

THE BOARD OF COMMISSIONERS OF THE COUNTY OF CRAVEN MET IN REGULAR SESSION IN THE COMMISSIONERS' ROOM OF THE CRAVEN COUNTY ADMINISTRATION BUILDING, 406 CRAVEN STREET, NEW BERN, NORTH CAROLINA, ON MONDAY, JULY 20, 2020. THE MEETING CONVENED AT 8:30.M.

MEMBERS PRESENT:

- Chairman Thomas F. Mark
- Vice Chairman Jason R. Jones
- Commissioner Denny Bucher
- Chairman George S. Liner
- Commissioner Theron L. McCabe
- Commissioner E. T. Mitchell
- Commissioner Johnnie Sampson, Jr.

STAFF PRESENT:

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

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

This is the day that the Lord has made, let us be glad and rejoice in it. Dear Lord, as we begin this day we can rejoice because You are our hope. And, as we pray may we be reminded that our hope is not based on optimism but a blessed assurance that this Nation and County under God will find their destiny in God's love. I pray that the trust we have placed in the men and women of this Board of Commissioners will prevail in the decisions they make for this County. Speak to their hearts Lord, through your Spirit that they may know Your will for Your people and our land. I pray that each man and woman in this room will not only know Your will but that they may know You in the power of Your might. For Lord, it is You who is the God of our hope, the rope we take hold of in times of turmoil, the anchor that holds us steady in the time of storm and our refuge when all else has failed. Now, today and in the days to come may the God of hope fill each of you with all joy and peace as you put your trust in Him. In the Name of the Lord, Amen.

Based upon the opening prayer given by Reverend Jean Burchthe July 15, 2004 session of the United States House of Representatives.

Chairman Mark indicated he wanted to amend the Agenda by tabling Item #5, the Sheriff's item, until the next meeting. Commissioner McCabe motioned to approve the Agenda as amended. His motion was seconded by Commissioner Sampson and approved unanimously.

CONSENT AGENDA

Commissioner Liner motioned to approve the Consent Agenda, inclusive of the Minutes of July 6, 2020, the Tax Releases and the WIC Budget Amendment in the amount of \$219. His motion was seconded by Commissioner Mitchell and approved 7-0 in a roll call vote.

Credits

TAXPAYER NAME	TICKET#	AMOUNT
BEARD, EARL M L DID NOT OWN JANUARY 1	2019-400266	\$598.54
CANTERA, FRANCISCO DID NOT OWN JANUARY 1	2018-9152	\$260.87

CANTERA, FRANCISCO DID NOT OWN JANUARY 1	2019-211002	\$265.60
EDWARDS, ROBERT WARREN DISCHARGED BY BANKRUPTCY	2013-91751	\$100.45
EDWARDS, ROBERT WARREN DISCHARGED BY BANKRUPTCY	2014-17079	\$104.84
EDWARDS, ROBERT WARREN DISCHARGED BY BANKRUPTCY	2015-16964	\$71.47
EDWARDS, ROBERT WARREN DISCHARGED BY BANKRUPTCY	2016-17060	\$142.67
EDWARDS, ROBERT WARREN DISCHARRGED BY BANKRUPTCY	2017-17434	\$128.22
EDWARDS, ROBERT WARREN DISCHARGED BY BANKRUPTCY	2018-17413	\$113.39
EDWARDS, ROBERT WARREN DISCHARGED BY BANKUPTCY	2019-204964	\$105.34
JENNETTE, XAVIER VIDAL DID NOT OWN JANUARY 1	2019-90127	\$1,136.49
JENNETTE, XAVIER VIDAL DID NOT OWN JANUARY 1	2019-212581	\$407.64
MAYBERRY, GEORGE D & RUBY G DID NOT OWN JANUARY 1	2019-208449	\$111.18
TOLAN, DORIS ANNA HEUSTESS CORRECTED DISCOVERED PROPERTY VALUE	2019-212703	\$32.52
14 – RELEASES		\$3,579.22

Health/WIC

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1015060-33406 WIC Administration	\$219.00	1015060-42200 Telephone	\$219.00
TOTAL	\$219.00	TOTAL	\$219.00

Justification: Special funding received from the WIC Nutrition Services Branch to cover mobile broadband (mifi) expenses in order to respond to the increasing demand for services and the provision of remote services during the COVID 19 pandemic.

DEPARTMENTAL MATTERS: CONVENTION CENTER – CATERER’S COVID-19 REFUND

Convention Center Director, Tarshi McCoy, reported that at the beginning of each fiscal year, the Convention Center solicits applications for preferred caterers that clients can contract with for their events. For FY19-20, the Convention Center had six preferred caterers that went through this process. The fee for FY19-20 was prorated to \$562.54 for the year to reflect the weeks that the Center was closed between July and September.

Due to COVID-19 the Convention Center has been closed per Governor Cooper's Executive Orders 117, 120, 121, 135, 141 and 147, with the last event taking place on March 14th.

In light of that, one of our preferred caterers voiced concerns regarding this closure and the impact to these small businesses. It was stated that many caterers received cancellations from clients since the Executive order was placed. A request was made that the yearly fee of \$562.54 be reimbursed to all caterers.

Per staff's review of the situation and the amount of business that the caterers were able to secure prior to the closure of the Center, staff felt that if a refund was contemplated, the recommendation would be to refund a pro-rated amount equal to the number of weeks that the Center has been closed. This would amount to refunding 15 weeks, reimbursing \$216.30 to each caterer, a total of \$1,297.80.

Ms. McCoy responded to inquiries regarding the time period this covers and how their rates were already prorated going into the year due to construction plans.

Commissioner McCabe motioned to refund each caterer \$216.30 for the 15 week closure due to COVID-19. His motion was seconded by Commissioner Mitchell and approved 7-0 in a roll call vote.

DEPARTMENTAL MATTERS: RECREATION & PARKS

Creekside Park Dock Improvement Project Grant Opportunity

Recreation & Parks Director, Billy Wilkes, reported that they were invited by the leadership of the North Carolina Public Beach and Coastal Waterfront Access Fund to submit a final application of a grant proposal for updates to the waterfront dock at Creekside Park. In May, a Pre Application was submitted for consideration of a project to update the Creekside Park Dock and on June 15, 2020 notification was received that the County was selected to submit a final application.

He stated that the grant has three main purposes: inclusion, safety and refreshing the dock infrastructure are the project goals. In this project, an aluminum gangway with rails will be added, which will allow those with mobility issues to get to the kayak launch. This will also include a floating dock to the kayak launch.

For safety concerns, the addition of handrails to the front of the dock will allow for a barrier between the dock and water, as well as the addition of two new fishing platforms, which will allow for safer passage when moving kayaks or just enjoying the dock.

Mr. Wilkes stated that docks will be refreshed as well by removing and replacing all the boards and handrails along the dock.

He highlighted that this area of Creekside Park is very popular, with over 120 reservations at the shelter in 2019. The entire cost of the project is \$118,000 of which a match of 25% would be required. The County match would be \$29,500.

Mr. Wilkes closed by saying he would be bringing this back in August so that the public would have an opportunity make comments at that meeting. The final application is due August 17, 2020.

Commissioner McCabe motioned to authorize the request to proceed and approve this being an agenda item for the August 3, 2020 meeting, to allow for public comment. His motion was seconded by Commissioner Mitchell and approved unanimously.

Carry Forward Budget for Construction of Recreation Administration Building

Mr. Wilkes reported that on February 17, 2020, the Board of Commissioners approved a project and budget amendment to construct a new Recreation Administration Building at Creekside Park. Currently, this project is progressing as expected and is on schedule and within budget. The funding for this project was budgeted in the General Fund and any unspent funds as of June 30, 2020 were rolled into Fund Balance. At this time, a Budget Amendment is required to move the money out of Fund Balance and rebudget the unspent funds in the new fiscal year so that the project can continue.

Commissioner Sampson motioned to approve the following budget amendment, in the amount of \$414,915 to carry over the unspent funds associated with the construction of the new Recreation Administration Building at Creekside Park. His motion was seconded by Commissioner Bucher and carried 7-0 in a roll call vote.

Parks and Recreation

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1010000-39901	\$414,915.00	1015910-47302	\$384,915.00
Fund Balance Current Year		Capital Outlay Other Improvements	
		1015910-47301	\$30,000.00
		Capital Outlay over \$5,000	
TOTAL	\$414,915.00	TOTAL	\$414,915.00

DEPARTMENTAL MATTERS: HEALTH

On-Call Pay for COVID-19 Nurses

Jennifer Blackmon, Human Services Deputy Director, stated that the Craven County Health Department must provide weeknight, weekend, and holiday Communicable Disease (CD) coverage during the COVID-19 pandemic. The CD nurse is responsible for monitoring the NC Electronic Disease Surveillance System (NCEDSS) for positive COVID-19 test results, contact tracing, and Isolation/Quarantine of close contacts. On call staff will consist of a registered nurse with communicable disease training.

She requested to continue paying nurses for COVID related on-call services during the weeknights, weekends, and Holidays through December 31, 2020.

Commissioner Mitchell motioned to extend the on-call COVID-19 pay through December 31, 2020 for the Communicable Disease Nurses. Her motion was seconded by Commissioner McCabe and carried 7-0 in a roll call vote.

Budget Amendment – Additional Funding from NCCHCA to Health Centers for COVID-19

Ms. Blackmon reported that grant funding has been received from NCCHCA (NC Community Health Center Association) in order to cover necessary expenditures incurred due to the public health emergency related to the Coronavirus Disease19. The purpose of these funds is to prevent, prepare for, and respond to coronavirus and may be used for necessary expenses to purchase, administer, and expand capacity for testing to monitor and suppress COVID-19. Funds must be spent by December 31, 2020.

Commissioner Liner motioned to accept Funding received from the NC Community Health Center Association and approved the Budget Amendment in the amount of \$126,668.00. His motion was seconded by Commissioner Sampson and approved in a 7-0 roll call vote.

Health/Adult Primary Care

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1015100-38200	\$126,688.00	1015100-43207	\$ 1,200.00
Misc. Revenue		Janitorial Supplies	
		1015100-43208	\$ 1,854.00
		Medical Supplies	
		1015100-43242	\$ 6,900.00
		Lab Supplies	
		1015100-44000	\$10,900.00
		Contract Services	
		1015100-44050	\$12,600.00
		Contract Employees	

		1015100-47321	\$ 3,853.00
		C/Outlay \$500-\$4,999	
		1015100-43112	\$89,361.00
		Cost Allocation-Health Depts	
TOTAL	\$126,668.00	TOTAL	\$126,668.00

DEPARTMENTAL MATTERS: FINANCE – COVID-19 RELIEF FUND (CRF)

Finance Director, Craig Warren, reported that on May 28, 2020, the Craven County Board of Commissioners approved a plan that was submitted to the NC Pandemic Recovery Office (NCPRO) using Coronavirus Relief Funds (CRF) in the amount of \$1,911,835. The initial plan provided allocations to various partner agencies within the County including municipalities, fire and rescue districts, and two area non-profits with direct responses to the pandemic. On July 1, 2020 the Governor signed S.L. 2020-80 which increased Craven County's distribution by an additional \$1,982,308 bringing the total to \$3,894,143. With this new allotment comes new guidance. Counties must now allocate at least 25% of the total funds for use by municipalities within the County. Municipalities will be required to develop and submit a plan by September 1, 2020. Municipalities who do not complete a plan by the deadline will return the funds to the County for redistribution. The deadline of December 30, 2020 to spend these funds remains.

Mr. Warren presented the CRF Allocation Plan for how the money would be dispersed.

- Craven County’s Total Allocation - \$3,894,143
 - COVID-19 Response - \$1,633,506
 - Payroll Expenses for Public Safety - \$1,086,420
- Municipal Share - \$974,217
- Fire Department Share - \$90,000
- Rescue Squad Share - \$75,000
- Non-Profit Share - \$35,000
 - RCS - \$25,000
 - Merci - \$10,000

MUNICIPAL SHARE ALLOCATIONS

- Bridgeton - \$7,593
- Cove City - \$6,328
- Dover - \$6,231
- Vanceboro - \$16,550
- River Bend - \$49,650
- Trent Woods - \$64,253
- Havelock - \$326,135
- New Bern - \$497,477

Commissioner Mitchell motioned to approve the updated CRF Allocation Plan and approve the Budget Amendment in the amount of \$2,586,723. Her motion was seconded by Commissioner Liner and approved 7-0 in a roll call vote.

There was discussion regarding which organization is responsible to be sure the monies are spent according to the requirements and when the money would be made available.

Non-Departmental

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1014290-33118	\$2,856,723.00	1014290-49501	\$2,586,723.00
Coronavirus Relief Fund		COVID-19 Response	
TOTAL	\$2,856,723.00	TOTAL	\$2,586,723.00

APPOINTMENTS

Pending Appointments

Chairman Mark reviewed the following pending appointments:

- Adult Care Home Advisory Committee
- Nursing Home Advisory Committee
- Recreation Advisory Committee
- Regional Aging Advisory Board
- Senior Legislative Tarheel Alternate
- Coastal Carolina Regional Airport Authority
- Craven County ABC Board
- Fireman's Relief Fund Board of Trustees

Current Appointments

Recreation Advisory Council

Commissioner Jones motioned to reappoint Chad Braxton; Commissioner Mitchell motioned to reappoint Matt Webb; Chairman Mark motioned to reappoint Daniel Miller. Commission McCabe presented applicant Kortasha George to be appointed to fill the vacancy in District 5. All were appointed by acclamation.

Havelock Board of Adjustment

Commissioner Liner motioned to reappoint Reuben Mikal and Thomas McCarthy to the Havelock Board of Adjustment. Mr. Mikal and Mr. McCarthy were reappointed by acclamation.

Juvenile Crime Prevention Council

Chairman Mark motioned to reappoint Debbie Hodges to the Juvenile Crime Prevention Council. Ms. Hodges was reappointed by acclamation.

Fire Tax Commission

Commissioner Liner motioned to reappoint Sue Arthurs to the Fire Tax Commission. Ms. Arthurs was reappointed by acclamation.

Emergency Services Advisory Committee

Commissioner Mitchell motioned to reappoint Jane Sobotor and Debra Rogers to the Emergency Services Advisory Committee. Ms. Sobotor and Ms. Rogers were reappointed by acclamation.

Upcoming Appointments

Chairman Mark reviewed the following upcoming terms expiring in August:

- Emergency Medical Services Advisory Council
 - Nicholas Salter, Cherry Point Fire and Rescue
 - Mark Dail, Rhems First Responder, District 4
 - Doug Furgason, Citizen Rep
 - Jean Matthews, Cove City Rescue, District 2
- Community Child Protection Team
 - Debbie Hodges, School Designee
- Fire Tax Commissioners
 - Otto Simmons, West New Bern Rhems Fire

COUNTY ATTORNEY'S REPORT

Initial Offer to Purchase Real Property – WNC 55 Hwy., New Bern (Parcel #3-055-040)

County Attorney, Arey Grady, presented an offer received by Craven County in the amount of \$2,850.00 for this property, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were \$2,842.39.

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

Commissioner Sampson motioned to adopt the following resolution to accept the initial offer and advertise for upset bids. Commissioner Mitchell seconded the motion, which carried unanimously.

**CRAVEN COUNTY
RESOLUTION**

THAT WHEREAS, Craven County has received an Offer to Purchase a parcel of property owned by it identified as WNC 55 Hwy, New Bern, NC, Tax Parcel Number 3-055-040, and more particularly described Deed Book 3532, Page 1316 in the Craven County Registry (hereinafter the “Real Property”), a copy of said offer is attached hereto as Exhibit A; and,

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

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

1. That the Board of Commissioners hereby authorizes the initiation of the upset bid process for the Real Property by advertising notice of the offer to purchase in accordance with the provisions of North Carolina General Statute §160A-269.
2. That the County Manager, Clerk and/or Attorney are authorized to take all actions necessary to accomplish the purposes of this Resolution.

ADOPTED THIS 20th DAY OF JULY, 2020.

Initial Offer to Purchase Real Property – 1146 Temple Point Rd., New Bern (Parcel # 5-008-133)

Mr. Grady presented an offer received by Craven County in the amount of \$3,760.00 for this property, which was acquired through a tax foreclosure. The total taxes and costs that were foreclosed on were \$3,757.13. The current tax value is \$20,180.00.

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

Commissioner Liner motioned to adopt the resolution to accept the initial offer and advertise for upset bids. Commissioner Mitchell seconded the motion, which carried unanimously.

**CRAVEN COUNTY
RESOLUTION**

THAT WHEREAS, Craven County has received an Offer to Purchase a parcel of property owned by it identified as 1146 Temples Point Rd., New Bern, NC, Tax Parcel Number 5-008-133, and more particularly described Deed Book 3515, Page 1544 in the Craven County Registry (hereinafter the “Real Property”), a copy of said offer is attached hereto as Exhibit A; and,

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

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

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

2. That the County Manager, Clerk and/or Attorney are authorized to take all actions necessary to accomplish the purposes of this Resolution.

ADOPTED THIS 20th DAY OF JULY, 2020.

Conveyance of Property – 865 Adams Creek Rd., Craven County, NC

County Attorney Grady reviewed that this property has been before the Board two times already, stating that at their last meeting they authorized the conveyance of the property to the Harlowe VFD and requested guidelines for its use be outlined. Mr. Grady presented the Board with a Deed to transfer Parcel #5-014-305 to the Harlowe VFD and highlighted Exhibit B, which provides the limiting parameters on how the property may be utilized by them. Mr. Grady explained that the property is for the exclusive use of the VFD with two conditions: the property cannot be conveyed, transferred or leased; and it is to be used solely for the protection of the citizens. If either of those conditions are violated, the property could revert back to Craven County.

He reported that once the Board adopts the resolution to convey the property, it is required by law to advertise this action in the local newspaper, such that the Deed cannot be signed until ten days after that publication. Mr. Grady indicated this gives the public the opportunity to share any issues they may have with the Board.

Commissioner McCabe motioned to adopt the following Resolution conveying the parcel of land to the Harlowe VFD. His motion was seconded by Commissioner Bucher. The motion carried 6-1 (Nay: Mitchell) in a roll call vote.

RESOLUTION

865 Adams Creek Road, Craven County, North Carolina

WHEREAS, the Craven County Board of Commissioners is authorized to convey the County's interest in real property to entities carrying out a public purpose, pursuant to North Carolina General Statutes §153A-176, §160A-267 and §160A-279; and,

WHEREAS, Harlowe Volunteer Fire Department of Craven and Carteret Counties, N.C. ("Harlowe VFD") serves a public purpose in that it provides fire protection and first responder services to portions of eastern Craven County; and,

WHEREAS, County is authorized by law to make appropriations to Harlowe VFD and has historically made annual appropriations; and,

WHEREAS, Harlowe VFD has requested the County to convey to it a tract of land located at and known as 865 Adams Creek Road, Craven County, North Carolina ("the Property") and further described as follows:

All that certain lot or parcel of land lying and being situate in Number Five (5) Township, Craven County, North Carolina, and being more particularly described as follows:

All of that certain property more fully described in Deed Book 2610 at Page 911 in the Craven County Registry. This property is also commonly referred to by its tax parcel identification number which is 5-014-305.

WHEREAS, Harlowe VDF has represented to County that the Property will assist it in carrying out its public purpose by providing a location for the landing of emergency transport helicopters and by providing a location for distribution of emergency supplies during natural disasters; and,

WHEREAS, the Craven County Board of Commissioners deems it advisable and in the best interest of the County to convey its interest in the Property to Harlowe VDF by quitclaim deed, subject, however, to the restrictions therein contained.

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

Section 1. The above recitals are incorporated herein as an integral part hereof.

Section 2. The quitclaim deed attached hereto and incorporated herein by reference shall be executed and delivered to Harlowe VFD after compliance with the public notice provisions of North Carolina General Statute §160A-267.

COUNTY MANAGER'S REPORT

County Manager, Jack Veit, reported that the Craven County Animal Shelter had recently received a 100% rating on its State Inspection. He expressed the significance of this and stated that Eileen Beeson and her staff deserved a big kudos! He encouraged the Board members to go visit the facility.

Mr. Veit reviewed the several facility projects that are ongoing, and mentioned meeting with the architect and engineer regarding the Havelock project.

He also highlighted the opening of Congressman Murphy's local office at the Veteran's Affairs Building.

Mr. Veit informed the Board of a department head meeting held last week via Webex to re-emphasize the necessity to protect the Craven County workforce during COVID-19.

COMMISSIONERS' REPORT

Commissioner McCabe expressed his concern on the lack of reliable internet services in his part of the County and inquired what can be done about it? A discussion ensued amongst the Board regarding this problem. Commissioner Jones highlighted that he and the County Manager will be meeting with a Vice-President of one of the providers to discuss the options. All of the Commissioners remarked on how serious this issue is given the need for remote learning with the school aged children and the difficulties it creates for families.

Commissioner Bucher commented on the difficult decision that the school board had to make the previous week. He expressed concern over high school kids receiving only one day of in class instruction, while being left at home the rest of the week, most of them having parents that will be at work. He stated this is a challenge with potential issues further down the road.

There was discussion amongst the Board and staff regarding the decrease in student numbers and the financial shortfall this may create; and the increase in home schooling.

Commissioner Mitchell remarked on the ribbon cutting for Congressman Murphy's local office and what a bonus that is to the citizens. She also attended a Fleet Readiness Center visit with Congressman Murphy and indicated he would be returning with another Representative in August.

Commissioner Sampson highlighted the recent loss of Congressman John Lewis and expressed his appreciation for all of the sacrifices he made to make a difference in society. Mr. Sampson encouraged men, women, and children of all colors to come together and love one another as scripture instructs. Commissioner Sampson read from a letter from an 86 year old man discussing his life experiences and the problems encountered along the way.

Commissioner Liner reported there is a new Commanding General at the 2nd Marine Aircraft Wing.

Commissioner Jones reported that the Towns of Dover and Cove City are concerned about the amount of monies owed to them as a result of the Governor's Executive Order 124, which addressed payments for utilities. He indicated they would be facing financial hardships and he wanted the Board to be aware.

Chairman Mark relayed that the County had received a letter from the NC SouthEastern Partnership regarding our financial support. He reported he had attended the Town of Bridgeton's Town Hall meeting recently. Mr. Mark informed the Board of the hospital allowing one visitor with patients now.

At 9:45 a.m., Commissioner Liner motioned to adjourn the meeting. His motion was seconded by Commissioner Mitchell and approved unanimously.

Chairman Thomas F. Mark
Craven County Board of Commissioners

Nan Holton
Clerk to the Board