

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MONDAY, JANUARY 5, 2026  
6:00 PM**

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**APPROVE AGENDA**

- 1. PUBLIC HEARING – CRAVEN COUNTY RECREATIONAL VEHICLE PARK ORDINANCE: Chad Strawn, Planning Director and Donnie LaVelle, Planner II**
- 2. COOPERATIVE EXTENSION 4-H PRESENTATION: Ashley Brooks, Extension Agent, 4-H Youth Development**
- 3. PETITIONS OF CITIZENS – AGENDA TOPICS**
- 4. CONSENT AGENDA**
  - A. Minutes of December 15, 2025 Regular Session**
  - B. Tax Releases and Refunds**
  - C. Planning – Request to Set Public Hearing – Community Development Block Grant (CDBG) Applications**
  - D. Planning – Request to Set Public Hearing – Community Development Block Grant CARES Act (CDBG-CV) COVID**
  - E. Planning – Request to Set Public Hearing – 2021 Community Development Block Grant (CDBG-NR) Program Amendment**
  - F. Sheriff – Calendar/Donation Checks – Budget Amendment**

**DEPARTMENTAL MATTERS:**

- 5. PLANNING – CRAVEN COUNTY RECREATIONAL VEHICLE PARK ORDINANCE ADOPTION: Chad Strawn, Planning Director and Donnie LaVelle, Planner II**
- 6. WATER – DAVIS WELL PUMP REPLACEMENT – BUDGET AMENDMENT: Elliot Thomas, Water Superintendent**
- 7. APPOINTMENTS**

8. COUNTY ATTORNEY'S REPORT: Arey Grady
9. PETITIONS OF CITIZENS – GENERAL TOPICS
10. COUNTY MANAGER'S REPORT: Jack Veit
11. COMMISSIONERS' REPORTS

**1. PUBLIC HEARING – CRAVEN COUNTY RECREATIONAL VEHICLE PARK  
ORDINANCE: Chad Strawn and Donnie LaVelle**

The Board will be requested to go into public hearing at 6:00 PM, or soon thereafter, for the purpose of receiving public comment regarding the County's Proposed Recreational Vehicle Park Ordinance.

A copy of the proposed Ordinance was made available for public viewing on the Craven County Website and at the Craven County Planning Department beginning on December 22nd. The public hearing notice was also published in the *Sun Journal* on December 22nd and December 29th.

**Board Action: Receive information**

## **2. COOPERATIVE EXTENSION 4-H PRESENTATION: Ashley Brooks**

Ashley Brooks, Extension Agent, 4-H Youth Development, will provide a PowerPoint presentation to the Board on the Craven Poultry Program and will recognize two Craven County 4-H members who earned major national honors at the 2025 National 4-H Poultry and Egg Conference in Louisville, KY, as follows:

- Elizabeth Peluso earned National Reserve Champion in the Egg Chef Challenge after winning county, district, and state contests. She presented an original egg-based recipe, demonstrated excellent food-handling and culinary skills, and delivered a strong educational presentation. This is her third national award, adding to previous top finishes in Poultry Judging and Avian Bowl, and highlights both her dedication and the support of Craven County 4-H.
- Lexi Gilkey excelled in the National Poultry Judging Competition, competing with the Union County team. She placed 4th in Production Hens, contributed to a 2nd place team finish, ranked 7th overall out of 88 competitors, and helped her team earn 3rd place overall. Her performance demonstrates adaptability, strong evaluation skills, and the quality of training provided through Craven County 4-H.

Ms. Brooks requests that the Board of Commissioners formally recognize these outstanding achievements and present certificates to Elizabeth Peluso and Lexi Gilkey in honor of their national accomplishments.

**Board Action: Receive information and present certificates to Elizabeth Peluso and Lexi Gilkey for their outstanding achievements at the 2025 National 4-H Poultry and Egg Conference in Louisville, KY.**

# POULTRY NATIONALS

CRAVEN 2025

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# Craven Poultry Program

- 2023 National Champion Poultry Judging Team
- 2024 Top 5 National Avian Bowl Team
- 2025 2nd Place Jr. & Sr. Poultry Judging Teams
- 2025 1st Place State Avian Bowl Team
- 2025 1st Place State Egg Chef Challenge Presentation



# POULTRY JUDGING

## Lexi Gilkey



4th Place Individual Overall – Production Hens

2nd Place Team Overall – Production Hens

7th Place Overall Individual

3rd Place Overall Team (out of 24 teams!)

- A national 4-H competition that tests knowledge of laying hen evaluation, egg production, and market poultry
- Youth evaluate live birds, carcasses, and eggs using industry standards
- Participants practice decision-making, observation, and critical thinking skills through a 5 hour competition.



# EGG CHEF CHALLENGE

## Elizabeth Peluso



Reserve National Champion



- A national 4-H culinary competition focused on cooking with eggs
- Youth prepare egg-based dishes under time and ingredient constraints
- Participants are judged on food safety, nutrition, creativity, and presentation
- Highlights eggs as a versatile, nutritious food and builds practical skills



# International Production & Processing Expo

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- A global trade show for the poultry, egg, meat, and animal food industries
- Showcases the latest technology, equipment, and innovations in production and processing
- Brings together industry professionals for education, networking, and business opportunities
- Conducting video interviews of production specialists
- Invitation to dine with National Poultry & Egg Association
- Networking with experts in the field of poultry

### **3. PETITIONS OF CITIZENS – AGENDA TOPICS**

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

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

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

**Board Action: Receive information**

#### **4. CONSENT AGENDA**

##### **A. Minutes of December 15, 2025 Regular Session**

The Board will be requested to approve the Minutes of December 15, 2025, as provided in the following attachment.

##### **B. Tax Releases and Refunds**

The Board will be requested to approve the Tax Releases and Refunds provided in the following attachment.

##### **C. Planning – Request to Set Public Hearing – Community Development Block Grant (CDBG) Applications**

The Planning Department would like to request that the Board of Commissioners set a public hearing for February 2, 2026, at 6:00 PM, or soon thereafter. Craven County anticipates submitting CDBG application(s) in 2026. Information on the amount of funding available, the requirements on benefit to low- and moderate-income persons, eligible activities, and plans to minimize displacement and provide displacement assistance as necessary will be available. Citizens will also be given the opportunity to provide oral and written comments on the County's use of CDBG funds.

The purpose of this public hearing will be to obtain citizens' views and answer any questions posed by citizens regarding Craven County's intention to apply for funding associated with the FY2026 Community Development Block Grant Programs, sponsored by the North Carolina Department of Commerce, Rural Economic Development Division (REDD).

##### **D. Planning – Request to Set Public Hearing – Community Development Block Grant CARES Act (CDBG-CV) COVID**

The Planning Department would like to request that the Board of Commissioners set a public hearing for February 2, 2026, at 6:00 PM, or soon thereafter. Craven County intends to submit one CDBG application to the NC Department of Commerce for funds to assist with the purchase of Emergency Medical Services Equipment, Nature Park Construction, and Acquisition of Real Property for Recreational Activities. Citizens will be given the opportunity to provide oral and written comments on the County's intention to apply for this funding opportunity.

**E. Planning – Request to Set Public Hearing – 2021 Community Development Block Grant (CDBG-NR) Program Amendment**

The Planning Department would like to request that the Board of Commissioners set a public hearing for February 2, 2026, at 6:00 PM, or soon thereafter. Craven County intends to request a program amendment to the 2021 CDBG Program to request additional funding that would financially support additional community development activities identified by the County, such as acquisition of real property and public facilities equipment for community development activities. Citizens will be given the opportunity to provide oral and written comments on the County's use of CDBG funds.

The purpose of this public hearing will be to obtain citizens' views and answer any questions posed by citizens regarding Craven County's intention to request a program amendment to the 2021 CDBG program to request additional funding.

**F. Sheriff – Calendar/Donation Checks – Budget Amendment**

The Sheriff's Office has received two (2) donations totaling \$750 from Craven County citizens, along with the annual calendar donation of \$10,000. The calendar check and donation checks will be used towards the purchase of a variety of items needed by Sheriff's Office, at the Sheriff's discretion.

The Board will be requested to approve the attached budget amendment, in the amount of \$10,750.

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

1 **THE BOARD OF COMMISSIONERS OF CRAVEN COUNTY MET IN REGULAR**  
2 **SESSION IN THE COMMISSIONERS' ROOM OF THE CRAVEN COUNTY**  
3 **ADMINISTRATION BUILDING, 406 CRAVEN STREET, NEW BERN, NORTH**  
4 **CAROLINA, ON MONDAY, DECEMBER 15, 2025. THE MEETING CONVENED AT**  
5 **8:30 AM.**

6  
7 **MEMBERS PRESENT:**

8 Chairman Denny Bucher  
9 Vice-Chairman Jason R. Jones  
10 Commissioner Chadwick Howard  
11 Commissioner Sherry Hunt  
12 Commissioner Tim Mason  
13 Commissioner E. T. Mitchell  
14

15 **MEMBERS EXCUSED:**

16 Commissioner Beatrice R. Smith  
17

18 **STAFF PRESENT:**

19 Jack B. Veit, III, County Manager  
20 Gene Hodges, Assistant County Manager  
21 Arey Grady, County Attorney  
22 Craig Warren, Finance Director  
23 Shane Digan, Assistant to the County Manager  
24 Abigail G. Wilson, Clerk to the Board  
25

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

29 *God of all creation, and source of unending peace, be with these County*  
30 *Commissioners and bless them. Let good work be done in this place. May only truth*  
31 *be spoken here.*  
32

33 *Give to those present the wisdom to know their weakness, the humility to*  
34 *acknowledge Your strength, and the courage to let justice be the sole motivator of*  
35 *their work.*  
36

37 *By the manner of their lives, let them proclaim the rightness of walking freely in*  
38 *Your sight.*  
39

40 *By their love for our County and for their fellow citizens, may our Commissioners*  
41 *serve well those who sent them to this place; may they lead by following You, the*  
42 *author of all truth, and show the way, by cherishing Your presence in their hearts.*  
43 *Amen.*  
44

45 *Based upon the invocation given by Monsignor William P. Fay at the 05/24/2000*  
46 *session of the US House of Representatives.*  
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## APPROVE AGENDA

A motion was made by Commissioner Mason to approve the agenda, as presented, seconded by Commissioner Hunt and carried in a 6-0 roll call vote.

### HIGHWAY 70/I-42 HIGHWAY – PROJECT PRESENTATION (JAMES CITY)

Wendi Johnson, NCDOT Project Engineer, provided an update on the Highway 70/I-42 Highway (James City) Project. She displayed a flyover video of U.S. 70 in James City, which was conducted in November. Ms. Johnson indicated that flyover videos are being conducted on a regular basis. She provided a PowerPoint presentation on the following topics, which included data and statistics of the project.

- Project Overview – U.S. 70 in James City
- Current Construction Progress
- U-turn Movement Plan and Cross Section of U.S. 70
- Design Responsiveness & Innovation – Cellular Concrete
- Cellular Concrete Benefits

Ms. Johnson highlighted that the project is estimated at 50% completion. Ms. Johnson addressed various questions from Board Members including estimation of project completion, sound barriers and DOTs support for monitoring traffic in the Carolina Pines/Stately Pines area.

Ms. Johnson introduced Jordan Scott, Division 2 Construction Engineer, who updated the Board with a PowerPoint presentation on the Havelock Bypass Project, “C Project” (Havelock to Thurman Road), and other NCDOT Projects in the area, as referenced below. He announced the opening of the new Havelock Bypass will take place with a ribbon cutting event on Friday, December 19, 2025 at 10 AM, and welcomed Board Members to attend. He noted that while the Bypass is being opened, the project is not complete, and work will continue until completion in the coming year.

#### Havelock Bypass Project

- Construction Cost
- Projected Speed Limit
- Current and Projected Completion Status

#### C Project

- Project Timeline – Overall Completion & ROW Completion Status
- Upcoming Construction
- Various Maps and views of Stately Pines Interchange construction on Hwy 70

#### Other NCDOT Projects in the Area

- U-3431 Miller Boulevard – Design work, ROW Acquisition, Start of Construction
- Resurfacing – U.S. 70 McCotter’s to Slocum Flyover, NC 55 Bridgeton to Grantsboro

92  
 93 Mr. Scott addressed various questions from the Board regarding clarification of map views of  
 94 Stately Pines Interchange and others, and resurfacing. Commissioner Howard thanked Mr. Scott  
 95 and others from NCDOT for their support in attending district meetings and answering citizens'  
 96 questions.  
 97

98 **CONSENT AGENA**  
 99

100 A motion was made by Commissioner Mitchell to approve the Consent Agenda, inclusive of the  
 101 Minutes of December 1, 2025; Tax Releases and Refunds (**Credits = \$12,896.40; Refunds =**  
 102 **\$254.47**); Emergency Services – Emergency Funds for Duplexer for Sheriff’s Primary VHF  
 103 Radio Budget Amendment; Recreation – Craven County Independent Insurance Agents  
 104 Association Donation Budget Amendment; Recreation – International Paper Foundation Grant  
 105 Budget Amendment; Planning – Request for Addition to State Maintained Secondary Road  
 106 System – A portion of Trellis Lane; Sheriff – Retiree Firearms and Economic Development –  
 107 Project Tint – Subordination of Option. The motion was seconded by Commissioner Howard and  
 108 carried in a 6-0 roll call vote.  
 109

110 *Communications*  
 111

112	REVENUES	AMOUNT	EXPENDITURES	AMOUNT
113				
114	1010000-39901	\$5,011.00	1014322-47301	\$5,011.00
115	Current Fund Balance		C/O over \$5,000	
116				
117	TOTAL	\$5,011.00	TOTAL	\$5,011.00

118  
 119 **Justification:** Emergency funds to replace a 1996 duplexer that has reached end of life and is not  
 120 repairable and prevents the use of the Sheriff’s primary VHF radio.  
 121

122 *Recreation*  
 123

124	REVENUES	AMOUNT	EXPENDITURES	AMOUNT
125				
126	1015910-38301	\$5,000.00	1015910-42601	\$5,000.00
127	Don/Cont Misc Donations		Maint/Repair Buildings/Gr	
128				
129	TOTAL	\$5,000.00	TOTAL	\$5,000.00

130  
 131 **Justification:** This \$5,000 donation is from the Craven County Independent Agents Association.  
 132 This donation will be used to purchase clay for the youth baseball and softball infields at  
 133 Creekside Park. The clay will be delivered in December and installed in time for local leagues to  
 134 enjoy in the Spring.  
 135  
 136  
 137

138 Recreation

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140 REVENUES	AMOUNT	EXPENDITURES	AMOUNT
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142 1015910-33508	\$6,000.00	1015910-47302	\$6,000.00
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143 International/Weyerhaeuser		C/O Other Improvements	
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145 TOTAL	\$6,000.00	TOTAL	\$6,000.00
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147 **Justification:** This \$6,000 grant is from the International Paper Foundation. This grant will be  
148 used to add the two new pieces of outdoor fitness equipment to West Craven Park. The  
149 International Paper Foundation was also instrumental in the construction of the outdoor fitness  
150 area in 2021. The new equipment will be installed this winter and open to the public in early  
151 2026.

152

**NORTH CAROLINA STATE DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS REQUEST FOR ADDITION TO STATE MAINTAINED  
SECONDARY ROAD SYSTEM**

156

157 North Carolina

158 County of Craven

159 Road Description: A portion of Trellis Ln – (approximately 420 Feet)

160

161 WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County  
162 of Craven requesting that the above described road, the location of which has been indicated in red on the  
163 attached map, be added to the Secondary Road System; and

164

165 WHEREAS, the Board of County Commissioners is of the opinion that the above described road should  
166 be added to the Secondary Road System, if the road meets minimum standards and criteria established by  
167 the Division of Highways of the Department of Transportation for the addition of roads to the system.

168

169 NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of Craven that  
170 the Division of Highways is hereby requested to review the above described road, and to take over the  
171 road for maintenance if it meets established standards and criteria.

172

173 CERTIFICATE

174 The foregoing resolution was duly adopted by the Board of Commissioners of the County of Craven at a  
175 meeting on the 15th day of December, 2025.

176

177 WITNESS my hand and official seal on this the 15 day of December, 2025.

178

**DEPARTMENTAL MATTERS: CARTS  
BUDGET AMENDMENT RELATED TO RETIREE PAYOUT**

181

182 Assistant County Manager, Gene Hodges, presented for approval a budget amendment in the  
183 amount of \$29,797, to cover the costs related to a recent retiree payout. He informed the Board  
184 that with the retiree payout and the recruitment of the new Director, it is necessary to replenish  
185 the related personnel expenditure accounts to maintain the lines for the remainder of the fiscal  
186 year. A motion was made by Commissioner Mitchell to approve the following budget

187 amendment, in the amount of \$29,797, related to a retiree payout and recruitment of a new  
 188 director. The motion was seconded by Commissioner Mason and carried 6-0 in a roll call vote.

189  
 190 *CARTS (4510/4512)*

191	REVENUES	AMOUNT	EXPENDITURES	AMOUNT
193				
194	1010000-39901	\$29,797.00	1014510-41002	\$17,103.00
195	Current Year FB		FT Salary	
196			1014510-41007	\$776.00
197			Travel Allowance	
198			1014512-41002	\$11,401.00
199			Salary	
200			1014512-41007	\$517.00
201			Travel Allowance	
202				
203	TOTAL	\$29,797.00	TOTAL	\$29,797.00

204  
 205 **DEPARTMENTAL MATTERS: FINANCE**  
 206 **AMERICA 250 NC GRANT BUDGET AMENDMENT**  
 207

208 Finance Director, Craig Warren, presented for approval a budget amendment in the amount of  
 209 \$30,000, to allocate the nonrecurring funds from Craven County to the Craven County Tourism  
 210 Development Authority (TDA) for marketing of local events associated with America 250. Mr.  
 211 Warren informed the Board that Craven County has been awarded a \$30,000 America 250 NC  
 212 grant from the Department of Natural and Cultural Resources. He noted that this grant requires a  
 213 local match of 15%, amounting to \$4,500, which will be provided through in-kind contributions  
 214 from the TDA. The America 250 NC grant was established under SL 2023-143 as a program to  
 215 support counties in funding public programs, tourism projects, and educational outreach related  
 216 to the 250th anniversary of the United States. A copy of the Grant Contract and America 250 NC  
 217 County Grant scope of work was provided for the Board’s review. Mr. Warren and staff  
 218 addressed brief questions and comments from the Board regarding whether the project timeline  
 219 could reflect other significant events in 2026, such as hosting the Blue Angels in Craven County  
 220 and the U.S. Navy’s 250<sup>th</sup> anniversary celebration, and the amount all counties in the state  
 221 received for this initiative being the same allotment. A motion was made by Commissioner  
 222 Mitchell to approve the following budget amendment, in the amount of \$30,000, to allocate the  
 223 nonrecurring funds from Craven County to the TDA for marketing of local events associated  
 224 with America 250 NC County Grant. The motion was seconded by Vice-Chairman Jones and  
 225 carried 6-0 in a roll call vote.

226  
 227 *Convention/TDA*

228	REVENUES	AMOUNT	EXPENDITURES	AMOUNT
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231	1015920-33301	\$30,000.00	1015920-42700	\$30,000.00
232	State Grant		Advertising	

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TOTAL	\$30,000.00	TOTAL	\$30,000.00
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**APPOINTMENTS**

*Pending*

Chairman Bucher reviewed the following pending appointments:

- Craven Aging Planning Board (NC Senior Tar Heel Rep)
- Craven County Clean Sweep Committee (2 Vacancies)
- Craven County Highway 70 Corridor Committee
- Havelock Board of Adjustment (Alternate/ETJ)
- Juvenile Crime Prevention Council (Mental Health; Under 21)
- Volunteer Agricultural District (District 6)

*Current*

*Fireman’s Relief Fund Board of Trustees*

Commissioner Mason nominated David Warren for reappointment (TWP2/Tri-Community Fire). There being no additional nominations, Mr. Warren was reappointed by acclamation.

*Havelock Board of Adjustment*

Upon review of the list of residents in the Havelock Extraterritorial Jurisdiction (ETJ), Commissioner Hunt nominated Sue Boyer for appointment as the Alternate/ETJ representative to fill the seat recently vacated mid-term by Jackalee Palmer. There being no additional nominations, Ms. Boyer was appointed by acclamation.

*Craven County Highway 70 Corridor Committee*

Commissioner Mitchell nominated Don Baumgardner for appointment to fill the expired term of Danny Walsh. There being no additional nominations, Mr. Baumgardner was appointed by acclamation.

Commissioner Hunt nominated Chad Strawn for appointment (Agency Representative), due to his position with Craven County as Planning Director, to fill the seat vacated by Don Baumgardner, due to his retirement from Craven County. There being no additional nominations, Mr. Strawn was appointed by acclamation.

Vice-Chairman Jones nominated Bobby Darden for reappointment. There being no additional nominations, Mr. Darden was reappointed by acclamation.

*Juvenile Crime Prevention Council*

279 Commissioner Hunt nominated Melissa Ward of Trillium Health Resources for appointment  
280 (Mental Health). There being no additional nominations, Ms. Ward was appointed by  
281 acclamation.

282  
283 Upon inquiry, clarification was made for Vice-Chairman Jones that the Hwy 70 Corridor  
284 appointment made to fill Mr. Walsh's seat reflects appointments for this board under pending  
285 and will be removed on the next agenda.

286  
287 *Upcoming*

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289 Chairman Bucher reviewed the following upcoming appointment (s) to boards and committees:

290  
291 Havelock/Craven County Library Board

- 292  
293
  - Commissioner Sherry Hunt (regular term)

294

### 295 COUNTY ATTORNEY'S REPORT

296

297 County Attorney, Arey Grady, had nothing to report.

298

### 299 COUNTY MANAGER'S REPORT

300

301 County Manager, Jack Veit, reported on his recent attendance at a TDA meeting - a lot of great  
302 things are taking place in the County. They are looking forward to Commissioner Mason joining  
303 their Board in January. He reported on the annual Trail to Tryon race in Craven County  
304 coordinated by the TDA where an estimated 500 people attended, including runners, volunteers  
305 and supporters of the event.

306

307 Mr. Veit reported on his recent attendance last week at the Coastal Regional Solid Waste  
308 Management Authority (CRSWMA). It was reported at their meeting the Landfill's good  
309 financial position and their efforts to reduce surplus equipment for new equipment, as well as  
310 their efforts with the Gas to Energy project.

311

312 In conclusion, Mr. Veit wished the Board, staff and citizens a Merry Christmas and Happy New  
313 Year. Mr. Veit shared several accomplishments and announced that a list would be sent to the  
314 Board by email. He asked to return after Commissioner Reports to review accomplishments in  
315 2025. Mr. Veit recognized in attendance the new Transportation Director for the Transportation  
316 Department, Deanna Trebil, who started with the County at the beginning of December.

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### 318 COMMISSIONERS' REPORTS

319

320 *Commissioner Mitchell* wished everyone a happy and safe Holiday season and is looking  
321 forward to 2026.

322

323 *Commissioner Hunt* recognized the Harlowe Volunteer Fire Department Auxiliary who have  
324 done a great job with raising funds in support of the fire fighters, and for their overall community

325 spirit and support. They also won 3<sup>rd</sup> place in the Havelock Chili Festival, and she congratulated  
326 them on their accomplishments. She informed citizens that the Havelock-Craven County Library  
327 is currently closed for upgrades. Library services in Havelock during this time are at St. Timothy  
328 Lutheran Church. The Book Mobile at the Craven Community College-Havelock Campus will  
329 be available several times weekly. Books can be dropped off at the library and will be taken to  
330 the Church.

331  
332 *Commissioner Mason* reported on his attendance at the Vanceboro Tree Lighting. There were  
333 presentations from choirs from local elementary schools and day care centers. He reported on his  
334 attendance at the press conference held by the Craven County Sheriff's Department for the  
335 capture of Dominick Connelly. He thanked the Sheriff's Department for working with other law  
336 enforcement agencies who all have done a great job in this effort bringing peace of mind to  
337 citizens. He acknowledged the members recently appointed from his district to the Fire Tax  
338 Commissioners Board had meetings this month and are doing a good job.

339  
340 *Vice-Chairman Jones* thanked the Sheriff and his team and the other state agencies for the  
341 capture of the fugitive. There were many citizens in the Vanceboro area concerned. He addressed  
342 the retirement of Katherin Clowers as the Regional Library Board Director at the end of  
343 December. He noted that Commissioners Hunt, Mitchell, and himself serve on the Craven  
344 Pamlico Regional Library Board of Trustees and have participated in the process for hiring a  
345 new director for the region. He announced that the new hire for this position is Julie Cox, who  
346 has been serving as the Assistant Regional Director for the system and will start January 1. He  
347 relayed it is her desire to be part of Team Craven. On behalf of his family, he wished everyone a  
348 Merry Christmas and blessed New Year and thanked God for the opportunity to serve.

349  
350 Chairman Bucher welcomed Sheriff Hughes in attendance who provided comments on the  
351 capture of the fugitive. He thanked citizens for their support who provided helpful information,  
352 state and federal resources for their support, and his staff for their dedication to the search and  
353 seizure of the criminal. He thanked Commissioner Mason for his support in attending the press  
354 conference. He also thanked the City of Havelock for their efforts in restricting vape/tobacco  
355 stores to lessen the negative impacts on our citizens. He thanked Commissioner Hunt for her  
356 support in this effort and hopes other municipalities will consider implementing policies that  
357 address this ongoing issue. He wished everyone a Merry Christmas.

358  
359 Chairman Bucher wished everyone a Merry Christmas and a Happy New Year.

360  
361 Commissioner Howard wished everyone a Merry Christmas. He commented on how proud he is  
362 of our County and the Sheriff and his staff for capturing the criminal, and how impressed he is  
363 by our Sheriff's communication and network with other law enforcement personnel throughout  
364 the state.

365  
366 Mr. Veit revisited annual Commissioner appointments to boards and committees for 2026 and  
367 Chairman Bucher acknowledged the following:

368  
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370

371 *Required by Statute:*

- 372
- 373 • Aging Planning Board (*Smith*)
- 374 • Craven County Health Board (*Bucher*)
- 375 • CRSWMA -Voting Member (*Jones*)
- 376 • Down East RPO (*Howard*)
- 377 • East Carolina Workforce Development Board (*Smith*)
- 378 • Juvenile Crime Prevention Council (*Smith*)
- 379 • Local Emergency Planning Committee (*Hunt*)
- 380 • MPO (*Mitchell*)
- 381 • Tourism Development Authority (regular term) (*Mason*)

382

383 *Required in By-Laws or by County Funding:*

- 384
- 385 • ACT (*Mitchell*)
- 386 • Cove City Library Board (*Jones*)
- 387 • \*Craven-Pamlico Regional Library (*Jones*)
- 388 • Havelock City Library Board (*Howard & Hunt*)
- 389 • Highway 70 Corridor Committee (*Bucher*)
- 390 • Partners in Education (PIE) (*Smith*)
- 391 • Realize U252 (*Howard*)
- 392 • Trillium (*Hunt*)
- 393 • Vanceboro Library Board (*Mason*)

394

395 *Required by Policy*

- 396
- 397 • C1A (*Bucher*)
- 398 • Eastern Carolina Council of Governments (*Howard*)
- 399 • Kellenberger Foundation (*Bucher*)
- 400 • Military Civilian Community Council (*Hunt*)
- 401 • New Bern Craven County Library Board (*Mitchell*)
- 402 • Tryon Palace Commission (*Bucher*)
- 403 • Smart Start (*Smith*)
- 404 • Swiss Bear (*Bucher*)

405

406 *Other Boards with Commissioner Presence (serve regular terms):*

- 407
- 408 • CarolinaEast Hospital Board (*Bucher*)
- 409 • Coastal Regional Airport Authority (*Jones*)
- 410 • Craven Community College Board of Trustees (*Mitchell*)

411

412 (\*annual Commissioner appointment)

413

414 Commissioner Hunt requested an update on County parks in January.

415

416 At 9:23 AM, a motion was made by Commissioner Mitchell to adjourn, seconded by Vice-  
417 Chairman Jones and carried unanimously.

# Craven County

## RELEASES SUBJECT TO BOARD APPROVAL ON 1/5/2026

Taxpayer Name	Account Number	Tax Year	Bill Number	Amount
BEAN, DELBERT T & SHIELA M APPEAL VALUE CORRECTION	44618	2025	11905	566.16
CARROLL, LINDA RECYCLE FEE CORRECTION	32478	2025	11283	72.00
CARROLL, LINDA RECYCLE FEE CORRECTION	32478	2025	38668	72.00
CHRISTENSEN, HARALD DOUBLE BILLED	38675	2025	401353	702.35
COMMERCE PARK INC INCORRECT SITUS/ REBILL	1428385	2025	207404	131.24
CONTRERAS, ARGELIA CONTRERAS RECYCLE FEE CORRECTION	77023	2025	204479	72.00
CONTRERAS, ARGELIA CONTRERAS RECYCLE FEE CORRECTION	77023	2025	214526	72.00
FLOWERS, JAMES LANCE HRS DOUBLE BILLED	42604	2025	401135	104.75
HAWKINS, MICHAEL DALE DOUBLE BILLED	55564	2025	400789	27.16
HAWKINS, MICHAEL DALE DOUBLE BILLED	55564	2025	400790	31.18
HAWKINS, MICHAEL DALE DOUBLE BILLED	55564	2025	400791	35.56
HAWKINS, MICHAEL DALE DOUBLE BILLED	55564	2025	400792	50.75
HAWKINS, MICHAEL DALE DOUBLE BILLED	55564	2025	400793	57.23
HAWKINS, MICHAEL DALE DOUBLE BILLED	55564	2025	400794	63.10
JACKSON, AILENE RECYCLE FEE CORRECTION	20170	2025	209799	72.00
LA PATRONA MEXICAN DOUBLE BILLED	140016	2025	222927	593.37
SCULLY, SHEA CORRECTED DISCOVERED PROPERTY VALUE	146823	2025	401067	111.17
SHEFFIELD, REED M INCORRECT SITUS/ REBILL	124839	2025	217885	143.32
SIMPSON, KYLE INCORRECT SITUS/ REBILL	143029	2025	224199	324.30
SMITH, MADISON DAKOTA NOT TAXABLE TO CRAVEN COUNTY	202590293800	2025	902938	218.37
TURRONE, MARK C & TURRONE, SCOTT M DID NOT OWN JANUARY 1	113706	2025	209406	146.29

21 RELEASES SUBJECT TO BOARD APPROVAL ON 1/5/2026: **3,666.30**

# Craven County

## REFUNDS SUBJECT TO BOARD APPROVAL ON 1/5/2026

<b>Taxpayer Name</b>	<b>Account Number</b>	<b>Tax Year</b>	<b>Bill Number</b>	<b>Amount</b>
BYRD, NATHANIEL & CECELIA APPEAL VALUE CORRECTION	126354	2025	55795	259.26
KAUFMAN, RYAN MICHAEL & APPEAL VALUE CORRECTION	138982	2025	68231	417.66
SPLAWN, ZACHARY APPEAL VALUE CORRECTION	108564	2025	23700	545.09
3 REFUNDS SUBJECT TO BOARD APPROVAL ON 1/5/2026:				<b>1,222.01</b>



**DEPARTMENTAL MATTERS:**

**5. Planning – Craven County Recreational Vehicle Park Ordinance Adoption:  
Chad Strawn and Donnie LaVelle**

The Planning Department requests that the Board adopt the attached proposed Recreational Vehicle Park Ordinance, with an effective date of January 5, 2026.

Chad Strawn, Planning Director and Donnie LaVelle, Planner II, will be available to answer any questions regarding the proposed Recreational Vehicle Park Ordinance.

**Board Action: Adopt the proposed Recreational Vehicle Park Ordinance, with an effective date of January 5, 2026.**

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## **ARTICLE VIII. Recreational Vehicle Parks**

### **PART I. IN GENERAL**

#### **Sec. 101. Reserved.**

### **PART II. Recreational Vehicle Parks**

#### **Sec. 201. Definitions.**

Unless otherwise specifically provided, or unless otherwise clearly required by the context, the words and phrases defined in this Section shall have the meanings herein set forth when used in this Article. If a word or phrase used in this Article is not defined by this Section, elsewhere in this Article or elsewhere in this Chapter, to the extent such word or phrase is defined in Chapter 160D, the definition contained in Chapter 160D shall control.

1. *Administrator.* The Planning Director or his/her designee
2. *Certificate of Compliance.* A certificate issued by the Administrator after the Recreational Vehicle Park has been completed and developed as required by the standards of this Article. The Administrator has the authority to inspect Recreational Vehicle Parks at any time to ensure compliance.
3. *Dry Camping.* Camping with no permanent means of access to utility hookups which includes electricity, water and/or sewer disposal.
4. *Health Department.* Craven County Health Department.
5. *Recreation Vehicle or RV.* means a vehicle, which is:
  - (a) Built on a single chassis;
  - (b) Four hundred square feet or less when measured at the largest horizontal projection;
  - (c) Designed to be self-propelled or permanently towable;
  - (d) Designed primarily for use as a living quarters for residential, recreational, camping, travel, or seasonal use; and
  - (e) Is fully licensed and ready for highway use.
6. *Recreational Vehicle Park.* A Tract that is used by two or more Recreational Vehicles for temporary living, camping, travel or seasonal use.
7. *Recreational Vehicle space.* A plot of ground within a Recreational Vehicle Park designated for the accommodation of not more than one Recreational Vehicle.
8. *Service Building.* A building housing facilities such as recreational, maintenance, laundry, and office, necessary to the successful development and management of a Recreational Vehicle Park.
9. *Tract.* A parcel of land whose boundaries have been described or delimited by a legal instrument or map recorded in the office of the register of deeds.

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## **Sec. 202. Purpose.**

The purpose of this Article is to regulate and control the design of minimum standards of Recreational Vehicle Parks in order to promote the health, safety, and general welfare of the inhabitants of the County.

## **Sec. 203. Jurisdiction.**

After January 5, 2026, no person shall proceed or commence with the development of a Recreational Vehicle Park without first securing approval from the County pursuant to this Article.

## **Sec. 204. Procedure for obtaining approval of a Recreational Vehicle Park.**

No person shall begin development on any Recreational Vehicle Park until a plat has been properly presented and approved by the Planning Board and the Craven County Board of Commissioners. No Recreational Vehicle may be occupied within a Recreational Vehicle Park until a Certificate of Compliance has been issued. To obtain plat approval, the developer shall follow these steps:

1. The developer, owner or owner's agent shall meet with the Administrator to discuss plans and ideas pertaining to the new Recreational Vehicle Park.
2. The developer, owner or owner's agent shall submit a plat of the Recreational Vehicle Park as follows:
  - (a) Seven copies of the plat and any supplementary materials shall be submitted to the Administrator at least 15 days prior to the regularly scheduled Planning Board meeting at which said plat is to be considered.
  - (b) The Administrator shall inspect the site. The developer shall be required upon request to accompany the Administrator.
  - (c) The plat shall be checked against the design standards and plat requirements by the Administrator. The Administrator shall ensure the following agencies are given the opportunity to review and make recommendations on the plat:
    1. The Health Department as to the proposed sewage systems, insect and rodent control measures, and any other systems or methods related to the jurisdiction of the Health Department. If other agencies are providing sewer, a letter indicating the sewer provision will be required.
    2. The Craven County Water Department as to the proposed water system. If other agencies are providing water a letter indicating water provision will be required.
    3. The Army Corps of Engineers and the Department of Environment and Natural Resources if the proposed Recreational Vehicle Park contains waterfront access lots or property and/or canals are to be excavated.
    4. Other agencies and officials as the Planning Board or the Administrator deems necessary.
4. The Planning Board shall recommend approval, approval conditionally, or disapproval of the plat.
  - (a.) If recommended for approval conditionally, the conditions and reasons thereof shall be stated; the Planning Board may request that the developer submit a revised plat.
  - (b.) If the plat is recommended for approval, approval shall be entered on the face of the plat in writing by an authorized representative of the County, and the plat shall be forwarded to the Board of Commissioners for final approval.
  - (c.) If the plat is recommended for disapproval, the Planning Board shall instruct the applicant concerning discrepancies in the plat and provide reasons for its disapproval and instructions for resubmission of a revised plat. The applicant may make such changes as will bring the plat into

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compliance with the provisions of this Article and resubmit same for reconsideration by the Planning Board.

5. The Board of Commissioners shall consider an application and plat at its first regular meeting following the final consideration and recommendation by the Planning Board, or as soon thereafter as it may be reasonably considered. The Board of Commissioners shall approve, approve conditionally, or disapprove the application and plat. Approval or conditional approval (once all conditions have been met) shall authorize the owner to proceed with the development of the Recreational Vehicle Park as approved. Failure of the Board of Commissioners to consider the application and plat, or failure to take action on same, shall not constitute approval.
6. No plat shall be accepted or approved until the certificates required to appear on the plat have been properly completed and signed, and an inspection fee set by the Board of Commissioners has been paid to the County.
7. Contents of the plat. The plat shall be prepared by a registered surveyor and/or engineer, shall be drawn to a scale not less than 200 feet to one inch and shall contain or be accompanied by the following:
  - (a) Title, date, and location of the Recreational Vehicle Park.
  - (b) Name of the owner and surveyor.
  - (c) Scale with bar graph and north point.
  - (d) Sketch vicinity map showing relationship between the Recreational Vehicle Park and the surrounding area.
  - (e) Topographical map upon request.
  - (f) Lines and square footage of all Recreational Vehicle spaces, dimensions, driveways, parking areas, streets, roads and road dimensions.
  - (g) Recreation areas and parking areas.
  - (h) Location and intensity of area lights and drawing showing typical connections to Recreational Vehicles and a statement from the power company serving the area where the Recreational Vehicle Park is to be located indicating that it will be responsible for design and installation of the electrical system.
  - (i) Water supply, sanitary sewerage disposal, and storm drainage systems.
  - (j) Surface water drainage plans.
  - (k) Location of fire hydrants.
  - (l) Certificate of Ownership, Certificate of Planning Board approval (unsigned), and Certificate of Board of Commissioners approval (unsigned), and any other certificates required by the Administrator.
8. Upon approval of the plat by the County Commissioners, the developer may begin development of the Recreational Vehicle Park.
9. Any new addition of Recreational Vehicle spaces to a Recreational Vehicle Park shall be submitted as a new plat and shall meet the procedures and requirements of this Article.

## **Sec. 205. Certificate of Compliance.**

After the construction and development of any new Recreational Vehicle Park has been completed, the Administrator shall issue a Certificate of Compliance to the owner or developer, which is authorization for operation

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of the Recreational Vehicle Park. The Certificate of Compliance will be issued only after the Administrator is satisfied that the Recreational Vehicle Park has been completed as approved on the plat and in accordance with any conditions. At any time after the issuance of the Certificate of Compliance, the Administrator may revoke the Certificate of Compliance if the Recreational Vehicle Park is operating in violation of the requirements and terms of this Article.

**Sec. 206. Design standards for Recreational Vehicle Parks.**

1. *General provisions.*

- (a) Any land within the jurisdiction of this Article deemed by the Planning Board to be subject to flooding or unsuitable for residential occupancy may be prohibited as an Recreational Vehicle Park but such land may be set aside for such uses as will not be endangered by periodic or occasional inundation. The Planning Board in making its determination shall be guided by an analysis of available data on topography, soils, floodplains, drainage, or ground and surface water information. All Recreational Vehicles within the flood hazard areas must meet the requirements set forth in the County Flood Damage Prevention Ordinance.
- (b) All newly proposed Recreational Vehicle Parks shall be rejected when not compatible with the Air Installation Compatible Use Zone Study (AICUZ) of the Cherry Point Marine Corps Air Station Zoning Ordinance.
- (c) All newly proposed Recreational Vehicle Parks shall be rejected when not compatible with the Coastal Carolina Regional Airport Zoning and Height Control Ordinance.
- (d) Temporary dwelling unit status may be permitted for a period of up to nine months if one of the following criteria are met:
  - 1. Construction of a single-family dwelling or the placement of a modular or manufactured home;
  - 2. In the event of an emergency or disaster when a government grant/program provides a temporary Recreation Vehicle; or
  - 3. While the damaged/destroyed primary manufactured, stick-built, or modular home is being replaced due to a natural or man-made disaster
- (e) All new Recreational Vehicle Parks must comply with all federal, state and local requirements.

2. *Interior drives and walkways.* All new Recreational Vehicle spaces shall abut upon an interior gravel drive or hard surface of no less than 20' feet in width which shall have unobstructed access to a public street or highway. All interior drives and walkways within the Recreational Vehicle Park shall be adequately maintained by the owner. If the length of the road exceeds 200 feet a fire apparatus turnaround will be required.

3. *Off drive parking.* Each new Recreational Vehicle space shall be provided with at least two parking spaces that are adequately graveled and maintained or hard surfaced. A guest parking area shall be provided consisting of gravel or a hard surface and shall have a minimum of 5 spaces.

4. *Required Recreational Vehicle space density.*

- (a) Recreational Vehicle Parks shall be on a Tract no less than 2 acres in size with density not exceeding 7 units per acre.
- (b) No Recreational Vehicle space shall be smaller than 1,500 square feet and the average size must be no less than 3,750 square feet in area.

5. *Setbacks.*

- (a) Each new Recreational Vehicle space shall be at least 35 feet wide and clearly defined.

- 
- (b) Each new Recreational Vehicle space and any other improvements shall be set back 30 feet from the front property line.
    - (c) Each new Recreational Vehicle space shall be set back 20 feet from the side property lines, and 25 feet from the rear property line.
  6. *Refuse collection facilities.*
    - (a) Individual, watertight, covered refuse containers shall be provided at each Recreational Vehicle space. A stand must be provided to keep containers secured and upright or,
    - (b) Dumpsters may be used in lieu of individual refuse containers. When dumpsters are utilized, they must be screened from view.
  7. *Recreation area.* At least ten thousand contiguous square feet (10,000 sqft) shall be set aside for recreational use. The intent of this requirement is to prevent the developer from setting aside isolated parcels that are too small to be of use for development purposes.
  8. *Drainage.* The new Recreational Vehicle Park shall be located on a well-drained and properly graded site. Necessary site drainage improvements as approved by the Craven County Planning Board shall be provided.
  9. *Utilities.*
    - (a) All Recreational Vehicles shall be connected to a permanent water supply.
    - (b) All Recreational Vehicles shall be connected to a septic or sewer system.
    - (c) All Recreational Vehicles shall utilize quick disconnects from utilities.
    - (d) Provided, Recreational Vehicles used for Dry Camping within Recreational Vehicle Parks may be permitted if on-site amenities such as dump stations/pump out stations and bathroom/restroom facilities are provided to help with tank management, sanitation, and waste disposal.
  10. *Individual water-riser pipes and connections.*
    - (a) Individual water and riser pipes shall be provided and located within the confined area of the Recreational Vehicle site at a point where the connections will approximate a vehicle position.
    - (b) Water riser pipes shall extend at least ten inches above ground elevation, and the pipe shall be at least three-quarter inches in diameter. The water outlet shall be capped at all times when a Recreational Vehicle does not occupy the lot or when the supply is not in use.
    - (c) Adequate provisions shall be made to prevent freezing of service lines, valves, and riser pipes and to protect risers from heaving and thawing actions during freezing weather. Surface drainage shall be satisfactorily diverted from the location of the riser pipes. Sewer riser pipes should be at least six inches above ground level.
    - (d) All water and sewer pipes and connections shall meet state plumbing regulations.
  11. North Carolina State Electrical Code. Each new Recreational Vehicle Park shall meet the current state electrical code.
  12. Service Buildings and administrative facilities. An office must be provided on site and cannot be located in a Recreational Vehicle.
  13. *Lighting.* All interior drives and walkways within the Recreational Vehicle Park shall be lighted at night with electrical lamps providing sufficient lighting at street level throughout the Recreational Vehicle Park to ensure safety.
  14. *Buffer zones.*

- 
- (a) A buffer strip at least ten feet wide adjacent to each exterior property line shall be densely planted and maintained, or
  - (b) An opaque fence 6' feet in height adjacent to each exterior property line shall be constructed.
15. *Nonresidential purposes.* No part of any new Recreational Vehicle Park may be used for nonresidential purposes other than incidental to the Recreational Vehicle Park.
  16. *Site address.* Approved numbers or addresses shall be provided for all buildings or spaces in such a position as to be plainly visible and legible. All Recreational Vehicle Parks must adhere to the county road naming and addressing ordinance.
  17. *Compliance with state guidelines for areas of environmental concern.* Prior to approval of any Recreational Vehicle Park, the Administrator and the local AEC permit officer shall determine if the site, in whole or in part, is located within or outside any area of environmental concern. This determination shall result from both an onsite investigation and a review of the official overlay map.  
  
If the site is, in whole or in part, within any area of environmental concern, the proposed Recreational Vehicle Park will comply with development standards of the state guidelines for areas of environmental concern prior to the issuance of a Certificate of Compliance; and a statement to that effect shall be signed by both the AEC permit officer and Administrator.
  18. No existing Recreational Vehicle Park shall add Recreational Vehicle spaces except where the existing park and all proposed additions and alterations are in compliance herewith; When a nonconforming operation of a Recreational Vehicle Park is discontinued or abandoned for six consecutive months, the premises shall not thereafter be used for a Recreational Vehicle Park except in conformance with the provisions of this Article.

**Sec. 207. Responsibilities of management.**

1. The person to whom a Certificate of Compliance is issued shall operate the Recreational Vehicle Park in compliance with this Article and shall provide adequate supervision to maintain the Recreational Vehicle Park, its facilities and equipment in good repair and in a clean and sanitary manner. Further, such person shall insure compliance with all federal, state, and local rules and regulations by the occupants of the Recreational Vehicle Park, including but not limited to junked motor vehicles (Chapter 38, Article III of this Code) and solid waste (Chapter 32) of this Code.
2. Recreational Vehicle Park management shall notify all occupants of applicable provisions of this Article and shall inform those occupants of their responsibilities.
3. Recreational Vehicle Park management shall supervise the placement of each Recreational Vehicle in its space, ensuring its stability and proper installation of all utility connections.
4. Recreational Vehicle Park management shall maintain a complete register containing all information necessary for identification and location of all occupants. Such register shall be available to any authorized person inspecting the Recreational Vehicle Park.
5. Recreational Vehicle Park management shall notify the Health Department immediately of any suspected communicable or contagious disease within the Recreational Vehicle Park.
6. Recreational Vehicle Park management shall be responsible for the lawful operation of the Recreational Vehicle Park and the lawful conduct of all occupants therein.

**Sec. 208. Responsibilities of Recreational Vehicle Park occupants.**

1. Each Recreational Vehicle Park occupant shall comply with all applicable requirements of this Article and shall maintain the Recreational Vehicle lot in a clean and sanitary manner.

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2. The Recreational Vehicle Park occupant shall be responsible for proper placement of the Recreational Vehicle on its stand and of proper installation and operation of all utility connections in accordance with this Article.

**Sec. 209. Certificates on final plat.**

All final plats must include the following certificates, any additional site-specific certificates required by the Planning Department, and any certificates required by the state board of examiners for engineers and surveyors.

**Certificate of Ownership**

I (we) hereby certify that I am (we are) the owner(s) of the property shown and described here on and that I (we) hereby adopt this plan of the recreational vehicle park with my (our) free consent. I (we) also certify that the land shown on this plat falls within the recreational vehicle park jurisdiction of Craven County.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

**Certificate of Approval by the Planning Board**

The Craven County Planning Board hereby approves the final plat for the \_\_\_\_\_ recreational vehicle park.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman, Planning Board

**Certificate of Approval by the Board of County Commissioners**

The Craven County Board of Commissioners hereby approves the final plat for the \_\_\_\_\_ recreational vehicle park.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman, Board of Commissioners

## **DEPARTMENTAL MATTERS:**

### **6. Water – Davis Well Pump Replacement: Elliot Thomas**

The Davis well pump, originally installed in 1992, ceased functioning in early November 2025. A diagnostic assessment of the pump recommended complete replacement. Prior to installing the new pump, the well requires a new column pipe and cleaning. Replacement of the pump will allow the AIA study to focus on other assets.

The Water Department received the attached project quote from Charles R. Underwood, in the amount of \$80,415, for the replacement of the Davis Well Pump.

Also attached for the Board's approval is a budget amendment, in the amount of \$80,415, for the total project cost.

**Board Action: Approve budget amendment, in the amount of \$80,415, for replacement of the Davis Well Pump. A roll call vote is needed.**





Visit us @ [crupumps.com](http://crupumps.com)

**2000 Boone Trail Rd.  
Sanford NC 27330**

**Phone: 919-775-2463  
Fax: 919-708-7232**

## QUOTATION

December 12, 2025

Mr. Elliot Thomas  
Craven County Water & Sewer  
2830 Neuse Blvd.  
New Bern, NC 28562

RE: Davis Well Pump Repairs

Dear Mr. Thomas,

Charles R. Underwood Inc. (CRU) is pleased to provide the following quote for your consideration on the above referenced project:

### Well Cleaning

- Mobilize trained crew & equipment
- Mechanically & chemically clean 10” well casing & screens
- Neutralize chemicals per manufacturer’s recommendations
- Airlift accumulated materials from bottom of well

Cost.....\$24,103

### Column Pipe

- Provide new 8” column pipe – threaded & coupled

Cost.....\$15,991

**New Pump**

- Shop to rebuild & refurbish:
  - Stuffing Box
  - Discharge Head
  - Bearing Retainers
  - Cone Strainer
- Provide new:
  - 1-1/2” 416SS Shafting
  - Rubber Bearing Inserts
  - 8” Tail Pipe
  - 800 GPM Vertical Turbine Pump

**Cost.....\$28,082**

**Estimated Lead Time: 2-3 Weeks ARO**

**Installation**

- Mobilize trained crew & equipment
- Install turbine pump system per customer’s order
- Wire motor & cut on to ensure proper operation
- Chlorination per NC-2C regulations

**Cost.....\$12,239**

**Total Project Cost.....\$80,415**

**Notice: This quote is based on today’s material and product pricing. Ordinarily, our quotes are valid for 30 days. However, due to recent escalations in the cost of raw materials and products, we reserve the right to adjust our pricing at the time of award and throughout the project to reflect actual cost increases as they are incurred. Any price changes will be communicated as promptly as possible.**

**Disclaimers / Conditions:**

1. Only the services listed and implied above are included
2. Site must be accessible for boom truck to get to well
3. CRU does not guarantee water quality or quantity
4. All work will be performed by NC state certified licensed employees
5. Price does include applicable sales tax and freight
6. Standard (2) two-year warranty on new material and labor
7. Standard (2) two-year warranty on new pump option
8. Standard payment terms are net 10 days

**Acceptance:**

A purchase order number must be issued, or a copy of this quotation must be signed and returned to our office for us to begin work on this project.

**Accepted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **P.O. #:** \_\_\_\_\_

As always, we appreciate the opportunity to work with you on this project. If we can be of further service or if you have any questions, please contact us.

Respectfully yours,

*Brandon Hudson*

Charles R. Underwood, Inc.  
Project Manager  
O: 919-775-2463  
C: 910-632-3900

**7. APPOINTMENTS**

**A. Pending:**

Craven Aging Planning Board (NC Senior Tar Heel Rep)  
Craven County Clean Sweep Committee (2 Vacancies)  
Juvenile Crime Prevention Council (Under 21)  
Volunteer Agricultural District (At-Large)

**B. Current:**

**Havelock/Craven County Library Board**

- Sherry Hunt seeks reappointment

**C. UPCOMING:**

**Emergency Medical Services Advisory Council**

- Jedediah Stancil (Fort Barnwell EMS Paramedic)

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

**8. COUNTY ATTORNEY'S REPORT – APPROVAL OF CONVEYANCE AFTER EXPIRATION OF UPSET BID PERIOD – BIDDLE ROAD (LOT 6 EGYPT LAND), NEW BERN (PARCEL NUMBER 3-021-022): Arey Grady**

The County previously received and approved an offer to purchase this real property, in the amount of \$3,200.00, subject to the completion of the upset bid process. The offer was advertised and multiple upset bids were received; \$15,000.00 became the highest and final offer to purchase. The County originally acquired this property through a tax foreclosure, with past due taxes and costs of foreclosure totaling \$3,161.88. The tax value of this property is \$10,800.00. Attached are copies of the Deed, Lien Waiver, Foreclosure Deed, GIS information, and proposed resolution approving the conveyance.

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

**Board Action: Adopt resolution approving conveyance after expiration of upset bid period for Parcel Number 3-021-022.**

**CRAVEN COUNTY**

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

WHEREAS, Craven County owns certain real property identified as Tax Parcel 3-021-022 (hereinafter “the Real Property”), the Real Property having been acquired by Craven County in deed recorded in Book 3844 Page 452 in the Office of the Register of Deeds of Craven County; and,

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

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

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

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

Section 1. The last and highest bid of Natasha Perkins in the sum of \$15,000.00 for the Real Property is hereby accepted, and the Offer to Purchase previously executed by Craven County subject to the provisions of North Carolina General Statute §160A-269 is hereby ratified and confirmed in its entirety.

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

ADOPTED THIS 5<sup>th</sup> DAY OF JANUARY, 2026.

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DENNIS K. BUCHER, Chairman

(County Seal)

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ABIGAIL G. WILSON, Clerk to the Board

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Prepared by:  
Grady Quattlebaum, PLLC  
244-A Craven Street  
New Bern, NC 28560

Revenue Stamps: \$0  
Parcel ID #: 3-021-022  
Type of Instrument: QCD  
Primary Residence of  
Grantor: No

Return to: 780 Biddle Road, Dover, NC 28526

Address of Grantor: 406 Craven Street, New Bern, NC 28560

Address of Grantee: 780 Biddle Road, Dover, NC 28526

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THIS DEED, made this \_\_\_\_ day of January, 2026, from **CRAVEN COUNTY** (referred to herein as "Grantor") to **NATASHA PERKINS** (referred to herein as "Grantee"), is as follows:

WITNESSETH that Grantor in consideration of the sum of TEN DOLLARS (\$10.00) and other good and valuable consideration paid by Grantee to Grantor, the receipt of which is hereby acknowledged, has remised and released, and by these presents does remise, release and quitclaim to Grantee the real property described in **EXHIBIT A ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE**, which said real property does not include the primary residence of the Grantor.

TO HAVE AND TO HOLD the aforesaid described real property and all privileges and appurtenances thereunto belonging to the Grantee, forever free and discharged from all right, title and interest of the Grantor or anyone claiming by, through or under the Grantor.

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

**CRAVEN COUNTY**

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

DENNIS K. BUCHER, Chairman,  
Craven County Board of Commissioners

(COUNTY SEAL)

ATTEST:

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

**ACKNOWLEDGEMENT**

The undersigned Notary Public does hereby certify that on the \_\_\_\_ day of \_\_\_\_, 2026, DENNIS K. BUCHER, with whom I am personally acquainted, personally appeared before me in the State of North Carolina and the County of Craven and, being by me duly sworn, says that he is the Chairman of the Board of Commissioners for Craven County, and that ABIGAIL WILSON 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.

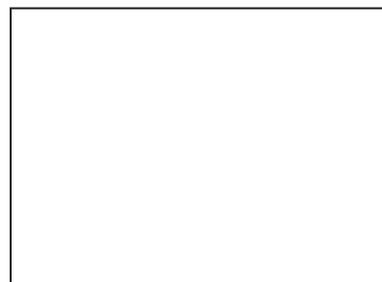
WITNESS my hand and official seal this the \_\_\_\_ day of \_\_\_\_\_, 2026.

My Commission Expires:

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_

NOTARY SEAL/STAMP MUST APPEAR  
LEGIBLY IN BOX TO RIGHT



**EXHIBIT A**

**Property Description**

BEING Lot No. 6 as shown on that certain "MAP FOR RECORD OF ANDREW J. STRICKLAND, SR. LOTS, Township No. 3, Craven Co., N.C., December 28, 1977, Lenoir Land Surveying Co., Kinston, N.C.," made by Ralph D. Dudley, Registered Land Surveyor No. L-319, which duly appears of record in PLAT CABINET "B", SLIDE 65, in the Office of the Register of Deeds of Craven County, North Carolina, and reference is hereby made to said map of record for a more accurate description.

HOWEVER, said lot of land is conveyed expressly subject to that certain "20' R/W EASEMENT" (twenty feet wide) which is shown, depicted and delineated upon said map of record in PLAT CABINET "B," SLIDE 65, in the Office of the Register of Deeds of Craven County, North Carolina.

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

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

**OWNER: CRAVEN COUNTY**

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

**PROPERTY:** See **EXHIBIT "A" attached hereto and incorporated herein by reference**

---

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

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

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

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

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

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

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

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

(Signature page follows)

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

**CRAVEN COUNTY**

By: \_\_\_\_\_  
DENNIS K. BUCHER, Chairman,  
Craven County Board of Commissioners

(COUNTY SEAL)

ATTEST:

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

**ACKNOWLEDGEMENT**

The undersigned Notary Public does hereby certify that on the \_\_\_\_ day of \_\_\_\_\_, 2026, DENNIS K. BUCHER, with whom I am personally acquainted, personally appeared before me in the State of North Carolina and the County of Craven and, being by me duly sworn, says that he is the Chairman of the Board of Commissioners for Craven County, and that ABIGAIL WILSON 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 \_\_\_\_\_, 2026.

My Commission Expires:

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
NOTARY SEAL/STAMP MUST APPEAR  
LEGIBLY IN BOX TO RIGHT



EXHIBIT A

Property Description

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B 2024-1 J

Prepared by and return to:  
✓ Grady Quattlebaum, PLLC  
244-A Craven Street  
New Bern, N.C. 28560

Revenue Stamps: \$ 7.00  
Parcel ID #: 3-021-022  
Type of Instrument: DEED  
Primary Residence of  
Grantor: No

Address of Grantor: 244-A Craven Street, New Bern, N.C. 28560

Address of Grantee: 406 Craven Street, New Bern, N.C. 28560

THIS **DEED**, made this 15<sup>th</sup> day of July, 2025, by and between **JILL R. QUATTLEBAUM**, in her capacity as **Commissioner as hereinafter stated** (referred to herein as "Grantor"), to **CRAVEN COUNTY** (referred to herein as "Grantee"), is as follows:

**WHEREAS**, Grantor, being empowered and directed by a judgment entered in an action appearing in file # 24-CVD-001765 in the Office of the Clerk of Superior Court of Craven County, North Carolina, did, after due advertisement according to law, and as directed by said judgment, publicly sell the property herein conveyed; and,

**WHEREAS**, Grantor duly reported the aforesaid sale and, after the expiration of all applicable upset bid periods, Grantee became the final and highest bidder in such public sale for the amount of \$3,161.88; and,

**WHEREAS**, Grantor executes and delivers this deed for the purpose of conveying title to the real property herein described, as required pursuant to the aforesaid judgment.

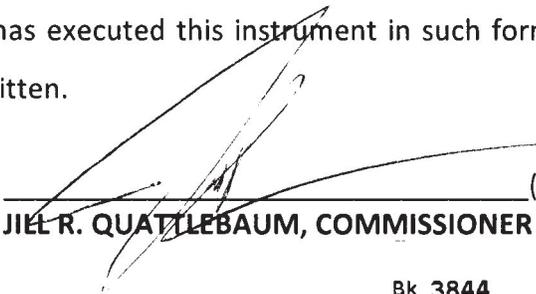
**WITNESSETH NOW THEREFORE**, Grantor in consideration of the bid amount above-referenced and other good and valuable consideration paid by Grantee to Grantor, the receipt of

which is hereby acknowledged, has bargained and sold, and by these presents does bargain, sell, and convey to Grantee the real property described in **EXHIBIT A ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE.**

TO HAVE AND TO HOLD the aforesaid described real property and all privileges and appurtenances thereunto belonging to the Grantee, in fee simple forever, subject to the herein mentioned encumbrances, if any.

Grantor makes no warranties or representations as to title to the real property hereby conveyed.

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

  
\_\_\_\_\_  
**JILL R. QUATTLEBAUM, COMMISSIONER** (SEAL)

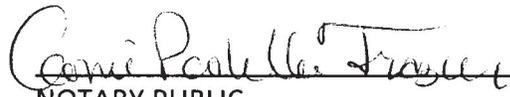
Bk 3844 Pg 453  
Doc No: 10143140 Kind: DEED

**ACKNOWLEDGEMENT**

The undersigned Notary Public does hereby certify that **JILL R. QUATTLEBAUM, COMMISSIONER**, personally appeared before such Notary Public this day in the State of North Carolina and County of Craven and acknowledged the due execution of the foregoing instrument for the purposes therein expressed.

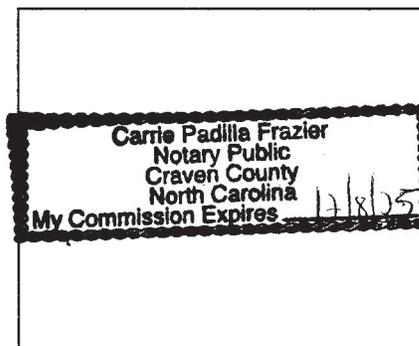
WITNESS my hand and notarial seal, this 15<sup>th</sup> day of July, 2024.

My Commission Expires:

  
NOTARY PUBLIC

December 8, 2025

NOTARY SEAL/STAMP MUST APPEAR  
LEGIBLY IN BOX TO RIGHT



## Exhibit A

BEING Lot No. 6 as shown on that certain "MAP FOR RECORD OF ANDREW J. STRICKLAND, SR. LOTS, Township No. 3, Craven Co., N.C., December 28, 1977, Lenoir Land Surveying Co., Kinston, N.C.," made by Ralph D. Dudley, Registered Land Surveyor No. L-319, which duly appears of record in PLAT CABINET "B", SLIDE 65, in the Office of the Register of Deeds of Craven County, North Carolina, and reference is hereby made to said map of record for a more accurate description.

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Bk 3844 Pg 454

Doc No: 10143140 Kind: DEED

# Craven County Geographic Information System



Craven County does NOT warrant the information shown on this page and should be used ONLY for tax assessments purposes. Page generated on 8/5/2025 at 9:38:05 AM

**PARCEL ID : 3-021 -022**

**Notice: As per North Carolina Session Law 2018-113 Senate Bill 711 This PARCEL is within 1/2 mile of the following Voluntary Agricultural Districts(VAD)**

Parcel Id	Parcel Owner
VAD 3-021 -003	HEATH FAMILY FARMS LLC
VAD 3-021 -10000	HEATH FAMILY FARMS LLC
VAD 3-020 -10000	HEATH FAMILY FARMS LLC
VAD 3-020 -15000	HEATH FAMILY FARMS LLC
VAD 3-030 -13001	HEATH FAMILY FARMS LLC
VAD 3-030 -202	HEATH FAMILY FARMS LLC

<b>Owner :</b>	CRAVEN COUNTY		
<b>Mailing Address :</b>	406 CRAVEN ST NEW BERN, NC 28560		
<b>Address of Property :</b>			
<b>Subdivision :</b>			
<b>Property Description :</b>	LOT 6 EGYPT LAND		
<b>Assessed Acreage :</b>	0.555	<b>Deed Recording Date :</b>	7 15 2025
<b>Deed Book Page :</b>	3844 0452	<b>Recorded Survey :</b>	B - 65 -
<b>Land Value :</b>	\$10,800	<b>Life Estate Deed :</b>	
<b>Total Improvement(s) Value :</b>	\$0	<b>Estate File Year-E-Folder :</b>	
<b>Total Assessed Value :</b>	\$10,800	<b>Tax Exempt :</b>	Yes
<b>Number of Improvements:</b>	0	<b>Fire Tax District :</b>	TOWNSHIP 3
<b>City Name :</b>		<b>Lot Dimension :</b>	
<b>Drainage District :</b>		<b>Land Use :</b>	VACANT - RESIDENTIAL TRACT
<b>Special District :</b>			

### Recent Sales Information

Sale Date Deed	Seller Name	Buyer Name	Type of Sale	Sale Price
7/15/2025 3844-0452	PERKINS, DONALD	CRAVEN COUNTY	STRAIGHT TRANSFER	\$3,500

**Buildings or improvements where not found on this parcel.**



# Craven County GIS

Craven County does NOT warrant the information shown on this map and should be used ONLY for tax assessment purposes. Printed on August 5, 2025 at 9:31:22 AM

1 inch = 118 feet 

## **9. PETITIONS OF CITIZENS – GENERAL TOPICS**

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

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

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

**Board Action: Receive information**

**10. COUNTY MANAGER'S REPORT: Jack Veit**

## 11. COMMISSIONERS' REPORTS