

**AGENDA**  
**CRAVEN COUNTY BOARD OF COMMISSIONERS**  
**REGULAR SESSION**  
**TUESDAY, SEPTEMBER 8, 2020**  
**7:00 P.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

1. PUBLIC HEARING – CARTS – TITLE VI PROGRAM PLAN
2. PETITION OF THE CITIZENS
3. CONSENT AGENDA
  - A. Minutes of August 17, 2020 Regular Session
  - B. Tax Releases and Refunds
  - C. Health Department Contract with i2i Population Health
4. CONGRESSMAN MURPHY'S OFFICE UPDATE: Lauren Wandzel, District Staff

**DEPARTMENTAL MATTERS**

5. CARTS: Kelly Walker, CARTS Director
  - A. CARTS Title VI Program Plan Adoption
  - B. 5311 CARES Act Budget Amendment
  - C. 5307 CARES Act Budget Amendment
6. SHERIFF: Tony Lee, Administrative Captain
  - A. Budget Amendment – Telephone Fees/Expenses
  - B. Budget Amendment – \$5,000 Donation
  - C. Budget Amendment – Vehicle Up-fitting/Radios
7. TAX – UPDATE OF PLANS TO RESTART TAX BILLING & COLLECTION ACTIVITIES: Ronnie Antry, Tax Administrator
8. PLANNING - CONTRACT AWARD RECOMMENDATIONS – CDBG-NR PROGRAM: Chip Barlett, Holland Consulting Planners, Inc.
9. CRAVEN COUNTY SCHOOLS – LEASE FOR TECHNOLOGY EQUIPMENT: Stacy Lee, Chief Officer of Systems and Operation

10. WATER: Gene Hodges, Assistant County Manager, Al Gerard, Water Superintendent, and Craig Warren, Finance Director
  - A. Approval of Lawson Creek Booster Pump Station Interim By-Pass
  - B. Annual Write-Off of Water Receivables
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 TUESDAY, SEPTEMBER 8, 2020. THE MEETING CONVENED AT 7:00 P.M.**

**MEMBERS PRESENT:**

Chairman Thomas F. Mark  
 Vice Chairman Jason R. Jones  
 Commissioner Denny Bucher  
 Commissioner 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:

*God of us all, we thank You for giving us another day.*

*Bless these Commissioners gathered here for extraordinary work in extraordinary times.*

*Inspire them with wisdom as they hope to address the needs of our County in such a difficult period of our shared history.*

*Continue to bless those who labor to attend to the sick among our citizens, and those also who strive to find effective treatments and vaccines. Keep us all safe, in Your divine mercy.*

*May all that is done this day be for Your greater honor and glory. Amen.*

*Based upon the invocation given by Reverend Patrick J. Conroy, S.J. the August 22, 2020 session of the US House of Representatives*

Commissioner Liner motioned to approve the agenda, as presented, seconded by Commissioner Mitchell and approved unanimously.

**PUBLIC HEARING – CARTS – TITLE VI PROGRAM PLAN**

CARTS Director, Kelly Walker, stated the purpose of the Public Hearing is to receive comments prior to consideration of approval of the CARTS Title VI Program Plan.

At 7:03 p.m. Commissioner Liner motioned to go into public hearing, as advertised, seconded by Commissioner Sampson and approved unanimously.

There were no citizens from the public present to speak.

At 7:03 p.m., Commissioner Liner motioned to return to open session, seconded by Commissioner McCabe and approved unanimously.

**PETITIONS OF CITIZENS**

The following citizens addressed the Board:

1. *Kelly Muse, 612 Madam Moores Lane – Craven County School issues*
2. *Senator Norm Sanderson, 269 Bennett Road, Arapahoe – broadband service*
3. *Kathryn Smith, 675 Smith Farm Road, Havelock – Adam’s Creek area broadband issue*
4. *Stacy Engel, 201 Golden Creek Road, Havelock – Adam’s Creek area broadband issue*
5. *Maria Clark, 3250 Adams Creek Road, Havelock – Adam’s Creek area broadband issue*
6. *Ray Griffin, 1981 Streets Ferry Road, Vanceboro – voting*
7. *Michelle Pitman, 201 Lige Piner Road, Smyrna – lack of broadband service*
8. *Guy Mawiaci, 526 Joyner Drive, Havelock -lack of broadband service*
9. *Merri Jo Gamble, 125 Waterway Drive, Havelock – lack of broadband service*
10. *Terry Atherton, 600 Joyner Drive, Havelock – lack of broadband service*
11. *June Bryan, 225 Golden Creek Road, Havelock – lack of broadband service*
12. *Rusty Bryan, 255 Golden Creek Road, Havelock – lack of broadband service*
13. *Lynda Brovaugh, 524 Joyner Drive, Havelock – lack of broadband service*
14. *Jacob Joplin, 3508 Country Club Road, Morehead City – Carteret Craven Electric Cooperative seeks to support the community in Adam’s Creek regarding broadband service*

Several of the Commissioners requested that the County Manager contact this group and provide more information about what has been discussed and what is being pursued to advocate for broadband service in these remote areas.

County Manager, Jack Veit, stated he was pleased that Mr. Joplin came to the meeting and presented an option to utilize their infrastructure. He reported on meetings held with East Carolina Broadband to discuss this issue. Mr. Veit highlighted the complication is not having infrastructure in these remote areas, so the Carteret Craven Electric Cooperative would be an excellent partner.

He emphasized that applications for state funding for underserved communities are due October 14, 2020. Mr. Veit stated that Craven County is prohibited from providing internet service, but can be an advocate for these other organizations.

At 7:55 p.m., Commissioner McCabe left the room.

**CONSENT AGENDA**

Commissioner Mitchell motioned to approve the consent agenda, inclusive of the Minutes of August 17, 2020 Regular Session, Tax Releases and Refunds and Health Department Contract with i2i Population Health. Commissioner Liner seconded the motion, which carried 6-0 in a roll call vote.

*Tax Releases and Refunds*

**Credits**

<b>TAXPAYER NAME</b>	<b>TICKET#</b>	<b>AMOUNT</b>
ANDREWS, JOHN AND SHANNON LATE LISTING CHARGED IN ERROR	2020-211907	\$548.81
BARFIELD, WILLIAM M & JUDITH A DOUBLE BILLED	2020-403513	\$52.37
BARFIELD, WILLIAM M & JUDITH A DOUBLE BILLED	2020-403514	\$58.68
BARFIELD, WILLIAM M & JUDITH A DOUBLE BILLED	2020-403515	\$66.78
BARFIELD, WILLIAM M & JUDITH A DOUBLE BILLED	2020-403516	\$74.57

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BARFIELD, WILLIAM M & JUDITH A DOUBLE BILLE	2020-403517	\$72.61
BASS, THOMAS LEON JR LATE LISTING CHARGED IN ERROR	2020-206660	\$9.65
BEACHAM, REBECCA DEAN DID NOT OWN JANUARY 1	2018-3693	\$69.49
BEACHAM, REBECCA DEAN DID NOT OWN JANUARY 1	2019-207675	\$65.26
BENGE, BOBBY RAY DID NOT OWN JANUARY 1	2019-211419	\$97.75
BRADLEY, RAYMOND J JR NOT TAXABLE TO CRAVEN COUNTY	2019-400373	\$629.84
BRADLEY, RAYMOND J JR NOT TAXABLE TO CRAVEN COUNTY	2020-205230	\$557.91
DALE, PAUL & JUNE DID NOT OWN JANUARY 1	2020-214669	\$31.80
DECKER, THOMAS R & GLENDA G LATE LISTING CHARGED IN ERROR	2020-211023	\$164.84
EVANS, KEVIN JAMES DID NOT OWN JANUARY 1	2020-403601	\$19.14
EVANS, KEVIN JAMES DID NOT OWN JANUARY 1	2020-403602	\$19.53
GODETTE, GERALD LEE DID NOT OWN JANUARY 1	2020-205548	\$31.30
GRISSETTE, JULIUS A JR & HETTIE W LATE LISTING CHARGED IN ERROR	2020-4176	\$17.77
HENDRICKS, KAY WRIGHT REESE FREDE RECYCLE FEE CORRECTION	2020-207143	\$60.00
HUKINS, MARY HRS DWELLING VACANT	2020-10138	\$60.00
JOHNSON, RICHARD NOT TAXABLE TO CRAVEN COUNTY	2020-210965	\$49.81
JONES, CATHY HOLLAND DWELLING VACANT	2020-2422	\$60.00
JONES, CATHY HOLLAND DWELLING VACANT	2020-45684	\$60.00
KESLER, HERBERT NOT TAXABLE TO CRAVEN COUNTY	2020-403640	\$238.66
KIRSCH, WILLIAM A & KIRSCH LATE LISTING CHARGED IN ERROR	2020-210409	\$3.02
LEGATH, AARON JAMES MILITARY EXEMPT	2020-500778	\$221.51

LOVETT, LAWRENCE R & SUSAN B INCORRECT SITUS/REBILL	2020-403584	\$17.23
LOVETT, LAWRENCE R & SUSAN B INCORRECT SITUS/REBILL	2020-403585	\$18.50
MORTON, STEVEN THEODORE CORRECTED DISCOVERED PROPERTY VALUE	2020-500516	\$75.74
MURRELL, SANDRA LOUISA BILLING ERROR	2020-42834	\$60.00
NARDOZZI, JESSICA M & ANTHONY S BILLING ERROR	2020-403596	\$109.38
NARDOZZI, JESSICA M & ANTHONY S BILLING ERROR	2020-403597	\$123.61
NARDOZZI, JESSICA M & ANTHONY S BILLING ERROR	2020-403598	\$140.12
NARDOZZI, JESSICA M & ANTHONY S BILLING ERROR	2020-403599	\$159.52
NARDOZZI, JESSICA M & ANTHONY S BILLING ERROR	2020-403600	\$165.34
NC DEPT OF TRANSPORTATION EXEMPT PER NCGS 105-278.1	2019-1400	\$64.35
PARKER, WILLIAM M & INGE VETERANS EXCLUSION	2020-7515	\$302.21
POWELL, MATTHEW WESLEY INCORRECT SITUS/REBILL	2020-210513	\$48.67
STURGILL, SANDRA NOT TAXABLE TO CRAVEN COUNTY	2019-400371	\$1,010.97
THOMAS, KRISTY DID NOT OWN JANUARY 1	2015-56945	\$73.13
TRENT RIVER COFFEE COMPANY PAR DID NOT OWN JANUARY 1	2020-200307	\$66.48
WALKER, PATRICK JOHN DID NOT OWN JANUARY 1	2020-214724	\$214.20
WATTS, JAMES EDWARD LATE LISTING CHARGED IN ERROR	2020-500805	\$0.53
WHITES TAE KWONDO INC RECYCLE FEE CORRECTION	2020-204172	\$5,940.00
WILSON, KENNETH LEE DID NOT OWN JANUARY 1	2020-211205	\$265.38
WOLLARD, MICHAEL D & JONES, LYNWOOD DID NOT OWN JANUARY 1	2019-401235	\$101.98
TOTAL CREDITS		\$12,298.44

***Refunds***

CRUM, MADISON HOWELL JR DOUBLE BILLED	2019-402501	\$119.57
CRUM, MADISON HOWELL JR DOUBLE BILLED	2019-402500	\$105.89
IPOCK, RICKY LEE DOUBLE BILLED	2020-403540	\$17.41
IPOCK, RICKY LEE DOUBLE BILLED	2020-403539	\$19.09
TOTAL REFUNDS		\$261.96

*Health Department Contract with i2i Population Health*

The i2i product is a companion software for the Health Department’s electronic health record and will enable required reports to be produced for the Federally Qualified Health Center (FQHC). It will also be to provide reports for the impending NC Medicaid transformation. The software is being offered at a discount rate through the NC Community Health Center and the contract with i2i is for three years.

Commissioner McCabe returned to the meeting at 7:58 p.m.

**CONGRESSMAN MURPHY’S OFFICE UPDATE**

Ms. Lauren Wandzel, Congressman Murphy’s District Staff, expressed appreciation for Craven County providing an office and the assistance she has received from the Veteran’s Service staff while settling in. Ms. Wandzel highlighted what she and other case workers do to advocate for Congressman Murphy’s constituents with Federal agencies. She reported their office is accepting applications until October 1, 2020 for nominations to attend the Service Academy. Ms. Wandzel indicated the office has been very busy.

**DEPARTMENTAL MATTERS: CARTS**

*CARTS Title VI Program Plan Adoption*

CARTS Director, Kelly Walker, stated that the current Title VI Program expires November 30, 2020 and is located on the CARTS web page. The proposed Title VI Program uses a template provided by the North Carolina Department of Transportation/Integrated Mobility Division (NCDOT/IMD). She highlighted there is no change to the program itself, just the format in which the plan is written, requiring additional information and the frequency with which CARTS must present the plan for signature. Ms. Walker requested approval of the Title VI Program Plan, for submission no later than September 30, 2020.

Commissioner Liner motioned to approve the CARTS Title VI Program Plan, as requested, seconded by Commissioner Mitchell and approved unanimously.

*Budget Amendment Request for 5311 CARES Act*

Ms. Walker requested a budget amendment in the amount of \$56,215 to reflect 5311 CARES Act funding that CARTS has been approved to receive through the North Carolina Department of Transportation (NCDOT). She stated CARTS will be using this funding for the rural portion (60%) of procurement costs of bus shields and lift guards. She explained that bus shields are a barrier around the driver to protect the driver from droplets and is directly related to COVID-19. Lift guards are equipment that will be added to the Vehicles to prevent someone from falling out of the door when the lift platform is below floor level. Any amount left over after the procurement of this equipment will be used in accordance with the budget submitted with the 5311 CARES Act application.

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

**CARTS**

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
1014511-33307 Section 18 Admin	\$56,215.00	1014510-47321 Capital Outlay \$500-\$4,999	\$56,215.00
<b>TOTAL</b>	<b>\$56,215.00</b>	<b>TOTAL</b>	<b>\$56,215.00</b>

*Budget Amendment Request for 5307 CARES Act*

Ms. Walker requested a budget amendment in the amount of \$30,000 to reflect 5307 CARES Act funding that CARTS has been approved to receive through the NCDOT. She stated CARTS will be using this funding for the urban portion (40%) of procurement costs of bus shields and lift guards. Bus shields are a barrier around the driver to protect the driver from droplets and is directly related to COVID-19. Lift guards are equipment that will be added to the Vehicles to prevent someone from falling out the door when the lift platform is below floor level. Any amount left over after the procurement of this equipment will be used in accordance with the budget submitted with the 5307 CARES Act application.

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

**CARTS**

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
1014513-3314 Urbanized Formula Funds	\$30,000.00	1014512-47321 Capital Outlay \$500-\$4,999	\$30,000.00
<b>TOTAL</b>	<b>\$30,000.00</b>	<b>TOTAL</b>	<b>\$30,000.00</b>

**DEPARTMENTAL MATTERS: SHERIFF**

*Budget Amendment – Telephone Fees/Expenses*

Chief Bobby West presented a budget amendment in the amount of \$45,912.00 to cover the cost of cellular telephone and mifi related fees and expenses. He stated these were an oversight in the budget, which were caught later.

Commissioner Limer motioned to approve the following budget amendment, as requested, seconded by Commissioner McCabe 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 Fund Balance Approp CY	\$45,912.00	1014310-42200 Telephone	\$45,912.00
<b>TOTAL</b>	<b>\$45,912.00</b>	<b>TOTAL</b>	<b>\$45,912.00</b>

*Budget Amendment – Donation*

Chief West presented a budget amendment in the amount of \$5,000 to accept a donation which will be used to up-fit the MRAP armored vehicle to make it into a rescue vehicle.

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*

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
1014310-38301 Misc Donations	\$5,000.00	1014310-43222 Supplies – Donations	\$5,000.00
<b>TOTAL</b>	<b>\$5,000.00</b>	<b>TOTAL</b>	<b>\$5,000.00</b>

*Budget Amendment – Vehicle Up-Fitting/Radios*

Chief West presented a budget amendment in the amount of \$61,268 for the purpose of up-fitting patrol vehicles that arrived at the end of FY20; and the cost of four mobile radios that were invoiced in FY20 but arrived after the end of the fiscal year.

Commissioner Liner motioned to approve the following budget amendment, as requested, seconded by Commissioner McCabe 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 Fund Balance Appropriation CY	\$61,268.00	1014310-47301 Capital Outlay – Over \$5,000	\$41,156.00
		1014310-47321 Capital Outlay \$500-\$4,999	\$20,112.00
<b>TOTAL</b>	<b>\$61,268.00</b>	<b>TOTAL</b>	<b>\$61,268.00</b>

**DEPARTMENTAL MATTERS: TAX – UPDATE OF PLANS TO RESTART TAX BILLING AND COLLECTION ACTIVITIES**

Tax Administrator, Ronnie Antry, provided the Board with an update of plans to restart tax billing and collection activities. He reported that with the onset of COVID19, many of the enforcement remedies that tax normally uses in the collection of delinquent taxes were suspended as not to further disrupt the lives of Craven’s citizens. The current plan is to continue to forego the usual enforcement remedies until February, 2021.

Mr. Antry reported on “gap billing” and the fact that the General Assembly has transferred the collection responsibility of these gaps in vehicle registration to the Counties, beginning in 2017. These billings were delayed because of software limitations, but plan to bill these registration gaps in February, 2021. There is no penalty or interest added to these taxes because of the delay.

Mr. Antry informed the Board that their office had delayed submitting any new debts to the debt set-off clearinghouse hosted by the NC County Commissioners’ Association beginning in March, 2019 due to tax software changes. He indicated this activity would be restarted as soon as they can coordinate the effort with their software vendor, with hopes of having the debts placed for collection in January, 2021.

Mr. Antry then fielded many questions from the Board of Commissioners. They expressed an interest in getting information out to the taxpayers prior to February, 2021, as to address any concerns the citizens may have.

At 8:27 p.m. a five minute break was taken.

**DEPARTMENTAL MATTERS: PLANNING – CONTRACT AWARD  
RECOMMENDATIONS – COMMUNITY DEVELOPMENT BLOCK GRANT –  
NEIGHBORHOOD REVITALIZATION (CDBG-NR) PROGRAM**

Chip Bartlett, Holland Consulting Planners, reported that a bid opening for the rehabilitation and elevation of two (2) storm-damaged, owner-occupied homes included in the CDBG-NR Program was held on July 22, 2020. Bid proposals were received from two contractors: Dozier Built, LLC and Paul Woolard Construction.

**Rehabilitation Contract Award recommendations** are as follows:

<u>Unit Address:</u>	<u>Contractor</u>	<u>Amount</u>	<u>Comments</u>
125 Chips Rd., Vanceboro	Dozier Built, LLC	\$137,600.00	Low Bidder
8000 River Rd., Vanceboro	Paul Woolard Const.	\$146,816.00	Low Bidder

He stated that approval of these contract awards is needed in order move forward with assistance to these households. These contract awards are also contingent on approval from the funding agency to perform substantial rehabilitation since it involves elevation.

A request has already been submitted to the Rural Economic Development Division at the Department of Commerce.

Jack Veit informed the Board that these CDBG\_NR projects are related to Hurricane Matthew. He expressed gratitude to the County’s Planning staff for diligently pursuing and persevering for the past four years to get to this point.

Commissioner Liner motioned to award the contracts, as recommended, seconded by Commissioner Mitchell and approved unanimously.

**CRAVEN COUNTY SCHOOLS – RESOLUTION TO APPROVE LEASE FOR  
TECHNOLOGY EQUIPMENT**

Stacy Lee, Chief Officer of Systems and Operation, reported that in fiscal year 2015-16, the Board of Commissioners began to provide a separate appropriation to the Board of Education for the purchase of digital learning devices for students. Craven County Schools is now at the end of the original three (3) year lease and is requesting a refresh of the initial devices.

Craven County Schools selected Apple iPads for the students in the original lease and the Administration has decided to continue with the same device selection for this proposed device refresh. This refresh proposal will provide 7100 devices for all students attending traditional 6-12 schools in the amount of \$3,559,557.57 from capital outlay fund for dollars provided by the Craven County Board of Commissioners or \$889,889.40 each year for four (4) years. The interest rate for this lease is zero percent. These devices will come with a protective case and keyboard combination and Apple Care, which provides repair services through Apple when devices are damaged.

There were many inquiries and much discussion concerning why they are using Apple products, the logic for replacing the current Ipads, and repercussions by delaying the decision on this.

Commissioner Mitchell motioned to adopt the Resolution, authorize and approve the execution and delivery of a Master Lease Purchase Agreement, and approve the Execution and Delivery of Schedule No. 2 to the Master Lease Purchase Agreement, seconded by Commissioner McCabe and approved in a 4-3 roll call vote (Nays: McCabe, Sampson, Jones).

**EXHIBIT C**

RESOLUTION NO. \_\_\_\_\_ OF CRAVEN COUNTY  
SCHOOLS AUTHORIZING AND APPROVING THE  
EXECUTION AND DELIVERY OF A MASTER LEASE  
PURCHASE AGREEMENT;  
AND APPROVING THE EXECUTION AND  
DELIVERY OF SCHEDULE NO. 2 TO THE MASTER LEASE  
PURCHASE AGREEMENT.

WHEREAS, the Craven County Board of Education, which operates the Craven County Schools, (the "School District") is authorized by the laws of the North Carolina (the "State") to enter into a lease purchase agreement in order to acquire personal property equipment and other property for governmental or proprietary purposes; and

WHEREAS, the School District has an immediate need to acquire and finance certain computer equipment, software, maintenance, and support services as applicable, which are more fully described on Exhibit A hereto (the "Equipment"); and

WHEREAS, in order to finance the costs of acquiring the Equipment, the School District desires to execute and deliver the Master Lease Purchase Agreement with Apple Inc. (the "Master Lease") and Schedule No. 2 thereto, which together constitute the "Lease"; and

WHEREAS, subject to the approval by the Craven County Board of Commissioners ("County") of the School District's request to enter a continuing contract for capital outlay, all acts, conditions and things required by the Constitution and laws of the State, and requirements of the School District, will have been performed in the time and manner required to make the Master Lease and Lease valid and binding obligations of the School District.

NOW, THEREFORE, IT IS RESOLVED BY THE CRAVEN COUNTY BOARD OF EDUCATION AS FOLLOWS:

**Section 1.** The School District hereby authorizes and approves the execution and delivery of the Master Lease;

**Section 2.** Upon County approval of the School District's request to enter a continuing contract for capital outlay, the School District hereby authorizes and approves the execution and delivery of Schedule No. 2 to the Master Lease in an amount not to exceed \$3,559,557.57 for the purpose of financing the costs of the acquisition and installation of the Project;

**Section 3.** The persons of the School District listed below (each an " Authorized Officer") are each hereby authorized and empowered, for and on behalf of the School District, to execute, with such changes therein and modifications thereto as may be approved by the Authorized Officer executing the same, together with any contracts or agreements and certificates and other documents necessary or appropriate in connection therewith, as approved by such Authorized Officer, which approval will be conclusively evidenced by such Authorized Officer's execution and delivery thereof:

Name	Title
David Hale	Chair, Craven County Board of Education
Dr. Meghan Doyle	Superintendent, Craven County Schools

**Section 4.** The Authorized Officers are each hereby authorized and empowered, for and on behalf of the School District, to take such actions and execute, or attest, as the case may be, and deliver, such instruments, agreements and certificates as may be necessary or appropriate to consummate the transactions authorized and approved hereby.

**Section 5.** The appropriate officials and employees of the School District are authorized and directed to take all such actions as may be necessary and appropriate to carry out and perform the School District's obligations and agreements pursuant thereto.

**Section 6.** All actions of the officers, agents and employees of the School District whether heretofore or hereafter taken that are in conformity with the purposes and intent of the foregoing resolutions be, and the same are hereby, in all respects, authorized, approved, ratified and confirmed.

**DEPARTMENTAL MATTERS: WATER**

*Approval of Lawson Creek Booster Pump Station Interim Bypass*

Assistant County Manager, Gene Hodges, reported that when Hurricane Florence struck Craven County, the Lawson Creek Pump Station was irreparably damaged. This pump station is a sub-surface "vault" containing pumps, pipes, valves, and electrical controls that interconnects under the river the two water systems that Craven County operates.

This pump is critical in Craven County's plan to reduce the amount of water that is drawn out of the Black Creek aquifer per State of North Carolina regulations.

On June 17, 2019, the Craven County Board of Commissioners selected CJS Conveyance, LLC as the engineer to design and oversee the repairs to this critical component of the water system. A considerable amount of design work and hydrological modeling has been performed and there are still several months of design work yet to be completed. This first phase of the project will entail the fabrication and installation of an interim bypass pump that will be put in place while the final design and construction of the repairs are underway.

A request for proposals (RFP) was issued on July 23, 2020, a virtual pre-bid meeting was held on August 5, 2020, and responses were received on August 12, 2020. The base bid included rental

of the bypass pump and the alternate proposal was to purchase the pump. Four (4) firms submitted bids with Jones and Smith Contractors, LLC of Ayden, NC producing the lowest base bid of \$273,763.00. Their alternate proposal of purchasing the pump reduced the price by \$48,000 for a total proposal of \$225,763.00. CJS Conveyance performed reference checks on this firm and all references received were positive. The recommendation from CJS Conveyance was to award the project to Jones and Smith Contractors, LLC in the amount of \$225,763.00.

Mr. Hodges requested that a budget amendment and project ordinance in the amount of \$803,763.00 that establishes and funds this project be approved. The amount is broken down as follows:

Engineering Fees:	\$548,000
Construction:	\$225,763
Construction-other than general	\$ 7,000
Contingency:	<u>\$ 23,000</u>
<b>Total:</b>	<b>\$803,763</b>

Commissioner Bucher motioned to approve the following budget amendment and project ordinance in the amount of \$803,763.00, as requested, seconded by Commissioner Mitchell and approved 7-0 in a roll call vote.

***Lawson Creek Booster Station Rec. Proj.***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
6151000-39805 Transfer from Water Fund	\$803,763.00	6151000-47505 Architect/Engineer	\$548,000.00
		6151000-47601 Construction	\$225,763.00
		6151000-47603 Construction – other	\$ 7,000.00
		6151000-47659 Contingency	\$ 23,000.00
6000000-39901 Fund Balance Approp CY	\$803,763.00	6007010-49793-21102 Transfer to Projects	\$803,763.00
<b>TOTAL</b>	<b>\$1,607,526.00</b>	<b>TOTAL</b>	<b>\$1,607,526.00</b>

**Lawson Creek Booster Station Recovery Project  
Fund 615**

This ordinance is hereby approved in the following amount for expenditure of the Lawson Creek Booster Station Recovery Project.

Expenditures:

Architect/Engineering	\$548,000.00
Construction	\$225,763.00
Construction – Other than General	\$ 7,000.00
Contingency	\$ 23,000.00
<b>TOTAL</b>	<b>\$803,763.00</b>

This ordinance is hereby approved in the following amount for expenditure of the Lawson Creek Booster Station Recovery Project.

Revenues:

Transfer from Water Fund	\$803,763.00
<b>TOTAL</b>	<b>\$803,763.00</b>

This ordinance is hereby approved this 8<sup>th</sup> day of September 2020.

*Annual Write-Of of Water Receivables*

Water Superintendent, Al Gerard, reported that each January the Water Department begins its annual bad debt write-off process by identifying uncollected account balances that exceed the collection period of four (4) years as of December 31<sup>st</sup>. As of December 31, 2019, there were 111 customer accounts with balances totaling \$23,770.25 that accrued a final bill between January 1, 2015 - December 31, 2015. These accounts have exceeded the collection period deemed reasonably acceptable by Generally Accepted Accounting Principles (GAAP). Mr. Gerard requested that the Board approve the write-off of these Water Fund receivables, as presented.

Commissioner Mitchell motioned to approve the annual write-off of water receivables, as requested, seconded by Commissioner Liner and approved 7-0 in a roll call vote.

**APPOINTMENTS**

*Pending*

Chairman Mark reviewed the following pending appointments:

- Adult Care Home Advisory Committee
- Craven Aging Planning Board
- Craven/Pamlico Regional Library (Lynn Gonzales resignation)
- Nursing Home Advisory Committee
- Regional Aging Advisory Board
- Senior Legislative Tarheel Alternate
- Voluntary Agriculture District Advisory Board (District 6)
- Coastal Carolina Regional Airport Authority

*Current*

*Adult Care Home Advisory Committee*

Chairman Mark nominated Nancy Verzier for reappointment to the Adult Care Home Advisory Committee. There being no additional nominees, Ms. Verzier was reappointed by acclamation.

*Upcoming: Terms Expiring*

Chairman Mark reviewed the upcoming appointments due to expire on boards and committees:

- Adult Care Home Advisory Committee
  - Linda Chagnon
- Fire Tax Commissioners Board
  - Rolf Maris, TWP 2 Tri Community
  - Alton Riggs, TWP 7
- Fireman's Relief Fund Board of Trustees
  - Robert Stroud, TWP 3 Dover
  - Felix Croom, TWP 3 Ft. Barnwell
- Craven County Clean Sweep
  - Pat Sager
  - Joan Campbell

**COUNTY ATTORNEY'S REPORT**

*Initial Offer to Purchase Real Property – Church Road, Havelock (Parcel #6-054-029)*

County Attorney, Arey Grady, presented an offer received by Craven County in the amount of \$1,000.00 for this real property, which was acquired through a tax foreclosure, with past due taxes and costs of foreclosure totaling \$2,420.30. The tax value of this property is \$31,240.00.

Should the Board of Commissioners approve this transaction, the proposed resolution should be adopted, which will in turn authorize advertisement for upset bids. Once the upset bid process is concluded, this transaction will be brought back before the Board of Commissioners for final approval.

Commissioner Liner encouraged the Board to authorize the County Manager to put a “for sale” sign on this property, as it is in a residential area. The Board was in consensus to do so. The bid was not accepted.

*Initial Offer to Purchase Real Property – 257 Streets Ferry Road, Vanceboro (Parcel #1-046-059)*

Mr. Grady presented an offer received by Craven County in the amount of \$1,500.00 for this real property, which was acquired through a tax foreclosure, with past due taxes and costs of foreclosure totaling \$1,530.53. The tax value of this property is \$12,000.00.

Should the Board of Commissioners approve this transaction, the proposed resolution should be adopted, which will in turn authorize advertisement for upset bids. Once the upset bid process is concluded, this transaction will be brought back before the Board of Commissioners for final approval.

Commissioner Jones motioned to adopt the resolution to accept the initial offer and to advertise for upset bids, seconded by Commissioner Liner and approved unanimously.

**CRAVEN COUNTY  
RESOLUTION ACCEPTING OFFER TO PURCHASE  
SUBJECT TO UPSET BIDS**

WHEREAS, Craven County owns certain real property identified as Tax Parcel Number 1-046-059 (hereinafter “the Real Property”), the Real Property having been acquired by Craven County in deed recorded in Book 3095, Page 864 in the Office of the Register of Deeds of Craven County; and,

WHEREAS, Craven County has received an Offer to Purchase the Real Property, a copy of said offer being attached hereto and incorporated herein by reference; and,

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

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

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

2. 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.

ADOPTED THIS 8<sup>th</sup> DAY OF SEPTEMBER, 2020.

*Initial Offer to Purchase Real Property – Muddy Lane, New Bern (Parcel #1-044-303)*

Mr. Grady presented an offer received by Craven County in the amount of \$1,000.00 for this real property, which was acquired through a tax foreclosure, with past due taxes and costs of foreclosure totaling \$1,135.58. The tax value of this property is \$4,050.00.

Should the Board of Commissioners approve this transaction, the proposed resolution should be adopted, which will in turn authorize advertisement for upset bids. Once the upset bid process is concluded, this transaction will be brought back before the Board of Commissioners for final approval.

Commissioner Liner motioned to adopt the resolution to accept the initial offer and to advertise for upset bids, seconded by Commissioner Jones and approved unanimously.

**CRAVEN COUNTY**  
**RESOLUTION ACCEPTING OFFER TO PURCHASE**  
**SUBJECT TO UPSET BIDS**

WHEREAS, Craven County owns certain real property identified as Tax Parcel Number 1-044-303 (hereinafter “the Real Property”), the Real Property having been acquired by Craven County in deed recorded in Book 2349, Page 467 in the Office of the Register of Deeds of Craven County; and,

WHEREAS, Craven County has received an Offer to Purchase the Real Property, a copy of said offer being attached hereto and incorporated herein by reference; and,

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

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

1. The Craven County Board of Commissioners hereby authorizes the initiation of the upset bid process for the Real Property by advertising notice of the offer to purchase in accordance with the provisions of North Carolina General Statute §160A-269.
2. 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.

ADOPTED THIS 8<sup>th</sup> DAY OF SEPTEMBER, 2020.

*Mutual Aid Agreement Between Craven County and the City of New Bern*

Mr. Grady highlighted that the Mutual Aid Agreement between Craven County and the City of New Bern provides for redundancy and backup services between the 911 Call Centers of the County and the City.

By way of example, in the event of a natural disaster or technical failure, one call center is able to provide resources and assistance to the other call center so that emergency communications can continue. This agreement is a renewal of a mutual aid agreement which has been in place for quite some time. The only difference between this agreement and prior versions is that the new agreement will provide for automatic renewal without action by the County or the City.

Commissioner Liner motioned to adopt the Mutual Aid Agreement, as requested, seconded by Commissioner McCabe and approved unanimously.

**COUNTY MANAGER’S REPORT**

County Manager, Jack Veit, reported on a meeting with the Vanceboro Mayor, Chairman Mark and Vice Chairman Jones last week regarding the Vanceboro library. Vanceboro owns the building, but it is in need of a new AC unit and roof. Mr. Veit sought the consensus of the Board to seek a long-term lease agreement to give the County ownership and the ability to put it under the County’s maintenance system. The Board agreed to have the attorney create a long-term lease agreement with the Town of Vanceboro.

Mr. Veit stated that with the new Executive Order and entering phase 2.5, the playgrounds have opened, and while there are still some restrictions, league play is picking up. Because there is still a limit on the number of people who can congregate, he revealed the Convention Center is

having many of their groups cancel their fall events. He indicated this will be a significant revenue loss for the County.

Mr. Veit announced there is a lot of excitement about the upgraded Convention Center and the work is progressing well. He expressed the need for a ribbon cutting to celebrate this project.

He disclosed that the CARES Act Funding plans have been received and reviewed from the municipalities and other groups.

Lastly, Mr. Veit recounted the meeting with East Carolina Broadband and sees a promising resolve to the issues in the rural areas of the County. He described it needing faith and diligence to work through lease agreements with third parties, but the path is being laid out to some options. He emphasized the fact that the County cannot apply for the state grant funds, but can advocate for East Carolina Broadband and the Carteret Craven Electric Cooperative. It was requested that Duke Energy be contacted about partnering. Because there is a public misunderstanding about who controls the internet, it was also requested that something be placed on the County's website to provide information to clarify that it is not a County function.

Chairman Mark departed the meeting at 9:52 p.m., turning the gavel over to Vice Chairman Jason Jones.

### COMMISSIONERS' REPORTS

*Commissioner Mitchell* had no report.

*Commissioner Sampson* expressed frustration over the County not getting its due recognition in the VOLT Center's marketing of their trade programs.

*Commissioner McCabe* announced and invited people to attend the 9/11 Ceremony being held at the Havelock Police Department on Friday morning at 8:30 a.m.

*Commissioner Liner* encouraged the public to complete their Census, as the count is coming to an end on September 30, 2020. He emphasized the importance of the Census, as it affects funding to the County for so many different things and representation.

*Commissioner Bucher* announced that Dan Forrest will be in Craven County on Saturday September 12<sup>th</sup> for an event at 660 Antioch Road from 6:00 – 7:30 p.m. He stated if interested in attending to go to Mr. Forrest's Facebook page or his website to register. The event will occur rain or shine.

At 10:02 p.m., Commissioner Liner motioned to adjourn. Seconded by Commissioner Mitchell and carried unanimously.

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Chairman Thomas F. Mark  
Craven County Board of Commissioners

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Nan Holton  
Clerk to the Board