

January 3, 2023

The Washington County Board of Commissioners met in a regular meeting on Tuesday, January 3, 2023 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 Cooperative Extension Conference Room, 128 E. Water Street, Plymouth, NC. Commissioners Tracey A. Johnson, Ann C. Keyes, Carol V. Phelps, John C. Spruill and Julius Walker, Jr. were present. Also present were County Manager/County Attorney Curtis Potter, Clerk to the Board Julie J. Bennett and County Finance Officer Missy Dixon.

Chair Walker called the meeting to order. Commissioner Spruill gave the invocation and Commissioner Keyes led the pledge of allegiance.

ADDITIONS/DELETIONS: Ms. Bennett asked to add an Appointment to the ABC Board under Item 7.

Commissioner Phelps made a motion to approve the Agenda for tonight's meeting with the addition to Item 7. Commissioner Keyes seconded. Motion carried unanimously.

PUBLIC FORUM: Ms. Jeannie Miesse, 395 Summerfield Road, Roper, stated she had sent a letter to the Commissioners a few weeks ago regarding the County's Animal Shelter. The Animal Shelter had an unexpected visit from the State today. Some things previously cited were no quarantine area, rusty fences, no AC (small window unit but it doesn't do anything for the shelter). She said she is a volunteer but doing the work of a paid person. The Animal Control Officer is in court all day Tuesday so not at the shelter. She is there almost every day. Needs better internet out there. The County Manager's IT person checked it out and said if it was boosted it would work better. County should invest in putting better internet connection at the shelter.

Ms. Sandra Floyd, 30 Golden Lane, Roper, said she spoke 2 years ago to the Board regarding the animal shelter. She delivered packets to the Commissioners and Mr. Potter. She had talked to Wayne Wiesner, Animal Control Officer and asked what they needed. At the time, the shelter needed AC/washer/dryer, and other items. Those items were received but now none of those items are working. She said she sees a need for a part-time person--not solely rely on volunteers.

Mr. Robbie Owens, 209 East Middle Street, Creswell, said he has been trying to get a sign put up to welcome people into Creswell. He said he talked to Commissioner Phelps and Commissioner Phelps told him it was up to the State. He also said he has requested minutes from the Town of Creswell's Council Meetings to be updated on their website. They haven't been updated since April 2021.

Mr. Walker said the Board would look into the issues brought before them tonight.

Ms. Miesse added it was super cold over Christmas and the pipes froze at the Animal Shelter. She asked Mr. Wiesner what the emergency plan was for the shelter and he didn't have one.

JOINT MEETING: WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS (BOCC) & WASHINGTON COUNTY BOARD OF EDUCATION (BOE):

BOE members in attendance: Mr. Carlos Riddick, Chair, Ms. Lois Clark, Vice-Chair, Mr. Fred Norman, Ms. Sherri Gilliam and Ms. Vanessa Cherry (by ZOOM). WCS staff members in attendance: Dr. Linda Jewell Carr, Washington County Schools (WCS) Superintendent, Ms. Jolanda Jordan, WCS Finance Officer and Ms. Crushinda Pettiford, Clerk to the Board. BOE Chair Carlos Riddick called to order the Washington County Board of Education meeting.

Discussion on the Demolition of the Pines Elementary School: Mr. Potter started the discussion by giving a summary. Starting in the fall/summer of last year, it was thought Pines Elementary School would be demolished at the end of 2022. There have been lots of moving parts and delays. Here, now 3 days into 2023, we are behind schedule. The committee, which includes members from the BOCC/BOE, school, county, architects, etc., felt parts needed to be broken down to be able to move forward. Phase I is the demolition of Pines Elementary School. It is anticipated that if that is granted tonight that demolition should begin in the next 2 weeks and take anywhere from 2-4 months. Things would also be moving forward with the remaining bid items, Phase I--the site work preparation.

Dr. Carr said the Fire Service issue has been resolved. Some of the demolition debris will be used for site preparation rather than having to carry it away. Grade clarification needs to be decided by the BOE so conclusions can be made on the traffic study that is underway. Mascots need to be decided upon so colors can be bid upon in the near future. Fencing was also discussed. It is for the demolition site and for the school site itself once completed.

Commissioner Spruill asked if the original contract has been let. Mr. Potter said yes for preconstruction (\$295,000 and tonight's \$957,422.83 change order = \$1,252,000+). Commissioner Spruill asked would there be more change orders. Mr. Potter said the Committee (mentioned above) is trying to do work in phases to avoid extra cost. Commissioner Spruill asked what is the plan for the other school buildings left. Dr. Carr said Early College would like to stay in Creswell; however, the BOE needs to see the expense of keeping it in Creswell vs moving it back to Roper. It may be a timetable of 6 months or a year before that is known. Pre-K may not be able to move as quickly due to the many inspections required in those classrooms. Creswell Elementary, the Roper Gym will return to Washington County. Washington County High School will be demolished except for the athletic fields. Roper Union will go back to the County—it has historical value. Mr. Potter said all of that is at least two (2) years down the road. The County would need to fund any demolition of those buildings. Staff would use funds, if those buildings/land were sold, to pay for demolition or debt service of the new school. Leaving Early College in Creswell is more expensive but the BOE will see if it makes sense.

Mr. Riddick discussed Central Support Services needing upgrading by the BOE. He stated that there is only one bathroom in that building.

Mr. Norman asked what would the money for the steel that is demolished at the school be used for. Mr. Potter said it has been discussed with METCON and it was left to the bidders to sell if they wanted to and bid lower on the project.

Board Member Norman made a motion to approve the Pines Elementary School Demolition/Change Order 001. Board Member Gillam seconded; motion passed unanimously.

Commissioner Johnson made a motion to approve the Pines Elementary School Demolition/Change Order 001. Commissioner Keyes seconded; motion carried unanimously.

Board Member Gilliam made a motion to adjourn the Board of Education meeting. Board Member Norman seconded; motion carried unanimously.

Commissioner Keyes made a motion for a five (5) minute recess. Commissioner Phelps seconded; motion carried unanimously.

Commissioner Phelps made a motion to reconvene the Board of Commissioners meeting. Commissioner Spruill seconded; motion carried unanimously.

PLANNING BOARD RECOMMENDATIONS: SPECIAL USE PERMIT FOR FERTILIZER STORAGE TANK (AS AN EXTENSION OF HELENA SITE) & PUBLIC HEARING: SPECIAL USE PERMIT FOR FERTILIZER STORAGE TANK (AS AN EXTENSION OF HELENA SITE): Mr. Allen Pittman, Planning Director stated that Mr. David Clifton, Planning Board Director was unable to attend tonight's meeting.

Mr. Potter said he would explain how the Quasi-Judicial Hearing would proceed by reading the procedures aloud during the public hearing.

- i. Commissioner Keyes made a motion to open the Public Hearing to hold a quasi-judicial hearing on the following case:**

SPECIAL USE PERMIT filed by HELENA AGRI-ENTERPRISES, LLC on NOVEMBER 8TH, 2022 seeking a Special Use Permit pursuant to Article 3A, Subsection C(r) of the Washington County Zoning Ordinance to: build a fertilizer storage tank as an extension of the existing Helena site located at 327 Folly Rd.

Commissioner Phelps seconded; motion carried unanimously.

Mr. Potter read the following instructions regarding a Quasi-Judicial procedure.

INSTRUCTION RE QUASI-JUDICIAL PROCEDURE (Attorney/Planning Director)

1. Special Use Permits are governed by NCGS 160D and Article 5 of the Washington County Zoning Ordinance. NCGS 160D-406 and 160D-705 require the use of quasi-judicial procedures during public hearings held to consider such matters.
2. Quasi-judicial proceedings are different than other public hearings in that not everyone has the right to present evidence before this Board and to become a party to this proceeding. A Quasi-judicial proceeding is much like a court proceeding where an individual's rights and interests are being decided under specific rules of procedure. Parties to this case have the right to present evidence and cross examine witnesses. The burden of proof in these cases typically lies with the Applicant. The extent to which the Rules of Evidence used in courts apply is up to the discretion of the Board.
3. Only those who can demonstrate that they will be affected by the outcome of the hearing may become parties. After a description of the person's interest in this case, the Board will determine whether they will be allowed to present evidence as a party. Please note, you do not have to be a party to testify if someone who is a party calls you as a witness. All parties and witnesses who intend to present evidence or testify before this Board must be sworn in.
4. As a quasi-judicial hearing, by law it must adhere to certain procedures, as there are legal standards that must be followed. To that end please consider the following:
 - A. The Board must base its decisions only on the evidence presented, including testimony given under oath or affirmation by any parties or witnesses called by a party.
 - B. Please limit testimony to facts relevant to the application and applicable legal standards for the Board's decision, what you know personally; no opinion testimony or hearsay.
 - C. Parties may cross-examine each testifying party or witness after their testimony if there are any questions. Cross-examination shall be limited to the matters testified about during the original testimony.
 - D. If you want the Board to see written evidence such as reports and maps or exhibits, the witness who is familiar with the evidence should ask that it be introduced during or at the end of his/her testimony.
 - E. In order for the testimony to be considered as evidence used in making the decision, it can only be given by persons in attendance at the meeting; otherwise, it is considered hearsay.

INSTRUCTION RE SPECIFIC REVIEW STANDARDS: (Attorney/Planning director)

Article 5 of the Washington County Zoning Ordinance is attached in its entirety for your reference while excerpts of relevant portions are pasted below for convenience:

1. Purpose and Intent: Special use permits add flexibility to the Zoning Ordinance by allowing uses which would otherwise be undesirable to be established in designated districts under conditions imposed by the Board of Commissioners. Such permits are authorized under the terms of this article to provide for certain uses which cannot be well adjusted to their environment in particular locations in Washington County with full protection offered to surrounding properties by only the application of the underlying zoning district regulations. Further, special permit uses are those uses which, if not specially regulated, can have an undue impact on or be incompatible with other uses of land within or adjacent to a given zoning district. Based on the recommendation of the Planning Board, and upon the granting of a special use permit by the Board of Commissioners, these uses may be allowed to be located or expanded within given designated zoning districts under the standards, controls, limitations, performance criteria, restrictions and other regulations of this article.
2. General Standards and Criteria for Special Use Permit Review: All applications for special use permit shall be reviewed using the following criteria:
 1. The proposed use shall be:
 - a. In harmony with the adopted Land Use Plan and the Growth Opportunities Plan;
 - b. In harmony with the intent and purpose of the zoning district in which the use is proposed to be located and
 - c. In harmony with the character of adjacent properties and the surrounding neighborhoods and also with existing and proposed development.
 2. The proposed use shall be adequately served by essential public services such as streets, drainage facilities, fire protection and public water, and sewer facilities, where applicable.

3. The proposed use shall not result in the destruction, loss or damage of any feature determined to be of significant ecological, scenic or historic importance.
 4. The proposed use shall be designed, sited and landscaped so that the use will not hinder or discourage the appropriate development or use of adjacent properties and surrounding neighborhoods.
 5. The proposed use does not affect adversely the general plans for the physical development of the County as embodied in these regulations and in any plan or portion thereof adopted by the Planning Board.
 6. The proposed use will not affect adversely the health and safety of residents and workers in the County
 7. The proposed use will not be adversely affected by the existing uses.
 8. The proposed use will be placed on a lot of sufficient size to satisfy the space requirements of said use.
 9. The proposed use will not constitute a nuisance or hazard because of the number of persons who will attend or use said facility, vehicular movement, noise or fume generation or any type of physical activity.
 10. The standards set forth for each particular use for which a permit may be granted have been met.
 11. The Planning Board or Board of Commissioners may impose or require such additional restrictions and conditions as may be necessary to protect the health and safety of workers and residents in the community and to protect the value and use of property in the general neighborhood.
 12. The proposed use will not be contrary to the purposes stated for these regulations.
 13. Whenever the Board of Commissioners shall find in the case of any permit granted pursuant to the provisions of the regulations that any of the terms, conditions or restrictions upon which such permit was granted are not being complied with, said Board shall rescind and revoke such permit after giving due notice to all parties concerned and granting full opportunity for a public hearing.
3. Special Conditions: In granting any special use permit, the Board of Commissioners may impose any conditions necessary to assure that the proposed use will conform with the requirements of this section and will continue to do so. The Board of Commissioners may take all necessary actions to ensure compliance with the conditions imposed.
- A. Certain specific examples are listed in Article 5(c)(2) and include:
4. Action by Planning Board: No special use permit shall be approved unless the proposal has been reviewed by the Planning Board. The Planning Board shall conduct at least one (1) public hearing in accordance with this Ordinance. Following the public hearing, the Planning Board shall prepare and by motion adopt its recommendations, which may include changes in the applicant's original proposal resulting from the hearing, and shall report such recommendations, together with any explanatory material, to the County Commissioners.
5. Action by Board of Commissioners: Before approving a special use permit, the Board of Commissioners shall hold at least one (1) public hearing in accordance with this Ordinance after which the Board of Commissioners may make appropriate changes to or impose appropriate conditions upon the proposed special use. Nothing herein shall preclude the Board of Commissioners from holding a joint public hearing with the Planning Board.
- A. A concurring vote of a majority of the members of Board of Commissioners shall be required to approve a special use permit.
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PARTY IDENTIFICATION/WITNESSES/OATH: (Board Clerk)

At this time we will identify and swear in or affirm all of the parties and witnesses.

- A. Call for and ID Parties- name, address, for/against applicant
- B. Call for and ID Witnesses- name, address, for/against applicant
- C. All parties and witnesses should now stand and/or come forward to be sworn in or to affirm the truth of their testimony

[Administer the oath to all those who may testify, as a group] If anyone refuses to be sworn (or affirm), then inform them their statements must not be treated as evidence on which to base a decision, but merely as arguments]

Mr. Potter called for parties for/against the project. Ed Blackwell and Stephen Burgess were present representing Helena and are for the project. They were sworn in by Ms. Bennett.

Mr. Donald Norman, 535 Folly Road, Plymouth was a resident against the project. He was sworn in (affirmed) by Ms. Bennett.

BOARD CONFLICTS OF INTEREST: (Board Chair or designated Speaker)

It is also important that the members of the Board of Adjustment consider and make sure that they do not have any conflicts of interest with serving as a member of the decision-making body for purposes of hearing and ruling on this particular case. Therefore, the following questions should be considered by each member and any potential conflicts should be voiced, discussed, and resolved if possible or otherwise result in recusal of any member with such a conflict by the other members of the Board.

1. *does any member of this body have any interest in the property or the application, or do they own property in close proximity to the subject property;*
2. *does any member of this body stand to gain or lose any financial benefit as a result of the outcome of this hearing;*
3. *does any member of this body feel they cannot hear and consider the application in a fair and objective manner;*
4. *has any member of this body engaged in any ex parte communications with either proponents or opponents of the application, and, if so, I ask you to place on the record the substance of any such communications so that interested parties have the opportunity at this hearing to rebut the communications.*
5. *Are there any members of the audience who wish to challenge on appearance of fairness grounds participation in the matter by any member of Council, including the reasons for the request?*

Commissioner Keyes noted that she is on the Planning Board and has heard this presentation. There were no other conflicts of interest.

PRESENTATION OF CASE/EVIDENCE:

- A. County Staff Presentation of Case: *Will County staff please come forward and describe the application being considered; and share the recommendation provided by the Planning Board concerning the proposal? [Commissioners should ask questions at this time]*
Cross Examination if applicable

Recommendation from the Planning Board:

On November 21, 2022, Director Pittman received a completed application and payment from Blackwell Engineering, PLC, acting as an agent for Helena Agri-Enterprises, LLC to construct a fertilizer storage tank as an extension of the existing Helena site located at 327 Folly Road in Plymouth. The zoning reference for this application is Article 3A, Section C.r. After review of the application alongside the ordinance, Mr. Pittman advertised a Public Hearing with the Planning Board for December 15, 2022, and advertised in the Roanoke Beacon, for two consecutive weeks announcing the date, time and place of the hearing. Further, he posted, on the property advertising the Public hearing Notice – for information call Washington County Planning and Inspections at 252-793-4114, with a copy of the notice inside the infotube attached to the sign.

After a public hearing on December 15, 2022, the Board offered a recommendation to the Board of Commissioners, acting as the Board of Adjustments, to approve the Special Use Permit as follows – an excerpt of minutes from the December 15 2022.

Discussion and Decision after the Hearing: Chair Clifton remarked that the public hearing just conducted was an evidentiary hearing, and only the information provided in the hearing today should be considered when making a decision to make a recommendation to the Board of Commissioners, acting as the Board of Adjustment, to approve or deny the application for a special use permit on behalf of Agri-Enterprises, LLC to construct a liquid fertilizer storage tank as an extension of the existing Helena site located at 327 Folly Road, which is allowable in the current Rural-Agricultural zone, but only with a Special Use Permit. Further, he stated the application meets the requirements for a completed application, is in accordance with the current land use plan, and the Planning Director has no concerns about the project moving forward. Asking for further discussion, Estelle (Bunny) Sanders offered a motion to recommend approval of the application for a special use permit, based on the Zoning Ordinance, Article 3A, Section C.r in Zoning District R-A to the Board of Commissioners, to hold a Public Hearing at their January 3 meeting, which will be held in the Agriculture Extension Building at 6:00pm. Charles Weathersbee seconded the motion. Chair Clifton stated a written recommendation from the Planning Board be provided to the Clerk of the County Commissioners for inclusion in her Board packet, and for advertising the date and time of the hearing. The approval document was signed by each Board member present.

See attached minutes from the December 15, 2022 Planning Board Meeting, Public Hearing and Special Use Permit Application.

Washington County
Planning Board
December 15, 2022
Commissioners' Room

MINUTES

Present: Chair David Clifton; Keith Davenport; Vice-Chair Katie Walker; Charles Weathersbee; Mary Barnes; Estelle Sanders; Commissioner Representative, Ann Keyes; Planning Director, Allen Pittman; Recorder, Connie Barnes

Call to Order: Chair Clifton called the meeting of the Washington County Planning Board to order at 1:01pm.

Invocation: Chair Clifton offered the invocation.

Agenda – Review and Approve: A draft of the agenda was distributed via e-mail. Director Pittman asked for an amendment to the agenda to include discussion of replacement of member Steve Barnes due to more than three absences due to ongoing health issues. Mary Barnes offered a motion to approve the agenda with this addition, to be added after the Discussion and Decision after Hearing. Katie Walker seconded the motion, which was approved by unanimous consent.

Approval of Minutes: December 1, 2022 – a draft of minutes from the December 1, 2022 meeting was provided via e-mail prior to this meeting, and a paper copy was provided today. Chair Clifton called for discussion, or a motion to approve. Mary Barnes offered a motion to approve the minutes as presented; Katie Walker seconded the motion which passed by unanimous consent. The minutes are approved.

New Business: Public Hearing on the application by Helena Agri=Enterprises, LLC for a special use permit.

See attached: Public Hearing minutes

Discussion and Decision after the Hearing: Chair Clifton remarked that the public hearing just conducted was an evidentiary hearing, and only the information provided in the hearing today should be considered when making a decision to make a recommendation to the Board of Commissioners, acting as the Board of Adjustment, to approve or deny the application for a special use permit on behalf of Agri-Enterprises, LLC to construct a liquid fertilizer storage tank as an extension of the existing Helena site located at 327 Folly Road, which is allowable in the current Rural-Agricultural zone, but only with a Special Use Permit. Further, he stated the application meets the requirements for a completed application, is in accordance with the current land use plan, and the Planning Director has no concerns about the project moving forward. Asking for further discussion, Estelle (Bunny) Sanders offered a motion to recommend approval of the application for a special use permit, based on the Zoning Ordinance, Article 3A, Section C.r in Zoning District R-A to the Board of Commissioners, to hold a Public Hearing at their January 3 meeting, which will be held in the Agriculture Extension Building at 6:00pm.

Charles Weathersbee seconded the motion. Chair Clifton stated a written recommendation from the Planning Board be provided to the Clerk of the County Commissioners for inclusion in her Board packet, and for advertising the date and time of the hearing. The approval document was signed by each Board member present.

Board Seat Replacement Board member Steve Barnes has missed more than three meetings due to a serious health issue. Per our bylaws, this seat must be filled. In keeping with the geographical makeup of the Board, it is recommended we choose someone from the Creswell/Lake Phelps area. Kay Davenport has been asked, but has not committed. A motion was offered by Bunny Sanders to contact Mrs. Davenport to see if she is willing to serve. Mary Barnes seconded – The motion carried by unanimous consent. Staff will contact Mrs. Davenport and report back to the Board.

Charles Weathersbee, who was just approved and sworn in to the Board as a replacement for Mark Cagle, has an expiration date of December 31, 2022. Mr. Pittman has spoken to Julie Bennett about adding his re-appointment to the Board until December 31, 2025 – terms are for three years.

Unfinished Business: None

Administrative Report: Director Pittman stated he had provided the November statistics at the December 1, 2022 meeting. He reported staff is in the process of moving to the County Manager's office in space formerly occupied by the Board of Elections. The Board did a walk-through of the space.

Commissioner's Report: Commissioner Keyes reported that she is the Vice-Chair of the Board of Commissioners; Mr. Julius Walker was selected as Chair. John Spruill, from Roper, has been elected as the at-large Commissioner and joined the Board in January. Mrs. Keyes and Commissioner Phelps visited the Pocosin Wildlife Refuge and discussed the hydrological study being conducted. The contract bids for the demolition of Pines Elementary School are in and in the process of being let. The County closed on the Commerce Building today; that is a step toward progress. Mrs. Keyes expressed her appreciation to the Board, and staff for diligent work.

Open Discussion by the Board: None

Adjournment: With no further business being brought before the Board, Estelle (Bunny) Sanders offered a motion to adjourn; Mary Barnes seconded; Chair Clifton adjourned the meeting at 1:32pm.

Public Hearing:

At the December 15, 2022 meeting of the Washington County Planning Board, Chair Clifton called for a motion to move into a public hearing on the matter of a special use permit based on Article 3A, Section C.r. of the Washington County Zoning Ordinance. The hearing has been advertised in the Roanoke Beacon for two consecutive weeks, and a notice has been posted on the property at 327 Folly Road.

Charles Weathersbee offered a motion to open a Public Hearing for an evidentiary hearing on the application by Helena Agri-Enterprises, LLC for a special use permit. Bunny Sanders seconded the motion, which was approved by unanimous consent.

Chair Clifton stated the Board was in a public hearing to conduct a quasi-judicial hearing, which means the body must find facts and base its decision upon the application of the ordinance criteria and competent material evidence received during this hearing, and not through independent research or undisclosed ex-parte communications. The Chair asked each member individually if they had any disclosures regarding prior information, familial, business or other relationships with the applicant, or any affected person, or a financial interest in the outcome of the case. The following members of the Board replied NO to this question:

Mary Barnes
Charles Weathersbee
David Clifton, Chair
Estelle Bunny Sanders
Keith Davenport
Katie Walker

Speakers signed to speak at the hearing:

Ed Blackwell, representing Helena Agri
Stephen Burgess, representing Helena Agri.

There were no others present at the hearing.

Chair Clifton swore in the Body and all present, including those listed above, Ann Keyes, Commissioner Representative; Allen Pittman, Planning Director; Connie Barnes, Recorder for the Board, to tell the truth, the whole truth and nothing but the truth.

This hearing is based on a complete application dated November 8, 2022, with fees paid and received on November 21, 2022. Based on a review of the application packet, including references to the Zoning Ordinance, and Statement of Compatibility, along with site plans and a letter from the current landowner of the property cited, Director Pittman authorized a public hearing to be scheduled on December 15, 2022, so that all time frames would be met. This was advertised in the Roanoke Beacon On November 30, and again on December 7, 2022. Helena has requested a special use permit to expand their existing operation located at 327 Folly Road to a parcel across the rural paved road in the same location. A storage tank for liquid fertilizer, and a building for processing are in the plan.

The Chair recognized Mr. Blackwell, of Blackwell Engineering, PLC, acting as an agent for Helena Agri-Enterprises. Mr. Blackwell stated the project will expand the business to include liquid fertilizer. This is a 32,000 ground tank with a building beside the tank where the fertilizer is mixed and loaded into the trucks. This is not a chemical fertilizer, but natural products. There is a bio-retention basin with a filter in case of any issues with spilling, and the Department of Environmental Protection permits have been acquired. This is noted as a safe environmental site. The NCDOT requirements are met for traffic volume and ingress/egress to site.

Chair Clifton asked if the Planning Director was satisfied with the plans presented, and whether this application met the intent of the adopted Land Use Plan. Director Pittman responded yes to both questions.

Question: Are there combustible materials that will be a hazard?

Answer: No this is a natural form of liquid fertilizer; not a chemical substance

Question: Have the immediate neighbors been notified or asked?

Answer: The notices in the newspaper with this hearing date, time, and location, along with the sign in front of the property with the phone number for the Planning Director serves as notice to the neighbors.

Question: Is Helena a participant in the Local Emergency Planning Committee?

Answer: In so much as the company policy allows, and all Safety Data Sheets and the Tier II documents are provided to Emergency Management annually.

Chair Clifton asked if there were any further questions for Mr. Blackwell or Mr. Burgess from the Board. There were none. He asked if there were any questions from Mr. Blackwell or Mr. Burgess to the Board. They had none.

Chair Clifton asked for a motion to close the public hearing. Charles Weathersbee offered the motion to close, Mary Barnes seconded the motion. Chair Clifton closed the Public Hearing.



Blackwell Engineering, PLC

565 East Market St. - Harrisonburg, Virginia 22801 - (540) 432-9555 - www.BlackwellEngineering.com

Transmittal Letter

<i>Acknowledgement of Delivery</i>	
Date:	<i>Nov 21, 2022</i>
Signature:	<i>Cornie Barnes</i>

To: Allen Pittman	From: Brian Kinzie		
Company: Washington County	Date: 11/17/2022		
Address: 205 East Main Street, Plymouth, NC PO Box 1007 Plymouth, NC. 27962	Pages: See Below		
Job Name: Helena Agri-Enterprises SUP	Job Number: 2992		
<input checked="" type="checkbox"/> Plans	<input type="checkbox"/> Specs	<input type="checkbox"/> Report	<input type="checkbox"/> Proposal
<input type="checkbox"/> Letter	<input type="checkbox"/> Shops	<input type="checkbox"/> Article	<input type="checkbox"/> Other

Items:

1. \$150 SUP Application fee

For Your:

- | | | | |
|------------------------------------|---|---|---------------------------------------|
| <input type="checkbox"/> Approval | <input checked="" type="checkbox"/> Use | <input type="checkbox"/> Information | <input type="checkbox"/> Distribution |
| <input type="checkbox"/> Signature | <input type="checkbox"/> Review | <input type="checkbox"/> Per your request | |

Comments:

Sent Via: US Mail Delivery Overnight Other



November 8, 2022

Allen Pittman
Planning & Inspections Director
Washington County
205 East Main Street, Plymouth, NC
PO Box 1007
Statement of Proposed Project Compatibility

Dear Mr. Pittman,

The purpose of the proposed project is the construction of an approximately 11,600 SF liquid fertilizer storage and blending facility on NCPIN: 6798232252, which is located on Folley Rd., approximately 2000' north of Rte. 32. This is an extension of the existing Helena Agri-Enterprises building adjacent to the property. The existing store operates from 7-5 and currently employs 10 full time employees. With the addition of the fertilizer building, Helena Agri-Enterprises would hire 1-2 additional employees. In the current RA- zoning, the development of "on-site commercial operations for agriculture and forestry product sales and services" is allowed only by Special Use Permit. As such, we are requesting a Special Use Permit for this development.

Helena seeks to purchase 10.77± acres of NCPIN: 6798232252, which currently consists of approximately 63.47± acres. Only the portions of the property that are under contract (as shown in the attached SUP Plan drawing) will fall under the umbrella of the requested SUP. The remainder of the property will not be purchased or developed by Helena Agri-Enterprises.

As mentioned above, this development would be an extension of the existing Helena Chemical Building which lies across Folly Rd. from the proposed development. The surrounding area is all zoned RA, and, aside from Helena Agri-Enterprises, consists of a mix of residential, agricultural, and undeveloped properties. According to Washington County's Zoning Ordinance, the current RA zoning exists to "promote sustainable agricultural and forestry activities." Helena Agri-Enterprises seeks to expand it's warehouses and provide expanded services to local farmers. As the adjacent property is already owned and operated by Helena Agri-Enterprises, this proposed addition is consistent with adjacent activity.

Based off of NCDOT 2016 traffic data, Folly Rd. has an AADT of 740 vehicles. The proposed development would create an additional 11 trips during both the AM and PM peak hour. A turn analysis conducted showed that the site would have 9 vehicles entering the site during the AM peak hour, but would not warrant a left or right hand turn lane.

A small bathroom will be located on site and serviced through an on-site well and septic system.

FOR INFORMATION: APPROVED: APPROVED: APPROVED: APPROVED:
DATE: DATE: DATE: DATE: DATE:

If you have any additional questions about the project, please feel free to reach out to Blake Shankle, Manager, Safety, Health and Engineering for Helena Agri-Enterprises, LLC (901-483-7039) or myself (540-432-9555).

Respectfully,



Ed Blackwell

To Whom it May Concern,

I, Randy C. Lassiter, Sr., current landowner of the property recorded in Deed Book 533, Page 881 (Tax Pin 6798.00-23-2252), am selling 10 acres of my 63.5 acre parcel to Helena Agri-Enterprises, LLC (Helena). I am aware that Helena is allowed to operate in the current R-A zoning, but only with a Special Use Permit.

Sincerely,



**Washington County Planning and Inspections
Application for Variance/Special Use Permit**

Date 11/8/2022

Applicant Information

Name:
Helena Agri-Enterprises, LLC

Address:
225 Schilling Blvd.
Collierville, TN 38017

Telephone: **901-483-7039**

Owner Information

Name:
LASSITER, Randy C & Lynn

Address:
763 Sandy Cross Rd.
Belvidere, NC 27919

Telephone: () _____

1. The building, or land is located at:
Street Address: **Folly Rd. across from 327 Folly Rd.** Town: **Plymouth**
Zoning District: **R-A**

2. Application is submitted for a variance/special use permit from Article **3A**, Section **C.r** of the Zoning Ordinance.

3. The Board is required to read three conclusions before it may issue a variance/special use permit, noted in A, B, and C, below. In the spaces below each conclusion, indicates the Evidence that is shown and the Arguments that are made to convince the Board that it can properly reach these three required conclusions.

A. There are practical difficulties or unnecessary hardships in the way of carrying out the strict letter of the ordinance.

- a. What evidence is presented to indicate that you can secure no reasonable return or use the property if the ordinance is not complied with.
(Rendering the property less valuable is not sufficient).

The applicant desires to build a fertilizer storage tank as an extension of the existing Helena site located at 327 Foly Rd. The use is allowable in the current R-A zoning, but only with a SUP.

- b. What evidence is presented to indicate that the hardship results from unique circumstances to the land. (Personal or family hardships are irrelevant.) A variance/special use permit runs with the land.

N/A: The use is allowable in the current R-A zoning, but only with a SUP.

- c. What evidence is presented to indicate that the hardship is not a result of your own actions.

N/A: The use is allowable in the current R-A zoning, but only with a SUP.

- B. The variance/special use permit is in harmony with the general purpose and intent of the Ordinance and preserves its spirit.
- a. What evidence is presented to indicate that the variance/special use requested is the least variation from the ordinance that will allow the reasonable use of property and which will not substantially detract from the character of the neighborhood.

The development will be an extension of the existing Helena facilities that currently exist across the street from the proposed development. The extension cannot be constructed without a SUP.

- C. The granting of the variance/special use permit secures the public and welfare and does substantial justice.
- a. What evidence is presented to indicate that if the variance/special use permit is denied the benefit to the public will not substantially outweigh the harm suffered by you.

The development will be an extension of the existing Helena facilities that currently exist across the street from the proposed development. The proposed storage will all be indoors, and, as such, the development does not create any new "harms" to the public.

- D. I certify that I, the applicant, have the consent of the owner and act in his behalf in applying for this variance/special use permit. I agree that this variance is granted, is authorized on the presentation made herein and may be revoked in the event of any breached of representation or conditions which may be attached. It is further understood that if said variance/special use permit is not exercised within twelve (12) months from the date of approval, it shall become invalid.

Applicant: BBS Date: 11/8/2022

Fee Paid \$ 1500 need 11/21/22 cash
CR 33150

Date Public Hearing Scheduled: 12/15/22 Time: 1:00 pm

Date Public Hearing Advertised: 11-30-22 Roanoke Beacon
12-7-22 Roanoke Beacon

VARIANCE/SPECIAL USE PERMIT

Approved

Denied

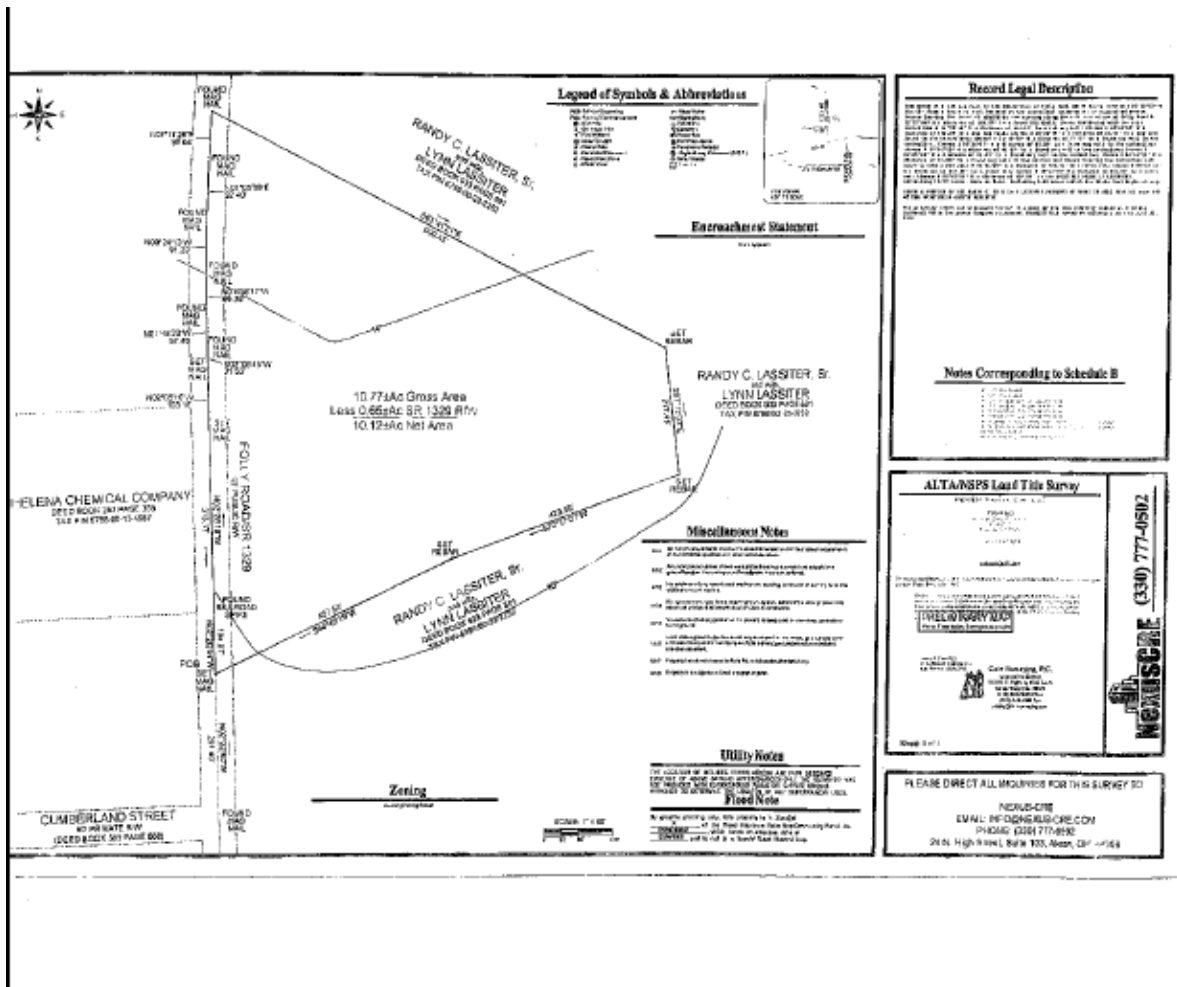
Reason:

Estelle Williams
Keith Duggan
Katie J. Walker
Cheryl [unclear]
Mary Parnis

Approved with the following conditions:

Chairperson: Dana Clift

Date: 12-15-2022



Mr. Potter said that now was the time for the Commissioners to ask questions (cross examination).

Commissioner Johnson said she saw where there were two public notices and a sign outside the business but nothing was sent to the residents. Mr. Pittman said it was not required by statute. Chair Walker said he had the same concern. Commissioner Keyes said she understands it was not a requirement but the County may need to change its Ordinance.

Mr. Norman said the sign was too small and looked like something was trying to be hidden. Mr. Pittman said that was all the County afforded him to do.

B. Applicant: *Will the applicant, please come forward at this time and present their testimony and evidence to support the application? Also, any expert witnesses you have should speak at this point, after you have spoken. [Commissioners should ask questions at this time.]*

Cross Examination if applicable

C. Other Parties (if applicable): *please come forward at this time and present their testimony and evidence to support the application? Also, any expert witnesses you have should speak at this point, after you have spoken. [Commissioners should ask questions at this time.]*

Cross Examination if applicable

D. Closing or Rebuttal: Are there any closing or rebuttal comments from:

1. Staff
2. Applicant
3. Other Parties

E. Board Q&A: Are there any additional questions from the Board?

Mr. Potter called the two gentlemen forward that were at the meeting to represent Helena. Mr. Ed Blackwell of Blackwell Engineering (company handling the Helena upgrade) and Mr. Stephen Burgess, Manager at Helena. Mr. Blackwell entered into evidence a larger drawing of the property.

Mr. Blackwell said that Helena has been on Folly Road for many years. They do bulk fertilizer. They now want to do liquid fertilizer across the street. There is not enough room on existing facility. Liquid fertilizer is used on agriculture land. Trucks bring in bulk fertilizer and small trucks go out to the farms. It is loaded and unloaded inside of the building. It is not a dangerous chemical. MSDS will be given to the County. If there is any dripping (which is not hazardous) it is contained in the building. It is cleaner and less noisy and less intrusive to the neighborhood.

Mr. Stephen Burgess stated he has been at Helena for 20 years. There are larger growers now and Helena needs to expand to continue to serve their customers. They are trying to eliminate any eyesore by doing everything inside. There will not be a lot of traffic. It is not a warehouse type store. Mr. Blackwell said they did a study for DOT. There are about 740 trips a day on Folly Road and may increase by 11 trips a day. Peak time is about 9:00 AM. They are looking into putting a restroom in the facility also. The external driveway will drain into a bio-retention facility. They are really trying to be environmentally friendly.

Commissioner Spruill asked if the site will be a controlled accessed area. Mr. Blackwell said yes and that it is a fenced-in area. Mr. Norman asked about the waste. Mr. Blackwell said new environmental laws require they use bio-retention ponds rather than letting it run in the Albemarle Sound or Roanoke River. Mr. Norman asked about the type of tank used. Mr. Blackwell said a tanker truck is fiberglass or stainless steel. Mr. Burgess said they can't just go out and buy any tank. Mr. Burgess said there are certain DEQ requirements that have to be met. No chemicals are mixed outside. Mr. Norman asked will it get into the soil anyway. Mr. Blackwell and Mr. Burgess both said no--barring any natural disaster. They even account for operator error.

Mr. Robert Watts asked to speak. Ms. Bennett swore him in. Mr. Watts said he lives at 139 Folly Road, Plymouth. He asked if there is anything in the records for the citizens if they start to have a problem with this. Mr. Blackwell replied that this is not a re-zoning issue, it is a special use permit. If Helena does not follow the rules of the permit, the permit can be pulled and Helena would have to close up that facility.

Commissioner Spruill mentioned that Mr. Burgess said fertilizer will be brought in bulk. Is any mixing done on site? Mr. Burgess said yes, but it will be done inside the building. There are only about three (3) major components and they are micronutrients. They are not combustible or flammable.

Commissioner Spruill asked what the risk is to the community. Mr. Blackwell said it's negligible. He said someone could buy worse things at the hardware store.

Commissioner Johnson asked what quality of HVAC system do they have to have to keep the fertilizer at a specific temperature. Mr. Burgess said this liquid is sprayed in all temperatures. The freezing point is way low for the fertilizer. They have never had anything freeze in their warehouse. Commissioner Johnson said she wants the compound to stay stable.

Ms. Betty Hendrix, 234 North Deerfield Drive, Plymouth asked to speak. Ms. Bennett swore her in. Ms. Hendrix said that she hears things in the community. She is surrounded by farmland. She said she sees that chemicals are sprayed and drift. Mr. Blackwell said he can't speak to if the farmers spray their fertilizer by plane. [*NOTE: She does not own property adjacent to Helena.*]

Commissioner Spruill said they stated all water is maintained on site. Mr. Blackwell said the water will be caught in the bio-retention pond. Mr. Burgess said the pond will be maintained and they are inspected.

Commissioner Spruill asked if they anticipate adding a few employees. Mr. Burgess said yes there will be a new employee on the new site and they may hire two (2) more in seasonal times.

Commissioner Spruill asked about their investment in that property. Mr. Burgess said its about a \$2-3M operation.

Ms. Hendrix said she noticed no one said anything about what she talked about regarding the spraying of the chemical. Mr. Pittman stated that this public hearing is about agriculture, not air.

Mr. Watts asked what will happen down the road from vapor from this product. Mr. Burgess said it's not vaporous or volatile.

Mr. Lloyd Jones, 842 Gourd Neck Road, Roper asked to speak. Ms. Bennett swore him in. Mr. Jones asked if Helena has any other facilities like this. Mr. Burgess said yes, they do. Mr. Jones asked if the public could go visit one of them if they have concerns. Mr. Jones said there will be more truck traffic and a tanker could turn over. Mr. Burgess said that NCDOT has requirements for commercial vehicles with a wide entrance and radius to get in/out of there safely. Mr. Jones said he doesn't see how Folly Road & Hwy 32 are going to be safe. Mr. Burgess said they take trucks at that intersection every day now. It can handle it. [*NOTE: He does not own property adjacent to Helena.*]

DELIBERATION & DECISION:

- A. Review the applicable specific legal standard(s) again in Article 5(B)

- B. Discuss the evidence presented and make findings of fact relevant to meeting or failing to meet the applicable legal standard(s) including without limitation:
 - 1. Identify the specific and most relevant facts and pieces of evidence considered in this case to be included in the final written decision:

Chair Walker asked Mr. Pittman could this decision to approve the special use permit be tabled to the next meeting. Mr. Pittman said the Board will not be able to hear any additional evidence after this public hearing. Mr. Potter agreed with Mr. Pittman. Mr. Pittman said if the Board approves this, he will make sure that Helena adds whatever the Board wants (according to ordinance) to their life safety plan to keep our citizens safe.

Mr. Pittman said they have followed NCGS 160 D.

Commissioner Phelps said his experience with Environmental Protection Agency (EPA) is that all I's have been dotted and T's crossed.

Commissioner Keyes said in her experience she knows that this has been reviewed by the Office of Emergency Management also.

Mr. Norman said someone will need to address the entrance of Folly Road. Mr. Pittman said this Board doesn't have anything to do with roads. Commissioner Phelps noted that with this type of permit, NC Department of Transportation (NCDOT) reviews it and won't approve it until it is all current.

- C. Discuss and Identify any special conditions to be imposed upon the permit if granted:

None.

- D. After careful and deliberate consideration of all the relevant facts and evidence presented in this matter, and subject to any special conditions to be imposed, **MOVE TO VOTE** on whether the proposed Special Use of the subject property
X **GENERALLY MEETS/** or **GENERALLY DOES NOT MEET**
the General Standards and Criteria for Special Use Permit Review established under Article 5(B) of the Washington County Zoning Ordinance; and the Special Use Permit subject to the following special conditions/explanation if applicable:
_ **NONE** _____

_____ is therefore X **GRANTED/** or **DENIED**

Commissioner Spruill made a motion to grant the Special Use Permit for a Fertilizer Storage Tank as an extension of the existing Helena site with no special conditions. Commissioner Phelps seconded; motion carried unanimously.

- E. Direct staff to prepare a written order reflecting the findings of fact, conclusions of law, and decision of the Board to be signed by the acting Chair of the hearing upon its completion, and to be circulated for approval by unanimous written consent of the participating Board members, or otherwise to be brought back to the next regular meeting of the Board for ratification and approval.

The Board directed County staff to produce a written order as stated above.

Commissioner Keyes made a motion to adjourn the public hearing. Commissioner Phelps seconded; motion carried unanimously.

DEPARTMENT INFORMATION UPDATE: TAX OFFICE: Ms. Sherri Wilkins, Tax Administrator spoke to the Board. Ms. Wilkins said she would like to propose a restructuring of the Tax Office. Ms. Wilkins said she would like for Darlene Harrison to be made Deputy Tax Administrator.

Ms. Wilkins went on to say that the need to restructure a department or office is a natural part of any business – with changes such as additional workloads and duties has come the need for a restructure. It is past time to address the need. The County can no longer keep the Tax Office “the way it’s always been” because it’s not the same as it was even 10 years ago. Ms. Wilkins said she is working on a proposal to address the needs of the Tax Office to improve on their efficiency and performance. The Tax Office needs this change to get the jobs done in its department. Ms. Wilkins said she is collaborating with the NC DOR and SOG to create this plan. We will evaluate the County’s needs, create objectives and establish a plan. The Tax Office has taken on more responsibilities over the past several years without additional staff or a restructure of the current staff. Ms. Wilkins said she is here tonight to make the Commissioners aware of the pending proposal. She has a first draft of the organizational chart changes, but after my conversations with the NC DOR and SOG, this is subject to change.

Ms. Wilkins stated she would like to make the changes before the Tax Office changes over their software.

Mr. Potter asked Ms. Wilkins was asking for two (2) new positions. Ms. Wilkins said yes, a Land Records Specialist and Delinquent Tax Collector if Ms. Harrison gets moved up to Deputy Tax Administrator.

Mr. Potter asked Ms. Wilkins what the structure is for Tax Offices for surrounding jurisdictions (check with DOR). Mr. Potter asked where was GIS in this plan. Ms. Wilkins said the Land Records Specialist would cover that, so that there would not be a need to contract out GIS.

BOARDS & COMMITTEES: Ms. Bennett, Clerk to the Board spoke to the Commissioners.

Albemarle Commission At-Large Board Seat

Ms. Bennett noted that this appointment has been discussed at two previous meetings.

Commissioner Keyes made a motion to appoint Ms. Melinda Porter to the Albemarle Commission At-Large board seat. Commissioner Johnson seconded. Motion carried unanimously.

ALBEMARLE COMMISSION—SENIOR TARHEEL DELEGATE

Ms. Bennett received a letter from the Albemarle Commission recommending that the Commissioners re-appoint Ms. Gail Spiewak to continue serving on the Senior Tar Heel Delegate representing Washington County.

Ms. Spiewak has agreed to serve if re-appointed.

Commissioner Johnson made a motion to re-appoint Ms. Gail Spiewak to the Albemarle Commission –Senior Tarheel Delegate. Commissioner Spruill seconded. Motion carried unanimously.

WASHINGTON COUNTY ABC BOARD

The Washington County ABC Board is requesting the appointment of Mr. Bobby Brown to the finish out the unexpired term of Mr. Ronnie Barnes who recently resigned from the Washington County ABC Board.

Mr. Brown has agreed to serve if appointed.

Commissioner Keyes made a motion to appoint Mr. Bobby Brown to the Washington County ABC Board to finish out the unexpired term of Mr. Ronnie Barnes. Commissioner Spruill seconded; motion carried unanimously.

COMMISSIONER SEATS ON VARIOUS BOARDS AND COMMITTEES

Ms. Bennett discussed the list from January 3, 2022 of the Commissioners Seats on various Boards and Committees. Each December/January, the Board discusses if they would like change seats on any of the Committees. Any changes that are made are brought back to the Board at the January meeting for approval.

Washington County Boards & Committees
Commissioners Seats
January 3, 2022

Name	Board or Committee	Expiration Date
Carol V. Phelps	Lake Phelps Advisory Board	Indefinite
	Washington County Drainage	Indefinite
	Albemarle Commission RPO-Alternate	Indefinite
	Travel & Tourism Authority	Indefinite
Tracey A. Johnson	Albemarle Commission--Workforce Development Program Consortium Board	Indefinite
	Albemarle Commission--Executive Committee--COG	Indefinite
	Hospital Advisory Board	Indefinite
	Trillium Health Board	Indefinite
	Broadband Task Force Committee	Indefinite
	Employee of the Quarter Committee	Indefinite
Julius Walker, Jr.	Department of Social Services Board	Indefinite
	Hospital Advisory Board	Indefinite
	JCPC Board	Indefinite
	SmartStart Partnership for Children	Indefinite
	ARSWA	
Ann C. Keyes	Parks & Recreation Advisory Committee	Indefinite
	Fire Commission	Indefinite
	MTW Health Department Board	Indefinite
	Albemarle Commission--Washington County Alternate	Indefinite
	Safety Committee	Indefinite
	Local Emergency Planning Committee	Indefinite
	Planning Board	Indefinite
Bill Sexton	Washington County Drainage	Indefinite
	Lake Phelps Advisory Board	Indefinite
	Resource Conservation & Development	Indefinite
	Hospital Advisory Board	Indefinite
	Albemarle Commission RPO	Indefinite

Commissioner Johnson asked to have the Hospitality Advisory Board removed since they have not met since the new owners of the hospital took over.

Ms. Bennett mentioned that Commissioner Walker (Chair) will move to the Employee of the Quarter Committee in place of Commissioner Johnson.

Commissioner Spruill will take over the seats held by former Commissioner Sexton.

Commissioner Johnson asked about having a Commissioner on the ABC Board. Another County Commissioner (from another County) told her that their County received more money from their ABC Board when a Commissioner was on the Board. Ms. Bennett noted this for future reference.

FINANCE OFFICER'S REPORT: Ms. Dixon went over the budget transfers and budget amendments that she placed before the Commissioners' this evening. There was an issue with Clerk's email and they did not make it into the Commissioners' Agenda Package.

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2023 - 068

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

Date: December 5, 2022

RE: SS Economic Support/SS Admin

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

Account Code	Description	Old	+ or (-)	New
10-5380-379	SS Economic Support - Special Assistance	95,000.00	(15,000.00)	80,000.00
10-5380-381	SS Economic Support - Title IV-E Adoption	22,876.00	(5,000.00)	17,876.00
10-5380-384	SS Economic Support - Child Care (MOE-Part of \$65K Min)	30,000.00	(5,000.00)	25,000.00
10-5310-605	SS Admin - Security Contract	-	25,000.00	25,000.00
SS Economic Support/SS Admin		147,876.00	-	147,876.00

Justification:

This transfer is to move monies within the DSS Budget from various lines to a new line titled Security Contract. This is in preparation of a contract with a security company to assist with difficult youth in the agencies custody (or Adults if necessary). These costs will be all county dollar, they are not reimbursable.

Budget Officer's Initials CBP

Approval Date: 12/5/22

Initials: MD
Batch #: 2023-068
Date: 12/6/2022

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: December 5, 2022
RE: SS Admin

BT #: 2023 - 069

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

Account Code	Description	Old	+ or (-)	New
10-5310-310	SS Admin - Travel	15,000.00	(2,500.00)	12,500.00
10-5310-550	SS Admin - Capital Outlay - Equipment	104,000.00	2,500.00	106,500.00
SS Admin		119,000.00	-	119,000.00

Justification:

This transfer is to move monies from the DSS Travel line to the Capital Outlay Equipment line to pay for taxes and tags for the new vehicles that will come in March. The purchase of the vehicles was approved in the budget however the taxes and tags were inadvertently left out of the budget request.

Budget Officer's Initials CD

Approval Date: 12/5/22

Initials: MP
Batch #: 2023-069
Date: 12/6/2022

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2023 - 070

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

Date: December 6, 2022

RE: GIS/Manager's Office/Soil & Water

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

Account Code	Description	Old	+ or (-)	New
10-4915-190	GIS - Training	2,000.00	(1,140.00)	860.00
10-4120-315	Manager's Office - Training	8,000.00	1,140.00	9,140.00
GIS/Manager's Office				
10-6060-040	Soil & Water - Longevity	341.00	(341.00)	-
10-6060-270	Soil & Water - Service Awards	50.00	(50.00)	-
10-6060-380	Soil & Water - Advertising	350.00	391.00	741.00
Soil & Water				
		10,741.00	-	10,741.00

Justification:

This transfer is to move the remaining monies from the GIS Training line to the Manager's Office Training line in order for Richard to attend the NCCCMMA Conference in February. It is also moving funds between lines in Soil & Water from the Longevity and Service Awards lines to the Advertising line in order to pay for unanticipated costs for advertising of the vacancy in this position.

Budget Officer's Initials *MSD*

Approval Date: 12/7/22

Initials: MSD
Batch #: 2023-070
Date: 12/7/2022

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2023 - 071

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

Date: December 6, 2022

RE: EMS/Transport

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

Account Code	Description	Old	+ or (-)	New
37-4330-140	EMS - Workmans Comp	106,611.00	(8,581.00)	98,030.00
37-4330-540	EMS - Capital Outlay-Vehicles	207,883.00	(4,091.00)	203,792.00
37-4330-550	EMS - Capital Outlay-Equipment	143,014.00	(2,129.00)	140,885.00
37-4330-670	EMS - Designated for Future Appropriation	2,050.00	(2,050.00)	-
37-9100-003	EMS - Debt Principle-2017 Heart Monitors	44,182.00	(966.00)	43,216.00
37-4376-540	Transport - Capital Outlay-Vehicle	92,459.00	17,817.00	110,276.00
EMS/Transport		596,199.00	-	596,199.00

Justification:

This transfer is to move monies within the EMS and Transport Budget lines to cover the increased costs to purchase a new Transit Van to replace a current vehicle with over 170,000 miles on it. The purchase was budgeted however prices have increased since the original quote was given.

Budget Officer's Initials CEP

Approval Date: 12/7/22

Initials:	<u>MD</u>
Batch #:	<u>2023-071</u>
Date:	<u>12/7/2022</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: December 7, 2022
RE: School Capital Outlay

BT #: 2023 - 072

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 Cap Out	640,228.00	(19,850.00)	620,378.00
21-5912-690	Capital Outlay - Legal Services	40,000.00	15,000.00	55,000.00
21-5912-693	Capital Outlay - Engineering Services	45,143.00	4,850.00	49,993.00
School Capital Outlay		725,371.00	-	725,371.00

Justification:

This transfer is to move monies within the School Capital Outlay Budget. These monies will be moved from the Designated for Future Appropriations line to the Legal Services and Engineering Services lines. These funds will be used to pay for asbestos inspections related to the demolition of Pines as well as the anticipated legal fees that will be incurred when the attorney's process the next deed to combine the 2 parcels into a single tract.

Budget Officer's Initials CPD

Approval Date: 12/7/22

Initials: CPD
Batch #: 2023.072
Date: 12/7/2022

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: December 12, 2022
RE: Emergency Management

BT #: 2023 - 073

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

Account Code	Description	Old	+ or (-)	New
10-4330-260	Emergency Management - Departmental Supplies	9,500.00	(1,000.00)	8,500.00
10-4330-250	Emergency Management - Maintenance & Repair-Vehicle	500.00	500.00	1,000.00
10-4330-350	Emergency Management - Maintenance & Repair -Equipment	3,500.00	500.00	4,000.00
Emergency Management		13,500.00	-	13,500.00

Justification:

This transfer is to move monies within the Emergency Management budget to cover maintenance & repair vehicle and equipment costs through fiscal year end. These costs have been higher than originally anticipated.

Budget Officer's Initials CP

Approval Date: 12/12/22

Initials:	<u>CP</u>
Batch #:	<u>2023-0B</u>
Date:	<u>12/12/2022</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: December 14, 2022
RE: Airport

BT #: 2023 - 074

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

Account Code	Description	Old	+ or (-)	New
39-4530-200	Airport - Departmental Supplies	3,000.00	(131.00)	2,869.00
39-4530-390	Airport - Dues and Subscriptions	250.00	131.00	381.00
Airport		3,250.00	-	3,250.00

Justification:

This transfer is to move monies within the Airport Operations budget to cover the costs of the Bounce Subscription for the remainder of the fiscal year and to pay for the NCDEQ Annual Permit that is required by the State.

Budget Officer's Initials CSJ

Approval Date: 12/14/22

Initials:	<u>CSJ</u>
Batch #:	<u>2023-074</u>
Date:	<u>12/15/2022</u>

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2023- 075

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

Date: January 3, 2023

RE: Fund Balance/Sheriff

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

Account Code	Description	Old	+ or (-)	New
10-3990-000	Appropriated Fund Balance - GF	(4,236,758.00)	1,260.00	(4,235,498.00)
10-4310-210	Sheriff - Uniforms	10,000.00	(1,260.00)	8,740.00
10-3540-081	Sheriff JAG Grants	(4,130.00)	4,130.00	-
10-4310-902	FY 22 Sheriff JAG Grant	4,130.00	(4,130.00)	-
Fund Balance/Sheriff				
Balanced:		(4,226,758.00)	-	(4,226,758.00)

Justification:

This amendment is to reduce the Sheriff Uniform budget and appropriated fund balance and to reduce the JAG Grant Revenue and Expenditure lines. This reduction is due to the failure to request reimbursement of all grant monies spent in a timely manner and the failure to request an extension until after the deadline. Therefore, these expenses must be moved to another Sheriff expenditure line.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2023- 076

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

Date: January 3, 2023

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

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

Account Code	Description	Old	+ or (-)	New
10-3540-020	Gun Permits Discretionary - County Portion	(3,010.00)	(315.00)	(3,325.00)
10-4310-611	Gun Permits Discretionary - County Portion	37,870.00	315.00	38,185.00
10-3540-030	Gun Permits - State Portion	(3,630.00)	(380.00)	(4,010.00)
10-4310-612	Gun Permits - State Portion	4,765.00	380.00	5,145.00
10-3540-040	Finger Printing	(650.00)	(40.00)	(690.00)
10-4310-613	Finger Printing	4,855.00	40.00	4,895.00
Sheriff				
10-3480-081	Donations - Emergency Management	-	(1,000.00)	(1,000.00)
10-4330-401	Donations - Emergency Management	-	1,000.00	1,000.00
Emergency Management				
10-3509-020	Senior Center Donations	(551.00)	(200.00)	(751.00)
10-5150-650	Senior Center Donations	4,846.00	200.00	5,046.00
Senior Center				
10-3500-081	DSS Community Donations - Christmas	(525.00)	(1,540.00)	(2,065.00)
10-5310-258	DSS Community Donations - Christmas	1,544.00	1,540.00	3,084.00
10-3500-082	DSS Community Donations - Foster Children	-	(109.00)	(109.00)
10-5310-259	DSS Community Donations - Foster Children	198.00	109.00	307.00
SS Admin				
Balanced:		45,712.00	-	45,712.00

Justification:

This amendment is to budget for additional revenues received for gun permitting and finger printing. It is to also budget for generous donations made to Emergency Management, Senior Center and DSS.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:
Batch #:
Date:

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2023- 077

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

Date: January 3, 2023

RE: SS Economic Support

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

Account Code	Description	Old	+ or (-)	New
10-3490-000	DSS-Administration Reimbursement	(2,819,516.00)	74,839.00	(2,744,677.00)
10-5380-406	LIEAP Payments	103,821.00	(74,839.00)	28,982.00
SS Economic Support				
Balanced:		(2,715,695.00)	-	(2,715,695.00)

Justification:

This amendment is to reduce the budget for LIEAP (Low Income Energy Assistance) Payments. The state will now make certain direct deposit payments to registered vendors. In doing this, NCDHHS has reduced the County Allocation by the amount estimated to be paid directly to these vendors from them.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2023- 078

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

Date: January 3, 2023

RE: Drainage

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

Account Code	Description	Old	+ or (-)	New
30-3951-001	Watershed Restoration Project	(125,172.00)	125,172.00	-
30-8000-351	Watershed Restoration Project	125,172.00	(125,172.00)	-
Drainage				
Balanced:		-	-	-

Justification:

This amendment is to reduce the budget for the Watershed Restoration Project Grant that was received in a prior fiscal year. These monies were never spent and the grant has not been extended.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

Batch #: _____
Date: _____

Commissioner Keyes made a motion to approve the budget transfers/amendments as presented. Commissioner Spruill seconded. Motion carried unanimously.

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

Commissioner Keyes noted that she and Commissioner Phelps have been “out in the field” trying to help the citizens of our County.

Mr. Potter said he had hoped to have draft CIP for the Board tonight; however, it will be coming soon. He said he will probably send out a list and the whole draft before the budget workshop.

Mr. Potter stated that Commissioner Walker has a conflict with the previously discussed dates for the Budget Workshop(s). Mr. Potter mentioned that alternate dates would January 23-24. The consensus of the Board was to recess to January 23 for the budget workshop.

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)(4) (economic development) and §143-318.11(a)(6) (personnel). Commissioner Johnson seconded. Motion carried unanimously

At 8:35 PM, with no further business to discuss, **Commissioner Spruill made a motion to recess to January 23 @ 10:00 am. Commissioner Phelps seconded. Motion carried unanimously.**

Julius Walker, Jr.
Chair

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