

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MONDAY, JANUARY 3, 2022  
7:00 P.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

1. PETITIONS OF CITIZENS (AGENDA TOPICS)
2. CONSENT AGENDA
  - A. Minutes of December 20, 2021
  - B. Tax Releases and Refunds
  - C. Sheriff – Thermal Imaging Camera Purchase Budget Amendment
  - D. Economic Development – Request to Set a Public Hearing for Project Tiger 2
3. FY 2021 AUDIT PRESENTATION – Alan Thompson, CPA with Thompson, Price, Scott, Adams & Co., P.A.
4. COASTAL COMMUNITY ACTION COMMUNITY SERVICES BLOCK GRANT PROGRAM PRESENTATION – Stephanie Cox, CSBG Program Director

**DEPARTMENTAL MATTERS**

5. SOCIAL SERVICES: Geoffrey Marett, Social Services Director
  - A. Report on Low Income Household Water Assistance Program (LIHWAP)
  - B. COVID CARES Act Additional Administrative Funding for LIEAP
6. SHERIFF: Chip Hughes, Sheriff
  - A. K-9 Truck Donation
  - B. Drone Purchase
7. CARTS: Kelly Walker-Cuthrell, Transportation Director and Roy Beeson, Assistant Transportation Director
  - A. Request to Receive Additional 5311 CARES Act Funding
  - B. Annual Review and Management Report
  - C. Public Transportation Agency Safety Plan (PTASP)

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

**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, JANUARY 3, 2022. THE MEETING CONVENED AT 7:00 PM.**

**MEMBERS PRESENT:**

Chairman Jason R. Jones  
 Vice Chairman Denny Bucher  
 Chairman George S. Liner  
 Commissioner Theron L. McCabe  
 Commissioner Thomas F. Mark  
 Commissioner E. T. Mitchell  
 Commissioner Beatrice R. Smith

**STAFF PRESENT:**

Jack B. Veit, III, County Manager  
 Gene Hodges, Assistant County Manager  
 Craig Warren, Finance Director  
 Arey Grady, County Attorney  
 Nan Holton, Clerk to the Board  
 Lauren Wargo, Assistant to the County Manager

**STAFF ABSENT:**

Amber Parker, Human Resources Director

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

*Gracious and life-giving God, we come before You this day in the warm afterglow of the holiday season, after joyful gatherings with friends, family members and other loved ones and a time for recalling the blessings we have received. We are mindful and grateful for the many gifts You have bestowed on us, both as individuals and as a Nation and as a County, especially the gift of freedom, the gift of our abundant natural resources and the gift of opportunities to pursue our hopes and aspirations.*

*We pray for Your continued blessings on our Country and on those in positions of leadership and governance, especially this Board of County Commissioners. Bless all its Members with wisdom and understanding to discern how best to serve the people of these United States--to promote the common good, to provide for our County's security, and to work for justice and peace for all people.*

*Amen.*

*Based upon the invocation given by Reverend David Godleski, S.J., at the December 26, 2013 session of the US House of Representatives*

Chairman Jones requested to amend the agenda by removing Item #4, Coastal Community Action Presentation. Commissioner Mark motioned to approve the agenda, as amended; seconded by Commissioner McCabe and approved unanimously.

**PETITIONS OF CITIZENS (AGENDA TOPICS)**

There were no citizens that signed up to speak.

**CONSENT AGENDA**

Chairman Jones requested to remove the December 20, 2021 Minutes from the Consent Agenda, to be brought back at the next meeting. Commissioner Mark motioned to approve the Consent Agenda, as amended, inclusive of the Tax Releases and Refunds (*Credits = \$8,922.97; Refunds = \$286.53*), Sheriff – Thermal Imaging Camera Purchase Budget Amendment; and Economic Development – Request to Set a Public Hearing for

Project Tiger 2 on Tuesday, January 18, 2022 at or after 8:30 am. His motion was seconded by Commissioner Mitchell and approved 7-0 in a roll call vote.

*Sheriff's Office*

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1014310-33301 State Grant	\$696.00	1014310-47321 Capital Outlay \$500-\$4,999	\$584.00
		1014310-43502 Uniform Purchase	\$112.00
TOTAL	\$696.00	TOTAL	\$696.00

**PRESENTATION OF THE FY 2021 ANNUAL AUDIT REPORT**

Alan Thompson, CPA with Thompson, Price, Scott, Adams & Co. presented the Board with the FY21 Audit Results Summary and led them through a presentation of their findings. Mr. Thompson reported that Craven County received the highest level of assurance of an Unmodified Opinion.

His presentation highlighted:

- Significant Audit Finds
- GASB No. 87 challenges
- Financial Results for the Year Ended June 30, 2021
- Financial Trends for the past five years
- Fund Balance Analysis
- Collection Percentages
- General Fund Revenues
- General Fund Expenditures
- Compliance Section Opinions and Findings

Regarding the GASB No. 87 lease pronouncements, Finance Director, Craig Warren, reported that during budget work sessions, resources were allocated for software to assist with the implementation process.

County Manager, Jack Veit, commended Mr. Warren and the Finance Department on their forethought and work, reflected in 31 years of awards.

Chairman Jones commented on the benefit of having a healthy Fund Balance after Hurricane Florence; substantiated by further remarks by Mr. Thompson.

Mr. Thompson ended by saying this good report reflects positively on the Finance Department and on this Board.

**DEPARTMENTAL MATTERS: SOCIAL SERVICES**

*Low Income Household Water Assistance Program (LIHWAP) Report*

Social Services Director, Geoffrey Marett, provided the Board with an update on the LIHWAP Program, as requested at their December 6, 2021 meeting. His presentation focused on the following:

- General Information
- Qualifications
- Eligibility to receive LIHWAP
- Eligibility Limits
- Priority Groups
- When and How to Apply
- Benefit Amounts
- Data Matches
- Challenges

➤ Staff Update

Mr. Marett addressed several inquiries and resolved to provide further information regarding the citizen/non-citizen eligibility.

*Covid Cares Act Additional Administrative Funding for LIEAP*

Mr. Marett indicated that due to the State underspending these funds, additional Federal administrative funding received from the COVID CARES Act for Low Income Energy Assistance Program (LIEAP) would be used for building modifications that could create more office space and possible upgrades to the large meeting room in the areas of technology and cosmetic changes, that have not been done since the building first opened.

He requested the Board’s approval to budget \$41,190.00 in LIEAP funding.

Commissioner Liner motioned to approve the following budget amendment, in the amount of \$41,190.00, as requested, seconded by Commissioner Mitchell and approved 7-0 in a roll call vote.

***DSS Inc. Maint***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
1015211-33415 Inc. Maint Staff & Ovhd	\$41,190.00	1015210-47302 C/O Other Improvements	\$41,190.00
<b>TOTAL</b>	<b>\$41,190.00</b>	<b>TOTAL</b>	<b>\$41,190.00</b>

**DEPARTMENTAL MATTERS: SHERIFF’S OFFICE**

*K-9 Truck Donation*

Sheriff Chip Hughes reported the Craven County Sheriff’s Office recently received a donated 2020 Ford F-150 truck from a citizen to be used for the K-9 Bureau. Sheriff Hughes requested the Board’s approval to accept the truck into their current fleet, as well as assume the responsibilities that would come with this donation, such as registrations, repairs, fuel, maintenance and any other expenses that may arise in relation to this vehicle.

Commissioner Mark motioned to approve the donated truck into the Sheriff’s fleet of vehicles and assume responsibility for its upkeep, seconded by Commissioner Mitchell and approved unanimously.

*Drone Purchase*

Sheriff Hughes reported that using funds received from the State budget, the Sheriff’s Office intends to purchase drones that will be beneficial in a variety of ways. He stated with one night vision/thermal imaging drone and two quick deploy drones, they will be valuable assets with search and rescue missions, tactical missions, aerial crime scene photography and more.

Sheriff Hughes requested approval of a budget amendment in the amount of \$8,967.00. Commissioner McCabe motioned to approve the following budget amendment in the amount of \$8,967.00, seconded by Commissioner Smith and approved 7-0 in a roll call vote.

***Sheriff’s Office***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
1014310-33301 State Grant	\$8,967.00	1014310-47321 Capital Outlay \$500-\$4,999	\$8,967.00
<b>TOTAL</b>	<b>\$8,967.00</b>	<b>TOTAL</b>	<b>\$8,967.00</b>

Sheriff Hughes reported on the heroin/opioid epidemic by stating overdoses and deaths were down in 2021. He attributed that to their aggressive enforcement and working cases backwards to identify and remove dealers. He accredited new programs and partnerships that have been put in place and funding the drug investigators as a means to keep this moving in the right direction.

## CARTS

### *Request to Receive Additional 5311 CARES Act Funding*

CARTS Transportation Director, Kelly Walker-Cuthrell, reported the Craven Area Rural Transit System has been awarded an additional \$299,035 in 5311 CARES Act Operating Funds, which brings the total CARES Act Rural Funding to \$1,455,685 with a period of performance end date of June 30, 2023. She indicated that CARTS anticipates using the additional funds during the FY2023 budget year.

Mrs. Cuthrell requested authorization for the Chairman to sign the agreement for a 5311 CARES Act Rural Grant Funding total of \$1,455,685.

Commissioner Mitchell motioned to authorize the Chairman to sign the updated NCDOT agreement for 5311 CARTS Act Funding, seconded by Commissioner Liner and approved unanimously.

### *Annual Review and Management Report*

Assistant CARTS Transportation Director, Roy Beeson, relayed that the Safety and Security Plan (SSP) adopted on November 19, 2018, requires an annual review to ensure all information is correct. It also requires an annual report to include: results of incident investigations and analysis; identification of possible hazardous conditions; results of inspections; established plans for handling future incidents; recommendations for SSP revisions; and analysis of department involvement in the administration of the SSP. He stated the SSP has been reviewed annually since 2018 and this is the first-time revisions have been made. A written report has been provided along with the actual report with edited revisions.

The only revisions are as follows:

1. Each year the cover will reflect the year that the SSP is valid for (Cover reflects 2022)
2. There are six focus areas (last version had seven areas)
3. There are 29 revenue vehicles in the fleet (32 were present in the previous version)

Mr. Beeson requested adoption of the FY2020-2021 Annual Report and Management Review.

Commissioner Mark motioned to adopt the FY20-21 SSP Annual Review of the updated 2022 CARTS SSP, as requested, seconded by Commissioner Liner and approved unanimously.

### *Public Transportation Agency Safety Plan (PTASP)*

Mr. Beeson reported this is part of an annual Federal Transit Administration (FTA) requirement and that CARTS drafted and the Commissioners approved the PTASP last year. The PTASP is the way that the FTA wants transit systems to package the safety information as part of the overall Safety Management System (SMS).

He highlighted CARTS, in concert with the NC Department of Transportation (DOT), has reviewed the PTASP for content and compliance with FTA standards. Based on the review, there were no changes to be made to the PTASP.

Mr. Beeson requested approval of the 2022 PTASP to meet the FTA and NC DOT requirements.

Commissioner Liner motioned to approve the Public Transportation Agency Safety Plan, as requested, seconded by Commissioner Mitchell and approved unanimously.

## APPOINTMENTS

### *Pending*

Chairman Jones reviewed the following pending appointments:

- Adult Care Home Advisory Committee
- Community Child Protection Team
- Craven County Clean Sweep
- Craven/Pamlico Regional Library
- JCPC – Faith Community Representative seat
- Nursing Home Advisory Committee
- Regional Aging Advisory Board
- Voluntary Agriculture District Advisory Board (District 6)

### *Current*

#### *Voluntary Agriculture District Advisory Board*

Commissioner Mark nominated Jackie Anderson for reappointment. Chairman Jones nominated Dale Dawson for reappointment. There being no additional nominations, both were reappointed by acclamation.

#### *Fireman’s Relief Fund Board of Trustees*

Commissioner Mark nominated Keith Gaskins for reappointment. There being no additional nominations, Mr. Gaskins was reappointed by acclamation.

#### *Coastal Carolina Regional Airport Authority*

Commissioner Liner nominated Tyler Harris for reappointment. There being no additional nominations, Mr. Harris was reappointed by acclamation.

#### *Emergency Medical Services Advisory Council*

It was the consensus of the Board to defer this appointment.

### *Upcoming*

Chairman Jones reviewed the upcoming appointments to boards and committees who have expiring terms in February/March 2022.

## PETITIONS OF CITIZENS – GENERAL TOPICS

There were no citizens from the public that signed up to speak.

### COUNTY ATTORNEY’S REPORT

County Attorney, Arey Grady, had nothing to report.

### COUNTY MANAGER’S REPORT

County Manager, Jack Veit, stated he was looking forward to another great year working together.

### COMMISSIONERS’ REPORTS

Each Commissioner wished their constituents a happy, healthy new year.

At 8:08 pm Commissioner McCabe motioned to adjourn, seconded by Commissioner Mark and approved unanimously.

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Chairman Jason R. Jones  
Craven County Board of Commissioners

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Nan Holton  
Clerk to the Board