

October 7, 2024

The Washington County Board of Commissioners met in a regular meeting on Monday, October 7, 2024, 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. were in attendance. Also, present were County Manager/ County Attorney Curtis S. Potter, Assistant County Manager, Jason Squires, Clerk to the Board Julie J. Bennett and County Finance Officer Missy Dixon.

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

ADDITIONS/DELETIONS: None

Commissioner Spruill made a motion to approve tonight's Agenda. Commissioner Phelps seconded; motion carried unanimously.

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) Approval of Minutes of September 3, 2024, and for Special Called Meetings on September 9 & 27, 2024
- b) Tax Refunds, Releases & Insolvents
- c) RESO 2024-033 Continuity of Operations during County Manager's Absence
- d) RESO 2024-034 Appointing Jason Squires as Deputy Clerk to the Board of Washington County

Commissioner Phelps made a motion to approve the Consent Agenda. Commissioner Spruill seconded; motion carried unanimously.

PUBLIC FORUM: None.

DEPARTMENT INFORMATION UPDATE: TAX DEPARTMENT

Ms. Sherri Wilkins, Tax Administrator spoke to the Board and handed out the forms listed below that are available for citizens:

- Property Tax Relief for Disabled Veterans
- Certification of Disability for Property Exclusion (GS 105-2277.1)
- Application for Property Tax Relief (Elderly or Disabled)

Ms. Wilkins reminded citizens that they are responsible for giving the Tax Office a change of address.

Commissioner Spruill told Ms. Wilkins that he appreciates what she and her staff do. He asked about the conversion of the new tax software. Ms. Wilkins said she is waiting to talk to the person who is helping with the conversion. It has been on the backburner. She hopes to have a timetable by the November meeting.

Commissioner Spruill asked for an update on tax collection. Ms. Wilkins said she does not have a number at this time.

Mr. Potter asked Ms. Wilkins if the tax bills for the Town of Roper had gone out yet. Ms. Wilkins said she hoped to have them out by the end of this week.

Chair Keyes said the Board appreciates what she does.

UPDATE FROM THE SALVATION ARMY: Sgt. Les Asby of the Salvation Army spoke to the Board. He thanked Chair Keyes for the invitation. First, he noted that Ms. Kathy Winstead, of the Salvation Army, is at the Nazarene Church every Thursday accepting applications for Christmas.

Sgt. Asby said the Salvation Army has served over 40,000 meals in WNC. Their office in Asheville was demolished.

Mr. Potter stated that staff can put a link to the Salvation Army on our County Facebook page and we can also give the link to the Board.

Sgt. Asby asked what would we like to see the Salvation Army do? Chair Keyes said she is aware of what they do because she is always out in the area.

Sgt. Asby said they can feed people. They have a mobile canteen. What areas is this needed in? Email him. They will make it happen. They can also help with food, rent, and utility assistance. Email him at Les.Asby@salvationarmy.org.

Chair Keyes thanked him for what he and his organization do.

PUBLIC HEARING (CONTINUATION): PLANNING BOARD
RECOMMENDATION: SIGNAGE REGULATIONS AMENDMENT: This is a continuation of the Public Hearing that was started at the September 3rd Board of Commissioners' meeting. The Board asked for a better explanation of what changes were made in the Sign Ordinance Amendment. Staff has completed documents for more clarification: a list of changes made and a "tracked changes" document, along with a clean document.

Commissioner Phelps made a motion to reconvene the Public Hearing.
Commissioner Spruill seconded; motion passed unanimously.

Mr. Pittman spoke to the Board saying that the Board was provided with the documents they requested in their Agenda Package. He also noted that this is the beginning of the consolidation of the Zoning Ordinance.

Commissioner Spruill asked about the new #10 item regarding the size of flags. Mr. Pittman said they can have a large flag as long as it is under 72'. If someone wants one bigger, they will have to come ask for a variance from the Planning Board.

Commissioner Spruill told Mr. Pittman he appreciates staff taking the time to give the Board a better understanding of changes that were made.

COUNTY OF WASHINGTON

BOARD OF COMMISSIONERS:

ANN C. KEYES, CHAIR

CAROL V. PHELPS, VICE-CHAIR

TRACEY A. JOHNSON

JOHN C. SPRULL

JULIUS WALKER, JR.



POST OFFICE BOX 1007
PLYMOUTH, NORTH CAROLINA 27962
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ADMINISTRATIVE STAFF:

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JULIE J. BENNETT, MMC, NCMCC
CLERK TO THE BOARD
jbennett@washconc.org

AGENDA ITEM MEMO

MEETING DATE: October 7th, 2024 **MEMO Date:** September 10, 2024 **ITEM:**

SUBJECT: Amendment/Restatement of Article VII of the Washington County Zoning Ordinance

DEPARTMENT: Planning

FROM: John Waterman, LFNC Fellow

ATTACHMENTS:

- A- Article VII amended/restated redlined version reflecting changes including additions (blue) deletions (red) relocations (green) (20pgs)
- B- Final Article VII revision to be voted on (12pgs)

PURPOSE: To review and adopt the amended/restated Article VII of the Washington County Zoning Ordinance

BACKGROUND:

The main changes involve:

- Greater specificity in defining types of signs, including electronic and digital signs.
- Stricter rules for certain residential and commercial areas.
- Updates to permit requirements and processes, emphasizing safety and aesthetics.
- A more structured approach to appeals, with reference to related zoning articles.

Purpose and Intent: Unchanged.

Definitions

- "Flat sign" has been removed. Minor updates are made to "Directional Signs" and "Internally Illuminated Signs."
- Additional language for the Planning Coordinator has been added, referring to a different article in the zoning ordinance.

Sign Permit Requirements

- This section has been moved to follow section B "Definitions", rather than precede it; additionally, the article now provides insight on how to apply for a sign permit to the planning board.

Prohibited Signs

- Language has been simplified, and directory signs are now prohibited in residential areas (except for churches). Some new restrictions on pole signs in residential areas and stricter rules on projecting signs over public property have been introduced.

Permitted Signs for Identification in a Residential Zone

- See the previous ordinance's section K "Permitted Signs for all Residential Uses"; otherwise, no functional changes (though sections were re-ordered for clarity).

Permitted Signs for Commercial Use

- See the previous ordinance's section L "Permitted Signs for Commercial Use".

Permitted Signs for Commercial and Corridor Zones

- See the previous ordinance's section M "Permitted Signs for Manufacturing and Industrial Use." Language has been heavily simplified, but function is identical.
- This section also contains the new rules for LCD/LED/Projection signs; the new ordinance generally prohibits these where possible, with limited exceptions for commercial buildings, and new regulations for window signs, sign materials, and gas station island signs.

Outdoor Advertising Signs

- Adapted from the previous ordinance's section N "Outdoor Advertising Signs", though it provides additional clarity on the need to acquire electrical installation/construction permits as required by state law.

Exempt Signs

- Real estate, instructional signs, and signs advertising agricultural products are exempt from all provisions of the new ordinance (in addition to the previous list).
- It also incorporates the previous ordinance's section I "Nonconforming Signs".

Appeals and Remedies, Enforcement

- The new ordinance creates a process by which the Planning Board and Coordinator can better "increase the flexibility" of the ordinance, and clarifies that enforcement comes from the County Manager and Planning Coordinator.

Entirely Removed Sections

- The old ordinance section D "General Requirements for All Signs" has been removed.
- The old ordinance section E "Calculation of Sign Area" has been removed.
 - Functionally, these two sections would be included as part of the application process laid out in the new "Sign Permits Requirement" section.
- The old ordinance section G "Temporary Signs" has been removed.
- The old ordinance section J "Abandoned Signs" has been removed.
 - Aside from the new requirements around LCD/LED/Projection signs, this is the only policy difference between the two documents. These rules were covered by a combination of the Outdoor Advertising Control Act, the new appeals process and the sign permit requirements. Please consult the Planning Department for more details.

FINANCIAL IMPACTS: N/A

RECOMMENDATION(S):

1. **VOTE:** To approve the amendments/restatement of Article VII of the Washington County Zoning Ordinance as presented.

**Commissioner Spruill made a motion to close the Public Hearing.
Commissioner Walker seconded; motion passed unanimously.**

Commissioner Spruill made a motion to approve the Signage Regulations Amendment to the Zoning Ordinance. Commissioner Walker seconded; motion passed unanimously.

SMOKING & TOBACCO USE ORDINANCE AMENDMENT: Mr. Squires, ACM, stated that at the September 3 Board meeting, the Board asked staff to define enforcement mechanisms more clearly for the Smoking & Tobacco Use Ordinance Amendment. There is a memo attached with some additional information. The Board also received the original ordinance and the amended ordinance in their Agenda Package.

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AGENDA ITEM MEMO

MEETING DATE: October 7th, 2024 MEMO Date: September 30, 2024 ITEM:

SUBJECT: Amendment to the Updated Smoking Ordinance Enforcement Language

DEPARTMENT: CMO

FROM: John Waterman, LFNC Fellow

ATTACHMENTS:

- A- Amended Updated Smoking Ordinance (6pgs)
- B- Current Smoking Ordinance (1pg)

PURPOSE: To review and adopt the amended updated Smoking Ordinance.

BACKGROUND:

At the September board meeting, a request was made to define enforcement mechanisms more clearly for the smoking ordinance. Staff have updated language accordingly. Now, enforcement lies in the hands of the individual responsible for maintaining security in each non-smoking area, which in most county areas will be the County Manager or their designee. The updated language also now clearly states that the penalty is an infraction (see definition below) and the requisite fine, which can only be given out following an oral or written warning.

An infraction is a technical term defined by state law. It must be issued by a law enforcement officer and enforced as a non-criminal offense in accordance with applicable statutes. Any fines collected are payable toward the local school system in the same manner as other fines per state law.

FINANCIAL IMPACTS: N/A

RECOMMENDATION(S): 1. VOTE: To approve the amendments to the Updated Smoking Ordinance as presented.

Smoking
Policy

E.P. Please type in
Ordinance Book

AN ORDINANCE REGULATING SMOKING IN COUNTY BUILDINGS AND VEHICLES

Whereas, counties are granted broad police power authority to protect the health, safety and welfare of county employees and the general public of N.C.G.S. 153A-121 and authority to regulate the use of county property by N.C.G.S. 153A-169.

Whereas, it is the public interest to improve indoor air quality, reduce fire hazards, and minimize any health risks associated with involuntary exposure to environmental tobacco smoke;

Now, therefore, Be It Ordained by the Board of Commissioners of the county of Washington, North Carolina, that:

Section 1. Definitions.

(a) "Smoking" shall mean the inhaling, exhaling, burning or carrying of a lighted pipe, cigar, cigarette or other combustible tobacco product.

Section 2. Smoking Prohibited in County Buildings. It shall be unlawful for any person to smoke in any building or facility or portion of a building or facility now or hereafter owned, leased, operated, occupied, managed or controlled by the county.

Section 3. Exemptions. County's now or hereafter owned or leased vehicles when non-smokers are not present.

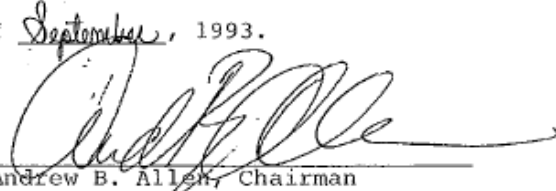
Section 4. Penalty. Violation of this ordinance shall constitute a misdemeanor punishable in accordance with N.C.G.S. 153A-123.

Section 5. Conflict of Laws. If any portion of this ordinance or the enforcement thereof is found to be preempted by state or federal law, such preemption shall not operate to invalidate the rest of the ordinance and the same shall remain in full force and effect. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

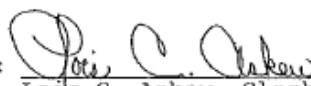
Section 6. Effective Date. This ordinance shall be effective upon adoption.

Adopted this the 20 day of September, 1993.




Andrew B. Allen, Chairman

Attest:


Lois C. Askew, Clerk to the Board

Washington County Smoking and Tobacco Use Ordinance

Adopted October 7th, 2024

PROHIBITION ON *smoking and the use of tobacco products, in government buildings, vehicles, and grounds (including the County park system).*

WHEREAS, according to the Centers for Disease Control and Prevention (CDC), smoking is the leading cause of preventable death in the United States (U.S.); and

WHEREAS, each year, cigarette smoking causes more than 480,000 deaths, which is nearly one in five people, in the United States¹; and

WHEREAS, the CDC reports that smoking habits and tobacco product use is started and established primarily during adolescence; with nearly 90% of adults who smoke cigarettes daily beginning smoking by age 18; and

WHEREAS, since 2014, E-cigarettes have been the most common tobacco product among youth²; and

WHEREAS, each day, close to 1,200 kids under 18 try their first cigarette and close to 100 kids become new, regular smokers; and

WHEREAS, children model adult behavior and benefit from positive models of non-smoking behavior and positive reinforcement of healthy lifestyle messages³; and

WHEREAS, research shows there is no safe level of exposure to tobacco or secondhand smoke, because even brief exposure can trigger harmful changes in the cardiovascular system and cause the onset of serious diseases such as lung cancer, heart disease, and strokes in smoking and non-smoking adults⁴; and

WHEREAS, on January 2, 2010, North Carolina Session Law 2009-27 entitled “An Act To Prohibit Smoking In Certain Public Places And Certain Places Of Employment,” became effective, authorizing local governments to adopt and enforce ordinances “*that are more restrictive than State law and that apply in local government buildings, on local government grounds, in local vehicles, or in public places*”; and

WHEREAS, Pursuant to NCGS § 130A-498 and NCGS § 153A-121(a), which authorize local governments to restrict smoking in public places, and otherwise regulate, prohibit, or abate any act, by ordinance, which may be detrimental to the health and safety of its citizens; and

WHEREAS, the Washington County Board of County Commissioners are committed to providing a safe and healthy workplace in all county owned and controlled facilities, for

county employees, citizens, and the visiting public, and wishes to minimize the harmful effects thereon of smoking and tobacco use (including e-cigarette use); and

WHEREAS, the Martin-Tyrrell-Washington District Health Department provides support to employees and residents who wish to quit the use of tobacco products and encourages them to talk with their health care provider about quitting, ask about appropriate pharmacotherapy available through their health insurance plan or employee's insurer, and to use the free quitting support services of the North Carolina QuitlineNC at 1-800-QUIT-NOW (1-800-784-8669); and

WHEREAS, the Washington County Board of County Commissioners finds and declares that in order to protect the public health and safety, it is in the best interest of the citizens of Washington County to adopt this Ordinance to establish certain rules prohibiting the use of smoking and other tobacco products and use in public places and in county owned or controlled buildings, grounds and vehicles.

NOW, THEREFORE, BE IT ORDAINED by the Washington County Board of County Commissioners that the following rules & regulations pertaining to smoking and tobacco use are hereby established and adopted as follows:

Section 1. Authority.

This ordinance is enacted pursuant to NCGS 130A-498, and 153A-121(a).

Section 2. Definitions

- (a) "County building". – A building owned, leased as lessor, or the area leased as lessee and occupied by the County.
- (b) "County vehicle". – Any vehicle owned, leased, or otherwise controlled by the County and assigned permanently or temporarily to its employees, agencies, institutions, or facilities for official County business.
- (c) "E-cigarette". – Any electronic oral device that employs a mechanical heating element, battery, or electronic circuit that can be used to heat a liquid nicotine solution or any other substance, and the use or inhalation of which simulates smoking. This term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or description.
- (d) "Employee". – A person who is employed by Washington County, or who contracts with the County or a third person to perform services for the County, or who otherwise performs services for the County with or without compensation.
- (e) "Grounds". – An unenclosed area owned, leased, or occupied by the County.
- (f) "Local health department". – The district health department, public health authority, or county health department, the jurisdiction of which includes the County. Initially, this term shall mean the Martin-Tyrrell-Washington District Health Department.

- (g) "County parks system". – Any tract of land or body of water comprising part of the County's parks, playgrounds, recreation areas, greenways, or trails.
- (h) "Smoking". – The use or possession of a lighted cigarette, lighted cigar, lighted pipe, or any other lighted tobacco product.
- (i) "Tobacco product". – Any product containing or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, or ingested by any other means, including but not limited to cigarettes; e- cigarettes; cigars; little cigars; snuff; and chewing tobacco. A tobacco product excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.
- (j) "Universal 'No Smoking' Symbol". – Symbol consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it.
- (k) "Universal 'No Smoking and Use of Tobacco Products Prohibited' Symbol". – Symbol consisting of a pictorial representation of a burning cigarette and a tobacco product enclosed in a red circle with a red bar across it.

Section 3. Areas in Which Smoking and the Use of Tobacco Products are Prohibited or Permitted.

- (a) Except where expressly permitted pursuant to section (c) below or otherwise by applicable state law, smoking and the use of tobacco products are strictly prohibited at all times:
 - i. In Washington County buildings (including those in the County park system);
 - ii. In Washington County vehicles;
 - iii. On Washington County grounds;
 - iv. On the grounds of the Washington County parks system; and
- (b) The prohibition on smoking and the use of tobacco products in the places listed in section (a) above includes those times when they are being used for private events.
- (c) Areas in Which Smoking and the Use of Tobacco Products are Permitted. Smoking and the use of tobacco products are not regulated by this rule in the following places:
 - i. A private residence
 - ii. A private vehicle
 - iii. Within ten (10) feet of any specifically designated public smoking area posted as such by the County.

Section 4. Implementation.

- (a) The preliminary implementation period of this Ordinance shall be from the date of its initial adoption until January 1st, 2025. Afterwards this Ordinance shall be deemed in full continuous force and effect.
- (b) During the preliminary implementation period, and continuing thereafter, the County shall exercise reasonable efforts to inform its employees, citizens, and visiting members of the public about the implementation of these rules including without limitation:
 - i. Posting signs meeting all the requirements in Section 5 of this Ordinance.
 - ii. Removing all ashtrays and other smoking receptacles from places where smoking and tobacco products are prohibited.
 - iii. Informing a person who is smoking or using a tobacco product in violation of this Ordinance about its existence, and requesting such person immediately cease from continuing to engage in any prohibited activity or conduct. If the person does not comply, contact the Washington County Sheriff's Office.

Section 5. Signage. The signs referred to in Section 4 of this Ordinance should:

- (a) State in English and Spanish the applicable prohibition for the area (e.g. smoking and the use of tobacco products are prohibited) and include the applicable universal symbol (e.g., the "No Smoking and Use of Tobacco Products Prohibited" symbol).
- (b) Be of sufficient size to be clearly legible to a person of normal vision and be conspicuously posted.
- (c) Be posted at the entrance to each Washington County building and in other locations within the building reasonably calculated to inform employees and the public of the prohibition.
- (d) Be posted in each Washington County vehicle in areas visible to passengers, provided that their placement does not interfere with the safe operation of the vehicle. If the vehicle is used for undercover law enforcement operations, a sign is not required to be placed in the vehicle.
- (e) Be posted on Washington County grounds in locations and at intervals reasonably calculated to inform employees and the public of the prohibition.
- (f) Be posted on the grounds in the Washington County parks system in locations and at intervals reasonably calculated to inform employees and the public of the prohibition.

Section 6. Enforcement and Penalties

- (a) Penalty for Violation. Unless otherwise stated by NCGS § 130A-498(c1) or other laws governing local smoking ordinances, any individual who violates this Ordinance shall first receive an oral or written warning from the individual responsible for maintaining security in any designated non-smoking area

referenced in Sections 3, or their designee. For County-owned or operated facilities, the County Manager or their designee may issue such warnings. The warning will direct the individual to immediately cease prohibited behavior. If the individual continues to engage in prohibited conduct after the warning, they will be deemed in violation of this Ordinance, constituting an infraction as defined by NCGS § 14-3.1. The violator may be subject to a fine of up to fifty dollars (\$50.00), imposed in accordance with NCGS § 15A Article 66 (Procedure for Hearing and Disposition of Infractions) or other applicable law. Conviction of an infraction under this section will result only in the payment of the fine unless otherwise specified by law.

- (b) Additional sanctions for employees. In addition to any penalty under subsection (a), employees of Washington County who violate this ordinance may be subject to disciplinary action consistent with Washington County’s personnel policies.

Section 7. Public Education

Washington County shall engage in an ongoing program to explain and clarify the purposes and requirements of this ordinance to employees and citizens affected by it and to guide operators and managers in their compliance with it. In doing so, Washington County may rely upon materials and information provided by the local health department.

Section 8. Severability; Conflict of Laws.

If this ordinance or application thereof to any person or circumstance is held invalid for any reason, such invalidity shall not affect other provisions or applications of the ordinance that can be given separate effect, and to that end the provisions of this ordinance are declared to be severable. All prior ordinances or parts of prior ordinances in conflict with this ordinance are hereby repealed.

Section 9. Effective Date.

This ordinance shall become fully effective on the 1st day of January 2025 following the implementation period provided for hereinabove.

ADOPTED this 7th day of October 2024.

Ann Keyes, Chair
Washington County Board of Commissioners

ATTEST:

Julie J. Bennett, MMC, NCMCC
Clerk to the Washington County Board of Commissioners

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- ⁱ Centers for Disease Control and Prevention. (2021, October 29). *Health effects of cigarette smoking*. Centers for Disease Control and Prevention. https://www.cdc.gov/tobacco/data_statistics/fact_sheets/health_effects/effects_cig_smoking/index.htm
- ⁱⁱ Centers for Disease Control and Prevention. (2023, November 2). *Youth and tobacco use*. Centers for Disease Control and Prevention. https://www.cdc.gov/tobacco/data_statistics/fact_sheets/youth_data/tobacco_use/index.htm
- ⁱⁱⁱ American Lung Association. (n.d.). *Tobacco facts: State of Tobacco Control*. State of Tobacco Control | American Lung Association. <https://www.lung.org/research/sotc/facts>
- ^{iv} U.S. state and local issues: *Smoke-free laws*. Campaign for Tobacco-Free Kids. (n.d.). <https://www.tobaccofreekids.org/what-we-do/us/smoke-free-laws>

Commissioner Spruill made a motion to approve the Smoking & Tobacco Use Ordinance Amendment. Commissioner Phelps seconded; motion carried unanimously.

BOARDS & COMMITTEES: Ms. Bennett, Clerk to the Board spoke to the Board about the following requests.

The Washington County Planning Board sent a recommendation to the Commissioners to replace Ms. Bunny Saunders (seat for Roper Municipal District) with Mr. Maurice Hill. The seat expires in December 2024 and they are asking to extend his term to December 31, 2027. Mr. Hill has agreed to serve if appointed.

Chair Keyes pointed out Mr. Hill in the audience.

Commissioner Spruill made a motion to appoint Mr. Maurice Hill to the Washington County Planning Board for a 3-year term to expire December 31, 2027. Commissioner Walker seconded; motion carried unanimously.

Appointments are up for the Coastal Resources Advisory Council. Commissioner Spruill has been serving on this Board. Commissioner Spruill said he will serve if re-appointed. This is a two-year term.

Commissioner Phelps made a motion to re-appoint Commissioner John Spruill to the Coastal Resources Advisory Council (CRAC). Commissioner Walker seconded; motion carried unanimously.

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

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: September 9, 2024
RE: Water

BT #: 2025 - 022

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

Account Code	Description	Old	+ or (-)	New
35-7135-600	Designated for Future Appropriation	11,000.00	(2,100.00)	8,900.00
35-7130-040	Water Operations - Professional Services	31,201.00	2,100.00	33,301.00
Water		42,201.00	-	42,201.00

Justification:

To transfer monies from within the Water Budgets from Designated for Future Appropriations to Professional Services to cover the cost of the Beacon Mobile Hosting. This was inadvertently left out of the budget.

Budget Officer's Initials CEP

Approval Date: 9/9/24

Initials:	<u>MD</u>
Batch #:	<u>2025-022</u>
Date:	<u>9/9/2024</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2025 - 023

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

Date: September 11, 2024

RE: Water

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

Account Code	Description	Old	+ or (-)	New
21-8000-600	Designated for Future Appropriation	1,181,379.00	(12,338.00)	1,169,041.00
21-5912-693	Cap Out-Arch, Planning, Surveying, Eng	-	12,338.00	12,338.00
School Capital Outlay		1,181,379.00	-	1,181,379.00

Justification:

To transfer monies from within the School Capital Outlay Budget from the Designated for Future Appropriations line to the Capital Outlay- Architect, Planning, Surveying and Engineering line to pay Terracon for additional Site Inspection work needed on the School Project for ABC Subbase Materials and Asphalt Testing.

Budget Officer's Initials CPD

Approval Date: 9/11/24

Initials:	<u>CPD</u>
Batch #:	<u>2025-023</u>
Date:	<u>9/11/2024</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: September 25, 2024
RE: Sheriff

BT #: 2025 - 024

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

Account Code	Description	Old	+ or (-)	New
10-4310-010	Sheriff - Salaries & Wages-Regular	867,269.00	(886.00)	866,383.00
10-4310-031	Sheriff - Salaries & Wages-Overtime	1,485.00	886.00	2,371.00
Sheriff		868,754.00	-	868,754.00

Justification:

To transfer monies from within the Sheriff's Department Budget to cover the cost to pay a Deputy out accumulated comp time in excess of the maximum of 480 hours.

Budget Officer's Initials CP

Approval Date: 9/25/24

Initials:	CP
Batch #:	2025-024
Date:	9/25/2024

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 025

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

Date: October 7, 2024

RE: GF/Senior Center/SS Transportation

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

Account Code	Description	Old	+ or (-)	New
10-3990-000	Appropriated Fund Balance - GF	(820,607.00)	25,250.33	(795,356.67)
				-
10-3509-100	NCDIT Digital Champion Grant	-	(44,639.33)	(44,639.33)
10-5150-698	NCDIT Digital Champion Grant	-	9,600.00	9,600.00
				-
10-3500-200	DOT-ROAP & CTS Grants	(215,307.00)	8,618.00	(206,689.00)
10-5400-600	SS Transportatin-Work First DOT	3,962.00	1,171.00	5,133.00
GF/Senior Center/SS Transportation				
	Balanced:	(1,031,952.00)	-	(1,031,952.00)

Justification:

This amendment is being done to budget for an NCDIT Grant received by the Senior Center. We are able to use some of this funding to cover staff salaries therefore allowing us to reduce the previously allocated fund balance. This amendment will also reduce the ROAP Grant for this fiscal year, the original figure was based off of last years number until the award was received. However we are having to increase fund balance to expend carryover monies that we have held since COVID. These two transactions together generate a net reduction of \$25,520.33 in the allocated fund balance.

Approval Date: _____

Bd. Clerk's Init: _____

Initials: _____

Batch #: _____

Date: _____

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 026

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

Date: October 7, 2024

RE: Sheriff/Senior Center/SS Admin/Cooperative Extension/Recreation

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

Account Code	Description	Old	+ or (-)	New
10-3540-070	Donations-Animal Control	-	(25.00)	(25.00)
10-4310-601	Donations-Animal Control	3,761.00	25.00	3,786.00
10-3540-020	Gun Permits Discretionary-County Portion	(680.00)	(365.00)	(1,045.00)
10-4310-611	Gun Permits Discretionary-County Portion	49,145.00	365.00	49,510.00
10-3540-030	Gun Permits-State Portion	(770.00)	(420.00)	(1,190.00)
10-4310-612	Gun Permits-State Portion	1,780.00	420.00	2,200.00
10-3540-040	Finger Printing	(145.00)	(180.00)	(325.00)
10-4310-613	Finger Printing	7,057.00	180.00	7,237.00
10-3541-010	Sheriff-Donations	-	(35.00)	(35.00)
10-4310-650	Sheriff-Donations	1,864.00	35.00	1,899.00
Sheriff				
10-3509-010	Senior Center Trips	(4,073.00)	(2,033.00)	(6,106.00)
10-5150-380	Senior Center Trips	4,073.00	2,033.00	6,106.00
10-3509-020	Senior Center Donations	(2,414.00)	(158.00)	(2,572.00)
10-5150-650	Senior Center Donations	2,662.00	158.00	2,820.00
Senior Center				
10-3500-081	DSS Community Donations-Christmas	-	(94.00)	(94.00)
10-5310-258	DSS Community Donations-Christmas	983.00	94.00	1,077.00
SS Admin				
10-3500-270	SHIIP-Senior Health Insurance Information	(7,818.00)	4,186.00	(3,632.00)
10-6050-999	Grant-SHIIP	7,818.00	(4,186.00)	3,632.00
Cooperative Extension				
10-3360-000	Recreation-Donations	-	(2,000.00)	(2,000.00)
10-6120-650	Recreation-Donations	2,081.00	2,000.00	4,081.00
Recreation				
Balanced:		65,324.00	-	65,324.00

Justification:

This amendment is being done to budget for additional revenues received in the following departments: Sheriff's Office for gun permitting and donations; Senior Center for trip monies and donations; Social Services for donations; and Recreation for donations. This amendment will also reduce the grant allocation for the SHIIP Program in Cooperative Extension - when the budget is planned the previous years numbers are used however this fiscal year when the award was received, it was lower due to the lack of carryover monies at the state level.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 027

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

Date: October 7, 2024

RE: EMS/Projects and Grants Fund/Single Family Rehab

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

Account Code	Description	Old	+ or (-)	New
37-3490-021	UNC PECC+ Program Grant	-	(300.00)	(300.00)
37-3902-000	Fund Balance Appropriated	(198,692.00)	(600.00)	(199,292.00)
37-4330-653	UNC PECC+ Program Grant	9,325.00	900.00	10,225.00
EMS				
58-3290-000	Interest Earned	(619.20)	(862.53)	(1,481.73)
58-4100-001	Expenditure of Interest Earned	13,250.01	862.53	14,112.54
Projects and Grants Fund				
61-3490-010	Grant Revenue	-	(162,000.00)	(162,000.00)
61-8300-552	Single Family Rehab 2023	-	162,000.00	162,000.00
Single Family Rehab				
Balanced:		(176,736.19)	-	(176,736.19)

Justification:

This amendment is being done to budget for additional grant revenues received in EMS for the PECC+ Program, interest earned in the Projects and Grants Fund and for a grant award for a Single Family Rehab Program.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	_____
Batch #:	_____
Date:	_____

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 028

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

Date: October 7, 2024

RE: Projects and Grants Fund

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

Account Code	Description	Old	+ or (-)	New
58-3990-000	Appropriated Fund Balance	(966,756.81)	(147,107.00)	(1,113,863.81)
58-4260-556	Cap Reserves Roof Repairs/Replacements	40,000.00	120,000.00	160,000.00
58-4260-558	Cap Reserves HVAC Repairs/Replacements	20,000.00	27,107.00	47,107.00
Projects and Grants Fund				
Balanced:		(906,756.81)	-	(906,756.81)

Justification:

This amendment is being done to place funds into budget that were transferred at the end of last fiscal year from the General Fund to the Projects and Grants Fund for Capital Reserves for Roof and HVAC Repairs/Replacements. During the preparation of the FY 2025 budget, these funds were inadvertently left out for the new fiscal year.

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.

OTHER ITEMS BY COMMISSIONERS OR STAFF:

- Employee Appreciation Events & Schedule, Ms. Julie J. Bennett, Clerk to the Board---
Employee Fall Fling, Friday, October 11 from 1:00 PM – 5:00 PM at Flowers Park in Plymouth. **Employee Christmas Breakfast**, Friday, December 20, from 9:30 AM – 11:30 AM at the Plymouth Church of Christ Family Life Center.
- Public Safety Awareness Day, October 22, 2024, Vernon James Center. Chair Keyes said this brings our safety responders to the eye of the public. Ms. Connie Barnes, Code Enforcement Officer, said some speakers may now not be able to attend due to being deployed to WNC. DAWG – the disaster assistance work group—which consists of 13 counties working together, have also been invited. Apparatus will be brought to be displayed such as drones.
- America’s 250th Anniversary, Mr. Curtis Potter said Ms. Chris Barber will be at the November Commissioners’ meeting to speak to the Board and to seek approval of posting a sign at the BCCC WCC that is about the Civil War. Not sure if they have the content yet, but they need the space approved to put in for a \$4,000 grant.
- Mr. Potter said we are moving forward with replacing the last portion of the Courthouse roof, coordinating with Facilities and the Clerk of Court.
- Staff will be forwarding a copy of the Roanoke, Albemarle, Pamlico (RAP) Regional Emergency Operations Plan and a timeline for the Board’s review.
- Mr. Potter thanked folks for all their donations to WNC. He reminded residents to make donations of cash only to trusted WNC non-profits. This is the best way to send support to WNC.
- Chair Keyes shared her experiences with disaster relief.
- Commissioner Phelps noted that the Creswell Ruritans will be having a Pancake Breakfast this Saturday from 8:00 AM – 11:00 AM this Saturday. Commissioner Phelps also said Brightstar was setting up his neighbors highspeed internet, so he got his place on the list and got hooked up too. Thanks to all who worked on getting internet to our area.

Mr. Hill thanked the Board for approving him for the Planning Board.

Commissioner Phelps made a motion to go into Closed Session pursuant to NCGS§143-318.11(a)(3) (attorney-client privilege), NCGS§143-318.11(a)(5) (property acquisition) and NCGS §143-318.11(a)(6) (personnel). Commissioner Walker seconded; motion carried unanimously.

Commissioner Spruill made a motion to adjourn the meeting. Commissioner Phelps seconded; motion carried unanimously.

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

Ann C. Keyes
Chair