

STATE OF NORTH CAROLINA

COUNTY OF VANCE

The Vance County Board of Commissioners met in regular session on Monday, July 11, 2016 at 6:00 p.m. in the Commissioners' Conference Room, Vance County Administration Building, 122 Young Street, Henderson, NC. Those Commissioners present were as follows: Chairman Gordon Wilder, Vice-Chairman Dan Brummitt, Commissioners Deborah F. Brown, Terry E. Garrison, Thomas S. Hester, Jr., Leo Kelly, Jr., and Archie B. Taylor, Jr.

Absent: None.

Also present were Interim County Manager Robert M. Murphy, Deputy County Manager Jordan McMillen, Finance Director David C. Beck, and Clerk to the Board Kelly H. Grissom. County Attorney Jonathan S. Care was absent.

The first item on the agenda was the annual meeting of the ABC Composite Board consisting of the Board of Commissioners, the Chair of the Board of Education, and the Mayor of the City of Henderson. Board of Education Chair Gloria White and Mayor Eddie Ellington were absent.

It was noted that Ms. Andrea Harris and Mr. Tom Hannon had submitted letters seeking re-appointment to the Vance County ABC Board for three-year terms. Ms. Nancy Wilson submitted a letter requesting to be re-appointed as Chair for a one-year term. One application was received from Ms. Anne Tucker. Although Mayor Ellington was unable to attend the meeting, he did submit a letter affirming his support of re-appointing Mr. Hannon for a three-year term and Ms. Wilson as Chair for a one-year term. He also affirmed his support to appoint Ms. Anne Tucker for a three-year term.

Motion was made by Commissioner Deborah F. Brown to re-appoint Andrea Harris and Tom Hannon to the Vance County ABC Board for three-year terms and appoint Nancy Wilson as Chair for a one-year term. This motion was seconded by Commissioner Leo Kelly, Jr.

Commissioner Thomas S. Hester, Jr. stated that he would like to see Anne Tucker appointed to the ABC Board since Mr. Hannon has served since 1986. Commissioner Archie B. Taylor, Jr. echoed these remarks and stated that we need to allow other members of the community the opportunity to serve.

Commissioner Deborah F. Brown withdrew her motion in order to allow these appointments to be made separately.

Motion was made by Commissioner Deborah F. Brown to reappoint Andrea Harris to the ABC Board for a three-year term. This motion was seconded by Commissioner Terry E. Garrison and unanimously approved.

Motion was made by Commissioner Thomas S. Hester, Jr., seconded by Commissioner Leo Kelly, Jr., vote unanimous, to appoint Anne Tucker to the ABC Board for a three-year term.

Motion was made by Commissioner Deborah F. Brown to appoint Nancy Wilson as Chair of the ABC Board for a one-year term. This motion was seconded by Commissioner Terry E. Garrison and unanimously approved.

Public comments were heard next. Mr. Michael Bobbitt asked the board to consider adding the following verbiage to the Financial Policy Guidelines - "The County will publish the list of property tax liens on the earliest date allowed in accordance with North Carolina General Assembly Statutes."

Mr. Henry Williams spoke about the county water system. He stated he signed up for a wet tap in 2010 and paid \$125 with the intention of hooking up the water system years later if needed. In 2012, he found out from the newspaper that water lines would not be installed on his road. In 2015, water lines were installed on his road and he learned he would be charged \$30 per month since he signed up for the wet tap. He stated that he spoke with someone in the water department and asked to switch from a wet tap to a dry tap and was told that he could not do this, and that if he didn't pay the \$30 monthly fee his house could be foreclosed. Chairman Wilder asked the county manager to look into this matter and inform Mr. Williams of his findings.

Mr. Robert Newton spoke about the youth in the community and stated that they need somewhere to go other than the streets. He would like the community to get involved and help our youth. He stated that he does not know the answers, but would like to get something started to help our youth.

Finance Director David C. Beck was next on the agenda and stated that staff has worked with the county's financial advisors, Davenport & Company, to create a set of financial policy guidelines. These polices set forth targets and offer guidance to staff regarding matters such as debt, fund balance, and investments. Objectives of the guidelines include long-term financial stability, enhanced financial credit ability, and insulation from financial crisis.

Commissioner Deborah F. Brown suggested that examples be shown on page 4, items 4 and 5. Mr. Beck stated that he could do this for the copy that is provided to the public. Also,

page 6, item 3 should be worded “the County will *continue* to pursue.....”. She asked if Mr. Michael Bobbitt’s suggestion during public comments could be added to the policy. Interim County Manager Robert Murphy stated that this could be added to the Tax Office’s administrative tax collection policy.

After further discussion, motion was made by Commissioner Thomas S. Hester, Jr. to adopt the financial policy guidelines as presented. This motion was seconded by Commissioner Deborah F. Brown and unanimously approved.

Police Chief Marcus Barrow appeared before the board and requested the use of the property beside the Henry A. Dennis Building for a fitness park. He stated that the City of Henderson’s “Walk the Beat” program for city employees and the public is a program designed to improve the overall health of the community. Some goals of the program are to promote interest in using the area of Downtown Henderson as a fitness and walking area, as well as building positive community relationships between the police and the public. The program is being conducted in conjunction with the Henderson Police Department, Henderson-Vance Parks and Recreation Department, Henderson City Staff, Granville-Vance Public Health, and the Henderson/Vance YMCA. Currently, at designated times throughout the day, members of the Henderson Police Department are walking in the downtown area. This is in addition to the normal patrolling that is performed on a daily basis and is part of the Department’s ongoing employee wellness program. In addition to the walking aspect of the program, the YMCA will soon begin conducting “Workout Wednesdays” in the area in front of the police department on a weekly/biweekly schedule. The exercise activities will vary and will be available to the public free of charge. One of the action steps in the program is to establish funding for and to install outdoor exercise equipment in designated areas along the “Walk the Beat” route. The funds requested through the TNHF 2016 Grant will be used to purchase and install outdoor fitness equipment at two locations in the downtown area. The two locations will be designated as “Outdoor Fitness Areas” on the “Walk the Beat” path. The first recommended location is for boot-camp-style fitness equipment to be placed on the bricked area located at the northeast corner of the Henderson Police Department on Breckenridge Street. The second recommended location for outdoor fitness equipment is the open area on the southwest side of the Henry A. Dennis Building on Garnett Street. This location will target the senior demographic by providing exercise equipment that is designed to make it easier for the user to perform daily tasks

and movements of everyday life. The grant application is seeking \$33,000 in funds, with \$17,760.83 being used at the county location, to provide for the purchase and installation of outdoor fitness equipment. This grant request is at no cost to the county or the city. All costs related to this project are requested through the grant. The two locations will be maintained by the Henderson Police Department and the Henderson-Vance Recreation Department.

The board asked about liability issues and was told that the county would be covered under its insurance policy.

After brief discussion, motion was made by Commissioner Dan Brummitt to authorize the use of the grounds at the Henry A. Dennis Building on Garnett Street for an outdoor fitness area. This motion was seconded by Commissioner Thomas S. Hester, Jr. and unanimously approved.

Ms. Porcha Brooks, Tax Administrator, was next on the agenda and presented an untimely exemption application for 2016 as follows:

Name	Exemption Requested	Tax Administrator's Recommendation
Zeloma Roundtree 173 E. Parker Street	Elderly Exemption	Approve Application

Ms. Brooks noted that the application met the qualifications of the exemption and would have been approved if the application had been submitted by the deadline. Since it is past the deadline, approval of the exemption application must be made by the Board of Commissioners.

Motion was made by Commissioner Leo Kelly, Jr., seconded by Commissioner Deborah F. Brown, vote unanimous, to approve the exemption application as presented.

Water District Board

At this time, Chairman Gordon Wilder called the Water District Board to order.

The June 2016 monthly operations report was submitted to the board members for their information.

Chairman Gordon Wilder adjourned the Water District Board.

Committee Reports and Recommendations

Public Safety Committee - Animal Shelter Construction Update, Change Order #3, and Award of Fencing Contract. Commissioner Dan Brummitt reported that the Public Safety Committee (Brummitt [C], Brown & Wilder) met Monday, June 27 to receive an update on the animal shelter construction and to consider a request to add fencing back into the project. The project is currently 16 days behind schedule due to documented rain days in February and May

with a scheduled completion the first week of September. The rain days are included in Change Order #3 for approval. Over the last month the block walls have been put up, the trusses have been installed, the interior walls have been completed and shingle work is in process.

The original plan approved by the board included three fenced pasture areas for large animals. All fencing was removed at bidding due to cost with the idea that it would be added back if sufficient donations were received.

The County has received a total of \$56,894 in donations, which is sufficient to add the

Animal Shelter Donations - 6/28/2016	\$56,894
Committed to Construction	-\$17,000
Remaining Donations Prior to Fencing	\$39,894
Fencing Cost	-\$34,447
Remaining Donations after Fencing	\$5,447

fencing. The committee recommended proceeding with the low bidder (Seward Fencing) at \$34,447 for 2,325 linear feet of fencing. With the installation of fencing, two driveway pipe gates will not be necessary and can be removed from the construction contract. This deducts \$4,060 from the contract and is included in Change Order #3 for approval. Recommendation #1: Approve Change Order #3 deducting \$4,060 for removal of two driveway gates and adding 16 working days to the contract. Recommendation #2: Award contract in the amount of \$34,447 from donation proceeds to Seward Fencing for installation of fencing at the new animal shelter.

Motion was made by Commissioner Dan Brummitt, seconded by Commissioner Thomas S. Hester, Jr., vote unanimous, to approve Change Order #3 deducting \$4,060 for removal of two driveway gates and adding 16 working days to the contract.

Motion was made by Commissioner Dan Brummitt to award the contract in the amount of \$34,447 from donation proceeds to Seward Fencing for installation of fencing at the new animal shelter. This motion was seconded by Commissioner Leo Kelly, Jr. and unanimously approved.

Properties Committee - Henderson Collegiate Lease Extension. Commissioner Brummitt stated that the committee (Brummitt [C], Wilder & Kelly) met Monday, June 27 to review a request from Henderson Collegiate to extend their land lease for 906 Health Center Road for an additional two school years through June 30, 2018. In the upcoming school year they will have grades K-8 at their new site on Old Epsom Road and will utilize the leased property for 9th and 10th grade. The committee recommended extending the lease and asked staff to ensure that the county will have access for the demolition of Vance Manor, which is located on the same property. Recommendation: approve an extension of the Henderson Collegiate lease until June 30, 2018.

Motion was made by Commissioner Dan Brummitt, seconded by Commissioner Thomas S. Hester, Jr., vote unanimous, to approve an extension of the Henderson Collegiate lease until June 30, 2018.

Properties Committee - Dennis Building Roof Replacement. Commissioner Brummitt stated that the committee met with the project engineer (Bob Tomlinson with REI Engineers) to review the project scope, roofing materials and bids for replacement of the roof and restoration of the roof masonry on the Dennis Building. The recommended replacement will be done with a thermoplastic membrane material and will include a 20 year warranty. The low bidder for the roof replacement is BIRS, Inc. at a total cost of \$126,335 and the low bidder for the masonry restoration is Pro-tech Construction at \$39,536. The total cost of \$165,871 will be taken from the capital reserve fund designated for this project. A total of \$157,000 remains in the FY16 capital reserve fund with the balance being taken from the \$200,000 set aside in FY17. The committee acknowledged the critical need for this project and recommended awarding both contracts. Recommendation #1: Award the roof restoration and replacement contract for the Henry A. Dennis Building to BIRS, Inc. at a total cost of \$126,335 from the capital reserve fund. Recommendation #2: Award the masonry restoration contract for the Henry A. Dennis Building to Pro-Tech Construction at a total cost of \$39,536 from the capital reserve fund.

After a brief discussion, motion was made by Commissioner Dan Brummitt, seconded by Commissioner Thomas S. Hester, Jr., vote unanimous, to award the roof restoration and replacement contract for the Henry A. Dennis Building to BIRS, Inc. at a total cost of \$126,335 from the capital reserve fund; and award the masonry restoration contract for the Henry A. Dennis Building to Pro-Tech Construction at a total cost of \$39,536 from the capital reserve fund.

Finance Director's Report

Reimbursement Resolution. Finance Director David C. Beck stated that the capital improvement plan for FY 2016-2017 includes debt funding for much needed repairs at the Courthouse and County Administration buildings. Financing will be secured at a later date for these projects, but the County may incur expenses prior to the funding being available. This resolution allows the County to be reimbursed for these initial expenditures through financing proceeds. Recommendation: approve the reimbursement resolution allowing the County to be

ATTEST:

Kelly H. Grissom (signed)
Kelly H. Grissom, Clerk to the Board



County Manager's Report

Resolution - State Road Additions. Mr. Robert M. Murphy reported that NCDOT has recommended changes in how we process requests for road additions to the state system. Currently, the board of commissioners passes a resolution requesting a review by NCDOT upon request by a developer or homeowners association, and the clerk files all the paper work with NCDOT. This process is followed for each and every request. Mr. Stephen Winstead, District Engineer, has suggested that the county pass a standing resolution that would cover all road addition requests and would allow the developer to submit a road addition request directly to NCDOT. This change would greatly simplify and speed up the process. The county plays no role in the actual review process. Two of our neighboring counties have already passed such resolutions and have had no issues with the new process. Recommendation: approve the resolution requesting the NCDOT to process all petitions for additions to the state maintained secondary road system within Vance County.

Commissioner Deborah F. Brown asked Mr. Murphy to inform DOT that the board wishes to be made aware of future requests and the outcome of those requests.

Motion was made by Commissioner Thomas S. Hester, Jr. to approve the resolution requesting the NC DOT to process all petitions for additions to the state maintained secondary road system within Vance County. This motion was seconded by Commissioner Deborah F. Brown and unanimously approved.

Economic Development Office Lease Extension. Mr. Murphy explained that the Vance Economic Development Commission has had a lease agreement with Barnett Properties, LLC, for office space at 1775 Graham Avenue. The sixth lease extension agreement extends the lease for a period of three years, beginning July 1, 2016. The rent will continue at the current rate for the first year of the extension without increase and will then increase by \$50 per month each year thereafter. Recommendation: approve the extension of the lease agreement for the Vance EDC with Barnett Properties for office space through June 30, 2019.

Motion was made by Commissioner Terry E. Garrison to approve the extension of the lease agreement for the Vance EDC with Barnett Properties for office space through June 30,

2019. This motion was seconded by Commissioner Thomas S. Hester, Jr. and unanimously approved.

Award of Contract - Abandoned Mobile Home Program. Mr. Jordan McMillen, Deputy County Manager, reported that the County has been awarded \$12,000 from the State Division of Environmental Assistance for demolition of abandoned mobile homes. Staff has received quotes for demolition of the following six mobile homes owned by the county and meeting the criteria of the grant:

- 202 Hawkins Drive (Tax Parcel 0111 04006)
- Tanner Street (Tax Parcel 0111 04009)
- 2140 Hicksboro Road (Tax Parcel 0401 02005)
- 634 Sombrero Lane (Tax Parcel 0552C02003)
- 394 Tower Lane (Tax Parcel 0531A02001)
- 406 Tower Lane (Tax Parcel 0531A02001)

The low bidder is Faulkner Grading and Landscaping with a total cost of \$14,000, which includes removal of all structures and debris, lot cleanup and grading, and landfill disposal. The grant will cover \$9,550 with a county match of \$4,450 from the Solid Waste Fund. Following the removal of the mobile homes, the county will have six additional homes/structures owned 100% by the county which are prioritized for demolition. Recommendation: award a demolition contract to Faulkner Grading and Landscaping totaling \$14,000 for the removal of county owned mobile homes and authorize the use of \$4,450 as matching funds from the Solid Waste Fund.

After brief discussion, motion was made by Commissioner Thomas S. Hester, Jr., seconded by Commissioner Terry E. Garrison, vote unanimous, to award a demolition contract to Faulkner Grading and Landscaping totaling \$14,000 for the removal of county owned mobile homes and authorize the use of \$4,450 as matching funds from the Solid Waste Fund.

Mr. McMillen provided an update on demolition of jointly owned city/county properties and stated that the county has \$14,000 set aside to demolish six additional houses. The city is handling the houses that are jointly owned. During the month of June, six structures were removed. The city has demolished 12 structures since January and is currently seeking bids to demolish 23 more structures.

Schedule Next Board of E&R Session. Mr. Murphy suggested that the Board of E&R reconvene on August 1 at 5:00 or 5:30 p.m., just before the regular scheduled meeting, depending on how many people have signed up. Staff will monitor signups and will inform the board accordingly.

Consent Agenda

Motion was made by Commissioner Thomas S. Hester, Jr., seconded by Commissioner Terry E. Garrison, vote unanimous, to approve the following consent agenda items as presented: Budget Amendment #1, May 2016 Tax Refunds and Releases, departmental monthly reports, and the minutes of the June 6, 2016 regular meeting, the June 9, 2016 special meeting, the June 9, 2016 meeting of the Board of Equalization and Review, and the July 5, 2016 special meeting.



**Budget Amendment #1
FY 2016-2017
911 Emergency**

Revenue Amendment Request	Account Number	Revenue Increase (Decrease)
Fund Balance Appropriated	71-399-439900	86,871
Total Revenue Increase (Decrease)		\$ 86,871

Expenditure Amendment Request	Account Number	Expense Increase (Decrease)
Capital Outlay	71-751-500074	86,871
Total		\$ 86,871

Purpose: Carry forward unspent FY 2015-16 ETS funds to be used for the purchase of new furniture at the backup 911 center.

Authorization: Vance County Board of Commissioners
July 11, 2016



Tax Office Refund and Release Report for May 2016

Taxpayer Name	Tax Year	Real	Personal	Motor Vehicle	MV Fee	Solid Waste Fee	Reason
West Bobby Gray	2013	0	33.21	0	0	0	pers prop billed
West Bobby Gray	2013	0	63.23	0	0	0	pers prop billed
West Bobby Gray	2013	0	21.66	0	0	0	pers prop billed
West Bobby Gray	2013	0	18.90	0	0	0	pers prop billed
Allen Catherine Bobbitt	2014	38.40	0	0	0	0	real prop - bill
Wrenn M. Keith & Betty M.	2014	603.42	0	0	0	105.00	correct value
Allen Catherine Trustee	2015	38.40	0	0	0	0	real prop - bill
Wrenn M. Keith & Betty M.	2015	603.42	0	0	0	105.00	correct value
Total		1,283.64	137.00	-	-	210.00	
Total Refunds and Releases	\$1,630.64						



MONTHLY REPORTS: 911 Emergency Operations, Administrative Ambulance Charge-Offs, Cooperative Extension, Fire and EMS, Public Health Department, Human

authorize the chairman to sign the contract on behalf of the board was ayes - six (6); noes - one (1), with the dissenting vote being cast by Commissioner Dan Brummitt.

As there was no further business, at 7:40 p.m., motion was made by Commissioner Deborah F. Brown, seconded by Commissioner Archie B. Taylor, Jr., vote unanimous, that the meeting be adjourned.

Approved and signed August 1, 2016.

Chairman