

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, AUGUST 21, 2023
8:30 A.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

- 1. MARINE AIRCRAFT GROUP (MAG)-14 PRESENTATION: Colonel James T. Bardo, Commanding Officer**

- 2. CONSENT AGENDA**
 - A. Minutes of August 7, 2023 Regular Session**
 - B. Tax Releases and Refunds**
 - C. CARTS – Request to Set Public Hearing: CTP Grant**
 - D. Economic Development – Request to Set Public Hearing: NC Department of Commerce Grant**
 - E. Economic Development – Request to Set Public Hearing: Project Phantom**
 - F. Garage – County Vehicle AIM System: Budget Amendment**
 - G. Human Resources – Craven County 2024 Holiday Schedule**
 - H. Finance – Reimbursement Resolution: Sudan Temple Property**

DEPARTMENTAL MATTERS:

- 3. FACILITIES: Zach Chenoweth, Assistant Facilities Director**
 - A. Ford Transit 250 – Budget Amendment**
 - B. Commissioners' Meeting Room & Conference Room Window Replacement – Budget Amendment**

- 4. HEALTH: Scott Harrelson, Health Director**
 - A. Environmental Health Fee Schedule**
 - B. Accept Funding from Pitt County for Data Pilot Program – Budget Amendment**

5. **WATER: Dail Booth, Water Superintendent**
 - A. **Phase I Water Meter Change Out - Budget Amendment**
 - B. **Phase II Water Meter Change Out – Budget Amendment**
6. **APPOINTMENTS**
7. **COUNTY ATTORNEY’S REPORT: Arey Grady**
8. **COUNTY MANAGER’S REPORT: Jack Veit**
9. **COMMISSIONERS’ REPORTS**

THE BOARD OF COMMISSIONERS OF THE COUNTY OF CRAVEN MET IN REGULAR SESSION IN THE COMMISSIONERS' ROOM OF THE CRAVEN COUNTY ADMINISTRATION BUILDING, 406 CRAVEN STREET, NEW BERN, NORTH CAROLINA, ON MONDAY, AUGUST 21, 2023. THE MEETING CONVENED AT 8:30 AM.

MEMBERS PRESENT:

Vice-Chairman Denny Bucher
Commissioner Chadwick Howard
Commissioner Sherry Hunt
Commissioner E. T. Mitchell
Commissioner Beatrice R. Smith (remote via telephone)

MEMBERS EXCUSED:

Chairman Jason R. Jones
Commissioner Thomas Mark

STAFF PRESENT:

Jack B. Veit, III, County Manager
Gene Hodges, Assistant County Manager
Amber Parker, Human Resources Director
Arey Grady, County Attorney
Lauren Wargo, Assistant to the County Manager
Nan Holton, Clerk to the Board

County Attorney, Arey Grady, recited the following invocation, followed by the Pledge of Allegiance.

Gracious and loving God, by Your wisdom You have bound us together in a common life, as one body. The eye cannot say to the hand: "I have no need of you," nor, again, the head to the feet: "I have no need of you." Indeed, the body does not consist of one member but of many, and all parts must work together for the common good.

As these Your servants gather today, help them embrace both the gifts and disciplines of a shared common life. Guide them toward decisions that honor all members of our human family, especially the most vulnerable. Give them a reverence for the Earth and all its inhabitants.

Strengthen them to act with mercy and kindness in all that they do, and give all of us grace to walk with You and one another in the way of love.

In Your holy name we pray. Amen.

Based upon the invocation given by Reverend Dorota Wright-Pruski, at the July 28, 2023 session of the US House of Representatives

Commissioner Mitchell motioned to approve the agenda, as presented, seconded by Commissioner Hunt and approved 5-0 in a roll call vote.

MARINE AIRCRAFT GROUP (MAG)-14 PRESENTATION

Commissioner Bucher welcomed Colonel James Bardo, Commanding Officer with the Marine Aircraft Group – 14.

Colonel Bardo provided a status briefing on the Marine Aircraft Group – 14, to include:

- Command Relationships – Fleet Marine Force and Support
- MAG – 14 Composition – various squadrons
- F-35 integration information
- Cherry Point F-35 B/C Laydown 2023-2030 transitioning units
- Future Outlook information

- ✓ Over 3000 Marines and Sailors
- ✓ 6 Fighter Squadrons
- ✓ 1 MQ -9A Training Squadron
- ✓ 1 KC-130J Squadron
- ✓ 1 Logistics Squadron

Colonel Bardo addressed inquiries regarding impacts on local schools, population influx related to contractors and support staff, and FRC being the hub for other squadrons and allies.

CONSENT AGENDA

Commissioner Mitchell motioned to approve the Consent Agenda inclusive of the Minutes of August 7, 2023 Regular Session; Tax Releases and Refunds (*Credits = \$72,787.07; Refunds = \$392.77*); CARTS – Request to Set Public Hearing: CTP Grant; Economic Development – Request to Set Public Hearing: NC Department of Commerce Grant; Economic Development – Request to Set Public Hearing – Project Phantom; Garage – County Vehicle AIM System – Budget Amendment; Human Resources – Craven County 2024 Holiday Schedule and Finance – Reimbursement Resolution: Sudan Temple Property. Commissioner Howard seconded the motion which was approved 5-0 in a roll call vote.

Garage

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1014230-38215 Garage Fees – Materials	\$12,646.00	1014230-43240 Other Supplies	\$12,646.00
TOTAL	\$12,646.00	TOTAL	\$12,646.00

Justification: Budget Amendment needed to purchase AIM units to install on all new county vehicles purchased in FY 2023-2024.

**CRAVEN COUNTY
2024 HOLIDAY SCHEDULE**

NEW YEAR’S DAY
Monday, January 1, 2024

MARTIN LUTHER KING, JR. BIRTHDAY
Monday, January 15, 2024

GOOD FRIDAY
Friday, March 29, 2024

MEMORIAL DAY
Monday, May 27, 2024

INDEPENDENCE DAY
Thursday, July 4, 2024
Friday, July 5, 2024 (Floating)

LABOR DAY
Monday, September 2, 2024

VETERANS DAY
Monday, November 11, 2024

THANKSGIVING
Thursday, November 28, 2024
Friday, November 29, 2024

CHRISTMAS
Tuesday, December 24, 2024
Wednesday, December 25, 2024
Thursday, December 26, 2024

SUDAN TEMPLE PROPERTY
REIMBURSEMENT RESOLUTION
**RESOLUTION OF THE COUNTY OF CRAVEN, NORTH CAROLINA DECLARING ITS
OFFICIAL INTENT TO REIMBURSE EXPENDITURES UNDER UNITED STATES
DEPARTMENT OF TREASURY REGULATIONS**

BE IT RESOLVED, by the Board of Commissioners (the "Board") for the County of Craven, North Carolina (the "County") as follows:

Section 1. The Board hereby finds, determines, and declares the following:

(a) Section 1.150-2 of the Treasury Regulations (the "Regulations") prescribes specific procedures which will be applicable to certain bonds or notes issued by or on behalf of the County including, without limitation, a requirement that the County declare its official intent to reimburse certain expenditures with proceeds of debt to be incurred by the County prior to, or within sixty (60) days of, payment of the expenditures to be reimbursed.

(b) The County intends to advance its own funds in order to pay certain capital costs (the "Original Expenditures") relating to the acquisition, construction and equipping of a new general government services administrative building for the County (the "Project").

(c) The County reasonably expects to reimburse itself for the Original Expenditures from the proceeds of debt to be incurred by the County.

(d) \$7,500,000 is the maximum principal amount of debt currently expected to be incurred for the purpose of paying the costs of the Project.

(e) This declaration of official intent is made pursuant to Section 1.150-2 of the Treasury Regulations to expressly declare the official intent of the County to reimburse itself from the proceeds of debt to be hereinafter incurred by the County for certain expenditures paid by the County on or after the date which is sixty (60) days prior to the date hereof.

(f) The funds heretofore advanced or to be advanced by the County to pay the Original Expenditures are or will be available only on a temporary basis, and do not consist of funds that were otherwise earmarked or intended to be used by the County to permanently finance the Original Expenditures.

(g) All Original Expenditures to be reimbursed by the County were paid no more than sixty (60) days prior to, or will be paid on or after the date of, this declaration of official intent, except with respect to certain amounts incurred before such 60-day period not exceeding 20% of the issue price of the proceeds of the debt to be hereinafter incurred which are expended for "preliminary expenditures" within the meaning of Section 1.150-2 of the Treasury Regulations (the "Preliminary Expenditures"). The County understands that, except for the Preliminary Expenditures, such reimbursement must occur not later than eighteen (18) months after the later of (a) the date the Original Expenditures were paid and (b) the date the Project is placed in service or abandoned, but in no event more than three (3) years after the Original Expenditures were paid.

Section 2. This resolution supplements the prior declaration of the County made with respect to the Project on March 7, 2023.

Section 3. This resolution shall take effect upon its adoption.

I, Nan Holton, Clerk to the Board of Commissioners for the County of Craven, North Carolina, DO HEREBY CERTIFY that the foregoing is a true copy of so much of the proceedings of the Board of Commissioners for said County at a regular meeting held on August 21, 2023, as it relates in any way to the adoption of the foregoing resolution and that said proceedings are recorded in the minutes of said Board of Commissioners.

I DO HEREBY FURTHER CERTIFY that proper notice of such regular meeting was given as required by North Carolina law.

WITNESS my hand and official seal of said County this 21st day of August, 2023.

DEPARTMENTAL MATTERS: FACILITIES

Ford Transit 250 – Budget Amendment

Assistant Facilities Director, Zach Chenoweth, stated the Fiscal Year 2022-2023 budget included the purchase order of Ford Transit 250 for Facilities. The Purchase Order was issued on August 22, 2022, but the vehicle was not received before the end of the fiscal year. He reported that the vehicle is currently on the lot and scheduled to be delivered later this week.

Mr. Chenoweth requested approval of a budget amendment in the amount of \$51,614 in order to re-budget the expenditure from Fiscal Year 2022-2023 into the current fiscal year to complete this transaction.

Commissioner Mitchell motioned to approve the budget amendment, as requested, seconded by Commissioner Hunt and approved 5-0 in a roll call vote.

Facilities

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1010000-39901	\$51,614.00	1014220-47301	\$51,614.00
Current Year Fund Balance		Capital Outlay over \$5,000	
TOTAL	\$51,614.00	TOTAL	\$51,614.00

Commissioners’ Meeting Room & Conference Room Window Replacement – Budget Amendment

Mr. Chenoweth reported a purchase order for new windows in the Commissioners’ Meeting Room and Conference Room on the 2nd floor of the Administration Building was issued in December 2022. Due to a lengthy review with the City of New Bern Historical Preservation Committee (NBHPC), the windows were not installed in Fiscal Year 2022-2023. He stated approval from the NBHPC for the window replacement was received in May 2023, and Coastal Craftsmen, the General Contractor, began fabricating the new windows with the anticipation of completing fabrication during the month of August. Mr. Chenoweth requested approval of a budget amendment in the amount of \$47,000.00 to re-budget this expenditure in Fiscal Year 2023-2024. He indicated that fabrication is almost complete, and the work is being scheduled to begin later this year in order to have minimal disruption to daily operations and scheduled Commissioner meetings.

Commissioner Mitchell motioned to approve the following budget amendment, in the amount of \$47,000.00, as requested, seconded by Commissioner Hunt and approved 5-0 in a roll call vote.

Public Buildings

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1014200-39802	\$47,000.00	1014200-47302	\$47,000.00
Transfer from Reserve		Capital Outlay – Other Improvements	
4000000-39901	\$47,000.00	4004150-49701	\$47,000.00
Current Year Fund Balance		Transfer to General Fund	

TOTAL \$47,000.00 TOTAL \$47,000.00

DEPARTMENTAL MATTERS: HEALTH

Environmental Health Fee Schedule

Health Director, Scott Harrelson, reported the passage of recent Session Law 2023-90 would affect the allowable fees to be collected by Environmental Health. He stated 4 of the current fees had to be discontinued, allowing 5 new fees to be put forth under direction of the NC Department of Health and Human Services. He requested approval of the fee changes and stated the new fees would become effective September 1, 2023.

Commissioner Howard motioned to approve the following fee changes, as requested, seconded by Commissioner Mitchell and approved 5-0 in a roll call vote.

Private Permit Options	Current Fee	New Fee
-(a2) Improvement Permit	n/a	\$150 .00
-(a2) Construction Authorization	n/a	50.00
-(a2) Improvement Permit+Construction Authorization	n/a	110.00
-EOP NOI/ATO (filing fee submitted with NOi)	n/a	35.00
-AOWE NOI/ATO (filing fee submitted with NOi)	n/a	35.00
-EOP w/ 4 bedrooms or less	\$ 82.50	discontinue
-EOP w/ 5 bedrooms or more	180.00	discontinue
-LSS COVID-19 Permit w/ 4 bedrooms or less	82.50	discontinue
-LSS COVID-19 Permit w/ 5 bedrooms or more	180.00	discontinue

Accept Funding from Pitt County for Data Pilot Program – Budget Amendment

Mr. Harrelson reported that Pitt County allocated \$23,280.00 of COVID-19 Public Health (PH) Workforce grant funds under the American Rescue Plan Act of 2021 (ARPA) to Craven County in order to participate in the i2i Data Pilot and establish new performance measures with a goal of creating new dashboard reports at the county level. He stated this pilot will extract data from the Electronic Health Record (EHR) system to avoid double data entry by local staff and will provide data at a quarterly frequency rather than waiting up to two years for the information to be reported by the state.

Mr. Harrelson requested approval of a budget amendment in the amount of \$23,280.00 to participate in the Data Pilot program. He relayed there are more funds for Craven County forthcoming, so to expect more agreements in the future. The funds are coming from ARPA and flow through the NC Department of Health.

Commissioner Hunt inquired how long it would take to implement the pilot program. Mr. Harrelson stated several health departments across that state are participating, with Craven County being in the first two. The kick-off call is slated in 2 weeks.

Commissioner Howard motioned to approve the following budget amendment in the amount of \$23,280.00, as requested seconded by Commissioner Hunt and approved 5-0 in a roll call vote.

Health/Primary Care

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1015100-38200 Misc. Revenues	\$23,280.00	1015100-44000 Contract Services	\$23,280.00
TOTAL	\$23,280.00	TOTAL	\$23,280.00

Mr. Harrelson reported on Medicaid Expansion, stating they are positioning themselves for more patients. He indicated 85% of patients are underserved and will most likely roll over to Medicaid, as the health department serves citizens from Pamlico and Jones County as well. He

stated a number of providers that are currently on staff are already maxed out; therefore, they are trying to create an additional bandwidth to recruit more nurse practitioners.

DEPARTMENTAL MATTERS: WATER

Phase I Water Meter Change Out – Budget Amendment

Dail Booth, Water Superintendent, reported that in Fiscal Year 2022, the Board approved funds to begin changing out approximately 15,000 meters across the County's water system. The first phase of this project included the James City area, primarily focusing on meters located in the active I-42 construction zones.

He stated due to supply chain issues, the project was delayed and not completed by June 30th. As such, he requested to roll over \$394,307 remaining from last year's budget in order to finish out the work in this fiscal year.

Mr. Booth indicated that an issue with getting transmitters slowed down the progress; therefore, work was not completed in the previous fiscal year. Currently, 2 data collectors and 2 antennas have been installed; all meters are in and they are waiting for fiber connectivity. Once tested the project should be ready in the next 60 days.

Commissioner Mitchell motioned to approve the following budget amendment in the amount of \$394,307.00, as requested, seconded by Commissioner Hunt and approved 5-0 in a roll call vote.

Water

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
6000000-39901	\$394,307.00	6007010-47302	\$394,307.00
Current Year Fund Balance		Capital Outlay – Other Improvements	
TOTAL	\$394,307.00	TOTAL	\$394,307.00

Phase II Water Meter Change Out – Budget Amendment

Mr. Booth stated as programmed in the County's 5-year Capital Improvement Plan, the water department will continue the water meter change out project with Phase II. This phase will remain focused on additional routes in the same high traffic areas as Phase I. He highlighted the replacement of current water meters will provide multiple benefits for citizens, such as increased accuracy of readings, less delays in billing, and quicker notification of leak detection. Additional benefits also include reduced water loss for the County while providing enhanced customer service.

Mr. Booth requested approval of a budget amendment in the amount of \$1,193,500.00, to install approximately 2,400 meters.

Commissioner Mitchell motioned to approve the following budget amendment in the amount of \$1,193,500.00, as requested, seconded by Commissioner Hunt and approved 5-0 in a roll call vote.

Water

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
6000000-39901	\$1,193,500.00	6007010-47302	\$1,193,500.00
Current Year Fund Balance		Capital Outlay – Other Improvements	
TOTAL	\$1,193,500.00	TOTAL	\$1,193,500.00

APPOINTMENTS

Pending

Vice-Chairman Bucher reviewed the following pending appointments:

- Craven County Planning Board
- Havelock Board of Adjustment (ETJ) (document follows)
- Highway 70 Corridor Committee
- Volunteer Agricultural District (District 6)

Current

Nursing Home Advisory Committee

Commissioner Mitchell nominated Linda Lelli for reappointment. There being no additional nominations, Ms. Lelli was reappointed by acclamation.

Craven County Clean Sweep Committee

Commissioner Mitchell nominated Tom Glasgow for reappointment. There being no additional nominations, Mr. Glasgow was reappointed by acclamation.

Upcoming

Vice-Chairman Bucher reviewed upcoming appointments to boards and committees whose terms are due to expire in September.

COUNTY ATTORNEY'S REPORT

Initial Offer to Purchase Real Property – 5491 Adams Creek Road (Parcel 5-020-001)

County Attorney, Arey Grady, reported the County has received an offer in the amount of \$3,000 for this real property, which was acquired through a tax foreclosure, with past due taxes and costs of foreclosure totaling \$2,612.42. The tax value of this property is \$16,000.

He stated should the Board of Commissioners approve this transaction, the proposed resolution should be adopted, which will in turn authorize advertisement for upset bids. Once the upset bid process is concluded, this transaction will be brought back before the Board of Commissioners for final approval.

Commissioner Hunt motioned to adopt the following resolution approving the transaction and authorizing the upset bid process, seconded by Commissioner Mitchell and approved 5-0 in a roll call vote.

CRAVEN COUNTY RESOLUTION ACCEPTING OFFER TO PURCHASE SUBJECT TO UPSET BIDS

WHEREAS, Craven County owns certain real property identified as Tax Parcel Number 5-020-1001 (hereinafter "the Real Property"), the Real Property having been acquired by Craven County in deed recorded in Book 3764, Page 0183 in the Office of the Register of Deeds of Craven County; and,

WHEREAS, Craven County has received an Offer to Purchase the Real Property, a copy of said offer being attached hereto and incorporated herein by reference; and,

WHEREAS, the Craven County Board of Commissioners is authorized to sell Craven County's interest in real property pursuant to North Carolina General Statute §160A-269.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF CRAVEN COUNTY THAT:

1. The Craven County Board of Commissioners hereby authorizes the initiation of the upset bid process for the Real Property by advertising notice of the offer to purchase in accordance with the provisions of North Carolina General Statute §160A-269.

2. The County Manager, the Assistant County Manager, the Clerk to the Board of Commissioners and/or County Attorney are authorized to take all actions necessary to accomplish the transactions contemplated by this Resolution.

ADOPTED THIS 21st DAY OF AUGUST, 2023.

*Approval of Conveyance after Expiration of Upset Bid Period – 5200 Adams Creek Road
(Parcel 5-021-036)*

Mr. Grady stated the County previously received and approved an offer to purchase this real property, in the amount of \$3,500, subject to the completion of the upset bid process. The offer was advertised, and there were no upset bids, the final bid being \$3,500. The upset bid period has now expired, and he recommended approval of the conveyance at the purchase price of \$3,500. The County originally acquired this property through a tax foreclosure, with past due taxes and costs of foreclosure totaling \$2,612.41. The tax value of this property is \$16,000.

Mr. Grady indicated should the Board of Commissioners authorize this transaction, a resolution should be adopted, which in turn will authorize the execution and delivery of the necessary documents.

Commissioner Mitchell motioned to adopt the following resolution approving conveyance after expiration of the upset bid period, seconded by Commissioner Hunt and approved 5-0 in a roll call vote.

**CRAVEN COUNTY
RESOLUTION AUTHORIZING CONVEYANCE
AFTER EXPIRATION OF UPSET BID PERIOD**

WHEREAS, Craven County owns certain real property identified as Tax Parcel 5-021-036 (hereinafter “the Real Property”), the Real Property having been acquired by Craven County in deed recorded in Book 3764 Page 0180 in the Office of the Register of Deeds of Craven County; and,

WHEREAS, Craven County previously received and approved an Offer to Purchase the Real Property, and Craven County subsequently advertised said offer for upset bids as required by North Carolina General Statute §160A-269; and,

WHEREAS, the upset bid period required under North Carolina General Statute §160A-269 has expired; and,

WHEREAS, the Craven County Board of Commissioners deems it advisable and in the best interest of the County to sell its interest in the Real Property to the successful bidder and to convey its interest in said property by quitclaim deed.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF CRAVEN COUNTY THAT:

Section 1. The last and highest bid of Wawarth, LLC in the sum of \$3,500.00 for the Real Property is hereby accepted, and the Offer to Purchase previously executed by Craven County subject to the provisions of North Carolina General Statute §160A-269 is hereby ratified and confirmed in its entirety.

Section 2. Upon payment of the full purchase price, the Chairman, the County Manager, the Assistant County Manager, the Clerk to the Board of Commissioners and/or County Attorney are authorized to take all actions necessary to accomplish the transactions contemplated by this Resolution, including but not limited to the execution and delivery of the quitclaim deed attached hereto and incorporated herein by reference.

ADOPTED THIS 21st DAY OF AUGUST, 2023.

COUNTY MANAGER'S REPORT

County Manager, Jack Veit announced the opening of the new pickleball courts at Creekside Park Saturday morning. He stated about 55 people were on site, ready to play upon their opening.

Mr. Veit commented that over the last month, along with Commissioners, have driven around to various districts. He stated it was a great opportunity to see the County and its growth.

Mr. Veit reported on a Hwy 70 meeting he attended last week in Morehead City, where updates were provided on the Havelock bypass and the challenging work environment in the James City area. Mr. Veit informed the Board of the upcoming Transportation Summit being held at the Riverfront Convention Center on October 19th.

COMMISSIONERS' REPORTS

Commissioner Hunt thanked all Craven County departments that attended the Harlowe VFD Open House. She indicated approximately 175-200 citizens were in attendance and engaged in activities. She expressed despite the heat, a lot of good things happened, and connections were made.

Commissioner Mitchell announced she would be sworn into the North Carolina Association of County Commissioners and thanked the Board for their confidence in her. She promoted the Defense Summit being held in Raleigh on September 26-27th.

Commissioner Smith had nothing to report.

Commissioner Howard had nothing to report.

Commissioner Bucher had nothing to report.

At 9:17 am, Commissioner Mitchell motioned to adjourn, seconded by Commissioner Hunt and approved unanimously.

Jason R. Jones, Chairman
Craven County Board of Commissioners

Nan Holton
Clerk to the Board