

**THE BOARD OF COMMISSIONERS OF CRAVEN COUNTY RECONVENED ITS RECESSED SESSION OF MAY 17, 2023 ON TUESDAY, JUNE 5, 2023 AT 2:00 PM IN THE BOARD ROOM AT THE RIVERFRONT CONVENTION CENTER, 203 S FRONT STREET, NEW BERN, NORTH CAROLINA. THE PURPOSE OF THE MEETING WAS TO CONDUCT A BUDGET WORK SESSION.**

**MEMBERS PRESENT:**

Chairman Jason R. Jones  
Vice-Chairman Denny Bucher  
Commissioner Chadwick Howard  
Commissioner Sherry Hunt  
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  
Sarah Williams, Budget Analyst  
Amber Parker, Human Resources Director  
Lauren Wargo, Assistant to the County Manager  
Nan Holton, Clerk to the Board

Chairman Jones led with prayer.

County Manager, Jack Veit, presented Commissioner Bucher with two athletic medals for winning in softball throwing and basketball shooting at the Senior Olympics.

**CRAVEN COUNTY SENIOR SERVICES HOME DELIVERED MEALS PROGRAM PRESENTATION**

DSS Director, Geoffrey Marett, and Senior Services Director, Alissa Andrewsbrown, presented the BOC with the following information:

- What are Home Delivered Meals
- Who We Serve
- Our Program – 8 routes M-F; 5 routes with 5 frozen meals 1 day/week
- Current numbers – currently serve 122 clients and have 53 people on waitlist
- Reviewed routes by number of clients, number on waitlist; length of route; driving time
- Limitations: unpaid volunteers, no mileage reimbursement; vacant routes, current staffing unable to accommodate
- Proposed Needs: part-time Social Worker position; part-time driver position; microwaves; 25 extra meals at a cost of \$42,000
- What We're Doing: raffle off gas cards to drivers; preparing to deliver 1 hot meal with frozen food clients (1 hot, 4 frozen)

Mr. Marett and Ms. Andrewsbrown answered questions about the wait list, hot meals versus frozen meals, the funding sources and requirements, the routes, and the program's growth and trends.

Mr. Marett indicated there are a lot of geographical and volunteer challenges. He commented that this is most likely the only nutritional meal that some of these folks receive and they are just one or two steps away from needing to be placed in some type of home.

Commissioner Mitchell motioned to approve their request for a part-time Social Worker and a part-time driver position for a year, three microwaves, and 25 extra meals at a cost of \$42,001; plus an additional 30 meals at a cost of \$9,750 for a total of \$51,750. Her motion was seconded by Commissioner Smith and approved 4-3 in a roll call vote. (Nays: Howard, Mark, Bucher)

It was determined that Mr. Marett and Ms. Andrews-brown would bring back data at a fall work session about recruiting and paying drivers, staff requirements to manage more volunteers and how to pay/reimburse for fuel.

### **FY23-24 BUDGET REVIEW**

Mr. Veit reviewed the list of changes, edits, and modifications made during the budget work sessions to highlight where the FY 23-24 Budget stands prior to the public hearing to be held later this evening.

Allocations made to the following organizations were highlighted under Special Appropriations:

- Coastal Women's Shelter
- Senior Companion – Coastal Community Action
- Craven County Disaster Recovery Alliance
- Religious Community Services
- Vanceboro Christian Help Center
- New Bern Preservation Foundation
- Baptist on Mission
- Boys and Girls Club
- Tried by Fire – My Sister's House
- Harlowe Community Center

Finance Director, Craig Warren, presented the addition of three items that were noted as software glitches and oversight, as follows:

- Administration – add back travel allowance missing from recommended budget
- Human Resources – add back travel allowance missing from recommended budget
- Human Resources – add back funds needed for new training/development position

Mr. Veit continued the review of changes made during work sessions regarding Non-Departmental Pass-Throughs, a correction to the travel line for the Sheriff's Office, the addition of funds to Clean Sweep for advertising/anti-littering campaign, and new furniture for Recovery Support Services.

He indicated the need to bring back budget amendments in July for RU252 and the C1A to comply with NC General Statutes requiring recusals, along with the following:

- Hwy. 70
- ACT
- Hope Mission general
- Hope Mission opioid
- Water meter project

Mr. Veit stated to balance the budget at revenue neutral, the Commissioners had voted to reduce transfer to capital reserve to offset fund balance appropriation. The adopted fund balance appropriation for the FY23-24 budget will be \$160,096.

Mr. Veit reviewed the "be back list" of items the Commissioners identified during budget work sessions needing more information.

- Formal fund balance policy
- Clean Sweep campaign
- Meet with Board of Education about usage of school gyms for recreation
- Look for property along Hwy 17 corridor for new library facility
- Look for property for future solid waste sites
- Identify property in Harlowe for small community park

All the Commissioners had the opportunity to bring anything new before the Board.

Commissioner Jones presented a request received from Dover Alderman, Danny Moore, to assist in funding some of their recreation needs.

The request is for \$1,752 for two new outdoor basketball goals, plus \$500 for installation; \$1,000 for updating the baseball fields and \$1,000 for a Dover Day's Celebration. Commissioner Jones indicated he would like to assist them with their recreational needs for a total of \$5,004 and exclude funding for the Dover Days, as that is not something the County typically funds.

Commissioner Mark approved funding the Town of Dover's request for \$5,004 for new basketball goals and updating the baseball fields. His motion was seconded by Commissioner Mitchell and approved in a 7-0 roll call vote.

Commissioner Jones indicated the need to enter into a Closed Session to discuss the salaries of the County Manager, the Register of Deeds and the Sheriff.

**CLOSED SESSION**

At 3:25 pm Commissioner Hunt made the motion to enter into Closed Session pursuant to NCGS 143.318-11(a)(6) to discuss personnel matters. Her motion was seconded by Commissioner Mark and approved unanimously.

The Board returned to Open Session at 4:33 pm.

Commissioner Jones reported that actions were taken in Closed Session.

Mr. Veit informed the Board of two unique requests related to adopting road naming resolutions. The first location is the small bridge on Hwy. 55 East that divides Craven and Pamlico counties with a request from the Highway Patrol to name it after one of their fallen. The second location is a section of the 43-connector from Hwy. 70 to Hwy 55 near Washington Post Road from local civic groups requesting to name it after Marvin Raines. Mr. Veit explained that the DOT requires a resolution from the County, which is why it has come before the Board.

Discussion ensued about creating a policy to address such requests to ensure consistency by outlining a narrow set of criteria. It was the consensus of the Board to have staff and the County Attorney to draft a policy and bring back to them.

At 4:56 pm Commissioner Mitchell motioned to adjourn the meeting. Her motion was seconded by Commissioner Smith 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