

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY JUNE 5, 2023
6:00 P.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

- 1. PUBLIC HEARING ON PROPOSED FY 2023-2024 BUDGET**
- 2. PETITIONS OF THE CITIZENS – Agenda Topics**
- 3. CONSENT AGENDA**
 - A. Minutes of May 15, 2023 Regular Session; Minutes of May 15, 2023 Reconvened Session; Minutes of May 16, 2023 Reconvened Session; Minutes of May 17, 2023 Reconvened Session**
 - B. Tax Releases**
 - C. Health - Summer Internship Budget Amendment**
 - D. Recreation - Special Olympics Bench Donation Budget Amendment**
 - E. Finance – Medical Examiner Budget Amendment**
 - F. Finance – Juvenile Crime Prevention Council (JCPC) Additional State Funding Awarded to Area Day Program**
 - G. Military Service Person of the Quarter Resolution**
- 4. CRIME STOPPERS PRESENTATION: Brynn Harms, Crime Stoppers Board Member; and Cpl. Kelly Cox**

DEPARTMENTAL MATTERS

- 5. ECONOMIC DEVELOPMENT - RESOLUTION FOR NC COMMERCE INFRASTRUCTURE DEVELOPMENT FUND: Jeff Wood, Economic Development Director**
- 6. SOLID WASTE – AWARD DEBRIS REMOVAL CONTRACT AND DEBRIS MONITORING CONTRACT: Steven Aster, Solid Waste Director**
- 7. FINANCE: Craig Warren, Finance Director**
 - A. Occupancy Tax Budget Amendment**
 - B. Rescue Squads Budget Amendment**

- 8. APPOINTMENTS**
- 9. COUNTY ATTORNEY'S REPORT: Arey Grady**
- 10. PETITIONS OF THE CITIZENS – General Topics**
- 11. COUNTY MANAGER'S REPORT: Jack Veit**
- 12. COMMISSIONERS' REPORTS**

1. PUBLIC HEARING ON PROPOSED FY 2023-2024 BUDGET

The Board will conduct a public hearing, as advertised, to receive public input on the proposed FY 2023-2024 budget, which has been available to the public in the County Manager's office and on the County's website since May 15, 2023.

Board Action: Receive information

2. 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

3. CONSENT AGENDA

A. Minutes of May 15, 2023 Regular Session; Minutes of May 15, 2023 Reconvened Session; Minutes of May 16, 2023 Reconvened Session; Minutes of May 17, 2023 Reconvened Session

The Board will be requested to approve the Minutes of May 15, 2023 Regular Session; May 15, 2023 Reconvened Session; May 16, 2023 Reconvened Session and May 17, 2023 Reconvened Session, as shown in the following documents.

B. Tax Releases

The Board will be requested to approve the tax releases shown in the following document.

C. Health Summer Internship Budget Amendment

Pitt County Health Department is acting as the receiving hub for the Region 10 ARPA Workforce Grant Funds. Craven County was approved \$3,000 to pay for a summer intern to provide the following services:

1. Develop individual exercise programs, intake forms, and conduct pre and post surveys for participants that are in a yearlong cohort to prevent Type 2 Diabetes.
2. Develop and teach monthly health promotion classes for senior citizens that participate in the congregate meal program at the Craven County Senior Center.
3. Assist our Environmental Health staff in conducting a risk factor study.

The intern will work 250 hours @ \$12/hour for a total amount of \$3,000.

The Board will be requested to approve the budget amendment, shown in the following document, in the amount of \$3,000.

D. Recreation Special Olympics Bench Donation Budget Amendment

Special Olympics of Craven County donated \$1,105.50 to purchase a bench in memory of Mason Crum, a longtime Special Olympics Craven County volunteer. This bench will be placed at Creekside Park near the Bocce Courts. Mason volunteered at this location for many years.

With the funds from this donation, the Recreation & Parks Department will purchase a recycled bench that will last for many years. The bench will provide the Special Olympics athletes and the general public a place to rest while participating at the Bocce Courts.

The Board will be requested to approve the budget amendment, shown in the following document, in the amount of \$1,150.05.

E. Finance – Medical Examiner Budget Amendment

Craven County has experienced an increase in the number of autopsy investigations performed by the Chief Medical Examiner's Office. Expenditures year to date are running 14% ahead of last fiscal year and are projected to exceed original budget estimates. The current fee for each investigation performed is \$200. It is estimated that \$10,000 will be needed through the remainder of this fiscal year.

The Board will be requested to approve the budget amendment, shown in the following document, in the amount of \$10,000.

F. Finance – Juvenile Crime Prevention Council (JCPC) Additional State Funding Awarded to Area Day Program

The North Carolina Department of Public Safety Division of Juvenile Justice and Delinquency Prevention (JCPC) has awarded additional discretionary funds in the amount of \$4,800 to Area Day Reporting Center. Funds will be used to host a youth violence prevention seminar. The JCPC Program Agreement Revision is included in your agenda and provides details on authorized expenditures. In order to disburse these additional funds to Area Day Reporting Center, a budget amendment will be needed.

The Board will be requested to approve the budget amendment, shown in the following document, in the amount of \$4,800.

E. MILITARY SERVICE PERSON OF THE QUARTER RESOLUTION

The Board will be requested to adopt the following resolution recognizing Sergeant Alexis Iliia Sepulveda as Military Service Person of the Quarter.

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

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 MONDAY, MAY 15, 2023. THE MEETING CONVENED AT**
5 **8:30 AM.**

6
7 **MEMBERS PRESENT:**

8 Chairman Jason R. Jones
9 Vice-Chairman Denny Bucher
10 Commissioner Chadwick Howard
11 Commissioner Sherry Hunt
12 Commissioner E. T. Mitchell – remote via telephone
13 Commissioner Beatrice R. Smith

14
15 **MEMBERS ABSENT:**

16 Commissioner Thomas F. Mark

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 Arey Grady, County Attorney
24 Lauren Wargo, Assistant to the County Manager
25 Nan Holton, Clerk to the Board

26
27 County Attorney, Arey Grady, recited the following invocation, followed by the Pledge of
28 Allegiance.

29 *Almighty and eternal God, You have blessed us with creation and made us fellow*
30 *workers in bringing about Your kingdom.*

31 *So draw our hearts to You, so guide our minds, so fill our imaginations, that we*
32 *may have insight into Your purposes for our County and wisdom and*
33 *determination in providing for its future, that in all our works begun, continued,*
34 *and ended in You, we may glorify You in our care for all Your people.*

35 *All this we ask in Your holy name.*

36 *Amen.*

37
38 *Based upon the invocation given by Reverend Cara Spaccarelli, at the January 7,*
39 *2014 session of the US House of Representatives*

40
41 Commissioner Smith motioned to approve the agenda, as presented, seconded by Commissioner
42 Hunt and approved unanimously.

CHAIRMAN’S PRIVILEGE

44
45
46 Commissioner Jones remarked on the recent Hospice Breakfast, and indicated as a result Health
47 Director, Scott Harrelson, and the Health Foundation Board Chair, Sharon Warren, were invited
48 to present.

49
50 Mr. Harrelson commented that the annual breakfast was held to raise funds for Craven County
51 Hospice. He reported the Health Foundation was set up in 1987, separate and apart from the
52 County so people could donate to a 501c3 and be assured it goes to the program they designate.

53
54 Health Foundation Board Chair, Sharon Warren, explained the funds raised for hospice are used
55 to aid the respite program, where caregivers are offered two, three hour blocks each week for
56 personal care and errands. She reported that as of Friday afternoon, \$40,000 had been donated.
57 Ms. Warren expressed appreciation to the Board of Commissioners for their support. She
58 highlighted the annual memorial service held each December to help give families closure. Ms.
59 Warren stated 140 patients were cared for last year.

60
61 Commissioner Jones provided the public with the information should they wish to donate to the
62 Health Foundation: P. O. Drawer 12610, New Bern, NC 28561.

63
64 Mr. Harrelson explained the Health Foundation is also an umbrella to other donations, such as
65 the Craven County animal shelter, and described how the bookkeeping is documented through
66 the 501c3 non-profit. County Manager, Jack Veit, interjected these funds do not show up in the
67 County’s budget, as it is accounted for separately.

CONSENT AGENDA

68
69
70
71 Commissioner Hunt motioned to approve the Consent Agenda, inclusive of the Minutes of May
72 1, 2023 Regular Session and Tax Releases and Refunds (*Credits = \$4,551.91; Refunds =*
73 *\$0.00*). Commissioner Smith seconded the motion, which carried 6-0 in a roll call vote.

COMMUNITY MITIGATION ASSISTANCE TEAM (CMAT) PRESENTATION

74
75
76
77 The Community Mitigation Assistance Team is a national, interagency team that works closely
78 with incident management teams, Forest Service or other land management agencies, community
79 residents, and local leaders to identify mitigation opportunities before a wildfire impacts the
80 community. CMATs work with local partners to identify and help them resolve mitigation
81 challenges and build long-term mitigation efforts using best practices.

82
83 A team was brought on assignment in response to the Great Lakes Fire to help the communities
84 adjacent to the Croatan National Forest better prepare for future wildfires.

85
86 The Community Mitigation Assistance Team reported on community wildfire challenges, what
87 the Croatan National Forest and the North Carolina Forest Service are doing to support
88 community and landscape wildfire resilience.

89

90 Croatan District Fire Manager Officer, David Nelson, presented maps and descriptive
91 information about the Great Lake Fire to illustrate how it burned and moved and the benefits of
92 prescribed burns. He reported on what can be done to make homes and communities safer by
93 doing underburns.

94
95 USDA Forest Service Hannah Thompson-Welch, Wildfire Mitigation Specialist with the North
96 Carolina Forest Service, spoke towards making communities more resilient. She expressed the
97 power of collaboration and partnerships and requested the Board support more prescribed burns,
98 some on private lands; and to support the Planning Department on smart growth concepts. Ms.
99 Thompson-Welch provided information on the three strategies for fire adapted communities:
100 effective wildfire response teams, resilient landscapes, and consistent, timely communications.

101
102 The CMAT Lead Croatan National Forest Representative, Jonathan Bruno, outlined the next
103 steps for the Great Lake Fire: forest and fire tour, mitigation training, and the close out event on
104 May 17th at 10:00 am.

105 TRILLIUM PRESENTATION

106
107
108 Trillium Senior Regional Director, Dave Peterson, provided their annual report. His presentation
109 outlined:

- 110 ➤ Trillium's mission
- 111 ➤ Who they are
- 112 ➤ Medicaid transformation changes
- 113 ➤ Organizational changes
- 114 ➤ Craven County date

115 DEPARTMENTAL MATTERS: - SOCIAL SERVICES

116 HCCBG RECOMMENDED BUDGET 2023-2024 AND REVISION FOR 2022-2023

117
118
119 DSS Program Manager for Adult and Senior Services, Tonya Jordan-Davis, reported the need for
120 a vote to approve the revisions for FY22-23 and a vote to approve the HCCBG Recommended
121 Budget for FY23-24.

122
123 DSS Adult Services Supervisor, Tonya Cedars, highlighted the revisions in the FY22-23 budget,
124 which redistributed funds from home delivered meals to senior center congregate meals; and
125 funds from veteran services to set up an option counseling program. The explanation for moving
126 funding to congregate meals is lack of volunteers to deliver and more participants at the senior
127 center.

128
129 Mrs. Cedars proceeded to explain the FY23-24 Budget request lacks the exact allocation amount
130 from the HCCBG, so the dollar amount is utilizing the same allocations from the current fiscal
131 year. She indicated the one major difference is that transportation has been added back into the
132 formula as DSS has entered into a contract with CARTS. She remarked the catering contract has
133 increased.

134

135 A motion was made by Commissioner Howard to approve the revisions for the FY2022-2023
136 budget and to approve the HCCBG recommended budget for FY2023-2024. His motion was
137 seconded by Commissioner Smith and approved in a 6-0 roll call vote.

138
139 **DEPARTMENTAL MATTERS: PLANNING**
140 **KING CREEK AT CHERRY BRANCH PHASE 4 – FINAL**
141

142 Planning Director, Chad Strawn, stated the Planning Board met on May 4, 2023 and
143 recommended the following subdivision for the Board’s approval:

144
145 **King Creek at Cherry Branch Phase 4 – Final:** The property, owned by Coastal Piedmont
146 Developers, LLC, and surveyed/engineered by Thomas Engineering, PA, is located within Twp.
147 5 off King Creek Drive; Parcel ID 5-006-001-A. The subdivision contains 25 lots on 14.44 acres
148 and will be served by Craven County water and proposed individual septic systems. The new
149 road will be Noble Court.

150
151 Commissioner Mitchell motioned to approve the subdivision, as recommended, seconded by
152 Commissioner Hunt and approved 5-1 in a roll call vote, there being one (1) “Nay” from
153 Commissioner Howard.

154
155 There was discussion regarding the septic system qualification and concerns were expressed.

156
157 **DEPARTMENTAL MATTERS: SHERIFF**
158

159 *Panasonic Laptops Donation – Board of Education*
160

161 Lt. Stevan Liszewski reported the Board of Education has donated 29 Panasonic Laptops,
162 Adapters, and Docking Stations to the Craven County Sheriff’s Office in support of the School
163 Resource Officer Division. He stated the Sheriff’s Office is requesting approval to accept these
164 items as well as assume the responsibilities that will come with it such as future recurring
165 payments, maintenance and any other expenses that may arise in conjunction to the laptops,
166 adapters, and docking stations.

167
168 Commissioner Howard motioned to accept the donations of laptops, as requested, seconded by
169 Commissioner Hunt and approved 6-0 in a roll call vote.

170
171 *Vehicle Lease*
172

173 Major David McFadyen reported that the Sheriff’s Office is seeking approval to replace the
174 current vehicle lease under Ebbie Howard with a new vehicle. The current lease will be
175 terminated, and the new lease will be for three years.

176
177 He indicated that due to a shortage of spare vehicles, the Sheriff’s Office is not able to fully
178 utilize Reserve Deputies for community patrol functions. Ebbie Howard has purchased a law
179 enforcement rated, fully equipped, Chevrolet Tahoe to lease to the Sheriff’s Office for one dollar
180 per year.

181
182 Major McFadyen highlighted that the new lease states that Mr. Howard will be responsible for
183 all costs regarding maintenance and repairs along with other costs associated with the vehicle.
184 The lease also requires that he indemnify the County. The vehicle will be used for law
185 enforcement purposes only, at the direction of the Sheriff's Office.

186
187 Commissioner Smith motioned to approve termination of the current vehicle lease and approve
188 the new vehicle lease of a Chevrolet Tahoe for three years, seconded by Commissioner Bucher
189 and approved 6-0 in a roll call vote.

190 191 **FY 2023-2024 PROPOSED BUDGET PRESENTATION**

192
193 County Manager, Jack Veit, presented the following FY 2023-2024 Proposed Budget:

194
195 Mr. Chairman and Members of the Board of Commissioners:

196
197 It is my privilege to present the recommended Craven County budget for fiscal year 2024. As
198 proposed, this budget incorporates the priorities and policy direction of the Board of
199 Commissioners while continuing to provide the highest quality of services to the citizens of Craven
200 County in the most fiscally responsible manner. The recommended general fund budget for fiscal
201 year 2024 is \$142,269,569 without a fund balance appropriation and recommends that the ad
202 valorem tax rate for fiscal year 2024 be set at 44.48 cents per \$100 of valuation.

203
204 While there is no fund balance appropriated in the recommended budget, local governments are
205 strongly encouraged to maintain adequate fund balances to ensure against unanticipated events
206 that could adversely affect the County's financial position and jeopardize the continuation of
207 County services. As such, the County continues to budget and operate in a fiscally responsible
208 manner, which has provided a level of fund balance sufficient to accomplish this while remaining
209 within range of our peers statewide. Craven County's available fund balance was 35.38% of
210 expenditures as of June 30, 2022, while other similar sized counties with a population of 100,000
211 or more had fund balances averaging 43.43%, with all one-hundred counties averaging 43.33%.

212
213 The County has made great efforts to educate the public on the process undertaken to complete the
214 2023 revaluation of all real property in Craven County. As anticipated, the 2023 revaluation
215 resulted in a general increase in taxable values by \$3.2 billion or 31.01% over the current fiscal
216 year's estimated value of \$10.4 billion. This equated to an estimated taxable valuation of \$13.7

217 billion used to determine the revenue-neutral tax rate of 44.48 cents per \$100 of valuation. North
218 Carolina General Statute (G.S. 159-11) defines the revenue-neutral tax rate as, “the rate that is
219 estimated to produce tax revenues for the next fiscal year equal to the revenues that would have
220 been produced for the next fiscal year by the current tax rate if no reappraisal had occurred”. The
221 new valuation and revenue-neutral rate served as the foundation in building fiscal year 2024’s
222 budget.

223
224 As we approach the new fiscal year, the County’s financial position remains strong and continues
225 to experience positive growth. Revenues for the first ten months of the current fiscal year are \$4.0
226 million ahead of last year while expenditures through April are running ahead by approximately
227 \$16.8 million. The increase in revenues is due in part to several factors but mostly a direct result
228 of the strong growth experienced in sales tax collections. These revenues continue to exceed
229 expectations as collections year to date are running 9.7% ahead of last year through April. We
230 have experienced record-setting growth in sales tax over the last couple of years. This trend is not
231 expected to continue at this level however some growth is anticipated. Additionally, the County
232 has experienced enhanced revenues from multiple other sources during the year including \$1.4
233 million more than anticipated from the Medicaid Sales Tax Hold Harmless distribution, and \$1.5
234 million in interest earnings. While the economic conditions continue to trend positively, there is
235 continued economic strain related to inflation, personnel shortages, and supply chain challenges.
236 These economic strains continue to make our economic condition volatile in future budget
237 projections. Expenditures for the first ten months are higher than the same time last year with the
238 largest increases occurring in General Government, Health, and Public Safety. General
239 Government expenditures were up 66.2% due mainly to the acquisition of the Sudan Temple
240 property.

241
242 Health expenditures were up 19.0% over last year primarily due to opening the new 340B
243 Pharmacy. Public Safety expenditures were up 12.5% due to the County taking over the school
244 safety program in most County schools resulting in the addition of numerous School Resource
245 Officers.

246

247 The County ended fiscal year 2022 in a strong financial position adding approximately \$9.5 million
248 to fund balance. Higher than projected revenues along with the County's conservative approach to
249 spending, limited the use of fund balance. This also provided the ability to transfer \$4.4 million
250 into the Capital Reserve Fund offsetting the \$3.6 million used towards capital items and projects.
251 Thus, increasing the fund balance in the Capital Reserve Fund by \$510,000. As we have learned
252 from past events such as Hurricane Florence and the COVID-19 Pandemic, funding of the Capital
253 Reserve Fund, when excess revenues or savings are realized, continues to serve as a critical part
254 of the County's financial position. The Capital Reserve fund provides for future needs while
255 helping to prevent tax increases and borrowing costs to fund much needed capital items.

256
257 There are a variety of factors that have a significant impact on the proposed budget. Most notably
258 being the 2023 Countywide Revaluation, which has resulted in the current assessed value for fiscal
259 year 2024 to be estimated at \$13.7 billion, an increase of \$3.2 billion or 31% over the estimate of
260 \$10.5 billion used for the fiscal 2023 budget. North Carolina General Statute 105-206 requires
261 each of the 100 counties to complete a revaluation at least once every eight years. Craven County
262 last completed a countywide revaluation in 2016 and is scheduled to be on a four-year cycle with
263 the next revaluation occurring 2027. Higher property values combined with residential and
264 commercial growth are primarily responsible for the increase in valuation that the County has
265 experienced.

266
267 Total revenues and expenditures each amount to \$142,269,569 in the recommended budget for
268 fiscal year 2024. This represents a decrease of \$8.2 million or 5.4% compared to the current budget
269 through the end of April 2023. Property tax revenues are budgeted at a 3.8% increase over the
270 2023 budgeted amount while sales tax revenues are budgeted at 4% increase over last year's actual
271 collections. Sales tax collections have outperformed virtually all projections and expectations.
272 High inflation coupled with rising prices due to supply-chain pressures continue to impact
273 collections positively. Both factors have contributed to double-digit increases in sales tax
274 collections over the previous two years.

275
276 Transfers into the General Fund from the Capital Reserve Fund are up approximately \$136,000
277 from the current budget. Capital expenditures and major repair projects were closely examined

278 and only because of the Capital Reserve Fund, many are able to be funded. Overall capital outlay
279 costs are up \$1.7 million compared to the current budget. Out of the total \$5.5 million in capital
280 expenditures budgeted for fiscal year 2024, \$2.6 million is funded with transfers from the Capital
281 Reserve Fund. Most capital expenditures funded in this budget include the maintenance and
282 replacement of vital infrastructure in technology, facility, and recreational improvements.

283
284 Total salaries and benefits in the recommended budget are \$4.9 million higher than the current
285 adopted budget. The fiscal 2024 budget continues this investment in its greatest asset by
286 recommending a 4.5% cost of living increase for employees. This accounts for both increases
287 resulting from inflation while also maintaining the competitiveness of Craven County in the
288 current labor market. Recommended in the fiscal 2024 budget are a total of 18 new full-time
289 positions; one HR Training and Development Coordinator, one Opioid Program Manager, one
290 Fiscal Grants Specialist, one Elections Specialist, one Facilities Systems Operation Specialist, one
291 Deputy Sheriff Narcotics Investigator, one Deputy Sheriff Patrol, four Deputy Sheriff School
292 Resource Officers, one Telecommunicator I, one Convenience Site Attendant, one Social Worker
293 II Adult Service Intake, one Social Worker III Foster Care, one Social Worker III Permanency
294 Planning/Adoptions, one Social Worker IA&T on-call, and one Staff Development Specialist III.

295
296 Total benefit costs are budgeted at approximately \$2.3 million higher than the current fiscal year
297 mostly due to increases in the County's health and dental premiums and retirement system rates.
298 So far this year, insurance claims are trending higher than last year's. To help offset these
299 additional costs on the County's self-insured plan, the budget includes a five percent increase to
300 both County and employee premiums. The retirement system employer contribution rates are also
301 scheduled to increase by 0.75% for general employees and 1.0% for law enforcement employees
302 effective July 1, 2023. This accounts for \$892,000 of the total increase in benefit costs in next
303 year's budget.

304 Craven County is expected to receive \$8,611,057 of phase one Opioid Settlement fund between
305 2022 and 2038 and the Craven County Board of Commissioners adopted a resolution on March
306 20, 2023 authorizing execution of a second phase Opioid Settlement. The exact funding to be
307 awarded in connection with the second phase of the Opioid Settlement funds is unknown but it is
308 expected to be close to the amount awarded in phase one. The Opioid Settlement funds must be

309 budgeted, expended, monitored, managed and outcomes evaluated in accordance with the
310 Memorandum of Agreement Between the State of North Carolina and Local Governments on
311 Proceeds Relating to the Settlement of Opioids Litigation (MOA). The requirements set forth in
312 this MOA are extensive and beyond the capacity of the initial task force which is currently
313 comingled in the Human Resources department budget. Craven County's opioid epidemic
314 remediation efforts have evolved to the level necessitating the development of a new department
315 and the creation of an Opioid Program Manager position. The new opioid department budget
316 includes \$125,885 to continue the county's current opioid education and outreach efforts that
317 began in 2018 and it includes \$666,720 of phase one Opioid Settlement funds which will support
318 the Opioid Program Manager position and will provide funds for expanding the four opioid
319 program focus areas.

320
321 Overall current expense funding for Craven County Schools is recommended to remain flat at
322 \$22,004,991 per the Board of Education's request and continues the County's investment and
323 support for our local school system. Craven County Schools faces complex and varied budget
324 challenges similar to Craven County. While the recommended funding amount continues Craven
325 County's financial commitment to the school system, there are long term issues that will need to
326 be addressed in future budgets. As revenues from federal and state sources tied to enrollment
327 numbers continue to decline, the cost to operate and maintain aging school facilities does not. This
328 issue will be ongoing and will likely need to be addressed over the next several budget cycles.
329 Forecasted enrollment numbers by Craven County Schools continue to show a decline in
330 enrollment trends that will continue over the next several years in all grade levels. The current
331 budget request funds the retirement system contributions at 25.71%, health care premiums at
332 \$7,932 per employee, and the local supplement at 10.5%. The capital outlay requested is
333 \$2,095,475, an increase of \$93,022 from the current year's budget and includes four category 1
334 capital projects over \$100,000 including resurfacing tracks at Havelock and West Craven High
335 Schools, new boiler for New Bern High School, and building a canopy over the walkway at
336 Vanceboro Farm Life Elementary. There are various other capital repairs and enhancements
337 throughout the school system, including boiler replacements, fencing work, and intercom
338 upgrades. Also included in the capital outlay amount requested is \$890,000, which continues the
339 funding for the systems Apple iPad lease agreement.

340
341 The proposed budget funds Craven Community College's requested current expense at
342 \$4,304,125, which represents an increase of \$239,504 over the current year. The requested
343 increase will go towards additional operating and personnel cost for salaries, retirement, health
344 benefits, utilities, and insurance. Capital Outlay for the college was budgeted at the previously
345 agreed upon baseline allocation of \$500,000. Projects planned for this year include renovations
346 and upgrades to various classrooms, offices, and restrooms throughout the campus footprint,
347 elevator upgrade at Brock Hall, and miscellaneous parking lot, sidewalk, and other road repairs at
348 both the New Bern and Havelock campuses.

349
350 The proposed fiscal year 2024 budget provides balance and fiscal responsibility in addressing the
351 many needs across the County while maintaining the lowest tax rate possible for the citizens of
352 Craven County. Craven County values the competitive edge maintaining a low tax rate offers in
353 areas such as economic development and retirement relocations. As always, there is still the
354 possibility that the General Assembly may take actions that could affect the County budget. We
355 will continue to monitor for those potential impacts; however, I believe Craven County continues
356 to be well positioned fiscally to address any challenges that may come forward.

357
358 I wish to commend the Department Heads, staff, and agencies for their cooperation and valuable
359 assistance in this very challenging budget process. I would also like to thank our Finance Director
360 Craig Warren, Assistant County Manager Gene Hodges, Human Resources Director Amber
361 Parker, IT Director Steve Bennett, Budget Analyst Sarah Williams, and Assistant to the County
362 Manager Lauren Wargo for their essential contributions in developing this budget. I look forward
363 to working with the Board of Commissioners in finalizing the fiscal year 2024 budget. The
364 recommended budget shall immediately be available for public inspection in the Manager's office
365 and posted on the County website. I recommend the Board schedule a public hearing at 6:00 PM
366 on Monday, June 5, 2023 and conduct budget work sessions as required.

367
368 Respectfully submitted,

369
370 Jack B. Veit, III, Craven County Manager

371
 372 Commissioner Howard motioned to schedule a public hearing for June 5, 2023 to receive public
 373 input on the FY 2023-2024 Proposed Budget, seconded by Commissioner Smith and approved
 374 6-0 in a roll call vote.

375
 376 **APPOINTMENTS**

377
 378 *Pending*

379
 380 Chairman Jones reviewed the following pending appointments:

- 381
- 382 ● Community Child Protection Team
- 383 ● Craven County Planning Board
- 384 ● Emergency Medical Services
- 385 ● Fireman’s Relief Fund Board (District 5)
- 386 ● Highway 70 Corridor Committee
- 387 ● Local Emergency Planning Committee
- 388 ● Volunteer Agricultural District (District 6)
- 389

390 *Current*

391
 392 *Juvenile Crime Prevention Council*

393
 394 Commissioner Bucher nominated Nikeisha Roger for reappointment. Commissioner Bucher
 395 nominated Dora Bullock for appointment as the Sheriff Designee. Commissioner Howard
 396 nominated Stevan Liszewski for appointment to the Sheriff’s seat. There being no additional
 397 nominations, Ms. Roger was reappointed by acclamation and Ms. Bullock and Lt. Liszewski
 398 were appointed by acclamation.

399
 400 *Craven County Social Services Board*

401
 402 Commissioner Bucher nominated Gwen Bryan for reappointment. There being no additional
 403 nominations, Ms. Bryan was reappointed by acclamation.

404
 405 **COMMISSIONERS’ REPORTS**

406
 407 *Commissioner Mitchell* had nothing to report.

408
 409 *Commissioner Smith* reported on her recent Town Hall meeting and her appreciation to the staff
 410 and department heads who participated and to the citizens who attended.

411
 412 *Commissioner Hunt* remarked she had been on a roller coaster ride of graduations, water outages,
 413 Great Lake Fire issues and Clean Sweep pick-ups.

414
 415 *Commissioner Bucher* commented on the great group of Boy Scouts who participated with the
 416 recent Clean Sweep efforts in James City and commended them.

417
418 *Commissioner Jones* commended staff, the water department and local fire departments for all
419 they did to address the inconvenient and unexpected water outage in Township 5 due to bridge
420 construction in that area.

421
422 Mr. Jones highlighted the storm which went through the Vanceboro area causing much damage
423 to property and homes. He thanked the local fire departments and Duke Energy personnel for
424 Their efforts.

425
426 *Commissioner Howard* reported on attending the Salute to Veterans on May 9th at which
427 Commissioner Mitchell was the keynote speaker. He indicated it was a great event and
428 stated Craven County is blessed with their veterans and active service men and women.

429
430 At 10:31 am, Chairman Jones recessed the meeting to reconvene at 11:00 am May 16th in a
431 Budget Work Session.

432
433



1 **THE BOARD OF COMMISSIONERS OF CRAVEN COUNTY RECONVENED**
 2 **ITS RECESSED SESSION OF MAY 15, 2023 at 11:20 AM IN THE**
 3 **COMMISSIONERS’ ROOM OF THE CRAVEN COUNTY ADMINISTRATION**
 4 **BUILDING, 406 CRAVEN STREET, NEW BERN, NORTH CAROLINA. THE**
 5 **PURPOSE OF THE MEETING WAS TO CONDUCT A BUDGET WORK**
 6 **SESSION.**

7
 8 **MEMBERS PRESENT:**

- 9 Chairman Jason R. Jones
- 10 Vice-Chairman Denny Bucher
- 11 Commissioner Chadwick Howard
- 12 Commissioner Sherry Hunt
- 13 Commissioner Thomas F. Mark – remote via Webex
- 14 Commissioner E. T. Mitchell – remote via Webex
- 15 Commissioner Beatrice R. Smith

16
 17 **STAFF PRESENT:**

- 18 Jack B. Veit, III, County Manager
- 19 Gene Hodges, Assistant County Manager
- 20 Craig Warren, Finance Director
- 21 Sarah Williams, Budget Analyst
- 22 Amber Parker, Human Resources Director
- 23 Lauren Wargo, Assistant to the County Manager
- 24 Nan Holton, Clerk to the Board

25
 26 Chairman Jones reconvened the meeting by stating Commissioners are encouraged to ask
 27 questions, and a “be back” list will be created for things that Staff cannot address
 28 immediately.

29
 30 County Manager, Jack Veit, referenced the FY23-24 Budget book and the Budget
 31 Supplement book, as the tools to be utilized in following discussions. He highlighted the
 32 current tax rate is .56 cents per \$100 valuation and the new proposed revenue neutral tax
 33 rate is 44.48 cents. The collection rate is 98.97% and .01 cent is equal to \$1,355,889.
 34 Mr. Veit indicated his earlier budget message was created through several months of staff
 35 and department head meetings, and because it was a tax revaluation year, the focus was
 36 on maintaining a revenue neutral tax rate. He stated if the Board adopts this tax rate, it
 37 will be the 8th lowest in North Carolina.

38
 39 Finance Director, Craig Warren, reviewed the ten-month financial report for fiscal year
 40 ending June 30, 2023, with the reporting period covering 83.3% of the fiscal year. It
 41 represents activity through the month of April, noting that sales tax information is for 7
 42 months because of how it is accounted. Mr. Warren highlighted revenues are
 43 \$11,899,898, which is 76% of the revised budget. And expenditures are \$107,793,031 or
 44 75% of the revised budget. His report indicated the County is \$1,366,678 revenues over
 45 expenditures.

47 After Mr. Warren presented information on the Water Fund, there was discussion
48 regarding the solvency of the water department and the 10-year strategic plan to address
49 the growth in the area.
50

51 Discussion shifted to the General Fund Balance, and a review of the 10-year analysis.
52 The Commissioners were in consensus to have staff develop a formal policy to adjust the
53 percentage upwards.
54

55 Mr. Veit and Mr. Warren shared the template showing the calculations used to reach the
56 revenue neutral tax rate of 44.48%; and reported the format was applied to each of the
57 fire districts as well. Growth factors are added to the budget every year, not just
58 revaluation years; the FY23-24 Budget has a 4% growth factor added.
59

60 Mr. Veit began reviewing page one of tab five, line by line, sharing the revenues.
61

62 Commissioner Jones brought up school tax referendums, stating he was advocating for
63 one but requesting more information about how they work. The Board was in consensus
64 supporting more conversation about the topic.
65

66 At 12:35 pm, the meeting was recessed for lunch and Commissioner Jones departed the
67 meeting.
68

69 Vice Chair Bucher reconvened the meeting at 1:03 pm.
70

71 **FIRE DEPARTMENTS**

72 Mr. Veit directed the Board to Tab 17 to discuss the various fire departments, reviewing
73 their requests, assessed valuations, and cash and fund balances.
74

75 The Board reached consensus on the following Fire Department requests:

- 76 1. Tri-Community –tax rate of .03750
- 77 2. Little Swift Creek -tax rate of .05000
- 78 3. Township 5 Harlowe – tax rate .05410
- 79 4. Township 6 – tax rate .03800
- 80 5. Township 7 – tax rate .02000
- 81 6. West of New Bern – tax rate .02810
- 82 7. Sandy Point SVC District – tax rate .03750
- 83 8. Vanceboro Township 1 -tax rate .0200
84

85 The other fire departments will be revisited once Commissioner Jones returns to the
86 meeting since they are in his district.
87

88 Mr. Warren and Mr. Veit highlighted revenues and expenditures of the following funds:
89
90
91
92

93 **SEIZED PROPERTY FUND**

94

95 At 1:39 pm Commissioner Mark left the meeting for the day.

96

97 **EMERGENCY TELEPHONE SYSTEM**

98

99 **OCCUPANCY TAX TRUST FUND**

100 There was discussion regarding the lack of hotel rooms available to host certain events
101 and several ideas were expressed.

102

103 **REPRESENTATIVE PAYEE FUND**

104

105 A break was taken from 2:04 – 2:18 pm at which time Commissioner Jones returned to
106 the meeting and discussion returned to the fire departments.

107

108 **FIRE DEPARTMENTS**

109 The Board reached consensus on the following Fire Department requests:

110

1. West of New Bern II Rhems – tax rate of .02500

111

2. Township 3 – tax rate of .06500 (Cove City gets 34%, Dover gets 30%, Ft.
112 Barnwell gets 36%)

113

3. Township 9 – tax rate of .04250

114

115 **OPIOID SETTLEMENT FUND = NEW**

116

117 Mr. Veit explained because of the way funds are received through the opioid settlement,
118 the County is required to create a fund for this account. Human Resources Director,
119 Amber Parker, explained a new department for remediation is being created to manage all
120 opioid activities and accelerate community outreach. Thoughts are to utilize the old
121 CARTS building, once they have relocated, to house this new department.

121

122 Mr. Veit informed the Board of contracting with CarolinaEast to provide follow-up with
123 individuals once an overdose occurs and they are released from treatment. He also
124 highlighted contracting with the New Hanover County facility known as The Healing
125 Place for dedicated bedspace for four females and four males. Other partnerships being
126 established are with Reviving Ministries, the Board of Education, Hope Missions, DIX
127 Crisis and CARTS. Settlement funding lasts until 2038. Mr. Veit invited the
128 Commissioners to share their ideas on this program's development.

129

130 There was discussion regarding Craven County's investment with the DIX Crisis Center,
131 and the issues with transportation and bed availability.

132

133 **SCHOOL DEBT SERVICE**

134

135 **SCHOOL CAPITAL RESERVE**

136

137 At 3:11 pm a break was taken.

138

139 **WATER FUND**

140

141 **NW CRAVEN WATER DISTRICT**

142

143 **SELF INSURANCE FUND**

144

145 **COUNTY FEE SCHEDULE**

146 Mr. Veit referred the Board to Tab 19, the first County Fee Schedule, which the Board
147 will be requested to adopt. He noted some are very complicated, and typically fees are
148 not adjusted unless a statute or law change requires ratification.

149

150 **COUNTY DEPARTMENT BUDGETS –**

151 For all County Departments, in addition to covering revenues and expenditures, more
152 detailed information was shared about new positions, and capital outlays.

153

154 **COMMISSIONERS**

155 Mr. Veit reviewed the expenditures, noting that every department will reflect the 4.5%
156 COLA. In reviewing the memberships' line items, Mr. Veit reminded them of Senate
157 Bill 473 prohibiting Commissioners debating on funds given to certain organizations if
158 they served on that board. ACT and Hwy 70 were pulled from the budget and would be
159 voted on separately, such that Commissioners who serve on those board may be recused.
160 Special Appropriations would be discussed once all the Commissioners were present.

161

162 **ADMINISTRATION**

163

164 **HUMAN RESOURCES**

165 Ms. Parker provided a job description for a new position titled Training and Development
166 Coordinator, who would be responsible for ensuring the County has a comprehensive
167 training program overseeing compliance.

168

169 **INFORMATION TECHNOLOGY**

170

171 **GIS MAPPING**

172 Mention of Mr. Lou Valenti's retirement in October was shared.

173

174 **FINANCE**

175 Ms. Parker provided the description of the new position being requested for a Fiscal
176 Grant Specialist to manage and monitor compliance and reporting for all the grants
177 coming in from all the departments.

178

179 In discussing the capital outlay to renovate the finance department's conference room, the
180 topic of being maxed out in the current administration building was discussed; opening
181 more discussion about the newly acquired Sudan Temple property. Assistant County
182 Manager, Gene Hodges, provided some funding estimates to do the hazardous materials
183 remediation prior to demolition.

184 The process involving the City of New Bern and the Historic Preservation Council to
185 move forward with the demolition was highlighted, as well as the need to hire an
186 architect to get schematics for a new administrative building.

187

188 Chairman Jones recessed the meeting at 5:09 pm to reconvene on Tuesday, May 16th at
189 8:30 am in the Commissioners' Boardroom.

190

191

1 **THE BOARD OF COMMISSIONERS OF CRAVEN COUNTY RECONVENED**
 2 **ITS RECESSED SESSION OF MAY 15, 2023 ON TUESDAY, MAY 16TH AT 8:30**
 3 **AM IN THE COMMISSIONERS’ ROOM OF THE CRAVEN COUNTY**
 4 **ADMINISTRATION BUILDING, 406 CRAVEN STREET, NEW BERN, NORTH**
 5 **CAROLINA. THE PURPOSE OF THE MEETING WAS TO CONDUCT A**
 6 **BUDGET WORK SESSION.**

7
8 **MEMBERS PRESENT:**

- 9 Chairman Jason R. Jones
- 10 Vice-Chairman Denny Bucher
- 11 Commissioner Chadwick Howard
- 12 Commissioner Sherry Hunt
- 13 Commissioner Thomas F. Mark – remote via Webex
- 14 Commissioner E. T. Mitchell – remote via Webex
- 15 Commissioner Beatrice R. Smith

16
17 **STAFF PRESENT:**

- 18 Jack B. Veit, III, County Manager
- 19 Gene Hodges, Assistant County Manager
- 20 Craig Warren, Finance Director
- 21 Sarah Williams, Budget Analyst
- 22 Amber Parker, Human Resources Director
- 23 Lauren Wargo, Assistant to the County Manager
- 24 Nan Holton, Clerk to the Board

25
26 **SPECIAL APPROPRIATIONS**

27
28 County Manager Jack Veit informed the Board that Special Appropriations are not
29 budgeted, as they are purely the Commissioners’ decision to make. He indicated the four
30 that are already included are:

- 31 ➤ Forest Resources \$204,689
- 32 ➤ The Wall that Heals \$ 5,000
- 33 ➤ Beaver Management \$ 6,000
- 34 ➤ City of Havelock \$157,518

35
36 Forest Resources is a grant match. The Wall that Heals was a decision approved at an
37 earlier BOC meeting. Beaver Management support enables Craven citizens to
38 participate. The City of Havelock appropriation is based on Board policy to provide an
39 annual allotment for their recreation services.

40
41 Commissioner Mark remarked he only supported giving money to organizations that help
42 the County provide a service.

43
44 Mr. Veit stated each non-profit organization seeking special appropriations from the
45 County is required to submit a package with information regarding their mission,

46 Board of Directors, and budget to be considered. In presenting each request, he provided
47 the Board with supporting documentation and the amount of the request.

48

49 The following organizations submitted packets and were discussed:

50

51 1. Greater Duffyfield Residence Council requested \$2,000 for an annual event which
52 has already taken place. No appropriation was made.

53

54 2. New Bern Preservation Foundation requested \$3,000 to do renovations to King
55 Solomon Lodge. Commissioner Smith motioned to give \$3,000 to the New Bern
56 Preservation Foundation; her motion was seconded by Commissioner Mitchell
57 and passed in a 4-3 roll call vote. (Hunt, Mark, Bucher voted nay)

58

59 3. Boys and Girls Club requested \$25,000 to assist with general operating costs,
60 program services and supplies. Commissioner Mitchell motioned to appropriate
61 \$15,000; her motion was seconded by Commissioner Hunt and approved in a 5-2
62 roll call vote. (Howard and Mark voted nay)

63

64 4. RCS requested \$40,000 to assist with their emergency crisis shelter, case
65 management services, respite care and meals. Commissioner Mark motioned to
66 appropriate \$40,000 to RCS; his motion was seconded by Commissioner Bucher
67 and approved 7-0 in a roll call vote.

68

69 5. Coastal Community Action/Senior Companion requested \$2,300 to support
70 in-home care. Mr. Veit stated the County's match is actually \$2,078.
71 Commissioner Mitchell motioned to appropriate \$2,078, seconded by
72 Commissioner Mark and approved in a 6-1 roll call vote. (Howard voted nay)

73

74 6. Baptist on Mission requested \$30,000 to assist homeowners with their
75 renovations. Commissioner Bucher motioned to appropriate \$30,000 to Baptist
76 on Mission; seconded by Commissioner Mitchell and approved in a 7-0 roll call
77 vote.

78

79 7. Vanceboro Christian Help Center requested \$9,000 to purchase more food for
80 clients, a laptop, and building repairs. Commissioner Jones motioned to
81 appropriate \$9,000; seconded by Commissioner Mitchell and approved 7-0 in a
82 roll call vote.

83

84 A break was taken from 9:23 – 9:33 am.

85

86 8. Coastal Women's Shelter requested \$25,000 to support salaries, maintain
87 certifications, and utilities. Commissioner Mitchell motioned to fund at \$25,000;
88 her motion was seconded by Commissioner Smith and carried in a 7-0 roll call
89 vote.

90

91 At 9:43 am Commissioner Jones was excused from the meeting.

92

93 Budget discussions continued covering County Departments.

94

95

96

97

98

99

100

101

92 **ELECTIONS**

93 Information was presented on election cycles, early voting, part-time staffing, and run
94 offs. Ms. Parker provided a description of the new position requested for an Elections
95 Specialist to facilitate the increasing number of public information requests.

96
97 **TAX ASSESSOR**

98

99 **TAX APPRAISAL**

100

101 **REGISTER OF DEEDS**

102

103 **PUBLIC BUILDINGS**

104 Assistant County Manager, Gene Hodges, provided information regarding parking,
105 various library work to be done, maintenance location, and unanticipated maintenance
106 needs.

107

108 **COURT FACILITIES**

109

110 A break was taken from 10:55 – 11:04 am. Commissioner Mark exited the meeting.

111

112 **MAINTENANCE**

113 Ms. Parker provided a description for the Facility Systems Operation Specialist position
114 requested. Mr. Hodges explained with the countywide controls for door locks, camera
115 systems and the HVAC control system, a dedicated person is needed who understands the
116 intricacies of these systems.

117

118 At this time there was discussion about the process of approving budget items as
119 presented, growth of government, and managing the assets given.

120

121 Commissioner Jones returned to the meeting at 11:19 am.

122

123 Mr. Hodges outlined Other Improvements included in the \$425,000.

124

125 **COUNTY GARAGE**

126 It was reported the new fuel system is located within this budget.

127

128 **NON- DEPARTMENTAL**

129 It was explained that cash is accrued here to provide coverage for when there is a 27th pay
130 period.

131

132 There was a discussion about comp time and concerns expressed about it not being
133 abused. Commissioner Mitchell motioned to budget \$300,000 for comp time payout at
134 the sole discretion of the County Manager. Her motion was seconded by Commissioner
135 Bucher and approved 6-0 in a roll call vote.

136

137

138 Commissioner Mark rejoined the meeting at 12:04 pm.

139

140 **SPECIAL APPROPRIATIONS continued**

141

142 9. Craven County Disaster Recovery Alliance requested \$20,000 to support their
143 repair program and purchase building supplies. Commissioner Bucher motioned
144 to appropriate \$10,000; his motion was seconded by Commissioner Mitchell and
145 approved in 6-1 roll call vote. (Howard voted nay)

146 10. *Tried by Fire requested \$7,200 to use for utilities. Commissioner Smith
147 motioned to fund at \$7,200. The motion failed due to lack of a second.

148

149 Chairman Jones highlighted the boards that needed recusal include U252, Hwy. 70, and
150 ACT.

151

152 Commissioner Mark dropped off at 12:16 pm.

153

154 Hwy 70 membership for Craven County is established at \$25,000. Commissioner
155 Mitchell motioned to fund Hwy 70 Membership at \$25,000. Her motion was seconded
156 by Commissioner Howard and carried in a 6-0 roll call vote.

157

158 Commissioner Mark returned to the meeting at 12:21 pm.

159

160 Commissioner Bucher motioned to recuse Commissioner Howard from discussing
161 funding for U252. His motion was seconded by Commissioner Hunt and carried
162 unanimously. Commissioner Howard exited the meeting at 12:22 pm.

163

164 11. U252 requested \$12,000 to serve as a scholarship funding for Craven County
165 citizens. Commissioner Smith commented on the similarity of this organization
166 to Tried By Fire's My Sister's House, as those women were imprisoned and
167 seeking rehabilitation into the community. Commissioner Bucher motioned to
168 fund \$12,000 to U252. His motion was seconded by Commissioner Hunt and
169 carried 5-1 in a roll call vote. (Smith voted nay)

170

171 Commissioner Howard returned to the meeting.

172

173 *Commissioner Jones requested to revisit Tried by Fire, My Sister's House, based on
174 Commissioner Smith's point. Commissioner Jones motioned to appropriate \$5,000 to
175 Tried by Fire; his motion was seconded by Commissioner Mitchell and approved in a 7-0
176 roll call vote.

177

178 Commissioner Jones motioned to recuse Commissioner Mitchell from the meeting for the
179 purpose of discussing ACT membership funding. His motion was seconded by
180 Commissioner Hunt and carried unanimously.

181

182 ACT membership for Craven County is established at \$25,000. Commissioner Hunt
183 motioned to appropriate \$25,000 for the ACT membership. Her motion was seconded by
184 Commissioner Smith and approved 6-0 in a roll call vote.

185

186 A lunch break was taken from 12:35 – 1:00 pm.

187

188 Commissioner Mitchell and Mark continued the meeting via Webex.

189

190 Mr. Veit reported that \$451,078 has been added to the FY24 budget thus far.

191

192 Commissioner Jones revisited the conversation about appropriating \$450,000 to initiate
193 the Sudan Temple remediation and demolition process. Mr. Hodges outlined the
194 permitting steps and the timeline that it would require. There was discussion about the
195 process to define the project's scope, with support for being forthright in the County's
196 plan to demolish and build a new Administrative Building.

197

198 Commissioner Howard motioned to approve \$450,000 with funding coming from Capital
199 Reserve Fund to apply to demolition and architectural schematics. His motion was
200 seconded by Commissioner Mitchell and approved in a 7-0 roll call vote.

201

202 The meeting recessed at 1:27 pm to attend a ribbon cutting; and reconvened at 3:00 pm.

203

204 **SHERIFF**

205 There are two new positions in this budget: one Road Deputy and a Deputy Sheriff
206 Narcotics Investigator. It was noted this department has the most vehicles and fuel usage
207 in the County.

208

209 Commissioner Jones inquired about increased funding in traveling/training and it was
210 determined there was a mis key, to be corrected from \$113,850 to \$50,000.

211

212 Capital Outlay revealed fifteen Chargers and two Tahoes, and a transit van, as well as a
213 robotic piece of equipment.

214

215 There is the addition of one new School Resource Officer (SRO) and taking on three
216 others, not being funded by New Bern and Havelock. There was discussion regarding the
217 donation of laptops by the Board of Education.

218

219 It was reported the Jail is at max capacity and unable to lease out bed space. This
220 initiated in-depth discussion about the Jail Navigator position created last year, as a result
221 of the Opioid Task Force for a specific purpose, their duties and responsibilities.

222

223 Commissioners requested to receive monthly reports from the Sheriff on the DOC
224 monitoring program, the number of beds being utilized at Hope Mission Center, and the
225 child support program.

226

227 **EMERGENCY SERVICES**

228 A new full-time Telecommunicator position has been added due to the increased number
229 of 911 calls and stressful workloads.

230

231 **RESCUE SQUADS**

232 Mr. Veit explained the two tiers of funding, based on the size of the rescue squads and
233 their capacity for volume. The tiers recognize collections versus rural, private insurance
234 versus Medicaid.

235

236 The Rescue Squads were funded as follows:

237

238 ➤ New Bern Craven Rescue in Jasper - \$500,000

239 ➤ Havelock Rescue - \$500,000

240 ➤ Ft. Barnwell Rescue - \$500,000

241 ➤ Bridgeton EMS - \$375,000

242 ➤ Vanceboro EMS - \$400,000

243 ➤ Cove City EMS - \$500,000

244 ➤ Township 7 EMS - \$375,000

245

246 **ANIMAL SERVICES**

247 Mr. Veit reported on recent discussions with the Pamlico County Manager and Finance
248 officer about their funding capacity and the need to increase it next year.

249

250 Mr. Hodges outlined the \$482,500 transfer from the Capital Reserve Fund to renovate the
251 sally port and create a new intake area which will affect the procedure for how agencies
252 enter the facility in off-hours.

253

254 Commissioner Howard requested a shareable graphic be created to illustrate the funding
255 and improvements to the animal shelter.

256

257 Mr. Veit announced that Dr. Ostler is going to start coming to the BOC meetings to give
258 reports. Plans are to host an Open House to invite the media and citizens to showcase the
259 animal shelter operations.

260

261 At 4:52 pm Chairman Jones recessed the meeting to reconvene on Wednesday, May 17th
262 at 8:30 am.

263



1 **THE BOARD OF COMMISSIONERS OF CRAVEN COUNTY RECONVENED**
 2 **ITS RECESSED SESSION OF MAY 16, 2023 ON WEDNESDAY, MAY 17TH AT**
 3 **8:30 AM IN THE COMMISSIONERS’ ROOM OF THE CRAVEN COUNTY**
 4 **ADMINISTRATION BUILDING, 406 CRAVEN STREET, NEW BERN, NORTH**
 5 **CAROLINA. THE PURPOSE OF THE MEETING WAS TO CONDUCT A**
 6 **BUDGET WORK SESSION.**

7
 8 **MEMBERS PRESENT:**

- 9 Chairman Jason R. Jones
- 10 Vice-Chairman Denny Bucher
- 11 Commissioner Chadwick Howard
- 12 Commissioner Sherry Hunt
- 13 Commissioner E. T. Mitchell – remote via Webex
- 14 Commissioner Beatrice R. Smith

15
 16 **MEMBERS EXCUSED:**

- 17 Commissioner Thomas F. Mark

18
 19 **STAFF PRESENT:**

- 20 Jack B. Veit, III, County Manager
- 21 Gene Hodges, Assistant County Manager
- 22 Craig Warren, Finance Director
- 23 Sarah Williams, Budget Analyst
- 24 Amber Parker, Human Resources Director
- 25 Lauren Wargo, Assistant to the County Manager
- 26 Nan Holton, Clerk to the Board

27
 28 Chairman Jones invited the Commissioners to share any concerns with the budget
 29 material that has already been covered. The Board expressed satisfaction at this point in
 30 discussions.

31
 32 Mr. Jones informed the Board of the need to go into Closed Session at their June 5th
 33 reconvened work session to discuss salaries. He indicated that is when unanswered
 34 questions on the be back list would be provided as well.

35
 36 County Manager, Jack Veit, reviewed the increase of \$437,228 includes special
 37 appropriations, two memberships and the comp payouts.

38
 39 Presentation of revenues and expenditures of the Departmental budgets continued.

40
 41 **INSPECTIONS**

42 Discussion centered on the schedule of fees and the difficulty of maintaining a full staff.
 43 Assistant County Manager, Gene Hodges, reported the capital outlay is for a new GMC
 44 Terrain.

45
 46

47 **MEDICAL EXAMINER**

48

49 **CARTS**

50 Updated information on how the 2020 Census affected the urban/rural funding sources
51 with CARTS was explained. Financial adjustments will need to be made the following
52 year in order to keep the new Omnibus routes in the urban areas; with mention of
53 encouraging support from the City of New Bern.

54

55 **ENVIRONMENTAL HEALTH**

56 Mr. Hodges reported the capital outlay was for a Toyota Camry.

57

58 **SOLID WASTE**

59 Mr. Veit cautioned the Board that for many years the landfill has held the tipping rate,
60 which is the cost to dispose of trash, but sees the need for an increase the following year.
61 The tipping rate impacts the cost of trash stickers, which will require discussions on this
62 topic next year as well.

63

64 Mr. Veit also reported that all of the solid waste contracts come due at the same time next
65 year: curbside, recycling, and hauling. Bids will be put out in the fall and there is an
66 expectation of increases due to inflation, the inefficiency of recycling in general, and the
67 cost of fuel operating trucks all across the County. Mr. Veit indicated the lack of
68 businesses providing these services limits the number of bids that will be received. Mr.
69 Veit prepared the Board to expect an increase in trash sticker pricing as well as recycling
70 next year.

71

72 Mr. Hodges reported a backhoe purchase for one of the Convenience Sites, adding
73 concrete pads at the Ft. Barnhill site, and security cameras to Sanders Lane. Ms. Parker
74 reported a new Convenience Site Attendant position for the Monette center, which will
75 serve as a floater.

76

77 **CONSERVATION**

78

79 At 9:30 am Commissioner Mitchell left the meeting.

80

81 **COOPERATIVE EXTENSION**

82 Mr. Hodges reported on the need for ADA improvements at their facility, cleaning and
83 sealing of the roof, and new lighting.

84

85 Commissioner Mitchell returned to the meeting at 9:40 am.

86

87 Commissioner Jones initiated a discussion about litter and a citizen's push to replicate
88 Pitt County. Signage was mentioned for promoting the County's efforts and interest was
89 expressed in placing billboards at the various entrances to the County.

90

91 A break was taken from 9:55 – 10:08 am.

92

93 Ms. Parker reported on the cost of the billboards associated with the opioid campaign as a
94 reference for budgeting for littering billboards.

95
96 Commissioner Mitchell motioned to allocate \$10,000 towards litter campaign billboards.
97 Her motion was seconded by Commissioner Howard and approved in a 6-0 roll call vote.

98
99 **PLANNING**

100 Ms. Parker reported on a part-time Engineer Technician position; and having Don
101 Baumgardner return on a consultant basis. Mr. Hodges reported the capital outlay is for
102 GPS Surveying equipment.

103
104 **ECONOMIC DEVELOPMENT**

105
106 **HEALTH DEPARTMENT**

107 Ms. Parker reviewed the reclassification of several positions. Mr. Hodges reported they
108 would be replacing a 2005 Crown Vic with a new Toyota Camry. Throughout the Health
109 Department Divisions, discussion about Medicaid transformation immersed.

110
111 **LAB AND HEALTH EDUCATION**

112
113 **MOBILE DENTAL UNIT**

114
115 **MATERNITY**

116
117 **CHILD HEALTH**

118
119 **WOMEN AND INFANT CHILDREN (WIC)**

120
121 **COMMUNICABLE DISEASE**

122
123 **FAMILY PLANNING**

124
125 **HOME HEALTH HOSPICE**

126
127 **ADULT HEALTH SERVICES**

128
129 **RISK REDUCTION**

130
131 **MENTAL HEALTH**

132
133 **PHARMACY 340B**

134
135
136
137
138

139 **RECOVERY SUPPORT SERVICES**

140 Mr. Veit stated this is where the County budgets anything outside the opioid settlement
141 funds. He also explained that the DIX Crisis funds are in Mental Health.

142

143 A lunch break was taken from 12:05 until 12:40 pm.

144

145 **SOCIAL SERVICES**

146 Mr. Veit informed the Board he meets with DSS Director, Geoffrey Marett, once a
147 month. He expounded on the challenges they are facing with foster care, guardianships,
148 and increased volume, while Medicaid expansion is going to add more complications.

149 Mr. Veit stated that DSS makes a big difference in the peoples' lives they serve.

150

151 Ms. Parker highlighted six new positions for DSS and some reclassifications. Mr.
152 Hodges indicated the capital outlay is for two new Toyota Camrys and the normal cycle
153 of having ¼ of their computers replaced.

154

155 Mr. Veit emphasized how vital the Budget Supplement is related to DSS and referred the
156 Board to that section. Focusing on Employment Assistance, he highlighted that division
157 alone handles Medicaid qualifications, food stamp qualifications, refugee programs and
158 special assistance needs.

159

160 At 1:07 pm Commissioner Mark joined the meeting via WebEx.

161

162 There were discussions about child support enforcement and receiving monthly reports.

163

164 Regarding the DSS Meals Program, Mr. Hodges provided information about the 5-year
165 plan to address foundation settling, worn out carpets, upgrade to bathrooms, and wall
166 repairs at the George Street Senior Center.

167

168 Commissioner Jones expressed concern over the lack of meal delivery in the rural areas
169 of the County, initiating discussion over options available to address the deficit. Mr. Veit
170 recommended having Geoffrey Marett and the Senior Center Director, Alissa
171 Andrews-brown, come before the Board to discuss.

172

173 Mr. Veit stated the County funds DSS at \$9,354,520.

174

175 **VETERAN SERVICES**

176

177 A break was taken at 1:50 pm.

178

179 **RECREATION**

180 Mr. Hodges outlined the Capital Projects covered by \$509,760, inclusive of:

181

182

➤ Replacement of playground at West Craven Park

183

➤ Replacement of surfacing at middle playground at Creekside

- 184 ➤ Modernize and increase size of diesel tank at Creekside and put in a 500
- 185 gallon tank at West Craven Park
- 186 ➤ Improvement to parking lot at Rocky Run Park
- 187 ➤ Install a beach volleyball system at West Craven Park via an International
- 188 Paper Grant
- 189 ➤ New signage and trails at Latham Whitehurst Park
- 190 ➤ Safety lighting at Creekside and West Craven

191

192 Discussion focused on needing gym space and the option of utilizing the schools' gyms
193 to expand basketball leagues.

194

195 Commissioner Hunt expressed a desire for basketball courts, among other recreation
196 needs in her western part of the County.

197

198 Commissioner Hunt made a request for \$5,000 to repair an outdoor bathroom facility at
199 the Godette Community Center in District 5. She emphasized she would be seeking more
200 community support to maintain the Center.

201

202 Commissioner Howard motioned to appropriate \$5,000 to repair the outdoor bathroom at
203 Godette Community Center. His motion was seconded by Commissioner Hunt and
204 carried in a 7-0 roll call vote.

205

206 Comments were made about needing to find suitable property in District 5 to establish a
207 small-scale park.

208

209 **CONVENTION CENTER**

210 Mr. Veit read a complimentary email he received from a recent rental at the Convention
211 Center, applauding the level of customer service. He referred the Board to the fee
212 schedule and indicated the need to revisit it next year.

213

214 Mr. Hodges outlined the Capital Projects, including a new sidewalk with a handicap ramp
215 closer to the building entrance.

216

217 **LIBRARIES**

218 The topic of relocating the main branch of the New Bern Library to a more central
219 location, possibly out along the Hwy 17 corridor engaged the Commissioners and Staff.

220

221 **CRAVEN COUNTY SCHOOLS**

222 Chairman Jones reported he learned the Board of Education had voted to give Staff
223 direction to begin a county-wide redistricting plan. There was input given on how the
224 redistricting process works, using population shifts, demographics, and boundaries. A
225 review of the timeline related to asking for a referendum was also provided.

226

227 **COMMUNITY COLLEGE**

228

229

230 **TRANSFERS**

231 Mr. Veit stated the budget proposes putting \$206,250 into the Capital Reserve, but it
232 could be used to offset the \$452,228 in budget increases.

233

234 After reviewing the Capital Improvement Plans, Mr. Warren indicated there is ability to
235 make a contribution to Capital Reserve later this year.

236

237 Commissioner Mitchell motioned to apply the \$206,250 towards the \$452,228; with the
238 difference being taken out of the Fund Balance. Her motion was seconded by
239 Commissioner Hunt and carried in a 7-0 roll call vote.

240

241 Mr. Veit reported this kept Craven County at the revenue neutral rate of 44.48%.
242 The "be back list" was reviewed.

243

244 Chairman Jones reminded the Board of the need for a Closed Session to set the salaries of
245 the County Manager, the Register of Deeds, and the Sheriff. He recessed the meeting to
246 reconvene at the Convention Center on Monday, June 5th at 2:00 pm.

247

248

249

Craven County

RELEASES SUBJECT TO BOARD APPROVAL ON 6/5/2023

Taxpayer Name	Account Number	Tax Year	Bill Number	Amount
EWASHKOW, PETER JOSEPH JR NOT TAXABLE TO CRAVEN COUNTY	202390327100	2023	903271	221.13
EWASHKOW, PETER JOSEPH JR NOT TAXABLE TO CRAVEN COUNTY	202390327000	2023	903270	299.32
KITCHEN, PERRY OWEN NOT TAXABLE TO CRAVEN COUNTY	202390345700	2023	903457	31.57
LEGEUNE, CHRISTOPHER RYAN NOT TAXABLE TO CRAVEN COUNTY	202390334000	2023	903340	683.98
OBRIEN, KEENAN ALEXANDER NOT TAXABLE TO CRAVEN COUNTY	202390356600	2023	903566	218.93
RUSSELL, LUCILLE FORECLOSURE-LIEN EXTINGUISHED	6301800	2016	50533	122.06
RUSSELL, LUCILLE FORECLOSURE-LIEN EXTINGUISHED	6301800	2017	50726	115.10
RUSSELL, LUCILLE FORECLOSURE-LIEN EXTINGUISHED	6301800	2018	50752	108.14
RUSSELL, LUCILLE FORECLOSURE-LIEN EXTINGUISHED	6301800	2019	49007	102.82
RUSSELL, LUCILLE FORECLOSURE-LIEN EXTINGUISHED	6301800	2020	49007	95.79
RUSSELL, LUCILLE FORECLOSURE-LIEN EXTINGUISHED	6301800	2021	49007	90.23
RUSSELL, LUCILLE FORECLOSURE-LIEN EXTINGUISHED	6301800	2022	49007	83.08
RUSSELL, LUCILLE FORECLOSURE-LIEN EXTINGUISHED	6301800	2016	50532	122.06
RUSSELL, LUCILLE FORECLOSURE-LIEN EXTINGUISHED	6301800	2017	50725	115.10
RUSSELL, LUCILLE FORECLOSURE-LIEN EXTINGUISHED	6301800	2018	50751	108.14
RUSSELL, LUCILLE FORECLOSURE-LIEN EXTINGUISHED	6301800	2019	11399	102.82
RUSSELL, LUCILLE FORECLOSURE-LIEN EXTINGUISHED	6301800	2020	11399	95.79
RUSSELL, LUCILLE FORECLOSURE-LIEN EXTINGUISHED	6301800	2021	11399	90.23
RUSSELL, LUCILLE FORECLOSURE-LIEN EXTINGUISHED	6301800	2022	11399	83.08

19 RELEASES SUBJECT TO BOARD APPROVAL ON 6/5/2023: **2,889.37**

Summer
Intern

**CONTRACT FOR SERVICES
BETWEEN PITT COUNTY
AND
Craven County Health Department**

THIS AGREEMENT is made and entered into this 29th day of Marc, 2023, by and between Pitt County, a political subdivision of the State of North Carolina, (hereinafter referred to as the "County") and Craven County Health Department (CCHD) (hereinafter referred to as "Contractor").

WITNESSETH:

WHEREAS, Pitt County desires assistance with use of the ARPA Workforce Development Grant Funds; and

WHEREAS, Contractor possesses the expertise and experience to assist County in such capacity;

NOW THEREFORE, in consideration of the mutual promises of the parties hereto, and other good and valuable consideration the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Services. The Contractor shall provide the services listed in Exhibit A attached hereto and incorporated by reference. All deliverables under this Agreement shall be delivered in a final form acceptable to County.

2. Termination for Convenience. The County or Contractor may terminate this Agreement without cause at any time by providing thirty (30) days written notice from the terminating party to the non-terminating party. In that event, all finished or unfinished materials shall, at the option of the County, become its property. If the Agreement is terminated as provided herein, the Contractor will be paid for all services performed.

3. Termination for Cause. The County or Contractor may immediately terminate this Agreement with cause in the event of a breach of the terms of this Agreement by providing written notice from the terminating party to the non-terminating party. In that event, County and Contractor reserve all rights and remedies available to it under the applicable laws and regulations with respect to this Agreement.

County may terminate for cause in the event of a breach for reasons included, but not limited to, the vendor's failure to: (a) meet schedules, deadlines, and/or delivery dates within the time specified in this Agreement; (b) make any payments owed; or (c) otherwise perform in accordance with the terms of this Agreement or applicable law.

4. Regulations. While on County's property, Contractor shall comply with County's regulations, including but not limited to safety and employee relation's regulations. County will provide Contractor with all relevant regulations upon request of Contractor.

5. Term. This Agreement shall commence on the date written above and shall continue for a period of one year.

6. Payment. County shall pay Contractor at the rate of three thousand dollars and no cents (\$3,000.00) per year for services rendered under this Agreement. It is understood and agreed by and between the parties that County is under no obligation to pay total fees in excess of three thousand dollars and no cents (\$3,000.00) per year. Contractor shall submit an invoice for the amount specified herein. County shall pay such bill within forty-five (45) days of receipt. It is understood and agreed by and between the parties that Contractor will not be reimbursed for costs, including but not limited to travel expenses, associated with his services under this Agreement.

7. Entire Agreement and Amendments. This Agreement contains the entire understanding between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous written or oral negotiations and agreements between them regarding the subject matter hereof. This Agreement may be amended only in writing, which writing must be signed by both of the parties. Each of the statements set forth in the recitals to this Agreement are hereby incorporated herein by reference as a valid representation of the party or parties to whom such statement relates.

8. Assignment. This Agreement is personal to each of the parties hereto, and neither party may assign nor delegate any of its rights or obligations without first obtaining the written consent of the other party. Any purported assignment without prior written consent from the other party shall be null and void. In the event of assignment, this Agreement shall be binding upon the successors or assigns of the parties hereto.

9. Independent Contractor. The relationship between the parties to this Agreement shall be that of independent contractors, and no party shall be construed to be the agent, partner, employee, or joint venturer of the other party to the Agreement. The parties shall not exercise control or direct the manner in which other parties perform their duties hereunder except to assure compliance with this Agreement. The parties further agree that Contractor is not eligible for any County employee benefits whatsoever and does not possess any rights or privileges as generally established for the County's employees.

10. Hold Harmless and Indemnification. Contractor agrees to hold harmless and indemnify County from any and all claims, loss, liability, demands, damages or any other financial demands that may be alleged or realized due to acts of nonfeasance, malfeasance, misfeasance, or negligence committed by Contractor while in the performance of the duties or assignment pursuant to this Agreement.

11. Insurance. Contractor agrees to procure and maintain, or cause to be procured and maintained, an Error and Omissions liability insurance policy covering claims, causes of actions, actions, losses, liabilities, damages, and expenses arising out of, caused by or the negligence or otherwise wrongful acts or omissions of Contractor. The limits of liability of said insurance shall be at least one million dollars (\$1,000,000.00) per occurrence and one million dollars (\$1,000,000.00) per

aggregate. Contractor shall also procure and maintain, or cause to be procured and maintained, Workers' Compensation coverage for its employees, as may be required by law.

12. Third Party Beneficiary. The parties do not intend to confer any rights, privileges or benefits upon any other individual(s) or entity(ies), not signatories to this Agreement, arising out of this Agreement. The parties agree that nothing in this Agreement shall be construed or interpreted to confer any such rights, privileges or benefits upon any individual or entity not a signatory to this Agreement.

13. Costs and Taxes. Except as otherwise specifically provided herein, each party shall bear its own costs and expenses incurred in connection with the performance of its obligations hereunder. Each party shall be responsible for payment of any and all federal, state, local or other taxes which may arise or be imposed as the result of its performance under this Agreement or as the result of the receipt of any compensation or other funds under this Agreement or in connection with the transactions contemplated hereby, if any. This Section shall survive termination of this Agreement.

14. Notice: Any notice required or permitted to be given hereunder shall be in writing and shall be deemed to have been given when personally delivered or three (3) days after being mailed by certified mail, return receipt requested, postage prepaid, to the following addresses, or at such other address as either party may designate in a manner in compliance with this Section:

Pitt County
Attn: County Manager
1717 West 5th Street
Greenville, NC 27834

Contractor:
Craven County Health Department
2818 Neuse Blvd.
New Bern, NC 28562

Each party shall keep the other party informed of its current address at all times.

15. Applicable Law, Venue, and Service of Process. This Agreement has been entered into in the State of North Carolina, County of Pitt, and all questions with respect to the construction of this Agreement and the rights and liabilities of the parties shall be governed by the laws of the State of North Carolina. The parties agree that exclusive venue for the bringing of any action concerning this Agreement shall be in the state or federal courts having jurisdiction in Pitt County, North Carolina and that service of process may be made upon either party by certified mail, return receipt requested, postage prepaid to the party's address as set forth herein or such other address as the party may designate in writing received by the other party. Contractor agrees that it will comply with all applicable federal, state and local laws, rules, regulations, and ordinances in addition to those specifically noted herein.

16. Force Majeure. The parties understand and acknowledge that neither shall be liable for any loss, damage, detention, delay or failure to perform in whole or part resulting in causes beyond their control including, but not limited to fire, strikes, insurrections, riots, embargoes, shortages of motor vehicles, delays in transportation, and inability to obtain supplies of raw materials or requirements or regulations of the United States government or any other civil or military authority.

17. Severability. If any provision, or portion thereof, of this Agreement shall for any reason be adjudged by any court of competent jurisdiction to be illegal, invalid or otherwise unenforceable, such judgment shall not affect, impair or invalidate the remainder of this Agreement but shall be limited in its operation to the provision of this Agreement directly involved and only the illegal, invalid or unenforceable provision shall be deemed struck.

18. Waiver. The failure by the party at any time to require performance by the other party of any provision hereof shall not affect in any way the right to require such performance at a later time nor shall the waiver by either party of a breach of any provision hereof be taken or be held to be a waiver of such provision.

19. Counterparts and Facsimiles. This Agreement may be executed in one or more counterparts each of which may be deemed an original, but all of which constitute one and the same. An executed Agreement transmitted by facsimile to the other party may be relied upon as an original and if there is any inconsistency between such facsimile and an executed Agreement subsequently received by "hard-copy," the terms contained in the facsimile shall prevail.

20. Headings. The headings and numbers of sections and paragraphs contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

21. E-verify. Pursuant to North Carolina General Statute 143-133.3 and related state and federal laws, the undersigned hereby certifies that the Contractor named herein, and the Contractor's subcontractors, comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

22. Equal Opportunity Clause. The equal opportunity clause contained in 41 CFR Part 60-1.4, as amended, and implementing regulations at 41 CFR Part 60, are hereby included by reference and incorporated into this Agreement as if set forth fully herein.

23. Davis Bacon Act. As applicable, Contractor shall comply with the Davis Bacon Act, as amended, (40 USC 3141-3148) and as supplemented (29 CFR Part 5), and the Copeland "Anti-Kickback" Act (40 USC 3145) as supplemented (29 CFR Part 3).

24. Contract Work Hours and Safety Standards Act. As applicable, Contractor shall comply with the Contract Work Hours and Safety Standards Act (40 USC 3701-3708), as supplemented (29 CFR Part 5).

25. Rights to Inventions Made Under a Contract or Agreement. As applicable, Contractor shall comply with 37 CFR Part 401.

26. Clean Air Act and Federal Water Pollution Control Act. As applicable, Contractor shall comply with the Clean Air Act (42 USC 7401-7671q) and the Federal Water Pollution Act (33 USC 1251-1387) as amended, and any violations must be reported as required by law.

27. As applicable, Contractor shall comply with mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

28. Debarment and Suspension. Contractor certifies that it has not been debarred, suspended, or listed on the governmentwide exclusions in the System for Award Management (SAM), Contractor certifies that he is not otherwise excluded by a federal or state government or otherwise declared ineligible under statutory or regulatory authority to enter into this Agreement.

29. Byrd Anti-Lobbying Amendment. As applicable, Contractor certifies that it is in compliance with all aspects of the Byrd Anti-Lobbying Amendment (31 USC 1352) and will file the required certification.

30. Procurement of Recovered Materials. As applicable, Contractor shall comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.

31. Record Retention Requirements. As applicable, Contractor shall retain all records related to this Agreement for three (3) years after all pending matters are closed, or for such other time period as required by County or by applicable federal or state law or regulation.

32. The Parties acknowledge and agree that the County's funding source for this contract is COVID-19 PH Workforce Grant funds under the American Rescue Plan Act of 2021 (ARPA), which have been distributed to the County from North Carolina Division of Public Health (DPH) from the Centers for Disease Control and Prevention (CDC). Pursuant to the County's Agreement Addendum with DPH, there may be forthcoming "Federal Award Reporting Supplements" or "Supplements" as those terms are used in the County's Agreement Addendum with DPH. The Parties to this contract agree to act in good faith and to revise this contract, in the event it is necessary to comply with any "Federal Award Reporting Supplements" or "Supplements" as those term is used in the County's Agreement Addendum with DPH.

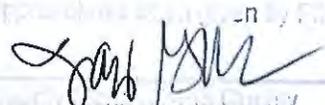
IN WITNESS WHEREOF, each party has caused this Agreement to be executed by its duly authorized representative on the date set forth above.

Pitt County:

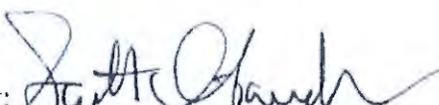
By: 

3/31/2023

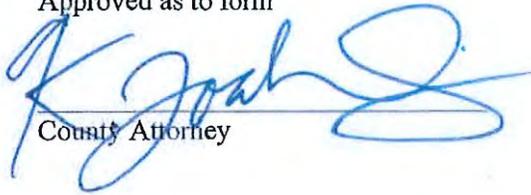
This document has been reviewed and final approved as shown by Pitt County Manager.


County of _____, Pitt County

Contractor:

By: 

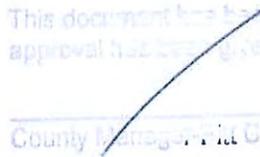
Approved as to form


County Attorney

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.


Finance Officer

EXHIBIT A

This document has been reviewed and final approval has been given by the County Manager.

County Manager, Pitt County

Contractor shall provide the following services:

The Pitt County Health Department is acting as the receiving hub for the Region 10 ARPA Workforce Grant Funds. The Region 10 Health Directors agreed to let each county of Region 10 spend a portion of the funds for county projects. Craven County Health Department would like to request \$3,000 to pay a summer intern to do the following work for CCHD:

1. Responsible for the development of individual exercise programs for participants that are in a yearlong cohort to prevent Type 2 diabetes. The intern will also develop an intake form that will be used to evaluate medical history and possible physical limitations to ensure the program is safe and effective. She will also conduct pre and post surveys to evaluate program effectiveness.
2. Responsible for development and teaching of monthly health promotion classes for senior citizens. Intern will be responsible for researching relevant topics for a low-income elderly population that participates in the congregate meal program at the Craven County Senior Center. Classes will last roughly one hour and will include education, hands-on activity, and take home material.
3. Assist our Environmental Health staff in conducting a risk factor study. Go into full service and fast food restaurants and complete surveys. The intern will receive FDA training prior to going out in the field. She will also hand out our food safety management binders while conducting the surveys.

**THE SNOWDEN COMPANY, LLC
PO BOX 5319
FLORENCE, SC 29502**

**NORTH CAROLINA ASSOCIATION OF LOCAL HEALTH DIRECTORS
JULY 1, 2022 TO JULY 1, 2023 MEDICAL PROFESSIONAL LIABILITY RENEWAL**

Health Department: Craven County Health Department
Health Director: Mr. Scott Harrelson- sharrelson@cravencountync.gov
Medical Director: Dr. Robert Fisher
Human Services Director: Ms. Jennifer Blackmon- jblackmon@cravencountync.gov
Address: PO Drawer 12610
City, State, Zip: New Bern, NC 28560
Contact: Nicole Sutton- nsutton@cravencountync.gov
Telephone: 252-636-4963 Fax: 252-636-4970

Carrier: Coverys Specialty Insurance Company
Coverage Provided: Medical Professional Liability
Policy Period: 7/1/22 to 7/1/23
Retroactive Date: 7/18/1986
Primary Limits of \$1,000,000 Each Incident
Liability Per Health \$3,000,000 Aggregate per entity
Department: \$20,000,000 Policy Aggregate
Excess Limits Shared by
All Participants: \$10,000,000 in Excess of primary limits

Conditions /Exclusions

- Prior Acts or Prior Notice
- Aircraft, Automobile or Watercraft
- Property Damage
- Workers Compensation or Similar Laws
- Employment Practices
- Discrimination
- Pollution
- Asbestos
- Criminal Violations
- NO Opioid Exclusion
- NO COVID-10 Exclusion

CERTIFICATE OF INSURANCE

Named Insured: North Carolina Association of Local Health Directors
Craven County Health Department

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all terms, exclusions, and conditions of such policies.

Company:	Policy #	Policy Term:
Coverys Specialty Insurance Company	#005NC000030908-2	7/1/22-7/1/2023
Coverage:	Claims Made Miscellaneous Medical Professional Liability	
Limit:	\$1,000,000 each claim/\$3,000,000 annual aggregate \$20,000,000 policy aggregate	
Retroactive Date:	7/18/1986	

Additional Named Insured:

Beverly Dawn McCabe, NP	1/17/2008
Robert Fisher, MD	4/20/2011
Michael Towarnicky, MD	10/1/2011
Jennifer Aron, MD	10/1/2020
Kelley Matthews, FNP	12/11/2011
Jennie Mangun, MD	7/1/2017
Jerrold Robinson, FNP	10/11/2021
RaDonna Carroll, FNP-C	2/5/2019
Stephanie Reid, FNP	4/1/2020
Jill Breton, WHNP-BC	4/21/21
Taylor Woolard, FNP	5/19/2021
Zachary Orman, RPh, Pharmacy Consultant	8/7/2013
Merrill Sawyer, RPh	10/27/2021
Elizabeth Swicegood, DDS	7/2/2012
Tracy McIlwean, FNP	4/1/2022
Cherrice Tice, FNP	6/6/2022
Stacey Rhodes, LCSW	6/22/2022

Should the above-described policy be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 (Thirty) days written notice to the Insured named above. The coverage represented by this certificate is subject to the terms, conditions, and limitations of the policies in current use by the carrier named above.

The Snowden Company, LLC **Date 7/1/2022**

Terrie I. Snowden, CPCU



North Carolina Department of Public Safety

Division of Juvenile Justice and Delinquency Prevention

Roy Cooper, Governor
Eddie M. Buffaloe Jr., Secretary

William L. Lassiter, Chief Deputy Secretary
Cindy Porterfield, Director

April 28, 2023

Dear Barbara Hill Lee

Congratulations! The Juvenile Community Programs Section is pleased to announce that **Area Day Program** has been awarded discretionary funding for FY 2022-2023. This award is to fund (or partially fund) the following:

Agency Request(s)	Awarded Discretionary Funds
Youth Violence Prevention Seminar; Apple I Mac Desktop	\$4,800.00

As a reminder, discretionary awards for FY 2022-2023 are treated as additional JCPC dollars and equipment or capital outlay, valued at \$500 or more with a useful life in excess of one year, must have a cash match. In order to complete the award process, please access NCALLIES, complete a JCPC Program Agreement Revision, and prompt your Area Consultant via email once the revision is completed. If you have any questions or need technical assistance to complete the revision process, please contact your consultant.

We are providing this notification of discretionary fund award to your agency to ensure that all local approval by the JCPC and local county commission boards may be accomplished. However, there may be some modification to this process locally, given the effects of COVID-19 and direct impacts on public meetings. Please check with your local county government officials to ensure that all local actions taken to complete this process are in accordance with locally approved/adjusted protocols.

Please note the following timeline to ensure timely disbursement of discretionary fund awards:

- **No later than May 5, 2023:** Programs/JCPCs awarded discretionary funds must submit a JCPC Program Agreement Revision in NCALLIES for Area Consultant review (prompt your consultant via email once completed).
- **No later than May 22, 2023:** All JCPC approval actions must be finalized. County approval is required before the disbursement of discretionary funds. Consult with your county officials about any variations in the approval practice due to the coronavirus pandemic.

Note: Administrative Code 14B NCAC 11B.0106 states that prior county approval is required for discretionary funds. It does not indicate the specific protocols of the approval. Our DPS JCPC Policy sets forth local JCPC approval processes. However, the Department is allowing local discretion as to how counties approve requests. We will accept county approvals as the county determines appropriate at this time.

- **June 8, 2023 (by close of business):** All JCPC Program Agreement Revisions must be locally approved and signed (not just submitted) in NCALLIES via DocuSign for a June 2023 disbursement.

Note: Failure to meet the June 8, 2023 signature deadline may result in termination of the award of discretionary fund

MAILING ADDRESS:
4212 Mail Service Center
Raleigh, NC 27699-4212

www.ncdps.gov



An Equal Opportunity Employer

OFFICE LOCATION:
3010 Hammond Business Place
Raleigh, NC 27603
Telephone: (919) 733-3388

Thank you for your continued investment in the youth and families of North Carolina through the valuable services that you offer, particularly during this continued time of significant challenges for our state and for the youth and families that we serve. It is our hope that this discretionary fund award will further enhance and offer the needed support for your agency to provide continuity of services for our youth and their families.

Kind regards,

A handwritten signature in black ink, appearing to read "Cindy Porterfield". The signature is written in a cursive, flowing style.

Cindy Porterfield, Director
Juvenile Community Programs

Cc: JCPC Chairperson
County Finance Officer
DPS Area Consultant

Craven County NC DPS - Community Programs - County Funding Plan

Available Funds: \$ 320,335 Local Match: \$ 89,184 Rate: 20%

DPS JCPC funds must be committed with a Program Agreement submitted in NC Allies and electronically signed by authorized officials.

#	Program Provider	DPS-JCPC Funding	LOCAL FUNDING			OTHER	OTHER	Total	% non DPS-JCPC Program Revenues
			County Cash Match	Local Cash Match	Local In-Kind	State/Federal	Funds		
1	Area Day Reporting Center - Structured Day	\$90,300			\$42,754			\$133,054	32%
2	Teen Court, Restitution, Family Connections Mediation Center of EC	\$160,000		\$12,000	\$20,030			\$192,030	17%
3	Volt Workforce Development - Craven Community College	\$42,000			\$8,400			\$50,400	17%
4	Girls Empowered-Man Up	\$30,000			\$6,000			\$36,000	17%
5	Craven JCPC Administration	\$2,835						\$2,835	
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
TOTALS:		\$325,135		\$12,000	\$77,184			\$414,319	22%

The above plan was derived through a planning process by the Craven County
Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 2022-23.

Amount of Unallocated Funds _____

Amount of funds reverted back to DPS _____

Discretionary Funds added \$4,800

check type initial plan update final

-----DPS Use Only-----	
Reviewed by _____ Area Consultant	_____ Date
Reviewed by _____ Program Assistant	_____ Date
Verified by _____ Designated State Office Staff	_____ Date

Chairperson, Juvenile Crime Prevention Council (Date)

Chairperson, Board of County Commissioners (Date)
or County Finance Officer



North Carolina Department of Public Safety
Juvenile Justice and Delinquency Prevention

JCPC Program Agreement Revision

SECTION I A		SPONSORING AGENCY AND PROGRAM INFORMATION	
FUNDING PERIOD:	FY 22-23	DPS/JCPC FUNDING # (cont only)	925-10802
COUNTY:	Craven	AREA:	Eastern Area
NAME OF PROGRAM:	Area Day Reporting Center		
SPONSORING AGENCY:	Area Day Reporting Program for Youth		

Name:	Barbara Lee	Title:	Program Director		
Mailing Address:	500 Fort Totten Drive	City:	New Bern	Zip:	28560
Phone:	(252) 638-6542	Fax:	(252) 638-6745	E-mail:	ayouth@suddenlinkmail.com

Program Manager Name & Address (same person on signature page)

THE REASONS FOR THIS BUDGET REVISION ARE AS FOLLOWS:

INCREASE IN DPS/JCPC REVENUES DECREASE IN DPS/JCPC REVENUES
 INCREASE IN OTHER REVENUES DECREASE IN OTHER REVENUES
 CAPITAL EXPENDITURE ADJUSTMENT CONTRACTED SERVICE ADJUSTMENT
 LAPSED SALARY ADJUSTMENT LINE ITEM ADJUSTMENT
 CHANGE IN COMPONENT (attach revised Component Narrative)

COMMENTS: To adjust line items and discretionary funds

LINE ITEMS IN THE CURRENT DPS/JCPC APPROVED BUDGET ARE BEING ADJUSTED AS FOLLOWS:

Item #	Increase	Decrease	Explanation
120		\$6,000	To adjust budgeted amount
180		\$3,000	Adjust fringe benefits
190	\$898		To adjust budgeted amount
220	\$2,978		To increase food because more children
310		\$1,127	Decrease in Travel
320	\$1,450		To adjust for higher phone and internet services
350	\$3,613		To adjust repairs to building
380	\$1,163		To increase costs
390	\$4,800		ADT \$657 and Violence Prevention Seminar expenses (speaker expense/travel, Catering, The Flame venue, etc.)
450	\$25		Insurance increase
Total	\$14,927	\$10,127	Difference \$4,800

BUDGET NARRATIVE			
Area Day Reporting Center		Fiscal Year	FY 22-23
Item #	Justification	Expense	In Kind Expense
120	Teacher Assistant provided by Craven County Schools @ \$3072 per month x 10		\$30,720
120	Site Manager @\$17.50 hr.x 40hr/wk x 44 wks	\$24,800	
180	FICA & Unemployment Taxes & Workman Comp Insurance	\$3,530	
190	Tutoring sessions (approx. \$20/hr x 112 hrs)	\$2,240	
190	Accounting Services \$22 per hour/Maxium 40hours per month (10 mos). Prepration of Form 990 included	\$8,800	
190	Program Manager \$19.80 an hour time 15 hours a week for 44 weeks	\$13,966	
210	Cost of Cleaning Supplies mop, broom, toilet tissue for building, cleaning supplies for sanitizing against Covid- 19	\$580	
220	Student Snacks and Parent Workshops	\$4,478	
230	Educational supplies; tutorial supplies for after school enrichment	\$500	
240	Supplies to repair building	\$500	
250	Cost of maintaining vans gas, tires, etc.	\$2,000	
260	Office Supplies needed for program support at approx. \$99/mo x 10 months	\$990	
290	Computer supplies, paper and ink cartridges	\$500	
310	Travel and Transportation (cost of Staff workshops and Students Field Trips)	\$473	
320	Phone and Internet services at approx. \$317 per month	\$5,250	
330	Lights and Gas at approx. \$377 per month	\$4,520	
350	Portion of the costs for Building and Lawncare	\$4,013	
370	Vacancy and event announcements	\$295	
380	Payroll Processing	\$2,663	
390	390 ADT, \$54.75 x 12 months=\$657; Discretionary addition for Violence Prevention Seminar \$4800	\$5,457	
410	Facility in-kind; under market value at approx. \$1200/mo		\$12,034
450	General Liability 1638.00, Vans liability 3082.00	\$4,745	
TOTAL		\$90,300	\$42,754

Job Title	Annual Expense Wages	Annual In Kind Wages
Teacher - (\$3072/mo) administers education component daily; request work from teachers; report success to school system; maintain documentation		\$30,720

Site Manager - Daily face to face interaction with students and parents; assist in implementation of program objectives and activities; maintain student files and documentation; assisting in classroom when needed; organizing daily enrichment	\$24,800	
TOTAL	\$24,800	\$30,720

Budget Information Page

Program: Area Day Reporting Center

Fiscal Year: FY 22-23

Number of Months: 12

	Cash	In Kind	Total
I. Personnel Services	\$53,336	\$30,720	\$84,056
120 Salaries & Wages	\$24,800	\$30,720	\$55,520
180 Fringe Benefits	\$3,530		\$3,530
190 Professional Services*	\$25,006		\$25,006
*Contracts MUST be attached			
II. Supplies & Materials	\$9,548		\$9,548
210 Household & Cleaning	\$580		\$580
220 Food & Provisions	\$4,478		\$4,478
230 Education & Medical	\$500		\$500
240 Construction & Repair	\$500		\$500
250 Vehicle Supplies & Materials	\$2,000		\$2,000
260 Office Supplies and Materials	\$990		\$990
280 Heating & Utility Supplies			\$0
290 Other Supplies and Materials	\$500		\$500
III. Current Obligations & Services	\$22,671		\$22,671
310 Travel & Transportation	\$473		\$473
320 Communications	\$5,250		\$5,250
330 Utilities	\$4,520		\$4,520
340 Printing & Binding			\$0
350 Repairs & Maintenance	\$4,013		\$4,013
370 Advertising	\$295		\$295
380 Data Processing	\$2,663		\$2,663
390 Other Services	\$5,457		\$5,457
IV. Fixed Charges & Other Expenses	\$4,745	\$12,034	\$16,779
410 Rental or Real Property		\$12,034	\$12,034
430 Equipment Rental			\$0
440 Service and Maint. Contracts			\$0
450 Insurance & Bonding	\$4,745		\$4,745
490 Other Fixed Charges			\$0
V. Capital Outlay			\$0
[This Section Requires Cash Match]			
510 Office Furniture & Equipment			\$0
530 Educational Equipment			\$0
540 Motor Vehicle			\$0
550 Other Equipment			\$0
580 Buildings, Structure & Improv.			\$0
Total	\$90,300	\$42,754	\$133,054

SOURCES OF PROGRAM REVENUE (ALL SOURCES)

CURRENT BUDGET REVENUE			NEW BUDGET REVENUE		
\$85,500			\$90,300		
DPS/JCPC Funds			DPS/JCPC Funds		
\$0	Craven County Government		\$0	Craven County Government	
County Cash	<i>Source of County Cash</i>		County Cash	<i>Source of County Cash</i>	
Local Cash 1	<i>Source of Local Cash 1</i>		Local Cash 1	<i>Source of Local Cash 1</i>	
Local Cash 2	<i>Source of Local Cash 2</i>		Local Cash 2	<i>Source of Local Cash 2</i>	
\$30,720	CC Schools		\$30,720	CC Schools	
Local In-Kind 1	<i>Source of Local In-Kind 1</i>		Local In-Kind 1	<i>Source of Local In-Kind 1</i>	
\$12,034	City of New Bern		\$12,034	City of New Bern	
Local In-Kind 2	<i>Source of Local In-Kind 2</i>		Local In-Kind 2	<i>Source of Local In-Kind 2</i>	
Local In-Kind 3	<i>Source of Local In-Kind 3</i>		Local In-Kind 3	<i>Source of Local In-Kind 3</i>	
Local In-Kind 4	<i>Source of Local In-Kind 4</i>		Local In-Kind 4	<i>Source of Local In-Kind 4</i>	
Local In-Kind 5	<i>Source of Local In-Kind 5</i>		Local In-Kind 5	<i>Source of Local In-Kind 5</i>	
Other 1	<i>Source of Other 1</i>		Other 1	<i>Source of Other 1</i>	
Other 2	<i>Source of Other 2</i>		Other 2	<i>Source of Other 2</i>	
Other 3	<i>Source of Other 3</i>		Other 3	<i>Source of Other 3</i>	
Other 4	<i>Source of Other 4</i>		Other 4	<i>Source of Other 4</i>	
\$128,254			\$133,054		
TOTAL			TOTAL	DIFFERENCE	\$4,800
\$17,100	20%	\$42,754	\$18,060	20%	\$42,754
Required Local Match	Local Match Rate	Local Match Provided	Required Local Match	Local Match Rate	Local Match Provided

DocuSigned by:
Cindy Porterfield
798FF7A4B09F419
5/24/2023
Authorizing Official, Department of Public Safety
Date

DocuSigned by:
Craig Warren
52CC93FE9F5E43E
5/24/2023
Chair, County Board of Commissioners or County Finance Director
Date

DocuSigned by:
Jennifer J Dacey
D2E9061208CD4C5
5/11/2023
Chair, Juvenile Crime Prevention Council
Date

DocuSigned by:
Barbara Hill Lee
4FDB9808DE4E4E1
5/9/2023
Program Manager
Date

**RESOLUTION
RECOGNIZING SERGEANT ALEXIX ILIA SEPULVEDA
AS MILITARY SERVICE
PERSON OF THE QUARTER**

WHEREAS, Sergeant Alexis Iliia Sepulveda is currently stationed aboard Headquarters and Headquarters, MCAS Cherry Point, where she serves as an Assistant Explosive Safety Officer; and

WHEREAS, Sgt Sepulveda assists in carrying out the installation explosive safety program, providing supervision, direction and guidance to units on the installation, as well as visiting units; and

WHEREAS, Sgt Sepulveda coordinates and schedules explosives operations at the combat aircraft loading area (CALA), issues hot work permits to military and civilian personnel, and monitors the facility grounding/lightening protection program; and

WHEREAS, her past and current accomplishments include the following accolades:

- ❖ Certificate of Commendation (2018, 2021)
- ❖ Good Conduct Medal (2018, 2021)
- ❖ Meritorious Mast (2019)
- ❖ Navy and Marine Corps Achievement Medal (2020, 2022, 2023)
- ❖ Letter of Appreciation (2022, 2023)

WHEREAS, her military commitment is evidenced by her substantial and significant contributions towards the Explosive Safety community.

WHEREAS, Sgt Sepulveda's dedication to the community is displayed by her willingness to volunteer more than 60 hours of her off duty time, skills, and efforts to ensure the Dixon-Conderman Veterans of Foreign Wars Post 2514 is able to continue providing services for local area Veterans; and

NOW, THEREFORE, BE IT RESOLVED THAT THE CRAVEN COUNTY BOARD OF COMMISSIONERS recognizes Sergeant Alexis Iliia Sepulveda for her personal dedication as a community volunteer and her strong devotion to duty.

BE IT FURTHER RESOLVED THAT THE CRAVEN COUNTY BOARD OF COMMISSIONERS congratulates her on being selected for Military Service Person of the Quarter

Adopted this 5th day of June, 2023.

Chairman
Craven County Board of Commissioners

Nan Holton
Clerk to the Board

4. CRIME STOPPERS PRESENTATION: Brynn Harms; Kelly Cox

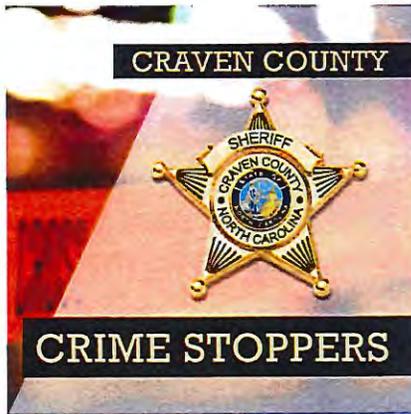
Brynn Harris, Crime Stoppers Board Member, and Cpl. Kelly Cox will give a presentation on the mission and services provided by their organization.

A copy of their presentation is shown in the following document.

Board Action: Receive information

Who we are

Craven County Crime Stoppers is an independent 501(c)(3) nonprofit corporation. We work hand in hand with law enforcement agencies and the citizens of Craven County in an effort to curtail criminal activity and solve crimes that have occurred.



**We only want
your information,
not your name!**

Find us on Social Media!



[CRAVENCOUNTYCRIMESTOPPERSNC](https://www.instagram.com/cravencountycrimestoppersnc)


Craven County Crime
Stoppers

1100 Clarks Rd
New Bern, NC 28562
252.633.5141

Email: crimestoppers@cravencounty.com



252.633.5141

Our Mission

Our mission is to reduce crime within Craven County and make a positive impact on the community around us.

Our Crime Stopper's program pays rewards to "tipsters" for anonymous tips that help solve crimes, make arrests, and recover stolen property and/or drugs. The program relies on fundraisers and donations to pay tipsters.

This will benefit all law enforcement agencies in Craven County and gives citizens an anonymous way to report crime.

if you
SEE | **SAY**
something | something®

Who is in Charge?

Cpl. Kelly Cox with the Craven County Sheriff's Office is the Program Coordinator and Captain David Daniels with New Bern Police Department is Assistant Coordinator.

Craven County Crime Stoppers is overseen by a Board of Directors. The board of directors are made up of volunteers.

How does it work?

The board will be responsible for soliciting, receiving, and documenting funds for the rewards and ensuring the approval of reward payouts to tipsters.

Craven County Crime Stoppers Coordinator, Cpl. Kelly Cox, will report to the Board each month with progress on cases CCCS has received.

About our Coordinator:

Cpl. Cox has eight years of experience serving as the Crime Stoppers Coordinator with Beaufort County Crime Stoppers. Cpl. Cox also serves on the North Carolina State Crime Stopper's Association board.

Our Executive Committee:

President: Jeffrey Haddock
Vice-President: James Hunter
Secretary: Janet Lamb
Treasurer: Beth Dudley
Social Media Coordinator: Jessi Mills

How Can I Help?

Our program relies on fundraisers and donations from others to operate. If you are interested in donating please give Cpl. Cox a call at 252-876-5038.

Donations can also be mailed to
1100 Clarks Rd
New Bern, NC 28562.

Craven County Crime Stoppers is a 501c (3) organization so your contributions are tax deductible.

Please help us in our fight to make
Craven County a safer place to
live, work, and play.



Craven County Crime
Stoppers

1100 Clarks Rd
New Bern, NC 28562
252.633.5141

Email: crimestoppers@cravencounty.com

DEPARTMENTAL MATTERS:

5. Economic Development – Resolution for NC Commerce Infrastructure Development Fund; Jeff Wood

The Craven County Economic Development Department has been working with the Coastal Carolina Regional Airport Authority to obtain funds to build out the Commercial Aerospace Development area of the airport. The Authority has already been successful in winning a Golden LEAF grant to extend water and sewer. The Department is requesting the board to approve a resolution authorizing the Department to apply for a NC Department of Commerce grant through their infrastructure development funds. This grant requires a match which is being provided by the Airport Authority.

A copy of the resolution and grant application are shown in the following documents.

Board Action: Approve drafted resolution and authorize the department to apply for the grant.

**COASTAL CAROLINA CORPORATE AEROSPACE
DEVELOPMENT PROJECT
RESOLUTION**

BE IT RESOLVED that a grant from the Department of Commerce through the County of Craven be made to assist the Coastal Carolina Corporate Aerospace Development project.

BE IT FURTHER RESOLVED that Craven County will administer this grant in accordance with the rules and regulations of the Department of Commerce.

BE IT FURTHER RESOLVED that the County administers this grant through the County Finance Office.

BE IT FURTHER RESOLVED that the grant will be monitored quarterly to ensure compliance with this proposal and the Department of Commerce regulations.

BE IT FURTHER RESOLVED that the amount of the grant application will be \$1,026,375.

BE IT FURTHER RESOLVED that the County Manager, Assistant County Manager, Finance Director, and the Economic Development Director have signatory authority for requisition requests of IDF funds.

ADOPTED this 5th day of June 2023.

Jason R. Jones, Chairman

Nan Holton, Clerk to the Board

**NORTH CAROLINA DEPARTMENT OF COMMERCE
COMMERCE FINANCE CENTER (CFC)
Industrial Development Fund
Utility Account**

Application for Utility Account Funding

Under Chapter 143B-472A (b1), North Carolina General Statutes

General Procedures:

Application is by invitation only -- First step is completion of a Pre-Application, Second step is participation in a due diligence meeting, and Third step is approval by RIA Board to proceed with full application.

Payment Information: Payments from the Utility Account are made after DOC receives, reviews and approves a Requisition for Funds form and back up documentation, which is based on expenditures/invoices that have been incurred for approved project costs that are made during the active grant period (start date and end date, as referenced in the Grant Agreement documents). Payments are made electronically, and grantee must be registered in the NC [eVendor](#) portal.

Reporting: Progress reports are due annually, unless specified otherwise. Following full receipt of Utility Account funds, the Applicant will report back to the [grant manager](#) how Utility Account funds have assisted in the creation of new jobs. If the project is incomplete at that time, a status report and projected completion date will be submitted annually until full project completion / closeout report has been submitted.

**No additional Utility Account application will be accepted from the same applicant until the current Utility project is closed out. Contact the grant manager if you have any questions.*

Checklist: (please enter the requested data or mark with an **X** or **N/A** as applicable)

Required:	
X	Pre-application meeting date
X	Rural Infrastructure Authority Board date of approval to apply
X	PER: preliminary engineering report or cost estimate
X	Map or other picture of proposed project area
X	Resolution (sample included below)
X	Completed Signatory Form
X	Completed W9 Form
Company Information (if required):	
n/a	Waiver Certification
n/a	NCUI101
n/a	Financial Information (1) <u>Established Business:</u> Include financial statements and statement of operations for the last three years. If business is less than three years old, include all statements. (2) <u>New Business:</u> Include pro forma statement for a new business operation (at least three years).
n/a	Copy of Legally Binding Agreement (between local govt and the company) *Example available upon request

Project Application

Date of Application:	6/6/2023	Federal Tax ID Number:	56-6000290		
Applicant:	Craven County				
County:	<u>Craven</u>	<u>Tier #</u>	2	Rank	<u>47</u>

Utility Account Funds Requested:	\$ 1,026,375
----------------------------------	---------------------

Project

Start Date	11/1/23
End Date	11/1/24

Project Contact for information/administration:

Name	Jeff Wood
Business Address	<u>406 Craven Street New Bern NC 28560</u>
Email	jwood@cravencountync.gov
Telephone Number	(252) 633-5300

Elected Officer Contact information:

Name	Jason Jones
Business Address	<u>406 Craven Street New Bern NC 28560</u>
Email	jjones@cravencountync.gov
Telephone Number	(252) 633-5300

**Signature, Mayor or Chairman
of Board of Commissioners:** _____

Project Description

1. Indicate type of utility expenditure proposed:

Water		Access (road, etc)	X
Sewer		Gas or Electric	

2. Describe the project in detail:

In the last five years, activity at the Craven County Industrial Park has accelerated. Craven County has sold nearly 56 acres of property. This has accumulated over \$1 million dollars to the county, brought in \$17.6 million in private investment and created/retained 213 jobs. As property in the park decreases, Craven County is looking for new industrial real estate to invest in to ensure it has an inventory of product for economic development. This success included investment from the IDF fund and NC Commerce. Thank you!

One area considered low hanging fruit is 115 acres at Coastal Carolina Regional Airport. The property is currently owned by Craven County. Twenty-five acres of property has gone through the Electricities site readiness program. Ninety acres has been set aside in the airport's twenty year plan to be utilized for aeronautical/aerospace based economic development.

We are requesting this investment to construct a 24' wide 3,900' long access road to open up the ninety acres. This investment will provide much needed industrial space, green space for development and assist the county in product to be utilized by one of its target industries, aerospace. The airport is a critical part of economic development for the region, ranking 4th in the state in annual air cargo totals. Craven County wants to maximize on this opportunity.

3. What is the timeline of the project:

The extension of water, road and sewer to the site will begin in November of 2023 and will be completed within one year of the start date.

4. Describe how the proposed expenditure of Utility Account funds will directly result in the creation of new jobs.

If the project is to primarily benefit an existing firm, or a new firm, please list name and address.

n/a

5. Describe any personal or business relationships existing between the parties: the firm or employers, property owner, contractor, or local governing board.

n/a

6. Describe how you will account for and expend Utility Account funds (how and by whom):

Per the lease agreement of County property to the Coastal Carolina Regional Airport Authority, the Authority will act as the construction management partner in which all invoices will be to the Authority. All finances for the authority are managed by the County Finance Department, therefore the County will pay all expenses and request reimbursement of eligible expenses to the Utility Account funds. The Economic Development department will review all construction activities and payments to contractors prior to seeking reimbursement to ensure funds were disbursed appropriately and in accordance with the grant agreement between Craven County and the Department of Commerce.

BUDGET SOURCE AND USE FORM

1 Local Government Applicant: <u>Craven County</u>	2 Project Name: <u>Coastal Carolina Corporate Aerospace D</u>
3 Project Business (if applicable) <u>n/a</u>	4 Submitted with original application <input checked="" type="radio"/> <input type="radio"/>

5 Sources of Project Funds:

A. IDF UA Amount Requested	\$	<u>1,026,375</u>
Other (Non-IDF) project resources:		
B. <u>Craven County</u>	\$	<u>359,231</u>
C. _____	\$	_____
D. <u>Golden LEAF</u>	\$	<u>753,700</u>
E. _____	\$	_____
F. _____	\$	_____
G. _____	\$	_____
Total Non-IDF: \$		<u>1,112,931</u>
TOTAL PROJECT RESOURCES:		\$ <u>2,139,306</u>

6 Use of Project Funds

	A. IDF UA	B. Craven County	C.	D. Golden LEAF	E.	F.	G.
Water				279,700			
Sewer				474,000			
Gas							
Electric							
Access	1,077,694	359,231					
Rail							
Administration							
Engineering							
Contingency							
Other							
Other							
Total	1,077,694	359,231		753,700			

7 Note any differences in this budget and the pre-application budget originally submitted or any other budget detail:

n/a

RESOLUTION

BE IT RESOLVED, that a grant from the Department of Commerce through the County of Craven be made to assist the Coastal Carolina Corporate Aerospace Development project.

BE IT FURTHER RESOLVED, that Craven County will administer this grant in accordance with the rules and regulations of the Department of Commerce.

BE IT FURTHER RESOLVED, that the County will administer this grant through the County Finance Office.

BE IT FURTHER RESOLVED, that the grant will be monitored quarterly to assure compliance with this proposal and the Department of Commerce regulations.

BE IT FURTHER RESOLVED, that the amount of the grant application will be \$1,026,375

BE IT FURTHER RESOLVED that the County Manager, Assistant County Manager, Finance Department Director and the Economic Development Department Director have signatory authority for requisition requests of IDF funds.

ADOPTED this 5th day of June, 2023.

Chairman

Clerk to Board

3. To allow for flexibility in making requisitions, it is recommended that four (4) authorized signatures appear on the Signatory Form and Certification. Local governments may choose one of two options in completing the Certification. If the local government chooses to use the first option, the chief elected official of the chief finance officer must sign the form as the certifying officer. As signing as the certifying official, the chief elected official or chief finance officer certifies that: 1) the signatures are authentic and 2) that the persons designated as signatories are authorized to sign requisitions for payment. ***If the chief elected official or chief finance officer is the certifying official, that person***

If the recipient wishes to have both the chief elected official and the chief finance officer sign requisitions for payment, the recipient must select the second option for certification. In this case, the governing board must pass a resolution authorizing sufficient persons to act as signatories. In addition, an individual who is not designated as a signatory must certify the authenticity of the authorized signatures. Anyone who knows all of the persons authorized to sign requisitions may sign as the certifying officer. Another local government staff person or member of the governing body is

4. If the recipient wishes to change the persons authorized to sign Requisitions for IDF Funding forms, then a new Signatory Form and Certification must be submitted to the Rural Economic Development
5. No erasures or corrections may appear on the Signatory Form and Certification.

SIGNATORY FORM AND CERTIFICATION		
Recipient Name <u>Craven County</u>	IDF Grant Number <u>U</u>	
Address <u>406 Craven Street</u> <u>New Bern, NC 28560</u>		
Signatures of individuals authorized to sign Requisitions for IDF Funds forms. (Two signatures required on such regulation)		
_____ (Signature)	<u>Jack Veit</u> (Typed Name)	<u>County Manager</u> (Typed Title)
_____ (Signature)	<u>Gene Hodges</u> (Typed Name)	<u>Assistant County Manager</u> (Typed Title)
_____ (Signature)	<u>Craig Warren</u> (Typed Name)	<u>Finance Director</u> (Typed Title)
_____ (Signature)	<u>Jeff Wood</u> (Typed Name)	<u>Director, Econ Dev</u> (Typed Title)
CERTIFICATION		
1. <input type="radio"/> I certify that the signatures above are of the individuals authorized to sign Requisition for IDF Funds form for the above recipient.	_____ (Signature of Certifying Official)	_____ (Typed Title)
2. <input checked="" type="radio"/> The governing board has passed a resolution authorizing the persons above to sign Requisition for IDF Funds forms for the above recipient. A Copy of the resolution is attached. I certify that the signatures above are those of individuals authorized by resolution of the governing board of the recipient to sign Requisition for IDF Funds forms.	_____ (Signature of Certifying Official)	<u>Chairman</u> (Typed Title)

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Craven County</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> </p> <p><input checked="" type="checkbox"/> Other (see instructions) ▶ Local Government</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions. 406 Craven St</p> <p>6 City, state, and ZIP code New Bern, NC 28560</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
OR									
Employer identification number									
5	6		6	0	0	0	2	9	0

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ <i>Ab White</i>	Date ▶ <i>10/20/2022</i>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

NCUI 101 COPY and CERTIFICATION PROCEDURE

Required if there is a named company who will benefit from the project associated with the project

1. The employer creating these jobs will certify that the successful financing of this project will not result in the abandonment of another facility located in a North Carolina community, or that such abandonment is because of obsolescence, site limitations, or lack of available labor.

2. Additionally, the employer will certify that he will carry out the project as described and scheduled in the application; that his firm accepts liability for immediate repayment of these funds, whether a grant or loan, if the actual jobs creation accomplishment does not reach 90% of the goal stated on the project commitment form.

3. (A) A company with one plant in North Carolina must provide the NC Department of Commerce with a copy of its Employer's Quarterly Tax and Wage Report (Form NCUI 101), that is filed with the NC Employment Securities Commission.
 - A company with multiple plants in North Carolina must provide the NC Department of Commerce with a copy of its Multiple Worksite Report (Form BLS 3020) that is filed with the NC Employment Securities Commission. (The appropriate form will be used to verify job creation over time.)
 - An existing North Carolina company that is expanding must provide the NC Department of Commerce with a copy of its most recent quarterly NC Employment Security Commission report prior to the expansion in addition to quarterly reports thereafter.
 - A new North Carolina company must provide to the NC Department of Commerce a copy of its quarterly NC Employment Security Commission report as it begins to file them.

- (B) The above procedure terminates when the project is closed out.

- (C) See below for Limited Waiver of Confidentiality.

LIMITED WAIVER OF CONFIDENTIALITY
QUARTERLY UNEMPLOYMENT INSURANCE TAX RECORDS

Company Name:	n/a
Address:	n/a
Phone:	n/a
Email:	n/a
FEIN:	n/a
NC UIA Number:	n/a

I hereby waive any right to confidentiality, as found in N.C.G.S. 96-4 or otherwise, for the limited purpose of authorizing disclosure of certain information contained in the quarterly unemployment insurance tax records of the above-named taxpayer (hereinafter, "Company") filed with the Division of Employment Security ("DES") of the North Carolina Department of Commerce ("Governmental Unit") and to the employees of the Commerce Finance Center of the North Carolina Department of Commerce and members of the North Carolina Rural Infrastructure Authority ("Rural Authority") for the limited purpose of evaluating the issuance of and, in the event of such issuance, administering and ensuring compliance with, a grant and loan pursuant to N.C.G.S. 143B-472.127 and .128.

I recognize that DES is authorized to provide this information to the public officials of the Governmental Unit and the Rural Authority in the performance of their public duties and that the verification of employment information for the purpose of administering the grant and loan at issue is within the scope of the public duties of the Governmental Unit, and the Rural Authority. I hereby authorize DES to disclose information contained in the Company's quarterly unemployment insurance tax records (the NCUI-101 or successor form) to the Governmental Unit, and/or the Authority for these purposes.

I recognize that unemployment insurance tax information provided in the aggregate to DES and disclosed to the Governmental Unit, the Rural Division and/or the Authority, and the Company's aggregated tax and wage information provided to or otherwise in possession of the Governmental Unit, and/or the Authority, may be treated as public information. This waiver is not intended to release the Governmental Unit, the Rural Division and/or the Authority from any obligation they may have under North Carolina law to maintain the confidentiality of any and all information which could reveal or permit someone to ascertain the identity of any individual employee or that employee's line item unemployment insurance tax or other tax or wage information.

n/a

Signature, Authorized Company Official

n/a

Print Name

n/a

Title

n/a

Date

DEPARTMENTAL MATTERS:

6. **Solid Waste – Award Debris Removal Contract and Debris Monitoring Contract: Steven Aster**

As part of disaster preparedness, Craven County holds prepositioned primary and secondary contracts for Debris Removal and Debris Monitoring. Both functions are typically reimbursable by FEMA for federally declared events. On July 18, 2022, the Craven County Board of Commissioners awarded Phillips & Jordan, Inc and Crowder-Gulf, LLC the final one-year renewal of the contract awarded after Hurricane Florence in 2018. Additionally, the Craven County Board of Commissioners awarded Tetra Tech, Inc a one-year renewal for the Debris Monitoring Contract.

In April 2023, Craven County staff issued a Request for Proposals (RFP) for Disaster Debris Removal and Clearance Services and a Request for Qualifications (RFQ) for Disaster Debris Monitoring Services. Both solicitations were due by the first week in May, 2023. Craven County received 7 responses to the RFP for Debris Removal and 2 responses to the RFQ for Debris Monitoring Services. An evaluation committee of experienced Craven County staff was convened and reviewed all of the responses and developed a scoring and rating matrix. The rating sheets are included in the following documents. It was determined that one Debris Removal company was nonresponsive due to required elements not being included.

It is the recommendation of staff that a primary and secondary contractor be selected for each activity. Additionally, it is recommended that each initial contract be for a 30 month term with two 1 year renewals. This will allow the County to have a more favorable contract renewal period in the future. Each contract will also include the provision that any local government or other governmental entity within Craven County can utilize these contracts through a Cooperative Purchasing Agreement. For Debris Removal and Clearance, the committee recommends that Ceres Environmental be awarded as the primary contractor and Phillips & Jordan, Inc as the secondary contractor, as shown in the following document.

For Debris Monitoring, the committee recommends that Tetra Tech, Inc. be awarded the contract as primary contractor and Thompson Consulting Services be awarded the contract as secondary contractor, as shown in the following document.

Staff is available for any questions.

Board Action: 1) Award Ceres Environmental as the primary contractor for Disaster Debris Removal and Clearance Services and Phillips & Jordan, Inc. as the secondary contractor; 2) Award Tetra Tech, Inc. as the primary contractor for Disaster Debris Monitoring Services and Thompson Consulting Services as the secondary contractor.

Disaster Debris Removal and Clearance Services

	Ceres	P&J	DRC	TFR	Crowder	SDR	Ashbritt
Committee Member 1	234	218	208	154	186	182	N/A
Committee Member 2	216	192	170	147	181	196	N/A
Committee Member 3	212	180	201	154	183	182	N/A
	662	590	579	455	550	560	0

Results
1 Ceres
2 P&J
3 DRC
4 SDR
5 Crowder
6 TFR

	Tetra Tech	Thompson Consulting
Committee Member 1	504	454
Committee Member 2	464	453
Committee Member 3	511	473
	1479	1380
Results		
	1 Tetra Tech	
	2 Thompson Consulting	

DEPARTMENTAL MATTERS:

7. Finance: Craig Warren

A. Occupancy Tax Budget Amendment

Occupancy tax collections countywide for the current year are running approximately 7.6% ahead of last year's collections and are expected to exceed original budget estimates. As a result of the increased collections, the portion of occupancy taxes collected by the County and remitted to the Tourism Development Authority (TDA) will also exceed our original budget estimates. It is estimated that an additional \$75,000 will be needed in order to continue remitting the TDA's portion through the end of the fiscal year.

The Board will be requested to approve the budget amendment, shown in the following document, in the amount of \$75,000.

Board Action: Approve budget amendment; a roll call vote is needed

DEPARTMENTAL MATTERS:

7. Finance: Craig Warren

B. Rescue Squads Budget Amendment

Ambulance service fees billed and collected by the County on behalf of the following rescue squads are anticipated to exceed original budget projections. It is estimated that an additional \$95,000 will be needed to continue remitting the squad payments through the end of the fiscal year. The projected increases to revenue estimates by squad are \$6,000 for New Bern Craven County Rescue, \$4,000 for Fort Barnwell, \$17,000 for Bridgeton Rescue, \$56,000 for Vanceboro Rescue, and \$12,000 for Township #7. The attached budget amendment reflects the projected increases for each squad along with the corresponding expenditures.

The Board will be requested to approve the budget amendment, shown in the following document, in the amount of \$95,000.

Board Action: Approve budget amendment; a roll call vote is needed

8. APPOINTMENTS

A. Pending:

Community Child Protection Team
Craven Clean Sweep
Emergency Medical Services
Fireman's Relief Fund Board (District 5)
Highway 70 Corridor Committee
Local Emergency Planning Committee
Volunteer Agricultural District (District 6)

B. Current:

Craven County Planning Board

- Applicant Mark Best (District 3) seeks appointment to fill vacant seat

Coastal Carolina Regional Airport Authority

- George Liner (appointed 2020) seeks reappointment
- Jason Jones (appointed 2020) seeks reappointment
- Kellie Hawkins/Kiser (appointed 2020) does not seek reappointment (7 applications in the following documents)

Craven County ABC Board

- Kenneth Morris (has only served 2 years) seeks reappointment
- Carol Crayton (has served 12 years) (9 applications in the following documents)

Fire Tax Commissioners

- Applicant Ron Pound seeks to fill vacant seat left by Carl Barwick (application and letter of recommendation follow)

New Bern Board of Adjustment

- Sandra Gray (appointed 2020)– seeks reappointment

Havelock Planning Board

Alfred Gray (appointed 2019) – seeks reappointment

Appoint a NACo Voting Delegate

C. UPCOMING: Terms Expiring July

Eastern Carolina Workforce Development Board

- William Green
- John Wilson
- Anthony Cruz

Fireman's Relief Fund

- Joshua Whitford (TWP 2 Little Swift Creek)

Fire Tax Commissioners

- Joann Slagle (TWP 6)

Emergency Medical Services

- Robert Boyd

Juvenile Crime Prevention Council

- Jamara Wallace
- Carlton Metts
- Christopher Devone

Craven County Recreation Advisory

- Matt Webb
- Chad Braxton
- Daniel Miller

Havelock Board of Adjustment

- Thomas McCarthy
- Reuben Mikul

Community Child Protection Team

- Emily McDonald (DSS Director Designee)

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

Mark Weldon Best

Craven County | Generated 5/22/2023 @ 8:01 am by OnBoard2 - Powered by ClerkBase

Status

Name Mark Weldon Best
Application Date 5/19/2023
Expiration Date 5/19/2025
Status Received

Craven County Planning Board

1

Pending

Basic Information

Name
Mark Weldon Best

Please list any other Boards or Commissions on which you currently serve?
Craven County Sheriff Advisory Board

Please tell us about yourself and why you are interested in serving on a board or commission? I'm interested in continuing to be a servant and assisting in the development of our County and its citizens. I've always been interested in meeting the needs of our citizens and have being an advocate for their well being as well as in the growth of Craven County. I was on the City of New Bern Planning and Zoning Board for 11 years and recently completed 8 years of serving on the Craven Co. Social Services Board. My experience in working with employers in my position at Craven Community College has given me a unique knowledge of our community.

Other Questions

Question #1

What is your Commissioner's District? 3

Question #2

Highest Education Level
Bachelors Degree or higher

Generated 5/22/2023 @ 8:01 am

Contact Information

Address
878 NC Hwy 55 West
New Bern, NC 28562

Phone
[252-670-3646](tel:252-670-3646)

Cell Phone
[252-670-3646](tel:252-670-3646)

Email bestm1756@yahoo.com

Occupation

Employer
Retired From Craven Community
College 1/2017

Occupation
Continuing Education/Workforce Development

Job Title
Director of Workforce Readiness &
Special Programs

Professional Licenses
N/A

Registrations/Certifications N/A

Professional Bio /Leadership Profile

Name: Mark W. Best

Retired: January 31, 2017 Craven Community College

Former Director of Workforce Readiness and Special Programs @

Craven Community College; Email:

bestm1756@yahoo.com

Educational Experience:

Degree: Business Administration, Fayetteville State University, 1978

Diploma: West Craven High, 1974

Work Experience (include all academic & managerial):

- Part-time Recruiter Basic Skills & College & Career Readiness Programs – Craven Community College – 8/2019 – 5/2020**
- Director of Workforce Readiness & Special Programs – CCC, 2/06-2/2017 / Motivational Speaker/ Community Advocate**
- Assistant Dean of Continuing Education/Director of Human Resources Development-Career Start Programs – Craven CC, 10/88-1/06**
- Adult Basic Education Program Director-Craven CC 10/85-9/88**
- Crystal Coast Therapy Services Inc. – Professional Mentor/Trainer, (part-time)**
- Foster Parent- Omni Visions Inc., 4/96-9/96**
- Professional Trainer and Therapeutic Parent – Neuse Center (parttime), 1995-1996**
- Foodstamp Eligibility Specialist—Craven County Department of Social Services, 6/83-9/85**
- Math Assistant to Math Department—Craven County Schools, J.T. Barber Jr. High School, 12/82-6/83**
- Summer Youth CETA Counselor—Twin Rivers Opportunities, Inc., 6/82-9/82 (part-time)**
- Summer Youth Counselor—Twin Rivers Opportunities, Inc., 6/81-9/81 (part-time)**
- Teacher's Assistant to Transition Program—Craven County Schools, H.J. MacDonald Middle School, 2/80-6/81**

**-Summer Youth Counselor—Coastal Progress, Inc. CETA Program,
6/80-9/81 (part-time)**

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Honors:

**2022 – Craven Community College Staff Emeritus Honor
2022 – Teen Fashion Academy Stellar Service Award
2021 - Vision Forward Group Community Service Award
2017 - Black History Month Executive Achievement Award
per Black History Awards Banquet Committee
2017 - Coastal Community Action Partnership Excellence Award
2014 - Unsung Hero – Blast from the Past Award
2011- North Carolina Community College System State Staff Person
of the Year
2010 - Craven Community College Staff Person of the Year
2008 - Coastal Community Action, Inc. Pioneer Award
2007 - Martin Luther King Scholarship Committee Humanitarian
Award
2005 - Uptown Business and Professional Assoc., Inc. Star Award
2005 - Craven County Dept. of Social Services Appreciation Award
2005 - July's Sun Journal Newspaper "Your Neighbor" Featured
Article**

Relevant professional development experiences:

**2022 Family Life Ministry Certificate on Building Homes of Hope and
Wholeness – South Atlantic Conference of Seventh Day Adventist
2016 Global Career Facilitator Training Certificate
5/2011 Certified Program Planner- The Learning Resources Network
Institute
12/2011 Human Resources Development/Career Readiness Certificate
Institute
11/2009 Human Resources Development (HRD) Director's Institute
5/2009 Webinar Training NCCCAEA on Customize Training & WIA Funding
4/2009 Workforce Investment Act (WIA) & Trade Adjustment Assistance
Training (TAA) for Dislocated Workers with ESC/Joblink WIA staff. 10/2009
NC Career Readiness Certificate Training
2007 Human Resources Development (HRD) -Career Start Training
Academy**

2006 HRD-Career Start Training Academy
2005 HRD-Career Start Training Academy
2004 HRD-Career Start Training Academy
2003 HRD Training Academy

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Professional Leadership Roles (committees, state office, CIP, etc.):

2011-2012 NC Community Colleges Human Resources Development Program State Advisory Board
2011 Initiated African American Community Action Committee at Craven Community College. (A community and college partnership initiative).

Community Leadership Roles:

- Current Head Elder of Ephesus SDA Church
- 2014 -6/2022 Board Member of Craven County Dept. of Social Services; Chair of Board 7/20 – 6/22
- Member of Craven Co. Sheriff Dept. Advisory Committee
- Former Board Member – Coastal Coalition for the Prevention of Substance Abuse
- Former Member – Craven County Social Services Success Team
- Former Board Member – Coastal Women’s Shelter New Choices Program Advisory Committee
- Former Board Member- Twin Rivers YMCA
- Former Board Member – City of New Bern Planning & Zoning Board (2001 -2011)
- Former Board Member and Initiator of – Craven County Literacy Council
- Former Board Member – Craven County Criminal Justice Partnership Board (2006-2010)
- Former Member – Craven County Career Fair Committee (2001-2008)
- Former Member – Craven County Joblink Committee (Current)
- Leadership Craven – Chamber of Commerce 2003-2003
- Former Board Member – Craven County Partners in Education
- Former Board Member – CARTS Advisory Board
- Former Board Member – Craven County Partnership for Children

- Former Board Member – CETC Employment Opportunities
 - Promoter and Initiator of “Basketball Skills and Personal Development Program” with Craven County School System for Youth 11- 15, 2001-2006
- Professional Bio /Leadership Profile

Name: Mark W. Best

Retired: January 31, 2017 Craven Community College

Former Director of Workforce Readiness and Special Programs @

Craven Community College; Email:

bestm1756@yahoo.com

Educational Experience:

Degree: Business Administration, Fayetteville State University, 1978

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Pg. 2

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Relevant professional development experiences:

- 2022 Family Life Ministry Certificate on Building Homes of Hope and Wholeness – South Atlantic Conference of Seventh Day Adventist
- 2016 Global Career Facilitator Training Certificate
- 5/2011 Certified Program Planner- The Learning Resources Network Institute
- 12/2011 Human Resources Development/Career Readiness Certificate Institute
- 11/2009 Human Resources Development (HRD) Director's Institute
- 5/2009 Webinar Training NCCCAEA on Customize Training & WIA Funding
- 4/2009 Workforce Investment Act (WIA) & Trade Adjustment Assistance Training (TAA) for Dislocated Workers with ESC/Joblink WIA staff. 10/2009 NC Career Readiness Certificate Training

2007 Human Resources Development (HRD) -Career Start Training Academy

2006 HRD-Career Start Training Academy

2005 HRD-Career Start Training Academy

2004 HRD-Career Start Training Academy

2003 HRD Training Academy

Pg. 3

Professional Leadership Roles (committees, state office, CIP, etc.):

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2011 Initiated African American Community Action Committee at Craven Community College. (A community and college partnership initiative).

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- **Current Head Elder of Ephesus SDA Church**
- **2014 -6/2022 Board Member of Craven County Dept. of Social Services; Chair of Board 7/20 – 6/22**
- **Member of Craven Co. Sheriff Dept. Advisory Committee**
- **Former Board Member – Coastal Coalition for the Prevention of Substance Abuse**
- **Former Member – Craven County Social Services Success Team**
- **Former Board Member – Coastal Women’s Shelter New Choices Program Advisory Committee**
- **Former Board Member- Twin Rivers YMCA**
- **Former Board Member – City of New Bern Planning & Zoning Board (2001 -2011)**
- **Former Board Member and Initiator of – Craven County Literacy Council**
- **Former Board Member – Craven County Criminal Justice Partnership Board (2006-2010)**
- **Former Member – Craven County Career Fair Committee (2001-2008)**
- **Former Member – Craven County Joblink Committee (Current)**
- **Leadership Craven – Chamber of Commerce 2003-2003**
- **Former Board Member – Craven County Partners in Education**

- **Former Board Member – CARTS Advisory Board**
- **Former Board Member – Craven County Partnership for Children**
- **Former Board Member – CETC Employment Opportunities**
- **Promoter and Initiator of “Basketball Skills and Personal Development Program” with Craven County School System for Youth 11- 15, 2001-2006**

Mr. James Sullivan Williams

Craven County | Generated 4/12/2023 @ 3:32 pm by OnBoard2 - Powered by ClerkBase

Status

Name Mr. James Sullivan Williams
Application Date 1/5/2022
Expiration Date 1/5/2024
Board Member [James Sullivan Williams](#)
Status Validated

Board (Rank)	Vacancies	Status
Emergency Medical Services Advisory Council (1)	2	Pending
Coastal Carolina Regional Airport Authority (2)	0	Pending
Local Emergency Planning Committee (3)	3	Pending

Basic Information

Name
Mr. James Sullivan Williams

Contact Information

Address
402 Old Pollocksville Rd
New Bern, NC 28562
Phone
[301 401-2854](tel:3014012854)
Email
jsullivanwill@gmail.com

Occupation

Employer
United States Navy
Occupation
Independent Duty Corpsman
Job Title
Retired
Registrations/Certifications
Certified Professional Manager,
Resilience Team Building Coach, NC-
EMT(Basic), ICS-300, ICS-400,
Firefighter I (Maryland), Tactical
Combat Casualty Care Instructor.

Other Questions

Question #1

What is your Commissioner's District?
5

Question #2

Highest Education Level
Associates Degree

Gender

What is your gender?
Male

Ethnicity

What is your ethnic origin?
Black or African American

Generated 4/12/2023 @ 3:32 pm

Mark Eckert

Craven County | Generated 5/31/2023 @ 11:06 am by OnBoard2 - Powered by ClerkBase

Status	Contact Information	Occupation
Name Mark Eckert	Address 207 Appenzell Lane New Bern, NC 28562	Employer Retired
Application Date 6/10/2021	Cell Phone 609 605 7605	
Expiration Date 6/10/2023	Email meckert814@gmail.com	
Board Member Mark Eckert		
Status Validated		

Basic Information

Name
Mark Eckert

Please list any other Boards or Commissions on which you currently serve?
Since moving to New Bern I have been a volunteer at Tryon Palace in a wide variety of functions including as an actor in Candlelight, accumulating approximately 400 hours of service per year.

In addition, I have been involved with Craven Literacy Council as well as the Master Gardener program under the NC Cooperative Extension.

Please tell us about yourself and why you are interested in serving on a board or commission?

I have an extensive background in aviation including:

* flew single and dual engine aircraft in early 80s* was an executive with a company that had a fleet of private aircraft, twin piston and turboprops and jets, based at our own flight facility behind our headquarters * starting in 1977 I flew commercial most every week domestically in sales until 1998, when I moved over into the international side, spending 65% of my time flying until retirement in 2014, the last 2 years out of Coastal Carolina Regional Airport

* My father owned and flew a Mooney MK 20C when I was growing up and I worked summers as a teenager at Burlington County Airpark in NJ

I believe all of the above gives me unique insight and an extensive background into airport operations including the FBOs and concerns of private aircraft owners. Further I served as a member of the Board of Directors of Inductotherm Corp in addition to being a high ranking member of management. And I have served on the Taberna HOA Board. This allows insight into how to work with people in this environment. The bottom line is that I have a strong desire to contribute to the continued growth of the airport and of this community that my wife and I have adopted as our own.

Other Questions Question #1

What is your Commissioner's District? 7

Question #2

Highest Education Level
Bachelors Degree or higher

Gender

What is your gender?

Male

Generated 5/31/2023 @ 11:06 am

Michael Graham Raines

Craven County | Generated 4/12/2023 @ 3:39 pm by OnBoard2 - Powered by ClerkBase

Status

Name Michael Graham Raines
Application Date 1/3/2023
Expiration Date 1/3/2025
Board Member [Michael Graham Raines](#)
Status Validated

Board	Vacancies	Status
Coastal Carolina Regional Airport Authority	0	Pending

Basic Information

Name
Michael Graham Raines

Please list any other Boards or Commissions on which you currently serve?
New Bern Area Chamber of Commerce 2011-present. 2021 Chamber Member of the Year.
Neuse River Region Association of Realtors (NRRAR) NRRAR Board of Directors 2014-presently, President 2022. NRRAR MLSBOD 2011-present, President 2017.

Please tell us about yourself and why you are interested in serving on a board or commission?

I was born and raised in New Bern/Craven County and made it my life long goal to live in and serve this beautiful community. While I love eastern North Carolina and make it my home, I also love to travel to other areas including over 16 countries on 6 continents. I prefer to fly out of EWN whenever possible and encourage others to do the same. I've long recognized the vital importance that having a local airport serves to Craven County. One of my first "real jobs," was working in local hotels where I got to interact with travels and visitors to our area. I got to see how vital this resource is to our community both personally but also professional and economically. In my profession I hear from numerous people who visit our area and that they are pleased to that we have an airport serving out community and I'm always pleased to hear them compliment our airport's facilities. I would be honored to help serve on this board to work to ensure that this great asset to our community continues to thrive.

Business and/or Civic Experience/Involvement

I serve on numerous boards and contribute to numerous nonprofits throughout the community.

Other Questions

Question #1

What is your Commissioner's District?

7

Question #2

Highest Education Level

Bachelors Degree or higher

Gender

What is your gender?

Male

Ethnicity

What is your ethnic origin?

White

Contact Information

Address
704 Madam Moores Ln
New Bern, NC 28560

Phone
[2522592129](tel:2522592129)

Email
michaelraines@c21zr.com

Occupation

Employer
Century 21 Zaytoun-Raines

Occupation
Real Estate

Job Title
Owner/Broker-In-Charge

Professional Licenses
NC Real Estate Commission
Broker/Broker-In-Charge

Registrations/Certifications
Graduate Realtors Institute Awarded 2004
Community Fabric Award for Business 2017
2018 Distinguished Alumni Award by Craven County Schools for Significant Contributions to the Community & his Profession.
New Bern Chamber of Commerce 2021 Chamber Member of the Year.

Mr Owen Dunn Andrews

Craven County | Generated 4/12/2023 @ 3:32 pm by OnBoard2 - Powered by ClerkBase

Status

Name Mr Owen Dunn Andrews
Application Date 11/9/2022
Expiration Date 11/9/2024
Board Member [Owen Andrews](#)
Status Validated

Board	Vacancies	Status
Coastal Carolina Regional Airport Authority	0	Pending

Basic Information

Name
Mr Owen Dunn Andrews

Please list any other Boards or Commissions on which you currently serve?
Craven 100 Alliance-Chairman
Outdoor Heritage Advisory Council
Southeastern Partnership Council
Allies for Cherry Point(2019-2021)

Please tell us about yourself and why you are interested in serving on a board or commission?
Private Pilot(35-years), plane owner, local advocate for Craven County and Cities of New Bern and Havelock. I realize how important the airport is to continue our economic development growth.

Business and/or Civic Experience/Involvement
Chamber/Swiss Bear

Other Questions

Question #1

What is your Commissioner's District?
4

Question #2

Highest Education Level
Bachelors Degree or higher

Gender

What is your gender?
Male

Ethnicity

What is your ethnic origin?
White

Generated 4/12/2023 @ 3:32 pm

Contact Information

Address
103 Trent Shores Dr
Trent Woods, NC 28562

Phone
[2525716114](tel:2525716114)

Cell Phone
[2525716114](tel:2525716114)

Email
owenandrews103@gmail.com

Occupation

Employer
PrintElect/Alphagraphics

Occupation
Election Services/Printing/Graphic Communications

Job Title
President & CEO

Registrations/Certifications
Licensed Pilot

Jeffrey Brant Haddock

Craven County | Generated 4/12/2023 @ 3:38 pm by OnBoard2 - Powered by ClerkBase

Status

Name Jeffrey Brant Haddock
Application Date 1/18/2023
Expiration Date 1/18/2025
Board Member [Jeffrey Brant Haddock](#)
Status Validated

Board (Rank)

Board (Rank)	Vacancies	Status
Coastal Carolina Regional Airport Authority (1)	0	Pending
Local Emergency Planning Committee (2)	3	Pending
Craven County Recreation Advisory Council (3)	0	Pending
Fireman's Relief Fund Board of Trustees (4)	9	Pending
Craven County ABC Board (5)	0	Pending

Basic Information

Name
Jeffrey Brant Haddock

Please tell us about yourself and why you are interested in serving on a board or commission?

I am a local resident originally from Trenton. I am a retired US Army Reserve Logistics Officer and a graduate of NC State University. I am married and my wife Sandra and I have twins that are seniors at NC State. For years my employment kept me on the road and I was unable to be involved in my local community. Now that I work locally I feel it is my civic duty to try and give back in some small way whenever possible.

Business and/or Civic Experience/Involvement

Ambassador with the New Bern Chamber of Commerce. Life member of VFW post 2514 and member of American Legion Post 154.

Contact Information

Address
5111 White Oak Drive
Trent Woods, NC 28562

Phone
[2524745470](tel:2524745470)

Email
jeffhaddock@hotmail.com

Occupation

Employer
Servpro of New Bern
Occupation
Sales and Marketing
Job Title
Territory Manager

Other Questions

Question #1

What is your Commissioner's District?

4

Question #2

Highest Education Level

Bachelors Degree or higher

Gender

What is your gender?

Male

Ethnicity

What is your ethnic origin?

White

Generated 4/12/2023 @ 3:38 pm

JEFFREY B. HADDOCK

New Bern, NC / 252-474-5470 / jeffhaddock@hotmail.com
<https://www.linkedin.com/in/jeffreyhaddock>

SUMMARY

Award-winning sales and business development professional with a career distinguished by quota-surpassing sales success. Consistently Ranked in the top tier nationwide for sales of both newly launched and established products. Excellent negotiator and strong communicator who quickly establishes rapport, builds credibility, and recruits new clients by cultivating lasting relationships.

- Politely Persistent
- Energetic and Enthusiastic
- Confident Cold Caller
- Organized and Focused
- Disciplined and Determined
- Extensive Industry Knowledge

SALES AND BUSINESS DEVELOPMENT EXPERIENCE

- Sales and Marketing Territory Manager, Servpro of New Bern** New Bern, NC (2022-2022)
- Lead sales and marketing responsibilities within assigned territory
 - Develop and execute sales and marketing strategic plan with all associated objectives
 - Actively network and build industry contacts: Insurance, City, County, Business, Education, Property, etc.
- Business Development Representative, The Blood Connection** Greenville, NC (2019-2021)
- Generate(sell) a minimum of 3 successful blood drives and a minimum of 100 pints collected per month
 - Booked (sold) 131% of new drive goal in 2020 and 128% of new drive goal in 2021
 - Total collected pints were 151% of goal in 2020 and 157% of goal in 2021
- Account Executive, Bradley-Morris, LLC** New Bern, NC (2019-2019)
- Identified new prospects through aggressive cold calling and lead generation
 - Achieved weekly, monthly, and annual activity and sales objectives
 - Conducted follow up calls to ensure solutions are performing as promised
- Government Account Executive, Totalis Consulting Group, Inc.** New Bern, NC (2019-2019)
- Generated new business opportunities from targeted Department of Defense (DoD) agencies
 - Identified programmatic business opportunities in the areas of military exercise and training solutions
 - Planned, directed, and coordinated business development/marketing and proposal operations
- Field Consultant, Diagnostic Reference Group Laboratory** Raleigh, NC (2016-2018)
- Provided state-of-the-art DNA based testing services for the digestive system
 - Targeted specialties include Gastroenterology, Pediatrics, and Internal Medicine
 - Improved sales from just 2 tests ordered per month to 43 tests per month in my first four months
 - Grew sales to 200% of goal in the first ten months
- Territory Manager, Sigma-Tau Pharmaceuticals** Raleigh, NC (2013-2015)
- Targeted specialties include Gastroenterology and Pediatrics
 - Launched Colief to #1 in region and #4 in nation for 2014
 - Built under performing territory up to top 10% ranking in 2015

JEFFREY B. HADDOCK

SALES AND BUSINESS DEVELOPMENT EXPERIENCE CONTINUED

Pharmaceutical Sales Rep, inVentiv Health/Novartis Consumer Health Greenville, NC (2009-2011)

- Promoted Prevacid 24HR, Excedrin Migraine, Benefiber, Boost and Triaminic
- Targeted specialties including Gastroenterology, OB/GYN, and Pediatrics
- Achieved Representative of Distinction Award Winner for 1st semester 2011
- Achieved Platinum Level Performer for 2nd semester 2010

Pharmaceutical Sales Rep, inVentiv Health/Sanofi-Aventis (contract) New Bern, NC (2007-2008)

- Promoted Actonel (co-promotion with P&G), Allegra-D and Nasacort AQ
- Targeted specialties included Rheumatology, Orthopedic, OB/GYN, and Primary Care
- Ranked in the top 25% for market share for all three products
- Deployed to Afghanistan in support of Operation Enduring Freedom 04/2008

Neuroscience Sales Rep, PSS/Takeda Pharmaceuticals (contract) Greenville, NC (2005-2007)

- Launched and promoted new products Rozerem and Amitiza
- Targeted specialties included Psychology, Neurology, OB/GYN, IM and Primary Care
- Final quarter goal attainment was 113.6% for Rozerem and 132.5% for Amitiza
- Served as District Captain in order to mentor newly hired reps

Pharmaceutical Sales Rep, Bayer HealthCare Pharmaceuticals Norfolk, VA (2003-2004)

- Promoted Levitra, Avelox, and Cipro XR
- Targeted specialties included Urology, IM, Urgent Care and Primary Care
- Attained 113% of 1st semester sales goals on all three products
- Increased Avelox territory sales by 20% over first semester of 2003

MILITARY PROFESSIONAL EXPERIENCE

Lieutenant Colonel, Logistics Planner, The Joint Staff (J7), U.S. Army Reserve Suffolk, VA (2009-2016)

- Responsible for planning and execution of NORTHCOM Exercises
- Provided oversight as Exercise Controller for Ardent Sentry and Vigilant Shield
- Directed contractor support staff to ensure training events were conducted to standard

Major, LOGCAP Logistics Support Officer, Operation Enduring Freedom Afghanistan (2008-2009)

- Directed units forward operation requirements for the Logistics Civil Augmentation Program (LOGCAP)
- Conducted LOGCAP planning and execution for U.S. Forces, NATO and all other coalition forces
- Developed the units Customer Service Request Letter (CSRL) based on their requirements and needs
- Executed planning missions and capture requirements/documents in a statement of work (SOW)

EDUCATION AND SPECIAL TRAINING

North Carolina State University, B.A. in Business Management

Army Logistics Management College, Logistics Executive Development Course

Special Program Training: Integrity Selling, Challenger Selling, OTC Promotional Practices, Salesforce.com

Mr. Robert Brinson, Jr.

Craven County | Generated 5/31/2023 @ 11:03 am by OnBoard2 - Powered by ClerkBase

Status

Email bobbrinson08@gmail.com

Name Mr. Robert Brinson, Jr.
Application Date 3/22/2023
Expiration Date 3/22/2025
Board Member [Robert Brinson, jr.](#)
Status Validated

Basic Information

Name Mr. Robert Brinson, Jr.

Please list any other Boards or Commissions on which you currently serve?
Juvenile Crime Prevention Council and New Bern Metropolitan Planning Organization

Please tell us about yourself and why you are interested in serving on a board or commission? I have the aeronautical expertise from having been a US Army helicopter pilot, the ability to read and interpret regulations from being an Inspector General, and the communications skills to explain them to our citizens.

Business and/or Civic Experience/Involvement
Veterans Council of Craven County VP, American Legion Post 539 Board Member, Chamber of Commerce Member

Other Questions Question #1

What is your Commissioner's District? 4

Question #2

Highest Education Level
Masters of Public Administration

Gender

What is your gender?
Male

Ethnicity

What is your ethnic origin?
White

Generated 5/31/2023 @ 11:03 am

[Coastal Carolina Regional Airport Authority](#)

0

Pending

Contact Information

Address
5012 Lakeshore Drive New Bern,
NC 28562

Cell Phone
[2523493444](tel:2523493444)

Occupation

Employer
US Army
Occupation
Retired

Robert (Bob) Brinson

New Bern, NC

252-349-3444

bob.brinson.08@gmail.com

PROFESSIONAL SUMMARY

Proven results-oriented leader that held various executive, operations, and logistics positions as an Army officer, a helicopter pilot, and an Army Inspector General. Demonstrated excellent verbal and oral communications skills with senior executives and Inspector General students consisting of senior leaders.

EXPERIENCE Alderman, City of New Bern, 2022-present

Senior Instructor, United States Army Inspector General School, 2015 – 2019

- Supervised four other instructors in the facilitation of curriculum of eleven classes annually with a through-put of 662 students per year
- Facilitated curriculum for more than 1,600 students leading to certification as Inspector General
- Updated the “Conducting Inspections” curriculum from key skills to learning objectives to instructional materials including books, tutorials, practical exercises, and presentations

Chief of Inspections, Inspector General Corps, III Corps and Fort Hood, Texas, 2012 – 2015

- Performed as the lead inspector during thirty inspections on various functional programs to ensure efficiency and compliance with law, government policy, and DOD and Army regulations by identifying systemic problems, identifying root causes, and making recommendations for problem solutions
- Coordinated eleven general inspections to demonstrate combat readiness of the inspected unit

Battalion Commander, 78th Aviation Battalion, United States Army, Camp Zama, Japan, 2010 – 2012

- Led a unit of 60 people including Soldiers, Civilians, Contractors, and Japanese employees consisting of five Blackhawk helicopters and three executive jets
- Managed an annual \$2.5 million budget consisting of 1,250 flying hours while maintaining excellent customer flight service
- After the earthquake, tsunami, and nuclear disaster in 2011 in Japan, task-organized three separate teams to simultaneously perform flight operations in support of humanitarian assistance in northern Japan and in support of a military exercise in the Philippines, while assisting the voluntary departure of family members in central Japan
- United States Army Japan subject matter expert on Aviation subjects and liaison to Japanese SelfDefense Force Aviation Units

Education

- Master of Public Administration, University of Oklahoma
- Bachelor of Science, Political Science (American), United States Military Academy at West Point - High School Diploma, New Bern Senior High School

Volunteer History

- Juvenile Crime Prevention Council, 2020-now, Vice Chair 2022-present
- Treasurer, 2020-22, Vice Chair 2022-present, Veterans Council of Craven County

- American Legion Post 539, 2020-present, Judge Advocate 2021-present
- Veterans of Foreign Wars Post 2514, 2020-present
- President, Parent Teacher Student Association, West Springfield High School, VA 2017-18
- Vice President, Parent Teacher Student Association, West Springfield High School, VA 2016-17 and 2018-19
- Chairman, Board of Elders, Parkway Bible Church, Springfield, VA 2018-2019

Christopher Ormond

Craven County | Generated 4/12/2023 @ 3:31 pm by OnBoard2 - Powered by ClerkBase

Status		Board	Vacancies	Status
Name	Christopher Ormond	Coastal Carolina Regional Airport Authority	0	Pending
Application Date	8/25/2021			
Expiration Date	8/25/2023			
Board Member	Christopher Ormond			
Status	Validated			

Basic Information

Name
Christopher Ormond

Please list any other Boards or Commissions on which you currently serve?
New Bern Housing Authority

Please tell us about yourself and why you are interested in serving on a board or commission?
Interested in the economic impact of the air port and its future to become and even larger hub for our community

Contact Information

Address
3822 Windy Trail
New Bern, NC 28560

Phone
[252-571-0699](tel:252-571-0699)

Email
clormond@yahoo.com

Occupation

Employer
Tidewater air services

Occupation
Lineman

Job Title
Supervisor

Other Questions

Question #1

What is your Commissioner's District?
I don't know

Question #2

Highest Education Level
High School or GED

Gender

What is your gender?
Male

Ethnicity

What is your ethnic origin?
White

Generated 4/12/2023 @ 3:31 pm

Mayor Dred Mitchell, Jr.

Craven County | Generated 5/31/2023 @ 10:46 am by OnBoard2 - Powered by ClerkBase

Status

Name

Mayor Dred Mitchell, Jr.

Application Date

4/13/2023

Expiration Date

4/13/2025

Board Member

[Dred Mitchell](#)

Status

Validated

Board	Vacancies	Status
Craven County ABC Board	0	Pending

Basic Information

Name

Mayor Dred Mitchell, Jr.

Contact Information

Address

PO Box 12
Cove City, NC 28523

Cell Phone

[2523424590](tel:2523424590)

Email

dcmitchelljr@gmail.com

Occupation

Employer

Self Employed

Occupation

Farmer

Other Questions

Question #1

What is your Commissioner's District?

2

Question #2

Meeting Date: June 5, 2023

Highest Education Level

Bachelors Degree or higher

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Carol Stubbs

Craven County | Generated 5/31/2023 @ 10:47 am by OnBoard2 - Powered by ClerkBase

Status

Name

Carol Stubbs

Application Date

3/28/2023

Expiration Date

3/28/2025

Board Member

[Carol Stubbs](#)

Status

Validated

Board	Vacancies	Status
Craven County ABC Board	0	Pending

Basic Information

Name

Carol Stubbs

Resume File

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Please list any other Boards or Commissions on which you currently serve?

Swiss Bear

Please tell us about yourself and why you are interested in serving on a board or commission?

Originally from Havelock, was involved in public school and youth sports after moving to New Bern in 2003 worked with Stubbs & Perdue, Now operating a small business. Interested in serving my community and help provide oversight and to help make decisions that may affect myself and other business owners.

Upload a Resume

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Contact Information

Address

100 Country Club Circle
Trent Woods, NC 28562

Cell Phone

[2526717822](#)

Email

cstubbs@stubbsperdue.com

Occupation

Employer Meeting Date: June 5, 2023

Captain Ratty's & Stubbs & Perdue

Occupation

Owner/operator and office manager

Other Questions

Question #1

What is your Commissioner's District?

4

Question #2

Highest Education Level

High School or GED

Gender

What is your gender?

Female

Ethnicity

What is your ethnic origin?

White

Generated 5/31/2023, 10:46:42 AM

Mary-Liz Hynes

Craven County | Generated 5/31/2023 @ 10:47 am by OnBoard2 - Powered by ClerkBase

Status

Name

Mary-Liz Hynes

Application Date

3/27/2023

Expiration Date

3/27/2025

Board Member

[Mary-Liz Hynes](#)

Status

Validated

Board	Vacancies	Status
Craven County ABC Board	0	Pending

Basic Information

Name

Mary-Liz Hynes

Please list any other Boards or Commissions on which you currently serve?

Craven County Republican Women's Club

Grantham 2B Precinct Board

Please tell us about yourself and why you are interested in serving on a board or commission?

I am interested in serving on the Craven County ABC Board because the friends who know me have suggested that my skills would be a good fit for this board. And since my husband's death last spring, I now have the time to be a member of the board.

I have always been a "doer" and my 16 years in Craven county have been no exception. I worked at the polls in Harlowe for most of the elections during the 10 years we lived at 105 Aspen Court in Neuse Point East. With a friend, I established a GOP office in Havelock. My husband and I volunteered at Annunciation church teaching Sunday school. I was also very active in the Military of the Purple Heart Auxiliary on the local, state and national levels.

When we moved to Carolina Colours, mainly because of my husband's illness, I started to served on boards in the community and continued my work with the Board of Elections at the polls.

Contact Information

Address

4163 CINNAMON RUN

4163 Cinnamon Run

NEW BERN, NC 28562

Phone

[2522409672](tel:2522409672)

Cell Phone

[2522409672](tel:2522409672)

Email

mlhynes119@gmail.com

Occupation

Occupation

Retired

Job Title

Database Manager

Registrations/Certifications

MOS Access Database

Other Questions

Question #1

What is your Commissioner's District?

7

Question #2

Highest Education Level

Bachelors Degree or higher

Gender

What is your gender?

Female

Ethnicity

What is your ethnic origin?

White

Generated 5/31/2023, 10:46:52 AM

Mr Guy Rooney Gregg

Craven County | Generated 5/31/2023 @ 10:47 am by OnBoard2 - Powered by ClerkBase

Status

Name

Mr Guy Rooney Gregg

Application Date

3/23/2023

Expiration Date

3/23/2025

Board Member

[Guy Rooney Gregg](#)

Status

Validated

Board	Vacancies	Status
Craven County ABC Board	0	Pending

Basic Information

Name

Mr Guy Rooney Gregg

Please tell us about yourself and why you are interested in serving on a board or commission?

After leaving the Marine Corps in 1975 I was recruited to join the management team for Steak and Ale Restaurants, a national full-service restaurant chain. After opening and operating a number of units in four states I moved to a small Restaurant group in NJ as a Regional manager. I later purchased two of my operations and started my own company. We then opened a third. We remained owners and operators until 2003. In 1994 I won a seat in the NJ General Assembly and held that seat until 2007. Since then, I have been a partner in a Government Affairs and Public Relations firm. One of our clients the NJ Restaurant and Hospitality Association we were retained specifically to work on ABC licensing, regulations and policy. I have owned three liquor licenses in NJ and operated licensed facilities in four states over the years. As a small business owner, I have experience in hiring, scheduling and budgeting. As a license owner I have direct experience with the process. As a former lawmaker I am familiar with the three-tier system and its evolution post prohibition. I look forward to contributing my experiences to the Board if an opportunity opens..

Business and/or Civic Experience/Involvement

Gregg Consulting

Contact Information

Address

1104 Kea Ct
New Bern, NC, NC 28560

Cell Phone

[9082081529](tel:9082081529)

Email

gg@impactnj.com

Occupation

Employer

Self Employed

Occupation

Consultant

Other Questions

Question #1

What is your Commissioner's District?

1

Question #2

Highest Education Level

Bachelors Degree or higher

Gender

What is your gender?

Male

Ethnicity

What is your ethnic origin?

White

Generated 5/31/2023, 10:46:58 AM

Mrs Linda Simmons-Henry

Craven County | Generated 5/31/2023 @ 10:47 am by OnBoard2 - Powered by ClerkBase

Status

Name

Mrs Linda Simmons-Henry

Application Date

1/24/2023

Expiration Date

1/24/2025

Board Member

[Linda Simmons-Henry](#)

Status

Validated

Board (Rank)	Vacancies	Status
Craven County ABC Board (1)	0	Pending
Fireman's Relief Fund Board of Trustees (2)	2	Pending
Eastern Carolina Regional Housing Authority (3)	0	Pending
Craven County Recreation Advisory Council (4)	1	Pending
CCPT - Community Child Protection Team (5)	2	Pending

Basic Information

Name

Mrs Linda Simmons-Henry

Business and/or Civic Experience/Involvement

Community Organizer

Contact Information

Address

725 Main Street

New Bern, NC 28560

Phone

[9198898212](tel:9198898212)

Cell Phone

[9198898212](tel:9198898212)

Email

Lshenry25@gmail.com

Occupation

Employer Meeting Date: June 5, 2023

retired

Occupation

Historian/Librarian

Job Title

Historian

Other Questions

Question #1

What is your Commissioner's District?

3

Question #2

Highest Education Level

Bachelors Degree or higher

Gender

What is your gender?

Female

Ethnicity

What is your ethnic origin?

Black or African American

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Jeffrey Brant Haddock

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Status

Name

Jeffrey Brant Haddock

Application Date

1/18/2023

Expiration Date

1/18/2025

Board Member

[Jeffrey Brant Haddock](#)

Status

Validated

Board (Rank)	Vacancies	Status
Coastal Carolina Regional Airport Authority (1)	0	Pending
Local Emergency Planning Committee (2)	3	Pending
Craven County Recreation Advisory Council (3)	1	Pending
Fireman's Relief Fund Board of Trustees (4)	2	Pending
Craven County ABC Board (5)	0	Pending

Basic Information

Name

Jeffrey Brant Haddock

Resume File

[View / Download](#)

Please tell us about yourself and why you are interested in serving on a board or commission?

I am a local resident originally from Trenton. I am a retired US Army Reserve Logistics Officer and a graduate of NC State University. I am married and my wife Sandra and I have twins that are seniors at NC State. For years my employment kept me on the road and I was unable to be involved in my local community. Now that I work locally I feel it is my civic duty to try and give back in some small way whenever possible.

Business and/or Civic Experience/Involvement

Ambassador with the New Bern Chamber of Commerce. Life member of VFW post 2514 and member of American Legion Post 154.

Contact Information

Address

5111 White Oak Drive
Trent Woods, NC 28562

Phone

[2524745470](tel:2524745470) Meeting Date: June 5, 2023

Email

jeffhaddock@hotmail.com

Occupation

Employer

Servpro of New Bern

Occupation

Sales and Marketing

Job Title

Territory Manager

Other Questions

Question #1

What is your Commissioner's District?

4

Question #2

Highest Education Level

Bachelors Degree or higher

Gender

What is your gender?

Male

Ethnicity

What is your ethnic origin?

White

Generated 5/31/2023, 10:47:12 AM

Johnnie Ray Kinsey

Craven County | Generated 5/31/2023 @ 10:47 am by OnBoard2 - Powered by ClerkBase

Status

Name

Johnnie Ray Kinsey

Application Date

5/4/2022

Expiration Date

5/4/2024

Board Member

[Johnnie Ray Kinsey](#)

Status

Validated

Board	Vacancies	Status
Craven County ABC Board	0	Pending

Basic Information

Name

Johnnie Ray Kinsey

Please list any other Boards or Commissions on which you currently serve?

City of New Bern Governing Board

Please tell us about yourself and why you are interested in serving on a board or commission?

As a New Bern Alderman, I am interested in serving my community in other ways. The ABC Board is community oriented and runs a "clean" organization, which is what caught my attention.

Business and/or Civic Experience/Involvement

Previously worked at the Neuse River Council of Government. Have sat on the New Bern MPO Board and been a representative for the Eastern Carolina Council of Governments.

Contact Information

Address

1204 S Glenburnie Road
New Bern, NC 28562

Phone

[252-637-4449](tel:252-637-4449)

Cell Phone

[252-617-8221](tel:252-617-8221)

Email

kinseyj2@newbernc.gov

Occupation

Employer Meeting Date: June 5, 2023

Self - Johnnie Ray Kinsey Fitness Center

Occupation

Fitness Trainer

Job Title

Owner

Other Questions

Question #1

What is your Commissioner's District?

3

Question #2

Highest Education Level

High School or GED

Gender

What is your gender?

Male

Ethnicity

What is your ethnic origin?

Black or African American

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Mr James H Ferguson, III

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Status

Name

Mr James H Ferguson, III

Application Date

2/16/2022

Expiration Date

2/16/2024

Board Member

[James H Ferguson, III](#)

Status

Validated

Board (Rank)	Vacancies	Status
Craven 100 Alliance (C1A) (1)	0	Pending
Craven County Board of Adjustments (2)	0	Pending
Craven County ABC Board (3)	0	Pending

Basic Information

Name

Mr James H Ferguson, III

Resume File

[View / Download](#)

Please list any other Boards or Commissions on which you currently serve?

None

Please tell us about yourself and why you are interested in serving on a board or commission?

I left teaching to attend law school so I could benefit my local community from outside the four walls of my classroom. I am a hard working and dedicated citizen that believes civic involvement is what builds strong communities, which is why I want to be serve on a board or commission. I view this involvement as an opportunity to get more involved but also to lend my legal and educational skillsets to whatever board I am involved in.

Business and/or Civic Experience/Involvement

Advisory Member of NC SECU Howell Road Branch Board & Member Loan Review Committee Member

Upload a Resume

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Contact Information

Address

1610 Lucerne Way

New Bern, NC 28560

Phone

9199952946

Email

jhferguson@nclawyers.com

Occupation

Employer

Sumrell Sug, P.A.

Occupation

Lawyer

Job Title

Associate Attorney

Professional Licenses

NC Law License (Admitted to practice in NC State Courts & U.S. District Court for the Eastern District of NC); High School Math & Social Studies NC Teaching License (valid through June 2022)

Other Questions

Question #1

What is your Commissioner's District?

4

Question #2

Highest Education Level

Bachelors Degree or higher

Gender

What is your gender?

Male

Ethnicity

What is your ethnic origin?

White

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Mr. James Randall Fulcher

Craven County | Generated 5/31/2023 @ 10:47 am by OnBoard2 - Powered by ClerkBase

Status

Name

Mr. James Randall Fulcher

Application Date

12/21/2021

Expiration Date

12/21/2023

Board Member

[James Randall Fulcher](#)

Status

Validated

Board	Vacancies	Status
Craven County ABC Board	0	Pending

Basic Information

Name

Mr. James Randall Fulcher

Resume File

[View / Download](#)

Please list any other Boards or Commissions on which you currently serve?

N/A

Please tell us about yourself and why you are interested in serving on a board or commission?

I would like to see the Craven County ABC system grow and become more up to date and user friendly as some of the counties surrounding. Keep more Craven County customers shopping in Craven County and get them involved as other Boards do.

Business and/or Civic Experience/Involvement

Volunteer Fireman for 20 years, held positions up to and including Fire Chief, NC Masonry, Sudan Shriners

Contact Information

Address

1090 Wintergreen Rd
Cove City, NC 28523

Phone

[252-671-2422](tel:252-671-2422)

Cell Phone

[252-671-2422](tel:252-671-2422)

Email

kuntryboy150@gmail.com

Occupation

Meeting Date: June 5, 2023

Employer

Craven County Sheriff's Office (Retired)

Occupation

Deputy Sheriff

Job Title

Captain

Registrations/Certifications

Basic Law Enforcement, Intermediate Law Enforcement, Advanced Law Enforcement, Advanced Service Award, NC Criminal Justice Training & Standards Instructor

Other Questions

Question #1

What is your Commissioner's District?

2

Question #2

Highest Education Level

High School and some college

Gender

What is your gender?

Male

Ethnicity

What is your ethnic origin?

White

Generated 5/31/2023, 10:47:29 AM

Ron Pound

Craven County | Generated 5/31/2023 @ 10:48 am by OnBoard2 - Powered by ClerkBase

Status

Name

Ron Pound

Application Date

5/31/2023

Expiration Date

5/31/2025

Board Member

[Ron Pound](#)

Status

Validated

Board	Vacancies	Status
Fire Tax Commissioners Board	0	Pending

Basic Information

Name

Ron Pound

Contact Information

Address

411 Rockledge Drive
New Bern, NY 28562

Phone

[252-259-9697](tel:252-259-9697)

Email

ronclbs@aol.com

Occupation

Other Questions

Question #1

What is your Commissioner's District?

4

Question #2

Highest Education Level

High School or GED

Gender

Meeting Date: June 5, 2023

What is your gender?

Male

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Rhems Volunteer Fire Department, Inc

P.O. Box 13010

Main Station

5860 Hwy 17 S
New Bern, NC 28562
Ph. (252) 637-3365
Fax (252) 637-9590

25 Shoreline Drive
New Bern, NC 28562

New Bern, NC 28563

River Bend Station



To Whom It May Concern:

One of our Fire Tax Commissioners, Mr. Carl Barwick has resigned his position. Mr. Barwick is changing his place of residence to Pamlico County and will be unable to continue serving. In his place the Board of Directors of Rhems Volunteer Fire Department would like to recommend the following replacement, effective immediately.

Mr. Ron Pound

411 Rockledge Dr.

New Bern, NC 28562

Phone: (252) 259-9697

ronclbs@aol.com

We feel Mr. Pound is an excellent choice for this position. .

Sincerely,

Keith Cherry

KeithCherry

Chief

Rhems Volunteer Fire Department

9. County Attorney's Report: Arey Grady

A. Initial Offer to Purchase Real Property – Parcel Number 7-006-083 (Street Address N/A)

The County has received an offer in the amount of \$5,500.00 for this real property, which was acquired through a tax foreclosure, with past due taxes and costs of foreclosure totaling \$4,928.87. The tax value of this property is \$9,800.00. The following documents contain the Offer to Purchase, Foreclosure Deed, GIS information, and proposed resolution approving the offer and authorizing the upset bid process.

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

Board Action: Adopt resolution authorizing advertisement for upset bids

CRAVEN COUNTY

RESOLUTION ACCEPTING OFFER TO PURCHASE

SUBJECT TO UPSET BIDS

WHEREAS, Craven County owns certain real property identified as Tax Parcel Number 7-006-083 (hereinafter "the Real Property"), the Real Property having been acquired by Craven County in deed recorded in Book 3722, Page 1854 in the Office of the Register of Deeds of Craven County; and,

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

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

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

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

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

ADOPTED THIS 5th DAY OF JUNE, 2023.

JASON R. JONES, Chairman, Craven County
Board of Commissioners

(County Seal)

NAN HOLTON, Clerk to the Craven County
Board of Commissioners

OFFER TO PURCHASE AND CONTRACT

Wesley Hull (herein "Buyer") hereby offers to purchase and **CRAVEN COUNTY**, (herein "Seller"), upon acceptance of said offer, agrees to sell and that parcel of land described below (hereafter referred to as the "Property"), upon the following terms and conditions:

1. **REAL PROPERTY:** The Property which is the subject of this contract is described as follows:
Street Address: N/A
Tax Parcel ID Number: 7-006-083
Deed Book 3722, Page 1854
2. **PURCHASE PRICE:** The purchase price is \$5,500.00 and shall be paid as follows:
(a) \$500.00 EARNEST MONEY DEPOSIT by certified bank check money order (payable to: Craven County) with this offer 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) \$5,000.00 BALANCE of the purchase price in cash or readily available funds at Closing.
3. **CONDITIONS:** The Property is being sold subject to all liens and encumbrances of record, if any; the Property is being conveyed "as is"; 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; Seller makes no warranty or representation as to any characteristic of the Property or its suitability for any particular use; Buyer shall not have the right to enter upon the Property for any purpose without advance written permission of the Seller.
4. **SPECIAL ASSESSMENTS:** Buyer shall take title subject to all pending assessments, if any.
5. **PAYMENT OF TAXES:** Any Ad valorem taxes assessed against the Property shall be paid in their entirety by Buyer, without proration.
6. **EXPENSES:** Seller shall pay for preparation of a deed and all other documents necessary

Buyer's Initials: WPH

to perform Seller's obligations under this agreement and for any excise tax (revenue stamps) required by law. Buyer shall be responsible for all other expenses incurred hereunder.

7. **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 take such action necessary in connection with Closing and transfer of title on or before thirty (30) days after final approval is given by the Craven County Board of Commissioners pursuant to G.S. §160A-269. **CLOSING SHALL CONSTITUTE ACCEPTANCE OF THE PROPERTY IN ITS THEN EXISTING CONDITION.**
8. **Title:** The deed is to be made to Buyer. Title shall be delivered at Closing by **QUITCLAIM DEED.**
9. **POSSESSION:** Possession shall be delivered at Closing
10. **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).
11. **PARTIES:** This contract shall be binding upon and shall inure to the benefit of Buyer and Seller, and their respective heirs, successors and assigns.
12. **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.
13. **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.
14. **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. This contract is executed by each party in such form as to be binding.

Buyer's Initials: WPH

Craven County Geographic Information System



Craven County does NOT warrant the information shown on this page and should be used ONLY for tax assessments purposes. Page generated on 5/1/2023 at 2:19:24 PM
PARCEL ID : 7-006 -083

Owner :	CRAVEN COUNTY		
Mailing Address :	PO BOX 1128 NEW BERN, NC 28563		
Address of Property :	MAPLE ST		
Subdivision :			
Property Description :	PT 5 & 6 BROWNSVILLE		
Assessed Acreage :	0.074		
Deed Book Page :	3722 1854	Deed Recording Date :	4 26 2022
Land Value :	\$9,800	Recorded Survey :	
Total Improvement(s) Value :	\$0	Life Estate Deed :	
Total Assessed Value :	\$9,800	Estate File Year-E-Folder :	
Number of Improvements:	0	Tax Exempt :	Yes
City Name :		Fire Tax District :	TOWNSHIP 7
Drainage District :		Lot Dimension :	
Special District :		Land Use :	VACANT - RESIDENTIAL TRACT

Recent Sales Information

Sale Date Deed	Seller Name	Buyer Name	Type of Sale	Sale Price
4/26/2022 3722-1854	WALSTON, KENNETH & LOUISE	CRAVEN COUNTY	STRAIGHT TRANSFER	\$5,000

Buildings or improvements where not found on this parcel.

BSult02

✓ Prepared by: Zacchaeus Legal Services
Return to: Zacchaeus Legal Services, P.O. Box 25, Trenton, NC 28585

Revenue Stamps \$10.00

STATE OF NORTH CAROLINA

COMMISSIONER'S DEED

COUNTY OF CRAVEN

ID# 7-006-083

This deed, made this 5th day of April, 2022, by MARK D. BARDILL, Commissioner, to Craven County 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 Kenneth Walston and spouse, if any, which may include Ava C. Walston and spouse, if any, and Kenneth M. Walston, Jr. and spouse, if any, et al, File No. 04-CVD-584; 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 15th day of December, 2021, 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 Craven County became the last and highest bidder for said land for the sum of \$4,928.87; 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 \$4,928.87, 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 Craven County, and their successors, heirs and assigns that certain parcel or tract of land, situated in Number Seven Township, Craven County, North Carolina, and described as follows:

Situated, lying and being in No. Seven (7) Township, Craven County, N.C. about one (1) mile southeast of the City of New Bern and in that certain subdivision known as "GRAYWOOD PLACE", a Map or Plat of which will be found of record in Map Book 1, at Page 47 of the Craven County Registry, and beginning at a stake in the dividing line between the subdivision known as the "GRAYWOOD PLACE" and the subdivision known as MOORESVILLE, this beginning point being the northeastern corner of Lot No. FIVE (5) in said subdivision of GRAYWOOD PLACE, and running thence in a southerly direction along said

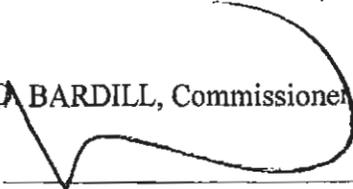
dividing line between GRAYWOOD PLACE and MOORESVILLE and along the eastern lines of Lots Numbers FIVE (5) and SIX (6) of GRAYWOOD PLACE Seventy Five (75) feet to a stake in said dividing line, this point being the southeastern corner of Lot Number Six (6) of GRAYWOOD PLACE: thence in a westerly direction and along the southern line of said LOT NO. SIX (6) Forty (40) feet to a stake a new corner; thence in a northerly direction and parallel with said dividing line between GRAYWOOD PLACE and MOORESVILLE to a stake in the northern boundary of said Lot No. (5) of GRAYWOOD PLACE: thence in an easterly direction and along the northern boundary of said Lot No. FIVE (5) of GRAYWOOD PLACE Forty (40) feet to the beginning; the same being the eastern parts of Lots Nos. (5) and (6) of GRAYWOOD PLACE measuring 40 feet in depth.

Subject to restrictive covenants and easements of record.

Parcel Number: 7-006-083

To have and to hold the aforesaid tract of land, to the said Craven County, 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.

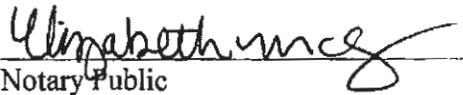
In witness whereof, the said MARK D. BARDILL, Commissioner, hath hereunto set his hand and seal.


_____(SEAL)
MARK D. BARDILL, Commissioner

NORTH CAROLINA
CRAVEN COUNTY

I, Elizabeth McCoy 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 5th day of April, 2022.



Notary Public

My commission expires: 08/17/2026



Doc No: 10095845

Bk 3722 Pg 1855



Craven County GIS

Craven County Meeting Date: June 5, 2023 on this map and should be used ONLY for tax assessment purposes. Printed on May 2, 2023 at 10:08:49 AM

1 inch = 98 feet
Page 132 of 153



9. County Attorney's Report: Arey Grady

B. Approval of Conveyance After Expiration of Upset Bid Period – Lees Avenue, New Bern (Parcel Number 8-006-173)

The County previously received and approved an offer to purchase this real property, in the amount of \$2,000.00, subject to the completion of the upset bid process. The offer was advertised, and there were no upset bids, the final bid being \$2,000.00. The upset bid period has now expired, and the County Attorney recommends approval of the conveyance at the purchase price of \$2,000.00. The County and the City of New Bern originally acquired this property through a tax foreclosure, with past due taxes and costs of foreclosure totaling \$2,796.90. The tax value of this property is \$4,000.00.

Note that this property is jointly owned with the City of New Bern, which has already granted final approval of this offer.

Should the Board of Commissioners authorize this transaction, the proposed resolution should be adopted, which in turn will authorize the execution and delivery of the necessary documents.

Documents follow.

Board Action: Adopt resolution approving conveyance after expiration of upset bid period.

CRAVEN COUNTY

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

WHEREAS, Craven County and the City of New Bern own certain real property identified as Tax Parcel Number 8-006-173 (hereinafter "the Real Property"), the Real Property having been acquired by Craven County in deed recorded in Book 3391, Page 136 in the Office of the Register of Deeds of Craven County; and,

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

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

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

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

Section 1. The last and highest bid of Beau Lee Dorsey in the sum of \$2,000.00 for the Real Property is hereby accepted, and the Offer to Purchase previously executed by Craven County subject to the provisions of North Carolina General Statute §160A-269 is hereby ratified and confirmed in its entirety.

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

ADOPTED THIS 5th DAY OF JUNE, 2023.

JASON R. JONES, Chairman

(County Seal)

NAN HOLTON,
Clerk to the Board

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 1/23/2023 10:31:12 AM

Parcel ID : 8-006 -173
Owner : CRAVEN COUNTY & NEW BERN-CITY
Mailing Address : 406 CRAVEN ST NEW BERN NC 28560
Property Address : LEES AVE
Description : 1027 LEES AVE
Lot Description :



Subdivision :

Assessed Acreage : 0.119 **Calculated Acreage :** 0.120
Deed Reference : 3391-0136 **Recorded Date :** 10 12 2015
Recorded Survey :
Estate Number :
Land Value : \$4.000 **Tax Exempt :** Yes
Improvement Value : \$0 **# of Improvements :** 0
Total Value : \$4.000
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
10/12/2015	BRIMAGE, DORIS	CRAVEN COUNTY & NEW BERN-CITY	STRAIGHT TRANSFER	\$3.000

List of Improvements to Site

No improvements listed for this parcel



Image ID: 00002499245 Type: CRP
Recorded: 10/12/2015 at 11:48:11 AM
Fee Amt: \$32.00 Page 1 of 4
Revenue Tax: \$6.00
Workflow# 0000143061-0001
Craven, NC
Sherri B. Richard Register of Deeds

BK **3391** PG **136**

NORTH CAROLINA

COMMISSIONER'S DEED

CRAVEN COUNTY

Revenue Stamps: \$6.00
Parcel # 8-006-173

THIS **COMMISSIONER'S DEED**, made and executed this 8th day of October, 2015, by and between **JIMMIE B. HICKS, JR., Commissioner**, pursuant to a judgment of the General Court of Justice, Craven County, North Carolina in an action entitled "Craven County, Plaintiff v. UNKNOWN OWNERS OF 1021 LEES AVE (PARCEL NO. 8-006-173), et al., Defendants.", Grantor, to **Craven County and the City of New Bern** whose mailing addresses are: 406 Craven St., New Bern, NC 28560 and 300 Pollock St., New Bern, NC 28560, respectively, collectively as Grantee.

WITNESSETH:

WHEREAS, said JIMMIE B. HICKS, JR., Commissioner, being empowered and directed by a judgment in the said action, did, on the 22nd day of September, 2015, after due advertisement according to law, and as directed by said judgment, expose the land hereinafter described to public sale at the door of the Craven County Courthouse, where and when Grantee became the highest bidder for said land at the public sale in the sum of \$2,796.90;

WHEREAS, on the 22nd day of September, 2015, JIMMIE B. HICKS, JR., Commissioner, reported to the Court that Grantee was the highest bidder for said land in the amount of \$2,796.90;

Prepared By
Sumrell, Sugg, Carmichael, Hicks and Hart, P.A.
Attorneys at Law
416 Pollock Street
New Bern, North Carolina 28560

WHEREAS, more than 10 days passed after the entry of said bids without any advance or upset bids being offered and the reports thereof were timely filed with the Court; and

WHEREAS, on the 7th day of October, 2015, JIMMIE B. HICKS, JR., Commissioner was ordered by judgment of said Court to execute a deed in fee simple to Grantee;

NOW THEREFORE, in consideration of the premises, the said JIMMIE B. HICKS, JR., Commissioner, as aforesaid, does hereby grant, bargain, sell, and convey to Grantee all of that certain tracts or parcels of land lying and being situated in Number Eight (8) Township, Craven County, North Carolina, and being more particularly described as follows:

All that certain tract or parcel of land lying and being in Number Eight Township, Craven County, North Carolina, in the City of New Bern and commonly referred to by its tax parcel identification number which is 8-006-173.

A description of the property is recorded in Book 964, Page 814, and Deed Book 109, Page 496 of the Craven County Registry.

This property is not the Grantor's primary residence.

TO HAVE AND TO HOLD the aforesaid tracts or parcels of land and all privileges and appurtenances thereto belonging to the said Grantor, in fee simple forever, in as full and ample manner as said JIMMIE B. HICKS, JR., Commissioner, as aforesaid, is authorized and empowered to convey same.

Regarding Parcel ID 8-006-173 the title conveyed by this Commissioner's Deed is held pursuant to N.C. Gen. Stat. § 105-376, with Craven County having \$2,580.52 in taxes, interest, penalties, fees and costs associated with this matter and the City of New Bern having \$216.38 in taxes, interest, penalties, fees and costs associated with this matter, all of which constitute a first and

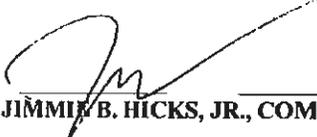


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Page 3 of 4

BK **3391** PG **138**

prior lien as of the date of the sale. Upon subsequent sale of this parcel, the proceeds will be distributed between Craven County and the City of New Bern pursuant to N.C. Gen. Stat. § 105-376

IN WITNESS WHEREOF, the said JIMMIE B. HICKS, JR., Commissioner, hath hereunto set his hand and seal the day and year first above written.

 (SEAL)
JIMMIE B. HICKS, JR., COMMISSIONER

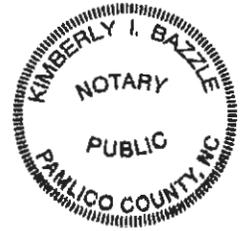
STATE OF NORTH CAROLINA
COUNTY OF CRAVEN

I, Kimberly L. Bazzle, a Notary Public of the County of Pamlico State of North Carolina, do hereby certify that **JIMMIE B. HICKS, JR., Commissioner**, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

WITNESS my hand and notarial stamp or seal, this 8th day of October, 2015.

My Commission Expires:
9-25-18

Kimberly L. Bazzle
NOTARY PUBLIC





Craven County GIS

Craven County does NOT warrant the information shown on this map and should be used ONLY for tax assessment purposes. Printed on February 21, 2023 at 2:38:58 PM

Meeting Date: June 5, 2023

1 inch = 139 feet

Page 141 of 153



Prepared by and return to:

Jaimee Bullock Mosley
DAVIS HARTMAN WRIGHT LLP
209 Pollock Street
New Bern, NC 28560

PARCEL NO. 8-006-173
REVENUE STAMPS: \$0.00

STATE OF NORTH CAROLINA

COUNTY OF CRAVEN

QUITCLAIM DEED

THIS QUITCLAIM DEED, made and entered into this 9th day of May, 2023, by and between the CITY OF NEW BERN, a municipal corporation of the State of North Carolina, and CRAVEN COUNTY, a body politic and corporate of the State of North Carolina ("Grantors"); to BEAU LEE DORSEY, whose mailing address is 1019 F Street, New Bern, North Carolina 28560, ("Grantee");

WITNESSETH:

That for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable considerations to Grantors paid by the Grantee, the receipt of which is hereby acknowledged, have remised and release, and by these presents do remise, release and forever quitclaim unto the Grantee, Grantee's heir and assigns, the following described property, to wit:

SEE EXHIBIT A ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE.

The property herein conveyed does not include the primary residence of a Grantor

DAVIS HARTMAN WRIGHT LLP
Attorneys at Law
209 Pollock Street
New Bern, NC 28560

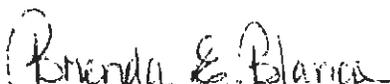
TO HAVE AND TO HOLD the above described lot or parcel of land and all privileges and appurtenances thereunto belonging to the Grantee, Grantee's heirs and assigns, free and discharged from all right, title, claim or interest of the said Grantors or anyone claiming by, through or under the Grantors.

IN TESTIMONY WHEREOF, the CITY OF NEW BERN has caused this instrument to be executed as its act and deed by its Mayor, attested by its City Clerk, and its seal to be hereunto affixed, all by the authority of its Board of Aldermen, and CRAVEN COUNTY has caused this instrument to be executed as its act and deed by the Chairman of its Board of Commissioners, attested by its Clerk, and its seal to be hereunto affixed, all by the authority of its Board of Commissioners, as of the day and year first above written.



CITY OF NEW BERN

By: 
JEFFREY T. ODHAM, MAYOR


BRENDA E. BLANCO, CITY CLERK

STATE OF NORTH CAROLINA

COUNTY OF CRAVEN

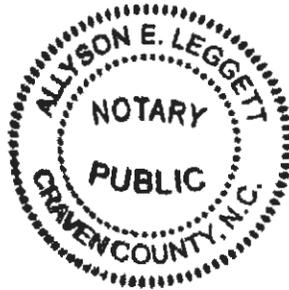
I, Allyson E. Leggett Notary Public in and for said County and State, do hereby certify that on the 9 day of May, 2023 before me personally appeared JEFFREY T. ODHAM, with whom I am personally acquainted, who, being by me duly sworn, says that he is the Mayor and that BRENDA E. BLANCO is the City Clerk for the City of New Bern, the municipal corporation described in and which executed the foregoing instrument; that he knows the common seal of said municipal corporation; that the seal affixed to the foregoing instrument is said common seal; that the name of the municipal corporation was subscribed thereto by the said Mayor; that the said common seal was affixed, all by order of the Board of Aldermen of said municipal corporation and that the said instrument is the act and deed of said municipal corporation.

WITNESS my hand and official seal this the 9 day of May, 2023.

Allyson E. Leggett
Notary Public

My Commission Expires:

May 4, 2026



CRAVEN COUNTY

(SEAL)

By: _____
Chairman, Craven County Board of
Commissioners

ATTEST:

Clerk, Craven County Board of
Commissioners

STATE OF NORTH CAROLINA

COUNTY OF CRAVEN

I, _____, Notary Public in and for said County and State do hereby certify that on the _____ day of _____, 2023, before me personally appeared JASON R. JONES with whom I am personally acquainted, who, being by me duly sworn, says that he is the Chairman of the Board of Commissioners for Craven County, and that NAN HOLTON is the Clerk of the Board of Commissioners for Craven County, the body politic and corporate describe in and which executed the foregoing instrument; that he knows the common seal of said body politic and corporate; that the seal affixed to the foregoing instrument is said common seal; that the name of the body politic and corporate was subscribed thereto by the said Chairman; that the said common seal was affixed, all by order of the Board of Commissioners of said body politic and corporate; and that the said instrument is the act and deed of said body politic and corporate.

WITNESS my hand and official seal this the _____ day of _____, 2023.

Notary Public

My Commission Expires:

EXHIBIT A

All that certain tract or parcel of land lying and being situate in Number Eight (8) Township, Craven County, North Carolina, and being more particularly described as follows:

All that certain tract or parcel of land lying and being in Number Eight Township, Craven County, North Carolina, in the City of New Bern and commonly referred to by its tax parcel identification number which is 8-006-173.

A description of the property is recorded in Book 964, Page 814, and Deed Book 109, Page 496 of the Craven County Registry.

**OWNER AFFIDAVIT AND INDEMNITY AGREEMENT
(NO RECENT IMPROVEMENTS AND NO EXECUTORY CONTRACTS FOR IMPROVEMENTS)**

PARTIES: All parties identified in this section must execute this Agreement.

OWNER: CRAVEN COUNTY

(NOTE: There can be more than one Owner if the Property has been owned by multiple parties or has been conveyed within the 120-Day Lien Period. A separate Agreement is required for each successive owner in the 120-Day Lien Period.)

PROPERTY: Lees Avenue, New Bern, NC, Parcel No. 8-006-173 See **EXHIBIT "A" attached hereto and incorporated herein by reference.**

(Insert street address or brief description and/or attach a description as Exhibit A. Include here any real estate that is a portion of a larger, previously unsegregated tract when that area is reasonably necessary for the convenient use and occupation of Improvements on the larger tract.)

DEFINITIONS: The following capitalized terms as used in this Agreement shall have the following meanings:

- **Improvement:** All or any part of any building, structure, erection, alteration, demolition, excavation, clearing, grading, filling, or landscaping, including trees and shrubbery, driveways, and private roadways on the Property as defined below.
- **Labor, Services or Materials:** Labor or professional design (including architectural, engineering, landscaping) or surveying services or materials or rental equipment for which a lien can be claimed under NCGS Chapter 44A, Article 2.
- **Contractor:** Any person or entity who has performed or furnished or has contracted to perform or furnish Labor, Services or Materials pursuant to a contract, either express or implied, with the Owner of real property for the making of an Improvement thereon. (Note that services by architects, engineers, landscapers, surveyors, furnishers of rental equipment and contracts for construction on Property of Improvements are often provided before there is visible evidence of construction.)
- **120-Day Lien Period:** The 120 days immediately preceding the date of recordation of the latter of the deed to purchaser or deed of trust to lender in the Office of the Register of Deeds of the county in which the Property is located.
- **Owner:** Any person or entity, as defined in NCGS Chapter 44A, Article 2, who has or has had any interest in the Property within the 120-Day Lien Period. For the purposes of this Agreement, the term Owner includes: (i) a seller of the Property or a borrower under a loan agreement secured by the Property; (ii) a person with rights to purchase the Property under a contract and for whom an Improvement is made and who ordered the Improvement to be made; and (iii) the Owner's successors in interest and agents of the Owner acting within their authority.
- **Company:** The title insurance company providing the title policy for the transaction contemplated by the parties herein.
- **Property:** The real estate described above or on Exhibit A and any leaseholds, tenements, hereditaments, and improvements placed thereon.
- All defined terms shall include the singular or plural as required by context.

AGREEMENT: For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and as an inducement to the purchase of the Property by a purchaser and/or the making of a loan by a lender secured by a deed of trust encumbering the Property and the issuance of a title insurance policy or policies by Company insuring title to the Property without exception to liens for Labor, Services or Materials; Owner first being duly sworn, deposes, says and agrees:

1. **Certifications:** Owner certifies that at no time during the 120-Day Lien Period have any Labor, Services or Materials been furnished in connection with a contract, express or implied, for Improvements to the Property (including architectural, engineering, landscaping or surveying services or materials or rental equipment for which a lien can be claimed under NCGS Chapter 44A) nor have any Labor, Services or Materials been furnished on the Property prior to the 120-Day Lien Period that will or may be completed after the date of this affidavit OR only minor repairs and/or alterations to pre-existing Improvements have been made and Owner certifies such repairs and/or alterations have been completed and those providing Labor, Services or Materials for the repairs have been paid in full.

2. **Reliance and Indemnification:** This Agreement may be relied upon by the purchaser in the purchase of the Property, a lender to make a loan secured by a deed of trust encumbering the Property and by Company in issuance of a title insurance policy or policies insuring title to the Property without exception to matters certified in this Agreement. The provisions of this Agreement shall survive the disbursement of funds and closing of this transaction and shall be binding upon Owner and anyone claiming by, through or under Owner.

Owner agrees to indemnify and hold purchaser, lender, and Company harmless of and from any and all loss, cost, damage and expense of every kind, and attorney's fees, costs and expenses, which the purchaser, lender or Company shall or may incur or become liable for, directly or indirectly, as a result of reliance on the certifications of Owner made herein or in enforcement of the Company's rights hereunder.

3. **NCLTA Copyright and Entire Agreement:** This Agreement and any attachments hereto represent the entire agreement between the Owner and the Company, and no prior or contemporaneous agreement or understanding inconsistent herewith (whether oral or written) pertaining to such matters is effective. THIS IS A COPYRIGHT FORM and any variances in the form provisions hereof must be specifically stated in the blank below and agreed to in writing by the Company.

No modification of this Agreement, and no waiver of any of its terms or conditions, shall be effective unless made in writing and approved by the Company.

(Signature page follows)

IN TESTIMONY WHEREOF, Grantor has executed this instrument in such form as to be binding, this the day and year first above written.

CRAVEN COUNTY

By: _____
JASON R. JONES, Chairman,
Craven County Board of Commissioners

(COUNTY SEAL)

ATTEST:

NAN HOLTON, Clerk,
Craven County Board of Commissioners

ACKNOWLEDGEMENT

The undersigned Notary Public does hereby certify that on the ____ day of June, 2023, JASON R. JONES, with whom I am personally acquainted, personally appeared before me in the State of North Carolina and the County of Craven and, being by me duly sworn, says that he is the Chairman of the Board of Commissioners for Craven County, and that NAN HOLTON is the Clerk of the Board of Commissioners for Craven County, the body politic and corporate described in and which executed the foregoing instrument; that he knows the common seal of said body politic and corporate; that the seal affixed to the foregoing instrument is said common seal; that the name of the body politic and corporate was subscribed thereto by the said Chairman; that the said common seal was affixed, all by order of the Board of Commissioners of said body politic and corporate; and that the said instrument is the act and deed of said body politic and corporate.

WITNESS my hand and official seal this the ____ day of June, 2023.

My Commission Expires:

NOTARY PUBLIC

NOTARY SEAL/STAMP MUST APPEAR
LEGIBLY IN BOX TO RIGHT



Property Description

All that certain tract or parcel of land lying and being situate in Number Eight (8) Township, Craven County, North Carolina, and being more particularly described as follows:

All that certain tract or parcel of land lying and being in Number Eight Township, Craven County, North Carolina, in the City of New Bern and commonly referred to by its tax parcel identification number which is 8-006-173.

A description of the property is recorded in Book 964, Page 814, and Deed Book 109, Page 496 of the Craven County Registry.

Subject to any and all liens, restrictive covenants and easements appearing of record.

10. 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

11. County Manager's Report: Jack Veit

12. Commissioners' Reports