

1 **THE BOARD OF COMMISSIONERS OF THE COUNTY OF CRAVEN MET IN**
 2 **REGULAR SESSION IN THE COMMISSIONERS' ROOM OF THE CRAVEN**
 3 **COUNTY ADMINISTRATION BUILDING, 406 CRAVEN STREET, NEW BERN,**
 4 **NORTH CAROLINA, ON MONDAY, JUNE 15, 2020. THE MEETING CONVENED AT**
 5 **8:30 A.M.**

6
 7 **MEMBERS PRESENT:**

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

15
 16 **STAFF PRESENT:**

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

23
 24 Following the Pledge of Allegiance, County Attorney, Arey Grady, recited the following
 25 invocation:

26
 27 Our gracious Heavenly Father, we thank You for this great County and Nation that we call home. We
 28 thank You for blessing us so greatly since the founding of our County and Nation.

29
 30 The Bible says: "Blessed is the nation whose God is the Lord." So, today, Father, we ask Your
 31 forgiveness for the sins that we as a people, and we as a County and Nation, have committed which
 32 have led us away from You.

33
 34 We pray that You grant wisdom and guidance to all who serve in this room. We ask You to give clear
 35 direction as they set the course for our County, and we pray that You lead them as they lead us. We ask
 36 You to protect those who serve this County and Nation both here and elsewhere.

37
 38 And we ask You to continue to bless this great County and Nation that we call home.

39
 40 In Jesus' name we pray, amen.

41
 42
 43 **Based upon the opening prayer given by Reverend Jonathan Falwell the May 2, 2019 session of the**
 44 **United States House of Representatives.**

45
 46 **ADOPTION OF THE FY 2020-2021 BUDGET ORDINANCE**

47
 48 County Manager, Jack Veit, presented the Board with the FY20-21 Budget Ordinance,
 49 highlighting the General Fund budget amount of \$115,426,366.00 and all the separate revenue
 50 funds. He stated that Craven County was maintaining the same tax rate of \$0.5494 cents per
 51 one hundred dollars; and called attention to the special district tax rates for the various county
 52 fire districts.

53
 54 Commissioner Liner remarked he would vote for the budget, but he is not happy it. He believes
 55 too much has been pushed down the road, at a higher cost to the citizens, but doesn't have a
 56 solution to resolve the issues.

57
 58 Commissioner Mitchell motioned to adopt the FY 20-21 Budget Ordinance, as presented,
 59 seconded by Commissioner Bucher and approved 7-0 in a roll call vote.

60
 61 **BUDGET ORDINANCE**

62
 63 **BE IT ORDAINED** by the Board of Commissioners of Craven County, North Carolina:

65 **Section I: General Fund**

66 A. It is estimated that the following revenues will be available in the General Fund for the fiscal year
 67 beginning July 1, 2020 and ending June 30, 2021.

68

Ad Valorem Taxes	\$54,658,744
Sales Taxes	16,875,548
Intergovernmental	21,486,605
Charges for Services	15,562,058
Interest	700,275
Miscellaneous	941,532
Transfers from Other Funds	3,785,310
Appropriated Fund Balance	1,416,294
	<hr/>
Total	<u>\$115,426,366</u>

69
 70
 71 B. The following amounts are hereby appropriated in the General Fund for the operation of Craven
 72 County Government and its activities for the fiscal year beginning July 1, 2020 and ending June 30,
 73 2021.

74

Commissioners	\$975,852
Administration	656,576
Human Resources	618,860
Information Technology	2,534,212
Finance	1,028,975
Elections	547,832
Tax Assessor	1,259,170
Tax Collections	783,244
Register of Deeds	969,565
Public Buildings	4,825,741
Court Facilities	874,752
Maintenance	1,228,950
County Garage	443,797
Non-Departmental	1,741,225
Sheriff	7,625,146
School Resource Officers	950,452
Jail	4,949,766
Emergency Services	475,212
Communications	789,486
Rescue Squads	3,690,601
Animal Control	581,013
Inspections	697,583
Medical Examiner	160,000
CARTS	1,635,459
Environmental Health	1,111,930
Solid Waste	5,563,658
Soil Conservation	300,230
Cooperative Extension	313,639
Planning	709,746
Economic Development	825,871
Health	9,994,565
Mental Health	394,827
Social Services	19,387,066
Veterans Services	313,588
Recreation	1,148,811
Convention Center	1,130,575
Libraries	1,457,677
Craven County Schools	24,124,958
Craven Community College	4,302,300
Transfers to Other Funds	4,303,456
	<hr/>

75	Total	<u>\$115,426,366</u>
76	Section II: Seized Property Fund	
77	A. It is estimated that the following revenues will be available in the Seized Property Fund for the	
78	fiscal year beginning July 1, 2020 and ending June 30, 2021.	
79	Intergovernmental	<u>\$15,000</u>
80	Total	<u>\$15,000</u>
81	B. The following amounts are hereby appropriated in the Seized Property Fund for the fiscal year	
82	beginning July 1, 2020 and ending June 30, 2021.	
83	Public Safety Expenditures	<u>\$15,000</u>
84	Total	<u>\$15,000</u>
85	Section III: West of New Bern Two Fire District Fund	
86	A. It is estimated that the following revenues will be available in the West of New Bern II Fire District	
87	Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.	
88	Ad Valorem Taxes	\$198,640
	Sales Taxes	<u>69,111</u>
89	Total	<u>\$267,751</u>
90	B. The following amounts are hereby appropriated in the West of New Bern II Fire District Fund for	
91	the fiscal year beginning July 1, 2020 and ending June 30, 2021.	
92	Workers Compensation	\$3,200
	Insurance	1,306
	Capital Reserve	11,160
	Payment to District	209,268
	Payment to West of New Bern Fire District	<u>43,092</u>
93	Total	<u>\$267,751</u>
94	Section IV: Township No. One Fire District Fund	
95	A. It is estimated that the following revenues will be available in the Township No. 1 Fire District Fund	
96	for the fiscal year beginning July 1, 2020 and ending June 30, 2021.	
97	Ad Valorem Taxes	\$197,706
	Sales Taxes	<u>69,707</u>
98	Total	<u>\$267,413</u>
99	B. The following amounts are hereby appropriated in the Township No. 1 Fire District Fund for the	
100	fiscal year beginning July 1, 2020 and ending June 30, 2021.	
101	Workers Compensation	\$4,571
	Insurance	1,049

Capital Reserve	16,577
Payment to District	230,593
Payment to Little Swift Creek Fire District	<u>14,623</u>
Total	<u>\$267,413</u>

102

103 **Section V: Tri-Community Fire District Fund**

104 A. It is estimated that the following revenues will be available in the Tri-Community Fire District Fund
 105 for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Ad Valorem Taxes	\$341,760
Sales Taxes	121,630
Charges for Services-Sandy Point	7,380
Appropriated Fund Balance	<u>90,000</u>
Total	<u>\$560,770</u>

107

108 B. The following amounts are hereby appropriated in the Tri-Community Fire District Fund for the
 109 fiscal year beginning July 1, 2020 and ending June 30, 2021.

Workers Compensation	\$4,778
Insurance	1,049
Capital Reserve	3,317
Payment to District	544,246
Payment to District for Sandy Point	<u>7,380</u>
Total	<u>\$560,770</u>

111

112 **Section VI: Little Swift Creek Fire District Fund**

113 A. It is estimated that the following revenues will be available in the Little Swift Creek Fire District
 114 Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Ad Valorem Taxes	\$129,116
Sales Taxes	46,247
Charges for Services-Township No. 1	14,623
Appropriated Fund Balance	<u>3,953</u>
Total	<u>\$193,939</u>

116

117 B. The following amounts are hereby appropriated in the Little Swift Creek Fire District Fund for the
 118 fiscal year beginning July 1, 2020 and ending June 30, 2021.

Workers Compensation	\$2,867
Insurance	1,049
Payment to District	175,400
Payment to District for Township No. 1	<u>14,623</u>
Total	<u>\$193,939</u>

120

121

122 **Section VII: Township No. Three Fire District Fund**

123 A. It is estimated that the following revenues will be available in the Township No. 3 Fire District Fund
 124 for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

125	Ad Valorem Taxes	\$216,319
	Sales Taxes	76,811
	Charges for Services-Township No. 9	<u>3,000</u>
	Total	<u>\$296,130</u>

126

127 B. The following amounts are hereby appropriated in the Township No. 3 Fire District Fund for the

128 fiscal year beginning July 1, 2020 and ending June 30, 2021.

129	Workers Compensation-Cove City VFD	\$3,728
	Insurance-Cove City VFD	1,000
	Payment to District-Cove City VFD	94,936
	Payment to District for Township No. 9-Cove City	3,000
	Workers Compensation-Dover VFD	1,980
	Insurance- Dover VFD	836
	Payment to District- Dover VFD	85,123
	Workers Compensation-FT. Barnwell VFD	2,900
	Insurance-FT. Barnwell VFD	682
	Payment to District- FT. Barnwell VFD	<u>101,945</u>
	Total	<u>\$296,130</u>

130

131 **Section VIII: Township No. Five Fire District Fund**

132 A. It is estimated that the following revenues will be available in the Township No. 5 Fire District Fund

133 for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

134	Ad Valorem Taxes	\$272,395
	Sales Taxes	97,120
	Charges for Services-Township No. 6	<u>2,628</u>
	Total	<u>\$372,143</u>

135

136 B. The following amounts are hereby appropriated in the Township No. 5 Fire District Fund for the

137 fiscal year beginning July 1, 2020 and ending June 30, 2021.

138	Workers Compensation	\$2,700
	Insurance	1,306
	Payment to District	365,509
	Payment to District for Township No. 6	<u>2,628</u>
	Total	<u>\$372,143</u>

139

140 **Section IX: Township No. Six Fire District Fund**

141 A. It is estimated that the following revenues will be available in the Township No. 6 Fire District Fund

142 for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

143	Ad Valorem Taxes	\$206,089
	Sales Taxes	73,395
	Appropriated Fund Balance	<u>13,141</u>
	Total	<u>\$292,625</u>

144

145 B. The following amounts are hereby appropriated in the Township No. 6 Fire District Fund for the

146 fiscal year beginning July 1, 2020 and ending June 30, 2021.

147	Workers Compensation	\$3,891
	Insurance	1,306
	Payment to District	284,800
	Payment to Township No. 5 Fire District	<u>2,628</u>
	Total	<u>\$292,625</u>

148		
149	Section X: Township No. Seven Fire District Fund	
150	A. It is estimated that the following revenues will be available in the Township No. 7 Fire District Fund	
151	for the fiscal year beginning July 1, 2020 and ending June 30, 2021.	
152	Ad Valorem Taxes	\$355,069
	Sales Taxes	<u>127,484</u>
	Total	<u>\$482,553</u>

153		
154	B. The following amounts are hereby appropriated in the Township No. 7 Fire District Fund for the	
155	fiscal year beginning July 1, 2020 and ending June 30, 2021.	
156	Workers Compensation	\$10,920
	Insurance	1,391
	Payment to District	<u>470,242</u>
	Total	<u>\$482,553</u>

157		
158	Section XI: West of New Bern Fire District Fund	
159	A. It is estimated that the following revenues will be available in the West of New Bern Fire District	
160	Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.	
161	Ad Valorem Taxes	\$285,431
	Sales Taxes	101,812
	Charges for Services-West of New Bern II Fire District	43,092
	Appropriated Fund Balance	<u>15,000</u>
	Total	<u>\$445,335</u>

162		
163	B. The following amounts are hereby appropriated in the West of New Bern Fire District Fund for the	
164	fiscal year beginning July 1, 2020 and ending June 30, 2021.	
165	Workers Compensation	\$4,017
	Insurance	1,049
	Payment to District	397,177
	Payment to District for West of New Bern II	<u>43,092</u>
	Total	<u>\$445,335</u>

166		
167		
168	Section XII: Township No. Nine Fire District Fund	
169	A. It is estimated that the following revenues will be available in the Township No. 9 Fire District Fund	
170	for the fiscal year beginning July 1, 2020 and ending June 30, 2021.	
171	Ad Valorem Taxes	\$177,823

Sales Taxes	63,399
Total	<u>\$241,222</u>

172

173 B. The following amounts are hereby appropriated in the Township No. 9 Fire District Fund for the
174 fiscal year beginning July 1, 2020 and ending June 30, 2021.

175

Workers Compensation	\$5,182
Insurance	836
Capital Reserve	26,319
Payment to District	205,885
Payment to Cove City VFD	<u>3,000</u>
Total	<u>\$241,222</u>

176

177 **Section XIII: Sandy Point Fire District Fund**

178 A. It is estimated that the following revenues will be available in the Sandy Point Fire District Fund for
179 the fiscal year beginning July 1, 2020 and ending June 30, 2021.

180

Ad Valorem Taxes	\$6,674
Sales Taxes	<u>2,357</u>
Total	<u>\$9,031</u>

181

182 B. The following amounts are hereby appropriated in the Sandy Point Fire District Fund for the fiscal
183 year beginning July 1, 2020 and ending June 30, 2021.

184

Capital Reserve	\$1,651
Payment to Tri-Community VFD	<u>7,380</u>
Total	<u>\$9,031</u>

185

186 **Section XIV: Emergency Telephone System Fund**

187 A. It is estimated that the following revenues will be available in the Emergency Telephone System
188 Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

189

Intergovernmental	\$153,449
Appropriated Fund Balance	<u>23,993</u>
Total	<u>\$177,442</u>

190

191 B. The following amounts are hereby appropriated in the Emergency Telephone System Fund for the
192 fiscal year beginning July 1, 2020 and ending June 30, 2021.

193

E-911 Operating Expenses	<u>\$177,442</u>
Total	<u>\$177,442</u>

194

195 **Section XV: Occupancy Tax Trust Fund**

196 A. It is estimated that the following revenues will be available in the Occupancy Tax Trust Fund for the
197 fiscal year beginning July 1, 2020 and ending June 30, 2021.

198	Other Taxes-Occupancy Tax	\$1,647,050
	Miscellaneous	5,000
	Total	<u>\$1,652,050</u>
199		
200	B. The following amounts are hereby appropriated in the Occupancy Tax Trust Fund for the fiscal year	
201	beginning July 1, 2020 and ending June 30, 2021.	
202		
	Operating Expenses	\$50
	City of Havelock	97,000
	Tourism Development Authority	620,000
	Transfer to General Fund	935,000
	Total	<u>\$1,652,050</u>
203		
204	Section XVI: School Debt Service Fund	
205	A. It is estimated that the following revenues will be available in the School Debt Service Fund for the	
206	fiscal year beginning July 1, 2020 and ending June 30, 2021.	
207		
	Transfer from General Fund – Restricted Sales Taxes	<u>\$4,239,783</u>
	Total	<u>\$4,239,783</u>
208		
209	B. The following amounts are hereby appropriated in the School Debt Service Fund for the fiscal year	
210	beginning July 1, 2020 and ending June 30, 2021.	
211		
	Debt Service Expenses	<u>\$4,239,783</u>
	Total	<u>\$4,239,783</u>
212		
213	Section XVII: Capital Reserve Fund	
214	A. It is estimated that the following revenues will be available in the Capital Reserve Fund for the fiscal	
215	year beginning July 1, 2020 and ending June 30, 2021.	
216		
	Appropriated Fund Balance	<u>\$2,702,310</u>
	Total	<u>\$2,702,310</u>
217		
218	B. The following amounts are hereby appropriated in the Capital Reserve Fund for the fiscal year	
219	beginning July 1, 2020 and ending June 30, 2021.	
220		
	Transfer to General Fund	<u>\$2,702,310</u>
	Total	<u>\$2,702,310</u>
221		
222	Section XVIII: School Capital Fund	
223	A. It is estimated that the following revenues will be available in the School Capital Fund for the fiscal	
224	year beginning July 1, 2020 and ending June 30, 2021.	
225		
	County Capital Appropriation	310,000

\$310,000

Total

226

227 B. The following amounts are hereby appropriated in the School Capital Fund for the fiscal year
228 beginning July 1, 2020 and ending June 30, 2021.

229

Schools-Capital Outlay – Category I Projects over \$100,000

1. Havelock High School (gym floor replacement)	\$160,000
2. New Bern High School (corridor fire door replacements)	<u>150,000</u>

Total

\$310,000

230

231 **Section XIX: Water Fund**

232 A. It is estimated that the following revenues will be available in the Water System Fund for the fiscal
233 year beginning July 1, 2020 and ending June 30, 2021.

234

Charges for Services	\$3,893,500
Interest	100,000
Miscellaneous	<u>131,800</u>

Total

\$4,125,300

235

236 B. The following amounts are hereby appropriated in the Water System Fund for the fiscal year
237 beginning July 1, 2020 and ending June 30, 2021.

238

Operations	\$3,316,350
Debt Service	<u>808,950</u>

Total

\$4,125,300

239

240 **Section XX: Northwest Craven Water and Sewer Fund**

241 A. It is estimated that the following revenues will be available in the Northwest Craven Water and
242 Sewer Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

243

Transfer from Water Fund	<u>\$92,971</u>
--------------------------	-----------------

Total

\$92,971

244

245 B. The following amounts are hereby appropriated in the Northwest Craven Water and Sewer Fund
246 for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

247

Debt Service	<u>\$92,971</u>
--------------	-----------------

Total

\$92,971

248

249

250 **Section XXI: Self-Insurance Fund**

251 A. It is estimated that the following revenues will be available in the Self-Insurance Fund for the fiscal
252 year beginning July 1, 2020 and ending June 30, 2021.

253

Charges for Services	\$6,530,500
Transfer from General Fund	50,000
Total	\$6,580,500

254

255 B. The following amounts are hereby appropriated in the Self-Insurance Fund for the fiscal year
 256 beginning July 1, 2020 and ending June 30, 2021.

257

Health and Dental Benefits	\$6,030,000
Workers Compensation	500,500
Auto Physical Damage	50,000
Total	\$6,580,500

258

259 **Section XXII: Levy of Taxes**

260 There is hereby levied a tax at the rate of \$0.5494 cents per one hundred dollars (\$100) valuation of
 261 property listed for taxes as of January 1, 2020, for the purpose of raising the revenue listed as “Current
 262 Year Property Tax” in the General Fund section of this Ordinance. The tax rate is based on an estimated
 263 total valuation of property for the purpose of taxation of \$9,900,000,000 and an estimated collection
 264 rate of 99.32 percent.
 265

266 **Section XXIII: Levy of Taxes – Fire/Special Service Districts**

267 There is hereby levied the following special district tax rates for County fire districts. These tax rates are
 268 levied per one hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2020, for
 269 the purpose of raising revenue in the following Fire Districts.
 270

	<u>Tax Rate per \$100 Valuation</u>	<u>Estimated Valuation</u>
West of New Bern Two	0.0400	\$500,000,000
Township No. One	0.0269	740,000,000
Tri-Community	0.0555	620,000,000
Little Swift Creek	0.0650	200,000,000
Township No. Three	0.0900	242,000,000
Township No. Five	.06530	420,000,000
Township No. Six	0.0500	415,000,000
Township No. Seven	0.0250	1,430,000,000
West of New Bern	0.0391	735,000,000
Township No. Nine	0.0746	240,000,000
Sandy Point Special Service District	0.0672	10,000,000

271

272 **Section XXIV: Budget Administration**

273 The County Manager, as Budget Officer, is hereby authorized to transfer appropriations as contained
 274 herein to enforce policy under the following conditions:

275

276 a. The Budget Officer is authorized to make line item transfers within each department.

277

278 b. The Budget Officer is authorized to transfer between departments within the same fund amounts
 279 not to exceed \$20,000.

280

281 c. The Budget Officer is authorized to loan dollars between funds for the purpose of maintaining a
 282 constant cash flow, provided that such funds are repaid in the scope of this fiscal year.

283

284 d. The Budget Officer is authorized to freeze any new/vacant positions until such time as the necessity
 285 and imperativeness can be ascertained and assuredness of available fiscal funding can be better
 286 determined.

287
 288 e. The Budget Officer is further authorized to decide the time any capital improvements or capital
 289 outlay items in the budget may be processed.

290 **Section XXV: Copies of the Ordinance**

291 Copies of this Budget Ordinance shall be furnished to the Budget Officer, Finance Director, and Tax
 292 Administrator for direction in carrying out the duties of that office.

293
 294
 295
 296 This Ordinance is hereby adopted this 15th day of June, 2020.

297
 298 **CONSENT AGENDA**

299
 300 Commissioner Bucher motioned to approve the consent agenda, inclusive of the Minutes of
 301 June 1, 2020 Regular Session, and May 22, 2020, May 28, 2020 and June 3, 2020 Reconvened
 302 Sessions, Tax Releases and Refund, EMS Budget Amendment and Schools Budget
 303 Amendment. The motion was seconded by Commissioner Mitchell and approved 7-0 in a roll
 304 call vote.

305
 306 *Credits*

308	TAXPAYER NAME	TICKET#	AMOUNT
309			
310	CUMBO FUNERAL HOME	2010-12180	\$988.73
311	DID NOT OWN JANUARY 1		
312			
313	CUMBO FUNERAL HOME	2011-90439	\$940.85
314	DID NOT OWN JANUARY 1		
315			
316	CUMBO FUNERAL HOME	2012-90591	\$890.46
317	DID NOT OWN JANUARY 1		
318			
319	FERGUSON, BENJAMIN JAMES	2019-212188	\$9.92
320	DID NOT OWN JANUARY 1		
321			
322	HERNANDEZ, ANTONIO	2010-23983	\$54.98
323	RECYCLE FEE CORRECTION		
324			
325	HUDSON, PATSY M	2019-211915	\$106.10
326	DID NOT OWN JANUARY 1		
327			
328	MACKAY, NORMAN	2019-212692	\$229.22
329	DOUBLE BILLED		
330			
331	MACKAY, NORMAN	2019-400163	\$297.46
332	DOUBLE BILLED		
333			
334	MACKAY, NORMAN	2019-400166	\$260.84
335	DOUBLE BILLED		
336			
337	MORAN, ROSARIO	2019-201423	\$424.90
338	INCORRECT OWNER/REBILL		
339			
340	NAZARIO, MICHELLE	2019-206755	\$97.32
341	NOT TAXABLE TO CRAVEN COUNTY		
342			
343	NOVAK, DAVID	2017-91286	\$65.19
344	DID NOT OWN JANUARY 1		
345			
346	NOVAK, DAVID	2018-43950	\$53.66
347	DID NOT OWN JANUARY 1		

348			
349	NOVAK, DAVID	2019-209996	\$48.71
350	DID NOT OWN JANUARY 1		
351			
352	ORDIWAY, HEATHER MARIE	2019-207399	\$134.93
353	DOUBLE BILLED		
354			
355	RCHAM, PYO	2019-204158	\$132.28
356	DID NOT OWN JANUARY 1		
357			
358	RCHAM, PYO	2018-48300	\$55.31
359	DID NOT OWN JANUARY 1		
360			
361	RICHARDS, JANE HRS	2010-43358	\$279.80
362	DID NOT OWN JANUARY 1		
363			
364	RICHARDS, JANE HRS	2011-48211	\$266.70
365	DID NOT OWN JANUARY 1		
366			
367	RICHARDS, JANE HRS	2012-48139	\$253.07
368	DID NOT OWN JANUARY 1		
369			
370	RICHARDS, JANE HRS	2013-46193	\$230.59
371	DID NOT OWN JANUARY 1		
372			
373	RICHARDS, JANE HRS	2014-47258	\$217.63
374	DID NOT OWN JANUARY 1		
375			
376	RICHARDS, JANE HRS	2015-48424	\$204.67
377	DID NOT OWN JANUARY 1		
378			
379	RICHARDS, JANE HRS	2016-48755	\$196.47
380	DID NOT OWN JANUARY 1		
381			
382	RICHARDS, JANE HRS	2017-48948	\$183.15
383	DID NOT OWN JANUARY 1		
384			
385	RICHARDS, JANE HRS	2018-48940	\$169.83
386	DID NOT OWN JANUARY 1		
387			
388	ROBERSON, KENNETH	2016-91437	\$313.27
389	DOUBLE BILLED		
390			
391	ROBERSON, KENNETH	2017-49622	\$286.94
392	DOUBLE BILLED		
393			
394	ROBERSON, KENNETH	2018-49617	\$261.47
395	DOUBLE BILLED		
396			
397	ROBERSON, KENNETH	2019-209021	\$265.49
398	DOUBLE BILLED		
399			
400	WELLS, MATTHEW RYAN	2019-208372	\$83.96
401	DID NOT OWN JANUARY 1		
402			
403	WILLIS, JOSEPH SHANE	2019-208984	\$54.85
404	DID NOT OWN JANUARY 1		
405			
406		32 – CREDIT MEMO (S)	\$8,058.75
407			
408	Refund		
409			

410 RCHAM, PYO 2018-48300 \$60.50
 411 DID NOT OWN JANUARY 1
 412
 413 1 – REFUND \$60.50
 414
 415

416 **Fire Departments**

417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432
	REVENUES	AMOUNT		EXPENDITURES		AMOUNT									
	2010000-39901	\$ 18.00		2010000-39901		\$ 18.00									
	Fund Balance			Vanceboro Gen Ins											
	2030000-39901	\$ 148.00		2034340-44600		\$ 148.00									
	Fund Balance			Little Swift Creek Gen Ins											
	2060000-39901	\$ 723.00		2064340-44600		\$ 723.00									
	Fund Balance			Twp No 6 Gen Ins											
	2080000-39901	\$ 18.00		2084340-44600		\$ 18.00									
	Fund Balance			West New Bern Gen Ins											
	2090000-39901	\$ 268.00		2094340-44600		\$ 268.00									
	Fund Balance			Twp No 9 Gen Ins											
	TOTAL	\$1,175.00		TOTAL		\$1,175.00									

433 **Justification:** Transfer to cover General Insurance for Fire and EMS on VFIS invoice dated
 434 4/16/20 in the amount of \$21,297.00

436 **Craven County Schools**

437	438	439	440	441	442	443	444
	REVENUES	AMOUNT		EXPENDITURES		AMOUNT	
	3050000-29999	\$2,281.00		3056110-48011		\$2,281.00	
	Current Year Fund Balance			Debt Service – Interest			
	TOTAL	\$2,281.00		TOTAL		\$2,281.00	

445 **Justification:** The Qualified School Construction Bond (Q-SCB) rebate decreased from last
 446 fiscal year creating a shortage in the debt service line.

447
 448 Commissioner Sampson informed the Commissioners of a called meeting with the Craven
 449 County Board of Education and Superintendent Tuesday, June 16, 2020 at 6:00 p.m.

451 **COMMUNITY CHILD PROTECTION TEAM/COMMUNITY FATALITY**
 452 **PREVENTION TEAM PRESENTATION**

453
 454 Chairperson, Sandra Kutkuhn, provided the Board with the CCPT/CFPT annual presentation for
 455 2019. Her topics outlined:

- 456 ■ Status and statistics
- 457 ■ Reports of abuse and neglect
- 458 ■ Newborns testing positive for drugs
- 459 ■ In-home cases
- 460 ■ Foster care statistics
- 461 ■ Resources provided
- 462 ■ Child fatalities
- 463 ■ Achievements and recommendations moving forward

464
 465 There was discussion regarding the impact that substance abuse continues to have, and the lack
 466 of foster care families.

467 A request was made to facilitate an increase in the days and times that the local fire departments
 468 can do child car seat installations.

469
 470 **DEPARTMENTAL MATTERS: SHERIFF**

472 *State Criminal Alien Assistance Program (SCAAP) Grant – Budget Amendment*

473
 474 Captain Pat McCain presented a budget amendment request for the State Criminal Alien
 475 Assistance Program Grant (SCAAP).

476
 477 He stated that the State Criminal Alien Assistance Program (SCAAP) grant was projected to
 478 bring in \$5,000 in revenue. There is a surplus of \$4,801. These funds would be used to support
 479 the cost of five televisions (\$229) each that will serve as monitors for the Detention Center
 480 Administration and Detention Center staff to be able to observe inmate and staff activity.
 481 Additionally, the detention staff will purchase electronic storage devices for documentation and
 482 sharing of relevant information regarding inmate welfare, safety and security. Lastly, he
 483 requested the ability to purchase staff radios for the Detention Center staff, the current radios
 484 are aged and worn out.

485
 486 Commissioner McCabe motioned to approve the following budget amendment, as requested,
 487 seconded by Commissioner Mitchell and approved 7-0 in a roll call vote.

488
 489 ***Sheriff Department***

490	491	492	493	494	495	496	497
	REVENUES	AMOUNT	EXPENDITURES	AMOUNT			
	1014316-33201	\$4,801.00	1014316-43240	\$4,801.00			
	SCAAP Grant		Supplies – Other				
	TOTAL	\$4,801.00	TOTAL	\$4,801.00			

498 *Fuel – Budget Amendment*

499
 500 Captain Tony Lee presented a budget amendment request in the amount of \$25,000 for fuel
 501 consumption for the Sheriff’s Office vehicles through the remainder of the current fiscal year.
 502 He stated that the Sheriff’s Office is expecting a shortfall in the current budgeted fuel line. This
 503 shortfall is the result of fluctuating fuel prices and increased fuel consumption. Rising fuel
 504 prices are difficult to predict, as a result staff are preparing for a possible spike in fuel cost as
 505 recovery from the COVID-19 pandemic continues. In addition, all divisions of the Sheriff’s
 506 Office have increased patrol across Craven County, resulting in more consumption of fuel. The
 507 department has also created and expanded several divisions to add additional personnel
 508 resulting in increased fuel consumption.

509
 510 Lastly, he reported the School Resource Officers (SROs) are escorting school buses on a daily
 511 basis to assist with meal delivery for students who are out of school due to COVID-19. SRO’s
 512 are also working with patrol to take calls for service and have increased their patrol.

513
 514 Commissioner McCabe motioned to approve the following budget amendment, as requested,
 515 seconded by Commissioner Bucher and approved 7-0 in a roll call vote.

516
 517 ***Sheriff’s Office***

518	519	520	521	522	523	524	525
	REVENUES	AMOUNT	EXPENDITURES	AMOUNT			
	1010000-39901	\$25,000.00	1014310-43101	\$25,000.00			
	Current FY Balance		Vehicle Expense – Fuel and Other				
	TOTAL	\$25,000.00	TOTAL	\$25,000.00			

526
 527 There was discussion regarding the relationship with the City, utilizing their fuel pumps, and the
 528 lack of notice when they are cut off during an emergency. Conversations with the Mayor and a
 529 few of the Aldermen indicated lack of awareness of the issue.

530
 531 Conversation between the Commissioners and the Sheriff regarding the use of vehicles at
 532 construction sites, burning fuel, commenced. The rate is going to \$10/hour on July 1, 2020 for
 533 this service.

534 *Additional Revenue to Offset Increased Expenses and Salary Shortages – Budget Amendment*

535

536 Captain Lee presented a budget amendment request to offset salary shortages. He explained
 537 that expenditure overages for the Detention Center line, “Supplies-Inmate Welfare”, are the
 538 result of increased out of county and NC DOC inmates being housed in the jail facility, resulting
 539 in increased canteen (snacks/hygiene products) being purchased causing an increase in revenue.
 540 An increase in the inmate population from other counties and NC DOC has resulted in
 541 additional food service cost and expenses. These expenses will be offset by increased revenue
 542 related to the housing of out of county and NC DOC inmates. He highlighted that an overage
 543 has occurred in part-time salaries as a result of the heavy workload experienced by the Craven
 544 Animal Protective Services Division (CAPS). This division has a high call volume in relation
 545 to animal cruelty and neglect response and investigations. An overage has occurred in full-time
 546 salaries as a result of a recent payout with the resignation of a deputy that was not in the budget.
 547

548 Commissioner McCabe motioned to approve the following budget amendment, as requested,
 549 seconded by Commissioner Mitchell and approved 7-0 in a roll call vote.
 550

551 *Sheriff’s Office (2001)/Jail (2008)*

552

553	REVENUES	AMOUNT	EXPENDITURES	AMOUNT
554				
555	1014316-34440	\$ 78,000.00	1014316-43226	\$ 78,000.00
556	SVC Fees – Inmate Welfare		Supplies – Inmate Welfare	
557	1014316-34929	\$108,850.00	1014316-44004	\$ 90,705.00
558	Intrgov Fees – Outside Counties		Food Service	
559			1014310-41004	\$ 8,000.00
560			Part-time Salaries	
561			1014314-41002	\$ 8,842.00
562			Full-time Salaries	
563			10144314-41101	\$ 248.00
564			FICA	
565			1014314-41102	\$ 583.00
566			NC Retirement	
567			1014314-41104	\$ 172.00
568			Workers Comp	
569			1014314-41105	\$ 300.00
570			401K LEO	
571				
572	TOTAL	\$186,850.00	TOTAL	\$186,850.00

573

574 **DEPARTMENTAL MATTERS: SOCIAL SERVICES**

575

576 *HCCBG/Senior Center Operations Fund*

577

578 Craven County Department of Social Services has received a reallocation of unspent funds from
 579 the Home & Community Care Block Grant (HCCBG) from the Division of Aging for Fiscal
 580 Year 2019-2020 to be used for Senior Operations. Funding is 90% Fed/State with a 10%
 581 County match.
 582

583 Social Services Director, Geoffrey Marett, requested that the Board approve the following
 584 budget amendment. Commissioner Liner motioned to approve the budget amendment, as
 585 requested, seconded by Commissioner Sampson and approved 7-0 in a roll call vote.
 586

587

588

589

590

591

592 *DSS/Senior Meals Program*

593

593	REVENUES	AMOUNT	EXPENDITURES	AMOUNT
594				
595	10152173-33107	\$4,546.00	1015217-43240	\$5,051.00

596	Fund Balance		Other Supplies	
597	1010000-39901	\$ 505.00		
598	Fund Balance			
599				
600	TOTAL	\$5,051.00	TOTAL	\$5,051.00

601
602 *Additional Foster Care IV-B and IV-E Funds*
603

604 Mr. Marett requested that the Board approve the following budget amendment for additional
605 Foster Care IV-B and IV-E funding in order to fund foster care board payments through year
606 end.

607
608 He explained that foster care IV-B funds are reimbursed at 50% for eligible room and board
609 payments, and foster care IV-E funds are reimbursed at approximately 66% Federal funds and
610 17% State funds for eligible room and board payments.

611
612 Commissioner Sampson motioned to approve the budget amendment, as requested, seconded by
613 Commissioner McCabe and approved 7-0 in a roll call vote.

614
615 **DSS 1015213**
616

617	REVENUES	AMOUNT	EXPENDITURES	AMOUNT
618				
619	1015213-33423	\$22,500.00	1015213-43921	\$45,000.00
620	1010000-39901	\$22,500.00		
621				
622	1015213-33422	\$16,600.00	1015213-43928	\$20,000.00
623	Foster Care IV-E		Foster Care IV-E	
624	1010000-39901	\$ 3,400.00		
625	Fund Balance			
626				
627	TOTAL	\$65,000.00	TOTAL	\$65,000.00

628
629 *Medicaid Transportation Additional Funds – Budget Amendment*
630

631 Mr. Marett requested that the Board approve the following budget amendment reflecting
632 additional funds due to Medicaid Transportation costs exceeding the original allocation. There
633 is no County cost.

634
635 Commissioner Bucher motioned to approve the budget amendment, as requested, seconded by
636 Commissioner Sampson and approved 7-0 in a roll call vote.

637
638 **DSS 1015213**
639

640	REVENUES	AMOUNT	EXPENDITURES	AMOUNT
641				
642	1015213-33434	\$20,000.00	1015213-43920	\$20,000.00
643	Medicaid Trans Ser Admin		Medicaid Transportation	
644				
645	TOTAL	\$20,000.00	TOTAL	\$20,000.00

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653 **DEPARTMENTAL MATTERS: CARTS**

654
655 *Authorization to Submit 5307 CARES Act Funding*
656

657 Transportation Director, Kelly Walker, reported that President Trump signed the Coronavirus
 658 Aid, Relief, and Economic Security (CARES) Act on March 27, 2020. The CARES Act
 659 provides funds to prevent, prepare for, and respond to COVID-19. CARTS has been allocated
 660 \$1,860,043 of 5307 CARES Act Funds. The CARES Act funding is in addition to regular 5307
 661 funding and allows for many exceptions to normal requirements. She stated that these funds are
 662 available at a 100% federal funding level, meaning there is no local match requirement for
 663 eligible expenses. Regular 5307 funding requires a local match ranging from 15% - 50%,
 664 determined by the project. Operating assistance is a 50% local match. The 5307 CARES Act
 665 funding is available until expended; there is no lapse date. It should be noted, however, that
 666 Congress has the authority to rescind the funding at any time. The Federal Transit
 667 Administration (FTA) maintains a frequently asked questions reference on their website. The
 668 link for that document is <https://www.transit.dot.gov/frequently-asked-questions-fta-grantees-regarding-coronavirus-disease-2019-covid-19#CARES>.
 669

670
 671 She highlighted that the information being presented is conceptual only and contingent upon
 672 availability and preferences of how projects evolve. While the CARES Act funding is a 100%
 673 reimbursement for eligible expenses, some of the projects being presented may commit future
 674 Boards to future local match requirements when CARES Act funding is no longer available.
 675

676 Mr. Veit requested that Ms. Walker to through the five year plan, as follows:
 677

Amount of 5307 CARES Act Funding:

	100% reimbursement CARES Act	
March-June 2020 Operating Assistance	\$60,000	
March - June 2020 Preventive Maintenance	\$20,000	
Total Amount for this section	\$80,000	
Remaining CARES Act funding:		\$1,780,043

FY2020-2021

Fixed Route Expenses (includes replacement calculation)	\$220,000	
Other expenses (overhead, fuel, etc.)	\$60,000	
Bus stop signs, poles, installation	\$15,000	
Sneeze shields fro drivers	\$5,000	
Lift guards	\$20,000	
Fixed Route Re-branding costs	\$15,000	
Enhanced employee training	\$1,500	
Replacement Admin vehicle (equivalent to Ford Escape)	\$8,500	
Total Amount for this section	\$345,000	
Remaining CARES Act funding:		\$1,435,043

FY2021-2022

Fixed Route Expenses (includes replacement calculation)	\$220,000	
Other expenses (overhead, fuel, etc.)	\$60,000	
Radio equipment replacement; talk with VIPER if needed; \$3500 per	\$45,000	
Scheduling Software replacement including bells and whistles	\$35,000	
Fare collection innovations	\$20,000	
Sneeze shields behind seats for passengers	\$20,000	
Replacement vehicle from 5339 inventory	\$80,000	
Special Training Aids (wheelchair etc)	\$5,000	
General safety updates (first aid kits, masks, etc.)	\$5,000	
Enhanced CTTA training or TSI training towards certification	\$7,000	
Security related	\$25,000	

Total Amount for this section	\$522,000	
Remaining CARES Act funding:		\$913,043
FY2022-2023		
Fixed Route Expenses (includes replacement calculation)	\$225,000	
Other expenses (overhead, fuel, etc.)	\$62,500	
Fixed Route Bus Stop amenities (STIP?)	\$60,000	
Replacement vehicle from 5339 inventory	\$80,000	
Enhanced CTTA training or TSI training towards certification	\$7,000	
Security related	\$25,000	
Total Amount for this section	\$459,500	
Remaining CARES Act funding:		\$453,543
FY2023-2024		
Fixed Route Expenses (includes replacement calculation)	\$230,000	
Other expenses (overhead, fuel, etc.)	\$62,500	
Fixed Route Bus Stop amenities (STIP?)	\$60,000	
Fixed Route Here Comes My Bus App or similar	\$25,000	
Enhanced CTTA training or TSI training towards certification	\$7,000	
Vanpool; Fleet expansion; STIP required	\$69,043	
Total Amount for this section	\$453,543	
Remaining CARES Act funding:		\$0

highlight notates a purchase where the remaining 60% would go into a 5311 CARES Act Capital application, yet to be released by NCDOT

678 Much discussion ensued regarding what happens after five years, given that the new route
 679 created benefits the City of New Bern. Mr. Veit summarized that utilizing the CARES Act
 680 permits the County to implement this new route to determine if ridership deems it successful. If
 681 so, he indicated you present the data to create partnerships to continue funding it; if no interest,
 682 then the route could be discontinued. The Board requested to know the cost to create this new
 683 fixed route and it was determined that there would be a \$25,000 delta between the total cost and
 684 other funding that is available. There was hesitation expressed on how this benefits a particular
 685 part of the County while ignoring other districts. It was further explained that the federal
 686 funding is for the urban component of CARTS only. Mr. Veit emphasized that the money has
 687 already been allocated, but CARTS needs to submit their plan on how they are going to spend it,
 688 and the plan CARTS is proposing can be amended at any time along the way.

689
 690 Commissioner Mitchell motioned to approve the submission of a 5307 CARES Act application
 691 based on the five year budget plan presented, seconded by Commissioner Sampson and
 692 approved 7-0 in a roll call vote.

693
 694 *Additional EDTAP Funding Request – Budget Amendment*

695
 696 Ms. Walker reported that the North Carolina Department of Transportation/Integrated Mobility
 697 Division (NCDOT/IMD) authorized \$105,748 in Elderly and Disabled Transportation Program
 698 (EDTAP) funding for Craven County during FY2019-2020. The original budgeted amount was
 699 estimated by CARTS to be \$90,472. CARTS received \$15,276 in funding above the estimated
 700 amount.

701
 702 She requested that the Board approve the following budget amendment reflecting the additional
 703 \$15,276 in EDTAP funding received from NCDOT/IMD for FY2019-2020.

704
 705 Commissioner Liner motioned to approve the budget amendment, as requested, seconded by
 706 Commissioner McCabe and approved 7-0 in a roll call vote.

707

708 **CARTS**

709

710	REVENUES	AMOUNT	EXPENDITURES	AMOUNT
711				
712	1014514-33308	\$15,276.00	1014514-43925	\$15,276.00
713	EHTAP Grant		County System Transportation	
714				
715	TOTAL	\$15,276.00	TOTAL	\$15,276.00

716

717 **DEPARTMENTAL MATTERS: SOLID WASTE – REFUSE STICKER TURN IN**
 718 **BUDGET AMENDMENT**

719

720 Solid Waste Director, Steven Aster, reported that the Solid Waste department has seen a
 721 significant increase in refuse stickers collected curbside by the contractor GFL, Inc. The
 722 increase was noticed mid-February and has steadily increased monthly.

723

724 He highlighted year to date, GFL has collected 233,976 refuse stickers from curbside collection
 725 in Craven County with one month remaining. Last year’s refuse sticker total was 235,819.

726

727 In FY 2019-2020, GFL has averaged 21,270 refuse stickers per month. The increase of 1,619
 728 per month has caused the shortfall.

729

730 Mr. Aster requested that the Board approve the following budget amendment. Commissioner
 731 Jones motioned to approve the budget amendment, as requested, seconded by Commissioner
 732 Mitchell and approved 7-0 in a roll call vote.

733

734 **Solid Waste**

735

736	REVENUES	AMOUNT	EXPENDITURES	AMOUNT
737				
738	1010000-39901	\$72,500.00	1014720-44060	\$72,500.00
739	Current Year Fund Balance		Refuse Sticker Turn in	
740				
741	TOTAL	\$72,500.00	TOTAL	\$72,500.00

742

743 **DEPARTMENTAL MATTERS: HUMAN RESOURCES**

744

745 Human Resources Director, Amber Parker, presented the following amendments to *Article XI*
 746 *Employee Benefits, Section 2. Health Care Coverage for Retirees* for the Board’s approval.

747

748 She stated that the Craven County self-insured health insurance plan will experience a 5% rate
 749 increase for FY 20-21. The rates of retiree health insurance paid by the County are specified in
 750 the Craven County Personnel Resolution based upon FY 19-20 rates as shown in the current
 751 policy language. The 5% increase will be passed along to be paid by retirees unless the above-
 752 referenced policy is amended to reflect the FY 20-21 rates as shown in the proposed policy
 753 language.

754

755 Commissioner Bucher motioned to approve the policy changes to Article XI Employee
 756 Benefits, Section 2. Health Care Coverage for Retirees, as requested, seconded by
 757 Commissioner Mitchell and approved unanimously.

758

759 **Proposed Policy Language**

760

761 Craven County will provide the following specified amounts for medical insurance premiums
 762 for the benefit of the retiree, based on the retiree’s years of service with the Retirement System.

763

764	30 years of service	\$695.00 per month
765	29 years of service	\$660.00 per month
766	28 years of service	\$626.00 per month
767	27 years of service	\$591.00 per month
768	26 years of service	\$556.00 per month
769	25 years of service	\$521.00 per month

770	24 years of service	\$487.00 per month
771	23 years of service	\$452.00 per month
772	22 years of service	\$417.00 per month
773	21 years of service	\$382.00 per month
774	20 years of service	\$348.00 per month

775

776 Ms. Parker presented the following amendments to *Article VIII. Leave of Absence, Section 32.*

777 *Law Enforcement - Kelly Leave Time*

778

779 She stated that Kelly leave time is an optional hour for hour leave benefit Craven County
 780 elected to provide to non-exempt law enforcement employees to provide additional
 781 compensation for hours worked between 161 and 171 in a 28 day work period since they are not
 782 eligible to receive compensatory time at a rate of time and half until they have worked 171
 783 hours. The Kelly leave time is not transferable, payable or reimbursable upon separation and
 784 there is no requirement for Kelly leave time off to be granted.

785

786 Craven County elected to provide this benefit but over the years it has been confusing for staff
 787 and multiple lawsuits have been filed by former employees seeking payment of the Kelly leave
 788 time. These lawsuits have been unsuccessful but have required a significant amount of county
 789 employee time, and legal fees, to defend. Craven County has been advised by legal counsel to
 790 discontinue the Kelly leave time benefit accrual. All employees who currently have a Kelly
 791 leave balance will keep that balance and be permitted to use such leave per policy as schedules
 792 allow but no employees will accrue Kelly leave time after June 15, 2020.

793

794 Commissioner Mitchell motioned to approve the amendments Personnel Article VIII. Leave of
 795 Absence, Section 21. Law Enforcement – Kelly Leave Time, as requested, seconded by
 796 Commissioner Sampson and approved unanimously.

797

798 **Proposed Policy Language**

799

800 Prior to June 15, 2020, Kelly leave time was a benefit of paid leave time granted hour for hour
 801 to non-exempt law enforcement employees as an additional, voluntary benefit to recognize
 802 those hours worked from the 161st to the 171st hours in the 28 day work period recognized by
 803 the 207(k) exemption under the Fair Labor Standards Act. The ability of all employees to earn
 804 and accrue Kelly leave time ceased June 15, 2020. Hours worked in excess of 171 in the 28 day
 805 work period are considered overtime hours and will continue to be given as compensatory time
 806 at the rate of 1 ½ hours for every hour of overtime worked, in accordance with the requirements
 807 of the Fair Labor Standards Act. Each eligible employee with an accrued Kelly leave time
 808 balance as of June 15, 2020 will be allowed to retain their Kelly leave time balance.

809 The Kelly leave balance is not reimbursable, transferable or payable during employment or in
 810 the event of termination or separation from employment for any reason. There is no
 811 requirement for Craven County to allow employees to use accrued Kelly leave time: this
 812 decision is at the discretion of the Sheriff. All accrued holiday and compensatory time must be
 813 used before Kelly time is used.

814

815 Ms. Parker presented amendments to *Article V. Probationary Period of Employment* for the
 816 Board's approval.

817

818 She reported that Craven County implemented pay and classification study recommendations
 819 made by Springsted, Inc. effective December 13, 2017. The results of the pay and classification
 820 study resulted in Craven County removing 7.8% from the bottom of the Grade and Step chart
 821 and 4.8% was added at the end of the Grade and Step Chart to making hiring ranges more
 822 competitive. The removal of the first two steps of the grade and step chart changed the policy
 823 and practice of automatically moving probationary employees to step two of the grade and step
 824 chart once they complete their six month probationary period since they are now automatically
 825 hired at the higher rate. This is a request to amend the language in the Craven County Personnel
 826 Resolution retroactively to December 13, 2017 to make the policy language consistent with the
 827 intent of the pay and classification study recommendations and the practices in place since that
 828 time.

829

830 Commissioner Liner motioned to approve the amendments to Article V. Probationary Period of
 831 Employment, as requested, seconded by Commissioner McCabe and approved unanimously.

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Proposed Policy Language

If retained, the employee shall be considered a regular employee and their status will change from probationary to permanent. An employee shall be released during the probationary period if, in the judgment of the Department Head, the employee is incapable of, or unwilling to perform their assigned duties.

A ten minute recess was taken at 10:21 a.m.

CLOSED SESSION

At 10:31 am Commissioner Mitchell motioned to go into Closed Session pursuant to NCGS 143-318.11(a)(3) to consult with an attorney to protect the attorney-client privilege. Her motion was seconded by Commissioner McCabe and carried unanimously.

At 10:43 am Commissioner Mitchell motioned to return to Open Session, seconded by Commissioner Sampson and approved unanimously.

No action was taken in Closed Session.

Due to some IT difficulties, Finance Director, Craig Warren, presented Finance agenda items before the Planning Department.

DEPARTMENTAL MATTERS: FINANCE

Health Benefits – Budget Amendment

Finance Director, Craig Warren, reported that benefit claims year-to-date are running 3% ahead of last year actuals through eleven months and are projected to exceed budgeted amounts. Additional funds of \$450,000 are needed to cover projected health claims through end of FY '20. Funding for this will come from additional employer premiums received over budgeted. Mr. Warren requested that the Board approve the following budget amendment.

Commissioner motioned to approve the budget amendment, as requested, seconded by Commissioner Liner and approved 7-0 in a roll call vote.

Health Benefits

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
7004005-384438 Employer Health	\$450,000.00	7004005-44081 Health Claims	\$450,000.00
TOTAL	\$450,000.00	TOTAL	\$450,000.00

Additional Revenue Requested to Offset Increased State Fees and Register of Deeds Pension – Budget Amendment

Mr. Warren stated that the Register of Deeds collects a real estate excise tax on all real property transactions recorded. Of the amount collected, approximately 48% is remitted to the NC Department of Revenue on a monthly basis. Additionally, 1.5% of all fees collected by the ROD excluding excise tax are required to be set aside for the ROD supplemental pension fund. Collections to date are running ahead of budget, creating a projected shortage in the portion remitted to the State and the ROD pension line. He requested that the Board approve the following budget amendment.

Commissioner Mitchell motioned to approve the budget amendment, as requested, seconded by Commissioner Bucher and approved 7-0 in a roll call vote.

Register of Deeds

	REVENUES	AMOUNT	EXPENDITURES	AMOUNT
894				
895				
896	1014190-31403	\$70,000.00	1014190-44502	\$70,000.00
897	Excise Tax		State Fees	
898	1014190-34400	\$ 2,000.00	1014190-44502	\$ 2,000.00
899	Register of Deeds Fees		Register of Deeds Pension	
900				
901	TOTAL	\$72,000.00	TOTAL	\$72,000.00

902
903 *Sales Tax Transfers to Debt Service Fund – Budget Amendment*

904
905 Mr. Warren reported that year-to-date sales tax collections through the month of June (March
906 Sales) are currently running 3.5% ahead of budget. With three more months of collections
907 (April, May, June) still remaining, it is extremely difficult at this time to project how negatively
908 COVID-19 will impact those collections and whether or not they will exceed original
909 projections. As required by general statutes, a portion of the Article 40 and Article 42 sales tax
910 distributed monthly to counties is considered restricted and can only be used for school capital
911 or debt service.

912
913 Because of this restriction, and the potential of collections exceeding original budgeted
914 amounts, a budget amendment in the amount of \$250,000 to increase budgeted revenue and a
915 corresponding transfer to the Debt Service Fund is being requested in order to continue making
916 the transfer of the school’s portion of sales tax into the school debt service fund. He requested
917 that the Board approve the following budget amendment.

918
919 Commissioner Liner motioned to approve the budget amendment, as requested, seconded by
920 Commissioner McCabe and approved 7-0 in a roll call vote.

921
922 **Schools**

	REVENUES	AMOUNT	EXPENDITURES	AMOUNT
923				
924				
925				
926	1010000-31302	\$ 30,000.00	1016110-49801	\$250,000.00
927	Art. 40 ½ cent sales tax sch		Transfer school D/S fund	
928	1010000-31304	\$220,000.00		
929	Art. 42 ½ cent sales tax sch			
930				
931	TOTAL	\$250,000.00	TOTAL	\$250,000.00

932
933
934 **DEPARTMENTAL MATTERS: PLANNING**

935
936 *Hurricane Matthew Storm Debris*

937
938 Patrick Baker, Natural Resources Conservationist II, reported that on June 2nd staff received
939 informal bids for stream debris removal services for the removal of debris from Black Run,
940 Village Creek, Meeting House Branch, Caswell Branch, Antioch Canal, Cattail Branch, Duck
941 Creek, Halfmoon Creek and Stoney Branch. These streams are the remaining creeks as part of
942 Hurricane Matthew State Disaster Recovery funds which is 100% grant funded. After review
943 and consideration, staff recommended that the Board award Round 3 of the State Disaster
944 Recovery Project funds to the lowest responsible bidder, MAI JAX COMPANY. This company
945 performs beaver management services for the County and staff has been pleased with their
946 work. He stated that the contractors will begin removing debris upon execution of the contracts
947 and are expected to be completed by mid- December, allowing inspection of the creeks by the
948 State and project close out by December 31, 2020.

949
950 Commissioner Liner motioned to award Round 3 of the State Disaster Recovery Project to MAI
951 JAX CO. for a total of \$134,937.00, as recommended, seconded by Commissioner McCabe and
952 approved 7-0 in a roll call vote.

953
954 *Subdivision for Approval – Alston W. Daniels (Final)*

956 Planning Director, Don Baumgardner, presented the following subdivision for the Board's
 957 approval. The Planning Board met via WebEx on May 28, 2020 and recommended its
 958 approval.

959
 960 Alston Daniels – Final: The property, owned by Alston W. Daniels and surveyed by Terry
 961 Wheeler, PE, PLS, is located within Twp. 2 off of Sand Ridge Rd. (SR1492);
 962 Parcel ID 2-040-030. The subdivision contains 3 lots on 11.67 acres which will be served by
 963 First Craven Sanitary District water and individual septic systems.

964
 965 Commissioner Mitchell motioned to approve the subdivision, as recommended, seconded by
 966 Commissioner Sampson and approved unanimously.

967
 968 *Apple Pie Solar Energy Facility*

969
 970 Mr. Baumgardner presented the following Solar Energy Facility for the Board's approval. The
 971 Planning Board met via WebEx on May 28, 2020 and recommended its approval.

972
 973 Apple Pie Solar Energy Facility: The property, owned by Michael Mcilwean Hrs; Applicant:
 974 Apple Pie Solar, LLC; Consultant: GreenGo Energy US Inc. The proposed 5MW facility is
 975 located on approximately 30 acres; Parcel ID 8-226-004 and has 15,840 fixed position modules.

976
 977 Commissioner Bucher expressed his belief that subsidies should not be provided to solar farms.
 978 Commissioner Jones remarked that as a representative of another board, he had written to the
 979 Apple Pie Solar Farm entity regarding their location. He stated they were accommodating in
 980 meeting the requests.

981
 982 Commissioner Mitchell motioned to approve the Apple Pie Solar Energy Facility, as
 983 recommended, seconded by Commissioner Jones and approved 6-1, with one "nay" from
 984 Commissioner Bucher.

985
 986 *State Camp Road Communications Tower (Site Number US-NC-5084)*

987
 988 Mr. Baumgardner reported that on May 28th, 2020 the Craven County Planning Board reviewed
 989 an application for a Tall Structure Permit from Vertical Bridge to construct a 310' self-
 990 supporting tower along State Camp Rd. It was determined that the proposal, as presented, was
 991 in violation of the Craven County Tall Structures Ordinance, particularly to the setback and
 992 height requirements. As proposed, the placement of the communications tower violated the
 993 setback requirements by approximately 210' due to being placed approximately 100' away from
 994 State Camp Rd. The overall height of this tower was also determined to be in violation of the
 995 Ordinance as it penetrated the Military Training Route, which is controlled by Seymour Johnson
 996 AFB, by approximately 210'. After hearing the proposal the Planning Board voted unanimously
 997 to deny the application. He stated that the Planning Board recommends disapproval of the
 998 proposed communications tower at the State Camp Rd. location, Site Number US-NC-5084.

999
 1000 Commissioner Jones motioned to disapprove the tall structure permit submitted by Vertical
 1001 Bridge, seconded by Commissioner Mitchell and approved 7-0 in a roll call vote.

1002 APPOINTMENTS

1003 *Pending Appointments*

1004
 1005
 1006
 1007 Chairman Mark reviewed the following pending appointments:

- 1008
- 1009 • Adult Care Home Advisory Committee
- 1010 • Nursing Home Advisory Committee
- 1011 • Recreation Advisory Committee
- 1012 • Regional Aging Advisory Board
- 1013 • Senior Legislative Tarheel Alternate
- 1014 • Coastal Carolina Regional Airport Authority
- 1015 • Havelock Planning Board (ETJ)
- 1016

1017 *Current Appointments*

1018
1019 *Craven County Tourism Development Authority*
1020
1021 The Board was apprised of the expiring term of Paresh Pankhavalala on the Craven County
1022 Tourism Development Authority. Chairman Mark requested to table this appointment.
1023
1024 *Craven Community College Board of Trustees*
1025
1026 Commissioner Jones stated that for many years in the past the Board had a Commissioner sitting
1027 on the Craven Community College Board of Trustees and over time that has not occurred.
1028 Commissioner Jones nominated E. T. Mitchell for appointment. His motion was seconded by
1029 Commissioner Liner and approved by acclamation.

1030
1031 *Fire Tax Commission*
1032

1033 Commissioner McCabe nominated Sandy Hammer for reappointment. Chairman Mark
1034 nominated Reuben Hart for reappointment. There being no additional nominations, Ms.
1035 Hammer and Mr. Hart were reappointed by acclamation.

1036
1037 At 11:00 a.m. Commissioner Mitchell left the meeting.

1038
1039 *Nursing Home Advisory Committee*
1040

1041 Commissioner Liner nominated Margie Dew for reappointment. There being no additional
1042 nominations, Ms. Dew was reappointed by acclamation.

1043
1044 *Craven County ABC Board*
1045

1046 Commissioner Bucher stated that he would like to table these appointments.

1047
1048 *Eastern Carolina Regional Housing Authority*
1049

1050 Chairman Mark nominated Lana Ciesko for reappointment. There being no additional
1051 nominations, Ms. Ciesko was reappointed by acclamation.

1052
1053 *Upcoming Appointments – Terms Expiring July 2020*
1054

1055 Chairman Mark reviewed the following upcoming appointment to boards and committees:

- 1056
1057
- 1058 • Recreation Advisory Committee
 - 1059 • Havelock Board of Adjustment
 - 1060 • Craven Community Child Protection Team
 - 1061 • Juvenile Crime Prevention Council
 - 1062 • Fire Tax Commissioners

1063 COMMISSIONERS' REPORTS

1064
1065 *Commissioner Bucher* had nothing to report.

1066
1067 *Commissioner Liner* had nothing to report.

1068
1069 *Commissioner McCabe* had nothing to report.

1070
1071 *Commissioner Sampson* commented that after being home so much and watching the news, that
1072 he wants to caution people in their actions. He indicated he was praying for people to come
1073 together and show love to one another so that the country can be united.

1074
1075 *Commissioner Jones* had nothing to report.

1076
1077 *Chairman Mark* expressed thanks to each Commissioner for the time spent working on the
1078 budget. He praised the County Manager, Assistant County Manager and Finance Director for

1079 their diligence in trimming the budget down, as the County has faced so many difficult
1080 hardships.

1081
1082 At 11:07 Commissioner McCabe motioned to adjourn, seconded by Commissioner Liner and
1083 approved unanimously.

1084
1085
1086 _____
1087 Chairman Thomas F. Mark
1088 Craven County Board of Commissioners

1089
1090
1091 _____
1092 Nan Holton