

**PERSON COUNTY BOARD OF COMMISSIONERS**  
**MEMBERS PRESENT**

**OCTOBER 21, 2013**  
**OTHERS PRESENT**

Jimmy B. Clayton  
Kyle W. Puryear  
B. Ray Jeffers  
Frances P. Blalock  
David Newell, Sr.

Heidi York, County Manager  
Brenda B. Reaves, Clerk to the Board

The Board of Commissioners for the County of Person, North Carolina, met in regular session on Monday, October 21, 2013 at 9:00 am in the Commissioners' meeting room in the Person County Office Building.

Chairman Clayton called the meeting to order. Before invocation, Chairman Clayton asked for a moment of silence in tribute to Lieutenant Chad Pergerson, a City of Roxboro firefighter who lost his life in an accident. Vice Chairman Jeffers led the Pledge of Allegiance.

**DISCUSSION/ADJUSTMENT/APPROVAL OF AGENDA:**

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to remove Item #10 Federal Shutdown Impacts from the agenda and to approve the agenda as adjusted.

**EXCELLENCE IN INNOVATION AWARD FOR PERSON COUNTY'S REVALUATION COMMUNICATION AND EDUCATION EFFORTS:**

County Manager, Heidi York announced Person County has been recognized for educating its citizens about the revaluation process with a Local Government Federal Credit Union Excellence in Innovation Award for 2013. Ms. York stated the awards program is sponsored by North Carolina Association of County Commissioners (NCACC).

Ms. York noted in an effort to educate citizens about the revaluation process, Person County made a concerted effort to improve its communication with citizens; staff re-designed forms to be clearer about the process and more user-friendly. Ms. York further noted the Tax Office hosted two public meetings, both before and after the tax bills were mailed, specifically designed to allow for discussion about the revaluation process. Ms. York stated staff designed a "frequently asked questions" page for the county website, as well as created informational fliers. Additionally, the Board of Commissioners invited a representative from the N.C. Department of Revenue to their annual budget retreat to discuss the property revaluation process.

Ms. York told the group the Excellence in Innovation Awards program provides a total of \$8,000 in rewards to county employees who develop successful programs that help counties improve services to citizens. Cash awards of \$1,000 each are given to two

programs in each of four categories - general government, health and human services, public information/participation and intergovernmental collaboration.

Person County's Revaluation Communication Efforts won for the category of public information/participation.

Mr. Neil Emory, Outreach Associate from the NCACC presented the 2013 Excellence in Innovation Award to the employees of the Tax Office. Receiving the award were the following employees of the Tax Office: Russell Jones, Phillip Christy, Teresa Phillips, Carolyn West, Debbie Wilson and Michelle Poole. Mr. Jones acknowledged other tax employees that were not able to attend the meeting: Becky Gentry, Susan Allen, Robin Hensler and Violet Burch.

**INFORMAL COMMENTS:**

There were no comments from the public.

**APPROVAL OF MINUTES:**

A **motion** was made by Vice Chairman Jeffers, and **carried 5-0** to approve the minutes of October 7, 2013.

**APPOINTMENT OF DEPUTY TAX COLLECTOR:**

Tax Administrator, Russell Jones stated General Statute 105-349(f) allows the appointment of deputy tax collectors by the Board of Commissioners to assist the tax collector in forced collections. Mr. Jones noted there are three other employees that are currently sworn in as deputies. If approved by the Board, Ms. Teresa Phillips will need to be sworn in as a deputy and take the tax collector's oath under General Statute 105-349(g). Mr. Jones further noted that Ms. Phillips has worked for the tax office since July 19, 2010 and has completed the Fundamentals of Property Tax Collection, Property Tax Listing & Assessing, Personal Property Appraisal & Assessment, and the Advanced Personal Property Seminar.

Mr. Jones requested the Board to approve appointment of Ms. Teresa Phillips as a Deputy Tax Collector as well as administer the Oath. It was the consensus of the Board to appoint Ms. Teresa Phillips as a Deputy Tax Collector. Chairman Clayton administered the Oath to Teresa Phillips as a Deputy Tax Collector.

Mr. Jones stated all of the tax office staff is state certified in their field of work.



**PERSON COUNTY**

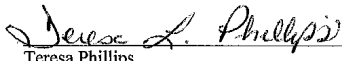
**OFFICE OF THE TAX  
ADMINISTRATOR**

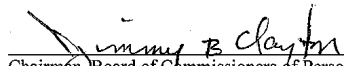
Person County Tax Office  
P.O. Box 1116  
13 Abbitt St  
Roxboro, North Carolina 27573-1116  
(336) 597-1721 Fax No. (336) 322-8619

Person County

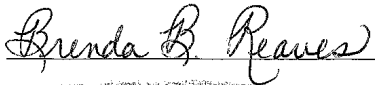
Oath for Deputy Tax Collector

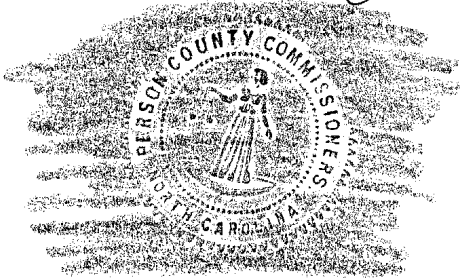
I, **Teresa Phillips**, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Deputy Tax Collector, and that I will not allow my actions as Deputy Tax Collector to be influenced by personal or political friendship or obligations, so help me God.

  
\_\_\_\_\_  
Teresa Phillips  
Deputy Tax Collector

  
\_\_\_\_\_  
Chairman, Board of Commissioners of Person County

Attest:

  
\_\_\_\_\_



October 21, 2013

## **CONSIDERATION OF APPROVAL OF LATE EXEMPTION APPLICATIONS:**

Tax Administrator, Russell Jones informed the Board that every year, the tax office receives applications for the Senior, Disabled, Veteran, and Circuit Breaker exemptions that fail to meet the June 1<sup>st</sup> deadline.

Mr. Jones stated in an effort to help inform the public of these exemptions, the tax office:

- mailed information along with the tax listing forms to 6,000 citizens,
- developed brochures for all three exemption programs and passed out over 500 copies, and
- included information about these exemptions on the revaluation notice of value forms.

Mr. Jones stated these efforts resulted in 86 new applications, with 76 approved applications, 10 denied applications (over the income limit) and 7 late applications.

Mr. Jones stated the 7 late applications would have been approved if they had been received by the tax office by June 1<sup>st</sup>. These applications met all requirements, however since these were late, they could not be approved by the tax office noting the Board of Commissioners may approve late applications if they are received by December 31<sup>st</sup>. Since these applications met all guidelines (other than the application deadline) Mr. Jones recommended approval. Mr. Jones noted a spreadsheet was included with the Board's packet that outlines the tax impact and the reasons for the late applications noting he did not include the applications as they have personal identifying information such as social security numbers and income information.

Mr. Jones noted Person County currently has 702 properties that are receiving benefit from these exemptions, which does not include the 7 applications that are submitted for approval today.

A **motion** was made by Commissioner Blalock, and **carried 5-0** to approve the seven late exemption applications as presented.

## **PUBLIC SAFETY COMMUNICATION/BROADBAND UPDATE:**

Assistant County Manager, Sybil Tate reminded the Board that staff provided an update about the broadband project at its September 19, 2013 meeting to which the Board directed staff to move forward with both the broadband project and the public safety communications project.

Ms. Tate highlighted the report from the public safety communication analysis which provided three options for improving Person County's public safety communication system.

- OPTION #1: Fix existing listening towers at a cost of \$12,000,
- OPTION #2: Build a Simulcast Repeater System (includes building five county-owned tower sites) at an estimated costs of \$3,000,000, and
- OPTION #3: Utilize State Viper System at a cost of \$1,000,000 to \$2,000,000.

Ms. Tate noted the results of the public safety communication study are under review by a public safety focus group, which includes representatives from the Fire Chief's Association, Roxboro Fire, Roxboro Police, Sheriff, EMS, Emergency Management and 911-Telecommunications.

Mr. Tommy Cole, Telecommunications Manager, told the Board a final recommendation has not been made; however, it was noted that OPTION#1 is a short term solution and that OPTION#2 was the preferred long-term solution. Mr. Cole noted the three current sites: Ceffo, Bethel Hill and Moriah are all in urgent need to be updated to standard for present use. Mr. Cole and Sheriff Jones stated the focus group expressed concern about joining the State Viper System since it does not perform well inside of buildings and it is designed for the State Highway Patrol which would not be compatible with public service current radio and paging equipment. Ms. Tate noted that OPTION#2 can be combined with the broadband project, but the State's Viper System through OPTION #3 does not allow commercial applications, such as broadband.

Mr. Cole and Sheriff Jones told the group of the potential daily transmissions that interrupted as well as interference with inclement weather.

Ms. Tate stated the Board may want to consider funding OPTION#1 immediately and include a long-term solution, i.e. OPTION#2, and possibly combined with the broadband initiative in the Fiscal Year 2015 Capital Improvement Plan. The Board expressed a desire to have firmer costs with OPTION#2 as well as merge the public safety needs with the broadband initiative to provide access to un-served areas. County Manager, Heidi York reminded the recent broadband Request for Proposals resulted in a 50/50 match of \$100,000 for both the County and the private provider.

Ms. Tate confirmed the proposed height of the OPTION #2 towers would be 180 feet noting that coincides with the county's current ordinance restriction noting staff have

identified possible revisions to the county's ordinance which would come back before the Board as a recommendation in the future.

Ms. Tate stated the next steps for OPTION#2 would be to obtain from the state combined coverage maps for public service and broadband areas at which time a Request for Proposal for additional towers could be released to confirm actual costs.

Ms. Tate requested Board consideration for an additional \$2,520 funding for use in obtaining public safety maps.

A **motion** was made by Commissioner Blalock, and **carried 5-0** to appropriate \$12,000 to fix the existing listening towers (OPTION#1) and to fund \$2,500 for public safety maps from the County Contingency Fund.

**APPOINTMENT TO BOARD OF ADJUSTMENT:**

Clerk to the Board, Brenda Reaves stated Ms. Felicia Swann has submitted an application for Board consideration for appointment to the Board of Adjustment for one of its vacancies. Ms. Reaves noted the Board of Adjustment currently has one position available for a three-year term as well as one position for an alternate. The Board of Adjustment functions in judicial-like hearings and reviews special zoning permit requests, special variance requests and appeals to interpretations of zoning administrator.

Ms. Reaves stated the Board of Adjustment is one of the County's competitive boards and committees to which the Board may consider scheduling an informal interview should the Board deem it appropriate.

Ms. Reaves requested the Board to consider appointment for a three-year term if the Board deems appropriate or schedule an informal interview with Ms. Swann.

It was the consensus of the Board hold the informal interview process with Ms. Swann, preferably at the Board's November 4, 2013 at 6:30 pm prior to the next regular scheduled meeting.

Commissioner Newell suggested staff investigating the need for a background check as policy for competitive board/committee members. County Manager, Heidi York suggested consideration for a background check as a revision to the Board's Rules of Procedures which will be before the Board for review in December.

**PERSON COUNTY AIRPORT 2014-2020 TRANSPORTATION IMPROVEMENT PROGRAM:**

**October 21, 2013**

County Manager, Heidi York stated Talbert & Bright, Inc., Person County's Consultant Engineer for the Person County Airport, along with the members of the Airport Commission have submitted a list of proposed projects for the Airport to be undertaken for the years of 2014-2020. Ms. York noted this list of proposed projects is much like a capital improvement plan for the Airport with funding provided through state and local sources. Ms. York stated the Airport Commission reviewed and approved these projects at their meeting held on October 10, 2013. Ms. York requested the Board to review the proposed projects and approve the submission of these requests by November 1, 2013 for State aid to Airports. Ms. York added the Person County Airport has been taken off the list as a reliever airport for Raleigh-Durham (RDU) Airport and staff are inquiring as to why this took place and the possibility to be put back on the list.

Commissioner Blalock requested the Board receive an Airport Reports noting any activity and usage. Commissioner Newell added all hangars are full at this time.

A **motion** was made by Commissioner Newell, and **carried 5-0** to approve the Person County Airport 2014-2020 Transportation Improvement Program as presented.

PERSON COUNTY EXECUTIVE AIRPORT  
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)  
2014 - 2020 PROJECT LISTING

Priority Number	PROJECT	DESCRIPTION	FISCAL YEAR	TOTAL EST. COST
1	Emergency Taxiway Lighting Rehabilitation	Replace damaged taxiway lights, provide new regulator	2014	\$ 25,000.00
2	Fuel Farm Improvements	Improvements to Existing Fuel Farm	2014	\$40,000.00
3	Airport Development Study, RSA Alternatives Analysis and ALP Drawing Set	Airport Development Study, Update ALP Drawing and Terminal Area Plan to Digital Version/Current Conditions (most recent 1987 Master Plan and ALP is hard copy only). Update Exhibit A Property Map, Develop and Evaluate Land Acquisition Options for extending the Runway 24 Safety Area and Runway 6-24 Extension	2014	\$304,000.00
4	Perimeter Fencing - Phase II	Installation of perimeter fencing for security and wildlife deterrent with wetland delineation and farm pond removal	2014	\$547,500.00
5	Taxiway Lights	Replace quartz MITL with LED MITL from west of Taxiway 'B' to end of Runway 6	2014	\$170,000.00
6	T-Hangar and Box Hangar Combination	8 Unit, T-Hangar with 60' Box Hangar and associated pavement	2015	\$840,000.00
7	Runway 24 RZ/Approach Land Acquisition	Property acquisition for approach clearing and RPZ for Runway 24.	2015	\$370,000.00
8	Perimeter Fencing - Phase III	Installation of perimeter fencing for security and wildlife deterrent	2015	\$429,500.00
9	Airfield Signage	Replace airfield directional and mandatory lighted signs with LED signs	2016	\$189,500.00
10	Runway Lighting System	High intensity runway lighting system - LED	2016	\$516,500.00
11	RSA Environmental Assessment/Preliminary Engineering	Environmental assessment and preliminary engineering for RSA widening, extension, and improvements.	2016	\$150,000.00
12	Runway Safety Area Extension	Phase 1 - Relocate SR 1131 for RSA Extension	2016	\$1,012,500.00
13	Runway Safety Area Extension	Phase 2 - Extend RSA Runway 24 and Relocate Localizer.	2017	\$4,474,500.00
14	Relocation of Runway 6 Threshold	Relocation of Runway 6 threshold (6,000 ft runway), including land acquisition, easement acquisition, relocation of SR 1129, glide slope, and PAPI, and clearing and grading.	2017	\$2,486,650.00
15	Access Road and Parking Rehabilitation	Rehabilitate terminal access road and parking lot.	2018	\$287,550.00
16	Terminal Expansion	Expand terminal building to 23,500 sq. ft. (1,500 sq. ft. expansion).	2018	\$487,500.00
17	Terminal Area Auto and Parking Expansion	Expand terminal auto parking.	2018	\$251,700.00
18	2-Unit Box Hangar and Taxiway	2-Unit Box Hangar and Taxiway	2018	\$500,000.00
19	Waterline Extension for Terminal Facilities	Extend 6" waterline from SR 1131 to terminal area.	2018	\$132,000.00
20	Runway Extension to 6,500 ft.	Extend Runway to 6,500 ft. (extend length).	2019	\$2,612,640.00
21	Terminal Area Apron Expansion	Expand the terminal area apron (29,000 sq. ft.)	2019	\$658,800.00
22	Runway Safety Area Widening	Widen runway safety area.	2020	\$175,500.00
23	Security Remodel for Runway 24	Extend Runway to 7,000 ft. (extend length)	2020	\$3,829,800.00
24	Extend Runway to 7,000 ft.	Extend Runway to 7,000 ft. (extend length)	2020	\$3,829,800.00
25	T-Hangar, Executive Hangar, & Taxiway	10-unit T-Hangar, 5-Unit executive hangar, with hangar taxiway.	2020	\$1,958,215.00
Total all improvements				\$25,141,415.00

Color Code

Division of Aviation Minimums	*Project categories based upon 2006 NCACP Categories
Division of Aviation Recommended	
Additional Airport Requested Projects	

GOVERNING BOARD OF THE SPONSOR RESPONSIBLE FOR FUNDING THE LOCAL SHARE OF THE PROJECT AND THAT SAID BOARD HAS FORMALLY APPROVED THE SUBMISSION OF THESE REQUESTS FOR STATE AND TO AIRPORTS (AND THE STATE BLOCK GRANT PROGRAM WHERE APPLICABLE)

Signed Jimmy B. Clayton 10-21-13 Date

Name & Title (print) Jimmy B. Clayton, Chairman  
Person County Board of Commissioners



## JAMES EDWARD RAMSEY DAY PROCLAMATION:

Chairman Clayton read the James Edward Ramsey Day Proclamation for adoption.

A **motion** was made by Vice Chairman Jeffers, and **carried 5-0** to adopt the Proclamation declaring October 29, 2013 as James Edward Ramsey Day in Person County. Chairman Clayton stated the dedication ceremony will take place on October 29, 2013 at 2:00 pm at the Courthouse in which the Proclamation will be read and presented.

### PROCLAMATION

**WHEREAS,** James Edward Ramsey was born in Person County on October 19, 1931, to John Talmadge Ramsey and Otey Wilkins Ramsey; and

**WHEREAS,** James Edward Ramsey earned an undergraduate degree and a law degree from the University of North Carolina at Chapel Hill and took additional classes at the University of Hawaii in 1954; and

**WHEREAS,** James Edward Ramsey established a law practice in Roxboro in 1958 and continued to practice law until his death; and

**WHEREAS,** James Edward Ramsey was dedicated to his profession, serving as a member of the North Carolina Bar Association and the Person County Bar Association, of which he served as president from 1964 to 1966; and

**WHEREAS,** James Edward Ramsey served with honor and distinction in the North Carolina General Assembly for six terms in the House of Representatives from 1963 to 1974, during which time he served as Speaker of the House of Representatives from 1973 to 1974; and

**WHEREAS,** James Edward Ramsey was a member of several civic and fraternal organizations, including the Roxboro Chamber of Commerce, Roxboro Lions Club, Olive Hill Ruritan Club, Person County Wildlife Club, and the Chi Psi Social Fraternity and was active in his church, serving as a steward, parsonage trustee, and associate lay leader; and

**WHEREAS,** James Edward Ramsey served in the United States Marine Corps Reserve from 1950 to 1960, earning the rank of captain; and

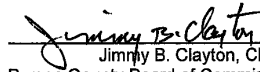
**WHEREAS,** James Edward Ramsey was recognized as the Outstanding Young Man of Person County in 1962 and was awarded the Order of the Long Leaf Pine in 2012; and

**WHEREAS,** James Edward Ramsey died Thursday, May 2, 2013, at the age of 81 and was survived by his wife, Eunice Saunders Ramsey and four children, one brother and seven grandchildren.

**NOW, THEREFORE BE IT RESOLVED,** in recognition of the service he rendered his community, State, and nation, I, Jimmy B. Clayton, Chairman of the Person County Board of Commissioners and the Board of County Commissioners, do hereby proclaim Tuesday, October 29, 2013, as **JAMES EDWARD RAMSEY DAY** in Person County.

Adopted this, the 21<sup>st</sup> day of October 2013.



  
Jimmy B. Clayton,  
Chairman  
Person County Board of Commissioners

October 21, 2013

**BUDGET AMENDMENT:**

Finance Director, Amy Wehrenberg presented and explained the following Budget Amendment.

Upon a motion by Vice Chairman Jeffers and majority vote (5-0), the Board of Commissioners of Person County does hereby amend the Budget of the General Fund(s) on this, the 21st day of October 2013, as follows:		
	<b><u>Department Name</u></b>	<b><u>Amount</u></b>
		Incr / (Decr)
<b><u>EXPENDITURES</u></b>	<i>General Fund</i>	
	Human Services	33,881
	Education	466,641
	Culture and Recreation	3,556
<b><u>REVENUES</u></b>	<i>General Fund</i>	
	Intergovernmental Revenues	466,641
	Fund Balance Appropriation	37,437
<b><u>EXPENDITURES</u></b>	<i>Economic Catalyst Fund</i>	300,000
<b><u>REVENUES</u></b>	<i>Economic Catalyst Fund</i>	
	Intergovernmental Revenues	300,000
<b><u>EXPENDITURES</u></b>	<i>Airport Capital Construction Fund</i>	
	2010 Vision 100 Projects	(144,262)
	2011 Vision 100 Projects	154,702
	2012 Vision 100 Projects	166,667
	Fencing Perimeter & Emergency Repair Project	156,227
<b><u>REVENUES</u></b>	<i>Airport Capital Construction Fund</i>	
	Intergovernmental Revenues	300,000
	Local Match Funds	33,334
<b><u>Explanation:</u></b>		
Appropriation of fund balance (\$33,881) in DSS for temporary staffing to assist with the conversion of all income maintenance files to NCFAS; carrying forward the remaining school lottery funds (\$466,641) for the completion of the Alternative School Building construction; received Economic Development grant (\$300,000) from the One North Carolina Fund for CertainTeed, Inc.; appropriating fund balance in the Public Library Fund for programming expenses associated with unspent grant funds from the Rural EDC (\$3,556); and amending the Fencing Perimeter project at the Airport using available funds from new and existing federal airport grants (\$300,000) and the required local matches from remaining balances of other projects (\$33,334).		

October 21, 2013

**CHAIRMAN'S REPORT:**

Chairman Clayton had no report.

**MANAGER'S REPORT:**

County Manager, Heidi York told the Board the Dan River Hearing related to Caswell County's request for reclassification will be held on November 13, 2013 at 8:30 am in Raleigh noting if any members had interest in going to let her know. Ms. York stated the City Attorney, City Manager as well as a few council members along with the County Attorney, Ron Aycock would be attending noting the City Attorney would be the only one allow to speak during the comment period.

**COMMISSIONER REPORT/COMMENTS:**

Commissioner Newell requested the Clerk to the Board to set up the Ethics Webinar training in the county offices and he would attend to meet the October 30, 2013 deadline.

Commissioner Blalock reported the Helena Steering Committee would be meeting on Friday, October 25, 2013 at 1:30 pm in the old cafeteria. Vice Chairman Jeffers inquired about the plans to continue to use the old cafeteria as a polling place for elections. County Manager, Heidi York confirmed there would be space available in the building to continue to hold the elections as done in the past.

Commissioner Blalock noted the Health Department would be receiving a Public Sector Site Award on November 6, 2013 in the FEMA room starting at 1:00 pm. All Board members are invited to attend.

Commissioner Puryear had no report.

Vice Chairman Jeffers stated he recently chaired his first NACo Rural Action Caucus meeting with the following federal legislative priorities being set for 2013:

- Oppose Efforts to Eliminate or Limit the Tax-Exempt Status of Municipal Bonds
- Authorization of long-term Farm Bill with a focus on Rural Development
- Secure funding for Payment in Lieu of Taxes (PILT) and Forest Payments to Counties
- Renewed focus on improving Rural Health and Substance Abuse programs with a focus on rural veterans and youth
- Promote Rural County Priorities within Immigration Reform
- Implementation of the new Surface Transportation Law (MAP-21)

**October 21, 2013**

**CLOSED SESSION:**

A **motion** was made by Commissioner Blalock, and **carried 5-0** to enter Closed Session at 10:06 am per General Statute 143-318.11(a)(6) to review personnel performance with the following individuals permitted to attend: County Manager, Heidi York, Clerk to the Board, Brenda Reaves, and Assistant County Manager, Sybil Tate.

A **motion** was made by Commissioner Newell, and **carried 5-0** to return to open session at 10:44 am.

**RECESS:**

A **motion** was made by Vice Chairman Jeffers, and **carried 5-0** to recess the meeting at 10:44 am until October 28, 2013 at 6:30 pm for the Community Conversations meeting at Ceffo Volunteer Fire Department located at 1291 Concord-Ceffo Road, Roxboro.

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Brenda B. Reaves  
Clerk to the Board

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Jimmy B. Clayton  
Chairman

**October 21, 2013**