

STATE OF NORTH CAROLINA

COUNTY OF VANCE

The Vance County Board of Commissioners met in regular session on Monday, May 1, 2017 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 Dan Brummitt, Vice-Chairman Thomas S. Hester, Jr., Commissioners Carolyn Faines, Yolanda J. Feimster, Leo Kelly, Jr., Archie B. Taylor, Jr., and Gordon Wilder.

Absent: None.

Also present were County Manager Jordan McMillen, Finance Director David C. Beck, County Attorney Jonathan S. Care, and Clerk to the Board Kelly H. Grissom.

Rev. Todd Stout, Carey Baptist Church, gave the invocation.

Chairman Dan Brummitt announced that as advertised, the board would be sitting simultaneously as a Board of Equalization and Review to hear appeals from any Vance County taxpayers who believe their property is valued in excess of market value. Tax Administrator Porcha Brooks was present. Mr. Willard Haithcock, Jr. was not present, but had requested that the value of his property located at 1392 Oxford Road be reduced from \$162,165. The property is one of two apartment buildings at this location and the parcel number is 0018 04013. Mr. Haithcock's reason for appeal is that the other apartment building's value (parcel #0018 04014A) was reduced in 2016 to \$121,926. He feels that both buildings should be valued similarly because they are the same age and condition. Ms. Brooks stated that the buildings are the same age and condition, but parcel #0018 04013 contains two more units and is 1,531 square feet larger than parcel #0018 04013A. She recommended that the value of parcel #0018 04013 remain at its current value of \$162,165.

After brief discussion, motion was made by Commissioner Carolyn Faines that the value of parcel #0018 04013 remain at its current value of \$162,165. This motion was seconded by Commissioner Leo Kelly, Jr. and unanimously approved.

Mr. Keith Duncan, Vance County Fire Marshal, appeared before the board and presented the Fire Marshal's Award of Excellence for Safety to Vance County Schools. He stated that Vance County Schools go above and beyond to see that our students are safe and well taken care of. Chairman Dan Brummitt congratulated the schools and thanked them for all they do for our students. Chairman Brummitt and Mr. Duncan presented the Award of Excellence to School

Superintendent Dr. Tony Jackson, Director of Maintenance Kevin Purdue, and Supervisor of Maintenance Ricky Railey.

Water District Board

*Reimbursement Resolution – Phase 3.* County Manager Jordan McMillen noted that the board has previously accepted a letter of conditions from USDA for grant and loan funding for Phase 3 of the water system. The board also authorized LKC Engineering to proceed with construction design on this phase. Financing with USDA will be closed at a later date, but the District will incur expenses related to this project prior to that date. This resolution allows for reimbursement for those initial expenditures through the financing proceeds once they are available. Recommendation: adopt the reimbursement resolution allowing the Water District to be reimbursed through grant and financing proceeds for expenses incurred towards the design and construction of the Phase 3 water project.

Motion was made by Commissioner Gordon Wilder, seconded by Commissioner Thomas S. Hester, Jr., vote unanimous, to adopt the following reimbursement resolution allowing the Water District to be reimbursed through grant and financing proceeds for expenses incurred towards the design and construction of the Phase 3 water project.



**RESOLUTION OF THE WATER DISTRICT DECLARING ITS OFFICIAL INTENT TO REIMBURSE EXPENDITURES UNDER UNITED STATES DEPARTMENT OF TREASURY REGULATIONS**

BE IT RESOLVED, by the Board of Commissioners (the “Board”) of the Water District of County of Vance, North Carolina (the “District”) as follows:

Section 1. It is hereby found, determined and declared by the Board as follows:

(a) Section 1.150-2 of the Treasury Regulations (the “Regulations”) prescribes specific procedures which will be applicable to certain bonds or notes issued by the District including, without limitation, a requirement that the District declare its official intent to reimburse certain expenditures with proceeds of debt to be incurred by the District prior to, or within sixty (60) days of, payment of the expenditures to be reimbursed.

(b) This declaration of official intent is made pursuant to Section 1.150-2 of the Treasury Regulations to expressly declare the official intent of the District to reimburse itself from the proceeds of debt to be hereinafter incurred by the District for certain expenditures paid by the District on or after the date which is sixty (60) days prior to the date hereof.

(c) The District desires to expend its own funds for the purpose of paying certain costs of design and other preliminary expenditures in relation to the phase three expansion of the county public water system (the “Project”), for which expenditures the District reasonably expects to reimburse itself from the proceeds of debt to be incurred by the District.

(d) \$212,000 is the maximum principal amount of debt expected to be incurred for the purpose of paying the costs of the Project as specified in (c) above.

**Adopted this the 1<sup>st</sup> day of May, 2017**

**R. Dan Brummitt (signed)**  
**R. Dan Brummitt, Chairman**  
**Vance County Board of Commissioners**

**ATTEST:**

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

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*Monthly Operations Report.* The April 2017 operations report was presented to the board for information.

At this time, Chairman Dan Brummitt closed the Water District Board.

Committee Reports and Recommendations

*Senior Center Oversight.* County Manager Jordan McMillen reported that the Human Resources Committee (Faines[C] [absent], Taylor & Wilder) met Monday, April 24 and continued their review of a request from the Social Services Board to transfer oversight of the senior center to the county. Staff presented the committee with an in-depth review and comparison of staffing levels and services provided by the center. The data indicates that the center has a daily attendance of 130 individuals, provides 45-60 meals a day between home delivered and congregate meals, and serves 45 clients through its in-home aid program. The center is productive and efficient handling a similar combined population of the Warren and Person county centers with a limited staff size. The committee was made aware that concerns at the center often include limited space and limited parking availability around the center. The committee reiterated their concerns with transferring oversight of the center from social services to the county pointing out that the salary and classification study recommends decreasing the county manager’s span of control through umbrella departments similar to the current DSS and senior center arrangement. The committee discussed the benefits the senior center receives from the state office of human resources as a result of being subject to the state personnel act and the

increased workload that the county's human resources, finance and manager's office would have with a transfer of the senior center. The committee will be continuing their review of this request with a draft letter of response to be provided to the full board at a later date.

*Properties Committee - Offers to Purchase REO Properties.* Chairman Dan Brummitt reported that the committee (Brummitt [C], Wilder [absent] & Kelly) met Tuesday, April 18 and reviewed the following offers to purchase REO properties:

- 1210 Old Epsom Road (Parcel 0112 05001A) – \$1,000 offer for county owned property – offer from Reyna Tejada Hernandez
- 119 Lincoln Street (Parcels 0107 01002 & 0107 01003) – \$3,000 offer for joint city/county owned property – offer from Linda Bristow

The committee discussed the offers and made note that both properties had existing structures that would need to be demolished or brought up to minimum housing standards and occupied within one year of sale. The committee recommended proceeding with the upset bid process for both properties. Recommendation: approve the resolutions authorizing the upset bid process for the sale of 1210 Old Epsom Road (tax parcel 0112 05001A) and 119 Lincoln Street (tax parcels 0107 01002 & 0107 01003).

Motion was made by Commissioner Thomas S. Hester, Jr., seconded by Commissioner Carolyn Faines, vote unanimous, to approve the following resolutions authorizing the upset bid process for the sale of 1210 Old Epsom Road (tax parcel 0112 05001A) and 119 Lincoln Street (tax parcels 0107 01002 & 0107 01003).



**RESOLUTION AUTHORIZING UPSET BID PROCESS  
FOR SALE OF REAL PROPERTY  
1210 Old Epsom Road, Henderson, NC 27536**

**WHEREAS**, Vance County owns certain real property with an address of **1210 Old Epsom Road, Henderson, North Carolina**, and more particularly described by the Vance County Tax Department as Parcel Number **0112 05001A**; and,

**WHEREAS**, North Carolina General Statute §160A-269 permits the county to sell real property by upset bid, after receipt of an offer for the property; and,

**WHEREAS**, the County has received an offer to purchase the real property described herein above in the amount of **\$1,000.00** subject to the terms and conditions as included in the submitted offer to purchase bid, submitted by **Reyna D. Tejada Hernandez**; and,

**WHEREAS**, the County has made a counteroffer to amend the terms of the Offer to Purchase County Owned Property; and,

**WHEREAS**, **Reyna D. Tejada Hernandez** has paid the required deposit in the amount of **\$1,000.00** with her initial offer.

**THEREFORE, THE VANCE COUNTY BOARD OF COMMISSIONERS RESOLVES THAT:**

1. The Board of County Commissioners declares the real property described above surplus and authorizes its sale through the upset bid procedure of North Carolina General Statute §160A-269.

2. Upon acceptance of the County's counter offered terms and conditions, a notice of the proposed sale shall be published which shall describe the property and the amount of the offer and shall require any upset offer be subject to the same terms and conditions as contained therein except for the purchase price.

3. Any person may submit an upset bid to the Clerk to the Board of County Commissioners within 10 days after the notice of sale is published. Once a qualifying higher bid has been received, that bid will become the new offer.

4. If a qualifying upset bid is received, a new notice of upset bid shall be published, and shall continue to do so until a 10-day period has passed without any qualifying upset bid having been received. At that time, the amount of the final high bid shall be reported to the Board of County Commissioners.

5. A qualifying higher bid is one that raises the existing offer by the greater of \$750 or ten percent (10%) of the first \$1,000.00 of that offer and five percent (5%) of the remainder of the offer and is subject to the same terms and conditions of the previous bid.

6. A qualifying higher bid must also be accompanied by a deposit in the amount of the greater of \$750 or five percent (5%) of the bid, which may be made by cash, cashier's check or certified funds. The County will return the deposit of any bid not accepted and will return the bid of an offer subject to upset if a qualifying higher bid is received.

7. The terms of the final sale are that the Board of County Commissioners must approve the final high offer before the sale is closed and the buyer must pay with certified funds or wire transfer the bid amount and any other amounts as required pursuant to the terms and conditions of the bid at the time of closing, which shall be no later than 30 days following the approval by this Board of the final bid. The real property is sold in its current condition, as is, and the County gives no warranty with respect to the usability of the real property or title. Title will be delivered at closing by **a Non Warranty Deed**, subject to exceptions for ad valorem taxes, assessments, zoning regulations, restrictive covenants, street easements, rights of others in possession and any other encumbrances of record. Buyer shall pay for preparation and recording of the Deed and revenue stamps.

8. The County reserves the right to withdraw the property from sale at any time before the final high bid is accepted **and the right to reject all bids at any time.**

9. If no qualifying upset bid is received, the Board of County Commissioners will accept or reject the bid submitted within 60 days after the close of the 10-day upset period.

**Adopted this the 1<sup>st</sup> day of May, 2017**

**R. Dan Brummitt** (signed)  
**R. Dan Brummitt, Chairman**  
**Vance County Board of Commissioners**

**ATTEST:**

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



**RESOLUTION AUTHORIZING UPSET BID PROCESS  
FOR SALE OF REAL PROPERTY  
119 Lincoln Street, Henderson, NC 27536**

**WHEREAS**, Vance County owns certain real property with an address of **119 Lincoln Street, Henderson, North Carolina**, and more particularly described by the Vance County Tax Department as Parcel Number **0107 01003**; and,

**WHEREAS**, North Carolina General Statute §160A-269 permits the county to sell real property by upset bid, after receipt of an offer for the property; and,

**WHEREAS**, the County has received an offer to purchase the real property described herein above in the amount of **\$3,000.00** subject to the terms and conditions as included in the submitted offer to purchase bid, submitted by **Linda T. Bristow**; and,

**WHEREAS**, the County has made a counteroffer to amend the terms of the Offer to Purchase County Owned Property; and,

**WHEREAS**, **Linda T. Bristow** has paid the required deposit in the amount of **\$750.00** with her initial offer.

**THEREFORE, THE VANCE COUNTY BOARD OF COMMISSIONERS RESOLVES THAT:**

1. The Board of County Commissioners declares the real property described above surplus and authorizes its sale through the upset bid procedure of North Carolina General Statute §160A-269.

2. Upon acceptance of the County's counter offered terms and conditions, a notice of the proposed sale shall be published which shall describe the property and the amount of the offer and shall require any upset offer be subject to the same terms and conditions as contained therein except for the purchase price.

3. Any person may submit an upset bid to the Clerk to the Board of County Commissioners within 10 days after the notice of sale is published. Once a qualifying higher bid has been received, that bid will become the new offer.

4. If a qualifying upset bid is received, a new notice of upset bid shall be published, and shall continue to do so until a 10-day period has passed without any qualifying upset bid having been received. At that time, the amount of the final high bid shall be reported to the Board of County Commissioners.

5. A qualifying higher bid is one that raises the existing offer by the greater of \$750 or ten percent (10%) of the first \$1,000.00 of that offer and five percent (5%) of the remainder of the offer and is subject to the same terms and conditions of the previous bid.

6. A qualifying higher bid must also be accompanied by a deposit in the amount of the greater of \$750 or five percent (5%) of the bid, which may be made by cash, cashier's check or certified funds. The County will return the deposit of any bid not accepted and will return the bid of an offer subject to upset if a qualifying higher bid is received.

7. The terms of the final sale are that the Board of County Commissioners must approve the final high offer before the sale is closed and the buyer must pay with certified funds or wire transfer the bid amount and any other amounts as required pursuant to the terms and conditions of the bid at the time of closing, which shall be no later than 30 days following the approval by this Board of the final bid. The real property is sold in its current condition, as is, and the County gives no warranty with respect to the usability of the real property or title. Title will be delivered at closing by a **Non Warranty Deed**, subject to exceptions for ad valorem taxes, assessments, zoning regulations, restrictive covenants, street easements, rights of others in possession and any other encumbrances of record. Buyer shall pay for preparation and recording of the Deed and revenue stamps.

8. The County reserves the right to withdraw the property from sale at any time before the final high bid is accepted **and the right to reject all bids at any time.**

If no qualifying upset bid is received, the Board of County Commissioners will accept or reject the bid submitted within 60 days after the close of the 10-day upset period.

**Adopted this the 1<sup>st</sup> day of May, 2017**

**R. Dan Brummitt (signed)**  
**R. Dan Brummitt, Chairman**  
**Vance County Board of Commissioners**

**ATTEST:**

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

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*Properties Committee - New Parking Lot Adjacent to Courthouse.* Chairman Brummitt reported that the committee reviewed plans and bid tabulations for a new parking lot between the courthouse and the First United Methodist Church on the former teacherage property. The architect and engineer working on behalf of the county were present, as was the chairperson of the board of trustees for the church. The committee noted that the plan would require incoming traffic to cross over church property prior to entering the new parking lot, and acknowledged that church traffic could use the lot and cross over it to exit their property. The committee felt the new lot would be for public use and was agreeable to the church and the public using it as needed. The committee felt a shared agreement guaranteeing exclusive use by either party was not necessary. The committee discussed the potential for an access easement between the church and county and felt this could be worked out as the project proceeds. The committee recommended proceeding with the low bidder, BCS Contractors and recommended including a 10% contingency taking the final project cost to \$65,390. Recommendation: award contract to BCS Contractors in an amount not to exceed \$65,390 for construction of a new parking lot at the former teacherage property from proceeds of the CIP financing.

Motion was made by Commissioner Thomas S. Hester, Jr. to award the contract to BCS Contractors in an amount not to exceed \$65,390 for construction of a new parking lot at the former teacherage property from proceeds of the CIP financing. This motion was seconded by Commissioner Gordon Wilder and unanimously approved.

*Properties Committee - Courthouse Security Camera System Replacement.* Chairman Brummitt stated that the committee reviewed the specifications and bids for replacement of the security camera system at the courthouse and administration building and recommended proceeding with the low bidder, Edwards Electronic Systems. The project will include

installation of a new dedicated network, two network video recorders, two new video monitors, and 80 new cameras to replace and augment the existing 53 cameras inside, outside and around the courthouse and administration building. The new system will provide better quality, coverage and security. The total cost is \$94,985 and the source of funds would be from the CIP financing following LGC approval. Recommendation: award contract to Edwards Electronic Systems in the amount of \$94,985 for replacement of the courthouse security camera system subject to LGC approval of CIP financing.

Motion was made by Commissioner Thomas S. Hester, Jr., seconded by Commissioner Gordon Wilder, vote unanimous, to award the contract to Edwards Electronic Systems in the amount of \$94,985 for replacement of the courthouse security camera system subject to LGC approval of CIP financing.

*Properties Committee - Elevator Modernization Project - Administration Building.* Mr. Brummitt stated that the committee met with the Wagner Consulting Group, who is working on the county's behalf to develop specifications and oversee the elevator modernization project. This project is part of the approved CIP for the current year and involves replacing all aspects of the elevator with the exception of the elevator frame, hydraulic jack and rails. Following completion of the project, the county will essentially have a new elevator with a life expectancy as long as 50 years. The committee reviewed the details for the project with the consultant and discussed the single bid received from Southern Elevator. The committee recognized that a limited number of firms are available for this type of work and was made aware that the specifications require non-proprietary equipment, which eliminated some other companies. The committee recommended proceeding with Southern Elevator for the project making note that multiple bids are not required for this project and pricing could increase if it were rebid. Recommendation: award contract to Southern Elevator in the amount of \$100,411 for modernization of the administration building elevator subject to LGC approval of CIP financing.

Motion was made by Commissioner Gordon Wilder to award the contract to Southern Elevator in the amount of \$100,411 for modernization of the administration building elevator subject to LGC approval of CIP financing. This motion was seconded by Commissioner Thomas S. Hester, Jr. and unanimously approved.

#### Finance Director's Report

*Adoption of Capital Improvement Plan for FY 2018-2022.* Finance Director David C.

Beck stated that the Capital Improvement Plan (CIP) is a five year planning tool used to identify capital projects and coordinate the financing and timing of those projects. The CIP has gone through its annual review and update process. A draft of the CIP was presented to the board during a previous work session for review and comments. The draft received by the board has undergone minor changes including reducing the expense for vehicle replacements in FY 17-18 to match the proposed budget as well as changing \$5,000 for VGCC to purchase custodial equipment to a general, recurring capital outlay allocation. The first year of the CIP (FY 17-18) mirrors the manager's recommended budget which will be presented later during this meeting under the manager's report. Recommendation: adopt the Capital Improvement Plan for fiscal years 2018-2022 as presented.

Motion was made by Commissioner Thomas S. Hester, Jr. to adopt the Capital Improvement Plan for fiscal years 2018-2022 as presented. This motion was seconded by Commissioner Gordon Wilder and unanimously approved.

*Surplus Property.* Mr. Beck requested that the following pieces of property be declared as surplus and authorize the finance director to dispose of said property as allowed by state statute.

<b>Description</b>	<b>Reason No Longer Needed</b>	<b>Department</b>
Xerox Copier	Outdated, no longer in use	Central Services
Mailing Machine	Outdated, no longer in use	Central Services
Glass Master Boat	Previously sold, not removed from asset list	Sheriff
Zoll E-Series 12 Lead Defibrillator	Trade-in towards purchase of new unit	EMS

Motion was made by Commissioner Thomas S. Hester, Jr., seconded by Commissioner Gordon Wilder, vote unanimous, to approve the property presented as surplus and authorize the finance director to dispose of said property as allowed by state statute.

County Manager's Report

*Appointment of Review Officer.* County Manager Jordan McMillen stated that review officers are required in the Tax Office to review plats and certify that they meet statutory requirements before being recorded with the Register of Deeds. Recommendation: approve the resolution to appoint Jennifer Williams, Assistant Tax Administrator, as a review officer as required by NC General Statute 47-30.

Motion was made by Commissioner Gordon Wilder, seconded by Commissioner Thomas S. Hester, Jr., vote unanimous, to adopt the following resolution to appoint Jennifer Williams, Assistant Tax Administrator, as a review officer as required by NC General Statute 47-30.



**RESOLUTION**  
**by the**  
**Vance County Board of Commissioners**  
*Appointment of Review Officers*

**WHEREAS**, the North Carolina General Assembly in its 1997 Session passed Senate Bill 875, which is now incorporated into General Statute 47-30, requiring counties, by resolution to appoint one or more persons as review officers to review each plat before it is recorded and certify that it meets the statutory requirements for recording; and

**WHEREAS**, the appointed person or persons should be experienced in mapping or land records management, and preferably should be certified as contained in G.S. 147-54.4; and

**WHEREAS**, the review officer is to expeditiously review all maps and plats before they are presented to the Register of Deeds, with the exception of a map or plat which is a survey within the meaning of G.S. 47-30(f)(11)b or c; and

**WHEREAS**, Cathy Renn was duly appointed as a review officer as of December 7, 2009 and Porcha Brooks was duly appointed as of February 8, 2010; and

**WHEREAS**, this resolution must be recorded in the Vance County Register of Deeds.

**NOW, THEREFORE BE IT RESOLVED** that the Vance County Board of Commissioners duly appoints Jennifer Williams, Assistant Tax Administrator, as a review officer for the purpose of review and certification of plats and maps as required by the North Carolina General Assembly, with such appointment to be effective as of May 1, 2017.

**This, the 1<sup>st</sup> day of May, 2017.**

**R. Dan Brummitt (signed)**  
**R. Dan Brummitt, Chairman**



*Fireworks Permit - Tourism.* Mr. McMillen stated that the Vance County Tourism Department is requesting approval of a fireworks permit for its annual Independence Day celebration at Kerr Lake. According to Tourism Director Nancy Wilson, the work will be contracted with a professional pyrotechnics firm which has the appropriate credentials and insurance coverage. Recommendation: approve the request from Tourism for a permit to discharge fireworks at its annual Independence Day celebration at Kerr Lake on Saturday, July 1, 2017, contingent upon the contractor being adequately insured.

Motion was made by Commissioner Thomas S. Hester, Jr. to approve the request from Tourism for a permit to discharge fireworks at its annual Independence Day celebration at Kerr

Lake on Saturday, July 1, 2017, contingent upon the contractor being adequately insured. This motion was seconded by Commissioner Archie B. Taylor, Jr. and unanimously approved.

*Fireworks Permit - Cokesbury VFD.* Mr. McMillen stated that the Cokesbury Volunteer Fire Department is requesting approval of a fireworks permit for its annual Independence Day celebration on S. Cokesbury Road and waiver of the permit fee. According to Cokesbury VFD Chief Donald Roberson, the work will be performed by four licensed and insured shooters. Recommendation: approve the request from Cokesbury Volunteer Fire Department for a permit to discharge fireworks at its annual Independence Day celebration on S. Cokesbury Road on Saturday, July 1, 2017.

After discussion, motion was made by Commissioner Gordon Wilder to approve the request from Cokesbury Volunteer Fire Department for a permit to discharge fireworks at its annual Independence Day celebration on S. Cokesbury Road on Saturday, July 1, 2017 and to waive the permit fee. This motion was seconded by Commissioner Carolyn Faines and unanimously approved.

*Rural Demolition Grant - Resolution Approving Demolitions.* Mr. McMillen informed the board that the City of Henderson is applying for a rural demolition grant through the NC Department of Commerce Rural Infrastructure Authority for the demolition of 425, 427, 511, & 513 Garnett Street. The properties are currently privately owned, although 425 and 427 Garnett Street are in the foreclosure process and the owner of 511 and 513 has expressed interest to the city for inclusion in the program. The grant application is due May 2 and requires both taxing authorities (City and County) to approve a resolution authorizing the demolition subject to the grant being awarded and subject to the local government having control of the property. The total project cost is estimated at \$70,340 inclusive of potential asbestos abatement and would require a 25% match which would be split between the city and county from budgeted demolition funds for fiscal year 2018. If awarded, the city would be the grant recipient and would handle the grant and demolition process. The properties committee was made aware of this request from the city during its meeting on April 18. Recommendation: adopt the resolution approving the demolition of properties in accordance with the NC Rural Building Demolition Grant Program requirements.

After discussion, motion was made by Commissioner Thomas S. Hester, Jr., seconded by Commissioner Leo Kelly, Jr., vote unanimous, to adopt the following resolution approving the demolition of properties in accordance with the NC Rural Building Demolition Grant Program.



**RESOLUTION**  
by the  
**Vance County Board of Commissioners**  
*Approving the Demolition of Properties in Accordance with  
the NC Rural Building Demolition Grant Program*

**WHEREAS**, the North Carolina Rural Infrastructure Authority (RIA) has authorized the awarding of grants from appropriated funds to aid eligible units of government in financing the cost of building demolition activities needed to create jobs; and

**WHEREAS**, the City of Henderson needs assistance in financing a demolition project that may qualify for Rural Grants/Programs funding; and

**WHEREAS**, the City of Henderson intends to request grant assistance for the demolition of structures located at 425 Garnett Street (VC tax parcel 0002 05008A), 427 Garnett Street (VC tax parcel 0002 05008), 511 Garnett Street (VC tax parcel 0002 050010) and 513 Garnett Street (VC tax parcel 0002 05011) from the Demolition Grants Program; and

**WHEREAS**, the RIA requires if multiple political jurisdictions tax the subject project property all of the local jurisdictions must pass a resolution approving the demolition.

**NOW THEREFORE BE IT RESOLVED, BY THE VANCE COUNTY BOARD OF COMMISSIONERS:** That in conformity with and to the extent required pursuant to the NC Rural Building Demolition Grant Program requirements, Vance County approves the demolition of the structures located at 425 Garnett Street (VC tax parcel 0002 05008A), 427 Garnett Street (VC tax parcel 0002 05008), 511 Garnett Street (VC tax parcel 0002 05010) and 513 Garnett Street (VC tax parcel 0002 05011).

**Adopted this the 1<sup>st</sup> day of May, 2017**

*R. Dan Brummitt* (signed)  
**R. Dan Brummitt, Chairman**  
**Vance County Board of Commissioners**

**ATTEST:**

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



*Change Order #1- Administration Building HVAC Replacement.* Mr. McMillen noted that the board approved a contract with Mike Brummitt Heating and Cooling in April totaling \$143,542 for the replacement of 16 HVAC units at the courthouse and administration building. This work is anticipated to take place during the month of May and due to costs being under the original project budget, staff has worked with the contractor to add four HVAC units as a change order which would complete the replacement of all units at the administration building prior to an upcoming roof replacement. The additional units are the same manufacturer, meet the same

specifications as originally presented and include installation of three 7.5 ton units and one 5 ton unit. The additional cost totals \$39,291 and will be covered with funds from the CIP financing. Recommendation: approve Change Order #1 with Mike Brummitt Heating and Cooling adding \$39,291 for the replacement of four additional HVAC units at the administration building.

Motion was made by Commissioner Gordon Wilder, seconded by Commissioner Thomas S. Hester, Jr., vote unanimous, to approve Change Order #1 with Mike Brummitt Heating and Cooling adding \$39,291 for the replacement of four additional HVAC units at the administration building.

*Animal Shelter Large Animal Run-in Structures.* Mr. McMillen stated that Animal Control staff has been working to secure materials for construction of two 12x12 and one 12x24 large animal run-in structures at the new shelter. The structures would be utilized in the three pastures and would ensure the department meets state standards for sheltering large animals. This will allow the pastures to be fully utilized and save the county from paying to house the animals elsewhere. The shelters would be constructed of wood with burgundy metal sides and gray metal tops to compliment the new shelter. The materials cost alone totals \$7,037 and Shields Tucker Construction has secured the materials at half price and will offer a complete buildout at \$7,000. The project will be covered with remaining funds in the animal shelter donation fund. Recommendation: allocate \$7,000 from the animal shelter donation fund for construction of two 12x12 and one 12x24 run-in structures at the new animal shelter.

Motion was made by Commissioner Thomas S. Hester, Jr. to allocate \$7,000 from the animal shelter donation fund for construction of two 12x12 and one 12x24 run-in structures at the new animal shelter. This motion was seconded by Commissioner Gordon Wilder and unanimously approved.

*Presentation of FY 2017-18 Proposed Budget.* County Manager Jordan McMillen presented the FY 2017-18 Proposed Budget to the board. He directed the board to the manager's message, which gives detailed information about the budget. The budget highlights is a bulleted version of the manager's message which is even more detailed. The highlights will tell how revenues have changed, how expenditures are changing, where savings were found in the budget, and shows what items were not able to be included in the budget. He noted that many departmental budgets decreased this year by cutting back on operational expenses. The budget prioritizes the three main service areas which are education, public safety and human services.

The overall General Fund budget is \$49.4 million which is an increase of \$1.3 million. The increase is attributable to three large items - partial implementation of the salary and benefits study, purchase of a fire truck, and additional capital for school security upgrades. The budget also includes funding for the first year of the capital improvement plan. He noted that the budget is presented with no ad valorem tax increase, no fire tax increase, and no increase in the solid waste household fee. It does include a slight increase in the water usage fee for the water system.

After discussion, motion was made by Commissioner Gordon Wilder, seconded by Commissioner Thomas S. Hester, Jr., vote unanimous, to receive the FY 2017-18 Proposed Budget and schedule the budget hearing for the June 5<sup>th</sup> regular meeting.

The board scheduled its first budget work session for Monday, May 15 at 6:00 p.m.

Consent Agenda

Motion was made by Commissioner Gordon Wilder, seconded by Commissioner Thomas S. Hester, Jr., vote unanimous, to approve the following consent agenda items as presented: Budget Amendment #26, Budget Transfers #19 - #25, March 2017 Tax Refunds and Releases, Departmental Monthly Reports, and the minutes of the April 3, 2017 regular meeting.



**Budget Amendment #26  
FY 2016-2017  
Solid Waste**

<b>Revenue Amendment Request</b>	<b>Account Number</b>	<b>Revenue Increase (Decrease)</b>
Fund Balance Appropriated	30-399-439900	16,849
<b>Total Revenue Increase (Decrease)</b>		<b>\$ 16,849</b>

<b>Expenditure Amendment Request</b>	<b>Account Number</b>	<b>Expense Increase (Decrease)</b>
Landfill Lease	30-608-500343	16,849
<b>Total</b>		<b>\$ 16,849</b>

Purpose: In the April 3<sup>rd</sup> meeting, the board authorized a lump sum payment in order to settle a dispute over the contracted landfill lease payments. Additional funds are being pulled from the Solid Waste Fund Balance to make the payment.

Authorization: Vance County Board of Commissioners  
May 1, 2017

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**Budget Transfer #19**  
**FY 2016-2017**  
**Register of Deeds**

<b>Transfer From:</b>	<b>Account Number</b>	<b>Amount</b>
Insurance & Bonds	10-480-500054	400
<b>Total</b>		<b>\$ 400</b>

<b>Transfer To:</b>	<b>Account Number</b>	<b>Amount</b>
Travel & Training	10-480-500014	400
<b>Total</b>		<b>\$ 400</b>

Purpose: Additional funds needed to send two Register of Deeds employees to a workshop in May.

Authorization: Vance County Board of Commissioners  
May 1, 2017

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**Budget Transfer #19**  
**FY 2016-2017**  
**Register of Deeds**

<b>Transfer From:</b>	<b>Account Number</b>	<b>Amount</b>
Insurance & Bonds	10-480-500054	400
<b>Total</b>		<b>\$ 400</b>

<b>Transfer To:</b>	<b>Account Number</b>	<b>Amount</b>
Travel & Training	10-480-500014	400
<b>Total</b>		<b>\$ 400</b>

Purpose: Additional funds needed to send two Register of Deeds employees to a workshop in May.

Authorization: Vance County Board of Commissioners  
May 1, 2017

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**Budget Transfer #20**  
**FY 2016-2017**  
**Environmental Services**

<b>Transfer From:</b>	<b>Account Number</b>	<b>Amount</b>
Contingency	10-999-500099	17,500
<b>Total</b>		<b>\$ 17,500</b>

<b>Transfer To:</b>	<b>Account Number</b>	<b>Amount</b>
Building Demolition	10-525-500172	17,500
<b>Total</b>		<b>\$ 17,500</b>

Purpose: Additional county funds needed to demolish 10 houses jointly owned with the City of Henderson. The Board of Commissioners authorized the additional funding at its meeting on April 3, 2017.

Authorization: Vance County Board of Commissioners  
May 1, 2017

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**Budget Transfer #21  
FY 2016-2017  
Fire Marshal**

<b>Transfer From:</b>	<b>Account Number</b>	<b>Amount</b>
Regular Salaries	10-532-500001	12,150
<b>Total</b>		<b>\$ 12,150</b>

<b>Transfer To:</b>	<b>Account Number</b>	<b>Amount</b>
Capital Outlay	10-532-500074	12,150
<b>Total</b>		<b>\$ 12,150</b>

Purpose: Funds are needed to purchase mobile and portable radios for the Fire Marshal. Lapsing salary money is available to use for this due to the position not being filled the entire fiscal year.

Authorization: Vance County Board of Commissioners  
May 1, 2017

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**Budget Transfer #22  
FY 2016-2017  
EMS**

<b>Transfer From:</b>	<b>Account Number</b>	<b>Amount</b>
Special Contracted Services	10-530-500044	22,000
Insurance & Bonds	10-530-500054	3,315
<b>Total</b>		<b>\$ 25,315</b>

<b>Transfer To:</b>	<b>Account Number</b>	<b>Amount</b>
Maintenance Vehicles	10-530-500017	14,493
Auto Supplies	10-530-500031	3,010
Capital Outlay	10-530-500074	7,812
<b>Total</b>		<b>\$ 25,315</b>

Purpose: Funds are needed to cover budget shortfalls in several line items. We have experienced several unexpected vehicle repairs recently and also need to purchase a replacement radio for one of the EMS units.

Authorization: Vance County Board of Commissioners  
May 1, 2017



**Budget Transfer #23  
FY 2016-2017  
Emergency Operations**

<b>Transfer From:</b>	<b>Account Number</b>	<b>Amount</b>
Part-time Salaries	10-621-500002	13,000
<b>Total</b>		<b>\$ 13,000</b>

<b>Transfer To:</b>	<b>Account Number</b>	<b>Amount</b>
Overtime	10-621-500003	13,000
<b>Total</b>		<b>\$ 13,000</b>

Purpose: Due to several recent full-time and part-time vacancies, the full-time staff has been required to pull extra shifts to maintain adequate staffing levels. This has caused an overrun in the Overtime line item and created a surplus in Part-time salaries.

Authorization: Vance County Board of Commissioners  
May 1, 2017



**Budget Transfer #24  
FY 2016-2017  
Emergency Operations**

<b>Transfer From:</b>	<b>Account Number</b>	<b>Amount</b>
Regular Salaries	10-621-500001	22,000
<b>Total</b>		<b>\$ 22,000</b>

<b>Transfer To:</b>	<b>Account Number</b>	<b>Amount</b>
Capital Outlay	10-621-500074	22,000
<b>Total</b>		<b>\$ 22,000</b>

Purpose: Lapsing salary funds due to vacancies are needed to purchase an HVAC unit for the backup 911 center as well as replace two mobile radios in the Emergency Operations vehicles.

Authorization: Vance County Board of Commissioners  
May 1, 2017

**Budget Transfer #25**  
**FY 2016-2017**  
**Other Agencies**

<b>Transfer From:</b>	<b>Account Number</b>	<b>Amount</b>
Contingency	10-999-500099	8,836
<b>Total</b>		<b>\$ 8,836</b>

<b>Transfer To:</b>	<b>Account Number</b>	<b>Amount</b>
KARTS County Match	10-600-500220	8,836
<b>Total</b>		<b>\$ 8,836</b>

Purpose: KARTS is requesting an additional allocation of local funds needed as a match for their NCDOT funding. This additional allocation would bring the county match back up to the same level as the previous fiscal year.

Authorization: Vance County Board of Commissioners  
May 1, 2017

**Tax Office Refund and Release Report for March 2017**

<b>Taxpayer Name</b>	<b>Tax Year</b>	<b>Real</b>	<b>Personal</b>	<b>Motor Vehicle</b>	<b>MV Fee</b>	<b>Solid Waste Fee</b>	<b>Reason</b>
Lewis Bollar, Jr.	2010	232.39	0	0	0	0	foreclosure
Lewis Bollar, Jr.	2011	232.32	0	0	0	0	foreclosure
Lewis Bollar, Jr.	2012	232.32	0	0	0	0	foreclosure
Lewis Bollar, Jr.	2013	238.27	0	0	0	0	foreclosure
Lewis Bollar, Jr.	2014	239.97	0	0	0	0	foreclosure
Bullock Mary Frances	2015	0	72.92	0	0	0	correct/grant ex
Lewis Bollar, Jr.	2015	239.97	0	0	0	0	foreclosure
Strata WF Solar Statutory Trus	2015	0	116.44	0	0	0	correct val per
Rawson Dana	2016	563.28	0	0	0	0	remove late list
Rawson Dana	2016	477.50	0	0	0	0	remove late list
Rawson Dana	2016	382.00	0	0	0	0	remove late list
Rawson Dana	2016	289.98	0	0	0	0	remove late list
Rawson Dana	2016	193.32	0	0	0	0	remove late list
Bullock Mary Frances	2016	0	77.76	0	0	0	correct/grant ex
Cunningham Daisy P.	2016	0	55.53	0	0	105.00	pers prop billed
Ellis Michael James	2016	0	0	0	0	105.00	remove solid was
Flat Creek Baptist Church	2016	2,924.06	0	0	0	0	religious
Hawley Ellis, Jr.	2016	286.93	0	0	0	0	correct/grant ex
Hend. Church of God of Pro	2016	718.87	0	0	0	105.00	religious
Isreal Alfreda	2016	0	226.57	0	0	105.00	pers prop billed
Lewis Bollar, Jr.	2016	123.75	0	0	0	0	foreclosure
Matthews Willis T.	2016	0	55.53	0	0	105.00	pers prop billed
Mitchell Michael	2016	0	14.01	0	0	105.00	pers prop billed
Navarro Sonia	2016	0	78.14	0	0	105.00	pers prop billed
Overby Robert J.	2016	0	50.48	0	0	105.00	pers prop billed
Rawson Dana	2016	115.30	0	0	0	0	remove late list
Strata WF Solar Statutory Trus	2016	0	112.53	0	0	0	correct val per
Townsend Deborah M.	2016	0	82.57	0	0	0	pers prop billed
Townsend Deborah M.	2016	0	0.93	0	0	0	pers prop billed
Tunstall Ardelia	2016	0	50.44	0	0	105.00	pers prop billed
Vasina Teri Panko	2016	0	111.11	0	0	0	pers prop billed
Vasina Teri Panko	2016	0	1.02	0	0	0	pers prop billed
Watson Angela Williams	2016	47.98	0	0	0	0	real prop - bill
Strata WF Solar Statutory Trus	2017	0	160.47	0	0	0	remove late list
Strata WF Solar Statutory Trus	2017	0	113.78	0	0	0	remove late list

Taxpayer Name	Tax Year	Real	Personal	Motor Vehicle	MV Fee	Solid Waste Fee	Reason
Watkins Gail Griffin	2017	0	2.96	0	0	0	pers prop billed
Hawley Ellis, Jr.	2017	287.24	0	0	0	105.00	correct/grant ex
<b>Total</b>		<b>\$7,825.45</b>	<b>\$1,383.19</b>	<b>\$ -0-</b>	<b>\$ -0-</b>	<b>\$1,050.00</b>	
<b>Total Releases and Refunds</b>		<b>\$10,258.64</b>					

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MONTHLY REPORTS: 911 Emergency Operations, Administrative Ambulance Charge-Offs, EMS, Cooperative Extension, EMS, Health Department, Human Resources, Information Technology, Planning and Development, Parks and Recreation, Tax Collections and Veterans Service.

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Miscellaneous

*Appointments.* The following appointments were presented to the board for consideration.

911 Advisory Board - three year term  
 Reappoint Gordon Wilder and Tommy Dale

Motion was made by Commissioner Thomas S. Hester, Jr. to reappoint Gordon Wilder and Tommy Dale to the 911 Advisory Board for three year terms. This motion was seconded by Commissioner Thomas S. Hester, Jr. and unanimously approved.

As there was no further business, at 7:25 p.m., motion was made by Commissioner Gordon Wilder, seconded by Commissioner Thomas S. Hester, Jr., vote unanimous, that the meeting be adjourned.

Approved and signed June 5, 2017.

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 Chairman