

PERSON COUNTY BOARD OF COMMISSIONERS

SEPTEMBER 23, 2013

MEMBERS PRESENT

OTHERS PRESENT

Jimmy B. Clayton

Heidi York, County Manager

Kyle W. Puryear

C. Ronald Aycock, County Attorney

B. Ray Jeffers

Brenda B. Reaves, Clerk to the Board

Frances P. Blalock

David Newell, Sr.

The Board of Commissioners for the County of Person, North Carolina, met in regular session on Monday, September 23, 2013 at 9:00 am in the Commissioners' meeting room in the Person County Office Building.

Chairman Clayton called the meeting to order, led invocation and asked Vice Chairman Jeffers to lead the Pledge of Allegiance.

DISCUSSION/ADJUSTMENT/APPROVAL OF AGENDA:

A **motion** was made by Commissioner Blalock and **carried 5-0** to add to the agenda Closed Session #2 per General Statute 143-318.11(a)(2) for the purpose to consult with the county attorney in order to preserve the attorney-client privilege.

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to approve the agenda as adjusted.

PREPAREDNESS MONTH PROCLAMATION:

Chairman Clayton read and presented the Preparedness Month Proclamation to the Health Director, Janet Clayton and Emergency Services Director, Wes Lail proclaiming September, 2013 as National Preparedness Month in Person County, North Carolina.

Ms. Clayton and Mr. Lail stated the importance to encourage individuals to prepare their homes, businesses, and communities for any type of disaster noting the county agencies work collaboratively with other county departments, the Person County Medical Reserve Corps., and other groups to encourage our citizens to prepare themselves for a catastrophic event. Ms. Clayton and Mr. Lail informed the group of Code Red, a free service to individuals who register their land and/or mobile telephone number to receive general and/or emergency alerts. Registration for Code Red can be done by accessing the link on the personcounty.net website.

September 23, 2013

Preparedness Month Proclamation

WHEREAS, "National Preparedness Month" creates an important opportunity for every resident of Person County to prepare their homes, businesses, and communities for any type of emergency including natural disasters and potential terrorist attacks; and

WHEAREAS, investing in the preparedness of ourselves, our families, businesses, and communities can reduce fatalities and economic devastation in our communities and in our nation; and

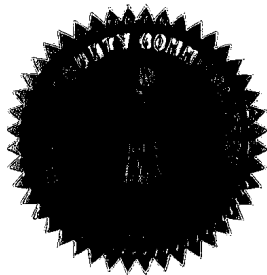
WHEREAS, the Federal Emergency Management Agency's *Ready* Campaign, Citizen Corps, and other federal, state, local, tribal, territorial, private, and volunteer agencies are working to increase public activities in preparing for emergencies and to educate individuals on how to take action;

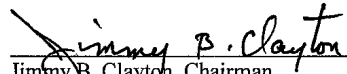
WHEREAS, emergency preparedness is the responsibility of every citizen of Person County and all citizens are urged to make preparedness a priority and work together, as a team, to ensure that individuals, families, and communities are prepared for disasters and emergencies of any type; and

WHEREAS, all citizens of Person County are encouraged to participate in citizen preparedness activities.

NOW, THEREFORE, I, Jimmy B. Clayton, by virtue of the authority vested in me by the laws of Person County, North Carolina, do hereby proclaim the month of September, 2013, as National Preparedness Month in Person County and encourages all citizens and businesses to develop their own emergency preparedness plan, and work together toward creating a more prepared society.

IN WITNESS WHEREOF, I have hereunto set my hand this 23rd day of September, in the year of our Lord two thousand thirteen, and of the Independence of the United States of America the two hundred and thirty-seven.




Jimmy B. Clayton, Chairman
Person County Board of Commissioners

September 23, 2013

RECOGNITION OF THE FINANCE OFFICE FOR CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING:

County Manager, Heidi York announced the Government Finance Officers Association of the United States and Canada awarded a Certificate of Achievement for Excellence in Financial Reporting to Person County for its Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2012. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

Ms. York stated an Award of Financial Reporting Achievement has been awarded to Amy Wehrenberg, Finance Director and Jimmy B. Clayton, Chairman of the Board of Commissioners, both designated by the government as primarily responsible for having earned the Certificate.

Ms. York recognized the Finance Department staff: Amy Wehrenberg, Laura Jensen, Debbie Whitfield, Karen Whitfield and Consuela Williams and presented the group with a plaque.

PUBLIC HEARING:

FISCAL YEAR 2014 RURAL OPERATING ASSISTANCE PROGRAM APPLICATION:

A **motion** was made by Commissioner Puryear and **carried 5-0** to open the duly advertised public hearing for the Fiscal Year 2014 Rural Operating Assistance Program Application.

Transportation Director, Kathy Adcock requested Board approval to submit Fiscal Year 2014 Rural Operating Assistance Program (ROAP) Application for transportation assistance through a state funded grant administered by the NC Department of Transportation, Public Transportation Division. Ms. Adcock stated the application would request funding in the amount of \$150,864.00 for programs to assist with the operation of Person Area Transportation System (PATs) for fiscal budget year 2013-2014. This funding will help with elderly and disabled (EDTAP), employment transportation (EMPL) and the rural general public (RGP). These programs are needed to offer a lower trip rate for approved and pre-scheduled riders.

The programs included in the Rural Operating Assistance Program (ROAP) application are:

1. Elderly & Disabled Transportation Assistance (EDTAP) Program provides operating assistance for the public transportation of elderly and disabled citizens.
2. Employment Transportation Assistance Program provides operating assistance for the public transportation of persons with employment related transportation needs.

3. Rural General Public (RGP) Program provides operating assistance for the public transportation of persons living in non-urban areas of the county.

The period of performance for Rural Operating Assistance Program funds is July 1, 2013 through June 30, 2014. The Fiscal Year 2014 ROAP individual program totals are:

PROGRAM	TOTAL
EDTAP	\$59,590
EMPL	\$16,441
RGP	\$74,833
TOTAL	\$150,864

Ms. Adcock stated it is required that the Transportation Department request and monitor the state funded grant to distribute grant funds to the Department of Social Services, Person Industries and the Senior Center to allow affordable transportation to the general public and to those who have disabilities.

There were no individuals present to speak in favor or in opposition to the Fiscal Year 2014 Rural Operating Assistance Program Application.

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to close the public hearing for the Fiscal Year 2014 Rural Operating Assistance Program Application.

CONSIDERATION FOR APPROVAL OF THE FISCAL YEAR 2014 RURAL OPERATING ASSISTANCE PROGRAM APPLICATION:

A **motion** was made by Commissioner Newell and **carried 5-0** to approve the Fiscal Year 2014 Rural Operating Assistance Program Application as presented.

Commissioner Newell asked the County Attorney about liability of the Person Area Transportation System (PATs) to which the County Attorney, Ron Aycock stated PATs is a county department which would mandate ultimate responsibility with the County.

INFORMAL COMMENTS:

There were no comments from the public.

APPROVAL OF MINUTES:

A **motion** was made by Commissioner Blalock and **carried 5-0** to approve the minutes of September 9, 2013.

September 23, 2013

TAX ADMINISTRATIVE REPORT:

A **motion** was made by Commissioner Blalock and **carried 5-0** to approve the Tax Administrative Report noting the Releases for the month of August, 2013.

OLD BUSINESS:

CONSIDERATION FOR ADOPTION OF AN ORDINANCE REGULATING ADDRESSING AND ROAD NAMING (SECOND READING):

Assistant County Manager, Sybil Tate reminded the Board that as part of the Fiscal Year 2014 budget process, the Board approved a supervisor position in Emergency Communications that also manages the county's addressing services. This new position allowed the county to bring addressing in-house and provide offsetting revenues to fund the position. Prior to Fiscal Year 2014 addressing services were provided by a contractor.

Ms. Tate noted as a result of bringing these services in-house, staff from Emergency Communications, Planning, GIS and Building Inspections reviewed county ordinances that pertain to addressing and recommended updating and combining the Road Naming ordinance and the House, Building and Mobile Home Numbers ordinance into one ordinance – the Addressing and Road Naming ordinance. Unifying the ordinances into one ordinance clarifies the process for naming and assigning numbers and is a more user-friendly document for both staff and citizens. Updating the ordinance enables the addressing system to work with the new in-house addressing position.

Ms. Tate told the Board the following changes are recommended to the draft of the ordinance reviewed at the September 9, 2013 Board meeting:

1. Added definitions to Article II.
 - a. 911 Address - The confirmed address for a building previously assigned a preliminary address and physically verified by the Addressing Coordinator.
 - b. Official Address – An address assigned by the Addressing Coordinator for development or emergency response purposes. An official address could be a preliminary or a 911 address.
 - c. Preliminary Address - An assigned address, calculated by the approximate location of a building to its associated roadway. Subject to change through physical verification of the structure by the Address Coordinator.
2. Modified 501 A to refer back to the definition of “building.”
 - a. When to assign addresses - When the proper governing body has approved a new street it must be assigned an address range and each individual property with a building must be assigned an official address in accordance with the standards defined in this document.

3. Modified Article VII to require explanation of non-compliance to building owners.
 - a. Those person(s) who do not comply with this ordinance will be notified, in writing specifying the nature and extent of the non-compliance, and requested by the Address Coordinator to meet the requirements within 30 days from the date of notification delivery.
4. Added appeals process (Article VIII).
 - a. Appeals of proposed street renaming/renumbering, individual addressing number changes or denial of a street name request must be filed with the Address Coordinator, in writing, within thirty (30) days of written notification of required owner action. In the event of a denial of an appeal by the Address Coordinator(s), individuals affected by proposed changes or denials may file a final appeal to the Person County Board of County Commissioners. This final appeal must be filed in writing within 30 days of the denial with the Address Coordinator(s) and will be placed on the next available Board of County Commissioners meeting agenda.

Ms. Tate noted this would constitute as the second reading of this Ordinance, which means it can be adopted by a majority vote. Ms. Tate requested the Board to adopt the Ordinance regulating Addressing and Road Naming as presented as well as to amend the fee schedule to include a \$125 fee for road signs.

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to adopt Person County Ordinance Regulating Addressing and Road Naming as well as to amend the County Fee Schedule to include a \$125 fee for road signs.

An Ordinance Regulating Addressing and Road Naming in Person County

Whereas the Person County Board of Commissioners has previously adopted Road Naming ordinance and the House, Building and Mobile Home Numbering ordinance on August 2, 1993.

And, whereas the Person County Board of Commissioners finds it prudent to coordinate, revise, update and consolidate all road naming and addressing ordinances into a single document.

Then, now therefore be it resolved by the Person County Board of Commissioners that the Board of Commissioners hereby adopts the ordinance as follows:

Article I. Title, Authority, Purpose, and Jurisdiction

SECTION 101. Title

This Ordinance shall be known and may be cited as the Road Naming and Addressing Ordinance for the County of Person, North Carolina.

SECTION 102. Purpose

The purpose and intent of this ordinance is to hereby establish a uniform system of road naming and re-naming along both public and private streets and roadways. It also provides for a uniform system of addressing and numbering all houses and buildings within the jurisdiction of the county, and to establish a process for changing existing addresses, streets and road names so that street, road, and highway names are not duplicated, or phonetically similar, in the county. The ordinance provides a method to correct inaccurate addresses that will help to greatly improve emergency service response to all parts of the County.

Standard addressing rules will provide guidelines for assigning house numbers and street names. A standard database format for recording address information will simplify the maintenance, exchange, and interpretation of address information between governmental agencies and the community.

An additional purpose of this ordinance is to ensure that street name identification signs are placed at all street intersections and establishes a procedure for reviewing street names. This is necessary to facilitate public safety and emergency response service in locating properties and buildings for service to public.

Finally, this ordinance is further designed to establish an official map and listing of all streets and roadways in Person County

SECTION 103. Authority

This ordinance is hereby adopted under the authority and provisions of General Statutes of North Carolina GS 153A-238 and 153A-239.1(a) and GS 147-54.7, and the Police Powers of the county to protect the health, safety and welfare of its citizens.

SECTION 104. Jurisdiction

The provisions and regulations provided by this Ordinance shall apply within the ordinance-making jurisdiction of Person County. Application of this Ordinance within a municipal jurisdiction shall require a mutually-entered intergovernmental agreement between said municipality and the County of Person.

Article II. Definition of Terms

For the purposes of this Ordinance, certain terms or words used herein shall be defined as follows:

911 Address - The confirmed address for a building previously assigned a preliminary address and physically verified by the Addressing Coordinator.

Address Coordinator - The official or officials of Person County charged with the administration of this ordinance.

Board of Commissioners - Person County Board of Commissioners

Building - Any structure having a roof supported by columns or by walls, and intended for shelter, housing or enclosure of persons, animals, chattels or equipment. For the purposes of this Ordinance, the term "building" may also include other man-made structures.

Building Number - Number assigned to any house, residence, dwelling, business, warehouse, or other structure or property in a sequential manner.

Department of Transportation - North Carolina State Government Department of Transportation

Developer - A person, firm or corporation submitting an application for development for a subdivision, planned unit development, industrial park or mobile home park and upon whom final responsibility for ensuring compliance with the terms and conditions of this Ordinance rests.

Driveway - A private way, beginning at the property line of a lot abutting a public road, private road, easement or private right-of-way, giving access from that public road, recorded easement, recorded private road or private right-of-way, and leading to a building, use of structure on that lot.

Dwelling, Single-Family - A building arranged or designed to be occupied by one (1) family.

GIS Department - Person County Geographic Information Services Department

Inspections Department - Person County Inspections Department

Mailing Address - Assigned or used by the U.S. Postal Service for the purpose of delivery of the U.S. Mail. Mailing Addresses may or may not be identical to official addresses.

Master Street Address Guide (MSAG) - Consists of the street name, addresses and emergency providers for that range. This lookup became the key step for Enhanced 9-1-1.

Mobile Home - A portable manufactured housing unit designed for transportation on its own chassis and placement on a temporary or semi-permanent foundation having a measurement of 32 feet or more in length and 8 feet or more in width. As used in this Ordinance, mobile home also means a double-wide mobile home which is two or more portable manufactured housing units designed for transportation on their own chassis, which connect on site for placement on a temporary or semi-permanent foundation having a measurement of 32 feet or more in length and 8 feet or more in width.

Mobile Home Park - Shall be the land leased or rented, being used or proposed to be used by mobile homes occupied for dwelling or sleeping purposes.

Mobile Home Space - Any parcel of ground within a mobile home park designed for the exclusive use of one mobile home.

Official Address - An address assigned by the Addressing Coordinator for development or emergency response purposes. An official address could be a preliminary or a 911 address.

Official Name - The name of any roadway in the unincorporated area of Person County as approved by the Person County Addressing Coordinator.

Planning Department - Person County Planning and Zoning Department

Preliminary Address - An assigned address, calculated by the approximate location of a building to its associated roadway. Subject to change through physical verification of the structure by the Address Coordinator.

Private Mobile Home Park Road - Any street, roadway or driveway which serves two or more mobile homes for residential purposes, and which has not been dedicated to the public use.

Private Road - A street not maintained by the North Carolina Department of Transportation which is not intended to become a public street but which shall be used for access to a particular site, group development or business.

Public Road - A street located on public right-of-way and which meets the total improvement requirements for a public street as set forth by the North Carolina Department of Transportation in its publication "Subdivision Roads - Minimum Construction Standards".

Roadway - Any road, street, drive, lane, cart way, tram way, easement, right-of-way, access area, thoroughfare, highway, boulevard, or any other corridor used for or having the potential use as a means of conveyance by a motor vehicle.

State Road Number - A number assigned by the North Carolina Department of Transportation; also known as the SR number for secondary state maintained roads.

Street Name - The official name of any roadway, designated by the Board of Commissioners or, in the case of public roads, by the North Carolina Department of Transportation.

Suffix - The term used after a road name. Approved suffixes are outlined in Article IV, Section 404 of this Ordinance.

Travel Trailer - A vehicular portable structure less than 32 feet in length primarily designed as a temporary dwelling for travel, recreation or vacation uses.

Travel Trailer Park - A parcel of land designed and equipped to accommodate travel trailers.

Article III. Administration

The Official Street Addressing and Road Naming Authority in the Person County, NC- The Person County Board of Commissioners hereby assigns overall authority and responsibility for addressing and naming of both public and private roads as directed by the provisions of this ordinance to the County Address Coordinator. It shall be the duty of the Address Coordinator and in accordance with the general direction of the Person County Commissioners, County Manager and County GIS Department to prepare and maintain street address numbering maps of the entire County and, when a new building is built, or for any reason a number is required, to be issued*. It shall be the duty of the Addressing Coordinator from time to time, and upon request, to review street number assignments, resolve conflicts in address numbering, reassign numbers or propose any changes which, in his/her opinion, are necessary for the public safety, welfare and mail delivery. This includes any authorized staff representative acting on the Coordinator's behalf, and hereby assigns overall authority and responsible for all activities necessary for the enforcement, interpretation and administration of this Ordinance to the Address Coordinator. The Address Coordinator (s) are assigned by the 911 Communications Manager for Person County.

* It shall be the duty of the County GIS Department to maintain the database required for the implementation of the aforementioned maps. As such the County Address Coordinator and County GIS Department recognize and agree to a, separately defined, Memorandum of Understanding outlining a well regulated relationship between the two parties concerning equipment usage, data collection, data entry and data maintenance standards.

Further requests or petitions for changing street names will be filed with the Address Coordinator(s) who will then transmit such requests to the necessary departments for approval. The Address Coordinator(s) will prepare a recommendation to the County Board of Commissioners for each request within sixty (60) days of its filing. The County Commissioners shall schedule a time to hold a public hearing on the matter.

Pursuant to General Statutes of North Carolina GS 153A-238 and G.S. 153A-239.1(a), the County Commissioners shall at least 10 days before the day of the public hearing, cause notices of the time, place and subject matter of the hearing to be prominently posted at the county courthouse and in at least two public places in the township or townships where the said street is located, and shall publish a notice of such hearing in a newspaper of general circulation published in the county. The Address Coordinator(s) responsibilities are:

- A. Assigning address numbers for houses and buildings of any kind within the jurisdiction of the county.

- B. Keeping a record of the date, copy of the notation, and the address to which the new address was assigned.
- C. Recommending change of existing addresses when necessary to facilitate house numbers along a street. (Houses and buildings will be numbered according to a lineal system in which all numbers are assigned consecutively from the beginning of a street along its length to its end without regard to how it integrates with the rest of the rural area.)
- D. Designating individual unit addresses within the multiple housing units in conformity with this Ordinance (Apartment Complexes and Mobile Home Parks).
- E. Ensuring that all streets which require naming have street identification signs, and that all signs are uniform in construction, that all signs are placed at proper locations and properly installed, and that all signs that are either destroyed or lost are reinstalled in a timely manner.
- F. The Address Coordinator(s) will compile a database of official addresses for each property or building in conjunction with the County Tax Department.
- G. The Address Coordinator(s) will be responsible for compiling the Master Street Address Guide (MSAG) as required for E911 Database.
- H. The Address Coordinator(s) will be the agent assigned for all activities necessary for the interpretation and administration of this Ordinance.

Article IV. New Street Naming

SECTION 401. Street Names

The names of streets currently in place and listed in the current Master Street Address Guide (MSAG) that are located within the jurisdiction of Person County, whether public or private shall not be changed by any methods except those set forth in this ordinance. A copy of this ordinance and a list of street names shall be forwarded to the Department of Transportation pursuant to G.S. 153A-239.1.

SECTION 402. New Street Names

- A. No new public or private streets shall be named without review and approval of the Address Coordinator(s).
- B. The name of any new street, whether it is public or private, shall not duplicate or be phonetically similar to any other street name in the entire county; including municipalities.
- C. Directional names cannot be part of any street or street name (examples - WESTOVER RD or NORTHFIELD DR are not acceptable).
- D. Alternate spelling and homonyms (dear and deer) are not acceptable. All street names must use the common spelling as found in a standard dictionary.

- E. Street names must not contain any punctuation or symbols. Only letters of the alphabet and blank spaces may be included in street names.
- F. Names that are numbers must be expressed as alphabet (spelled out) and not numeric (for example, Second Street is acceptable, not 2nd Street, because of the MSAG setting in E911 Database). State and federal highways numbered are not to be used as names.
- G. New subdivision streets, Apartment Complexes, and Mobile Home Parks whether public or private, shall be named when created through the subdivision process in accordance with those procedures outlined in the Person County Subdivision Ordinance.
- H. Private streets, shall be required to be named and structures addressed off of when they meet the minimum standard of serving at least three (3) households and having a length of 200ft or greater.
- I. Those people who live on private streets that do not meet these minimum standards may be addressed off the public street from which it intersects.
- J. This subsection shall not apply to the extension of existing streets, which should whenever possible be given the same name.
- K. "EXT" is not to be used as a suffix when a street is extended. Instead the name remains the same and the address range extended to accommodate the new section or street.
- L. Any roads or streets that make a directional change at an intersection of 90 degrees must have a unique name after each directional change.
- M. Abbreviations of the main title of the street or road name cannot be used except for the following streets (MT for Mount, ST for Saint, NC for North Carolina, I for Interstate, and US for United States.)
- N. A Street with one name shall serve all multifamily dwelling complexes, including apartment complexes, townhouses and condominium developments, and other similar uses unless the Address Coordinator(s) finds that, in the interest of public safety, the naming of more than one street in or near the development is warranted.
- O. Street names must be limited to a maximum of twenty-one (21) characters to aid in keeping sign manufacturing costs to a minimum.
- P. Only one name may be assigned along a continuous roadway. Where permanent breaks in a street exist, a new name must be assigned to each segment. A permanent break may consist of but is not limited to a river, stream, and / or intersecting street where continuous access is not available between the two (2) segments without using another street.

- Q. Approved street name suffixes may not be used as part of a street name (examples - DEER RUN DR or EAGLE WAY CT are not acceptable)
- R. Owners and / or developers of subdivision roads shall be responsible for the purchase of road sign(s) at a cost established by the board of commissioners and collected by the county Planning and Zoning Department. This fee will be established in the annual county budget. The developer shall pay the fee to the county for required street name signs prior to final plat approval. Street name signs shall be erected at each street intersection where said streets having three or more lots are proposed for development. The county will purchase and erect the street name signs in accordance with the Manual of Uniform Traffic Control Devices for Streets and Highways 2009 edition, as amended:

Public Street Sign Color and Reflective Letters - Color of signs, white lettering on reflective Green background

Private Street Sign Color and Placement - Color of signs, white lettering on Blue reflective background. Street name signs installed in areas, which have not been dedicated to public use

SECTION 403. Subdivisions with Proposed New Streets

For all subdivisions which are developed in conformance with the Person County Planning Ordinance and Subdivision Regulations and in which new streets are proposed, the following items must be submitted to the Addressing Coordinator for approval before any property can be subdivided and recorded:

- A. A scaled map of the overall tract illustrating street layout,
- B. The name proposed for each street identified on the map, and
- C. An alphabetical list of the proposed street names, together with an alternate name for each name proposed.

The Addressing Coordinator will review the proposed street names for duplication and for overall compliance with the street naming and numbering policy. The approved street names shall be included in the final plat submitted for recordation. **Note:** Planned and approved subdivision streets that are designed and constructed to NC State Department of Transportation standards will be recorded and marked as public roadways.

SECTION 404. Street Suffixes

The following street name suffixes and their official abbreviations must be used in the naming of new roads and streets:

AV = Avenue- Any thoroughfare that is continuous and not limited to a single subdivision.

PT = Point- Street adjacent to a waterway.

BLVD = Boulevard- Street with a landscaped median dividing the roadway.

RD = Road- Any thoroughfare that is continuous and found mainly in the rural area of any county.

CT = Court- Permanently dead-end street or terminating in a cul-de-sac, not longer than 600 feet in length.

RUN = RUN-A straight street in an undeveloped area.

CIR = Circle- Discouraged but allowed, at discretion of the Address Coordinator(s).

ST = Street- Any thoroughfare that is continuous and used mainly in city and town.
 DR = Drive- For a curving, continuous thoroughfare. This is the default suffix.
 SQ = Square- Central Square set up for centralized development.
 HWY = Highway- State, Interstate, or Federal Highway.
 TER = Terrace- Curvilinear street of less than a 1,000 feet.
 LN = Lane- A minor street.
 TRC = Trace- Small community Street.
 LOOP = LOOP- Street that loops around and terminated onto itself.
 TRL = Trail- Street serving as a collector for one or more local thoroughfares.
 PKWY = Parkway-Collector or arterial street with a raised median.
 WAY = Way- A curvilinear street.
 PL = Place- For a permanently dead-end street ending in a cul-de-sac, not longer than 660 feet in length.

SECTION 405. Street Directionals

Street Directionals can be used with the approval of the Address Coordinator(s) based on the following standards:

- A. Directions must be placed ahead of the street name in a separate field separate from the street name (for example, E SMITH ST).
- B. Directionals cannot be used as a suffix or placed after the street name.
- C. Directionals must be used in a complimenting set. If a North directional is used there must also be a South directional. If an East directional is used their must be a West directional.
- D. The prefix "N" (for North) shall be used for the northern portion of roadways having the same name.
- E. The prefix "S" (for South) shall be used for the southern portion of roadways having the same name.
- F. The prefix "E" (for East) shall be used for the eastern portion of roadways having the same name.
- G. The prefix "W" (for West) shall be used for the western portion of roadways having the same name.

SECTION 406. Renaming Streets

Official Street Renaming Process in Person County's. Existing street names may be changed for just cause. Examples of just cause are:

- A. Property owners who want to have the name of a public or private street changed must submit a petition to the Address Coordinator(s) for verification. In addition to complying with Section 402 of this Ordinance the street name must comply with GS 147-54.7. The Address Coordinator(s) will make recommendations to the Person County Board of Commissioners after the following additional criteria have been met:

1. A petition should include the existing street name, the proposed street name, and the reasons why the person(s) are requesting the change, the signatures of 75% of those persons owning property adjacent to the street, and 75% of street frontage.
 2. In renaming streets, no requests will be considered that is a duplicate or phonetically similar to any existing street name already established by this Ordinance, any subsequent ordinances, and amendments thereto or within a municipality, city or town located in Person County, irrespective of the use of a suffix such as street, drive, place, court, etc.
 3. The Address Coordinator(s) shall request a public hearing date be set by the Person County Board of Commissioners and cause the same to be advertised pursuant to G.S. 153A-239.1(a).
 4. Upon approval of the petitioned street name, by the Address Coordinator(s) and Board of Commissioners, the petitioners shall pay to Person County the cost of purchasing the new signs and erecting them.
- B. In the event an existing street name has jeopardized the public's health, safety, or general welfare by impeding timely emergency response, or in the event an existing street name reasonably could be perceived to jeopardize the public's health, safety, or general welfare by impeding timely emergency response.

SECTION 407. Street Renaming Guidelines and Limitations

When having to rename one of the streets with similar names consider the following circumstances:

- A. In naming or renaming a public street, the county may not change the name, of any street name given to a street by the Department of Transportation unless the Department of Transportation agrees to such changes. The Address Coordinator(s) and Board of Commissioners shall not change any number assigned to a street by Department of Transportation. The Address Coordinator(s) and Board of Commissioners may give the street a name in addition to its DOT Number.
- B. Largest Impact - In most cases, the street with the larger number of homes, dwellings, or commercial structures along the roadway should have priority and retain the name in order to minimize the number of people affected.
- C. Oldest Street - When renaming either of the two streets will have an equal impact, the street that has been consistently signed for the longest period of time should retain the name.
- D. Historical Significance - In some cases, the street with a name of historical significance should retain the disputed name.

SECTION 408. Notice

The Address Coordinator(s) shall give notice following naming, or renaming of a public or private street, assigning or reassigning street addresses on a public or private street(s), to the local Postal Service, to any major utilities serving the addressed area, to any emergency services agency such as police, sheriff, fire departments and ambulance service with jurisdiction over the addressed area. A copy of the newly assigned addresses will be forwarded to the Person County School System, to the Board of Transportation, and to any city within five miles of the street.

Article V. Street Numbering and Address Assignment**SECTION 501. Application**

The rules and guidelines in this section are designed to facilitate the proper assignment of addresses to properties for every possible addressing scenario that occurs in Person County. Properties and structures must be assigned addresses in a logical, easy to understand manner in order to help citizens and emergency personnel quickly locate people, places and events.

- A. When to assign addresses - When the proper governing body has approved a new street it must be assigned an address range and each individual property with a building must be assigned an official address in accordance with the standards defined in this document. Addresses should not be assigned to structures that are simply accessory to another building or insubstantial in nature.
- B. Street addressing process in Person County, NC - Address block ranges will be assigned to streets shown on approved preliminary plans. Individual physical addresses must be assigned to lots and/or structures prior to approval of final plan and/or the recordation of final plat, and a copy of the final plat (preferred as an electronic file (AutoCAD or GIS File)) must be submitted to the Address Coordinator(s).

SECTION 502. Basic guidelines to follow when numbering/addressing streets

The rules and guidelines in this section are designed to facilitate the proper assignment of addresses to properties for every possible addressing scenario that occurs in Person County. Properties and structures must be assigned addresses in a logical, easy to understand manner in order to help citizens and emergency personnel quickly locate people, places and events.

- A. Address Ranges - All required structures shall be assigned up to a five-digit number. No address range in Person County shall conflict with another address range in a contiguous locality. For those rare duplicate street names in the county, the address range will be different for each street. The range will be assigned consecutively for all duplicate street names; however, the numbering of the second street will have a break of a minimum of one thousand (1,000) addresses.
- B. Addressing Interval - Building numbers shall be assigned consecutively so that a new address is created ideally every 5.28 linear feet. Addresses will be assigned at the point of access or to a structure point along the front of the structure. If the driveway enters from the side or rear of the property, the structure shall be addressed on the street that it fronts at the approximate middle of the structure.

- C. Even and odd numbering. Odd numbered addresses shall be assigned to the left in the direction of increase and even numbered addresses shall be assigned to the right in the direction of the increase.
- D. Each mobile home within Mobile Home Parks shall be assigned a primary 911 address. Addresses shall be assigned from internal drives, using even and odd addressing. A Mobile Home Park owner may assign lot numbers, but the lot number shall not be used in the address of the lot.
- E. Addresses in Sequential Order. All addresses need to be in sequential numeric order, always increasing from the point of origin, and should numerically balance on both sides of the street.
- F. Addresses will be established as whole numbers and will not have fractions or decimals of a number.
- G. Vacant Properties shall, upon request, be assigned addresses pre-development for location purposes only, but once development occurs may have to be readdressed based on the final layout or plan.

SECTION 503. When a street must be renumbered - Official Street Renumbering Process in Person County

It shall be the duty of the Address Coordinator(s) from time to time, and upon request, to review street number assignments, resolve conflicts in numbers assignment reassign numbers or propose any changes which, in their opinion, are necessary. When due to conflicts, change in character or amount of occupancy of any block, and it becomes necessary to assign and reassign numbers within that block, it is the authority and responsibility of Address Coordinator(s) to assign approved numbers to the owners and tenants of each building involved. The Address Coordinator(s) will then notify the local postmaster having jurisdiction over that area of the address change.

- 1. Administration - When renumbering a street it shall be renumbered in accordance to the numbering rules in this document and in anticipation of possible future changes. Individual numbers can be changed by the Address Coordinator(s) and do not have to go through the process of a public hearing. When renumbering whole or large sections of streets the Address Coordinator(s) notifies all adjacent property owners of the proposed street numbering change. A public hearing is then scheduled to discuss the proposed street numbering. At least 10 days before the hearing, a notice of the subject matter shall be posted in the county courthouse, and in the local newspaper for general circulation within the county.
- 2. Basic guidelines to follow when renumbering a street - Existing addresses may be changed for just cause.

Examples of just cause are:

- A. Government Initiated Address Reassignment To Secure the Public's Health, Safety and General Welfare. In the event an existing Address has jeopardized the public's health, safety, or general welfare by impeding timely emergency response, or in the event an existing street name reasonably could be perceived to jeopardize the public's health, safety, or general welfare by impeding timely emergency response.
- B. Area where no addresses were left for vacant lot(s) or new development.
- C. If the Street Name has officially been changed.

SECTION 504. Display of street address numbers

The owner, occupant or agent of the affected house or building shall place or cause to be placed upon each house or building the numbers assigned under the addressing system as provided in this article. The following criteria must be used to properly display the number:

- A. The cost of the number shall be paid for by the property owner and may be procured from any source (example: hardware store). Such number or numbers shall be placed on existing buildings within 30 days from the date of notification.
- B. The numbers shall be conspicuously placed immediately above, on, or at the side of the proper door of each building so that the number can be seen plainly from the street on which the number is based. Whenever any building is situated or is more than one hundred (100) feet from the street front, and the number is not clearly discernible from the street line, or vision of the building from the streets is otherwise obscured, the number assigned shall be placed on a sign (minimum of six inches (6) x eighteen inches (18)) attached near the walk, driveway or common entrance to such buildings, and affixed upon the gatepost, fence, post or other appropriate place so as to be easily discernible, and clearly identifies the entrance to a property. Alternatively, numbers can be posted on an individual US mailbox or US mailbox stand/post for the building if:
 - 1. The US mailbox is distant and separate from any other US mailbox so as to eliminate confusion as to specific ownership, and;
 - 2. The US mailbox is located adjacent to the driveway or access to said house or building, and;
 - 3. That said house or building numbers are affixed to the US mailbox or US mailbox post/stand in such a manner as to be visible and readable from any and/or all directions from the road or street which it fronts, and;
 - 4. That said house or building numbers on the US mailbox or US mailbox post/stand are no less than three (3) inches in height.

Numbers painted or stenciled on the curb shall not be a lawful substitute for the display of address numbers prescribed by this section.

- C. Address numbers must be a minimum of six (6) inches in height for residential uses and shall be placed on the front of the building facing the street or on the end of the building nearest the street so as to be visible from the street on which the property fronts.
- D. Numbers for multiple dwelling units and nonresidential buildings shall be at least ten (10) inches in height and shall be placed on the front of the building facing the street or on the end of the building nearest the street in which the building is accessed.
- E. All numbers must be made of a durable, clearly visible material and must contrast with the color of the house, building, or other structure. Reflective numbers for nighttime identification are strongly recommended.

- F. When a property, (House or Buildings) is built on a corner lot. The address shall be assigned, from the street that the building faces (front of the house).
- G. Address numbers should be plain block numeric numbers and not in alpha print or any type of script writing.
- H. The Address Coordinator(s) or the Person County Board of Commissioners will have the right to authorize and approve alternate methods of displaying house numbers on existing and new structures that meet the intent of this Ordinance.

Article VI. General Standards

It shall be unlawful for any person(s) without the written consent of Person County to:

- A. Name or designate the name of any public road, neighborhood public road, private subdivision street or private mobile home park road, in the unincorporated areas.
- B. Erect any street sign on any public road, neighborhood public road, private subdivision street or private mobile home park road in the unincorporated areas of Person County, without the written approval of the Person County Planning and Zoning Department.
- C. Erect any street sign on any roadway, public or private, in Person County, which does not meet the current County sign specifications.
- D. Remove, deface, damage, or obscure any number or sign in the jurisdiction of this Ordinance.
- E. Number or assign a number to any structure without the written approval of Person County.
- F. Name a private street or road which duplicates or is substantially similar to the name of an existing street or road within Person County.

Article VII. Enforcement

- A. Owners of proposed buildings and buildings already constructed will be required to comply with this ordinance. Those person(s) who do not comply with this ordinance will be notified, in writing specifying the nature and extent of the non-compliance, and requested by the Address Coordinator to meet the requirements within 30 days from the date of notification delivery. If the owner does not comply voluntarily with this Ordinance within 30 days of receiving delivery of the notice by registered or certified mail or by hand delivery, enforcement action pursuant to G.S. 153A-123 may be initiated. A fine of twenty-five dollars (\$25.00) shall be imposed on the property owner for each day that the address is not posted.
- B. No building permit shall be issued until an official address has been assigned for a lot.

- C. The certificate of occupancy for any structure erected, repaired or modified after the effective date of this Ordinance shall be withheld by the Inspections Department until the address is posted on the structure as outlined in this Ordinance.
- D. Any violation of the provisions of this Ordinance not specifically addressed in Article VII A., shall be guilty of a misdemeanor and shall be subject to a fine of not more than fifty dollars (\$50) or imprisonment of not more than thirty (30) days, as provided by North Carolina General Statutes 14-4C. Violations of this Ordinance may also be subject to further civil remedies as set forth in North Carolina General Statutes 153A-123.

Article VIII. Appeals

Appeals of proposed street renaming/renumbering, individual addressing number changes or denial of a street name request must be filed with the Address Coordinator, in writing, within thirty (30) days of written notification of required owner action. In the event of a denial of an appeal by the Address Coordinator(s), individuals affected by proposed changes or denials may file a final appeal to the Person County Board of County Commissioners. This final appeal must be filed in writing within 30 days of the denial with the Address Coordinator(s) and will be placed on the next available Board of County Commissioners meeting agenda.

Article IX. Amendment Procedure

The provisions of this ordinance may from time to time be amended, supplemented, changed, modified, or repealed by the Board of Commissioners. The Person County Board of Commissioners, upon review and recommendation of the Address Coordinator(s), may also authorize a variance from these regulations when in its opinion the interests of the public would best be served by such variance.

Article X. Liability

Person County, its officers, agents or employees, together with any person following their instructions in rendering services, are not liable for civil damages as a result of an act or omission under this Ordinance, including but not limited to, developing, adopting, operating, or implementing an addressing system or plan. Person County will not be held responsible or liable from owners or occupants for personal injury or damage to buildings or dwellings constructed which do not comply with this ordinance.

Article XI. Separability

All provisions in other Ordinances for Person County in conflict with this Ordinance are hereby repealed. Should any section or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decisions shall not affect the validity of the Ordinance as a whole, or any part thereof other than the part so declared to be unconstitutional or invalid.

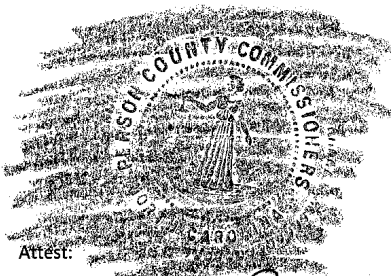
Article XII. Conflict

Insofar as the provisions of this Ordinance are inconsistent with the provisions or any other law except a provision of state or federal law, the provisions of this Ordinance shall control.

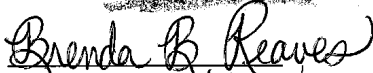
Article XIII. Effective Date

This Ordinance shall take effect upon final adoption by the Person County Board of Commissioners.

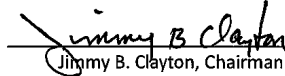
Adopted, this the 23rd day of September, 2013.



Attest:


Brenda B. Reaves, Clerk to the Person
County Board of County Commissioners

PERSON COUNTY
BOARD OF COMMISSIONERS


Jimmy B. Clayton, Chairman

NEW BUSINESS:

MEMORANDUM OF UNDERSTANDING BETWEEN PIEDMONT COMMUNITY COLLEGE AND PERSON COUNTY GOVERNMENT FOR THE USE OF SPACE AT THE FORMER HELENA SCHOOL SITE:

County Manager, Heidi York along with Piedmont Community College (PCC) President, Dr. Walter Bartlett requested Board consideration to approve a Memorandum of Understanding between PCC and Person County for the use of space referred to as the Timberlake Building at the former Helena School site. Dr. Bartlett told the group that the intent is for PCC to hold college courses at the former Helena School Site beginning on October 17, 2013 in the same space previously used some years ago. Ms. York noted the proposed Memorandum of Understanding is for a period of five years and lays out the responsibilities of the two parties; the County will maintain the exterior of the building, i.e. roof, lawn, heating system, sewer, lights, parking lot, sidewalks as well as maintain property and liability insurance on building; PCC will have responsibility for any renovations to the interior of the building with any such up-fits or renovations approved by the County, cleaning of the facility, electrical and plumbing repairs, all exterior glass breakage, installation and maintenance of all telephone, computer, security systems and window air conditioner units as well as to maintain property damage insurance on the contents of the building and liability insurance coverage for injury to PCC staff and/or third parties inside the building and the parking lots.

Ms. York told the group the newly formed Steering Committee for the old Helena School site will be meeting on Friday, September 27, 2013.

Ms. York stated PCC would become the third tenant at this site, along with Person County Emergency Medical Services and the Person County Sheriff's Office, both county satellite offices to be in place at the site later this winter.

Dr. Bartlett stated only one of the four classrooms in the building will be used in October for emergency medical training courses.

Commissioner Newell asked Dr. Bartlett the limit amount of liability to which Dr. Bartlett estimated at \$3 million.

A **motion** was made by Commissioner Puryear and **carried 5-0** to approve the Memorandum of Understanding between Piedmont Community College and Person County Government for the use of the space referred to as the Timberlake Building at the former Helena School site.

MEMORANDUM OF UNDERSTANDING
Between
Piedmont Community College and Person County Government

Piedmont Community College, hereinafter referred to as PCC, and Person County Government, hereinafter referred to as the County, enter into this memorandum of understanding in regards to the use of the Timberlake Building at the former Helena School site as set out below.

I. The County agrees:

- A. To allow PCC to occupy the aforementioned building on the former Helena School site campus for the purpose of course instruction beginning October 1, 2013 for a term of five years. Thereafter, there will be an automatic annual renewal unless either of the parties notifies the other of intent not to renew in writing delivered at least 30 days before the end of the previous term.
- B. To maintain the exterior of the Timberlake building on the former Helena School site campus including lawn care.
- C. To maintain the structural integrity of the Timberlake building including roof repairs/replacement.
- D. To maintain property and liability insurance on the Timberlake building.
- E. To be responsible for replacement or repairs of the heating system.
- F. To be responsible for the County owned sewer lines, to the point that they enter the building.
- G. To be responsible for and maintain current outside lighting with agreement that additional lighting will be explored and negotiated.
- H. To be responsible for maintenance of the parking lots and sidewalks.

II. PCC agrees:

- A. To renovate the interior of the Timberlake building for occupancy. Any planned upfits/renovations must be approved by Person County's General Services Director. Any permanent fixtures or renovations that are made to the Timberlake building shall become the property of the County at the time of dissolution of this agreement.
- B. To maintain the interior of the Timberlake building including cleaning, maintenance, electrical and plumbing repairs.
- C. To be responsible for all exterior glass damage/breakage.
- D. To install and maintain all telephone, computer and security systems needed by PCC.
- E. To maintain property damage insurance on the contents of the building and liability insurance coverage for injury to PCC employees and/or injury to third parties or damage to property of third parties that occur in relation to the Timberlake building including the parking lot.
- F. To be responsible for the window air conditioner units.

III. Attest:

IN WITNESS WHEREOF, the parties have hereunto set their hand and affixed their seals the day and year first written above.

Heidi Lynn 9/23/13
Person County Manager Date

President, PCC Date

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Angie Wehling 9-23-13
Person County Finance Director Date

VP, Admin Services, PCC Date

September 23, 2013

PERSON COUNTY TOURISM DEVELOPMENT AUTHORITY ANNUAL REPORT:

Person County Tourism Development Authority (TDA) Director, Margaret McMann presented to the Board a report highlighting the past year as well as a preview of the upcoming year as reflected in the Person County Tourism Development Authority 2012-2013 Annual Report.

Ms. McMann acknowledged one of the County's TDA appointees, Tommy Winstead, present in the audience, noting he was appointed Chair of the TDA on July 1, 2013.

Ms. McMann noted this year has been a very good year for Person County in spite of the still recovering economic situation. Tourism remains a strong industry in North Carolina and is the 6th most visited state in the United States. Visitors to NC spend \$53 million dollars per day. Ms. McMann stated Person County had an increase of 4.4 percent in domestic visitors to and within Person County when the visitor spending was \$32.8 million. Ms. McMann noted the projected net revenue was estimated at \$170,000 from the occupancy tax and to which \$179,270 was actually collected.

Ms. McMann passed out the new 2013 NC Travel Guide as well as promotional items that have become very popular with several of the events held in Person County.

Ms. McMann noted the 5K run/walks, professional disc golf tournament, family reunions, weddings, and high school reunions are still big weekend business in Person County. The business travel continues to be the major weekday market. TDA has continued to help support festivals, special events, outdoor events such as the 5K run/walks, the triathlon, beach music festivals, bluegrass music festivals as well as the activities happening in uptown Roxboro noting partnerships with other organizations continues to work well. Major contributions have been made to projects such as the Main Street Pavilion at Merritt Commons, the Amphitheater at Mayo Lake, the Education Center at Mayo Lake and the Kirby Re-Birth project in uptown Roxboro with a pledge of \$20,000. Ms. Mann stated TDA gave out \$25,000 in grants; funding to the Museum was just over \$30,000 and Mayo Lake received \$20,000 for their programs and capital improvements they were making at the Lake in order to host many different types of tournaments; i.e. volleyball, horseshoes, triathlons, 5K run/walks and fishing. Ms. McMann stated the Lakes, Mayo and Hyco, is the major attractors to Person County and brings in the most out of town visitors.

Ms. McMann noted plans to enhance TDA's website and social media marketing this year and more money budgeted for electronic marketing as well as working on a new branding program, to assisting in attracting not only more visitors to the area, new businesses that will enhance the quality of life for the residents and the visitors.

Ms. McMann confirmed for the Board that the additional 1% occupancy tax as requested by the Board of Commissioners represents the funding to the Museum noting legislative action mandates distribution to the Museum, lakes, and festivals. Ms. McMann stated additional funding to the Museum over the 1% distribution would be possible through an application for TDA grant funding projects.

Ms. McMann gave examples to the group of quality of life activities which included outdoor activities, tours to historic and business sites, restaurants, unique shopping, boating and swimming at the lakes. Ms. McMann stated TDA did provide a letter of support for the aquatic center when the plan included a competition six-lane pool for tournaments, however when the plans changed to a four-lane pool, she could no longer support the concept noting the local hotels and community pools were available in addition to the lakes. Vice Chairman Jeffers noted the County did not have an indoor swim area nor were there designated swim areas at the lakes due to no lifeguards being on duty, further noting County residents would have to travel to Hillsborough for that type of facility.

Commissioner Puryear thanked Ms. McMann for the great job of promoting Person County.

YEAR-END ADJUSTMENT FOR PERSON COUNTY TOURISM DEVELOPMENT AUTHORITY:

Finance Director, Amy Wehrenberg reported a prior year budgetary adjustment for Fiscal Year 2013 that is required by Statute when one primary area of the Budget Ordinance (in this case, Transfers to Other Funds) is over budget at fiscal year-end. Ms. Wehrenberg stated the last three months of occupancy tax came in strong (as did sales tax), and caused the final collections amount to be above budget by \$9,271. Ms. Wehrenberg explained this is not a problem except for the fact that Person County transfers occupancy tax collections to the Person County Tourism Development Authority (PCTDA), which in this case, caused the expense line item, "Transfer to the PCTDA", to be over budget. Ms. Wehrenberg noted since Transfers are always spent out at fiscal year-end, there was no available budget in other Transfer lines to cover this within the "Transfers" segment. Therefore, the Finance Department was required to prepare a year-end budgetary adjustment to cover this expense. Ms. Wehrenberg confirmed this action s does not involve a fund balance appropriation but increasing the budget for the occupancy tax collections revenue, and increasing the budget for the Transfer Out to the PCTDA.

Ms. Wehrenberg told the Board this year-end adjustment is not a budget amendment to be approved by the Board since it is a required statutorily year-end adjustment, but it does require reporting the adjustment to the Board.

Commissioner Puryear suggested the over budgeted revenue be used to fund fireworks.

BUDGET TRANSFER/AMENDMENT

Date: 6/30/2013

Department Head/Elected Official: Amy Wehrenberg

Department: Transfers to Other Funds

Type of Transfer: Internal Transfer Within Department
Between Functional Areas of Same Fund (Up to \$10,000)
ITS Fund Transfer
X Prior Year Budget Amendment (by Finance Director only)



ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Revenues: \$ Incr/(Decr)	Expenditures: \$ Incr/(Decr)
General Fund:			
100-322000	Occupancy Tax Collections	9,271	
1009821-401079	Transfer to P.C. Tourism Develop Authority		9,271
Explanation:	Per G.S. 159-25, I am exercising the authority given to me as Finance Officer to perform an adjustment to the budget for FY 2013 in order to remain compliant with generally accepted principles of government accounting and the Budget Ordinance as approved by the Board of Commissioners. The receipt of excess occupancy tax revenues in FY 2013 over what was budgeted caused the Transfers to Other Funds (via the Transfer to the PCTDA) segment to be overbudget at fiscal year end. Since this is a designated segment of the Budget Ordinance, an adjustment is required to keep this area within the budgeted authority.		

September 23, 2013

JUVENILE CRIME PREVENTION COUNCIL:

Clerk to the Board, Brenda Reaves presented two applications for Board consideration for appointment noting Juvenile Crime Prevention Council (JCPC) members have recruited the following two applicants to fill two of the current vacancies:

- 1) Joan Kister to represent Person County Schools
- 2) Chasity Davis to represent mental health

Ms. Reaves requested Board nomination for appointment each effective immediately with a term to expire December 31, 2015. Both applications are showing a residence out of the county, therefore Board consideration to grant full voting authority.

A **motion** was made by Commissioner Blalock and **carried 5-0** to appoint Joan Kister as the Person County Schools representative and Chasity Davis as the mental health representative to the Juvenile Crime Prevention Council each with a term to expire December 31, 2015 with full voting authority.

PIEDMONT CONSERVATION COUNCIL:

Assistant County Manager, Sybil Tate informed the Board that the Piedmont Conservation Council has expanded its service area to include Person County. The Piedmont Conservation Council provides grant writing and project management services for community projects, such as writing farmland preservation plans.

Ms. Tate stated the Piedmont Conservation Council needs representatives from Person County to attend its regularly scheduled meetings and Executive Board meetings. Claudia Berryhill, current member of the Soil & Water Board and Will Brooks, current staff in the Planning Department have both expressed interest in representing Person County at the Piedmont Conservation Council meetings.

Piedmont Conservation Council, Inc. is an independent, non-partisan, non-profit organization that is community-based and regionally-focused. Since its inception the organization has effectively carried out its mission to leverage people and resources for innovative projects that promote conservation and sustainable communities. The Piedmont Conservation Council addresses natural resource conservation and economic development issues in its service area, which includes Alamance, Caswell, Chatham, Durham, Guilford, Orange, Randolph, Rockingham and Wake Counties of North Carolina. In April 2013 Person County became the newest member of the coverage area.

Piedmont Conservation Council was established in 1967, authorized by Congress in October of 1968, incorporated in 1986, and received 501(c)(3) status in March of 1987 as well as a part of the Resource Conservation & Development (RC&D) program, which was a service of the USDA until defunded in April 2011. Piedmont Conservation Council continues to thrive and serve communities as a completely independent organization.

The Council is made up entirely of volunteers who wish to bring about opportunities to help communities develop innovative solutions for natural resource management. Members of the Council are representatives of county leadership, planning departments, soil and water districts, natural resource practitioners, innovative private businesses, and concerned citizens. The Council takes economic development and conservation from plan to practice through project management, grant writing, and community involvement. Projects are aimed to promote: Economic Development, Community Improvement, Job Creation/Retention Natural Resource Conservation and Management, Water Quality, Farmland Preservation, Recreation and Tourism. The Council seeks to promote equity, access, and inclusiveness to all persons for all programs and services; without regard to race, gender, age, ethnicity, socioeconomic status, marital status, or disability.

Mr. Jacob Leech, Piedmont Conservation Council Project Manager, presented more information about the organization and the types of projects that other counties have implemented.

Person County: Welcome to



Brief PCC
Background



PCC Background

- RC&D Program Established in 1960's; PCC created in 1968
- Incorporated as a non-profit in 1986
- Fully independent in 2011
- Hundreds of projects throughout north central piedmont
- Includes Alamance, Caswell, Chatham, Durham, Guilford, Orange, Randolph, Rockingham, Wake, and now PERSON Counties.



PCC Project
Highlights



CW Stanford Middle School

- Innovative stormwater BMPs for the school, for water quality and education
- CWMTF award in 2011
- Key partners: Orange County School Board, Orange County Soil & Water, Orange County Stormwater Services
- Total project value: \$448,000



Rainwater retention pond – approximately 400,000 gallons of storage. Predicted to save the school \$131,000/year in potable water costs to irrigate their sports fields.

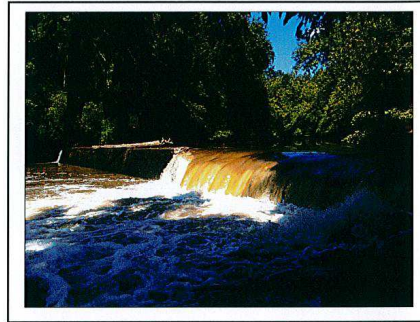


One of two bioretention areas – captures runoff from the middle school roof and bus parking lot. Partnerships with the schools and Duke University to analyze samples downstream before and after.

Lassiter Mill Dam Removal

- Located in Randolph County on the Uwharrie River
- 12 ft. tall, 200 ft. long with 4 mile stream impoundment
- Opens 173 miles of additional stream for American Shad, benefits multiple endangered species
- Key partners: US Fish & Wildlife, American Rivers, Fish America Foundation, private landowner
- Total funds raised: \$354,000 – will remove 3 dams!





Caswell County Wick Applicator

- Purchased and provided training for shared equipment to apply herbicides in small, targeted areas of crop fields
- Saved farmers money and reduced herbicide application in a sensitive watershed
- Partnered with Caswell Co. Farm Bureau and Soil & Water Conservation District
- \$10,000 grant from Rural Advancement Foundation International (RAFI-USA)

Caswell County Farmland Protection Plan

- Farmland Protection Plans provide decision makers with a road map to develop and preserve the agricultural industry.
- \$15,000 grant from NCDACS Agricultural Development and Farmland Preservation Trust Fund.
- \$2,500 match from Caswell Co. Farm Bureau.
- \$5,000 in-kind from Caswell County personnel.

Other Projects

- Guilford County Farmland Protection Plan (completed 2012)
- Alamance Community College stormwater retrofits (completed 2013)
- Regional Incubator Farm in Guilford County (ongoing)
- Fab Lab Carolinas (ongoing)
- Durham Ag Center Green Roof (ongoing)

What does it mean to be a member county of PCC?

Meaning of Membership

- Opportunity to leverage PCC connections and resources for projects in Person County
- An excellent tool for grants and projects that aren't a good fit for the County to manage, but good for the community
- 2-3 representatives from your County
- Full Council meetings (all reps) are quarterly
- Executive Council (one rep) meetings are monthly

Vice Chairman Jeffers stated a farmland protection plan is a need and a goal for Person County. Kim Woods, Cooperative Extension Livestock Agent and current interim Cooperative Extension Director, stated the importance for Person County to consider a farmland protection plan noting it is a guided plan to existing local lawmakers for development and support to industry going forward. Ms. Woods noted the Voluntary Agriculture Districts cover over 13,000 acres of land in Person County.

Ms. Gail Hughes, Executive Director of the Orange County Soil and Water Conservation added that Piedmont Conservation Council is a grassroots organization that allows an opportunity for all counties within the region to bring ideas for projects. Mr. Leech stated the Council will review and discuss projects, investigate fundraising efforts with grants, manage projects as well as grant reporting.

Board members thanked the group for their informative presentation and were appreciative that Ms. Berryhill and Mr. Brooks were interested in representing Person County at the Piedmont Conservation Council's quarterly meetings.

UTILITY EASEMENT REQUESTED BY DUKE ENERGY PROGRESS:

General Services Director, Ray Foushee explained to the Board that due to the construction of the NC Highway Patrol Communication tower on County property (at the corner of Wesleyan Heights Road and Critcher Wilkerson Road), Duke Energy Progress is requesting that the County grant them a utility easement from road right-of-way to said tower. Mr. Foushee requested the Board to approve the Utility Easement requested by Duke Energy Progress. Mr. Foushee stated the tower had been constructed and equipment was currently in process of being installed.

A **motion** was made by Commissioner Puryear and **carried 5-0** to approve the Utility Easement at the corner of Wesleyan Heights Road and Critcher Wilkerson Road as requested by Duke Energy Progress for road right-of-way to the NC Highway Patrol Communication tower.

EASEMENT

NORTH CAROLINA

PERSON COUNTY

THIS EASEMENT made this 23rd day of September, 2013, from PERSON COUNTY, North Carolina, a body corporate and politic, hereinafter referred to as GRANTOR (whether one or more), to DUKE ENERGY PROGRESS, a North Carolina public service corporation, hereinafter referred to as DEP;

WITNESSETH:

THAT GRANTOR, for and in consideration of the sum of ONE DOLLAR (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, does hereby grant unto DEP, its successors and assigns, the right, privilege, and easement to go in and upon the land of GRANTOR situated in Roxboro Township of said County and State, described as follows: containing 13.538 acres, more or less, and being the land described in a deed from Maple Heights Rest Home, Inc., a North Carolina corporation, to Person County, North Carolina, a body corporate and politic, dated November 7, 2005, and recorded in Book 562, page 560, Person County Registry, LESS AND EXCEPT any prior out-conveyances, and to construct, maintain, and operate electric and/or communication facilities thereon consisting of poles, cables, wires, guys, anchors, underground conduits, enclosures, and other pertinent facilities within an easement area thirty (30) feet wide for the overhead portion of said facilities and ten (10) feet wide for the underground portion of said facilities together with an area ten (10) feet wide on all sides of the foundation of any DEP enclosure, with the right to do all things necessary, including, but not being limited to, the right: (a) to enter said easement area at all times over the adjacent land to inspect, repair, maintain, and alter said facilities; (b) to keep said easement area cleared of trees, shrubs, undergrowth, buildings, structures, and obstructions; (c) to trim or cut any tree adjacent to said easement area that may, in the opinion of DEP, endanger the overhead facilities or hinder the maintenance, operation, and use of the same; and (d) to install, at angle points of the overhead facilities, guy wires and anchors outside of said easement area. The center line of the facilities shall be the center line of said easement area. DEP shall not install facilities outside of said easement area without obtaining another EASEMENT, except for those facilities that may be installed as set forth in item (d) above.

TO HAVE AND TO HOLD said rights, privilege, and easement unto DEP, its successors and assigns, forever. IN WITNESS WHEREOF, GRANTOR has caused this EASEMENT to be signed by its duly authorized officials and its official seal to be hereunto affixed, pursuant to a resolution of its governing body, as of the date first above written.

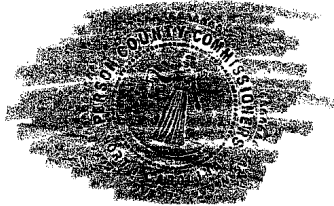
PERSON COUNTY

By: Jimmy B. Clayton
Jimmy B. Clayton, Chairman,
Person County Board of Commissioners

ATTEST:

Brenda B. Reaves
Brenda B. Reaves, Clerk

(Affix Official Seal)



September 23, 2013

RECORDS RETENTION SCHEDULE AMENDMENTS:

County Attorney, Ron Aycock noted the NC Government Records Section has published four records retention schedule amendments and requested such to be adopted by county governing bodies in an open meeting. The amendments apply to the following retention schedules: County Management, County Register of Deeds and Tax Administration. In an error by the NC Government Records Section, the County Board of Elections amendment was included however should be removed based upon the fact that the county commissioners have no jurisdiction over the matter.

A **motion** was made by Commissioner Blalock, and **carried 5-0** to adopt the records retention schedule amendments for County Management, County Register of Deeds and Tax Administration.

CONSIDERATION TO CHANGE THE LOCATION OF THE NOVEMBER 18, 2013 REGULAR SCHEDULED BOARD MEETING:

Clerk to the Board, Brenda Reaves requested Board consideration to change the location of the November 18, 2013 regular scheduled Board meeting to accommodate the number of high school students attending.

When the Board adopted its 2013 Schedule of Meetings, the location of the November 18, 2013 meeting was scheduled to be held in the Human Services Building FEMA room. Ms. Reaves stated Person County Schools' staff has recently informed County staff that the number of students participating will increase triple fold and the County Office Building Auditorium will be the appropriate site to hold the Board of Commissioners' meeting.

A **motion** was made by Commissioner Newell and **carried 5-0** to change the location of the November 18, 2013 regular scheduled Board meeting to be held in the County Office Building Auditorium to accommodate the number of high school students attending.

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 23rd day of September 2013, as follows:		
	<u>Department Name</u>	<u>Amount</u>
		Incr / (Decr)
<u>EXPENDITURES</u>	<i>General Fund</i>	
	General Government	1,416
	Public Safety	500
	Human Services	150,726
<u>REVENUES</u>	<i>General Fund</i>	
	Intergovernmental Revenues	150,000
	Other Revenues	2,642
<u>Explanation:</u>		
Public Health received a Community Transformation Grant (\$150,000) to support regional capacity building for meeting Community Transformation strategic goals; Environmental Health and General Services received insurance claim proceeds for damage to vehicles (\$2,142); and Animal Services received a grant from Wal-Mart (\$500) for animal adoption supplies and marketing costs.		

CHAIRMAN'S REPORT:

Chairman Clayton introduced Todd McGee, Public Relations Director and Chris Baucom, Communications Specialist, both staff with the NC Association of County Commissioners, present in the audience. Mr. McGee stated he and Mr. Baucom were in Person County to complete a profile on Vice Chairman Jeffers who is also president of the NC Association of County Commissioners.

Chairman Clayton highlighted the annual Farm Tour which was held September 21-22, 2013 in Person County noting the diversified farm operations that exist in our community.

MANAGER'S REPORT:

County Manager, Heidi York announced the Steering Committee for the old Helena School site will be meeting on Friday, September 27, 2013 at 1:30 pm noting a full tour of the grounds will be offered to the sixteen-member group.

Ms. York requested Board input related to holding the October 28, 2013 Community Conversations Meeting noting a location is needed to be determined. Ms. York suggested, as options, the Ceffo Fire Department or the Olive Hill Gym.

It was the consensus of the Board to schedule the October 28, 2013 Community Conversations Meeting to be held at Ceppo Fire Department starting at 6:30 pm.

Ms. York asked the County Attorney, Ron Aycock to update the Board on recent legislation affecting local government entities related to E-Verify requirements for employment and contracting with businesses.

Mr. Aycock reminded the Board the E-Verify federal law requires employers to verify employees are not illegal immigrants. Mr. Aycock stated an unanticipated effect of a veto by the Governor of NC of a legislative bill related to illegal immigrants ensued General Assembly on September 4, 2013 to override the Governor's veto thereby making the law effective. That provision prohibits counties and cities from entering into a contract unless the contractor complies with the E-Verify rules of NC General Statute 64-25 as follows: 153A-449(b) Contractors Must Use E-Verify. No county may enter into a contract unless the contractor and the contractor's subcontractors comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Mr. Aycock defined an employer as any person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. This term does not include State agencies, counties, municipalities, or other governmental bodies.

Mr. Aycock told the Board Person County will have to receive an affidavit from contractors confirming their business and their subcontractors do not employ any illegal aliens. Mr. Aycock stated the Finance Director has developed an affidavit for contractors to certify to the County that their business and, if applicable, their subcontractors 1) employs more than 25 employees and 2) complies with E-Verify program.

COMMISSIONER REPORT/COMMENTS:

Commissioners Newell, Blalock and Puryear had no report or comments.

Vice Chairman Jeffers stated at a recent Fire Chief's meeting, concerns were raised about training opportunities at Piedmont Community College being cut affecting the volunteer firemen's required hours for ongoing certification. Vice Chairman Jeffers noted the Board may have a future request to assist with certified instructors fees and/or for the Emergency Medical Services training officer to coordinate training sessions if possible.

Vice Chairman Jeffers told the group about a Gear Up mentoring grant program whereby Person High School students serve as mentors to Northern Middle School students. Vice Chairman Jeffers stated he was asked to join their advisory board to which he accepted.

CLOSED SESSION #1

A **motion** was made by Commissioner Puryear, and **carried 5-0** to enter Closed Session per General Statute 143-318.11(a)(5) to consider the acquisition or lease of real property at 10:49am with the following individuals permitted to attend: County Manager, Heidi York, Clerk to the Board, Brenda Reaves, County Attorney, Ron Aycock, Assistant County Manager, Sybil Tate, General Services Director, Ray Foushee, Person Industries Director, Wanda Rogers, Person Industries Assistant Director, Becky Clayton, Tommy Wagstaff, and Lin Cates.

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

CLOSED SESSION #2

A **motion** was made by Vice Chairman Jeffers, and **carried 5-0** to enter Closed Session per General Statute 143-318.11(a)(2) for the purpose to consult with the county attorney in order to preserve the attorney-client privilege at 11:22 am with the following individuals permitted to attend: County Manager, Heidi York, Clerk to the Board, Brenda Reaves, County Attorney, Ron Aycock, Assistant County Manager, Sybil Tate, Parks and Recreation Director, John Hill, and Alan Hicks.

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to return to open session at 11:49 am.

A **motion** was made by Vice Chairman Jeffers, and **carried 3-2** for Person County to continue to retain Alan Hicks as the county's representative related to the City of Roxboro's Board of Adjustment appeal to the next level. Chairman Clayton, Vice Chairman Jeffers and Commissioner Blalock voted in support of the motion. Commissioners Puryear and Newell cast the dissenting votes.

ADJOURNMENT:

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to adjourn the meeting at 11:50 am.

Brenda B. Reaves
Clerk to the Board

Jimmy B. Clayton
Chairman