

STATE OF NORTH CAROLINA

COUNTY OF VANCE

The Vance County Board of Commissioners met in regular session on Monday, December 4, 2023 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: Chair Yolanda J. Feimster, Vice-Chair R. Dan Brummitt, Commissioners Sean A. Alston, Sr., Carolyn Faines, Thomas S. Hester, Jr., Leo Kelly, Jr., and Archie B. Taylor, Jr.

Absent: None

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

Rev. Joseph Ratliff, Shiloh Baptist Church, gave the invocation.

The first order of business was the election of the chair. Commissioner Archie B. Taylor, Jr. nominated Commissioner R. Dan Brummitt for the position of chair. Commissioner Thomas S. Hester, Jr. seconded the nomination. Vote to close the nominations and appoint Commissioner R. Dan Brummitt as chair for the coming year was ayes – five (5); noes – two (2); with the dissenting votes being cast by Commissioners Sean A. Alston, Sr., and Carolyn Faines.

Chair Brummitt thanked Commissioner Feimster for her leadership during the past year.

The next order of business was the election of the vice-chair. Commissioner Carolyn Faines nominated Commissioner Sean A. Alston, Sr. for the position of vice-chair. Commissioner Archie B. Taylor, Jr. nominated Commissioner Leo Kelly, Jr.

Commissioner Leo Kelly, Jr. received the majority vote to serve as vice-chair for the coming year as follows:

Nominee Sean A. Alston, Sr.	Nominee Leo Kelly, Jr.
Sean A. Alston, Sr.	R. Dan Brummitt
Carolyn Faines	Thomas S. Hester, Jr.
Yolanda J. Feimster	Leo Kelly, Jr.
	Archie B. Taylor, Jr.

The next item addressed was the 2024 holiday schedule. Motion was made by Commissioner Archie B. Taylor, Jr., seconded by Commissioner Thomas S. Hester, Jr. vote unanimous, to adopt the following schedule of holidays for 2024:

**County of Vance
2024 Holiday Schedule**

Holiday	Observance Date	Day of Week
New Year's Day	January 1, 2024	Monday
Martin Luther King, Jr. Birthday	January 15, 2024	Monday
Good Friday	March 29, 2024	Friday
Memorial Day	May 27, 2024	Monday
Juneteenth	June 19, 2024	Wednesday
Independence Day	July 4, 2024	Thursday
Labor Day	September 2, 2024	Monday
Veterans Day	November 11, 2024	Monday
Thanksgiving	November 28 & 29, 2024	Thursday, Friday
Christmas	December 24, 25 & 26, 2024	Tuesday, Wednesday, Thursday

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Motion was made by Commissioner Leo Kelly, Jr., seconded by Commissioner Thomas S. Hester, Jr. vote unanimous, to adopt the following Board of Commissioners' meeting schedule for 2024. *It was noted that meeting dates affected by holidays are reflected in the schedule.

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**Board of Commissioners
2024 Meeting Schedule
Commissioners' Meeting Room
122 Young Street, Henderson NC**

Regular Meetings - 6:00 p.m. First Monday	Work Sessions - 4:00 p.m. Third Monday
*Monday, January 8 (second Monday)	Planning Retreat – date tbd
Monday, February 5	Monday, February 19
Monday, March 4	Monday, March 18
Monday, April 1	Monday, April 15
Monday, May 6	Budget Work Sessions – dates tbd
Monday, June 3	---
Monday, July 1	---
Monday, August 5	Monday, August 19
*Tuesday, September 3	Monday, September 16
Monday, October 7	Monday, October 21
Monday, November 4	Monday, November 18
Monday, December 2	---

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Mr. Frankie Nobles, Vance County Employee Engagement Team Chair, was next on the agenda to recognize the new employee of the month. He noted that employees are nominated by their peers, and this month's recognition goes to Cathy Hope with the Finance Office. Finance Director Katherine Bigelow noted that Cathy has an exceptional attention to detail, is a role model for others, and always has a positive attitude. Ms. Hope will receive a \$100 gift card and a

designated parking space for the month. She was presented a certificate of appreciation and the board congratulated her on receiving this recognition.

Water District Board

Chair R. Dan Brummitt called the Water District Board to order.

Water Shortage Response Plan. County Manager C. Renee Perry stated that the county water system’s water shortage response plan (WSRP) was recently reviewed and given preliminary approval by the NC Department of Environmental Quality’s Division of Water Resources. In accordance with NCGS 143-355(l), it is necessary for the water district board to adopt the plan by resolution prior to receiving final approval from NCDEQ. Once approved, statutes require the plan to be updated at least once every five years or as requested by the state. Recommendation: Adopt resolution approving the Water Shortage Response Plan for the Vance County Water District.

Motion was made by Commissioner Carolyn Faines, seconded by Commissioner Leo Kelly, Jr., vote unanimous, to adopt the following resolution approving the Water Shortage Response Plan for the Vance County Water District.



RESOLUTION
by the
Vance County Water District Board
Approving Water Shortage Response Plan

WHEREAS, North Carolina General Statute 143-355(l) requires that each unit of local government that provides public water service or that plans to provide public water service and each large community water system shall, either individually or together with other units of local government and large community water systems, prepare and submit a Water Shortage Response Plan; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Water Shortage Response Plan for the Vance County Water District has been developed and submitted to the Vance County Water District Board for approval; and

WHEREAS, the Vance County Water District finds that the Water Shortage Response Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for the Vance County Water District as well as useful information to the Department of Environmental Quality for the development of a state water supply plan as required by statute.

NOW, THEREFORE BE IT RESOLVED, by the Vance County Water District Board of the Vance County Water District, that the Water Shortage Response Plan entitled Vance County Water District Water Shortage Response Plan, dated 2023, is hereby approved and shall be submitted to the Department of Environmental Quality, Division of Water Resources; and

BE IT FURTHER RESOLVED, that the Vance County Water District Board intends that this plan shall be revised to reflect changes in relevant data and projections at least once every

five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This, the 4th day of December, 2023.

R. Dan Brummitt (signed)
R. Dan Brummitt, Chair

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At this time, LKC Engineering representative Logan Parsons provided an update on the lead notification from DEQ. He stated that the notice was related to a sample from a residential tap and not the water system as a whole. The county is now awaiting notice from the state as to whether more testing is needed.

The October 2023 monthly operations report was presented to the board for information. Chair R. Dan Brummitt adjourned the Water District Board.

County Manager's Report

Annual Planning Retreat. County Manager C. Renee Perry noted that January is quickly approaching and the board's annual planning retreat is planned for one day and will include a financial and budget outlook, review of proposed CIP projects for the upcoming fiscal year, discussion on prioritization of current projects, and other items that are pending as of right now. Potential dates are January 24 or 25. Recommendation: Consider and approve one of the above dates after discussion and consensus amongst the board.

One commissioner had a conflict with these dates, so the retreat was scheduled for Thursday, January 18, 2024. The location will be determined as soon as possible.

Fire Department Capital Request. Ms. Perry noted that the board froze all fire department capital expenditures with the approval of the FY23-24 budget due to the pending fire study. She stated that Fire Chief Chris Wright has requested to purchase PPE for his staff for several reasons that are related to safety. The current PPE has several years of wear and tear and poses a safety risk to staff. She advised that she did visit the fire department to see the PPE and recommended the purchase of PPE capital items as requested by the Fire Chief.

This matter was referred to the Public Safety Committee for further review.

Department Head Hire Request. Interviews are complete for the Animal Services Manager position. Recommendation: Approve the selection of the County Manager's recommended Animal Services Manager. This matter will be discussed in closed session.

Finance Director’s Report

Surplus Property. Finance Director Katherine Bigelow advised that the Tax Office has a 2011 Crown Vic that was used by the tax appraiser. She noted that the vehicle is continually in need of repair and should not be transferred to another department. She recommended that it be declared surplus.

Motion was made by Commissioner Thomas S. Hester, Jr., seconded by Commissioner Carolyn Faines, vote unanimous, to declare the vehicle as surplus and authorize the finance director to dispose of said property accordingly as allowed by state statute.

Henderson-Vance Industrial Park Roadway and Sewer Improvements. Ms. Bigelow noted that on October 24, Triangle Grading and Paving, Inc. was the low bidder for the HVIP roadway and sewer improvements project. On November 6, the board approved the budget amendment to fulfill the EDA grant requirements. She noted that Triangle Grading and Paving has met all bond and insurance requirements set forth and recommended awarding the bid to Triangle Grading and Paving, Inc. and authorizing the county manager and finance director to execute all appropriate documents as necessary.

Motion was made by Commissioner Thomas S. Hester, Jr. to award the bid to Triangle Grading and Paving, Inc. for the Henderson-Vance Industrial Park roadway and sewer improvements project and authorize the county manager and finance director to execute all appropriate documents as necessary. This motion was seconded by Commissioner Leo Kelly, Jr. and unanimously approved.

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: October 2023 Tax Refunds and Releases, departmental monthly reports, and the minutes of the November 6, 2023 regular meeting and the November 20, 2023 work session.



TAX OFFICE REFUND AND RELEASE REPORT FOR OCTOBER 2023

TAXPAYER NAME	TAX YR	REAL	PERSONAL	SOLID WASTE FEE	REASON
ALESSI JENNIFER LASSITER	2023	353.96	0	0	CORRECT VALUE
ATKINSON SAMUEL EDGAR III	2023	0	52.51	0	REAL PROP - BILL
BROWN TAMIKO N	2023	477.25	0	120	REMOVE SOLID WAS
BROWN TAMIKO N	2023	477.25	0	0	PERS PROP BILLED
DEACON HOMES LLC	2023	0	0	120	REMOVE SOLID WAS

TAXPAYER NAME	TAX YR	REAL	PERSONAL	SOLID WASTE FEE	REASON
DURHAM HAROLD ALLEN	2023	410.00	0	0	CORRECT/GRANT EX
EDWARDS BILLY C	2023	0	0	120	REMOVE SOLID WAS
FASTENAL COMPANY	2023	0	61.59	0	PERS PROP BILLED
FASTENAL COMPANY	2023	0	1493.82	0	PERS PROP BILLED
FASTENAL COMPANY	2023	0	149.73	0	PERS PROP BILLED
FASTENAL COMPANY	2023	0	57.46	0	PERS PROP BILLED
FASTENAL COMPANY	2023	0	0.96	0	PERS PROP BILLED
FASTENAL COMPANY	2023	0	2.96	0	PERS PROP BILLED
FASTENAL COMPANY	2023	0	10.82	0	PERS PROP BILLED
FIRST-CITIZENS BANK & TRUST	2023	0	2858.39	0	PERS PROP BILLED
FOWLER CATHERINE W DECEASED	2023	0	0	240	REMOVE SOLID WAS
HEALTHCARE BILLING SOLUTIONS	2023	0	1498.37	0	CORRECT VALUE
HEALTHCARE BILLING SOLUTIONS	2023	0	31.63	0	REAL PROP - BILL
MAJESTIC OAKS PROPERTIES LLC	2023	0	0	120	REMOVE SOLID WAS
NPRTO SOUTH EAST LLC FKA	2023	0	13.44	0	REMOVE LATE LIST
NPRTO SOUTH EAST LLC FKA	2023	0	66.05	0	REMOVE LATE LIST
NPRTO SOUTH EAST LLC FKA	2023	0	2.15	0	REMOVE LATE LIST
NPRTO SOUTH EAST LLC FKA	2023	0	15.33	0	REMOVE LATE LIST
NPRTO SOUTH EAST LLC FKA	2023	0	0.90	0	REMOVE LATE LIST
ROBINSON JAMES STEPHEN	2023	0	169.07	0	PERS PROP BILLED
SANTIAGO IRIS MERCEDES	2023	0	0	0	ADD SOLID WASTE
SSF SOLAR TRUST	2023	0	1762.46	0	REMOVE LATE LIST
SSF SOLAR TRUST	2023	0	52.01	0	REMOVE LATE LIST
ST WOOTEN CORPORATION	2023	0	199.59	0	CORRECT VALUE
ST WOOTEN CORPORATION	2023	0	10.28	0	REMOVE LATE LIST
ST WOOTEN CORPORATION	2023	0	0.68	0	CORRECT VALUE
ST WOOTEN CORPORATION	2023	0	4.50	0	REMOVE LATE LIST
ST WOOTEN CORPORATION	2023	0	0.10	0	REMOVE LATE LIST
ST WOOTEN CORPORATION	2023	0	199.59	0	CORRECT VALUE
WALKER DAVID LEE	2023	7.35	0	0	CORRECT/GRANT EX
WRIGHT DANNY W CPA	2023	0	0.91	0	PERS PROP BILLED
WRIGHT DANNY W CPA	2023	0	21.36	0	PERS PROP BILLED
WRIGHT DANNY W CPA	2023	0	3.81	0	PERS PROP BILLED
WRIGHT DANNY W CPA	2023	0	1.80	0	PERS PROP BILLED
TOTAL		1725.81	8742.27		
GRAND TOTAL	10468.08				

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

Miscellaneous

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

Vance County Tax Administrator – two year term
Reappoint Porcha Brooks

Community Advisory Committee – three year term

Reappoint Joann Evans

Farmers Market Advisory Committee – three year term

Reappoint Horace Bullock and Lisa Royster

Appoint Jan Taylor-Fuller to fill a vacant position.

Tourism Development Authority – three year term

Reappoint Shirley Julian, Donald Matthews, Benny Finch and Alice Sallins

Vance County Housing Authority – five year term

Appoint Symia Crews to fill a vacant position.

Firemen's Relief Fund Board of Trustees – two year term

Bearpond - appoint Chris Pulley and Wayne Rowland

Cokesbury - reappoint Alton Patrick and Chris Wright

Golden Belt - reappoint Thomas Hester and Carolyn Faines

Hicksboro - reappoint Wallace Edwards and Robert Griffin

Kittrell - appoint David Woodlief and reappoint Jerry Joyner

Townsville - reappoint Travis Richardson and Joe Norwood

Watkins VFD - appoint Brandon Link and reappoint Brian Clayton

Motion was made by Commissioner Yolanda Feimster to approve the appointments and reappointments as presented. This motion was seconded by Commissioner Leo Kelly, Jr. and unanimously approved.

At this time, motion was made by Commissioner Archie B. Taylor, Jr., seconded by Commissioner Carolyn Faines, vote unanimous, to enter into closed session to discuss a personnel matter.

Upon return to open session, motion was made by Commissioner Sean A. Alston, Sr., seconded by Commissioner Carolyn Faines, vote unanimous, to approve the minutes of the October 2, 2023 and October 16, 2023 closed sessions.

Motion was made by Commissioner Sean A. Alston, Sr. to authorize the county manager to extend the offer to the applicant as discussed in closed session for the position of Animal Services Manager. This motion was seconded by Commissioner Archie B. Taylor, Jr. and unanimously approved.

As there was no further business, at 6:35 p.m., motion was made by Commissioner Archie B. Taylor, Jr., seconded by Commissioner Carolyn Faines, vote unanimous, that the meeting be adjourned.

Approved and signed January 8, 2024.



R. Dan Brummitt, Chair