



# Union County, NC Board of Commissioners Meeting Minutes

Union County Government

Center 500 North Main Street  
Monroe, North Carolina  
[www.unioncountync.gov](http://www.unioncountync.gov)

Approved January 21, 2025

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**Monday, January 6, 2025**

**6:00 PM**

**Board Room, First Floor**

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## Closed Session - 5:15 PM

[24-869](#) Closed Session

PRESENT: Melissa M. Merrell, Chair; Brian W. Helms, Vice Chair; Clancy C. Baucom, Commissioner; Christina B. Helms, Commissioner; and Gary Sides, Commissioner

ABSENT: None

ALSO PRESENT: Brian W. Matthews, County Manager; Patrick Niland, Deputy County Manager; Clayton T. Voignier, Assistant County Manager; Jason Kay, County Attorney; and Lynn G. West, Clerk to the Board of Commissioners

At approximately 5:17 P.M., Chair Melissa M. Merrell called the regular meeting of Monday, January 6, 2025, to order and moved that the Board enter closed session pursuant to G.S. 143-318.11:

- (a)(1), to prevent the disclosure of information that is privileged or confidential pursuant to G.S. section 132-1.1(a) and 153A-98;
- (a)(3), for attorney/client privilege;
- (a)(4), to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations; and
- (a)(6), to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee;

as such purposes are fully stated in the agenda for this meeting, which has been made publicly available.

The motion passed by a unanimous vote as follows:

Chair Merrell	Aye
Vice Chair Brian W. Helms	Aye
Commissioner Baucom	Aye
Commissioner Christina B. Helms	Aye
Commissioner Sides	Aye

At approximately 6:03 p.m., Commissioner Christina Helms moved that the Board go out of closed session. The motion passed by a unanimous vote as follows:

Chair Merrell	Aye
Vice Chair Brian W. Helms	Aye
Commissioner Baucom	Aye
Commissioner Christina B. Helms	Aye
Commissioner Sides	Aye

## Opening of Meeting - 6:00 PM

At approximately 6:05 p.m., Chair Merrell called the regular meeting to order and recognized Commissioner Christina Helms to offer the invocation.

**Invocation** - Commissioner Christina Helms offered the invocation.

**Pledge of Allegiance** – Chair Merrell led the body and audience in reciting the Pledge of Allegiance to the flag of the United States of America.

## Informal Comments

Chair Merrell announced that no one had registered to speak during the Informal Comments. She asked if there was anyone present who did not have the opportunity to register to speak but who would like to speak.

## Public Hearing(s)

## Consent Agenda

Vice Chair Brian W. Helms moved to approve the items listed on the Consent Agenda as submitted and recommended. The motion passed by a unanimous vote as follows:

Chair Merrell	Aye
Vice Chair Brian W. Helms	Aye
Commissioner Baucom	Aye
Commissioner Christina B. Helms	Aye
Commissioner Sides	Aye

### [24-863](#) **2024-2025 Union County Detention Center Medical Plan**

**ACTION:** Adopted the 2024-2025 Union County Detention Center Medical Plan.

North Carolina General Statute 153A-225(a) provides for the medical care of prisoners. That statute provides that:

(a) Each unit that operates a local confinement facility shall develop a plan for providing medical care for prisoners in the facility. The plan:

- (1) Shall be designed to protect the health and welfare of the prisoners and to avoid the spread of contagious disease.
- (2) Shall provide for medical supervision of prisoners and emergency medical care for prisoners to the extent necessary for their health and welfare.
- (3) Shall provide for the detection, examination, and treatment of prisoners who are infected with tuberculosis or venereal diseases.

The unit shall develop the plan in consultation with appropriate local officials and organizations, including the sheriff, the county physician, the local or district health director, and the local medical society. The plan must be approved by the local or district health director after consultation with the area mental health, developmental disabilities, and substance abuse authority, if it is adequate to protect the health and welfare of the prisoners. Upon a determination that the plan is adequate to protect the health and welfare of the prisoners, the plan must be adopted by the governing body.

This plan is developed and signed on an annual basis by the Health Department and the Union County Sheriff's Office.

#### **25-006 Budget Amendment – Union County Sheriff's Office**

**ACTION:** Approved Budget Amendment 19 to recognize and appropriate revenue and expenses associated with the Sheriff's Office's amended contract with the Town of Weddington approved by the Board of County Commissioners on October 7, 2024.

The Sheriff's Office negotiated an amended contract with the Town of Weddington to provide an additional 2.0 officers for FY2025. This was submitted for BoCC approval on the October 7, 2024 agenda, and was approved by the BoCC at that time. This budget amendment recognizes and appropriates the revenues and expenses associated with the amended contract.

Revenues from the Town of Weddington will cover 90 percent of the total cost of providing the additional officers. The Sheriff's Office will cover the additional expenses with existing resources.

**BUDGET AMENDMENT**

BUDGET GENERAL FUNDS - SHERIFF'S OFFICE REQUESTED BY Sheriff Cathey

FISCAL YEAR \_\_\_\_\_ DATE January 06, 2025

**INCREASE**

Description

Revenues, Weddington Patrol Contract Service 261,627  
 Operating Cost, Weddington Patrol Contract Service 261,627

**DECREASE**

Description

\_\_\_\_\_  
 \_\_\_\_\_

Explanation Recognize and appropriate additional revenues and operating costs associated with the contract amendment for law enforcement services for the Town of Weddington approved by the BoCC on October 7, 2024

DATE \_\_\_\_\_

APPROVED BY \_\_\_\_\_  
 Bd of Comm/County Manage  
 Lynn West/Clerk to the Board

**FOR POSTING PURPOSES ONLY**

**DEBIT**

<u>Code</u>	<u>Account</u>	<u>Amount</u>
10129802-5121	Salaries & Wages	124,490
10129802-5131	Employee Benefits	66,199
10129802-5290	Operating Costs	70,938
_____	_____	_____
_____	_____	_____

**CREDIT**

<u>Code</u>	<u>Account</u>	
10129802-4280	Dpet Intergov Receipts	261,627
_____	_____	_____
_____	_____	_____

Total 261,627

Total 261,627

Prepared By ga  
 Posted By \_\_\_\_\_  
 Date \_\_\_\_\_

Number 19

**24-875 Interlocal Agreement – Town of Wingate Land Use Administration**

ACTION: 1) Authorized the County Manager to negotiate and execute an agreement substantially consistent with this agenda item, exercise any renewal or extension term options set forth in the Agreement, and terminate the Agreement if deemed in the best interest of the County, each in the County Manager's discretion and 2) adopted Budget Amendment #21 to recognize, receive, and appropriate the \$12,500 to be received from the Town of Wingate.

The Town of Wingate reached out to the County to inquire about the County Planning Department staff acting as staff for the town and performing the duties of the Town's Land Use Administrator. The County's staff and the Town's staff have discussed this arrangement, and both feel comfortable with the terms and conditions as set forth in the agreement. The County's staff also feel that they can take on these responsibilities with little impact to the current levels of service.

**BUDGET AMENDMENT**

BUDGET General Fund REQUESTED BY Lee Jenson  
 FISCAL YEAR FY 2025 DATE January 06, 2025

**INCREASE**

Description  
Intergovernmental Revenue 12,500  
Professional Services 12,500  
 \_\_\_\_\_  
 \_\_\_\_\_

**DECREASE**

Description  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Explanation: To recognize, receive, and appropriate funds received from contract with the Town of Wingate for Planning/Zoning Services.

DATE \_\_\_\_\_

APPROVED BY \_\_\_\_\_  
 Bd of Comm/County Manager  
 Lynn West/Clerk to the Board

**FOR POSTING PURPOSES ONLY**

**DEBIT**

<u>Code</u>	<u>Account</u>	<u>Amount</u>
<u>10120210-5381</u>	<u>Professional Services</u>	<u>12,500</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**CREDIT**

<u>Code</u>	<u>Account</u>	
<u>10120210-4290</u>	<u>Dept Intergov Receipts</u>	<u>12,500</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total 12,500

Total 12,500

Prepared By JP  
 Posted By \_\_\_\_\_  
 Date \_\_\_\_\_

Number 21

**24-878 Contract – Wastewater Inspection Software**

ACTION: Authorized the County Manager to 1) negotiate and execute an agreement substantially consistent with this agenda item, 2) exercise any renewal or extension term options set forth in the Agreement, and 3) terminate the Agreement if deemed in the best interest of the County, each in the County Manager's discretion.

Union County Water requested Proposals from qualified vendors to provide a CCTV Inspection Software Solution for sanitary sewer inspections. Software solution requirements included Software, data storage, workflow capabilities, and third party integration capabilities. The Software facilitates and ensures National Association of Sewer Service Companies (NASSCO) pipeline assessment certification, including pipe observations and defects. The pipe assessment data is the most critical data point for the Utilities' Asset Management practices as well as the condition and critical assessment for the capital planning and wastewater preventive maintenance program.

The Procurement Department partnered with Planning and Resource Management to issue a Request for Proposal 2024-070. On May 2, 2024, four proposals were received and reviewed by an evaluation team in accordance with the applicable evaluation criteria for this project. As a result, the team requests approval to enter into a contract with the top scoring/ranked preferred offeror, IT Pipes OpCo., to provide Wastewater CCTV Inspection Software services. This contract has an initial term of three years with two, one-year renewal options at the sole discretion of the County and is subject to annual budget appropriation.

The anticipated first-year cost for this service, including implementation costs of \$39,500, is \$131,000. Since this contract contains an initial term of three years, with two, one-year renewal options, a total of \$545,136 is estimated to be spent. Funding is available in the adopted FY2025 budget with future expenditures subject to annual BOCC budget appropriation.

#### **24-879 Contract Renewal – GIS Managed Services**

**ACTION:** Authorized the County Manager to 1) negotiate and execute an agreement substantially consistent with this agenda item, 2) exercise any renewal or extension term options set forth in the Agreement, and 3) terminate the Agreement if deemed in the best interest of the County, each in the County Manager's discretion.

Yearly pricing amendment for GIS Cloud Architecture and Software Licensing Managed Services. Rok Technologies performs implementation and managed services related to and in support of Water and County IT/GIS Amazon Web Services (AWS) environment and ESRI ArcGIS Enterprise Software. The AWS infrastructure is also used by Water for numerous critical data management tools and real-time data streaming for the Advanced Metering Infrastructure (AMI) Program.

The Union County Water Department has utilized the contractual services of Rok Technologies for GIS Managed Services since August-2021. The company has been effective and efficient in meeting these service needs, and the request is to continue this service for an additional year. The Department will collaborate with Procurement to explore solicitation options in the future.

The anticipated annual cost for this service is \$157,920 and is budgeted accordingly for FY2025.

**24-881 Contract-Marshville Elevated Tank Interior Coating GHD Consulting Services, Inc. Task Order 8677-01**

ACTION: 1) Accepted the scope of services for condition assessment and engineering design for the Marshville Elevated Tank Interior Coating project as shown in GHD Consulting Services, Inc., Task Order 8677-01 in the amount of \$84,070.00 and 2) authorized the County Manager to negotiate and execute an agreement substantially consistent with this agenda item.

The Capital Improvement Program for Union County Water (UCW), as adopted by the Board of County Commissioners, includes an annual allocation for the refurbishment of elevated water storage tanks. The interior of the one (1) million-gallon Highway 74 tank located near Marshville is to be coated at the request of UCW Operations staff prior to putting the tank into service.

Engineering and inspection services are needed to assess the current condition of the interior of the tank and to prepare the construction documents needed to complete the coating of the tank interior. The scope of services identified in GHD Task Order 8677-01 has been reviewed by UCW engineering staff and is appropriate for the project. Services are to be provided on an hourly not-to-exceed basis in the amount of \$84,070.00.

Funding is available within the adopted Capital Improvement Program for the Marshville Elevated Tank Interior Coating project to support the engineering and inspection services as described in GHD Task Order 8677-01 in the amount of \$84,070.00.

**24-814 Grant Application – FY2026 Alliance for Children-Smart Start child Care Health Consultant Program**

ACTION: 1) Approved submission of the Alliance for Children-Smart Start Grant Application to support the Public Health Child Care Health Consultant Program, 2) upon award, authorized the County Manager to negotiate and execute an agreement substantially consistent with this agenda item, and 3) upon receipt of the award, recognize, receive, and appropriate the awarded amount to the Public Health budget.

Child Care Health Consultant's (CCHC's) are health care professionals with specialized training, education, and experience in both child and community health and early care and education issues who can provide expert guidance and technical assistance on a wide range of health and safety topics. CCHC works with early care and education programs to assess, plan, implement, and evaluate strategies to achieve high-quality, safe and healthy childcare environments. The program's services are available to parents and childcare centers throughout Union County. The Alliance for Children-Smart Start CCHC program, currently in its eighth year, has positively impacted children and families in Union County, including those with special health care needs and/or behavioral needs, by assisting care providers with the implementation of health care plans, and training



and technical assistance on child health, safety, nutrition and child development nutritional guidance and other training and services. In FY2025, the Human Services Agency's Public Health Department received \$85,500 in grant funding from the Alliance for Children-Smart Start for the Child Care Health Consultant Program. The FY2026 amount is anticipated to remain approximately the same. However, the eligible grant amount for FY2026 will not be released until January 2025. The grant currently requires a 19% in-kind contribution.

The FY2026 Alliance for Children-Smart Start, Child Care Health Consultant Program Grant requires an in-kind contribution of 19 percent of the grant amount from the Union County Human Services Agency, Public Health Department. The exact funding amount will be available in January 2025.

### **24-836 Grant Application – FY2026 Alliance for Children-Smart Start Peer Breastfeeding Support**

**ACTION:** 1) Approved the Peer Breastfeeding Support program's request to apply for FY26 Smart Start grant funding, 2) upon award of the grant, authorized the County Manager to negotiate and execute agreements substantially consistent with this agenda item, and 3) upon receipt of the grant award, recognize, receive, and appropriate the awarded amount to the Community Support and Outreach budget.

The Human Services Agency's Department of Community Support and Outreach wishes to apply for FY26 Smart Start grant funding to support the Peer Breastfeeding Support program. Part of the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Program, the Breastfeeding Support Program was established in 2000 and is available for at-risk pregnant women, breastfeeding women, and infants. The Program provides prenatal and postpartum support and education to WIC Program participants and Union County residents, which includes prenatal breastfeeding classes, one-on-one consults from a breastfeeding peer counselor, an after-hours telephone hotline, and issuance of various breastfeeding supplies.

Breastfeeding is the recommended source of nutrition and preventative health care for the first six months of life, and is recommended to be continued for at least one year. Many health and scientific organizations support the benefits of breastfeeding, which is associated with a decreased risk of acute otitis media, nonspecific gastroenteritis, asthma, lower respiratory infection, atopic dermatitis, obesity, childhood leukemia, type I and type II diabetes, necrotizing enterocolitis (NEC) and sudden infant death syndrome (SIDS) for infants and children. It is also prescribed for infants for a variety of reasons, such as malabsorption, congenital anomalies, feeding intolerance, gut priming, and immunologic deficiencies. Lack of breastfeeding may be detrimental to maternal health, increasing the risk of developing certain chronic conditions and cancers, and may also lead to quicker additional pregnancies as women may not experience the fertility reduction associated with lactation amenorrhea that occurs when fully breastfeeding.

Breastfeeding success is associated with accurate, up-to-date education and support. Prenatal and postpartum breastfeeding promotion, education, and support

are helpful in building confidence in new mothers, preparing them for what to expect when their infant arrives, and increasing duration and initiation rates. Breastfeeding Peer Counselors significantly improve initiation rates and have been shown to have a positive effect on the duration of breastfeeding by providing support from someone who has also breastfed.

In FY25, the Peer Breastfeeding Support Program received \$62,807, and we anticipate the same amount of funding in FY26. All funding was expended in FY24, primarily for personnel-related expenses, and we expect the same in FY25.

The FY25 cost to Union County is an in-kind contribution of 19%, which includes staffing provided by WIC personnel and contracted services provided by WIC's regional breastfeeding coordinator and an in-kind contribution of \$6,400 for use of office space. The exact amount of funding will be released on the FY26 RFP in January.

**24-837 Grant Application – FY2026 Alliance for Children-Smart Start Parenting Support and Nurturing Parent Program Continued Grant Funding**

**ACTION:** 1) Approve the Parenting Support program's request to apply for FY2026 Alliance for Children-Smart Start funding, 2) upon award of the grant, authorize the County Manager to negotiate and execute agreements substantially consistent with this agenda item, and 3) upon receipt of the grant award, recognize, receive, and appropriate the awarded amount to the Community Support and Outreach budget.

The Human Services Agency's Department of Community Support and Outreach seeks approval to apply for FY2026 Smart Start funding from the Alliance for Children to support the Parenting Support and Nurturing Parenting (PSNP) Program. The Program, currently in its twelfth year of administration by the County, is available for at-risk parents of children ages birth to five years old who struggle with the parenting role or whose children are experiencing the early stages of child maltreatment and need intervention and treatment. The 13-session PSNP program meets weekly to help participating parents gain a better understanding of their infants, toddlers, and preschoolers as they grow and teach them self-worth, empowerment, and the importance of nurturing and its effect on others. Through self-awareness and skill-building activities, parents increase empathy, develop realistic expectations of children and appropriate family roles, and learn positive discipline practices.

Staff provided 501 parent sessions in FY2024 and 292 sessions in FY2025 to-date. The program tracks parents who complete all sessions and successfully graduate, boasting a current success rate of 90.8% with a total of 410 parents who have completed the full 13-week program throughout its 13-year history. The estimated savings/economic impact to our community resulting from these parents' successful program completion is roughly \$438,568,200, which factors in the approximate costs of CPS Social Workers and their 0-5-year-old caseloads, the lifetime cost of child maltreatment, and the cost of the Parenting Support and Nurturing Parenting program itself. The Program impacts local child maltreatment recidivism rates, thus affecting the generational ripple effect on families and is a

valuable investment that produces high returns for the children and community.

In FY2025, Union County received \$135,008 in grant funding and the FY2026 amount is anticipated to remain approximately the same. The financial cost to Union County is an in-kind contribution of 19 percent, which is anticipated to include supervision expenses of \$5,000 and \$20,000 for use of office space. We will know the exact funding amount for which we are eligible when the RFP is released in January 2025.

**24-859 Grant Application – FY2026 Alliance for Children-Smart Start Subsidized Child Care Assistance Continued Grant Funding**

**ACTION:** A) Approved the Child Care Assistance program's request to apply for FY2026 Alliance for Children-Smart Start funding; 2) upon award of the grant, authorized the County Manager to negotiate and execute agreements substantially consistent with this agenda item; and 3) upon receipt of the grant award, recognize, receive, and appropriate the awarded amount to the Division of Social Services' budget.

The Human Service Agency Social Services Department seeks approval to apply for FY2026 Smart Start funding from the Alliance for Children to support its Subsidized Child Care Assistance Program. North Carolina boasts one of the highest rates of working mothers with young children in the nation, making the availability of quality childcare essential for the State's economic development and stability. Many of Union County's working families are struggling financially to meet the needs of their families. The availability of affordable, quality, legal and safe childcare offers them financial support and relief as well as increases their likelihood of being successful in their jobs. By providing subsidized childcare - assistance to children in Union County, preschool-aged children can get a high-quality, early childhood education, which increases their chances of being healthy and more socialized. Additionally, early education enhances a child's ability to learn, therefore they are better prepared for academic success when it is time for them to enter kindergarten.

In FY2024, a total of 701 unduplicated children were served through the Subsidized Child Care Program, 190 of those were funded with Smart Start funds. The target population served with Smart Start Funds is pre-school aged (birth through age 5) residents of Union County, who are placed in a 5-star Union County childcare facility or a 5-star childcare home that has completed an agreement through NC FAST. One of our goals is to provide childcare assistance to as many eligible Union County families as possible so they can become more financially stable in conjunction with strengthening each child's health, emotional development and educational foundation.

In FY2025 Union County received a total of \$1,125,785 Smart Start funds, including \$175,000 for administrative costs and \$950,785 for direct purchase of services. For FY2026 we are requesting a total of \$1,182,074, which includes \$183,750 for administrative costs and \$998,324 for direct purchase of services (which is not coming out of Union County funds). The additional funding request of \$47,539 for direct services is a 5 percent increase to cover the cost of care with

rising market rates, and the additional 5 percent increase of \$8,750 for administrative costs is to offset the 11 percent funding cut from FY2025.

For FY2026, a total of \$1,18,074 is requested, which includes \$183,750 for administrative costs and \$998,324 for direct purchase of services. The FY2026 financial cost to Union County in association with this grant is an in-kind or cash contribution of 19 percent, which is primarily provided by County support and use of office space. We will know the exact funding amount for which we are eligible when the RFP is released in January 2025.

#### **24-867 Budget Amendment – Breast & Cervical Cancer Control Program**

**ACTION:** 1) Recognized, received, and appropriated \$8,125 in additional state funding from the NC Division of Public Health for the Breast & Cervical Cancer Control Program (Agreement Addendum 452 Rev. #1) and 2) approve Budget Amendment #20.

The NC Division of Public Health’s Breast & Cervical Cancer Control Program (BCCCP) began in 1992 and provides resources to local health departments to provide services to underserved North Carolina women. The goal of the program is to reduce the morbidity and mortality due to breast and cervical cancers in women by providing screening services, diagnostic services, and patient navigation services for eligible underserved women. The NC BCCCP is a screening program and does not provide funds for treatment. However, women enrolled in NC BCCCP and provided with at least one screening and/or diagnostic service prior to diagnosis may be eligible to receive Breast and Cervical Cancer Medicaid (BCCM) to cover acute treatment services for breast and cervical cancer and/or precancerous breast and cervical findings and for reconstruction surgeries.

The NC BCCCP is providing additional funding to the Union County Public Health Department to increase breast & cervical cancer screening services for 25 additional women eligible for the program in FY2025.

The County will receive \$8,125 in FY2025 funding from the NC Division of Public Health. No County match is required.



**24-860 2025 Emergency Management Performance Grant**

ACTION: Authorized the County Manager to apply for the 2025 Emergency Management Performance Grant (EMPG) and make necessary assurances and certifications associated with the grant application as substantially consistent with this agenda item, which includes the authorization to execute documents and budget funds as appropriate.

The Emergency Management Performance Grant is in place to assist local jurisdictions in developing and carrying out their Emergency Management programs. The EMPG is a 50 percent local, 50 percent Federal matching grant that is administered through the North Carolina Division of Emergency Management and may be used for salary of Emergency Management positions and in maintaining a "Comprehensive Emergency Management" program.

The total grant award is \$163,000 with a local match of \$81,500. The local match is encumbered in the current budget.

**24-872 Budget Amendment-State Aid to Public Libraries**

ACTION: 1) Recognized, received, and appropriated an additional \$57,669 in State Aid to Public Libraries funding to the Library's General Fund operating budget and 2) approved Budget Amendment #15.

The State Library of North Carolina oversees the funding for the Aid to Public Libraries. In order to receive this aid, public library systems must submit an annual application for State Aid. Once all libraries in North Carolina submit their applications, disbursement calculations are made based on the number of qualifying library applicants. Now that all library applications have been submitted and approved, Union County will now be receiving \$254,109 which is an additional \$57,669 of funding.

The library's operating budget will be increased by \$57,669.

**BUDGET AMENDMENT**

BUDGET General Fund REQUESTED BY Nina Chaffin  
 FISCAL YEAR 2025 DATE January 06, 2025

**INCREASE**

**DECREASE**

Description

Description

State Grant 57,669  
 Printing and Office Supplies 57,669

\_\_\_\_\_  
 \_\_\_\_\_

Explanation: To recognize, receive, and appropriate additional state aid funds from NC Dept. of Natural & Cultural Resources for the purchase of supplies

DATE \_\_\_\_\_

APPROVED BY \_\_\_\_\_

Bd of Comm/County Manager  
 Lynn West/Clerk to the Board

**FOR POSTING PURPOSES ONLY**

**DEBIT**

**CREDIT**

<u>Code</u>	<u>Account</u>	<u>Amount</u>
10115510-5260	Tools & Supplies	57,669
_____	_____	_____
_____	_____	_____
_____	_____	_____

<u>Code</u>	<u>Account</u>	<u>Amount</u>
10115510-4431	State Grant - Other NC Type	57,669
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total 57,669

Total 57,669

Prepared By MN  
 Posted By \_\_\_\_\_  
 Date \_\_\_\_\_

Number 15

**24-874 FY2024 Tax Bill Correction Report for November 2024**

**ACTION:** Approved FY 2024-25 Tax Bill Correction Reports for November 2024 (November Refund amount = \$4278.78)

In accordance with North Carolina General Statutes 102-312 and 105-325, the Board of County Commissioners is authorized to make and approve certain changes to property tax records. Approval of such changes may result in either a release, refund, or discovery of ad valorem taxes. The attached report provides detailed information on all tax bills that were modified. Included in the report for each correction is the parcel number or property key, owner name, reason for the

change, original value, original tax, corrected value, corrected tax, and refund, if applicable.

#### **24-882 FY2024-25 Tax Bill Correction Report for October 2024**

ACTION: Approved FY 2024-25 Tax Bill Correction Reports for October 2024 (October Refund amount = \$9,270.72)

The Board previously approved this item during the November 18, 2024, meeting; however, the wrong report type was inadvertently attached.

In accordance with North Carolina General Statutes 102-312 and 105-325, the Board of County Commissioners is authorized to make and approve certain changes to property tax records. Approval of such changes may result in either a release, refund, or discovery of ad valorem taxes. The attached report provides detailed information on all tax bills that were modified. Included in the report for each correction is the parcel number or property key, owner name, reason for the change, original value, original tax, corrected value, corrected tax, and refund, if applicable.

#### **24-876 Contract Renewal – Countywide Imagery Collection**

ACTION: Authorized the County Manager to 1) negotiate and execute an agreement substantially consistent with this agenda item, 2) exercise any renewal or extension term options set forth in the Agreement, and 3) terminate the Agreement if deemed in the best interest of the County, each in the County Manager's discretion.

The County uses aerial photography in several County Departments. Aerial photography provides a high-level image of the land, buildings, and other geographic features. Union County has used Pictometry to collect orthophotography and oblique imagery every two years beginning in 2019. This data has been of great benefit to various departments, particularly Tax, Emergency Management, IT/GIS, Emergency Communications, Planning, and UC Water. If this amendment is approved by the Board, imagery and oblique collections will be made every year. Extraction of additional features, primarily building footprints, will be done every two years.

The County has utilized the contractual services of Pictometry International Corp. for Imagery and planimetric data since February 2019. The company has been effective and efficient in meeting our service needs, and it is requested to continue this service for an additional six years. The Department will collaborate with Procurement to explore solicitation options near the end of the term.

The anticipated annual cost for this service is \$221,255. Since the contract contains a six-year term, a total of \$1,327,530 is estimated to be spent. Funding is available in the IT Capital Improvement Plan.



## 24-880 Resolution – Surplus Equipment Sale

ACTION: Adopted Resolution Authorizing Surplus Property Sale by Internet Auction which 1) declares the property itemized on Attachment A as “Surplus” to the needs of Union County, 2) authorizes sale at electronic auction of the surplus property described in Attachment A as per the terms and conditions as specified in the online auction service provider contract, and 3) authorizes the Procurement Director or her designee to execute any and all documents necessary to transfer title to said property on behalf of Union County.

North Carolina General Statutes allow the disposition of personal property by local governments through a variety of means including private negotiations and sale; advertisement for sealed bids; negotiated offer, advertisement, and upset bid; public auction; or exchange. In 2001, the legislature amended the Statutes to provide disposition of property through electronic auction.

The sale will begin January 14, 2025, at 10:00 AM and end January 24, 2025, at 10:00 AM, as indicated in Attachment A. The equipment is to be picked up at 1407 Airport Road, Monroe, NC 28110 with the following terms of sale:

1. Sale to the highest bidder with all sales final.
2. All items sold “as is” with no warranty, expressed or implied, which extends beyond the description of the item.
3. Purchasers must remove item(s) within ten (10) business days from the time and date of issuance of the Buyer’s Certificate.
4. Payment must be made online through the online auction website. Payment in full is due not later than five (5) business days from the time and date of the Buyers Certificate. Payment will not be accepted onsite.

Estimated revenue is \$10,000. The revenue will be returned to the fund from which the asset came.

RESOLUTION AUTHORIZING SURPLUS PROPERTY SALE BY INTERNET AUCTION

WHEREAS, G.S. 160-270(c) allows Union County to sell personal property at electronic auction upon adoption of a resolution authorizing the Procurement Director or her designee to dispose of the property at electronic auction; and

WHEREAS, the Procurement Manager has developed a list of these items as shown on Attachment "A" for review by the Board of Commissioners for disposal by electronic auction;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Union County Board of Commissioners that the items of personal property included on Attachment "A" and incorporated herein by reference, be declared surplus and that the Procurement Manager or her designee be authorized to sell at electronic auction, beginning January 14, 2025, at 10:00 a.m. and ending January 24, 2025, at 10:00 a.m. as indicated on Attachment "A", the surplus property described on Attachment "A", as per the terms and conditions as specified in the County's existing contract with the on-line auction Service Provider to the highest bidders.

BE IT FURTHER RESOLVED that the Procurement Manager or her designee is authorized to execute any and all documents necessary to transfer said property on behalf of Union County.

BE IT FURTHER RESOLVED that the terms of sale applicable at the aforementioned auction of the items listed on Attachment "A" shall be as follows:

1. Sale to the highest bidder with all sales final.
2. All items sold "as is" and "where is" with no warranty, expressed or implied, which extends beyond the description of the items.
3. Purchasers must remove item(s) within ten business days from the time and date of issuance of the Buyer's Certificate. The equipment is to be picked up at 1407 Airport Road, Monroe, NC 28110. Purchasers shall bear sole risk of loss for all items remaining on the premises ten (10) calendars days from the time and date of issuance of the Buyer's Certificate.
4. Payment must be made online through the on-line auction Website. Payment in full is due not later than five (5) calendar days from the time and date of the Buyer's Certificate. Payment cannot be accepted onsite.

BE IT FURTHER RESOLVED that payment of advertising and miscellaneous expenses be paid from the proceeds of the sale.

Adopted this 6th day of January 2025

ATTEST:

  
Lynn G. West, Clerk to the Board

  
Melissa Merrell, Chair



Attachment "A" Surplus Equipment List

Equipment	Make	Model	Year	Serial/VIN	Hours/Milage	Surplussing Department	Auction Start Date/Time	Auction End Date/Time
Generator	Kohler	180R0ZJ	1998	602624	305.7 Hours	Facilities & Fleet Management	1/14/2025 10:00 AM	1/24/2025 10:00 AM

**24-888 South Piedmont Community College Capital Projects Transfer Request**

ACTION: Adopted Capital Project Ordinance 343A.

South Piedmont Community College (SPCC) is requesting to transfer \$123,731 from the HVAC Controls in the Braswell Building to the Campus Improvements project.

No additional funding is needed.

**UNION COUNTY, NORTH CAROLINA  
2024-2025  
CAPITAL PROJECT ORDINANCE #343A**

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF UNION COUNTY, NORTH CAROLINA:

Section I. That for the purpose of providing funds, together with any other previously appropriated available funds, for the following projects:

- SPCC - Campus Improvements Phase I
- SPCC - Building A Restrooms
- SPCC - HVAC Controls - Braswell Building

Including the acquisition and construction of a new facilities, the acquisition and installation of necessary furnishings and equipment and the acquisition of interests in real property required therefore, an additional \$0 is hereby appropriated for total project cost of \$1,179,273.

Section II. That it is estimated that the following revenues will be available during the construction period to meet the appropriations in Section I, as set forth in the following schedule:

General Obligation Bond Proceeds Premium	\$498,595
Investment Earnings	\$680,678

Section III. The attached CPO #343A chart is incorporated herein showing appropriations to date, additions as of this capital project ordinance, and the total appropriation.

Section IV. That the finance officer is authorized from time to time to transfer as a loan from the General Fund or unspent County proceeds in the Capital Projects Funds, cash in an amount necessary to meet obligations until such time as financing is arranged, at which time repayment will be made and the finance officer is authorized to sign the Declaration of Official Intent to Reimburse Expenditures as required by Internal Revenue Service regulations.

Section V. That the finance officer is authorized at the time of project completion to close out the capital project and remove it from the general ledger.

Section VI. This capital project ordinance is adopted and effective this 6th day of January 2025.

ATTEST:

  
\_\_\_\_\_  
Lynn G. West, Clerk to the Board

  
\_\_\_\_\_  
Chair, Union County Board of  
Commissioners



**CAPITAL PROJECT ORDINANCE AMENDMENT**

BUDGET General Capital Fund REQUESTED BY SPCC  
 FISCAL YEAR FY 2025 DATE January 6, 2024

PROJECT SOURCES				PROJECT USES			
Source Description and Code	Project To Date	Requested Amendment	Revised Project	Project Description and Code	Project To Date	Requested Amendment	Revised Project
<b>General Capital Fund</b>			-	<b>General Capital Fund</b>			
General Obligation Bond Premium	498,595	-	498,595	SPCC - Campus Improvements Phase I	641,273	123,731	765,004
General Obligation Bond Investment Earnings	680,678	-	680,678	SPCC - Building A Restrooms	238,000	-	238,000
				SPCC - HVAC Controls - Braswell Building	300,000	(123,731)	176,269
<b>Total</b>	<b>1,179,273</b>	<b>-</b>	<b>1,179,273</b>	<b>Total</b>	<b>1,179,273</b>	<b>-</b>	<b>1,179,273</b>

EXPLANATION: SPCC Infrastructure Projects; to reallocate \$123,731 from Braswell HVAC Controls to Campus Improvements Phase I.

DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
 Bd of Comm/County Manager  
 Lynn West/Clerk to the Board

**FOR FINANCE POSTING PURPOSES ONLY**

PROJECT SOURCES				PROJECT USES			
Source Description and Code	Project To Date	Requested Amendment	Revised Project	Project Description and Code	Project To Date	Requested Amendment	Revised Project
<b>SPCC - Campus Improvements Phase I</b>				<b>SPCC - Campus Improvements Phase I</b>			
GO Bond Proceeds Premium 40080184-4717	271,129	-	271,129	Payments to Other Govt Units 40080184-5630	641,273	123,731	765,004
SPCC Investment Earnings 40080184-4812	370,144	123,731	493,875				
<b>SPCC - Building A Restrooms</b>				<b>SPCC - Building A Restrooms</b>			
SPCC GO Bond Proceeds Premium 40080185-4717	100,626	-	100,626	Payments to Other Govt Units 40080185-5630	238,000	-	238,000
SPCC Investment Earnings 40080185-4812	137,374	-	137,374				
<b>SPCC - HVAC Controls - Braswell Building</b>				<b>SPCC - HVAC Controls - Braswell Building</b>			
GO Bond Proceeds Premium 40080186-4717	126,840	-	126,840	Payments to Other Govt Units 40080186-5630	300,000	(123,731)	176,269
SPCC Investment Earnings 40080186-4812	173,160	(123,731)	49,429				
<b>Total</b>	<b>1,179,273</b>	<b>-</b>	<b>1,179,273</b>	<b>Total</b>	<b>1,179,273</b>	<b>-</b>	<b>1,179,273</b>

Prepared By EC  
 Posted By \_\_\_\_\_  
 Date \_\_\_\_\_

Number CPO - 343A

**25-001 Bid Award and Contract – Union County Sheriff’s Office Fueling Station**

ACTION: 1) Accepted the low bidder, 2) authorized award of the contract to Dave’s Construction Service, in the amount of \$436,477.80, 3) authorized the County Manager to negotiate and execute an agreement substantially consistent with this Agenda item, 4) adopted CPO#367B and CPO#368A and 5) adopted Resolution Providing Notice of Construction of the Union County Sheriff’s Office Fueling Station.

This contract is to construct a new fueling station located at the rear of the Union County Sheriff’s Office Administration building. This project was identified as a “Critical Infrastructure” project with a goal to provide an independent fuel supply for UCSO vehicles. The need was identified for this independent fuel supply during several disaster events that limited fuel supplies in the region and significantly impacted local gas stations which have served as the regular fuel supply for UCSO vehicles.

The project scope of work includes providing a 12,000-gallon fuel tank, dispensing system, and associated equipment. A three-sided enclosure will be constructed to conceal the fuel tank and provide enhanced security. The fuel management system will integrate with Union County’s existing fuel management system. Other accessory work includes replacing a section of asphalt with concrete, installing speed bumps to assist spill containment and traffic calming, and installing a security camera for area surveillance.

On October 2, 2024, the Procurement Department partnered with Facilities Management to issue an Invitation for Bid 2025-006. On November 19, 2024, three (3) responsive bids for the title project were received and processed. All bids were tabulated, reviewed, and certified by Labella Associates, PC. Bids ranged from \$436,477.80 to \$645,234.70. Staff recommends that the project be awarded to the lowest responsive, responsible bidder, Dave’s Construction Service, Inc., in the amount of \$436,477.80.

Because the lowest bid exceeds the amount budgeted for the project, staff recommends allocating \$175,000.00 from the Facilities Repair and Renovation capital account to cover the overage. The original budget for the project is \$275,000.00, and with this additional allocation, it will become \$450,000.00. This agenda item also includes approval of CPO#367B and CPO#368A to allocate the additional funds.

Funding is available within the adopted UC Fueling Stations capital account - 4080210, after approval of CPO#367B and CPO#368A, to support the construction contract amount of \$436,477.80.

**UNION COUNTY, NORTH CAROLINA  
ANNUAL OPERATING R&R – FISCAL YEAR 2024-2025  
CAPITAL PROJECT ORDINANCE #367B**

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF UNION COUNTY, NORTH CAROLINA:

Section I. That for the purpose of providing funds, together with any other available funds, for the following projects:

**Annual Operating R&R Projects**

- Facilities Operating Capital
- Facilities Replacement & Renewal
- UCSO Operating Capital
- UCSO Replacement & Renewal
- Parks and Rec Replacement & Renewal
- SPCC Maintenance
- SPCC Technology
- SPCC HVAC, Security, Other

Including the replacement of equipment, the acquisition and construction of new facilities, the acquisition and installation of necessary furnishings and equipment and the acquisition of interests in real property required, therefore a reduction \$175,000 is hereby appropriated for total project cost of \$2,865,900.

Section II. That it is estimated that the following revenues will be available during the construction period to meet the appropriations in Section I, as set forth in the following schedule:

Interfund Transfer from:	
General Fund	\$ 2,865,900

Section III. The attached CPO #367B chart is incorporated herein showing appropriations to date, additions as of this capital project ordinance, and the total appropriation.

Section IV. That the finance officer is authorized from time to time to transfer as a loan from the General Fund or unspent County proceeds in the Capital Projects Funds, cash in an amount necessary to meet obligations until such time as financing is arranged, at which time repayment will be made and the finance officer is authorized to sign the Declaration of Official Intent to Reimburse Expenditures as required by Internal Revenue Service regulations.

Section V. That the finance officer is authorized at the time of project completion to close out the capital project and remove it from the general ledger.

Section VI. This capital project ordinance is adopted and effective this 6<sup>th</sup> day of January 2025.

ATTEST:

  
\_\_\_\_\_  
Lynn G. West,  
Clerk to the Board

  
\_\_\_\_\_  
Chair,  
Union County Board of Commissioners





**CAPITAL PROJECT ORDINANCE AMENDMENT**

BUDGET General CIP Fund REQUESTED BY Chris Boyd  
 FISCAL YEAR FY 2025 DATE January 6, 2025

PROJECT SOURCES				PROJECT USES			
Source Description and Code	Project To Date	Requested Amendment	Revised Project	Project Description and Code	Project To Date	Requested Amendment	Revised Project
IFT from General Fund	3,040,900	(175,000)	2,865,900	R&R projects for General Capital	2,650,000	(175,000)	2,475,000
			-	R&R projects for SPCC	390,900	-	390,900
			-				-
<b>Total</b>	<b>3,040,900</b>	<b>(175,000)</b>	<b>2,865,900</b>	<b>Total</b>	<b>3,040,900</b>	<b>(175,000)</b>	<b>2,865,900</b>

EXPLANATION: Transfer funding to UCSO Fueling Station project from Facilities R&R capital project budget to provide funds for bid that came over budget.

DATE: \_\_\_\_\_ APPROVED BY: BOCC/County Manager  
Lynn West/Clerk to the Board

**FOR FINANCE POSTING PURPOSES ONLY**

PROJECT SOURCES				PROJECT USES			
Source Description and Code	Project To Date	Requested Amendment	Revised Project	Project Description and Code	Project To Date	Requested Amendment	Revised Project
Facilities Operating Capital IFT from General Fund 40080131-4010-52025	630,000	-	630,000	Facilities Operating Capital Building & Improvements 40080131-5580-52025	630,000	-	630,000
Facilities Replacement & Renewal IFT from General Fund 40080069-4010-52025	1,295,000	(175,000)	1,120,000	Facilities Replacement & Renewal Building & Improvements 40080069-5580-52025	1,295,000	(175,000)	1,120,000
UCSO Operating Capital IFT from General Fund 40080132-4010-52025	175,000	-	175,000	UCSO Operating Capital Building & Improvements 40080132-5580-52025	175,000	-	175,000
UCSO Replacement & Renewal IFT from General Fund 40080135-4010-52025	250,000	-	250,000	UCSO Replacement & Renewal Building & Improvements 40080135-5580-52025	250,000	-	250,000
Parks and Rec Replacement & Renewal IFT from General Fund 40080134-4010-52025	175,000	-	175,000	Parks and Rec Replacement & Renewal Building & Improvements 40080134-5580-52025	175,000	-	175,000
CC Campground Replacement & Renewal IFT from General Fund 40080134-4010-52025	125,000	-	125,000	CC Campground Replacement & Renewal Building & Improvements 40080134-5580-52025	125,000	-	125,000
SPCC Maintenance IFT from General Fund 40080067-4010-52025	115,900	-	115,900	SPCC Maintenance Payment to Other Gov'l Agencies 40080067-5630-52025	115,900	-	115,900
SPCC Technology IFT from General Fund 40080076-4010-52025	175,000	-	175,000	SPCC Technology Payment to Other Gov'l Agencies 40080076-5630-52025	175,000	-	175,000
SPCC HVAC, Security, Other IFT from General Fund 40080077-4010-52025	100,000	-	100,000	SPCC HVAC, Security, Other Payment to Other Gov'l Agencies 40080077-5630-52025	100,000	-	100,000
<b>Total</b>	<b>3,040,900</b>	<b>(175,000)</b>	<b>2,865,900</b>	<b>Total</b>	<b>3,040,900</b>	<b>(175,000)</b>	<b>2,865,900</b>

Prepared By EC  
 Posted By \_\_\_\_\_  
 Date \_\_\_\_\_

Number CPO - 367B

**UNION COUNTY, NORTH CAROLINA  
FACILITIES CRITICAL INFRASTRUCTURE – FISCAL YEAR 2024-2025  
CAPITAL PROJECT ORDINANCE #368A**

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF UNION COUNTY, NORTH CAROLINA:

Section I. That for the purpose of providing funds, together with any other previously appropriated available funds, for the following projects:

Critical Infrastructure:  
Progress Building Generator Installation  
UC Fueling Stations

Including the replacement of equipment, the acquisition and construction of new facilities, the acquisition and installation of necessary furnishings and equipment and the acquisition of interests in real property required therefore, an addition of \$175,000 is hereby appropriated for total project cost of \$975,000.

Section II. That it is estimated that the following revenues will be available during the construction period to meet the appropriations in Section I, as set forth in the following schedule:

Interfund Transfer from:	
General Fund	\$975,000

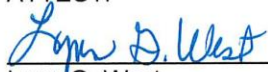
Section III. The attached CPO #368A chart is incorporated herein showing appropriations to date, additions as of this capital project ordinance, and the total appropriation.

Section IV. That the finance officer is authorized from time to time to transfer as a loan from the General Fund or unspent County proceeds in the Capital Projects Funds, cash in an amount necessary to meet obligations until such time as financing is arranged, at which time repayment will be made and the finance officer is authorized to sign the Declaration of Official Intent to Reimburse Expenditures as required by Internal Revenue Service regulations.

Section V. That the finance officer is authorized at the time of project completion to close out the capital project and remove it from the general ledger.

Section VI. This capital project ordinance is adopted and effective this 6th day of January 2025.

ATTEST:

  
\_\_\_\_\_  
Lynn G. West,  
Clerk to the Board

  
\_\_\_\_\_  
Chair,  
Union County Board of Commissioners



**CAPITAL PROJECT ORDINANCE AMENDMENT**

BUDGET General CIP Fund REQUESTED BY Chris Boyd  
 FISCAL YEAR FY 2025 DATE January 6, 2025

PROJECT SOURCES				PROJECT USES			
Source Description and Code	Project To Date	Requested Amendment	Revised Project	Project Description and Code	Project To Date	Requested Amendment	Revised Project
IFT from General Fund	800,000	175,000	975,000	Progress Building Generator Installation	525,000	-	525,000
			-	UC Fueling Stations	275,000	175,000	450,000
			-			-	-
<b>Total</b>	<b>800,000</b>	<b>175,000</b>	<b>975,000</b>	<b>Total</b>	<b>800,000</b>	<b>175,000</b>	<b>975,000</b>

EXPLANATION: Critical Infrastructure FY 2025, to reallocate funding from Facilities R&R to UC Fueling Stations

DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
 BOCC/County Manager  
 Lynn West/Clerk to the Board

FOR FINANCE POSTING PURPOSES ONLY							
PROJECT SOURCES				PROJECT USES			
Source Description and Code	Project To Date	Requested Amendment	Revised Project	Project Description and Code	Project To Date	Requested Amendment	Revised Project
Progress Building Generator Installation IFT From General Fund 40080209-4010	525,000	-	525,000	Progress Building Generator Installation Building & Improvements 40080209-5580	525,000	-	525,000
UC Fueling Stations IFT From General Fund 40080210-4010	275,000	175,000	450,000	UC Fueling Stations Other Equipment 40080210-5550	275,000	175,000	450,000
<b>Total</b>	<b>800,000</b>	<b>175,000</b>	<b>975,000</b>	<b>Total</b>	<b>800,000</b>	<b>175,000</b>	<b>975,000</b>

Prepared By EC  
 Posted By \_\_\_\_\_  
 Date \_\_\_\_\_

Number CPO-368A

**RESOLUTION OF THE UNION COUNTY BOARD OF COMMISSIONERS  
PROVIDING NOTICE OF THE UNION COUNTY SHERIFF'S OFFICE  
FUELING STATION PROJECT CONSTRUCTION**

WHEREAS, pursuant to G.S § 153A-457, a county shall notify property owners and adjacent property owners prior to commencement of any construction project by the county; and

WHEREAS, G.S. § 153A-457 provides that notice of a county construction project is deemed sufficient if notice of the construction project is given in any open meeting of the county prior to the commencement of the construction project; and

WHEREAS, the Union County Board of Commissioners desires to give notice of construction of the UNION COUNTY SHERIFF'S OFFICE FUELING STATION PROJECT prior to commencement of project construction as required by G.S. § 153A-457.

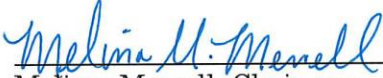
NOW, THEREFORE, BE IT RESOLVED BY THE Union County Board of Commissioners that:

1. Union County may commence construction of the UNION COUNTY SHERIFF'S OFFICE FUELING STATION PROJECT on property located at 3370 Presson Rd, Monroe, NC after the award of the construction contract for the project.
2. This resolution and notice is adopted in accordance with the construction notice requirements of G.S. § 153A-457.

Adopted this the 6th day of January, 2025.

Attest:

  
\_\_\_\_\_  
Lynn West, Clerk to the Board

  
\_\_\_\_\_  
Melissa Merrell, Chairman  
Union County Board of Commissioners



Bids received for this project are recorded below:

Union County, North Carolina Bid Tabulation: IFB 2025-006 Union County Sheriff's Office Fuel Station Bid Location: Union County Government Center Bid Date: November 19, 2024 Bid Time: 10:00 AM					
Contractor	Addenda Acknowledgement	GC License #	Bid Bond	Non-Collusion Affidavit	Base Bid
DCS Commercial Construction	✓	31908	✓	✓	\$396,798
Guardian Fueling Tech	✓	78892	✓	✓	\$586,577
SF Acquisition LLC	✓	20342-0	✓	✓	\$431,800



Certified by: Michael Grose, PE  
 LaBella Associates, PC

**25-755 McKinsey Opioid Settlement Funds**

**ACTION:** Adopted Budget Amendment #18 to recognize, receive and appropriate funds from the McKinsey Settlement Agreement.

A settlement has been reached in a class action lawsuit against McKinsey & Company, Inc., and related entities. Allocations to eligible subdivisions, including Union County, were made following the same methodologies as applied in the national opioid settlement with Janssen Pharmaceuticals, a Wave One opioid settlement. For prior Wave One and Wave Two opioid settlements, decisions on how settlement funds will be allocated within a state are subject to the North Carolina Memorandum of Agreement (MOA), including supplemental agreements to the MOA, on the allocation, use, and reporting of funds. However, funds from the McKinsey settlement are not subject to the MOA or any supplemental agreements to the MOA since NC Department of Justice was not involved in this litigation. Thus, these funds are not appropriated within the County's Special Revenue Fund for Opioid Settlement. As a recipient of this allocation, Union

County is required to use the settlement funds exclusively for approved uses designed to abate the opioid epidemic. Staff recommends a portion of the McKinsey Settlement Funds be used for audit testing in the amount of \$5,000 that was required as part of the County's Single Audit for FY2024.

Union County will receive an allocation of \$86,677.12 in FY25, a portion of which will be used to fund audit testing that was required for opioid funds (\$5,000).



hearing to the Board of Commissioners of Union County, NC.

Lanes Creek Volunteer Fire Department, Inc., (the “Fire Department”) desires to construct a new fire station. The Fire Department desires to issue certain tax-exempt bonds in order to finance the project. In order for the Fire Department to issue such tax-exempt bonds for the project, the Internal Revenue Code requires a public hearing and approval of the governing body of the political subdivision where the project is located. Such approval does not make Union County liable for repayment of the debt, it does not constitute a debt of Union County, and it does not implicate the taxing powers of the County.

In order for the Fire Department to hold the public hearing, it has requested that the Fire Department’s Fire Chief, Robert Sweatt, be appointed to hold the public hearing in accordance with IRS regulations. This action would allow the Fire Department to hold the public hearing prior to the Board’s January 21, 2025, meeting. At that meeting, a resolution will be brought to the Board related to approval of the financing for the project for the Board’s consideration.

## **Information Only**

### **24-871 Union EMS 2024 Audit and Financial Statements**

ACTION: No action was requested – Information Only.

Union EMS is required to provide the County with annual audited financial statements as outlined in the terms of the contract agreement with Atrium Health/Union EMS.

### **24-889 November 2024 Union County Public Schools – Monthly Report**

ACTION: No action was requested – Information Only.

This is the monthly report from UCPS as required by the Budget Ordinance.

### **25-002 Human Resources Reports for November 2024**

ACTION: No action was requested – Information Only

These reports include all new hires, separations from service, and retirements for Union County Local Government for the month of November 2024.



**UNION COUNTY PERSONNEL REPORT  
REPORT OF NEW HIRES**

**November 2024**

<u>Name</u>	<u>Hire Date</u>	<u>Position</u>
<b>911 COMMUNICATIONS</b>		
SHAYLE C FLOWE	11/4/24	TELECOMMUNICATOR I
MICHAEL MARTINEZ-CRUZ	11/4/24	TELECOMMUNICATOR I
JAMES R PORATH	11/4/24	TELECOMMUNICATOR I
<b>BOARD OF ELECTIONS</b>		
BEYONCE A ATHERLY	11/4/24	ONE STOP OFFICE SUPPORT
ALICIA A BAUCOM	11/4/24	ONE STOP OFFICE SUPPORT
TANISHA E BOMANI	11/4/24	ONE STOP OFFICE SUPPORT
MICHAEL F BRANDOW	11/4/24	ONE STOP OFFICE SUPPORT
JEAN BRENNAN	11/4/24	ONE STOP OFFICE SUPPORT
ANGELA C BROWN	11/4/24	ONE STOP OFFICE SUPPORT
DOUGLAS A BUTTREY	11/4/24	ONE STOP OFFICE SUPPORT
JAMES T CARROLL	11/4/24	ONE STOP OFFICE SUPPORT
TUCKER J CONKLING	11/4/24	ONE STOP OFFICE SUPPORT
GRACE L CROWDER	11/4/24	ONE STOP OFFICE SUPPORT
GOLDIE N CUFFEE	11/4/24	ONE STOP OFFICE SUPPORT
MACIAH J CURETON	11/4/24	ONE STOP OFFICE SUPPORT
THEODORE M DOTY	11/4/24	ONE STOP OFFICE SUPPORT
ROY D ENGLISH	11/4/24	ONE STOP OFFICE SUPPORT
ALYSSA R ENGLISH	11/4/24	ONE STOP OFFICE SUPPORT
LESLIE A ERFE	11/4/24	ONE STOP OFFICE SUPPORT
AMY R FRANKLIN	11/4/24	ONE STOP OFFICE SUPPORT
MATTHEW P GARRIS	11/4/24	ONE STOP OFFICE SUPPORT
JACQUELINE D GARY	11/4/24	ONE STOP OFFICE SUPPORT
MARCIA M GILMORE	11/4/24	ONE STOP OFFICE SUPPORT
GABRIELLE J GRAMLING	11/4/24	ONE STOP OFFICE SUPPORT
BRADLEY D HOLCMAN	11/4/24	ONE STOP OFFICE SUPPORT
WILLIAM R HUNTER	11/4/24	ONE STOP OFFICE SUPPORT
CAMRYN N IVEY	11/4/24	ONE STOP OFFICE SUPPORT
KYNDAL P IVEY	11/4/24	ONE STOP OFFICE SUPPORT
QUINCY M JONES	11/4/24	ONE STOP OFFICE SUPPORT
HENNIGAN L KEARNS	11/4/24	ONE STOP OFFICE SUPPORT
LAURA M KRADELMAN	11/4/24	ONE STOP OFFICE SUPPORT
CARMEN LAZENBY	11/4/24	ONE STOP OFFICE SUPPORT
BARBARA H LUDLOW	11/4/24	ONE STOP OFFICE SUPPORT
SUSAN D MARCINIAK	11/4/24	ONE STOP OFFICE SUPPORT
MICHAEL S MCCARVER	11/4/24	ONE STOP OFFICE SUPPORT

<u>Name</u>	<u>Hire Date</u>	<u>Position</u>
STEVEN D MILLER	11/4/24	ONE STOP OFFICE SUPPORT
KENNEDI A MILLER	11/4/24	ONE STOP OFFICE SUPPORT
MANISH MITTAL	11/4/24	ONE STOP OFFICE SUPPORT
NIKETA MITTAL	11/4/24	ONE STOP OFFICE SUPPORT
JENNIFER M MONTGOMERY	11/4/24	ONE STOP OFFICE SUPPORT
GREGORY T MORROW	11/4/24	ONE STOP OFFICE SUPPORT
ELIZABETH J MYERS	11/4/24	ONE STOP OFFICE SUPPORT
CHRISTIE J NARDOZZI	11/4/24	ONE STOP OFFICE SUPPORT
ANTHONY R PAREN	11/4/24	ONE STOP OFFICE SUPPORT
KERRY L PETRIE	11/4/24	ONE STOP OFFICE SUPPORT
SHERYL H QUINN	11/4/24	ONE STOP OFFICE SUPPORT
EBONY L RATLIFF	11/4/24	ONE STOP OFFICE SUPPORT
SANDRA J RHINEHART	11/4/24	ONE STOP OFFICE SUPPORT
LINDA A RICHARDSON	11/4/24	ONE STOP OFFICE SUPPORT
CAMILLA H ROCCO	11/4/24	ONE STOP OFFICE SUPPORT
KENNEDY S ROSEBORO	11/4/24	ONE STOP OFFICE SUPPORT
JUDY SANDERS-BULL	11/4/24	ONE STOP OFFICE SUPPORT
PATRICIA I SHAY	11/4/24	ONE STOP OFFICE SUPPORT
DAVID S SLOAN	11/4/24	ONE STOP OFFICE SUPPORT
GRACE L SMITH	11/4/24	ONE STOP OFFICE SUPPORT
ALAN J SYKES	11/4/24	ONE STOP OFFICE SUPPORT
RODNEY T TILLMAN	11/4/24	ONE STOP OFFICE SUPPORT
CANDICE E TORRES	11/4/24	ONE STOP OFFICE SUPPORT
NICOLE M WAFER	11/4/24	ONE STOP OFFICE SUPPORT
MICHAEL J WRIGHT	11/4/24	ONE STOP OFFICE SUPPORT
ADDIE J WYNN	11/4/24	ONE STOP OFFICE SUPPORT
<b>BUILDING CODE ENFORCEMENT</b>		
MARSHALL D GODWIN	11/4/24	BUILDING INSPECTOR III
<b>COUNTY ATTORNEY'S OFFICE</b>		
LISA H BEAMAN	11/18/24	ASSISTANT COUNTY ATTORNEY
<b>COUNTY MANAGER'S OFFICE</b>		
BROOKE A ADAMSON	11/18/24	STRATEGY & PERFORMANCE MANAGER
<b>FACILITIES MANAGEMENT</b>		
RICHARD A DELFINO	11/4/24	SENIOR MAINTENANCE TECHNICIAN
<b>FLEET MANAGEMENT</b>		
CLINTON B MORRIS	11/18/24	EMRG VHCL EQUIP TECHNICIAN
<b>HS - COMMUNITY SUP &amp; OUTREACH</b>		
BRITTANI E BARNETT	11/4/24	ELIGIBILITY TECHNICIAN PT
JENNIFER M GREENLEE	11/4/24	ELIGIBILITY TECHNICIAN PT
GRACIE M CALDWELL	11/4/24	ELIGIBILITY TECHNICIAN PT

<u>Name</u>	<u>Hire Date</u>	<u>Position</u>
<b>HS - PUBLIC HEALTH</b>		
NELLY B RODRIGUEZ TEJADA	11/4/24	CLINICAL ASSISTANT
KIERA D SAMUEL	11/4/24	SOCIAL WORKER BPT
<b>HS - SOCIAL SERVICES</b>		
MONTANA P PHILLIPS	11/18/24	SCHOOL SOCIAL WORKER
<b>PARKS AND RECREATION</b>		
CORNELIU DANILA	11/18/24	SR PARK ATTENDANT - SEASONAL
EMILIJA PESELJ	11/18/24	SR PARK ATTENDANT - SEASONAL
MAY M ROGERS	11/18/24	SR PARK ATTENDANT - SEASONAL
SIMONE R SOWELL	11/18/24	SR PARK ATTENDANT - SEASONAL
<b>PROCUREMENT</b>		
WILLIAM K HODGE	11/18/24	PROCUREMENT SPECIALIST
<b>PUBLIC COMMUNICATIONS</b>		
AILEEN E WHITE	11/18/24	ADMINISTRATIVE PROF II BPT
<b>PUBLIC LIBRARY</b>		
KATHERINE C DOYLE	11/18/24	LIBRARY ASSOCIATE PT
<b>SECURITY &amp; RISK MANAGEMENT</b>		
VINCENT C SCIASCIA	11/4/24	RISK MANAGER
<b>SHERIFF/JAIL/FAC 80.5 HRS</b>		
MICHAEL R LUDLOW	11/4/24	DETENTION OFFICER
BERRY L PRESSON	11/18/24	DETENTION OFFICER
<b>SHERIFF/JAIL/FACILITIES</b>		
STEPHEN D XAVIER	11/4/24	DEPUTY SHERIFF PT
IAN E BARCLAY	11/18/24	DEPUTY SHERIFF
ZACKARY D MORTON	11/18/24	DETENTION OFFICER
<b>UCW - WATER &amp; WASTEWATER OPS</b>		
DERYL L ENNIS	11/4/24	UTILITY TECHNICIAN I
JUSTIN R HENSLEY	11/4/24	UTILITY TECHNICIAN I
JOHN L MONTGOMERY	11/4/24	UTILITY TECHNICIAN I
JAMES O RAINEY	11/18/24	UTILITY TECHNICIAN I

**UNION COUNTY PERSONNEL REPORT  
REPORT OF RETIREES AND SEPARATIONS FROM SERVICE**

**November 2024**

<u>Name</u>	<u>Hire Date</u>	<u>Separation Date</u>	<u>Position</u>
<b>RETIREES</b>			
<b>911 COMMUNICATIONS</b>			
AMANDA J SMITH	9/22/94	11/29/24	EMERGENCY SERV SUPPORT COOR
<b>FINANCE</b>			
TRINA R HORNE	9/19/94	11/29/24	ACCOUNTING SERVICES SUPV
<b>HS - PUBLIC HEALTH</b>			
ADRIENNE T HALL	11/25/19	11/29/24	PUBLIC HEALTH NURSE SUPV
<b>HS - TRANSPORTATION</b>			
DONALD W GOULD	6/20/11	11/29/24	TRANSPORTATION DRIVER
<b>PROCUREMENT</b>			
MICHAEL R HIGH	7/17/23	11/29/24	PROCUREMENT SPECIALIST
<b>SHERIFF/JAIL/FAC 80.5 HRS</b>			
RANDY R TOMBERLIN	1/12/98	11/29/24	SERGEANT
<b>SHERIFF/JAIL/FACILITIES</b>			
DOUGLAS S STRAINING	4/3/17	11/29/24	SERGEANT
<b>END OF TERM</b>			
<b>BOARD OF COMMISSIONERS</b>			
DAVID H WILLIAMS	12/7/20	11/20/24	BOARD OF COUNTY COMMISSIONERS
JEFFREY L ROWELL	11/6/23	11/20/24	BOARD OF COUNTY COMMISSIONERS
<b>SEPARATION FROM SERVICE</b>			
<b>911 COMMUNICATIONS</b>			
DAVID J COUNTER	10/10/22	11/14/24	COMMUNICATIONS SYSTEMS SUPP
MYRA T GIBBS	8/26/24	11/21/24	TELECOMMUNICATOR I
<b>HS - BUSINESS OPERATIONS</b>			
SIDNEY M MCSWAIN	1/2/24	11/1/24	MAIL & DISTRIBUTION ASSISTANT
<b>HS - PUBLIC HEALTH</b>			
MORGAN B FREEMAN	3/27/23	11/25/24	DENTAL HYGIENIST
<b>HS - SOCIAL SERVICES</b>			
CHARLOTTE O LINTHICUM	2/1/21	11/22/24	SENIOR SOCIAL WORKER
MEGAN V SZAL	10/21/24	11/19/24	SCHOOL SOCIAL WORKER
<b>HS - TRANSPORTATION</b>			
SHANE E THOMAS	2/26/24	11/14/24	TRANSPORTATION DRIVER PT
<b>PARKS AND RECREATION</b>			
SARAH A CAMPO	3/23/24	11/14/24	SR PARK ATTENDANT - SEASONAL
BRYSON W HELMS	5/11/24	11/14/24	PARK ATTENDANT - SEASONAL

<u>Name</u>	<u>Hire Date</u>	<u>Separation Date</u>	<u>Position</u>
AVERY A PLYLER	5/11/24	11/2/24	HEAD LIFEGUARD - SEASONAL
JACK L SABINSKE	6/1/24	11/14/24	RECREATION ASST - SEASONAL
PIPER M BOSTWICK	6/1/24	11/2/24	RECREATION ASST - SEASONAL
CHARLOTTE A BANKER	6/1/24	11/2/24	INTERN
ETHAN T GRACE	6/1/24	11/2/24	LIFEGUARD - SEASONAL
ELYSSA L KAUFMAN	6/1/24	11/2/24	INTERN
DHRUV T TIPIRNENI	6/10/24	11/14/24	SR PARK ATTENDANT - SEASONAL
VALERIE A CISNEROS-ROMAN	7/5/24	11/2/24	LIFEGUARD - SEASONAL
CARISSA N GALBRAITH	7/24/24	11/2/24	LIFEGUARD - SEASONAL
WYATT S HINSON	7/29/24	11/2/24	PARK ATTENDANT - SEASONAL
<b>PUBLIC LIBRARY</b>			
REBECCA K WELLS	2/26/24	11/6/24	LIBRARY ASSOCIATE PT
<b>SHERIFF/JAIL/FAC 80.5 HRS</b>			
JACOB A JAROSZ	8/14/23	11/21/24	DETENTION OFFICER
<b>SHERIFF/JAIL/FACILITIES</b>			
JOSHUA I WORKMAN	10/25/21	11/8/24	DEPUTY SHERIFF
<b>TA - ASSESSMENT</b>			
FAWN M BURGESS	4/13/20	11/27/24	REAL ESTATE TECHNICIAN
ERIC M ROSE	3/25/24	11/27/24	GIS TECHNICIAN

## Business

### 24-877 Conditional Rezoning Petition (PUD amendment) CZ-2024-008 Dormie

Chair Merrell recognized Bjorn Hansen, Senior Planner – Long Range Planning, for staff comments.

Mr. Hansen stated that this is a follow-up to the public hearing conducted on December 16, 2024, for a conditional rezoning on Rea Road near Tom Short. He said it is for a medical office building rezoning shown on the site plan. Mr. Hansen pointed out Rea Road on the site plan and the entrance to the site and the Morning Star Storage located behind it.

He showed slides of the existing conditions on the property with the site cleared and the mini storage behind the property looking north and south. Mr. Hansen stated that no one spoke during the public hearing last month, and the applicant's team presented additional information. He reviewed that the Land Use Board recommended approval as well as the Planning staff.

Vice Chair Brian W. Helms moved to: (i) Adopt the Ordinance Approving Revision to the Official Zoning Map of Union County, North Carolina, and (ii) adopt the consistency and reasonableness statement for approval.

#### **CONSISTENCY AND REASONABLENESS STATEMENT FOR APPROVAL OF THE PROPOSED AMENDMENT (THE PROPOSAL IS CONSISTENT WITH THE CURRENT PLAN) (CZ-2024-008)**

Pursuant to N.C.G.S. § 160D-605, the Union County Board of Commissioners (the “Board”) does hereby find and determine that adoption of the proposed map amendment is consistent with the currently adopted Union County Comprehensive Plan (the “Plan”). The adoption of the proposed map amendment (i) takes into account the need to amend the zoning map to meet the needs of the community, and (ii) is reasonable and in the public interest because:

1. The proposed use of a one-story multi-tenant office building is consistent with the Land Use Map (the “Map”) adopted as part of the Plan, as the Map identifies the area within which the subject property is located as a “Small Community Center.” Small Community Centers are shown in the Plan as areas at key intersections identified for commercial development. A multi-tenant office building is consistent with the commercial development identified by the Plan.
2. The proposed use is in an urbanized part of Union County, shortening trip lengths for residents utilizing the office services associated with the property.
3. The proposed use will share a driveway with an existing commercial use, reducing its impact on traffic congestion and the adjacent road.

**ORDINANCE APPROVING REVISION TO THE OFFICIAL ZONING MAP OF UNION COUNTY, NORTH CAROLINA**

WHEREAS, the Union County Board of County Commissioners (the “Board”) heretofore enacted the “Unified Development Ordinance of Union County, North Carolina,” including any amendments thereto (the “UDO”) and the official Union County Zoning Map (“Zoning Map”); and

WHEREAS, Union County has received a rezoning petition CZ-2024-008, submitted by Dormie Equity Partners, LP (the “Applicant”) for revision of the Union County Zoning Map by amending the approved Planned Unit Development district permit with associated conditions for a 2.53 acre parcel of land appearing on the tax map as tax parcel 06-201-007J in the Sandy Ridge Township under an existing legacy PUD6-B2 zoning district, and

WHEREAS, the Union County Land Use Board considered and made a recommendation concerning approval or denial of the Rezoning Petition; and

WHEREAS, the Board has determined that approval of the Rezoning Petition and rezoning of the parcel through amending the approved Planned Unit Development district permit with associated conditions is reasonable and in the public interest, including for those reasons set forth in the contemporaneously adopted consistency and reasonableness statement.

NOW, THEREFORE, BE IT ORDAINED by the Union County Board of Commissioners as follows:

1. The Zoning Map is hereby amended by rezoning Parcel 06-201-007J through amendment of the approved Planned United Development district permit with associated conditions included in the existing legacy PUD6-B2 zoning district.
2. The conditions associated with amendment to the approved Planned Unti Development district permit are accepted by the Applicant and are hereby approved and incorporated into the PUD6-B2 zoning district and the Planned Unit Development District Permit.
3. This ordinance is effective upon adoption.

Adopted this 6th day of January, 2025.

s/Melissa M. Merrell, Chair  
Union County Board of Commissioners

The motion passed by a unanimous vote as follows:

Chair Merrell	Aye
Vice Chair Brian W. Helms	Aye
Commissioner Baucom	Aye
Commissioner Christina B. Helms	Aye
Commissioner Sides	Aye

### **24-873 Purchase – Voting System**

Chair Merrell recognized Kristin Jacumin, Board of Elections, Director, for her presentation.

Ms. Jacumin explained that prior to the 2020 elections, there was only one approved vendor in the state to provide voting equipment which was ES&S so the County was bound by its pricing and maintenance agreement and the types of equipment that could be used. She said that in 2019 the State approved another vendor, Hart InterCivic. Ms. Jacumin shared that Union County was the first county to leave ES&S, and there are seven counties currently in the state that use Hart InterCivic.

She reviewed the requirements to be able to replace the prior voting equipment which included:

- Only voting systems certified by the North Carolina State Board of Elections
- County Board of Elections must witness a public demonstration of at least two certified systems (Commissioners, County Manager, and the political parties were also invited to the demonstration.)
- The County Board of Elections made a preliminary recommendation to the Board of County Commissioners in October 2019.
- The equipment was tested during a municipal election.
- Receive approval and funding from the Board of County Commissioners in 2019.
- Receive approval from the North Carolina State Board of Elections.

Vice Chair Brian W. Helms asked Ms. Jacumin if the equipment was being tested at the same time a different software was being used.

Ms. Jacumin responded that they had to test the software at one voting site.

She continued with her presentation explaining the requirements after acquisition:

Per North Carolina General Statute 163-165.9(b), the County Board of Elections shall:

- Comply with vendor's specifications for ballot printers and use only printer vendors approved by the North Carolina State Board of Elections.
- Not replace any system, or portion, without the North Carolina State Board of Elections' approval.



- Annually maintain software license and maintenance agreements necessary to maintain the warranty.

Ms. Jacumin clarified that the item on tonight's agenda is the renewal for the software license and support and not for the purchase of equipment as stated on the agenda.

She stated that the new equipment was used for the primary election in March 2020. She said that the touch screens are no longer used in voting in Union County. She said that now all voters in the County receive a paper ballot and insert those into the Verity scan. She explained that procedure allows the voters to review and confirm their choices before casting their ballots. She said if the voter makes a mistake on the ballot, they can spoil it and return it for a new ballot up to three times in accordance with state law.

Ms. Jacumin stated that some counties use the ES&S Express Vote on Election Day and during early voting. She noted that is one of the major differences in the County's voting equipment, and is one of the reasons the County chose the Hart InterCivic system. She explained that the Express Vote is a touch screen, and it prints a ballot, which is a smaller size ballot and only prints the voter's choices and a bar code. She said the Express Vote scanner reads the bar code, and the voter cannot read the bar code, and the voter does not have confirmation that their votes are recorded accurately. She pointed out that the ADA machine that the County Board of Elections has prints the choices on a regular size ballot.

Ms. Jacumin introduced Phillip Hinson, Deputy Director, to explain the security and testing of the equipment.

Mr. Hinson said that the number one question that the Board of Elections receives is "Are the machines connected to the Internet?" He stated that no part of the system touches any part of the Internet. He said the equipment only runs pre-approved software. He further said the operating system is locked down, and it requires a two-factor authentication to program the machine which requires both a key and pass code. Mr. Hinson stated that the hard drive on the equipment is encrypted with military "spec" encryptions. He also said that the passcodes are rolling and change with every election, and there are digital audit logs that catches most every action that takes place on the equipment. Mr. Hinson explained that the equipment is trust listed meaning that it only accepts actions that are pre-programmed for that equipment to accept. He said the user profiles have restricted access.

He said the equipment uses a non-standard port which keeps people from taking a regular USB and inserting it into a port. Mr. Hinson said that Ms. Jacumin had mentioned the paper ballot which is used for all voters in the County. He described the paper ballot as being uniform regardless of voting in-person, absentee, or early voting. He stated the ballots are printed on a special weight paper stock that is watermarked. He said that the paper ballots also provide a paper trail.

Mr. Hinson explained that logic and accuracy testing is performed on every piece of voting equipment prior to each election to ensure that the equipment is operating correctly and accurately. He stated that he oversees this testing, and it is done by a bi-partisan team.

He also explained the hash testing that is done on the equipment verifies the integrity of the files and source code.

Ms. Jacumin stated that hash testing is not yet required by the State, but Union County is completing it now. She said a hand-to-eye sample audit is required after each election. She explained that the State Board of Elections randomly chooses two sample voting sites, and it is required to hand count the top contest on that ballot. She stated for the Presidential election, it is the Presidential contest. She stated that they use bi-partisan teams, and at the end, the totals are compared with the results on the tape from Election Day.

Ms. Jacumin explained that for recounts, the first recount is by machine where every ballot is run through the same scanner that it went through on Election Day or during early voting. She stated the only discrepancy that they have had with either the hand to eye sample audit or recount is with the interpretation of voter intent. She commented that reconciliations are done after the election.

She also shared that on election night, one person from each precinct brings the USB to the Elections Office and that is what the Elections office uses to post the results online, and each machine also prints a results tape. Ms. Jacumin said that the Chief Judge brings the paper ballots to the Elections Office, and the machines keep an internal record of the votes cast, so there are three different ways to verify the ballots cast.

Ms. Jacumin said they have mandatory training before each election for staff conducted by the State Board of Elections. She stated that each election official who works Election Day has to be trained before each election. She shared that in November, there were over 600 volunteers who were registered voters and residents of the county who worked Election Day or early voting, so each of those had to attend a training class, hands-on with the equipment and with the software. Ms. Jacumin stated that the election sites, early voting, and precincts are supervised by judges who are appointed by the political parties and serve two-year terms. She said there is a Chief Judge, a Republican party judge, and a Democrat party judge. She shared that the County Board of Elections is also bi-partisan with the Chair being appointed by the Governor, two members by the County Republican party, and two members by the County Democrat party. She further said that those Chairs make recommendations to the State and the State Board of Elections appoints those four members based on those recommendations.

Ms. Jacumin explained that the new law has the State Auditor appointing the Chair and overseeing the State Board of Elections unless that law is appealed and overturned. She stated that the bi-partisan teams conduct the testing, auditing, and other processes, and there are Chain of Custody reports and logs that track employee access to the voting equipment and ballots.

She invited the Commissioners to visit the Elections Office, tour its warehouse, and they can explain what the office does during the times that elections are not being conducted.

Ms. Jacumin spoke about the voter outreach and said they are the only ones allowed to go into the high schools in the County to complete voter registration drives. She said they attend festivals and community events and will speak with groups.

Brian Matthews, County Manager, expressed appreciation to Ms. Jacumin and Mr. Hinson for their presentation. He stated it is not often that they have the opportunity to come before the Board and discuss what they do. He said the Board of Elections is an important part of county government.

Commissioner Sides asked for an approximate amount that is in the budget for municipal elections but stated that he understood that Ms. Jacumin might not have this information available tonight.

Ms. Jacumin responded that there are certain costs that are billed to the municipalities. She estimated that the amount would be less than \$200,000 billed to the municipalities for equipment delivery, the cost of the precinct officials, and the cost of ballot encoding, and it is billed based on per voter. She stated that currently, the municipalities have only one early voting site designated but can open another voting site; however, the municipality would be required to pay for that site. She also shared that all of the municipalities charge a \$5.00 filing fee and added that they could change that amount.

Commissioner Sides explained the reason he had asked about the costs for the municipal elections is that some people have approached him questioning why the municipal elections are not held in the even years with all of the other elections and hold only one election. He said he would think that would enhance the voter turnout.

Ms. Jacumin said that some counties do not hold municipal elections in odd number years. She stated she thought that changing from odd years to even years would have to be changed through the approval of the legislature.

Vice Chair Brian W. Helms expressed appreciation to Ms. Jacumin and Mr. Hinson for their presentation. He said he found the presentation to be very informative and shared that Commissioners receive questions from their constituents about how secure is the voting process and how secure is the voting software. He said the information provided tonight has been very informative and puts him at ease to know that it is secure. He stated that he thought that was the big issue that people wanted to know. He further stated that if he hears them correctly, there are no concerns with security for the voting process in the county.

He said that Ms. Jacumin had made the statement in one of the last slides about the records for any election being-kept for 22 months unless there is an appeal or something is in dispute. He questioned what happens to the records after that 22-month period.

Ms. Jacumin said the records are shredded on-site. She added there are only a few options to destroy the records. She said the records do not leave their site.

Commissioner Sides moved to authorize the County Manager to 1) negotiate and execute an agreement substantially consistent with this agenda item; 2) exercise any

renewal or extension term options set forth in the Agreement, and 3) terminate the Agreement if deemed in the best interest of the County, each in the County Manager's discretion.

The motion passed by a unanimous vote as follows:

Chair Merrell	Aye
Vice Chair Brian W. Helms	Aye
Commissioner Baucom	Aye
Commissioner Christina B. Helms	Aye
Commissioner Sides	Aye

**24-838 Initiate Lease with Congressman-Elect Mark Harris**

Chair Merrell stated that prior to any deliberation or vote on this item, she wanted to note for the Board and the public that she is an employee of the U.S. House of Representatives and Congressman Mark Harris. She explained that this item relates to a lease of County property for that district office, and pursuant to Rule 23 of the Board's Rules of Procedure, she would request that the Board excuse her from consideration on voting on this item. At this time (6:34 p.m.) she would turn the Chair over to Vice Chair Brian W. Helms. Chair Merrell left the meeting room at this time.

Vice Chair Brian W. Helms stated that pursuant to the Board's Rules of Procedure, an excuse from voting is required of the remaining members of the Board.

Vice Chair Brian W. Helms then moved that Commissioner Merrell be excused from voting on this item.

The motion passed by a vote of four to zero as follows:

Vice Chair Brian W. Helms	Aye
Commissioner Baucom	Aye
Commissioner Christina B. Helms	Aye
Commissioner Sides	Aye

[Chair Merrell was not present when the vote was taken after having been excused from the vote.]

Commissioner Baucom moved to accept the action requested for Item 24-838: to adopt a resolution authorizing the execution of a lease of office space at the Union County Historic Courthouse.

The motion passed by a vote of four to zero as follows:

Vice Chair Brian W. Helms	Aye
Commissioner Baucom	Aye
Commissioner Christina B. Helms	Aye
Commissioner Sides	Aye

[Chair Merrell was not present when the vote was taken after having been excused

from the vote.]



## OFFICE OF THE COMMISSIONERS AND MANAGER

500 N. Main St., Room 921 • Monroe, NC 28112 • Phone (704)283-3810 • Fax (704)282-0121

### RESOLUTION AUTHORIZING EXECUTION OF A LEASE OF OFFICE SPACE AT THE UNION COUNTY HISTORIC COURTHOUSE

THAT WHEREAS, pursuant to North Carolina General Statutes §160A-272, Union County may lease or rent property owned by the County for such terms and upon such conditions as the Union County Board of Commissioners (the “Board”) may determine;

WHEREAS, Mark Everette Harris, a Member of the U.S. House of Representatives, has requested to lease office space at the Union County Historic Courthouse in order to establish a District Office in Monroe, North Carolina; and

WHEREAS, the Board deems the terms of the District Office Lease which has been presented to the Board to be satisfactory.

NOW, THEREFORE, BE IT RESOLVED by the Union County Board of Commissioners that the County Manager is authorized to execute the District Office Lease, and any other such documentation as may be required to effectuate said lease, by and between Union County and Congressman Mark Everette Harris for office space at the Union County Historic Courthouse, for an annual rental rate of \$9,000.

This the 6th day of January, 2025.

ATTEST:

Lynn G. West, Clerk to the Board

Brian W. Helms, Vice Chair

Union County Board of Commissioners



At approximately 6:36 p.m., Chair Merrell rejoined the meeting and Vice Chair Brian W. Helms relinquished the Chair to Chair Merrell.

**24-886 Appointments to Boards and Committees**

Chair Merrell announced that there are two boards with vacancies for consideration this evening. She said these vacancies have been advertised in accordance with the Board’s Rules of Procedure, and applications have been received and information regarding the vacant position can be found in the background provided for this item.

a. Parks and Recreation Advisory Committee

Vice Chair Brian W. Helms nominated Terry Davis, David Goode, Jesse McAtee, and Jonathan Warren.

The motion passed by a unanimous vote as follows:

Chair Merrell	Aye
Vice Chair Brian W. Helms	Aye
Commissioner Baucom	Aye
Commissioner Christina B. Helms	Aye
Commissioner Sides	Aye

b. Home and Community Care Block Grant Advisory Committee

Vice Chair Brian W. Helms nominated Jacquelyn S. Gill to serve on this committee.

The motion passed by a unanimous vote as follows:

Chair Merrell	Aye
Vice Chair Brian W. Helms	Aye
Commissioner Baucom	Aye
Commissioner Christina B. Helms	Aye
Commissioner Sides	Aye

**County Manager's Comments**

Brian W. Matthews, County Manager, had no closing comments.

**Commissioners' Comments**

Commissioner Baucom encouraged everyone to remember former Board of Commission Chair Dennis Rape in their thoughts and prayers in the loss of his daughter.

He expressed appreciation to Kristin Jacumin and Phillip Hinson for a great presentation on behalf of the Board of Elections.

Commissioner Christina Helms had no closing comments.

Chair Merrell offered condolences on behalf of the Board to the family of Jerry Frankin, who was a part-time driver with the Union County Library. She said that Mr. Franklin served many years in his role with the library.

She congratulated members of the Monroe High School football team for winning the State championship and congratulated Coach Johnny Sowell on another ring that he will obtain. She stated that Coach Sowell has been an amazing coach for Union County and Monroe High School. Chair Merrell added that the Board wanted Coach Sowell, the Assistant Coaches, members of the football team, and parents to know how extremely proud the Board is of them.

Vice Chair Brian W. Helms said he would echo some of the comments that have been offered already. He offered his sincere condolences to former Commission Chair Dennis Rape for his untimely and unfortunate loss.

He also offered his congratulations to Monroe High School for its State championship.

The Vice-Chair expressed appreciation to the staff and said it was great to hear from Kristen Jacumin and Phillip Hinson from the Board of Elections.

Commissioner Sides offered his condolences to the family of Yolanda Williams, an employee of Union County Human Services, who passed away during the holidays. He said that last Saturday was a very respectful service. He stated he was impressed by the number of County staff from Human Services and others who attended Ms. Williams' service. He stated it was truly a reflection of the quality of an employee that Ms. Williams was over the years.

## **Adjournment**

At approximately 6:48 p.m., Chair Merrell announced that this concluded tonight's meeting and offered a motion to adjourn the regular meeting.

The motion passed by a unanimous vote as follows:

Chair Merrell	Aye
Vice Chair Brian W. Helms	Aye
Commissioner Baucom	Aye
Commissioner Christina B. Helms	Aye
Commissioner Sides	Aye