

STATE OF NORTH CAROLINA

COUNTY OF VANCE

The Vance County Board of Commissioners met in regular session on Monday, April 1, 2024 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 R. Dan Brummitt, Vice-Chair Leo Kelly, Jr., Commissioners Carolyn Faines, Thomas S. Hester, Jr., and Archie B. Taylor, Jr.

Absent: Commissioners Sean A. Alston, Sr. and Yolanda J. Feimster.

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

Commissioner Carolyn Faines gave the invocation.

Public comments were heard first. Mr. Bill Russell appeared before the board and stated that he is concerned about his and his neighbors' safety. He explained that one of his neighbors often fires his gun into the air and he worries about where these shots are going. He asked the board to consider creating a law in Vance County prohibiting the discharge of a weapon less than 100 yards of a dwelling.

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 Michelle Green with Vance County 911. Her peers noted that she is always willing to help others, steps in before an issue becomes a problem, and is extremely dependable. Ms. Green 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.

As advertised, a public hearing was held to gain citizen input on a rezoning request for a parcel located at the intersection of Nutbush Road and Satterwhite Point Road (Parcel 0600 03004). Mr. Bobby Gower, PGC Enterprises of Cleveland LLC is the owner of the property and J & J Lake Properties LLC is the applicant. Planning Director Sherry Moss stated that the request is to amend the zoning map and to rezone the 4.91 acre parcel from Residential Low Density (R-30) to General Commercial (GC-1). Ms. Moss noted that the Planning Board reviewed this request at its March 2024 regular meeting and recommends approval. The board determined the request was reasonable and in the public interest by promoting additional economic development activities

within the county, allowing for the logical expansion of existing non-residential development activity in the area, and would continue to promote a diverse economic tax base.

As there was no one from the public who wished to speak on this matter, Chair R. Dan Brummitt declared the public hearing closed.

Motion was made by Commissioner Thomas S. Hester, Jr., seconded by Commissioner Archie B. Taylor, Jr., vote unanimous, to approve the rezoning on the basis that it is reasonable and consistent with the county's land use plan and is in the public interest.

As advertised, a public hearing was held to gain citizen input on a rezoning request for a parcel located at 5891 Hwy 158 Business (Parcel 0425 01006). James and Betty Johnson are the owners/applicants of the property. Planning Director Sherry Moss stated that the request is to amend the zoning map and to rezone the 4.79 acre parcel from General Commercial (GC-1) to Agricultural Residential (AR). Ms. Moss noted that the Planning Board reviewed this request at its March 2024 regular meeting and recommends approval. The board determined the request was reasonable and in the public interest by promoting additional economic development activities within the county, allowing for the logical expansion of existing non-residential development activity in the area, and would continue to promote a diverse economic tax base.

Mr. George Backer stated that in Oxford, houses are being built three per acre and he would not like to see the same thing happen in this area.

As there was no one else from the public who wished to speak on this matter, Chair R. Dan Brummitt declared the public hearing closed.

Motion was made by Commissioner Thomas S. Hester, Jr., seconded by Commissioner Archie B. Taylor, Jr., vote unanimous, to approve the rezoning on the basis that it is reasonable and consistent with the county's land use plan and is in the public interest.

Ms. Moss then appeared before the board with a road renaming request and road addition request to the 911 addressing system for a parcel off of Thomas Road (PIN 0355 01003). Nelson Baker is the owner/applicant. She explained that Baker Acres North Road is listed incorrectly on the plat map and should be N. Baker Acres Lane. In addition, Anna Madison Lane needs to be added to the 911 addressing system.

Motion was made by Commissioner Thomas S. Hester, Jr., seconded by Commissioner Carolyn Faines, vote unanimous, to change Bakers Acres North Road to N. Baker Acres Lane and to add Anna Madison Lane to the 911 addressing database.

## Water District Board

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

The February 2024 monthly operations report was presented to the board for information.

Chair Brummitt adjourned the Water District Board.

## Committee Reports and Recommendations

*Planning/Environmental Committee – Unified Development Ordinance (UDO).* County Manager C. Renee Perry stated that the committee (Brummitt, Feimster/absent, Kelly); Alston attending, met Tuesday, March 19, 2024 to review a proposal from NFOCUS as it relates to creating a Unified Development Ordinance for Vance County. Vance County currently has land use regulations separated into numerous, separate, stand-alone documents (i.e., zoning, subdivision, flood damage prevention, watershed, manufactured housing etc.) This has created issues for local staff and developers trying to navigate the development review process as there are contradictory regulations (i.e., contradictory definitions, erroneous references to setbacks/development standards, improper references to land use regulations outside of the zoning ordinance, project review procedures that have not been followed by the county, most specifically review and approval of minor subdivisions, and continued reference to conditional use procedures in zoning when this process no longer exists, etc.) in each ordinance. She noted that NFOCUS staff has also identified several inconsistencies in some of these regulations with the provisions of State Law, namely the provisions of NC General Statute 160D, and the minimum model regulations on which some of the standards are required to abide by (i.e., local floodplain and watershed regulations are not consistent with the Federal floodplain model ordinance or the State model watershed ordinance). Committee Recommendation: Approve the proposal from NFOCUS.

Motion was made by Commissioner Carolyn Faines to approve the proposal from NFOCUS to develop a unified development ordinance for Vance County. This motion was seconded by Commissioner Leo Kelly, Jr. and unanimously approved.

## County Manager's Report

*Appointment of Finance Officer.* County Manager C. Renee Perry noted that North Carolina General Statutes require counties to have an individual designated as a finance officer. The county's new finance director, Stephanie Williams, began with the county on April 1, 2024 and will need to be designated as the county's finance officer.

Motion was made by Commissioner Leo Kelly, Jr. to appoint Stephanie Williams as the Vance County Finance Officer. This motion was seconded by Commissioner Carolyn Faines and unanimously approved.

*Public Officials and Employee Bonds.* Ms. Perry stated that the NCGS require fidelity bonds for certain positions within the county. Those that are required include the sheriff, register of deeds, tax collector, and the finance director. She noted that the county manager position as well as the assistant finance director position do not require a bond, but it is recommended in the event that the county manager has to act as finance officer due to a vacancy in that role. She noted that each December, beginning December 2024, we will begin an annual review of fidelity bonds. Current values are as follows:

Finance Director	\$1,000,000
Assistant Finance Director	\$ 100,000
County Manager	\$ 50,000
Tax Collector	\$ 50,000
Register of Deeds	\$ 25,000
Sheriff	\$ 25,000

Motion was made by Commissioner Carolyn Faines to approve the current values of bonds as presented. This motion was seconded by Commissioner Archie B. Taylor, Jr. and unanimously approved.

*Fair Housing Resolution.* Ms. Perry noted that April is national fair housing month. The Fair Housing Act of 1968 sought to eliminate discrimination in housing opportunities and to affirmatively further housing choices for all Americans. She requested approval of the resolution designating April 2024 as Fair Housing Month in Vance County.

Motion was made by Commissioner Carolyn Faines, seconded by Commissioner Archie B. Taylor, Jr., vote unanimous, to approve the following resolution designating April 2024 as Fair Housing Month in Vance County.



**RESOLUTION**  
by the  
**Vance County Board of Commissioners**  
in designation of  
*April 2024 as Fair Housing Month*

**WHEREAS**, April marks the anniversary of the Fair Housing Act of 1968, which sought to eliminate discrimination in housing opportunities and to affirmatively further housing choices for all Americans; and

**WHEREAS**, Vance County desires that all its citizens be afforded the opportunity to attain a decent, safe and sound living environment; and

**WHEREAS**, individuals in the State of North Carolina have the right to choose where to live without discrimination based on race, color, religion, age, gender, national origin, handicapped status, or familial status; and

**WHEREAS**, the State of North Carolina enacted the North Carolina State Fair Housing Act in 1983.

**NOW, THEREFORE, BE IT RESOLVED**, that the Vance County Board of Commissioners does hereby join in the national celebration by proclaiming April 2024 as Fair Housing Month.

**This, the 1<sup>st</sup> day of April, 2024.**

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

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*Spring Litter Sweep Proclamation.* Ms. Perry stated that in the spring and fall of each year, the NC Department of Transportation (NC DOT) sponsors cleanup campaigns to beautify the roadsides of the state. This year, DOT is sponsoring its Spring Litter Sweep Campaign on April 13 - 27, 2024. She requested approval of the resolution designating April 13 - 27, 2024 as Spring Litter Sweep in Vance County.

Motion was made by Commissioner Carolyn Faines, seconded by Commissioner Leo Kelly, Jr., vote unanimous, to approve the following proclamation designating April 13 - 27, 2024 as Spring Litter Sweep in Vance County.

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**PROCLAMATION**  
**by the**  
**Vance County Board of Commissioners**  
**in**  
***Recognition of the 2024 Spring Litter Sweep***

**WHEREAS**, in conjunction with the North Carolina Department of Transportation, Vance County supports and encourages participation in the Spring 2024 roadside cleanup effort to ensure clean and beautiful roads throughout the County; and

**WHEREAS**, the Spring 2024 Litter Sweep roadside cleanup campaign will occur April 13 - 27. The County urges all communities, civic and professional groups, businesses, churches, schools, families, and individual citizens to participate in the cleanup effort by sponsoring and organizing roadside cleanup teams; and

**WHEREAS**, Adopt-A-Highway volunteers, community service workers, community leaders, civic and community organizations, businesses, churches, schools, and environmentally concerned citizens conduct local cleanups during Litter Sweep and may receive Certificates of Appreciation for participation; and

**WHEREAS**, the natural beauty of our State and County, in addition to a clean environment, is a source of great pride for all Vance County residents, attracting tourists and aiding in the recruiting of new industries; and

**WHEREAS**, the cleanup effort will increase the awareness of the need for cleaner roadsides, emphasize the importance of anti-litter campaigns, and emphasize the recycling of solid wastes such as glass, metals, and plastics; and

**WHEREAS**, the Litter Sweep cleanup will be a part of educating the children and citizens of the County regarding the importance of a clean environment to the quality of life in Vance County.

**NOW, THEREFORE BE IT PROCLAIMED**, that the Vance County Board of Commissioners does hereby recognize April 13 - 27, 2024 as “Spring Litter Sweep” in Vance County and encourages all citizens to take an active role in making the community a cleaner and more beautiful place in which to live.

**THIS, the 1<sup>st</sup> day of April, 2024.**

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

. . . . .  
*Staff Updates.* Ms. Perry informed the board that Fire Chief Chris Wright is requesting to fill one full time vacancy (Fire Captain) due to a resignation. She requested approval of the recruitment for the vacant Fire Captain position.

Motion was made by Commissioner Carolyn Faines, seconded by Commissioner Archie B. Taylor, Jr., vote unanimous, to approve the recruitment of the vacant Fire Captain position at the fire department.

*Industrial Park Roadway Improvements.* Special Projects Coordinator Frankie Nobles reported that a proposal had been submitted from ECS Southeast LLC to provide construction materials testing services for the industrial park’s roadway improvements project. This testing is required in order to meet NC DOT standards. The proposal consists of two parts, first testing the subgrade under the gravel road, then performing full-depth coring of the asphalt at the completion of paving. He requested approval of the proposal from ESC Southeast LLC in the amount of \$12,100, with funds to come from the Economic Development Special Projects Fund. Also, to authorize the county manager to make payment to ESC Southeast LLC.

Motion was made by Commissioner Carolyn Faines, seconded by Commissioner Thomas S. Hester, Jr., vote unanimous, to approve the proposal from ESC Southeast LLC in the amount of \$12,100, with funds to come from the Economic Development Special Projects Fund. Also, to authorize the county manager to make payment to ESC Southeast LLC.

Consent Agenda

Motion was made by Commissioner Thomas S. Hester, Jr., seconded by Commissioner Leo Kelly, Jr., vote unanimous, to approve the following consent agenda items as presented:

Budget Amendment #10, February 2024 Tax Refunds and Releases, departmental monthly reports, and the minutes of the March 4, 2024 regular meeting and the March 18, 2024 work session.

VANCE COUNTY BUDGET AMENDMENT REQUEST  
2023-2024 Fiscal Year

**Expenses**

Department	Acct Number	Description	Increase	Decrease
Governing Body	10-410-500045	Contract Services	\$ 35,000	
Elections	10-430-500085	Non-Capitalized Assets		2,000
Elections	10-430-500045	Contract Services		2,000
Central Services	10-555-500008	401 k match		200,000
Administration/Finance	10-440-500009	401 k match	10,000	
Administration/Finance	10-440-500037	workers comp insurance	4,500	
Administration/Finance	10-440-500088	Non-Capitalized Assets	1,750	
Tax Office	10-450-500009	401 k match	4,100	
Tax Office	10-450-500031	Auto Supplies	1,750	
Legal Services	10-470-500014	Travel/Training	1,500	
Legal Services	10-470-500045	Contract Services	15,000	
Register of Deeds	10-480-500074	Capital Outlay	10,500	
EDC	10-491-500023	Departmental Supplies	2,500	
EDC	10-491-500001	Salary		2,500
County Admin Building	10-500-500037	Workers Comp Ins.	5,250	
County Office Building	10-501-500074	Capital Outlay	150,000	
County Office Building	10-501-500015	Maintenance Bldg. and Grounds	3,000	
Dennis Building	10-502-500001	Dennis Building - Salaries	7,500	
Court House	10-505-500009	401 k match	1,000	
Ruin Creek Building	10-506-500013	Workers Comp Ins	1,250	
Ruin Creek Building	10-506-500057	Insurance and Bonds	4,750	
Sheriff's Office	10-510-500001	Salaries		625,020
Sheriff's Office	10-510-500002	Part-time Salaries	26,000	
Sheriff's Office	10-510-500014	Travel/Training	8,000	
Sheriff's Office	10-510-500017	Vehicle Maintenance	30,000	
Sheriff's Office	10-510-500045	Contracted Services	35,000	
Jail Operations	10-520-500001	Regular Salaries		300,000
Jail Operations	10-520-500002	Part-time Salaries	255,000	
Jail Operations	10-520-500003	Overtime	95,000	
Jail Operations	10-520-500006	Group Insurance		160,000
Jail Operations	10-520-500007	Retirement		75,000
Jail Operations	10-520-500044	Special Contract Services		100,000
Jail Operations	10-520-500045	Contracted Services	25,000	
Jail Operations	10-520-500046	Health Care Inmates	550,000	
Jail Operations	10-520-500047	Food Provisions	75,000	
EMS	10-530-500003	Overtime	350,000	
EMS	10-530-500001	Regular Salaries		350,000
EMS	10-530-500141	Medicaid Admin Fees	38,400	
Public Health	10-590-500015	Maintenance Bldg.	50,000	
Animal Control	10-599-500012	Spaying/Neutering	50,000	
Animal Control	10-599-500159	Spay/Neuter Grant	5,000	
DSS	10-610-500001	Regular Salaries		100,000
DSS	10-610-500003	Overtime	50,000	
DSS	10-610-534636	Medicaid Cost Calculations	10,770	
Library	10-629-000000	Various Accounts	700,000	
Housing	10-630-000000	Various Accounts	250,000	
Fines and Forfeitures	76-500-500011	Fines and Forfeitures	100,000	

**Revenues**

			Decrease	Increase
Library	10-367-436704	Revenue Account		700,000
Housing	10-367-436705	Revenue Account		250,000
Fines and Forfeitures	76-360-435601	Fines and Forfeitures		100,000
<b>Totals</b>			\$ 2,964,520	\$ 2,964,520

Reason for Expense Amendment Request: Clean up of departmental accounts. No fund balance appropriation required.

Date: April 1, 2024

**TAX OFFICE REFUND AND RELEASE REPORT FOR FEBRUARY 2024**

TAXPAYER NAME	TAX YR	REAL	PERSONAL	SOLID WASTE FEE	REASON
PARHAM THOMAS LEE	2017	\$0.00	\$37.49	\$105.00	PERS PROP BILLED
HAWKINS J VAUGHAN DECEASED	2019	\$53.68	\$0.00	\$0.00	REAL PROP - BILL
HAWKINS J VAUGHAN DECEASED	2019	\$53.68	\$0.00	\$0.00	REAL PROP - BILL
HAWKINS J VAUGHAN DECEASED	2020	\$53.68	\$0.00	\$0.00	REAL PROP - BILL
HAWKINS J VAUGHAN DECEASED	2020	\$53.68	\$0.00	\$0.00	REAL PROP - BILL
PAUL WILLIAM RUFUS	2021	\$0.00	\$13.57	\$0.00	TAXPAYER DECEASE
HAWKINS J VAUGHAN DECEASED	2021	\$53.68	\$0.00	\$0.00	REAL PROP - BILL
HAWKINS J VAUGHAN DECEASED	2021	\$53.68	\$0.00	\$0.00	REAL PROP - BILL
MCFARLAND ANDREA WILSON	2021	\$0.00	\$129.34	\$0.00	PERS PROP BILLED
CHAMPION DONNA SANDERS	2022	\$0.00	\$5.06	\$0.00	PERS PROP BILLED
HAWKINS J VAUGHAN DECEASED	2022	\$53.68	\$0.00	\$0.00	REAL PROP - BILL
HAWKINS J VAUGHAN DECEASED	2022	\$53.68	\$0.00	\$0.00	REAL PROP - BILL
HODGE DENNIS M	2022	\$195.80	\$0.00	\$0.00	REAL PROP - BILL
HODGE DENNIS M	2022	\$203.39	\$0.00	\$0.00	REAL PROP - BILL
MCFARLAND ANDREA WILSON	2022	\$0.00	\$122.53	\$120.00	PERS PROP BILLED
SPECK RONALD LEE	2022	\$0.00	\$52.77	\$0.00	PERS PROP BILLED
TAYLOR JOYCE A	2022	\$750.19	\$0.00	\$0.00	CORRECT/GRANT EX
WEST WADE NEWCOMB JR	2022	\$0.00	\$16.16	\$120.00	PERS PROP BILLED
WESTCARE FOUNDATION	2022	\$0.00	\$57.85	\$0.00	CORRECT OWNERSHI
WESTCARE FOUNDATION	2022	\$0.00	\$26.77	\$0.00	CORRECT OWNERSHI
WESTCARE FOUNDATION	2022	\$0.00	\$24.33	\$0.00	CORRECT OWNERSHI
WESTCARE FOUNDATION	2022	\$0.00	\$24.34	\$0.00	CORRECT OWNERSHI
WESTCARE FOUNDATION	2022	\$0.00	\$794.81	\$0.00	CORRECT OWNERSHI
BRASWELL KEVIN PRENTICE	2023	\$0.00	\$36.68	\$0.00	CORRECT SITUS
KING GARY WALLACE	2023	\$0.00	\$465.33	\$0.00	CORRECT SITUS
ALSTON GLENN R	2023	\$440.55	\$0.00	\$0.00	CORRECT/GRANT EX
CHAMPION DONNA SANDERS	2023	\$0.00	\$4.85	\$0.00	PERS PROP BILLED
DAUGHERTY ANGELIA TUCKER	2023	\$0.00	\$0.00	\$120.00	REMOVE SOLID WAS
FOSTER ENTERPRISES LLC	2023	\$0.00	\$169.54	\$120.00	PERS PROP BILLED
HARTLAND LAND COMPANY	2023	\$67.90	\$0.00	\$0.00	REAL PROP - BILL
HAWKINS J VAUGHAN DECEASED	2023	\$53.68	\$0.00	\$0.00	REAL PROP - BILL
HAWKINS J VAUGHAN DECEASED	2023	\$53.68	\$0.00	\$0.00	REAL PROP - BILL
HODGE DENNIS M	2023	\$195.80	\$0.00	\$0.00	REAL PROP - BILL
HODGE DENNIS M	2023	\$203.39	\$0.00	\$0.00	REAL PROP - BILL
MARTIN LINWOOD SR	2023	\$440.55	\$0.00	\$0.00	CORRECT/GRANT EX
MCFARLAND ANDREA WILSON	2023	\$0.00	\$115.72	\$120.00	PERS PROP BILLED
REED JOSHUA ALLAN	2023	\$0.00	\$161.43	\$0.00	PERS PROP BILLED
SIMMONS PHYLLIS VIRGINIA (DEC	2023	\$293.30	\$0.00	0	CORRECT/GRANT EX
SKIPWITH ANN	2023	\$462.81	\$0.00	0	CORRECT/GRANT EX
SMITH BEVERLY R	2023	\$0.00	\$16.16	120	PERS PROP BILLED
SMITH BEVERLY R	2023	\$0.00	\$16.16	120	PERS PROP BILLED
SPRING VALLEY METHODIST CH	2023	\$277.40	\$0.00	120	CORRECT VALUE
SUNSET GARDENS	2023	\$202.26	\$0.00	0	CEMETARY
SUNSET GARDENS	2023	\$35.95	\$0.00	0	CEMETARY
SUNSET GARDENS	2023	\$47.81	\$0.00	0	CEMETARY
SUNSET GARDENS	2023	\$5,079.72	\$0.00	0	CEMETARY
TAYLOR JOYCE A	2023	\$750.19	\$0.00	0	CORRECT/GRANT EX
TJ CONSTRUCTION	2023	\$0.00	\$59.94	0	TAXPAYER DECEASE
TJ CONSTRUCTION	2023	\$0.00	\$19.28	0	TAXPAYER DECEASE
TJ CONSTRUCTION	2023	\$0.00	\$1.77	0	TAXPAYER DECEASE
TJ CONSTRUCTION	2023	\$0.00	\$7.22	0	TAXPAYER DECEASE
TJC INVESTMENTS LLC	2023	\$0.00	\$30.00	0	CORRECT OWNERSHI



TJC INVESTMENTS LLC	2023	\$0.00	\$82.14	0	CORRECT OWNERSHI
TJC INVESTMENTS LLC	2023	\$0.00	\$3.22	0	CORRECT OWNERSHI
TJC INVESTMENTS LLC	2023	\$0.00	\$0.58	0	CORRECT OWNERSHI
TJC INVESTMENTS LLC	2023	\$0.00	\$0.98	0	CORRECT OWNERSHI
TUCKER CHARLOTTE	2023	\$403.00	\$0.00	0	CORRECT/GRANT EX
WEST WADE NEWCOMB JR	2023	\$0.00	\$16.16	120	PERS PROP BILLED
WILSON STEVE ERNIE JR	2023	\$0.00	\$35.86	0	PERS PROP BILLED
WILSON STEVE ERNIE JR	2023	\$0.00	\$26.39	0	PERS PROP BILLED
THORPE KEITH ANTIONE	2024	\$0.00	\$240.78	0	CORRECT SITUS
		TOTAL	TOTAL		
		\$10,586.81	\$2,815.21		

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:

Granville Vance Public Health Board – 3 year term  
Reappoint Steve Wilson

Vance County Housing Authority – 5 year term  
Appoint Sherenia Branche to fill vacant alternate position

Motion was made by Commissioner Thomas S. Hester, Jr., seconded by Commissioner Carolyn Faines, vote unanimous, to reappoint Steve Wilson to the Granville Vance Public Health Board and appoint Sherenia Branche as an alternate to the Vance County Housing Authority.

As there was no further business, at 6:40 p.m., motion was made by Commissioner Thomas S. Hester, Jr., seconded by Commissioner Carolyn Faines, vote unanimous, that the meeting be adjourned.

**Approved and signed May 6, 2024.**

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