

STATE OF NORTH CAROLINA

COUNTY OF VANCE

The Vance County Board of Commissioners met in regular session on Monday, May 7, 2018 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 Thomas S. Hester, Jr., Vice-Chairman Archie B. Taylor, Jr., Commissioners Dan Brummitt, Carolyn Faines, Yolanda J. Feimster, Leo Kelly, Jr., and Gordon Wilder.

Absent: None.

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

Pastor Carolyn Roy, Plank Chapel United Methodist Church, gave the invocation.

Mr. John Barnes, Chamber of Commerce, recognized the participants of Leadership-Vance 2018 who were present. The participants introduced themselves and stated their occupation and place of work. Chairman Thomas S. Hester, Jr. thanked the group for being present at the meeting and for taking an interest in moving the county forward.

Public comments were heard next. Mr. John Yount appeared before the board and asked the board to do what it can to have the overgrown trees removed on NC 39 North at the Williamsboro Wayside Bridge.

Ms. Felicia Gregory, Interim Director of Franklin-Vance-Warren Opportunity, appeared before the board and provided an update on activities and programs provided by Franklin-Vance-Warren. She distributed a current listing of FVW Board members and stated that during its April board meeting, the board amended its bylaws to reduce the number of board members from 27 to 18 members. She also distributed a copy of FVW's current audit report.

Mr. Dennis Jarvis, EDC Director, stated that one goal of the Economic Development Commission is to develop a new marketing program and website. Requests for Proposals were solicited in December and seven were received. The EDC's Promotions Committee interviewed four of those companies and unanimously recommended proceeding with Marketing Alliance for the marketing initiative at an amount not to exceed \$60,000. Marketing Alliance specializes in economic development marketing and has worked with several governmental entities in North Carolina.

Chairman Hester thanked the EDC's Promotions Committee for their hard work in this process.

After brief discussion, motion was made by Commissioner Archie B. Taylor, Jr. to approve contracting with Marketing Alliance for the EDC marketing initiative and authorize the use of remaining FY 2017-18 departmental funds plus an additional allocation not to exceed \$60,000 from fund balance for the project. This motion was seconded by Commissioner Gordon Wilder and unanimously approved.

Water District Board

Chairman Thomas S. Hester, Jr. called the Water District Board to order. The April 2018 operations report was presented to the board for information. Chairman Hester closed the Water District Board.

Committee Reports and Recommendations

Public Safety Committee - Fire Engine Financing. Commissioner Gordon Wilder stated that the committee (Wilder [C], Brummitt, & Faines) met on Tuesday, April 24th and Tuesday, May 1st and was informed that the county did not qualify for the \$50,000 USDA grant associated with the purchase of the fire engine due to the household incomes of the service area. The county is still eligible for a USDA loan, although staff believes bank financing will provide a shorter term, better rates and less overall interest over the length of the loan. The committee discussed financing the purchase and was made aware that staff would release RFPs for bank financing closer to the October/November timeframe when the truck build is completed.

Public Safety Committee - Options for Old Fire Engine. Commissioner Wilder reported that the committee was informed that a volunteer fire department has requested the old 1994 fire engine which is to be cycled out after completion of the new truck. The committee discussed options for disposing of the truck and shared an interest for keeping the fire engine local if there was a need from a volunteer department.

Public Safety Committee - Volunteer Fire Department Funding and Response. Commissioner Wilder stated that the committee reviewed and discussed the funding options listed on the "Fire & Rescue Service Program" handout. Staff informed the committee that pricing associated with the options were subject to minor changes based upon the final adopted fire fund budget. Option 1 consists of a total of 14 part-time positions, with two at each of the volunteer fire departments, and one at the border departments. Option 2 consists of increasing

the VFD funding to equal shares, with and without rotating capital and/or substation funds. Option 3 consists of combinations of part time positions and increased VFD funding with rotating capital and substation funding. Staff also provided the committee with a breakdown of personnel cost, operating cost and capital cost for the county fire department as presented in the FY19 recommended budget. The committee requested staff to prepare numbers and a proposal that converts the Golden Belt District to volunteer and disperses full-time county fire staff to the volunteer departments based upon call volumes and other factors with part-time staff at the remaining volunteer stations. The committee reiterated that any changes would not put current staff out of a job and are focused on evaluating whether there is a better way to protect lives and property.

Public Safety Committee - Fire Commission Guidelines Revisions. Commissioner Wilder noted that the committee was presented with a draft resolution prepared and endorsed by the fire commission updating its guidelines from the original 1960 resolution. The committee determined that a second meeting on May 1st was necessary to allow staff and the committee time for adequate review. During the May 1st meeting, the committee reviewed the resolution and recommended approval. The resolution sets duties and power of the commission and states that the primary purpose of the commission shall be to cooperate in the continued development of improved and efficient methods for the protection of life and property in Vance County, assist in providing a trained body of fire and/or rescue personnel, and accommodate other county agencies in emergency situations. Recommendation: Approve resolution amending the purpose, duties and responsibilities of the Vance County Fire Commission.

Motion was made by Commissioner Gordon Wilder to approve the resolution amending the purpose, duties and responsibilities of the Vance County Fire Commission. This motion was seconded by Commissioner Carolyn Faines.

County Attorney Jonathan S. Care stated that he was unable to attend the second committee meeting on May 1st and has some concerns with the statutory reference that only includes fire departments and not rescue squads. The requirement to submit budget requests and applications is not clear. He would like to see the opportunity to get these issues corrected.

Commissioner Gordon Wilder withdrew his motion and this matter was referred back to the Public Safety Committee for further review.

Planning and Environmental Committee - Tree Removal at Administration Building.

Commissioner Carolyn Faines stated that the committee (Faines [C], Kelly, & Wilder) met on Thursday, May 3rd and discussed a recommendation from staff to remove a large tree between the administration building and Young Street. The tree is 130+ years old and is displaying similar signs as the one removed a few years ago and the one that fell into the street on April 23rd. Cooperative Extension has examined the tree and noted it is growing in an area restricting its root growth and it has at least one major dead limb. The committee felt the potential liability and cost outweighed the cost of removing the tree and recommended to authorize the county manager to seek quotes and approve a contract in an amount not to exceed \$7,000 for removal of the tree. Recommendation: Authorize the county manager to seek quotes and approve a contract in an amount not to exceed \$7,000 for the removal of the large tree located between the administration building and Young Street due to a potential safety issue.

Motion was made by Commissioner Carolyn Faines to authorize the county manager to seek quotes and approve a contract in an amount not to exceed \$7,000 for the removal of the large tree located between the administration building and Young Street due to a potential safety issue. This motion was seconded by Commissioner Archie B. Taylor, Jr. and unanimously approved.

Commissioner Gordon Wilder asked if this would also include the removal of the smaller tree beside the large tree. County Manager Jordan McMillen responded that the smaller tree would also be removed.

Planning and Environmental Committee - Williamsboro Wayside Vegetation.

Commissioner Faines reported that the committee heard from three residents and discussed the growing vegetation located along NC 39 North at the Williamsboro Wayside bridge. One committee member mentioned this area as being a part of the marketing and beautification efforts of the county and another member noted a concern with setting a precedent for counties taking over maintenance of roads and road right-of-ways. The committee was informed that NCDOT has maintained the area for many years until recent access to prisoners has reduced their ability to maintain the area. The committee was made aware that NCDOT has sprayed the area closest to the bridge in the past year and they are discussing the possibility of clearing a larger area. Staff informed the committee that quotes would need to be obtained if the county were to take on the project and felt both sides of the roadway could be cleared for less than \$20,000. The

committee members noted the importance of the area and the need for having it cleared and were agreeable to further discussion with the full board. Request: Authorize the County Manager to seek quotes and approve a contract in an amount not to exceed \$20,000 for the removal of vegetation along NC 39 North at the Williamsboro Wayside bridge.

Motion was made by Commissioner Carolyn Faines to authorize the County Manager to seek quotes and approve a contract in an amount not to exceed \$20,000 for the removal of vegetation along NC 39 North at the Williamsboro Wayside bridge. This motion was seconded by Commissioner Archie B. Taylor, Jr.

Commissioner Dan Brummitt noted that there has been some recent indication from DOT to do something in this area. He suggested that we stay in touch with DOT during this process to see if we can alleviate some of our cost. Commissioner Gordon Wilder suggested that a plan be developed to prevent this from happening again. He also mentioned that the Nutbush bridge is in danger of becoming overgrown if something is not done soon. The board discussed putting a time frame on this with DOT and decided 60 days would be appropriate.

Vote on the motion to authorize the County Manager to seek quotes and approve a contract in an amount not to exceed \$20,000 for the removal of vegetation along NC 39 North at the Williamsboro Wayside bridge was unanimous.

Planning and Environmental Committee - Electronics Waste Cost Reduction Pilot. Commissioner Faines reported that the committee was presented with a cost reduction pilot program that would involve changing the location of the county's e-waste collection from two sites (Brodie Road and NC 39 North) to a single collection point at the old county landfill on NC 39 North. The pilot would allow the county more control of items to be recycled vs. thrown away and has the potential to cut the cost of e-waste recycling. Both Granville and Vance counties would participate in this effort on an individual county basis. The committee was informed that a total of 39 other counties collect e-waste at a single site and Vance has gone from spending zero on e-waste to \$190,000 over the past two years. The recommended budget for the upcoming year includes \$110,000 budgeted for e-waste and is one of the primary reasons for a proposed increase in the solid waste household fee. The committee was agreeable to proceeding with the proposed cost reduction program to centralize collection of e-waste at the old county landfill.

Motion was made by Commissioner Carolyn Faines, seconded by Commissioner Gordon Wilder, vote unanimous, to proceed with a cost reduction pilot program to centralize collection of e-waste at the old county landfill.

Planning and Environmental Committee - Roadside Cleanup. Commissioner Faines noted that the committee was informed of the recent successful employee roadside cleanup event organized by Sherry Moss. A total of 17 employees participated and collected a total of 53 bags of trash along two roads. The committee was informed that the employees enjoyed the event and would like to do a similar event for the fall litter sweep. The committee was also informed that progress is being made with roadside cleanup around the county with many adopt-a-highway groups getting out over the past month. Also, NCDOT has contracted for roadside cleanup which has begun along major roadways ahead of the mowers moving into the county. Staff noted that the Vance County Appearance Commission is back to being active as a result of a recent resurgence in its membership.

Chairman Hester asked that a thank you letter be sent to Sherry Moss and those employees who participated in this event.

Finance Director's Report

Surplus Property. Finance Director David C. Beck requested that the following item be declared as surplus and authorize the finance director to dispose of the item as allowed by state statute.

Description	Reason No Longer Needed	Department
56 Channel Max Pro Recorder	Obsolete, no longer used	911

Motion was made by Commissioner Gordon Wilder, seconded by Commissioner Carolyn Faines, vote unanimous, to declare the item as surplus and authorize the finance director to dispose of the item as allowed by state statute.

Audit Contract for FY 2017-18. Mr. Beck explained that Thompson, Price, Scott, Adams & Co. has presented a contract to continue as the auditors for the county for the fiscal year ending June 30, 2018. The fee for the audit will be \$47,000 which is an increase of \$3,500 from the prior year. Additionally, the Office of the State Auditor is going to require a separate engagement for testing of Medicaid and other DSS programs for all counties beginning with fiscal year 2017-18. This testing goes beyond the scope of a typical audit. The cost of that engagement has not been determined at this time but will be an additional cost.

Recommendation: Approve the contract with Thompson, Price, Scott, Adams, & Co. to perform the annual financial audit for the fiscal year ending June 30, 2018.

Motion was made by Commissioner Gordon Wilder, seconded by Commissioner Leo Kelly, Jr., vote unanimous, to approve the contract with Thompson, Price, Scott, Adams, & Co. to perform the annual financial audit for the fiscal year ending June 30, 2018.

Engagement Letter - Required Pension Testing. Mr. Beck stated that since new pension reporting standards went in place for governmental audits four years ago, the Office of the State Auditor and the Department of State Treasurer have been randomly selecting units of government for additional testing each year. Vance County is one of 48 units selected this year that will be required to undergo additional testing of its pension data that is part of the Local Government Employees Retirement System (LGERS). This testing is beyond the scope of our annual audit and requires a separate engagement letter. Also, there is an additional cost for this testing that is not part of our annual audit fee. The estimated cost of the pension testing engagement is \$4,500. He noted that a separate engagement will be needed in the future for DSS. Recommendation: Approve the engagement letter with Thompson, Price, Scott, Adams, & Co. to perform the Pension Agreed-Upon Procedures testing as required by the Office of the State Auditor.

Motion was made by Commissioner Dan Brummitt to approve the engagement letter with Thompson, Price, Scott, Adams, & Co. to perform the Pension Agreed-Upon Procedures testing as required by the Office of the State Auditor, and request assistance from our representation in Raleigh for these mandates. This motion was seconded by Commissioner Gordon Wilder and unanimously approved.

County Manager's Report

Fireworks Permit. County Manager Jordan McMillen advised that the Cokesbury Volunteer Fire Department is requesting approval of a fireworks permit for its annual Independence Day celebration on S. Cokesbury Road. According to Cokesbury VFD Chief Adam Pegram, the work will be performed by three licensed and insured shooters. The county fire marshal has approved the permit subject to board approval. Recommendation: Approve the request from Cokesbury Volunteer Fire Department for a permit to discharge fireworks at its annual Independence Day celebration on S. Cokesbury Road on Saturday, July 7, 2018.

Motion was made by Commissioner Dan Brummitt, seconded by Commissioner Gordon Wilder, vote unanimous, to approve the request from Cokesbury Volunteer Fire Department for a permit to discharge fireworks at its annual Independence Day celebration on S. Cokesbury Road on Saturday, July 7, 2018.

Presentation of FY 2018-19 Proposed Budget. County Manager Jordan McMillen presented the FY 2018-19 proposed budget and provided a brief synopsis of the budget as follows:

- The recommended general fund budget is \$48,041,115 which represents a decrease of \$1,225,538 or 2.5% under the current budget.
- Budget presented with no increase in the property tax rate. Tax Rate = 89 cents per \$100 in value. The county will realize an additional \$607,938 in property taxes due to natural growth. One penny on the tax rate = \$257,523.
- There will be an increase in the amount of fund balance required to balance the budget from \$1,159,957 in FY2017-18 to \$1,455,008 in FY2018-19. This increase is directly attributable to an increase in one-time investments or capital expenditures utilizing the county's fund balance. It is anticipated that approximately \$500,000 of this amount will be spent with the remaining being used to balance the budget.
- The recommended budget maintains the current level of services as well as the county's healthy financial condition. The fund balance (General Fund) is projected to increase to 37.6% by the end of FY 2018.
- The recommended budget addresses employee retention and pay by funding the second and final phase of the salary and classification study, along with a one-time bonus for county employees.
- The recommended budget invests in education and 21st century learning by providing \$1,337,000 in capital to Vance County Schools to support lease payments on teacher devices, to provide matching grant funds for a z-space 3-dimensional learning environment, for ADA compliance upgrades, activity bus replacements and other requested school capital needs.
- The recommended budget implements the FY19 CIP which primarily consists of pay go (cash) funding from fund balance. The projects include purchasing mobile CAD hardware (\$215,000), jail intercom and door modernization (\$200,000), replacing/repairing courthouse seating (\$125,000), replacing courthouse HVAC systems (\$65,000), admin building window replacements (\$24,800), Dennis building wall repairs (\$10,000), and a cardiac monitor purchase for EMS (\$35,000).
- The recommended budget begins to address a shortage of quality vehicles for our county departments due to a reduced number of vehicle purchases in recent years.
- The recommended budget includes no increase in the water usage rate and includes a general fund transfer of \$399,659 to cover water system debt service. Budget presented with no increase in the fire tax rate (4.4 cents per \$100 valuation) and a \$7.00 increase in the solid waste household fee (\$112 per household).

Mr. McMillen asked the board to consider setting work sessions to review the proposed budget in detail. The public hearing on the budget will be set for the evening of June 4, which is the date of the regular meeting. He requested that the board receive the FY 2018-19 proposed budget, schedule budget work sessions, and schedule budget hearings for the June 4th regular meeting.

He noted that the proposed budget will be available online tomorrow morning.

Motion was made by Commissioner Dan Brummitt, seconded by Commissioner Gordon Wilder, vote unanimous, to receive the FY 2018-19 proposed budget and schedule the budget hearings for the June 4th regular meeting.

The board scheduled budget work sessions for May 22 and 23 at 6:00 p.m.

Consent Agenda

Motion was made by Commissioner Dan Brummitt, seconded by Commissioner Carolyn Faines, vote unanimous, to approve the following consent agenda items as presented: Budget Amendment #24, Budget Transfers #29 - #36, departmental monthly reports, and the minutes of the April 9, 2018 regular meeting.

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**Budget Amendment #24
FY 2017-2018
Senior Center**

Revenue Amendment Request	Account Number	Revenue Increase (Decrease)
Senior Center Trips	10-350-435008	30,000
Total Revenue Increase (Decrease)		\$ 30,000

Expenditure Amendment Request	Account Number	Expense Increase (Decrease)
Special Contracted Services	10-611-500044	30,000
Total		\$ 30,000

Purpose: There were several additional trips planned for seniors this fiscal year and demand for these has been strong. There are no county dollars spent on organizing these trips. They are funded by the seniors that pay to go on the trips.

Authorization: Vance County Board of Commissioners
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**Budget Transfer #29
FY 2017-2018
Emergency Operations/911**

Transfer From:	Account Number	Amount
Telephone & Postage	10-621-500011	2,000
Worker's Comp Insurance	10-621-500037	4,303
Insurance & Bonds	10-621-500054	1,060
Total		\$ 7,363

Transfer To:	Account Number	Amount
Travel/Training	10-621-500014	1,000
Departmental Supplies	10-621-500033	323
Unemployment Insurance	10-621-500038	4,045
Non-Capitalized Assets	10-621-500085	1,995
Total		\$ 7,363

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

Authorization: Vance County Board of Commissioners
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**Budget Transfer #30
FY 2017-2018
Courthouse**

Transfer From:	Account Number	Amount
Utilities	10-505-500013	3,000
Total		\$ 3,000

Transfer To:	Account Number	Amount
Maintenance Building & Grounds	10-505-500015	2,250
Pest Control	10-505-500057	750
Total		\$ 7,363

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

Authorization: Vance County Board of Commissioners
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**Budget Transfer #31
FY 2017-2018
Animal Services**

Transfer From:	Account Number	Amount
Spaying/Neutering	10-599-500012	3,000
Utilities	10-599-500013	1,000
Total		\$ 4,000

Transfer To:	Account Number	Amount
Health Care-Drugs-Medicine	10-599-500046	4,000
Total		\$ 4,000

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

Authorization: Vance County Board of Commissioners
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Budget Transfer #32
FY 2017-2018
EMS

Transfer From:	Account Number	Amount
Group Insurance	10-530-500006	10,000
Worker's Comp Insurance	10-530-500037	13,960
Special Contracted Services	10-530-500044	21,040
Total		\$ 45,000

Transfer To:	Account Number	Amount
Maintenance Vehicles	10-530-500017	10,000
Fuel	10-530-500186	5,000
Ambulance Supplies	10-530-500334	30,000
Total		\$ 45,000

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

Authorization: Vance County Board of Commissioners
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Budget Transfer #33
FY 2017-2018
Sheriff

Transfer From:	Account Number	Amount
Auto Supplies	10-510-500031	10,000
Worker's Comp Insurance	10-510-500037	10,500
Total		\$ 20,500

Transfer To:	Account Number	Amount
Travel/Training	10-510-500014	2,000
Maintenance Vehicles	10-510-500017	15,000
Departmental Supplies	10-510-500033	1,000
Uniforms	10-510-500036	2,500
Total		\$ 20,500

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

Authorization: Vance County Board of Commissioners
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Budget Transfer #34
FY 2017-2018
Jail

Transfer From:	Account Number	Amount
Group Insurance	10-520-500006	41,575
Worker's Comp Insurance	10-520-500037	9,925
Total		\$ 51,500

Transfer To:	Account Number	Amount
Maintenance Building & Grounds	10-520-500015	8,000
Office Supplies	10-520-500032	1,500
Uniforms	10-520-500036	2,000
Special Contracted Services	10-520-500044	30,000
Food & Provisions	10-520-500047	10,000
Total		\$ 51,500

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

Authorization: Vance County Board of Commissioners
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**Budget Transfer #35
FY 2017-2018
Social Services**

Transfer From:	Account Number	Amount
Worker's Comp Insurance	10-610-500037	6,000
Total		\$ 6,000

Transfer To:	Account Number	Amount
Office Supplies	10-610-500032	6,000
Total		\$ 6,000

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

Authorization: Vance County Board of Commissioners
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**Budget Transfer #36
FY 2017-2018
Admin/Finance & Tax**

Transfer From:	Account Number	Amount
Equipment Rental	10-440-500021	1,000
Worker's Comp Insurance	10-440-500037	136
Bank Service Charges	10-440-500088	1,500
Contracted Services	10-450-500045	2,500
Total		\$ 5,136

Transfer To:	Account Number	Amount
Capital Outlay	10-440-500074	5,136
Total		\$ 5,136

Purpose: Funds are being transferred for the purchase of a new folder/insert machine. The current machine is leased with the lease term now expired. It is much more cost effective to purchase a new machine outright instead of entering into another lease agreement.

Authorization: Vance County Board of Commissioners
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MONTHLY REPORTS: 911 Emergency Operations, Administrative Ambulance Charge-Offs, Cooperative Extension, EMS, Health Department, Human Resources, Information Technology, Planning and Development, Parks and Recreation, and Veterans Service.

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Miscellaneous

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

Adult Care Advisory Committee - three year term
Reappoint June Royster-Tucker, Lois Williams and Cornell Manning.

Nursing Home Advisory Committee
Appoint Veronica Hendricks to fill a vacant position.

Franklin Vance Warren Opportunity Board
Appoint Andrea Harris to fill a vacant position.

Motion was made by Commissioner Gordon Wilder, seconded by Commissioner Dan Brummitt, vote unanimous, to approve the appointments as presented.

At this time, motion was made by Commissioner Gordon Wilder, seconded by Commissioner Dan Brummitt, vote unanimous, to enter into closed session to discuss an economic development matter and contract negotiation.

Upon return to open session, Chairman Thomas S. Hester, Jr. adjourned the Board of Equalization and Review.

Motion was made by Commissioner Gordon Wilder, seconded by Commissioner Leo Kelly, Jr., vote unanimous, to approve the following resolution for a building reuse grant and authorize the chairman and staff to execute any necessary documents for this project.

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terms and conditions set forth in the draft loan agreement, and any other conditions determined as necessary or beneficial by county staff. This motion was seconded by Commissioner Carolyn Faines and unanimously approved.

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

Approved and signed June 4, 2018.

Thomas S. Hester, Jr. (signed)
Thomas S. Hester, Jr., Chairman