

**PERSON COUNTY BOARD OF COMMISSIONERS**

**SEPTEMBER 21, 2015**

**MEMBERS PRESENT**

**OTHERS PRESENT**

Kyle W. Puryear

Heidi York, County Manager

David Newell, Sr.

B. Ray Jeffers

Brenda B. Reaves, Clerk to the Board

Jimmy B. Clayton

Tracey L. Kendrick

The Board of Commissioners for the County of Person, North Carolina, met in regular session on Monday, September 21, 2015 at 9:00am in the Commissioners' meeting room in the Person County Office Building.

Chairman Puryear called the meeting to order. Commissioner Kendrick gave an invocation and Vice Chairman Newell led the group in the Pledge of Allegiance.

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

Commissioner Kendrick requested consideration to add an item to the agenda to discuss Person County's Ordinance requiring Connection to Water Lines.

A **motion** was made by Vice Chairman Newell and **carried 5-0** to add an item to the agenda to discuss Person County's Ordinance requiring Connection to Water Lines and to approve the agenda as adjusted.

**RECOGNITION**

**PERSON COUNTY PREPAREDNESS MONTH 2015 PROCLAMATION:**

It was the consensus of the Board for Chairman Puryear to read and present the Preparedness Month 2015 Proclamation to Public Health Emergency Preparedness Coordinator, Michelle White and Public Health Director, Janet Clayton.

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## PERSON COUNTY PREPAREDNESS MONTH 2015

### A PROCLAMATION

WHEREAS, North Carolina weather can be unpredictable and dangerous as seen during last year's 36 tornadoes, 514 severe thunderstorms and high wind events, 172 hail storms, and 50 flood events; and

WHEREAS, Person County had a Freezing Rain Storm this past winter which resulted in thousands of dollars in damage, treacherous roads, and lost days from work and school; and

WHEREAS, Tropical Storm Ana's arrival in May highlighted the importance of being ever-prepared for emergencies; and

WHEREAS, every community, business, family and individual in Person County must be ready for natural and man-made disasters including tornadoes, flooding, hurricanes and public disturbances that might disrupt normal daily activities; and

WHEREAS, all Person County residents can take a few simple steps – making a family disaster plan, creating an emergency supply kit and staying informed – to help make preparedness and personal responsibility a priority; and

WHEREAS, Person County residents should know the risks for their area and plan accordingly, and

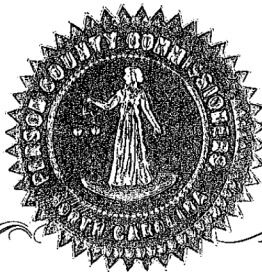
WHEREAS, Person County residents should help the elderly and those who cannot help themselves; and

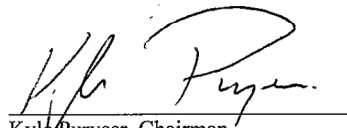
WHEREAS, Person County residents should include the safety of their pets and/or livestock in their emergency plans; and

WHEREAS, Person County, North Carolina Emergency Management and the U.S. Department of Homeland Security have collaborated to recognize September as National Preparedness Month to encourage Person County residents to be disaster ready;

NOW THEREFORE, the Person County Board of Commissioners, do hereby proclaim the month of September 2015, as “**EMERGENCY PREPAREDNESS MONTH**” in Person County, and encourage all county residents to plan and prepare weather-related and man-made disasters by assembling their emergency supply kits (<http://do1thing.com/>) and updating their emergency plans ([www.ready.gov](http://www.ready.gov) or call 1-800-BE-READY) to include registration with Flu Near You (<https://flunearyou.org/>) and CodeRed ([www.personcounty.net](http://www.personcounty.net)).

Adopted this, the 21st day of September, 2015.



  
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Kyle Puryear, Chairman

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### **INFORMAL COMMENTS:**

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

Mr. Leigh Woodall of 200 Reade Drive, Roxboro stated to partner with Granville County or any other county for solid waste disposal will be an expensive option. Mr. Woodall stated Smith-Gardner was tasked to study and recommend the least costly option to which he believed would be to renegotiate the current contract with Upper Piedmont. Mr. Woodall told the group that the Local Government Commission houses data related to solid waste expenses.

Ms. Betty A. Blalock of 144 Tirzah Ridge, Rougemont stated how the City of Roxboro did not want to recycle but wanted the County to take their trash.

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

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

- A. Approval of Minutes of September 8, 2015,
- B. Budget Amendment #4,
- C. Budget Amendment #5,
- D. Home and Community Care Block Grant for Older Adults Agreement for the Provision of County-Based Aging Services by and between the County of Person and Kerr Tar Agency on Aging,
- E. Tax Adjustments for September 2015
  - a. Tax Releases
  - b. NC Vehicle Tax System pending refunds
  - c. Written request for refund by Ms. Ann Hobbs

### **NEW BUSINESS:**

#### **UPDATE ON THE PROPOSED EARLY COLLEGE INITIATIVE:**

Commissioner Clayton requested for the Board to receive an update on the status of the proposed early college initiative. After the Helena Steering Committee brought their recommendations to the Board for the former Helena School site to become an early college, an educational task force was formed and chaired by Piedmont Community College (PCC) President, Dr. Walter Bartlett and Person County Schools (PCS) Superintendent Dan Holloman. Commissioner Clayton noted the County owns and maintains the former Helena School site and has located satellite offices for the Sheriff and Emergency Services and the community desires the vacated school buildings to be in use.

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Mr. Holloman updated the Board on the recent progress on the early college initiative. Person Early College for Innovation and Leadership (PECIL) is an early college high school established by PCS and PCC and is scheduled to open in the fall 2016. Its purpose is to expand students' opportunities for success by providing pathways toward academic engagement, post-secondary education, and vital Science, Technology, Engineering, and Mathematics (STEM) careers. PECIL targets students who are at risk of dropping out, whose parents did not continue education beyond high school, and who would benefit from accelerated academic instruction. PECIL will be located on PCC's campus and will serve 50 freshmen in the first cohort, adding 50 more students each subsequent year. A variety of unique educational opportunities will be incorporated into the high school and college-level courses, such as mentorships with community business partners, field trips to businesses and colleges, and service leadership initiatives. The curriculum pathways have been designed in such a way that all students can graduate from PECIL with a high school diploma and an associate degree in five years. Mr. Holloman noted the student pathway options included: a) Health Science: Healthcare Management Technology; b) Advanced Manufacturing: Electrical Power Production Technology; Mechatronics; c) Technology: Computer Technology Integration; Digital Effects and Animation Technology; and d) Transfer: Associate in Science.

Mr. Holloman credited the following industry partners for the PECIL: CertainTeed, Duke Energy Progress, P&A Industrial Fabrications, and Person Memorial Hospital.

Mr. Holloman noted Person County was one of 20 counties that does not have an early college high school program. Mr. Holloman stated PCC and PCS staff have applied for start-up grant funding up to \$400,000 noting there is a stipulation for the funding for the early college high school be located on a college campus. Mr. Holloman noted that lottery funding could not be used for this project due to the location was not on school property. Mr. Holloman further noted the stringent timeline for staff to prepare the application for the early college high school grant funding. Mr. Holloman told the group that PCC and PCS are interested in pursuing use of the former Helena School building for a middle school STEM magnet program in the future.

Commissioner Clayton stated the community around the former Helena School site wants to see use of the old campus noting there has been inquiries to transform the site into a new charter school.

Commissioner Jeffers asked Mr. Holloman if capital funding from the county would be needed since lottery funds could not be used for the early college high school. Mr. Holloman stated a doublewide mobile classroom is anticipated to be needed on the PCC campus.

**PRESENTATION OF FIRE AND RESCUE AUDIT RESULTS:**

Finance Director, Amy Wehrenberg introduced Mr. James P. Winston II, CPA and Mr. Alex Elliott with Winston, Williams, Creech, Evans & Company, LLP to present to the Board the final audit results for all fire and rescue departments for Fiscal Year 2014.

Mr. Winston summarized the audit results with the following handouts.

Department	Lack of Segregation of duties	Formal Approval and documentation for invoices	Dual signatures on checks	Conflict of interest policy	NC Sales and use tax refund	501(C)(4) Status	Form 990 Filed	Annual Balanced Budget	Performance Bond
Allensville	YES	NO	NO	NO	NO	YES	YES	NO	YES
Ceffo	YES	YES	NO	YES	NO	YES	YES	NO	YES
Hurdle Mills	YES	NO	NO	YES	NO	YES	YES	NO	NO
Moriah	YES	NO	NO	NO	NO	YES	YES	NO	YES
Person County Rescue Squad	YES	NO	NO	NO	NO	YES	YES	NO	YES
Semora	YES	YES	NO	NO	YES	YES	YES	YES	YES
Timberlake	YES	NO	NO	NO	NO	YES	YES	NO	YES
Triple Springs	YES	NO	NO	NO	NO	YES	YES	NO	YES
Woodsdale	YES	NO	NO	NO	NO	NO	NO	NO	YES

Lack of Segregation of duties: No oversight by the fire and rescue board of directors.

Formal Approval: Moriah and Woodsdale have gone to a PO system subsequent to year end.

NC Sales and use tax refund: Recommend to file for refund for three years back to recoup tax.

Form 990 Filed: Allensville filed late, Timberlake filed late/in process and Ceffo is on extension.

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Department	CASH IN BANK	CASH RECEIPTS	CASH DISBURSEMENTS	DEBT OWED
Allensville	37,625	64,653	38,382	32,745
Ceffo	193,288	118,880	134,883	18,861
Hurdle Mills	179,347	141,682	99,902	-
Moriah	69,556	139,504	155,473	-
Person County Rescue Squad	20,764	62,548	67,740	18,434
Semora	146,228	92,854	70,972	-
Triple Springs	28,686	75,160	64,917	46,200
Woodsdale	19,056	110,590	107,820	51,143
Average of all departments	86,819	100,734	92,511	20,923
				33,477*

\*of Departments with debt.

Timberlake excluded from this chart. Timberlake not auditable at this point; \$9,000 cash in bank with debt owed, approximately \$85,000 in alleged fraudulent transactions.

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# Winston, Williams, Creech, Evans, & Company, LLP

Certified Public Accountants



America Counts on CPAs

James P. Winston II, CPA  
Gary L. Williams, CPA  
Carleen P. Evans, CPA

Jennifer T. Reese, CPA  
Curtis G. Van Horne, CPA  
Cathy E. McKinley, CPA  
Tara H. Roberson, CPA  
K. Jamison Crampton, CPA

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To the Person County Board:

In conducting our examination of the various volunteer Fire Departments and the Rescue Squad we noted several areas that could be improved. Below is a list of recommendations based upon the results and findings of our examination:

1. Each Fire Department and Rescue Squad should annually adopt a balanced budget.
2. Each Fire Department and Rescue Squad should file for refunds of NC Sales Tax paid on purchases of goods.
3. Each Fire Department and Rescue Squad engaging in fund raising activities generating more than \$10,000 in annual gross receipts should hold these funds separately.
4. Each Fire Department and Rescue Squad should be preparing timely reconciliations of bank accounts.
5. Each Fire Department and Rescue Squad could all benefit from greater board oversight.
6. Each Fire Department and Rescue Squad should have a formalized process for approving invoices and purchases.
7. Each Fire Department and Rescue Squad should require dual signatures for all checks.
8. Each Fire Department and Rescue Squad should adopt a Conflict of Interest Policy.
9. Each Fire Department and Rescue Squad should have a performance bond covering all individuals with check writing authority.
10. Expenditures should not be paid in cash. The money should be deposited into the bank and a check written to allow for accounting of these items.
11. County guidance on allowed expenditures of County Funds.
12. Consider having the Fire Departments and Rescue Squad notify the County before they incur new debt.
13. Each Fire Department and Rescue Squad could form a Finance Committee to help in the area of segregation of duties and monitoring.

Sincerely,

*Winston, Williams, Creech, Evans and Co., LLP*

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Mr. Elliott told the group that Winston, William, Creech and Evans, LLP will write a management letter to each individual fire and rescue department listing specific recommendations for their entity.

County Manager, Heidi York asked the auditors if Person County should be doing anything differently related to disbursing funds to fire and rescue departments. Mr. Winston suggested monitoring for greater board oversight and consider the affordability for fire and rescue departments incurring new debt. Mr. Elliott stated the fire and rescue departments should operate and sustain its debt without the county annual appropriation.

Commissioner Kendrick asked the County Manager if Person County could take the auditor's recommendation and make them a performance review for future funding. Ms. York stated the County could revamp the fire funding contracts to base on performance whereby certain criteria would be met prior to receiving the next fiscal year funding allocation. Ms. York stated her and staff could work on amending the fire and rescue service contracts should the Board desire to further discuss and approve such contract changes.

#### **ORDINANCE REQUIRING CONNECTION TO WATER LINES:**

Commissioner Kendrick stated he added this item to the agenda for Board discussion as a follow-up to a citizen's complaint that he could not pull a well permit due to the current ordinance in place. Commissioner Kendrick advocated for citizens to have the option to dig their own well if so desired and recommended that the Board of Commissioners consider repealing the Ordinance requiring Connection to Water Lines.

Commissioner Clayton stated understanding to the citizen's complaint noting when the ordinance was originally considered, the requirement for connection to water lines may have been related to state and federal grant funding requirements as well as compliance with plumbing code.

County Manager, Heidi York stated the Inspections Director was unable to find the 300 ft. requirement referenced in the current code.

A **motion** was made by Vice Chairman Newell and **carried 5-0** to direct the County Attorney to research the requirements as set out in the Ordinance requiring Connection to Water Lines as well as the impacts for a repeal of said ordinance.

#### **CHAIRMAN'S REPORT:**

Chairman Puryear had no report.

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**MANAGER'S REPORT:**

County Manager, Heidi York reminded the Board of the scheduled Solid Waste Community Listening Session in the auditorium from 7:00pm-8:00pm this date. Ms. York noted citizens could sign up to provide input to the consultants that are preparing the Solid Waste Study. Based on the number of individuals that sign up, a time limit may be imposed. Ms. York stated she would facilitate communicating the purpose of the meeting as well as the process.

**COMMISSIONER REPORT/COMMENTS:**

There were no reports/comments given by Commissioners Jeffers, Clayton and Kendrick or Vice Chairman Newell.

**CLOSED SESSION #1**

A **motion** was made by Commissioner Kendrick and **carried 5-0** to enter Closed Session per General Statute 143-318.11(a)(6) at 9:50am for the purpose to discuss personnel with the following individuals permitted to attend: County Manager, Heidi York and Clerk to the Board, Brenda Reaves.

A **motion** was made by Commissioner Kendrick and **carried 5-0** to return to open session at 10:15am.

A **motion** was made by Commissioner Jeffers and **carried 5-0** to increase the County Manager's salary by 3% merit based on her annual performance evaluation.

**ADJOURNMENT:**

A **motion** was made by Commissioner Kendrick and **carried 5-0** to adjourn the meeting at 10:16am.

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Brenda B. Reaves  
Clerk to the Board

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Kyle W. Puryear  
Chairman

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