

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

**DECEMBER 5, 2022**  
**OTHERS PRESENT**

-----  
Gordon Powell  
C. Derrick Sims  
Kyle W. Puryear  
Charlie Palmer  
Patricia Gentry- absent  
Jason Thomas  
-----

Katherine M. Cathey, 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, December 5, 2022 at 6:00pm in the Person County Office Building Auditorium located at 304 S. Morgan Street, Roxboro, NC.

Chairman Powell called the meeting to order and recognized a quorum was present. Commissioner Gentry was absent. Chairman Powell requested a moment of silence in memorial to the 2,400 plus men and women who died defending our nation on December 7, 1941 at Pearl Harbor. Chairman Powell offered an invocation and Commissioner Palmer led the group in the Pledge of Allegiance.

**APPROVAL OF MINUTES OF NOVEMBER 21, 2022:**

Chairman Powell presented to the Board the minutes of November 21, 2022 for approval.

A **motion** was made by Commissioner Puryear and **carried 4-0** to approve the minutes of November 21, 2022.

**RECOGNITION OF OUTGOING COMMISSIONER PATRICIA “PJ” GENTRY:**

Chairman Powell read a plaque in appreciation of outgoing Commissioner PJ Gentry for her two (2) years of service (December 7, 2020 to December 5, 2022).

Chairman Powell then passed the gavel to County Attorney, Ellis Hankins to preside over the Board.

**SWEARING-IN CEREMONY:**

County Attorney, Ellis Hankins introduced the Honorable Deborah L. Barker, Clerk of Superior Court. Ms. Barker administered the Oath of Office to the commissioners elect: Kyle W. Puryear and Jason Thomas.

The Honorable Deborah L. Barker administered the Oath of Office to the Soil and Water Conservation District Supervisors: Gregory Foushee, Eugene Berryhill, Jr., and Bruce Whitfield.

**ORGANIZATION OF BOARD:**

County Attorney, Ellis Hankins stated as noted in the Board's Rules of Procedure, the Board would convene its organization of the Board. Mr. Hankins proceeded to the nomination and election of the Board of Commissioners' Chairman noting if multiple nominations were received, he would ask the Board to vote in the order of the nomination.

County Attorney, Ellis Hankins called for nominations for Chairman of the Board of Commissioners.

Commissioner Puryear nominated Commissioner Powell for Chairman of the Board. There were no other nominations for Chairman.

Being no further nominations, Mr. Hankins closed nominations for Chairman of the Board of Commissioners, and by acclamation announced Commissioner Powell as Chairman of the Board.

Mr. Hankins gave Chairman Powell the gavel to preside over the meeting. Chairman Powell thanked his fellow commissioners for their show of confidence to elect him their Chairman. He stated it was his honor and privilege to serve as Chairman for all the citizens of the county and he would do so to the best of his ability.

Chairman Powell opened the floor for nominations for Vice Chairman of the Board of Commissioners.

Commissioner Palmer nominated Commissioner Sims for Vice Chairman.

Being no further nominations, Chairman Powell closed nominations for Vice Chairman of the Board of Commissioners, and by acclamation announced Commissioner Sims as Vice Chairman of the Board.

Vice Chairman Sims stated he looked forward to the good work by the Board of Commissioners going forward.

**December 5, 2022**

**APPROVAL OF BONDS FOR THE FINANCE DIRECTOR, THE REGISTER OF DEEDS, THE SHERIFF, AND THE TAX ADMINISTRATOR:**

County Attorney, Ellis Hankins stated Chapter 161(Register of Deeds) and 162 (Sheriff) of the North Carolina General Statutes requires the Board of County Commissioners to approve the official bonds at the first meeting in December. The Bonds are a continuation of existing bonds and were secured by the County Human Resources Director, who also serves as Insurance Liaison. The Human Resources Director provided information that the Sheriff's bond, in the amount of \$25,000, is for the length of his term. The Bonds of the Register of Deeds in the amount of \$50,000, \$100,000 for the Tax Administrator and \$1M for the Finance Director (amount of each Bond is dictated by legislature).

Mr. Hankins presented a Resolution to Approve the Bonding of County Officials and requested Board approval of the Bonds of the Finance Director, the Register of Deeds, the Sheriff and the Tax Administrator as presented.

A **motion** was made by Commissioner Puryear and **carried 5-0** to adopt a Resolution to Approve the Bonding of County Officials, and thereby approving the Bonds of the Register of Deeds in the amount of \$50,000, \$100,000 for the Tax Administrator, \$1M for the Finance Director as well as \$25,000 for the Sheriff.

**RESOLUTION TO APPROVE THE BONDING OF COUNTY OFFICIALS**

**WHEREAS**, North Carolina General Statutes §159-29(a) requires the Finance Officer to provide a performance bond with sufficient sureties in an amount to be fixed by the Governing Board. The amount of the bond fixed by the governing board may not be less than the greater of the following: (1) Fifty thousand dollars (\$50,000) or (2) An amount equal to ten percent (10%) of the unit's annually budgeted funds, up to one million dollars (\$1,000,000);

**WHEREAS**, North Carolina General Statutes §161-4 requires every Register of Deeds to provide a performance bond with sufficient surety to be approved by the Board of County Commissioners, in the sum of not less than \$10,000 nor more than \$50,000;

**WHEREAS**, North Carolina General Statutes §105-349(c) requires a Tax Collector to provide a performance bond in an amount up to \$100,000;

**WHEREAS**, North Carolina General Statutes §162-8 requires the Sheriff to provide a performance bond in an amount determined by the Board of County Commissioners but shall not exceed \$25,000;

**WHEREAS**, North Carolina General Statutes §58-72-55 requires the Clerk to the Board of Commissioners to record in the proceedings the names of those Commissioners who are present at the time of approval of the official bonds and who voted for such approval as well as record any Commissioners casting dissenting votes for the official record.

**NOW, THEREFORE**, the Board of Commissioners of Person County hereby resolves as follows:

1. That is Board hereby accepts and approves bonds for the Finance Director, the Register of Deeds, the Tax Collector and the Sheriff as follows:
  - a. Finance Officer, \$1,000,000;
  - b. Register of Deeds, \$50,000;
  - c. Tax Collector, \$100,000; and
  - d. Sheriff, \$25,000;
2. That pursuant to North Carolina General Statutes §58-72-55, the Clerk is hereby instructed to record the names of all Commissioners present at this meeting and who voted in favor of as well as those casting dissenting voted to this resolution for the record.
3. All acts and doings of officers, employees and agents of the County, whether taken prior to, on, or after the date of this Resolution that are in conformity with and in the furtherance of the purposes and intents of this Resolution, and the same hereby are, in all respects ratified, approved and confirmed.
4. That this resolution is effective upon adoption.

**ADOPTED** this, the 5<sup>th</sup> day of December 2022.



  
Gordon Powell, Chairman  
Person County Board of Commissioners

ATTEST:  
  
Brenda Reaves, MMC, NCMCC  
Clerk to the Board

**December 5, 2022**

Chairman Powell called a brief recess at 6:17pm. The meeting reconvened at 6:31pm.

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

Chairman requested to add Closed Session #3 to the agenda to confer with the county attorney for a confidential legal matter.

A **motion** was made by Commissioner Puryear and **carried 5-0** to add to the agenda a Closed Session #3 and to approve the agenda as adjusted.

**PUBLIC HEARING:**

**CONSIDERATION OF APPROVAL TO SUBMIT THE FISCAL YEAR 2024 COMMUNITY TRANSPORTATION PROGRAM APPLICATION:**

A **motion** was made by Vice Chairman Sims and **carried 5-0** to open the duly advertised public hearing for consideration of approval to submit the Fiscal Year 2024 Community Transportation Program Application.

Public Transportation Director Mitch Fleig stated a public hearing was being conducted for consideration of approval to submit the Fiscal Year 2024 Community Transportation Program Application for federal and state funding and commitment of local share funds. Mr. Fleig noted this was an annual request and that a public hearing was required as part of the application process. The Application is scheduled to be submitted to the NC Dept. of Transportation (DOT) no later than December 9, 2022.

The Community Transportation Program supports transportation programs operating in Person County and provides transportation options and services for the communities within this service area. These services are provided using Light Transit Buses (LTV's) operated by the Person Area Transportation System (PATS).

Mr. Fleig further noted that PATS would be requesting replacement of three LTV buses in Fiscal Year 2024. Due to supply shortages, PATS did not receive replacement vehicles in Fiscal Year 2022 and was not guaranteed vehicles in Fiscal Year 2023. He added the three LTV buses are running from six to eighteen months for delivery. Mr. Fleig noted he currently had seven buses that qualify to be replaced according to the NC DOT guidelines for replacement.

The total estimated amount requested is for the period **July 1, 2023 through June 30, 2024**. NOTE: The local share amount is subject to State funding availability.

<b>Project</b>	<b>Total Amount</b>	<b>Local Share</b>
Administrative	\$198,342	\$29,751 (15%)
Capital (Vehicles & Other)	\$325,000	\$32,500 (10%)
<b>TOTAL PROJECT</b>	<b>\$523,342</b>	<b>\$62,251</b>

Mr. Fleig said the manager recommended that the Board approve the local share for \$62,251 for Fiscal Year 2024.

There were no individuals appearing before the Board to speak in favor of or in opposition to the Fiscal Year 2024 Community Transportation Program Application.

A **motion** was made by Vice Chairman Sims and **carried 5-0** to close the public hearing for consideration of approval to submit the Fiscal Year 2024 Community Transportation Program Application.

**CONSIDERATION TO GRANT OR DENY REQUEST TO SUBMIT THE FY24 COMMUNITY TRANSPORTATION PROGRAM APPLICATION:**

A **motion** was made by Vice Chairman Sims and **carried 5-0** to approve the request to submit the Fiscal Year 2024 Community Transportation Program Application as well as approve the required local funds for the Fiscal Year 2024, as presented.

**RECOGNITION OF OUTGOING SHERIFF DEWEY E. JONES:**

Chairman Powell recognized the Outgoing Sheriff Dewey E. Jones with a Resolution of Appreciation for his sixteen (16) years of service as Person County’s Sheriff. Chairman Powell and the Board extended best wishes to Mr. Jones on his retirement.

RESOLUTION OF APPRECIATION

WHEREAS, Dewey E. Jones has served the people of Person County during his tenure working as Sheriff of Person County; and

WHEREAS, Dewey E. Jones has served the citizens of Person County with honor, integrity, sincerity and dedication, providing accurate, concise services for sixteen years, December 2006 – December 2022; and

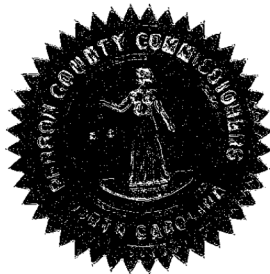
WHEREAS, Dewey E. Jones has earned the respect and admiration of all who have known him and worked with him throughout his career; and

WHEREAS, the County of Person recognizes the many contributions Dewey E. Jones 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 Dewey E. Jones for continually striving to make Person County a better place to live and work.

Adopted this the 5th day of December 2022.

*Gordon Powell*  
Gordon Powell, Chairman  
Person County Board of Commissioners



Attest:  
*Brenda B. Reaves*  
Brenda B. Reaves, NCMCC, MMC  
Clerk to the Board

Mr. Jones said he had a great working relationship with the Board of Commissioners and Department Heads. He thanked the citizens for the opportunity to serve as the County’s Sheriff for sixteen years.

December 5, 2022

**INFORMAL COMMENTS:**

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

Mr. Patrick Riley of 256 Hicks Yarboro Rd., Roxboro addressed the Board on news he heard about the LGBTQ missionaries are causing a split in the Methodist Church by the request to be allowed in church. Mr. Riley said the missionaries of discontent have introduced this issue not as a sympathy to spare the feelings of people who have been misled, but instead to increase the political power of those who undermine solid American values. He called for this doctrine not be allowed in Person County Schools.

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

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

- A. Budget Amendment # 11,
- B. Consideration of Approval of 1 additional taxpayer Late Homestead Exemption, and
- C. Duke Energy Foundation Grant Application for the Department of Emergency Services up to \$50,000 for hazardous materials incident response and support capability

**NEW BUSINESS:**

**FINAL APPROVAL OF SALE OF SURPLUS REAL PROPERTY TO HAROLD T. BROOKS LIMITED PARTNERSHIP AN OUTPARCEL OF HELENA SCHOOL PROPERTY, TIMBERLAKE:**

County Attorney Ellis Hankins stated this potential sale of real property owned by Person County was before the Board of Commissioners on October 17, and the Board directed the County Attorney and staff to begin the process to sell the property under the statutory negotiated offer, advertisement and upset bid process, subject to final approval by the Board at a later meeting. The process as required by G.S. 160A-269 has been completed, and the County received no upset bids.

Mr. Hankins noted the written offer in hand is to purchase a 2.33 acre outparcel of the Helena School property, located in Timberlake. Harold T. Brooks Limited Partnership (William Brooks and Roy Brooks) offered \$11,650 (the value according to our appraisal report), plus the cost to Person County for the survey and appraisal (\$2,825 and \$500, respectively). Therefore, the total offer was \$14,975.

Should the Board wish to give final approval for the sale, Mr. Hankins said the following was the appropriate motion and action: Final acceptance of the pending offer and approval of sale, subject to a mutually acceptable contract of sale with the successful bidder.



If the Board approves, the Mr. Hankins recommended that the Buyer retain an attorney and obtain a title opinion, and provide a completed contract of sale, and then both parties would proceed to closing.

A **motion** was made by Vice Chairman Sims and **carried 5-0** to approve final acceptance of the pending offer and approval of sale to Harold T. Brooks Limited Partnership for 2.33 acres outparcel of the Helena School Property in Timberlake.

**RESOLUTION ESTABLISHING 2023 SCHEDULE OF REGULAR MEETINGS FOR THE PERSON COUNTY BOARD OF COMMISSIONERS:**

County Manager Katherine Cathey stated North Carolina General Statute 153A-40 requires the Board of Commissioners to hold a regular meeting at least once a month. Ms. Cathey presented to the Board a Resolution Establishing 2023 Schedule of Regular Meetings for consideration, discussion and adoption.

Ms. Cathey asked the Board to consider the proposed dates and take action to adopt a Resolution Establishing 2023 Schedule of Regular Meetings so to cause copy of such to be distributed and posted.

A **motion** was made by Commissioner Puryear and **carried 5-0** to adopt a Resolution Establishing 2023 Schedule of Regular Meetings for the Person County Board of Commissioners, as presented.



**Resolution Establishing  
2023 Schedule of Regular Meetings for the  
Person County Board of Commissioners**

WHEREAS, NC General Statute 153A-40 requires boards of commissioners to hold a regular-scheduled meeting at least once a month; and

WHEREAS, the Person County Board of Commissioners meets in its Commissioners' Boardroom 215 in the Person County Office Building, located at 304 S. Morgan Street in Roxboro, North Carolina, unless otherwise noted below. Now therefore, be it

RESOLVED by action of the Person County Board of Commissioners, the following Schedule of Regular Meetings for 2023 is set forth as following:

January 3, 2023	(Tuesday)	7:00 p.m. County Auditorium**
January 17, 2023	(Tuesday)	9:00 a.m. County Auditorium**
February 6, 2023		7:00 p.m. County Auditorium**
February 21, 2023	(Tuesday)(Retreat)	9:00 a.m. To Be Determined
March 6, 2023		7:00 p.m. County Auditorium**
March 20, 2023		9:00 a.m. County Auditorium**
April 3, 2023		7:00 p.m. County Auditorium**
April 17, 2023		9:00 a.m. County Auditorium**
May 1, 2023		7:00 p.m. County Auditorium**
May 15, 2023		9:00 a.m. County Auditorium**
June 5, 2023		7:00 p.m. County Auditorium**
June 19, 2023		9:00 a.m. County Auditorium**
July 17, 2023		9:00 a.m. County Auditorium**
August 7, 2023		7:00 p.m. County Auditorium**
August 21, 2023		9:00 a.m. County Auditorium**
September 5, 2023	(Tuesday)	7:00 p.m. County Auditorium**
September 18, 2023		9:00 a.m. County Auditorium**
October 2, 2023		7:00 p.m. County Auditorium**
October 16, 2023		9:00 a.m. County Auditorium**
November 6, 2023		7:00 p.m. County Auditorium**
November 20, 2023		9:00 a.m. County Auditorium**
December 4, 2023		7:00 p.m. County Auditorium**

**December 5, 2022**

\*\*County Auditorium is located within the County Office Building at 304 S. Morgan St., Roxboro, NC 27573


BE IT FURTHER RESOLVED that a copy of this Resolution shall be posted on the Board of Commissioners' bulletin board located outside the Commissioners' meeting room 215 of the County Office Building at least ten (10) days before the first meeting to which it applies, and that the adopted Schedule of Meetings dates shall be posted on the County website and distributed with the Sunshine email group.

Adopted this, the 5<sup>th</sup> day of December 2022.



  
Gordon Powell, Chairman  
Person County Board of Commissioners

Attest:

  
Brenda B. Reaves, NCMCC, MMC  
Clerk of Board

**December 5, 2022**

**FISCAL YEAR 2023-2024 BUDGET CALENDAR:**

County Manager Katherine Cathey said a budget calendar has been developed for the Board's adoption, outlining a schedule for the timing of the budget process. A Board Retreat is proposed for February 21st, along with the Capital Improvement Plan adoption in April, Presentation of the Recommended Budget in May, a required Budget Public Hearing on June 5th and Adoption of the FY2023-2024 Budget Ordinance on June 19th. The dates outlined are subject to change if needed, but this will facilitate an organized budget process for staff and elected officials.

Ms. Cathey asked the Board to adopt the budget calendar for FY2023-2024 and provide feedback and changes to staff as needed.

A **motion** was made by Vice Chairman Sims and **carried 5-0** to adopt the Fiscal Year 2023-2024 Budget Calendar, as presented.



**PERSON COUNTY GOVERNMENT  
FISCAL YEAR 2023-24 BUDGET CALENDAR**

Date	Task
Mon/Dec 5, 2022*	BOCC adopts FY24 budget calendar
Fri/Jan. 6, 2023	CIP Requests due to Finance Technology requests due to IT
Wed/Jan. 11, 2023	Personnel forms due to HR for review (via email)
Fri/Jan. 27, 2023	Final insurance costs due
Fri/Feb. 3, 2023	Distribution of budget training manual and fee schedule requests to departments
Fri/Feb. 10, 2023	Departmental budget requests for operating & capital due to Finance (via Munis Financials), fee schedule requests due to Assistant County Manager (via email)
Tue/Feb. 21, 2023*	Board of County Commissioners Annual Retreat 9:00am
Wed-Fri/Mar. 8-10, 2023 Tues-Fri/Mar 14-17, 2023	Departmental budget presentations with County Manager
Mon/April 3, 2023*	FY24 CIP presented to Board of Commissioners
Mon/April 17, 2023*	Adoption of FY24 CIP
Mon/ May 15, 2023*	County Manager presents recommended budget to Board of County Commissioners
Mon/June 5, 2023*	Board of Commissioners holds Public Hearing on recommended budget
Tues-Fri/June 6-16, 2023	Potential BOCC Budget work sessions (specific dates/times to be scheduled)
Mon/June 19 2023*	Adoption of FY24 Annual Budget Ordinance
Sat/July 1, 2023	FY24 budget available in accounting system
Fri/Aug. 11, 2023	Adopted budget document finalized and available online

*\* denotes a Board of Commissioners meeting date.*

**CHAIRMAN’S REPORT:**

Chairman Powell recognized Person County’s newly elected representative, Ray Jeffers, present in the audience; he added he was looking forward to working with him.

Chairman Powell congratulated Mr. Roy Carver of Rocky Acre Farm for being awarded First Place at the NC State Fair for his alfalfa as well as receiving the Jim Green Award for Best in Show.

Chairman Powell stated the local Christmas Parade was scheduled for Saturday, December 11, 2022.

**MANAGER’S REPORT:**

County Manager, Katherine Cathey congratulated Commissioners Puryear and Thomas on their election.

Ms. Cathey reported the County’s Service Awards for five-year milestones would be recognized on Tuesday, December 6, 2022 to which all the commissioners received an invitation to attend.

**COMMISSIONER REPORT/COMMENTS:**

Vice Chairman Sims reported the recent Jingle on the Main event was well attended and deemed a success.

Commissioner Palmer commented on his humbling experience attending the swearing-in ceremony for the new Sheriff Jason Wilborn noting he was looking forward to working with him.

Commissioner Thomas thanked God, his wife, his daughter, his family and friends for their support of his election. He said he looked forward to working with his fellow commissioners. Commissioner Thomas bid congratulations to the new sheriff, Jason Wilborn.

Commissioner Puryear congratulated Chairman Powell and Vice Chairman Sims on their new term in their roles on the Board noting he was looking forward to a great year ahead. He thanked his family and friends for supporting him to be reelected. Commissioner Puryear extended his congratulations to Representative Elect Ray Jeffers as well as congratulated Clerk of Court, Deborah Barker, Sheriff Jason Wilborn and Commissioner Thomas.

Commissioner Puryear bid farewell to former sheriff Dewey Jones noting they both were elected at the same time and thanked him for keeping Person County safe for the last 16 years.

Chairman Powell requested the County Manager to look into bring information to the Board in January on a proposal related to the possibility to make the Museum of History Director position full-time noting it was currently part-time.

#### **CLOSED SESSION #1**

A **motion** was made by Vice Chairman Sims and **carried 5-0** to enter into Closed Session #1 per General Statute 143-318.11(a)(6) at 6:58pm for the purpose to discuss personnel with the following individuals permitted to attend: Sheriff Jason Wilborn, County Manager Katherine M. Cathey, Clerk to the Board Brenda Reaves, and County Attorney Ellis Hankins.

Chairman Powell called the Closed Session #1 to order at 7:00pm.

A **motion** was made by Vice Chairman Sims and **carried 5-0** to return to open session at 7:20pm.

A **motion** was made by Commissioner Puryear and **carried 5-0** to raise the annual salary of the Sheriff to \$110,000.

#### **CLOSED SESSION #2**

A **motion** was made by Vice Chairman Sims and **carried 5-0** to enter into Closed Session #2 per General Statute 143-318.11(a)(6) at 7:22pm for the purpose to discuss personnel with the following individuals permitted to attend: County Manager Katherine M. Cathey, Clerk to the Board Brenda Reaves and County Attorney Ellis Hankins.

Chairman Powell called the Closed Session #2 to order at 7:23pm.

A **motion** was made by Commissioner Puryear and **carried 5-0** to return to open session at 7:32pm.

#### **CLOSED SESSION #3**

A **motion** was made by Vice Chairman Sims and **carried 5-0** to enter into Closed Session #3 per General Statute 143-318.11(a)(3) at 7:33pm for the purpose to consult with the county attorney in order to preserve the attorney-client privilege with the following individuals permitted to attend: County Manager Katherine M. Cathey, Clerk to the Board Brenda Reaves and County Attorney Ellis Hankins.

Chairman Powell called the Closed Session #3 to order at 7:33pm.

A **motion** was made by Vice Chairman Sims and **carried 5-0** to return to open session at 7:40pm.

**December 5, 2022**

**ADJOURNMENT:**

A **motion** was made by Vice Chairman Sims and **carried 5-0** to adjourn the meeting at 7:40pm.

---

Brenda B. Reaves  
Clerk to the Board

---

Gordon Powell  
Chairman