

STATE OF NORTH CAROLINA

COUNTY OF VANCE

The Vance County Board of Commissioners met in regular session on Monday, May 4, 2020 at 6:00 p.m. in the Commissioners' Conference Room, Vance County Administration Building, 122 Young Street, Henderson, NC. Those Commissioners present were as follows: Chairman Gordon Wilder, Vice-Chairman Dan Brummitt, Commissioners Carolyn Faines, Yolanda J. Feimster, Thomas S. Hester, Jr., Leo Kelly, Jr. and Archie B. Taylor, Jr.

Absent: None.

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

Commissioner Carolyn Faines gave the invocation.

School Superintendent Dr. Anthony Jackson appeared before the board and provided an update on remote learning during the COVID-19 pandemic. He noted that since schools have been closed, students have not missed one day of instruction. Teacher lessons and videos are available online and hard copies of materials have been given to students who do not have access to the internet. Students and parents are able to interact with teachers by various means including phone, email, text, Google Classroom, video, etc. Dr. Jackson stated that individual contacts have been made with 5,088 students or 96% of our students. He noted that 1,600 digital devices have been deployed to students K-12, and internet access is available in school parking lots. Lunches are also being provided to students Monday through Thursday. Well over 100,000 meals have been served. Moving forward, he noted that education will likely never be the same again. There will be a new standard of normal and social distancing will be a part of the new standard.

After a lengthy question and answer session, the board thanked Dr. Jackson for his report.

Chairman Gordon Wilder stated 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 incorrectly listed or appraised. Tax Administrator Porcha Brooks was present and stated that five cases had been resolved administratively. Ms. Brooks noted that Mr. Anthony Peace was present to appeal the value of his property, but she has not yet received his appeal form, so she suggested that this be delayed until the June meeting. Chairman Wilder stated that the Board of Equalization and Review will be held open until June 15, 2020.

Ms. Brooks then presented a 2014 appeal that was first brought before the board in May 2014 from Kenneth Stevenson with Prestigious Housing for 389 Americal Road as well as the vacant, adjacent lot. She stated that the board did not take formal action during that meeting and asked the board to do so tonight. *(During the May 27, 2014 meeting, Ms. Brooks recommended that the 2014 value stand as \$1,822,195 for 389 Americal Road and \$108,474 for the vacant lot.)* County Attorney Jonathan Care stated that Mr. Stevenson did not appeal the value in 2015. The value of the property was changed in 2016 with the countywide revaluation. He recommended that the board vote to confirm the decision to deny the appeal from May 27, 2014.

Motion was made by Commissioner Thomas S. Hester, Jr., seconded by Commissioner Archie B. Taylor, Jr., vote unanimous, to confirm the decision to deny the appeal from Kenneth Stevenson with Prestigious Housing for 389 Americal Road as well as the vacant, adjacent lot.

Water District Board

Chairman Gordon Wilder called the Water District Board to order.

The March 2020 monthly operations report was presented to the board for information. Chairman Wilder adjourned the water district board.

Committee Reports and Recommendations

Properties Committee – Eaton Johnson Bidding Schedule. Commissioner Dan Brummitt reported that the committee (Brummitt[C], Taylor & Wilder) met on Tuesday, April 28, 2020 to discuss the bidding schedule for the Eaton Johnson renovation and whether bids should be released as discussed at the board meeting last month. Two of the three committee members recommended proceeding forward with bidding in light of the good bidding environment. The DSS director was present at the committee meeting and mentioned that roughly 40% of their clients have embraced the use of phone and virtual meetings during the recent COVID-19 pandemic, although federal and state requirements necessitate in-person meetings for a good portion of the work in DSS. The DSS director mentioned that the volume of individuals needing assistance and visiting the department will increase significantly once normal operations begin back. Committee Recommendation: Proceed forward with the bidding process for Eaton-Johnson renovation and set a public hearing for the June 1st board meeting as required by the LGC for project financing.

Motion was made by Commissioner Archie B. Taylor, Jr. to proceed forward with the bidding process for Eaton-Johnson renovation and set a public hearing for the June 1st board

meeting as required by the LGC for project financing. This motion was seconded by Commissioner Carolyn Faines.

Commissioner Dan Brummitt stated that in light of current times, he cannot support moving forward with the bidding process at this time. He also expressed his concerns with the finishing materials to be used in the project and feels there should be some adjustments in this area.

Vote on the motion to proceed forward with the bidding process for Eaton-Johnson renovation and set a public hearing for the June 1st board meeting as required by the LGC for project financing was ayes – five (5); noes – two (2), with the dissenting votes being cast by Commissioner Dan Brummitt and Commissioner Yolanda Feimster.

Properties Committee – Addressing Ordinance Appeal for Vance Academy Road. Commissioner Brummitt stated that the committee discussed an appeal to the county's addressing ordinance from a citizen regarding property along Vance Academy Road. The citizen plans to add a residence to the family farm and due to there being more than two homes along the same drive, the county's addressing ordinance requires the path to be named and all addresses along the path to be re-addressed. The ordinance allows the board of commissioners to hear and decide on appeals and waivers to the requirement. The citizen/property owner has appealed the request due to the difficulty in re-addressing their current address as it is the address of record for 16 franchised businesses, more than 20 other businesses as well as registrations and licenses with the Federal Aviation Administration. The committee discussed the request and recommended granting the appeal to allow one additional residence to be constructed located off of the existing paved drive. Committee Recommendation: Grant the appeal from the addressing ordinance administrator's determination and allow one additional home to be added to the paved drive that contains residences with addresses of 560 and 580 Vance Academy Road, and to encourage the property owners to adequately post the location of these addresses along the paved drive.

Motion was made by Commissioner Dan Brummitt, seconded by Commissioner Archie B. Taylor, Jr., vote unanimous, to grant the appeal from the addressing ordinance administrator's determination and allow one additional home to be added to the paved drive that contains residences with addresses of 560 and 580 Vance Academy Road, and to encourage the property owners to adequately post the location of these addresses along the paved drive.

Human Resources Committee – Resolution Amending Personnel Policies Relative to COVID-19. Commissioner Carolyn Faines stated that the committee (Faines[C], Wilder & Taylor) met on Tuesday, April 28, 2020 to review a resolution ratifying the Families First Coronavirus Response Act. The committee reviewed the act last month and recommended approval of the local policy amendment consistent with the act this month. The act and associated policy extends the criteria for employees qualifying for family medical leave, provides emergency paid sick leave to employees and defines emergency responder positions that are essential and excluded from portions of the policy. The emergency paid sick leave provides up to 80 hours of paid sick leave and is available to all employees for the following qualifying reasons:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19; or
 2. The employee has been advised by a health care provider to self-quarantine related to COVID-19; or
 3. The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.
- Non-emergency responder classified employees are also eligible for emergency paid sick leave for the following additional reasons:
4. The employee is caring for an individual subject to an order described in #1 or self-quarantine as described in #2; or
 5. The employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

Committee Recommendation: Approve the resolution amending personnel polices to include the COVID-19 Policy and the COVID-19 Policy for Emergency Paid Sick Leave Emergency Responders.

Motion was made by Commissioner Carolyn Faines, seconded by Commissioner Archie B. Taylor, Jr., vote unanimous, to approve the following resolution amending personnel polices to include the COVID-19 Policy and the COVID-19 Policy for Emergency Paid Sick Leave Emergency Responders.



RESOLUTION
by the
Vance County Board of Commissioners
Amendment to the Personnel Policies

WHEREAS, On March 18, 2020 the Families First Coronavirus Response Act (FFCRA) which included the Emergency Family and Medical Leave Expansion Act (the Emergency FMLA Act”) and the Emergency Paid Sick Leave Act (the “Sick Leave Act”) was signed into Law to be implemented no later than April 2, 2020, and

WHEREAS, the Vance County Board of Commissioners wishes to amend their existing personnel policies and procedures, and

WHEREAS, these policies have been reviewed by the Human Resources staff, the County Manager, and the Human Resources Committee of the Board of Commissioners; and

WHEREAS, such policies are intended to implement and apply the requirements of FFCRA and to bring the County into compliance with said requirements, specifically FMLA Child Care Leave (FMLA-CCL) and Emergency Paid Sick Leave (EPSL) in connection with COVID-19.

NOW THEREFORE BE IT RESOLVED, that the Vance County Board of Commissioners does hereby approve these amendments and make the same retroactive as of April 2, 2020.

COVID-19 Policy

A. Emergency FMLA CHILD CARE LEAVE (FMLA-CCL) – Eligible, qualifying employees as hereinafter defined, whose regular paid child care provider or school (for school-aged children) is unavailable or closed due to a COVID-19 related reason will be provided FMLA-CCL to care for their child, up to a maximum of twelve weeks. FMLA-CCL will count towards the employee's twelve weeks of FMLA leave allowed under the County's FMLA policy. The first ten (10) days of FMLA-CCL will be unpaid leave, however at the employee's option, the employee may use their accrued sick leave, vacation leave or compensation time leave during this first ten (10) day period. At the end of the first ten (10) day period, the County will provide paid FMLA-CCL, at the rate of 2/3 of the employee's normal rate of pay, up to a maximum payment of \$200/workday, or \$10,000 total. The employee may elect to continue to use their accrued sick leave, vacation leave, or compensatory time leave prior to using the FMLA-CCL. FMLA-CCL will expire on December 31, 2020 or whenever the Nationally Declared State of Emergency for COVID-19 ceases, whichever is earlier.

To qualify for FMLA-CCL, an employee must be an eligible employee (as hereinafter defined) and have worked for the County a total of 30 calendar days within the past year.

B. EMERGENCY PAID SICK LEAVE (EPSL) – All eligible employees as hereinafter defined will be entitled to two weeks of paid EPSL, equal to their normal two-week work schedule (as limited below), provided the absence is due to one of the following reasons:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.

2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

4. The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in paragraph (2).

5. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.

6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor. [TBD]

C. For purposes of calculating available leave for purposes of FMLA-CCL and EPSL, please refer to the following:

For the purposes of FMLA-CCL and EPSL, an eligible employee who is normally scheduled to work at least 40 hours each workweek will be entitled to 80 hours of emergency paid sick leave for qualifying reasons. An eligible employee who normally works fewer than 40 hours each workweek will be entitled to the number of hours of emergency paid sick leave equal to the number of hours that the eligible employee is normally scheduled to work across two workweeks.

There are special rules for determining the amount of emergency paid sick leave employees get when they do not work a regular schedule. See 29 CFR §§ 826.21(a)(3) and (b)(2).

Although the Emergency FMLA Act does not categorize employees as full-time or part-time, the amount of compensation that an employee taking emergency paid FMLA leave will receive will depend, in part, on the number of hours that the employee regularly works. See 29 CFR §§ 826.23 and 826.24.

1. For employees whose normal workweek schedule consists of 40 hours per week, two weeks of paid leave shall equal 80 hours of leave:

2. For part-time employees, two weeks of leave shall equal the number of hours normally worked over a two-week period.

3. For employees working a fluctuating workweek, two weeks of leave shall equal the average hours worked for these employees during a two-week period for the past 6 months as determined by the Vance County Human Resources Department.

4. Maximum payouts:

a. FMLA-CCL is paid at 2/3 of the employee's normal rate of pay, has a maximum payout of \$200/workday, and a maximum total payout for FMLA-CCL of \$10,000.

b. EPSL for reasons 2.b.i, 2.b.ii and 2.b.iii above is paid at the employee's full rate of pay, has a maximum payout of \$511/workday, and a maximum total payout of \$5,110.00.

c. EPSL for reasons 2.b.iv, 2.b.v. and 2.b.vi above is paid at 2/3 of the employee's normal rate of pay, with a maximum payout of \$200/workday, and a maximum total payout of \$2,000.00.

d. The maximum paid EPSL available to an employee shall be prorated where an employee takes paid EPSL for reasons having different maximum payouts.

e. For work absences that qualify as both FMLA-CCL and EPSL, the employee shall be permitted to choose which type of leave they wish to take, however hours taken and money paid shall count against the maximum permitted leave/payout for both types of leave. Employees will not be permitted to double-dip.

Please note that if an employee or their family member contracts COVID-19, it may also qualify for normal FMLA leave under the County's FMLA leave policy as a serious health condition. Please also note Employees are still limited to a total of twelve weeks of FMLA leave within a 12-month period for all reasons combined. Employees who have already used up their FMLA allotment for the year are not entitled to emergency FMLA leave. See 29 CFR § 826.70(a)-(c). And note that employees may only take a single entitlement of emergency FMLA leave even where the employee's use of emergency FMLA leave spans the end of one FMLA year and the beginning of another. If at the end of an employee's FMLA year, he or she has used only six of the possible weeks of emergency FMLA leave, the employee may only take six weeks of emergency FMLA leave in the next FMLA leave.

D. An eligible employee is defined as a Vance County employee who is not an emergency responder. An emergency responder is defined as an emergency responder is anyone necessary for the provision of transport, care, health care, comfort, and nutrition of such patients, or others needed for the response to COVID-19. This includes but is not limited to military or national guard, law enforcement officers, correctional institution personnel, fire fighters, emergency medical services personnel, physicians, nurses, public health personnel, emergency medical technicians, paramedics, emergency management personnel, 911 operators, child welfare workers and service providers, all employees of the Department of Social Services, public works personnel, and persons with skills or training in operating specialized equipment or other skills needed to provide aid in a declared emergency as well as individuals who work for such facilities employing these individuals and whose work is necessary to maintain the operation of the facility. This also includes any individual that the highest official of a state or territory, including the District of Columbia,

determines is an emergency responder necessary for that state's or territory's or the District of Columbia's response to COVID-19. See 29 CFR § 826.30(c)(2).

E. Where childcare or other issues related to COVID-19 prevent an employee from being able to perform their essential job functions on or off site, and employees have exhausted all of their accrued sick leave, accrued vacation leave, accrued compensation time leave, and all permitted FMLA-CCL and EPSL, to cover their time away from work, employees may elect to take leave without pay. Normal waiting periods for a leave without pay status under the Personnel Policy will be waived for any COVID-19 related absences.

F. Time taken off which is related to a COVID-19 issue must be approved in advance by the Departmental Director or the Director's designee and the Human Resources Department. Before approving unpaid leave for an employee, the Director shall have received a completed written request on the current form used by the HR Department for COVID-19 leave. Each Director must exercise reasonable diligence to insure that no other reasonable alternatives exist.

G. Benefits normally accruing to an employee will continue during any approved period of absence from work which is related to a COVID-19 issue, whether such period of absence is paid or unpaid. Employees will continue to be responsible for paying the employee's share of any employment benefits.

H. Terms and definitions not otherwise set forth herein shall be interpreted as defined in the FFCRA and supporting rules and policies adopted pursuant thereto. This policy is intended to be in full compliance with the FFCRA.

Employees who violate these policies or any other personnel policy may be subject to disciplinary action. It is critical that employees keep their Departmental Director or the Director's designee apprised of their work status related to COVID-19 virus at all times. Employees must report to their Departmental Director as soon as possible any exposure or potential exposure that they have to the COVID-19 virus.

COVID-19 Policy For Emergency Paid Sick Leave Emergency Responders

All eligible Emergency Responders as defined in the Vance County COVID-19 Policy will be entitled to two weeks of emergency paid sick leave, equal to their normal two-week work schedule (as limited below), provided the absence is due to one of the following reasons:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

For purposes of calculating available leave for purposes of Emergency Responders Paid Leave, an emergency responder who is normally scheduled to work at least 40 hours each workweek will be entitled to 80 hours of emergency paid sick leave for qualifying reasons. An eligible employee who normally works fewer than 40 hours each workweek will be entitled to the number of hours of emergency paid sick leave equal to the number of hours that the eligible employee is normally scheduled to work across two workweeks.

When determining the amount of emergency paid sick leave employees get when they do not work a regular schedule, the same rules for determining the number of hours eligible employees under the COVID-19 Policy will be used for determining the number of emergency paid sick leave emergency responders shall receive.

Employees who violate these policies or any other personnel policy may be subject to disciplinary action. It is critical that employees keep their Departmental Director or the Director's designee apprised of their work status related to COVID-19 virus at all times. Employees must report to

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| 2013 Dodge Charger | Needs new engine and power steering; over 100,000 miles | Sheriff |
|--------------------|--|---------|

Capital Improvement Plan (2021-2025). Ms. Bigelow 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. The first year of the CIP (FY 20-21) mirrors the manager’s recommended budget. She noted that this will be presented with the FY 20-21 Budget for approval.

Finance Agreement – Regions. Ms. Bigelow explained that the board previously selected and approved Regions Equipment Company for reimbursement financing for the new ambulance and Sheriff’s vehicles. To proceed, authorization is needed for the county manager to execute and sign lease-purchase documents.

Motion was made by Commissioner Dan Brummitt, seconded by Commissioner Leo Kelly, Jr., vote unanimous, to approve the following resolution authorizing the county manager to execute a finance agreement between the County and Regions Equipment Finance.



RESOLUTION APPROVING FINANCING TERMS

WHEREAS, the governing body of **COUNTY OF VANCE, NORTH CAROLINA** (the “Lessee”) has determined that in order for the Lessee to better accomplish its public purposes, the Lessee needs to acquire the use of the Equipment described in the schedule attached to or set forth in the Equipment Lease-Purchase Agreement (the “Lease”) attached hereto; and

WHEREAS, the Lessee has determined that the most economical and efficient means of acquiring the use of said Equipment is pursuant to a lease-purchase of the Equipment pursuant to the Lease; and

WHEREAS, a copy of the Lease has been presented to, considered and approved by the governing body of the Lessee.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE LESSEE, as follows:

1. The Lessee is hereby authorized to enter into the Lease between the Lessee and **Regions Equipment Finance Corporation**, as Lessor, with all riders, certificates, schedules, and amendments thereto, substantially in the form attached hereto, and the execution and delivery of the Lease is hereby approved, authorized, ratified and confirmed.
2. The County Manager and each and any of them without the others is hereby authorized to execute and deliver the Lease on behalf of the Lessee in substantially the form presented to the governing body of Lessee at this meeting with such changes or additions thereto or deletions therefrom as the officer executing the same shall approve, which approval shall be conclusively evidenced by his or her execution of the Lease. The County Manager and each and any of them without the others is hereby authorized to execute and deliver on behalf of the Lessee such agreements, indemnities, purchase orders, leases, bills of sale, certificates or other instruments or obligations as they or any one of them may deem necessary or appropriate to the accomplishment of the Lease, and the execution and delivery of any such agreement, instrument or obligation prior to the date hereof by any

such officer is in all respects hereby confirmed, ratified and approved. The County Manager is hereby authorized and directed to affix the corporate seal to such instruments and to attest the same.

3. The proper officers of the Lessee are authorized and directed to do or cause to be done all such other acts and things, to make all payments, including rent payments, required pursuant to the Lease and related documents, and to execute all such documents, certificates and instruments as in his, her or their judgment may be necessary or advisable in order to carry out the foregoing Resolutions and the Lessee's obligations under the Lease, or any amended, renewed or supplemental lease; and all actions heretofore taken by the officers of the Lessee in connection with the acquisition of the Equipment and negotiation of the Lease are hereby approved, ratified and confirmed in all respects.
4. The Lessee hereby designates the Lease to be a "qualified tax exempt obligation" under the provisions of Section 265(b)(3) of the Internal Revenue Code, as amended.
5. The Lessee and the proper officers of the Lessee understand Section 15 of the Lease ("Insurance") and hereby agree to provide property and liability damage in accordance with the terms of the Lease.

This resolution is effective upon its adoption this 4th day of May, 2020. The motion to adopt this resolution was made by Commissioner Dan Brummitt, seconded by Commissioner Leo Kelly, Jr., and was passed by a vote of 7 to 0.

SEAL

Gordon Wilder (signed)
Gordon Wilder, Chairman

Attest:

This is to certify that this is a true and accurate copy of a Resolution, adopted by the Board of Commissioners of the County of Vance on the 4th day of May, 2020.

Kelly H. Grissom (signed)
Kelly H. Grissom, Clerk

May 4, 2020
Date

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County Attorney's Report

REO Properties – Bid Acceptance Resolution. County Attorney Jonathan S. Care noted that during a previous meeting, the board of commissioners approved the public sale process for 416 Harriett Street (Parcel 0094 04024) and a lot on W. Chavis Road (Parcel 0479 01018). Upset bids were received for 416 Harriett Street with the final bid being \$8,500. There were no upset bids for the lot on W. Chavis Road. The board is now free to sell the properties or reject the offers.

Motion was made by Commissioner Thomas S. Hester, Jr., seconded by Commissioner Dan Brummitt, vote unanimous, to approve the following resolutions accepting the bids for 416 Harriett Street – Parcel 0094 04024 and a lot on W. Chavis Road – Parcel 0479 01018:

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

WHEREAS, the Vance County Board of County Commissioners received an offer in the amount of \$6,500.00 from Ruben A. Rivas Garcia for the purchase and sale of County owned real property, which is more particularly described below:

“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 4th day May, 2020.

Gordon Wilder (signed)
Gordon Wilder, 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

Renewal of Lease Agreement – ARC. County Manager Jordan McMillen stated that Alliance Rehabilitative Care, Inc. (ARC) leases the County’s facility for the Addiction Recovery Center for Men at 1020 County Home Road. The use of the facility in its current form has existed for nearly forty (40) years and is the only “halfway house” in Vance County. The current lease expires on June 30, 2020 and ARC is requesting a five-year renewal at \$1 per year. The board discussed the lease extension last month and staff has completed the required public notice prior to extending the lease.

Motion was made by Commissioner Dan Brummitt to approve the extension of the lease agreement with ARC, Inc. for the use of the property located at 1020 County Home Road from July 1, 2020 until June 30, 2025, at a rate of \$1 per year, with an option to renew for an additional five years at the same rate. This motion was seconded by Commissioner Thomas S. Hester, Jr. and unanimously approved.

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 Pam Hester, the work will be contracted with a professional pyrotechnics firm which has the appropriate credentials and insurance coverage. This is all contingent upon the state parks being open and it may possibly be postponed until the Labor Day weekend. Mr. McMillen recommended that the board approve the request from Tourism for a permit to discharge fireworks for this year and not specify a date. This would be contingent upon the necessary approvals from the fire marshal.

Any and all public hearings held during a State of Emergency will be held in a similar manner to public comments. Additionally the materials for the public hearing will be posted online at our website as soon as they are available.



Special Called Meeting – June 15, 2020. Mr. McMillen stated that staff recommends establishing June 15th as a special meeting in order to officially close the board of equalization and review for the year. Based upon where the board is in the budget process, this would be a good date to adopt the budget, as well as take action on public hearings that will be held on June 1, 2020.

Motion was made by Commissioner Thomas S. Hester, Jr. to schedule a special called meeting for June 15, 2020 for the purpose of closing the board of equalization and review as well as other matters as necessary. This motion was seconded by Commissioner Carolyn Faines and unanimously approved.

Presentation of FY 2020-21 Recommended Budget. County Manager Jordan McMillen presented the FY 2020-21 proposed budget and provided a brief synopsis of the budget as follows:

- The recommended general fund budget is \$49,268,824 which represents an increase of \$731,399 or 1.5% over the current year original budget. (\$84,750 reduction from amended).
- Budget presented with **no increase in the general fund property tax rate.** Tax Rate = 89 cents per \$100 in value. The county will realize an additional \$208,525 in property taxes due to natural growth. One penny on the tax rate = \$265,737 in revenue to county and equals \$15 annual increase for home with \$150,000 value.
- The budget includes a **\$5 increase in the solid waste household fee** (\$117 per household), **no increase in the fire tax rate** (8.9 cents), and includes **no increase in the water usage rate** with a total of \$261,885 transferred from the general fund to cover water system debt service.
- A total of \$1,434,114 is appropriated from the general fund to balance the budget. This is \$184,261 more than the current year original budget and \$83,494 less than the current year amended budget. An additional \$250,000 is being used from capital reserve funds for capital projects and to assist in avoiding a tax increase.
- The budget contains a conservative estimate of sales tax revenues in light of recent economic changes related to the coronavirus and to assist in maintaining the county's healthy financial condition. The general fund balance is on a downward trend and is projected to be 28.19% of expenditures by the end of FY20, down from 37.8% in FY 18.
- The budget addresses the board's top priorities through funding the renovation of Eaton Johnson for DSS, implementing a community paramedicine program, and increasing funding to market the county through the EDC with a goal of creating jobs and investment.
- The budget provides a commitment to and support for county employees who have not received a cost of living adjustment since January 2017 (inflation increased over 8% during this time). The budget includes a 3% COLA in the upcoming year which is the off year for the salary progression plan.
- The budget prioritizes community health and addresses substance use disorder through increased funding for the Health Department, increased funding for the regional stepping up initiative, and includes transitioning to a more comprehensive nursing provider at the jail.
- The budget includes minimal new positions with two new positions in DSS, one new community paramedic position, and two position upgrades (sheriff's office and tax office).

- The budget invests in school capital needs over the next few years to include interior redesigns and paving for the middle and high schools, multiple HVAC replacements, ADA upgrades, replacement of the high school boiler system, and other requested school capital needs.

Mr. McMillen asked the board to consider setting work sessions to review the proposed budget in detail. The public hearing on the budget should be set for the evening of June 1, which is the date of the regular meeting. He requested that the board receive the FY 2020-21 proposed budget, schedule budget work sessions, and schedule budget hearings for the June 1st regular meeting. He noted that the proposed budget will be posted online tomorrow morning.

Motion was made by Commissioner Thomas S. Hester, Jr., seconded by Commissioner Carolyn Faines, vote unanimous, to receive the FY 2020-21 proposed budget and schedule the budget hearings for the June 1st regular meeting.

The board scheduled budget work sessions for May 12 and 13 at 8:30 a.m.

Consent Agenda

Motion was made by Commissioner Thomas S. Hester, Jr., seconded by Commissioner Carolyn Faines, vote unanimous, to approve the following consent agenda items as presented: Budget Amendments #27 - #30, Budget Transfers #21 - #24, March 2020 Tax Refunds and Releases, departmental monthly reports, and the minutes of the April 6, 2020 regular meeting.



**Budget Amendment #27
FY 2019-2020
Social Services**

| Revenue Amendment Request | Account Number | Revenue Increase (Decrease) |
|--|-----------------------|------------------------------------|
| Fraud Collection – Food Stamps | 10-348-434807 | 10,387 |
| Total Revenue Increase (Decrease) | | \$ 10,387 |

| Expenditure Amendment Request | Account Number | Expense Increase (Decrease) |
|--------------------------------------|-----------------------|------------------------------------|
| Meals on Wheels Grant | 10-615-500238 | 10,387 |
| Total | | \$ 10,387 |

Purpose: BCBS / Meals on Wheels Grant. No county dollars are used in this amendment.

Authorization: Vance County Board of Commissioners
May 4, 2020



**Budget Amendment #28
FY 2019-2020
911 Emergency Operations**

| Revenue Amendment Request | Account Number | Revenue Increase (Decrease) |
|--|-----------------------|------------------------------------|
| EMP Grant Supplies | 10-380-438059 | 279.03 |
| Total Revenue Increase (Decrease) | | \$ 279.03 |

| Expenditure Amendment Request | Account Number | Expense Increase (Decrease) |
|--------------------------------------|-----------------------|------------------------------------|
| EMP Grant Supplies | 10-621-500525 | 279.03 |
| Total | | \$ 279.03 |

Purpose: A total of \$18,279.03 was received. Only \$18,000 was budgeted. This is an amendment so that all grant monies can be spent. No county dollars are used in this amendment.

Authorization: Vance County Board of Commissioners
May 4, 2020



**Budget Amendment #29
FY 2019-2020
Social Services**

| Revenue Amendment Request | Account Number | Revenue Increase (Decrease) |
|--|-----------------------|------------------------------------|
| Families First Funding for COVID | New | 44,151 |
| Total Revenue Increase (Decrease) | | \$ 44,151 |

| Expenditure Amendment Request | Account Number | Expense Increase (Decrease) |
|--------------------------------------|-----------------------|------------------------------------|
| Families First Funding for COVID | New | 44,151 |
| Total | | \$ 44,151 |

Purpose: Monies from the state to help with COVID; for congregate and home delivery meals. No county dollars are used in this amendment.

Authorization: Vance County Board of Commissioners
May 4, 2020



**Budget Amendment #30
FY 2019-2020
Animal Shelter**

| Revenue Amendment Request | Account Number | Revenue Increase (Decrease) |
|--|-----------------------|------------------------------------|
| General Shelter Donations | 10-332-433203 | 316.94 |
| Fund Balance App – Capital Reserve | 10-399-439902 | 4,300.00 |
| Total Revenue Increase (Decrease) | | \$ 4,616.94 |

| Expenditure Amendment Request | Account Number | Expense Increase (Decrease) |
|--------------------------------------|-----------------------|------------------------------------|
| Departmental Supplies | 10-599-500033 | 316.94 |
| Maintenance Building and Grounds | 10-599-500015 | 4,300.00 |
| Total | | \$ 4,616.94 |

Purpose: Animal Shelter donations specifically for cat traps, no county dollars. Repair and pay for sewer lift pump at the animal shelter.

Authorization: Vance County Board of Commissioners
May 4, 2020



**Budget Transfer #21
FY 2019-2020
Social Services**

| Transfer From: | Account Number | Amount |
|-----------------------|-----------------------|------------------|
| Public Assistance | 10-610-500027 | 30,000 |
| Total | | \$ 30,000 |

| Transfer To: | Account Number | Amount |
|--------------------------------|-----------------------|------------------|
| Supplies | 10-610-500032 | 20,000 |
| Vehicle Maintenance | 10-610-500017 | 2,000 |
| DNA Testing/Clerk of Court Fee | 10-610-500446 | 8,000 |
| Total | | \$ 30,000 |

Purpose: Unexpected breakdown on a few county cars while workers were out of town. Purchase of printers through the year, along with more toners, cartridges and paper, which is at a higher rate. Child support had an increase in civil fees which are complaints sent to the Clerk's Office to be filed, which are at a rate of \$150 per civil fee.

Authorization: Vance County Board of Commissioners
May 4, 2020



**Budget Transfer #22
FY 2019-2020
EMS**

| Transfer From: | Account Number | Amount |
|-----------------------|-----------------------|--------------------|
| Contingency | 10-999-500099 | 9,809.49 |
| Total | | \$ 9,809.49 |

| Transfer To: | Account Number | Amount |
|---------------------|-----------------------|---------------|
| Vehicle Maintenance | 10-530-500017 | 9,809.49 |

| | | |
|--------------|--|--------------------|
| Total | | \$ 9,809.49 |
|--------------|--|--------------------|

Purpose: Ambulance malfunctioned on a call which led to engine and brake repair. This is the amount of the bill.

Authorization: Vance County Board of Commissioners
May 4, 2020



**Budget Transfer #23
FY 2019-2020
Sheriff's Office**

| Transfer From: | Account Number | Amount |
|-----------------------|-----------------------|-----------------|
| Regular Salaries | 10-510-500001 | 2,145 |
| Total | | \$ 2,145 |

| Transfer To: | Account Number | Amount |
|-----------------------|-----------------------|-----------------|
| Equipment Maintenance | 10-510-500016 | 2,145 |
| Total | | \$ 2,145 |

Purpose: Radios need updating in order to be assigned to each deputy.

Authorization: Vance County Board of Commissioners
May 4, 2020



**Budget Transfer #24
FY 2019-2020
Register of Deeds**

| Transfer From: | Account Number | Amount |
|-----------------------|-----------------------|------------------|
| Contingency | 10-999-500099 | 512.36 |
| Total | | \$ 512.36 |

| Transfer To: | Account Number | Amount |
|---------------------|-----------------------|------------------|
| Office Supplies | 10-480-500032 | 512.36 |
| Total | | \$ 512.36 |

Purpose: Chairs are from 2003; need four. Two of them are broken and held together with glue or duct tape.

Authorization: Vance County Board of Commissioners
May 4, 2020



TAX OFFICE REFUND AND RELEASE REPORT FOR MARCH 2020

| TAXPAYER NAME | TAX YR | REAL | PERSONAL | SOLID WASTE FEE | REASON |
|------------------------|---------|---------|----------|-----------------|------------------|
| DUNCAN WILLIAM JOSEPH | 2018 | 0 | 0 | 112 | REMOVE SOLID WAS |
| HAASE EDWIN | 2018 | 0 | 107.99 | 0 | PERS PROP BILLED |
| HAASE EDWIN | 2018 | 0 | 3.15 | 0 | PERS PROP BILLED |
| RAMSEY DANIEL JAKE | 2018 | 0 | 46.28 | 0 | PERS PROP BILLED |
| BAILEY LYNWOOD R | 2019 | 0 | 0 | 112 | REMOVE SOLID WAS |
| DUNCAN WILLIAM JOSEPH | 2019 | 0 | 0 | 112 | REMOVE SOLID WAS |
| RAMSEY DANIEL JAKE | 2019 | 0 | 45.12 | 0 | PERS PROP BILLED |
| BOWEN PATRICIA MOORE | 2020 | 481.63 | 0 | 0 | PUV APPEAL GRANT |
| BOWEN PATRICIA MOORE | 2020 | 481.63 | 0 | 0 | PUV APPEAL GRANT |
| BOWEN PATRICIA MOORE | 2020 | 491.94 | 0 | 0 | PUV APPEAL GRANT |
| BOWEN PATRICIA MOORE | 2020 | 504.83 | 0 | 0 | PUV APPEAL GRANT |
| WILSON JAMES EDWARD JR | 2020 | 0 | 32.29 | 0 | PERS PROP BILLED |
| | | | | | |
| TOTAL | | 1960.03 | 234.83 | | |
| GRAND TOTAL | 2194.86 | | | | |

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

Miscellaneous

Appointments. The following appointments were presented to the Board for consideration:

911 Advisory Board – three year term
Reappoint Gordon Wilder

Kerr-Tar Workforce Development Board – initial one year term
Appoint Jerry Edmonds, III

Motion was made by Commissioner Archie B. Taylor, Jr. to approve the appointments as presented. This motion was seconded by Commissioner Thomas S. Hester, Jr. and unanimously approved.

As there was no further business, at 7:45 p.m., motion was made by Commissioner Thomas S. Hester, Jr., seconded by Commissioner Dan Brummitt, vote unanimous, that the meeting be adjourned.

Approved and signed June 1, 2020.

Chairman