

December 3, 2018

The Washington County Board of Commissioners met in a regular session on Monday, December 3, 2018 at 6:00 PM in the Commissioners' Room, 116 Adams Street, Plymouth, NC. Commissioners Johnson, Phelps, Riddick, Sexton and Walker were present. Also present were County Manager/County Attorney Curtis Potter, Clerk to the Board Julie J. Bennett and Finance Officer Missy Dixon.

County Manager Potter called the December 3, 2018 meeting to order. Mr. Potter made a few statements before the election of the Chair and Vice-Chair. Any member may make a nomination. No seconds are needed. No nominations have to be closed. Vote will proceed by voice roll call.

ELECTION OF CHAIR: County Manager Potter called for nominations for Chair of the Washington County Board of Commissioners for 2018 - 2019. Commissioner Phelps nominated Commissioner Johnson. Mr. Potter called for any additional nominations. Hearing none, the nominations were closed. County Manager Potter called for the vote for Commissioner Johnson to be elected Chair for 2018-2019. **The vote was carried unanimously.** Chair Johnson assumed presiding over the meeting and thanked the Board for having confidence in her to lead them for another year.

ELECTION OF VICE-CHAIR: Chair Johnson called for nominations for Vice-Chair of the Washington County Board of Commissioners for 2018-2019. Commissioner Phelps nominated Commissioner Riddick as Vice-Chair. Chair Johnson called for any additional nominations. Hearing none, Chair Johnson called for the vote for Commissioner Riddick to be elected Vice-Chair for 2018 -2019. **The vote was carried by four (4) ayes by Commissioners Johnson, Phelps, Riddick and Walker. There was one (1) nay by Commissioner Sexton.** Chair Johnson congratulated Vice-Chair Riddick.

Chair Johnson called on Commissioner Walker to give the invocation and Mr. Curtis Potter, CM/CA to lead the Pledge of Allegiance.

ADDITIONS/DELETIONS: None.

CONSENT AGENDA: Commissioner Sexton made a motion to approve the Consent Agenda:

- a) Approval of Meeting Minutes
- b) Tax Refunds & Releases and Insolvent Accounts
- c) 2019 County Holiday Schedule
- d) 2019 County Commissioners' Meeting Schedule
- e) Closing of County Offices for Employees' Christmas Luncheon
- f) Sheriff's Bond
- g) Modification Agreement to the DHHS/Washington County MOU FY2018-2019
- h) Resolution in support of Juvenile Crime Prevention Council Allocation Expansion

Commissioner Phelps asked to remove item h) Resolution in Support of Juvenile Crime Prevention Council Allocation Expansion and put it on the January 7, 2019 agenda.

**Commissioner Phelps seconded (with the noted change), motion carried unanimously.**

**PUBLIC FORUM:** Ms. Rebecca Liverman, Cooperative Extension Director, spoke to the Board. The North Carolina General Assembly established the Hurricane Florence Agricultural Disaster Program of 2018, a one-time assistance program of \$240 million, for agricultural producers who suffered a loss due to Hurricane/ Tropical Storm Florence. Although the program has been established, assistance will be dependent upon appropriation from the North Carolina General Assembly. The program will be administered by the North Carolina Department of Agriculture and Consumer Services. Washington County is on the list of 10 counties who could receive assistance to farmers. (See map below.) Mr. Potter asked if this information was mailed out. Ms. Liverman said no. They have been using social media to get the word out.

**Counties Eligible for Assistance as of 12/14/2018:**

Alamance, Alleghany, Anson, Ashe, Avery, Beaufort, Bertie, Bladen, Brunswick, Cabarrus, Carteret, Caswell, Chatham, Columbus, Craven, Cumberland, Dare, Davidson, Davie\*, Durham, Duplin, Edgecombe\*, Forsyth\*, Franklin\*, Granville, Greene, Guilford, Halifax\*, Harnett, Hoke, Hyde, Johnston, Jones, Lee, Lenoir, Madison, Martin\*, McDowell, Montgomery, Moore, Nash, New Hanover, Onslow, Orange, Pamlico, Pender, Person, Pitt, Polk, Randolph, Richmond, Robeson, Rockingham\*, Rowan, Sampson, Scotland, Stanly, Stokes\*, Surry\*, Tyrrell, Union, Vance, Wake, Warren, Washington, Watauga, Wayne, Wilson, Yadkin, Yancey

*\*Counties pending declaration*



**EMPLOYEE OF THE QUARTER:** Chair Johnson recognized Ms. Jamie Robinson, Accounts Payable in Finance as the Employee of the Quarter.

**PLANNING BOARD RECOMMENDATIONS:** Ms. Ann Keyes, Planning & Safety/Emergency Management Director, spoke to the Board.

- a) Revise the Zoning Ordinance



WASHINGTON COUNTY  
P.O. BOX 1007  
PLYMOUTH, NORTH CAROLINA 27962

**MEMO TO:** Mrs. Julie Bennett, Clerk to Board of Commissioners

**FROM:** Ann Keyes, Planning/Safety Director ACK

**DATE:** November 19, 2018

**SUBJECT: RECOMMENDATION TO REVISE ZONING ORDINANCE**

Please be advised that in the meeting of the Washington County Planning Board held on November 15, 2018 meeting, the Washington County Planning Board made a motion to recommend to the Washington County Board of Commissioners a revision to the Washington County Zoning Ordinance to include:

If a body is to be buried in a plot which is not a registered cemetery, the funeral director handling the service, or the burial, must notify the Planning office of Washington County prior to opening the grave site. This is to include plots for remains of cremation. Cemeteries are allowed by special use permit only.

Thank you.

**Commissioner Phelps made a motion to approve the recommendation of the Planning Board to revise the Zoning Ordinance as presented above. Commissioner Sexton seconded, motion carried unanimously.**

A public hearing is planned for the January 7, 2019 Board of Commissioners' meeting.

a) Revise Solar Energy Ordinance



WASHINGTON COUNTY  
P.O. BOX 1007  
PLYMOUTH, NORTH CAROLINA 27962

**MEMO TO:** Mrs. Julie Bennett, Clerk to Board of Commissioners  
**FROM:** Ann Keyes, Planning/Safety Director ACK  
**DATE:** November 19, 2018  
**SUBJECT:** RECOMMENDATION TO REVISE SORD ORDINANCE

Please be advised that in the meeting minutes of the Washington County Planning Board held on October 4, 2018 and approved in the November 15, 2018 meeting, the Washington County Planning Board made a motion to recommend to the Washington County Board of Commissioners a revision to the SORD (Solar Energy Ordinance) with regard to decommissioning bond to include:

**25% of a project installation cost will be set as a surety bond for decommissioning the site.**

Thank you.

**Commissioner Sexton made a motion to approve the recommendation of the Planning Board to revise the Solar Ordinance as presented above. Commissioner Walker seconded, motion carried unanimously.**

A public hearing is planned for the January 7, 2019 Board of Commissioners' meeting.

**FINANCE OFFICER'S REPORT:** Ms. Dixon went over the budget transfers and amendments below and the Finance Officer's Report.

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2019 - 028**

**From:** Curtis Potter, County Manager  
 Missy Dixon, *Finance Officer*

**Date:** October 30, 2018

**RE:** Clerk of Court

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-4265-201	Clerk of Court - Departmental Supplies	1,500.00	(150.00)	1,350.00
10-4265-202	Clerk of Court - Maintenance & Repair Building	1,500.00	150.00	1,650.00
<b>Clerk of Court</b>				
<b>Balanced:</b>		<b>3,000.00</b>	<b>-</b>	<b>3,000.00</b>

**Justification:**

*To transfer monies within Clerk of Court from Departmental Supplies to Maintenance & Repair Building to cover the costs of paint for the Magistrates Office.*

**Approval Date:** 10/30/18

**Budget Officer's Initials:** MSD

**Initials:** CP

**Batch #:** 2019-028

**Date:** 10/30/18

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2019 - 029**

**From:** Curtis Potter, County Manager  
Missy Dixon, *Finance Officer*

**Date:** October 30, 2018

**RE:** Facility Services/EMS

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-4265-215	Facility Services - Maintenance & Repair Building	63,940.00	(5,850.00)	58,090.00
10-4265-540	Facility Services - Capital Outlay Equipment	-	5,850.00	5,850.00
<b>Facility Services</b>				
37-4330-550	EMS - Capital Outlay Equipment	62,000.00	(6,369.00)	55,631.00
37-4330-260	EMS - Departmental Supplies	1,000.00	6,369.00	7,369.00
<b>EMS</b>				
<b>Balanced:</b>		<b>126,940.00</b>	<b>-</b>	<b>126,940.00</b>

**Justification:**

*To transfer monies budgeted in Facilities Maintenance & Repair to Capital Outlay Equipment for the cost of the HVAC Unit for the Dream Provider Building - this was budgeted and paid for out of the wrong line item. To transfer monies budgeted in EMS Capital Outlay to Departmental Supplies for the cost of the furniture for the Creswell and Plymouth Bases - this was budgeted and paid for out of the wrong line item as it does not qualify as capital outlay.*

**Approval Date:** 10/30/18

**Budget Officer's Initials:** MS

**Initials:** MP  
**Batch #:** 2019-029  
**Date:** 10/30/18

Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2019 - 031

From: Curtis Potter, County Manager  
Missy Dixon, Finance Officer

Date: December 3, 2018

RE: Sheriff/Emergency Management/Senior Center/DSS Admin

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-3540-020	Gun Permits Discretionary-County Portion	(1,305.00)	(330.00)	(1,635.00)
10-4310-611	Gun Permits Discretionary-County Portion	10,790.00	330.00	11,120.00
10-3540-030	Gun Permits-State Portion	(1,490.00)	(375.00)	(1,865.00)
10-4310-612	Gun Permits-State Portion	3,045.00	375.00	3,420.00
10-3540-040	Finger Printing	(310.00)	(60.00)	(370.00)
10-4310-613	Finger Printing	691.00	60.00	751.00
<b>Sheriff</b>				
10-3480-080	EM Donations-Emergency Response Banquet	(445.00)	(8,005.00)	(8,450.00)
10-4330-400	EM Donations-Emergency Response Banquet	1,383.00	8,005.00	9,388.00
<b>Emergency Management</b>				
10-3509-010	Senior Center Trips	(265.00)	(782.00)	(1,047.00)
10-5150-380	Senior Center Trips	877.00	782.00	1,659.00
10-3509-020	Senior Center Donations	(106.00)	(25.00)	(131.00)
10-5150-650	Senior Center Donations	2,642.00	25.00	2,667.00
10-3350-000	Miscellaneous Revenues	-	(750.00)	(750.00)
10-5150-315	Senior Center Training	3,000.00	750.00	3,750.00
<b>Senior Center</b>				
10-3500-081	DSS Community Donations-Christmas	(67.00)	(1,941.00)	(2,008.00)
10-5310-258	DSS Community Donations-Christmas	460.00	1,941.00	2,401.00
<b>DSS Admin</b>				
<b>Balanced:</b>		<b>18,900.00</b>	<b>-</b>	<b>18,900.00</b>

**Justification:**

*To budget for additional revenues received for Gun Permitting, Finger Printing, Emergency Response Banquet Donations, Senior Center Trips and Donations and DSS Christmas Donations. To budget training monies received for an employee in Senior Center to attend a training conference.*

Approval Date: \_\_\_\_\_

Bd. Clerk's Init: \_\_\_\_\_

Initials: 


  
 Batch #: \_\_\_\_\_  
 Date: \_\_\_\_\_

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #: 2019 - 032**

**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer

**Date:** December 3, 2018

**RE:** Sheriff/Board of Elections/Register of Deeds

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-4310-030	Sheriff-Salaries & Wages-Parttime	1,750.00	(687.00)	1,063.00
10-4310-031	Sheriff-Salaries & Wages-Overtime	-	687.00	687.00
<b>Sheriff</b>				
10-4170-315	Board of Elections-Training	5,500.00	(2,621.00)	2,879.00
10-4170-030	Board of Elections-Parttime	8,686.00	2,621.00	11,307.00
<b>Board of Elections</b>				
10-3990-000	Appropriated Fund Balance-GF	(92,416.00)	(558.00)	(92,974.00)
10-4180-612	ROD automation Fund-Departmental Supplies	-	558.00	558.00
<b>GF/Register of Deeds</b>				
<b>Balanced:</b>		<b>(76,480.00)</b>	<b>-</b>	<b>(76,480.00)</b>

**Justification:**

*To transfer monies within the Sheriff's Office to cover unexpected overtime costs due to an employee being on leave. To transfer monies within Board of Elections from Training to Parttime Salaries as the monies were originally budgeted in the wrong line. To transfer Register of Deeds Automation Fund monies from the General Fund Fund Balance (this money is part of the restricted fund balance) to Register of Deeds Departmental Supplies to cover the cost of a new computer for the Assistant Register of Deeds as her computer is not in working order.*

**Approval Date:** \_\_\_\_\_

**Bd. Clerk's Init:** \_\_\_\_\_

<b>Initials:</b>	
<b>Batch #:</b>	
<b>Date:</b>	

Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2019 - 034

From: Curtis Potter, County Manager  
Missy Dixon, Finance Officer

Date: December 3, 2018

RE: Emergency Management/Airport

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-3480-018	HMEP Grant-Hazmat Incident Stabilization	-	(7,250.00)	(7,250.00)
10-4330-699	HMEP Grant-Hazmat Incident Stabilization	-	7,250.00	7,250.00
10-3480-019	HSGP-Operation Tiger Paws Exercise	-	(9,200.00)	(9,200.00)
10-4330-700	HSGP-Operation Tiger Paws Exercise	-	9,200.00	9,200.00
10-3480-021	HSGP-NC Marine Fisheries/Marine Patrol PPE	-	(136,206.00)	(136,206.00)
10-4330-701	HSGP-NC Marine Fisheries/Marine Patrol PPE	-	136,206.00	136,206.00
<b>Emergency Management</b>				
38-3800-081	Parallel Taxiway Project (Construction)	(3,765,486.00)	(3,800,292.00)	(7,565,778.00)
38-8135-661	Parallel Taxiway Project (Construction)	3,765,486.00	3,800,292.00	7,565,778.00
<b>Airport</b>				
<b>Balanced:</b>		-	-	-

**Justification:**

*To place grant funds for Emergency Management into budget-the Hazmat Incident Stabilization Grant is for five counties to enhance their capabilities in case of a Hazard Materials Incident, the Operation Tiger Paws Exercise Grant is to conduct an Active Shooter Exercise, and the NC Marine Fisheries PPE Grant is to purchase personal protective equipment for Marine Fisheries so that the North East Region will have the capability to respond in case fo an incident.  
To place the additional Airport Parrellel Taxiway Grant award into budget.*

Approval Date: \_\_\_\_\_

Bd. Clerk's Init: \_\_\_\_\_

Initials:	
Batch #:	
Date:	

**Commissioner Sexton made a motion to approve BT #2019-028, BT #2019-029, BA #2019-031, BA #2019-032 and BA #2019-034 as presented. Commissioner Phelps seconded, motion carried unanimously.**

**OTHER ITEMS BY CHAIRPERSON, COMMISSIONERS, COUNTY MANAGER/ ATTORNEY OR CLERK:**

Chair Johnson mentioned the ground breaking at the Plymouth Municipal Airport for the Taxiway Turnaround Project will be on December 13<sup>th</sup> at 10:00 AM. Chair Johnson said that Mr. Brabble, Airport Director, has been instrumental in obtaining the funds for this project. Chair Johnson also mentioned that she will miss some upcoming events due to being committed to being on the NACo Steering Committee and she will be out of town.

Commissioner Walker said that he hopes that as a Board, they can work together in unison. Even though the Commissioners may not always agree on everything, he hopes things will be handled in a professional manner. Commissioner Walker reminded the Board that they need to make sure they treat employees with respect so they are not intimidated by this Board.

Commissioner Phelps said the Mayor of Creswell handed out flyers for the Creswell parade on December 13 at the beginning of tonight's meeting. Commissioner Phelps said he hopes in the New Year that the County can work on our economic development and move forward. Commissioner Phelps also noted that several Department Heads did not turn in reports and he wants to remind them that the Commissioners do read them. Mr. Potter said he is incorporating them in his Department Head meetings also.

Mr. Potter gave a rundown of upcoming events:

- Plymouth's Christmas Parade and Tree Lighting along with shopping in The Christmas Marketplace (at the Maritime Museum) will be Tuesday, December 4, 2018. The parade starts at 4:00 PM.
- Reminder: Washington County EM's Emergency Responder Appreciation Banquet is Thursday, December 6, 2018 at the Plymouth Church of Christ, Family Life Center starting at 6:00 PM.
- Reminder: Plymouth's Volunteer Fire Department Banquet is Friday, December 7, 2018 at the Plymouth Church of Christ, Family Life Center starting at 7:00 PM.
- Washington County Employee's Christmas Luncheon will be held on Tuesday, December 11, 2018 at the Vernon James Center in Roper. The luncheon will start at 12:30 PM and end at 2:30 PM. Service Awards will also be given out during the luncheon.

Mr. Potter told the Board that he will be out of the country on vacation beginning December 17 – 21<sup>st</sup>. He plans to be back in the office after the holiday break on December 27.

Ms. Bennett mentioned to the Board that she is in contact with the folks at CGI Communications and will be soon doing an introductory video about the County with the videographer.

**Commissioner Sexton made a motion to go into Closed Session pursuant to NCGS §143-318.11 (a)(3) (attorney-client privilege) and to NCGS §143-318.11 (a)(6) (personnel). Commissioner Phelps seconded, motion carried unanimously.**

Back in Open Session, the following motions were made:

**Commissioner Walker made a motion authorizing the County Attorney to cause the opioid litigation to be filed. Commissioner Riddick seconded, motion carried unanimously.**

**Commissioner Riddick made a motion directing the County Attorney to dismiss the civil litigation pending against Mr. David Lewis, Jr. and other defendants arising out of dog abuse allegations. Commissioner Sexton seconded, motion carried unanimously.**

**Commissioner Sexton made a motion to give County Manager Potter a contractual bonus of \$2,000 and the Board will review this each year during the County Manager's performance evaluation. Commissioner Riddick seconded, motion carried unanimously.**

Chair Johnson told Mr. Potter that the Board does appreciate all he has done and knows he is getting in his groove and will continue to accomplish the goals set before him.

At 8:10 PM, with no further business to discuss, **Commissioner Sexton made a motion to adjourn the meeting. Commissioner Riddick seconded, motion carried unanimously.**

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Tracey A. Johnson  
Chair

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