



# Minutes

## General Membership Meeting

6:30 p.m. - Thursday, November 10, 2022

Third Floor Conference Room  
233 Middle Street, New Bern, NC

**Zoom Link:**

<https://us06web.zoom.us/j/86881600168?pwd=WDQrUEZPTGVRWng5dnUvb1dlcGw4Zz09>

## Minutes

### ECC Executive Committee in Attendance:

Mayor Jay Bender, Town of Pollocksville, President  
Commissioner Roland Best, Lenoir County  
Commissioner Pat Prescott, Pamlico County  
Commissioner Edward Riggs, Town of Alliance representative, 1<sup>st</sup> Vice President  
Commissioner Robinson, Town of Hookerton, 2<sup>nd</sup> Vice President  
Commissioner Bill Taylor, Town of Morehead City  
Commissioner Shane Turney, Town of Trent Woods, Treasurer

### ECC General Membership in Attendance:

Commissioner Barbara Jones, Town of Cove City  
Mayor Randy Mitchell, Town of Dover  
Patty Leonard, Town of River Bend representative  
Mayor Carolyn Kenyon, Town of Faison  
Commissioner Russ Lanier, Town of Beulaville (via Zoom)  
Commissioner John Nash, Town of Cedar Point (via Zoom)

### ECC Staff in Attendance:

David Bone, Executive Director  
Melinda McGuire, Finance Director  
Heather O'Connor, Area Agency on Aging Director  
Becca Joan Eversole, Senior Transportation Planner  
Carlton Gideon, Senior Community Planner

### ECC Guest in Attendance:

Knox Proctor, Attorney, Ward & Smith  
Commissioner Billy Ward, Town of Faison

## 1. Welcome, Invocation, and Call to Order

President Bender called the meeting to order. Commissioner Robinson gave the invocation. Introduction around the room was made.

**2. Adopt Agenda – Jay Bender, President**

*Commissioner Riggs motioned to adopt the agenda, seconded by Commissioner Taylor, and motion was approved unanimously.*

**3. Consent Agenda – Jay Bender President**

**a. Minutes – Special Called General Membership – September 8, 2022**

**b. Contribution Based Benefit Cap Report**

**c. C.E.D.S. Update**

**d. Community Planning/Technical Assistance Update**

**e. Area Agency on Aging Update**

**f. Update Signatories on Union Bank documents – Add Melinda McGuire, Finance Director and David Bone, Executive Director.**

*Mrs. Leonard motioned to approve consent agenda, seconded by Commissioner Turney*

Commissioner Riggs suggested changes to the minutes. Change item one from President Bender to Vice President Riggs called the meeting to order.

Commissioner Riggs suggested to change on Item 8 to clarify that the original motion was rescinded and was replaced with the second motion, which was approved.

Commissioner Riggs asked for the policy amendments to be attached to the minutes.

*President Bender asked for a vote on the consent agenda considering the editorial comments, and motion was approved unanimously.*

**4. Update on development of Comprehensive Economic Development Strategy (C.E.D.S.) – David Bone, Executive Director**

Executive Director Bone gave an update on the Comprehensive Economic Development Strategy, which is due in December. ECC has developed a survey and shared with members, cities, counties, economic developers, chambers, and so forth. We received about 100 surveys back which is a good sample. Mr. Bone met with economic developers, planners and some workforce development partners to get input on a S.W.O.T. analysis. A S.W.O.T. analysis an acronym for strengths, weaknesses, opportunities, and threats.

Mr. Bone presented on the summary of the S.W.O.T. analysis. Eastern Carolina is a growing, diversified, collaborative, and resilient region with a range of employment opportunities that provide high quality jobs, lifelong learning, sustainable natural resources, and integrated infrastructure, advanced manufacturing contributes to

economic well-being, while agriculture, fishing, and forestry remain crucial drivers. The region's military economic impact continues to grow, while tourism and recreation flourish through utilization of key natural and historic attractions and the success of small businesses.

Mr. Bone stated the action plan can be developed to further develop your economy in your region over the next five years. The priorities listed is what was drafted to encompass some of the strengths, weaknesses, opportunities, and threats.

Mr. Bone stated a lot of comments heard at meetings was the opportunity to maximize the benefit of Eastern Carolina Council and to bring people together on various issues. This developed priority area one to cultivate and champion regional collaboration and partnership. Second priority area to develop critical infrastructure to grow economic opportunities and support disaster resiliency. This is developed from EDA and our RISE efforts that have already been undertaken recently in our region. Priority area three is to grow and support skilled workforce and enhance educational attainment. Toni Shope presented to the last Executive Committee meeting about the goals for educational attainment that North Carolina is looking to have two million people with higher education and skilled labor force credentials by 2030, so that is important to focus on as we develop our workforce in our region. And priority area 4 is to create healthy and connected communities and improve quality of life.

Mr. Bone asked the board for input on the vision statement and the priority areas as well as the strengths, weaknesses, opportunities, and threats. After input from the board, staff will continue to work on development of the C.E.D.S. plan.

**5. State Transportation Improvement Program (STIP) update and Community Outreach efforts – Becca Joan Eversole, Transportation Planner**

Ms. Eversole gave a presentation of the STIP and SPOT progress. Mr. Eversole stated that STIP stands for the state transportation improvement plan and is a ten-year plan. It can contain highway, bike/ped, ferry, public transit, aviation, and rail projects. The prioritization process of the projects is called SPOT. Projects are submitted and scored then local input points are added. Once final scores are calculated, NCDOT creates the Draft STIP.

Ms. Eversole stated that with current challenges the Prioritization 6.0 has been canceled. A new draft STIP was created from a conglomerate of existing projects from previous rounds of Prioritization. With new revenue coming in from the sales tax revenues NCDOT has given the RPO's a chance to swap out committed projects to be decommitted and reprioritized in the next round.

**6. Presentation about Community Planning and American Recovery Plan Technical Assistance – *Carlton Gideon, Senior Community Planner***

Mr. Gideon gave a brief overview of ARP. The revenue replacement expenditure group has the fewest compliance requirements, but ARP has specific policies that should be adopted for any use of the funds. THE UNC School of Government has templates for towns to use. The record retention policy should be for five years. There are certain uses that are eligible use and allowable costs. Internal controls should be adopted before certain financial transactions are made. It is also a good idea to have employee transition plans, checklists and notes.

Mr. Gideon stated smaller local governments receiving less than \$10 million have an annual reporting requirement and the next deadline is April 30, 2023. Larger local governments have a quarterly reporting requirement that is the last day of the month after the end of each quarter. Deadline to obligate ARP funds is December 31, 2024. Deadline to spend ARP funds is December 31, 2026. Eligible costs can be reimbursed starting March 3, 2021.

Mr. Gideon stated as of March 31, 2022 there were 695 projects reported to Treasury by Tier 5 local governments. Tier 5 is local governments under 250,000 in population and less than \$10 million in ARP funding.

Mr. Gideon has been reaching out to local governments in our region to see if they need assistance or information.

Executive Director Bone stated that Eastern Carolina Council has funding to provide ARP assistance at no cost to our communities.

Executive Director Bone stated that Eastern Carolina Council has received funding through ARP to do disaster recovery. Mr. Gideon is also helping communities with disaster recovery services. Working to develop a fee based service for the communities that are not 160-D compliance and other planning services.

**7. Executive Director's Report – *David Bone, Executive Director***

Executive Director Bone stated assisting Town of Newport with town manager search and that is coming to an end. This is a service we can provide to any of our communities. Would like input on having a legislature breakfast to bring out state representatives to our local representatives.

**8. Member Comments**

Commissioner Best requested more information about the grocery reimbursement program.

**9. Closed Session – N.C. G.S. 143-318-11(a)3 – Attorney Client Privilege**

*Commissioner Robinson motioned to go into closed session per N.C. G.S. 143-318-11(a)3, seconded Commissioner Riggs, and motion carried unanimously.*

**10. Adjournment**

Respectfully submitted,

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Jay Bender, President

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David Bone, Executive Director