

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY NOVEMBER 20, 2023
8:30 A.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

- 1. CONSENT AGENDA**
 - A. Minutes of November 6, 2023 Regular Session**
 - B. Tax Releases**
- 2. COLONEL BURKS PRESENTATION: Colonel Brendan C. Burks, Cherry Point Commanding Officer**
- 3. CRAVEN AGING PLANNING BOARD – HOME AND COMMUNITY CARE BLOCK GRANT (HCCBG) REVISED RECOMMENDED BUDGET FY 2023-2024: Clayton Gaskins, Chairman**

DEPARTMENTAL MATTERS:

- 4. COOPERATIVE EXTENSION – MEMORANDUM OF AGREEMENT (MOA) BETWEEN NORTH CAROLINA STATE UNIVERSITY AND CRAVEN COUNTY: Tom Glasgow, Cooperative Extension Director**
- 5. HEALTH – 340B PHARMACY – BUDGET AMENDMENT: Scott Harrelson, Health Director**
- 6. PLANNING – DILAPIDATED MOBILE HOME PARK IN BRIDGETON, NC – BUDGET AMENDMENT: Chad Strawn, Planning Director**
- 7. APPOINTMENTS**
- 8. COUNTY ATTORNEY’S REPORT: Arey Grady**
- 9. COUNTY MANAGER’S REPORT: Jack Veit**
- 10. COMMISSIONERS’ REPORTS**



1 THE BOARD OF COMMISSIONERS OF THE COUNTY OF CRAVEN MET IN
2 REGULAR SESSION IN THE COMMISSIONERS' ROOM OF THE CRAVEN
3 COUNTY ADMINISTRATION BUILDING, 406 CRAVEN STREET, NEW BERN,
4 NORTH CAROLINA, ON MONDAY, NOVEMBER 6, 2023. THE MEETING
5 CONVENED AT 6:00 PM.

6
7 MEMBERS PRESENT:

- 8 Chairman Jason R. Jones
- 9 Vice-Chairman Denny Bucher
- 10 Commissioner Chadwick Howard
- 11 Commissioner Sherry Hunt
- 12 Commissioner Thomas F. Mark
- 13 Commissioner E. T. Mitchell
- 14 Commissioner Beatrice R. Smith

15
16 STAFF PRESENT:

- 17 Jack B. Veit, III, County Manager
- 18 Gene Hodges, Assistant County Manager
- 19 Craig Warren, Finance Director
- 20 Amber Parker, Human Resources Director
- 21 Arey Grady, County Attorney
- 22 Lauren Wargo, Assistant to the County Manager
- 23 Nan Holton, Clerk to the Board

24
25 County Attorney, Arey Grady, recited the following invocation, followed by the Pledge of
26 Allegiance.

27 *Our Father,*

28 *We offer to you our greatest praise and thanksgiving for another day to serve*
29 *you and our fellow man. Thank you for the grace and blessing to live in this great*
30 *land.*

31 *Grant to every person in this great assembly a craving for your wisdom, the*
32 *courage to express it and the commitment to never turn away from what is*
33 *right.*

34 *Bring true and lasting peace to our world, allow spiritual renewal to sweep our*
35 *great land, and help us to truly become one nation under God that is indivisible*
36 *with liberty and justice for all.*

37 *Help each of us to humble ourselves under Your mighty hand and truly love our*
38 *neighbor as our self.*

39 *Protect our armed forces, prosper our work force, and prescribe the path of your*
40 *will for all of Craven County, all of America and for every American. In our*
41 *Savior's name, Amen.*

42 *Based upon the invocation given by Reverend Kenn Hucks, at the February 7,*
43 *2007 session of the US House of Representatives*

44 Commissioner Mark motioned to approve the Agenda, as presented, seconded by Commissioner
45 Hunt and approved unanimously.

46
47 **PETITIONS OF CITIZENS – AGENDA TOPICS**

48
49 There were no citizens from the public that signed up to speak.

50
51 **ABC BOARD PRESENTATION**

52
53 ABC Board Chair, Chip Chagnon, presented the ABC Board Annual Briefing highlighting the
54 following topics:

- 55
- 56 • Mission Statement
- 57 • CCABC Board Membership
- 58 • CCABC Management Team
- 59 • Contracted with Craven County Sheriff’s Office instead of A.L.E
- 60 • FY 22-23 Objective Results
- 61 • FY23-24 Goals and Objective Results
- 62 • 2017-2024 ABC Sales Growth Graphed
- 63 • \$16,719,480 in Sales for Fiscal Year Ending June 30, 2023
- 64 • \$998,977 Craven County Revenue
- 65 • Transfer of Warehouse/Admin Property to Craven County upon Bridgeton Completion -
- 66 3493 Martin Drive

67
68 Mr. Chagnon presented the check and the ABC Audit to Finance Director Craig Warren.

69
70 **CONSENT AGENDA**

71
72 Chairman Jones requested that Item E under the Consent Agenda be pulled. Commissioner
73 Mark motioned to approve the Consent Agenda as amended, inclusive of the Minutes of October
74 16, 2023 Regular Session; October 16, 2023 Reconvened Session, Tax Releases and Refunds
75 (*Credits = \$89,571.99; Refunds = \$8,784.79*); Emergency Services – Disposition of Surplus
76 Equipment and Recreation & Parks – Craven County Community Foundation Grant – Budget
77 Amendment. Commissioner Hunt seconded the motion which was approved 7-0 in a roll call
78 vote.

79
80 **Recreation**

81	82	83	84	85	86	87	88
	REVENUES	AMOUNT		EXPENDITURES		AMOUNT	
84	1015910-33501	\$3,500.00	84	1015910-47321		\$3,500.00	
85	NC Community Foundation		85	C/O \$500-\$4,999			
87	TOTAL	\$3,500.00	87	TOTAL		\$3,500.00	

89 **Justification:** This is a Craven Community Foundation Grant for \$3,500 to purchase two
90 inclusive picnic tables for the Congleton Shelter at Creekside Park. This area is the location for
91 Special Olympics Bocce and the New Bern Bocce Club. The current picnic tables are original to
92 Creekside Park and are in need of replacement.

93
94 **PROCLAMATION IN RECOGNITION OF THE 80TH YEAR OF FLEET READINESS**
95 **CENTER, MCAS CHERRY POINT, NC**

96
97 Chairman Jones requested that the Clerk read the Proclamation in Recognition of the 80th Year of
98 Fleet Readiness Center into the minutes.

99
100 ***PROCLAMATION***
101 ***IN RECOGNITION OF THE 80TH YEAR OF THE***
102 ***FLEET READINESS CENTER, MCAS CHERRY POINT, NC***

103
104 **WHEREAS**, the Fleet Readiness Center (FRC) East, aboard MCAS Cherry Point,
105 N.C., is celebration its 80th year of operation this year, and

106 **WHEREAS**, the mission of the FRC East has been to provide depot maintenance,
107 engineering, and logistics support on a variety of aircraft, engines, and components
108 for all branches of the United States Forces, and

109 **WHEREAS**, the engineers, artisans, and general employees have, through hard
110 work and commitment to an unequalled work ethic, distinguished FRC East at
111 Cherry Point as among the best in the United States Navy, and

112 **WHEREAS**, Craven County would like to recognize and honor the FRC East on
113 the occasion of its 80th anniversary;

114 **NOW, THEREFORE BE IT RESOLVED**, that the Craven County Board of
115 Commissioners do proclaim December 16, 2023 as “*FLEET READINESS CENTER*
116 *EAST APPRECIATION DAY*” and urge all our citizens to give proper recognition to
117 the important service rendered by the men and women of this organization.

118 **ADOPTED**, this 6th day of November 2023.

119 Commissioner Mark motioned to adopt the proclamation recognizing December 16, 2023 as
120 Fleet Readiness Center East Appreciation Day, seconded by Commissioner Mitchell and
121 approved 7-0 in a roll call vote.

122
123 **DEPARTMENTAL MATTERS: PARKS AND RECREATION**
124 **NC COMMUNITY CONSERVATION ASSISTANCE PROGRAM**

125
126 Parks and Recreation Director, Billy Wilkes, highlighted that the waterfront area at Creekside
127 Park is a heavily used area with shelter reservations, bocce, disc golf, kayaking, walking and
128 general usage, as well as hosting weddings, school groups, kayak classes, corporate functions,
129 family reunions and memorial services during the year. He indicated the area to the right of the
130 shelter has become an area of concern due to erosion. There have been several attempts to secure
131 the area; however, it has become apparent that there needs to be a more permanent solution.

132
133 Mr. Wilkes stated that in late 2022, the County Engineer mentioned the NC Community
134 Conservation Assistance Program and the availability of potential funding. Recreation staff
135 began working with Planning, Soil Conversation, the County Engineer, and Cooperative
136 Extension in an effort to both divert water to a more suitable site and add critical area plantings
137 to discourage run-off. The plan was submitted and approved pending signatures from the Craven
138 County Governing Board.

139
140 Planning Director, Chad Strawn, explained what the diversion project entailed, highlighting the
141 different steps required to create a diversion swale which would assist the water flowing back
142 into the creek.

143
144 Mr. Wilkes continued by stating staff has been able to secure funding for this project, with 75%
145 of the total amount needed, not to exceed \$25,000. The total cost of the project is \$14,175,
146 which includes \$11,675 for the contractor to divert the water and \$2,500 for critical area
147 plantings. He stated Craven County would be responsible for 25% of costs, if accepted, which
148 could be either in-kind work or \$3,544 in a monetary match. In-kind work has and will be
149 provided by the County Engineer, County Planning Director, Cooperative Extension and
150 Recreation staff.

151
152 Commissioner Mitchell motioned to execute the contract to proceed with the NC Community
153 Conservation Assistance Program, which allows the State to officially approve the diversion
154 plan. Commissioner Mark seconded the motion which was carried unanimously.

155
156 **DEPARTMENTAL MATTERS: HUMAN RESOURCES**
157 **REQUEST TO SET STARTING SALARY OF REGISTER OF DEEDS FOR 2024**
158 **ELECTION**

159
160 Human Resources Director, Amber Parker, stated as authorized by North Carolina General
161 Statute 153A-92, the Craven County Board of Commissioners may adjust salaries, allowances
162 and other compensation for the Sheriff and Register of Deeds positions. The Board of
163 Commissioners must give notice of intention for adjustment no later than fourteen (14) days
164 before the last day for filing notice of candidacy for the office.

165 \

166 She indicated the election for the Register of Deeds is during the 2024 election and the last day
167 for filing for the 2024 election for Craven County Register of Deeds is December 15, 2023. The
168 fourteen (14) day requirement is December 1, 2023. She noted that following the election and
169 after the successful candidate takes office, the Commissioners retain the right to adjust the
170 minimum starting salary upward in accordance with the years of related experience held by the
171 successful candidate.

172
173 Ms. Parker disclosed the proposed starting salary for the Register of Deeds position is \$54,054.

174
175 Commissioner Mitchell motioned to adopt the following resolution setting the starting salary of
176 the Register of Deeds for the 2024 Election, seconded by Commissioner Mark and approved 7-0
177 in a roll call vote.

178
179 **RESOLUTION GIVING NOTICE TO ALL CANDIDATES**
180 **FOR THE REGISTER OF DEEDS POSITION**
181 **IN CRAVEN COUNTY**

182 The Craven County Board of Commissioners, as authorized by North Carolina General
183 Statute 153A-92, has set the starting salary for the Register of Deeds position as provided
184 below. This will affect the individuals elected to this office, when they take office. All other
185 compensation elements including expense allowances are as set forth in the Craven
186 County Personnel Resolution.

187 The starting salary for the Register of Deeds position will be \$54,054 annually.
188 This Resolution will not be altered or amended until after the person elected as Register
189 of Deeds in the 2024 election takes office. Thereafter, the Board of Commissioners may
190 adjust the starting salary of the candidate elected considering the years of service and
191 performance in related experience of the person elected.

192
193 **APPOINTMENTS**

194
195 Chairman Jones reviewed all pending and upcoming appointments. There were no current
196 appointments to be made.

197
198 **COUNTY ATTORNEY’S REPORT**

199
200 County Attorney, Arey Grady, stated Craven County has received an offer in the amount of
201 \$3,900.00 for this real property, which was acquired jointly with the City of New Bern through a
202 tax foreclosure, with past due taxes and costs of foreclosure totaling \$4,662.14. He indicated the
203 tax value of this property is \$7,800.00.

204
205 He noted that this property is jointly owned with the City of New Bern, which has already approved
206 this initial offer.

207
208 Mr. Grady communicated that should the Board approve this transaction, the proposed resolution
209 should be adopted, which will in turn authorize advertisement for upset bids. Once the upset bid
210 process is concluded, this transaction will be brought back before the Board of Commissioners for
211 final approval.

212
213 Commissioner Mark motioned to adopt the following resolution to approve the transaction to
214 authorize the upset bid process, seconded by Commissioner Mitchell and approved unanimously.

215
216 **CRAVEN COUNTY**
217 **RESOLUTION ACCEPTING OFFER TO PURCHASE**
218 **SUBJECT TO UPSET BIDS**

219
220 WHEREAS, Craven County and the City of New Bern own certain real property identified
221 as Tax Parcel Number 8-007-150 (hereinafter “the Real Property”), the Real Property having been
222 acquired by Craven County and the City of New Bern in deed recorded in Book 3518, Page 1565
223 in the Office of the Register of Deeds of Craven County; and,

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

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

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

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

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

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

238 ADOPTED THIS 6th DAY OF NOVEMBER, 2023.

239

240 PETITIONS OF CITIZENS – GENERAL TOPICS

241

242 The following citizens signed up to speak:

243

- 244 1. Ben Watford, 903 Shipyard Point
- 245 2. T. Massey, 903 Shipyard Point
- 246 3. Natricia Simmons Collins, 133 Monterey Circle

247

248

249 COUNTY MANAGER'S REPORT

250

251 County Manager, Jack Veit, announced tonight is the start of Operation Greenlight, which will
252 run through November 12th as a show of respect and gratitude for our veterans. He indicated the
253 Administration Building, the Courthouse, the Register of Deeds, the Convention Center and the
254 Veterans Services buildings would all be lit green this week. He thanked Assistant County
255 Manager, Gene Hodges, and his team for making this happen.

256

257 Mr. Veit acknowledged The Wall That Heals being in Havelock, explaining it is a moving
258 replica of the Vietnam Wall found in Washington, DC.

259

260 Mr. Veit reported on a Board of Education issue which developed last week. Funding was
261 budgeted to replace a boiler at New Bern High School in the FY23-24 Budget in the amount of
262 \$200,000. Last week the chiller at Havelock High School went out and needs to be replaced.
263 The Board of Education is requesting the \$200,000 appropriated for NBHS be released so it may
264 be used to replace the chiller at Havelock High School. Mr. Veit stated there are no new funds
265 involved.

266

267 Commissioner Mitchell motioned to release the \$200,000 assigned to New Bern High School
268 and reappropriate it to Havelock High School for the purpose of replacing their chiller. Her
269 motion was seconded by Commissioner Hunt and approved in a 7-0 roll call vote.

270

271 COMMISSIONERS' REPORTS

272

273 *Commissioner Mark* commented on the high rating that CarolinaEast Medical Center recently
274 received.

275

276 *Commissioner Hunt* thanked the Board and Staff for supporting The Wall That Heals, as it means
277 a lot to veterans unable to travel to DC. She congratulated the Harlowe Auxiliary establishment
278 and commented on their desire to support the Harlowe VFD.

279

279 *Commissioner Smith* had nothing to report.

280
281 *Commissioner Mitchell* had nothing to report.

282
283 *Commissioner Howard* thanked Chad Strawn and the Planning Department for assisting him
284 with a recent issue in his District. He thanked Ms. Collins for coming to speak to the Board of
285 Commissioners about the school situation.

286
287 *Commissioner Bucher* reported on visiting the new facility in New Hanover County known as
288 The Healing Place, which is a 200-bed alcohol and drug rehab center. He stated he was very
289 impressed and indicated it is a great model. He commented that Jack Veit, Eric Lund, Jasmine
290 Canady, and Amber Parker had also toured the facility. Mr. Bucher also reported on touring the
291 New Hanover County facilities, which are also new.

292
293 *Commissioner Jones* recognized Register of Deeds, Michelle Toth, and Major David McFayden
294 for being in attendance and thanked them both for their service.

295
296 **CLOSED SESSION**

297
298 At 7:08 pm, Commissioner Mitchell motioned to enter Closed Session pursuant to NCGS 143-
299 31.11(a)(1) and (a)(3) pertaining to preventing the disclosure of information that is privileged or
300 confidential and pertaining to attorney client privilege. Her motion was seconded by
301 Commissioner Mark and approved unanimously.

302
303 County Attorney, Arey Grady, noted for the record that the case of Craven County versus
304 William Butler will be discussed during the Closed Session.

305
306 At 8:22 pm Mitchell motioned to return to Open Session, seconded by Commissioner Hunt and
307 approved unanimously.

308
309 Attorney Grady noted the Board gave Staff and the County Attorney specific directives in the
310 Craven County versus William Butler case.

311
312 At 8:23 pm, Commissioner Mitchell motioned to adjourn, seconded by Commissioner Hunt and
313 unanimously carried.

314
315
316
317
318 _____
318 Jason R. Jones
319 Craven County Board of Commissioners

320
321
322
323 _____
323 Nan Holton
324 Clerk to the Board