

PERSON COUNTY BOARD OF COMMISSIONERS
MEMBERS PRESENT

MAY 16, 2022
OTHERS PRESENT

Gordon Powell
C. Derrick Sims
Kyle W. Puryear
Charlie Palmer
Patricia Gentry

Heidi York, County Manager
Brenda B. Reaves, Clerk to the Board
S. Ellis Hankins, County Attorney

The Board of Commissioners for the County of Person, North Carolina, met in regular session on Monday, May 16, 2022 at 9:00am in the commissioners' boardroom in the Person County Office Building.

Chairman Powell called the meeting to order. Chairman Powell recognized Rev. Cleve Brandon of the Person County Ministerial Alliance to offer an invocation. Vice Chairman Sims led the group in the Pledge of Allegiance.

DISCUSSION/ADJUSTMENT/APPROVAL OF AGENDA:

Chairman Powell requested consideration for the following adjustments to the agenda:

- Remove Item #4, a Request for Approval to Advertise RFP for Timbering Project at North Park Site from the agenda,
- Request to add a Closed Session #2 for the purpose of attorney-client privilege, and,
- Request to add a Closed Session #3 for the purpose of discussion of matters relating to the location or expansion of industries or other businesses in the county (economic development).

A **motion** was made by Vice Chairman Sims and **carried 5-0** to approve the agenda with the above noted adjustments.

RECOGNITION:

Chairman Powell read and presented a Resolution of Appreciation to county retiree, Paul Summerlin.

Sheriff Dewey Jones highlighted and commended Mr. Summerlin for the work as a member of the DEA Task Force and noting the importance of the position serving not only Person County but involved with cases in the eastern half of the state.

Commissioner Gentry stated it was National Law Enforcement Week and commended county and city law enforcement.

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A motion was made by Vice Chairman Sims and carried 5-0 to approve the Resolution of Appreciated presented to Paul Summerlin.

RESOLUTION OF APPRECIATION

WHEREAS, Paul Summerlin has served the people of Person County during his tenure working for the Person County Sheriff's Office as a Deputy Sheriff, Special Assignment as a Narcotics Investigator and a member of the DEA Task Force; and

WHEREAS, Paul Summerlin has served the citizens of Person County with honor, integrity, sincerity and dedication, providing accurate, concise services for eleven years, February 2011 – April 2022; and

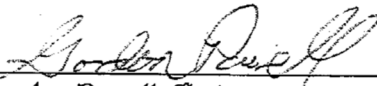
WHEREAS, Paul Summerlin has earned the respect and admiration of all who have known him and worked with him throughout his career; and

WHEREAS, the County of Person recognizes the many contributions Paul Summerlin has made to the County and offers him sincere best wishes for his retirement.

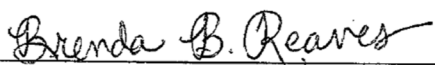
NOW, THEREFORE, I, Gordon Powell, Chairman of the Person County Board of Commissioners, do hereby extend this Resolution of Appreciation to Paul Summerlin for continually striving to make Roxboro and Person County a better place to live and work.

Adopted this the 16th day of May 2022.




Gordon Powell, Chairman
Person County Board of Commissioners

Attest:


Brenda B. Reaves, NCMCC, MMC
Clerk to the Board

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INFORMAL COMMENTS:

The following individual appeared before the Board to make informal comments:

Phillip Jackson of 3497 Halifax Road, Roxboro, NC 27574, representing the Christian Coalition to End Poverty Now introduced an adaptive re-use of county-owned property known as the old Helena School to bring partnerships under one roof of local church, parachurch ministries, and community nonprofit organizations to foster a lasting change to generational transformation. The preliminary concept plan Mr. Jackson shared included classrooms, an event space, restaurant for culinary arts training and vocational/trades training centers.

Chairman Powell asked the Board for consideration to add this item as an agenda item to a future meeting and it was the consensus of the Board for Mr. Jackson to formally present this concept plan at the Board's June 20, 2022 meeting.

DISCUSSION/ADJUSTMENT/APPROVAL OF CONSENT AGENDA:

Commissioner Gentry asked that item A. Approval of Minutes of April 18, 2022 be removed for further review to add more content to Mr. John Seepe's public comments as well as add her comments. Clerk to the Board, Brenda Reaves stated she would review the minutes and bring back before the Board at a future meeting.

A **motion** was made by Vice Chairman Sims and **carried 5-0** to approve the Consent Agenda with the following items:

- B. Budget Amendment #19, and
- C. Person County Health Dept. Fee Request for the immunization administration of COVID-19 Moderna second booster vaccine.

NEW BUSINESS:

NEW WEBSITE DESIGN OVERVIEW:

IT Director, Chris Puryear stated Person County's website redesign went live on May 5, 2022. Aside from the new look, the website now has many additional features including a service finder, improved search functionality, and more user-friendly navigation.

Mr. Puryear said the website committee and IT staff are pleased with the new design and the feedback that has been received thus far. In addition to working with departments to make sure that content is updated regularly, the county is looking to add new content such as a Public Records Request section. Our goal is to provide more communication and information to citizens and businesses while promoting transparency.

Mr. Puryear stated Person County received a "style sheet" as part of the deliverables for this project. The style sheet includes a list of colors and fonts used across the new website design and staff intends to use this information as a guide for future communications and materials.

Mr. Puryear provided a navigational tour of the new website design to the group.

UDO STEERING COMMITTEE APPOINTMENTS:

Planning Director, Lori Oakley reminded the Board that staff proposed that the UDO Committee consists of the following: one (1) Board of Commissioners' member, one (1) Planning Board member, the Economic Development Director (or her designee), five (5) citizens/land owners/business owners in the county and two (2) Planning staff members.

Ms. Oakley said five applications were submitted by the advertised deadline requesting appointment to the UDO Steering Committee, consisting of:

- Marley Spencer
- Sherry Clayton
- Barry Allen
- Mark Duncan
- Norman Boyette

Ms. Oakley stated Mr. Barry Walker, Chairman of the Planning Board, has requested appointment to the UDO Steering Committee as well.

Ms. Oakley said one application requesting appointment to the committee after the advertised deadline date from the following individual:

- Frank Stoltmann

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Ms. Oakley requested Board consideration to appoint five or all six individuals interested citizens in serving on the UDO Steering Committee and as well as appoint Mr. Barry Walker to the committee as the Planning Board representative. Ms. Oakley reminded the Board she needed one commissioner representative noting Commissioner Gentry had indicated an interest in serving on the UDO Steering Committee.

A **motion** was made by Vice Chairman Sims and **carried 3-2** to postpone the commissioner appointment to the UDO Steering Committee to the next Board meeting on June 6, 2022. Vice Chairman Sims, Chairman Powell and Commissioner Puryear voted in favor of the motion; Commissioners Gentry and Palmer voted in opposition to the motion.

A **motion** was made by Commissioner Puryear and **carried 5-0** to appoint the following six individuals to the UDO Steering Committee:

- Marley Spencer
- Sherry Clayton
- Barry Allen
- Mark Duncan
- Norman Boyette
- Frank Stoltmann

A **motion** was made by Commissioner Puryear and **carried 5-0** to appoint Barry Walker to the UDO Steering Committee as the Planning Board representative.

APPOINTMENTS TO THE JUVENILE CRIME PREVENTION COUNCIL:

Clerk to the Board, Brenda Reaves presented the following interested citizen applications for the Board's consideration for appointment to the Juvenile Crime Prevention Council:

1 position for the School Superintendent or designee

1) Dr. Ron Anthony requested reappointment to December 31, 2023

Management Care Organization (MCO) representative:

- 1) Laquita Cozart requested appointment to the JCPC as the Vaya Health System of Care Coordinator to replace the Cardinal Innovations' representative Stephanie Jones and fulfilling term to June 30, 2023

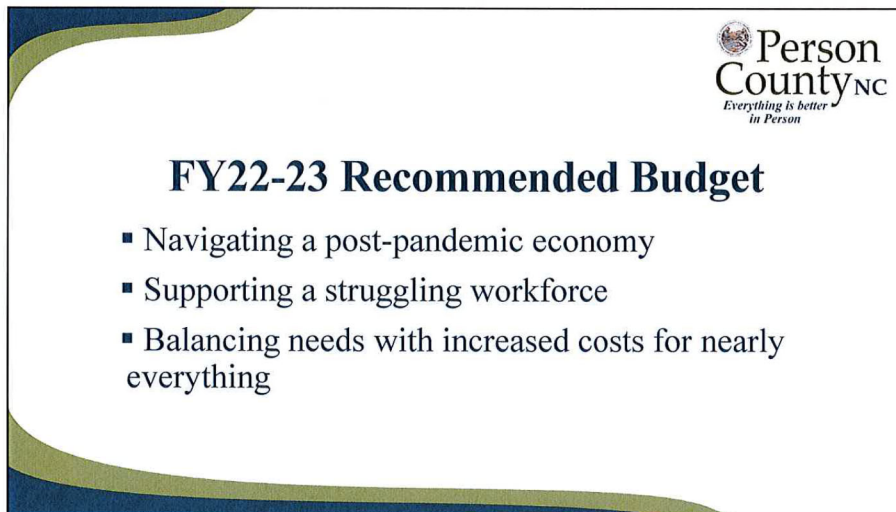
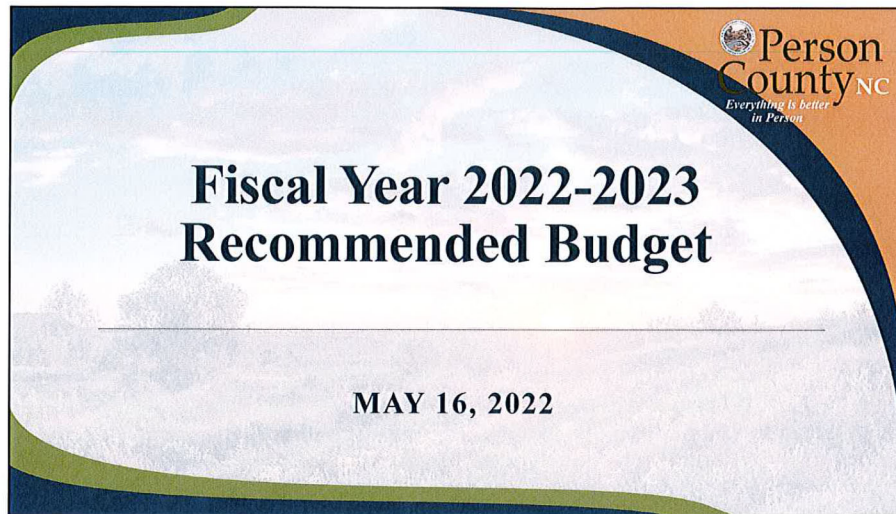
A **motion** was made by Commissioner Gentry and **carried 5-0** to reappoint Dr. Ron Anthony to the Juvenile Crime Prevention Council as the School Superintendent's designee for a term that expires December 31, 2023 as well as to appoint Laquita Cozart to the Juvenile Crime Prevention Council in the MCO seat as Vaya Health's representative to fulfill the term to June 30, 2023 of previous Cardinal Innovations' representative, Stephanie Jones.

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PRESENTATION OF THE FISCAL YEAR 2022-2023 RECOMMENDED BUDGET:

County Manager, Heidi York noted that North Carolina General Statutes require that on or before June 1, the manager present her recommended budget for the next fiscal year to the Board of Commissioners. She said she has a great team in place that completed a lot of analysis to present a recommended budget to the Board. Ms. York thanked the Finance Department, the Assistant County Manager and all department heads.

Ms. York provided an overview of the budget through the following presentation. Copies of the budget document were passed out to the commissioners for review and use during the budget process as the Board progresses to an adopted budget.





Board's Priorities

- Improving Economic Development Process
- Supporting the Airport
- Improving Broadband Connectivity
- Maintaining the Tax Rate
- Improving School Facilities

Progress on Priorities

- **Economic Catalyst Fund:** \$1.7M; +\$461K. EDC discretionary funds continue to grow to support site development and infrastructure needs for current & future projects. Includes \$231K for designated incentive payments and \$1.4M for discretionary development needs.
- **Airport** runway was resurfaced; the construction of the corporate hangar is nearly complete; design of a new website underway; received \$12M from the State to begin the work for the runway extension.
- Completed the **Broadband** Infrastructure Inventory Study. Results were used in working with three private providers to submit GREAT Grant applications. Reserved \$2.75M in ARP funds for future broadband expansion.
- **Property Tax Rate** remains flat.
- **Schools and PCC** receive their full funding requests for capital.
- Implemented debt model with a planned borrowing of \$10M mid-year FY23 for school facility improvements.



FY22-23 Overview



- General Fund Budget is \$70.6M
 - Increase of \$4.2M or 6.2%
 - Consumer Price Index (southeast region) for the last twelve months: 8.8%
- All Funds: \$88M, an increase of \$9.2M or 11.7%

Revenues

General Fund Revenues come from the following categories of sources:



Revenues



- Slight growth in the Tax Base: 3.9%
- Real Property Tax revenues: +\$1.2M, estimated at \$34M
- Sales Taxes: growth of almost 8%, estimated at \$11.2M
- Charges for Services: +\$564K (health ins. contributions, Medicaid)
- State & Federal revenues: +\$452K
- Fire Tax revenues estimated at \$2.2M; +\$944K
- PI revenues declined by \$167K
- Overall revenues are increasing by \$9.2M; \$4.2M in General Fund



FY23 Property Tax Revenues

- Property Tax rate remains flat at \$.72
- Estimated at \$38M
- Collection rate remains at 97.5%

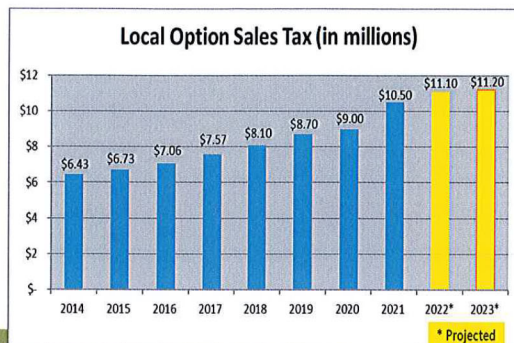


= \$519,741

FY23 Sales Tax Revenues



- Total rate is 6.75 cents
- County receives 2 cents
- Projecting growth of 7.9%
- Anticipating a slowing of growth due to inflationary trend

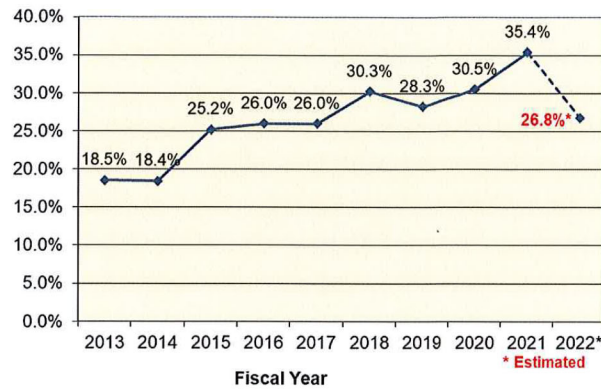


Fund Balance



- Required for all local governments, provides for cash flow as property taxes aren't paid on July 1
- Covers unanticipated expenses and loss of revenues
- Indicator of the health of an organization's finances
- Level can contribute to the bond rating which interest rates are based
- Best practices: limit spending to one-time, non-recurring needs
- Board adopted new Policy with goal of 25% minimum; transferred \$6.4M to the Capital Investment Fund in FY22

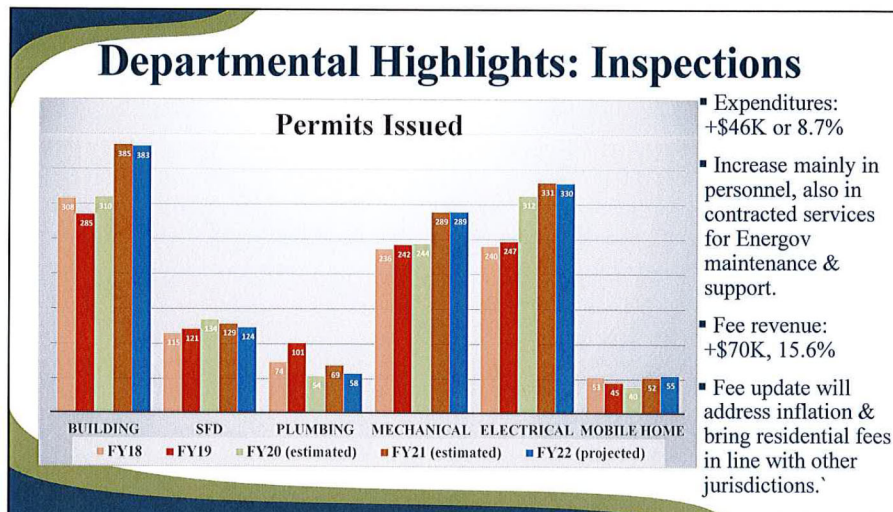
Fund Balance as a Percentage of Total Expenditures



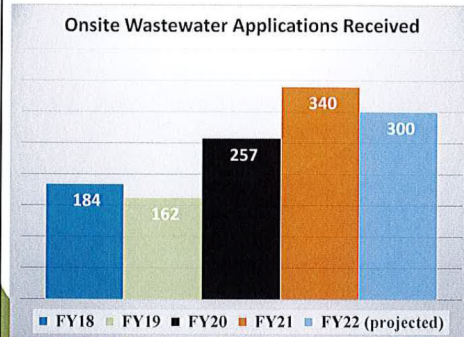
Fund Balance Appropriations



- \$1.84M appropriated to sustain operating funds
- \$350K in General Fund: vehicle capital; a total compensation & equity study; IT equipment; turnout gear for Fire Marshal; climate ctrl equipment for EMS vehicle
- \$73K in Community Development Projects Fund for landfill to park project
- \$4K in Register of Deeds Technology Fund for laptop purchases
- \$525K Health Dept
- \$883K DSS



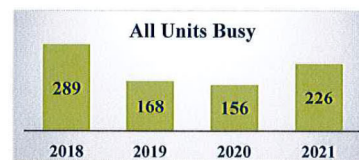
Departmental Highlights: Environmental Health



- +\$111K or 18.6%
- Addition of one new Environmental Health Specialist position and related expenses, including a new vehicle.
- Current turnaround time for onsite wastewater applications is 8 weeks (FY22 low was 6 weeks, target is 30 calendar days).

Departmental Highlights: EMS

- 5 new positions (\$323K): 1 Logistics Officer (Captain) and 4 Paramedics (+ 1 position per shift)
- Increased funding (\$15K) for uniforms and personal protective equipment (extrication gear, gloves, helmets, etc.)
- Increased funding (\$51K) for fuel & vehicle repair/maintenance costs and climate-controlled solution for EMS Supervisor vehicle
- Increased funding for employee training (\$4K) for professional development, leadership, ethics and personnel management training
- Total budget is \$4.6M (+\$465K or 11.35%)



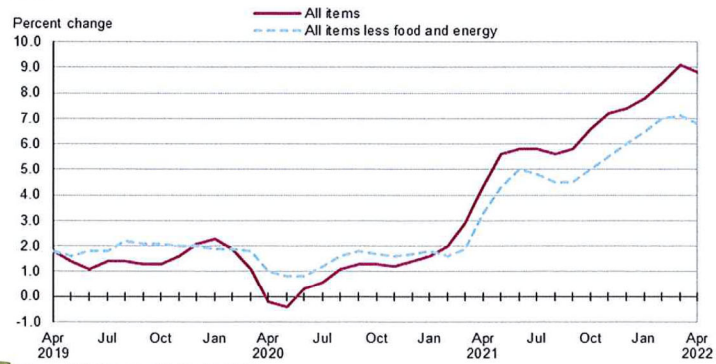
Full-Time Positions


Dept	FTE	Position	Salary/ Benefits	Operating Costs	Total
Admin	1	Public Information Officer	\$84,147	\$4,895	\$89,042
HR	1	Administrative Assistant I	\$54,888	\$2,905	\$57,793
Finance	1	Finance Technician	\$54,888	\$0	\$54,888
EMS	1	EMS Logistics Officer	\$68,704	\$0	\$68,704
EMS	4	EMT Paramedic	\$252,868	\$1,200	\$254,068
Environ Health	1	Environmental Health Specialist	\$69,885	\$59,078	\$128,963
DSS	1	Deputy Director	\$101,229	\$3,125	\$104,354
DSS	1	Services Program Manager	\$84,619	\$3,125	\$87,744
DSS	1	Income Maintenance Caseworker II (Food & Nutrition Services)	\$54,888	\$1,450	\$56,338
DSS	1	Income Maintenance Investigator I	\$59,065	\$2,800	\$61,865
Total	13		\$885,181	\$78,578	\$963,759

Supporting the County Workforce

Chart 1. Over-the-year percent change in CPI-U, South region, April 2019–April 2022


**4% Cost of
Living
Adjustment:
\$956,708**





Supporting the County Workforce

- Continuation of Pay for Performance: \$242,849
- Continuation of Longevity Pay: \$316,632
- Employer contribution to Retirement System: \$2.5M (+\$292K)
- Health insurance: \$13,034 per employee per year; total of \$5.4M (15.6% rate increase; +\$840K over FY22)



Vehicles

- 16 requested; 8 recommended according to the County's Vehicle Replacement Policy based on age, mechanical issues, and mileage
- 4 Sheriff's Office
- 2 PATS vans
- 1 DSS replacement
- 1 Environmental Health
- Total cost is \$225K (-\$106K from FY22)



Volunteer Fire Departments

- Fire Tax Rate increases by 2.25; going from 2.75 to 5 cents
- VFD Budget increasing by \$944K; 75%
 - Addition of paid part-time staff: +\$790K
 - Emergency Reporting Software: +21K
 - FY22 ISO bonuses: +\$90K
 - Remaining funds for potential ISO bonuses




Person County Schools

- Current Expense: requested 12.2% increase; recommending \$10,860,612 (+4%)
- Capital: \$513K; recommending full funding
- CIP: radio replacements for all schools; fire alarm upgrade (Earl Bradsher); floor tile replacement (South Elem); ADA updates in weight room (PHS); repaint canopies (Woodland); parking lot repave (PHS); and roof sections replaced (North End)

Current Expense	Capital	CIP	Debt Service	Total
\$10,860,612	\$513,000	\$1,117,449	\$603,072	\$13,094,133

Piedmont Community College

- Current Expense: \$1.36M recommend full funding; continues \$10K for Small Business Incubator.
- Capital: \$60K recommend full funding
- CIP: POD building for Early College (fourth installment of five); design & engineering costs for new Gen. Edu. Bldg; chiller room upgrades; science lab renovations; campus master plan; update campus signs; maintenance & upgrades to Buildings B, C, & G; HVAC repairs; and re-roofing of Building L & covered walkways (+\$1.5M)



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in Person*

Current Expense	Capital	CIP	Debt Service	Total
\$1,364,450	\$60,000	\$1,912,968	\$0	\$3,337,418

Next Steps in Budget Process

Budget Public Hearing

June 6th, 7:00pm

Work sessions

June 8th

2:00 pm

June 9th

10:00 am




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The Budget Public Hearing is scheduled for June 6, 2022 in the County Office Building Auditorium, starting at 7:00pm. It was the consensus of the Board to schedule two budget work sessions on June 7, 2022 at 2:00pm and June 9, 2022 at 10:00am both to be held in the Commissioners' boardroom 215 of the County Office Building.

Ms. York stated following the needed number of budget work sessions, a Budget Ordinance will be prepared for the Board's June 20, 2022 meeting. She said she looked forward to working with the Board as they work toward an adopted budget.

5/16/2022



For More Information:

www.personcountync.gov

**Copies for viewing are located in the
Clerk's Office & at the Library**

County Manager's Office: 336-597-1720

CHAIRMAN'S REPORT:

Chairman Powell reported Armed Forces Day on May 21, 2022 starting at 11:00am.

MANAGER'S REPORT:

County Manager, Heidi York had no report.

COMMISSIONER REPORT/COMMENTS:

Commissioner Palmer recognized the current week as Law Enforcement Appreciation Week and noted his appreciation to all county employees.

Commissioner Gentry asked the County Manager for the status of the Emergency Management Ordinance revisions to which County Manager, Heidi York stated staff would be bringing proposed amendments to the Board at one of its upcoming meetings.

There were no reports from Vice Chairman Sims or Commissioner Puryear.

Chairman Powell announced a brief recess at 10:06am; Chairman Powell reconvened the meeting at 10:14am.

CLOSED SESSION #1

A **motion** was made by Commissioner Gentry and **carried 5-0** to enter into Closed Session at 10:14am per General Statute 143-318.11(a)(6) for the purpose to discuss personnel to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee with an Interim County Manager candidate with the following individuals permitted to attend: County Manager, Heidi York, Clerk to the Board, Brenda Reaves, County Attorney, Ellis Hankins, and Human Resources Director, Miranda Harrison.

A **motion** was made by Vice Chairman Sims and **carried 5-0** to return to open session at 10:58am.

Human Resources Director, Miranda Harrison updated the Board that its executive search consultant, Renee Narloch would be coming to Person County on May 23-24, 2022 noting Ms. Narloch would like to meet individually with commissioners. Commissioner Gentry stated she would be out of town; however, she could meet remotely via telephone conference call or via Zoom. Staff noted they would contact commissioners to schedule the individual interview meeting with the consultant.

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CLOSED SESSION #2

A **motion** was made by Vice Chairman Sims and **carried 5-0** to enter into Closed Session at 11:05am per General Statute 143-318.11(a)(3) for the purpose to consult with the county attorney in order to preserve the attorney-client privilege with the following individual permitted to attend: County Manager, Heidi York, Clerk to the Board, Brenda Reaves, County Attorney, Ellis Hankins and Economic Development Director, Sherry Wilborn.

A **motion** was made by Commissioner Puryear and **carried 5-0** to return to open session at 11:20am.

A **motion** was made by Commissioner Gentry and **carried 5-0** to retain Buffkin Law Office in Raleigh, and Patrick Buffkin as its principal, to represent Person County in the pending Duke Energy Carbon Reduction Plan matter before the NC Utilities Commission.

A **motion** was made by Commissioner Gentry and **carried 5-0** to retain Nova Energy Consultants, Inc. and its principal, Kevin O'Donnell to represent Person County in the pending Duke Energy Carbon Reduction Plan matter before the NC Utilities Commission.

CLOSED SESSION #3

A **motion** was made by Vice Chairman Sims and **carried 5-0** to enter into Closed Session at 11:24am per General Statute 143-318.11(a)(4) for the purpose of discussion of 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 with the following individuals permitted to attend: County Manager, Heidi York, Clerk to the Board, Brenda Reaves, County Attorney, Ellis Hankins, and Economic Development Director, Sherry Wilborn.

A **motion** was made by Vice Chairman Sims and **carried 5-0** to return to open session at 11:41am.

ADJOURNMENT:

A **motion** was made by Vice Chairman Sims and **carried 5-0** to adjourn the meeting at 11:41am.

Brenda B. Reaves
Clerk to the Board

Gordon Powell
Chairman