

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MONDAY, JANUARY 6, 2020  
7:00 P.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

1. PETITIONS OF CITIZENS (**AGENDA TOPICS**)
2. CONSENT AGENDA
  - A. Minutes of December 16, 2019
  - B. Tax Releases and Refunds
  - C. Sheriff K-9 Donations – Budget Amendment
3. HIGHWAY 17/64 DISCUSSION

**DEPARTMENTAL MATTERS**

4. SHERIFF: Sheriff Chip Hughes; Administrative Captain, Tony Lee
  - A. Securus Technologies, Inc. Technology Grant – Budget Amendment
  - B. 2019 Byrne Justice Assistance Grant Program Award
5. CARTS: Kelly Walker, Director; Roy Beeson, Assistant Director
  - A. Annual Review and Management Report
  - B. Adoption of Updated Drug and Alcohol Testing Policy
  - C. State Maintenance Assistance Program (SMAP)
  - D. 2019-2020 Rural Operating Assistance Program (ROAP)
6. APPOINTMENTS
7. COUNTY ATTORNEY'S REPORT: Arey Grady
8. PETITIONS OF CITIZENS – (**GENERAL TOPICS**)
9. COUNTY MANAGER'S REPORT: Jack Veit
10. COMMISSIONERS' REPORTS

Presenter: \_\_\_\_\_  
Agenda Item No. 1  
Board Action Required or Considered: No

### **PETITIONS OF CITIZENS (AGENDA TOPICS)**

Comments directly pertaining to items on the agenda of any regularly scheduled meeting of the Board shall be made during an agenda comment period occurring at the beginning of each regularly scheduled meeting. Comments during this period shall be limited to those comments directly pertaining to items on the agenda for such meeting.

Each speaker must address the Board as a whole (and not any individual Commissioner, County staff member or the audience) from the lectern and shall begin his or her remarks by giving his or her name and address and the topic about which they intend to speak. Each speaker will have three (3) minutes to make remarks, as measured by a timer operated by County staff. A speaker may not yield any of his or her time to another speaker.

Speakers must be courteous in their language and presentation, and must abide by generally accepted standards of decorum. Speakers shall not make the same or repetitive comments, whether during a particular comment period or over the course of multiple comment periods. Speakers shall not attack or insult any person or group of people, and speakers shall not give belligerent or hostile comments during any comment period.

**Board Action: Receive information**

Presenter: \_\_\_\_\_  
Agenda Item No. 2  
Board Action Required or Considered: Yes

## CONSENT AGENDA

### A. MINUTES OF DECEMBER 16, 2019

The Board will be requested to approve the minutes of December 16, 2019, as shown in Attachment #2.A.

### B. TAX RELEASES AND REFUNDS

The Board will be requested to approve the tax releases and refunds, as shown in Attachment #2.B.

### C. SHERIFF K9 DONATIONS – BUDGET AMENDMENT

The Craven County Sheriff's Office has received two donation checks (#25389 for \$100 and #1544 for \$50) totaling \$150 to support the Sheriff's K-9 program. The Board will be requested to approve the budget amendment shown as Attachment #2.C.

**Board Action: A roll call vote is needed to approve the consent agenda**

Presenter: \_\_\_\_\_  
Agenda Item No. 3  
Board Action Required or Considered: No

### **HIGHWAY 17/64 DISCUSSION**

At the December 16<sup>th</sup> Commissioners' meeting, it was the consensus of the Board to conduct further discussions regarding Highway 17/64.

**Board Action: Information only**

Presenters: Chip Hughes and Tony Lee  
Agenda Item No. 4  
Board Action Required or Considered: Yes

**DEPARTMENTAL MATTERS: SHERIFF**

**A. SECURUS TECHNOLOGIES, INC. TECHNOLOGY GRANT – BUDGET AMENDMENT**

The Craven County Sheriff's Office has received a technology award grant in the amount of \$14,000 from Securus Technologies, Inc. Securus Technologies provides technology for the department's inmate population through the use of telephones, visitation technology (to include offsite inmate visitation through computer links), and electronic tablets that inmates may access while in the Craven County Detention Center. This technology grant has been specifically set aside for the use of the Craven County Sheriff's Office. The Board will be requested to approve the budget amendment, shown as Attachment #4.A, authorizing the transfer of the Securus Technologies grant award in the amount of \$14,000 from revenues to expenditures.

**Board Action: A roll call vote is needed to approve budget amendment**

**B. 2019 BYRNE JUSTICE ASSISTANCE GRANT PROGRAM AWARD**

The New Bern Police Department has requested that the Craven County Sheriff's Office sign a Memorandum of Understanding (MOU) to partner with them on the 2019 Byrne JAG Award #2019-DJ-BX-0557. The aforementioned grant is in the amount of \$11,488.200 and will be used to purchase equipment/technology directly related to narcotics investigations. A copy of the MOU and details of the grant award are shown as Attachment #4.B.

**Board Action: Approve partnership with the City of New Bern.**

## DEPARTMENTAL MATTERS: CARTS

### A. ANNUAL REVIEW AND MANAGEMENT REPORT

The Safety and Security Plan (SSP) adopted on November 19, 2018 requires an annual review to ensure all information is correct. It also requires an annual report to include: results of incident investigations and analysis; identification of possible hazardous conditions; results of inspections; established plans for handling future incidents; recommendations for SSP revisions; and analysis of department involvement in the administration of the SSP.

There are no revision recommendations at this time. A written report has been provided in Attachment #5.A. We are requesting adoption of the FY2018-2019 annual report and management review.

**Board Action: Adoption of the FY2018-2019 annual review of the CARTS SSP**

### B. ADOPTION OF UPDATED DRUG AND ALCOHOL TESTING POLICY

The current Drug and Alcohol Testing Policy was adopted December 18, 2017 with an effective date of January 1, 2018. An updated template has been provided by the North Carolina Department of Transportation Integrated Mobility Division (NCDOT/IMD) formerly North Carolina Department of Transportation/Public Transportation Division (NCDOT/PTD) with instruction that the changes would require approval by the governing authority (Craven County Board of Commissioners).

The changes are found redlined on pages 5, 9, 10, 11, 12, and 20 of the document that has been provided to the Board in Attachment #5.B. These changes include: a definition update; wording to add more clarification to the policy; an additional type of equipment that can be used for confirmatory testing of specimens that are not negative; and updated procedures regarding Return-to-Duty testing should an employee be reinstated with court order or other action beyond the control of CARTS.

CARTS is requesting adoption of an updated Drug and Alcohol Testing Policy to be effective January 7, 2020. All employees to whom this policy applies will be given a copy of the new policy, if adopted.

**Board Action: Adoption of the updated Drug and Alcohol Testing Policy, with effective date January 7, 2020.**

### C. STATE MAINTENANCE ASSISTANCE PROGRAM

The State Maintenance Assistance Program (SMAP) is a state-funded public transportation grant program administered by the North Carolina Department of Transportation/Integrated Mobility Division (NCDOT/IMD) formerly the North Carolina Department of Transportation/Public Transportation Division (NCDOT/PTD). The intention of this program is to provide operating assistance to urban, small-urban, and urban regional fixed route and commuter bus systems with low overhead and paperwork. Eligible uses of the funds are limited to a system's operating costs.

This is the first year that Craven Area Rural Transit System (CARTS) is eligible to receive SMAP funding. SMAP is formula based. CARTS has been allocated \$131,714 for Fiscal Year 2019-2020. The funds must be spent by June 30, 2020. A public hearing is not required. SMAP funding cannot exceed the amount of local match provided for the 5307 Urban Area Formula Funds grant. With approval of this grant, the CARTS local match for the 5307 grant would be \$130,528 and SMAP \$130,527. SMAP was not budgeted as a revenue source in this year's budget. The local match is already identified in the current year's budget through contract and advertising revenue sources.

CARTS is requesting approval to apply for \$130,527 in SMAP funds. The deadline to submit all required documents is January 17, 2020. (See Attachment #5.C.)

#### **Board Action: Approval to apply for FY2019-2020 SMAP funds**

### D. 2019-2020 RURAL OPERATING ASSISTANCE PROGRAM (ROAP)

The Rural Operating Assistance Program (ROAP) is a state funded transportation grant program administered by the North Carolina Department of Transportation/Integrated Mobility Division (NCDOT/IMD) formerly North Carolina Department of Transportation/Public Transportation Division (NCDOT/PTD). ROAP consolidates the Elderly and Disabled Assistance Program (EDTAP) for the rural and urban areas; the Employment Transportation Program (EMP) for the rural and urban areas; and the Rural General Public (RGP) for the rural area into one application. Each county within the CARTS service area is responsible for making a ROAP application for its respected county.

Craven County has been allocated \$105,747.84 for EDTAP purposes only, as well as \$126,972.77 to be used for EMP or RGP purposes to be used during FY2019-2020. This total of \$232,720.61 is an increase of \$34,084.61 over FY2018-2019 funding. The RGP requires a 10% match which is covered by fares charged to the passengers. A public hearing is not required to apply for this funding. In addition to the completed application, a Certified Statement signed by the County Manager and County Finance Officer is required. (See Attachment #5.D.)

#### **Board Action: Information Only**

Presenter: \_\_\_\_\_  
Agenda Item No. 6  
Board Action Required or Considered: Yes

## APPOINTMENTS

- A. PENDING
- B. CURRENT
- C. UPCOMING

**Board Action: Appointments will be effective immediately, unless otherwise specified.**

A. PENDING APPOINTMENTS

- Adult Care Home Advisory Committee (5 vacancies)
- Nursing Home Advisory Committee (3 vacancies)
- Senior Legislative Tarheel Alternate (1 vacancy)
- Board of Equalization and Review (1 vacancy)
- Juvenile Crime Prevention Council (JCPC) (1 student vacancy)

B. CURRENT APPOINTMENTS

- Craven County Clean Sweep Committee: Roberta Randall has submitted the application shown in Attachment #6.B., seeking appointment to the Craven County Clean Sweep Committee.
- Fireman's Relief Fund Board of Trustees: Keith Gaskins has submitted the application shown in Attachment #6.B., seeking reappointment to the Fireman's Relief Fund Board of Trustees.
- Recreation Advisory Committee: District 5 needs an appointment to fill Kathy Frazier's position.

C. UPCOMING APPOINTMENTS – TERMS EXPIRING JANUARY 2020

- Adult Care Home Advisory Committee
- Craven Community Child Protection Committee
- Havelock/Craven County Library Board
- Juvenile Crime Prevention Council (JCPC)

Presenter: Arey Grady  
Agenda Item No. 7  
Board Action Required or Considered: Yes

**COUNTY ATTORNEY'S REPORT – INITIAL OFFER TO PURCHASE REAL  
PROPERTY AT 2203 CHESTNUT AVE., NEW BERN (Parcel Number 8-037-001)**

County Attorney, Arey Grady, will present an offer received by Craven County and City of New Bern in the amount of \$375.00 for the property located at 2203 Chestnut Ave., which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were \$4,179.83. The current tax value is \$750.00. Attachment #7 contains copies of the Offer to Purchase, Foreclosure Deed, GIS information, and proposed resolution.

In accordance with historical practice, the County allows the municipality jointly owning foreclosed property to “take the lead” in situations involving jointly owned property, meaning the County allows the municipality to make the decision on the suitability of an initial offer, and in turn, assuming County approval, the municipality prepares the necessary contract, deed and upset bid advertisement. Finally, assuming final approval by the municipality and the County after the expiration of the bid process, the municipality attends to the recordation of the deed to the high bidder, collects the purchase price and remits the County’s share. As noted above, in the present case the City of New Bern has approved the initial bid and requested the County to do the same.

Should the County accept this Offer, then the property will be advertised for upset bids by the City of New Bern in accordance with the General Statutes. Once no further upset bids are timely received, the County and City may accept or reject the final offer.

**Board Action: Accept initial offer and advertise for upset bids in accordance with the General Statutes.**

Presenter: \_\_\_\_\_  
Agenda Item No. 8  
Board Action Required or Considered: No

### **PETITIONS OF CITIZENS (GENERAL TOPICS)**

Comments directly pertaining to policies or issues which are under the statutory or administrative authority of the Board shall be made during a general comment period occurring at the end of each regularly scheduled meeting. Comments during this period shall be limited to those comments directly pertaining to issues which are under the statutory or administrative authority of the Board.

Each speaker must address the Board as a whole (and not any individual Commissioner, County staff member or the audience) from the lectern and shall begin his or her remarks by giving his or her name and address and the topic about which they intend to speak. Each speaker will have three (3) minutes to make remarks, as measured by a timer operated by County staff. A speaker may not yield any of his or her time to another speaker.

Speakers must be courteous in their language and presentation, and must abide by generally accepted standards of decorum. Speakers shall not make the same or repetitive comments, whether during a particular comment period or over the course of multiple comment periods. Speakers shall not attack or insult any person or group of people, and speakers shall not give belligerent or hostile comments during any comment period.

**Board Action: Receive information**

Presenter: Jack Veit  
Agenda Item No. 9

## **COUNTY MANAGER'S REPORT**

Presenter: \_\_\_\_\_  
Agenda Item No. 10

## **COMMISSIONERS' REPORTS**

1 THE BOARD OF COMMISSIONERS OF THE COUNTY OF CRAVEN MET IN  
2 REGULAR SESSION IN THE COMMISSIONERS' ROOM OF THE CRAVEN  
3 COUNTY ADMINISTRATION BUILDING, 406 CRAVEN STREET, NEW BERN,  
4 NORTH CAROLINA, ON DECEMBER 16, 2019. THE MEETING CONVENED AT 8:30  
5 A.M.

6  
7 **MEMBERS PRESENT:**

8 Chairman Thomas F. Mark  
9 Vice Chairman Jason R. Jones  
10 Commissioner Denny Bucher  
11 Chairman George S. Liner  
12 Commissioner E. T. Mitchell  
13

14 **MEMBERS ABSENT:**

15 Commissioner Theron L. McCabe  
16 Commissioner Johnnie Sampson, Jr.  
17

18 **STAFF PRESENT:**

19 Jack B. Veit III, County Manager  
20 Gene Hodges, Assistant County Manager  
21 Craig Warren, Finance Director  
22 Amber Parker, Human Resources Director  
23 Nan Holton, Clerk to the Board  
24 Arey Grady, County Attorney  
25

26 Following the Pledge of Allegiance, County Attorney, Arey Grady, recited the following  
27 invocation:

28  
29 *Lord we thank you for yet another year and the wonderful blessings you have*  
30 *showered on us.*

31  
32 *We pray that as we enter 2020 you will bless this Board of Commissioners with unity,*  
33 *creativity and the American spirit that has made our country and county great.*

34  
35 *We pray especially for the next generation who will inherit the works of this Board of*  
36 *Commissioners.*

37  
38 *May you bless this Board with heart-felt concern for the world they will live in: a*  
39 *world of peace, justice and in awe of the God who created us.*

40  
41 *.Amen.*

42  
43 *Based upon the opening prayer given by Reverend Eugene Hemrick for the December*  
44 *23, 2013 session of the United States House of Representatives.*  
45  
46  
47

48 Chairman Mark requested that the Agenda be amended to add a presentation by Marc Finlayson  
 49 about the Hwy 17-64 Association as Item 4A. Commissioner Liner made the motion to adopt  
 50 the agenda as amended; seconded by Commissioner Mitchell and approved unanimously.  
 51

52 **CONSENT AGENDA**

53  
 54 Commissioner Liner motioned to approve the consent agenda, inclusive of the December 2, 2019  
 55 regular session minutes, seconded by Commissioner Mitchell and approved 5-0 in a roll call  
 56 vote.  
 57

58 *Tax Releases and Refunds*

59  
 60 **Credits**

61	62 <b>TAXPAYER NAME</b>	63 <b>TICKET #</b>	64 <b>AMOUNT</b>
65	BARNHILL, SANDRA S	2019-208130	\$34.38
66	DID NOT OWN JANUARY 1		
67	BASE 2 NC INC	2019-204445	\$34.74
68	CORRECTED DISCOVERED PROPERTY VALUE		
69			
70	BEASLEY, WANDA S	2019-209137	\$14.86
71	DOUBLE BILLED		
72			
73	BROWN, RANDALL N	2019-32470	\$60.00
74	DOUBLE BILLED		
75			
76	BROWN, TINA JARMAN	2019-32476	\$60.00
77	CORRECTED DISCOVERED PROPERTY VALUE		
78			
79	CAHOON, LINDA RUE	2019-402068	\$46.94
80	DOUBLE BILLED		
81			
82	CAMPBELL, JANET LEIGH	2017-9007	\$100.02
83	DID NOT OWN JANUARY 1		
84			
85	CAMPBELL, JANET LEIGH	2019-400042	\$50.27
86	DOUBLE BILLED		
87			
88	CAMPBELL, JANET LEIGH	2013-8531	\$61.84
89	DID NOT OWN JANUARY 1		
90			
91	CARTERET CRAVEN EMC	2019-600026	\$199.28
92	INCLUDED IN CERTIFIED VALUATION		
93			

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94	CARTERET CRAVEN EMC	2019-600027	\$983.39
95	INCLUDED IN CERTIFIED VALUATION		
96			
97	CARTERET CRAVEN EMC	2019-600028	\$2,572.41
98	INCLUDED IN CERTIFIED VALUATION		
99			
100	CASAZZA, EDWARD	2019-212786	\$1,068.13
101	NOT TAXABLE TO CRAVEN COUNTY		
102			
103	CORNETTE, RANDALL E	2019-402330	\$56.04
104	CORRECTED DISCOVERED PROPERTY VALUE		
105			
106	DONZEL, KEITH NORMAN	2019-402189	\$149.95
107	CORRECTED DISCOVERED PROPERTY VALUE		
108			
109	DONZEL, KEITH NORMAN	2019-402188	\$150.38
110	CORRECTED DISCOVERED PROPERTY VALUE		
111			
112	DONZEL, KEITH NORMAN	2019-402187	\$131.68
113	CORRECTED DISCOVERED PROPERTY VALUE		
114			
115	DONZEL, KEITH NORMAN	2019-402186	\$114.57
116	CORRECTED DISCOVERED PROPERTY VALUE		
117			
118	DONZEL, KEITH NORMAN	2019-402185	\$102.14
119	CORRECTED DISCOVERED PROPERTY VALUE		
120			
121	EICHELBERGER, TERRY B & SANDRA S	2019-402074	\$19.59
122	DOUBLE BILLED		
123			
124	EICHELBERGER, TERRY B & SANDRA S	2019-402076	\$22.12
125	DOUBLE BILLED		
126			
127	EICHELBERGER, TERRY B & SANDRA S	2019-402077	\$25.23
128	DOUBLE BILLED		
129			
130	EICHELBERGER, TERRY B & SANDRA S	2019-402079	\$29.10
131	DOUBLE BILLED		
132			
133	EICHELBERGER, TERRY B & SANDRA S	2019-402081	\$28.22
134	DOUBLE BILLED		
135			
136	HATFIELD, RANDALL W	2019-203441	\$77.69
137	NOT TAXABLE TO CRAVEN COUNTY		
138			
139			

140	HORTON INC D R	2019-62829	\$154.74
141	PROPERTY VALUE CORRECTION		
142			
143	HUMPHREY, REX ALLEN & AVA GARRETT	2019-402523	\$33.92
144	DID NOT OWN JANUARY 1		
145			
146	JUNAK JEFFREY PAUL	2019-29536	\$207.97
147	PROPERTY VALUE CORRECTION		
148			
149	MARKS, RICHARD HARRISON III	2019-212195	\$7.86
150	INCORRECT SITUS/REBILL		
151			
152	NAVERDO, JULIO	2019-212471	\$682.90
153	CORRECTED DISCOVERED PROPERTY VALUE		
154			
155	NORRIS, CORBILL LOUIS	2019-202823	\$24.22
156	DOUBLE BILLED		
157			
158	NORRIS, NEVIN GRANT	2019-402517	\$71.55
159	DOUBLE BILLED		
160			
161	NORRIS, NEVIN GRANT	2019-402518	\$81.38
162	DOUBLE BILLED		
163			
164	NORRIS, NEVIN GRANT	2019-7402519	\$93.97
165	DOUBLE BILLED		
166			
167	NORRIS, NEVIN GRANT	2019-402520	\$91.43
168	DOUBLE BILLED		
169			
170	NORRIS, NEVIN GRANT	2019-402521	\$96.37
171	DOUBLE BILLED		
172			
173	O'DOWD EDWARD NEVILLE	2019-400282	\$123.60
174	CORRECTED PROPERTY VALUE		
175			
176	O'DOWD EDWARD NEVILLE	2019-400281	\$109.46
177	CORRECTED DISCOVERED PROPERTY VALUE		
178			
179	PARKER, DANIEL D & LISA R	2019-401546	\$195.92
180	DID NOT OWN JANUARY 1		
181			
182	RIVENBARK, MATTHEW & CHRYSTAL	2019-201332	\$175.73
183	DID NOT OWN JANUARY 1		
184			
185			

186	SECHRIST, GEORGE A & MARILYN M	2019-402462	\$71.10
187	NOT TAXABLE TO CRAVEN COUNTY		
188			
189	SECHRIST, GEORGE A & MARILY M	2019-402463	\$81.09
190	NOT TAXABLE TO CRAVEN COUNTY		
191			
192	SECHRIST, GEORGE A & MARILYN M	2019-402464	\$93.50
193	NOT TAXABLE TO CRAVEN COUNTY		
194			
195	SECHRIST, GEORGE A & MARILYN M	2019-402465	\$90.65
196	NOT TAXABLE TO CRAVEN COUNTY		
197			
198	SECHRIST, GEORGE A & MARILYN M	2019-402466	\$98.85
199	NOT TAXABLE TO CRAVEN COUNTY		
200			
201	SEIP, ROBERT MICHAEL	2019-210587	\$8.44
202	CORRECTED DISCOVERED PROPERTY VALUE		
203			
204	SHERRER, JAMES EDWARD	2019-212798	\$811.35
205	DOUBLE BILLED		
206			
207	SMITH, RONALD C	2019-400376	\$118.32
208	DID NOT OWN JANUARY 1		
209			
210	SONTAG, ROY EDWARD	2019-401893	\$68.33
211	CORRECTED DISCOVERED PROPERTY VALUE		
212			
213	SONTAG, ROY EDWARD	2019-401894	\$77.10
214	CORRECTED DISCOVERED PROPERTY VALUE		
215			
216	SONTAG, ROY EDWARD	2019-401895	\$87.93
217	CORRECTED DISCOVERED PROPERTY VALUE		
218			
219	SONTAG, ROY EDWARD	2019-401896	\$99.66
220	CORRECTED DISCOVERED PROPERTY VALUE		
221			
222	TOLER, THOMAS LEE & BELLE A	2019-736	\$60.00
223	DWELLING VACANT		
224			
225	VARGAS, DANIEL AGUSTIN	2016-59478	\$189.91
226	MILITARY EXEMPT		
227			
228	VARGAS, DANIEL AGUSTIN	2016-59196	\$181.44
229	MILITARY EXEMPT		
230			
231			

232	WIGGINS, RACHEL M	2019-202660	\$60.00
233	DWELLING VACANT		
234			
235	WOOTEN, SHIRLEY H	2019-203774	\$60.00
236	RECYCLE FEE CORRECTION		
237			
238		57 – CREDIT MEMO (S)	\$10,601.66
239			
240	<b>Refunds</b>		
241			
242	BROWN, RANDALL N	2019-32470	\$70.36
243	DOUBLE BILLED		
244			
245	BROWN, TINA JARMAN	2019-32476	\$16.75
246	CORRECTED DISCOVERED PROPERTY VALUE		
247			
248	NAVERDO, JULIO	2019-212471	\$119.27
249	CORRECTED DISCOVERED PROPERTY VALUE		
250			
251	NOBLES, TOM	2019-1473	\$34.57
252	MOBILE HOME/PROPERTY RAZED		
253			
254		4 – REFUND MEMO (S)	\$240.95
255			

*K-9 Donation Budget Amendment*

**Sheriff's Office**

260	REVENUES	AMOUNT	EXPENDITURES	AMOUNT
261				
262	1014310-38301	\$1,600.00	1014310-43222	\$1,600.00
263	Miscellaneous Donations		Supplies – Donations	
264				
265	TOTAL	\$1,600.00	TOTAL	\$1,600.00
266				

**Justification:** This budget amendment will reflect a citizen donation in the amount of \$1,600 that will support various expenses associated with the Sheriff's K-9 program.

**CHAIRMAN'S PRIVILEGE**

Chairman Mark requested Commissioner Liner to stand and proceeded to outline all the challenges he had faced while serving as Chairman from December, 2018 through December, 2019; inclusive of the all the recovery efforts from Hurricane Florence and recycling issues. Chairman Mark stated it was an honor to give this plaque to George Liner on behalf of the Board of Commissioners, with their appreciation for his service and leadership.

278  
279 **COMMISSIONERS' APPOINTMENTS TO BOARDS AND COMMITTEES**  
280  
281 Chairman Mark provided each Commissioner with an updated version of appointments to the  
282 various County Boards and Commissions, stating he had spoken to each Commissioner  
283 individually. Commissioner Mitchell motioned to adopt the appointments as presented;  
284 seconded by Commissioner Liner and approved unanimously.  
285

286 **Commissioners' Appointments December 2019-December 2020**

287 ***Required Boards (currently serving):***

288 Tourism Development Authority (Sampson)  
289 Craven County Health Board (Bucher)  
290 East Carolina Workforce Development Board (Sampson)  
291 New Bern Craven County Library Board (Mitchell)  
292 Military Civilian Community Council (Liner)  
293 Aging Planning Board (Liner)  
294 Kellenberger Foundation (Mark)  
295 Tryon Palace Commission (Mark)  
296 Juvenile Crime Prevention Council (Sampson)  
297 Smart Start (McCabe)  
298 ECCOG (Mitchell)  
299 Down East RPO (McCabe)  
300 Swiss Bear (Bucher)  
301 MPO (Mitchell)  
302 EDO/C1 A (Bucher)  
303 Dix Crises Center (Mark)

304  
305 ***Other Boards (currently serving):***

306 ABC Board (Bucher)  
307 CRSWMA -Voting Member (Jones)  
308 Local Emergency Planning Committee (McCabe)  
309 Cove City Library Board (Jones)  
310 Havelock City Library Board (McCabe)  
311 Vanceboro Library Board (Mark)  
312 Highway 70 Corridor Committee (Mark)  
313 Partners in Education (PIE) (Jones)  
314 Craven-Pamlico-Carteret Regional Library (Jones & Liner)  
315 Highway 17 Association (Mark)  
316 ACT (Mitchell)  
317 Trillium (Liner)  
318 SE Economic Development Partnership (Mitchell)  
319  
320

**JUVENILE CRIME PREVENTION COUNCIL (JCPC) EXPANSION FUNDING**

JCPC Chair, Jennifer Dacey, stated that the \$41,860.00 Budget Amendment she was seeking approval for came about as a result of the State Legislators raising the age of juveniles to eighteen. She indicated they were notified in October and put out Request For Proposals (RFPs), receiving several responses, but only one with all of the qualifications. Mrs. Dacey reported that Craven Community College, through its Volt Workforce Development Center, is partnering with the Methodist Home Residential and Court Services to provide vocational skills training in National Center for Construction Education and Research (NCCER) Levels 1 and 2. She remarked it would be the first of its kind in the state. She further highlighted that individuals ranging in ages from 16 to 18 years old would receive six months training and tests for certifications in the areas of carpentry, electrician, HVAC, plumbing, or welding. They would be referred to the program by court counselors and the Department of Social Services.

The Commissioners inquired about the maximum capacity for this program and the ability to assist the participants in finding employment.

Commissioner Liner motioned to approve the \$41,860.00 Raise the Age Expansion Funds Budget Amendment. His motion was seconded by Commissioner Mitchell and approved in a 5-0 roll call vote.

***Pass-Thru/JCPC Programs***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
1014291-33325	\$41,860.00	1014291-49166	\$41,860.00
DJJP-Raise the Age		Pass Thru-Volt Workforce Center	
<b>TOTAL</b>	<b>\$41,860.00</b>	<b>TOTAL</b>	<b>\$41,860.00</b>

**Justification:** JCPC budget amendment needed for the addition of \$41,860 Raise the Age Expansion Funds dedicated to the Volt Workforce Development program. Craven Community College, through its Volt Workforce Development Center, is partnering with the Methodist Home Residential and Court Services in Craven County to provide vocational skills training in National Center for Construction Education and Research (NCCER) Levels 1 and 2. Individuals ranging in ages 16-18 years old will receive six months training and tests for certifications in the areas of carpentry, electrician, HVAC, plumbing or welding. All participants will complete the NCCER core curriculum and forklift training.

**HIGHWAY 17/64 ASSOCIATION PRESENTATION**

Marc Finlayson provided the Board with a presentation on the accomplishments of the Highway 17/64 Association, reviewing the funds spent, and the number of projects and road miles completed. He highlighted the funds invested in the US 17 Corridor projects, specifically in Craven County, stating that \$146.5 million had been invested in four projects.



367 Mr. Finlayson remarked on how over \$500 million in damages associated with Hurricane  
 368 Florence impacted the NC Dept. of Transportation’s budget. He expressed this caused an  
 369 immediate curtailing of maintenance activities and delayed capital projects for one or two years.  
 370 Mr. Finlayson closed with the advocacy goals for 2020 and invited the Board to attend their  
 371 meeting in Raleigh on January 8<sup>th</sup> and 9<sup>th</sup>.

372  
 373 Commissioners inquired about the number of stakeholders in the Hwy 17/64 Association and  
 374 how this has changed over time; and the projected dates of completion of Craven County’s Hwy.  
 375 17 projects. Frustration was expressed over the amount of dues invested, and the value received;  
 376 and the fact that other stakeholders quit paying dues after their projects were completed. In  
 377 comparison, the Hwy. 70 Corridor has by-laws that require all stakeholders to stay invested until  
 378 completion. The Board was in consensus to maintain representation, but needed more time  
 379 before coming up with a recommendation.

380  
 381 Chairman Mark motioned to defer making a recommendation until the January 6, 2020 meeting.  
 382 His motion was seconded by Commissioner Bucher and carried in a 5-0 roll call vote.

383  
 384 **DEPARTMENTAL MATTERS: SHERIFF – CHILD SUPPORT DEPUTY SHERIFF**  
 385 **BUDGET AMENDMENT**

386  
 387 Sheriff Chip Hughes reviewed the backlog issue with child support papers being served and  
 388 reminded the Board they had given the County Manager authorization in August to approve an  
 389 agreement. Sheriff Hughes stated that after working with the County Manager, County Attorney,  
 390 the Dept. of Social Services, and Maximus, an agreement was reached. The Budget Amendment  
 391 being presented shows the official costs associated with this position.

392  
 393 This budget amendment will support a specialized Craven County Deputy Sheriff to manage,  
 394 serve and execute child support (IV-D) papers, and civil/criminal processes issued by the Court  
 395 for service in Craven County. Such legal processes will include civil summons, orders to show  
 396 cause, and commitments as they pertain specifically to child support enforcement. The  
 397 aforementioned legal processes are currently served by the Sheriff’s patrol division when they  
 398 are able. County-wide call volume is usually handled by five patrol deputies which consistently  
 399 prevent, or delays efficient and effective service of child support related activities. The addition  
 400 of a dedicated Deputy Sheriff that is primarily responsible for child support enforcement should  
 401 reflect an increase in the service of said legal processes.

402  
 403 Commissioner Liner motioned to approve the \$89,740.00 Budget Amendment to support a  
 404 specialized Child Support Deputy Sheriff. His motion was seconded by Commissioner Bucher  
 405 and approved in a 5-0 roll call vote.

406  
 407 *Sheriff’s Office*

408

409	REVENUES	AMOUNT	EXPENDITURES	AMOUNT
410				
411	1014310-34022	\$89,740.00	1014310-41002	\$23,028.00
412	Child Support Deputy Contract		Full-time Salaries	

413			1014310-41101	\$ 1,762.00
414			FICA	
415			1014310-41102	\$ 2,234.00
416			NC Retirement – LEO	
417			1014310-41105	\$ 1,151.00
418			401K	
419			1014310-41104	\$ 684.00
420			Worker’s Compensation	
421			1014310-41106	\$ 4,634.00
422			Health Insurance	
423			1014310-41107	\$ 343.00
424			Dental Insurance	
425			1014310-41108	\$ 12.00
426			Life Insurance	
427			1014310-41109	\$ 22.00
428			Disability Insurance	
429			1014310-47301	\$45,512.00
430			Capital Outlay –Over \$5,000	
431			1014310-47321	\$ 6,092.00
432			Capital Outlay \$500-\$4,999	
433			1014310-43240	\$ 4,266.00
434			Supplies-Other	
435				
436	TOTAL	\$89,740.00	TOTAL	\$89,740.00

437  
 438 **Justification:** This budget amendment will support a specialized Craven County Deputy Sheriff  
 439 to manage, serve and execute child support (IV-D) papers and civil/criminal processes issued by  
 440 the court for service in Craven County. Such legal processes will include civil summons, orders  
 441 to show cause, and commitments as they pertain specifically to child support enforcement. The  
 442 aforementioned legal processes are currently served by the Sheriff’s patrol when they are able.  
 443 County-wide call volume is usually handled by five deputies which consistently prevents or  
 444 delays efficient and effective service of child support related processes. The addition of a  
 445 dedicated Deputy Sheriff that is primarily responsible for child support enforcement should  
 446 reflect an increase in the service of said legal processes.

447  
 448 Commissioner Mitchell expressed that child support payments are of a high concern for her as  
 449 that money belongs to the child

450  
 451 County Manager, Jack Veit, requested the Sheriff to share information on how raising the age of  
 452 juveniles affects his operations and budget. The Sheriff reported to house and transport  
 453 juveniles, there is a minimum cost of \$245 per day, as Craven County is not able to house them.  
 454 He remarked on the criteria for housing juveniles as they have to be segregated and there is an  
 455 educational component. Sheriff Hughes indicated he had reached out to surrounding Sheriffs to  
 456 determine their interest in creating a juvenile facility in the area and three counties expressed  
 457 interest.

458

459 **DEPARTMENTAL MATTERS: TAX DEPARTMENT – ELECTRONIC LISTING OF**  
460 **PERSONAL PROPERTY**

461  
462 Tax Administrator, Ronnie Antry, provided the Board with a brief history of the listing of  
463 personal property and how it has changed since the 1970's when property owners had to  
464 personally appear.

465  
466 On July 1, 2019, the Board adopted a resolution providing for the electronic listing of personal  
467 property. Previously, taxpayers had only two options to list. They had to appear in person at the  
468 tax office in January or they have mailed their tax listing. Beginning January 2, 2020, taxpayers  
469 will have a third option. For the first time, they may file an electronic list. He highlighted that  
470 the tax office has redesigned tax listing forms to accomplish this and to accommodate the  
471 software change that the Board also previously approved. The business personal property form  
472 has been standardized state-wide and most counties are already using it. The individual personal  
473 property form also has been redesigned in a modern format similar to forms many other counties  
474 are using. Mr. Antry commented that one of the enhancements adopted is the return listing  
475 service that is provided by the print and mail vendor, SouthData. Approximately 75% of  
476 taxpayers choose to return their listing by mail and use the provided return envelope. Those who  
477 mail their forms next year will send them to a dedicated post office box in Mount Airy where  
478 they will be received, processed, and imaged to be returned to the tax office as a digital file. This  
479 change will be transparent to the taxpayer; however, the tax office will receive digital images  
480 that will be worked from desktop computers to ready them for tax billing. This should enable  
481 staff to process these much more efficiently allowing them more time to work on the discovery  
482 of unlisted property that is an ongoing and unending effort.

483  
484 Commissioner Jones stepped out of the meeting from 9:41 am until 9:45 am.

485  
486 Commissioner Liner motioned to approve the use of the new tax listing forms. His motion was  
487 seconded by Commissioner Mitchell and approved unanimously.

488  
489 Commissioner Liner also recognized Mr. Ronnie Antry as Craven County's "oldest" employee,  
490 having served 49 years.

491  
492 **DEPARTMENTAL MATTERS: HEALTH DEPARTMENT/HOSPICE –REQUEST TO**  
493 **INCREASE FY20 HOSPICE BUDGET**

494  
495 Hospice Director, Clayton Gaskins, reported that since he started as Hospice Director ten months  
496 ago, their population has continued to grow. He remarked that the average daily census in  
497 October was 40, while in November it was 48. Mr. Gaskins emphasized that based on the profits  
498 of the first five months, if they stay on the same path, they will be over \$300,000 at the end of  
499 the fiscal year; in comparison, profits for last fiscal year were \$195,000.

500  
501 He stated that ideally they would like to keep each nurse with a caseload of 8-10 due to the  
502 acuity of care of our population, and so as not to compromise quality care. We do not have an  
503 "admissions nurse", so they all rotate conducting new admission. There is not an on-call nurse,  
504 so they rotate with that responsibility as well.

505 He commented that as our census has grown, the on-call need has become overwhelming.

506  
507 He highlighted that "Respite Care" is provided and funded via the Craven County Health  
508 Department Foundation. This service is not traditionally covered by insurance; but is a needed  
509 service that no other hospice agency in the area provides. CNA staff is utilized to provide this  
510 service. With the increase in census, CNAs are needed to provide patient care as a priority.

511  
512 Mr. Gaskins requested both a full-time RN and CNA to be able to continue providing quality  
513 care, and to prevent getting in a position where RNs' are being too overwhelmed with large  
514 caseloads.

515  
516 Commissioner Mitchell motioned to approve the Budget Amendment in the amount of  
517 \$213,968.00 to increase the FY20 Hospice Budget. Her motion was seconded by Commissioner  
518 Bucher and approved 5-0 in a roll call vote.

519  
520 *Health/Hospice*

521	522	523	524	525	526	527	528	529	530	531	532	533	534
	REVENUES	AMOUNT		EXPENDITURES		AMOUNT							
524	1015090-34203	\$ 32,334.00		1015090-42502		\$ 5,093.00							
525	3 <sup>rd</sup> Party Hospice			Mileage Reimbursement									
526	1015090-34800	\$181,634.00		1015090-43205		\$ 15,000.00							
527	Medicare Hospice			Prescription Drugs									
528				1015090-43208		\$ 55,114.00							
529				Supplies-Medical									
530				1015090-43217		\$ 36,224.00							
531				Supplies-Ancillary									
532				1015090-44050		\$102,537.00							
533				Contract Employees									
534													
535	TOTAL	\$213,968.00		TOTAL		\$213,968.00							

536  
537 **Justification:** In Hospice, the 1<sup>st</sup> quarter patient census has increased from 30 patients in FY 19  
538 to 38 patients in FY20 and its still increasing. The census for October/November has grown and  
539 remained in the 40's (currently at 47 as of 11/20/19). By taking on new admissions, having each  
540 nurse average an 8-10 patient caseload and rotating on-call service 24 hours/day while providing  
541 quality care requires additional staffing and operating expenses to keep up with the demand.  
542 Request to increase 3<sup>rd</sup> party and Medicare revenues.

543  
544 Commissioner Liner noted for the public that this is not coming out of General Reserve, tax  
545 payer money.

546  
547 Commissioner Bucher commented on reviewing whether paying mileage versus buying vehicles  
548 would be more efficient.

550 Commissioner Jones expressed his appreciation to hospice for the care they gave his grandfather  
551 and remarked they did a phenomenal job. Chairman Mark also expressed his appreciation of  
552 their remarkable care.

553  
554 **DEPARTMENTAL MATTERS: EMERGENCY SERVICES – RHEMS VOLUNTEER**  
555 **FIRE DEPARTMENT – TRUCK/EQUIPMENT PURCHASE**  
556

557 Mark Dail, Treasurer, Rhems Volunteer Fire Department, presented the Board with a request to  
558 approve their purchase of a 2020 F350 Crew Cab Equipment Truck and other equipment. He  
559 referenced the financial proposal and their ability to make the payments, having paid off other  
560 debts in a timely manner.

561  
562 Commissioner Jones motioned to approve the Rhems VFD expenditures as presented. His  
563 motion was seconded by Commissioner Mitchell and carried in a 5-0 roll call vote.

564  
565 **APPOINTMENTS**  
566

567 *Pending Appointments*  
568

569 Chairman Mark reviewed the pending appointments:  
570

- 571 • Adult Care Home Advisory Committee
- 572 • Craven County Clean Sweep
- 573 • Nursing Home Advisory Committee
- 574 • Senior Legislative Tarheel Alternate
- 575 • Board of Equalization and Review
- 576 • Juvenile Crime Prevention Council

577  
578 Mr. Mark commented that he, along with Commissioner Mitchell and County Manager Veit  
579 would be meeting with the Eastern Carolina Council Executive Director in early January to  
580 discuss issues with the Adult Care Home Advisory and the Nursing Home Advisory Committees.

581  
582 *Current Appointments*  
583

584 *Nursing Home Advisory Committee*  
585

586 Commissioner Mitchell nominated Norma Morra for reappointment to the Nursing Home  
587 Advisory Committee. There being no additional nominations, Ms. Morra was reappointed by  
588 acclamation.

589  
590 *Local Emergency Planning Committee*  
591

592 Commissioner Mitchell nominated Jacquelyn Taylor (District 7) to the LEPC. There being no  
593 additional nominations, Ms. Taylor was appointed by acclamation.  
594  
595

596 *Craven County Health Board*

597  
598 Commissioner Bucher nominated Eddie Games to replace Si Seymour, who has maxed out his  
599 terms on the Craven County Health Board, and nominated Kenneth Holton for reappointment.  
600 There being no additional nominations, both Mr. Games and Mr. Holton were  
601 appointed/reappointed by acclamation.

602  
603 *Fire Tax Commission*

604  
605 Commissioner Jones nominated Jason Simpson to fill the vacancy left by the death of Mr.  
606 Jimmie Smith on the Fire Tax Commission. There being no additional nominations, Mr.  
607 Simpson was appointed by acclamation.

608  
609 *Coastal Carolina Regional Airport Authority*

610  
611 The Board determined they would like a Commissioner to sit on this Board. Commissioner  
612 Liner nominated Commissioner Jones, seconded by Commissioner Bucher and unanimously  
613 carried.

614  
615 *Craven Aging Planning Board*

616  
617 Commissioner Liner nominated Jeff Futrell to fill one vacancy on the Craven Aging Planning  
618 Board and to defer the other appointment until the January 21, 2020 meeting. There being no  
619 additional nominations, Mr. Futrell was appointed by acclamation.

620  
621 *Upcoming Appointments*

622  
623 Chairman Mark reviewed the upcoming appointments for terms expiring in January 2020:

- 624
- 625 • Emergency Medical Services Advisory Council
  - 626 • Craven Child Protection Team
  - 627 • Havelock/Craven Library Board
  - 628 • Juvenile Crime Prevention Council
- 629

630 **COUNTY ATTORNEY'S REPORT**

631  
632 County Attorney, Arey Grady, wished the Board and Staff a Merry Christmas and prosperous  
633 New Year.

634  
635 **COUNTY MANAGER'S REPORT**

636  
637 County Manager, Jack Veit, stated that 2019 had been a busy year and a lot of progress was  
638 made. He highlighted the re-opening of the Convention Center and remarked on Phase Two  
639 beginning in January. Mr. Veit commented on the booster pump station replacement project at  
640 Lawson Creek and location of alternate sites.

641 Also, he relayed that the Water Telemetry System project was kicked off and a temporary  
642 manager would be put in place to oversee this 18 month project, as there is a need to extend fiber  
643 to various wells and water towers. Mr. Veit referenced a meeting with the Oakley Collier group  
644 to discuss the Courthouse project, which to put back as it was prior to Hurricane Florence has a  
645 price tag of \$4.9 million, mostly due to bringing it up to code. To make further enhancements, it  
646 could approach \$10 million. Mr. Veit indicated that Commissioner Bucher had brought up in a  
647 previous discussion that possibly tearing it down would be the most feasible option and  
648 suggested the Board keep an open mind. He expressed one of the biggest concerns about  
649 redevelopment on that site is the lack of parking, which would need to be configured. In closing,  
650 he reported the Parks and Recreation building will be put out to bid soon.

651  
652 Mr. Veit reminded the Board of the Employee Recognition event at the Convention Center at  
653 2:00 p.m. and commented on Ronnie Antry's 49 years of service and the dedication of so many  
654 County employees to the service of Craven County.

### 655 656 COMMISSIONERS' REPORTS

657  
658 *Commissioner Bucher* reported on the Public Hearing held by the State Dept. of Mines regarding  
659 the proposed sand mine on the Hanes Farm in Brices Creek. He stated that twenty or more  
660 residents opposed it based on issues concerning noise, dust, and road traffic. Mr. Bucher also  
661 relayed that he heard from many citizens that they want the County to create zoning to prevent  
662 this from happening to other neighborhoods.

663  
664 *Commissioner Mitchell* spoke in support of the County looking into creating zoning ordinances.  
665 She remarked on the holiday celebrations held at Cherry Point, the Wreaths Across America  
666 event and the Toys for Tots program. Mrs. Mitchell requested that all keep our emergency  
667 responders and armed forces in their prayers over the holidays. She wished all a Merry  
668 Christmas.

669  
670 *Commissioner Liner* stated he attended many of the same events as Commissioner Mitchell,  
671 which were meaningful to him as well. He reported he would be attending a program at  
672 Havelock High School on Thursday, December 19<sup>th</sup>, as well as meeting with the Sheriff and his  
673 deputies at a community gathering at Dunkin Donuts in Havelock. Mr. Liner wished all a Merry  
674 Christmas, a Happy New Year, and to stay safe!

675  
676 *Commissioner Jones* stated that several months ago, discussions began with Rescue #34 in Fort  
677 Barnwell, which serves a population of mainly Medicaid/Medicare recipients, causing their  
678 expenditures to outweigh their revenues. He indicated that Mr. Veit, and Stanley Kite met with  
679 the Fort Barnwell rescue leadership and outlined some cost savings to them, of which they have  
680 applied one of those options.

681  
682 County Manager Veit presented the Board with a financial picture of Rescue #34. He stated  
683 because of the large geographical area they cover and the population they serve, their calls are  
684 more expensive than that other units. Mr. Veit emphasized the importance of the Fort Barnwell  
685 Rescue and its need to stay operational, indicating a need of \$15,000 to make it to the end of the  
686 year.



687  
 688 Commissioner Jones motioned to appropriate \$15,000 from the Fund Balance to the Fort  
 689 Barnwell Rescue Squad for operations. His motion was seconded by Commissioner Liner and  
 690 approved 5-0 in a roll call vote.

691  
 692 *Ft. Barnwell Rescue*

694	REVENUES	AMOUNT	EXPENDITURES	AMOUNT
695				
696	1010000-39901	\$15,000.00	1014333-49635	\$15,000.00
697	Fund Balance Current Year		Special Approp to Squad	
698				
699	TOTAL	\$15,000.00	TOTAL	\$15,000.00

701 **Justification:** At the December 16, 2019 Commissioners’ meeting, funding in the amount of  
 702 \$15,000 was approved in order to provide financial assistance to Ft. Barnwell Rescue Squad for  
 703 operations.

704  
 705 At this time Commissioner Jones, on behalf of his family, thanked the Board and staff for their  
 706 support in the recent loss of his grandfather. Also on behalf of himself and his wife Jennifer, he  
 707 wished everyone a Merry Christmas and stated he looked forward to continuing serving the  
 708 Craven County citizens.

709  
 710 *Chairman Mark* thanked Jeff Wood for standing in for him at the recent luncheon for the  
 711 Military Service Person of the Quarter. He reported on attending the School of Justice  
 712 partnership meeting and remarked on the exceptional year that CWSARMA had. Mr. Mark  
 713 wished all a Merry Christmas and a Happy New Year and thanked staff for all they have done  
 714 this past year.

715  
 716 At 10:23 a.m., Commissioner Liner motioned to adjourn; seconded by Commissioner Mitchell  
 717 and approved unanimously.

718

## Craven County

## RELEASES SUBJECT TO BOARD APPROVAL ON 1/6/2020

Taxpayer Name	Account Number	Tax Year	Bill Number	Amount
AAKHUS, DYLAN ALEXANDER MILITARY EXEMPT	117802	2019	212107	98.66
AAKHUS, DYLAN ALEXANDER MILITARY EXEMPT	117802	2019	401886	12.19
AAKHUS, DYLAN ALEXANDER MILITARY EXEMPT	117802	2019	401897	12.19
AAKHUS, DYLAN ALEXANDER MILITARY EXEMPT	117802	2019	401935	6.68
ADAMS, CHRISTANNA BRYAN FORECLOSURE-LIEN EXTINGUISHED	63600	2019	20423	235.89
B & H ENTERPRISE OF NEW BERN LLC DID NOT OWN JANUARY 1	79146	2019	205631	122.06
B & H ENTERPRISE OF NEW BERN LLC DOUBLE BILLED	79146	2019	211238	164.57
BENNETT, HARRY C JR DID NOT OWN JANUARY 1	10072	2019	401419	11.74
BENNETT, HARRY C JR DID NOT OWN JANUARY 1	10072	2019	401425	13.25
BENNETT, HARRY C JR DID NOT OWN JANUARY 1	10072	2019	401428	15.09
BENNETT, HARRY C JR DID NOT OWN JANUARY 1	10072	2019	401429	17.42
BENNETT, HARRY C JR DID NOT OWN JANUARY 1	10072	2019	401431	16.89
BENNETT, HARRY C JR DID NOT OWN JANUARY 1	10072	2019	401433	18.42
BERGMUELLER, MARC C & PATTY S CORRECTED DISCOVERED PROPERTY VALUE	94630	2019	208507	103.39
BOWSHER, GILBERT K DID NOT OWN JANUARY 1	75027	2019	402044	37.51
BOWSHER, GILBERT K DID NOT OWN JANUARY 1	75027	2019	402045	42.17
BOWSHER, GILBERT K DID NOT OWN JANUARY 1	75027	2019	402046	47.89
BOWSHER, GILBERT K DID NOT OWN JANUARY 1	75027	2019	402047	55.01
BOWSHER, GILBERT K DOUBLE BILLED	75027	2019	402048	53.12
BOWSHER, GILBERT K DOUBLE BILLED	75027	2019	402049	57.69
BROADWAY, CURTIS LEROY & THALIA C INCORRECT OWNER/ REBILL	67009	2019	401358	78.51
BURNETTE, JUSTIN LEE MILITARY EXEMPT	109110	2019	211438	130.72
BUTLER, EDGAR G NOT TAXABLE TO CRAVEN COUNTY	1075850	2019	402016	5.68
BUTLER, EDGAR G NOT TAXABLE TO CRAVEN COUNTY	1075850	2019	402018	6.00
BUTLER, EDGAR G NOT TAXABLE TO CRAVEN COUNTY	1075850	2019	402019	6.50
BUTLER, EDGAR G NOT TAXABLE TO CRAVEN COUNTY	1075850	2019	402022	7.00

# Craven County

## RELEASES SUBJECT TO BOARD APPROVAL ON 1/6/2020

Taxpayer Name	Account Number	Tax Year	Bill Number	Amount
BUTLER, EDGAR G NOT TAXABLE TO CRAVEN COUNTY	1075850	2019	402023	6.59
BUTLER, EDGAR G NOT TAXABLE TO CRAVEN COUNTY	1075850	2019	402024	7.02
CHRISTIAN, GARY P NOT TAXABLE TO CRAVEN COUNTY	121359	2019	211050	460.82
CREEL, CLARA H & JOYCE, WANDA H RECYCLE FEE CORRECTION	46181	2019	8203	60.00
DAVIS, BETSY & BELANGIA, CLYDE O JR BILLING ERROR	30976	2019	300025	72.07
DAVIS, BETSY & BELANGIA, CLYDE O JR BILLING ERROR	30976	2019	300026	143.70
DAVIS, BETSY & BELANGIA, CLYDE O JR BILLING ERROR	30976	2019	300027	133.62
DAVIS, BETSY & BELANGIA, CLYDE O JR BILLING ERROR	30976	2019	300028	121.76
DILLAHUNT, HOVIES M FORECLOSURE-LIEN EXTINGUISHED	1867600	2019	19994	165.57
DILLAHUNT, HOVIES M FORECLOSURE-LIEN EXTINGUISHED	1867600	2017	15490	9,851.21
DIXON, OSCAR C & DEBBIE P DOUBLE BILLED	1923700	2019	402898	40.87
DIXON, OSCAR C & DEBBIE P DOUBLE BILLED	1923700	2019	402905	45.79
DIXON, OSCAR C & DEBBIE P DOUBLE BILLED	1923700	2019	402908	52.10
DIXON, OSCAR C & DEBBIE P DOUBLE BILLED	1923700	2019	402910	58.90
DIXON, OSCAR C & DEBBIE P DOUBLE BILLED	1923700	2019	402911	57.73
DIXON, OSCAR C & DEBBIE P DOUBLE BILLED	1923700	2019	402914	62.88
DUFOUR, WAYNE V & DESIREE M MILITARY EXEMPT	79072	2019	403018	121.07
DUNN, DONOVIN JAMEL CORRECTED DISCOVERED PROPERTY VALUE	126825	2019	400408	381.87
ELDER, ETHEAL FORECLOSURE-LIEN EXTINGUISHED	1327	2019	20545	41.27
GALLOWAY, RUPERT M JR INCORRECT SITUS/ REBILL	11212	2019	400760	270.92
GHENT LAND CO FORECLOSURE-LIEN EXTINGUISHED	2757150	2019	23415	162.48
GRIST, EARNESCIA FORECLOSURE-LIEN EXTINGUISHED	88115	2019	64154	46.42
HARPER, DONALD TURNER RECYCLE FEE CORRECTION	115911	2019	20043	60.00
HART, ALFRED G & DARRELL RECYCLE FEE CORRECTION	3207760	2019	202007	60.00
HEUSER, DOUGLAS FREDERICK DOUBLE BILLED	5511	2019	211535	21.38
JENKINS, JAMES ALLEN DID NOT OWN JANUARY 1	79469	2019	402738	10.81

# Craven County

## RELEASES SUBJECT TO BOARD APPROVAL ON 1/6/2020

Taxpayer Name	Account Number	Tax Year	Bill Number	Amount
JENKINS, JAMES ALLEN DID NOT OWN JANUARY 1	79469	2019	402739	12.22
JENKINS, JAMES ALLEN DID NOT OWN JANUARY 1	79469	2019	402740	13.94
JOHNSON, ADDISON CARL NOT TAXABLE TO CRAVEN COUNTY	13860	2019	402827	11.38
JOHNSON, ADDISON CARL DOUBLE BILLED	13860	2019	402831	12.82
JOHNSON, ADDISON CARL DOUBLE BILLED	13860	2019	402832	14.69
JOHNSON, JOE DURWOOD JR DOUBLE BILLED	41746	2019	402865	3.97
JOHNSON, JOE DURWOOD JR DOUBLE BILLED	41746	2019	402866	4.41
JOHNSON, JOE DURWOOD JR DOUBLE BILLED	41746	2019	402867	5.03
JOHNSON, JOE DURWOOD JR DOUBLE BILLED	41746	2019	402870	5.71
JOHNSON, JOE DURWOOD JR DOUBLE BILLED	41746	2019	402871	5.66
JOHNSON, JOE DURWOOD JR DOUBLE BILLED	41746	2019	402872	6.34
LEAKE, VICKIE ELAINE NOT TAXABLE TO CRAVEN COUNTY	125003	2019	90108	286.99
LEARNARD, CLIFFORD F & PATRICIA L INCORRECT OWNER/ REBILL	108137	2019	402337	22.54
LEARNARD, CLIFFORD F & PATRICIA L INCORRECT OWNER/ REBILL	108137	2019	402336	19.97
LIEHS, DEBRA P & POTTER, TIMOTHY G BILLING ERROR	123198	2019	5571	20.50
MERCHANT, DWIGHT A DWELLING VACANT	4908200	2019	63013	60.00
MITCHELL, ERNEST NILE DOUBLE BILLED	38677	2019	403017	40.60
MOORE, LEVI HRS FORECLOSURE-LIEN EXTINGUISHED	121704	2019	20647	41.27
MOORE, TONZA FORECLOSURE-LIEN EXTINGUISHED	49249	2019	22155	316.66
MURPHY, SEAN JAMES DID NOT OWN JANUARY 1	82384	2019	401873	31.59
MURPHY, SEAN JAMES DID NOT OWN JANUARY 1	82384	2019	401872	27.71
MURPHY, SEAN JAMES DID NOT OWN JANUARY 1	82384	2019	401865	32.53
NELSON, SHEENA R MOBLE HOME/ PROPERTY RAZED	59732	2019	203335	111.91
ORMOND, CURTIS R JR & JULIA R DOUBLE BILLED	112511	2019	402765	212.78
POOLE RESOURCES INC DID NOT OWN JANUARY 1	121099	2019	402238	24.58
PORTER, TRENT IVAN NOT TAXABLE TO CRAVEN COUNTY	124333	2019	212023	368.03

# Craven County

## RELEASES SUBJECT TO BOARD APPROVAL ON 1/6/2020

Taxpayer Name	Account Number	Tax Year	Bill Number	Amount
POWELL, GERALDINE F & WILLIE JR DWELLING VACANT	5806375	2019	206287	120.00
REEVES, DAVID H & LESA M BILLING ERROR	105666	2019	402403	20.99
REEVES, DAVID H & LESA M BILLING ERROR	105666	2019	402401	18.58
REH, PLU PROPERTY VALUE CORRECTION	117137	2019	209990	98.00
RIDDICK, CHARLES P & DANA M BILLING ERROR	76392	2019	64075	15.16
ROWE, MILTON H JR DID NOT OWN JANUARY 1	6281552	2019	401140	27.35
ROWE, MILTON H JR DID NOT OWN JANUARY 1	6281552	2019	401701	134.20
ROWE, MILTON H JR DID NOT OWN JANUARY 1	6281552	2019	401703	117.90
RUSSELL, ALAN G & DREAMA S PROPERTY VALUE CORRECTION	75440	2019	207896	113.02
SABOSIK, KENNETH A & ANN DID NOT OWN JANUARY 1	70301	2019	402431	5.32
SABOSIK, KENNETH A & ANN DID NOT OWN JANUARY 1	70301	2019	402432	6.01
SABOSIK, KENNETH A & ANN DID NOT OWN JANUARY 1	70301	2019	402433	6.85
SABOSIK, KENNETH A & ANN DOUBLE BILLED	70301	2019	402434	7.89
SABOSIK, KENNETH A & ANN DOUBLE BILLED	70301	2019	402435	7.67
SANDERS, STEPHEN A & ISABELLE W BILLING ERROR	6347700	2019	35321	3,786.91
SMITH, SENIE FORECLOSURE-LIEN EXTINGUISHED	6722200	2019	20454	41.27
STATHAM, JAMES H DID NOT OWN JANUARY 1	24557	2010	48778	89.15
TALBOTT, JAMES L & NANCY DID NOT OWN JANUARY 1	77018	2019	204738	111.54
TAYLOR, MILTON & BESSIE RECYCLE FEE CORRECTION	7114050	2019	18568	60.00
TEMPLE, EARL W JR & ANN FULCHER APPRAISAL ERROR CORRECTION	93772	2019	58904	125.16
THOMAS, FRANK T & MARY FORECLOSURE-LIEN EXTINGUISHED	7164450	2019	21532	41.27
THOMAS, MATTHEW A CORRECTED DISCOVERED PROPERTY VALUE	11160E	2019	212687	748.08
THOMAS, MATTHEW A CORRECTED DISCOVERED PROPERTY VALUE	11160E	2019	400150	938.12
THOMPSON HOLDINGS LLC DID NOT OWN JANUARY 1	101290	2019	401269	141.59
THOMPSON, ANDERSON C INCORRECT SITUS/ REBILL	7190550	2019	211742	181.38
U S BANK NA APPRAISAL ERROR CORRECTION	93143	2019	210358	19.35

# Craven County

## RELEASES SUBJECT TO BOARD APPROVAL ON 1/6/2020

Taxpayer Name	Account Number	Tax Year	Bill Number	Amount
U S BANK NA APPRAISAL ERROR CORRECTION	93143	2019	212810	8.98
U S BANK NA APPRAISAL ERROR CORRECTION	93143	2019	208818	3.84
U S BANK NA APPRAISAL ERROR CORRECTION	93143	2019	208817	3.12
U S BANK NA APPRAISAL ERROR CORRECTION	93143	2019	208816	9.39
U S BANK NA APPRAISAL ERROR CORRECTION	93143	2019	206987	3.17
U S BANK NA APPRAISAL ERROR CORRECTION	93143	2019	206350	6.45
U S BANK NA APPRAISAL ERROR CORRECTION	93143	2019	206346	35.48
U S BANK NA APPRAISAL ERROR CORRECTION	93143	2019	206345	35.86
U S BANK NA APPRAISAL ERROR CORRECTION	93143	2019	206347	8.42
U S BANK NA APPRAISAL ERROR CORRECTION	93143	2019	206349	123.47
U S BANK NA APPRAISAL ERROR CORRECTION	93143	2019	206348	436.00
VINES, JAMES E HRS & VINES, HUBERT FORECLOSURE-LIEN EXTINGUISHED	39623	2019	21451	41.27
VINES, JAMES EDWARD HRS FORECLOSURE-LIEN EXTINGUISHED	39622	2019	21456	41.27
WARD, LUKE FORECLOSURE-LIEN EXTINGUISHED	7536150	2019	22091	41.27
WEYERHAEUSER REAL ESTATE BILLING ERROR	42679	2019	62238	3.11
WEYERHAEUSER REAL ESTATE PROPERTY VALUE CORRECTION	42679	2019	62238	340.17
WILDER, FURNIE FORECLOSURE-LIEN EXTINGUISHED	7939800	2019	22166	41.27
WILLIAMS, JESSE L FORECLOSURE-LIEN EXTINGUISHED	91265	2019	20422	41.27
WILLIAMS, JUANITA M FORECLOSURE-LIEN EXTINGUISHED	13970	2019	22645	245.69
WILLOUGHBY, MARGARET FORECLOSURE-LIEN EXTINGUISHED	8078850	2019	21615	46.42
ZOOK, DONOVAN DUANE CORRECTED DISCOVERED PROPERTY VALUE	13827	2019	402816	4.80
ZOOK, DONOVAN DUANE CORRECTED DISCOVERED PROPERTY VALUE	13827	2019	402815	4.54

126 RELEASES SUBJECT TO BOARD APPROVAL ON 1/6/2020

**24,114.94**

# Craven County

## REFUNDS SUBJECT TO BOARD APPROVAL ON 1/6/2020

Taxpayer Name	Account Number	Tax Year	Bill Number	Amount
REH, PLU PROPERTY VALUE CORRECTION	117137	2018	48589	96.94
SECU RE INC BILLING ERROR	116247	2019	5360	23.90
SMITH, JESSE FREEMAN RECYCLE FEE CORRECTION	19695	2019	16061	60.00
SMITH, LINDA JOAN T APPRAISAL ERROR CORRECTION	114789	2019	350030	165.45
WELLS WAYSIDE FURNITURE COMPANY INC BILLING ERROR	7654950	2019	202621	7.68
WELLS WAYSIDE FURNITURE COMPANY INC BILLING ERROR	7654950	2019	11621	453.06
6 REFUNDS SUBJECT TO BOARD APPROVAL ON 1/6/2020				<b>807.03</b>



**ATTACHMENT#4.A**

Make	Type	Model	Property Number
Stewart and Stevenson Services	Cargo Truck	M-1083	19138NC00001
AM-General	HMMWV	M-1097	19270NC00005
AM-General	HMMWV	M-997	19277NC00003
AM-General	HMMWV	M-997	19277NC00004
Oshkosh Defense	LVSr	MKR18/LVSr	19280NC00003
AM-General	HMMWV	M-1097	19270NC00005
AM-General	HMMWV	M-997	19317NC00001
Ford	Stake Truck Flatbed	F-750	19280NC00002
Ford	Stake Truck Flatbed	F-350	19294NC00001
Chevrolet	Van	G33706	19298NC00001
LiftKing Inc.	Forklift	LK6SLP	19284NC00001

Vehicles listed 2 thru 9 are owned by the federal government. If they are damaged or become mechanically This process does not cost the LE Agency any funds.

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Securus

Total to date outstanding: \$8544.00 plus \$350-400.00 estimated

NSN	Serial Number	Year	Original Cost	Mileage	Condition
2320-01-354-3386	B-T010613BDHC	1998	\$128,076.00	11,512	Good
2320-01-346-9317	52853	2006	\$89,900.00	4539	Good
2310-01-111-2274	51347	2009	\$96,466.00	49342	Good
2310-01-111-2274	49994	2009	\$96,466.00	9471	Good
2320-01-542-7628	648316	2010	\$724,820.34	2066	Good
2320-01-346-9317	52853	2006 (?)	\$89,900.00	136,993	Good
2310-01-111-2274	53040	1988	\$96,466.00	3329	Good
2320-DS-TRU-CK00	3FRNFA08V565732	2011	\$58,379.00	22,000	Good
2320-01-480-8109	1FDWF36R19EA64057	2009	\$38,530.00	53,339	Good
2310-DS-VAN-0000	1GAHG39K391163021	2009	\$19,594.00	98,037	Good
3930-DS-FOR-KLIF	LK87833	1995	\$37,348.00	1314 Hrs	Good
unfit they are returned the federal government.					
			\$1,475,945.34		

Expended Funds to date	
	0
400.00 (batteries)	
	0
	0
	0
400.00 (batteries)	
\$6144.00 (outstanding)	
\$400.00 (batteries) \$350-450 estimated remaining to be spent	
	0
	0
<p>Note: R. A. Woods (outstanding) \$2400.00.  This is for two HMMWV's which were transported from Kentucky to New Bern.</p>	



Tony Lee <tlee@cravencountync.gov>

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## Fwd: Technology grant

1 message

---

**Bobby West** <bwest@cravencountync.gov>  
To: Tony Lee <tlee@cravencountync.gov>

Tue, Nov 26, 2019 at 11:22 AM

----- Forwarded message -----

From: **James Jennison** <jjennison@securustechnologies.com>  
Date: Tue, Nov 26, 2019 at 9:03 AM  
Subject: Re: Technology grant  
To: Bobby West <bwest@cravencountync.gov>

Yes sir, let me know if you need anything else

Sent from my iPhone

On Nov 26, 2019, at 8:00 AM, Bobby West <bwest@cravencountync.gov> wrote:

Thank you sir. This should suffice...

On Tue, Nov 26, 2019 at 8:45 AM James Jennison <jjennison@securustechnologies.com> wrote:

Hello sir,

The \$14,000 technology grant that was provided as part of the agreement between Securus Technologies and Craven County, North Carolina was set aside for the Craven County Sheriff's Office. The spending of this grant is at the sole discretion of the Craven County Sheriff's Office.

Thank you,

**James Jennison**

**Account Executive Growth Market**

Securus Technologies, Inc.  
4000 International Parkway

Carrollton, TX 75007--

DIRECT: (469) 540-6896

MAIN: (972) 277-0300

SecurusTechnologies.com





STATE OF NORTH CAROLINA  
COUNTY OF CRAVEN

MEMORANDUM OF UNDERSTANDING

2019 BYRNE JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD

This Agreement is made and entered into this \_\_\_\_\_ day of December, 2019, by and between CRAVEN COUNTY, a body politic of the State of North Carolina, acting by and through its governing body, the Craven County Board of Commissioners (hereinafter referred to as "County"), and the CITY OF NEW BERN, a North Carolina municipal corporation, acting through its governing body, the City of New Bern Board of Aldermen (hereinafter referred to as "City").

WITNESSETH:

THAT WHEREAS, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party; and

WHEREAS, each governing body finds that the performance of the Agreement is in the best interests of both parties, that the undertaking will benefit the public, and that the divisions of costs fairly compensates the performing party for the services or functions under this Agreement; and

WHEREAS, the City is not to provide any direct funds to the County from the JAG funds; and

WHEREAS, the City and County believe it to be in their best interests to allocate the JAG funds for a jointly shared project.

NOW THEREFORE, the County and City hereby agree as follows:

Section 1. It is agreed that the CITY will not provide any direct funds to the County from the JAG award.

Section 2. The COUNTY agrees that all funds will be used by the CITY to purchase surveillance and safety equipment for the Coastal Narcotic Enforcement Team (CNET) located at Wind Hill Court.

Section 3. Nothing in the performance of this Agreement shall impose any liability for claims against COUNTY other than claims for which liability may be imposed by the North Carolina Tort Claims Act.

Section 4. Nothing in the performance of this Agreement shall impose any liability for claims against CITY other than claims for which liability may be imposed by the North Carolina Tort Claims Act.

Section 5. Each party to this Agreement will be responsible for its own actions in providing services under this agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

Section 6. The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement.

Section 7. Each party to this Agreement will provide data necessary for Quarterly and Annual Reporting as required.

Section 8. By entering into this Agreement, the parties do not intend to create any obligations, expressed or implied, other than those set out herein; further, this Agreement shall not create any rights in any party not a

Budget Modification  
 Revised 12/12/2019  
 Grant Award# 2019-DJ-BX-0557

Item	Qty	Unit Cost	Total Cost
Casper Connect Application Licensing	4	\$1,000.00	\$4,000
Smartphone Compatible w/ Casper Connect Application (Amended)	1	\$732.00	\$732
IPad Air tablet Compatible w/ Casper Connect Application (Amended)	1	\$790.00	\$790
Rechargeable Flashlight with Vehicle Charger (Amended)	4	\$181.00	\$724
Whalen LED Slimlight Dash Light (Amended)	4	\$452.00	\$1,808
Galco Scout 3 IWB Holster (Amended)	5	\$89.00	\$445
<del>Shipping for Galco Holster (Removed)</del>			
<del>Safariland 6305 Holster (Removed)</del>			
<del>Shipping for Safariland Holster (Removed)</del>			
NC Viper Portable Radio (New)	1	\$2,492	\$2,492
<b>Sub Total</b>			<b>\$10,991</b>
<b>Estimated S&amp;H</b>			<b>\$152</b>
<b>Grant Mandatory 3% set-aside</b>			<b>\$345</b>
<b>Grant Total</b>			<b>\$11,488</b>

# P City of New Bern Police Department

## PROPOSAL FOR: Purchase of Surveillance & Safety Equipment for Multi-Jurisdictional Task-Force Program

PROPOSAL DATE: August 20, 2019  
GRANT DEADLINE: August 23, 2019 by 5:00pm  
GRANT: Edward Byrne Memorial JAG Program  
APPLICATION No.: 2019-H3552-NC-DJ  
CONTACT: Bobby Jones, Major

By:  
Bobby Jones, Major

## RE: Purchase of Surveillance & Safety Equipment for Multi-Jurisdictional Task-Force Program

The New Bern Police Department will utilize FY 2019 JAG funds to purchase surveillance equipment to utilize with Craven County's existing surveillance system. The funds will also be used to purchase emergency lights, flashlights, and holsters to improve officer safety. The purpose of this proposal is to provide a scope of work, schedule, and costs associated with the proposed project under this grant application.

### *Background*

The Craven County Sheriff's Office and the City of New Bern Police Department joined forces in 2013 to form the Coastal Narcotic Enforcement Team. The Coastal Narcotic Enforcement Team (CNET) is a multi-jurisdictional narcotics task force comprised of sworn law enforcement detectives and investigators from Craven, Carteret, and Pamlico Counties. The full-time detectives and investigators assigned to the task force along with other supporting agencies operate through active mutual aid agreements between the participating agencies for reducing drug trafficking within these Eastern North Carolina jurisdictions. One of their primary areas of focus is the disruption and arrest of heroin/opioid traffickers.

The multi-jurisdictional narcotics task force consists of two (2) full-time agencies and six (6) supporting agencies who utilize the jointly shared facility to reduce the trafficking of narcotics and other drugs within the jurisdictions of Craven, Carteret, and Pamlico counties.

### *Scope of Work*

As outlined in the mutual aid agreement signed by the Sheriff's Office and the City of New Bern Police Department it is their responsibility to provide the facility and office space, and to jointly share in the accounting obligations and expenditures of funds necessary to run the facility and its operation activities.

Craven County Sheriff's Office and New Bern Police Department will utilize FY 2019 JAG funds to purchase surveillance equipment/technology, which will allow Narcotics detectives to safely conduct undercover operations to combat illegal drug distribution.

The funds will also be utilized to purchase rechargeable flashlights and portable emergency lighting. Because task force officers use leased vehicles for operations, they are unable to have permanently installed emergency lighting and flashlights in their vehicles. The purchase of this equipment will allow officers to have this equipment available regardless of which vehicle they are utilizing at the time, thus improving officer safety.

In addition, funds will be utilized to purchase pistol holsters designed for multiple carry styles. Because task force detectives conduct both overt and covert operations, they need holsters that have the flexibility to switch out their equipment based on a particular situation (i.e. undercover or tactical).

### *Schedule*

Due to the small scale of this proposed project, the anticipated completion date is between three (3) and six (6) months after award.

## Costs

The estimated project cost is \$11,382 (Table 1) and no additional unforeseen costs are anticipated.

*Table 1 Estimated costs of equipment for the multi-jurisdictional task force.*

Equipment	# of Items	Unit Cost	Total Cost
Casper Connect Application Licensing	4	\$1,000.00	\$4,000
Smartphone to be used with Casper Application	1	\$1,299.99	\$1,300
IPad Air tablet to be used with Casper Connect Application	1	\$700.00	\$700
Rechargeable Flashlight with Vehicle Charger	6	\$139.63	\$838
Shipping for Rechargeable Flashlight and Charger	6	\$6.98	\$42
Whalen LED Slimlight Dash Light	4	\$402.99	\$1,612
Shipping for Dash Light	4	\$20.15	\$81
Galco Scout 3 IWB Holster	7	\$89.00	\$623
Shipping for Galco Holster	7	\$5.00	\$35
Safariland 6305 Holster	7	\$239.99	\$1,680
Shipping for Safariland Holster	7	\$17.93	\$126
3% Set Aside for NIBRS Compliance	1	\$345	\$345
<b>TOTAL</b>			<b>\$11,382</b>

The required 3 percent set-aside will comply with the transition to the National Incident Based Reporting System (NIBRS). Pursuant to the Memorandum of Understanding with Craven County, funds for the 3% set aside will be used exclusively by the New Bern Police Department for NIBRS compliance.

**FY 2019 BJA Justice Assistance Grant**

**Attachment C  
Disclosure of Pending Applications**

**Name:** City of New Bern, NC

**Application Number:** 2019-H3552-NC-DJ

**Title of Project:** Purchase of Surveillance & Safety Equipment for Multi-Jurisdictional Task-Force Program

**RE:** Disclosure of Pending Applications for Federally Funded Grants or Cooperative Agreements

The City of New Bern does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover identical cost items outlined in the budget submitted as part of this application.

**FY 2019 BJA Justice Assistance Grant**

**Attachment B  
Communication with DHS/ICE Statement**

**Name:** City of New Bern, NC

**Application Number:** 2019-H3552-NC-DJ

**Title of Project:** Purchase of Surveillance & Safety Equipment for Multi-Jurisdictional Task-Force Program

**RE:** Statement regarding Communication with Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)

The City of New Bern does not have any laws, policies, or practices related to whether, when or how employees communicate with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE). Furthermore, the City of New Bern is not subject to any laws from the State of North Carolina regarding the same.

**FY 2019 Edward Byrne Memorial Justice Assistance Grant (JAG)**

**Attachment A  
Abstract & Project Identifiers**

**Name:** City of New Bern, NC

**Application Number:** 2019-H3552-NC-DJ

**Title of Project:** Purchase of Surveillance & Safety Equipment for Multi-Jurisdictional Task-Force Program

**Goals of the Project:** To purchase surveillance and safety equipment to support the capabilities of a multi-jurisdictional narcotics task force.

**Project Description:** The New Bern Police Department will utilize FY 2019 JAG funds to purchase surveillance equipment to utilize with Craven County's existing surveillance system. They will also purchase rechargeable flashlights and emergency lights to be used in the leased vehicles that narcotics detectives use for operations. Funds will be utilized to purchase pistol holsters that can accommodate multiple carry styles to be used for both covert and overt/tactical operations.

The multi-jurisdictional narcotics task force consists of two (2) full-time law enforcement agencies and six (6) supporting agencies who work in concert to reduce the trafficking of narcotics and other drugs within the jurisdictions of Craven, Carteret, and Pamlico counties. The task force currently utilizes a surveillance system owned by the Craven County Sheriff's Office and the purchase of an additional system will allow additional users to the system, and can also be used as a "stand-alone" system, allowing for multiple undercover operations to occur simultaneously.

Three percent (3%) of JAG funds will be utilized to meet the National Incident-Based Reporting System (NIBRS) 3 percent set-aside requirement.

**Project identifiers:** Equipment -- General  
Equipment -- Video/Audio  
Equipment -- Tactical  
Computer Software/Hardware  
Surveillance  
Task Force  
Drugs  
Drug Offenders  
Firearms  
Gangs  
Officer Safety

## Budget Detail - Year 1

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N  
 (DOJ Financial Guide, Section 3.10)

No

### A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</i>						
		<i>Salary</i>	<i>Rate</i>	<i>Time Worked</i> <small>(# of hours, days, months, years)</small>	<i>Percentage of Time</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
						\$0		\$0
<i>Total(s)</i>						\$0	\$0	\$0

### Narrative

Purpose Area #4

<b>B. Fringe Benefits</b>					
<b>Name</b> <i>List each grant-supported position receiving fringe benefits.</i>	<b>Computation</b> <i>Show the basis for computation.</i>				
	<i>Base</i>	<i>Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
			\$0		\$0
<i>Total(s)</i>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>					

Purpose Area #4

<b>C. Travel</b>											
Purpose of Travel	Location	Type of Expense	Basis	Computation							
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>							
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request	
			N/A					\$0		\$0	
								<b>Total(s)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>											

Purpose Area #4

<b>D. Equipment</b>						
Item <i>List and describe each item of equipment that will be purchased</i>	Computation <i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>					
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request	
Casper Connect Application Licensing	4	\$1,000.00	\$4,000		\$4,000	
Smartphone to be used with Casper Application	1	\$1,299.99	\$1,300		\$1,300	
Ipad Air tablet to be used with Casper Connect Application	1	\$700.00	\$700		\$700	
Rechargeable Flashlight with Vehicle Charger	6	\$139.63	\$838		\$838	
Shipping for Rechargeable Flashlight and Charger	6	\$6.98	\$42		\$42	
Whalen LED Slimlight Dash Light	4	\$402.99	\$1,612		\$1,612	
Shipping for Dash Light	4	\$20.15	\$81		\$81	
Galco Scout 3 IWB Holster	7	\$89.00	\$623		\$623	
Shipping for Galco Holster	7	\$5.00	\$35		\$35	
Safariland 6305 Holster	7	\$239.99	\$1,680		\$1,680	
Shipping for Safariland Holster	7	\$17.93	\$126		\$126	
			<b>Total(s)</b>	<b>\$11,037</b>	<b>\$0</b>	<b>\$11,037</b>

*Installed in our cars?*

Purpose Area #4

***Narrative***

The New Bern Police Department will utilize FY 2019 JAG funds to purchase surveillance equipment to utilize with Craven County's existing surveillance system. They will also purchase rechargeable flashlights and emergency lights to be used in the leased vehicles that narcotics detectives use for operations. Lastly, funds will be utilized to purchase pistol holsters that can accommodate multiple carry styles to be used for both covert and overt/tactical operations.

Purpose Area #4

<b>E. Supplies</b>					
<b>Supply Items</b> <i>Provide a list of the types of items to be purchased with grant funds.</i>	<b>Computation</b> <i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
	<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<i>Total(s)</i>			\$0	\$0	\$0
<b>Narrative</b>					

Purpose Area #4

<b>F. Construction</b>						
<b>Purpose</b> <i>Provide the purpose of the construction</i>	<b>Description of Work</b> <i>Describe the construction project(s)</i>	<b>Computation</b> <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				\$0		\$0
				<b>Total(s)</b>	\$0	\$0
<b>Narrative</b>						

Purpose Area #4

<b>G. Subawards (Subgrants)</b>										
Description		Purpose			Consultant?					
<i>Provide a description of the activities to be carried out by subrecipients.</i>		<i>Describe the purpose of the subaward (subgrant)</i>			<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
							<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>	
									\$0	
<b>Total(s)</b>							\$0	\$0	\$0	
<b>Consultant Travel (if necessary)</b>										
Purpose of Travel		Location	Type of Expense		Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>		<i>Compute the cost of each type of expense X the number of people traveling.</i>					
					<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
								\$0		\$0
<b>Total</b>							\$0	\$0	\$0	
<b>Narrative</b>										
<b>H. Procurement Contracts</b>										

Purpose Area #4

Description <i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>	Purpose <i>Describe the purpose of the contract</i>	Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>						
			<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>			
					\$0			
			<i>Total(s)</i>	\$0	\$0			
<b>Consultant Travel (if necessary)</b>								
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>	Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>					
			<i>Cost</i>	<i>Duration or Distance</i>	<i># of Staff</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
						\$0		\$0
			<i>Total</i>			\$0	\$0	\$0
<b>Narrative</b>								

Purpose Area #4

<b>I. Other Costs</b>							
<b>Description</b> <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	<b>Computation</b> <i>Show the basis for computation</i>						
	<i>Quantity</i>	<i>Basis</i>	<i>Cost</i>	<i>Length of Time</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
NIBRS Compliance	1	\$1.00	\$345.00	1	\$345		\$345
<b>Total(s)</b>					<b>\$345</b>	<b>\$0</b>	<b>\$345</b>
<b>Narrative</b>							
Three (3) percent of JAG funds will be utilized to meet the National Incident-Based Reporting System (NIBRS) 3 percent set-aside requirement.							

Purpose Area #4

<b>J. Indirect Costs</b>						
<b>Description</b> <i>Describe what the approved rate is and how it is applied.</i>		<b>Computation</b> <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
		<i>Base</i>	<i>Indirect Cost Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
				\$0		\$0
<i>Total(s)</i>				\$0	\$0	\$0
<b>Narrative</b>						

Craven County



## Craven Area Rural Transit System PUBLIC TRANSPORTATION

2822 Neuse Blvd.

New Bern, North Carolina 28562

Phone: 252-636-4917 - Fax: 252-636-4919

Email: [carts@cravencountync.gov](mailto:carts@cravencountync.gov)

Annual Management Report, as required by the Safety and Security Program (SSP)  
July 1, 2018 – June 30, 2019

The SSP adopted on November 19, 2018 requires an annual review to ensure all information is correct. It also requires an annual report of specific topics. Below is a list of those topics as well as the CARTS response to those topic items.

- **Results of incident investigations and analysis:** Incidents were investigated by the Assistant Transportation Director and/or Director. This included a variety of processes such as review of written reports and review of video/audio of the vehicle camera system. Root causes were identified and mitigated.
- **Identification of possible hazardous conditions:** All possible hazardous conditions identified have been mitigated.
- **Results of inspections:** CARTS received inspections during the course of the year from the FTA, NCDOT, and Craven County. No deficiencies were found during the FTA and NCDOT inspections; CARTS received a score of 94.7% with specified items addressed prior to the deadline.
- **Established plans for handling future incidents:** All incidents will be reviewed for root causes as well as a possible pattern; policy/procedures are revised if necessary.
- **Recommendations for SSP revisions:** No revision recommendations at this time.
- **Analysis of department involvement in the administration of the SSP:** Department involvement is adequate.

Craven County



**Craven Area Rural Transit System  
PUBLIC TRANSPORTATION**

2822 Neuse Blvd.  
New Bern, North Carolina 28562  
Phone: 252-636-4917 - Fax: 252-636-4919  
Email: [carts@cravencountync.gov](mailto:carts@cravencountync.gov)



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Annual Review, as required by the Safety and Security Program (SSP)  
July 1, 2018 – June 30, 2019

The SSP adopted on November 19, 2018 requires an annual review to ensure all information is correct. An annual review was completed as part of the FTA Triennial Review process. There are no revision recommendations at this time.

The annual review for FY2018-2019 was adopted by the Craven County Board of Commissioners

Date \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

System Manager (Signature) \_\_\_\_\_

Chairman, Craven County Board of Commissioners (signature)

\_\_\_\_\_

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**DRUG AND ALCOHOL TESTING POLICY  
CARTS**

~~Adopted December 18, 2017~~  
~~Effective Date January 1, 2018~~  
Adopted January 6, 2020  
Effective Date January 7, 2020

**A. PURPOSE**

- 1) Craven Area Rural Transit System (CARTS) provides public transit and paratransit services for the residents of Craven, Jones, and Pamlico counties. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, CARTS declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.
- 2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result, or a refusal to test. The U.S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.
- 3) Any provisions set forth in this policy that are included under the sole authority of CARTS and are not provided under the authority of the above named Federal regulations are underlined. Tests conducted under the sole authority of CARTS will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

**B. APPLICABILITY**

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This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full or part-time) when performing safety sensitive duties. See Attachment A for a list of employees and the authority under which they are included.

A safety-sensitive function is the operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, dispatchers or persons controlling the movement of revenue service vehicles and any transit employee who operates a vehicle that requires a Commercial Driver's License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions who perform one or more of the above mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

### **C. DEFINITIONS**

*Accident:* An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

- a. An individual dies;
- b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

*Adulterated Specimen:* A specimen that has been altered, as evidence by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

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*Alcohol:* The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

*Alcohol Concentration:* Expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

*Aliquot:* A fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

*Canceled Test:* A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is canceled. A canceled test is neither positive nor negative.

*Confirmatory Drug Test:* A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or metabolite.

*Confirmatory Validity Test:* A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

*Covered Employee Under FTA Authority:* An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

*Designated Employer Representative (DER):* An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

*DOT, The Department, DOT Agency:* These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency.

*Dilute Specimen:* A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

*Disabling Damage:* Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

*Evidentiary Breath Testing Device (EBT):* A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations, and appears on ODAPC's web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.

*Initial Drug Test: (Screening Drug Test)* The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

*Initial Specimen Validity Test:* The first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid.

*Invalid Result:* The result reported by an HHS-certified laboratory in accordance with the criteria established by the HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

*Laboratory:* Any U.S. laboratory certified by HHS under the National Laboratory Certification program as meeting standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

*Limit of Detection (LOD):* The lowest concentration at which a measurand can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

*Limit of Quantitation:* For quantitative assays, the lowest concentration at which the identity and concentration of the measurand can be accurately established.

*Medical Review Officer (MRO):* A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed

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positive test result, together with his/her medical history, and any other relevant bio-medical information.

*Negative Dilute:* A drug test result which is negative for the five drug/drug metabolites but has a creatine and specific gravity that are value lower than expected for human urine.

*Negative Result:* The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen. An alcohol concentration of less than 0.02 BAC is a negative test result.

*Non-negative Test Result:* A urine specimen that is reported as adulterated, substituted, invalid, or positive for drug/drug metabolites.

*Oxidizing Adulterant:* A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites, or affects the reagents in either the initial or confirmatory drug test.

*Performing (a safety-sensitive function):* A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

*Positive Result:* The result reported by an HHS- Certified laboratory when a specimen contains a drug or drug metabolite equal to or greater than the cutoff concentrations.

*Prohibited Drug:* Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40, as amended.

*Reconfirmed:* The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

*Rejected for Testing:* The result reported by an HHS- Certified laboratory when no tests are performed for specimen because of a fatal flaw or a correctable flaw that has not been corrected.

*Revenue Service Vehicles:* All transit vehicles that are used for passenger transportation service.

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*Safety-sensitive functions:* Employee duties identified as:

- (1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service,
- (2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL),
- (3) Maintaining a revenue service vehicle or equipment used in revenue service,
- (4) Controlling the movement of a revenue service vehicle, and
- (5) Carrying a firearm for security purposes.

*Split Specimen Collection:* A collection in which the urine collected is divided into two separate bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

*Substance Abuse Professional (SAP):* A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

*Substituted Specimen:* A urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

*Test Refusal:* The following are considered a refusal to test if the employee:

- (1) Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer,
- (2) Fails to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test,
- (3) Fails to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test,
- (4) In the case of a directly-observed or monitored urine drug collection, fails to permit monitoring or observation of your provision of a specimen,
- (5) Fails to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fails or declines to take a second test as directed by the collector or the employer for drug testing,

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- (7) Fails to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
- (8) Fails to cooperate with any part of the testing process,
- (9) Fails to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test,
- (10) Possesses or wears a prosthetic or other device used to tamper with the collection process,
- (11) Admits to the adulteration or substitution of a specimen to the collector or MRO,
- (12) Refuses to sign the certification at Step 2 of the Alcohol Testing Form (ATF),
- (13) Fails to remain readily available following an accident,
- (14) As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

*Vehicle:* A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

*Verified ~~N~~egative Itest:* A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

*Verified ~~P~~ositive Itest:* A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

*Validity Itesting:* The evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

#### **D. EDUCATION AND TRAINING**

- 1) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also

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includes manifestations and behavioral cues that may indicate prohibited drug use.

- 2) All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

#### **E. PROHIBITED SUBSTANCES**

- 1) Prohibited substances addressed by this policy include the following:
  - a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988, any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp related products, which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy.

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA authority be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in Section H of this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

- b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a CARTS supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.

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~~c. Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food, or candy) or any other substances such that alcohol is present in the body while performing safety-sensitive job functions is prohibited.~~

c. Alcohol: The use of beverages containing alcohol (including mouthwash, medication, food, candy) or any other substances containing alcohol in a manner which violates the conduct listed in this policy is prohibited.

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## F. PROHIBITED CONDUCT

- 1) All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR Part 40, as amended.
- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.
- 3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol.
- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.
  - a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT-FTA drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02-0.039, USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:
    - i. The employee's alcohol concentration measures less than 0.02; or

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- ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.
- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- 7) CARTS, under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.
- 8) Consistent with the Drug-free Workplace Act of 1988, all CARTS employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including transit system premises and transit vehicles.

#### **G. DRUG STATUTE CONVICTION**

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify CARTS management of any criminal drug statute conviction for a violation occurring in the workplace within five (5) days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in Section Q of this policy.

#### **H. TESTING REQUIREMENTS**

- 1) Analytical urine drug testing and breath testing for alcohol will be conducted as required by 49 CFR Part 40, as amended. All employees covered under FTA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in Section K, L, M, and N of this policy, and return to duty/follow-up.
- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion, ~~or~~ random, or follow up alcohol test can only be performed just before, during, or after the performance of a safety-sensitive job function. Under CARTS authority, a non-DOT alcohol test can be performed any time a covered employee is on duty.

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- 3) All covered employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment with CARTS. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in Section Q of this policy.

#### I. DRUG TESTING PROCEDURES

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.
- 2) The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at an HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) or Liquid Chromatography/Mass Spectrometry (LC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS or LC/MS test are above the minimum thresholds established in 49 CFR Part 40, as amended.
- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of

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the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to CARTS. If a legitimate explanation is found, the MRO will report the test result as negative.

- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- 5) Any covered employee who questions the results of a required drug test ~~under paragraphs L through P of this policy~~ may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. CARTS will ensure that the cost for the split specimen analysis is covered in order for a timely analysis of the sample, however CARTS will seek reimbursement for the split sample test from the employee.
- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.
- 7) The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is positive, the primary and the split will be retained for longer than one year for testing if so requested by the employee through the Medical Review Officer, or by the employer, by the MRO, or by the relevant DOT agency.
- 8) Observed collections:

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- a. Consistent with 49 CFR Part 40, as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:
  - i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to CARTS that there was not an adequate medical explanation for the result;
  - ii. The MRO reports to CARTS that the original positive, adulterated, or substituted test result had to be canceled because the test of the split specimen could not be performed;
  - iii. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen as negative-dilute and that a second collection must take place under direct observation (see §40.197(b)(1));
  - iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
  - v. The temperature on the original specimen was out of range;
  - vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with;
  - vii. All follow-up-tests; or
  - viii. All return-to-duty tests.

#### **J. ALCOHOL TESTING PROCEDURES**

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-

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evidential testing device (alcohol screening device (ASD)) which is also approved by NHTSA. A list of approved ASDs can be found on ODAPC's web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

- 2) A confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section Q. of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in Section Q of this policy. An alcohol concentration of less than 0.02 will be considered a negative test.
- 3) CARTS affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a canceled test.
- 4) The alcohol testing form (ATF) required by 49 CFR Part 40, as amended shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

#### **K. PRE-EMPLOYMENT TESTING**

- 1) All applicants for covered transit positions shall undergo urine drug testing prior to performance of a safety-sensitive function.

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- a. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant will not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.
- b. An employee shall not be placed, transferred or promoted into a position covered under FTA authority or company authority until the employee takes a drug test with verified negative results.
- c. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.
- d. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA authority or company authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with Section Q herein.
- e. If a pre-employment test is canceled, CARTS will require the applicant to take and pass another pre-employment drug test.
- f. In instances where an FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool, the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.
- g. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- h. Applicants are required (even if ultimately not hired) to provide CARTS with signed written releases requesting USDOT drug and alcohol records from all previous, USDOT-covered, employers that

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the applicant has worked for within the last two (2) years. Failure to do so will result in the employment offer being rescinded. CARTS is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a USDOT covered employer within the last two (2) years. If the applicant has tested positive or refused to test on a pre-employment test for a USDOT covered employer, the applicant must provide CARTS proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

#### L. REASONABLE SUSPICION TESTING

- 1) All CARTS FTA covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more personnel who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under CARTS' authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.
- 2) CARTS shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in Section Q of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in Section Q of this policy.

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- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the personnel making the observation. This written record shall be submitted to CARTS.
- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with Section Q of this policy. CARTS shall place the employee on administrative leave in accordance with the provisions set forth under Section Q of this policy. Testing in this circumstance would be performed under the direct authority of CARTS. Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority. However, self-referral does not exempt the covered employee from testing under Federal authority as specified in Sections L through N of this policy or the associated consequences as specified in Section Q.

#### **M. POST-ACCIDENT TESTING**

- 1) **FATAL ACCIDENTS** – A covered employee will be required to undergo urine and breath testing if they are involved in an accident with a transit vehicle, whether or not the vehicle is in revenue service at the time of the accident, that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.
- 2) **NON-FATAL ACCIDENTS** - A post-accident test of the employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:
  - a. The accident results in injuries requiring immediate medical treatment away from the scene, and the covered employee may have contributed to the accident; or
  - b. One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, and the covered employee may have contributed to the accident.

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In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, will be tested.

As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than thirty-two (32) hours for drugs. If an alcohol test is not performed within two (2) hours of the accident, the supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within thirty two (32) hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

In the rare event that CARTS is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), CARTS may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

#### **N. RANDOM TESTING**

- 1) All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. Employees who may be covered under company authority will be selected from a pool of non-DOT-covered employees.
- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.
- 3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FTA administrator. The current year testing rates can be viewed online at <https://www.transportation.gov/odapc/random-testing-rates>.
- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under CARTS authority.
- 6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. However, under CARTS' authority, a non-DOT random alcohol test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- 7) Employees are required to proceed immediately to the collection site upon notification of their random selection.

#### **O. RETURN-TO-DUTY TESTING**

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CARTS will terminate the employment of any employee that tests positive or refuses a test as specified in section Q of this policy. However, in the rare event an employee is reinstated with court order or other action beyond the control of the transit system, the employee must complete the return-to-duty process prior to the performance of safety-sensitive functions. All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. ~~For an initial positive drug test a return-to-duty drug test is required and an alcohol test is allowed. For an initial positive alcohol test, a return-to-duty alcohol test is required and a drug test is allowed.~~ Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undue concerns for public safety. The SAP will determine whether the employee returning to duty will require a return-to-duty drug test, alcohol test, or both.

#### **P. FOLLOW-UP TESTING**

Covered employees that have returned to duty following a positive or refused test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty test. The follow-up testing will be performed for a period of one (1) to five (5) years with a minimum of six (6) tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

#### **Q. RESULT OF DRUG/ALCOHOL TEST**

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- 1) Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals (SAP) for assessment, and will be terminated.
- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- 3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in termination and referral to a list of USDOT qualified SAPs. A test refusal includes the following circumstances:
  - a. Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer,
  - b. Fails to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test,
  - c. Fails to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test,
  - d. In the case of a directly-observed or monitored urine drug collection, fails to permit monitoring or observation of your provision of a specimen,
  - e. Fails to provide a sufficient quantity of urine or breath without a valid medical explanation,
  - f. Fails or decline to take a second test as directed by the collector or the employer for drug testing,
  - g. Fails to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER),
  - h. Fails to cooperate with any part of the testing process,
  - i. Fails to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test,
  - j. Possesses or wears a prosthetic or other device used to tamper with the collection process,
  - k. Admits to the adulteration or substitution of a specimen to the collector or MRO,
  - l. Refuses to sign the certification at Step 2 of the Alcohol Testing Form (ATF), or

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m. Fails to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

- 4) An alcohol test result of  $\geq 0.02$  to  $\leq 0.039$  BAC shall result in the removal of the employee from duty for eight (8) hours or the remainder of the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NONDOT alcohol test with a result of less than 0.02 BAC.
- 5) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:
  - a. Mandatory referral for an assessment by an employer approved counseling professional for assessment, formulation of a treatment plan, and execution of a return to work agreement;
  - b. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from CARTS employment;
    - i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and the employee has agreed to periodic, unannounced follow-up testing as described in Section P of this policy; however, all follow-up testing performed as part of a return-to-work agreement required under section Q of this policy is under the sole authority of CARTS and will be performed using non-DOT testing forms.
  - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. All tests conducted as part of the return to work agreement will be conducted under company authority and will be performed using non-DOT testing forms;
  - d. A self-referral or management referral to the employer's counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in Section Q of this policy;
  - e. Periodic unannounced follow-up drug/alcohol testing conducted as a result of a self-referral or management referral which results in a

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- verified positive shall be considered a positive test result in relation to the progressive discipline defined in Section Q of this policy;
- f. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with CARTS;
  - g. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.
- 6) Failure of an employee to report within five (5) days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

#### **R. GRIEVANCE AND APPEAL**

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

#### **S. PROPER APPLICATION OF THE POLICY**

CARTS is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

#### **T. INFORMATION DISCLOSURE**

- 1) Drug/alcohol testing records shall be maintained by the CARTS Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.
- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need to know basis.

- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding.
- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
- 7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.
- 8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
- 9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over CARTS or the employee.
- 10) If a party seeks a court order to release a specimen, or part of a specimen, contrary to any provision of Part 40, as amended, necessary legal steps to contest the issuance of the order will be taken.
- 11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

This Policy was adopted by the Craven County Board of Commissioners on  
| ~~[MONTH DD, YEAR]~~ January 6, 2020.

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Thomas F. Mark  
Chairman, Board of Commissioners

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Date

**Attachment A**

<u>Job Title</u>	<u>Job Duties</u>	<u>Testing Authority</u>
Director	Performs dispatch or driver functions	FTA
Assistant Director	Performs dispatch or driver functions	FTA
Accounting Tech III	Performs dispatch or driver functions	FTA
Dispatcher	Performs dispatch or driver functions	FTA
Office Assistant	Performs dispatch or driver functions	FTA
Full Time Driver	Performs driver functions	FTA
Part Time Driver	Performs driver functions	FTA
Mechanics	Performs vehicle maintenance	FTA

Safety-sensitive functions include any one who operates a revenue service vehicle (whether or not the vehicle is in revenue service), dispatch (anyone who controls revenue vehicles' movements), maintenance of revenue service vehicles or equipment used in revenue service, security personnel who carry firearms, and any other employee who holds a Commercial Driver's License.

### **Attachment B Contacts**

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to:

#### **CARTS Drug and Alcohol Program Manager**

Title: Transportation Director

Address: 2822 Neuse Blvd., New Bern, NC 28562

Telephone Number: (252) 636-4917

#### **Craven County Human Resources**

Title: Director

Address: 406 Craven Street, New Bern, NC 28560

Telephone Number: (252) 636-6602

Information regarding the collection site vendor as well as the Medical Review Officers and HHS Certified laboratories used by the vendor are available upon request by contacting the CARTS Drug and Alcohol Program Manager or Craven County Human Resources Director. Because this information changes periodically, the specific information is not contained within the policy.

STATE MAINTENANCE ASSISTANCE PROGRAM FOR  
URBAN, SMALL URBAN, AND REGIONAL TRANSIT SYSTEMS

CERTIFIED STATEMENT

Pursuant to Article 2B of Chapter 136 of the North Carolina General Statutes which designates the Department of Transportation as the agency of the State of North Carolina responsible for administering all federal and/or state programs relating to public transportation, and grants the Department authority to do all things required under applicable federal and/or state legislation to administer properly the public transportation programs within the State of North Carolina, the North Carolina Board of Transportation has approved a formula for allocation of State Maintenance Assistance Program funds to urban, small urban and regional transportation systems for Fiscal Year 2020.

This statement certifies that the following is accurate and complete to the best of the knowledge of the signatory including:

- 1. The FY 2019 allocation of \$ \_\_\_\_\_ N/A \_\_\_\_\_ was spent by June 30, 2019 OR \$ \_\_\_\_\_ is unspent Craven County/CARTS did not receive a SMAP FY2019 allocation. FY2020 is the first allocation that includes Craven County/CARTS.
- 2. The amount of the state allocation expended will not exceed the amount of local share provided in the year in which the allocation is expended.

The local share amount provided for FY 2020 is \$130,528 and will be provided from contract and advertising revenue.

- 3. The funds received will be used in a manner consistent with the use of federal transit urbanized formula program funds and only for eligible transit operating expenses as described in FTA Circular 9030.1E, Urbanized Area Formula Program Grant Applications Instructions, dated January 16, 2014, FTA Circular 5010.1E, Grant Management Requirements, dated July 16, 2018 and the FY2020 Program Guidance.
- 4. These funds will be used to: support costs of operating an urban transit service which includes Fixed Route, ADA Complementary Paratransit, and Demand Response.
- 5. The FY2020 allocation received will be spent by the end of FY2020 (by June 30, 2020).
- 6. Information regarding use of the funds will be provided at such time and in such manner as the Department may require.

WITNESS my hand and seal, this \_\_\_\_\_ day of January, 2020.

I hereby certify that, to the best of my knowledge the information in this Certified Statement is complete and accurate.

\_\_\_\_\_  
Chairman, Craven County Board of Commissioners

Attest:

\_\_\_\_\_  
Title:

(seal)

**SMAP Application Budget**

**System Name:** Craven Area Rural Transit System (CARTS)  
**Fiscal Year Apportionment:** 2020

**Total SMAP Allocation:** \$131,714

**Local Match must be the same as the amount of funds you accept from the formula:**  
**Example: 100% of formula amount accepted, local match is 100% of formula amount** \$130,527

The SMAP allocation cannot exceed the local commitment and must be reduced if the local commitment is less.

Project Type	Budgeted Amount (Initial)	Expenses	Budgeted Amount (Final) Due XXXX
<i>Please Insert Itemized G-codes below</i>	<i>Insert the budgeted amount FY2020</i>	<i>Add expenses below</i>	<i>Formula will calculate remaining funds below for final Budget</i>
Operating			
G120 Salaries and Wages (G121,G125, G126, G127)	\$300,109.00		\$ 300,109
G181 Social Security Contribution	\$23,276.00		\$ 23,276
G182 Retirement Contribution (State Retirement)	\$22,884.00		\$ 22,884
G183 Hospitalization Insurance Contribution	\$34,953.00		\$ 34,953
G184 Disability Insurance Contribution	\$164.00		\$ 164
G186 Worker's Compensation Contribution	\$11,945.00		\$ 11,945
G189 Other Fringe Benefits (401K, Dental, Life)	\$11,977.00		\$ 11,977
G195 - G197 Drug and Alcohol Testing program related	\$1,400.00		\$ 1,400
G199 Other Professional Services	\$600.00		\$ 600
G212 Uniforms	\$334.00		\$ 334
G251 Motor Fuels and Lubricants (fuel)	\$63,401.00		\$ 63,401
G261 Office Supplies and Materials	\$734.00		\$ 734
G291 Computer Supplies	\$1,200.00		\$ 1,200
G310 Travel and Transportation (G311,G312,G314); G395 Training	\$3,430.00		\$ 3,430
G321 Telephone	\$800.00		\$ 800
G325 Postage	\$334.00		\$ 334
G337 Single/Combined Utilities	\$1,334.00		\$ 1,334
G340 Printing and Binding	\$1,334.00		\$ 1,334
G353 Repairs and Maintenance - Vehicles	\$900.00		\$ 900
G371 Marketing - Paid Advertisements; G391 Legal Advertising;	\$4,000.00		\$ 4,000
G382 Comp Support/Technical Assistance Services	\$8,000.00		\$ 8,000
G394 Cleaning Services	\$538.00		\$ 538
G398 Security Services	\$167.00		\$ 167
G399 Other Services	\$10,765.00		\$ 10,765
G413 Rent of Offices	\$3,546.00		\$ 3,546
G452 Insurance - Vehicles; G454 Insurance - Professional Liability	\$30,000.00		\$ 30,000
G481 491 Dues and Subscriptions	\$240.00		\$ 240
G500 Capital Outlay	\$606.00		\$ 606
			\$ -
Preventive Maintenance	\$30,000.00		\$ 30,000
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>TOTAL</b>	<b>\$ 568,971</b>		<b>\$ 568,971</b>

Initial Budget- the above SMAP budget is true and accurate to the best of my ability.

\_\_\_\_\_  
 Financial Manager Signature needed  
 (with application)

Final Budget- the above SMAP budget's expenses and revenue is true and accurate to the best of my ability.

\_\_\_\_\_  
 Financial Manager Signature needed  
 (as final report XXXXXXXXXX)

**CERTIFIED STATEMENT**  
**FY2020**  
**RURAL OPERATING ASSISTANCE PROGRAM**  
County of Craven

**WHEREAS**, the state-funded, formula-based Rural Operating Assistance Program (ROAP) administered by the North Carolina Department of Transportation, Integrated Mobility Division provides funding for the operating cost of passenger trips for counties within the state;

**WHEREAS**, the county uses the most recent transportation plans (i.e. CCP, CTIP, LCP) available and other public involvement strategies to learn about the transportation needs of agencies and individuals in the county before determining the sub-allocation of these ROAP funds;

**WHEREAS**, the county government or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with the municipalities or counties served) are the only eligible recipients of Rural Operating Assistance Program funds which are allocated to the counties based on a formula as described in the Program Guidelines included in the ROAP State Management Plan. NCDOT will disburse the ROAP funds only to counties and eligible transportation authorities and not to any sub-recipients selected by the county;

**WHEREAS**, the county finance officer will be considered the county official accountable for the administration of the Rural Operating Assistance Program in the county, unless otherwise designated by the Board of County Commissioners;

**WHEREAS**, the passenger trips provided with ROAP funds must be accessible to individuals with disabilities and be provided without discrimination on the basis of national origin, creed, age, race or gender (FTA C 4702.1B, FTA C 4704.1A, Americans with Disabilities Act 1990); and

**WHEREAS**, the period of performance for these funds will be July 1, 2019 to June 30, 2020 regardless of the date on which ROAP funds are disbursed to the county.

**NOW, THEREFORE, by signing below, the duly authorized representatives of the County of Craven North Carolina certify that the following statements are true and accurate:**

- The county employed a documented methodology for sub-allocating ROAP funds that involved the participation of eligible agencies and citizens. Outreach efforts to include the participation of the elderly and individuals with disabilities, persons with limited English proficiency, minorities and low income persons in the county's sub-allocation decision have been documented.
- The county will advise any sub-recipients about the source of the ROAP funds, specific program requirements and restrictions, eligible program expenses and reporting requirements. The county will be responsible for invoicing any sub-recipients for unexpended ROAP funds as needed.
- The county will monitor ROAP funded services routinely to verify that ROAP funds are being spent on allowable activities and that the eligibility of service recipients is being properly documented. The county will maintain records of trips for at least five years that prove that an eligible citizen was provided an eligible transportation service on the billed date, by whatever conveyance at the specified cost.
- The county will be responsible for monitoring the safety, quality and cost of ROAP funded services and assures that any procurements by subrecipients for contracted services will follow state and federal guidelines.
- The county will conduct regular evaluations of ROAP funded passenger trips provided throughout the period of performance.

- The county will only use the ROAP funds to provide trips when other funding sources are not available for the same purpose or the other funding sources for the same purpose have been completely exhausted.
- The county assures that the required matching funds for the FY2020 ROAP can be generated from fares and/or provided from local funds.
- The county will notify the Mobility Development Specialist assigned to the county if any ROAP funded services are discontinued before the end of the period of performance due to the lack of funding. No additional ROAP funds will be available.
- The county will provide an accounting of trips and expenditures in bi-annual milestone reports to NCDOT – Integrated Mobility Division or its designee. **Back-up documentation is required to support the bi-annual and annual reports, failure to provide documentation will affect future disbursements.**
- Any interest earned on the ROAP funds will be expended for eligible program uses as specified in the ROAP application. The County will include ROAP funds received and expended in its annual independent audit on the schedule of federal and state financial assistance. Funds passed through to other agencies will be identified as such.
- The county is applying for the following amount of FY2020 Rural Operating Assistance Program funds:

State-Funded Rural Operating Assistance Program	Allocated	Requested
Rural General Public Program (RGP)	<u>\$232,720.61</u>	<u>\$232,720.61</u>
<b>TOTAL</b>	<u><b>\$232,720.61</b></u>	<u><b>\$232,720.61</b></u>

**WITNESS my hand and county seal, this \_\_\_\_ day of January, 2020 .**

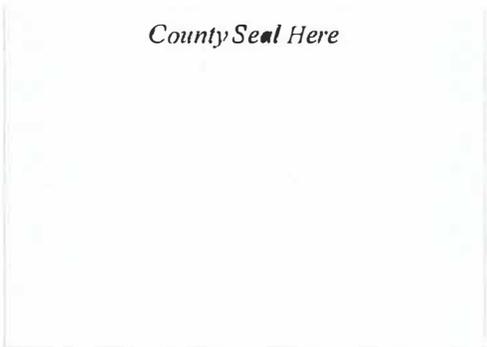
\_\_\_\_\_  
Signature of County Manager/Administrator

\_\_\_\_\_  
Signature of County Finance Officer

\_\_\_\_\_  
Printed Name of County Manager/Administrator

\_\_\_\_\_  
Printed Name of County Finance Officer

State of North Carolina County of Craven



# Application for Transportation Operating Assistance

## *FY2020 Rural Operating Assistance Program (ROAP) Funds*

<b>Name of Applicant (County)</b>	<b>Craven County</b>
<b>County Manager</b>	<b>Jack Veit III</b>
County Manager's Email Address	jveit@cravencountync.gov
<b>County Finance Officer</b>	<b>Craig Warren</b>
CFO's Email Address	cwarren@cravencountync.gov
CFO's Phone Number	252-636-6603
<b>Person Completing this Application</b>	<b>Roy Beeson</b>
Person's Job Title	Assistant Transportation Director
Person's Email Address	carts@cravencountync.gov
Person's Phone Number	252-636-4917
<b>Community Transportation System</b>	<b>Craven Area Rural Transit System</b>
Name of Transit Contact Person	Kelly Walker
Transit Contact Person's Email Address	carts@cravencountync.gov

Application Completed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

**I certify that the content of this application is complete and accurately describes the county's administration of the ROAP Program, and the use of the ROAP funds in accordance with applicable state guidelines. I certify and understand that if the bi-annual and annual milestone reports and any other status reports required by the Integrated Mobility Division (IMD) are not submitted on or before the due dates, the next scheduled disbursement will be held until all reports are submitted.**

**I certify and understand that the county will be invoiced by NC DOT for any unspent funds at the end of the period of performance and that funds for the next fiscal year will not be disbursed until re-payment has been made.**

County Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

County Finance Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

## Application Instructions

County officials should read the ROAP Program Administration Guide which contains guidance on the administration of the ROAP Program and information about the preparation of grant applications.

- The application must be completed by an official of the county or his/her designee.
- Click on the **gray rectangle** and type each answer. If necessary, the text will automatically wrap to the next row. The answer may wrap to the next page if necessary.
- If the county wishes to explain their response to any questions or provide more information, the county may include additional pages with this application form. All the pages of the application and any pages added by the applicant should be scanned into the same file.
- If there are questions regarding this application, contact the NCDOT-IMD Mobility Development Specialist assigned to the area served by the transit system.

### FY2020 ROAP Program Schedule

**Application Deadline** **January 17, 2020**

**Partial Funds Disbursement** **January 3, 2020**  
**March 6, 2020**

**\*All outstanding unspent funds must be repaid to NCDOT before disbursement of FY2020 funds can be made.**

#### **Milestone Reports**

Milestone Report #1

February 28, 2020

Milestone Report #2

July 31, 2020 (Annual)

## County's Management of ROAP Funds

County governments or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with municipalities or counties served) are the only eligible applicants for ROAP funds. As a recipient of ROAP funds, the county must implement administrative processes that will ensure the following:

- ROAP funds are expended on needs identified through a public involvement and/or planning process
- **ROAP funds are expended only on eligible activities as described in Appendix A of the ROAP Guidance.**
- **Supporting documentation of expenditures by all sub-recipients is required.**
- Service recipients meet eligibility requirements and their eligibility is documented
- Trips funded with ROAP funding are monitored and evaluated throughout the period of performance
- An accounting of trips and expenditures is provided in bi-annual reports to NCDOT with supporting documents
- ROAP funds received and expended are included in the local annual audit

ROAP funds will be disbursed to counties in two lump-sum payments in the Rural General Public program. Counties have the flexibility to determine how the funding will be used to meet the needs of the citizens and how to sub-allocate the funding to meet the transportation needs, but the guidelines for each program used must be followed and trips accounted for by program used.

Transportation Needs and Public Involvement in Funding Decisions	Yes	No
Did the county ask the Community Transportation Advisory Board (TAB), which is affiliated with the Community Transportation System, to recommend how the ROAP funds should be sub-allocated?	<b>X</b>	
B. Were outreach efforts conducted to inform agencies about the availability of ROAP funds and to discuss transportation needs BEFORE the county decided how to sub-allocate the ROAP funds?	<b>X</b>	
C. Is the method used to sub-allocate the ROAP funds fair and equitable? Open and transparent?	<b>X</b>	
Financial Management of ROAP Funds	Yes	No
D. Does the county pass through any ROAP funds to agencies or organizations that are not county governmental departments or agencies?		<b>X</b>
E. If yes, does the county have a written agreement with these agencies that addresses the proper use, return and accountability of these funds? <i>(Include a sample agreement with application)</i>		
F. Do any of the organizations or departments receiving ROAP funds plan to use private transit contractors to provide the ROAP funded trips? <i>(Their procurement practices will need to meet all federal and state requirements for procurement of professional services.)</i>		<b>X</b>
G. Are ROAP funds deposited in an interest-bearing account?	<b>X</b>	
H. Does the county provide local funds for transportation operating assistance to any of the ROAP sub-recipients in addition to the state ROAP funds?		<b>X</b>
Monitoring and Oversight Responsibilities	Yes	No
I. Subrecipients of ROAP funds are required to provide sufficiently detailed progress reports and statistical data about trips provided and rider eligibility with ROAP funds. How frequently are these provided to the county? In what format? The County must be prepared to provide documentation that an eligible citizen was provided an eligible service or trip on the billed date, by whatever conveyance, at a specific cost. <i>Monthly report to the Craven County Finance Department and the County Manager</i>  What form of documentation is collected? <i>Spreadsheet of monthly trip data</i>	<b>X</b>	
J. Does the county require the subrecipients of ROAP funds to use the coordinated transportation services of the federally funded Community Transportation System operating in the county?	<b>X</b>	
K. Will any of the subrecipients use their ROAP sub-allocation as matching funds for any of the following programs? <i>(Matching funds for operating assistance or purchase of service only.)</i>  5310 – Elderly Individuals and Individuals with Disabilities Program NO 5311 - Non-urbanized Area Formula Program NO 5316 – Job Access and Reverse Commute Program (JARC) NO 5317 – New Freedom Program NO		
L. Will any of the subrecipients charge a fare for a ROAP funded trip? YES		
M. Describe the eligibility criteria to be used in this county to determine who will be provided ROAP funded trips. What documents are used to determine eligibility? <i>Application form and verification of eligibility</i>		
Since the subrecipient can only use RGP funds to pay for 90% of the cost of a trip, will the Community Transportation System use fare revenue to generate the local 10% match requirement for RGP funds?		<b>X</b>

Date Appointed \_\_\_\_\_ Reappointed \_\_\_\_\_

### Volunteer Board Information and Interest Sheet Craven County, North Carolina

Names of board, committee, authority, etc., in which you are interested. Please list in order of priority:

QUEEN SWEEP

Name: ROBERTA RANDALL

Home Address: 302 ARCADE CIRCLE City Limits:  Yes  No

City: NEW BERN Zip Code: 28562

Township: GRAVEN Home Phone: 252 633 4349

Occupation: RETIRED Business Phone: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Cell Phone: 252 541 9392

E-Mail Address: RRANDALL@GSI.NER Fax Number: \_\_\_\_\_

(Please indicate your preferred contact number.) 252 541 9392

Education

NEW HAMPSHIRE COLLEGE, M.B.A. CANDIDATE

YEARIMACK COLLEGE, B.S. IN BUSINESS

MINOR IN ENGINEERING

Business and Civic Experience

PROJECT MANAGER, PROJECT ADMINISTRATOR & SENIOR BUYER/PLANNER

Areas of Expertise, Interest, Skills

EXPERTISE: PLANNING & PROCUREMENT, INTERESTS: BIRDING, READING & TENNIS, SKILLS: COMPUTER LITERATE, DESIGN & RESEARCH

Why do you want to serve?

BECAUSE I WOULD LIKE TO MAKE A CONTRIBUTION & AS AN ECO-FRIENDLY PERSON I AM WELL AWARE OF THE EFFECT THAT LITERATURE HAS ON OUR ENVIRONMENT

Please List Other Local, Regional and Statewide Boards, Committees or Commissions on Which You Serve

(A resume may be attached to this form, but will not be accepted in lieu of the form.)

Date: 12.12.19

Signature: [Handwritten Signature]

Please be advised that this form is a public record, and must be made available to the public upon request. The Craven County Board of Commissioners sincerely appreciates the interest of all citizens in serving their county. For more information on the responsibilities of various boards, you may view the on-line board descriptions or contact the County Clerk's Office at (252) 636-6601. RETURN FORM TO: CRAVEN COUNTY CLERK, 406 CRAVEN STREET, NEW BERN, NC 28560. The form may also be sent via e-mail ([cbryan@cravencountync.gov](mailto:cbryan@cravencountync.gov)) or fax: (252-637-0526. This form will remain active until two years after date received.

## Application Form

---

### Profile

Keith

First Name

Gaskins

Last Name

kgaskins1sgt@hotmail.com

Email Address

4506 Hwy. 17 North

Home Address

Ernul

City

NC

State

28527

Postal Code

### What Commissioners District? \*

---

District 2

Home: (252) 626-5597

Primary Phone

Home:

Alternate Phone

### Which Boards would you like to apply for?

---

Fireman's Relief Fund Board of Trustees: Submitted

---

### Interests & Experiences

NORTH CAROLINA

OFFER TO PURCHASE AND CONTRACT

CRAVEN COUNTY

JK INVESTMENT HOLDINGS LLC, as Buyer, hereby offers to purchase and CRAVEN COUNTY and the CITY OF NEW BERN, collectively as Seller, upon acceptance of said offer, agrees to sell and convey, all of that plot, piece or parcel of land described below (hereafter referred to as the "Property"), upon the following terms and conditions:

1. **REAL PROPERTY:** Located in or near the City of New Bern, Craven County, North Carolina, being known as and more particularly described as:

Street Address: 2203 CHESTNUT AVE

Subdivision Name: PEMBROKE

Tax Parcel ID No.: B-037-001

Plat Reference: \_\_\_\_\_

Being all of that property more particularly described in Deed Book 3569, Page 629 in the Craven County Registry.

2. **PURCHASE PRICE:** The purchase price is \$ 375.00 and shall be paid as follows:

(a) \$ 20.00, EARNEST MONEY DEPOSIT with this offer by  cash  bank check  certified check to be held by Seller until the sale is closed, at which time it will be credited to Buyer, or until this contract is otherwise properly terminated. In the event this offer is not accepted, then all earnest monies shall be refunded to Buyer. In the event of breach of this contract by Seller, all earnest monies shall be refunded to Buyer upon Buyer's request. In the event of breach of this contract by Buyer, then all earnest monies shall be forfeited to Seller upon Seller's request, but such forfeiture shall not affect any other remedies available to Seller for such breach.

(b) \$ 355.00, BALANCE of the purchase price in cash or readily available funds at Closing.

3. **CONDITIONS:**

(a) This contract is not subject to Buyer obtaining financing.

(b) The Property must be in substantially the same or better condition at Closing as on the date of this offer, reasonable wear and tear excepted.

(c) The Property is being sold subject to all liens and encumbrances of record, if any.

(d) Other than as provided herein, the Property is being conveyed "as is".

(e) This contract is subject to the provisions of G.S. §160A-269. Buyer acknowledges that this contract is subject to certain notice provisions and the rights in others to submit upset bids in accordance therewith.

(f) Title shall be delivered at Closing by QUITCLAIM DEED

4. **SPECIAL ASSESSMENTS:** Seller makes no warranty or representation as to any pending or confirmed governmental special assessments for sidewalk, paving, water, sewer, or other improvements on or adjoining the Property, or pending or confirmed owners' association special assessments. Buyer shall take title subject to all pending assessments, if any.

5. **PAYMENT OF TAXES:** Any ad valorem taxes to which the Property is subject shall be paid in their entirety by Buyer.

6. **EXPENSES:** Buyer shall be responsible for all costs with respect to any title search, title insurance, recording of the deed, and its legal fees. Seller shall pay for preparation of a deed and all other documents necessary to perform Seller's obligations under this agreement, and for any excise tax (revenue stamps) required by law.

7. **EVIDENCE OF TITLE:** Not Applicable.

8. **CLOSING:** Closing shall be defined as the date and time of recording of the deed. All parties agree to execute any and all documents and papers necessary in connection with Closing and transfer of title within thirty (30) days of the granting of final approval of the sale by Craven County's Board of Commissioners and the City of New Bern's Board of Aldermen pursuant to G.S. §160A-269. The deed is to be made to JK INVESTMENT HOLDINGS LLC.

9. **POSSESSION:** Unless otherwise provided herein, possession shall be delivered at Closing.

10. **PROPERTY INSPECTION, APPRAISAL, INVESTIGATION:**

(a) This contract is not subject to inspection, appraisal or investigation, as the Property is being bought "as is." Seller makes no representation as to water, sewer, conditions, title, access, or fitness for any intended use.

(b) **CLOSING SHALL CONSTITUTE ACCEPTANCE OF THE PROPERTY IN ITS THEN EXISTING CONDITION.**

11. **RIGHT OF ENTRY, RESTORATION AND INDEMNITY:** Buyer and Buyer's agents and contractors shall not have the right to enter upon the Property for any purpose without advance written permission of the Seller. If such permission is given, Buyer will indemnify and hold Seller harmless from all loss, damage, claims, suits or costs, which shall arise out of any contract, agreement, or injury to any person or property as a result of any activities of Buyer and Buyer's agents and contractors relating to the Property. This indemnity shall survive this contract and any termination hereof.

12. **OTHER PROVISIONS AND CONDITIONS:** (ITEMIZE ALL ADDENDA TO THIS CONTRACT AND ATTACH HERETO.): None.

Buyer Initials KTL Seller Initials \_\_\_\_\_

13. **RISK OF LOSS:** The risk of loss or damage by fire or other casualty prior to Closing shall be upon Seller.

14. **ASSIGNMENTS:** This contract may not be assigned without the written consent of all parties, but if assigned by agreement, then this contract shall be binding on the assignee and the assignee's heirs, successors or assigns (as the case may be).

15. **PARTIES:** This contract shall be binding upon and shall inure to the benefit of the parties, i.e., Buyer and Seller and their heirs, successors and assigns. As used herein, words in the singular include the plural and the masculine includes the feminine and neuter genders, as appropriate.

16. **SURVIVAL:** If any provision herein contained which by its nature and effect is required to be observed, kept or performed after the Closing, it shall survive the Closing and remain binding upon and for the benefit of the parties hereto until fully observed, kept or performed.

17. **ENTIRE AGREEMENT:** This contract contains the entire agreement of the parties and there are no representations, inducements or other provisions other than those expressed herein. All changes, additions or deletions hereto must be in writing and signed by all parties.

18. **NOTICE AND EXECUTION:** Any notice or communication to be given to a party herein may be given to the party or to such party's agent. This offer shall become a binding contract (the "Effective Date") when signed by both Buyer and Seller and such signing is communicated to the offering party. This contract is executed under seal in signed multiple originals, all of which together constitute one and the same instrument, with a signed original being retained by each party, and the parties adopt the word "SEAL" beside their signatures below.

BUYER:

SELLER

(If an individual)

CRAVEN COUNTY

\_\_\_\_\_  
(SEAL)

By: \_\_\_\_\_ (SEAL)

Name: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

(If a business entity)

CITY OF NEW BERN

By: KYLE T KRATOVINE (SEAL)

By: \_\_\_\_\_ (SEAL)

Its: OWNER

Its: \_\_\_\_\_

Date: 12/5/19

Date: \_\_\_\_\_

Address: 6210 OLD US HWY 70W  
NEW BERN NC 28562

Phone: 877-368-2620

Buyer Initials KTK \_\_\_\_\_ Seller Initials \_\_\_\_\_

Doc No: 10037197  
Recorded: 05/03/2019, 11:25:24 AM  
Fee Amt: \$35.00 Page 1 of 2  
Revenue Tax: \$9.00  
CRAVEN County, North Carolina  
Sherril B. Richard Register of Deeds  
bk 3569 Pg 529

Prepared by: Zaccbaeus Legal Services

Revenue Stamps \$9.00

STATE OF NORTH CAROLINA

COMMISSIONER'S DEED

COUNTY OF CRAVEN

ID# 8 037 001

This deed, made this 10th day of April, 2019, by MARK D. BARDILL, Commissioner, to the County of Craven and the City of New Bern of P.O. Box 1128, New Bern, North Carolina, 28563.

WITNESSETH:

That whereas the said MARK D. BARDILL was appointed Commissioner under an order of the District Court, in the tax foreclosure proceeding entitled Craven County versus The Heirs, Assigns and Devisees of Willie Gertrude Robinson and spouse, if any, Linda Darden and spouse, if any, and the City of New Bern, et al, File No. 05-CVD-679; and said MARK D. BARDILL was directed by said Order as Commissioner to sell the land hereinafter described at public sale after due advertisement according to law; and

Whereas, the said MARK D. BARDILL, Commissioner, did on the 6th day of February, 2019, offer the land hereinafter described at a public sale at the Craven County Courthouse door, in New Bern, North Carolina, and then and there the said County of Craven and the City of New Bern became the last and highest bidder for said land for the sum of \$4,179.83; and no upset or increased bid having been made within the time allowed by law, and said sale having been confirmed by said Court, and said MARK D. BARDILL, Commissioner, having been ordered to execute a deed to said purchaser upon payment of the purchase money;

Now, therefore, for and in consideration of the premises and the sum of \$4,179.83, receipt of which is hereby acknowledged, the said MARK D. BARDILL, Commissioner, does by these presents, hereby bargain, sell, grant, and convey to the said County of Craven and the City of New Bern, and their successors, heirs and assigns that certain parcel or tract of land, situated in Number Eight Township, Craven County, North Carolina, and described as follows:

That certain tract or parcel of land in the City of New Bern, Craven County, North Carolina, and being more particularly described as follows: The western one-half of lot No. 408 lying and being situated in Number Eight Township, Craven County, North Carolina, in that area known as Pembroke, a map or plot of which is recorded in Map Book 1, at Page 164, 165 in the office of the Register of Deeds of Craven County.

Subject to restrictive covenants and easements of record.

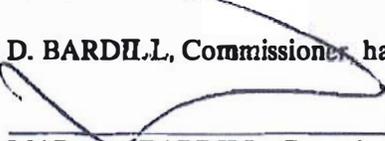


**Parcel Identification Number: 8 037 001**

To have and to hold the aforesaid tract of land, to the said County of Craven and the City of New Bern, and their successors, heirs and assigns forever, in as full and ample manner as said MARK D. BARDILL, Commissioner as aforesaid, is authorized and empowered to convey the same.

The title conveyed by this Commissioner's Deed is held pursuant to 105-376, with the County of Craven having disbursed \$1,814.93 and the City of New Bern having disbursed \$480.99 in reimbursable costs, that taxes, interest and penalties due the County of Craven which constitute a 1st and prior lien as of the date of sale total \$1,112.46, that taxes, interest and penalties due the City of New Bern which constitute a 1st and prior lien as of the date of sale total \$556.45. Upon subsequent sale of the property, the proceeds will be distributed between the County of Craven and the City of New Bern pursuant to Section 105-376.

In witness whereof, the said MARK D. BARDILL, Commissioner, hath hereunto set his hand and seal.

  
\_\_\_\_\_  
(SEAL)  
MARK D. BARDILL, Commissioner

**NORTH CAROLINA  
PAMLICO COUNTY**

I, Shelly Caraway of said County, do hereby certify that MARK D. BARDILL, Commissioner, Grantor, personally appeared before me this day and acknowledged the execution of the foregoing deed.

Witness my hand and official seal this the 10th day of April, 2019.

  
\_\_\_\_\_  
Notary Public

My commission expires: 07/01/2023



Doc No: 10037197

Bk 3569 Pg 530

## Craven County Geographic Information System

Craven County does NOT warrant the information shown on this page and should be used ONLY for tax assessment purposes.

This report was created by Craven County GIS reporting services on 12/11/2019 10:54:50 AM

**Parcel ID :** 8-037 -001  
**Owner :** CRAVEN COUNTY & NEW BERN-CITY OF  
**Mailing Address :** PO BOX 1128 NEW BERN NC 28563  
**Property Address :** 2203 CHESTNUT AVE  
**Description :** 408 PEMBROKE  
**Lot Description :**



---

**Assessed Acreage :** 0.061      **Calculated Acreage :** 0.060  
**Deed Reference :** 3569-0529      **Recorded Date :** 5 3 2019  
**Recorded Survey :** 5-2-  
**Estate Number :**  
**Land Value :** \$750      **Tax Exempt :** Yes  
**Improvement Value :** \$0      **# of Improvements :** 0  
**Total Value :** \$750  
**City Name :** NEW BERN      **Fire tax District :**  
**Drainage District :**      **Special District :**  
**Land use :** VACANT-RESIDENTIAL TRACT

### Recent Sales Information

SALE DATE	Sellers Name	Buyers Name	Sale Type	Sale Price
5/3/2019	ROBINSON, WILLIAM JAMES HRS	CRAVEN COUNTY & NEW BERN-CITY OF	STRAIGHT TRANSFER	\$4,500
1/1/1969	ROBINSON, WILLIAM JAMES	ROBINSON, WILLIAM JAMES HRS	MULTI-PARCEL- SALE	\$0

### List of Improvements to Site

No improvements listed for this parcel



# Craven County GIS 2203 Chestnut Ave

Craven County does NOT warrant the information shown on this map and should be used ONLY for tax assessment purposes. Printed on December 5, 2019 at 9:56:49 AM



1 inch = 130 feet



