

July 5, 2011

The Washington County Board of Commissioners met in a regular session on Tuesday, July 5, 2011 at 6:00 PM in the County Commissioners' Room, 116 Adams Street, Plymouth, NC. Commissioners Alexander, Collins, Manning and McCray were present. Also present were County Manager Rob Bencini, Clerk to the Board Julie J. Bennett, Finance Officer Gayle Critcher, Deputy Finance Office Frank Milazi and Assistant County Manager/County Attorney Cheryl Young. Commissioner Johnson was absent.

Vice-Chair Manning called the meeting to order. Commissioner Collins gave the invocation; Commissioner Alexander led the pledge of allegiance.

ADDITIONS / DELETIONS: Vice-Chair Manning added Item 3A Designation of NCACC Voting Delegate, Item 3B Energy Assessment and Recycling, Item 3C Discuss Public Hearing for Talent Enhancement Capacity Building Grant, Item 3D Post Employment Contract and Closed Session 143-318.11(1)(6).

CONSENT AGENDA: Commissioner Collins made a motion to approve the Consent Agenda as follows:

Consent Agenda

- a) Approval of Minutes
- b) Tax Refunds & Releases and Insolvent Accounts
- c) FY2010 Community Development Block Grant Washington County Scattered Site Housing Program—Grant Project Ordinance
- d) NC Education Lottery Public School Building Capital Fund—Replace Carpet w/Tile Project—Pines Elementary--\$50,137.14
- e) Lease Agreement for Washington County Roper Annex
- f) Resolution Defining Check Signing Authority of Washington County

Ms. Young spoke to the Board regarding Item E -- Lease Agreement for the Washington County Roper Annex. This lease agreement was previously approved by the Board, but when it was sent to the Office of Minority Health for their signature, they sent it back asking for a 5-day grace period on their rent payments.

Commissioner McCray seconded, motion carried unanimously.

PUBLIC FORUM: None.

APPOINTMENT OF ROBERT E. BENCINI, III : Vice-Chair Manning asked for a motion to appoint Mr. Bencini as County Manager effective July 1, 2011.

Commissioner Alexander made a motion to appoint Robert E. Bencini, III as the County Manager effective July 1, 2011. Commissioner Collins seconded, motion carried unanimously.

NCACC VOTING DELEGATE: Vice-Chair Manning spoke to the Board regarding the designation of a voting delegate to the NCACC Annual Conference in August. Since Chair Johnson has signed up to attend the conference, it would make sense to nominate her as the voting delegate.

Commissioner Collins made a motion to appoint Chair Johnson as the voting delegate to the NCACC Annual Conference in August. Commissioner McCray seconded, motion carried unanimously.

ENERGY ASSESSMENT & RECYCLING: Mr. Bencini spoke to the Board regarding the need to have internal recycling within the County buildings that we occupy and have control over. Mr. Bencini would like to conduct an energy assessment and a recycling assessment.

Commissioner McCray made a motion to allow Mr. Bencini to conduct an energy assessment and a recycling assessment of the County buildings. Commissioner Alexander seconded, motion carried unanimously.

DISCUSS PUBLIC HEARING FOR TALENT ENHANCEMENT CAPACITY BUILDING GRANT: Mr. Bencini spoke to the Board regarding an opportunity to apply for a Talent Enhancement Capacity Building Grant. The information for this grant came into the County Manager's office on June 29. This grant must follow the rules and regulations of a CDBG therefore we must have a public hearing before moving forward with the application. Mr. Bencini stated that this is an opportunity to hire a grant writer with these grant funds of \$50,000 (which covers salary and training classes at ECU). This grant is only made available every 2 years.

Commissioner Alexander made a motion to hold a public hearing at 6:00 pm on Tuesday, July 19, 2011 for the County to apply for the Talent Enhancement Capacity Building Grant. Commissioner Collins seconded, motion carried unanimously.

POST-EMPLOYMENT CONTRACT: Ms. Young spoke to the Board regarding a post-employment contract between the County and the retiring Finance Officer, Ms. Critcher. Ms. Young stated that this was actually proposed by Mr. Peoples before he retired. A contract was drafted last Wednesday to address the transition in the Finance office allowing Ms. Critcher to be able to keep her County laptop and to be available for answering questions after her retirement. Ms. Young asked the Board to review the contract and consider approving it at the July 19<sup>th</sup> meeting.

APPOINTMENT OF TAX ASSESSOR & TAX COLLECTOR: Vice-Chair Manning asked for a motion to appoint Mr. Chip Main as the Washington County Tax Assessor effective July 1, 2011.

Commissioner Collins made a motion to appoint Mr. Chip Main as the Washington County Tax Assessor effective July 1, 2011. Commissioner Alexander seconded, motion carried unanimously.

Ms. Young pointed out that Mr. Main also needed to be appointed as the County Tax Collector.

Commissioner Alexander made a motion to appoint Mr. Chip Main as the Washington County Tax Collector effective July 1, 2011. Commissioner Collins seconded, motion carried unanimously.

PUBLIC HEARING: ZONING ORDINANCE TEXT AMENDMENT—ARTICLE VI: NONCONFORMING USES, C. NONCONFORMING STRUCTURES, 6. MOBILE HOMES:

Vice-Chair Manning asked for a motion open the public hearing on the Zoning Ordinance Text Amendment.

Commissioner McCray made a motion to open the public hearing on the Zoning Ordinance Text Amendment. Commissioner Collins seconded, motion carried unanimously.

Ms. Keyes addressed the Board. At the June 6, 2011 Board of Commissioners Meeting, the Commissioners approved the recommendation from the Planning Board to make the following changes:

**Existing Language:**

**Article VI: Nonconforming Uses**

**C. Nonconforming Structures**

- 6. Mobile Homes:** Nonconforming mobile homes may be removed and replaced where both the real property on which the mobile home is located and the mobile home are owned by at least one (1) of its occupants provided that such mobile home is removed and replaced within thirty (30) calendar days.

**Recommended Language:**

- 6. Mobile Homes:** Nonconforming mobile homes may be removed and replaced provided that such mobile home is removed and replaced within thirty (30) calendar days.

Mr. Al Joyner asked about the lot sizes. Ms. Keyes replied that the change regarding lot sizes was made in a previous amendment.

Mr. Roger McCobb stated that replacing a mobile home should be an enhancement (an upgrade). Mr. Charles Sharpe asked what the previous language of the amendment was. Ms. Keyes read the original wording aloud (above). Ms. Keyes noted that Mr. Sharpe and Commissioner Alexander are both on the Planning Board. Mr. Dale Chesson questioned the 30 day requirement, stating that 30 days may not be long enough to remove and replace a mobile home. Ms. Keyes told the Commissioners that they do have the authority to change the wording to change the amount of days required for removing and replacing a mobile home; however, Ms. Young noted an additional public hearing would be needed if an additional change were requested tonight to be made to the amendment. An additional change to the amendment can be made at a later date if needed. Mr. McCray asked if there is a weather provision in the ordinance at all. Ms. Keyes noted that the language in this ordinance has always been 30 days and a change to that part of the ordinance could be addressed at another time. Mr. Larry Jones stated

that it looked like Mr. Chesson would be grandfathered--what if another citizen runs into this same problem? Ms. Young said any additional change regarding the amount of days required for removing and replacing a mobile home would need to go back to the Planning Board. The amendment before the Board tonight is about changing ownership, not the amount of days required for removing and replacing a mobile home. Mr. J.D. Melton noted that if an amendment is created in the future regarding changing the amount of days for removing and replacing a mobile home, it should be taken into consideration whether the days are working days or calendar days.

Commissioner Collins made a motion to close the public hearing. Commissioner McCray seconded, motion carried unanimously.

Commissioner Collins made a motion to adopt the Zoning Ordinance Text Amendment Article VI: Nonconforming Uses, C. Nonconforming Structures, 6. Mobile Homes as presented. Commissioner Alexander seconded, motion carried unanimously.

Ms. Keyes also noted the following activities that will be taking place:

Tabletop Exercise – Active Shooter – July 12, 2011  
Hurricane Preparedness Day – July 15, 2011  
Public Officials Conference – July 18, 2011  
Full Scale Exercise – Active Shooter – November 23, 2011

DEPARTMENT OF TRANSPORTATION(DOT) SECONDARY ROADS PROGRAM:

Mr. Sterling Baker, DOT Engineer, spoke to the Board. The breakdown of the DOT funds for the 2011-2012 Secondary Roads Program is as follows:

Highway Fund:	\$190,219.95
Trust Fund:	<u>\$148,627.03</u>
Total:	\$338,846.98

Mr. Baker noted that there are no new roads scheduled to be paved in this year's program. Mr. Baker said that pavement rehabilitation is scheduled on the Railroad Bed Road (like the work previously done on Newland Road) for an additional \$220,000. Unpaved road spot stabilization and maintenance funding will be \$58,000. Mr. Baker stated that Fairlane Road was approved in last year's program and will be first on next year's program.

Mr. Baker explained the criteria for accepting roads into the DOT Secondary Roads Program:

Petition from the citizens  
When it was platted  
Housing count  
Right of way

If a road did not exist before September 30, 1975, it has to be built up to current standards which include having a right of way, ditches, driveways and pavement plus no utility conflicts. This criterion is set by NC General Statutes. Mr. Baker also mentioned that if a road is less than

2/10<sup>th</sup> of mile it must have 5 houses total; if it is more than 2/10<sup>th</sup> of a mile it must have 2 houses per 10<sup>th</sup>.

Vice-Chair Manning asked about a notation in the document—“\*\*Skipped by County Board Action” in regards to Shore Drive. Mr. Darrick Lee (our DOT district engineer) stated this was noted many years ago; however he will have the paved part of Shore Drive fixed with resurfacing money.

Mr. Baker mentioned that Chowan County helped put up the money for paving some of their roads by assessing the citizens an extra tax . Washington County could consider doing the same thing.

Commissioner Alexander made a motion to approve the DOT Secondary Roads Program as presented. Commissioner McCray seconded, motion carried unanimously.

CDBG SCATTERED SITE HOUSING PROGRAM MANUAL: Ms. Young spoke to the Board regarding the CDBG Scattered Site Housing Program Manual. The manual is created from a template that is provided by the State. Ms. Young explained that if we would like to use the \$400,000 grant then the Program Manual needs to be approved.

Commissioner Alexander asked how word gets out about the availability of the CDBG grant money. Ms. Young replied that Mr. Brendan Nolan (of The Wooten Company) places information in the local newspapers and in local buildings such as the library, post office, and Social Services offices.

Commissioner Collins made a motion to approve the CDBG Scattered Site Housing Program Manual. Commissioner Alexander seconded, motion carried unanimously.

LANGUAGE ACCESS PLAN—LIMITED ENGLISH PROFICIENCY: Ms. Young spoke to the Board regarding having a Language Access Plan in place. As part of any HUD funded program (such as our CDBG program) the County must have a Language Access Plan. The County does have a plan in place through the Division of Social Services (DSS); however it does not address the CDBG program. The DSS program is the template the County Administration Offices must follow and the County Administration Offices will use the same people for interpretation as DSS, but the County must adopt a separate Language Access Plan that specifically references CDBG.

Commissioner Collins made a motion to approve the Language Access Plan. Commissioner Alexander seconded, motion carried unanimously.

RFP FOR DEBRIS MANAGEMENT AND REMOVAL SERVICES: Ms. Keyes conveyed to the Board that national disasters can create a lot of debris that requires removal. Ms. Keyes noted that the RFP for Debris Management and Removal Services was reviewed and approved by legal counsel and Mr. Peoples before he retired. The contract will be for a 12 month period of time and the County will be trying to use local subcontractors. This contract will not cost the County any money. Ms. Keyes explained that if Washington County is declared a State of Emergency county, then the County will be reimbursed by the Federal Emergency Management Agency (FEMA). If the County has a debris removal contract already in place, the County’s debris removal will take place in a timely manner following a national disaster.

Ms. Keyes informed the Board that the RFP for Debris Management and Removal Services has been released and bids have been received. Unified Recovery Group, LLC is the qualified bidder and they have stated they will use local subcontractors. Ms. Keyes also noted Martin, Washington, Hyde and Tyrrell counties all work as a unit during a national disaster.

Commissioner Alexander made a motion to approve the RFP for Debris Management and Removal Services. Commissioner Collins seconded, motion carried unanimously.

BOARDS & COMMITTEES: Ms. Bennett spoke to the Board regarding the following Board and Committee appointments.

**Washington County Senior Center Advisory Board**

Ms. Susan Diane Bennett is scheduled to expire on July 31, 2011 from the Senior Center Advisory Board. Mr. Michael Todd-Stone, Director of the Senior Center would like for the Board of Commissioners to re-appoint Ms. Bennett.

Ms. Bennett has agreed to serve on the Washington County Senior Center Advisory Board if re-appointed.

**Northeastern Workforce Development Board**

The Northeastern Workforce Development Board has requested that April M. Stotesberry be appointed to their Board.

Ms. Stotesberry has agreed to serve on the Northeastern Workforce Development Board if appointed.

Commissioner McCray made a motion to approve these appointments as presented. Commissioner Collins seconded, motion carried unanimously.

FINANCE OFFICER'S REPORT: Mr. Milazi discussed the Financial Report ending June 30, 2011. Mr. Milazi stated that the year closed with no problem and the new year has been opened. Mr. Milazi noted that the general fund is at 87% because the Finance Office is still waiting on information from DSS and sales tax collection. Mr. Milazi mentioned the budget of \$115,156 for Tourism and Travel was included in the main budget. Mr. Milazi reported that the sales tax summary is behind by 3 months because we have not received all of the money.

OTHER ITEMS BY CHAIR, COMMISSIONERS, COUNTY MANAGER, CLERK, ETC.:

- Ms. Bennett reminded the Board that a Board of Commissioners meeting will be held on July 19, 2011 at 6:00 pm for the public hearing for the Talent Enhancement Capacity Building Grant.

- Commissioner Collins reported on the Smart Start Board Meeting he attended last week. Commissioner Collins stated that a group in Raleigh is strongly considering realignment of the Smart Start program to better fit the amount of money the General Assembly allotted them. It seems that the larger counties get to keep their original funding while the smaller counties will be asked to consolidate. Washington County already consolidates with Tyrrell County and may have to pick up another county. Commissioner Collins would like the Board, with the help of the attorney, to create a resolution to have the Smart Start Board partnership continue as it does today.

Commissioner Collins made a motion to allow the attorney to create a resolution for the Board to approve allowing the Smart Start Board partnership to continue as is. Commissioner McCray seconded, motion carried unanimously.

- Mr. Bencini noted that he attended the NCACC meeting at Sunset Trail. He also conveyed that the Legislature reconvenes on July 13<sup>th</sup>.
- Vice-Chair Manning presented a plaque to Ms. Critcher from the Commissioners in appreciation of her 30 years of service to the County.

Commissioner Collins made a motion to go into Closed Session pursuant to NCGS 143-318.11 (a)(6). Commissioner McCray seconded, motion carried unanimously.

Commissioner Collins made a motion to recess the meeting until July 19<sup>th</sup> at 6:00 pm. Commissioner McCray seconded, motion carried unanimously.

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Buster Manning  
Vice-Chair

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Julie J. Bennett  
Clerk to the Board