

December 4, 2023

The Washington County Board of Commissioners met in a regular meeting on Monday, December 4, 2023, at 6:00 PM in the Commissioners' Room, 116 Adams Street, Plymouth, NC. Commissioners Tracey A. Johnson, Ann C. Keyes, Carol V. Phelps, John C. Spruill and Julius Walker, Jr. Also, present were County Manager/ County Attorney Curtis S. Potter, Clerk to the Board Julie J. Bennett and County Finance Officer Missy Dixon.

Current Board Chair, Commissioner Walker called the December 4, 2023, meeting to order and stated that this is the Board's annual organizational meeting.

ELECTION OF CHAIR: Current Chair Walker called for nominations for a new Chair of the Washington County Board of Commissioners for 2023 - 2024.

Commissioner Phelps made a motion to nominate Commissioner Ann Keyes as Chair. There were no other nominations. Current Chair Walker called for the vote. Commissioner Spruill seconded; motion carried unanimously.

Current Chair Walker handed over the gavel and congratulated Commissioner Keyes as the Chair for 2023-2024. Chair Keyes presided over the remainder of the meeting.

ELECTION OF VICE-CHAIR: Chair Keyes called for nominations for Vice-Chair of the Washington County Board of Commissioners for 2023-2024.

Commissioner Spruill made a motion to nominate Commissioner Phelps as Vice-Chair. There were no other nominations. Chair Keyes called for the vote. Commissioner Walker seconded; motion carried unanimously. Chair Keyes congratulated Commissioner Phelps as Vice-Chair for 2023-2024.

Commissioner Walker gave the invocation and Commissioner Phelps led the pledge of allegiance.

ADDITIONS/DELETIONS: Commissioner Spruill asked to pull Item 2 i) Non-Governmental Facility Use Upgrade from the Consent Agenda. It will be discussed in Closed Session.

CONSENT AGENDA:

Items listed under Consent 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) Tax Refunds & Releases and Insolvent Accounts
- b) 2024 County Commissioners' Regular Meeting Schedule
- c) 2024 County Holiday Schedule
- d) FY2024-25 Budget Calendar
- e) RESO 2023-039 Authorizing Sale of Real Property, 411 Brinkley Ave.,
Plymouth

- f) RESO 2023-040 Authorizing Sale of Real Property, 413 Brinkley Ave., Plymouth
- g) RESO 2023-041 Approving and Accepting Sale of Real Property, 403 Hortontown Rd., Roper
- h) RESO 2023-042 Approving and Accepting Sale of Real Property, 203 West Avenue, Plymouth
- ~~i) Non-Governmental Facility Use Policy~~
- j) RESO 2023-043 Washington County Water Shortage Response Plan
- k) Cooperative Extension MOU

Commissioner Johnson made a motion to approve the Consent Agenda as amended tonight. Commissioner Phelps seconded; motion carried unanimously.

PUBLIC FORUM: Mr. Curtis Potter, PO Box 1007, Plymouth, NC. CM/CA /PIO/BFO introduced Mr. Jason Squires as the new Assistant County Manager. Mr. Potter said Mr. Squires came to us from Beaufort County Community College.

Ms. Renee Collier, Washington County Senior Center Director, asked for donations for seniors who are clients of the Meals on Wheels program. Things such as blankets, socks, toiletries, and cleaning supplies are needed. Drop-offs are in the Courthouse, and the Senior Center and there is an Amazon list on the Senior Center webpage. Employees can also bring items to the Employee Christmas Breakfast on December 15. The deadline for collection is December 19.

Mr. Frank Avignone, Washington Regional Medical Center, told the Board that WRMC will be getting a new X-ray machine and CT machine. They are doing a lot of work on the inside of the Radiology Lab and will soon have a lab as good as any other large hospital.

Ms. Sandra Floyd, 30 Golden Lane, Roper, spoke about the Washington County Animal Shelter and gave a brief presentation which showed happy animals being tended to by a volunteer.

Mr. Chester McDowell, 694 Jones White Road, Roper (Skinnersville) told the Board he would love to see their project go through. The main concern is to get enough land to expand the Civic Center to start activities that are needed in that area. If the Board needs any additional information, please contact him.

EMPLOYEE OF THE QUARTER: Chair Keyes recognized Mr. Ricky Young, Facilities Director, as the Employee of the Quarter. Chair Keyes read the following:

“WOW!! This a first!! Tonight’s nominee for the December Employee of the Quarter was nominated by someone in almost every single Department! This person has had a significant and commendable impact on their Department. Their achievements and contributions within their first eight (8) months of employment are truly remarkable.

What does that say about this employee? Well, they all had a lot to say about this person....too much to read tonight so I’ll just hit the high points.

Proactive and Resourceful: has a strong work ethic and a can-do attitude

Timely Issue Resolution: responds quickly to various issues

Cost Savings: has saved the county significant money

Safety Knowledge and Implementation: it is commendable what this person knows!! (if somewhat annoying 😊)

Policy Adherence: actually researches, reads, and follows county policies

Effective Communication and Employee Support: communicates well with their staff, meeting their needs whenever possible, which enhances team morale and productivity

And last, but not least, Work Order Management: this person has caught up on work orders that have been pending for over a year, demonstrating efficiency and competence.

Please join me in congratulating Mr. Ricky Young, Facilities Director, as December's Employee of the Quarter!"

UPDATE ON CENTER FOR FAMILY VIOLENCE PREVENTION: Ms. Doretha Garrett, Victim Advocate II, spoke to the Commissioners. She is located at 119 East Water Street, Plymouth. She thanked the Commissioners for serving the community.

Ms. Garrett said the Center for Family Violence Prevention was established in 1983 from a grant co-authored by the Pitt County Mental Health Center and the Family Practice Center. The agency was originally called the Family Violence Task Force. The Center is a non-profit agency that provides a variety of services to victims of domestic violence.

Ms. Garrett said she wanted to introduce herself to the Commissioners and tell them what she does. She has been in this job since 2000.

Commissioner Spruill asked what other counties she covers. Ms. Garrett said she also covers Martin County. She said she also does have a fundraiser each year, which some of the Board may have attended in the past. Ms. Garrett stated that someone from her Board will be coming to speak with them in the future regarding funding.

QUASI-JUDICIAL PUBLIC HEARING: SPECIAL EXCEPTION APPLICATION: Mr. Allen Pittman, Planning/Inspections/Safety Director and Mr. Curtis Potter, CM/CA spoke to the Board.

Commissioner Johnson made a motion to open the public hearing. Commissioner Phelps motion carried unanimously.

Mr. Potter went over the following procedures for holding a quasi-judicial hearing.

Procedures for Quasi-Judicial Hearing for

Special Exception:

- I. MOTION to go into Public Hearing to hold a quasi-judicial hearing on the following case:

SPECIAL EXCEPTION PERMIT APPLICATION filed by Lydia Fulton (Applicant) on behalf of Henry Yates (Owner) on 11/1/23 seeking a Special Exception pursuant to Article 10 Subsection G(2) and Subsection I of the Washington County Zoning Ordinance (WCZO) to: permit the subdivision of non-conforming parcel of property from an already non-conforming parcel of property located off Mackey's Ferry Road (PIN: 7800.00-83-0432).

- II. INSTRUCTION RE QUASI-JUDICIAL PROCEDURE (Attorney/Planning Director)
 1. NCGS 160D-102 (30) defines a "Special Use Permit" and states in relevant part that "The term includes permits previously referred to as conditional use permits or special exceptions." Therefore, despite the fact that Washington County's Zoning Ordinance provisions for special exceptions appear within Article X along with other provisions pertaining to variances (rather than Article V which pertains to special use permits), special exception applications and hearings are subject to and governed by the provisions of NCGS 160D that apply to "Special Use Permits" as that term is defined therein. but are not to be inclusive of "special exceptions" are considered to be included within the definition of a "Special Use Permit" as defined 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.

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

WCZO Article 11 defines a "Special Exception" as: A yard exception or height exception specifically listed in the Zoning Ordinance which may be permitted in a specified district or in all districts in accord with terms of the Ordinance by the Board of Adjustment under certain conditions, such conditions to be determined in each case by the terms of this ordinance and by the Board of Adjustment. The WCZO provisions governing Special Exception applications are set out in Article 10 (which also contains provisions governing Variances) and are separated from the WCZO provisions that govern Special Use Permits in Article 5.

However, please note that confusingly the term "Special Use Permit" as it is defined in NCGS 160D-102 (30) states in relevant part that "*The term includes permits previously referred to as conditional use permits or special exceptions.*" Therefore the terms and provisions of NCGS 160D which speak to and govern "Special Use Permits" as that term is used within NCGS 160D apply to and govern Special Exception applications. However, WCZO Article 5, which governs Special Use Permit applications does not apply to Special Exception applications, which are instead governed by the applicable terms and provisions of WCZO Article 10 including the following:

Article 10 Subsection G(2) and Subsection I of the WCZO is attached for your reference, with certain excerpts of relevant portions pasted below for convenience:

1. Article 10(G)(2): Special Exceptions: The Board may consider and grant a special exception to modify standards and regulations for certain uses allowed within a given district, but which by their nature and design may have an undue impact or be incompatible with other uses of land, when it is judged in the interest of sound development in the County. The Board may hear and decide applications for special

exceptions for certain uses, yards and heights as may be specifically authorized in this article. The Board may impose such conditions relating to the use, yard or height for which a permit is granted as it may deem necessary in the public interest, including limiting the duration of a permit, and may require a guarantee or bond to ensure that the conditions imposed are being and will continue to be in compliance. No special exception may be granted except after a public hearing in accordance with this article. Applications for special exceptions are distinguished from special use permits which are reviewed and considered by the Planning Board.

2. Article 10(l) Special Exceptions:

1. The Board shall have the power in specific cases to grant a special exception for and apply standards and conditions to certain land use, lot area, and yard exceptions from the strict application of the terms of this Ordinance under the following provisions:

- a. To provide for adjustments in the relative locations of uses and buildings of the same or different classifications,
- b. To promote the usefulness of these regulations as instruments for fact-finding, interpretations, application and adjustment, and
- c. To supply the necessary elasticity to efficiently administer these regulations in the interest of sound land use.

2. In considering an application for a special exception, the Board shall give due regard to the specific guidelines and standards of this Ordinance, and to the nature and conditions of adjacent uses and structures as well as the probable effect upon them of the proposed special exception.

3. The Board shall take into account the special and unique characteristics, design, location, construction, method of operations, effect on traffic conditions or any other aspects of the particular use or structure, that may be proposed by the applicant.

4. If the Board finds that the proposed establishment or use will not adversely affect the health, safety or welfare of persons residing or working on the premises or in the neighborhood, will not unreasonably impair an adequate supply of light and air to adjacent property, nor increase congestion in the streets, nor increase public danger from fire or otherwise unreasonably affect public safety, nor impair the character of the district or adjacent districts, nor be incompatible with the general plans and objectives of the County's Land Use Plan and Growth Opportunities Plan, nor be likely to reduce or impair the value of buildings or property in surrounding areas, but that such establishment or use will be in substantial accordance with the general purpose and objectives of this Ordinance, the Board shall grant the exception and authorize the issuance of a special exception permit.

5. In those instances where the Board finds that the proposed use may be likely to have an adverse effect as above, the Board shall determine whether such effect can be avoided by the imposition of any special requirements or conditions with respect to location, design, construction equipment, maintenance, or operation, in addition to those expressly stipulated in this Ordinance.

6. Special exception uses: The following buildings and uses are permitted as special exceptions under the terms and conditions specified hereinabove:

a. A garage or other building accessory to a single-family dwelling in which the building does not comply with the regulations of the district in which it is located.

b. Extension of an existing nonconforming use in a building so as to increase floor area by not more than twenty-five (25) percent, provided that no new non-conforming use may be established.

c. Restoration, repair or replacement of a nonconforming use damaged by more than fifty (50) percent of the fair market value of the building as determined on the date immediately prior to its damage.

d. Temporary uses and structures in any zoning district not specifically listed in the regulations and determined by the Board to be in the public interest for the district in which located; provided that such uses be of a temporary nature and do not involve the erection of substantial buildings.

e. Such use or structures shall be authorized by the issuance of a temporary and revocable permit for not more than a twenty-four month period subject to such conditions as will safeguard the public health, safety and welfare.

7. Special exceptions for yards: The following yard conditions are permitted as special exceptions under the terms and conditions specified hereinabove:

a. An exception in the yard regulation on a lot where on the adjacent lot there is a front, side, or rear yard that does not conform with such yard regulations in a way similar to the exception applied for, provided that the granting of such an exception will not cause the yard or use to encroach upon an existing or proposed right of way or dedicated public easement.

b. An exception in the depth or a rear yard on a lot, in a block where there are nonconforming rear yards.

c. An exception to a yard where there are irregularities in depths of existing front yards on a street frontage on the side of a street between two intersection streets, so that any one of the existing depths shall, for a building hereafter constructed or extended be the required minimum front yard depth.

d. Construction of a single family dwelling with reduced yard spaces on a legal nonconforming lot.

8. After the Board has approved a special exception, the special exception so approved or granted shall lapse after a one year period or such longer period of time as may be approved for "good cause" by the Board, provided that no site plan or subdivision plat has been approved by the County and that no substantial construction or change of use has taken place in accordance with the plans for which such variance was granted.

9. The procedure for amendment of a special exception already approved, or the request for a change of conditions attached to an approval, shall be the same as for the new application, except that, where the Planning Coordinator determines the change to be minor relative to the original approval, the administrator may transmit the same to the Board with the original record without requiring that a new application be filed.

IV. **BOARD CONFLICTS OF INTEREST:** (Attorney 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?*

V. **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]*

VI. PRESENTATION OF CASE/EVIDENCE:

A. County Staff Presentation of Case: *County Planning Department staff please come forward and describe the application being considered; and share the facts gathered and recommendation provided by staff and/or the Planning Board re the application.*

- Case Summary
- Subdivision Survey for Lydia Fulton dated 8/29/23 (attached)
- Notice of Map Review Letter from Allen Pittman dated 10/13/23 (attached)
- Special Exception Permit Application dated 11/1/23 (attached)
- Public/Private Notices Summary
- Other Info (such as safety concerns and land use plan compatibility)

- *[Commissioners should ask questions at this time]*
- [Cross Examination if applicable]

B. Applicant: *The applicant may come forward at this time and present their testimony and evidence to support the application if so desired. Any specific written documents, surveys, pictures, or other evidence, and/or any expert witness testimony you would like to have considered should also be clearly identified and presented at this time.*

- *[Commissioners should ask questions at this time]*
- [Cross Examination if applicable]

C. Other Legitimate Parties with Material Interest in the Case: (if applicable) *may come forward at this time and present their testimony and evidence to support or oppose the application if so desired at this time. Any specific written documents, surveys, pictures, or other evidence, and/or any expert witness testimony you would like to have considered should also be clearly identified and presented at this time.*

- *[Commissioners should ask questions at this time]*
- [Cross Examination if applicable]

D. Closing Statements and/or Rebuttals: Are there any closing statements or any last rebuttal comments from:

1. Staff
2. Applicant
3. Other Legitimate Parties

E. Final Board Q&A: Are there any final questions from the Board for any of the parties before beginning deliberations on a decision?

VII. **DELIBERATION & DECISION:** A concurring vote of a majority of the members of Board of Commissioners sitting as the Board of Adjustment is required to approve the application.

FIRST	Review the applicable specific legal standard(s) again	
SECOND	Collectively identify which facts or specific items of evidence (including testimony or documents) were most important to determining whether the proposed special use of property meets the applicable legal standard(s). [Specific facts/evidence which impacted your decision should be itemized and described briefly below] - - - - -	
THIRD	Collectively discuss whether any special conditions upon the proposed use of the property should be required to meet or better satisfy the applicable legal standard(s). [Specific conditions, if any, should be itemized and described briefly below] - - -	
FOURTH	VOTE: After careful and deliberate consideration of all the relevant facts and evidence presented in this matter, if you believe that the applicant:	
	APPROVE or	Generally met the applicable legal standards (or would meet them under certain conditions) MOVE TO APPROVE THE PERMIT* *(if applicable, describe any conditions in the motion) or
	DENY	Generally does NOT meet the applicable legal standards (or would not meet them even under certain conditions) MOVE TO DENY THE PERMIT

Unless otherwise directed, staff will prepare a written order within five (5) business days reflecting the relevant findings of fact, conclusions of law, and final decision of the Board in this hearing. The Clerk shall circulate a draft of the order signed by the Board Chair or Vice-Chair to the full board by email. Unless any Board member objects via reply email, or otherwise calls for a special meeting to discuss the draft further, once 72 hours has passed since the draft is circulated to the full board, the Clerk shall certify the Order and enter it in the Board's records as its "Final Order", and provide notice thereof to the as required by applicable law.

VIII. **MOTION TO ADJOURN THE PUBLIC HEARING**



Notice of map review

Lydia Fulton

With property standing in the name of:

Henry C. Yates

Mackey's Ferry Road

Roper, NC

10/13/2023

Please note that this map has been DENIED for the following reason:

Property does not meet setbacks per Article 3A: R-A, Rural Area Single Family Detached Residential District F. Yard and Height Standards for Rural Area Development of The Washington County Zoning ordinance.

b. Minimum yard requirements i. Front yard: 35 feet ii. Side Yard: 15 feet iii. Rear Yard: 10 feet iv. In addition to the above regulations, the yard requirements for uses and structures other than residential dwellings and residential accessory uses shall be further regulated by floor area ratio and lot coverage rations. A maximum floor area ratio equal to 0.25 shall apply to such uses and structures, with a maximum percentage of lot coverage equal to 20%. The location of all such uses shall be subject to site plan approval.

Please note you may apply for a variance to this decision from the Board of Adjustments.

Allen Pittman, CFM

Allen Pittman, CFM

Director of Planning and Inspections

Washington County

Washington County Planning and Safety
Application for Variance/Special Use Permit

Date 11/1/23
Special Exception

Applicant Information

Name: Lydia Fulton
Address: 417 Mackeys Ferry Road
Roper NC 27970
Telephone: (716) 498-2268

Owner Information

Name: Henry Yates
Address: 4231 Todd Rd. SW
Shallotte NC 28470
Telephone: (910) 512-1021

1. The building, or land is located at:

Street Address: 417 Mackeys Ferry Rd. Town: Roper NC
Zoning District: F

2. Application is submitted for a variance/special use permit from Article 3A
Section D-A 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).

Without requested variance the applicant is not able to move forward with purchase of the residence located on proposed parcel.
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.

The min. yardage requirements at Point G1 + F1 cannot be met.
c. What evidence is presented to indicate that the hardship is not a result of your own actions.

The requirements cannot be met due to existing structures.

B. The variance/special use permit is in harmony with the general purpose and intent of the Ordinance and preserves its spirit.

Washington County Planning and Safety
Application for Variance/Special Use Permit

- 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 requested variance solely affects points G1 + F1 at the rear and side of the two building + does not impede access to said buildings.
- 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 requested variance solely affects the applicant's desire to purchase the proposed parcel with residence.
- 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: *Jpd-f* Date: *11/1/23*

2/11/23-01
Fee Paid \$ *200.00* *CK 1791* *11-1-23* *cab*

Date Public Hearing Scheduled: _____ Time: _____

Date Public Hearing Advertised: _____

VARIANCE/SPECIAL USE PERMIT

___ Approved

___ Denied

Reason:

Approved with the following conditions:

Chairperson: _____

Date: _____

Commissioner Johnson asked if what this Board is doing is listening to something that was denied. Mr. Potter said yes, and tonight is to hear their appeal.

For Section IV, Conflicts, Mr. Potter asked if any of the Commissioners had a conflict of interest. There were no conflicts from the Board.

For Section V, Party Identification/Witnesses, Mr. Potter asked the parties to identify themselves and then Ms. Bennett swore them in:

a. Allen Pittman, Planning Director

Mr. Pittman said on 10/13 2023, the Planning Office received a special application that did not conform to the ordinance and denied the application.

Commissioner Spruill asked about the setback. Mr. Pittman said the setbacks are ten'. The applicant is asking for five' and eight' -- residential on one side, and commercial on other side. Commissioner Spruill said it looks like they want to break out parcel 1 and 2. Mr. Pittman said that is correct.

Commissioner Phelps asked if there is an existing line on the map. Commissioner Phelps asked Mr. Pittman if this would be considered conforming to the Ordinance. Mr. Pittman said no.

Commissioner Phelps asked about tearing down the garage to make it work. Mr. Pittman said that was an option, but the applicant did not want to do that.

b. Ms. Lydia Fulton, Mackey's Ferry Road (applicant) said the garage is in good condition, so they do not want to tear it down. Commissioner Spruill asked who is on the property and Ms. Fulton replied that they currently rent it.

Commissioner Spruill made a motion to approve /accept the permit as submitted without exception. Commissioner Walker seconded; motion carried unanimously.

Mr. Potter said he will write the Order in 5 days and will circulate it to the Board by email. It requires signature by the Board Chair 72 hours after circulation.

Commissioner Johnson made a motion to adjourn the Public Hearing. Commissioner Phelps seconded. Motion carried unanimously.

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

Washington County ABC Board

Mr. Bobby Brown was appointed to finish our Mr. Ronnie Barnes's term, which expired November 30, 2023.

Mr. Brown has said he would like to continue to serve if re-appointed.

Albemarle Commission Washington County Advisory Committee

The Washington County Community Advisory Committee needs five members. There is currently only one person (Ms. Gail Spiewak) on this committee. Your input would be appreciated. No referrals have been received from the nursing facilities or from the Commissioners this year.

There seems to be a problem across the state with recruitment of CAC members since COVID and the fact that the Association for Community Living increased the training requirements to 36 hours initially and eighteen annually. The State Long Term Care Ombudsman Office has been doing some advertising such as radio advertisements etc. It has not seemed to be beneficial in our region. A survey is also being completed to see what the barriers to recruitment may be.

Commissioner Johnson said she is going to look at it this. The members of this committee would be volunteers and they would have to pay for training and travel. She asked to table this for now.

Washington County Planning Board

At the Planning Board meeting November 16, 2023, Mrs. Katie Walker recommended Ms. Cynthia Downing as her replacement effective January 1, 2024. Mrs. Walker stated she had some other projects she would like to undertake but has enjoyed her time on this Board. It was noted by Commissioner Keyes, and echoed by the present Board members, that she was very much appreciated for all the work she had done for the Board.

Ms. Downing was present at the meeting; introduced herself, and stated she is willing, and looking forward to being an active member of the community if she is appointed.

She has a background in insurance documents, Human Resources, and Career Services Counseling, and displays a lot of energy and enthusiasm for detailed work.

Mr. Keith Davenport's term also expires December 31, 2023. He is eligible to remain on the Planning Board. Mr. Davenport has stated his willingness to serve if re-appointed.

The Planning Board would like to recommend the appointment of Ms. Cynthia Downing for the expired seat of Mrs. Katie Walker, and to allow Mr. Keith Davenport to retain his seat on the Board.

Commissioner Spruill said he spoke to Mr. Keith Davenport who wants to come off the Planning Board and Commissioner Spruill asked to put forth Mr. Harvey West in his seat. Ms. Connie Barnes, Planning/Safety/Inspections & EM Secretary was in attendance and said that Mr. West does not live in the Roper area. The consensus was to bring this seat back to the next Board meeting.

Commissioner Phelps made a motion to approve the re-appointment of Mr. Bobby Brown to the Washington County ABC Board and the appointment of Ms. Cynthia Downing to the Washington County Planning Board. Commissioner Spruill seconded; motion carried unanimously.

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

Chair Keyes and Commissioner Spruill said they liked the new report Ms. Dixon had in their package.

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2024 - 042

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

Date: November 14, 2023

RE: Governing Board/SS Admin/Water Treatment

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

Account Code	Description	Old	+ or (-)	New
10-4110-310	Governing Board-Travel	20,000.00	(1,500.00)	18,500.00
10-4110-380	Governing Board-Advertising	1,000.00	1,500.00	2,500.00
Governing Board				
10-5310-260	SS Admin-Departmental Supplies	42,000.00	(3,000.00)	39,000.00
10-5310-315	SS Admin-Training	13,000.00	3,000.00	16,000.00
SS Admin				
35-7135-350	Water Treatment-Maintenance & Repair Equipment	41,915.00	(1,000.00)	40,915.00
35-7135-320	Water Treatment-Communications	2,800.00	1,000.00	3,800.00
Water Treatment				
		120,715.00	-	120,715.00

Justification:

This transfer is to move monies for the following: within the Governing Board from Travel to Advertising to cover the costs associated with various meetings/quasi judicial hearings; within the DSS budget from Departmental Supplies to Training due to the fact that many trainings are now being moved from virtual to in-person and due to the implementation of Odyssey, CWIS, Medicaid Expansion and additional Adult Services Training there is a need for this increase; and within the Water Treatment budget from Maintenance & Repair to Communications for additional costs for internet services related to the installation of the new VOIP Phone System.

Budget Officer's Initials CSP

Approval Date: 11/14/23

Initials: [Signature]
Batch #: 2024-042
Date: 11/15/2023

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2024 - 043

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

Date: November 16, 2023

RE: Manager's Office/Facilities/Emergency Mgmt/Contingency/Senior Center/Recreation/ARPA/TTA

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

Account Code	Description	Old	+ or (-)	New
10-4120-540	Managers Office-Capital Outlay -Vehicle	29,500.00	(3,541.00)	25,959.00
10-4265-256	Facilities-Insurance Claims	54,097.00	(40,003.00)	14,094.00
10-4330-250	Emergency Mgmt-Maintenance & Repair-Vehicle	2,000.00	(1,200.00)	800.00
10-4330-350	Emergency Mgmt-Maintenance & Repair-Equipment	9,000.00	(3,800.00)	5,200.00
10-9990-000	Contingency	40,000.00	(456.00)	39,544.00
10-4330-540	Emergency Mgmt-Capital Outlay-Vehicle	-	49,000.00	49,000.00
Manager's Office/Facilities/Emergency Mgmt/Contingency				
10-5150-351	Senior Center-Maintenance & Repair-Equipment	1,500.00	(800.00)	700.00
10-5150-320	Senior Center-Communications	1,000.00	800.00	1,800.00
Senior Center				
10-6120-610	Recreation-Contracted Services-Lead/Asst/Officials	7,500.00	(800.00)	6,700.00
10-6120-320	Recreation-Communications	3,250.00	800.00	4,050.00
Recreation				
55-4100-003	General Administration Services	72,294.14	(72,294.14)	-
55-4200-001	Local Assist & Tribal Consistency (LACTF)	-	72,294.14	72,294.14
ARPA				
63-4970-370	TTA-Marketing & Advertising-Admin	110,300.00	(200.00)	110,100.00
63-4960-370	TTA-Contract-Website Hosting & Maintenance	1,200.00	200.00	1,400.00
TTA				
		331,641.14	-	331,641.14

Justification:

This transfer is to move monies for the following: from the Managers Office, Facilities, and Contingency to Emergency Mgmt for the purchase of a new truck due to the previous truck being totalled-the funds being moved from Facilities are the insurance monies that were received; within the Senior Center from Maintenance & Repair Equipment to Communications and within Recreation from Contracted Services to Communications for additional monies needed to change the current internet services to accommodate the new VOIP Telephone System; to transfer monies within the ARPA Fund from General Services Admin to the Local Assist & Tribal Consistency line due to the Finance Officer budgeting these funds in the wrong line item in error; and within TTA from Marketing & Advertising to Website Hosting & Maintenance to pay for the newly designed website hosting fee that was not originally budgeted.

Budget Officer's Initials

CSP

Approval Date:

11/16/23

Initials:

MD

Batch #:

2024-013

Date:

11/17/2023

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2024 - 044

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

Date: November 29, 2023

RE: Various General Fund Departments/Central Services/Water/Airport

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

Account Code	Description	Old	+ or (-)	New
10-8300-120	Additional Salary/Benefit Exp-Comp Study	260,000.00	(826.00)	259,174.00
10-4130-040	Finance-Salaries & Wages-Longevity	2,524.00	64.00	2,588.00
10-4170-040	Elections-Salaries & Wages-Longevity	900.00	23.00	923.00
10-4180-040	Register of Deeds-Salaries & Wages-Longevity	1,059.00	27.00	1,086.00
10-4210-040	IT-Salaries & Wages-Longevity	1,617.00	41.00	1,658.00
10-4310-040	Sheriff-Salaries & Wages-Longevity	4,566.00	115.00	4,681.00
10-4311-040	Wash Co Union SRO-Salaries & Wages-Longevity	446.00	11.00	457.00
10-4320-040	Detention-Salaries & Wages-Longevity	2,714.00	194.00	2,908.00
10-4350-127	Inspections & Planning-Salaries & Wages-Longevity	707.00	19.00	726.00
10-5150-040	Senior Center-Salaries & Wages-Longevity	1,040.00	295.00	1,335.00
10-5911-040	Communications-Salaries & Wages-Longevity	316.00	8.00	324.00
10-6120-040	Recreation-Salaries & Wages-Longevity	1,131.00	29.00	1,160.00
Various General Fund Departments/Central Services				
35-7130-130	Water-Unemployment Insurance	1,776.00	(46.00)	1,730.00
35-7130-050	Water-Salaries & Wages-Longevity	1,801.00	46.00	1,847.00
Water				
39-4530-130	Airport-Unemployment Insurance	296.00	(21.00)	275.00
39-4530-030	Airport-Salaries & Wages-Longevity	820.00	21.00	841.00
Airport				
		281,713.00	-	281,713.00

Justification:

This transfer is to move monies from the Central Services Department to various General Fund Department Budgets in order to cover the shortfall in the longevity payouts due to the 2.5% COLA effective 7/16/2023. Due to the push to complete the budget, these additional funds were budgeted in the Central Services line and approved by the Board. This transfer will also move monies within the Water Department and the Airport Department for the same purpose however we are able to cover these additional costs out of the Departments own funds.

Budget Officer's Initials CBP

Approval Date: 11/29/23

Initials:	<u>MD</u>
Batch #:	<u>2024-044</u>
Date:	<u>11/30/23</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2024 - 045

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

Date: November 29, 2023

RE: SS Economic Support/SS Admin

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

Account Code	Description	Old	+ or (-)	New
10-5380-377	State Foster Home Care	47,900.00	(6,000.00)	41,900.00
10-5310-350	SS Admin-Maintenance & Repair-Building	15,000.00	5,000.00	20,000.00
10-5310-351	SS Admin-Maintenance & Repair-Equipment	3,500.00	1,000.00	4,500.00
SS Economic Support/SS Admin		66,400.00	-	66,400.00

Justification:

This transfer is to move monies within the DSS Budget to cover a shortfall that DSS is facing in Building and Equipment Repairs & Maintenance. These lines are 50% reimbursable so there is no change in revenues. Most of the children in custody fall under IV-E or have their own trust funds allowing us to make this transfer.

Budget Officer's Initials CLP

Approval Date: 11/29/23

Initials: MD
Batch #: 2024-045
Date: 11/30/23

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2024- 046

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

Date: December 4, 2023

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

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	(2,110.00)	(210.00)	(2,320.00)
10-4310-611	Gun Permits Discretionary-County Portion	44,540.00	210.00	44,750.00
10-3540-030	Gun Permits-State Portion	(2,455.00)	(260.00)	(2,715.00)
10-4310-612	Gun Permits-State Portion	4,485.00	260.00	4,745.00
10-3540-040	Finger Printing	(470.00)	(120.00)	(590.00)
10-4310-613	Finger Printing	6,135.00	120.00	6,255.00
Sheriff				
10-3480-023	Weyerhaeuser Giving Grant	-	(2,000.00)	(2,000.00)
10-4330-703	Weyerhaeuser Giving Grant	-	2,000.00	2,000.00
Emergency Management				
10-3509-010	Senior Center Trips	(1,389.00)	(109.00)	(1,498.00)
10-5150-380	Senior Center Trips	2,212.00	109.00	2,321.00
Senior Center				
10-3500-081	DSS Community Donations-Christmas	-	(500.00)	(500.00)
10-5310-258	DSS Community Donations-Christmas	1,788.00	500.00	2,288.00
10-3500-082	DSS Community Donations-Foster Children	-	(200.00)	(200.00)
10-5310-259	DSS Community Donations-Foster Children	612.00	200.00	812.00
SS Admin				
10-3500-200	DOT-ROAP & CTS Grants	(417,848.00)	(608.00)	(418,456.00)
10-5400-600	SS Transportation-Work First DOT	3,354.00	608.00	3,962.00
SS Transportation				
10-3700-000	Grant-NCDIT Washington Co Radio Upgrades	-	(100,462.00)	(100,462.00)
10-5911-610	Grant-NCDIT Washington Co Radio Upgrades	-	100,462.00	100,462.00
Communications				
Balanced:		(361,146.00)	-	(361,146.00)

Justification:

This amendment is to do the following: Budget for additional monies received in the Sheriff's Office for Gun Permitting and Finger Printing; Budget for grant monies in the Emergency Management Department that have been received from the Weyerhaeuser Giving Grant; Budget additional monies received in the Senior Center Trip line; Budget additional donations received in DSS Department for Christmas and Foster Care needs; Budget in the SS Transportation Budget for additional ROAP Grant monies received and Budget in the Communications Department for Grant monies received from NCDIT to upgrade radios.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

Batch #:

Date:

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2024- 047

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

Date: December 4, 2023

RE: School Capital Outlay

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

Account Code	Description	Old	+ or (-)	New
21-3230-402	Truist PK-12 Financing-Earned Income	(104,360.42)	(65,322.73)	(169,683.15)
21-5912-701	Truist PK-12 Financing-Earned Income	190,539.46	65,322.73	255,862.19
21-3230-403	Needs Based Grant Interest Earned	-	(26,628.17)	(26,628.17)
21-5912-699	Needs Based Grant Interest Earned	-	26,628.17	26,628.17
School Capital Outlay				
		Balanced:	86,179.04	-
				86,179.04

Justification:

This amendment will budget in the School Capital Outlay fund for additional interest earned on the Truist Loan Monies and the Needs Based Grant Monies.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

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Batch #:

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Date:

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Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2024- 048

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

Date: December 4, 2023

RE: Water/EMS/Airport

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

Account Code	Description	Old	+ or (-)	New
35-3790-022	NCDEQ VUR Roper Connection Grant	(970,000.00)	(200.00)	(970,200.00)
35-7130-692	NCDEQ VUR Roper Connection Grant	970,000.00	200.00	970,200.00
Water				
37-3490-020	DUKE RACE-CARS Grant	-	(2,875.00)	(2,875.00)
37-4330-652	DUKE RACE-CARS Grant	13,025.00	2,875.00	15,900.00
37-3490-021	UNC PECC+ Program Grant	(600.00)	(300.00)	(900.00)
37-4330-653	UNC PECC+ Program Grant	6,925.00	300.00	7,225.00
37-3490-010	Weyerhaeuser Grant	-	(1,500.00)	(1,500.00)
37-4330-654	Weyerhaeuser Grant	-	1,500.00	1,500.00
EMS				
38-3800-091	NPE Federal Grant-FY 20-21	(166,667.00)	197.00	(166,470.00)
38-8135-671	NPE Federal Grant-FY 20-21	166,667.00	(197.00)	166,470.00
Airport				
Balanced:		19,350.00	-	19,350.00

Justification:

This amendment will do the following: Budget for an additional \$200 in Water for the NCDEQ VUR Roper Grant that was inadvertently left out of the original budget; Budget in EMS for additional revenue received in the DUKE RACE CARS Grant and the UNC PECC Grant; budget in EMS for a Weyerhaeuser Giving Grant that has been received and to reduce the budget for the NPE Federal FY 20-21 Grant in the Airport Department as those funds had been spent last fiscal year and should not have been rebudgeted.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2024- 049

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

Date: December 4, 2023

RE: Opioid/Projects & Grant Fund

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

Account Code	Description	Old	+ or (-)	New
50-3000-001	Opioid Settlement Distribution	(89,694.25)	(3,717.59)	(93,411.84)
50-9990-000	Contingency	84,943.51	3,717.59	88,661.10
Opioid				
58-3290-000	Projects & Grants-Interest Earned	(5,246.69)	(796.64)	(6,043.33)
58-4100-001	Expenditure of Interest Earned	5,246.87	796.64	6,043.51
58-3103-000	Weyerhaeuser Giving Grant	-	(2,000.00)	(2,000.00)
58-4203-000	Weyerhaeuser Giving Grant	-	2,000.00	2,000.00
Projects & Grant Fund				
Balanced:		(4,750.56)	-	(4,750.56)

Justification:

This amendment will do the following: Budget for additional funds received as part of the Opioid Settlement Distribution; Budget for additional interest earned in the Projects & Grants Funds and to Budget in the Projects & Grants Fund for a Weyerhaeuser Giving Grant awarded to the County for the Emergency Management Training and Operations Center.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

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

Ms. Dixon spoke to the Board about being closed for the employee Christmas breakfast. That is also water cutoff date. There have been signs on the doors and they will be making manual calls to remind people who are about to be considered late for their payments of the cutoff date and the office being closed.

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

Ms. Bennett mentioned the following reports were in the Board's Agenda Package:

- DSS Annual Report for the Community Child Protection Team (CCPT)
DSS is required to submit this report to the Commissioners. This is for info only. No budget impact and no action to be taken. *(The documents referenced herein will be attached and become a part of these minutes.)*
- MTW Annual Report for the Child Fatality Protection Team (CFPT).
MTW is required to submit this report to the Commissioners. This is for info only. No budget impact and no action to be taken. *(The documents referenced herein will be attached and become a part of these minutes.)*

Mr. Potter spoke to the Board regarding an RFP for Child Support Services.

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

COMMISSIONERS:

JULIUS WALKER, JR., CHAIR

ANN C. KEYES, VICE-CHAIR

TRACEY A. JOHNSON

JOHN C. SPRUILL

CAROL V. PHELPS



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CLERK TO THE BOARD
jbennett@washconc.org

AGENDA ITEM MEMO

MEETING DATE: December 4, 2023 **MEMO Date:** December 1, 2023 **ITEM:** 9(c)
SUBJECT: RFP for Child Support Enforcement Services
DEPARTMENT: DSS
FROM: Curtis S. Potter, County Manager/County Attorney (CM/CA)

ATTACHMENTS:

A- Financial Proposal (4pgs) B- Technical Proposal (115pgs)

PURPOSE: To review and discuss the proposal submitted by Young Williams to provide Washington County DSS with privatized Child Support Enforcement services received in response to an RFP for such services issued in November by DSS. To authorize staff to negotiate and authorize a contract to provide such services based on the proposal.

BACKGROUND: Washington County DSS recently presented concerns over the ability to continue internally providing child support enforcement services, and staff were directed to issue an RFP to seek proposals to provide such services from private providers. Only one provider (Young Williams) responded to the RFP (see attached proposals).

FINANCIAL ANALYSIS: Staff anticipates a nominal increase in local expense offset by a more considerable decrease in indirect costs that are currently required to operate this program internally. Those indirect costs are not quantified in this analysis.

According to estimates provided by DSS Deputy Director Lynn Swett, the anticipated direct cost to provide these services internally for one year was most recently estimated at \$263,559.32 without taking into account all of the indirect costs associated with housing and supervising the work of this department and its employees (5 FTEs).

Comparatively, Young Williams proposes to essentially provide these same services for \$277,492 per year, or about \$14,000 more than our most recent internal estimate (prior to personnel YORE increases and without accounting for internal indirect costs. Whether provided internally or outsourced, these services are reimbursed to DSS by DHHS at 66% which essentially decreases the \$14,000 overage to \$4,620 in terms of additional local dollars.

STAFF RECOMMENDED ACTION(S):

- **VOTE to: Authorize staff to negotiate and execute a contract with Young Williams to provide the necessary services to DSS in line with the proposals submitted beginning on or about January 1, 2024.**

Commissioner Phelps made a motion to authorize staff to negotiate and execute a contract with Young Williams to provide the necessary services to DSS in line with the proposals submitted beginning on or about January 1, 2024. Commissioner Walker seconded; motion carried unanimously.

Commissioner Phelps went over parade information.

Plymouth Parade & Marketplace
Thursday, December 7, 2023
5:30 pm parade begins (line-up begins @ 4:30 PM @ WCS)
4:00 PM – 8:00 PM the Christmas Marketplace at the Bear Towne Market

Creswell Christmas Parade December 9, 2023
11:00 AM parade begins (line-up begins@ 10:00 AM)

Roper Christmas Parade December 16, 2023
12:00 AM parade begins (line-up begins@ 11:00 AM)

Chair Keyes thanked everyone for the trust that have in her as Chair. She will do the best she can. She also stated that on December 20 there will be another food drop off at 101 June Street in Roper.

Ms. Bennett, Clerk to the Board, mentioned the upcoming employee Christmas breakfast on Friday, December 15, 2023, at 9:30 AM at the Plymouth Church of Christ, Family Learning Center on Hwy 32, Plymouth and encouraged the Commissioners to attend.

Mr. Potter said he talked to Ms. Dora Bell, Elections Director regarding the County moving forward with the ¼ cent sales tax referendum. County Manager Office (CMO) is working on literature to educate the community.

Mr. Potter also mentioned the Customer Service training that is coming up for all employees (and Commissioners, if they wish to attend).

Mr. Squires, new Assistant County Manager (ACM), said he is happy to be here and thinks the County is going to do great things.

Commissioner Johnson 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 Phelps seconded. Motion carried unanimously.

Back in Open Session, Mr. Potter discussed the property for the EMTOC building owned by Weyerhaeuser near the MTW Health Department. He is having Mr. Chris Respass, County Soil & Water Tech, look at it and he has said it looks like a low-lying area and may be prone to flooding. Other landowners in that area do not want to relinquish their property. One part is owned by the Riddle's. The County purchased one part of the Riddle's property last year for the new school. Mr. Potter said there is an open section along Hwy 64 and those owners may want to sell it. Commissioner Spruill said he talked to the owner, Mr. Lassiter, and he is open to selling it, but no terms have been discussed.

Mr. Potter said he also went and looked at the Statesberry property, which the County already owns near the airport, and it may be a possibility. That property is not in the RPZ. Mr. Potter stated that the money is to be allocated by May 2025.

At 8:18 PM, with no further business to discuss, **Commissioner Spruill made a motion to adjourn the meeting. Commissioner Phelps seconded. Motion carried unanimously.**

Ann C. Keyes
Chair

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