

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MONDAY JUNE 15, 2020  
8:30 A.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

ADOPTION OF THE FY 2020-2021 BUDGET ORDINANCE: Jack Veit, County Manager; Craig Warren, Finance Director;

1. CONSENT AGENDA
  - A. Minutes of June 1, 2020 Regular Session and May 22, 2020, May 28, 2020 and June 3, 2020 Reconvened Sessions
  - B. Tax Releases and Refund
  - C. EMS Budget Amendment
  - D. Schools Budget Amendment
  
2. COMMUNITY CHILD PROTECTION TEAM/COMMUNITY FATALITY PREVENTION TEAM PRESENTATION: Sandra Kutkuhn, Chair

**DEPARTMENTAL MATTERS**

3. SHERIFF: Tony Lee, Administrative Captain; Sheriff Chip Hughes
  - A. State Criminal Alien Assistance Program (SCAAP) Grant – Budget Amendment
  - B. Fuel – Budget Amendment
  - C. Additional Revenue to offset Increased Expenses and Salary Shortages- Budget Amendment
  
4. SOCIAL SERVICES: Geoffrey Marett, Social Services Director
  - A. HCCBG/Senior Center Operations Fund – Budget Amendment
  - B. Additional Foster Care IV-B and IV-E Funds – Budget Amendment
  - C. Medicaid Transportation Additional Funds – Budget Amendment
  
5. CARTS: Kelly Walker, Transportation Director
  - A. Authorization to Apply for 5307 CARES Act Funding
  - B. Additional EDTAP Funding Request – Budget Amendment

6. SOLID WASTE – REFUSE STICKER TURN IN - BUDGET AMENDMENT:  
Steven Aster, Solid Waste Director
7. HUMAN RESOURCES – AMEND PERSONNEL RESOLUTION: Amber Parker,  
Human Resources Director
8. CLOSED SESSION
9. PLANNING: Patrick Baker, Natural Resources Conservationist II; Don  
Baumgardner, Planning Director
  - A. Hurricane Matthew Round 3 Stream Debris Removal Awards
  - B. Subdivision for Approval – Alston W. Daniels (Final)
  - C. Apple Pie Solar Energy Facility
  - D. State Camp Road Communications Tower (Site Number US-NC-5084)
10. FINANCE: Craig Warren, Finance Director
  - A. Health Benefits - Budget Amendment
  - B. Register of Deeds - Budget Amendment
  - C. Sales Tax Transfers to Debt Service Fund – Budget Amendment
11. APPOINTMENTS
12. COUNTY ATTORNEY’S REPORT: Arey Grady
13. COUNTY MANAGER’S REPORT: Jack Veit
14. 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, JUNE 15, 2020. THE MEETING CONVENED AT 8:30 A.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:

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

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

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

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

*In Jesus' name we pray, amen.*

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

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

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

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

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

**BUDGET ORDINANCE**

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

**Section I: General Fund**

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

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

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

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

Recreation	1,148,811
Convention Center	1,130,575
Libraries	1,457,677
Craven County Schools	24,124,958
Craven Community College	4,302,300
Transfers to Other Funds	<u>4,303,456</u>
<b>Total</b>	<b><u>\$115,426,366</u></b>

**Section II: Seized Property Fund**

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

Intergovernmental	<u>\$15,000</u>
<b>Total</b>	<b><u>\$15,000</u></b>

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

Public Safety Expenditures	<u>\$15,000</u>
<b>Total</b>	<b><u>\$15,000</u></b>

**Section III: West of New Bern Two Fire District Fund**

A. It is estimated that the following revenues will be available in the West of New Bern II Fire District Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Ad Valorem Taxes	\$198,640
Sales Taxes	<u>69,111</u>
<b>Total</b>	<b><u>\$267,751</u></b>

B. The following amounts are hereby appropriated in the West of New Bern II Fire District Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Workers Compensation	\$3,200
Insurance	1,306
Capital Reserve	11,160
Payment to District	209,268
Payment to West of New Bern Fire District	<u>43,092</u>
<b>Total</b>	<b><u>\$267,751</u></b>

**Section IV: Township No. One Fire District Fund**

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

Ad Valorem Taxes	\$197,706
Sales Taxes	<u>69,707</u>
<b>Total</b>	<b><u>\$267,413</u></b>

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

Workers Compensation	\$4,571
Insurance	1,049
Capital Reserve	16,577
Payment to District	230,593
Payment to Little Swift Creek Fire District	<u>14,623</u>
<b>Total</b>	<b><u>\$267,413</u></b>

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

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

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

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

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

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

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

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

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

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

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

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

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

B. The following amounts are hereby appropriated in the Township No. 3 Fire District Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

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

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

A. It is estimated that the following revenues will be available in the Township No. 5 Fire District Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

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

B. The following amounts are hereby appropriated in the Township No. 5 Fire District Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

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

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

A. It is estimated that the following revenues will be available in the Township No. 6 Fire District Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Ad Valorem Taxes	\$206,089
Sales Taxes	73,395
Appropriated Fund Balance	13,141

<b>Total</b>	<b><u>\$292,625</u></b>
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B. The following amounts are hereby appropriated in the Township No. 6 Fire District Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

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

**Section X: Township No. Seven Fire District Fund**

A. It is estimated that the following revenues will be available in the Township No. 7 Fire District Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Ad Valorem Taxes	\$355,069
Sales Taxes	<u>127,484</u>
<b>Total</b>	<b><u>\$482,553</u></b>

B. The following amounts are hereby appropriated in the Township No. 7 Fire District Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Workers Compensation	\$10,920
Insurance	1,391
Payment to District	<u>470,242</u>
<b>Total</b>	<b><u>\$482,553</u></b>

**Section XI: West of New Bern Fire District Fund**

A. It is estimated that the following revenues will be available in the West of New Bern Fire District Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Ad Valorem Taxes	\$285,431
Sales Taxes	101,812
Charges for Services-West of New Bern II Fire District	43,092
Appropriated Fund Balance	<u>15,000</u>
<b>Total</b>	<b><u>\$445,335</u></b>

B. The following amounts are hereby appropriated in the West of New Bern Fire District Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Workers Compensation	\$4,017
Insurance	1,049
Payment to District	397,177
Payment to District for West of New Bern II	<u>43,092</u>
<b>Total</b>	<b><u>\$445,335</u></b>

**Section XII: Township No. Nine Fire District Fund**

A. It is estimated that the following revenues will be available in the Township No. 9 Fire District Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Ad Valorem Taxes	\$177,823
Sales Taxes	63,399
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<b>Total</b>	<b><u><u>\$241,222</u></u></b>

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

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

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

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

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

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

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

**Section XIV: Emergency Telephone System Fund**

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

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

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

E-911 Operating Expenses	<u>\$177,442</u>
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<b>Total</b>	<b>\$177,442</b>
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**Section XV: Occupancy Tax Trust Fund**

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

Other Taxes-Occupancy Tax	\$1,647,050
Miscellaneous	5,000
<b>Total</b>	<b>\$1,652,050</b>

B. The following amounts are hereby appropriated in the Occupancy Tax Trust Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Operating Expenses	\$50
City of Havelock	97,000
Tourism Development Authority	620,000
Transfer to General Fund	935,000
<b>Total</b>	<b>\$1,652,050</b>

**Section XVI: School Debt Service Fund**

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

Transfer from General Fund – Restricted Sales Taxes	\$4,239,783
<b>Total</b>	<b>\$4,239,783</b>

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

Debt Service Expenses	\$4,239,783
<b>Total</b>	<b>\$4,239,783</b>

**Section XVII: Capital Reserve Fund**

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

Appropriated Fund Balance	\$2,702,310
<b>Total</b>	<b>\$2,702,310</b>

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

Transfer to General Fund	\$2,702,310
<b>Total</b>	<b>\$2,702,310</b>

**Section XVIII: School Capital Fund**

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

County Capital Appropriation	310,000
<b>Total</b>	<b><u>\$310,000</u></b>

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

<u>Schools-Capital Outlay – Category I Projects over \$100,000</u>	
1. Havelock High School (gym floor replacement)	\$160,000
2. New Bern High School (corridor fire door replacements)	<u>150,000</u>
<b>Total</b>	<b><u>\$310,000</u></b>

**Section XIX: Water Fund**

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

Charges for Services	\$3,893,500
Interest	100,000
Miscellaneous	<u>131,800</u>
<b>Total</b>	<b><u>\$4,125,300</u></b>

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

Operations	\$3,316,350
Debt Service	<u>808,950</u>
<b>Total</b>	<b><u>\$4,125,300</u></b>

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

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

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

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

Debt Service	<u>\$92,971</u>
<b>Total</b>	<b><u>\$92,971</u></b>

**Section XXI: Self-Insurance Fund**

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

Charges for Services	\$6,530,500
Transfer from General Fund	50,000
<b>Total</b>	<b><u>\$6,580,500</u></b>

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

Health and Dental Benefits	\$6,030,000
Workers Compensation	500,500
Auto Physical Damage	50,000
<b>Total</b>	<b><u>\$6,580,500</u></b>

**Section XXII: Levy of Taxes**

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

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

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

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

**Section XXIV: Budget Administration**

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

- a. The Budget Officer is authorized to make line item transfers within each department.
- b. The Budget Officer is authorized to transfer between departments within the same fund amounts not to exceed \$20,000.
- c. The Budget Officer is authorized to loan dollars between funds for the purpose of maintaining a constant cash flow, provided that such funds are repaid in the scope of this fiscal year.

- d. The Budget Officer is authorized to freeze any new/vacant positions until such time as the necessity and imperativeness can be ascertained and assuredness of available fiscal funding can be better determined.
- e. The Budget Officer is further authorized to decide the time any capital improvements or capital outlay items in the budget may be processed.

**Section XXV: Copies of the Ordinance**

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

This Ordinance is hereby adopted this 15th day of June, 2020.

**CONSENT AGENDA**

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

*Credits*

<b>TAXPAYER NAME</b>	<b>TICKET#</b>	<b>AMOUNT</b>
CUMBO FUNERAL HOME DID NOT OWN JANUARY 1	2010-12180	\$988.73
CUMBO FUNERAL HOME DID NOT OWN JANUARY 1	2011-90439	\$940.85
CUMBO FUNERAL HOME DID NOT OWN JANUARY 1	2012-90591	\$890.46
FERGUSON, BENJAMIN JAMES DID NOT OWN JANUARY 1	2019-212188	\$9.92
HERNANDEZ, ANTONIO RECYCLE FEE CORRECTION	2010-23983	\$54.98
HUDSON, PATSY M DID NOT OWN JANUARY 1	2019-211915	\$106.10
MACKAY, NORMAN DOUBLE BILLED	2019-212692	\$229.22
MACKAY, NORMAN DOUBLE BILLED	2019-400163	\$297.46
MACKAY, NORMAN DOUBLE BILLED	2019-400166	\$260.84
MORAN, ROSARIO INCORRECT OWNER/REBILL	2019-201423	\$424.90
NAZARIO, MICHELLE NOT TAXABLE TO CRAVEN COUNTY	2019-206755	\$97.32

RG061520

APPROVED

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NOVAK, DAVID DID NOT OWN JANUARY 1	2017-91286	\$65.19
NOVAK, DAVID DID NOT OWN JANUARY 1	2018-43950	\$53.66
NOVAK, DAVID DID NOT OWN JANUARY 1	2019-209996	\$48.71
ORDIWAY, HEATHER MARIE DOUBLE BILLED	2019-207399	\$134.93
RCHAM, PYO DID NOT OWN JANUARY 1	2019-204158	\$132.28
RCHAM, PYO DID NOT OWN JANUARY 1	2018-48300	\$55.31
RICHARDS, JANE HRS DID NOT OWN JANUARY 1	2010-43358	\$279.80
RICHARDS, JANE HRS DID NOT OWN JANUARY 1	2011-48211	\$266.70
RICHARDS, JANE HRS DID NOT OWN JANUARY 1	2012-48139	\$253.07
RICHARDS, JANE HRS DID NOT OWN JANUARY 1	2013-46193	\$230.59
RICHARDS, JANE HRS DID NOT OWN JANUARY 1	2014-47258	\$217.63
RICHARDS, JANE HRS DID NOT OWN JANUARY 1	2015-48424	\$204.67
RICHARDS, JANE HRS DID NOT OWN JANUARY 1	2016-48755	\$196.47
RICHARDS, JANE HRS DID NOT OWN JANUARY 1	2017-48948	\$183.15
RICHARDS, JANE HRS DID NOT OWN JANUARY 1	2018-48940	\$169.83
ROBERSON, KENNETH DOUBLE BILLED	2016-91437	\$313.27
ROBERSON, KENNETH DOUBLE BILLED	2017-49622	\$286.94
ROBERSON, KENNETH DOUBLE BILLED	2018-49617	\$261.47
ROBERSON, KENNETH DOUBLE BILLED	2019-209021	\$265.49
WELLS, MATTHEW RYAN DID NOT OWN JANUARY 1	2019-208372	\$83.96
WILLIS, JOSEPH SHANE DID NOT OWN JANUARY 1	2019-208984	\$54.85

32 – CREDIT MEMO (S) \$8,058.75

**Refund**

RCHAM, PYO 2018-48300 \$60.50  
 DID NOT OWN JANUARY 1

1 – REFUND \$60.50

**Fire Departments**

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
2010000-39901	\$ 18.00	2010000-39901	\$ 18.00
Fund Balance		Vanceboro Gen Ins	
2030000-39901	\$ 148.00	2034340-44600	\$ 148.00
Fund Balance		Little Swift Creek Gen Ins	
2060000-39901	\$ 723.00	2064340-44600	\$ 723.00
Fund Balance		Twp No 6 Gen Ins	
2080000-39901	\$ 18.00	2084340-44600	\$ 18.00
Fund Balance		West New Bern Gen Ins	
2090000-39901	\$ 268.00	2094340-44600	\$ 268.00
Fund Balance		Twp No 9 Gen Ins	
<b>TOTAL</b>	<b>\$1,175.00</b>	<b>TOTAL</b>	<b>\$1,175.00</b>

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

**Craven County Schools**

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
3050000-29999	\$2,281.00	3056110-48011	\$2,281.00
Current Year Fund Balance		Debt Service – Interest	
<b>TOTAL</b>	<b>\$2,281.00</b>	<b>TOTAL</b>	<b>\$2,281.00</b>

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

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

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

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

- Status and statistics
- Reports of abuse and neglect
- Newborns testing positive for drugs
- In-home cases
- Foster care statistics
- Resources provided
- Child fatalities
- Achievements and recommendations moving forward

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

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

**DEPARTMENTAL MATTERS: SHERIFF**

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

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

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

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

*Sheriff Department*

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
1014316-33201 SCAAP Grant	\$4,801.00	1014316-43240 Supplies – Other	\$4,801.00
<b>TOTAL</b>	<b>\$4,801.00</b>	<b>TOTAL</b>	<b>\$4,801.00</b>

*Fuel – Budget Amendment*

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

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

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

*Sheriff’s Office*

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
1010000-39901 Current FY Balance	\$25,000.00	1014310-43101 Vehicle Expense – Fuel and Other	\$25,000.00
<b>TOTAL</b>	<b>\$25,000.00</b>	<b>TOTAL</b>	<b>\$25,000.00</b>

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

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

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

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

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

*Sheriff’s Office (2001)/Jail (2008)*

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
1014316-34440	\$ 78,000.00	1014316-43226	\$ 78,000.00
SVC Fees – Inmate Welfare		Supplies – Inmate Welfare	
1014316-34929	\$108,850.00	1014316-44004	\$ 90,705.00
Intrgov Fees – Outside Counties		Food Service	
		1014310-41004	\$ 8,000.00
		Part-time Salaries	
		1014314-41002	\$ 8,842.00
		Full-time Salaries	
		10144314-41101	\$ 248.00
		FICA	
		1014314-41102	\$ 583.00
		NC Retirement	
		1014314-41104	\$ 172.00
		Workers Comp	
		1014314-41105	\$ 300.00
		401K LEO	
<b>TOTAL</b>	<b>\$186,850.00</b>	<b>TOTAL</b>	<b>\$186,850.00</b>

**DEPARTMENTAL MATTERS: SOCIAL SERVICES**

*HCCBG/Senior Center Operations Fund*

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

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

***DSS/Senior Meals Program***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
10152173-33107 Fund Balance	\$4,546.00	1015217-43240 Other Supplies	\$5,051.00
1010000-39901 Fund Balance	\$ 505.00		
<b>TOTAL</b>	<b>\$5,051.00</b>	<b>TOTAL</b>	<b>\$5,051.00</b>

*Additional Foster Care IV-B and IV-E Funds*

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

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

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

***DSS 1015213***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
1015213-33423 1010000-39901	\$22,500.00 \$22,500.00	1015213-43921	\$45,000.00
1015213-33422 Foster Care IV-E 1010000-39901 Fund Balance	\$16,600.00  \$ 3,400.00	1015213-43928 Foster Care IV-E	\$20,000.00
<b>TOTAL</b>	<b>\$65,000.00</b>	<b>TOTAL</b>	<b>\$65,000.00</b>

*Medicaid Transportation Additional Funds – Budget Amendment*

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

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

***DSS 1015213***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
1015213-33434 Medicaid Trans Ser Admin	\$20,000.00	1015213-43920 Medicaid Transportation	\$20,000.00
<b>TOTAL</b>	<b>\$20,000.00</b>	<b>TOTAL</b>	<b>\$20,000.00</b>

**DEPARTMENTAL MATTERS: CARTS**

*Authorization to Submit 5307 CARES Act Funding*

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

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

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

**Amount of 5307 CARES Act Funding:**

	100% reimbursement CARES Act	
March-June 2020 Operating Assistance	\$60,000	
March - June 2020 Preventive Maintenance	\$20,000	
<b>Total Amount for this section</b>	<b>\$80,000</b>	
<b>Remaining CARES Act funding:</b>		<b>\$1,780,043</b>
FY2020-2021		
Fixed Route Expenses (includes replacement calculation)	\$220,000	
Other expenses (overhead, fuel, etc.)	\$60,000	
Bus stop signs, poles, installation	\$15,000	
Sneeze shields fro drivers	\$5,000	
Lift guards	\$20,000	
Fixed Route Re-branding costs	\$15,000	
Enhanced employee training	\$1,500	
Replacement Admin vehicle (equivalent to Ford Escape)	\$8,500	
<b>Total Amount for this section</b>	<b>\$345,000</b>	
<b>Remaining CARES Act funding:</b>		<b>\$1,435,043</b>
FY2021-2022		
Fixed Route Expenses (includes replacement calculation)	\$220,000	
Other expenses (overhead, fuel, etc.)	\$60,000	
Radio equipment replacement; talk with VIPER if needed; \$3500 per	\$45,000	
Scheduling Software replacement including bells and whistles	\$35,000	
Fare collection innovations	\$20,000	
Sneeze shields behind seats for passengers	\$20,000	
Replacement vehicle from 5339 inventory	\$80,000	
Special Training Aids (wheelchair etc)	\$5,000	
General safety updates (first aid kits, masks, etc.)	\$5,000	
Enhanced CTTA training or TSI training towards certification	\$7,000	

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

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

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

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

*Additional EDTAP Funding Request – Budget Amendment*

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

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

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

**CARTS**

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1014514-33308 EHTAP Grant	\$15,276.00	1014514-43925 County System Transportation	\$15,276.00
TOTAL	\$15,276.00	TOTAL	\$15,276.00

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

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

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

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

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

**Solid Waste**

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1010000-39901 Current Year Fund Balance	\$72,500.00	1014720-44060 Refuse Sticker Turn in	\$72,500.00
TOTAL	\$72,500.00	TOTAL	\$72,500.00

**DEPARTMENTAL MATTERS: HUMAN RESOURCES**

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

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

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

**Proposed Policy Language**

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

30 years of service	\$695.00 per month
29 years of service	\$660.00 per month
28 years of service	\$626.00 per month

27 years of service	\$591.00 per month
26 years of service	\$556.00 per month
25 years of service	\$521.00 per month
24 years of service	\$487.00 per month
23 years of service	\$452.00 per month
22 years of service	\$417.00 per month
21 years of service	\$382.00 per month
20 years of service	\$348.00 per month

Ms. Parker presented the following amendments to *Article VIII. Leave of Absence, Section 32. Law Enforcement - Kelly Leave Time*

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

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

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

### **Proposed Policy Language**

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

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

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

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

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

**Proposed Policy Language**

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

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

**CLOSED SESSION**

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

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

No action was taken in Closed Session.

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

**DEPARTMENTAL MATTERS: FINANCE**

*Health Benefits – Budget Amendment*

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

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

*Health Benefits*

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

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

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

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

*Register of Deeds*

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
1014190-31403 Excise Tax	\$70,000.00	1014190-44502 State Fees	\$70,000.00
1014190-34400 Register of Deeds Fees	\$ 2,000.00	1014190-44502 Register of Deeds Pension	\$ 2,000.00
<b>TOTAL</b>	<b>\$72,000.00</b>	<b>TOTAL</b>	<b>\$72,000.00</b>

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

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

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

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

*Schools*

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
1010000-31302 Art. 40 ½ cent sales tax sch	\$ 30,000.00	1016110-49801 Transfer school D/S fund	\$250,000.00
1010000-31304 Art. 42 ½ cent sales tax sch	\$220,000.00		
<b>TOTAL</b>	<b>\$250,000.00</b>	<b>TOTAL</b>	<b>\$250,000.00</b>

**DEPARTMENTAL MATTERS: PLANNING**

*Hurricane Matthew Storm Debris*

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

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

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

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

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

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

*Apple Pie Solar Energy Facility*

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

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

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

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

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

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

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

**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

- Havelock Planning Board (ETJ)

#### *Current Appointments*

##### *Craven County Tourism Development Authority*

The Board was apprised of the expiring term of Paresh Pankhavala on the Craven County Tourism Development Authority. Chairman Mark requested to table this appointment.

##### *Craven Community College Board of Trustees*

Commissioner Jones stated that for many years in the past the Board had a Commissioner sitting on the Craven Community College Board of Trustees and over time that has not occurred. Commissioner Jones nominated E. T. Mitchell for appointment. His motion was seconded by Commissioner Liner and approved by acclamation.

##### *Fire Tax Commission*

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

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

##### *Nursing Home Advisory Committee*

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

##### *Craven County ABC Board*

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

##### *Eastern Carolina Regional Housing Authority*

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

##### *Upcoming Appointments – Terms Expiring July 2020*

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

- Recreation Advisory Committee
- Havelock Board of Adjustment
- Craven Community Child Protection Team
- Juvenile Crime Prevention Council
- Fire Tax Commissioners

### **COMMISSIONERS' REPORTS**

*Commissioner Bucher* had nothing to report.

*Commissioner Liner* had nothing to report.

*Commissioner McCabe* had nothing to report.

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

*Commissioner Jones* had nothing to report.

*Chairman Mark* expressed thanks to each Commissioner for the time spent working on the budget. He praised the County Manager, Assistant County Manager and Finance Director for their diligence in trimming the budget down, as the County has faced so many difficult hardships.

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

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Chairman Thomas F. Mark  
Craven County Board of Commissioners

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Nan Holton