

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MONDAY, OCTOBER 19, 2020  
8:30 A.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

1. CONSENT AGENDA
  - A. Minutes of September 29, 2020 Special Session and October 5, 2020 Regular Session
  - B. Tax Releases and Refunds
  - C. Emergency Services Budget Amendment
  - D. Recreation & Parks Community Foundation Grant
  - E. Social Services Title IIID Health Promotion Funds Budget Amendment
  - F. Social Services Senior Center General Purpose Funds Budget Amendment
  - G. National American Indian Proclamation
2. RECOGNITION OF HISTORICORP PROCLAMATION: Chairman Mark
3. NC OFFICE OF RECOVERY AND RESILIENCY PRESENTATION:  
Nimasheena Burns, External Affairs Officer
4. ABC BOARD PRESENTATION: Chip Chagnon, Chairman
5. CITY OF NEW BERN SEWER EASEMENT REQUEST:  
Jordan Hughes, City Engineer

**DEPARTMENTAL MATTERS**

6. SHERIFF – BUDGET AMENDMENT-2020 BYRNE JAG GRANT ACCEPTANCE:  
Bobby West, Chief Deputy
7. CARTS: Kelly Walker, Transportation Director; Roy Beeson, Assistant  
Transportation Director
  - A. Schedule Public Hearing for NCDOT Grant Applications
  - B. Request Authorization to Submit Amended 5311 CARES Act Agreement
  - C. Annual Review and Management Report
  - D. Request Approval to Apply for DHHS CARES Act Funds

8. PLANNING – REQUEST TO SET PUBLIC HEARING – CDBG CORONAVIRUS PROGRAM APPLICATION: Don Baumgardner, Planning Director
9. SOCIAL SERVICES: Geoffrey Marett, Social Services Director
  - A. Senior Program Roll Forward of Unspent Funds
  - B. Families First Coronavirus Response Act Funding
10. ELECTIONS: Meloni Wray, Director of Elections
  - A. Center for Tech and Civic Life COVID-19 Grant
  - B. 2020 CARES Act Supplemental Funds
11. HEALTH: Scott Harrelson, Health Director
  - A. Hospice Billing Rates
  - B. Health Billing Rates
  - C. Additional Funding for WIC
  - D. Additional State Funding Related to COVID-19
12. FACILITIES – REPLACEMENT OF BOILER AT HUMAN SERVICES BUILDING: Gene Hodges, Assistant County Manager
13. APPOINTMENTS
14. COUNTY ATTORNEY’S REPORT: Arey Grady
15. COUNTY MANAGER’S REPORT: Jack Veit
16. COMMISSIONERS’ REPORTS

Agenda Date: October 19, 2020

Presenter: \_\_\_\_\_

Agenda Item No. 1

Board Action Required or Considered: Yes

## CONSENT AGENDA

### A. MINUTES OF SEPTEMBER 29, 2020 SPECIAL SESSION AND OCTOBER 5, 2020 REGULAR SESSION

The Board will be requested to approve the minutes of September 29, 2020 special session and October 5, 2020 regular session, as shown in Attachment #1.A.

### B. TAX RELEASES AND REFUNDS

The Board will be requested to approve the tax releases and refunds shown in Attachment #1.B.

Now that the 2020 tax notices have been mailed, we are seeing as expected a greater number of releases and refunds due to the adjustments that must be made in the notices for various clerical, valuation, and ownership errors. We strive to minimize them but they occur despite our efforts to avoid them. Those adjustments are inconvenient to all who are involved--especially the taxpayer--but they are necessary to correct the amount of tax that should be paid.

There are six (6) releases of relatively large amounts that require further explanation. Two of them are for Spectrum Southeast, LLC and they both total \$55,680.85. The total amount of these bills is valid; however, the taxpayer has asked for three new bills totaling that same amount in order to reconcile their accounting records. This was not made clear to our staff when the listing for this year was submitted for billing. This is a relatively easy fix to accommodate their need for an accurate billing. Two additional releases are for NC Land Lease LLC and total \$13,764.03. This property should have been billed to two other corporations, T3T Myrtle Grove, LLC and T3T Beech Grove, LLC and this release will allow for us to rebill and reissue notices to the correct owner. The fifth release request is for Latitude Church, Inc. in the amount of \$10,567.20, which total includes tax to the City of New Bern as well as Craven County. The church property is exempted by NCGS 105-278.3 as property used for religious purposes and it qualifies for this exemption. The sixth release is for MX Network, Inc. in the amount of \$7,019.10. The exemption is provided for by NCGS 105-278.7(c)(7) and it also qualifies for the exemption.

### C. EMERGENCY SERVICES BUDGET AMENDMENT

The Board will be requested to approve the budget amendment shown in Attachment #1.C in the amount of \$5,000.

Craven County has been awarded a Homeland Security Grant in the amount of \$5,000 to purchase an enclosed trailer for transporting the Argo ATV. This grant was awarded to support the equipment for water rescue missions in last fiscal year's budget. Due to the Federal budget cycle the County funding expired June 30, 2020. Funding for this project will be reimbursed 100% with the Homeland Security Grant.

D. RECREATION & PARKS COMMUNITY FOUNDATION GRANT

Craven County Recreation & Parks Department received a grant for \$3,719.00 towards the outdoor exercise area from the Craven County Community Foundation. This amount will go towards the development of a 1/4 mile walking trail and purchase of outdoor fitness equipment for West Craven Park. This area will have something for all ages including areas to walk for moms with strollers or for individuals with mobility needs. Additionally, we will have new outdoor fitness equipment which will allow residents in the western part of our county to have access to exercise equipment. Our department has also applied for two additional grants for this project and are waiting for a decision on these grants. The Board will be requested to approve the budget amendment shown in Attachment #1.D. in the amount of \$3,719.00.

E. SOCIAL SERVICES TITLE IIID HEALTH PROMOTION FUNDS BUDGET AMENDMENT

The Board will be requested to approve the budget amendment shown in Attachment#1.E. in the amount of \$(658.00), decreasing the budget to reflect the correct original allocation for Title IIID Health Promotion funds from Eastern Carolina Council Area Agency on Agency. There is a 10% County match.

F. SOCIAL SERVICES SENIOR CENTER GENERAL PURPOSE FUNDS BUDGET AMENDMENT

The Board will be requested to approve the budget amendment shown in Attachment #1.F in the amount of \$(537.00), decreasing the budget to reflect the correct allocation for Senior General Purpose funds from Eastern Carolina Council Area on Aging. There is a 25% County match.

G. NATIONAL AMERICAN INDIAN PROCLAMATION

The Board will be requested to adopt the proclamation shown in Attachment #1.G. recognizing November, 2020 as the National American Indian Heritage Month in Craven County.

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

Agenda Date: October 19, 2020

Presenter: Chairman Mark

Agenda Item No. 2

Board Action Required or Considered: Yes

## **RECOGNITION OF HISTORICORP PROCLAMATION**

The Board will be requested to adopt the Proclamation shown in Attachment #2.

Chairman Mark will read and present the Proclamation in Recognition of HistoriCorps to Jason Whitehead from HistoriCorps, Bill McCrae, Director of Tryon Palace and Jeannie Tyson, President, Tryon Palace Foundation.

**Board Action: Adopt proclamation**

Agenda Date: October 19, 2020

Presenter: Nimasheena Burns

Agenda Item No. 3

Board Action Required or Considered: No

## **NC OFFICE OF RECOVERY AND RESILIENCY PRESENTATION**

Nimasheena Burns, External Affairs Officer for the NC Office of Recovery and Resiliency (NCORR), a division of the NC Department of Public Safety, will make a remote presentation on the Homeowner Recovery Program. Her presentation is shown in Attachment #3.

In the wake of Hurricane Florence, Governor Roy Cooper created NCORR to ensure our state builds back stronger and smarter. NCORR has hired staff experts and expanded capacity to quickly move state and federal disaster funding to people who need it. The office is also focused on building resiliency so North Carolina can better withstand future storms.

NCORR's primary mission is to administer HUD Community Development Block Grant-Disaster Recovery and Community Development Block Grant-Mitigation funds along with state appropriated funds to assist individuals and areas impacted by Hurricanes Matthew and Florence.

**Board Action: Receive information**

Agenda Date: October 19, 2020

Presenter: Chip Chagnon

Agenda Item No. 4

Board Action Required or Considered: Yes

### **ABC BOARD PRESENTATION**

ABC Board Chairman, Chip Chagnon, will present the Board's Annual Report and revenue check. Mr. Chagnon will also present the CCABC 2020-2021 Travel Policy for the Chairman's signature, as shown in Attachment #4.

**Board Action: Receive information; authorize Chairman to sign the 2020-2021 CCABC Travel Policy**

Agenda Date: October 19, 2020

Presenter: Jordan Hughes

Agenda Item No. 5

Board Action Required or Considered: Yes

## **CITY OF NEW BERN EASEMENT REQUEST**

Jordan Hughes, City Engineer for the City of New Bern, will present a request for New Bern Sewer Easements regarding the new sewer force main coming from the James City area. This proposed force main will replace an existing line that is attached under the Trent River Bridge and will be increased in size to accommodate the anticipated future needs of the City's sewer systems south of the Trent River. (See Attachment #5)

**Board Action: Approve Easements**

Agenda Date: October 19, 2020

Presenter: Bobby West

Agenda Item No. 6

Board Action Required or Considered: Yes

**DEPARTMENTAL MATTERS: SHERIFF – BUDGET AMENDMENT – 2020 BYRNE  
JAG GRANT ACCEPTANCE**

Bobby West, Chief Deputy, will present the budget amendment shown in Attachment #6, in reference to the FY 2020 JAG funds that will be utilized by the New Bern Police Department and the Craven County Sheriff's Office. NBPD intends to purchase a police K-9. The remaining portion of the grant funds will be used by the Craven County Sheriff's Office to purchase one Springfield rifle with optics and 15 Sparc AR Red Dot optics for existing rifles. The total amount being received by the Craven County Sheriff's Office will be \$3,654.00.

**Board Action: Approve the budget amendment in a roll call vote and authorize the Chairman to execute the agreement**

Agenda Date: October 19, 2020

Presenters: Kelly Walker; Roy Beeson

Agenda Item No. 7

Board Action Required or Considered: Yes

## DEPARTMENTAL MATTERS: CARTS

### A. SCHEDULE PUBLIC HEARING FOR NCDOT GRANT APPLICATIONS

The 5311 CTP grant is a formula based allocation grant for public transportation projects in non-urbanized areas. CARTS has historically relied on this grant to assist with the costs of providing rural public transit services.

NCDOT/IMD has a process for capital projects to be an application which does not specify into which grant the capital projects will be placed. This allows for flexibility based on grant availability and this determination will be made at the state level. Capital projects to be included in this grant application are pending guidance from NCDOT/IMD. Historically, this is where CARTS applies for replacement vehicles.

Grant application information will be available no later than October 26, 2020 on the CARTS web-page and in the CARTS office. CARTS is requesting a combined public hearing be set for the November 2, 2020 meeting.

**Board Action: Schedule a public hearing and approve applications regarding grant requests for FY2021-2022 to NCDOT**

### B. REQUEST AUTHORIZATION TO SUBMIT AMENDED 5311 CARES ACT AGREEMENT

On August 14, 2020, the North Carolina Board of Transportation approved additional funds to amend the Section 5311 CARES Act Grant. The additional amount approved for CARTS was \$690,192. An amended agreement is required before CARTS may access these funds. If amended, the total 5311 CARES Act funds which could be spent on operating expenses would be \$1,078,620 and must be spent by June 30, 2021 unless the North Carolina Department of Transportation/Integrated Mobility Division (NCDOT/IMD) grants a period of performance extension. The letter and amended agreement have been provided in Attachment #7.B.

CARTS is working to identify eligible operational projects and expenses that would benefit our service area. Examples of such completed projects include: the expansion of operating hours to meet employment related transportation needs as well as equipment to improve the safety of our drivers and passengers.

CARTS is requesting approval to submit an amended 5311 CARES Act agreement to include the additional funds with the understanding that a budget amendment will be brought before the Board of Commissioners to authorize future expenditures. This allows CARTS to secure access to the additional funds while identifying opportunities to improve the operations of CARTS.

**Board Action: Approval to submit amended 5311 CARES Act Agreement to NCDOT/IMD for the additional \$690,192**

C. ANNUAL REVIEW AND MANAGEMENT REPORT

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

There are no revision recommendations at this time. A written report has been provided in Attachment #7.C. We are requesting adoption of the FY2019-2020 annual report and management review.

**Board Action: Adoption of the FY2019-2020 annual review of the CARTS SSP**

D. REQUEST APPROVAL TO APPLY FOR DHHS CARES ACT FUNDS

Federal Coronavirus Relief Funds (CRF) appropriated to The North Carolina Department of Health and Human Services (DHHS) received CARES Act apportionment by the North Carolina General Assembly under Session Law 2020-4, Section 3.3 (2.7) for flexible use has been made available to transit systems via the North Carolina Department of Transportation/Integrated Mobility Division (NCDOT/IMD). Using the Rural Operating Assistance Program (ROAP) structure, the transit system shall use the transferred funds to meet the broad transportation needs of ROAP-eligible people in the thirty-four (34) Tier 1 rural counties, including but not limited to elderly or disabled individuals. Of the three counties served by CARTS, Jones County meets the eligibility criteria of being a Tier 1 rural county.

The funds are made available to the transit system for each eligible county. Being the public transit system for Jones County, CARTS via Craven County is the eligible applicant. The funds will only be available for use in Jones County. CARTS estimates a need of approximately \$25,000 for Jones County between September 2020 and December 2020.

Trips prior to September 2020 have already been included in NCDOT/IMD CARES Act funding claims by CARTS and therefore are not eligible to be filed against the DHHS CARES Act funding.

We are requesting authorization to proceed with submitting an application for \$25,000 of DHHS CARES Act funds for use in Jones County, with a period of performance ending December 31, 2020. (See Attachment #7.D.)

**Board Action: Approval to apply for \$25,000 DHHS CARES Act funds for use on public transit trips in Jones County**

Agenda Date: October 19, 2020

Presenter: Don Baumgardner

Agenda Item No. 8

Board Action Required or Considered: Yes

**DEPARTMENTAL MATTERS: PLANNING – REQUEST TO SET PUBLIC HEARING  
CORONAVIRUS PROGRAM APPLICATION**

Craven County Planning Staff request that the Board of Commissioners set a public hearing for the November 2, 2020 meeting at 7:00 p.m. to hear comments regarding the County's intent to apply for Community Development Block Grant Coronavirus (CDBG-CV) funding. The November 2, 2020 meeting date will be the first of two required public hearings for the CDBG-CV Program application.

The CDBG-CV Program, administered by the NC Division of Rural Economic Development, is designed to help units of government prevent, respond to, and prepare for the health and economic impacts of COVID-19, while benefiting primarily low-to moderate-income persons. Public service activities which serve individuals or families impacted by coronavirus may include subsistence payments; employment training; testing and diagnosis; equipment, supplies, and materials; food distribution; health services; mental health services; broadband and communications support; and services for special needs populations. Public facility activities which support individuals or groups impacted by or serving those with coronavirus may include acquisition, construction, reconstruction or installation of public works, facilities, and site improvements; rehabilitation of building and improvements; and/or broadband and communications support. Economic development assistance projects are also available in conjunction with one or more existing, private for-profit small businesses that undertakes CDBG-CV eligible activities. The maximum grant amount per grantee is \$900,000, which includes a 10% pre-award, planning, and administration allocation.

**Board Action: Set public hearing**

Agenda Date: October 19, 2020

Presenter: Geoffrey Marett

Agenda Item No. 9

Board Action Required or Considered: Yes

## DEPARTMENTAL MATTERS: SOCIAL SERVICES

### A. SENIOR PROGRAM ROLL FORWARD OF UNSPENT FUNDS

Social Services Director, Geoffrey Marett, will present the budget amendment shown as Attachment #9.A., in the amount of \$28,608.00, to roll forward from prior fiscal year unspent funds donated to the Senior Program, Meals Program and Sunshine Program. Also included in the attachment is a detailed spreadsheet.

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

### B. FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

Mr. Marett will present the budget amendment shown as Attachment #9.B., in the amount of \$61,621.00, to budget funding received from the Eastern Carolina Council of Governments from the Families First Coronavirus Response Act (FFCRA) for home-delivered meals and congregate nutrition program services under Title III of the Older Americans Act. There is no match required.

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

Agenda Date: October 19, 2020

Presenter: Meloni Wray

Agenda Item No. 10

Board Action Required or Considered: Yes

## DEPARTMENTAL MATTERS: ELECTIONS

### A. CENTER FOR TECH AND CIVIC LIFE COVID-19 GRANT

Director of Elections, Meloni Wray, will present the budget amendment shown as Attachment #10.A., in the amount of \$70,429.50, to budget grant proceeds received from the Center for Tech and Civic Life. The grant is for the purpose of planning operationalizing safe and secure election administration in Craven County in 2020 during the COVID-19 pandemic. The funds will be used for temporary staffing payroll, PPE for staff and election workers and voter education.

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

### B. 2020 CARES ACT SUPPLEMENTAL FUNDS

Ms. Wray will present the budget amendment shown as Attachment #10.B., in the amount of \$32,500.00, for CARES Act supplemental funding received for FY 2020-2021. These funds will help prevent, prepare for, and respond to the COVID-19 pandemic during the 2020 Federal Election cycle. Funds will help to cover Election Day voting costs related to COVID and Election Day poll workers bonuses.

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

Agenda Date: October 19, 2020

Presenter: Scott Harrelson

Agenda Item No. 11

Board Action Required or Considered: Yes

## DEPARTMENTAL MATTERS: HEALTH

### A. HOSPICE BILLING RATES

Medicaid is increasing Hospice reimbursement rates. Increasing our Hospice rates would allow the agency to capture additional revenue to help offset increases in employee wages and other Hospice costs. If adopted, the following rates would become effective for Craven County Hospice on September 1, 2020: (See Attachment #11.A.)

Routine Hospice Care	\$ 185.00 per day
Continuous Home Care	\$ 60.00 per hour
Inpatient Respite Care	\$ 460.00 per day
General Inpatient Care	\$ 970.00 per day

**Board Action: Approve new billing rates for Hospice**

### B. HEALTH BILLING RATES

NC Medicaid is committed to ensuring beneficiaries continue to receive Medicaid and NC Health Choice services with no interruptions or delays due to COVID-19. NC Medicaid is implementing additional rate increases to continue to help Local Health Departments (LHDs) to serve Medicaid beneficiaries during the COVID-19 public health emergency.

Division of Health Benefits (Medicaid), Medicaid will reprocess submitted claims for both of the COVID Medicaid LHD 40% fee increases (regular services and dental) through 10/01/2020. After 10/1/2020, LHDs will be reimbursed at the lower of the Medicaid fee schedule or the LHD charge. That means that after October 1, 2020 the LHD will need to assure that local policies are followed in order to adjust local billing systems, if needed, to take advantage of this COVID rate increase from Medicaid beginning October 1, 2020 until the COVID Medicaid rate increase is discontinued. A list of services/fees is shown in Attachment #11.B.

**Board Action: Approve new billing rates for Health Services**

C. ADDITIONAL FUNDING FOR WIC

The funding increase will allow the health department to serve additional participants from October through May and enhance its ability to continue with the objective of the Special Supplemental Nutrition Program for WIC, which is to provide supplemental nutritious foods, nutritional education, and referrals to health care for low-income persons during critical periods of growth and development.

Health Director, Scott Harrelson, will present the budget amendment shown in Attachment #11.C, in the amount of \$9,636.00 for the Board's approval.

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

D. ADDITIONAL STATE FUNDING RELATED TO COVID-19

Funding from the Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC) CARES Cooperative Agreement has been awarded to the Craven County Health Department. Funding will be used towards enhancing laboratory testing capacity; increasing workforce by hiring temporary staff; supporting epidemiology and surveillance activities; to expand informatics and IT infrastructure to increase electronic data exchange; and contracts to external partners to support contact tracing and strategic planning & project management.

Mr. Harrelson will present the budget amendment shown in Attachment #11.D, in the amount of \$199,685.00 for the Board's approval.

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

Agenda Date: October 19, 2020

Presenter: Gene Hodges

Agenda Item No. 12

Board Action Required or Considered: Yes

**DEPARTMENTAL MATTERS: FACILITIES – REPLACEMENT OF BOILER AT HUMAN SERVICES BUILDING**

A few weeks ago, Maintenance was alerted to a large water leak at the Human Services Building. Upon investigation, it was found that a large crack had formed in the boiler that is used in that facility for heating. This unit has been in operation for over 30 years and has been well maintained and repaired when necessary. It was determined by the Facility Director and our HVAC Technicians and contractors that with the age of the system and amount of time needed to repair the unit that replacing the unit would be a better option. Additionally, in the FY2020-2021 approved budget was an appropriation for the replacement of the hot water pumps that are a part of this system. This budgeted appropriation was \$60,000. Prices were solicited from three of our frequently used contractors for a total replacement of the boiler and related pump system. One contractor, Brady Services, declined to provide pricing due to their current workload and the delivery time that Craven County was requiring. Two contractors, Piedmont Service Group and Heat Transfer Solutions, did provide pricing. Piedmont provided the low pricing of a turnkey replacement of the boiler and hot water pumps of \$95,400.

Staff is requesting a budget amendment, as shown in Attachment #12, in the amount of \$36,000 to contract with Piedmont Service Group to provide a replacement boiler and hot water pumps in the Human Services Building. The additional \$600 will be used for programming costs with our HVAC system monitoring company to program all of the new components into our building systems interface.

**Board Action: Approve the budget amendment of \$36,000 and authorize staff to contract with Piedmont Service Group to replace the boiler and hot water pumps at the Human Services Building.**

Agenda Date: October 19, 2020

Presenter: \_\_\_\_\_

Agenda Item No. 13

Board Action Required or Considered: Yes

## APPOINTMENTS

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

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

**A. Pending:**

- i. Adult Care Home Advisory Committee
- ii. Community Child Protection Team
- iii. Craven Aging Planning Board
- iv. Craven/Pamlico Regional Library
- v. Nursing Home Advisory Committee
- vi. Regional Aging Advisory Board
- vii. Senior Legislative Tarheel Alternate
- viii. Voluntary Agriculture District Advisory Board

**B. Current:**

- i. **Community Child Protection Team –**
  - Applicant Kimberly Merwin seeks appointment to fill vacancy left by Robert Keeter's resignation (See Attachment #13.B.)
- ii. **Craven Aging Planning Board**
  - Carolyn Squires seeks reappointment
- iii. **Craven County Planning Board**
  - Danny Hill, Jr. seeks reappointment
- iv. **Fire Tax Commissioners Board**
  - Joseph Midgette – TWP 1 Vanceboro Fire seeks reappointment
  - Aaron McLawhorn TWP 8 WNB II Rhems Fire seeks reappointment
  - Rodney Russell – TWP 3 Dover seeks reappointment
- v. **Fireman's Relief Fund Board of Trustees**
  - Dred Mitchell – TWP 3 Cove City seeks reappointment
  - Aaron McLawhorn TWP 8 WNB II Rhems Fire seeks reappointment

**C. UPCOMING: Terms Expiring**

- i. **Craven County Health Board**
  - Jim Davis
  - Genelle Butz
- ii. **Craven County Planning Board**
  - Curt Stegemann
- iii. **Craven/Pamlico Regional Library**
  - Judy Bird

Agenda Date: October 19, 2020

Presenter: Arey Grady

Agenda Item No. 14

## **COUNTY ATTORNEY'S REPORT**

Agenda Date: October 19, 2020

Presenter: Jack Veit

Agenda Item No. 15

## **COUNTY MANAGER'S REPORT**

Agenda Date: October 19, 2020

Presenter: \_\_\_\_\_

Agenda Item No. 16

## **COMMISSIONERS' REPORTS**

1 **THE BOARD OF COMMISSIONERS OF THE COUNTY OF CRAVEN MET IN**  
2 **REGULAR SESSION IN THE COMMISSIONERS' ROOM OF THE CRAVEN COUNTY**  
3 **ADMINISTRATION BUILDING, 406 CRAVEN STREET, NEW BERN, NORTH**  
4 **CAROLINA, ON MONDAY, OCTOBER 5, 2020. THE MEETING CONVENED AT**  
5 **7:00 P.M.**

6  
7 **MEMBERS PRESENT:**

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

14  
15 **MEMBERS EXCUSED:**

16 Commissioner Johnnie Sampson, Jr.

17  
18 **STAFF PRESENT:**

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

25  
26 Following the Pledge of Allegiance, County Attorney, Arey Grady, recited the following  
27 invocation:

28  
29 *Lord, merciful God, we give You thanks for giving us another day.*

30  
31 *Bless those throughout our Nation who are suffering from the pandemic,*  
32 *fires, hurricanes, and flooding. Their needs continue. Impel our political*  
33 *leaders to tend to those needs with speed and wisdom.*

34  
35 *Help us to be people of faith and hope. Lord, have mercy.*

36  
37 *May all that is done in the days to come be for Your greater honor and*  
38 *glory. Amen.*

39  
40 *Based upon the invocation given by Reverend Patrick J. Conroy, S.J. at the*  
41 *September 21, 2020 session of the US House of Representatives*

42 Chairman Mark indicated that he would like to amend the agenda by removing the  
43 Commissioners' Reports. Commissioner Liner motioned to approve the agenda, as  
44 amended, seconded by Commissioner McCabe and approved unanimously.

**PETITIONS OF CITIZENS (AGENDA TOPICS)**

There were no citizens from the public who wished to speak.

**CONSENT AGENDA**

Commissioner Mitchell motioned to approve the Consent Agenda, inclusive of the Minutes of September 21, 2020, Tax Releases and Refunds of October 5, 2020 (*Credits - \$12,235.95, Refunds - \$1,812.50*) and Sheriff’s Budget Amendment – Donation of Body Armor. Commissioner Liner seconded the motion, which carried 6-0 in a roll call vote.

***Sheriff’s Office***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
1014310-38301 Misc. Donations	\$2,090.00	1014310-47321 Capital Outlay	\$2,090.00
<b>TOTAL</b>	<b>\$2,090.00</b>	<b>TOTAL</b>	<b>\$2,090.00</b>

**Justification:** The Craven County Sheriff’s Office received two donation checks totaling \$2,090.00 to be used for the purchase of bullet proof vests/carriers/and accessories.

**DEPARTMENTAL MATTERS: SHERIFF – BUDGET AMENDMENT FOR VIPER RADIO AWARD**

Chief Bobby West presented a budget amendment in the amount of \$275,000.00 for the Board’s approval. He reported that the Craven County Sheriff’s Office has been awarded a grant in the amount of \$275,000.00 from the NC Department of Public Safety through the Coronavirus Relief Act 3.0 (House Bill 1105/SL 2020-97), and funds will be used to purchase Voice Interoperability Plan for Emergency Responders (VIPER) Radios for use by the Sheriff’s Office personnel.

Commissioner McCabe motioned to approve the budget amendment, as presented, seconded by Commissioner Mitchell and approved 6-0 in a roll call vote.

***Sheriff’s Office***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
1014310-33118 Coronavirus Relief Fund	\$275,000.00	1014310-47321 Capital Outlay \$500-\$4,999	\$275,000.00
<b>TOTAL</b>	<b>\$275,000.00</b>	<b>TOTAL</b>	<b>\$275,000.00</b>



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**DEPARTMENTAL MATTERS: PLANNING**

*CDBG Coronavirus Program Grant Application/Administration Services Firm Selection*

Planning Director, Don Baumgardner, reported that on September 8, 2020 Craven County solicited proposals seeking qualified professional planning and management firms for professional services to write a grant application and to administer CDBG Coronavirus funding if the grant application is approved. The Request for Proposals were due back on September 23, 2020 by 9:00 a.m., with HCP, Inc. and Adams Company submitting proposals. A bid review committee ranked all submitted proposals on September 28, 2020.

Mr. Baumgardner requested that the Board select HCP, Inc., the most qualified professional planning and management firm for this project to help write the grant application; administer the grant and authorize the Chairman and County Manager to execute any contracts.

Commissioner Liner motioned to select HCP, Inc. for the project, as requested, seconded by Commissioner Mitchell and approved unanimously.

*Contract Award Recommendation – Expedited Acquisition Demolition (PA Funds)*

Chip Bartlett of Holland Consulting Planners, Inc, reported that Craven County has received Public Assistance Funding from FEMA for the purpose of clearing and disposal of structures acquired under the HMGP-Florence Buyout Program.

He stated that a bid opening for the demolition and clearance of five (5) flood damaged properties proposed for acquisition was held on July 22, 2020. Bid proposals were received from six regional contractors: M&W Land Improvement, Centerline Development, Habilis, Inc., Corbet Clearing & Demolition, AK Grading & Demolition and TruBlue Services.

Demolition Contract Award Recommendations for the low bidder (lump sum) are as follows:

Properties:

- 1800 Frank Ave., New Bern
- 601 Howell Rd., New Bern
- 405 Howell Rd., New Bern
- 605 Howell Rd., New Bern
- 126 Scotts Creek Rd., New Bern

Lump Sum Bid: \$33,500.00

Contractor: Corbett Clearing & Demolition LLC (Low Bidder)

Commissioner Liner inquired about the maintenance of said properties. Mr. Bartlett responded that once the properties are fully acquired in the next 60 days, they would be the County’s responsibility, but went on to say that there are options permitted by FEMA for their usage.



138  
 139 Commissioner Mitchell motioned to award the contract for the expedited demolition (PA Funds)  
 140 to the lowest bidder, Corbett Clearing & Demolition, as recommended, seconded by  
 141 Commissioner McCabe and approved unanimously.

142  
 143 *Subdivision for Approval*

144  
 145 Mr. Baumgardner reported that the Planning Board met on September 24, 2020 and  
 146 recommended the following subdivision for approval:

147  
 148 James W. Williamson, III and wife Crystal D. Dunn – Final: The property, owned by James  
 149 Williamson and Crystal Dunn and surveyed by Terry Wheeler, PLS, is located within Twp. 2 off  
 150 of Branch Canal Rd.(SR 1430); Parcel ID 2-039-4001. The subdivision contains 4 lots on 3.683  
 151 acres and will be served by First Craven Water and individual septic systems.

152  
 153 Commissioner Mitchell motioned to approve the subdivision, as recommended, seconded by  
 154 Commissioner McCabe and approved unanimously.

155  
 156 **APPOINTMENTS**

157  
 158 *Pending*

159  
 160 Chairman Mark reviewed the following pending appointments:

- 161
- 162 • Adult Care Home Advisory Committee
  - 163 • Craven Aging Planning Board
  - 164 • Craven/Pamlico Regional Library
  - 165 • Community Child Protection Team
  - 166 • Nursing Home Advisory Committee
  - 167 • Regional Aging Advisory Board
  - 168 • Senior Legislative Tarheel Alternate
  - 169 • Voluntary Agriculture District Advisory Board

170  
 171 *Current*

172  
 173 *Fireman's Relief Fund Board of Trustees*

174  
 175 Commissioner Jones motioned to reappoint Dred Mitchell and Aaron Mclawhorn. There being  
 176 no additional nominations, Mr. Mitchell and Mr. Mclawhorn were reappointed by acclamation.

177  
 178 *Fire Tax Commissioners*

179  
 180 Chairman Mark motioned to reappoint Joseph Midgette. Commissioner Mitchell motioned to  
 181 reappoint Aaron McLawhorn. There being no additional nominations, Mr. Midgette and Mr.  
 182 McLawhorn were reappointed by acclamation.



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*Upcoming: Terms Expiring*

Chairman Mark reviewed the upcoming appointments due to expire on boards and committees:

- **Fire Tax Commissioners Board**
  - Rodney Russell – TWP 3 Dover Fire
- **Craven County Planning Board**
  - Danny Hill, Jr.
- **Craven Aging Planning Board**
  - Carolyn Squires

**COUNTY ATTORNEY’S REPORT**

*Initial Offer to Purchase Real Property – 108 Arnold St., Vanceboro (Parcel #1-V-09-066)*

County Attorney, Arey Grady, presented an offer received by Craven County in the amount of \$1,000.00 for this real property, which was acquired through a tax foreclosure, with past due taxes and costs of foreclosure totaling \$3,803.68. The tax value of this property is \$6,410.00.

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

Commissioner Mitchell motioned to adopt the following resolution approving the transaction and authorizing the upset bid process, seconded by Commissioner McCabe and unanimously approved.

**CRAVEN COUNTY  
RESOLUTION ACCEPTING OFFER TO PURCHASE  
SUBJECT TO UPSET BIDS**

WHEREAS, Craven County owns certain real property identified as Tax Parcel Number 1-V-09-066 (hereinafter “the Real Property”), the Real Property having been acquired by Craven County in deed recorded in Book 3597, Page 1319 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.



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

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

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

237

238 ADOPTED THIS 5<sup>th</sup> DAY OF OCTOBER, 2020.

239

240 *Initial Offer to Purchase Real Property – Adams Creek, New Bern (Parcel #5-014-1005)*

241

242 Mr. Grady presented an offer received by Craven County in the amount of \$1,500.00 for this real  
243 property, which was acquired through a tax foreclosure, with past due taxes and costs of  
244 foreclosure totaling \$2,007.41. The tax value of this property is \$4,370.00.

245

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

250

251 Commissioner Mitchell motioned to adopt the following resolution approving the transaction and  
252 authorizing the upset bid process, seconded by Commission Bucher and unanimously approved.

253

254

**CRAVEN COUNTY  
RESOLUTION ACCEPTING OFFER TO PURCHASE  
SUBJECT TO UPSET BIDS**

256

257

258 WHEREAS, Craven County owns certain real property identified as Tax Parcel Number  
259 5-014-1005 (hereinafter “the Real Property”), the Real Property having been acquired by Craven  
260 County in deed recorded in Book 3569, Page 537 in the Office of the Register of Deeds of Craven  
261 County; and,

262

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

265

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

268

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

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



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

277  
278 ADOPTED THIS 5<sup>th</sup> DAY OF OCTOBER, 2020.

279  
280 *Approval of Conveyance After Expiration of Upset Bid Period – Muddy Lane, New Bern*  
281 *(Parcel #1-044-303)*

282  
283 Mr. Grady reported that the County previously received and approved an offer to purchase this  
284 real property, subject to the completion of the upset bid process. The upset bid period has now  
285 expired, and the County Attorney recommended approval of the conveyance at the purchase price  
286 of \$1,000.00. The County originally acquired this property through a tax foreclosure, with past  
287 due taxes and costs of foreclosure totaling \$1,135.58. The tax value of this property is \$4,050.00.

288  
289 Should the Board of Commissioners authorize this transaction, a resolution should be adopted,  
290 which in turn will authorize the execution and delivery of the necessary documents.

291  
292 Commissioner Mitchell motioned to approve the following resolution approving the conveyance  
293 after expiration of the upset bid period, seconded by Commissioner McCabe and approved  
294 unanimously.

295  
296 **CRAVEN COUNTY**  
297 **RESOLUTION AUTHORIZING CONVEYANCE**  
298 **AFTER EXPIRATION OF UPSET BID PERIOD**  
299

300 WHEREAS, Craven County owns certain real property identified as Tax Parcel Number  
301 1-044-303 (hereinafter “the Real Property”), the Real Property having been acquired by Craven  
302 County in deed recorded in Book 2349, Page 467 in the Office of the Register of Deeds of Craven  
303 County; and,

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

307 WHEREAS, the upset bid period required under North Carolina General Statute §160A-  
308 269 has expired; and,

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

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

314 Section 1. The last and highest bid of Jesse L. Mars, Jr. in the sum of \$1,000.00 for the  
315 Real Property is hereby accepted, and the Offer to Purchase previously executed by Craven County  
316 subject to the provisions of North Carolina General Statute §160A-269 is hereby ratified and  
317 confirmed in its entirety.

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

323

324 ADOPTED THIS 5<sup>th</sup> DAY OF OCTOBER, 2020.

325

#### 326 PETITIONS OF CITIZENS

327

328 There were no citizens from the public who wished to speak.

329

#### 330 COUNTY MANAGER'S REPORT

331

332 Remotely, County Manager Jack Veit, reported that the Convention Center Project received its  
333 certification for occupancy today. He recognized Assistant Manager, Gene Hodges for his  
334 oversight and expedition of this project.

335

336 Mr. Veit informed the Board that several internet connectivity meetings have continued over the  
337 past several weeks, targeting areas with no or marginal service. He indicated that there are  
338 different solutions being pursued based on geography and infrastructure.

339

340 Mr. Veit reported on the Highway 17 meeting last week, where Chairman Mike Fox with the  
341 Department of Transportation gave an in-depth review of the funding challenges, the delays that  
342 are occurring as a result, and the turnover of DOT staff over the past several months.

343

344 Chairman Mark highlighted there had been a work session slated for October 19<sup>th</sup> that would  
345 need to be rescheduled. Discussion resulted as the Commissioners reviewed their calendars.  
346 There was consensus that they would reschedule the work session for November 2<sup>nd</sup> at  
347 12:30 p.m. There were inquiries as to when they would hold a budget work session. Since that  
348 meeting relies on financial data, it would need to be held in December, and it was determined a  
349 calendar poll would be taken as dates in December tend to fill up quickly.

350

351

**CLOSED SESSION**

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At 7:25 p.m., Commissioner Liner motioned to go into Closed Session (following a 5 minute recess), pursuant to NC GS 143-318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body. His motion was seconded by Commissioner Mitchell and approved unanimously.

At 7:54 p.m., Commissioner Liner motioned to return to Open Session; seconded by Commissioner McCabe and approved unanimously.

Commissioner Mitchell motioned to approve the Resolution exempting proposed engineering and surveying services from qualification-based selection process related to Lot 19 in the Craven County Industrial Park. Her motion was seconded by Commissioner Liner and approved unanimously.

**CRAVEN COUNTY  
RESOLUTION EXEMPTING PROPOSED ENGINEERING  
AND SURVEYING  
SERVICES FROM QUALIFICATION-BASED SELECTION PROCESS**

WHEREAS, Craven County ("County") is a North Carolina County organized and existing pursuant to Chapter 153 of the North Carolina General Statutes; and,

WHEREAS, North Carolina General Statute §143-64.31 requires the initial solicitation and evaluation of firms to perform architectural, engineering, surveying, construction management- at-risk services, and design-build services (collectively "design services") to be based on qualifications and without regard to fee; and,

WHEREAS, County proposes to enter into one or more contracts for engineering and surveying services for work in the Craven County Industrial Park; and,

WHEREAS, North Carolina General Statute §143-64.32 authorizes units of local government to exempt contracts for design services from the qualifications-based selection requirements of North Carolina General Statute §143-64.31 if the estimated fee for any such service is less than \$50,000; and,

WHEREAS, County anticipates the need for engineering and surveying services regarding the subdivision of Lot 19 in the Craven County Industrial Park and the planning and installation of infrastructure for same, and the County anticipates the cost for all such services to be less than \$50,000.

NOW THEREFORE, COUNTY HEREBY RESOLVES AS FOLLOWS:

**Section 1.** The above-described project is hereby made exempt from the provisions of North

390 Carolina General Statute §143-64.31.

391 **Section 2.** This resolution shall be effective upon adoption.

392

393

394 ADOPTED THIS 5<sup>TH</sup> DAY OF OCTOBER, 2020.

395

396 At 7:56 p.m., Commissioner Liner motioned to adjourn. His motion was seconded by

397 Commissioner McCabe and carried unanimously.

398

1 **THE BOARD OF COMMISSIONERS OF THE COUNTY OF CRAVEN MET IN**  
2 **SPECIAL SESSION WITH THE CRAVEN COUNTY BOARD OF EDUCATION IN THE**  
3 **CONVENTION CENTER, BALLROOM A, 203 SOUTH FRONT STREET, NEW BERN,**  
4 **NC, ON TUESDAY SEPTEMBER 29, 2020. THE MEETING CONVENED AT 10:00**  
5 **A.M.**

6  
7 At 10:00 a.m., Board of Commissioner (BOC) Chairman Thomas Mark called the meeting to  
8 order. Clerk to the Board called roll and the following were present:

9  
10 **MEMBERS PRESENT:**

11 Chairman Thomas F. Mark  
12 Vice Chairman Jason R. Jones  
13 Commissioner Denny Bucher  
14 Commissioner George S. Liner  
15 Commissioner Theron L. McCabe  
16 Commissioner E. T. Mitchell  
17 Commissioner Johnnie Sampson, Jr.

18  
19 **STAFF PRESENT:**

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

25  
26 Board of Education (BOE) Chairman David Hale called their meeting to order and  
27 Superintendent of Schools, Meghan Doyle, called roll. The following staff and board members  
28 were in attendance, with three participating remotely:

29  
30 David Hale  
31 Frances Boomer  
32 Beatrice Smith  
33 Kimberly Smith (remote)  
34 Stefanie King  
35 Naomi Clark (remote)  
36 Carroll Ipock (remote)  
37 Brian Gatchel  
38 Myra Flowers  
39 Dr. Meghan Doyle

40  
41 **AGENDA APPROVAL AND PLEDGE:**

42  
43 Commissioner George Liner motioned to approve the Board of Commissioner's Agenda, as  
44 presented. Commissioner Mitchell seconded the motion and the Agenda was approved  
45 unanimously.

47 Chairman Thomas Mark led the group in the Pledge of Allegiance followed by an invocation  
48 given by the Board of Education Attorney, Brian Gatchel.  
49

50 Board of Education Member, Frances Boomer, motioned to approve the Board of Education's  
51 Agenda, as presented. Her motion was seconded by Board of Education Member, Beatrice  
52 Smith and approved unanimously.  
53

54 **WELCOME:**  
55

56 Board of Commissioners' Chairman, Thomas Mark, welcomed everyone present and then  
57 reviewed the conversations, the letters, and other communication exchanges that led to the  
58 meeting being held. He stated the crux of the discussion was why Craven County Schools are  
59 not pursuing Option A (in-class instruction). He read a letter sent in by a citizen emphasizing the  
60 need for in-classroom instruction and requesting information about when Craven County Schools  
61 would provide that option. Chairman Mark indicated her sentiments were shared by most of the  
62 Commissioners.  
63

64 Board of Education Chairman, David Hale, referenced a past joint session where these two  
65 organizations addressed challenges about working together through hurricanes and floods; and  
66 stated they never envisioned a pandemic, which has had such devastating impacts on our nation.  
67 Mr. Hale recognized all those behind the scenes who have worked tirelessly through this virtual  
68 phase to enable the school system to continue to move forward: nutritional and transportation  
69 teams, the custodial staff, the school nurses, and the parents.  
70

71 **COMMENTS:**  
72

73 Commissioner Denny Bucher stated that going to 100% online learning was very disappointing  
74 for many parents, especially those with handicapped children. He indicated there were several  
75 results of this choice: private school enrollments have increased, parents are seeing what  
76 actually occurs in the classroom, homeschooling is up, and parents having the opportunity to  
77 make changes to the Board of Education at election time. Mr. Bucher indicated that during the  
78 next budget cycle he would be more attentive to what the Board of Education is requesting. He  
79 questioned why the teacher turnover rate in Craven County is so high and remarked on  
80 conversations he has had with teachers who have left the system.  
81

82 Commissioner George Liner stated he would like to reserve comments until he hears from the  
83 Board of Education.  
84

85 Commissioner Theron McCabe stated he would like to piggyback off of Commissioner Bucher's  
86 comments and know why teachers are leaving. Mr. McCabe also expressed dissatisfaction in his  
87 community over the lack of internet service and support from the school system regarding this.  
88

89 Commissioner E.T. Mitchell congratulated the Board of Education leadership, teachers, and staff  
90 for making the quick adjustment at the end of the last school year.  
91

92 She relayed that has received letter after letter and call after call from citizens who are extremely  
93 dissatisfied in how this school year has started. She indicated the desire to know when they  
94 would get to Option A. Ms. Mitchell highlighted that children are suffering across all disciplines  
95 and working parents are having to patch together childcare and having to pay twice for their  
96 children's education. She stated the school system knits communities together and she fears the  
97 long term impact of online learning will minimize how essential teachers are to public education.

98  
99 Commissioner Johnnie Sampson, Jr. remarked that the problems they are having did not just  
100 start, but have existed for some time. He spoke of the schools in the Duffyfield and Sunnyside  
101 communities needing a lot of work and the attitude of the teachers toward those students. Mr.  
102 Sampson emphasized his desire for children to be educated in school rather than left on the  
103 streets to go to jail. He expressed the desire to work together and to help those who can't help  
104 themselves get back up.

105  
106 Vice-Chairman Jason Jones indicated he has received a lot of questions from his constituents, but  
107 would save most of those until after the presentation. He highlighted the number one concern is  
108 the lack of internet service in rural areas. Mr. Jones stated that county government is forbidden  
109 from providing internet service, but is working to help with infrastructure improvements. He  
110 remarked there was no easy solution and it would take time.

111  
112 Board of Education Chairman, David Hale, read the Craven County Schools' vision statement  
113 aloud.

114  
115 Board of Education Member, Beatrice Smith, stated that they are hearing the same kinds of  
116 things that the Commissioners are hearing: children need to be in school, parents need support,  
117 and that the children are not doing their best work. Ms. Smith said what she was not hearing was  
118 concern about their health. She emphasized that they listen to their best resources and then make  
119 their decisions. She agreed she was not happy with it all right now, as education is essential, but  
120 death is permanent. Ms. Smith indicated they feel the same frustrations, but they are doing the  
121 very best they can with the information they have. In regards to teachers leaving, she said it goes  
122 both ways, they have teachers coming into their system not happy where they were.

123  
124 Board of Education Member, Frances Boomer, expressed her dismay over all of the negative  
125 comments, and the abusive exchanges in emails, phone calls/texts and on Facebook. She  
126 indicated that no matter what was done, they could not satisfy everyone, so receiving complaints  
127 is part of it. Ms. Boomer stated the pandemic was not their choice, but they have to deal with it,  
128 and the health of the children is a number one priority. She also remarked that many teachers are  
129 concerned about their health when returning to the classroom setting. Ms. Boomer concluded by  
130 say criticizing will not solve the problem, it is the cards that we all have been dealt, no one is at  
131 fault, and we are going to have to work together and do what is best for the children.

132  
133 Board of Education Member, Stephanie King, informed everyone that in addition to sitting on  
134 the BOE, she is also part of the Pitt County administrative staff, so in this dual role she is seeing  
135 two different options in play. She also emphasized you cannot satisfy everyone. The essential  
136 employees are the teachers, and some of them have cancer, or are caring for an aging family  
137 member.

138 Many students are not doing well with the online learning, yet other parents report that their  
139 children are thriving with it. Ms. King stated she is an advocate for teachers, students, and the  
140 community and she carries the burdens of everyone, and feels like the BOE is being attacked for  
141 the decisions they have to make.

142  
143 Board of Education Member, Kimberly Smith, (remotely) stated their jobs are very hard. Ms.  
144 Smith said they care about their students, and staff, yet has received complaints and concerns  
145 from all. She indicated the complexity of issues is intense, as there are so many different  
146 scenarios. Ms. Smith remarked the internet issue is definitely something they all can work  
147 together on to solve that problem. She indicated the desire to adjust the tone of this meeting and  
148 referenced Dr. Doyle's presentation.

149  
150 Board of Education Member, Naomi Clark, (remotely) stated that she echoed what her  
151 colleagues are saying. She stated no one could question the BOE when we are trying to make  
152 the very best decisions possible in this situation, and nothing would make her happier than to  
153 have the children back in school. Ms. Clark emphasized the need to be concerned about safety.

154  
155 Board of Education Member, Carroll Ipock, (remotely) remarked on the stress that everyone is  
156 feeling is spilling over into each other's buckets, which just adds to the stress. He emphasized  
157 the importance of people sharing their concerns, as their job is to listen and to evaluate and then  
158 make the best decision possible with the knowledge they have. Mr. Ipock expressed his  
159 gratitude for the leadership they have had during this pandemic. He highlighted that the biggest  
160 issue faced is the lack of connectivity.

161

162 **PRESENTATION:**

163

164 At this time, Dr. Doyle gave a PowerPoint presentation highlighting the following topics:

- 165 ➤ The three Options
- 166 ➤ Re-opening decisions by the Governor

167

168 At 11:11 a.m., the Convention Center fire alarm system activated and everyone vacated the  
169 building.

170

171 At 11:27 a.m., the meeting was able to reconvene with Dr. Doyle completing her presentation.

172

- 173 ➤ Challenges face, with educations being in small spaces for long periods of time
- 174 ➤ Strong Schools Public Health Toolkit K-12
- 175 ➤ Constraints on the system to transition to Option B
- 176 ➤ Option B TransitioningOutline
- 177 ➤ Operation Plans
- 178 ➤ Healthy Environments
- 179 ➤ Transportation
- 180 ➤ Scheduling
- 181 ➤ Survey Inputs and other Feedback
- 182 ➤ COVID 19 Continue Planning

183

184 Dr. Doyle concluded the presentation stated that the Board of Education wants their students to  
185 return to the classroom, but there are significant challenges because of the requirements that have  
186 to be met.

187

### 188 **HEALTH DIRECTOR PRESENTATION:**

189

190 Craven County Health Director, Scott Harrelson, highlighted the recent COVID 19 activity in  
191 Craven County, relaying there had been a significant spike but that active cases are now down to  
192 143, and are currently trending downward. Mr. Harrelson reported that currently COVID19 is  
193 the 3<sup>rd</sup> leading cause of death in the United States. He reported that contract tracers have  
194 determined that people are getting together for events, and it gets brought back to the workplace,  
195 creating the spread. While he does not think the schools are conducive for the viral spread with  
196 the precautions in place, they have to be prepared to deal with it there. He indicated that our  
197 hospital serves several counties and has not been overwhelmed to date with cases. In referencing  
198 the 39 deaths in Craven County, over 50% were nursing home related, and all the others have  
199 underlying health conditions.

200

### 201 **QUESTIONS/DISCUSSION:**

202

203 The following questions were posed and addressed:

204

205 1. Have any schools in NC looked at doing alternating full weeks of in-classroom instruction?  
206 *Yes, that option was explored, as it is occurring in other parts of the state. The challenge is on*  
207 *the teachers, so we weighted the pros and cons. Many different scenarios were considered and*  
208 *we chose the one we felt best suited for our system.*

209

210 2. Is it possible to have a few schools open to Option A for the most vulnerable students?  
211 *We are accessing Craven Live to determine the number of staff we have, as some teachers have*  
212 *requested accommodations. Teams are working to determine which teachers are at risk. We are*  
213 *working to get that element of the population back to Option A.*

214

215 3. Will the students be operating on a regular school day or dismissed at 1:00 p.m.?  
216 *Craven County Schools has not announced anything regarding early dismissal; we currently*  
217 *plan on the standard school day hours.*

218

219 4. Will the established learning hubs be considered as a group to keep them consolidated?  
220 *If people want to make a request for schedules, the school system is trying to make*  
221 *accommodations, but any changes made, affects the whole system....especially transportation.*

222

223 5. Who and where are temperature/health checkpoints going to take place?  
224 *The goal is to have several checkpoints and prevent children who are sick from entering the*  
225 *school. Parents or guardians are required at bus stops as the bus driver will take the*  
226 *temperature of a child before entering the bus. Then upon arrival at the school, they will also*  
227 *receive a temperature check and be asked several health questions. This will take place at other*  
228 *times throughout the day as well.*

229 6. Are there uniform expectations across the school system as to the amount of homework each  
230 grade level is to be given?

231 *Yes. Early on, after receiving feedback, we did a re-evaluation because students were having to*  
232 *spend too much time in front of their devices. Uniform expectations for the different grade levels*  
233 *were sent out. We are in the process of re-evaluating again. It should be consistent across the*  
234 *grade level. If not, parents are encouraged to contact their school.*

235  
236 7. What criteria is the BOE looking at to enter into Option A?

237 *We are constantly looking at all the health metrics to get our students back to in-classroom*  
238 *instruction. We are transitioning slowly to help students learn the various protocols; and*  
239 *adjustment time is needed to get back in-classroom with the new protocols in place. We must be*  
240 *vigilant to the health of our students and staff.*

241

242 **CLOSING COMMENTS:**

243

244 Vice Chairman Jones expressed his appreciation to the teachers and staff with all of the  
245 challenges of virtual learning. He stated this meeting was not meant to be an ambush, but a  
246 desire to communicate and share openly about the pandemic situation and the circumstances it  
247 has created.

248

249 Chairman Mark relayed they were not trying to be negative, but just seeking answers for their  
250 constituents and he is pleased with how the BOE has addressed those inquiries.

251

252 Board of Education Chairman Hale remarked that we all want to return to in-classroom learning,  
253 but have to follow protocols and there are complexities to transitioning from Option B to Option  
254 A that deal with quarantines, class sizes, social distancing, and masks.

255

256 Board of Education Member, Kimberly Smith, expressed her desire for more people to tune into  
257 the BOE meetings because the information is out there. She encouraged the public to call with  
258 any inquiries and concerns.

259

260 Board of Education Member, Carroll Ipock, stated this is by far the hardest challenge that the  
261 BOE has faced. He stated that the student's health and welfare is their primary concern and how  
262 to get back to face-to-face education. He indicated there is a lot of hidden activity going on to  
263 make that happen.

264

265 Board of Education Member, Beatrice Smith, expressed her appreciation for the good working  
266 relationship these two boards have with one another. She remarked it would be good to do this  
267 again in the near future.

268

269 Commissioner McCabe extended his gratitude to Dr. Doyle and the Board of Education members  
270 for the work they are doing. He indicated his negative remarks were not directed towards the  
271 BOE, but the problems arising from difficulties with lack of internet service. Mr. McCabe  
272 praised their efforts.

273

274 At 12:28 p.m., Commissioner Liner motioned to adjourn. His motion was seconded by  
275 Commissioner McCabe and carried unanimously.

## Craven County

## RELEASES SUBJECT TO BOARD APPROVAL ON 10/19/2020

Taxpayer Name	Account Number	Tax Year	Bill Number	Amount
BOOTON, DEREK EDWARD CORRECTED DISCOVERED PROPERTY VALUE	44954	2020	214789	72.92
BOWDEN, CARSON SMITH CORRECTED DISCOVERED PROPERTY VALUE	706650	2020	9889	35.17
CISCO SYSTEMS CAPITAL CORPORATION BILLING ERROR	60043	2020	209721	3.68
COGGER, THOMAS WILLIAM CORRECTED DISCOVERED PROPERTY VALUE	123901	2020	211799	72.27
DIXON SOCIAL INTERACTIVE SERVICE IN DID NOT OWN JANUARY 1	85969	2020	213365	13.44
DIXON SOCIAL INTERACTIVE SERVICE IN DID NOT OWN JANUARY 1	85969	2019	400685	14.62
FANTASY FACES LLC DID NOT OWN JANUARY 1	97648	2020	206877	6.33
FRAZIER, MARY WHITFORD & BOSEMAN, DWELLING VACANT	67365	2020	212931	60.00
FRAZIER, MARY WHITFORD & BOSEMAN, DWELLING VACANT	67365	2019	212931	65.25
GILLIS, MARY LOUISE RECYCLE FEE CORRECTION	24985	2020	21920	60.00
Jahr, SEAN LEE BILLING ERROR	91919	2020	209329	10.67
KINCAID, JAMES M DOUBLE BILLED	80172	2020	405783	100.46
KINCAID, JAMES M DOUBLE BILLED	80172	2020	405781	104.62
KINCAID, JAMES M DOUBLE BILLED	80172	2020	405780	92.97
KINCAID, JAMES M DOUBLE BILLED	80172	2020	405778	82.20
KINCAID, JAMES M BILLING ERROR	80172	2020	405777	6.36
KINCAID, JAMES M BILLING ERROR	80172	2020	405773	5.70
KOONCE, KENNETH EARL MOBLE HOME/ PROPERTY RAZED	113538	2020	39349	410.85
L3HARRIS TECHNOLOGIES INC - DATA CO INCORRECT OWNER/ REBILL	37006	2020	214189	334.20
LATITUDE CHURCH INC EXEMPT PER NCGS 105-278.3	117507	2020	37271	10,567.20
LAWNSBY, ROB NOT TAXABLE TO CRAVEN COUNTY	26207	2020	214776	1,375.80
LAWSON, JAMES LAWSON DID NOT OWN JANUARY 1	54633	2020	404942	33.67
LAWSON, JAMES LAWSON DID NOT OWN JANUARY 1	54633	2020	404941	29.78
LAWSON, JAMES LAWSON DID NOT OWN JANUARY 1	54633	2020	404939	25.94
LEWIS, LARRY THOMAS DOUBLE BILLED	55120	2020	405330	377.73
LEWIS, LARRY THOMAS DOUBLE BILLED	55120	2020	405328	328.96

# Craven County

## RELEASES SUBJECT TO BOARD APPROVAL ON 10/19/2020

Taxpayer Name	Account Number	Tax Year	Bill Number	Amount
LILLY, JAMES A & CONNIE M RECYCLE FEE CORRECTION	4436552	2020	202163	60.00
MORRIS, JOYCE DID NOT OWN JANUARY 1	82174	2020	205004	39.42
MX NETWORK INC EXEMPT PER NCGS 105-278.7	128400	2020	40019	7,019.10
NC LAND LEASE LLC INCORRECT OWNER/ REBILL	111322	2020	209796	9,521.49
NC LAND LEASE LLC INCORRECT OWNER/ REBILL	111322	2020	209797	4,242.54
PEADEN, KEVIN WHITEHURST DID NOT OWN JANUARY 1	119846	2020	404153	11.27
PEADEN, KEVIN WHITEHURST DID NOT OWN JANUARY 1	119846	2020	404154	12.30
PEADEN, KEVIN WHITEHURST DID NOT OWN JANUARY 1	119846	2020	404155	13.21
PEADEN, KEVIN WHITEHURST DID NOT OWN JANUARY 1	119846	2020	404156	14.22
PEADEN, KEVIN WHITEHURST DID NOT OWN JANUARY 1	119846	2020	404157	15.25
PEADEN, KEVIN WHITEHURST DID NOT OWN JANUARY 1	119846	2020	404158	14.08
PEREZ, GARY S & DEBORAH P DOUBLE BILLED	103018	2020	212745	808.24
R H MAC INC BILLING ERROR	60798	2020	203550	12.38
RICOH USA INC LATE LISTING CHARGED IN ERROR	97364	2020	210882	70.70
RICOH USA INC LATE LISTING CHARGED IN ERROR	97364	2020	207338	2.67
RICOH USA INC LATE LISTING CHARGED IN ERROR	97364	2020	206832	8.34
SONON, DONNA RECYCLE FEE CORRECTION	2887	2019	200038	64.80
SONON, DONNA RECYCLE FEE CORRECTION	2887	2020	200038	60.00
SPECTRUM SOUTHEAST LLC BILLING ERROR	37485	2020	214236	31,395.26
SPECTRUM SOUTHEAST LLC BILLING ERROR	37485	2020	214237	22,285.59
WALKER, DOUGLAS L & ANGELA L NOT TAXABLE TO CRAVEN COUNTY	100350	2020	213847	883.97
WALLACE, DANIEL NOT TAXABLE TO CRAVEN COUNTY	45247	2020	214829	725.39
WETHERINGTON, HILDA INCORRECT OWNER/ REBILL	14955	2020	2706	386.29
WETHINGTON, ROBERT BRYAN NOT TAXABLE TO CRAVEN COUNTY	52759	2020	403915	6.76
WETHINGTON, ROBERT BRYAN NOT TAXABLE TO CRAVEN COUNTY	52759	2020	403916	7.37
WETHINGTON, ROBERT BRYAN NOT TAXABLE TO CRAVEN COUNTY	52759	2020	403917	7.86

# Craven County

## RELEASES SUBJECT TO BOARD APPROVAL ON 10/19/2020

Taxpayer Name	Account Number	Tax Year	Bill Number	Amount
WETHINGTON, ROBERT BRYAN NOT TAXABLE TO CRAVEN COUNTY	52759	2020	403918	8.46
WETHINGTON, ROBERT BRYAN NOT TAXABLE TO CRAVEN COUNTY	52759	2020	403919	9.07
WETHINGTON, ROBERT BRYAN NOT TAXABLE TO CRAVEN COUNTY	52759	2020	403920	8.37
WILMOTH, KENNETH BRIAN DISCHARGED BY BANKRUPTCY	100382	2020	207165	6.59
56 RELEASES SUBJECT TO BOARD APPROVAL ON 10/19/2020				<b>92,011.78</b>

# Craven County

## REFUNDS SUBJECT TO BOARD APPROVAL ON 10/19/2020

Taxpayer Name	Account Number	Tax Year	Bill Number	Amount
DILLON, TASHA RECYCLE FEE CORRECTION	114317	2020	33714	60.00
FOY, ANNIE E MOBLE HOME/ PROPERTY RAZED	2424160	2020	16295	70.23
PEREZ, GARY S & DEBORAH P DOUBLE BILLED	103018	2019	212745	874.19
WHITE, ROSE MARIE JONES RECYCLE FEE CORRECTION	7808000	2020	52552	60.00
4 REFUNDS SUBJECT TO BOARD APPROVAL ON 10/19/2020				<b>1,064.42</b>







**EASTERN CAROLINA COUNCIL OF GOVERNMENT  
 CONTRACT FOR AGING SERVICES  
 PROVIDED THROUGH THE OLDER AMERICANS ACT AND  
 STATE APPROPRIATED FUNDS FROM  
 THE NORTH CAROLINA DIVISION OF AGING AND ADULT SERVICES**

This contract is hereby entered into by and between the Eastern Carolina Council of Government (ECC) and Craven County Department of Social Services – Senior Services (the "Contractor") (referred to collectively as the "Parties"). The Contractor's federal tax identification number is **56-6000290**.

**1. Contract Documents:**

This Contract consists of the following documents:

- A. This contract
- B. The General Terms and Conditions (Attachment A)
- C. The Scope of Work, description of services, and rate (Attachment B)
- D. Federal Certification Regarding Drug-Free Workplace & Certification Regarding Nondiscrimination (Attachment C)
- E. Conflict of Interest (Attachment D)
- F. Federal Certification Regarding Lobbying (Attachment E)
- G. Federal Certification Regarding Debarment (Attachment F)
- H. Certain Reporting and Auditing Requirements (Attachment G)
- I. State Certification (Attachment H)
- J. Certificate of Eligibility (Attachment I)
- K. Certification of the Availability of Required Non-Federal Match (Attachment J)

These documents constitute the entire agreement between the Parties and supersede all prior oral or written statements or agreements.

**2. Precedence among Contract Documents:**

In the event of a conflict between or among the terms of the Contract Documents, the terms in the Contract Document with the highest relative precedence shall prevail. The order of precedence shall be the order of documents as listed in Paragraph 1, above, with the first-listed document having the highest precedence and the last-listed document having the lowest precedence. If there are multiple Contract Amendments, the most recent amendment shall have the highest precedence and the oldest amendment shall have the lowest precedence.

**3. Effective Period:**

This contract shall be effective on **July 1, 2020** and shall terminate on **June 30, 2021**.

**4. Contractor's Duties:**

The Contractor shall provide the services and in accordance with the approved rate as described in Attachment B, Scope of Work.

**5. Eastern Carolina Council:**

Funding Source	CDEA#	Federal funds	State Funds	Local Match	Total Grant Award
IID – Health Promotion Disease Prevention	93.043	3,161		351	3,512



**EASTERN CAROLINA COUNCIL OF GOVERNMENT  
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**5. Eastern Carolina Council:**

Funding Source	CDFIA#	Federal funds	State Funds	Local Match	Total Grant Award
SCGP – Senior Center General Purpose	n/a		3,505	1,168	4,673

**NATIONAL SOCIETY DAUGHTERS OF THE AMERICAN  
REVOLUTION AMERICAN INDIANS COMMITTEE**

**PROCLAMATION**

**NATIONAL AMERICAN INDIAN HERITAGE MONTH**

**WHEREAS**, the history and culture of our great nation have been significantly influenced by American Indians and indigenous peoples; and

**WHEREAS**, the contributions of American Indians have enhanced the freedom, prosperity, and greatness of America today; and

**WHEREAS**, their customs and traditions are respected and celebrated as part of a rich legacy throughout the United States; and

**WHEREAS**, Native American Awareness Week began in 1976 and recognition was expanded by Congress and approved by President George Bush in August 1990, designating the month of November, as National American Indian Heritage Month; and

**WHEREAS**, in honor of National American Indian Heritage Month, community celebrations as well as numerous cultural, artistic, educational, and historical activities have been planned;

**NOW, THEREFORE, THE CRAVEN COUNTY BOARD OF COMMISSIONERS** does hereby proclaim the month of November, 2020 as the National American Indian Heritage Month in Craven County, and urge our community to observe this month with appropriate programs, ceremonies, and activities.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of Craven County to be affixed this 19th day of October, 2020.

---

Thomas Mark  
Chairman, Craven County Board of Commissioners

---

Nan Holton  
Clerk to the Board



# PROCLAMATION

## Recognition of HistoriCorps

**WHEREAS**, the New Bern Academy was established in March, 1764 by the North Carolina legislature and work was completed by April, 1767; and

**WHEREAS**, “The Public School in New Bern” quickly earned a reputation as “one of the best regulated schools of its kind in America”; and

**WHEREAS**, the original frame building was destroyed by fire in 1795 and legislature authorized money for a new schoolhouse; and

**WHEREAS**, in 1810 The Academy moved into a new brick building and continued to serve as a school in Craven County until 1971 and was then utilized as a Civil War Museum; and

**WHEREAS**, it became apparent The Academy was in dire need of restoration; and

**WHEREAS**, HistoriCorps is a 501c3 nonprofit organization that provides volunteers of all skill levels with a hands-on experience preserving historic structures on public lands all across America; and

**WHEREAS**, HistoriCorps mission is to save and sustain historic places for public benefit through partnerships that foster public involvement, engage volunteers and provide training and education; and

**WHEREAS**, HistoricCorps did enter into a partnership with donors to the Tryon Palace Foundation for the restoration of the New Bern Academy Building; and

**WHEREAS**, HistoriCorps works to ensure America’s cultural and historical resources exist for generations to come, they recognized the importance of The Academy structure; and

**WHEREAS**, HistoriCorps undertook the total restoration of this building, including the brick and mortar, as well as repair of the wooden parts of the structure, and now the copula and entrance portico of the building itself; and

**WHEREAS**, HistoriCorps has completed Phases I and II, and will complete Phase III of the total restoration of The Academy by the end of October;

**NOW, THEREFORE, THE CRAVEN COUNTY BOARD OF COMMISSIONERS**  
does hereby recognize HistoriCorps for their preservation skills and magnificent contribution to  
sustain a portion of Craven County's history by the total restoration of The Academy.

---

Chairman  
Craven County Board of Commissioners

---

Clerk to the Board



NORTH CAROLINA OFFICE OF RECOVERY AND RESILIENCY

# AN OVERVIEW OF NCOOR PROGRAMS AND HOW THEY CAN HELP YOUR COMMUNITY

HALEY PFEIFFER HAYNES | CHIEF OF EXTERNAL AFFAIRS



Repay. Repair. Replace. Reconstruct.

10/19/2020

ATTACHMENT #3

# PROGRAM

INTRODUCTIONS

OVERVIEW OF NCORR

HOMEOWNER RECOVERY PROGRAM

STRATEGIC BUYOUT PROGRAM

COMING SOON...

QUESTIONS

CONCLUSION



NORTH CAROLINA OFFICE OF RECOVERY AND RESILIENCY

- In the wake of Hurricane Florence, Governor Roy Cooper established the North Carolina Office of Recovery and Resiliency (NCORR) to lead the state's efforts in rebuilding smarter and stronger.
- NCORR manages U.S. Department of Housing and Urban Development (HUD) funding in two grant types: Community Development Block Grant for Disaster Recovery (CDBG-DR) funds, and Community Development Block Grant for Mitigation (CDBG-MIT), both focused on helping folks that have low to moderate income.
- NCORR also manages the Grants and Loans program for local and tribal governments; details can be found at <https://www.rebuild.nc.gov/local-and-tribal-governments/grants-and-loans>.
- Resiliency Mission
  - North Carolina is one of the few in the nation to have a State Chief Resiliency Officer, Dr. Jessica Whitehead.
  - The Resiliency team leads the **State Disaster Recovery Task Force** with 12 Recovery Support Function grouped as follows: Emergency Management, Communications and Intergovernmental Relations, Nonprofit and Volunteerism, Health and Human Services, Transportation and Infrastructure, Business and Workforce Development, Environmental Preservation, Housing, Agriculture, Cultural Resources, Education, and Long-Term Community Planning, Capacity Building and Resiliency.
  - Recently published [Natural Hazards Resilience: A Quick Start Guide for North Carolina Communities](#)

# What is the Homeowner Recovery Program?

The Homeowner Recovery Program provides assistance to repair, reconstruct or elevate homes that were damaged by Hurricane Florence or Matthew, or both.



Repay. Repair. Replace. Reconstruct.

# Who is eligible for the program?

## Eligibility



- Own a home that was damaged by Hurricane Florence or Matthew, or both.
- Have occupied the home as their primary residence at the time of the storm and continue to own it through project completion.
- Be lawfully present in the United States, have legal authority to enter into a funding award and be willing to give program staff, inspectors and contractors access to the damaged property.

Repay. Repair. Replace. Reconstruct.

## Eligibility continued....



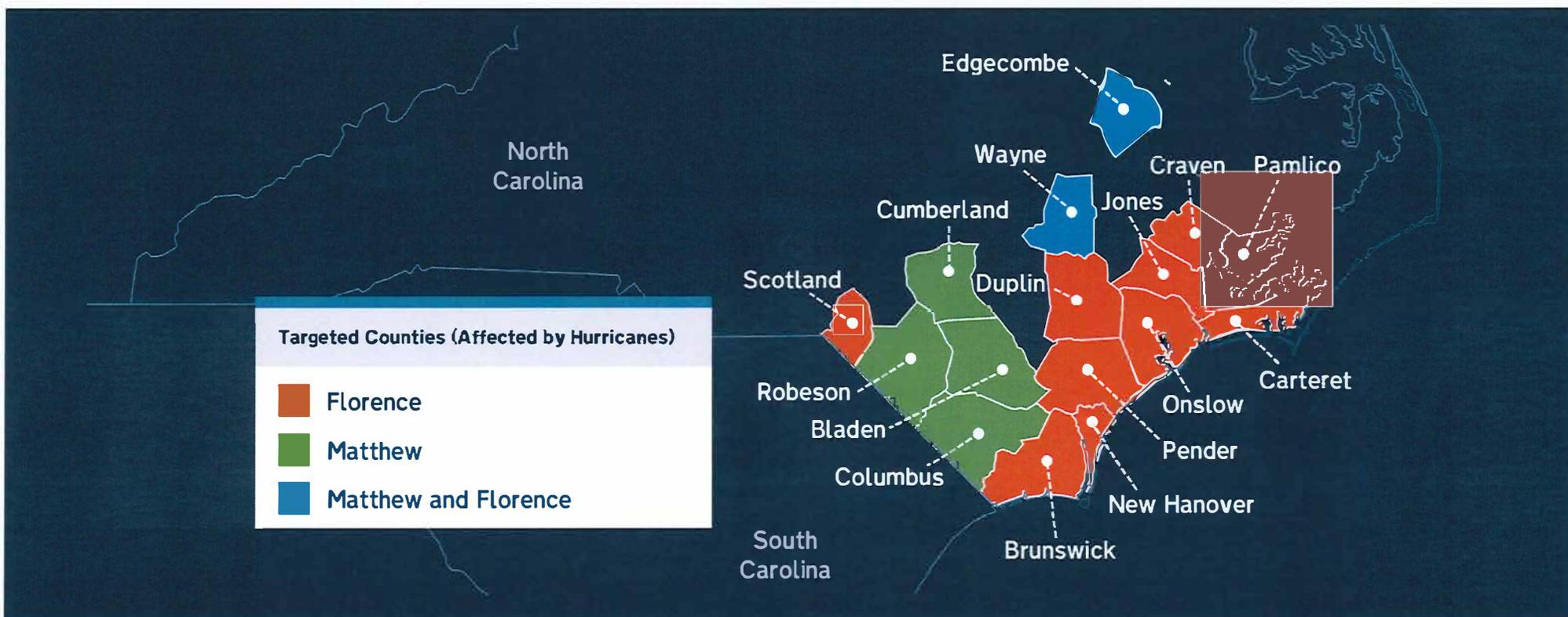
- Have a household income that is less than 150% of the Area Median Income (AMI). Homeowners may be ineligible if their household income is greater than 150% of the AMI. For example, a family of four in Cumberland County with an annual household income of \$87,150 would be at 150% of the AMI.
  - **However, ReBuild NC encourages any applicants to apply who believe they may be eligible.**
- Those who have already applied to ReBuild NC do not need to reapply.

Can homeowners apply for the program if they have received funding from a different grant program?



Yes. Homeowners can participate if they have received funds from other sources, but must include that information in their application.

# MOST IMPACTED & DISTRESSED COUNTIES (MID)



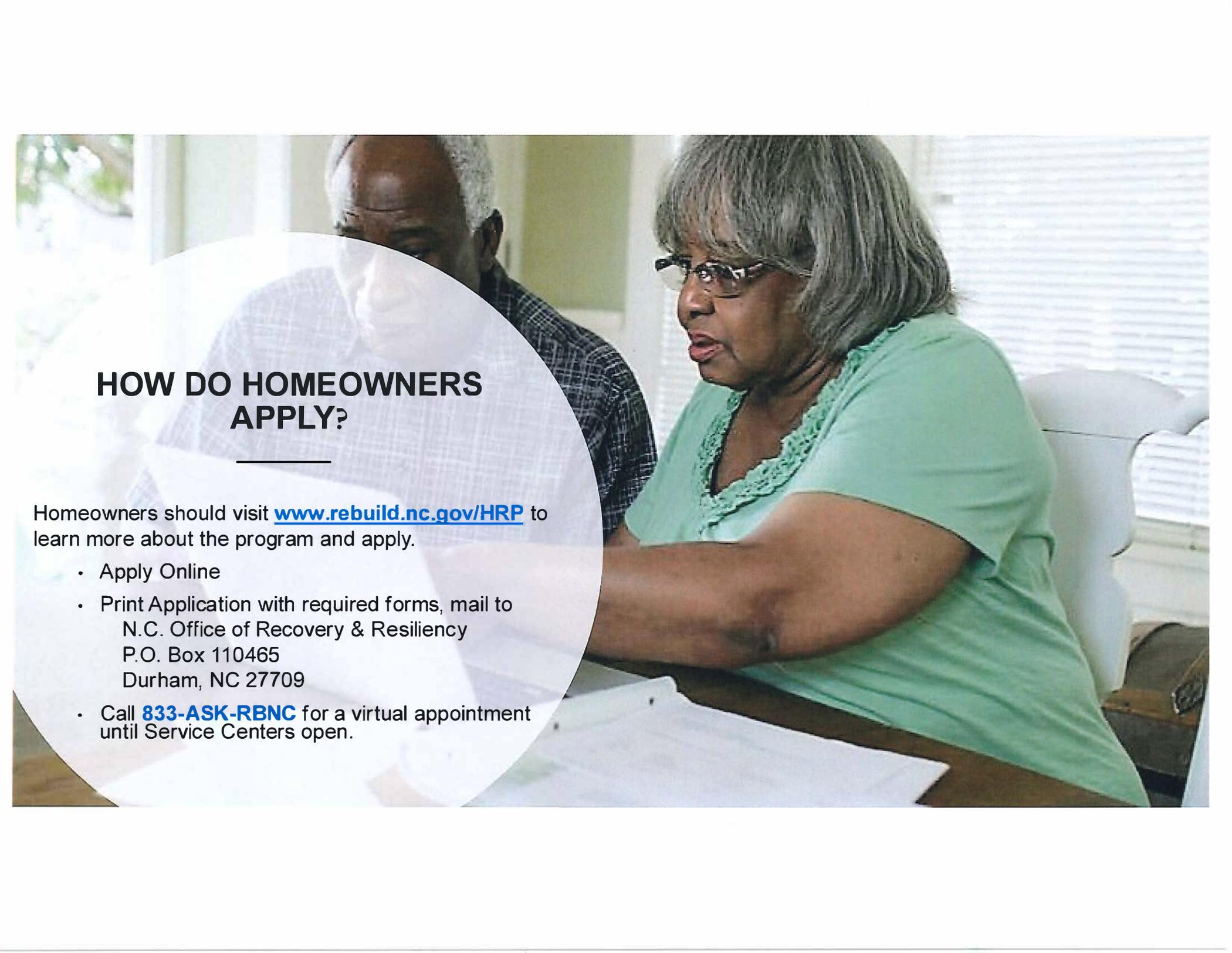


# CRAVEN COUNTY CENTER

417D Broad St.  
New Bern, NC 28560  
Monday–Friday, 8 a.m. – 5 p.m.

- Curbside drop off and pick up of documents **by appointment only.**
- Call 833-ASK-RBNC (833-275-7262) for an appointment
- Center staff will come out to the applicant’s vehicle to get documents, take them inside for scanning and then return them to the applicant waiting in their car.
- Center will be staffed at reduced levels to adhere to COVID-19 guidelines to protect public health.
- All staff will wear masks and applicants will be required to wear masks and practice social distancing during the appointment.





## HOW DO HOMEOWNERS APPLY?

---

Homeowners should visit [www.rebuild.nc.gov/HRP](http://www.rebuild.nc.gov/HRP) to learn more about the program and apply.

- Apply Online
- Print Application with required forms, mail to  
N.C. Office of Recovery & Resiliency  
P.O. Box 110465  
Durham, NC 27709
- Call **833-ASK-RBNC** for a virtual appointment until Service Centers open.

# Strategic Buyout Program

- ReBuild NC provides eligible property owners located in areas that are prone to repeated flooding the opportunity to relocate to safer land.



## SBP: How It Works

### For Governments

- The Strategic Buyout Program works with local governments to identify areas with the greatest risk of damage from future hurricanes and floods.

### For Residents

- The Buyout Award will be based on the pre-storm fair market value of an applicant's property minus any duplication of benefits. Additional incentives are available to eligible applicants who relocate to an area of lesser flood risk within their county or another area within North Carolina.





## Coming Soon: Small Rental Repair Program

- If you own a year-round rental property that was damaged by Hurricane Matthew or Florence, you may be eligible to receive financial assistance from the ReBuild NC Small Rental Repair Program. The program applies to full-time rental structures, including single-family rental units and properties with up to four units.
- To qualify, **you must have remaining repairs needed on the property estimated at \$5,000 or more** to make the property ready for renters and protect against future storms.

# We're committed to recovery.

**The Rebuild NC  
Homeowner Recovery  
Program helps North  
Carolinians rebuild  
smarter and stronger.**



**APPLY TODAY**



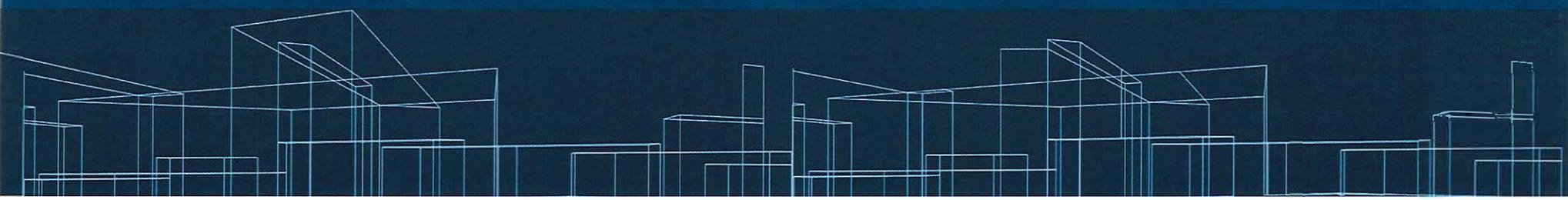
## QUESTIONS?



# THANK YOU

Haley Pfeiffer Haynes | Chief of External Affairs  
[haley.pfeifferhaynes@ncdps.gov](mailto:haley.pfeifferhaynes@ncdps.gov)

Cell (919)817-0382



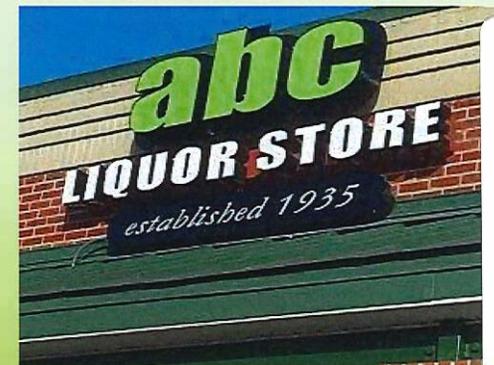
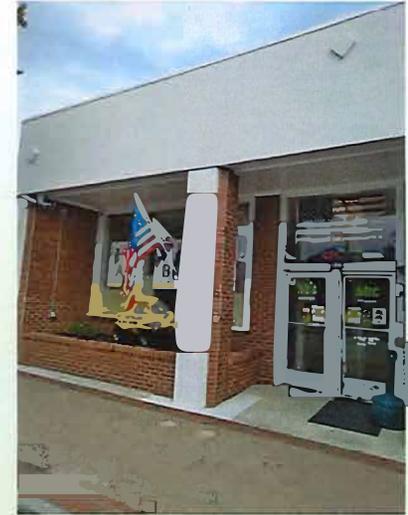


# abc

**CRAVEN COUNTY**

*established 1935*

## Craven County Board of Commissioners Annual Briefing October 19, 2020



## 2019-2020 Craven County ABC Board Revenue Distribution Chart

*\*CCABC may have only 2% growth 2020-2021 due to present economic and post COVID-19 conditions*



The Craven County ABC Board is established and operated with no state or county funds. The sales of spirituous liquor in our five ABC stores was \$12,936,312 for the fiscal year ending June 30, 2020. Distributions benefit the state of North Carolina's General Fund and the cities and counties where alcohol sales are allowed.



State of North Carolina - General Fund	\$3,735,537	71.92%
Craven County	\$1,115,742	21.48%
County - Local Alcohol Education	\$67,855	1.31%
County - Rehabilitation	\$35,918	0.69%
Cities of New Bern (\$95,100), Havelock (\$34,329) & Vanceboro (\$4,753)	\$ 134,182	2.58%
Law Enforcement: N.C. ALE (\$56,000), Sheriff's Office (\$26,913)	\$ 82,913	1.60%
NC Dept of Health & Human Resources	\$ 12,084	0.23%
Local-Alcohol Education	\$ 10,100	0.19%
<b>Total paid to Craven County</b>	<b>\$1,219,515</b>	<b>100.00%</b>



**GRAVEN COUNTY**  
established 1935

## GRAVEN COUNTY ALCOHOLIC BEVERAGE CONTROL BOARD

Wilfred "Chip" Chagnon, Chairman  
Kathleen Cook, Secretary  
Dennis "Denny" Bucher, Member

Carol Crayton, Vice Chairman  
Charles Collins, Member  
Paul Brown, General Manager

### Craven County ABC Board

#### Travel Policy

This policy establishes procedures for authorization and reimbursement of travel expenses by Employees and Board Members who are conducting Craven County ABC Board official business.

The Craven County ABC Board authorizes reimbursement for travel incurred as a function of CCABC Board official business. A travel reimbursement form is available at the main office. It is imperative that this form reflect accurate information and be receipt supported. The following is a list that includes bonafide travel expense categories:

1. Travel by personal car: rate per mile as established by the prevailing US IRS mileage rate.
2. Travel by public conveyance with prior approval of the General Manager; the actual cost of fare.
3. Mileage for travel will be paid for the shortest, usually traveled route.
4. Living expenses such as meals, hotel, tips, cab fare, etc. will be reimbursed in accordance with state of NC per diem rate, except for alcohol beverages.
5. Employees and officials will be expected to commence the return to Craven County as soon as practical after the conclusion of their business.
6. Employees and officials will be reimbursed for the actual cost of special expenses paid for them from their personal funds, such as parking fees, tolls, registration fees and other related expenses.
7. Out of state travel must be authorized in advance by the Board, Board Chairman, or General Manager.
8. Reimbursement for commercial air travel will be made upon presentation of receipt for such travel at the coach rate on the least expensive airline fare offered only.
9. Travel Advances: All requests for travel advance must be made to the General Manager to allow ample time for processing. One week is the least amount of time needed providing the travel has been approved in the budget and does not require additional signatures, such as in the case of out of state travel. Travel advances will be processed and made available to the employee one business day prior to the anticipated date of departure. No employee may receive an advance while an existing advance is still outstanding. All expenses involving advances should be reconciled as soon as possible after the termination of the travel, but will not exceed three days excluding weekends. **AN EMPLOYEE MUST SETTLE HIS/HER OWN TRAVEL.** Finance will not be responsible for lost receipts.



**CRAVEN COUNTY**  
established 1935

## CRAVEN COUNTY ALCOHOLIC BEVERAGE CONTROL BOARD

Wilfred "Chip" Chagnon, Chairman  
Kathleen Cook, Secretary  
Dennis "Denny" Bucher, Member

Carol Crayton, Vice Chairman  
Charles Collins, Member  
Paul Brown, General Manager

Employee and officials traveling on a reimbursable basis for the ABC Board will keep an accurate record of their business expenses. No reimbursement will be paid without a written travel claim signed by the employee and approved by the General Manager or Board Chairman. Receipts for the cost of hotel, meals and related travel expenses must be attached to the written claim.

Reimbursement to Craven County ABC Board members to travel beyond the monthly travel allowance will be made in accordance with the following guideline:

1. Approval of out of county travel, both in state and out-of-state, will be required
2. Travel which is pre-approved in the budget for specific destinations will not require additional pre-approval; however, the Chairman will authorize all travel reimbursements subsequent to the travel, upon presentation of the required documentation, and utilizing appropriate forms.
3. The Chairman or a majority of the Board will approve all other travel in advance, including travel allowances, after making a determination as to the need for the travel, expected benefits and cost effectiveness of the proposed travel.
4. A determination made by the Chairman, solely, may be appealed to the full Board by the Board Members.
5. A majority of the Board will approve all such requests for unbudgeted travel by the Chairman in advance.
6. When the Chairman has determined that the travel request conforms to the foregoing guidelines, the procedures and parameters governing travel reimbursement contained in the existing employee travel policy will apply.

Wilfred "Chip" Chagnon

Chairman, CCACCB

Thomas Mark

Craven County Board of Commissioners

October 19, 2019



**CRAVEN COUNTY ALCOHOLIC BEVERAGE CONTROL BOARD**

Wilfred "Chip" Chagnon, Chairman  
Kathleen Cook, Secretary  
Dennis "Denny" Bucher, Member

Carol Crayton, Vice Chairman  
Charles Collins, Member  
Paul Brown, General Manager

Date

Prepared by:

Michael Scott Davis  
DAVIS HARTMAN WRIGHT PLLC  
209 Pollock Street  
New Bern, NC 28560

STATE OF NORTH CAROLINA

COUNTY OF CRAVEN

DEED OF EASEMENT

THIS DEED OF EASEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 2020, by and between CRAVEN COUNTY, a body politic and corporate of the State of North Carolina, Grantor, and the CITY OF NEW BERN, a North Carolina municipal corporation, whose address is Post Office Box 1129, New Bern, North Carolina 28563, Grantee;

WITNESSETH:

THAT for and in consideration of the sum of One Dollar (\$1.00) cash in hand paid to the Grantor by the City, the receipt of which is hereby acknowledged, and in further consideration of the benefits accruing and which may accrue by the installation of an underground sewer main through the property hereinafter described, the Grantor does hereby give, grant, and convey unto the City a perpetual non-exclusive right and easement to construct and maintain, over and across the land of the Grantor hereinbelow described, any such underground sewer main, together with a perpetual right of ingress, egress and regress over and across the land of said Grantor hereinbelow described for the purpose of constructing, replacing, enlarging, repairing, maintaining and perpetually operating said underground sewer main; PROVIDED, that in constructing, maintaining and repairing said underground sewer main, said City shall remove all surplus earth, if any, make

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

level the surface of the ground above any underground sewer main, and interfere as little as is reasonably possible with any planting or other improvements upon the property of the Grantor and shall restore the work area as nearly to its preconstruction condition as is reasonably practicable, as soon as possible; FURTHER, nothing herein shall interfere with the Grantor's access to its property.

THE PROPERTY over which said perpetual non-exclusive easement is granted is more particularly described as follows:

SEE EXHIBIT A ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE.

TO HAVE AND TO HOLD said non-exclusive right and easement in and to the said City and its successors in title, it being agreed that the right and easement hereby granted is appurtenant to and runs with the land now owned by the Grantor and hereinabove described.

AND the Grantor covenants to and with the said City that it is seized in fee simple of the property through which said easement is granted, and that it has the right to grant said easement; that the said Grantee shall have quiet and peaceful use and possession of said easement, free from interference by all persons whomsoever.

IN WITNESS WHEREOF, the Grantor 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, the day and year first above written.

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 \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_, 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 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 \_\_\_\_\_, 20\_\_\_\_.

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

My Commission Expires:

\_\_\_\_\_

## EXHIBIT A

### Easement Area No. 1

Commencing at an existing iron pin located in the line of property of the Grantor (Deed Book 1352, Page 786, Craven County Registry, Craven County parcel identification number 7-008-025) and having NC grid coordinates (NAD 83/2011) of N: 491,255.41 and E: 2,586,949.06; thence North 82° 00' 31" West 126.96 to the POINT OF BEGINNING. Thence from said point of beginning South 37° 33' 31" East 235.77 feet to a point; thence North 84° 06' 14" East 742.45 feet to a point in the eastern line of property of the Grantor (Deed Book 1379, Page 896, Craven County parcel identification number 7-107-076); thence along and with said eastern line South 25° 31' 13" East 21.23 feet to a point; thence South 84° 06' 14" West 760.53 feet to a point; thence North 37° 36' 03" West 247.37 feet to a point; thence North 53° 22' 24" East 20.00 feet to the point and place of beginning, containing 19,837.1 square feet, more or less, all as shown on the plat entitled "Easement Survey Map for: The City of New Bern Permanent Utility and Maintenance Easement, Township #7, Craven County, Carolina" prepared by Rivers & Associates, Inc., dated April 25, 2017, which appears of record in Plat Cabinet \_\_\_\_\_, Slide \_\_\_\_\_, Craven County Registry.

### Easement Area No. 2

Commencing at a magnetic nail set in the centerline of the North Carolina Railroad right-of-way, and having NC grid coordinates (NAD 83/2011) of North: 490,311.31 and E: 2,588,278.67; thence North 68° 12' 58" West 147.55 to the POINT OF BEGINNING, said point being located in the northern right-of-way line of Williams Road and being the southeastern corner of property of the Grantor (Deed Book 1536, Page 118, Craven County parcel identification number 7-107-073). Thence from said point of beginning along and with the line of the property of the Grantor, a curve to the left having a radius of 808.16 feet, an arc length of 42.02 feet, and a chord bearing and distance of North 81° 36' 23" West 42.01 feet to a point; thence continuing along a curve to the left having a radius of 775.74 feet, an arc length of 94.77 feet, and a chord bearing and distance of North 76° 26' 49" West 94.71 feet to a point; thence North 15° 12' 18" East 71.86 feet to a point; thence North 76° 01' 37" West 66.96 feet to a point; thence along a curve to the left having a radius of 412.39 feet, an arc length of 20.02 feet, and a chord bearing and distance of North 16° 35' 38" East 20.02 feet to a point; thence South 76° 01' 37" East 86.48 feet to a point; thence South 15° 12' 18" West 67.91 feet to a point; thence South 73° 31' 48" East 76.75 feet to a point; thence South 82° 21' 48" East 24.21 feet to a point in the eastern line of the property of the Grantor; thence along and with said eastern line South 25° 33' 14" East 23.98 feet to the point and place of beginning, containing 5,578.0 square feet, more or less, all as shown on the plat entitled "Easement Survey Map for: The City of New Bern Permanent Utility and Maintenance Easement, Township #7, Craven County, Carolina" prepared by Rivers & Associates, Inc., dated April 25, 2017, which appears of record in Plat Cabinet \_\_\_\_\_, Slide \_\_\_\_\_, Craven County Registry.

Prepared by:

Michael Scott Davis  
DAVIS HARTMAN WRIGHT PLLC  
209 Pollock Street  
New Bern, NC 28560

STATE OF NORTH CAROLINA

COUNTY OF CRAVEN

TEMPORARY CONSTRUCTION EASEMENT

THIS TEMPORARY CONSTRUCTION EASEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 2020, by and between CRAVEN COUNTY, a body politic and corporate of the State of North Carolina, Grantor, and the CITY OF NEW BERN, a North Carolina municipal corporation, whose address is Post Office Box 1129, New Bern, North Carolina 28563, Grantee;

WITNESSETH:

THAT WHEREAS, the City of New Bern is obtaining an easement from the Grantor for the purpose of installing an underground sewer main through the land of the Grantor; and

WHEREAS, a temporary construction easement across the property of the Grantor is required for the installation of said underground sewer main; and

WHEREAS, the temporary construction easement created herein shall exist for a period of thirty-six (36) months beginning on the date of execution of this Temporary Construction Easement, and terminating thirty-six (36) months therefrom.

NOW, THEREFORE, for and in consideration of the sum of One Dollar (\$1.00) cash in hand paid to the Grantor by the City, the receipt of which is hereby acknowledged, the Grantor

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

does hereby give, grant, and convey unto the City a temporary right and easement across the land of the Grantor hereinbelow described for the installation of an underground sewer main; PROVIDED, in its use of the temporary easement area, the said City shall interfere as little as is reasonably possible with the planting or other improvements upon the property of the Grantor and shall restore said areas as nearly to their prior condition as is reasonably practicable, as soon as possible. Nothing herein shall interfere with the Grantor's access to its property.

THE PROPERTY over which said temporary construction easement is granted is more particularly described as follows:

SEE EXHIBIT A ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE.

TO HAVE AND TO HOLD said temporary right and easement in and to the said City and its successors in title, it being agreed that the temporary right and easement hereby granted shall terminate thirty-six (36) months from the date of the execution of this Temporary Construction Easement.

AND the Grantor covenants to and with the said City that it is seized in fee simple of the property through which said temporary easement is granted as described on Exhibit A, and that it has the right to grant said temporary easement; that the said City shall have quiet and peaceful use and possession of said temporary easement, free from interference by all persons whomsoever.

IN WITNESS WHEREOF, the Grantor 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, the day and year first above written.

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 \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_, 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 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 \_\_\_\_\_, 20\_\_\_\_.

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

My Commission Expires:

\_\_\_\_\_

## EXHIBIT A

### Temporary Construction Easement Area No. 1

Commencing at an existing iron pin located in the line of property of the Grantor (Deed Book 1352, Page 786, Craven County Registry, Craven County parcel identification number 7-008-025) and having NC grid coordinates (NAD 83/2011) of N: 491,255.41 and E: 2,586,949.06; thence North 82° 00' 31" West 126.96 to the POINT OF BEGINNING. Thence from said point of beginning North 53° 22' 24" East 10.0 feet to a point; thence South 37° 33' 31" East 241.9 feet to a point in the southern line of property of the Grantor (Deed Book 1379, Page 909, Craven County parcel identification number 7-107-078); thence along and with said southern line South 84° 06' 14" West 10.0 feet to a point; thence North 37° 33' 31" West 235.77 feet to the point and place of beginning, all as shown on the plat entitled "Easement Survey Map for: The City of New Bern Permanent Utility and Maintenance Easement, Township #7, Craven County, Carolina" prepared by Rivers & Associates, Inc., dated April 25, 2017, which appears of record in Plat Cabinet \_\_\_\_\_, Slide \_\_\_\_\_, Craven County Registry.

### Temporary Construction Easement Area No. 2

Commencing at an existing iron pin located in the line of property of the Grantor (Deed Book 1352, Page 786, Craven County Registry, Craven County parcel identification number 7-008-025) and having NC grid coordinates (NAD 83/2011) of N: 491,255.41 and E: 2,586,949.06; thence North 82° 00' 31" West 126.96 to another point in the line of said property of the Grantor; thence South 53° 22' 24" West 20.00 feet to the POINT OF BEGINNING. Thence from said point of beginning South 37° 36' 03" East 247.37 feet to a point; thence North 84° 06' 14" East 760.53 feet to a point in the western right-of-way line of Scott Street (SR 1995); thence along and with the western right-of-way line of Scott Street South 25° 31' 13" East 9.77 feet, more or less, to a point; thence South 84° 06' 14" West 722.9 feet to a point; thence South 37° 33' 31" East 35.2 feet to a point; thence South 84° 06' 14" West 46.7 feet to a point; thence North 37° 33' 31" West 288.3 feet, more or less, to a point in the line of said property of the Grantor; thence along and with said line North 53° 22' 24" East 10.0 feet to the point of beginning, all as shown on the plat entitled "Easement Survey Map for: The City of New Bern Permanent Utility and Maintenance Easement, Township #7, Craven County, Carolina" prepared by Rivers & Associates, Inc., dated April 25, 2017, which appears of record in Plat Cabinet \_\_\_\_\_, Slide \_\_\_\_\_, Craven County Registry.

### Temporary Construction Easement Area No. 3

Commencing at a magnetic nail set in the centerline of the North Carolina Railroad Company right-of-way, and having NC grid coordinates (NAD 83/2011) of North: 490,311.31 and E: 2,588,278.67; thence North 68° 12' 58" West 147.55 to a point in the northern right-of-way line of Williams Road, and being the southeastern corner of property of the Grantor (Deed Book 1536, Page 118, Craven County parcel identification number 7-107-073); thence North 25° 33' 14" West 23.98 feet to the POINT OF BEGINNING. Thence from said point of beginning North 82° 21'

48" West 24.21 feet to a point; thence North 73° 31' 48" West 76.75 feet to a point; thence North 15° 12' 18" East 67.91 feet to a point; thence North 76° 01' 37" West 86.48 feet to a point in the eastern right-of-way line of Scott Street (SR 1995); thence along and with the eastern right-of-way line of Scott Street to its intersection with the eastern line of property of the Grantor (Deed Book 1536, Page 118, Craven County parcel identification number 7-107-073); thence along and with said eastern line South 25° 33' 14" East 91.4 feet to a point; thence in a southerly direction and parallel with the eastern right-of-way of Scott Street 121.5 feet to a point; thence South 76° 01' 37" East 110.8 feet to a point in the eastern line of property of the Grantor (Deed Book 1536, Page 118, Craven County parcel identification number 7-107-073) and the western right-of-way line of the North Carolina Railroad Company; thence along and with the western right-of-way line of the North Carolina Railroad Company South 25° 33' 14" East 101.8 feet to the point of beginning, all as shown on the plat entitled "Easement Survey Map for: The City of New Bern Permanent Utility and Maintenance Easement, Township #7, Craven County, Carolina" prepared by Rivers & Associates, Inc., dated April 25, 2017, which appears of record in Plat Cabinet \_\_\_\_\_, Slide \_\_\_\_\_, Craven County Registry.



Prepared by:

Michael Scott Davis  
DAVIS HARTMAN WRIGHT PLLC  
209 Pollock Street  
New Bern, NC 28560

STATE OF NORTH CAROLINA

COUNTY OF CRAVEN

DEED OF EASEMENT

THIS DEED OF EASEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 2020, by and between CRAVEN COUNTY, a body politic and corporate of the State of North Carolina, Grantor, and the CITY OF NEW BERN, a North Carolina municipal corporation, whose address is Post Office Box 1129, New Bern, North Carolina 28563, Grantee;

WITNESSETH:

THAT for and in consideration of the sum of One Dollar (\$1.00) cash in hand paid to the Grantor by the City, the receipt of which is hereby acknowledged, and in further consideration of the benefits accruing and which may accrue by the installation of an underground sewer main through the property hereinafter described, the Grantor does hereby give, grant, and convey unto the City a perpetual non-exclusive right and easement to construct and maintain, over and across the land of the Grantor hereinbelow described, any such underground sewer main, together with a perpetual right of ingress, egress and regress over and across the land of said Grantor hereinbelow described for the purpose of constructing, replacing, enlarging, repairing, maintaining and perpetually operating said underground sewer main; PROVIDED, that in constructing, maintaining and repairing said underground sewer main, said City shall remove all surplus earth, if any, make

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

level the surface of the ground above any underground sewer main, and interfere as little as is reasonably possible with any planting or other improvements upon the property of the Grantor and shall restore the work area as nearly to its preconstruction condition as is reasonably practicable, as soon as possible; FURTHER, nothing herein shall interfere with the Grantor's access to its property.

THE PROPERTY over which said perpetual non-exclusive easement is granted is more particularly described as follows:

SEE EXHIBIT A ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE.

TO HAVE AND TO HOLD said non-exclusive right and easement in and to the said City and its successors in title, it being agreed that the right and easement hereby granted is appurtenant to and runs with the land now owned by the Grantor and hereinabove described.

AND the Grantor covenants to and with the said City that it is seized in fee simple of the property through which said easement is granted, and that it has the right to grant said easement; that the said Grantee shall have quiet and peaceful use and possession of said easement, free from interference by all persons whomsoever.

IN WITNESS WHEREOF, the Grantor 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, the day and year first above written.

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 \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_, 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 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 \_\_\_\_\_, 20\_\_\_\_.

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

My Commission Expires:

\_\_\_\_\_

EXHIBIT A

BEGINNING at the northernmost corner of property of the Grantor (Parcel No. 1 in Deed Book 3409, Page 220, Craven County Registry), said corner being located in the eastern right-of-way line of Howell Road (SR 1004); thence from said point of beginning along and with the northern line of said property of the Grantor South 60° 34' 55" East 20.59 to a point; thence South 22° 18' 51" West 327.67 feet to a point; thence North 67° 42' 14" West 19.68 feet to a point in the eastern right-of-way line of Howell Road (SR 1004); thence along and with the eastern right-of-way line of Howell Road North 22° 10' 59" East 330.22 feet to the point and place of beginning, containing 6,597.5 square feet, more or less, all as shown on the attached Exhibit B, "Easement Survey Map for: The City of New Bern Permanent Utility and Maintenance Easement, Craven County, #300 Howell Road" prepared by Rivers & Associates, Inc., dated April 24, 2017, which is incorporated herein by reference.

Prepared by:

Michael Scott Davis  
DAVIS HARTMAN WRIGHT PLLC  
209 Pollock Street  
New Bern, NC 28560

STATE OF NORTH CAROLINA

COUNTY OF CRAVEN

TEMPORARY CONSTRUCTION EASEMENT

THIS TEMPORARY CONSTRUCTION EASEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 2020, by and between CRAVEN COUNTY, a body politic and corporate of the State of North Carolina, Grantor, and the CITY OF NEW BERN, a North Carolina municipal corporation, whose address is Post Office Box 1129, New Bern, North Carolina 28563, Grantee;

WITNESSETH:

THAT WHEREAS, the City of New Bern is obtaining an easement from the Grantor for the purpose of installing an underground sewer main through the land of the Grantor; and

WHEREAS, a temporary construction easement across the property of the Grantor is required for the installation of said underground sewer main; and

WHEREAS, the temporary construction easement created herein shall exist for a period of thirty-six (36) months beginning on the date of execution of this Temporary Construction Easement, and terminating thirty-six (36) months therefrom.

NOW, THEREFORE, for and in consideration of the sum of One Dollar (\$1.00) cash in hand paid to the Grantor by the City, the receipt of which is hereby acknowledged, the Grantor

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

does hereby give, grant, and convey unto the City a temporary right and easement across the land of the Grantor hereinbelow described for the installation of an underground sewer main; PROVIDED, in its use of the temporary easement area, the said City shall interfere as little as is reasonably possible with the planting or other improvements upon the property of the Grantor and shall restore said areas as nearly to their prior condition as is reasonably practicable, as soon as possible. Nothing herein shall interfere with the Grantor's access to its property.

THE PROPERTY over which said temporary construction easement is granted is more particularly described as follows:

SEE EXHIBIT A ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE.

TO HAVE AND TO HOLD said temporary right and easement in and to the said City and its successors in title, it being agreed that the temporary right and easement hereby granted shall terminate thirty-six (36) months from the date of the execution of this Temporary Construction Easement.

AND the Grantor covenants to and with the said City that it is seized in fee simple of the property through which said temporary easement is granted as described on Exhibit A, and that it has the right to grant said temporary easement; that the said City shall have quiet and peaceful use and possession of said temporary easement, free from interference by all persons whomsoever.

IN WITNESS WHEREOF, the Grantor 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, the day and year first above written.

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 \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_, 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 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 \_\_\_\_\_, 20\_\_\_\_.

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

My Commission Expires:

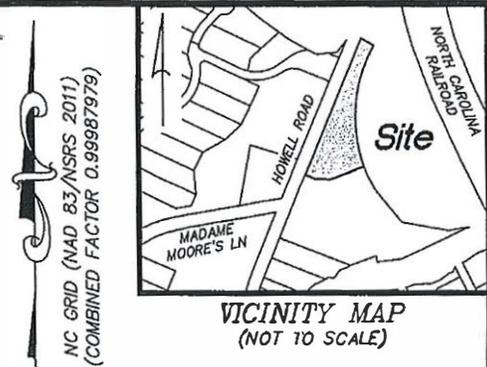
\_\_\_\_\_

EXHIBIT A

BEGINNING at a point located South 60° 34' 55" East 20.59 feet from the northernmost corner of property of the Grantor (Parcel No. 1 in Deed Book 3409, Page 220, Craven County Registry); thence from said point of beginning South 60° 34' 55" East 10.1 feet to a point; thence South 22° 18' 51" West 306.4 feet to a point; thence South 67° 42' 14" East 10.0 feet to a point; thence South 22° 18' 51" West 20.0 feet to a point; thence North 67° 42' 14" West 20.0 feet to a point; thence North 22° 18' 51" East 327.67 feet to the point of beginning, all as shown on the attached Exhibit B, "Easement Survey Map for: The City of New Bern Permanent Utility and Maintenance Easement, Craven County, #300 Howell Road" prepared by Rivers & Associates, Inc., dated April 24, 2017, which is incorporated herein by reference.

NOTES

1. ALL DISTANCES ARE HORIZONTAL GROUND MEASUREMENTS.
2. AREA DETERMINED BY COORDINATES.
3. PROPERTY IS SUBJECT TO ANY EASEMENTS, RIGHT-OF-WAYS, AND RESTRICTIVE COVENANTS WHICH MAY BE OF RECORD.
4. THIS SURVEY WAS COMPLETED WITHOUT THE BENEFIT OF A TITLE COMMITMENT REPORT. RIVERS AND ASSOCIATES, INC. DOES NOT CLAIM THAT ALL MATTERS OF RECORD WHICH MAY OR MAY NOT AFFECT THE SUBJECT PROPERTY ARE SHOWN HEREON.
5. NO POINTS SET UNLESS OTHERWISE INDICATED.
6. REFERENCE RIVERS AND ASSOCIATE'S DRAWING W-3689 FOR COMPLETE TOPOGRAPHIC AND PLANIMETRIC INFORMATION.



LEGEND

DEED BOOK	D.B.
PAGE	PG.
MAP BOOK	M.B.
EXISTING IRON PIPE	EIP
EXISTING R/W MONUMENT	ERWM
NOW OR FORMERLY	N/F
PARCEL NUMBER	P.N.
BOUNDARY LINE	---
RIGHT OF WAY	---
ADJACENT PARCEL	---
PERMANENT UTILITY EASEMENT	--- PUE ---
TEMPORARY CONSTRUCTION EASEMENT	--- TCE ---

NORTH CAROLINA COUNTY OF CRAVEN

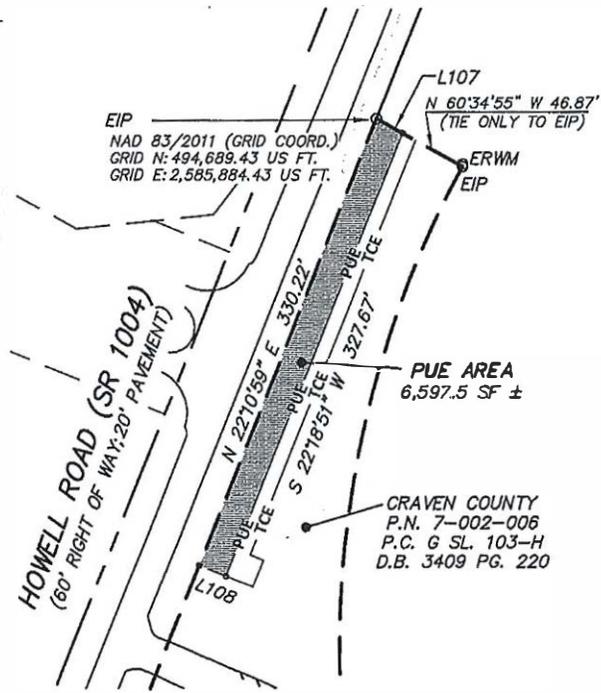
I, \_\_\_\_\_, A REVIEW OFFICER OF CRAVEN COUNTY, N.C., CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

BY \_\_\_\_\_ REVIEW OFFICER

DATE \_\_\_\_\_

I HEREBY CERTIFY THAT NO APPROVAL IS REQUIRED BY THE CRAVEN COUNTY PLANNING DEPARTMENT.

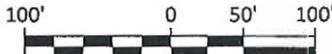
CRAVEN COUNTY PLANNING DEPARTMENT



REFERENCE

D.B. 3409 PG. 220  
P.C. G SL. 103-H  
P.N. 7-002-006

LINE	BEARING	DISTANCE
L107	S 60°34'55" E	20.59'
L108	N 67°42'14" W	19.68'



SCALE 1 inch = 100 ft

EASEMENT AREA = 6,597.5 SF ±

DRAWING NO. N-211-X  
SCALE 1" = 100' DRAFT: PH/KB

REVISIONS:

NORTH CAROLINA CRAVEN COUNTY  
I, PATRICK W. HARTMAN, PLS, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL FIELD SURVEY BY RB ON 07/18/16 (DEED DESCRIPTIONS RECORDED IN BOOKS REFERENCED HEREON); THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION FOUND IN BOOKS REFERENCED HEREON; THAT THE RATIO OF PRECISION IS 1:10,000+, THAT NORTH BASIS AND COORDINATES LISTED WERE DERIVED FROM MULTIPLE NCGS RTN OBSERVATIONS ON SURVEY CONTROL DURING MARCH 2016; CLASS A SURVEY WITH A POSITIONAL ACCURACY OF 2 CM. I FURTHER CERTIFY PURSUANT TO G.S. 47-30(1)(1)d THAT THIS PLAT IS OF ANOTHER CATEGORY (EASEMENT PLAT). WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS 24 TH DAY OF APRIL, 2017.

\_\_\_\_\_  
PROFESSIONAL LAND SURVEYOR LICENSE NO. L-4262

NC License: F-0334  
**Rivers** & ASSOCIATES, INC.  
riversandassociates.com Since 1918  
Engineers  
Planners  
Surveyors  
Landscape Architects  
107 East Second Street  
Greenville, NC 27658  
(252) 752-4195

EASEMENT SURVEY MAP FOR:

THE CITY OF NEW BERN  
PERMANENT UTILITY AND  
MAINTENANCE EASEMENT

CRAVEN COUNTY  
#300 HOWELL ROAD

TOWNSHIP #7, CRAVEN COUNTY, NORTH CAROLINA



# **P** City of New Bern Police Department

## **PROPOSAL FOR:**

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

**PROPOSAL DATE:** August 18, 2020  
**GRANT DEADLINE:** August 19, 2020 by 11:59pm  
**GRANT:** Edward Byrne Memorial JAG Program  
**APPLICATION No.:** 2020-H9021-NC-DJ  
**CONTACT:** David Daniels, Captain

**By:**  
David Daniels, Captain

RE: Purchase of Police K9 to combat illegal drug trade

The New Bern Police Department will utilize FY 2020 JAG funds to purchase a Police K9. The funds will also be used for the initial training, equipment and certification of the K9 and its new handler. The purpose of this proposal is to provide a scope of work, schedule, and costs associated with the proposed project under this grant application.

### *Background*

The opioid crises continues to spread throughout communities across the country and is taking countless lives. As the crisis thrives, associated criminal activity has the potential to threaten even more residents with additional criminal activity ranging from simple property crimes to serious violent assaults.

The New Bern Police Department currently has four (4) police K9's and patrol pour community 24 hours a day, 7 days a week and have made positive impacts in our community. Those positive impacts include the apprehension of suspects, the protection of their handler from violent assaults, tracking of lost persons. The K9 program also serves a vital role in the department's community outreach through demonstrations and other community engagement opportunities.

### *Scope of Work*

As outlined in the background section above, the department K9 program is vital to the agencies mission and objectives. Our K9 teams serve a vital role in the agencies community policing initiatives and the seizure of illegal drugs and successful prosecution of the drug offenders. Currently, K9 units are assigned to each patrol team, covering the entire city 24 hours a day, 7 days a week. K9 teams are expected to respond to a wide variety of calls to maximize their benefit. Those calls include burglary in progress calls, intrusion and/or robbery alarms, and events in progress or just occurred, felony or misdemeanor crimes where the suspect has fled on foot and K-9 tracking is possible, alarm or open door/window calls where the K-9 Team will be the primary building search unit, Locating lost adults or children and Locating discarded evidence or contraband to include illegal narcotics.

### *Schedule*

Due to the small scale of this proposed project, the anticipated completion date is between six (6) and nine (9) months after award.



0693-2020

  
**Craig's Firearm Supply Inc.**  
**Police Distributor**

5620 Concord Pkwy S., Concord, NC 28027  
 Phone 980-258-0444/0445 ~ Fax 980-258-0453

8761 Chapman Highway, Knoxville, TN 37920  
 Phone 865-573-4567 ~ Fax 865-573-0820

[tonyl@craigsgunfirearms.com](mailto:tonyl@craigsgunfirearms.com)

TO: LT JOHN RAYNOR PHONE: (252)514-0423  
 AGENCY: CRAVEN CO. S. O. EMAIL: iraynor@cravencountync.gov  
 DATE: 09/25/20 Quote will be honored for 30 days.

<b><i>A copy of this quote must accompany your purchase order.</i></b>				
<b>EACH MANUFACTURER MUST HAVE A SEPARATE PURCHASE ORDER.</b>				
<b>ALL REMINGTON PRODUCTS REQUIRE A SEPARATE PURCHASE ORDER FOR EACH LINE ITEM.</b>				
<b>AGENCIES ARE RESPONSIBLE FOR ALL TAXES</b>		<b>PLEASE INCLUDE ORI NUMBER FOR CLASS III ORDERS.</b>		
PART #	ITEM DESCRIPTION	PRICE	QTY.	EXT.
SPC-AR2	Sparc AR Red Dot (LED Upgrade)	\$184.44	15	\$2,766.60
<b>TOTAL</b>			<b><u>\$2,766.60</u></b>	

<https://vortexoptics.com/vortex-sparc-ar-red-dot.html>

Please call with any questions about this quote.

Thank you,

**Tony Lardo**  
 NC Law Enforcement Sales  
 CELL 865-388-6337

- \* Govt. agency prices do not include sales tax or FET where applicable
- \* Prices are due and payable NET 30 days for each invoice
- \* Trade-in pistols must be in good, serviceable working order
- \* Deductions made if trade-ins are damaged or not as specified
- \* Trade-in or exchange pistols must be complete with 3 magazines, working sights, in original box, unless otherwise noted.
- \* Trade-in or exchange pistols must be turned in within 30 days after receipt of new Glock pistols, unless other arrangements have been made and approved

# LAWMEN SUPPLY COMPANY

1484 E. Lebanon Road, Rt 10  
Dover, DE 19901

## Quote

Date 09/23/2020  
Quote # QT1404932  
Expires 10/23/2020  
Sales Rep Clark, Jeffrey  
PO #  
Shipping Method FedEx Ground  
Shipping Code (2)

**Bill To**  
Sheriff Chip Hughes  
Craven County Sheriff's Office  
1100 Clarks Road  
New Bern NC 28562

**Ship To**  
Sheriff Chip Hughes  
Craven County Sheriff's Office  
1100 Clarks Road  
New Bern NC 28562

Item	Alt. Item #	Unit	Description	Qty	Unit Price	Amount
SPRINGFIELD GUN	STV9115556B		STV9115556B Custom SPRINGFIELD GUN Springfield Armory SAINT Victor Factory SBR, 5.56mm, 11.5" Barrel, Black  *** NFA Weapon ***	1	790.00	790.00

\*\*\* Agency Letter and signed FET form required prior to ordering \*\*\*  
\*\*\* NFA regulated weapons \*\*\*

Subtotal 790.00  
Shipping Cost (FedEx Ground) 0.00  
Total \$790.00

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current local tax information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1404932

STATE OF NORTH CAROLINA  
COUNTY OF CRAVEN

MEMORANDUM OF UNDERSTANDING

2020 BYRNE JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD

This Agreement is made and entered into this \_\_\_\_ day of September, 2020, by and between CRAVEN COUNTY, a body politic of the State of North Carolina, acting by and through its governing body, the Craven County Board of Commissioners (hereinafter referred to as "County"), and the CITY OF NEW BERN, a North Carolina municipal corporation, acting through its governing body, the City of New Bern Board of Aldermen (hereinafter referred to as "City").

WITNESSETH:

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

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

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

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

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

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

Section 2. The COUNTY agrees that all funds will be used by the CITY to purchase a police K9 to be maintained by the CITY and a rifle and optics which will be maintained by the COUNTY.

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

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

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

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

Section 7. It is agreed that the CITY will provide data necessary for Quarterly and Annual Reporting as required.

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

signatory hereto.

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.

CRAVEN COUNTY

(SEAL)

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

ATTEST:

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

CITY OF NEW BERN

(SEAL)

By: \_\_\_\_\_  
Dana E. Outlaw, Mayor

ATTEST:

\_\_\_\_\_  
Brenda E. Blanco, City Clerk

  
\_\_\_\_\_  
Chip Hughes, Craven County Sheriff

\_\_\_\_\_  
Toussaint E. Summers, Jr., Chief of Police

## **Award conditions for Edward Byrne Memorial Justice Assistance Grants (JAG) awards made during or after (federal) Fiscal Year 2015:**

### **AWARD CONDITIONS: "PROHIBITED EXPENDITURE LIST" AND "CONTROLLED EXPENDITURE LIST"**

**Updated July 2020**

Starting with the FY 2015 program, each Office of Justice Programs ("OJP") award made under the Byrne JAG State and Local solicitations includes a series of conditions that deal with the "Prohibited Expenditure List" and the "Controlled Expenditure List." The information on this webpage— (1) describes the items currently included on the "**Prohibited Expenditure List**" and on the "**Controlled Expenditure List**," and (2) provides important explanatory notes regarding conditions in awards under the FY 2015, FY 2016, and/or FY 2017 Byrne JAG programs. **IMPORTANT NOTE:** The explanatory notes, which follow the lists, are crucial to understanding existing award conditions.

### **PROHIBITED EXPENDITURE LIST**

**Effective starting as of August 29, 2017:**

For purposes of conditions on OJP Byrne JAG awards that relate to the "Prohibited Expenditure List," the following items are on the "Prohibited Expenditure List." See 34 U.S.C. § 10152, previously codified at 42 U.S.C. § 3751.

**IMPORTANT NOTE:** *As indicated below, Byrne JAG award funds may be used for items otherwise listed in Prohibited Expenditure Category B if the Department of Justice first certifies in writing that extraordinary and exigent circumstances exist that make the use of Byrne JAG award funds to provide such matters essential to the maintenance of public safety and good order.*

#### **Prohibited Expenditure Category A:**

- Any direct or indirect use of Byrne JAG award funds to provide any security enhancements or any equipment to any nongovernmental entity that is not engaged in criminal justice or public safety.

#### **Prohibited Expenditure Category B:**

- **Unless the Department of Justice first certifies in writing that extraordinary and exigent circumstances exist that make the use of Byrne JAG award funds to provide such matters essential to the maintenance of public safety and good order, the following items or matters are prohibited expenditures—**

(1) vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters);

(2) luxury items;

(3) real estate;

(4) construction projects (other than penal or correctional institutions); and

(5) any similar matters or items as identified by the Department of Justice.

For purposes of item (1) above (related to vehicles, vessels, and aircraft), the following clarifications may be helpful.

**“Vehicles”** includes, without limitation—

- Wheeled armored vehicles / Tactical vehicles
- Buses / Recreational vehicles
- Command vehicles / Mobile Command and Control Centers
- Trucks, including pick-up trucks
- Vans, including passenger vans
- Motorcycles
- Sport/Utility Vehicles (“SUVs”)
- Segways, golf carts, all-terrain vehicles (“ATVs”), and similar items – when and if applicable State or local law requires licensing or registration of such items.

For purposes of the “Prohibited Expenditure List,” a vehicle is considered a **“police cruiser”** only if it is used by the recipient jurisdiction (or subrecipient jurisdiction, as applicable) in the ordinary course for routine police patrol within the United States. *Vehicles (including motorcycles and SUVs) used as “police cruisers” are not included on the Prohibited List, and therefore may be acquired with Byrne JAG funds in the ordinary course, to the extent otherwise allowable under the award.*

**“Vessels”** includes, without limitation—

- Any form of boat or watercraft capable of holding or transporting instruments, other cargo and/or at least one person.

For purposes of the "Prohibited Expenditure List," a "vessel" is considered a "**police boat**" only if it is used by the recipient jurisdiction (or subrecipient jurisdiction, as applicable) in the ordinary course to conduct law enforcement operations within the United States.

*Vessels used as "police boats" are not included on the Prohibited List, and therefore may be acquired with Byrne JAG funds in the ordinary course, to the extent otherwise allowable under the award.*

**"Aircraft"** includes, without limitation—

- Any craft designed to move instruments, other cargo, and/or at least one persons through the air, such as helicopters or airplanes (rotary-wing or fixed-wing aircraft).
- Unmanned Aerial Systems (UAS), Unmanned Aircraft (UA) and/or Unmanned Aerial Vehicles (UAV).

For purposes of the "Prohibited Expenditure List," a helicopter is considered a "**police helicopter**" only if it is used by the recipient jurisdiction (or subrecipient jurisdiction, as applicable) in the ordinary course to conduct law enforcement operations within the United States.

*Aircraft used as "police helicopters" are not included on the Prohibited List, and therefore may be acquired with Byrne JAG funds in the ordinary course, to the extent otherwise allowable under the award.*

### **Requesting a Certification regarding items in Prohibited Expenditure Category B**

With respect to items in Prohibited Expenditure Category B – that is, items and matters that appear on the "Prohibited Expenditure List" *only if* the Department of Justice has **not** made the required certification of "extraordinary and exigent circumstances ... that make use of [award funds] ... essential to the maintenance of public safety and good order" – a recipient may request that the Department of Justice make the required certification by making a submission to OJP as described below.

The recipient may **not** obligate (or "use") any Byrne JAG award funds for the item until and unless the Department of Justice makes the required certification.

To request a Department of Justice certification of "extraordinary and exigent circumstances ... that make use of [award funds for the requested item or matter] ... essential to the maintenance of public safety and good order," the recipient must—

1. Using OJP's Grants Management System ("GMS"), submit a "Program Office Approval" Grant Adjustment Notice (GAN), marked "Other" and with "JAG - DOJ

certification request - extraordinary and exigent; essential" typed in the available text box.

2. Attach to the GAN—

A letter, on the letterhead of the recipient jurisdiction and signed by the recipient's "authorized representative" for the particular Byrne JAG award in question, that—

- (a) indicates the use of Byrne JAG award funds as to which the recipient requests the required certification and the award number of the Byrne JAG award from which funds would be obligated and used;
- (b) provides a general description of the recipient (or subrecipient, if applicable) that will use award funds for the requested purpose;
- (c) indicates the amount of award funds that would be used for the requested purpose, if the Department of Justice makes the required certification;
- (d) sets out a detailed justification that provides sufficient information to support a Department of Justice finding and certification that "extraordinary and exigent circumstances" exist that make use of the Byrne JAG award funds for the requested purpose "essential to the maintenance of public safety and good order;" and
- (e) if the recipient requests a certification with respect to Unmanned Aerial Systems (UAS), Unmanned Aircraft (UA) and/or Unmanned Aerial Vehicles (UAV), please note that the Office of Justice Programs (OJP) is in the process of updating policies and procedures regarding the purchase of UAS/UAV/UA's. No requests for prior approval for UAS/UAV/UA's will be considered until the policies and procedures have been updated and additional guidance has been provided to the field. *(July 2020)*

If the Department of Justice makes the required certification, the recipient will be notified, and will receive a copy of the Department certification.

**Prohibited Expenditure List, as in effect before August 29, 2017:**

- see Important Explanatory Notes, below.

**CONTROLLED EXPENDITURE LIST**

**Effective starting as of August 29, 2017:**

- For purposes of conditions on OJP Byrne JAG awards that relate to the "Controlled Expenditure List," no items appear on the "Controlled Expenditure List."

**Controlled Expenditure List, as in effect before August 29, 2017:**

- see Important Explanatory Notes, below

**IMPORTANT EXPLANATORY NOTES ON BYRNE JAG AWARD CONDITIONS**

- **The precise conditions that apply** to a Byrne JAG award with respect to the “prohibited expenditure list” and the “controlled expenditure list” **vary** depending on whether the award was made under the FY 2015, FY 2016, or FY 2017 Byrne JAG program. To determine which conditions apply to a particular OJP award, refer to the award conditions that accompany the particular **award document**.
- **The contents of both lists have changed over time.** As discussed in more detail below, recipients and others are to refer to *the version of each list that applied at the time* of an actual or proposed obligation (“use”) of (federal) Byrne JAG award funds, as well as the conditions in the particular Byrne JAG award. Archival information that includes prior versions of both lists (which are incorporated by reference herein) may be accessed at <https://www.bja.gov/Jag/pdfs/JAGControlledExpendituresArchive.pdf>.
- **Pertinent dates – “use” of federal funds,” “purchase under the award,” and related matters.** For purposes of conditions on Byrne JAG awards that relate to the “Prohibited Expenditure List” or the “Controlled Expenditure List” —
  - Award funds are not considered “used for items that are listed” on the Prohibited Expenditure List or Controlled Expenditure List “at the time of purchase or acquisition” until such time as (federal) Byrne JAG award funds are either— (1) obligated for the purchase or acquisition of the item, or (2) obligated to reimburse a recipient for the costs of a purchase or acquisition initially made with the funds other than federal funds awarded by OJP (*e.g.*, the costs of a purchase or acquisition initially made with the recipient’s own non-federal funds).
  - Similarly, an item on either the “Prohibited Expenditure List” or the “Controlled Expenditure List” is not considered “purchased under the award” or “acquired through a federal program” until such time as (federal) Byrne JAG award funds are either— (1) obligated for the purchase or acquisition of the item, or (2) obligated to reimburse a recipient for the costs of a purchase or acquisition initially made with the funds other than federal funds awarded by OJP (*e.g.*, the costs of a purchase or acquisition initially made with the recipient’s own non-federal funds).
  - The “allowability” of a cost for purchase or acquisition of an item on the “Prohibited Expenditure List” or the “Controlled Expenditure List” is determined as of the date of the pertinent obligation of (federal) award funds either— (1)

for the purchase or acquisition of the item, or (2) to reimburse the award recipient for the costs of a purchase or acquisition initially made with the funds other than federal funds awarded by OJP.

- The applicability of a requirement with respect to transfer or sale of an item “on the Controlled Expenditure List” – or a requirement with respect to notice to OJP prior to disposal of such an item – is determined at the time of the transfer, sale, or disposal. That is, the requirement applies if the item is “on the Controlled Expenditure list” *at the time of the transfer, sale, or disposal*.
  - In the event that an item is removed from the “Controlled Expenditure List,” any requirements (related to that item) for “incident reporting” and for adoption of standards shall cease as of the date it is removed from the “Controlled Expenditure List.”
  - Should a recipient have a question regarding whether an item appears (or appeared) on the “Prohibited Expenditure List” or the “Controlled Expenditure List” as of a particular date, the recipient is to contact OJP for clarification.
-

**“PROHIBITED EXPENDITURE LIST” AND “CONTROLLED EXPENDITURE LIST” -  
Versions in effect *prior to* August 29, 2017**

\*Please note that OJP is in the process of updating policies and procedures regarding the purchase of UAS/UAV/UA's. **No requests for prior approval for UAS/UAV/UA's will be considered until the policies and procedures have been updated and additional guidance has been provided to the field. (July 2020)**

**As in effect from mid-June 2017 through August 28, 2017**

- The archive materials set out in the following pages (<https://www.bja.gov/Jag/pdfs/JAGControlledExpendituresArchive.pdf>), identify the items and matters that were on the “Prohibited Expenditure List” or the “Controlled Expenditure List” from mid-June 2017 through August 28, 2017. Text and related material highlighted in yellow **WAS** encompassed by the lists for this time period.

**As in effect starting at the time of awards made under the FY 2015 Byrne JAG program and continuing until mid-June 2017**

- The archive materials set out in the following pages (<https://www.bja.gov/Jag/pdfs/JAGControlledExpendituresArchive.pdf>), identifies the items and matters that were on the “Prohibited Expenditure List” or the “Controlled Expenditure List” starting at the time awards were made under the FY 2015 Byrne JAG program and continuing until mid-June 2017. Text and related matter highlighted in yellow **WAS NOT** encompassed by the lists for this time period.

STATE OF NORTH CAROLINA  
COUNTY OF WAKE

NONURBANIZED AREA  
PUBLIC TRANSPORTATION  
SUPPLEMENTAL AGREEMENT FOR  
PUBLIC BODY ORGANIZATIONS  
CORONAVIRUS AID, RELIEF AND  
ECONOMIC SECURITY (CAES ACT)  
PROGRAM – SECTION 5311

CFDA NUMBER: 20.509

**DEPARTMENT OF TRANSPORTATION**

PROJECT NO. **20-CA-029-01**

and

WBS ELEMENT NO: **49233.69.1.2**

**CRAVEN COUNTY**

\*\*\*\*\*

THIS SUPPLEMENTAL AGREEMENT entered into this the \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ 20\_\_\_\_ by and between **CRAVEN COUNTY** (hereinafter referred to as the "Contractor"),  
and the **NORTH CAROLINA DEPARTMENT OF TRANSPORTATION** (hereinafter referred to  
as the "Department"), witnesseth that:

WHEREAS, the Contractor heretofore entered into an agreement with the Department  
to implement, carry out capital projects funded with Federal Transit Administration  
5311 grant program funds administered by the State; and

WHEREAS, the said agreement dated **MAY 29, 2020** sets forth the purpose of the  
Agreement and the public transportation capital projects and services as described in  
the project application (hereinafter referred to as "Project") properly prepared,  
endorsed, approved and transmitted by the Contractor to the Department, and states  
the terms and conditions as to the manner in which the Project will be undertaken; and

WHEREAS, the Agreement allows for the Contractor and the Department to revise or  
amend the agreement when there is a change in project circumstances or information  
causing an inconsistency with the terms of the Agreement and requires said  
agreement to be signed by the original signatories or their authorized designees; and

WHEREAS, the Contractor and Department find it necessary to revise the Project  
Agreement to correct language in Section 5: Cost of Project/Project Budget;

NOW THEREFORE, in consideration that the Department has determined that the  
Agreement be revised as follows:

That language appearing in Section 5 of the agreement and reading as follows:  
 Section 2: Project Implementation.

b. Cost of Project. The total cost of the Project approved by the Department is **THREE HUNDRED EIGHTY-EIGHT THOUSAND FOUR HUNDRED TWENTY-EIGHT DOLLARS (\$388,428)** as set forth in the Project Description and Budget, incorporated into this Agreement as Attachment A. The Department shall provide, from Federal, the percentages of the actual net cost of the Project as indicated below, not in excess of the identified amounts for eligible administrative, operating, and capital expenses. The Contractor hereby agrees that it will provide the percentages of the actual net cost of the Project, as indicated below, and any amounts in excess of the Department's maximum (Federal). The net cost is the price paid minus any refunds, rebates, or other items of value received by the Contractor which have the effect of reducing the actual cost.

Operating WBS	Operating Total	Operating Federal (100%)	Operating State (0%)	Operating Local (0%)
49233.69.1.2				
#2000039589	\$ 388,428	\$ 388,428	\$0	\$0
<b>Project Total</b>	<b>Project Total</b>	<b>Project Total Federal</b>	<b>Project Total State</b>	<b>Project Total Local</b>
	\$ 388,428	\$ 388,428	\$0	\$0

Be, and hereby amended and revised to read as follows:

Section 5. Project Implementation.

- b. Cost of Project. The Project Operating budget is increased by \$690,192 to provide additional funding operational needs due to Covid-19. The project budget is amended as follows: Federal: \$1,078,620, State: \$0, Local: \$0.
- c. The project budget is hereby amended to incorporate the total cost of the Project approved by the Department as **ONE MILLION SEVENTY-EIGHT THOUSAND SIX HUNDRED TWENTY DOLLARS (\$1,078,620)** The Department shall provide, from Federal funds, the percentages of the actual net cost of the Project as indicated below, not in excess of the Identified amounts for eligible administrative, operating, and capital expenses. The Contractor hereby agrees that it will provide the percentages of the actual net cost of the Project, as indicated below, and any amounts in excess of the Department's maximum (Federal plus State shares). The net cost is the price paid minus any refunds, rebates, or other items of value received by the Contractor which have the effect of reducing the actual cost.

Operating WBS	Operating Total	Operating Federal (100%)	Operating State (0%)	Operating Local (0%)
49233.69.1.2	\$1,078,620	\$1,078,620	\$0	\$0
#2000039589				
<b>Project Total</b>	<b>Project Total</b>	<b>Project Total Federal</b>	<b>Project Total State</b>	<b>Project Total Local</b>
	\$1,078,620	\$1,078,620	\$0	\$0

IN WITNESS THEREOF, this Supplemental Agreement has been executed by the Department, an agency of the State of North Carolina, and **CRAVEN COUNTY**, the Contractor, by and through a duly authorized representative, and is effective the date and year first above written. By reference, this Supplemental Agreement incorporates and extends all of the provisions of the attached "Agreement" dated May 29, 2020.

**CRAVEN COUNTY**

BY: \_\_\_\_\_

TITLE: CHAIRMAN

(SEAL)

ATTEST: \_\_\_\_\_

TITLE: \_\_\_\_\_

**NORTH CAROLINA DEPARTMENT OF  
TRANSPORTATION**

BY: \_\_\_\_\_

TITLE: DEPUTY SECRETARY FOR MULTI-MODAL  
TRANSPORTATION

ATTEST: \_\_\_\_\_

TITLE: SECRETARY

APPENDIX A

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
PUBLIC TRANSPORTATION DIVISION  
PROJECT NUMBER: 20-CA-029-01  
APPROVED BUDGET SUMMARY  
EFFECTIVE DATE AUGUST 14, 2020

PROJECT SPONSOR: CRAVEN COUNTY

PROJECT DESCRIPTION: FY2020 CORONAVIRUS AID, RELIEF AID, RELIEF AND ECONOMIC SECURITY (CARES ACT)

I. TOTAL PROJECT EXPENDITURES

DEPARTMENT - 4522 OPERATING- 49233.69.1.2 \$1,078,620  
PERIOD OF PERFORMANCE JANUARY 20, 2020 - JUNE 30, 2021

II. TOTAL PROJECT FUNDING

		<u>TOTAL</u>	<u>FEDERAL</u>	<u>STATE</u>	<u>LOCAL</u>
OPERATING	49233.69.1.2	100%	100%	0%	0%
AGREEMENT #		\$1,078,620	\$1,078,620	\$0	\$0
TOTAL		\$1,078,620	\$1,078,620	\$0	\$0

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
PUBLIC TRANSPORTATION DIVISION  
APPROVED PROJECT BUDGET  
EFFECTIVE August 14, 2020

PROJECT: 20-CA-029-01  
SPONSOR: CRAVEN COUNTY  
WBS: 49233.69.1.2

<u>DEPARTMENT 4522 - OPERATING</u>		<u>APPROVED BUDGET</u>
<u>OBJECT-TITLE</u>		
G315	EMER RELIEF – OPERATING 100% activities	\$ 388,428
G849	Other Contra Accounts	-
	<b>TOTAL OPERATING</b>	<b>\$ 388,428</b>

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
 PUBLIC TRANSPORTATION DIVISION  
 APPROVED PROJECT BUDGET  
 EFFECTIVE AUGUST 14, 2020

PROJECT: 20-CA-029-01  
 SPONSOR: CRAVEN COUNTY  
 WBS: 49233.69.1.2

<u>DEPARTMENT 4522 - OPERATING</u>			
<u>OBJECT-TITLE</u>	<u>APPROVED</u>	<u>+ / -</u>	<u>PROPOSED</u>
	<u>BUDGET</u>	<u>CHANGE</u>	<u>BUDGET</u>
G315 EMER RELIEF – OPERATING 100% activities	\$ 388,428	690,192	\$ 1,078,620
G849 Other Contra Accounts			\$ -
<b>TOTAL OPERATING</b>	<b>\$ 388,428</b>		<b>\$ 1,078,620</b>

PROGRAM SUMMARY SHEET REQUIREMENTS



**NORTH CAROLINA**  
Department of Transportation

<b>CARES Act: 5311 RURAL FORMULA PROGRAM</b>
<b>FEDERAL</b>

**Operating, Capital, Planning – CARES Act**

<p><b>PRINCIPLE</b></p>	<p>The Coronavirus Aid, Relief, and Economic Security (CARES) Act provides emergency assistance and health care response for individuals, families and businesses affected by the COVID-19 pandemic and provides emergency appropriations to support Executive Branch agency operations during the COVID-19 pandemic.</p> <p>This guidance is for all subrecipients receiving 5311 Capital, Administrative, and Operating program assistance to support public transportation in rural areas with populations of less than 50,000).</p>
<p><b>ELIGIBLE SUBRECIPIENTS</b></p>	<p>In order to be eligible to apply for these funds, subrecipients must have a signed Resolution from the Board of County Commissioners for each County served, designating the subrecipient as the 5311 recipient in its jurisdiction. Starting in FY 2018, these Resolutions are updated on a 5-year basis and are part of the grant application process.</p> <p>North Carolina's coordinated approach to service delivery allows a single applicant within each designated service area.</p> <p>The project number will be identified as YY-CA-XXX (YY=Year; XXX= System #). It may be followed by an O (operating) or S (statewide funding only). This designation identifies the program funding or use.</p>
<p><b>ELIGIBLE SERVICE and SERVICE AREA</b></p>	<p>General public transportation activities in rural North Carolina (areas outside urbanized area boundaries) are the focus of this funding. The goal of the Section 5311 program is to enhance the overall mobility of people living in rural areas. Therefore, projects may include transportation to or from rural areas. Service must be open and promoted to the general public. However, a rural transit provider may design its Section 5311 funded services to maximize use by members of the general public who are transportation disadvantaged. Transportation disadvantaged people include seniors, people with disabilities, and low-income individuals. Providers receiving both 5311 and 5307 funds must have a method of allocating costs between the two programs.</p>
<p><b>FINANCIAL CAPACITY and MANAGEMENT</b></p>	<p>PTD suggests Subrecipients have sufficient funds to operate and maintain the NCDOT funded program for at least three months without Incoming revenue from grants. Subrecipients must have fiscal control and accounting procedures sufficient to permit the tracking and reporting of grant funds. Any funds borrowed from a parent organization or governmental organization must be reported to NCDOT within 15-days.</p>
<p><b>AUDIT REPORTS and FINANCIAL STATEMENTS</b></p>	<p>Subrecipients that expend more than \$500,000 in federal funds from all sources (including federal funds provided through NCDOT) in a year must submit the annual single audit required by 09 NCAC 03M and evidence of resolution of findings related to the transit program to NCDOT. The value of a bus or van purchased must be considered when determining whether a Subrecipient meets the threshold for a single audit.</p>
<p><b>VEHICLE TITLES</b></p>	<p>Subrecipients will title the equipment and NCDOT Public Transportation Division be named first lien holder. When the project equipment has been replaced, NCDOT will release the lien. Useful life standards are maintained in NCDOT's Transit Asset Management (TAM) Tier II Sponsored Plan. This inventory is updated on an annual basis.</p>

PROGRAM SUMMARY SHEET REQUIREMENTS

<p><b>INSURANCE</b></p>	<p>Subrecipients will maintain insurance as defined in the procedures.</p>
<p><b>MAINTENANCE</b></p>	<p>Subrecipients will maintain project equipment at a high level of cleanliness, safety, and mechanical soundness. An 80 percent on-time performance standard for equipment and wheelchair lifts has been set. All maintenance activities are entered into Trapeze EAM and performance is monitored. FTA and state funded facilities require a written maintenance plan and annual submission of the maintenance performed.</p>
<p><b>INCIDENTAL USE</b></p>	<p>PTD discourages incidental uses of real property unless it can generate additional revenues for the transit system or, at a reasonable cost, enhances system ridership. Prior written approval is required for incidental uses of real property which must be compatible with the original purposes of the contract. Incidental uses, such as meal delivery, are allowed if they do not interfere with the public transit service and cover the costs of the uses. Nutrition programs must cover the operating costs attributable to meal delivery.</p>
<p><b>PROGRAM REPORTING AND</b></p>	<p>NCDOT Public Transportation Division requires quarterly and year end reports. Program status reports are also required with each claim submitted. <b><u>Failure to submit reports on time will result in a reduction in the Rural Operating Assistance Program (ROAP).</u></b></p>
<p><b>OVERSIGHT</b></p>	<p>NCDOT Public Transportation Division maintains all procedures required for oversight. These expectations, the State Management Plan, funding applications and Certifications and Assurances must be followed to maintain good standing for future funding. <b><u>Failure to submit reports on time will result in a reduction in the Rural Operating Assistance Program (ROAP).</u></b></p>
<p><b>REFERENCES</b></p>	<p><u>Section 5311 Circular - C 9040.1G;</u>  <u>Award Management Requirements 5010.1E;</u>  <u>09 NCAC 03M</u>  <u>Third Party Contracting Guidance 4220.1F</u>  <u>NCDOT's Business Guide</u>  <u>Federal Transit Administration</u>          Annual Certifications and Assurances and Agreements          Additional Terms &amp; Conditions in the agreement          State Management Plan          PTD 5311 application overview and program material</p>
<p><b>UPDATES/REVISIONS</b></p>	<p>Original Date: April 22, 2020          Last Amended Date:</p>



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

J. ERIC BOYETTE  
SECRETARY

October 1, 2020

Kelly Walker  
Craven Area Rural Transit System (CARTS)  
2823 Neuse Boulevard  
New Bern, NC 28562

Dear Kelly Walker,

In March 2020, Congress passed the CARES Act providing nearly \$95 Million in funding to North Carolina rural transit systems. These funds are intended to offset local revenue losses and aid in COVID-19 response and recovery efforts. The North Carolina Department of Transportation (NCDOT) is the recipient of CARES Act 5311 program funding and has established disbursement strategies for approximately \$70 Million so far. Over \$47 Million has been set aside for Community Transportation (CT) systems, including over \$20 Million announced in May 2020 and an additional \$27 Million announced in August 2020. Although it is evident that NC transit systems need financial support – particularly with the loss of FY 21 state transit funding resulting from NC House Bill 77 passed in July 2020 – thus far less than \$8 Million in CARES Act reimbursement claims have been submitted (less than 20% of the amount available).

A total of \$1,074,461.16 in CARES Act funding is available for your transit system, including \$388,427.84 in funding from NCDOT's first funding disbursement announced in May 2020 and \$686,033.32 in funding from NCDOT's second funding disbursement announced in August 2020 (including Appalachian funding for eligible systems). As of September 28, 2020, your agency has submitted reimbursement claims totaling \$121,957.00, leaving \$952,504.16 (or 89%) unclaimed and available for reimbursement of eligible expenses. To access these funds, each agency must have a funding agreement in place with NCDOT before beginning to request reimbursement for eligible expenses. As of September 28, 2020, your funding agreement with NCDOT is approved and claims may be submitted for reimbursement. Note that your original agreement only covers the first CARES Act disbursement announced in May and must be amended to include the second disbursement announced in August.

As a reminder, all operating expenses – including staff salary and benefits, fuel, utilities, equipment, and supplies – are eligible for CARES Act funding. Once an agreement is in place, claims must be submitted through the Enterprise Business Services (EBS) system with supporting documentation. For more information about the claims process, go to the Public Transportation

*Mailing Address:*  
NC DEPARTMENT OF TRANSPORTATION  
INTEGRATED MOBILITY DIVISION  
1501 MAIL SERVICE CENTER  
RALEIGH, NORTH CAROLINA 27699-1550

*Telephone:* 919-707-1670  
*Fax:* 919-733-1391  
*Customer Service:* 1-877-368-4968

*Website:* [ncdot.gov](http://ncdot.gov)

*Location:*  
1 SOUTH WILMINGTON STREET  
RALEIGH, NC 27601

Connect NCDOT webpage or talk with the Planner/Mobility Development Specialist (MDS) from the Integrated Mobility Division (IMD) assigned to your transit system.

Understandably, systems have taken a cautious budgeting approach and are preserving as much leverage as possible due to extreme local and state funding uncertainty. However, in order to justify the need for additional funding, transit systems and NCDOT must be able to show that all existing funding sources – particularly CARES Act funding – are needed and being utilized. Please consider these factors when developing budgeting strategies and determining how to pay for services.

If your agency has any questions or concerns regarding the CARES Act agreement or reimbursement processes, we are happy to provide additional guidance and assistance. Please contact me at 919-707-2601 or by email at [hjhildebrandt@ncdot.gov](mailto:hjhildebrandt@ncdot.gov) with any questions or concerns.

Sincerely,

Heather Hildebrandt  
Interim Director  
Integrated Mobility Division, NCDOT

cc:

Craig Warren, Craven County Finance Manager  
Jack Veit, Craven County Manager  
Brenda Reece, Jones County Finance Manager  
Franky J. Howard, Jones County Manager  
Bill Fentress, Pamlico County Finance Manager  
Tim Buck, Pamlico County Manager

Craven County



## Craven Area Rural Transit System PUBLIC TRANSPORTATION

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

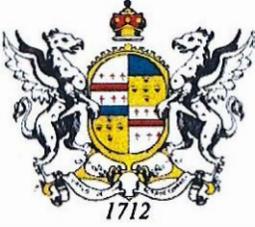


Annual Management Report, as required by the Safety and Security Program (SSP)  
July 1, 2019 – June 30, 2020

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

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

Craven County



**Craven Area Rural Transit System  
PUBLIC TRANSPORTATION**

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



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Annual Review, as required by the Safety and Security Program (SSP)  
July 1, 2019 – June 30, 2020

The SSP adopted on November 19, 2018 requires an annual review to ensure all information is correct. An annual review has been completed by CARTS staff. There are no revision recommendations at this time.

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

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

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

Chairman, Craven County Board of Commissioners (signature)

\_\_\_\_\_

Legal Applicant Name: Craven County

## **NORTH CAROLINA DEPARTMENT OF TRANSPORTATION**



# **DHHS CARES Act Operating Funds**

# **Program Overview and Application**

North Carolina Department of Transportation  
Integrated Mobility Division  
October 5, 2020

On Friday, March 27, 2020, President Trump signed the Coronavirus Aid, Relief, and Economic Security (CARES) Act into law. The CARES Act provides emergency assistance and health care response for individuals, families and businesses affected by the COVID-19 pandemic and provides emergency appropriations to support Executive Branch agency operations during the COVID-19 pandemic.

This guidance outlines the availability and eligibility of federal Coronavirus Relief Finds (CRF) appropriated to the NCDHHS by the North Carolina General Assembly under Session Law 2020-4, Section 3.3 (27) for flexible use. Using the Rural Operating Assistance Program (ROAP) structure, the transit system shall use the transferred funds to meet the broad transportation needs of ROAP-eligible people in the thirty-four (34) Tier 1 rural counties, including but not limited to elderly or disabled individuals. The expenditure of the transferred funds may be used on Eligible Services such as those that help Eligible Individuals mitigate public health and social distancing needs related to the COVID-19 pandemic including but not limited to rides to and from the grocery store, pharmacy, doctor's office, job access, or non-congregate shelter site.

### **Eligible Applicants Eligible Activities and Reimbursement**

#### **List of Tier 1 Counties:**

The Tier 1 counties eligible for the DHHS CARES Act funding are: Anson, Beaufort, Bertie, Bladen, Caswell, Chowan, Cleveland, Columbus, Duplin, Graham, Greene, Halifax, Hertford, Hyde, Jones, Lenoir, Martin, Mitchell, Northampton, Pasquotank, Perquimans, Richmond, Robeson, Rockingham, Rutherford, Sampson, Scotland, Swain, Tyrrell, Vance, Warren, Washington, Wilkes, Wilson.

#### **Eligible Activities**

Trip Based Services - Trips may be provided by car/vanpool, taxi, public transit vehicle, private transit vehicle, agency vehicle, or mileage reimbursement to a volunteer. The most cost-effective option should be chosen. Public /Private transportation providers shall be reimbursed based on the fully allocated cost per mile, per hour, or per passenger trip. Volunteers can be reimbursed for mileage only. If a human service agency uses an agency vehicle to provide the trip, the agency must include the fully allocated cost of a trip in their reimbursement request including fuel, staff time and benefits, depreciation, vehicle insurance and licensing.

- Transportation for the purposes of taking a COVID-19 test, quarantining or isolating due to COVID-19, meeting with a health care professional regarding COVID-19, or providing logistical support to a friend or family member who is quarantining or isolating due to COVID-19.
- Personal care, non-emergency medical appointments, pharmacy pickup, shopping, bill paying, public hearings, committee meetings, classes, banking, etc.
- Job interviews, job fair attendance, job readiness activities or training, GED classes
- Transportation to Workplace (trip must be scheduled by the individual passenger)
- Child(ren) of Working Parent transported to Child Care
- Human Service Agency appointments

The DHHS CA grant will reimburse systems for 100% of the net operating expenses. Net operating expenses are those expenses remaining after the provider subtracts operating revenues from eligible operating expenses. Operating revenues must include farebox revenues. Farebox revenues include fares paid by riders who are later reimbursed by a human service agency or other user-side subsidy arrangement. Farebox revenues do not include payments made directly to the transit system by human service agencies to purchase service. However, purchase of transit passes or other fare media for clients would be considered farebox revenue. A voluntary or mandatory fee that a college, university, or similar institution imposes on all its students for free or discounted transit service is not farebox revenue. Farebox revenue must be used to reduce total operating expenses (treated as revenue).

Net Operating Expenses = Total Eligible Operating Expenses – Fare Revenues

**Note:** Income from contracts to provide human service transportation may be used either to reduce the net project cost (treated as revenue) or to provide local match for operating assistance. In either case, the cost of providing the contract service must be included in the total project cost.

Reimbursement will be made on the DHHS form using line F: Transportation – Recipient. A copy of the form is provided in this application package. IMD will review all requests for reimbursement before submitting them to DHHS.

## Period of Performance

**IMPORTANT:** This application for DHHS Coronavirus Aid, Relief, and Economic Security funds covers a 10-month period, with the period of performance from March 1, 2020 to December 30, 2020. **Funds must be spent by December 30, 2020.**

## Program Monitoring, Oversight, and Exclusions

The Planners from the N.C. Department of Transportation will provide technical assistance, approve reimbursement claims, monitor the implementation of the project, make on-site visits to monitor compliance with federal regulations and evaluate project performance. The list of Planner assignments is at the end of this application booklet.

**Performance Metrics and Expected Outcomes:**

The transit system shall adhere to the requirements included in the scope of services including the performance measures in the chart below.

Measure	Target To Be Achieved
Percentage of funds expensed	100% of funds expensed by Dec 30, 2020
Total number of rides provided with these funds	50,000 or more
Number of counties utilizing these funds	34

**III. Exclusions**

Matching activities for other Federal funds is not allowed. Services shall only be reimbursed once, and not for duplicative services. Contract Revenues and fares shall be accounted for within the application for funds in the EBS application system upon submittal.

Please contact your MDS Planner for further information.

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## Applying for Funds

### Application Introduction

The DHHS CARES Act Grant application budgets can be found in the Enterprise Business Services (EBS) portal on the NCDOT website at <https://www.ebs.nc.gov>. The Operating budget template is named:

DHHS CARES:                      P2021\_DHHS\_CARES Operating                      (DHHS Cares Act Application)

**NOTE:**

**Applicants who have submitted a complete FY 2021 application package for 5311 Administrative/ Operating funding are only required to submit the following supporting documents below. The checkboxes to the left of the documents are the “application checklist”, please check off each document completed for submission.**

- Coronavirus Aid, Relief, and Economic Security Application (this document)
- Proof of currently active DUNS
- Signed FY21 Certifications and Assurances
- Signed FY21 Authorizing Resolution (from 5311 application)
- Online Budget

The DHHS CARES Act Grant application must be submitted through **EBS as soon as possible**. **DHHS CARES Act funds must be spent by December 30, 2020.** The documents identified above must be attached to the application in EBS.

## Timetable

### Application Timeline

DATES	TASK/EVENT
October 5, 2020	<ul style="list-style-type: none"> <li>▪ Grant Application Package Distributed</li> </ul>
Oct. 5 through Submission	<ul style="list-style-type: none"> <li>▪ MDS' Available to Assist Grantees</li> </ul>
ASAP	<ul style="list-style-type: none"> <li>▪ Grant Application Due to NCDOT</li> </ul>
ASAP	<ul style="list-style-type: none"> <li>▪ Grant Application Review Process Begins</li> </ul>
TBD	<ul style="list-style-type: none"> <li>▪ FTA grant review and award for federal funding</li> </ul>
TBD after FTA Review	<ul style="list-style-type: none"> <li>▪ Effective date of grant agreement</li> </ul>

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## Submitting Claims

Claims for DHHS CARES funds must be accompanied by documentation supporting expenses for trips being reported. The DHHS Claim Form for your use is provided in this application.

# IMD Planner Responsibility List

## NCDOT Integrated Mobility Division Western & Eastern Sub-Region Contacts



### Western Regions

Interim Supervisor: Pam DiGiovanni

Region	Contact	Office Number	E-mail
Metrolina	Pam DiGiovanni	919-707-1600	pdigiovanni@ncdot.gov
Greater Triad	Bryan Lopez	919-707-2120	blopez@ncdot.gov
North West	Karenella McLean	919-707-4670	kmclean@ncdot.gov
South West	Bernard Clark	919-707-4070	bclark2@ncdot.gov

### Eastern Regions

Interim Supervisor: Kathryn Zeringue

Region	Contact	Office Number	E-mail
Greater Triangle	Kathryn Zeringue	919-707-2610	kzeringue@ncdot.gov
North East	Alondus Farris	919-707-1605	aafarris@ncdot.gov
South East	Matt Watterson	919-707-1682	mwatterson@ncdot.gov
Down East	Tony Sumner	919-707-1660	asumner@ncdot.gov

BUDGET SUMMARY

March 2020 - December 2020

Legal Name:	CRAVEN COUNTY		
Address:	406 CRAVEN STREET NEW BERN, NC 28560		
County:	JONES COUNTY	Congressional District:	3
Contact Person:	Kelly Walker		
Telephone:	+1 (252) 636-4917		
Fax:	+1 (252) 636-4919		
Email:	kwalker@cravencountync.gov		
Web Site:	<a href="https://www.cravencountync.gov/165/Transportation-CARTS">https://www.cravencountync.gov/165/Transportation-CARTS</a>		
Federal ID Number:	56-6000290	DUNS Number:	091564294
CFDA #			
Period of Performance:	Mar 1, 2020	to	Dec 30, 2020
		Federal Billable/Non-Billable	Billable

I. Total Project Expenditures		
(NCDOT Maximum Participation Amounts)	Requested	NCDOT Use Only
Total Expenses	\$25,250	\$25,250
Total Contra Accts and Fare Revenue	\$250	\$250
Total Net Expenses/Cost	\$25,000	\$25,000

II. Proposed Project Funding*					
	Total	Federal	Federal Non-Billing	NCDOT	Local
	100.00%	100.00%		0.00%	0.00%
Total Funding	\$25,000	\$25,000	\$0	\$0	\$0

IV. Proposed DBE, MBE, WBE Goals (Enter DBE Goal if Federal Funding applies, otherwise enter MBE/WBE Goals)			
	DBE	MBE	WBE
%			
Amount	\$0	\$0	\$0

PROPOSED BUDGET  
SALARY AND WAGE DETAIL

Applicant : CRAVEN COUNTY

Object Code	Position Title	No.	Total Annual Salary	Pct. (%) Oper Transp. Tasks	No. of Years	Budgeted Amount	No. of Positions Approved	NCDOT Maximum Participation
<b>FULL TIME EMPLOYEES</b>								
G121								
G121								
G121								
G121								
G121								
G121								
G121								
G121								
G121								
G121								
<b>TOTAL G121 SALARIES</b>								
<b>PART-TIME EMPLOYEES - RECEIVING BENEFITS</b>								
G125								
G125								
G125								
G125								
G125								
G125								
<b>TOTAL G125 SALARIES</b>								
<b>PART-TIME EMPLOYEES - RECEIVING NO BENEFITS</b>								
G126								
G126								
G126								
G126								
G126								
G126								
<b>TOTAL G126 SALARIES</b>								
<b>TOTAL SALARY &amp; WAGE</b>								

Applicant: CRAVEN COUNTY

Project Number :

PROPOSED BUDGET  
EXPENSES

Object Code	Title	Total Cost	For NCDOT Use Only
<b>G120</b>	<b>Salaries and Wages</b>		
G121	Full-time employees		
G122	Overtime		
G125	Part-time (receives benefits)		
G126	Temporary and part-time (receives no benefits)		
G127	Longevity		
<b>Subtotal Salaries:</b>			
<b>G180</b>	<b>Fringe Benefits</b>		
G181	Social security contribution (7.65% of total salaries)	\$0	\$0
G182	Retirement contribution; total salaries X participating percentage <input type="text"/> X <input type="text"/>		
G183	Hospitalization insurance; cost per month X no. of months X no. of employees. <input type="text"/> X <input type="text"/> X <input type="text"/>		
G184	Disability insurance; cost per month X no. of months X no. of employees. <input type="text"/> X <input type="text"/> X <input type="text"/>		
G185	Unemployment compensation; Number of Employees:		
G186	Workers compensation; Number of Employees:		
G189	Other:		
<b>Subtotal Fringe:</b>		\$0	\$0
<b>TOTAL SALARY &amp; FRINGE:</b>		\$0	\$0
<b>G190</b>	<b>Professional Services</b>		
G191	Accounting		
G192	Legal		
G195	Management Consultant		
G196	Drug & Alcohol Testing Contract		
G197	Drug & Alcohol tests Provide # of employees in test pool:		
G198	Medical review officer		
G199	Other:		
<b>G200</b>	<b>Supplies and Materials</b>		
G211	Janitorial Supplies - (Housekeeping)		
G212	Uniforms		
G233	First Aid supplies (replacement)		
G251	Motor Fuels and Lubricants		
G252	Tires and Tubes		
G253	Associated Capital Maint		

G254	Licenses, tags and fees		
G255	Vehicle cleaning supplies		
G256	Hand tools		
G257	Vehicle signs & Paint Supplies		
G258	Vehicle touch up paint (non-contract)		
G259	Other:		
G261	Office Supplies and Materials		
G281	Air Conditioner / Furnace Filters		
G291	Computer Supplies		
G292	Fire Extinguisher- recharging system		
<b>G300</b>	<b>Travel and Transportation (other than employee development)</b>		
G311	Travel: Anticipated trips:		
G312	Travel subsistence		
G313	Transportation of clients/others	\$25,250	\$25,250
G314	Travel - Motor-pool or leased vehicles (Does NOT include vehicles used in the provision of contracted transportation services.)		
G315	Operations (ALI 30.09.08 EMER RELIEF - OPERATING 100%) activities		
G316	ADA Paratransit Operating Expenses (ALI 11.7C.00 Non Fixed Route ADA Paratransit) activities		
<b>G320</b>	<b>Communications</b>		
G321	Telephone Service		
G322	Internet Service Fee		
G323	Combined Service Fee		
G325	Postage		
G329	Other Communications:		
<b>G330</b>	<b>Utilities</b>		
G331	Electricity		
G332	Fuel oil		
G333	Natural Gas		
G334	Water		
G335	Sewer		
G336	Trash collection		
G337	Single/combined utility bill		
G339	Other:		
<b>G340</b>	<b>Printing and Binding</b>		
G341	Printing and reproduction		
G349	Other:		
<b>G350</b>	<b>Repairs and Maintenance</b>		
G353	Vehicles (use 257/258 for vehicle signs & in-house paint supplies)		
G354	Shop equipment		
G355	Office and computer equipment		
G357	Communications equipment		
G358	Other Repairs and Maintenance - Office Related		

G359	Other-Describe:		
<b>G370</b>	<b>Advertising/Promotion</b>		
G371	Marketing (paid ads, marketing firm, etc.) Describe: Minimum Amount (2% of Admin Budget): \$505		
G372	Promotional items Describe: Maximum Amount (25% of G371 Total Cost): \$0		
G373	Other:		
<b>G380</b>	<b>Computer Support Services (contracted)</b>		
G381	Computer programming services		
G382	Computer support/technical assistance		
<b>G390</b>	<b>Other Services</b>		
G391	Legal advertising		
G392	Laundry and dry cleaning		
G393	Temporary help services		
G394	Cleaning services		
G395	Training - Employee Education Expense		
G396	Management services (contracted transit system mgmt/admin services)		
G398	Security services		
G399	Other:		
<b>G410</b>	<b>Rental of Real Property (include copy of current lease agreement)</b>		
G412	Rent of building X number of monthly payments		
	<input checked="" type="checkbox"/>		
G413	Rent of offices X number of monthly payments		
	<input checked="" type="checkbox"/>		
G419	Other:		
<b>G420</b>	<b>Lease of Computer Equipment</b>		
G421	Lease of Computer Hardware		
G422	Lease of Computer Software		
<b>G430</b>	<b>Lease of Equipment</b>		
G431	Lease of Reproduction equipment		
G432	Lease of Postage Meter		
G433	Lease of Communications equipment (includes radio, cable lines and antennae)		
G439	Other:		
<b>G440</b>	<b>Service and Maintenance Contracts</b>		
G441	Communications equipment		
G442	Office equipment		
G443	Reproduction equipment		
G444	Vehicles		
G445	Computer equipment		
G446	Tires		
G448	Other Service and Maintenance Contracts - Office Related		

G449	Other:		
<b>G450</b>	<b>Insurance and Bonding</b>		
G451	Property and general liability (does not include vehicle insurance)		
G452	Vehicles		
	Number of Fleet Vehicle:                      Maximum Amount:                      \$0		
G453	Fidelity		
G454	Professional liabilities		
G455	Special liabilities		
<b>G480</b>	<b>Indirect Costs</b>		
G481	Central services: (budget direct cost base) X (percentage rate)		
	<input checked="" type="checkbox"/> X                      Maximum Amount                      \$0		
	Prior approval of indirect Cost Percentage Rate required. <b>Questions should be directed to NCDOT Financial Management</b>		
<b>G490</b>	<b>Other Fixed Charges</b>		
G491	Dues and subscriptions:		
G499	Other:		
<b>G600</b>	<b>Private / Public Operator Contracts - Purchase Services</b>		
G611	Direct purchase of service from privately owned provider		
G612	User side subsidy		
G621	Volunteer reimbursement		
G641	Direct purchase of service from publicly owned provider		
<b>Total Expenses:</b>		<b>\$25,250</b>	<b>\$25,250</b>
<b>OPERATING REVENUES</b>			
	<b>Contra Account</b>		
G821	General Fund		
G822	Capital Reserve Fund		
G832	N.C. Sales Taxes		
G833	N.C. Gas Tax Refund		
G834	County Sales Taxes		
G836	Fed Gas Tax Refund		
G839	Other Taxes		
G841	Charter Expenses		
G842	Garage Services		
G843	Advertising Expenses		
G844	Insurance Settlement		
G847	Inc Elderly/Disable		
G849	Other Contra Accts		
G991	Contingency/Prog Res		
<b>TOTAL CONTRA ACCOUNTS:</b>			
<b>F500</b>	<b>Fare Revenue</b>		
F511	General Public Fares	\$250	\$250
F521	Prepaid Fares/Bulk Discounts		
F522	Senior Citizen Fares		
F523	Student Fares		

F524	Child Fares		
F525	Paratransit Fares		
F533	Special Route Guarantees		
F529	Other Special Fares:		
<b>TOTAL FARE REVENUES:</b>		\$250	\$250
<b>TOTAL CONTRA ACCOUNTS AND FARE REVENUES:</b>		\$250	\$250
<b>TOTAL EXPENSES LESS TOTAL CONTRA ACCOUNTS AND FARE REVENUES = TOTAL NET OPERATING EXPENSES (TNOE):</b>		\$25,000	\$25,000
<b>R400</b>	<b>Contract Service Revenue</b>		
R411	Aging Program		
R412	Department of Social Services		
R413	Sheltered Workshop		
R414	Mental Health Program(s)		
R415	Health Department		
R416	Community Action Program		
R417	Head Start Program		
R418	Daycare		
R419	Medical		
R420	Parks and Recreation		
R421	Public/Private School		
R422	Teen Parent		
R423	Community Living Skills		
R424	Hospital		
R425	Community College		
R426	College/University		
R427	Aging Program Supplement		
R428	Child Development		
R429	Work First		
R431	Blind Services		
R432	Vocational Rehabilitation		
R433	Community Services Block Grant		
R434	Smart Start		
R435	Agricultural Extension		
R436	JTPA		
R437	Nursing Home		
R438	Rest Home		
R439	Private Individual		
R440	Elderly and Disabled Transportation Assistant Program (EDTAP)		
R430	Other:		
<b>TOTAL CONTRACT SERVICE REVENUE:</b>			
	<b>Miscellaneous Revenue and Income</b>		
R385	Advertising Profits		
R497	Investment Income		
R811	Sale of materials and scrap		

R821	Sale proceeds from fixed assets		
R844	Cash Donations		
R861	Rental Income		
R891	Other revenue not elsewhere classified:		
<b>TOTAL MISCELLANEOUS REVENUE AND INCOME:</b>			
<b>Local Match</b>			
R264	Federal Vocational Rehabilitation		
R265	Federal Older Americans Act – Title III Fund		
R269	Other non-DOT grant (Specify):		
R362	State Operating - SMAP		
R364	State Operating - RGP		
R369	Non-federal grant (Specify):		
R372	Local Cash (list each source, fares are not an eligible source of matching funds):		
<b>TOTAL LOCAL MATCH:</b>			
<b>A</b>	<b>TOTAL CONTRACT SERVICE REVENUE + TOTAL MISC. REVENUE AND INCOME + TOTAL LOCAL MATCH MUST BE AT LEAST 0.00% OF TNOE (\$0)</b>		





Marie Kaszubinsk	07/03/19	\$	30.00					\$	16,549.67
Kathleen Dunkin-Rice	07/10/19	\$	30.00					\$	16,579.67
Paula Carrier	07/17/19	\$	30.00					\$	16,609.67
Lucille Kincaid	07/17/19	\$	3.50					\$	16,613.17
Anne Eubanks	08/13/19	\$	20.00					\$	16,633.17
Brenda Bennett	08/13/19	\$	20.00					\$	16,653.17
Virgina Goodrum	08/13/19	\$	20.00					\$	16,673.17
Betty Steele	08/13/19	\$	20.00					\$	16,693.17
Tracy Frantz	08/21/19	\$	30.00					\$	16,723.17
Lucille Kincaid	08/21/19	\$	3.50					\$	16,726.67
Joanne Smith	08/21/19	\$	3.50					\$	16,730.17
Joanne Smith	08/14/19	\$	3.50					\$	16,733.67
Brenda Bennett	09/03/19	\$	20.00					\$	16,753.67
Anne Eubanks	09/03/19	\$	20.00					\$	16,773.67
Virgina Goodrum	09/03/19	\$	20.00					\$	16,793.67
Janice Horgan	09/03/19	\$	20.00					\$	16,813.67
Betty Steele	09/03/19	\$	20.00					\$	16,833.67
Lucille Kincaid	09/12/19	\$	3.50					\$	16,837.17
Joanne Smith	09/12/19	\$	3.50					\$	16,840.67
Joanne Smith	09/26/19	\$	3.50					\$	16,844.17
Renee Foley	09/26/19	\$	3.50					\$	16,847.67
Heather Faron				01/13/20	1015217-43231	\$	90.00	\$	16,757.67
Joanne Smith	10/03/19	\$	3.50					\$	16,761.17
Paula Carrier	10/03/19	\$	30.00					\$	16,791.17
Brenda Bennett	10/18/19	\$	20.00					\$	16,811.17
Anne Eubanks	10/08/19	\$	20.00					\$	16,831.17
Betty Steele	10/08/19	\$	20.00					\$	16,851.17
Virgina Goodrum	10/08/19	\$	20.00					\$	16,871.17
Renee Foley	10/10/19	\$	3.50					\$	16,874.67
Renee Foley	10/17/19	\$	3.50					\$	16,878.17
Lucille Kincaid	10/31/19	\$	3.50					\$	16,881.67
Kathleen Dunkin-Rice	11/07/19	\$	30.00					\$	16,911.67
Heather Faron				08/07/19	1015217 - 43231	\$	150.00	\$	16,761.67
Leon Toler				08/14/19	1015217 - 43231	\$	80.00	\$	16,681.67
Joanne Smith	11/07/19	\$	3.50					\$	16,685.17
Renee Dillahunt	11/19/19	\$	40.00					\$	16,725.17
Virgina Goodrum	11/12/19	\$	20.00					\$	16,745.17
Brenda Bennett	11/12/19	\$	20.00					\$	16,765.17
Anne Eubanks	11/12/19	\$	20.00					\$	16,785.17
Betty Steele	11/12/19	\$	20.00					\$	16,805.17
Joanne Smith	12/16/19	\$	3.50					\$	16,808.67
Connie Cousino	12/12/19	\$	30.00					\$	16,838.67
Brenda Bennett	12/10/19	\$	20.00					\$	16,858.67
Anne Eubanks	12/10/19	\$	20.00					\$	16,878.67
Virgina Goodrum	12/10/19	\$	20.00					\$	16,898.67
Debbie Cullom	12/10/19	\$	20.00					\$	16,918.67
Heather Faron				09/03/19	1015217-43231	\$	90.00	\$	16,828.67
Leon Toler				09/09/19	1015217-43231	\$	100.00	\$	16,728.67
Betty Steele	12/10/19	\$	20.00					\$	16,748.67
Lucille Kincaid	01/16/20	\$	7.00					\$	16,755.67
Linda Prescott	01/16/20	\$	3.50					\$	16,759.17
Brenda Bennett	01/14/20	\$	20.00					\$	16,779.17
Anne Eubanks	01/14/20	\$	20.00					\$	16,799.17
Virgina Goodrum	01/14/20	\$	20.00					\$	16,819.17
Connie Cousino	12/19/19	\$	3.50					\$	16,822.67
Elizabeth Griffin	01/09/20	\$	30.00					\$	16,852.67
Vickie Kindler	01/09/20	\$	3.50					\$	16,856.17
Linda Prescott	01/09/20	\$	3.50					\$	16,859.67
Ann Brinson	01/03/20	\$	3.50					\$	16,863.17
Lucille Kincaid	02/06/20	\$	3.50					\$	16,866.67
Linda Prescott	02/06/20	\$	3.50					\$	16,870.17
Linda Prescott	01/23/20	\$	3.50					\$	16,873.67
Heather Faron				10/08/19	1015217-43231	\$	120.00	\$	16,753.67
Leon Toler				10/16/19	1015217-43231	\$	80.00	\$	16,673.67
Heather Faron				11/05/19	1015217-43231	\$	150.00	\$	16,523.67
Etaina White				11/05/19	1015217-43231	\$	120.00	\$	16,403.67
Leon Toler				11/21/19	1015217-43231	\$	80.00	\$	16,323.67
Heather Faron				12/10/19	1015217-43231	\$	30.00	\$	16,293.67
Leon Toler				12/17/19	1015217-43231	\$	100.00	\$	16,193.67
Etaina White				01/21/20	1015217-43231	\$	60.00	\$	16,133.67
Leon Toler				01/28/20	1015217-43231	\$	60.00	\$	16,073.67
Colleen Jacch	01/23/20	\$	3.50					\$	16,077.17
Brenda Bennett	02/11/20	\$	40.00					\$	16,117.17
Betty Steele	02/11/20	\$	20.00					\$	16,137.17
Virgina Goodrum	02/11/20	\$	20.00					\$	16,157.17
Linda Prescott	02/20/20	\$	3.50					\$	16,180.67
Lucille Kincaid	02/20/20	\$	3.50					\$	16,164.17
Gail Zarrello	02/20/20	\$	3.50					\$	16,167.67
Kathleen Dunkin-Rice	02/20/20	\$	30.00					\$	16,197.67
Ann Brinson	02/13/20	\$	30.00					\$	16,227.67



**SunShine Center Special Funds** **1015216 - 38309**

<b>Total funds received:</b>	<b>\$ 6,825.00</b>	<i>includes roll forward amount from 18/19</i>
<b>Total funds expended:</b>	<b>\$ 851.53</b>	
<b>Current balance / carryover:</b>	<b>\$ 5,973.47</b>	

Purpose / Rec'd from	Date Rec'd	Amount	Date Spent	Expenditure Account Number	Amount	Balance	Category Balances	
<b>Sunshine Center</b>							<b>(no keying required)</b>	
<b>Carryover amount from 2018/2019</b>		<b>\$ 6,145.00</b>						
<b>Health Foundation</b>				5216 - 43222			<b>Balance Fwd:</b> \$ 4,480.00	
Reimb May. June- Jul19 Session		\$ 680.00				\$ 6,825.00	<b>Balance Remaining: \$ 5,160.00</b>	
						\$ 6,825.00		
						\$ 6,825.00		
						\$ 6,825.00		
						\$ 6,825.00		
<b>General</b>							<b>Balance Fwd:</b> \$ 1,182.93	
PUBLIX			07/01/19	1015216-43222	\$ 14.15	\$ 6,810.85	<b>Balance Remaining: \$ 331.40</b>	
ZAXBYS			07/01/19	1015216-43222	\$ 110.06	\$ 6,700.79		
CHICK-FIL-A			08/05/19	1015216-43222	\$ 85.50	\$ 6,615.29		
Walmart - Memory Café Food			08/05/19	1015216-43222	\$ 25.04	\$ 6,590.25		
PUBLIX			08/23/19	1015216-43222	\$ 126.96	\$ 6,463.29		
PUBLIX			08/23/19	1015216-43222	\$ 25.69	\$ 6,437.60		
SMITHFIELDS			10/21/19	1015216-43222	\$ 103.96	\$ 6,333.64		
Walmart - Memory Café Food			10/07/19	1015216-43222	\$ 17.88	\$ 6,315.76		
FAMOUS REST.			11/04/19	1015216-43222	\$ 93.44	\$ 6,222.32		
Walmart - Food and Drink			11/04/19	1015216-43222	\$ 41.88	\$ 6,180.44		
WALMART			02/03/20	1015216-43222	\$ 40.23	\$ 6,140.21		
MISC-FOOD FOR SENIOR			02/03/20	1015216-43222	\$ 79.98	\$ 6,060.23		
LITTLE CAESARS			02/03/20	1015216-43222	\$ 33.00	\$ 6,027.23		
WALMART			03/02/20	1015216-43222	\$ 15.21	\$ 6,012.02		
PUBLIX			03/09/20	1015216-43222	\$ 83.17	\$ 5,928.85		
DISCOUNT MUGS			05/04/20	1015216-43222	\$ 52.11	\$ 5,876.74		
DISCOUNT MUGS			05/04/20	1015216-43222	\$ 262.46	\$ 5,614.28		
STAPLES			05/11/20	1015216-43222	\$ 14.34	\$ 5,599.94		
AMAZON.COM			05/11/20	1015216-43222	\$ 586.65	\$ 5,013.29		
ALZSTORE			06/29/20	1015216-43222	\$ 30.38	\$ 4,982.91		
CCHD- Reimb Caregiver kits			05/21/20	1015216-43222	\$ (990.56)	\$ 5,973.47		
						\$ 5,973.47		
						\$ 5,973.47		
<b>Memory B. Vaulter</b>								<b>Balance Fwd:</b> \$ 482.00
						\$ 5,973.47		<b>Balance Remaining: \$ 482.00</b>
						\$ 5,973.47		

Health Foundation Collected	\$ 680.00
General Collected	\$ -
Memory of J.Odham Collected	\$ -
<b>Donations Collected FY 19/20</b>	<b>\$ 680.00</b>

Spent 1015216 - 43222 \$ 851.53  
**PAID OUT FY 19/20** **\$ 851.53**







CENTER FOR  
TECH AND  
CIVIC LIFE

September 26, 2020

Craven County, North Carolina  
County Board of Elections  
406 Craven Street  
New Bern, NC 28560

Dear Meloni Wray,

I am pleased to inform you that based on and in reliance upon the information and materials provided by Craven County, the Center for Tech and Civic Life (“CTCL”), a nonprofit organization tax-exempt under Internal Revenue Code (“IRC”) section 501(c)(3), has decided to award a grant to support the work of Craven County (“Grantee”).

The following is a description of the grant:

**AMOUNT OF GRANT:** \$70,429.50 USD

**PURPOSE:** The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Craven County in 2020 (“Purpose”).

Before CTCL transmits these funds to Grantee, CTCL requires that Grantee review and sign this agreement (“Grant Agreement”) and agree to use the grant funds in compliance with the Grant Agreement and with United States tax laws and the laws and regulations of your state and jurisdiction (“Applicable Laws”). Specifically, by signing this letter Grantee certifies and agrees to the following:

1. Grantee is a local government unit or political subdivision within the meaning of IRC section 170(c)(1).

2. This grant shall be used only for the Purpose described above, and for no other purposes.
3. Grantee has indicated that the amount of the grant shall be expended on the following specific election administration needs: Poll worker recruitment funds, hazard pay, and/or training expenses, Temporary staffing, and Vote-by-mail/Absentee voting equipment or supplies. Grantee may allocate grant funds among those needs, or to other public purposes listed in the grant application, without further notice to or permission of CTCL.
4. Grantee shall not use any part of this grant to make a grant to another organization, except in the case where the organization is a local government unit or political subdivision within the meaning of IRC section 170(c)(1) or a nonprofit organization tax-exempt under IRC section 501(c)(3), and the subgrant is intended to accomplish the Purpose of this grant. Grantee shall take reasonable steps to ensure that any such subgrant is used in a manner consistent with the terms and conditions of this Grant Agreement, including requiring that subgrantee agrees in writing to comply with the terms and conditions of this Grant Agreement.
5. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant. The Grantee shall expend the amount of this grant for the Purpose by December 31, 2020.
6. Grantee is authorized to receive this grant from CTCL and certifies that (a) the receipt of these grant funds does not violate any Applicable Laws, and (b) Grantee has taken all required, reasonable and necessary steps to receive, accept and expend the grant in accordance with the Purpose and Applicable Law.
7. The Grantee shall produce a brief report explaining and documenting how grant funds have been expended in support of the activities described in paragraph 3. This report shall be sent to CTCL no later than January 31, 2021 in a format approved by CTCL and shall include with the report a signed certification by Grantee that it has complied with all terms and conditions of this Grant Agreement.
8. This grant may not supplant previously appropriated funds. The Grantee shall not reduce the budget of the County Board of Elections (“the Election Department”) or fail to appropriate or provide previously budgeted funds to the Election Department for the term of this grant. Any amount supplanted, reduced or not provided in



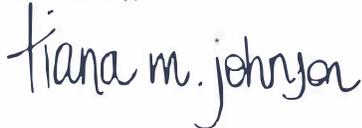
contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.

9. CTCL may discontinue, modify, withhold part of, or ask for the return all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above terms and conditions of this grant have not been met, or (b) CTCL is required to do so to comply with applicable laws or regulations.
10. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs for the Purpose may be applied to the grant.

Your acceptance of and agreement to these terms and conditions and this Grant Agreement is indicated by your signature below on behalf of Grantee. Please have an authorized representative of Grantee sign below, and return a scanned copy of this letter to us by email at [grants@techandcivicliflife.org](mailto:grants@techandcivicliflife.org).

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,



Tiana Epps Johnson

Executive Director

Center for Tech and Civic Life

GRANTEE

By: \_\_\_\_\_



CENTER FOR TECH & CIVIC LIFE  
233 N. MICHIGAN AVE., SUITE 1800  
CHICAGO, IL 60601

[HELLO@TECHANDCIVICLIFE.ORG](mailto:HELLO@TECHANDCIVICLIFE.ORG)

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## NOTICE OF SUBGRANT -2020 CARES Act Supplemental Funds

Subgrantee:	Craven County Board of Elections
Subgrantee Address:	406 Craven Street New Bern, NC 28560
Agreement Number:	Budget Period: 7/1/2020 – 12/31/2020

### Funds Description

This obligation of funds constitutes the Subgrantee's share, as authorized under Session Law 2020-97, of grant funds awarded under the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act, P.L. 116-136 for the 2020-2021 fiscal year to prevent, prepare for, and respond to the coronavirus pandemic during the 2020 federal election cycle.

### Funding Information

Description	Permissible Uses	Amount
Election Day Voting COVID Costs S.L. 2020-97 Sec. 3.3 (104)(a)	Expenditures incurred to prevent, prepare for, and respond to the coronavirus pandemic during the 2020 federal election cycle which are incurred for Election Day voting.	\$10,000.00
Pollworker Bonus S.L. 2020-97 Sec. 3.3 (104)(b)	Provide \$100.00 supplemental pay to each of 225 pollworkers working on November 3, 2020.  This amount is calculated based on your county's response to an SBE survey. If your count increases, you can submit a request for additional funds by providing an updated total count to SBE.	\$22,500.00
<b>Total</b>		<b>\$32,500.00</b>

### Grant Administration

Grant Administration Award recipients and sub-recipients must adhere to all applicable federal requirements including Office of Management and Budget (OMB) guidance: Title 2 C.F.R. Subtitle A, Chapter II, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. § 200).

### Reporting Requirements

Counties must send monthly reports accounting for the county's use of funds to the State Board of Elections by the following deadlines:

- a. November 16, 2020
- b. December 16, 2020
- c. January 15, 2021
- d. February 16, 2021

*Reports must include a list of the names of pollworkers receiving the \$100.00 supplemental pay provided for in this subgrant.*

**CRAVEN COUNTY HEALTH DEPARTMENT**  
**Board of Health Fee Approval**  
**Recommendation**

**Date: October 12, 2020**

**Fee Increase Recommended:** We are requesting approval to increase Hospice billing rates retroactively to September 1, 2020.

**Reason:** Medicaid is increasing Hospice reimbursement rates. Increasing our Hospice rates would allow the agency to capture additional revenue to help offset increases in employee wages and other Hospice costs.

If adopted, the following rates would become effective for Craven County Hospice on September 1, 2020:

\$ 185.00	per day	Routine Hospice Care	\$ 60.00	per hour	Continuous Home Care
\$ 460.00	per day	Inpatient Respice Care	\$ 970.00	per day	General Inpatient Care

Hospice Level of Care	Current Craven County Hospice Billing Rates	Current Medicaid Reimbursement Rates
ROUTINE HOME CARE	\$ 180.00 PER DAY	\$ 182.11 PER DAY
CONTINUOUS HOME CARE	\$ 55.00 PER HOUR	\$ 54.50 PER HOUR
INPATIENT RESPITE CARE	\$ 440.00 PER DAY	\$ 457.16 PER DAY
GENERAL INPATIENT CARE	\$ 920.00 PER DAY	\$ 964.27 PER DAY

***Approvals:***

*Nicole Sutton*  
 \_\_\_\_\_  
 Administrative Officer

*Scott Hancock*  
 \_\_\_\_\_  
 Health Director

*Dwayne H. Allgood* 10/12/20  
 \_\_\_\_\_  
 Board of Health Chairperson/Date

\_\_\_\_\_  
 Board of Commissioner's Approval /Date

**CRAVEN COUNTY HEALTH DEPARTMENT**  
**Board of Health Fee Approval**  
**Recommendation**

**Date: October 12, 2020**

**Fee Increase Recommended: We are requesting approval to increase billing rates for Health Services retroactively to October 1, 2020.**

**Reason: NC Medicaid is committed to ensuring beneficiaries continue to receive Medicaid and NC Health Choice services with no interruptions or delays due to COVID-19. NC Medicaid is implementing additional rate increases to continue to help Local Health Departments (LHDs) to serve Medicaid beneficiaries during the COVID-19 public health emergency.**

**Division of Health Benefits (Medicaid), Medicaid will reprocess submitted claims for both of the COVID Medicaid LHD 40% fee increases (regular services and dental) through 10/01/2020. After 10/1/2020, LHDs will be reimbursed at the lower of the Medicaid fee schedule or the LHD charge. That means that after October 1, the LHD will need to assure that local policies are followed in order to adjust local billing systems, if needed, to take advantage of this COVID rate increase from Medicaid beginning October 1 until the COVID Medicaid rate increase is discontinued.**

**Fees: Please see attached sheets.**

*Approvals:*

*Nicole Sutton*  
\_\_\_\_\_  
*Administrative Officer*

*John Otam*  
\_\_\_\_\_  
*Health Director*

*Wayne H. Allgood* 10/12/20  
\_\_\_\_\_  
*Board of Health Chairperson/Date*

\_\_\_\_\_  
*Board of Commissioner's Approval /Date*

**DESCRIPTION OF SERVICES**

<u>CPT</u>	<u>Description of Services</u>	<u>Current Fee</u>	<u>Reimbursement</u>	<u>Proposed Fee</u>
10060	INCISION & DRAINAGE ABSCESS SIMPLE/SINGL....	\$140.00	\$143.81	\$144.00
10121	INCISION & REMOVAL FOREIGN BODY SUBQ TIS....	\$191.00	\$280.49	\$281.00
10140	I&D HEMATOMA SEROMA/FLUID COLLECTION	\$122.00	\$165.60	\$166.00
11055	PARING/CUTTING BENIGN HYPERKERATOTIC LES....	\$36.00	\$52.11	\$53.00
11056	PARING/CUTTING BENIGN HYPERKERATOTIC LES....	\$44.00	\$63.92	\$64.00
11200	REMOVAL SKN TAGS MLT FIBRQ TAGS ANY AREA....	\$60.00	\$87.41	\$88.00
11201	REMOVAL SK TGS MLT FIBRQ TAGS ANY AREA E....	\$19.00	\$20.65	\$21.00
11300	SHAVING SKIN LESION 1 TRUNK/ARM/LEG DIAM....	\$50.00	\$72.16	\$73.00
11301	SHVG SKIN LESION 1 TRUNK/ARM/LEG DIAM 0.....	\$68.00	\$99.47	\$100.00
11302	SHVG SKN LESION 1 TRUNK/ARM/LEG DIAM 1.1....	\$82.00	\$119.11	\$120.00
11303	SHVG SKIN LESION 1 TRUNK/ARM/LEG DIAM 2.....	\$96.00	\$139.84	\$140.00
11305	SHAVING SKIN LESION 1 S/N/H/F/G DIAM 0.5....	\$51.00	\$74.71	\$75.00
11306	SHAVING SKIN LESION 1 S/N/H/F/G DIAM 0.6....	\$71.00	\$103.37	\$104.00
11307	SHAVING SKIN LESION 1 S/N/H/F/G DIAM 1.1....	\$84.00	\$122.11	\$123.00
11308	SHAVING SKIN LESION 1 S/N/H/F/G DIAM 2.0....	\$94.00	\$137.52	\$138.00
11310	SHAVING SKIN LESION 1 F/E/E/N/L/M DIAM 0....	\$62.00	\$90.16	\$91.00
11311	SHVG SKIN LESION 1 F/E/E/N/L/M DIAM 0.6-....	\$79.00	\$114.87	\$115.00
11312	SHVG SKIN LESION 1 F/E/E/N/L/M DIAM 1.1-....	\$91.00	\$132.64	\$133.00
11313	SHAVING SKIN LESION 1 F/E/E/N/L/M DIAM 2....	\$114.00	\$166.20	\$167.00
11400	EXC B9 LESION MRGN XCP SK TG T/A/L 0.5 C....	\$84.00	\$122.60	\$123.00
11401	EXC B9 LESION MRGN XCP SK TG T/A/L 0.6-1....	\$103.00	\$151.35	\$152.00
11402	EXC B9 LESION MRGN XCP SK TG T/A/L 1.1-2....	\$115.00	\$168.92	\$169.00
11403	EXC B9 LESION MRGN XCP SK TG T/A/L 2.1-3....	\$133.00	\$194.75	\$195.00
11404	EXC B9 LESION MRGN XCP SK TG T/A/L 3.1-4....	\$151.00	\$221.84	\$222.00
11406	EXC B9 LESION MRGN XCP SK TGT/A/L 4.0 C....	\$214.00	\$314.18	\$315.00
11420	EXC B9 LESION MRGN XCP SK TG S/N/H/F/G 0....	\$85.00	\$124.33	\$125.00
11421	EXC B9 LESION MRGN XCP SK TG S/N/H/F/G 0....	\$111.00	\$161.79	\$162.00
11422	EXC B9 LESION MRGN XCP SK TG S/N/H/F/G 1....	\$123.00	\$180.75	\$181.00
11423	EXC B9 LESION MRGN XCP SK TG S/N/H/F/G 2....	\$144.00	\$210.78	\$211.00
11424	EXC B9 LESION MRGN XCP SK TG S/N/H/F/G 3....	\$166.00	\$243.36	\$244.00
11426	EXC B9 LESION MRGN XCP SK TG S/N/H/F/G ....	\$239.00	\$350.15	\$351.00
11440	EXC B9 LESION MRGN XCP SK TG F/E/E/N/L/M....	\$93.00	\$135.99	\$136.00
11441	EXC B9 LES MRGN XCP SK TG F/E/E/N/L/M 0.....	\$118.00	\$173.00	\$173.00
11442	EXC B9 LES MRGN XCP SK TG F/E/E/N/L/M 1.....	\$133.00	\$195.05	\$196.00
11443	EXC B9 LES MRGN XCP SK TG F/E/E/N/L/M 2.....	\$160.00	\$234.79	\$235.00
11444	EXC B9 LES MRGN XCP SK TG F/E/E/N/L/M 3.....	\$202.00	\$296.85	\$297.00
11446	EXC B9 LESION MRGN XCP SK TG F/E/E/N/L/M....	\$276.00	\$405.31	\$406.00
11600	EXCISION MAL LESION TRUNK/ARM/LEG 0.5 CM....	\$129.00	\$189.37	\$190.00
11601	EXCISION MAL LESION TRUNK/ARM/LEG 0.6-1.....	\$160.00	\$234.29	\$235.00
11602	EXCISION MAL LESION TRUNK/ARM/LEG 1.1-2.....	\$176.00	\$257.44	\$258.00
11603	EXCISION MAL LESION TRUNK/ARM/LEG 2.1-3.....	\$200.00	\$293.15	\$294.00
11604	EXCISION MAL LESION TRUNK/ARM/LEG 3.1-4.....	\$221.00	\$323.91	\$324.00
11606	EXCISION MALIGNANT LESION TRUNK/ARM/LEG ....	\$312.00	\$457.43	\$458.00
11620	EXCISION MALIGNANT LESION S/N/H/F/G 0.5 ....	\$132.00	\$193.35	\$194.00
11621	EXCISION MALIGNANT LESION S/N/H/F/G 0.6-....	\$161.00	\$236.43	\$237.00
11622	EXCISION MALIGNANT LESION S/N/H/F/G 1.1-....	\$183.00	\$267.83	\$268.00
11623	EXCISION MALIGNANT LESION S/N/H/F/G 2.1-....	\$214.00	\$313.54	\$314.00
11624	EXCISION MALIGNANT LESION S/N/H/F/G 3.1-....	\$241.00	\$352.93	\$353.00
11626	EXCISION MALIGNANT LESION S/N/H/F/G 4.0 ....	\$293.00	\$430.24	\$431.00
11640	EXCISION MALIGNANT LESION F/E/E/N/L 0.5 ....	\$138.00	\$202.10	\$203.00
11641	EXCISION MALIGNANT LESION F/E/E/N/L 0.6-....	\$170.00	\$248.93	\$249.00
11642	EXCISION MALIGNANT LESION F/E/E/N/L 1.1-....	\$196.00	\$287.39	\$288.00
11643	EXCISION MALIGNANT LESION F/E/E/N/L 2.1-....	\$231.00	\$338.81	\$339.00
11644	EXCISION MALIGNANT LESION F/E/E/N/L 3.1-....	\$285.00	\$418.51	\$419.00
11646	EXCISION MALIGNANT LESION F/E/E/N/L 4.0 ....	\$377.00	\$552.93	\$553.00
11730	AVULSION NAIL PLATE PARTIAL/COMPLETE SIM....	\$88.00	\$106.63	\$107.00
11750	EXCISION NAIL MATRIX PERMANENT REMOVAL	\$158.00	\$230.86	\$231.00
11981	INSERTION NON-BIODEGRADABLE DRUG DELIVER....	\$102.00	\$149.75	\$150.00
11982	REMOVAL NON-BIODEGRADABLE DRUG DELIVERY ....	\$118.00	\$172.59	\$173.00
11983	Removal with Reinsertion non biodegradab....	\$183.00	\$268.60	\$269.00
12001	SIMPLE REPAIR SCALP/NECK/AX/GENIT/TRUNK ....	\$130.83	\$158.23	\$159.00
12002	SMPL REPAIR SCALP/NECK/AX/GENIT/TRUNK 2.....	\$149.00	\$168.70	\$169.00
12011	SIMPLE REPAIR F/E/E/N/L/M 2.5CM/<	\$140.00	\$168.05	\$169.00

**DESCRIPTION OF SERVICES**

<b>CPT</b>	<b>Description of Services</b>	<b>Current Fee</b>	<b>Reimbursement</b>	<b>Proposed Fee</b>
12013	SIMPLE REPAIR F/E/E/N/L/M 2.6CM-5.0 CM	\$182.00	\$185.54	\$186.00
12031	REPAIR INTERMEDIATE S/A/T/E 2.5 CM/<	\$177.00	\$252.35	\$253.00
12032	REPAIR INTERMEDIATE S/A/T/E 2.6-7.5 CM	\$235.00	\$324.40	\$325.00
12041	REPAIR INTERMEDIATE N/H/F/XTRNL GENT 2.5....	\$181.00	\$264.73	\$265.00
12042	REPAIR INTERMEDIATE N/H/F/XTRNL GENT 2.6....	\$210.00	\$308.66	\$309.00
12051	REPAIR INTERMEDIATE F/E/E/N/L&/MUC 2.5 C....	\$216.00	\$284.43	\$285.00
12052	REPAIR INTERMEDIATE F/E/E/N/L&/MUC 2.6-5....	\$220.00	\$322.40	\$323.00
16000	INITIAL TX 1ST DEGREE BURN LOCAL TX	\$62.53	\$74.91	\$75.00
17000	DESTRUCTION PREMALIGNANT LESION 1ST	\$66.00	\$83.98	\$84.00
17111	DESTRUCTION BENIGN LESIONS 15/	\$126.00	\$138.24	\$139.00
20526	INJECTION THERAPEUTIC CARPAL TUNNEL	\$76.00	\$83.32	\$84.00
20600	ARTHROCENTESIS ASPIR&/INJ SMALL JT/BURSA....	\$58.00	\$60.56	\$61.00
20605	ARTHROCENTESIS ASPIR&/INJ INTERM JT/BURSA....	\$60.00	\$64.87	\$65.00
20610	ARTHROCENTESIS ASPIR&/INJ MAJOR JT/BURSA....	\$70.00	\$83.50	\$84.00
29105	APPLICATION LONG ARM SPLINT SHOULDER HAN....	\$62.00	\$90.85	\$91.00
29125	APPLICATION SHORT ARM SPLINT FOREARM-HAN....	\$48.00	\$70.21	\$71.00
29130	APPLICATION FINGER SPLINT STATIC	\$46.00	\$43.32	\$44.00
29550	STRAPPING TOES	\$31.00	\$44.91	\$45.00
30300	REMOVAL FOREIGN BODY INTRANASAL OFFICE P....	\$193.48	\$234.48	\$235.00
58100	ENDOMETRIAL BX W/WO ENDOCERVIX BX W/O DL....	\$86.00	\$126.24	\$127.00
59025	FETAL NONSTRESS TEST	\$41.00	\$53.24	\$54.00
80050	General health panel CMP CBC TSH	\$15.00	\$17.24	\$18.00
80051	Electrolyte panel	\$9.00	\$12.89	\$13.00
80076	Hepatic function panel	\$13.00	\$14.98	\$15.00
82040	ALBUMIN SERUM PLASMA/WHOLE BLOOD	\$7.00	\$9.26	\$10.00
82248	BILIRUBIN DIRECT	\$7.00	\$9.39	\$10.00
82274	Occult Blood Fecal HGB Determination IA ....	\$22.00	\$29.72	\$30.00
82310	CALCIUM TOTAL	\$7.00	\$9.63	\$10.00
82374	CARBON DIOXIDE BICARBONATE	\$7.00	\$9.14	\$10.00
82435	CHLORIDE BLD	\$6.00	\$6.58	\$9.00
82565	CREATININE BLOOD	\$7.00	\$9.58	\$10.00
82607	CYANOCOBALAMIN VITAMIN B-12	\$20.00	\$28.17	\$29.00
82728	Assay of ferritin	\$18.00	\$25.46	\$26.00
82746	ASSAY OF FOLIC ACID SERUM	\$19.00	\$27.47	\$28.00
83540	Assay of iron	\$9.00	\$12.11	\$13.00
83550	IRON BINDING CAPACITY	\$12.00	\$16.33	\$17.00
83655	Assay of lead	\$15.00	\$22.62	\$23.00
84075	ALKALINE PHOSPHATASE ASSAY	\$7.00	\$9.67	\$10.00
84132	POTASSIUM SERUM PLASMA/WHOLE BLOOD	\$6.00	\$8.58	\$9.00
84155	Protein Total	\$5.00	\$6.85	\$7.00
84295	SODIUM SERUM PLASMA OR WHOLE BLOOD	\$7.00	\$9.00	\$9.00
84436	ASSAY OF THYROXINE TOTAL	\$8.00	\$10.78	\$11.00
84443	ASSAY OF THYROID STIMULATING HORMONE TSH	\$21.00	\$30.46	\$31.00
84450	ASPARTATE AMINOTRANSFERASE AST SGOT	\$7.28	\$9.66	\$10.00
84460	ALANINE AMINOTRANSFERASE ALT SGPT	\$7.00	\$9.89	\$10.00
84478	Triglycerides Assay	\$8.00	\$10.76	\$11.00
84479	THYROID HORM UPTK/THYROID HORMONE BINDIN....	\$8.00	\$11.14	\$12.00
84480	ASSAY OF TRIIODOTHYRONINE T3 TOTAL TT3	\$19.00	\$26.50	\$27.00
84520	UREA NITROGEN QUANTITATIVE ASSAY	\$5.00	\$7.36	\$8.00
85045	BLOOD COUNT RETICULOCYTE AUTOMATED	\$6.00	\$7.48	\$8.00
86695	ANTIBODY HERPES SMPLX TYPE 1	\$17.00	\$24.65	\$25.00
86696	ANTIBODY HERPES SMPLX TYPE 2	\$25.00	\$36.19	\$37.00
86803	HEPATITIS C ANTIBODY	\$20.00	\$26.68	\$27.00
86850	ANTIBODY SCREEN RBC EACH SERUM TECHNIQUE	\$15.00	\$21.77	\$22.00
86900	BLOOD TYPING SEROLOGIC ABO	\$4.00	\$5.57	\$6.00
86901	BLOOD TYPING SEROLOGIC RH (D)	\$4.00	\$5.57	\$6.00
90620	Bexsero 90620 PRIVATE	\$172.00	\$175.00	\$175.00
90632	HEP A Adult PRIVATE	\$60.00	\$70.87	\$71.00
90633	HEP A Peds PRIVATE	\$23.00	\$26.00	\$27.00
90647	HIB PRIVATE	\$19.68	\$26.25	\$27.00
90651	Gardasil 9 PRIVATE	\$178.00	\$222.85	\$228.00
90670	Pevnar PRIVATE	\$115.00	\$193.91	\$238.00
90680	Rotavirus Vaccine 3 dose oral PRIVATE	\$76.00	\$84.60	\$85.00

**DESCRIPTION OF SERVICES**

<b>CPT</b>	<b>Description of Services</b>	<b>Current Fee</b>	<b>Reimbursement</b>	<b>Proposed Fee</b>
90681	Rotarix PRIVATE	\$110.00	\$123.81	\$124.00
90691	Typhoid Vaccine IM PRIVATE	\$67.00	n/a	\$71.00
90696	Kinrix PRIVATE	\$48.00	\$50.61	\$51.00
90700	Dtap Vaccine <7 YR PRIVATE	\$20.00	\$23.13	\$24.00
90707	MMR PRIVATE	\$71.00	\$74.00	\$77.00
90710	MMRV Private	\$203.00	\$217.71	\$223.00
90714	TD DECAVAC FR 7 YR/ PRIVATE	\$31.00	\$34.30	\$35.00
90716	VARIVAX PRIVATE	\$122.00	\$139.02	\$140.00
90723	PEDIARIX PRIVATE	\$61.00	\$77.66	\$78.00
90732	Pneumovax 23-V 2 YRS/ PRIVATE	\$93.00	\$105.17	\$106.00
93000	ECG ROUTINE ECG W/LEAST 12 LDS W/I&R	\$24.00	\$24.77	\$25.00
93770	DERMINATION OF VENOUS PRESSUE	\$7.00	\$10.47	\$11.00
94010	SPMTRY W/WC EXPIRATORY FLO W/WO MXML VOL....	\$27.00	\$38.76	\$39.00
94060	BRNCDILAT RSPSE SPMTRY PRE&POST-BRNCDILA....	\$47.00	\$67.97	\$68.00
96360	IV INFUSION HYDRATION INITIAL 31 MIN-1 H....	\$46.00	\$66.22	\$67.00
96361	IV INFUSION HYDRATION EACH ADDITIONAL HO....	\$14.00	\$19.27	\$20.00
96372	THERAPEUTIC PROPHYLACTIC/DX INJECTION SU....	\$19.00	\$25.05	\$26.00
99058	SVC PRV EMER BASIS IN OFFICE DISRUPTING ....	\$19.00	\$26.75	\$27.00
99070	SUPPLIES&MATERIALS ABOVE/BEYOND PROV BY ....	\$10.00	\$14.27	\$15.00
99201	OFFICE OUTPATIENT NEW 10 MINUTES	\$73.65	\$91.29	\$92.00
99202	OFFICE OUTPATIENT NEW 20 MINUTES	\$110.00	\$136.93	\$137.00
99203	OFFICE OUTPATIENT NEW 30 MINUTES	\$158.00	\$194.75	\$195.00
99204	OFFICE OUTPATIENT NEW 45 MINUTES	\$230.00	\$286.03	\$287.00
99205	OFFICE OUTPATIENT NEW 60 MINUTES	\$264.00	\$359.06	\$360.00
99211	OFFICE OUTPATIENT VISIT 5 MINUTES	\$36.05	\$50.22	\$51.00
99212	OFFICE OUTPATIENT VISIT 10 MINUTES	\$73.65	\$83.69	\$84.00
99215	OFFICE OUTPATIENT VISIT 40 MINUTES	\$203.00	\$267.78	\$268.00
99383	INITIAL PREVENTIVE MEDICINE NEW PT AGE 5....	\$154.00	\$226.38	\$227.00
99384	INITIAL PREVENTIVE MEDICINE NEW PT AGE 1....	\$169.00	\$248.43	\$249.00
99385	INITIAL PREVENTIVE MEDICINE NEW PT AGE 1....	\$200.00	\$245.49	\$246.00
99386	INITIAL PREVENTIVE MEDICINE NEW PATIENT ....	\$219.00	\$292.53	\$293.00
99387	PREVENTIVE MEDICINE NEW PATIENT 65YRS&	\$239.00	\$316.05	\$317.00
99393	PERIODIC PREVENTIVE MED EST PATIENT 5-11....	\$146.00	\$185.22	\$186.00
99394	PERIODIC PREVENTIVE MED EST PATIENT 12-1....	\$186.00	\$214.62	\$215.00
99395	PERIODIC PREVENTIVE MED EST PATIENT 18-3....	\$178.00	\$208.74	\$209.00
99396	PERIODIC PREVENTIVE MED EST PATIENT 40-6....	\$176.00	\$232.26	\$233.00
99397	PERIODIC PREVENTIVE MED EST PATIENT 65YR....	\$175.00	\$257.25	\$258.00
99406	TOBACCO USE CESSATION INTERMEDIATE 3-10 ....	\$12.00	\$17.54	\$18.00
99407	TOBACCO USE CESSATION INTENSIVE 10 MINUT....	\$24.00	\$33.88	\$34.00
99408	ALCOHOL/SUBSTANCE SCREEN & INTERVEN 15-3....	\$31.00	\$45.17	\$46.00
99409	ALCOHOL/SUBSTANCE SCREEN & INTERVENTION ....	\$61.00	\$88.80	\$89.00
99441	PHYS/QHP TELEPHONE EVALUATION 5-10 MIN	\$59.00	\$66.95	\$67.00
G0108	DIAB MANAGE TRNPER INDIV	\$25.00	\$27.00	\$27.00
G0109	Diab manage trn ind/group	\$15.00	\$15.13	\$16.00
G2012	Brief check in by md/qhp	\$15.00	\$17.07	\$18.00
J0561	PENICILLIN G BENZATHINE INJ	\$4.00	\$4.07	\$5.00
J2930	METHYLPREDNISOLONE INJECTION	\$3.00	\$3.03	\$4.00
S0280	MEDICAL HOME, INITIAL PLAN	\$50.00	\$52.50	\$53.00
S0281	MEDICAL HOME, MAINTENANCE	\$150.00	\$157.50	\$158.00
T1001	Nursing assessment/evaluatin	\$88.00	\$128.02	\$129.00
87426	Infectious agent antigen detection by immunoassay technique	N/A	N/A	\$30.00





**#543 ELC Enhancing Detection Activities (\$199,685)**

**Project Period: 1/1/2020 - 5/31/2021**

<u>Line</u>	<u>Acct</u>	<u>Amount</u>	<u>Description</u>
43208	Medical Supplies	\$2,500	Personal Protective Equipment (PPE)
43242	Lab Supplies	\$12,000	Flu Test kits & Antigen test kits
44000	Contract Services	\$18,950	Analyzer upgrades for clinical lab
44050	Contract Employees	\$93,275	Contact Tracing/Infection Control/Surveillance & Response/Support Mgmt
47321	C/Outlay \$500-\$4,999	\$2,460	(2)Barcode scanners; (1)Dry Heat Sterilizer for clinical lab
47321	C/Outlay \$500-\$4,999	\$7,500	(5)Laptops with Docking Stations for contract COVID employees
47301	C/Outlay Over \$5000	\$40,000	Generator - back-up for lab & refrigerators
47301	C/Outlay Over \$5000	\$8,000	Handicapped entrance; hands-free sensor door
47301	C/Outlay Over \$5000	\$15,000	Update/Add new negative pressure room in Adult Primary and/or Child Health
		<u>\$199,685</u>	



**Piedmont Service Group**  
Building Efficiency and Sustainability



A Service Logic Company

PROPOSAL DATE	PROPOSAL NUMBER	PROJECT NUMBER	PAGE
10/12/2020	Q-09-2020-197508		1 of 3

**BY AND BETWEEN:**

Piedmont Service Group  
4640 North Creek Drive  
Greenville, NC. 27834  
NC Lic # 29539-H1, H2, H3  
Electrical #08363-L  
Refrigeration Lic # 4483

**AND**

Craven County  
406 Craven Street  
New Bern, NC 28560

hereinafter (CONTRACTOR)

hereinafter (CUSTOMER)

**SERVICES WILL BE PROVIDED AT THE FOLLOWING LOCATION(S):**

Craven County Health Department Boiler

**CONTRACTOR WILL PROVIDE THE FOLLOWING TO THE CUSTOMER**

*Piedmont Service Group proposes to furnish all labor, equipment, permits and materials to complete the following project as outlined in the Scope-of-Work on page two of this proposal. In the Scope-of-Work on page two there are two available options, initial the option that you prefer and sign below under Customer and at the bottom of the third page of this proposal booklet.*

**Note: All boilers in this proposal are Weil-McLain.**

This proposal will become a binding Agreement only after acceptance by Customer and approval by an officer of Contractor as evidenced by their signatures below. This Agreement sets forth all of the terms and conditions binding upon the parties here to on the reverse here of: and no person has authority to make any claim representation, promise, or condition on behalf of Contractor which is not expressed herein. Agreement Prices good for **30 days from proposal date** unless time is extended in writing by Contractor.

**CONTRACTOR**

Project Consultant Lee Alphin  
Email- lalphin@piedmontsg.com  
Fax # 252-321-8382

**Approved for Contractor**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**CUSTOMER**

\_\_\_\_\_  
(Print Name)

**X**

\_\_\_\_\_  
Signature: (Company Authorized Representative)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



PROPOSAL DATE	PROPOSAL NUMBER	PROJECT NUMBER	PAGE
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**Option #1 Boiler Replacement.**

Replace current hot water boiler and adjacent circulation pumps. Install 2 corresponding VFD drives for new hot water pumps.

- Shut down system and drain system. Coordinate shutdown times with the owner.
- Disconnect boiler from supply and return lines, flue, gas line, safety controls, line power & control power, and any network / building management controls.
- Disassemble and removal of existing boiler and connecting piping.
- Install new boiler and burner by assembling boiler on existing pad.
- Installing new butterfly valves on the supply side of the boiler and a chemical feed tank for system treatment if and where necessary.
- Re-connect boiler to supply and return lines, flue, gas line, safety controls, main line voltage & low voltage wiring, and insure proper operation of any previous control/building management systems.
- Insulate all new connections back to existing and insure all transition areas are equally insulated per code.
- Install new emergency shut off as required by code where applicable
- Replace any system loop chemicals with owner and verify all air has been purged from hot water loop system.
- Start up and insure proper operation system with a Factory Start up.
- Provide & include in price, all applicable permits necessary to perform work.
- Provide all warranty information, manufacturer paperwork, IOM, maintenance manuals etc.

**Option #1 Boiler Replacement cost----- \$71,648      Initial\_\_\_\_\_**

**Note:** Boiler is Two weeks out.

**Add for the pumps:**

- Valve off supply and return.
- Remove both pumps
- Install both pumps
- Install two VFD for boiler
- Start up and insure proper operation.

**Pump install add----- \$23,752      Initial\_\_\_\_\_**

PROPOSAL DATE	PROPOSAL NUMBER	PROJECT NUMBER	PAGE
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### TERMS AND CONDITIONS

- Contractor warrants that the workmanship hereunder shall be free from defects one year from date of installation. If any replacement part or item of equipment proves defective, Contractor will extend to Customer the benefits of any warranty Contractor has received from the manufacturer. Removal and reinstallation of any equipment or materials repaired or replaced under a manufacturer's warranty will be at Customer's expense and at the rates then in effect.
- Customer shall permit Contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during Contractor's normal working hours.
- Customer will promptly pay invoices within thirty (30) days of receipt or within special terms (if any) on Exhibit A (if any) to these Terms and Conditions. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
- Project will be progress billed monthly.
- Any alteration to, or deviation from, this Agreement involving extra work, cost of material or labor will become an extra charge (fixed-price amount to be negotiated or on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Agreement. THE AGREEMENT PRICE APPLIES ONLY TO THE SCOPE OF WORK OUTLINED WITHIN THE PROJECT PROPOSAL DOCUMENT. ANY ADDITIONAL WORK REQUIRED BY FEDERAL, STATE OR LOCAL AUTHORITIES NOT SPECIFICALLY DESCRIBED HEREIN IS EXCLUDED. IN THE EVENT THAT PIEDMONT SERVICE GROUP IS REQUIRED BY ANY GOVERNING AUTHORITY TO PERFORM WORK NOT INCLUDED IN THIS PROPOSAL, CUSTOMER AGREES TO PAY ALL ADDITIONAL COSTS ASSOCIATED WITH THE REQUIRED WORK.
- Customer shall be responsible for all taxes applicable to the services and/or materials hereunder unless noted otherwise within the agreement.
- In the event Contractor must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Contractor all court costs and attorney's fees incurred by Contractor. Any legal action relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
- To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by any active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.
- Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials, or any fungus(es) or spore(s); substance, vapor or gas produced by or arising out of any fungus(es) or spore(s); or any material, product, building component or structure that contains, harbors, nurtures or acts as a medium for any fungus(es) or spore(s). In the event such substances, wastes and materials are encountered, Contractor's sole obligation will be to notify the Owner of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. This time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.  
  
Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation, injury or illness to occupants of the facility or third parties, or any damage to the customer's facility, arising out of or in connection with the Contractor's work under this agreement, including without limitation any illness, injury, or damage resulting in any manner from any fungus(es) or spore(s), any substance, vapor or gas produced by or arising out of any fungus(es) or spore(s), or any material, product, building component or structure that contains, harbors, nurtures or acts as a medium for any fungus(es) or spore(s).
- UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.
- In the event of a delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control, Contractor shall not be liable.

By signing the below line, you are confirming that you have read and understand this paragraph and that you agree to the Terms and Conditions listed above.

Signature: X \_\_\_\_\_

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

**Important: Agreement Prices good for 30 days only from proposal date unless time is extended in writing.**

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

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

Community Child Protection Team

Name: Kimberly Merwin \_\_\_\_\_ Home Phone: (336)409-6401 \_\_\_\_\_  
 Home Address: 117 Moses Griffin Ln \_\_\_\_\_  
 City: New Bern \_\_\_\_\_ Zip Code: 28562 \_\_\_\_\_  
 Township: New Bern \_\_\_\_\_ City Limits:  Yes  No  
 Occupation: Juvenile Court Counselor \_\_\_\_\_ Business Phone: (252)933-2764 \_\_\_\_\_  
 Place of Employment: NC Dept of Public Safety \_\_\_\_\_ Fax Number: (252)638-4857 \_\_\_\_\_  
 E-Mail Address: kim.merwin@ncpds.gov \_\_\_\_\_

(Please indicate your preferred contact number.)

### Education

BS Criminal Justice and AS Social Psychology—Both from Park University with graduation being October 2007 \_\_\_\_\_

### Business and Civic Experience

I have worked in Mobile Crisis, in an Emergency Department, in community-based services, and residential services throughout my career. I have assisted during IEP meetings and 504 plan meetings. \_\_\_\_\_

### Areas of Expertise, Interest, Skills

20+ years of mental health, substance abuse, and I/DD experience. I have been able to see how generational issues as well as how all of these aforementioned components coincide with one another to create and/or amplify each other as well as creating cycles that occur throughout generations when services cannot be attained or maintained that could prevent them from recurring. \_\_\_\_\_

### Why do you want to serve?

I want to utilize the knowledge and experience I have as well as the knowledge and experience I am acquiring in my current position to provide a unique perspective and assist with being able to work together to create positive changes. \_\_\_\_\_

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

None at this time

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

Date: 10/8/2020

Signature: Kimberly M. Merwin

**Please be advised that this form is a public record, and must be made available to the public upon request.**

The Craven County Board of Commissioners sincerely appreciates the interest of all citizens in serving their county. For more information on the responsibilities of various boards, you may view the on-line board descriptions or contact the County Clerk's Office at (252) 636-6601. RETURN FORM TO: CRAVEN COUNTY CLERK, 406 CRAVEN STREET, NEW BERN, NC 28560. The form may also be sent via e-mail ([gbryan@cravencountync.gov](mailto:gbryan@cravencountync.gov)) or fax: (252-637-0526.

*This form will remain active until one year after date received.*