

August 6, 2018

The Washington County Board of Commissioners met in a regular session on Monday, August 6, 2018 at 6:00 PM at the Creswell Elementary School Art Room at 115 West Middle Street, Creswell, NC. Commissioners Johnson, Phelps, Riddick, Sexton and Walker were present. Also present were County Manager/Attorney Curtis Potter, Clerk to the Board Julie J. Bennett and Finance Officer Missy Dixon.

Chair Johnson called the meeting to order. Commissioner Sexton gave the invocation; Commissioner Riddick led the pledge of allegiance.

ADDITIONS/DELETIONS: Item 9A: Resolution: Designation of Applicant's Agent, NC Division of Emergency Management, for Generator for Pines Elementary School, Ms. Ann Keyes

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

- a) Approval of Minutes
- b) Tax Refunds & Releases and Insolvent Accounts
- c) A Resolution Calling for Hearings and Ratification of the Equal Rights Amendment (ERA) by the NC General Assembly
- d) Resolution on Opioid Litigation
- e) ABC Board FY18-19 Approved Budget
- f) FY17-18 Year-End Budget Amendments

Commissioner Riddick seconded, motion carried unanimously.

PUBLIC FORUM: Beth Jackson, Washington County's Extension Agent, 4-H Youth Development, 128 Water St, Plymouth stated that Kaley Christenberry will be representing Washington County at the NCACC Conference August 23 – 26, 2018 in Hickory. Ms. Christenberry told the Commissioners that she has showed livestock since she was 7 years old. She has showed at the district and state level, has been president of two councils and she is excited to attend the Youth Summit in Hickory.

UPDATE ON CRESWELL PRIMARY CARE: Mr. Guy Simmons, RCCHC Board Chair, started out by introducing Paulique Horton as one of RCCHC's board members. Ms. Horton is the Treasurer and also mentioned that Mr. Potter is Chair of the Finance Committee. RCCHC is going strong and has a good balance sheet. The partnership between RCCHC and Washington County has been outstanding. The Creswell Primary Care clinic has been open for 28 months. They have 1,730 unique patients and are busy every day all week. Mr. Simmons said he knows there are more patients who need them. RCCHC has participated at 9 outreach events and has brought in 300 prospective new patients. RCCHC has helped patients with the Affordable Care Act. They also have sliding fees for patients –everyone is qualified to receive service. They are also doing farmworker outreach. RCCHC visited 6 camps. The top diagnosis in the County is diabetes. The rate is twice the national level so RCCHC is continuing to work on caring for those folks and dealing with the illness. RCCHC has partnered with MTW. They have had 2 programs already and 31 folks participated. Mr. Simmons said he is pleased that Riverlight Transit is bringing patients to RCCHC. RCCHC is continuing to work on the process

to be accessible to patients. They have a 'call a nurse' program for folks who can not get to the clinic. Mr. Simmons said Washington County is a great landlord. Mr. Simmons went on to say that their next health center will be in Woodland in Northampton County. Mr. Simmons said the bigger RCCHC gets, the more services they can offer. They now have a robust pediatric program.

Commissioner Phelps thanked Mr. Simmons and asked him to take back the Boards thanks to Ms. Schwartz and staff. He also thanked Mr. Simmons for believing in Washington County and not writing us off like others did. Mr. Simmons said the best is yet to come. Commissioner Walker said all he has heard is positive words about RCCHC. Mr. Simmons ended his presentation by saying that RCCHC is a federally qualified health center and meets strict standards.

TAX COLLECTOR'S REPORT IN SETTLEMENT: Ms. Sherri Wilkins, Tax Administrator spoke to the Board. Per North Carolina General Statute 105-373 told the Commissioners that they are receiving a settlement report for the fiscal year 2017 – 2018 which ended June 30, 2018.

This report includes the settlement of real property taxes and personal property taxes. The charges for this report include original amounts due along with discoveries, penalties, interest and costs and all other sums. The credits for this report include deposits, releases, principal balances of real and personal property and other balances due. Also included with this report are the write-off amounts and a breakdown of the enforced collections. The tax office has made diligent efforts to collect all the taxes due, including the use of wage garnishments, bank attachments, letters, personal contact, debt set-off, and foreclosures.

For this fiscal year we billed and collected for the Washington County Ad Valorem Tax, Town of Creswell Ad Valorem Tax, Watershed Tax, Solid Waste User Fee, Albemarle Drainage District, and Pungo River Drainage District. We collected for Drainage District 5.

We are still working to collect delinquent motor vehicle taxes for bills prior to the NCVTS program being implemented in 2013. This year, per N.C.G.S. 105-373 (h) we will write off the balance of motor vehicle accounts that have not been collected. We will be able to focus all of our efforts to collect taxes on real and personal property. Each month Denise Jones works to process the monthly queues, and reports in the Tag and Tax Program or NCVTS (North Carolina Vehicle Tax System). Although the bills are sent and collected through the NCVTS system, we still handle any adjustments, refunds, releases (e.g. situs error) and general questions about motor vehicle taxes.

In December, listing notices were posted around the county and advertised in the Roanoke Beacon concerning the listing period for 2017 – 2018. We completed the listing of Business Personal Property and Personal Property; those forms are mailed December 31st of each year and are due January 31st. Applications were processed for the Present-Use Value program and Property Tax Relief program. "Notice of Lien Advertisement" aka second notices were sent in March. These letters were combined with our Debt Set-off letters. The delinquent taxpayer's advertisement was run in the Roanoke Beacon in April. The Board of E & R advertisement was run in the Roanoke Beacon. Reports were sent to the N C Department of Revenue as requested, annually there are several reports required by the NCDOR and the Office of the Fire Marshall.

We worked with the contracted Appraiser to get the appraisals completed and adjustments made since last year.

The Assistant Assessor and I continued our work with County Tax Services, Inc. on the Business Personal Property Audits/Compliance checks.

The School of Government and the NC DOR require continuing education classes for different certifications and positions. All tax office personnel have completed their courses and have passed all tests per the requirements.

Transfers are an on-going process from the time the bills go out in July until we are ready to bill the next tax year. We work closely with the Register of Deeds, Mapping Department and the Permits office to assure that our records of transfers or additions are correct. Once the bills are mailed, the Assistant Assessor will begin transfers that have occurred since January 1 that can be keyed in preparation for 2019 tax year. While some of the changes the Assistant Assessor and I can review, there are changes that the Appraiser has to complete. He is usually here the first of the calendar year to complete any appraisal work so change notices can be sent in a timely manner.

The Delinquent Tax Coordinator works with mortgage companies to assure that they receive the tax bills they have requested. She is the primary assistant with the foreclosure program. She will continue to enforce wage garnishments, bank attachments and the debt set-off program. This fiscal year she was not able to enforce the number of wage garnishments and bank attachments as in previous years because she was assisting the tax office as a tax clerk.

The Tax Office staff members are cross-trained. Because of this, the Delinquent Tax Coordinator, Assistant Assessor and Tax Administrator are pulled away from their main duties and we help each other and we may be the one to help you at the counter.

Commissioner Sexton asked how many years is the County going to write off vehicles. Ms. Wilkins said she will get Commissioner Sexton a report.

Commissioner Phelps asked if Ms. Wilkins could explain the uncollected ending balance and if the tax collection rate has come out. Ms. Wilkins said she would get this information to the Commissioners.

TARHEEL CHALLENGE ACADEMY: Mr. Kenneth Cates, NCDPS Recruiter, told the Commissioners that he started off in the Airforce. The Tarheel Challenge Academy is about giving youth a second chance. He went over the brochure below.

A SECOND CHANCE...



**IT'S
YOUR
CHOICE**

North Carolina National Guard
**TARHEEL
CHALLENGE**

(800)573-9966 (Salemberg)

(844)880-5206 (New London)

***"Are You Up
To The
ChalleNge?"***

Kenneth Cates ~Zone #3 Recruiter

Email: kenneth.cates@ncdps.gov

C: (910) 214-1750



W: (910) 525-5520

PURPOSE AND OBJECTIVES

ChalleNGe is for young men and women who wish to make major changes in redirecting their lives and are willing to become more productive citizens. Our program is called "*ChalleNGe*" for a good reason. We offer a unique path to self-improvement while helping you enhance some of the personal tools that will be used in adult life. *ChalleNGe* is not easy, but it can be a very rewarding time of your life. It grabs your interest, personal commitment and social life through five intensive months of resident activities. You will stretch and grow, both emotionally and physically. You will also acquire new skills and the self-confidence to make them count.

OUR COMMITMENT TO CHALLENGE

The *ChalleNGe* program has committed military expertise and close community ties to help youth acquire the skills and strengths needed to be more productive in their communities.

ChalleNGe is not for everyone, but we have made it so varied and interesting that we know you will never be bored. You are encouraged to look into how Tarheel *ChalleNGe* Academy can help you meet your life challenges.

WHAT YOU CAN GAIN

- *High School Equivalency Diploma (HSE)*
- *High School Diploma*
- *Credit Recovery*
- *Career Pathway Classes*
- *Etiquette Training*
- *Career Readiness Certificate (CRC)*
- *Cardiovascular Pulmonary Resuscitation (CPR) Training*
- *Life Skills Training Certificate*
- *Computer Employability Skills Certificate*
- *Presidential Physical Fitness Awards*
- *Physical Strength and Endurance*
- *Service to Community Hours*
- *Job Skills Training Certificate*
- *Self-Discipline/Self Control*
- *Leadership Skills*
- *Driver Education Classes*
- *Graduation Allowance for Further Education and Job Training*
- *Support Group of Graduates and Mentors throughout the 12-Month Program*



**Adding Value
To North Carolina...
One Student At A Time**

- Federal Mission
- State Mission
- Community Service Mission

TARHEEL CHALLENGE ACADEMY ELIGIBILITY

- High School Dropout/Expellees
- 16-18 Years Old
- Volunteer
- U.S. Citizen or Legal Resident
- Legal Resident of North Carolina
- Unemployed/Underemployed
- Drug Free
- No Felony Convictions or Sentence in Criminal Justice System
- Physically and Mentally Capable
- Community Leader Endorsement
- Interview Required

MORE PRODUCTIVE CITIZENS



Sponsors:

State of North Carolina

Department of Public Safety

North Carolina National Guard

Tarheel Challenge Academy Activities

ChalleNge is a 22-week, military oriented residential program for qualified young adults. Residence is followed by an intensive 12-month placement and mentoring phase to aid in adjustment to career paths and goals. Here are some activities you will participate in during residential phase:

- *Service To Community Projects*
- *Military Skills, Drill and Ceremonies*
- *Outdoor Adventures*
- *Physical Fitness & Sports*
- *Life Skills Program*
- *Field Trips*
- *Citizenship Responsibilities*
- *Small Unit Leadership and Discipline*
- *Computer Skills*
- *Government/House/Senate Page Training Program*



Revised on 28 August 2017

HOW TO APPLY

Your local Youth *ChalleNge* recruiter has a packet of information: application and forms for your parent, guardian and/or you to complete. Recruiters are available to assist and discuss your eligibility. Eligibility requirements are listed on the inside. Even if you are not eligible today, your recruiter can offer several suggestions on how to become eligible for the next class. Learn more at your local National Guard Army or by calling the Tarheel Challenge Academy at:

800-573-9966 (Salemberg)
844-880-5206 (New London)



Tarheel Challenge Academy Locations:

PO Box 39
Salemberg, NC 28385
(910) 525-5520

<https://nc-tcchallenge.org>

PO Box 6
New London, NC 28127
(704) 961-9662

<https://nctcanewlondon.com>

“Accept the ChalleNge”

Mr. Cates said that people can go on the website to sign up. Commissioner Walker asked what the success rate is. Mr. Cates said 92% in the first week, they weed themselves out---they take their cell phones away!

Commissioner Phelps told Mr. Cates that he went to his facility as a mentor. Commissioner Phelps tried to get someone into the program in Salemberg, but failed. This was someone who had a felony, but not a conviction. Commissioner Phelps said the brochure says if the person doesn't have a conviction they should be allowed to attend. Why was this particular person turned down? Mr. Cates said try again and contact him.

EMS UPDATE: Mr. Andrew Coccaro, EMS Director, spoke to the Board. Mr. Coccaro said he has implemented the new schedule and EMS staff is happy. He is still trying to recruit paramedics. Mr. Coccaro said vehicles are still an issue. He is trying to secure funding for the new ambulances that were approved in the budget. Commissioner Phelps asked if Mr. Coccaro was buying them out of Florida. Mr. Coccaro said the dealer is in NC, but all of these transit type vehicles come out of Florida. The paperwork holdup is with USDA. Commissioner Phelps said he feels we need to speed it up. Mr. Potter said the paperwork is about 90 days out. Mr. Coccaro said he is trying to keep trucks at similar

mileage...it helps to maintain them better. He is also trying to find mechanics to work on ambulances; however, it is a struggle. He is going to try a mechanic in Williamston. Diesel mechanics are hard to keep. The ambulances are still breaking faster than shops can fix them. Mr. Coccaro stated that OEM did a surprise inspection on our trucks and they all passed. Regarding staffing, Mr. Coccaro said we are still short 2 paramedics that are on leave. He has put out job advertisements on indeed.com, reached out to community colleges and the OEM web site. He is still having a hard time getting/keeping part-time employees. Paramedics are not rolling in the door. Mr. Coccaro said he still thinks that the pay scale needs to be revisited. Drugs are still in short supply since they mostly come from manufacturers in Puerto Rico. The hurricane that hit there basically wiped out all their facilities so there is a nationwide shortage. It's going to get worse before it gets better. Commissioner Riddick asked how many trucks are on the road now. Mr. Coccaro said he has been keeping 5 vehicles on the road--3 ambulances and 2 QRVs. Chair Johnson asked about the USDA paperwork---do the Commissioners need to contact Butterfield to help us out. Commissioner Phelps said no, the hold-up is paperwork not being done by staff. Mr. Potter said he hears the Board saying this item needs to be pushed to the top of his list of things to do. Mr. Potter said it will take approximately 30-35 days on paperwork and have them on the road in 90 days. Commissioner Phelps said the Board needs to direct the County Manager to put this to the top of his list.

Commissioner Phelps asked if the Board and citizens should be concerned with the leadership of EMS. Mr. Coccaro said no, he does not see any issues with himself. Mr. Potter said if the Board wishes to discuss the EMS Director's qualifications, it should be done in Closed Session. Commissioner Phelps said he was talking about the trucks breaking down and the shortage of meds, should the citizens be alarmed. Mr. Coccaro said no, there is no danger to the citizens regarding using different meds if some others are not available. Mr. Coccaro said the service level between intermediates and paramedics is not great. Intermediates can do a lot of things that paramedics can do.

ABANDONED CEMETERIES, Mr. Curtis Potter, CM/CA, spoke to the Board regarding an issue that has arisen. Please see the Mr. Potter's memorandum below.

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

COMMISSIONERS:

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WILLIAM "BILL" R. SEXTON, JR., VICE-CHAIR
D. COLE PHELPS
JENNIFER C. RIDDICK
JULIUS WALKER, JR.



ADMINISTRATION STAFF:

CURTIS S. POTTER
COUNTY MANAGER/ COUNTY ATTORNEY
cpotter@washconc.org

JULIE J. BENNETT, CMC, NCCCC
CLERK TO THE BOARD
jbenett@washconc.org

POST OFFICE BOX 1007
PLYMOUTH, NORTH CAROLINA 27962
OFFICE (252) 793-5823 FAX (252) 793-1183

AGENDA ITEM MEMO

TO: Board of Commissioners, Washington County c/o Julie Bennett, Clerk to the Board
FROM: Curtis S. Potter, County Manager/County Attorney
DATE: August 2nd, 2018
RE: Grave Removal Request and Policy per NCGS 65-106

Background:

- NCGS 65-106 (*Removal of Graves*) which is attached for your reference provides in relevant part under subsection (a)(4), "that any person, may effect the disinterment, removal, and reinterment of graves as follows: By any person, ... who owns land on which an abandoned cemetery is located after first securing the consent of the governing body of the municipality or county in which the abandoned cemetery is located."
- NCGS 65-85(1) defines "Abandoned" as "Ceased from maintenance or use by the person with legal right tot the real property with the intent of not again maintaining the real property in the foreseeable future."
- NCGS 65-106 provides in relevant part: "All disinterment, removal, and reinterment under the provisions of this Part shall be made under the supervision and direction of the county board of commissioners or other appropriate official, including the local health director, appointed by such board..."
- Several months ago, staff was contacted by Denise Thomas, daughter of Velma Owens who is deceased and buried on property currently owned by Brenda Crougter at 207 Ambrose Rd. Ms. Crougter had run a notice in the paper regarding her intent to have Ms. Velma Owen's body disinterred from said property and reinterred at the St. Mary's Church located approximately ¼ mile away on Ambrose Rd.

- Staff subsequently spoke to Ms. Crougter and informed her such action would require the consent of the Board of Commissioners per the statutes cited above.

Staff Analysis:

- After extensive research, staff can find no recent records of any previously adopted procedures or historical practices used regarding the Board's being asked to consent to any such actions governed by the statute cited above.
- Staff has confirmed that Health Department Director Wesley Gray is willing to direct and supervise any such actions authorized by the Board of Commissioners, if appointed to do so, but the Board cannot delegate its actual decision making authority regarding whether to grant consent to such cases.
- Due to the lack of any such policies, and due to the likelihood in this and potentially in future cases, for there to be disagreement between the property owner and heirs of the deceased involved, staff believes that a formal policy which solicits all relevant information and gives an equitable opportunity for all interested parties to be heard and considered by the Board of Commissioners before granting or denying consent in such matters is advisable.

Action Recommendation:

1. Direct staff to create and utilize a grave disinterment, removal and re-interment policy incorporating a petition substantially similar to the attached sample documents from Wake County.
2. Direct staff to prepare a Resolution appointing the MTW Health Director as the standing appointee of the Board of Commissioners to direct and supervise any of the grave disinterments, removals, and reinterments authorized by the Board pursuant to the statute cited above.
3. Direct staff upon completion of the above to direct Ms. Crougter and other future applicants to utilize said formal procedure to make her official request to the Board of Commissioners for their consideration at a public hearing to be held at a subsequent board meeting.

North Carolina General Statute Governing the Disinterment and Re-interment of Graves

§ 65-106. Removal of graves; who may disinter, move, and reinter; notice; certificate filed; reinterment expenses; due care required.

(a) The State of North Carolina and any of its agencies, public institutions, or political subdivisions, the United States of America or any agency thereof, any church, electric power or lighting company, or any person, firm, or corporation may effect the disinterment, removal, and reinterment of graves as follows:

- (1) By the State of North Carolina or any of its agencies, public institutions, or political subdivisions, the United States of America or any agency thereof, when it shall determine and certify to the board of county commissioners in the county from which the bodies are to be disinterred that such removal is reasonably necessary to perform its governmental functions and the duties delegated to it by law.
- (2) By any church authority in order to erect a new church, parish house, parsonage, or any other facility owned and operated exclusively by such church; in order to expand or enlarge an existing church facility; or better to care for and maintain graves not located in a regular cemetery for which such church has assumed responsibility of care and custody.
- (3) By an electric power or lighting company when it owns land on which graves are located and the land is to be used as a reservoir.
- (4) By any person, firm, or corporation who owns land on which an abandoned cemetery is located after first securing the consent of the governing body of the municipality or county in which the abandoned cemetery is located.

(b) The party effecting the disinterment, removal, and reinterment of a grave containing a decedent's remains under the provisions of this Part shall, before disinterment, give 30 days' written notice of such intention to the next of kin of the decedent, if known or subject to being ascertained by reasonable search and inquiry, and shall cause notice of such disinterment, removal, and reinterment to be published at least once per week for four successive weeks in a newspaper of general circulation in the county where such grave is located, and the first publication shall be not less than 30 days before disinterment. Any remains disinterred and removed hereunder shall be reinterred in a suitable cemetery.

(c) The party removing or causing the removal of all such graves shall, within 30 days after completion of the removal and reinterment, file with the register of deeds of the county from which the graves were removed and with the register of deeds of the county in which reinterment is made, a written certificate of the removal facts. Such certificate shall contain the full name, if known or reasonably ascertainable, of each decedent whose grave is moved, a precise description of the site from which such grave was removed, a precise description of the site and specific location where the decedent's remains have been reinterred, the full and correct name of the party effecting the removal, and a brief description of the statutory basis or bases upon which such removal or reinterment was effected. If the full name of any decedent cannot reasonably be ascertained, the removing party shall set forth all additional reasonably ascertainable facts about the decedent including birth date, death date, and family name.

The fee for recording instruments in general, as provided in G.S. 161-10(a)(1), for registering a certificate of removal facts shall be paid to the register of deeds of each county in which such certificate is filed for registration.

(d) All expenses of disinterment, removal, and acquisition of the new burial site and reinterment shall be borne by the party effecting such disinterment, removal, and reinterment, including the actual reasonable expense of one of the next of kin incurred in attending the same, not to exceed the sum of two hundred dollars (\$200.00).

(e) The Office of Vital Records of North Carolina shall promulgate regulations affecting the registration and indexing of the written certificate of the removal facts, including the form of that certificate.

(f) The party effecting the disinterment, removal, and reinterment of a decedent's remains under the provisions of this Part shall ensure that the site in which reinterment is accomplished shall be of such suitable dimensions to accommodate the remains of that decedent only and that such site shall be reasonably accessible to all relatives of that decedent, provided that the remains may be reinterred in a common grave where written consent is obtained from the next of kin. If under the authority of this Part, disinterment, removal, and reinterment are effected by the State of North Carolina or any of its agencies, public institutions, or political subdivisions, the United States of America or any agency thereof, any electric power or lighting company, then such disinterment, removal, and reinterment shall be performed by a funeral director duly licensed as a "funeral director" or a "funeral service licensee" under the provisions of Article 13A of Chapter 90 of the General Statutes.

(g) All disinterment, removal, and reinterment under the provisions of this Part shall be made under the supervision and direction of the county board of commissioners or other appropriate official, including the local health director, appointed by such board for the county where the disinterment, removal, and reinterment take place. If reinterment is effected in a county different from the county of disinterment with the consent of the next of kin of the deceased whose remains are disinterred, then the disinterment and removal shall be made under the supervision and direction of the county board of commissioners or other appropriate official, including the local health director, appointed by such board for the county of the disinterment, and the reinterment shall be made under the supervision and direction of the county board of commissioners or other appropriate official, including the local health director, appointed by such board for the county of reinterment.

Due care shall be taken to do said work in a proper and decent manner, and, if necessary, to furnish suitable coffins or boxes for reintering such remains. Due care shall also be taken to remove, protect, and replace all tombstones or other markers, so as to leave such tombstones or other markers in as good condition as that prior to disinterment. Provided that in cases where the remains are to be moved to a perpetual care cemetery or other cemetery where upright tombstones are not permitted, a suitable replacement marker shall be provided.

(h) Nothing contained in this Part shall be construed to grant or confer the power or authority of eminent domain, or to impair the right of the next of kin of a decedent to remove or cause the removal, at his or their expense, of the remains or grave of such decedent. (1919, c. 245; C.S., ss. 5030, 5030(a); Ex. Sess. 1920, c. 46; 1927, c. 23, s. 1; c. 175, s. 1; 1937, c. 3; 1947, cc. 168, 576; 1961, c. 457; 1963, c. 915, s. 1; 1965, c. 71; 1971, c. 797, s. 1; 1977, c. 311, s. 1; 2001-390, s. 3; 2007-118, s. 1.)

Grave Disinterment, Removal and Re-interment Overview

- I. Who may Disinter, Move and Re-inter
 - A. Any political unit of federal, state, municipal or county governments
 - B. Any church or place of religious assembly
 - C. A utility that needs land for a reservoir.
 - D. Any person, firm or corporation that owns land on which an abandoned cemetery is located.
- II. When a public hearing is required
 - A. When the remover is not the landowner and/or next of kin.
 - B. When abandoned and unidentified graves are involved and the next of kin is not known or consent is not given.
- III. What areas of Wake County are regulated by Wake County
 - A. Wake County's Planning and Zoning jurisdiction.
 - B. Areas outside the corporate limits of cities and towns.
- IV. Application Process
 - A. If a public hearing is required, the applicant must complete the petition form and provide all relevant information as determined by staff.
 - B. Tentative date set by staff for the public hearing.
- V. Notice of Disinterment, Removal and Re-interment
 - A. 30-day written notice of intention to the next of kin of the decedent(s) prior to the disinterment, removal and re-interment.
 - B. Notice to be published by the party requesting the disinterment at least once per week for four successive weeks in a newspaper of general circulation in the county where the graves are situated. (The first publication shall not be less than 30 days prior to disinterment.)
 - C. Staff must also post the property a minimum of 10 days prior to the public hearing.
- VI. Agenda Item
 - A. Once the petitioner submits documentation that notices, consent forms and maps are complete, staff can complete the agenda item information package.
 - B. Public hearing date set.
- VII. Re-interment
 - A. Within 30 days of the completion of the removal and re-interment, the party effecting the disinterment and re-interment must file a written certificate with the Wake County Register of Deeds of the removal facts.
 - B. Standard Register of Deeds recordation fees will apply.
 - C. Expenses
 1. The party effecting the disinterment, removal and re-interment, shall bear all costs of the disinterment, removal, acquisition of the new burial site, and re-interment.
 2. If the next of kin incurs cost of attending the same, then the petitioner must pay them a sum of up to \$200.00.

D. The party effecting the disinterment, removal and re-interment shall:

1. provide that the receiving cemetery site must be of suitable dimensions to accommodate the graves
2. ensure that the receiving cemetery is reasonably accessible to all relatives
3. provide written consent by the next of kin to reenter any remains within a common grave
4. if disinterment, removal and re-interment by public agency or utility, then duties must be performed by a licensed funeral director or funeral service licensee.

E. Supervision

1. All actions shall be made under the supervision and direction of the Board of Commissioners' appointed representative (i.e.—a member of the Wake County Environmental Services staff—contact Kent Daeke at 919 856-7434 to schedule an appointment).



GRAVE REMOVAL PETITION

Submit required documentation to:

Wake County Planning, Development and Inspections
PO Box 550 Raleigh, NC 27602-0550
Wake County Office Building
338 Fayetteville Street, Downtown Raleigh
Contact (919) 856-6335 for additional information.

File #
Fee
Amt Paid
Check #
Rec'd Date
Rec'd By

Petitioner

Name _____

Telephone Number _____ Fax Number _____

Address _____

City _____ State _____ Zip Code _____

Subject Property Address and Parcel Identification Number (PIN):

Reason for Petition:

The undersigned applicant hereby certifies that, to the best of his or her knowledge and belief, all information supplied with this application is true and accurate.

Signature: _____ Date: _____

Property Owner

Name _____

Telephone Number _____ E-Mail _____

Address _____

City _____ State _____ Zip Code _____

All property owners must sign this application (please attach separate sheet for signatures if needed) unless one or more individuals are specifically authorized to act as an agent on behalf of the collective interest of some or all of the owners (provide a copy of such authorization).

The undersigned property owner(s) hereby authorize the filing of this application (and any subsequent revisions thereto). The filing of this application authorizes the Wake County staff to enter upon the site to conduct relevant site inspections as deemed necessary to process the application. All documents and maps submitted as required become the property of Wake County.

Signature: _____ Date: _____

Notes: County fee to file petition is \$500.00

1. For **disinterment and removal**, attach a map to scale of the current location of the gravesites. Include the address, Parcel Identification Number (PIN), acreage, number of graves, and zoning district. A deed of the subject property must also be provided. Provide a list of all known next of kin (names and contact information). Provide a list of the decedents buried in the cemetery along with documentation of any tombstone inscriptions. Wake County staff may require additional information as needed.
2. For **re-interment**, attach a map of the location of the receiving cemetery. Include the address, Parcel Identification Number (PIN), acreage and zoning district. Written consent of the property owner must be attached. Local zoning and Health Department approval may be required by some jurisdictions if a cemetery is created or expanded. In some cases, obtaining local zoning approval may be a prerequisite to this petition.
3. North Carolina General Statute 65-106 requires written notice to all known next of kin of all of the decedents 30 days prior to disinterment, removal and re-interment. Attach copies of dated written notices with this petition. The notices must indicate that the next of kin should notify the petitioner within 30 days if they have any objections to the disinterment and re-interment of the graves. Consent forms should be mailed with each notice and copies of the consent forms attached with this petition.

Grave Removal Process

North Carolina General Statutes, Section 65-106, requires that a grave can only be moved by a party other than the next of kin, after a public hearing as prescribed by the following process:

- The petitioner shall give a 30-day written notice of intention to next of kin of the deceased prior to the disinterment, removal, and re-interment of any grave occurs.
- The petitioner shall publish a notice of the grave removal and re-interment at least once per week for four consecutive weeks in a newspaper of general circulation within the county where the graves(s) is/are situated (first publication shall be not less than 30 days prior to the disinterment.) An affidavit of publication from the publishing newspaper must be provided by the petitioner to the county staff.
- The county staff shall post a notice of public hearing for the grave removal and re-interment on the property a minimum of 10 days prior to the public hearing.
- Hold the public hearing to receive public input about the grave removal and re-interment.
- Upon the granting of the request, a written certificate of the removal facts, such as a description of the location of the existing grave site, the actual number of sets of remains found, the name and contact information for the party effecting the disinterment and re-interment, any tombstone inscriptions, and the location where the remains have been re-interred, must be filed by the party performing the removal and re-interment with the Register of Deeds within 30 days of completion of the work.
- Representatives of the Wake County Department of Environmental Services are required to be on site to observe the removal and re-interment of the remains.
- Within 30 days after the completion of removal and re-interment, the petitioner must submit a Removal of Graves Certificate to the Wake County Health Department.

Mr. Potter said it doesn't look like this issue has ever come before this Board. There is limited guidance on what options to tell the Board it has. Chair Johnson feels that this should fall under the Health Department. Commissioner Phelps said he would like to hear from the people involved in this matter. Commissioner Walker asked are we sure this hasn't happened in our county before. Ms. Keyes said some graves were moved due to a storm, which is different than this. Commissioner Phelps asked if we could have a public hearing on this. It was agreed this should be put on the October agenda. Chair Johnson asked Ms. Keyes if the Planning Board could revisit the ordinance that allows spouses to be buried on the same plot (if on personal property).

ORDER FOR COLLECTION OF AD VALOREM TAXES: Ms. Wilkins spoke to the Board regarding the need to publish the Order for Collection of Ad Valorem Taxes as directed by the NCGS.

ORDER
FOR COLLECTION OF AD VALOREM TAXES

Fiscal Year 2018 – 2019

STATE OF NORTH CAROLINA
COUNTY OF WASHINGTON

TO: SHERRI M. WILKINS
Tax Collector of Washington County

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of Washington County Tax Collector and in the tax receipts herein delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Washington, and this order shall be a full and sufficient authority to direct, require and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereon, in accordance with law. You are authorized to call upon the Sheriff of Washington County and his deputies to levy upon and sell personal property for unpaid taxes when you deem it to be advisable.

Witness my hand and official seal, this 6th day of August, 2018.

Tracey A. Johnson
Chair

Julie Bennett, CMC, NCCCC
Clerk to the Board

Commissioner Sexton made a motion to approve the Order for Collection of Ad Valorem Taxes as presented above. Commissioner Phelps seconded, motion carried unanimously.

LATE APPLICATION FOR PROPERTY TAX RELIEF: MS. Velma Spruill: Ms. Sherri Wilkins, Tax Administrator, presented the following information.



WASHINGTON COUNTY
TAX DEPARTMENT

P.O. BOX 1007
Plymouth, North Carolina 27962

TO: Washington County Commissioners
FROM: Sherri Wilkins, Tax Administrator
DATE: August 6, 2018
RE: Approval of *Application for Property Tax Relief* Late Application

In regards to the late application from Velma Spruill, North Carolina General Statute 105-282.1(a1) requires that the Board of County Commissioners be responsible for approving the application if there is a showing of good cause why it was filed after the deadline of June 1st. I received Ms. Spruill's application on June 7, 2018. She sent a statement with her application that read, "Due to unaware of exemption also due to Shingles (in Rt eye) unable to see or drive." I believe she has shown good cause and should be approved.

Approved this 6th day of August, 2018.

Tracey A. Johnson, Chair
Washington County Board of Commissioners

Not approved this 6th day of August, 2018.

Tracey A. Johnson, Chair
Washington County Board of Commissioners

ATTEST:

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

Commissioner Sexton made a motion to approve the Late Application for Property Tax Relief for Ms. Velma Spruill. Commissioner Walker seconded, motion carried unanimously.

RESOLUTION: DESIGNATION OF APPLICANT'S AGENT, NC DIVISION OF EMERGENCY MANAGEMENT, FOR GENERATOR FOR THE PINES ELEMENTARY SCHOOL: Ms. Ann Keyes, EM Director, presented a resolution that needed the Board's approval so she can get a generator through a grant to use at Pines School as it is a Red Cross Station. Ms. Keyes said in order to get the grant, she has to submit paperwork by 8/20.

Commissioner Phelps made a motion to approve the resolution stating Designation of Applicant's Agent, NC Division of Emergency Management, for Generator for The Pines Elementary School. Commissioner Riddick seconded, motion carried unanimously.

FY18-19 AUDITOR SELECTION: Mr. Curtis Potter, CM/CA spoke to the Board regarding selecting an auditor for FY18-19 and discussed the memo below. *(The contract with Mauldin & Jenkins is incorporated by reference and hereby made a part of these minutes.)*

**COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS**

COMMISSIONERS:
TRACEY A. JOHNSON, CHAIR
WILLIAM "BILL" R. SEXTON, JR., VICE-CHAIR
D. COLE PHELPS
JENNIFER C. RIDDICK
JULIUS WALKER, JR.



ADMINISTRATION STAFF:
CURTIS S. POTTER
COUNTY MANAGER/ COUNTY ATTORNEY
cpotter@washconc.org

JULIE J. BENNETT, CMC, NCCCC
CLERK TO THE BOARD
jbennett@washconc.org

POST OFFICE BOX 1007
PLYMOUTH, NORTH CAROLINA 27962
OFFICE (252) 793-5823 FAX (252) 793-1183

AGENDA ITEM MEMO

TO: Board of Commissioners, Washington County c/o Julie Bennett, Clerk to the Board
FROM: Curtis S. Potter, County Manager/County Attorney
DATE: August 2nd, 2018
RE: FY18 Auditor Selection – Mauldin & Jenkins

Background:

- April 2018: Washington County released a 12 page Request for Proposals (attached) seeking audit services for its FY18 audit.
- Proposals were received from Mauldin & Jenkins, Andrew Harris, W. Greene, and Thompson Price which were evaluated and scored by staff.
- All firms were invited to present their proposals at a special called Board meeting on 7/17/18.
- At that meeting, staff were directed to negotiate with Mauldin & Jenkins on the price quoted in their proposal as compared to the amount Mauldin & Jenkins quoted Gates County (\$45,000).

Staff Analysis:

- Staff evaluated the differences between Gates and Washington County's Financial Structures and Audit Requirements, and negotiated the originally quoted \$54,500 down to \$50,000 which it considers equitable based in part on the following factors:
 - o Gates County has no TTA component (\$3,000 of the \$5,000 difference)
 - o Gates County has no Hospital Pension Plan component.
 - o Gates County has substantially fewer FTEs, and a more centralized accounting system,

Action Recommendation:

1. Vote to approve the selection of Mauldin & Jenkins as Washington County's Auditor for the fiscal year ended June 30, 2018 and authorize the Board Chair and staff to execute any and all documents reasonably necessary to engage Mauldin & Jenkins to perform said audit including, and pursuant to, the attached Engagement Letter and Contract.

Commissioner Sexton asked if the County put the penalty clause in the contract. Mr. Potter said no, since none of Mauldin & Jenkin's other contracts have it. Mr. Potter said this is a one year contract. Commissioner Walker asked if this is the first year with Gates Co. Chair Johnson said yes it is.

Commissioner Phelps asked Mr. Potter to bring this back to the Board if Mauldin & Jenkins exceed \$50,000.

Commissioner Walker made a motion to approve selection of Mauldin & Jenkins as the County's auditor for FY18 – 19 with the modification made in the contract about exceeding \$50,000. Commissioner Riddick seconded, motion carried unanimously.

Mr. Potter said he will be bringing a Budget Amendment to the Board to cover the \$2,000 needed for the Travel & Tourism Authority.

SURPLUS PROPERTY NOTIFICATION: Mr. Curtis Potter, CM/CA spoke to the Board regarding surplus property notification. Please see the information below along with the resolution previously approved by the Board.

COUNTY OF WASHINGTON
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JULIUS WALKER, JR.



ADMINISTRATION STAFF:
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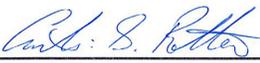
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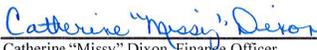
SURPLUS PROPERTY DECLARATION

August 1, 2018

The following items of personal property are hereby declared as surplus, and disposition of the same is hereby authorized pursuant to NCGS 160A-266, and the attached Washington County "Resolution Authorizing County Manager to Dispose of Personal Property Valued at Less than Five Thousand Dollars" adopted March 2nd, 2015.


Curtis S. Potter, County Manager

Each item numbered below is estimated to have a value of less than \$5,000, and shall be disposed of separately (no grouping of items in a single sale) from any other listed item numbers.


Catherine "Missy" Dixon, Finance Officer

Surplus Property Item Number(s)	Surplus Property Item Description(s)	
2018-01	2003 Dodge Maxi-Van	VIN:2D7LB31Z93K508160
2018-02	2001 Ford Explorer Sport Trac	VIN:1FMZU77E71UB78032
2018-05	2003 Dodge Maxi-Van	VIN:2D7LB31Z63K526938
2018-06	1994 Mercury Topaz	VIN: 1MEPM36X5RK640035
2018-07	1980 Chevy Bus	VIN: C16PAAV148953
2018-08	1988 Chevy Bus	VIN: 1GBM6P1F9JV103471
2018-09	2010 Dodge Charger	VIN: 2B3AA4CTXAH128730
2018-10	2005 Ford Taurus	VIN:1FAFP56U85A287088
2018-11	2000 Dodge Van	VIN: 2B6LB31Z8YK147686

COUNTY OF WASHINGTON
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D. COLE PHELPS, VICE-CHAIR
TRACEY A. JOHNSON
BUSTER MANNING
JULIUS WALKER, JR.



ADMINISTRATION STAFF:
JERRY W. RHODES
COUNTY MANAGER

JULIE J. BENNETT, CMC, NCCCC
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jbennett@washconc.org

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CURTIS POTTER
COUNTY ATTORNEY

RESOLUTION AUTHORIZING COUNTY MANAGER
TO DISPOSE OF PERSONAL PROPERTY
VALUED AT LESS THAN FIVE THOUSAND DOLLARS

WHEREAS, N.C.G.S. 153A-176 authorizes a county to dispose of any real or personal property belonging to it according to the procedures prescribed in Chapter 160A, Article 12 of the North Carolina General Statutes; and

WHEREAS, N.C.G.S. 160A-266(C) as accordingly authorizes a county to adopt regulations prescribing procedures for disposing of personal property valued at less than Thirty Thousand Dollars (\$30,000.00) for any one item or group of items in substitution for the requirements of Chapter 160A, Article 12 of the North Carolina General Statutes; and

WHEREAS, such regulations shall be designed to secure for the county the fair market value for all property disposed of, and to accomplish the disposal efficiently and economically.

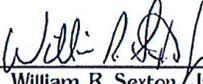
NOW, THEREFORE the Board of Commissioners of Washington County hereby resolves as follows:

1. That the County Manager, or their designated agent for such purpose, may declare as surplus, any personal property valued at less than Five Thousand Dollars (\$5,000.00) for any one item or group of items; set the fair market value thereof; and convey title to said property for the County in accord with this resolution and other applicable laws.
2. That prior to any such sale, the Board of Commissioners shall be notified.
3. That the County Finance Officer, or their designated agent within the Finance Office is authorized to dispose of personal property pursuant to this resolution by either public or private exchanges or sales, may publish notices thereof in *The Roanoke Beacon*, or the *Washington Daily News*, or upon online websites, but in any event shall post a notice of any such private exchanges or sales on the County website for a minimum of ten (10) days prior to the exchange or sale; and

shall keep a record of any and all personal property sold or exchanged pursuant to this resolution which shall generally describe the property sold or exchanged, to whom said property was sold, or with whom exchanged, and the amount of money or other consideration received for each sale or exchange; and such record shall be reported to the Board of Commissioners within thirty (30) days after the sale has been finalized.

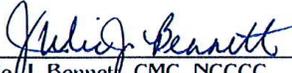
4. No County official, employee, their spouse, or children living in the household may bid during any initial round of solicited bids, provided however that if no bid is received, then any County official, employee, their spouse, or children living in the household may bid after approved by the Board of Commissioners. Notwithstanding the foregoing, County officials, employees, their spouse and children living in the household may bid on items being sold via online auction sites without restriction.
5. This Resolution shall be effective upon its adoption.

This 2nd day of March, 2015.



William R. Sexton, Jr., Chair
Washington County Board of Commissioners

ATTEST:



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



Commissioner Sexton made a motion to approve the Surplus Property Declaration as presented above. Commissioner Riddick seconded, motion carried unanimously.

QUOTES ON WINDOWS FOR THE STRADER BUILDING: Mr. Curtis Potter, CM/CA spoke to the Board about the quotes in their package. Please see his memo below.

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AGENDA ITEM MEMO

TO: Board of Commissioners, Washington County c/o Julie Bennett, Clerk to the Board
FROM: Curtis S. Potter, County Manager/County Attorney
DATE: August 2nd, 2018
RE: Strader Building Roof/Wall/Window Repairs to Address Leakage

Background:

- June 2018: Staff sought Board approval to pursue repairs to the Strader Building at 128 E Water St. in Plymouth NC pursuant to a 6 page Project Proposal from Baker Roofing dated 4/27/2018 (attached).
- After much discussion, the Board directed staff to obtain additional quotes related solely to replacing the windows on the Strader Building.
- Two additional quotes were obtained (attached)
- Cooperative Extension confirms that active leaking is still occurring within the building during the recent heavy rainfall events we have experienced.

Staff Analysis:

The following tables summarize the scopes of work and prices quoted:

Option	Company	Scope/Work	Price
1A	Baker Roofing	Window and Flashing Repairs (Use existing windows)	\$3,602
1B	Baker Roofing	Seal Brick Walls	\$8,804
1C	Baker Roofing	Combined Options 1A&1B	\$12,406

(The two quotes that were received which are incorporated by reference are hereby made a part of these minutes.)

Mr. Potter noted that with this recent rain, Ms. Liverman said their office is continuing to leak. Mr. Potter said he is recommending, Option 1C, The Baker Roofing Company, and then re-evaluate the need to replace any windows after said work is complete.

Mr. Louis Boone, Facilities Director, said his opinion was to do the wall first, then do the windows. However, Commissioner Sexton said he wants to do it all. Commissioner Sexton asked is the water going through the bricks. Mr. Boone said yes it is. Mr. Boone said they could grout around the windows to help. Commissioner Phelps asked why the County isn't going with the lowest bidder. Mr. Potter said that one company does walls, but doesn't do windows. The others do windows and don't do walls. Commissioner Phelps said these quotes are like "apples to oranges". Mr. Potter said Mr. Boone has been trying to find contractors to look at this issue. Mr. Liverman said that building has leaked for the 19 years she has worked in it. It runs down the walls and looks disgusting. Commissioner Walker asked if all the work can be done at one time. Mr. Boone said it will take two contractors--one to do each part and he'd have to check to see if both contractors could work around each other.

Commissioner Sexton made a motion to approve the contract with Baker Roofing to seal the brick walls and use the existing windows but do window and flashing repairs at the Cooperative Extension Office. Commissioner Riddick seconded, motion carried unanimously.

VOTING DELEGATE FOR THE 2018 NCACC ANNUAL CONFERENCE: Ms. Julie Bennett, Clerk to the Board, spoke to the Board. Ms. Bennett said received an e-mail from the NCACC asking the Board to nominate a NCACC Annual Conference attendee to be the voting delegate on behalf of Washington County.

Chair Johnson and Commissioner Riddick are both registered to attend the conference. Ms. Bennett asked the Board to nominate one of them as the voting delegate at the NCACC Annual Conference that is being held in Hickory, NC on August 23 – 26, 2018.

Chair Johnson made a motion to nominate Commissioner Riddick as the Voting Delegate for the 2018 NCACC Annual Conference. Commissioner Phelps seconded, motion carried unanimously.

Boards and Committees: Ms. Bennett discussed the following appointment/re-appointment requests.

Albemarle Commission Community Advisory Committee

The Albemarle Commission is requesting the Board re-appoint Mr. John Fallon to their CAC. Mr. Fallon has agreed to serve if re-appointed.

Child Fatality Prevention Team and Community Child Protection Team

DSS is requesting that the Board appoint Mr. Matthew Beard (Pettigrew Library Librarian) to the Child Fatality Prevention Team (CCFT) and the Community Child Protection Team (CCPT). Mr. Beard would be replacing Ms. Amy O'Neal, the previous librarian, who retired in December 2017. Mr. Beard has agreed to serve if appointed.

Travel & Tourism Authority (TTA)

The TTA is requesting that the Board appoint Mr. Lou Manring to replace Ms. Judy Mayo on the TTA Board as her term has expired. Mr. Manring has agreed to serve if appointed.

Commissioner Phelps made a motion to approve the appointments and re-appointments that were presented above. Commissioner Riddick seconded, motion carried unanimously.

FINANCE OFFICER'S REPORT: Ms. Dixon went over the budget transfers and budget amendments and her report that was in the Commissioners' package.

Commissioner Phelps asked at what percentage the departments should be at. He sees some that are rather high. Ms. Dixon said some bills are paid in full as soon as the Fiscal Year starts, so some percentages will be skewed.

Ms. Dixon asked if the Commissioner had any questions about the Budget Amendments or Transfers (shown below).

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2019 - 001

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

Date: July 20, 2018

RE: E911

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

Account Code	Description	Old	+ or (-)	New
69-9100-200	E911-Departmental Supplies	4,000.00	(280.00)	3,720.00
69-9100-320	E911-Communications	28,000.00	280.00	28,280.00
E911				
Balanced:		32,000.00	-	32,000.00

Justification:

To transfer monies within E911 to cover the costs of a mandated outbound line as required by the State 911 Board.
This money was not originally budgeted as it was not discovered until June 7, 2018 that this was a requirement.

Approval Date: 7/23/18

Budget Officer's Initials: MS

Initials:	<u>MS</u>
Batch #:	<u>2019-001</u>
Date:	<u>7/23/18</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2019 - 002

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

Date: July 30, 2018

RE: Finance/GF Contingency/Central Services/Airport

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

Account Code	Description	Old	+ or (-)	New
10-4130-010	Finance Office - Salaries & Wages - Regular	166,874.00	(2,500.00)	164,374.00
10-4130-031	Finance Office - Salaries & Wages - Parttime	-	2,500.00	2,500.00
Finance				
10-9990-000	Contingency	10,000.00	(165.00)	9,835.00
10-8300-491	Central Services-Appropriation-Albemarle Commission	12,500.00	165.00	12,665.00
Contingency/Central Services				
39-4530-999	Airport-Contingency	15,000.00	(1,750.00)	13,250.00
39-4530-320	Airport - Communications	-	1,700.00	1,700.00
39-4530-331	Airport - Postage	-	50.00	50.00
Airport				
Balanced:		204,374.00	-	204,374.00

Justification:

To Transfer monies within the Finance Office to cover monies needed for Parttime help while awaiting the start of the new fulltime employee for the Deputy Finance Officer Position. To transfer monies from GF Contingency to Central Services to cover the 10% match for the Home and Community Care Block Grant due to an increase in grant funding. To transfer monies within Airport from Contingency to Communications and Postage as they were inadvertently not budgeted for.

Approval Date: 7/31/18

Budget Officer's Initials: CSP

Initials:	<u>[Signature]</u>
Batch #:	<u>2019-002</u>
Date:	<u>7/30/18</u>

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2019 - 003

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

Date: August 6, 2018

RE: Emergency Management/Sheriff/SS Economic Support/Recreation

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

Account Code	Description	Old	+ or (-)	New
10-3480-017	HSGP-Prime Mover Grant	-	(37,754.00)	(37,754.00)
10-4330-698	HSGP-Prime Mover Grant	-	37,754.00	37,754.00
Emergency Management				
10-3542-000	Sheriff-ABC Board Funding	(2,400.00)	(600.00)	(3,000.00)
10-4310-602	Sheriff-ABC Board Funding	2,400.00	600.00	3,000.00
Sheriff				
10-3490-000	DSS-Administration Reimbursement	(1,871,561.00)	(19,126.00)	(1,890,687.00)
10-5380-030	SS Economic Support-Crisis Intervention	79,109.00	19,126.00	98,235.00
SS Economic Support				
10-3360-000	Recreation-Donations	-	(439.00)	(439.00)
10-6120-650	Recreation-Donations	-	439.00	439.00
Recreation				
Balanced:		(1,792,452.00)	-	(1,792,452.00)

Justification:

To budget grant monies awarded for the Emergency Management Director to purchase a Prime Mover Truck for the movement of critical equipment during an emergency situation that can be utilized by three different departments. To budget additional monies received by the Sheriff from the ABC Board to provide Alcohol Education and Outreach to youth. To budget for additional monies received from the State for Crisis Intervention (100% reimbursable to the county). To budget for donations received for Recreation.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2019 - 004

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

Date: August 6, 2018

RE: CDBG-SFR '17 Grant/NCHFA URP '17 Grant/TTA

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

Account Code	Description	Old	+ or (-)	New
61-3490-001	SFR 17-Rehab '17	-	(142,588.00)	(142,588.00)
61-8300-551	SFR 17-Rehab '17	-	142,588.00	142,588.00
CDBG/SFR '17 Grant				
62-3480-050	NCHFA URP '17 Grant	-	(50,000.00)	(50,000.00)
62-3990-000	URP-Fund Balance Appropriation	-	(29,500.00)	(29,500.00)
62-6200-616	NCHFA URP '17 Grant	-	79,500.00	79,500.00
NCHFA URP '17 Grant				
63-3270-000	Motel Occupancy Tax	(123,097.00)	(900.00)	(123,997.00)
63-4960-140	Civil War Trail Signs Maintenance	100.00	900.00	1,000.00
TTA				
Balanced:		(122,997.00)	-	(122,997.00)

Justification:

To bring unspent budget over from prior FY 17-18 for SFR '17 and URP '17. To budget additional monies to be paid for TTA to Civil War Trail Signs Maintenance as the budget was inadvertently keyed as \$100 instead of \$1,000 (this change was approved by the TTA Board on 7/24/18).

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

Batch #:

Date:

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2019 - 005

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

Date: August 6, 2018

RE: GF Fund Balance/Sheriff/Emergency Management/Senior Center/SS Admin/SS Economic Support/Commerce Center

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

Account Code	Description	Old	+ or (-)	New
10-3990-000	Appropriated Fund Balance - GF	(73,059.00)	(985.00)	(74,044.00)
10-4310-601	Donations - Animal Control	-	985.00	985.00
10-3540-020	Sheriff-Gun Permits Discretionary-County Portion	-	(190.00)	(190.00)
10-3990-000	Appropriated Fund Balance - GF	(74,044.00)	(9,485.00)	(83,529.00)
10-4310-611	Sheriff-Gun Permits Discretionary-County Portion	-	9,675.00	9,675.00
10-3540-030	Sheriff-Gun Permits-State Portion	-	(205.00)	(205.00)
10-3990-000	Appropriated Fund Balance - GF	(83,529.00)	(1,555.00)	(85,084.00)
10-4310-612	Sheriff-Gun Permits-State Portion	-	1,760.00	1,760.00
10-3540-040	Sheriff-Finger Printing	-	(60.00)	(60.00)
10-3990-000	Appropriated Fund Balance - GF	(85,084.00)	(381.00)	(85,465.00)
10-4310-613	Sheriff-Finger Printing	-	441.00	441.00
10-3990-000	Appropriated Fund Balance - GF	(85,465.00)	(605.00)	(86,070.00)
10-4310-650	Sheriff - Donations	-	605.00	605.00
Sheriff				
10-3990-000	Appropriated Fund Balance - GF	(86,070.00)	(938.00)	(87,008.00)
10-4330-400	EM Donations - Emergency Response Banquet	-	938.00	938.00
10-3480-012	EM-Hazard Mitigation-Property Acquisition	(878,389.00)	124,814.00	(753,575.00)
10-4330-692	EM-Hazard Mitigation-Property Acquisition	878,389.00	(124,814.00)	753,575.00
10-3480-014	EM-Hazard Mat Emergency Preparedness Grant	(17,233.00)	17,233.00	-
10-4330-694	EM-Hazard Mat Emergency Preparedness Grant	17,233.00	(17,233.00)	-
10-3480-015	HSGP-Hurricane Wesalee Training	-	(1,201.00)	(1,201.00)
10-4330-696	HSGP-Hurricane Wesalee Training	-	1,201.00	1,201.00
10-3480-016	HSGP-Operation "Get Them Fed"	(5,000.00)	(1,547.00)	(6,547.00)
10-4330-697	HSGP-Operation "Get Them Fed"	5,000.00	1,547.00	6,547.00
Emergency Management				
10-3509-010	Senior Center Trips	-	(10.00)	(10.00)
10-3990-000	Appropriated Fund Balance - GF	(87,008.00)	(612.00)	(87,620.00)
10-5150-380	Senior Center Trips	-	622.00	622.00
10-3990-000	Appropriated Fund Balance - GF	(87,620.00)	(2,536.00)	(90,156.00)
10-5150-650	Senior Center Donations	-	2,536.00	2,536.00
Senior Center				
10-3500-081	DSS Community Donations - Christmas	-	(20.00)	(20.00)
10-3990-000	Appropriated Fund Balance - GF	(90,156.00)	(393.00)	(90,549.00)
10-5310-258	DSS Community Donations - Christmas	-	413.00	413.00
10-3990-000	Appropriated Fund Balance - GF	(90,549.00)	(1,467.00)	(92,016.00)
10-5380-375	DSS Community Donations - Medical Support	-	1,467.00	1,467.00
SS Admin/SS Economic Support				
57-3010-001	Commerce Center IDF Grant	(1,216,246.00)	197,405.00	(1,018,841.00)
57-3990-000	Appropriated Fund Balance - Commerce Center	(128,868.00)	128,868.00	-
57-4000-000	Project Administration - Commerce IDF	63,714.00	(3,279.00)	60,435.00
57-4000-001	Construction Expenditures - Commerce IDF	1,281,400.00	(322,994.00)	958,406.00
Commerce Center				
Balanced:		(842,584.00)	-	(842,584.00)

Justification:

To bring unspent budget over from prior FY 17-18 and budget new years revenues collected to date for the Sheriff's Department, Emergency Management, Senior Center and Social Services. To reduce the allocated budget for Emergency Management Hazard Mitigation and Hazard Materials Emergency Preparedness - one grant is complete and the other was overbudgeted based on our grant allocation. To reduce the allocated budget for the Commerce Center Grant as this was overbudgeted based on remaining monies unspent.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:
Batch #:
Date:

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2019 - 006

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

Date: August 6, 2018

RE: GF Fund Balance/Sheriff/Airport

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

Account Code	Description	Old	+ or (-)	New
10-3990-000	Appropriated Fund Balance - GF	(92,016.00)	(400.00)	(92,416.00)
10-4310-602	Sheriff-ABC Board Funding	3,000.00	400.00	3,400.00
General Fund/Sheriff				
38-3800-000	Parallel Taxiway Project	(36,000.00)	3,250.00	(32,750.00)
38-8135-660	Parallel Taxiway Project	36,000.00	(3,250.00)	32,750.00
Airport				
Balanced:		(89,016.00)	-	(89,016.00)

Justification:

To bring unspent budget over from prior FY 17-18 for the Sheriff's Department. To reduce the allocated budget for the Airport Parallel Taxiway Project as it was overbudgeted based on our grant allocation and monies already expended in FY 17-18.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Commissioner Phelps asked why the County is paying for Civil War Trail signs. Ms. Dixon said those come out of the TTA funding. Mr. Potter said that Mr. Harrison will be at the September meeting and can address this.

Commissioner Riddick made a motion to approve BT #2019-001, BT 2019-002, BA #2019-003, BA #2019-004 (less the TTA portion), BA #2019-005 and BA #2019-006. Commissioner Walker seconded, motion carried unanimously.

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

Chair Johnson gave the Commissioners a booklet from NACo and said it does a good job of explaining the roles of Commissioners. Commissioner Phelps said he feels it would be good to go ahead and order 100 to pass around to students.

Commissioner Phelps said there will be a Meet & Greet Tuesday, August 14 Ron Wesson and Anita Earles at the Vernon James Center from 6:00 pm – 8:00 pm.

Chair Johnson said she appreciated the opportunity to meet the Governor.

Mr. Potter said that with the impressive amounts of rain we have had, 128 of the County's water meters were not readable but staff was able to get the number down to approximately 24. Bills will have to be estimated and the County expects to have some complaints. Please direct citizens to Mr. Luton if you hear of any issues.

Mr. Potter also stated that due to the rain, there have been some driveways washed out where work was being done on Morratock Road.

Mr. Potter also mentioned that National Night Out is tomorrow night from 6:00 pm – 8:00 pm in downtown Plymouth.

Mr. Potter said there would be a regional meeting to discuss mosquito control at the Vernon James Center on Wednesday from 10:00 am – 12:00 noon.

Mr. Potter said he will be meeting with the Golden Leaf folks to discuss the next grant rollout.

Mr. Potter stated that the Rumble on the Roanoke will be August 10-12, 2018.

Commissioner Phelps stated he called Ms. Keyes when some of the roads got flooded and she got some of them shut down. He thanked her for what she did.

Mr. Potter said the boil notice was lifted and residents were notified by Hyper Reach and by Water staff going door to door. Mr. Potter said he is looking into making info more easily understood on our website about the boil advisories.

Commissioner Sexton asked about the water coming up under the pavement across from Bennett Drive on Highway 64 West in Plymouth. Mr. Luton said DOT said it is some sort of spring well that is under the road. It is not from the County's water source.

Ms. Bennett mentioned the following items:

The Washington County Schools Convocation will be on Friday, August 24, 2018 at 8:30 AM at Washington County Middle School (formerly Roper Union School).

Washington County Schools will be holding a Back to School Celebration on Saturday, August 25, 2018 from 9:00 AM – 1:00 PM at Washington County Middle School (formerly Roper Union School.)

The Annual Family and Friends Day Community Event hosted by Queen Esther Jewell #32, OES and Carthagenia Lodge #38, PHA will be held on Saturday, August 25, 2018 in Downtown Plymouth from 10:00 AM – 2:00 PM at Flowers Park near the Plymouth Museum.

Chair Johnson reminded everyone that there will be a parade on August 10 before the drag boat races begin. The line-up will be at Washington County High School beginning at 5:00 pm.

Commissioner Phelps made a motion to go into Closed Session pursuant to NCGS §143-318.11(a)(3) (attorney-client privilege) § 143.318.11(a)(6) personnel. Commissioner Sexton seconded, motion carried unanimously.

Back in Open Session, **Commissioner Phelps made a motion to authorize the McHugh Fuller Law Group, PLLC to proceed with opioid litigation on behalf of Washington County. Commissioner Riddick seconded, motion carried unanimously.**

At 8:45 PM, with no further business to discuss, **Commissioner Riddick made a motion to adjourn. Commissioner Phelps seconded, motion carried unanimously.**

Tracey A. Johnson
Chair

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