

November 4, 2013

The Washington County Board of Commissioners met in a regular session on Monday, November 4, 2013 at 6:00 PM in the Strader Building Conference Room, 124 East Water Street, Plymouth, NC. Commissioners Johnson, Manning, McCray, Phelps and Sexton were present. Also present were County Manager Jerry W. Rhodes, Clerk to the Board Julie J. Bennett, Finance Officer Frank Milazi and Interim County Attorney Wendel Hutchins.

At 4:30 pm, the Board attended a "Report to the People" presentation by Cooperative Extension in the Strader Building followed by dinner

Chair Manning called the meeting to order. Rev. Eddie McNair gave the invocation; Commissioner Phelps led the pledge of allegiance.

ADDITIONS/DELETIONS: Mr. Rhodes requested to add a resolution to award the bid for the meter replacement project as Item 5A. Mr. Milazi requested to add a request to take funds from the Water Reserve funds for the AMR project at Item 5B.

Commissioner Sexton made a motion approve the additions as presented above. Commissioner McCray seconded, motion carried unanimously.

CONSENT AGENDA: **Commissioner Sexton made a motion to approve the Consent Agenda items b), c), and d). Item a) was incomplete therefore not approved.**

- a) Approval of Minutes
- b) Approval of Tax Administration Records Retention Schedule
- c) Veteran's Day Resolution 2013
- d) Tax Refunds & Releases and Insolvent Accounts for October

Commissioner McCray seconded, motion carried unanimously.

PUBLIC FORUM: None.

PUBLIC HEARING: COMMUNITY TRANSPORTATION PROGRAM:

Commissioner Johnson made a motion to open the public hearing on the Community Transportation Program. Commissioner Phelps seconded, motion carried unanimously.

Ms. Rhonda Woolard, DSS Director spoke to the Board regarding the Community Transportation Program grant application. Washington County is eligible to apply for grant funding through the Federal Transit Administration's (FTA) Section 5311 Program (Community Transportation Program) for the new fiscal year that begins on July 1, 2014. The first step in this process is a public hearing. The grant application includes \$88,914 in administrative funding.

The administrative funding supports direct and indirect costs associated with the administration of the transportation program. The application also includes \$72,830 in capital funding. Capital funds will be used to replace a center aisle van with a 25" light transit vehicle and two personal computers and printers eligible for replacement. Currently the transit system has four lift-equipped light transit vehicles, three (12 passenger) center aisle vans and one mini-van. Replacing this center aisle van with a 25" light transit vehicle will increase ridership capacity and decrease duplicated routes.

- Administrative \$88,914
- Capital (Vehicles & Other) \$72,830
- Total \$161,744

Administrative funding requires a 15% local share and capital funding requires a 10% local share. The total local share for FY 2015 is \$20,620. The FY 2013 Operating Statistical Report for the transportation system reflects a surplus of \$22,124.

Commissioner Phelps noted that the application includes computers and printers and asked how does this help with the transportation. Ms. Woolard explained that DSS staff tracks all the information pertaining to the grant and its appropriations and the current computers/printers are obsolete and need to be replaced.

Commissioner Phelps made a motion to close the public hearing on the Community Transportation Program. Commissioner Johnson seconded, motion carried unanimously.

Commissioner Phelps made a motion to approve submitting the Community Transportation Program grant application. Commissioner Sexton seconded, motion carried unanimously.

PUBLIC HEARING: WASHINGTON COUNTY FY10 COMMUNITY DEVELOPMENT PROGRAM CLOSEOUT: Commissioner Johnson made a motion to open the public hearing on the Washington County FY10 Community Development Program Closeout. Commissioner Sexton seconded, motion carried unanimously.

Mr. Brendan Nolan of The Wooten Company spoke to the Board. One of the Washington County FY10 Community Development Program Closeout requirements is that the county conduct a public hearing in order review and assess the performance of the County's FY10 Community Development Block Grant Program. The Washington County FY10 Community Development Program consisted of \$400,000 of Community Block Grant funds (100% of the total program costs) received by the County from the NC Department of Commerce. In this program, three homes in Washington County were acquired, cleared and reconstructed.

Commissioner Phelps asked for a brief description of the program and how citizens can apply for it. Mr. Nolan gave Commissioner Phelps a brief rundown of how the program works. The program is advertised in the local paper and Ms. Bennett puts information on-line. Applications are available from the County Administrative Office. Certain criteria needs to be

met by each applicant (i.e. income, disability, age, etc) and then the applications are reviewed for eligibility based on the information provided by the applicant. A list is then compiled and the criteria reviewed and applicants are chosen.

Commissioner Johnson made a motion to close the public hearing on Washington County FY10 Community Development Program Closeout. Commissioner Phelps seconded, motion carried unanimously.

Commissioner Johnson made a motion to approve Washington County FY10 Community Development Program Closeout which includes a resolution, grant project ordinance and closeout performance report. Commissioner Phelps seconded, motion carried unanimously.

ECONOMIC IMPROVEMENT COUNCIL, INC. COMMUNITY SERVICES BLOCK GRANT PROGRAM APPLICATION: The Economic Improvement Council, Inc. is pleased to announce the continued funding of the Community Services Block Grant Program for Fiscal Year July 1, 2014 through June 30, 2015. The Community Services Block Grant Program is funded by the NC Dept. of Health and Human Services, Office of Economic Opportunity in Raleigh, NC.

Funding for FY2014 is as follows:

Family Self-Sufficiency: \$281,576

The 2014 Grant Application is provided to the County Commissioners for informational purposes and notification of the EIC's intent to apply for funds.

No action is needed by the Commissioners.

RESOLUTION FOR BID AWARD FOR WATER METER REPLACEMENT PROJECT: Mr. Lou Manring spoke to the Board regarding a resolution to award the bid for the water meter replacement project. Mr. Manring reminded the Board of the 0% interest grant awarded to Washington County for the water meter replacement project. Washington County opened bids on October 22, 2013 for the DWSFR AMR Meter Replacement project. Three bids were received from Matchpoint, Inc., Ralph Hodge Construction and Herring-Rivenbark, Inc. ranging from \$582,446.50 to \$949,055.00. The low bid was from Matchpoint, Inc. at \$582,446.50. The bids came in about \$50,000 higher than expected. The County put in for this grant over two years ago and prices have increased. Mr. Manring would like the Board to award the bid to Matchpoint Inc. Mr. Manring and Mr. Milazi have discussed using the County's Water Reserve fund to cover the overage.

Commissioner Phelps asked Mr. Manring to check into applying for a grant or loan for the overage instead of using the Water Reserve fund. Mr. Manring explained that would hinder the project since the County can only proceed when we have the full amount of funding.

Mr. Manring noted that the County should see approximately \$60,000 - \$70,000 increased revenue per year with these new meters (Badger meters).

Commissioner Phelps asked about the difference in the contingencies. Mr. Manring explained that the contingency was separated out and put in the construction side.

Mr. Manring noted that it will take 6 weeks to install all meters and the County should see a difference in revenue in the next billing cycle.

Commissioner Phelps made a motion to approve the resolution awarding the bid to Matchpoint, Inc. Commissioner Johnson seconded, motion carried unanimously.

REQUEST TO USE WATER RESERVE FUNDS: Mr. Milazi spoke to the Board and requested that the County use funds from the County's Water Reserve fund in the amount of \$50,948 to cover the amount needed to move forward with the water meter replacement project. Mr. Manring reiterated that the County should see results during the next billing cycle.

Commissioner Johnson made a motion to approve using funds from the County's Water Reserve fund in the amount of \$50,948 to cover the amount needed to move forward with the water meter replacement project. Commissioner Sexton seconded, motion carried unanimously.

RESOLUTION APPROVING FINANCING TERMS: At the recessed meeting on October 21, Mr. Milazi spoke to the Commissioners regarding a resolution approving financing terms for purchasing one (1) car for the Sheriff's Department, one (1) new ambulance, one (1) old ambulance, four (4) heart monitors and one car, a Ford 150 for the Facilities Department. It was requested that the Interim County Attorney (Mr. Hutchins) review the document. Mr. Hutchins did review the document and he made a few changes to add the County Manager in the line of approval.

Chair Manning asked why is the County applying for a loan if the money for these items is in the budget. Mr. Milazi stated that the County can pay off a loan in 5 years rather than removing a large amount of cash all at once from the County's general fund. Taking out a loan will leave money in the County's general fund for other items.

Commissioner Sexton made a motion to approve the resolution approving financing terms as requested above. Commissioner Phelps seconded, motion carried unanimously.

NCDOT PETITION FOR ROAD ADDITION—RESOLUTION: A Road Addition Request was received in the County Office from NCDOT. NCDOT claims that the request meets the requirements for addition into the NCDOT Secondary Roads Program, therefore a supporting resolution is required by the County.

Commissioner McCray would like to know how these folks meet the requirements to get this road taken over by the State.

Mr. Rhodes will put together some information for the Commissioners on NCDOT requirements for roads to be added to the State's Secondary Roads Program.

Commissioner Phelps made a motion to approve the resolution approving the NCDOT Petition for Road Addition to add Albemarle Avenue in Driftwood Estates to the NCDOT Secondary Roads Program. Commissioner Sexton seconded, motion carried. Commissioner McCray voted nay.

AMENDMENT TO AN ORDINANCE DESCRIBING THE DUTIES OF THE WASHINGTON COUNTY RECREATION BOARD: Commissioner Johnson would like to amend the Ordinance Describing the Duties of the Washington County Recreation Board to include "Parks". She believes doing this will help the County be able to apply for additional state and federal grant funding designated for **Parks** and Recreation.

A public hearing must be advertised and held before the Commissioners can adopt this amendment. The Public Hearing could be held at the December 2, 2013 meeting.

Commissioner Johnson made a motion to approve amending the Ordinance Describing the Duties of the Washington County Recreation Board to add the word "Parks" and to have a public hearing on December 2. Commissioner Sexton seconded, motion carried unanimously.

FIRST AMENDMENT TO WASTE SUPPLY AND DISPOSAL AGREEMENT: Mr. Rhodes spoke to the Board regarding the First Amendment to the Waste Supply and Disposal Agreement between Washington County and Republic (who serves as successor-in-interest to East Carolina Environmental, Inc.) The original contract was signed in August 1993 with a 20-year term.

Mr. Rhodes gave an overview of the document. In the 1993 agreement there was an agreement with Bertie County for the operation of a privately owned regional landfill, which Washington County has used since 1993 for the disposal of its waste. This agreement with East Carolina Environmental also called for Washington County to make a minimum payment each month of \$12,200 in advance to East Carolina Environmental.

Commissioner Phelps asked to see the numbers for what the County has been paying for these services. Commissioner Phelps also wants the tonnage rate before approving this agreement. Commissioner Sexton asked Mr. Hutchins if the County can negotiate the tonnage rate.

The Commissioners asked Mr. Rhodes to arrange to have someone from Republic Services to come speak at the Commissioner next meeting. This item was tabled until the December 2 meeting.

PLYMOUTH WATERFRONT BOARDWALK REQUEST: Mr. Rhodes spoke to the Board and explained that the Town of Plymouth (Mayor Roth) is asking the Commissioners to consider for approval a CAMA required fifteen (15) foot setback waiver to authorize the Town

of Plymouth to construct a waterfront boardwalk behind the Plymouth Police Station to the common property line between the former "Strader" property (that the County now owns) and the former Plymouth Fire Department property.

Commissioner Phelps made a motion to approve the Town of Plymouth's waterfront boardwalk waiver request. Commissioner Johnson seconded, motion carried unanimously.

RECOGNITION: Chair Manning presented Register of Deeds Elaine Vann a recognition plaque for her 31 years of service. Ms. Vann will be retiring on December 1, 2013.

APPOINTMENT OF NEW COUNTY ATTORNEY: Mr. Jerry Rhodes introduced Mr. Curtis Potter to the Board and gave a brief background of his experience. Mr. Rhodes asked the Board to appoint Mr. Potter as the new County Attorney. Mr. Potter spoke to the Board and expressed his desire to work in Washington County.

Commissioner Sexton made a motion to appoint Curtis Potter as the new County Attorney effective November 18, 2013. Commissioner McCray seconded, motion carried unanimously.

Commissioner Johnson asked Mr. Potter about his background with workman's compensation. Mr. Potter said there were some changes this year but he feels he will be able to work on the county's workman's compensation issues with no problem.

Commissioner Phelps commended Mr. Hutchins for stepping in and helping out as Interim County Attorney.

APPOINTMENT OF NEW COUNTY TAX ADMINISTRATOR: Mr. Jerry Rhodes introduced Ms. Sherri Wilkins to the Board and gave a brief background of her experience. Mr. Rhodes asked the Board to appoint Sherri Wilkins as the new County Tax Administrator, effective November 4, 2013.

Commissioner Phelps made a motion to appoint Sherri Wilkins as the new County Tax Administrator effective November 4, 2013. Commissioner Sexton seconded, motion carried unanimously.

FINANCE OFFICER'S REPORT: Mr. Milazi distributed a report of revenues as of 10/31/13 and expenditures as of 10/31/13. Discussion ensued.

OTHER ITEMS BY CHAIR, COMMISSIONERS, COUNTY MANAGER OR CLERK:

- The Commissioners (and spouses) are invited to the Plymouth Fire Department's Christmas Party on Friday, December 6, 2013 at 6:30 pm at the Plymouth Church of Christ Family Life Center. If you plan to attend, please return the form with your food choices on it to Ms. Bennett by November 15.

- The Washington County Christmas Party will be held on Friday, December 13, 2013 at 12:00 noon – 2:00 pm at the First Baptist Church’s Fellowship Hall. Please let Ms. Bennett know at the December 2, 2013 Board of Commissioners meeting if you will be attending.
- Commissioner Phelps is on the ECU College of Human Ecology Board of Directors and he attended a meeting a few weeks ago and everyone there praised Ms. Rhonda Woolard from DSS and couldn’t stop talking about what a wonderful job she is doing. She recently won an Alumni award. ECU loves her!
- Commissioner Phelps and Commissioner Johnson serve on statewide NCACC Board and this is the first time that two Commissioners from Washington County have served.
- Commissioner Johnson was appointed to be a risk management trustee for the NCACC and she was attending a mandatory training session and couldn’t be at the October 7, 2013 Board of Commissioners meeting. She is very pleased to be on the NCACC Board.
- Commissioner Johnson stated that in December she will be coming off the Albemarle Commission Board. She has enjoyed being on that board and served as their Chair for the last 4 years. The Board of Commissioners needs to be thinking of who to replace her with and will need to appoint someone at the January 6, 2014 meeting.
- Mr. Rhodes noted that Chief Deputy Floyd and Ann Keyes took part in the search and rescue for the individual that fell from his watercraft by the NC 32 Bridge. Ms. Keyes explained that it became search and recovery this afternoon. Washington County Emergency Management and the Sheriff’s Office used their resources to help. Sixteen to eighteen entities were involved in this effort. Chief Deputy Floyd said that in events like this everyone pulls together.

Commissioner Sexton made a motion to go into Closed Session pursuant to NCGS §143-318.11(a)(3) (attorney client privilege) and NCGS §143-318.11(a)(4) (economic development). Commissioner Phelps seconded, motion carried unanimously.

At 8:00 pm, with no further business to discuss, Commissioner Phelps made a motion to recess the meeting. Commissioner Johnson seconded, motion carried unanimously.

Chair

Julie J. Bennett, CMC, NCCCC
Clerk to the Board