

STATE OF NORTH CAROLINA

COUNTY OF VANCE

The Vance County Board of Commissioners met in regular session on Monday, November 6, 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: Vice-Chairman Thomas S. Hester, Jr., Commissioners Yolanda J. Feimster, Leo Kelly, Jr., Archie B. Taylor, Jr., and Gordon Wilder.

Absent: Chairman Dan Brummitt and Commissioner Carolyn Faines.

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.

Commissioner Gordon Wilder gave the invocation.

The first item on the agenda was recognition of Chief of Animal Services, Frankie Nobles who received the Animal Control Officer of the Year award from the State of North Carolina Animal and Rabies Control Association. County Manager Jordan McMillen stated that this award is for outstanding field performance and going beyond the call of duty in promoting the animal care profession. The board thanked Chief Nobles for his dedication to Vance County and congratulated him on this well-deserved award.

At this time, County Manager Jordan McMillen introduced Mr. Dennis Jarvis as the new Henderson Vance Economic Development Director. Mr. McMillen stated that Mr. Jarvis comes to Vance County with 18 years of experience in economic development and welcomed him to Vance County and the community.

Mr. McMillen then announced that Vance County's General Obligation bond rating has been upgraded from A1 to As3 by Moody's Investor Service. The Moody's rating upgrade reflects the County's favorable location north of Raleigh, the growing tax base with below average wealth levels, increased healthy reserves and liquidity, and manageable fixed costs.

Felicia Gregory, Interim Director of Franklin-Vance-Warren Opportunity, and Richard Henderson, Franklin-Vance-Warren Opportunity board member, appeared before the board and provided an update on activities and programs provided by Franklin-Vance-Warren. Ms. Gregory stated that FVW provides the Head Start Program, Community Services Block Grant, Weatherization Program, Section 8, Greenhill Manor (Franklin County), rental properties, and a home ownership program. She stated that the Head Start Program serves 427 children; 178 in

Vance County. The Community Services Block Grant provides comprehensive case management services to 135 residents; 50 in Vance County. This program helps residents obtain employment and/or find better employment as well as helping them secure standard housing. The Weatherization Program provides assistance to families with heating and air needs. The Section 8 Program currently has 265 vouchers allotted for Vance County. FVW currently has four occupied rental properties and one vacant unit that will be occupied shortly. The Home Ownership Program provides the eight hour home ownership class that buyers need in order to close their loans. It also provides information on home ownership and rental.

The board thanked Ms. Gregory for her presentation. After a brief question and answer session on the programs offered by FVW, Commissioner Gordon Wilder asked Ms. Gregory what their fund balance is. Ms. Gregory responded that it is approximately \$400,000. He also asked what the debt obligation is. Ms. Gregory did not have this information with her, but stated that she would get it and provide it to the board. Commissioner Archie B. Taylor, Jr. asked what the finding was of the last audit. Ms. Gregory responded that FVW received a clean audit, but did not have specifics with her. She stated that she would get that information to the board.

The information requested by the board was Audit Report Findings, Debt Obligation, and overall financial status. Commissioner Archie B. Taylor, Jr. asked that this information be provided to the board within 10 days.

At this time, Vice-Chairman Hester called the Water District Board to order.

*Staff Report.* County Manager Jordan McMillen reported that staff has been in discussion with two property owners for private easements in the Gillburg area which are necessary for Phase 3 of the county water project. The easements are 20 feet wide and are critical in allowing the county to bypass the intersection in Gillburg which by engineer estimates can save the county as much as \$110,000 in project cost. The easements are necessary to allow finalization of plans and permits for the project. The easements are as follows:

Easement #1: Property Owners - Frank and Brenda Brock. The total area of the easement is approximately 4,400 square feet and extends along the side of their residential property. The property owner's septic tank and lines are located within the 20 foot easement and must be relocated as per Health Department regulations. The owner is agreeable to the county covering the cost of relocating the tank and lines which is estimated at \$6,000. Staff Recommendation: Authorize staff and county attorney to finalize an easement with Frank and Brenda Brock in

exchange for covering the cost of relocating their existing septic tank and lines with an additional cash compensation of \$1,500 from the Water Fund.

Motion was made by Commissioner Gordon Wilder, seconded by Commissioner Leo Kelly, Jr., vote unanimous, to authorize staff and the county attorney to finalize an easement with Frank and Brenda Brock in exchange for covering the cost of relocating their existing septic tank and lines with an additional cash compensation of \$1,500 from the Water Fund.

Easement #2: Property Owners - Wayne and Claudia Grissom. The total area of the easement is approximately 20,000 square feet and extends across the property owner's farm fields. The owner is agreeable to the easement and would like the following as compensation:

- Conversion of wet tap to dry tap at 5230 NC Hwy 39 South
- One additional wet tap at no cost
- \$10,000 in cash compensation

Staff Recommendation: Authorize staff and county attorney to finalize an easement with Wayne and Claudia Grissom in exchange for one wet tap, conversion of an existing wet tap to a dry tap at 5230 NC 39 Hwy South and cash compensation of \$10,000 from the Water Fund.

Motion was made by Commissioner Gordon Wilder to authorize staff and the county attorney to finalize an easement with Wayne and Claudia Grissom in exchange for one wet tap, conversion of an existing wet tap to a dry tap at 5230 NC 39 Hwy South and cash compensation of \$10,000 from the Water Fund.

The October 2017 operations report was presented to the board for information. It was noted that 10 additional sign-ups have occurred since the board reinstated the reduced sign-up fee.

Vice-Chairman Hester closed the Water District Board.

#### Committee Reports and Recommendations

*Human Resources Committee - Fluctuating Overtime for 911 Tele-communicators.*

County Manager Jordan McMillen reported that the committee (Faines[C], Taylor & Wilder) met Wednesday, October 11, 2017 and discussed a request to change from the "Fixed Salary for Fluctuating Hours" method, which allows a compensation rate of "half time" for scheduled hours over 40, and implement "time and a half" as the standard for compensation for hours over 40. This change would only impact tele-communicators in the Emergency Operations Department. Currently, there are 17 tele-communicators that work 12 hour shifts and operate on a rotating 36/48 hour schedule, where they work 36 hours one week and 48 the next. The committee was

informed that neighboring counties and most of the state compensate their tele-communicators at a rate of “time and a half” for scheduled hours over 40, which has resulted in a loss of key supervisory personnel for Vance County. The total annual cost impact for this change is \$64,308, which would be offset approximately \$45,000 due to a proposed freeze for one vacant tele-communicator position. The committee discussed the cost impact for the change, and was made aware that the requested proposal will have no budget impact during the current fiscal year. The committee was in favor of the requested proposal and recommended proceeding with the change. Recommendation: Freeze a vacant tele-communicator I position, reclassify all tele-communicators as 8 hour employees, and implement “time and a half” as the standard for compensating them for hours over 40 hours per week, effective January 1, 2018.

Motion was made by Commissioner Gordon Wilder, seconded by Commissioner Archie B. Taylor, Jr., vote unanimous, to freeze a vacant tele-communicator I position, reclassify all tele-communicators as 8 hour employees, and implement “time and a half” as the standard for compensating them for hours over 40 hours per week, effective January 1, 2018.

*Properties Committee - Administration Building Roof Replacement.* Mr. McMillen stated that the committee (Brummitt[C], Kelly & Wilder-absent) met Wednesday, October 25, 2017 with the project engineer Robert Tomlinson (REI Engineers) and reviewed bid tabulations for the roof replacement on the Administration building. A total of three bidders responded to the bid process with Curtis Construction being the lowest bidder. The committee discussed the bid summary, including the base bids and alternates and determined that the base bid along with alternates 3 – 8 were necessary to address all sections of the roof. Staff informed the committee that this project came in above the original project estimate, although it is still within the overall available funds from the CIP loan proceeds. The committee recommended proceeding with the low bidder, Curtis Construction for a total project cost of \$470,648 and recommended including a 2% contingency. Recommendation: Award contract to Curtis Construction for replacing the administration building roof totaling \$470,648 plus a 2% contingency to include the base bid and alternates 3 – 8.

Motion was made by Commissioner Archie B. Taylor, Jr. to award the contract to Curtis Construction for replacing the administration building roof totaling \$470,648 plus a 2% contingency to include the base bid and alternates 3 – 8. This motion was seconded by Commissioner Leo Kelly, Jr. and unanimously approved.

*Properties Committee - Health Department Plumbing Modifications.* Mr. McMillen reported that the committee met with Michael Kilian (Kilian Engineering) to review plans for plumbing modifications at the Granville-Vance Health Department buildings on Charles Rollins Road. Both buildings have experienced blockages and backups over the last several years and it is apparent that the internal and external sewer lines have little to no slope contributing to the problem. The engineer reviewed the plans informing the committee that the Health Department building (115 Charles Rollins Road) will need an improved gravity flow system, while the Environmental Health/Smart Start building (125 Charles Rollins Road) will need a pump station. The engineer discussed two separate scenarios that included: 1) work to be done outside of the buildings only, not disrupting operation of the buildings, and 2) improvements to both the inside and outside of the buildings if the first option is not sufficient. The engineer estimated the cost of option one at under \$100,000 and recommended proceeding with this option in favor of option two with an estimated cost around \$300,000. The committee was informed by the engineer that pre-bid meetings will take place in mid-November with bids being received in early December to determine actual project costs. If all goes on schedule, the project could be complete by mid-February. The committee will review and provide a recommendation once the bids are received.

*Information Technology Committee - Social Media Policy.* Mr. McMillen explained that the committee (Brummitt[C]-absent, Feimster & Taylor) met on Monday, October 30, 2017 to continue its review of the county's proposed Social Media Policy. During its previous meeting in September, the committee suggested tweaks to the policy and requested that edits be brought back for further review. The committee discussed the importance of a social media policy to provide guidance to staff for handling public records created via social media and for setting limits for acceptable behavior as it relates to communicating through county social media outlets. The policy also addresses personal use of social media when it impacts and reflects negatively upon the county. The committee discussed concerns regarding employees accessing social media for personal use while on duty and reviewed language within the policy to address this situation. The committee recommended approval of the county's Social Media Policy.

Motion was made by Commissioner Archie B. Taylor, Jr., seconded by Commissioner Yolanda J. Feimster, vote unanimous, to approve the county's Social Media Policy as presented.

*Intergovernmental Committee - Library Funding.* Commissioner Archie B. Taylor, Jr. reported that the committee (Taylor[C], Feimster & Kelly) met Wednesday, October 25, 2017 to

continue discussions regarding funding for the Perry Memorial Library that would allow for increased operational hours. The committee reviewed three proposals from the library that would add four, six, and eight hours to their operating hours and favored the additional eight hour option that includes Sunday operations. The current and proposed hours as presented by the library board of trustees are as follows:

	Current	Proposed
Monday & Tuesday	12noon – 8pm	10am – 8pm
Wednesday, Thursday, Friday	10am – 6pm	10am – 6pm
Saturday	10am – 2pm	10am-2pm
Sunday	Closed	1pm-5pm

The eight hour option has a total annual cost of \$31,000, with a County cost of \$23,250 and a City cost of \$7,750 due to the 75%/25% funding split. The committee was informed that this option has a lower cost when looking at the remainder of the fiscal year and was informed that the city will be considering the additional funding at their next council meeting. The committee was in favor of providing a county appropriation of \$20,000 to the library from the contingency fund for the purpose of adding eight operational hours and allowing Sunday hours.

Recommendation: Approve Budget Transfer #10 appropriating \$20,000 from contingency to the Perry Memorial Library for the purpose of adding an additional eight hours and to allow Sunday hours.

Motion was made by Commissioner Archie B. Taylor, Jr. to approve Budget Transfer #10 appropriating \$20,000 from contingency to the Perry Memorial Library for the purpose of adding an additional eight hours and to allow Sunday hours. This motion was seconded by Commissioner Leo Kelly, Jr. and unanimously approved.

# **Budget Transfer #10**

## **FY 2017-2018**

### **Outside Agencies**

<b>Transfer From:</b>	<b>Account Number</b>	<b>Amount</b>
Contingency	10-999-500099	20,000
<b>Total</b>		<b>\$ 20,000</b>
<b>Transfer To:</b>	<b>Account Number</b>	<b>Amount</b>
Perry Memorial Library	10-600-500216	20,000
<b>Total</b>		<b>\$ 20,000</b>

Purpose: Additional funding for the Library to increase operating hours in the current fiscal year.

Authorization: Vance County Board of Commissioners  
November 6, 2017

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*Intergovernmental Committee - Community Advisory Committee.* Commissioner Taylor stated that the committee continued their discussion of the Community Advisory Committee (CAC) following input from the full board at the October 2<sup>nd</sup> commissioners meeting. The main discussion point focused on the allocation of members between the city and county. The current bylaws approved by the city provides for four city appointees (one from each of the city wards), and three at-large members appointed by the county. The committee was informed that the city originally created the CAC to address public concerns with violence and other undesirable activity in the city and they were agreeable to county participation, but not interested in changing the allocation of members. The committee discussed the importance of having county involvement and a presence at the table regardless of whether there are more county or city appointees. The committee recommended approving the creation of the new Community Advisory Committee and bylaws with county participation as a replacement for the Human Relations Commission. Recommendation: Approve the creation of the new Community Advisory Committee and bylaws with county participation as a replacement for the Human Relations Commission.

Motion was made by Commissioner Gordon Wilder, seconded by Commissioner Leo Kelly, Jr., vote unanimous, to approve the creation of the new Community Advisory Committee and bylaws with county participation as a replacement for the Human Relations Commission.

*Public Safety Committee - New Fire Truck - Review of Bids.* County Manager Jordan McMillen reported that the committee (Brummitt[C], Faines & Wilder) met Thursday, October 12, 2017 to discuss potential changes to the fire truck rebid from Fire Connections to create savings and lower the overall price. During its September meeting, the committee determined two of the bidders (Safe Industries and C.W. Williams) were non-responsive to the bids, determined that Fire Connections was the lowest responsive and responsible bidder with a price of \$515,100, and requested that staff research other specifications and options to lower the price of the truck. During the October meeting, the committee reviewed two proposals for reducing the price, one as a recommendation from the fire chief and county manager reducing the price to

\$479,409 and a second option from committee members reducing the price to \$449,540. The committee discussed the differences between the proposals and determined the major difference in the lower proposal included removing the hydraulic generator and replacing it with a 5500 Watt Wired Honda Generator, removing the built-in TNT Symo Hydraulic Pump, and removing two hydraulic hose reels with 100 feet of hoses. The fire chief presented concerns with removing the hydraulic generator and hose reels, but indicated a willingness to remove the hydraulic pump if necessary to lower the first proposal to \$474,159 versus the second proposal of \$449,540. Following the discussion, a majority of committee members favored removing the three major items and proceeding with the lowest proposal of \$449,540. Staff informed the committee that the manufacturer will pass on a 3.5% increase in the overall price during the second week of November and that USDA funding was not yet in place due to a continuing budget resolution from the Federal Government. The committee requested staff to research other financing options, but indicated a desire to move forward with the purchase from fund balance to avoid the increase, and then backfill with USDA funding when available or private financing if better interest rates and terms can be obtained. Recommendation 1: Reject the bid from Safe Industries due to it being non-responsive and non-responsible and reject the bid from C.W. Williams on the basis of being non-responsive to the bid specifications. Recommendation 2: Award contract for purchase of a new county fire engine to Fire Connections based upon the committee's revised specifications and appropriate an amount not to exceed \$449,540 plus a 2% contingency for the purchase from fund balance.

Motion was made by Commissioner Gordon Wilder, seconded by Commissioner Archie B. Taylor, Jr., vote unanimous, to reject the bid from Safe Industries due to it being non-responsive and non-responsible and reject the bid from C.W. Williams on the basis of being non-responsive to the bid specifications.

Commissioner Archie B. Taylor, Jr. stated that he attended the committee meeting to observe and commended the committee in reviewing the purchase of a new fire truck and their attention to detail. He stated that he is opposed to the \$449,540 proposal because of the Fire Chief's concerns in removing the hydraulic generator and hose reels. He stated that this truck will be used for the next 20 years and the board needs to support the men who are fighting fires at 3:00 a.m.

Commissioner Archie B. Taylor, Jr. made a motion to award the contract for purchase of a new county fire engine to Fire Connections at a cost not to exceed \$475,000, plus a 2% contingency for the purchase from fund balance. Commissioner Leo Kelly, Jr. seconded the motion and stated that he supports providing our men who are fighting fires the equipment they need.

Commissioner Gordon Wilder, a member of the Public Safety Committee, stated that he also supports this motion.

Commissioner Yolanda J. Feimster expressed her concern that two of the members who recommended the \$449,540 proposal are not present tonight, and the motion is going against the committee recommendation. Commissioner Wilder stated that the board is not obligated to follow the committee recommendation.

Vote on the motion was ayes - four (4); noes - one (1), with the dissenting vote being cast by Commissioner Yolanda J. Feimster.

#### County Attorney's Report

*REO Properties.* County Attorney Jonathan S. Care noted that during previous meetings, the board of commissioners approved the public sale process for 324 Charles Street, Parcel 0076 03002 and Bullocksville Park Road, Parcel 0586 01012. The properties have been through the upset bid process and the board is now free to sell the properties or reject the offers. This should be done by resolution.

Motion was made by Commissioner Gordon Wilder, seconded by Commissioner Yolanda J. Feimster, vote unanimous, to adopt the following resolutions accepting the bids for 324 Charles Street, Parcel 0076 03002 and Bullocksville Park Road, Parcel 0586 01012.

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## **RESOLUTION ACCEPTING BID FOR COUNTY OWNED REAL PROPERTY**

**WHEREAS**, the Vance County Board of County Commissioners received an offer for the purchase and sale of County owned real property, which is more particularly described below:

**324 Charles Street, Henderson, North Carolina 27536, Vance County Tax Department  
Parcel Number 0076 03002.**

**WHEREAS**, pursuant to NCGS 160A-269, a notice was published in the *Daily Dispatch* on **October 24, 2017**, stating that said offer had been received and that any person wishing to submit an upset bid should do so within 10 days; and

**WHEREAS**, no upset bids were received within the statutorily prescribed time period;

**THEREFORE, BE IT RESOLVED** by the Vance County Board of Commissioners, pursuant to NCGS 160A-269 that:

The bid submitted by *Stanley Lloyd Williams* in the amount of **\$10,000.00** subject to the terms and conditions contained in the submitted bid, attached hereto as Exhibit "A", is hereby accepted for the property described herein and the Board's Chairperson shall execute the documents necessary to complete the transfer of title to such property.

Adopted this the 6<sup>th</sup> day of November, 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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**RESOLUTION ACCEPTING BID FOR  
COUNTY OWNED REAL PROPERTY**

**WHEREAS**, the Vance County Board of County Commissioners received an offer for the purchase and sale of County owned real property, which is more particularly described below:

**Bullocksville Park Road, Henderson, North Carolina 27537, Vance County Tax Department Parcel Number 0586 01012.**

**WHEREAS**, pursuant to NCGS 160A-269, a notice was published in the *Daily Dispatch* on **October 24, 2017**, stating that said offer had been received and that any person wishing to submit an upset bid should do so within 10 days; and

**WHEREAS**, no upset bids were received within the statutorily prescribed time period;

**THEREFORE, BE IT RESOLVED** by the Vance County Board of Commissioners, pursuant to NCGS 160A-269 that:

The bid submitted by *Peter White* in the amount of **\$1,500.00** subject to the terms and conditions contained in the submitted bid, attached hereto as Exhibit "A", is hereby accepted for the property described herein and the Board's Chairperson shall execute the documents necessary to complete the transfer of title to such property.

Adopted this the 6<sup>th</sup> day of November, 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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*REO Property - 417 Clark Street.* Attorney Care stated that an offer had been received from Fannie J. Hicks for real property located at 417 Clark Street, Henderson, NC - Parcel 0078 04013. He stated that the Board needs to vote on whether or not to proceed with the sale by

advertising for upset bids and recommended approval of the resolution to begin the upset bid process for the property.

Motion was made by Commissioner Gordon Wilder to approve the following resolution authorizing the upset bid process for real property located at 417 Clark Street, Henderson, NC - Parcel 0078 04013. This motion was seconded by Commissioner Archie B. Taylor, Jr. and unanimously approved.

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

**WHEREAS**, Vance County owns certain real property with an address of **417 Clark Street, Henderson, North Carolina**, and more particularly described by the Vance County Tax Department as Parcel Number **0078 04013**; 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 **\$750.00** subject to the terms and conditions as included in the submitted offer to purchase bid, submitted by **Fannie J. Hicks**; and

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

**WHEREAS**, **Fannie J. Hicks** has paid the required deposit in the amount of **\$750.00** with their 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 6<sup>th</sup> day of November, 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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County Manager's Report

*Fire Flow Analysis.* County Manager Jordan McMillen stated that the county and volunteer fire departments are preparing to go through the ISO rating process in 2018. The Insurance Services Office (ISO) rates every fire department and provides each department with a public protection classification score which impacts fire insurance rates for all homeowners within the department's district. It is anticipated that access to the County water system will be helpful for departments during the rating process and result in savings for homeowners. As a part of this process, an electronic hydraulic model and fire flow analysis is critical to ensuring accuracy of flow rates and improving the potential for better scores. The County Fire Marshal is assisting volunteer departments in preparing for the rating process and has recommended proceeding with the modeling and fire flow analysis. It is recommended that this expenditure be taken from the fire tax fund balance. Recommendation: Authorize the county manager to execute a contract with LKC engineering and approve Budget Amendment #10 appropriating

\$7,500 from the fire tax fund for engineering services related to hydraulic modeling and fire flow analysis of the Vance County Water System.

Motion was made by Commissioner Gordon Wilder to authorize the county manager to execute a contract with LKC engineering and approve Budget Amendment #10 appropriating \$7,500 from the fire tax fund for engineering services related to hydraulic modeling and fire flow analysis of the Vance County Water System. This motion was seconded by Commissioner Leo Kelly, Jr. and unanimously approved.

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**Budget Amendment #10**  
**FY 2017-2018**  
**Fire Tax Fund**

<b>Revenue Amendment Request</b>	<b>Account Number</b>	<b>Revenue Increase (Decrease)</b>
Fund Balance Appropriated	43-399-439900	7,500
<b>Total Revenue Increase (Decrease)</b>		<b>\$ 7,500</b>

<b>Expenditure Amendment Request</b>	<b>Account Number</b>	<b>Expense Increase (Decrease)</b>
Special Contracted Services	43-354-500044	7,500
<b>Total</b>		<b>\$ 7,500</b>

Purpose: Allocate funding for fire flow analysis to be performed by LKC Engineering to benefit fire departments as part of the ISO rating review.

Authorization: Vance County Board of Commissioners  
November 6, 2017

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*Engineering Services Agreement - Warrenton Road Solid Waste Site.* Mr. McMillen noted that last month the board finalized an 18 month option for purchase of land adjacent to the Warrenton Road Solid Waste Site. Prior to finalizing the sale, an engineer will be necessary for determining cost estimates, designing the site, preparing plans, and advising with permitting. County staff will handle portions of the permitting as well as project bidding and oversight. The County Solid Waste Director recently completed a similar project in Granville County in consultation with Coulter, Jewell, and Thames Engineering and based on this familiarity and experience, we recommend contracting with Coulter, Jewell, and Thames Engineering for this project. The company will provide project due diligence, site engineering drawings and construction observance at a fee of \$11,300. Recommendation: Authorize the county manager to

execute a contract with Coulter, Jewell, and Thames Engineering for engineering services related to the new Warrenton Road Solid Waste Site.

After discussion, motion was made by Commissioner Gordon Wilder, seconded by Commissioner Leo Kelly, Jr., vote unanimous, to authorize the county manager to execute a contract with Coulter, Jewell, and Thames Engineering for engineering services related to the new Warrenton Road Solid Waste Site.

*Proposed Payoff of Kerr Lake Fire Substation Debt.* Mr. McMillen explained that the County fire department has operated the Kerr Lake substation since the Kerr Lake Volunteer Fire Department merger in 2010. The substation is critical to ensuring reduced insurance rates to homeowners and businesses along Nutbush and Satterwhite Point Roads in the vicinity of the Kerr Lake Country Club and northward to the lake. When taking in this area, the county assumed responsibility for all liabilities of the department including the mortgage on the building which is \$20,875 per year. The mortgage has a balance of \$144,721 or eight years remaining and is paid from the county fire tax fund. The fire tax fund balance is approximately \$442,000 and as a creative way to increase funding for all volunteer fire departments in future budget years, staff recommends utilizing fund balance within the fire fund to pay off the mortgage. This is in line with the county financial policies, will free up annual funding typically appropriated for the substation mortgage which can be split among the other fire departments, and will save the county approximately \$25,000 in interests costs over the next eight years.

This matter was referred to the Properties Committee for further discussion and input.

*Regional Broadband Study.* Mr. McMillen stated that the Kerr-Tar Council of Governments (COG) is leading a regional planning effort to study and address high speed internet availability in the region. During the commissioners meeting in August, the COG was asked to seek additional proposals and quotes for completion of the study. Since that time, the COG has released RFQs for the project and county managers from Franklin, Granville, Warren and Vance counties met with the two responsive companies. All of the managers see the study as a critical need for the future of the region and recommend proceeding with Mighty River, LLC. Mighty River stood out in their technical approach, experience, company qualifications and familiarity with the region having completed a similar successful strategy for Person County. The study will take approximately nine months, will bring internet service providers to the table through an RFP process to improve coverage and available speeds, and will position the county

for future grant funding to assist with implementation. Warren County has prioritized high speed internet as one of their top priorities for some time and is considering a single county approach to bring fiber to the home and may not participate in the regional plan. The COG board has approved entering into a contract with Mighty River pending funding from at least three of the four counties. The total project cost would be lowered on a pro-rata basis based upon the number of participating counties. The Vance County fee for participating would not exceed \$28,500. Recommendation: Approve Vance County's participation in the regional broadband initiative subject to a minimum of three counties participating and appropriate an amount not to exceed \$28,500 from fund balance for the project.

The board discussed this matter and decided to refer it to the Technology Committee for further discussion and review.

## Consent Agenda

Motion was made by Commissioner Gordon Wilder, seconded by Commissioner Leo Kelly, Jr., vote unanimous, to approve the following consent agenda items as presented: Budget Amendments #8, #9 and #11, Budget Transfers #3 - #9, September 2017 Tax Refunds and Releases, Departmental Monthly Reports, and the minutes of the October 2, 2017 regular meeting.

# **Budget Amendment #8**

## **FY 2017-2018**

### **Social Services**

<b>Revenue Amendment Request</b>	<b>Account Number</b>	<b>Revenue Increase (Decrease)</b>
Day Care State/Federal	10-348-434815	(1,550,991)
Day Care Smart Start	10-348-434816	(367,535)
<b>Total Revenue Increase (Decrease)</b>		<b>\$ (1,918,526)</b>

<b>Expenditure Amendment Request</b>	<b>Account Number</b>	<b>Expense Increase (Decrease)</b>
Day Care State/Federal	10-610-500048	(1,550,991)
Day Care Smart Start	10-610-500051	(367,535)
<b>Total</b>		<b>\$ (1,918,526)</b>

Purpose: Subsidies for child care are being handled by the State instead of the revenue and expenditures being passed through the County. No County funding goes into these line items.

Authorization: Vance County Board of Commissioners  
November 6, 2017

**Budget Amendment #9**  
**FY 2017-2018**  
**Sheriff - JAG**

<b>Revenue Amendment Request</b>	<b>Account Number</b>	<b>Revenue Increase (Decrease)</b>
Fund Balance Appropriated	10-399-439900	7,999
<b>Total Revenue Increase (Decrease)</b>		<b>\$ 7,999</b>

<b>Expenditure Amendment Request</b>	<b>Account Number</b>	<b>Expense Increase (Decrease)</b>
Non-Capitalized Assets	10-514-500085	7,999
<b>Total</b>		<b>\$ 7,999</b>

Purpose: Carry forward unspent Justice Assistance Grant funds received in the prior fiscal year so they can be used by the Sheriff's Office in FY 17-18.

Authorization: Vance County Board of Commissioners  
 November 6, 2017

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**Budget Amendment #11**  
**FY 2017-2018**  
**Social Services**

<b>Revenue Amendment Request</b>	<b>Account Number</b>	<b>Revenue Increase (Decrease)</b>
Fund Balance Appropriated	10-399-439900	7,500
<b>Total Revenue Increase (Decrease)</b>		<b>\$ 7,500</b>

<b>Expenditure Amendment Request</b>	<b>Account Number</b>	<b>Expense Increase (Decrease)</b>
General Assistance	10-610-500020	7,500
<b>Total</b>		<b>\$ 7,500</b>

Purpose: DSS is requesting an additional allocation of funds for General Assistance. The funding for this line item is 100% county dollars. General Assistance funds are the only funds available that can assist seniors and adults without minor children in their homes with emergency needs such as prescription medications and utility or rental assistance to avoid eviction.

Authorization: Vance County Board of Commissioners  
 November 6, 2017

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**Budget Transfer #3**  
**FY 2017-2018**  
**Fire Marshal**

<b>Transfer From:</b>	<b>Account Number</b>	<b>Amount</b>
Maintenance Vehicles	10-532-500017	100
Uniforms	10-532-500036	140

Non-Capitalized Assets	10-532-500085	750
<b>Total</b>		<b>\$ 990</b>

<b>Transfer To:</b>	<b>Account Number</b>	<b>Amount</b>
Travel/Training	10-532-500014	475
Workers Comp Insurance	10-532-500037	23
Insurance & Bonds	10-532-500054	492
<b>Total</b>		<b>\$ 990</b>

Purpose: Funds are needed in the other line items to cover budget shortfalls.

Authorization: Vance County Board of Commissioners  
November 6, 2017

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**Budget Transfer #4**  
**FY 2017-2018**  
**Emergency Operations**

<b>Transfer From:</b>	<b>Account Number</b>	<b>Amount</b>
Workers Comp Insurance	10-621-500037	600
<b>Total</b>		<b>\$ 600</b>

<b>Transfer To:</b>	<b>Account Number</b>	<b>Amount</b>
Dues & Subscriptions	10-621-500053	600
<b>Total</b>		<b>\$ 600</b>

Purpose: Funds are needed to cover a budget shortfall in Dues & Subscriptions due to an unexpected increase in the cost for the weather tap internet subscription.

Authorization: Vance County Board of Commissioners  
November 6, 2017

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**Budget Transfer #5**  
**FY 2017-2018**  
**Animal Services**

<b>Transfer From:</b>	<b>Account Number</b>	<b>Amount</b>
Regular Salaries	10-599-500001	1,590
Longevity	10-599-500004	100
Workers Comp Insurance	10-599-500037	330
Insurance & Bonds	10-599-500054	130
<b>Total</b>		<b>\$ 2,150</b>

<b>Transfer To:</b>	<b>Account Number</b>	<b>Amount</b>
Advertising	10-599-500026	750
Uniforms	10-599-500036	1,400

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<b>Total</b>			\$ 2,150
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Purpose: Funds are needed to cover expenditures related to new employees hired as a result of unexpected staff turnover.

Authorization: Vance County Board of Commissioners  
November 6, 2017

# **Budget Transfer #6 FY 2017-2018 Fire**

<b>Transfer From:</b>	<b>Account Number</b>	<b>Amount</b>
Workers Comp Insurance	10-531-500037	1,250
Non-Capitalized Assets	10-531-500085	1,395
Fire Prevention	10-531-500187	1,000
<b>Total</b>		<b>\$ 3,645</b>

<b>Transfer To:</b>	<b>Account Number</b>	<b>Amount</b>
Advertising	10-531-500026	250
Uniforms	10-531-500036	3,395
<b>Total</b>		<b>\$ 3,645</b>

Purpose: Funds are needed to cover expenditures related to new employees hired as a result of unexpected staff turnover.

Authorization: Vance County Board of Commissioners  
November 6, 2017

# **Budget Transfer #7 FY 2017-2018 Courthouse**

<b>Transfer From:</b>	<b>Account Number</b>	<b>Amount</b>
Insurance & Bonds	10-505-500054	1,017
<b>Total</b>		<b>\$ 1,017</b>

<b>Transfer To:</b>	<b>Account Number</b>	<b>Amount</b>
Auto Supplies	10-505-500031	750
Workers Comp Insurance	10-505-500037	267
<b>Total</b>		<b>\$ 1,017</b>

Purpose: Funds are needed to cover budget shortfalls in other line items.

Authorization: Vance County Board of Commissioners  
November 6, 2017

**Budget Transfer #8**  
**FY 2017-2018**  
**Sheriff**

<b>Transfer From:</b>	<b>Account Number</b>	<b>Amount</b>
Regular Salaries	10-510-500001	10,500
<b>Total</b>		<b>\$ 10,500</b>
<b>Transfer To:</b>	<b>Account Number</b>	<b>Amount</b>
Overtime	10-510-500003	10,000
Advertising	10-510-500026	500
<b>Total</b>		<b>\$ 10,500</b>

Purpose: Funds are needed to cover overages due to vacancies and staff turnover.

Authorization: Vance County Board of Commissioners  
November 6, 2017

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**Budget Transfer #9**  
**FY 2017-2018**  
**Water**

<b>Transfer From:</b>	<b>Account Number</b>	<b>Amount</b>
Purchased Water	16-665-500079	910
<b>Total</b>		<b>\$ 910</b>
<b>Transfer To:</b>	<b>Account Number</b>	<b>Amount</b>
Advertising	16-665-500026	100
Insurance & Bonds	16-665-500054	75
Permits	16-665-500347	735
<b>Total</b>		<b>\$ 910</b>

Purpose: Funds are needed in other line items to cover budget shortages.

Authorization: Vance County Board of Commissioners  
November 6, 2017

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**Tax Office Refund and Release Report - September 2017**

TAXPAYER NAME	TAX YR	REAL	PERSONAL	SOLID WASTE FEE	REASON
LAMPLIGHT INN	2012	0	59.36	0	correct situs
LAMPLIGHT INN	2012	0	0.90	0	correct situs
LAMPLIGHT INN	2013	0	59.51	0	correct situs
NARDELLI JOSEPH D	2013	9.12	0	0	foreclosure
BURRELL ZELENE T	2014	850.29	0	0	foreclosure
LAMPLIGHT INN	2014	0	62.07	0	correct situs
NARDELLI JOSEPH D	2014	324.31	0	105.00	foreclosure

TAXPAYER NAME	TAX YR	REAL	PERSONAL	SOLID WASTE FEE	REASON
BURRELL ZELENE T	2015	850.29	0	0	foreclosure
LAMPLIGHT INN	2015	0	54.33	0	correct situs
NARDELLI JOSEPH D	2015	324.31	0	105.00	foreclosure
BURRELL ZELENE T	2016	840.40	0	0	foreclosure
HENDLEY BILLY SR.	2016	85.23	0	105.00	real prop - bill
HOMEBOYS HOUSING CENTER INC	2016	100.91	0	0	real prop - bill
LAMPLIGHT INN	2016	0	67.29	0	correct situs
NARDELLI JOSEPH D	2016	112.54	0	105.00	foreclosure
TONEY ANTONIO D	2017	1.33	0	0	correct value
AUSTIN SHARON G	2017	607.12	0	0	correct/grant ex
BOYD JOHNNIE MITCHELL	2017	990.51	0	0	correct/grant ex
BURRELL ZELENE T	2017	840.40	0	0	foreclosure
COOKS CHAPEL AME ZION CHURCH	2017	169.86	0	0	correct/grant ex
CROSS JOSEPH E JR	2017	0	27.28	0	pers prop billed
CROSS JOSEPH E JR	2017	0	1.02	0	pers prop billed
FISHER MARY A	2017	0	0	105.00	pers prop billed
FISHER MARY A	2017	0	15.41	0	correct/grant ex
GENTRY JAMES L MRS	2017	0	15.41	105.00	pers prop billed
GIRL SCOUTS NORTH CAROLINA COA	2017	0	8.69	0	correct/grant ex
GIRL SCOUTS NORTH CAROLINA COA	2017	0	2.80	0	correct/grant ex
GIRL SCOUTS NORTH CAROLINA COA	2017	0	27.46	0	correct/grant ex
HARRIS JO ANN M	2017	0	0	105.00	remove solid was
HARRIS STEPHEN M	2017	0	102.59	105.00	correct ownershi
HENDLEY BILLY SR.	2017	85.23	0	105.00	real prop - bill
HOMEBOYS HOUSING CENTER INC	2017	100.91	0	0	real prop - bill
HUNT RANDALL L	2017	737.55	0	0	correct/grant ex
JEFFERSON KAREE N	2017	0	221.83	0	correct/grant ex
JEFFERSON KAREE N	2017	0	0.93	0	correct/grant ex
JOHNSON FAMILY COMMERCIAL PROP	2017	120.13	0	0	real prop - bill
JONES SUSAN FULLER	2017	0	421.97	105.00	pers prop billed
KEETON MARVIN E II	2017	32.69	0	0	pers prop billed
KILLINGS HAROLD	2017	2,005.87	0	0	correct value
LAMBERT MARY WATKINS	2017	0	0	0	add solid waste
LAMPLIGHT INN	2017	0	67.29	0	correct situs
LAMPLIGHT INN	2017	0	0.21	0	correct situs
LAMPLIGHT INN	2017	0	0.74	0	correct situs
MOODY BILLY J.	2017	0	0	105.00	remove solid was
NARDELLI JOSEPH D	2017	112.54	0	105.00	foreclosure
PACE SHIRLEY	2017	3,616.44	0	210.00	correct/grant ex
PACE SHIRLEY	2017	3,616.44	0	210.00	correct/grant ex
PEOPLES HENRY S JR	2017	720.90	0	0	correct/grant ex
REBUILDING HOPE INC	2017	5,948.57	0	0	correct/grant ex
RILEY CRISSIE	2017	0	88.73	105.00	pers prop billed
ROYSTER KENNETH M	2017	420.30	0	0	correct/grant ex
SATTERWHITE DANIEL C JR	2017	233.50	0	0	correct/grant ex
SHEARIN JESSE JAMES	2017	266.33	0	315.00	real prop - bill
SHORT RONALD D	2017	0	1.40	0	remove late list
SHORT RONALD D	2017	0	1.40	0	remove late list
SHORT RONALD D	2017	0	1.40	0	remove late list
SUMMERS JERRY L	2017	420.30	0	0	correct/grant ex
TONEY ANTONIO D	2017	1.33	0	0	correct value
WELLS FARGO VENDOR FINAN FKA	2017	0	38.46	0	correct value
WILLIAMS DERYLVON	2017	70.87	0	0	foreclosure

TAXPAYER NAME	TAX YR	REAL	PERSONAL	SOLID WASTE FEE	REASON
WILSON SHANNON G	2017	0	391.94	105.00	pers prop billed
YOUNG JOHNNY JR	2017	0	30.55	0	correct value
TOTAL		\$ 24,616.52	\$ 1,770.97	\$ 2,205.00	
TOTAL REFUNDS AND RELEASES		\$ 28,592.49			

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

## Miscellaneous

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

## Vance County Zoning Board of Adjustments - three year term

Re-appoint Thomas Shaw, Agnes Harvin, Ruth Brummitt, Phyllis Stainback and Alvin Johnson, Jr.

## Henderson Vance Economic Development Commission

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Application received from Ruxton Bobbitt to fill vacant position.

## Henderson Vance Recreation Commission

Application received from Donna Stearns to fill vacant position.

Commissioner Leo Kelly, Jr. stated that he would like to see the Economic Development Board expand to include major companies like MARS Petcare that may be willing to donate to help with economic development projects. County Attorney Jonathan Care stated that it sounds like what Commissioner Kelly is looking for is not exactly the role that the Economic Development Commission serves; he is advocating for a separate group of companies that the EDC Director and EDC Board can work with that are willing to invest in activities that support growing our business community. Attorney Care stated that his concern with seating those people on the EDC is that they would be excluded from being able to receive incentives themselves. Commissioner Kelly stated that during the NACo Annual Conference, he was impressed with the economic development board in Columbus, Ohio and he would like for our new economic director to talk with them to see what they are doing as far as using resources in their community.

Motion was made by Commissioner Gordon Wilder, seconded by Commissioner Archie B. Taylor, Jr., vote unanimous, to reappoint Thomas Shaw, Agnes Harvin, Ruth Brummitt,

Phyllis Stainback and Alvin Johnson, Jr. to the Vance County Zoning Board of Adjustments for a three year term.

Motion was made by Commissioner Gordon Wilder to appoint Ruxton Bobbitt to the Henderson Vance Economic Development Commission to fill a vacant position. This motion was seconded by Commissioner Archie B. Taylor, Jr. and vote was ayes - three (3); noes - two (2), with the dissenting votes being cast by Commissioner Yolanda J. Feimster and Commissioner Leo Kelly, Jr.

Motion was made by Commissioner Gordon Wilder to appoint Donna Stearns to the Henderson Vance Recreation Commission to fill a vacant position. This motion was seconded by Commissioner Archie B. Taylor, Jr. and vote was ayes - four (4); noes - one (1), with the dissenting vote being cast by Commissioner Yolanda J. Feimster.

At this time, motion was made by Commissioner Gordon Wilder, seconded by Commissioner Archie B. Taylor, Jr., vote unanimous, to enter into closed session to discuss a legal matter and an economic development matter.

Upon return to open session, motion was made by Commissioner Gordon Wilder to approve the forbearance agreement with TNCP ONE, LLC for repayment of the CDBG, building reuse and county funds related to the Semprius project. This motion was seconded by Commissioner Leo Kelly, Jr. and unanimously approved.

As there was no further business, at 8:20 p.m., motion was made by Commissioner Leo Kelly, Jr., seconded by Commissioner Archie B. Taylor, Jr., vote unanimous, that the meeting be adjourned.

Approved and signed December 4, 2017.

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Chairman