

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
TUESDAY, JANUARY 20, 2026  
8:30 AM**

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**APPROVE AGENDA**

- 1. CONSENT AGENDA**
  - A. Minutes of January 5, 2026 Regular Session**
  - B. Tax Releases and Refunds**
  - C. Planning – Sandy Ridge Mobile Home Park Legal Fees – Budget Amendment**
  - D. Administration – 2026 Bear-B-Q Competition Property Lease**

**DEPARTMENTAL MATTERS:**

- 2. PLANNING – CRAVEN COUNTY RECREATIONAL VEHICLE PARK ORDINANCE ADOPTION: Chad Strawn, Planning Director and Donnie LaVelle, Planner II**
- 3. CARTS – APPROVAL OF UPDATED DRUG AND ALCOHOL POLICY: Deanna Trebil, Transportation Director**
- 4. SOLID WASTE: Steven Aster, Solid Waste Director**
  - A. Disaster Debris Removal Contract Renewals**
  - B. Disaster Debris Monitoring Contract Renewals**
- 5. WATER- ADMINISTRATIVE OFFICER I POSITION AND BUDGET AMENDMENT: Chris Mullis, Water Services Director**
- 6. APPOINTMENTS**
- 7. COUNTY ATTORNEY’S REPORT: Arey Grady**
- 8. COUNTY MANAGER’S REPORT: Jack Veit**
- 9. COMMISSIONERS’ REPORT**

1 **THE BOARD OF COMMISSIONERS OF CRAVEN COUNTY MET IN REGULAR**  
 2 **SESSION IN THE COMMISSIONERS' ROOM OF THE CRAVEN COUNTY**  
 3 **ADMINISTRATION BUILDING, 406 CRAVEN STREET, NEW BERN, NORTH**  
 4 **CAROLINA, ON TUESDAY, JANUARY 20, 2026. THE MEETING CONVENED AT 8:30**  
 5 **AM.**

6  
 7 **MEMBERS PRESENT:**

8 Chairman Denny Bucher  
 9 Commissioner Chadwick Howard  
 10 Commissioner Sherry Hunt  
 11 Commissioner Tim Mason  
 12 Commissioner E. T. Mitchell  
 13 Commissioner Beatrice R. Smith  
 14

15 **MEMBERS EXCUSED:**

16 Vice-Chairman Jason R. Jones  
 17

18 **STAFF PRESENT:**

19 Jack B. Veit, III, County Manager  
 20 Gene Hodges, Assistant County Manager  
 21 Arey Grady, County Attorney  
 22 Craig Warren, Finance Director  
 23 Amber Parker, Human Resources Director  
 24 Shane Digan, Assistant to the County Manager  
 25 Abigail G. Wilson, Clerk to the Board  
 26

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

29 *O God, our help in ages past, our hope for years to come, in the quiet before our*  
 30 *day's work begins, we lift our eyes to You. Beneath the weight of duty and the*  
 31 *press of time, we need Your grace. Help us hear the whisper of conscience, the*  
 32 *voice of the forgotten, and wisdom from above.*

33 *Remind us that our labor is not for ourselves alone, but our words and work shape*  
 34 *the soul of this County and echo through unborn generations. Let us not grow*  
 35 *weary in well-doing.*

36 *Breathe into this place, O Lord, a spirit of humility, courage, and hope. May we*  
 37 *walk this day by the light of Your eternal truth.*

38 *Grant wisdom to our Commissioners and let liberty's light shine brightly on our*  
 39 *County.*

40 *In Your holy name we pray. Amen.*

41 *Based upon the invocation given by Major General William Green, Jr. at the*  
 42 *01/09/2026*  
 43 *session of the US House of Representatives.*

44  
 45 Chairman Bucher made note that Vice-Chairman Jones' absence was to be expected, as he was  
 46 attending a training.  
 47

48 A motion was made by Commissioner Mitchell to approve the agenda, as presented. The motion  
 49 was seconded by Commissioner Smith and carried in a 6-0 roll call vote.  
 50

51 **CONSENT AGENDA**

52  
 53 Commissioner Mason requested to amend the consent agenda and add Item E, a resolution  
 54 recognizing Eula Mae Gooding on the occasion of her 100<sup>th</sup> Birthday. A motion was made by

55 Commissioner Mason to approve the consent agenda, as amended, inclusive of the Minutes of  
56 January 5, 2025 Regular Session; Tax Releases and Refunds (**Credits = \$8,285.00; Refunds =**  
57 **\$72.00**); Planning – Sandy Ridge Mobile Home Park Legal Fees Budget Amendment;  
58 Administration – 2026 Bear-B-Q Competition Property Lease. The motion was seconded by  
59 Commissioner Mitchell and carried in a 6-0 roll call vote.

60

61 **Planning**

62

63	REVENUES	AMOUNT	EXPENDITURES	AMOUNT
64				
65	1010000-39901	\$4,000.00	1014910-41502	\$4,000.00
66	Current Year Fund Balance		Legal Services	
67				
68	TOTAL	\$4,000.00	TOTAL	\$4,000.00

69

70 **Justification:** The Budget Amendment is needed to cover legal fees associated with Sandy  
71 Ridge Mobile Home Park and the RV Park Ordinance.

72

73 **DEPARTMENTAL MATTERS: PLANNING**

74 **CRAVEN COUNTY RECREATIONAL VEHICLE PARK ORDINANCE ADOPTION**

75

76 Planning Director, Chad Strawn, presented for the Board’s consideration to adopt the Craven  
77 County Recreational Vehicle Park Ordinance. Mr. Strawn stated that over the last few months,  
78 the Planning Department has been working to produce a draft Recreational Vehicle Park  
79 Ordinance. On December 9, 2025, the Planning Board recommended that the draft ordinance be  
80 forwarded to the Board of Commissioners for a public hearing. On January 5, 2026, the Board of  
81 Commissioners held the required public hearing to consider adoption of the ordinance. He noted  
82 that a copy of the proposed ordinance was made available for public viewing on the Craven  
83 County website and at the Planning Department beginning December 22, 2025. He added that  
84 since all requirements have been met thus far, he requested the Board consider adopting the  
85 following ordinance. Mr. Strawn was available for questions. A motion was made by  
86 Commissioner Howard to adopt the proposed Recreational Vehicle Park Ordinance, effective  
87 January 20, 2025. The motion was seconded by Commissioner Mitchell and carried in a 6-0 roll  
88 call vote.

89

90 **ARTICLE VIII. Recreational Vehicle Parks**

91 **PART I. IN GENERAL**

92 **Sec. 101. Reserved.**

93 **PART II. Recreational Vehicle Parks**

94 **Sec. 201. Definitions.**

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

- 99 1. *Administrator.* The Planning Director or his/her designee
- 100 2. *Certificate of Compliance.* A certificate issued by the Administrator after the Recreational Vehicle Park  
101 has been completed and developed as required by the standards of this Article. The Administrator has  
102 the authority to inspect Recreational Vehicle Parks at any time to ensure compliance.
- 103 3. *Dry Camping.* Camping with no permanent means of access to utility hookups which includes  
104 electricity, water and/or sewer disposal.
- 105 4. *Health Department.* Craven County Health Department.
- 106 5. *Recreation Vehicle or RV.* means a vehicle, which is:
  - 107 (a) Built on a single chassis;
  - 108 (b) Four hundred square feet or less when measured at the largest horizontal projection;
  - 109 (c) Designed to be self-propelled or permanently towable;

- 110 (d) Designed primarily for use as a living quarters for residential, recreational, camping, travel, or
- 111 seasonal use; and
- 112 (e) Is fully licensed and ready for highway use.
- 113 6. *Recreational Vehicle Park.* A Tract that is used by two or more Recreational Vehicles for temporary
- 114 living, camping, travel or seasonal use.
- 115 7. *Recreational Vehicle space.* A plot of ground within a Recreational Vehicle Park designated for the
- 116 accommodation of not more than one Recreational Vehicle.
- 117 8. *Service Building.* A building housing facilities such as recreational, maintenance, laundry, and office,
- 118 necessary to the successful development and management of a Recreational Vehicle Park.
- 119 9. *Tract.* A parcel of land whose boundaries have been described or delimited by a legal instrument or map
- 120 recorded in the office of the register of deeds.

121 **Sec. 202. Purpose.**

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

124 **Sec. 203. Jurisdiction.**

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

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

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

- 132 1. The developer, owner or owner's agent shall meet with the Administrator to discuss plans and ideas
- 133 pertaining to the new Recreational Vehicle Park.
- 134 2. The developer, owner or owner's agent shall submit a plat of the Recreational Vehicle Park as follows:
  - 135 (a) Seven copies of the plat and any supplementary materials shall be submitted to the
  - 136 Administrator at least 15 days prior to the regularly scheduled Planning Board meeting at which
  - 137 said plat is to be considered.
  - 138 (b) The Administrator shall inspect the site. The developer shall be required upon request to
  - 139 accompany the Administrator.
  - 140 (c) The plat shall be checked against the design standards and plat requirements by the
  - 141 Administrator. The Administrator shall ensure the following agencies are given the opportunity to
  - 142 review and make recommendations on the plat:
    - 143 1. The Health Department as to the proposed sewage systems, insect and rodent control
    - 144 measures, and any other systems or methods related to the jurisdiction of the Health
    - 145 Department. If other agencies are providing sewer, a letter indicating the sewer provision
    - 146 will be required.
    - 147 2. The Craven County Water Department as to the proposed water system. If other agencies
    - 148 are providing water a letter indicating water provision will be required.
    - 149 3. The Army Corps of Engineers and the Department of Environment and Natural Resources if
    - 150 the proposed Recreational Vehicle Park contains waterfront access lots or property and/or
    - 151 canals are to be excavated.
    - 152 4. Other agencies and officials as the Planning Board or the Administrator deems necessary.
- 153 4. The Planning Board shall recommend approval, approval conditionally, or disapproval of the plat.
  - 154 (a.) If recommended for approval conditionally, the conditions and reasons thereof shall be stated;
  - 155 the Planning Board may request that the developer submit a revised plat.
  - 156 (b.) If the plat is recommended for approval, approval shall be entered on the face of the plat in
  - 157 writing by an authorized representative of the County, and the plat shall be forwarded to the
  - 158 Board of Commissioners for final approval.
  - 159 (c.) If the plat is recommended for disapproval, the Planning Board shall instruct the applicant
  - 160 concerning discrepancies in the plat and provide reasons for its disapproval and instructions for
  - 161 resubmission of a revised plat. The applicant may make such changes as will bring the plat into
  - 162 compliance with the provisions of this Article and resubmit same for reconsideration by the
  - 163 Planning Board.
- 164 5. The Board of Commissioners shall consider an application and plat at its first regular meeting following
- 165 the final consideration and recommendation by the Planning Board, or as soon thereafter as it may be

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

200 **Sec. 205. Certificate of Compliance.**

201 After the construction and development of any new Recreational Vehicle Park has been completed, the  
 202 Administrator shall issue a Certificate of Compliance to the owner or developer, which is authorization for  
 203 operation of the Recreational Vehicle Park. The Certificate of Compliance will be issued only after the  
 204 Administrator is satisfied that the Recreational Vehicle Park has been completed as approved on the plat and in  
 205 accordance with any conditions. At any time after the issuance of the Certificate of Compliance, the Administrator  
 206 may revoke the Certificate of Compliance if the Recreational Vehicle Park is operating in violation of the  
 207 requirements and terms of this Article.

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

- 209 1. *General provisions.*
- 210 (a) Any land within the jurisdiction of this Article deemed by the Planning Board to be subject to flooding  
 211 or unsuitable for residential occupancy may be prohibited as an Recreational Vehicle Park but such  
 212 land may be set aside for such uses as will not be endangered by periodic or occasional inundation. The  
 213 Planning Board in making its determination shall be guided by an analysis of available data on  
 214 topography, soils, floodplains, drainage, or ground and surface water information. All Recreational  
 215 Vehicles within the flood hazard areas must meet the requirements set forth in the County Flood  
 216 Damage Prevention Ordinance.
  - 217 (b) All newly proposed Recreational Vehicle Parks shall be rejected when not compatible with the Air  
 218 Installation Compatible Use Zone Study (AICUZ) of the Cherry Point Marine Corps Air Station Zoning  
 219 Ordinance.
  - 220 (c) All newly proposed Recreational Vehicle Parks shall be rejected when not compatible with the Coastal  
 221 Carolina Regional Airport Zoning and Height Control Ordinance.

- 222 (d) Temporary dwelling unit status may be permitted for a period of up to nine months if one of the  
223 following criteria are met:
- 224 1. Construction of a single-family dwelling or the placement of a modular or manufactured  
225 home;
- 226 2. In the event of an emergency or disaster when a government grant/program provides a  
227 temporary Recreation Vehicle; or
- 228 3. While the damaged/destroyed primary manufactured, stick-built, or modular home is being  
229 replaced due to a natural or man-made disaster
- 230 (e) All new Recreational Vehicle Parks must comply with all federal, state and local requirements.
- 231 2. *Interior drives and walkways.* All new Recreational Vehicle spaces shall abut upon an interior gravel drive or  
232 hard surface of no less than 20' feet in width which shall have unobstructed access to a public street or  
233 highway. All interior drives and walkways within the Recreational Vehicle Park shall be adequately  
234 maintained by the owner. If the length of the road exceeds 200 feet a fire apparatus turnaround will be  
235 required.
- 236 3. *Off drive parking.* Each new Recreational Vehicle space shall be provided with at least two parking spaces  
237 that are adequately graveled and maintained or hard surfaced. A guest parking area shall be provided  
238 consisting of gravel or a hard surface and shall have a minimum of 5 spaces.
- 239 4. *Required Recreational Vehicle space density.*
- 240 (a) Recreational Vehicle Parks shall be on a Tract no less than 2 acres in size with density not exceeding 7  
241 units per acre.
- 242 (b) No Recreational Vehicle space shall be smaller than 1,500 square feet and the average size must be no  
243 less than 3,750 square feet in area.
- 244 5. *Setbacks.*
- 245 (a) Each new Recreational Vehicle space shall be at least 35 feet wide and clearly defined.
- 246 (b) Each new Recreational Vehicle space and any other improvements shall be set back 30 feet from the  
247 front property line.
- 248 (c) Each new Recreational Vehicle space shall be set back 20 feet from the side property lines, and 25 feet  
249 from the rear property line.
- 250 6. *Refuse collection facilities.*
- 251 (a) Individual, watertight, covered refuse containers shall be provided at each Recreational Vehicle space. A  
252 stand must be provided to keep containers secured and upright or,
- 253 (b) Dumpsters may be used in lieu of individual refuse containers. When dumpsters are utilized, they must  
254 be screened from view.
- 255 7. *Recreation area.* At least ten thousand contiguous square feet (10,000 sqft) shall be set aside for recreational  
256 use. The intent of this requirement is to prevent the developer from setting aside isolated parcels that are  
257 too small to be of use for development purposes.
- 258 8. *Drainage.* The new Recreational Vehicle Park shall be located on a well-drained and properly graded site.  
259 Necessary site drainage improvements as approved by the Craven County Planning Board shall be provided.
- 260 9. *Utilities.*
- 261 (a) All Recreational Vehicles shall be connected to a permanent water supply.
- 262 (b) All Recreational Vehicles shall be connected to a septic or sewer system.
- 263 (c) All Recreational Vehicles shall utilize quick disconnects from utilities.
- 264 (d) Provided, Recreational Vehicles used for Dry Camping within Recreational Vehicle Parks may be  
265 permitted if on-site amenities such as dump stations/pump out stations and bathroom/restroom  
266 facilities are provided to help with tank management, sanitation, and waste disposal.
- 267 10. *Individual water-riser pipes and connections.*
- 268 (a) Individual water and riser pipes shall be provided and located within the confined area of the  
269 Recreational Vehicle site at a point where the connections will approximate a vehicle position.
- 270 (b) Water riser pipes shall extend at least ten inches above ground elevation, and the pipe shall be at least  
271 three-quarter inches in diameter. The water outlet shall be capped at all times when a Recreational  
272 Vehicle does not occupy the lot or when the supply is not in use.
- 273 (c) Adequate provisions shall be made to prevent freezing of service lines, valves, and riser pipes and to  
274 protect risers from heaving and thawing actions during freezing weather. Surface drainage shall be  
275 satisfactorily diverted from the location of the riser pipes. Sewer riser pipes should be at least six  
276 inches above ground level.
- 277 (d) All water and sewer pipes and connections shall meet state plumbing regulations.

- 278 11. North Carolina State Electrical Code. Each new Recreational Vehicle Park shall meet the current state  
279 electrical code.
- 280 12. Service Buildings and administrative facilities. An office must be provided on site and cannot be located in a  
281 Recreational Vehicle.
- 282
- 283 13. *Lighting.* All interior drives and walkways within the Recreational Vehicle Park shall be lighted at night with  
284 electrical lamps providing sufficient lighting at street level throughout the Recreational Vehicle Park to  
285 ensure safety.
- 286 14. *Buffer zones.*
- 287 (a) A buffer strip at least ten feet wide adjacent to each exterior property line shall be densely planted  
288 and maintained, or
- 289 (b) An opaque fence 6' feet in height adjacent to each exterior property line shall be constructed.
- 290 15. *Nonresidential purposes.* No part of any new Recreational Vehicle Park may be used for nonresidential  
291 purposes other than incidental to the Recreational Vehicle Park.
- 292 16. *Site address.* Approved numbers or addresses shall be provided for all buildings or spaces in such a position  
293 as to be plainly visible and legible. All Recreational Vehicle Parks must adhere to the county road naming and  
294 addressing ordinance.
- 295 17. *Compliance with state guidelines for areas of environmental concern.* Prior to approval of any Recreational  
296 Vehicle Park, the Administrator and the local AEC permit officer shall determine if the site, in whole or in  
297 part, is located within or outside any area of environmental concern. This determination shall result from  
298 both an onsite investigation and a review of the official overlay map.
- 299 If the site is, in whole or in part, within any area of environmental concern, the proposed Recreational  
300 Vehicle Park will comply with development standards of the state guidelines for areas of environmental  
301 concern prior to the issuance of a Certificate of Compliance; and a statement to that effect shall be signed by  
302 both the AEC permit officer and Administrator.
- 303 18. No existing Recreational Vehicle Park shall add Recreational Vehicle spaces except where the existing park  
304 and all proposed additions and alterations are in compliance herewith; When a nonconforming operation of a  
305 Recreational Vehicle Park is discontinued or abandoned for six consecutive months, the premises shall not  
306 thereafter be used for a Recreational Vehicle Park except in conformance with the provisions of this Article.

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

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

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

- 326 1. Each Recreational Vehicle Park occupant shall comply with all applicable requirements of this Article and  
327 shall maintain the Recreational Vehicle lot in a clean and sanitary manner.
- 328 2. The Recreational Vehicle Park occupant shall be responsible for proper placement of the Recreational  
329 Vehicle on its stand and of proper installation and operation of all utility connections in accordance with this  
330 Article.

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

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

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

338 \_\_\_\_\_  
339 Date

340 \_\_\_\_\_  
341 Owner

342 Certificate of Approval by the Planning Board

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

345 \_\_\_\_\_  
346 Date

347 \_\_\_\_\_  
348 Chairman, Planning Board

349 Certificate of Approval by the Board of County Commissioners

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

352 \_\_\_\_\_  
353 Date

354 \_\_\_\_\_  
355 Chairman, Board of Commissioners

356 **Section 210. Effective Date and Vesting Provisions**

357 I hereby certify that this is a true and correct copy of the Recreational Vehicle Parks Ordinance as adopted by the  
358 Board of Commissioners of Craven County, North Carolina, on the 20<sup>th</sup> day of January 2026.

359 WITNESS my hand and the official seal of Craven County, this the 20<sup>th</sup> day of January 2026.

360  
361 **DEPARTMENTAL MATTERS: CARTS**  
362 **APPROVAL OF UPDATED DRUG AND ALCOHOL POLICY**  
363

364 Transportation Director, Deanna Trebil, presented for approval the updated Drug and Alcohol  
365 Policy, which meets all criteria set forth by the on-site compliance review process. Mrs. Trebil  
366 informed the Board that a compliance review is conducted every three years of all sub-recipients  
367 of North Carolina Department of Transportation/Integrated Mobility Division (NCDOT/IMD)  
368 funding sources, and on November 18, 2025, individuals from the NCDOT/IMD and their  
369 contractor were on-site to complete a compliance review of CARTS. She provided that CARTS  
370 was instructed to make some changes to the current Drug and Alcohol Policy (DAPM).  
371 Specifically, Appendix B was changed to identify the replacement DAPM, as this was previously  
372 held by the previous CARTS Director. The Assistant Director has completed necessary training  
373 and has the required certification to act as the DAPM temporarily until the new Director receives  
374 training and certification. CARTS also added information regarding third-party administration,  
375 medical review officer (MRO), and two substance abuse professionals (SAP). A copy of the  
376 updated policy was provided to the Board for review. Mrs. Trebil addressed brief questions from  
377 the Board regarding this policy being governed under State/Federal law, which was written by a  
378 different entity than Craven County. A motion was made by Commissioner Mitchell to approve  
379 the updated Drug and Alcohol Policy. The motion was seconded by Commissioner Mason and  
380 carried unanimously.

381  
382 **DEPARTMENTAL MATTERS: SOLID WASTE**  
383

384 *Disaster Debris Removal Contract Renewals*  
385

386 Solid Waste Director, Steven Aster, requested for approval the renewal of the disaster debris  
387 removal contracts with Ceres Environmental Services, Inc. and Phillips and Jordan, now  
388 operating as Phillips Environmental. Mr. Aster informed the Board that as part of its  
389 comprehensive disaster preparedness strategy, Craven County maintains pre-positioned primary  
390 and secondary contracts for disaster debris removal. These contracted services are typically  
391 reimbursable by FEMA during federally declared events. He noted that the Board previously  
392 awarded these contracts to these companies in July 2023 and explained that the contracts were  
393 intentionally structured as 30-month agreements to avoid renegotiation during hurricane season  
394 and ensure continuity of service during peak season. He provided that with the contracts set to

395 expire in January 2026, both Ceres and Phillips Environmental have submitted requests for  
 396 Consumer Price Index (CPI) adjustments and one-year contract renewals. These requests are  
 397 allowable under the terms of the agreement and are capped at a maximum percentage increase  
 398 per line item. Updated pricing was provided for the Board's review. Mr. Aster recommended the  
 399 Board authorize the County Manager to execute a one-year renewal of the Debris Removal  
 400 Contracts, as presented. In doing so, this will ensure the County maintains active, pre-positioned  
 401 debris removal contractors in the event of a natural disaster and remains aligned with  
 402 Cooperative Purchasing Agreements utilized by participating jurisdictions within Craven  
 403 County. Mr. Aster addressed follow-up questions from the Board, which entailed clarification on  
 404 debris removal contracts and monitoring contracts, reasoning for the one-year renewal, and the  
 405 metrics for selecting contractors. A motion was made by Commissioner Mason to approve and  
 406 authorize the County Manager to execute the one-year renewal agreements with disaster debris  
 407 removal contractors Ceres Environmental Services, Inc. and Phillips Environmental. The motion  
 408 was seconded by Commissioner Hunt and carried unanimously.

409

#### 410 *Disaster Debris Monitoring Contract Renewals*

411

412 Mr. Aster also requested for approval the renewal of the disaster debris monitoring contracts  
 413 with Tetra Tech, Inc. and Thompson Consulting Services, LLC. In response to Commissioner  
 414 Mason's inquiry, Mr. Aster highlighted the difference between the two contracts being presented  
 415 at this time – the first contract presented removes the debris, while this contract monitors and  
 416 verifies the debris removal and is responsible for the submission of FEMA reimbursements. Mr.  
 417 Aster informed the Board that as part of its comprehensive disaster preparedness strategy,  
 418 Craven County maintains pre-positioned primary and secondary contracts for disaster debris  
 419 monitoring. He noted that the Board previously awarded these contracts to these respective  
 420 companies in July 2023 and explained that the contracts were intentionally structured as 30-  
 421 month agreements to avoid renegotiation during hurricane season and ensure continuity of  
 422 service during peak season. He provided that with the contracts set to expire in January 2026,  
 423 only Tetra Tech requested the allowable CPI adjustment, per the contract. Mr. Aster  
 424 recommended the Board authorize the County Manager to execute a one-year renewal of the  
 425 Debris Monitoring Contracts, as presented, should the Board move to approve. In doing so, this  
 426 will ensure the County maintains active, pre-positioned debris monitoring contractors in the  
 427 event of a natural disaster and remains aligned with Cooperative Purchasing Agreements utilized  
 428 by participating jurisdictions within Craven County. Mr. Aster and staff addressed  
 429 Commissioner Smith's inquiry regarding what the selection of contractors looks like to pull from  
 430 for monitoring services and how to address cost increases should there be a limited selection. Mr.  
 431 Veit stated that the County would refer to State-contracted vendors contractors which would  
 432 increase selection. A motion was made by Commissioner Mitchell to approve and authorize the  
 433 County Manager to execute the necessary one-year renewal agreements with disaster debris  
 434 monitoring contractors Tetra Tech, Inc. and Thompson Consulting Services, LLC. The motion  
 435 was seconded by Commissioner Hunt and carried unanimously.

436

437

### 437 **DEPARTMENTAL MATTERS: WATER**

438

#### 438 **ADMINISTRATIVE OFFICER I POSITION AND BUDGET AMENDMENT**

439

440 Water Services Director, Chris Mullis, requested for approval a new full-time Administrative  
 441 Officer I position and related budget amendment in the amount of \$33,365. This will cover the  
 442 salary and benefits cost to create the position for the remaining 10 pay periods of the fiscal year  
 443 from the Water Department fund balance to the Water Department operating account. Mr. Mullis  
 444 informed the Board that since 2016, Craven County Water has experienced a 22% growth in  
 445 operator permits, the addition of the water plant, advancements in technology, and an increased  
 446 workload due to construction and the Hwy 70 project. He provided that seven positions have  
 447 been added for increased physical operations; however, administrative, financial, billing and  
 448 supervisory responsibilities associated with that growth have been absorbed by the Customer  
 449 Service Supervisor. He outlined the Customer Service Supervisor responsibilities and  
 450 highlighted that they do not have a dedicated backup. He explained that the new full-time  
 451 Administrative Officer I position is needed to manage the department's customer billing and debt  
 452 collection process and the department's administrative, financial and human resources tasks. The  
 453 addition of this position will establish separation of duties, directly supervise the Customer  
 454 Service Supervisor, enhance continuity of operations by providing a backup for the Customer  
 455 Service Supervisor, and establish a span of control and responsibility for the Customer Service  
 456 Supervisor that more closely aligns with what that position is intended to focus on. He added that

457 the starting salary for this position is \$58,321. Mr. Mullis and staff addressed questions from the  
 458 Board which entailed the new position’s capability to assist with billing issues, clarification of  
 459 the number of new positions being requested, and sufficient revenues to cover the position.  
 460 Chairman Bucher made note that the Water Department has its own fund balance, which is  
 461 where funds are being budgeted to cover the cost. Commissioner Howard commented on the  
 462 importance for focusing on customer service, which the department has been doing a good job.  
 463 Mr. Veit addressed Commissioner Smith’s inquiry regarding the new position having backup,  
 464 and indicated that the Finance Department has been assisting the Water Department with  
 465 providing staff to cover, as needed. A motion was made by Commissioner Mason to approve the  
 466 new full-time Administrative Officer I position and related budget amendment. The motion was  
 467 seconded by Commissioner Hunt and carried in a 6-0 roll call vote.

468  
 469 *Water*

471	REVENUES	AMOUNT	EXPENDITURES	AMOUNT
472				
473	6000000-39901	\$33,365.00	6007010-41002	\$22,432.00
474	Current Year Fund Balance		FT Salary	
475			6007010-41101	\$1,716.00
476			FICA	
477			6007010-41102	\$3,228.00
478			NC Retirement	
479			6007010-41103	\$1,122.00
480			401(k)	
481			6007010-41104	\$77.00
482			Workers Comp	
483			6007010-41106	\$4,435.00
484			Health Insurance	
485			6007010-41107	\$330.00
486			Dental Insurance	
487			6007010-41108	\$10.00
488			Life Insurance	
489			6007010-41109	\$15.00
490			Disability Insurance	
491				
492	TOTAL	\$33,365.00	TOTAL	\$33,365.00

493  
 494 **APPOINTMENTS**

495  
 496 *Pending*

497  
 498 Chairman Bucher reviewed the following pending appointments:

- 499
- 500 • Craven Aging Planning Board (NC Senior Tar Heel Rep; 60+/Client Rep)
- 501 • Craven County Clean Sweep Committee (2 Vacancies)
- 502 • Juvenile Crime Prevention Council (Under 21)
- 503 • Volunteer Agricultural District
- 504

505 *Current*

506  
 507 Craven County Health Board

508  
 509 Commissioner Mitchell nominated Joe Avolis for reappointment (Engineer). There being no  
 510 additional nominations, Mr. Avolis was reappointed by acclamation.

511  
 512 Emergency Medical Services Advisory Council

513  
 514 Commissioner Howard nominated Jedediah Stancil for reappointment (Ft. Barnwell/EMS  
 515 Paramedic). There being no additional nominations, Mr. Stancil was reappointed by acclamation.

516  
 517  
 518

519 *Upcoming*

520

521 Chairman Bucher reviewed the following upcoming appointment(s) to boards and commissions:

522

523 Juvenile Crime Prevention Council

524

- 525 • Marisa Byer (At-Large)

526

527

### COUNTY ATTORNEY'S REPORT

528

529 County Attorney, Arey Grady, informed the Board that there are eight surplus parcels to present  
530 for consideration of approval. Mr. Grady indicated that each parcel is jointly owned by the City  
531 of New Bern and they have given the necessary approvals to move forward in the process.

532

533 *Initial Offer to Purchase Real Property – 824 Lees Avenue (City of New Bern) – Parcel Number*  
534 *8-007-234*

535

536 Mr. Grady informed the Board that the County received an offer in the amount of \$3,000.00 for  
537 this real property, which was acquired jointly with the City of New Bern through a tax foreclosure,  
538 with past due taxes and costs of foreclosure totaling \$6,127.59. He noted the tax value of this  
539 property is \$6,000.00. Copies of the Offer to Purchase, Foreclosure Deed, GIS information, and  
540 proposed resolution approving the offer and authorizing the upset bid process were provided for  
541 the Board's review. Mr. Grady recommended the Board approve the initial offer, and adopt the  
542 following proposed resolution, which will in turn authorize advertisement for upset bids. Once the  
543 upset bid process is concluded, this transaction will be brought back before the Board of  
544 Commissioners for final approval. A motion was made by Commissioner Smith to adopt a  
545 resolution approving initial offer to purchase real property and to authorize the upset bid process  
546 for Parcel Number 8-007-234. The motion was seconded by Commissioner Mitchell and carried  
547 in a 6-0 roll call vote.

548

549

### CRAVEN COUNTY

550

### RESOLUTION ACCEPTING OFFER TO PURCHASE

551

### SUBJECT TO UPSET BIDS

552 WHEREAS, Craven County and the City of New Bern own certain real property identified  
553 as Tax Parcel Number 8-007-234 (hereinafter "the Real Property"), the Real Property having been  
554 acquired by Craven County and the City of New Bern in deed recorded in Book 3850, Page 1062  
555 in the Office of the Register of Deeds of Craven County; and,

556 WHEREAS, Craven County and the City of New Bern have received an Offer to Purchase  
557 the Real Property, a copy of said offer being attached hereto and incorporated herein by  
558 reference; and,

559 WHEREAS, the City of New Bern has previously approved said offer: and,

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

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

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

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

570 ADOPTED THIS 20th DAY OF JANUARY, 2026.

571

572 *Initial Offer to Purchase Real Property – 606 White Street (City of New Bern) – Parcel Number*  
573 *8-006-125*

574

575 Mr. Grady informed the Board that the County has received an offer in the amount of \$2,400.00  
576 for this real property, which was acquired jointly with the City of New Bern through a tax  
577 foreclosure, with past due taxes and costs of foreclosure totaling \$3,047.93. He noted that the tax  
578 value of this property is \$4,800.00. Copies of the Offer to Purchase, Foreclosure Deed, GIS  
579 information, and proposed resolution approving the offer and authorizing the upset bid process  
580 were provided for the Board’s review. Mr. Grady recommended the Board approve the initial offer,  
581 and adopt the following proposed resolution, which will in turn authorize advertisement for upset  
582 bids. Once the upset bid process is concluded, this transaction will be brought back before the  
583 Board of Commissioners for final approval. A motion was made by Commissioner Smith to adopt  
584 a resolution approving initial offer to purchase real property and to authorize the upset bid process  
585 for Parcel Number 8-006-125.

586

587

**CRAVEN COUNTY**

588

**RESOLUTION ACCEPTING OFFER TO PURCHASE**

589

**SUBJECT TO UPSET BIDS**

590 WHEREAS, Craven County and the City of New Bern own certain real property identified  
591 as Tax Parcel Number 8-006-125 (hereinafter “the Real Property”), the Real Property having been  
592 acquired by Craven County and the City of New Bern in deed recorded in Book 3235, Page 696 in  
593 the Office of the Register of Deeds of Craven County; and,

594 WHEREAS, Craven County and the City of New Bern have received an Offer to Purchase  
595 the Real Property, a copy of said offer being attached hereto and incorporated herein by  
596 reference; and,

597 WHEREAS, the City of New Bern has previously approved said offer: and,

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

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

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

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

608 ADOPTED THIS 20<sup>th</sup> DAY OF JANUARY, 2026.

609

610 *Approval of Conveyance after Expiration of Upset Bid Period – 819 Miller Street (City of New*  
611 *Bern) – Parcel Number 8-007-026*

612

613 Mr. Grady informed the Board that the County previously received and approved an offer to  
614 purchase this real property, in the amount of \$3,000.00, subject to the completion of the upset bid  
615 process. The offer was advertised, and no upset bids were received. He noted that the upset bid  
616 period has now expired, and it is recommended to approve the conveyance at the purchase price  
617 of \$3,000.00. He added that the County and the City of New Bern originally acquired this  
618 property through a tax foreclosure, with past due taxes and costs of foreclosure totaling  
619 \$11,323.91. The tax value of this property is \$6,000.00. Copies of the Deed, Lien Waiver,  
620 Foreclosure Deed, GIS information, and proposed resolution approving the conveyance were

621 provided for the Board's review. Mr. Grady recommended the Board authorize this transaction,  
 622 and adopt the following resolution, which in turn will authorize the execution and delivery of the  
 623 necessary documents. A motion was made by Commissioner Mitchell to adopt a resolution  
 624 approving conveyance after expiration of upset bid period for Parcel Number 8-007-026.  
 625

626 **CRAVEN COUNTY**  
 627 **RESOLUTION AUTHORIZING CONVEYANCE**  
 628 **AFTER EXPIRATION OF UPSET BID PERIOD**

629 WHEREAS, Craven County owns certain real property identified as Tax Parcel 8-007-026  
 630 (hereinafter "the Real Property"), the Real Property having been acquired by Craven County in  
 631 deed recorded in Book 3513 Page 472 in the Office of the Register of Deeds of Craven County;  
 632 and,

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

636 WHEREAS, the upset bid period required under North Carolina General Statute §160A-  
 637 269 has expired; and,

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

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

643 Section 1. The last and highest bid of PhuongLien Do and Terrence M. Lubsen in the  
 644 sum of \$3,000.00 for the Real Property is hereby accepted, and the Offer to Purchase previously  
 645 executed by Craven County subject to the provisions of North Carolina General Statute §160A-  
 646 269 is hereby ratified and confirmed in its entirety.

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

652 ADOPTED THIS 20<sup>th</sup> DAY OF January, 2026.  
 653

654 *Approval of Conveyance after Expiration of Upset Bid Period – 804 West Street (City of New*  
 655 *Bern) – Parcel Number 8-007-367*  
 656

657 Mr. Grady informed the Board that the County previously received and approved an offer to  
 658 purchase this real property, in the amount of \$3,825.00, subject to the completion of the upset bid  
 659 process. The offer was advertised, and no upset bids were received. He noted that the upset bid  
 660 period has now expired, and it is recommended to approve the conveyance at the purchase price  
 661 of \$3,825.00. He added that the County and the City of New Bern originally acquired this  
 662 property through a tax foreclosure, with past due taxes and costs of foreclosure totaling  
 663 \$2,765.26. The tax value of this property is \$7,650.00. Copies of the Deed, Lien Waiver,  
 664 Foreclosure Deed, GIS information, and proposed resolution approving the conveyance were  
 665 provided for the Board's review. Mr. Grady recommended the Board authorize this transaction,

666 and adopt the following resolution, which in turn will authorize the execution and delivery of the  
667 necessary documents. A motion was made by Commissioner Hunt to adopt a resolution  
668 approving conveyance after expiration of upset bid period for Parcel Number 8-007-367.  
669

670 **CRAVEN COUNTY**

671 **RESOLUTION AUTHORIZING CONVEYANCE**

672 **AFTER EXPIRATION OF UPSET BID PERIOD**

673 WHEREAS, Craven County owns certain real property identified as Tax Parcel 8-007-367  
674 (hereinafter "the Real Property"), the Real Property having been acquired by Craven County in  
675 deed recorded in Book 3356 Page 314 in the Office of the Register of Deeds of Craven County;  
676 and,

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

680 WHEREAS, the upset bid period required under North Carolina General Statute §160A-  
681 269 has expired; and,

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

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

687 Section 1. The last and highest bid of Hassell LLC in the sum of \$3,825.00 for the Real  
688 Property is hereby accepted, and the Offer to Purchase previously executed by Craven County  
689 subject to the provisions of North Carolina General Statute §160A-269 is hereby ratified and  
690 confirmed in its entirety.

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

696 ADOPTED THIS 20<sup>th</sup> DAY OF January, 2026.  
697

698 *Approval of Conveyance after Expiration of Upset Bid Period – 809 Green Street (City of New*  
699 *Bern) – Parcel Number 8-007-058*

700  
701 Mr. Grady informed the Board that the County previously received and approved an offer to  
702 purchase this real property, in the amount of \$3,000.00, subject to the completion of the upset bid  
703 process. The offer was advertised, and no upset bids were received. He noted that the upset bid  
704 period has now expired, and it is recommended to approve the conveyance at the purchase price  
705 of \$3,000.00. He added that the County and the City of New Bern originally acquired this  
706 property through a tax foreclosure, with past due taxes and costs of foreclosure totaling  
707 \$8,614.15. The tax value of this property is \$6,000.00. Copies of the Deed, Lien Waiver,  
708 Foreclosure Deed, GIS information, and proposed resolution approving the conveyance were  
709 provided for the Board's review. Mr. Grady recommended the Board authorize this transaction,  
710 and adopt the following resolution, which in turn will authorize the execution and delivery of the

711 necessary documents. A motion was made by Commissioner Mitchell to adopt a resolution  
712 approving conveyance after expiration of upset bid period for Parcel Number 8-007-058.

713

714

**CRAVEN COUNTY**

715

**RESOLUTION AUTHORIZING CONVEYANCE**

716

**AFTER EXPIRATION OF UPSET BID PERIOD**

717

718 WHEREAS, Craven County owns certain real property identified as Tax Parcel 8-007-058  
719 (hereinafter "the Real Property"), the Real Property having been acquired by Craven County in  
720 deed recorded in Book 3580 Page 233 in the Office of the Register of Deeds of Craven County;  
721 and,

722

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

725

726 WHEREAS, the upset bid period required under North Carolina General Statute §160A-  
727 269 has expired; and,

727

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

730

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

732

733 Section 1. The last and highest bid of The RL Seven Group, LLC in the sum of  
734 \$3,000.00 for the Real Property is hereby accepted, and the Offer to Purchase previously  
735 executed by Craven County subject to the provisions of North Carolina General Statute §160A-  
736 269 is hereby ratified and confirmed in its entirety.

736

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

741

ADOPTED THIS 20<sup>th</sup> DAY OF January, 2026.

742

743 *Approval of Conveyance after Expiration of Upset Bid Period – 841 Pavie Avenue (City of New*  
744 *Bern) – Parcel Number 8-007-095*

745

746 Mr. Grady informed the Board that the County previously received and approved an offer to  
747 purchase this real property, in the amount of \$5,400.00, subject to the completion of the upset bid  
748 process. The offer was advertised, and no upset bids were received. The upset bid period has  
749 now expired, and it is recommended to approve the conveyance at the purchase price of  
750 \$5,400.00. He added that the County and the City of New Bern originally acquired this property  
751 through a tax foreclosure, with past due taxes and costs of foreclosure totaling \$6,064.65. The  
752 tax value of this property is \$5,400.00. Copies of the Deed, Lien Waiver, Foreclosure Deed, GIS  
753 information, and the following proposed resolution approving the conveyance were provided for  
754 the Board's review. Mr. Grady recommended the Board authorize this transaction, and adopt the  
755 resolution, which in turn will authorize the execution and delivery of the necessary documents. A

756 motion was made by Commissioner Mason to adopt a resolution approving conveyance after  
 757 expiration of upset bid period for Parcel Number 8-007-095. The motion was seconded by  
 758 Commissioner Hunt. Mr. Grady then addressed Commissioner Howard's inquiry regarding if  
 759 notice is given to the individual neighboring property owners should they have interest in  
 760 purchase, and he stated that public notice is only published in the local newspaper, as required. A  
 761 roll call vote was taken and carried 6-0.

762

763

**CRAVEN COUNTY**

764

**RESOLUTION AUTHORIZING CONVEYANCE**

765

**AFTER EXPIRATION OF UPSET BID PERIOD**

766

767

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770

WHEREAS, Craven County owns certain real property identified as Tax Parcel 8-007-095  
 (hereinafter "the Real Property"), the Real Property having been acquired by Craven County in  
 deed recorded in Book 3560 Page 147 in the Office of the Register of Deeds of Craven County;  
 and,

771

772

773

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

774

775

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

776

777

778

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

779

780

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

781

782

783

784

Section 1. The last and highest bid of The Third Property Development & Estate  
 Investment Group, LLC in the sum of \$5,400.00 for the Real Property is hereby accepted, and the  
 Offer to Purchase previously executed by Craven County subject to the provisions of North  
 Carolina General Statute §160A-269 is hereby ratified and confirmed in its entirety.

785

786

787

788

789

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

790

791

792

793

794

ADOPTED THIS 20<sup>th</sup> DAY OF January, 2026

*Approval of Conveyance after Expiration of Upset Bid Period – 841 Bloomfield Street (City of  
 New Bern) – Parcel Number 8-007-124*

795

796

797

798

799

800

Mr. Grady informed the Board that the County previously received and approved an offer to  
 purchase this real property, in the amount of \$6,000.00, subject to the completion of the upset bid  
 process. The offer was advertised, and no upset bids were received. He noted that the upset bid  
 period has now expired, and it was recommended to approve the conveyance at the purchase  
 price of \$6,000.00. He added that the County and the City of New Bern originally acquired this  
 property through a tax foreclosure, with past due taxes and costs of foreclosure totaling

801 \$4,176.40. The tax value of this property is \$6,000.00. Copies of the Deed, Lien Waiver,  
 802 Foreclosure Deed, GIS information, and the following proposed resolution approving the  
 803 conveyance was provided for the Board's review. Mr. Grady recommended the Board authorize  
 804 transaction, and adopt the resolution, which in turn will authorize the execution and delivery of  
 805 the necessary documents. A motion was made by Commissioner Hunt to adopt a resolution  
 806 approving conveyance after expiration of upset bid period for Parcel Number 8-007-124. The  
 807 motion was seconded by Commissioner Mason and carried in a 6-0 roll call vote.  
 808

809 **CRAVEN COUNTY**

810 **RESOLUTION AUTHORIZING CONVEYANCE**

811 **AFTER EXPIRATION OF UPSET BID PERIOD**

812  
 813 WHEREAS, Craven County owns certain real property identified as Tax Parcel 8-007-124  
 814 (hereinafter "the Real Property"), the Real Property having been acquired by Craven County in  
 815 deed recorded in Book 2534 Page 726 in the Office of the Register of Deeds of Craven County;  
 816 and,

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

820 WHEREAS, the upset bid period required under North Carolina General Statute §160A-  
 821 269 has expired; and,

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

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

827 Section 1. The last and highest bid of The Third Property Development & Estate  
 828 Investment Group LLC in the sum of \$6,000.00 for the Real Property is hereby accepted, and the  
 829 Offer to Purchase previously executed by Craven County subject to the provisions of North  
 830 Carolina General Statute §160A-269 is hereby ratified and confirmed in its entirety.

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

836 ADOPTED THIS 20<sup>th</sup> DAY OF January, 2026.  
 837

838 *Approval of Conveyance after Expiration of Upset Bid Period – 827 Bloomfield Street (City of*  
 839 *New Bern) – Parcel Number 8-007-128*  
 840

841 Lastly, Mr. Grady informed the Board that the County previously received and approved an offer  
 842 to purchase this real property, in the amount of \$3,000.00, subject to the completion of the upset  
 843 bid process. The offer was advertised, and no upset bids were received. He noted that the upset  
 844 bid period has now expired, and it is recommended to approve the conveyance at the purchase  
 845 price of \$3,000.00. He added that the County and the City of New Bern originally acquired this

846 property through a tax foreclosure, with past due taxes and costs of foreclosure totaling  
 847 \$2,764.82. The tax value of this property is \$6,000.00. Copies of the Deed, Lien Waiver,  
 848 Foreclosure Deed, GIS information, and the following proposed resolution approving the  
 849 conveyance were provided for the Board's review. Mr. Grady recommended the Board authorize  
 850 this transaction, and adopt the resolution, which in turn will authorize the execution and delivery  
 851 of the necessary documents. A motion was made by Commissioner Mason to adopt a resolution  
 852 approving conveyance after expiration of upset bid period for Parcel Number 8-007-128.  
 853

854 **CRAVEN COUNTY**  
 855 **RESOLUTION AUTHORIZING CONVEYANCE**  
 856 **AFTER EXPIRATION OF UPSET BID PERIOD**  
 857

858 WHEREAS, Craven County owns certain real property identified as Tax Parcel 8-007-128  
 859 (hereinafter "the Real Property"), the Real Property having been acquired by Craven County in  
 860 deed recorded in Book 3518 Page 1956 in the Office of the Register of Deeds of Craven County;  
 861 and,

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

865 WHEREAS, the upset bid period required under North Carolina General Statute §160A-  
 866 269 has expired; and,

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

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

872 Section 1. The last and highest bid of Ronald Manigault in the sum of \$3,000.00 for  
 873 the Real Property is hereby accepted, and the Offer to Purchase previously executed by Craven  
 874 County subject to the provisions of North Carolina General Statute §160A-269 is hereby ratified  
 875 and confirmed in its entirety.

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

881 ADOPTED THIS 20<sup>th</sup> DAY OF January, 2026.  
 882

883 **COUNTY MANAGER'S REPORT**  
 884

885 County Manager, Jack Veit, reported that he has concluded commissioner district tours for now,  
 886 having recently completed one with Commissioner Jones in District 2, and looks forward to the  
 887 next opportunity in the spring. Mr. Veit made citizens aware of the predicted forecast for a  
 888 winter storm for the upcoming weekend and encouraged citizens to prepare now for power  
 889 outages, and hazardous road conditions with essential items, such as oxygen, medications and  
 890 enough food to sustain for three to four days. He continues to work with the Craven County

891 Emergency Management Services team and the State to keep an eye on this development and  
 892 make necessary preparations. Mr. Veit provided the board with an update on the Property Tax  
 893 Study Commission whose purpose is to look at property taxation across the state and possibly  
 894 consider reforms. Mr. Veit reminded the Board that property tax is the largest single source of  
 895 revenue for the County, and we need this revenue to provide mandated and essential services for  
 896 our residents. Staff will continue to monitor the work of the commission and provide the Board  
 897 with updates as they are available. Mr. Veit and the Commissioners discussed how property tax  
 898 bills can be confusing in determining which jurisdiction is causing the property tax increase. Mr.  
 899 Veit welcomed Commissioner Smith back to the meetings.

900

901

### COMMISSIONERS' REPORTS

902

903 *Commissioner Howard* stated that his constituents are very happy about the Havelock Bypass  
 904 opening. There is a noise issue coming from the bypass that residents have made him aware of  
 905 and he is looking into that with staff and NCDOT representatives today. In clarification, he  
 906 stated that he has received good customer service from the Water Department staff and they are  
 907 very professional.

908

909 *Commissioner Mitchell* had nothing to report.

910

911 *Commissioner Smith* stated she is happy to be back attending meetings after having surgery. She  
 912 thanked staff for their concern and assistance during this time with daily calls and offer to help,  
 913 and thanked Assistant to the County Manager, Shane Digan. She added that she has been  
 914 keeping up with what's going on and thanked County Manager, Jack Veit for that. Chairman  
 915 Bucher commented that he is glad she is doing well with recovery and glad to have her back in  
 916 meetings.

917

918 *Commissioner Hunt* announced the Harlowe Volunteer Fire Department Auxiliary is having a  
 919 chili fundraiser this coming Friday from 4:00 to 6:00 PM at the Harlowe Volunteer Fire  
 920 Department and selling their award-winning chili for \$12.00 per quart. The Auxiliary will also be  
 921 hosting a blood drive with American Red Cross on February 14 from 10:00 AM to 3:00 PM at  
 922 the fire station. She expressed her deepest sympathy for the loss of Judy Bird, a lifelong member  
 923 of Havelock who recently passed. She served with her on various boards and committees over  
 924 the years and will deeply miss her. She was an example of someone who serves with dignity and  
 925 grace.

926

927 *Commissioner Mason* had the pleasure of attending the NC Symphony Orchestra presentation  
 928 with 4<sup>th</sup> grade students of Craven County Schools. The symphony did a great job, the students  
 929 had a great time and learned something new. He reported on his recent attendance at a TDA  
 930 Board meeting where they discussed increasing the number and length of stays in Craven  
 931 County.

932

933 *Chairman Bucher* reported that Commissioner Howard and he attended the swearing in of the  
 934 Craven County Schools Superintendent, Michael Cheeseman. He stated it was good to meet him  
 935 and he looks forward to working him in the future. Additionally, he reported that a derelict house  
 936 on Antioch Road that was damaged eight years ago from a hurricane will be torn down by  
 937 Baptists on Mission at no cost to the County and will be a big improvement. Commissioner  
 938 Howard noted that this work can cost approximately \$25,000 to \$30,000.

939

940 Commissioner Smith added that she would like to acknowledge and thank Commissioner Hunt  
 941 for her care and reaching out to her while she was recovering.

942

943 With no further business to discuss, at 9:25 AM a motion was made by Commissioner Mitchell  
 944 to adjourn. The motion was seconded by Commissioner Hunt and carried unanimously.

945

946

947

948 \_\_\_\_\_  
 949 Chairman Dennis K. Bucher  
 Craven County Board of Commissioners

948 \_\_\_\_\_  
 Abigail G. Wilson  
 Clerk to the Board