

July 5, 2022

The Washington County Board of Commissioners met in a regular meeting on Monday, July 5, 2022 at 6:00 PM by using ZOOM—virtual meeting software (due to the COVID-19 pandemic) for Facebook Live Streaming and in person in the Commissioners' Room, 116 Adams Street, Plymouth, NC. Commissioners Tracey Johnson, Ann Keyes, Carol Phelps, Bill Sexton and Julius Walker, Jr. were present. Also present were County Manager/County Attorney Curtis Potter, Clerk to the Board Julie J. Bennett and Finance Officer Missy Dixon.

Chair Johnson called the meeting to order. Commissioner Keyes gave the invocation; Commissioner Phelps led the Pledge of Allegiance.

ADDITIONS/DELETIONS:

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

Items listed under the Consent Agenda are generally of a routine nature. The Board may take action to approve/disapprove all items in a single vote. Any item may be withheld from a general action, to be discussed and voted upon separately at the discretion of the Board.

- a) Approval of Minutes for June 6, 2022 Regular Meeting
- b) Tax Refunds & Releases & Insolvent Accounts
- c) Resolution 2022-023 Appointing Review Officer
- d) FY23 Salary Schedule/COLA Adjustments
- e) Statutory Re-Appointment of Tax Assessor/Collector
- f) Response to Auditor's Findings
- g) Resolution 2022-024 July is Parks & Recreation Month

Commissioner Walker made the motion to approve the Consent Agenda. Commissioner Keyes seconded. Motion carried unanimously.

PUBLIC FORUM: Ms. Myrtle Brown, 534 Madison Street, Plymouth, opened a home care agency but have run into barriers. Many are elderly or infirmed. They don't know what resources are available to them or how to take advantage of what is available. Wants the County to bring forward health and wellness programs to help educate the community and promote healthier lifestyles.

Ms. Kimberly Winstead, 600 Verdant Drive, Greenville, was employed by WRMC as a respirator therapist. She has talked to some of the current employees and some of them haven't received benefits or paychecks in the last couple of weeks. She said she was fired and feels like she was discriminated against because she was pregnant. She is now out of work. She stuck with the company and feels she was treated unfairly. Maybe the Board can get some answers for the employees from hospital management.

DEPARTMENT INFORMATION UPDATE: Mr. Louis Boone, Facilities Director gave an update of the activities going on in his Department. Mr. Boone talked about Housekeeping first. He has two (2) ladies who clean the County building: the library, 911, County Manager's

office, Probation, Courthouse. They clean and sanitize all these places. It's actually too much for only two people.

He has four (4) guys handling maintenance for 22 buildings. The following is just some of the duties they perform:

Fix plumbing

Clean out commodes, a/c's

Move furniture

Paint, put down carpet/put up paneling

Rebuild handicap ramps

Pressure wash buildings

Put in light switches, light bulbs, ballasts

Chair Johnson thanked Mr. Boone for the job he does and said she appreciates what he does.

Ms. Keyes said as a retired Department Head she knows Mr. Boone and his staff have a hard time keeping up with everything.

Mr. Potter asked Mr. Boone to talk about the work order system. Mr. Boone said unless it's an emergency, employees should put in work orders. It helps him to prioritize what needs to be done.

Mr. Potter commended the work that the maintenance crew does.

TAX COLLECTOR'S REPORT AND ANNUAL SETTLEMENT REPORT: Ms. Sherri Wilkins, Tax Administrator spoke to the Board about the Order for Ad Valorem Tax Collection:

"In accordance with North Carolina General Statute 105-373, I submit the following report for Fiscal Year 2021 – 2022:

The total tax levy was \$7,581,048.75. This was the billing for the original scroll, the public utility scroll, discoveries, and penalties. This amount has been adjusted for releases of \$8,746.18. The discounts taken through payments received in July and August totaled \$64,360.62. This amount does not include the registered motor vehicle levy, this is billed and collected through NCVTS.

Per the NCVTS Finance Report, the collections for NCVTS totaled \$960,060.90. The tax office does not handle the collection of motor vehicle taxes. We do process any adjustments to value, the situs issues, refunds and all other questions.

The amount of Real and Personal property not collected is \$362,078.60. A listing of the delinquent taxpayers and the amounts owed are available in our office for your inspection.

The total amount of collections and credits towards the levy was \$7,230,390.95

Our collections for prior years' taxes was \$338,030.45. The amount collected through Debt Setoff was \$19,282.14, and through wage garnishments and attachments was \$54,829.63.

This year we billed and collected for the Washington County Ad Valorem Tax, the Watershed 1972 Ref Tax, Town of Creswell Ad Valorem Tax, Solid Waste User Fee, Albemarle Drainage District, and Pungo River Drainage District. We collected for Drainage District 5.

The tax office staff has made diligent efforts to collect all taxes due. In addition to our efforts in the office, we also work along with Zacchaeus Legal Services in the foreclosure proceedings.

I would like to commend all of the tax office staff for their efforts, handling all the issues that arise from the billings and collections mentioned above. I'd also like to recognize the Permits office, GIS/Mapping office, Register of Deeds office and the Clerk of Courts office. We work closely with these offices and I appreciate the great working relationship that we have. "

TAX COLLECTOR'S REPORT IN SETTLEMENT
AS OF JUNE 30, 2022

<u>FY 2021 - 2022</u>	
Levy	\$ 7,568,694.76
Penalties	\$ 9,483.92
Discoveries	\$ 7,999.27
Due & Payable	\$ 7,712.34
Releases	\$ (8,746.18)
Reconciling Items	\$ (4,095.36)
TOTAL CHARGES	\$ 7,581,048.75
Deposits	\$ 7,263,804.76
Discounts	\$ (64,360.62)
Refunds	\$ (24,038.33)
Reconciling Items	\$ 54,985.14
Collection/Credits	\$ 7,230,390.95
Receivables	\$ 350,657.80
TOTAL CREDITS	\$ 7,581,048.75
NCVTS COLLECTED	\$ 960,060.90
Real Balance Due	\$ 335,597.23
Personal Balance Due	\$ 26,481.37
	<u>\$ 362,078.60</u>

<u>Tax Year</u>	<u>Beginning Balance</u>	<u>Net Levy</u>	<u>Collections & Credits</u>	<u>Uncollected Ending Balance</u>
2021	\$ -	\$ 8,541,109.65	\$ 8,190,451.85	\$ 350,657.80
2020	\$ 342,143.22	\$ -	\$ 211,833.51	\$ 130,309.71
2019	\$ 154,285.51	\$ -	\$ 46,621.92	\$ 107,663.59
2018	\$ 85,126.44	\$ -	\$ 23,229.40	\$ 61,897.04
2017	\$ 79,236.60	\$ -	\$ 18,162.99	\$ 61,073.61
2016	\$ 50,904.64	\$ -	\$ 14,182.06	\$ 36,722.58
2015	\$ 59,693.04	\$ -	\$ 7,523.06	\$ 52,169.98
2014	\$ 93,173.09	\$ -	\$ 8,306.17	\$ 84,866.92
2013	\$ 28,162.06	\$ -	\$ 4,648.63	\$ 23,513.43
2012	\$ 23,836.68	\$ -	\$ 3,522.71	\$ 20,313.97
TOTAL	\$ 916,561.28	\$ 8,541,109.65	\$ 8,528,482.30	\$ 929,188.63

<u>Enforced Collections</u>	
Debt Setoff	\$ 19,282.14
Garnishments	\$ 54,829.63
	<u>\$ 74,111.77</u>

ORDER
FOR COLLECTION OF AD VALOREM TAXES

Fiscal Year 2022 – 2023

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 5th day of July, 2022.

Tracy A. Johnson
Chair

Julie Bennett, MMC, NCMCC
Clerk to the Board

Commissioner Sexton asked why the County has refunds. Ms. Wilkins said it is because some folks overpay or a mortgage company overpays for an individual.

Commissioner Keyes made the motion to authorize Ms. Wilkins to collect the ad valorem taxes for FY22-23. Commissioner Phelps seconded. Motion carried unanimously.

“IN GOD WE TRUST” IN COUNTY BUILDINGS: Mr. Rick Lanier co-founder of the US Motto Committee spoke to the Board about having the motto “In God We Trust in the Courtroom, Commissioners’ Room and outside on the County Courthouse. Mr. Lanier said he was also a Commissioner in Davidson County. Below are pictures of what this would look like in Washington County.

4" BLACK LETTERS FLAT CUT ACRYLIC



12" CAST ALUMINUM - BLACK ANODIZED



8" BLACK LETTERS FLAT CUT ACRYLIC



This project would be 100% paid for by US Motto Action Committee funds, not tax dollars. Washington County would be the 63rd County to approve this.

Chair Johnson said the Board has to discuss it more and hopes to vote on it at the August meeting.

WASHINGTON REGIONAL MEDICAL CENTER (WRMC) UPDATE: Mr. Frank Avignone of WRMC was scheduled to speak at tonight's meeting. Mr. Potter received a text from Mr. Avignone that his attorney advised him not to attend tonight's meeting. Mr. Curtis called Mr. Avignone's attorney, which happened to be Mr. Waldrep (the attorney the County used during bankruptcy of the hospital.) Mr. Waldrep said he is aware of issues with WRMC's payroll and it has been addressed. It stems from an electronic records vendor that the hospital contracts with. That's the extent of the information Mr. Potter received and told the attorney he would pass it along to the Board.

DESIGNATION OF VOTING DELEGATE TO THE NCACC'S CONFERENCE AND TO THE NACo CONFERENCE: Ms. Julie Bennett, Clerk to the Board spoke to the Commissioners and noted that she received the following information.

Good Afternoon County Managers and Clerks to the Board,

In order to capture voting delegate designations for both the upcoming NCACC Annual Conference in August and NCACC Legislative Goals Conference in November, we are implementing a new process and asking your county to submit your voting delegate designation via [this link](#). You will have the option to select one person to serve as the voting delegate for both conferences, if that is your preference. Click [here](#) to indicate who will serve as your voting delegates for NCACC Annual Conference and NCACC Legislative Goals Conference.

Conference Details:

NCACC Annual Conference: The NCACC's 115th Annual Conference Business Session will be held in Cabarrus County on Saturday, August 13, at 2 pm, with each county entitled to one vote on items that come before the membership, including the election of the NCACC Second Vice President.

NCACC Legislative Goals Conference: The NCACC's Legislative Goals Conference will be held over two days, November 16-17, in Wake County. Delegates will vote on the slate of goal proposals that have been thoroughly vetted with the final slate of proposals to be brought before the Association's membership in November.

NCACC Constitution, Article VI:

"On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its County Commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the Board of County Commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year's dues."

Please submit your voting delegate designations by Friday, August 5, close of business. Should you have any questions, please contact Alisa Cobb at alisa.cobb@ncacc.org.

Thank you,



Alisa Cobb

Operations Assistant
Phone (919) 715-2685
www.ncacc.org

Commissioner Phelps made a motion to nominate Commissioner Ann Keyes as the Voting Delegate at the NCACC Annual Conference and NCACC Legislative Goals Conference. Commissioner Walker seconded. Motion carried unanimously.

BOARDS & COMMITTEES:

Ms. Bennett would like to ask the Commissioners' to appoint Ms. Fetima Moore, HR Specialist as a replacement for Mr. Harry White (who just retired) to the Employee of the Quarter Committee.

Ms. Bennett stated that Ms. Moore has agreed to serve if appointed.

Commissioner Phelps made the motion to approve the appointment of Ms. Fetima Moore, HR Specialist to the County's Employee of the Quarter Committee. Commissioner Sexton seconded. Motion carried unanimously.

FINANCE OFFICER'S REPORT: Ms. Dixon said the budget transfers, budget amendments and the financial report were in the Commissioners' package.

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2022 - 122

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

Date: June 6, 2022

RE: Facility Services

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	128,892.00	(6,000.00)	122,892.00
10-4265-540	Facility Services - Capital Outlay-Equipment	17,000.00	6,000.00	23,000.00
Facility Services		145,892.00	-	145,892.00

Justification:

To transfer monies within the Facility Services budget to the Capital Outlay Equipment line to replace a failed HVAC Unit at the Health Department which cools their server room and will affect administrative office operations if not replaced immediately.

Budget Officer's Initials CPD

RECEIVED
Approval Date: 6/6/22
Initials: MD
Batch #: 2022-122
Date: 6/7/2022
Washington County Manager's Office

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2022 - 123

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

Date: June 28, 2022

RE: Sheriff/Water/EMS/Transport

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

Account Code	Description	Old	+ or (-)	New
10-4310-355	Sheriff-Maintenance-Vehicles	35,891.00	(1,500.00)	34,391.00
10-4310-250	Sheriff-Supplies-Vehicles	71,000.00	1,500.00	72,500.00
Sheriff				
35-7130-315	Water-Training	2,250.00	(500.00)	1,750.00
35-7130-250	Water-Vehicle Supplies	15,500.00	500.00	16,000.00
Water				
37-4330-260	EMS - Departmental Supplies	13,000.00	(75.00)	12,925.00
37-4330-320	EMS - Communications	5,025.00	75.00	5,100.00
EMS				
37-4376-260	Transport - Departmental Supplies	7,999.00	(1,500.00)	6,499.00
37-4376-250	Transport - Fuel	14,000.00	1,500.00	15,500.00
Transport				
		164,665.00	-	164,665.00

Justification:

To transfer monies within the Sheriff's Office, Water, and Transport budgets to cover the cost of fuel for the month of June. Due to the increase in fuel costs, these adjustments were needed. To transfer monies from the EMS budget to cover the final communications bills for the month of June.

Budget Officer's Initials esp

Approval Date: 6/28/22

Initials: MD
Batch #: 2022-123
Date: 6/28/2022

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2022 - 124

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

Date: June 29, 2022

RE: SS Admin/SS Transportation

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

Account Code	Description	Old	+ or (-)	New
10-5310-250	SS Admin-Maintenance & Repair-Vehicle	14,500.00	(300.00)	14,200.00
10-5310-311	SS Admin-Vehicle Fuel	7,750.00	300.00	8,050.00
SS Admin				
10-5400-250	SS Transportation-Maintenance & Repair-Vehicle	45,314.00	(5,000.00)	40,314.00
10-5400-311	SS Transportation-Riverlight Transit Vehicle Fuel	37,500.00	5,000.00	42,500.00
SS Transportation				
		105,064.00	-	105,064.00

Justification:

To transfer monies within the DSS Admin budget and the DSS Transit budget to cover the costs of fuel for June. This transfer is needed due to the increased price of fuel over the last several months of the fiscal year.

Budget Officer's Initials CEP

Approval Date: 6/29/22

Initials: MD
Batch #: 2022-124
Date: 6/29/2022

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2023 - 001

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

Date: July 1, 2022

RE: Sheriff/Central Services

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

Account Code	Description	Old	+ or (-)	New
10-4310-140	Sheriff - Workman's Comp	55,996.00	(5,000.00)	50,996.00
10-8300-451	Insurance-Property & Liability	210,000.00	5,000.00	215,000.00
Sheriff/Central Services		265,996.00	-	265,996.00

Justification:

To transfer monies from the Sheriff's Office Workman's Comp line to the Central Services Property & Liability line. Budgets for both the workman's compensation and property insurance lines were estimates. It appears that we underbudgeted for property insurance however there is enough excess in the Sheriff's Workman's Comp line to cover the shortfall.

Budget Officer's Initials CDP

Approval Date: 6/27/22

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2023- 002

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

Date: July 5, 2022

RE: Emergency Management

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

Account Code	Description	Old	+ or (-)	New
10-3480-029	Grant-EM Capacity Bldg Competitive Grt	-	(77,812.00)	(77,812.00)
10-4330-707	Grant-EM Capacity Bldg Competitive Grt	-	77,812.00	77,812.00
Emergency Management				
Balanced:		-	-	-

Justification:

To budget revenues and expenditures for an Emergency Management Capacity Building Grant that has been awarded from the NC Department of Public Safety for field communication and staff connectivity.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2023- 003

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

Date: July 5, 2022

RE: Facility Services

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

Account Code	Description	Old	+ or (-)	New
10-3990-000	Appropriated Fund Balance - GF	(3,854,430.00)	(13,633.00)	(3,868,063.00)
10-4265-256	Insurance Claims	-	13,633.00	13,633.00
Facility Services				
Balanced:		(3,854,430.00)	-	(3,854,430.00)

Justification:

To appropriate fund balance for revenues already collected in FY 21-22 to the appropriate expenditure line for FY 22-23. These funds are from our insurance company for repairs that need to be made to a charger and an ambulance both of which were damaged due to a collision with a deer and a bear. Settlement with the insurance company was not finished until recently therefore these repairs could not be made prior to fiscal year end.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:
Batch #:
Date:

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2023 - 004

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

Date: July 1, 2022

RE: School Capital Outlay

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

Account Code	Description	Old	+ or (-)	New
21-8000-600	Designated for Future Appropriation-BOE	500,000.00	(500,000.00)	-
21-5912-694	Capital Outlay-Purchase of Property/Land	-	500,000.00	500,000.00
School Capital Outlay		500,000.00	-	500,000.00

Justification:

To transfer monies within the School Capital Outlay budget to the appropriate line to cover the cost of the purchase of additional land being looked at for the new school site.

Budget Officer's Initials CBP

Approval Date: 6/28/22

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2023- 005

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

Date: July 5, 2022

RE: School Capital Outlay

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

Account Code	Description	Old	+ or (-)	New
21-3230-400	Grant-Needs Based Public School Capital Fund	-	(5,338,583.00)	(5,338,583.00)
21-5912-695	Grant-Needs Based Public School Cap Fund-Planning/Design	-	5,338,583.00	5,338,583.00
School Capital Outlay				
Balanced:		-	-	-

Justification:

To budget for the planning/design portion of the Needs Based Public School Capital Fund Grant so that we can move forward with the first payment to the Architects after funds are received from DPI.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

Batch #:

Date:

Chair Johnson said thanks to Mr. Lance Swindell, EM Coordinator, for the \$77,000 grant he put in for and was approved.

Ms. Dixon said that the financial report in the Commissioners' agenda package was preliminary.

Ms. Dixon also stated that the auditors would be here during the week of July 18. She and Ms. Tina Dunlow, Finance Office Deputy have uploaded 5-6 pages of information requested by the auditors. This year's process will be intense and will take a great amount of time. Below are a few of the tasks that must be done:

Actuarials for law enforcement and the hospital
EMS Billing Reports from Colleton
ABC Audit
Closeout of FY 22 and opening of FY 23

This is due to trying have the audit completed by the end of September to meet the deadlines to have the LGC approve our audit at their December meeting for moving forward with the new school project.

Commissioner Walker made the motion to approve the budget amendments/transfers as presented above. Commissioner Phelps seconded. Motion carried unanimously.

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

Commissioner Sexton mentioned the Eastern Living magazine and that there was an article about Mr. Randy Fulford, Recreation Director, and Mr. Allen Pittman, Planning Director. The articles were very good and made him feel good about the County's employees.

Commissioner Keyes said she is serving on the 100 Counties Task Force. She said there will be some EM training at the NCACC Conference.

Commissioner Walker spoke about the concerns citizens were having about the patrolling in Roper. He said he is pleased to report that there has been a positive difference noted by Mr. Jimmie Sutton.

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

Back in Open Session, **Commissioner Walker made a motion to ratify the terms of the Offer to Purchase Contract for the 57.6 Acre Tract of property located adjacent to the Pines Elementary School parcel which was conditionally executed by the County Manager on June 24, 2022; and also authorize that the County additionally agrees to pay for Seller's Deed preparation and deferred/rollback taxes applicable to the property's subsequent removal from any existing and deferred present use value taxation. Commissioner Keyes seconded. Motion carried unanimously.**

Commissioner Sexton made a motion to increase the County Manager's salary to \$110,000 effective July 16, 2022. Commissioner Phelps seconded. Motion carried unanimously.

With no further business to discuss, **Commissioner Sexton made a motion to adjourn the meeting. Commissioner Keyes seconded. Motion carried unanimously.**

Julius Walker, Jr.
Vice-Chair

Julie J. Bennett, MMC, NCMCC
Clerk to the Board