

MINUTES – MAY 18, 2009

The Caswell County Board of Commissioners met in regular session at the Historic Courthouse in Yanceyville, North Carolina at 6:30 p.m. on Monday, May 18, 2009. Members present: Jeremiah Jefferies, Chairman, George W. Ward, Jr., Vice-Chairman, Eric D. Battle, William E. Carter, Gordon G. Satterfield, and Kenneth D. Travis. Absent: Nathaniel Hall. Also present: Kevin B. Howard, County Manager. Wanda P. Smith, Clerk to the Board, recorded the minutes.

MOMENT OF SILENT PRAYER

Chairman Jefferies opened the meeting with a Moment of Silent Prayer.

APPROVAL OF AGENDA

Commissioner Travis moved, seconded by Commissioner Battle to approve the agenda as presented. The motion carried unanimously.

APPROVAL OF CONSENT AGENDA

Commissioner Travis moved, seconded by Commissioner Battle to approve the Consent Agenda as presented. The motion carried unanimously.

The following items were included on the Consent Agenda:

1) Financial Report – July 1, 2008 – April 30, 2009

2) Tax Director’s Monthly Report

Total Amount of Taxes Collected for April, 2009	\$ 223,765.03
2009 Prepayments	\$ 2,526.48
Tax Maps/Cards	\$ 95.25
County Maps	\$ 14.85
NSF Charge	\$ 67.45
EMS for April	\$ 954.50

PUBLIC COMMENTS

Mr. John Claggett came before the Board and made the following statements:

“My name is John Claggett and I reside at 108 Jaye Lane, Providence, NC. I thank you for this opportunity to publicly address the Caswell County Board of Commissioners.

Having read the article in the most recent Caswell Messenger, “COUNTY FACES NEARLY \$600,000 SHORTFALL”, I’d like to know if any civil or criminal penalties such as fines are in the process of being imposed as a result of the numerous Notices of Violations of noncompliance

with The Caswell County Outdoor Storage Ordinance issued to various businesses throughout the county over ninety (90) days ago?”

Commissioners Battle and Satterfield confirmed that the fines are being imposed.

Ms. Sis Hillman came before the Board and informed them that she does have a contract to operate the Division of Motor Vehicles License Plate Office in Caswell County, dated November 11, 1995 and signed by the County Manager at that time. Ms. Hillman read a letter that was recently sent by the County Manager to Raleigh stating that she did not have a contract. Ms. Hillman added that she would like for County Manager Kevin Howard to send a letter to Raleigh stating that he was in error. Ms. Hillman stated that she has operated the License Plate Office in Caswell County for the State for 14 years. Ms. Hillman explained the process by which she received her pay from Caswell County after being sent from Raleigh. Ms. Hillman stated that she would like for the County Manager to send an apology to Raleigh in that he was in error in saying that she did not have a contract to operate the DMV License Plate Office. Chairman Jefferies informed Ms. Hillman that the Board would review this issue and get back to her.

Mr. Lionell Parker, Community Volunteer representing the Dillard Educational and Economic Development Services (DEEDS) came before the Board to inform them of their efforts to redevelop the former Dillard Junior High School. DEEDS members Ms. Thelma Johnson, Ms. Gloria Wallace, Mr. Herman Graves, Mr. Louis Wharton, and Mr. Mac Withers were also present. Mr. Parker informed the Board that the DEEDS organization has changed the name of the building from Dillard Junior High School to the Caswell County Heritage Center, which will share the history and effect the school has had on the County. Mr. Parker stated that funding sources would include the North Carolina Rural Center which provides monies for organizations in rural areas in Tier I and Tier II counties. Mr. Parker added that monies that the NC Rural Center would fund have to come through a local government. Mr. Parker stated that DEEDS would like to apply for two sources of funding from the NC Rural Center, however, noted that these monies would need to be received by the County and passed on to the DEEDS organization as needed. Mr. Parker added that the Agency for the Building Reuse and Restoration Grants Program of the NC Rural Center requires DEEDS to operate in collaboration with County government. Mr. Parker informed the Board that the General Assembly authorized these funds and the Rural Center has put this money together so that it can serve as a research and demonstration project, as well as create jobs. Mr. Parker added that DEEDS would like to create jobs through educational and economic development services. Mr. Parker stated that some of the economic development services that DEEDS would like to provide would include the Youth Bill, which is a national organization that assists children aged 16-24 who have dropped out of school and help them obtain their GED, as well as a trade. Mr. Parker noted that Caswell County has a lot that is historic in nature and this can be built through historic tourism. Mr. Parker informed the Board that the Economic Recovery Assistance Program would also qualify to help counter the recession. Mr. Parker stated that DEEDS is also looking at educational programs and has qualified to apply for 21st Century Community Learning Centers, which is an afterschool enrichment program that will tackle students' inability to pass the End of Grade tests and will provide a minimum of 12 hours per week of enrichment in math, science, and reading. Mr. Parker added that DEEDS can also apply for Supplemental Education Funding that would serve as tutorials. Mr. Parker stated that the Early College Program also targets the same youth that

are failing the End of Grade tests, grades nine through twelve, and by the time they graduate from high school they would have a community college degree. Mr. Parker added that DEEDS is focused on creating jobs through economic and educational opportunities and services. Mr. Parker informed the Board that he is here tonight to seek the support of the Board of Commissioners to serve as the applicant for the North Carolina Rural Center Building Reuse and Restoration Grant Program. Commissioner Battle stated that the DEEDS Organization is seeking the consent of the Board of Commissioners to apply for a \$25,000 case study grant from the North Carolina Rural Center, and if approved, they will then apply for the larger grants. Commissioner Battle added that DEEDS is proposing to develop an early college high school at the DEEDS building and also have an after school Teen Center in the Heritage Center, thus alleviating stress from the high school. Commissioner Battle noted that according to the State test scores, Bartlett Yancey is only doing well in English, which barely meets the State standard. Commissioner Battle informed the Board that the County would need to approve a local match of \$1,000 for the \$25,000 grant, but it can be an in-kind match rather than an appropriation of funds. After considerable discussion, Chairman Jefferies informed Mr. Parker that the Board would review this request further.

DEWBERRY & DAVIS

Mr. Kevin Howard, County Manager, presented for the Board's consideration a request by Dewberry & Davis for approval of change orders from Quality Construction of Danville, Inc. for the Caswell County Senior Center.

Commissioner Satterfield stated that in looking at the dates of some of the change orders, some occurred after he came on the Board and questioned why they were not approved by the Board before the change order took place. Mr. Howard answered that some of the changes are technical changes required by the State or the County Building Inspector and the contractor just received some of the change orders a couple of months ago from the subcontractors.

After considerable discussion, Commissioner Ward moved, seconded by Commissioner Carter to approve Change Orders from Quality Construction of Danville, Inc. for the Caswell County Senior Center in the amount of \$18,989, as presented, less \$9,000 due the County for liquidated damages, for a total of \$9,989. The motion carried by a vote of five to one with Commissioner Travis voting no.

HYCONEECHEE REGIONAL LIBRARY SYSTEM CONTRACT

Ms. Lucinda Munger, newly appointed Regional Library Director, came before the Board to request that the Board consider renewal of the Hyconeechee Regional Library Contract for the period of July 1, 2009 through June 30, 2010. Ms. Munger noted that there have been no changes made to the contract and it is the same as the previous fiscal year. Ms. Munger informed the Board that the amount of state funds appropriated to the Caswell County Public Library is \$117,590.

After discussion, Commissioner Satterfield moved, seconded by Commissioner Travis that the Board renew the Hyconeechee Regional Library System Contract for the period of July 1, 2009 through June 30, 2010, as presented. The motion carried unanimously.

DEPARTMENT OF SOCIAL SERVICES

Ms. Dianne Moorefield, DSS Director, came before the Board to request that they release two clerical positions from the hiring freeze. Ms. Moorefield presented her original request at the Board's May 4, 2008 meeting. Ms. Moorefield stated that the Department of Social Services has seen quite an increase in the number of Caswell County residents needing assistance due to the downturn in the economy and it is crucial that she have appropriate and adequate staff to handle the needs of the citizens as they come for assistance.

Ms. Moorefield informed the Board that the two vacancies are the Receptionist position and Processing Assistant III position and described the duties associated with each.

Ms. Moorefield informed the Board that she has four clerical positions and one Supervisor over that unit; however, two of those four positions are vacant, in addition, another clerical worker has gone out on Family Medical Leave, leaving her only one clerical employee. Ms. Moorefield added that the Clerical Unit Supervisor is going out on Family Medical Leave, effective Wednesday. Ms. Moorefield stated that this leaves her one clerical employee for an agency of 49 employees.

Ms. Moorefield requested that the Board allow her to fill the two clerical positions and added that the County funds only 50% of the salaries, with the total County cost for both positions being only \$21,048.

After further discussion, Chairman Jefferies moved, seconded by Commissioner Carter to release from the hiring freeze two clerical positions for the Department of Social Services. The motion carried by a vote of four to two with Commissioners Battle and Travis voting no.

TAX DIRECTOR'S REPORT

Mr. Thomas Bernard, Tax Director, came before the Board and submitted the following Monthly Report for April, 2009.

1,717 accounts turned over to Attorney
34 parcels sold
1,149 accounts – paid in full
77 accounts entered into payment plan
18 bank-attached by County
35 accounts that are leasehold properties that are in debt set-off
42 entered into bankruptcy
21 in-rem foreclosure procedure
341 files moving forward

Mr. Bernard reported that the collection rate as of today is approximately 94%, 4.7% ahead of collections last year.

Mr. Bernard provided the Board with a summary of Property Tax Collections for FY 2008-2009, which showed the month in which the taxes were paid (July 1, 2008 – April 30, 2009), and for which tax year the taxes are being paid.

RECESS

The Board held a brief recess.

AMENDED AGENDA

Commissioner Battle moved, seconded by Commissioner Ward to amend the agenda to add DEEDS Organization as Item No. 15 on the agenda. The motion carried unanimously.

PROSPECT HILL SOLID WASTE CONVENIENCE CENTER SITE

Mr. Tim Smith, Solid Waste Director, came before the Board to discuss the Prospect Hill Solid Waste Convenience Center Site. Mr. Smith reported that at the Board's request he advertised for anyone in the Prospect Hill Community who would be interested in hosting a County Collection Site, to contact either him or the County Manager. Mr. Smith stated that as of May 14th he has had no responses. Mr. Smith added that the following individuals have expressed an interest in the past in hosting a site:

- 1) Willie Pennix, NC Hwy 119S
- 2) Keith Vernon, NC Hwy 119S
- 3) Kenneth Ross, 468 Corbett Ridge Rd.

Mr. Smith informed the Board that he has recently heard that the store at the current Prospect Hill site is in the process of being reopened by two local residents, and if this is true, he would suggest that the Board give them a one-year trial in operating the current site.

Mr. Smith stated that if the Board decided not to give the new owners of the store at the Prospect Hill site a trial basis, he would recommend that the Board relocate the center on the property of Mr. Willie Pennix and designate him as the operator of the Prospect Hill site.

Commissioner Travis stated that with the state of the economy, it would save the County money if the site remained at the current location and grant the new owners a trial basis in operating it.

Upon questioning from Commissioner Battle as to how proactive the new owners of the store in Prospect Hill are about operating the site, Mr. Smith answered that they have made a request to the current store operator and land owner that the site remain there for them to operate, but have not approached him.

After further discussion, Commissioner Satterfield moved, seconded by Commissioner Carter to award the contract for operation of the Prospect Hill Solid Waste Convenience Center Site to Mr. Keith Vernon of NC Hwy 119S.

Commissioner Travis stated that the County does not need to be spending money that it does not have, and when there are people at the current site who are interested in operating the site, the Board should give them a chance.

Commissioner Satterfield stated that if the new owners of the store were sincerely interested in operating the site, someone should have been here tonight.

Upon questioning from Commissioner Travis, Mr. Smith answered that it would cost \$8,000 to relocate the Prospect Hill site.

Upon a vote of the motion, the motion failed by a tie vote of three to three with Commissioners Battle, Jefferies, and Travis voting no.

Chairman Jefferies informed Mr. Smith that this item would be placed on the Board's next meeting agenda.

Commissioner Battle stated that if the Board does decide to temporarily approve a contract with the new store owners, they need to be made aware that there will be no subcontracting allowed and they are the ones that are fully liable for the contract.

BUDGET AMENDMENT NO. 25

Mr. Kevin Howard, County Manager, presented and reviewed Budget Amendment No. 25 for Fiscal Year 2008-2009. After discussion, Commissioner Carter moved, seconded by Chairman Jefferies to approve Budget Amendment No. 25 for Fiscal Year 2008-2009 as presented. The motion carried by a vote of five to one with Commissioner Satterfield voting no.

BUDGET TRANSFER NO. 18

Mr. Kevin Howard, County Manager, presented and reviewed Budget Transfer No. 18 for Fiscal Year 2008-2009. After discussion, Commissioner Carter moved, seconded by Commissioner Ward to approve Budget Transfer No. 18 for Fiscal Year 2008-2009 as presented. The motion carried unanimously.

PRESENTATION OF PROPOSED BUDGET FOR FISCAL YEAR 2009-2010

Mr. Kevin Howard, County Manager, presented to the Board the proposed Fiscal Year 2009-2010 Annual Budget and the following Budget Message.

Memorandum

To: Caswell County Board of Commissioners
From: Kevin Howard, County Manager
Re: FY 2009-2010 Proposed Budget

The budget before you is not a document that will move Caswell County into the future. This budget at its best will maintain services at the same levels as we ended the 2008-2009 Fiscal Year.

When we started comparing the departmental requests with the projected revenues we were faced with a shortfall in revenues of almost \$2 million. We worked with department heads and have cut almost \$1.4 million. This Budget is balanced, but uses \$590,542 from fund balance and does not include a tax increase. We do not intend to use this much fund balance, but we do feel that an amount around \$300,000 can be used to balance the budget and not actually be used during the fiscal year. We will provide details of how we think this can be done. We are providing this budget so we can start discussions with you, the members of the Board, on various possibilities to reduce the fund balance needed.

Once you have discussed the requests made by the department heads we will discuss those options and work toward adopting a balanced budget for next fiscal year. Several factors have caused the decrease in revenues, including the economic slowdown and changes in state law. We will discuss these issues with you next week in detail.

Mr. Howard reported that the Proposed Budget for Fiscal Year 2009-2010 includes General Fund Expenditures in the amount of \$21,088,853, General Fund Revenues in the amount of \$20,470,322, and Appropriated Fund Balance in the amount of \$618,531.

Commissioner Ward moved, seconded by Commissioner Carter to schedule a public hearing on the Proposed Budget for Fiscal Year 2009-2010 on Monday, June 1, 2009. The motion carried unanimously.

DEEDS ORGANIZATION

Commissioner Battle moved, seconded by Chairman Jefferies to grant approval for the DEEDS Organization to apply for a North Carolina Rural Center Grant in the amount of \$25,000, with the County providing a \$1,000 in-kind match, and to have the County Manager work with the County Attorney to address the liability of the County for how the grant funds will be spent. The motion carried unanimously.

COUNTY MANAGER'S REPORT

Mr. Kevin Howard, County Manager, requested that the Board reconsider its direction for preparation of a Request for Proposals for an Insurance Broker because it would cost the County more if it changes brokers. Mr. Howard recommended that the County continue with Mark III, its current broker. Commissioner Ward moved, seconded by Commissioner Travis to cancel the RFP for an Insurance Broker and remain with Mark III, the County's current broker. The motion carried unanimously.

Mr. Kevin Howard, County Manager, provided the Board with renewal quotes for the County's Major Medical, Property & Liability Insurance, and Workers' Compensation Insurance in which the County participates with the North Carolina Association of County Commissioners. Mr. Howard also provided renewal quotes from Ameritas for the dental coverage which is provided on a voluntary basis and paid by the employee. Mr. Howard stated that it is his recommendation and he has included in the proposed FY 2009-2010 budget an Alternate PPO for the Employee Health Coverage. Mr. Howard added that unfortunately, this increases co-pays and deductibles, but is an attempt to keep County costs down, and noted that the renewal is an increase of 1.7% versus an 11.7% increase for the current coverage. Mr. Howard recommended that the County continue with the North Carolina Association of County Commissioners in all three pools, which would be an additional savings of \$10,706. After discussion, Commissioner Ward moved, seconded by Commissioner Travis to continue the County's Major Medical Insurance Coverage with the North Carolina Association of County Commissioners as presented, contingent upon rates to be submitted by Blue Cross/Blue Shield and at the County Manager's discretion. The motion carried unanimously.

Mr. Howard reported that the Property and Liability Insurance quote is \$150,682, which is a reduction of \$13,846 from the current rate of \$164,428. Mr. Howard informed the Board that the Workmen's Compensation quote is \$193,753, which is a reduction of \$15,942 from the current rate of \$209,695. Mr. Howard recommended that the County continue with the North Carolina Association of Commissioners' pools for Property and Liability and Workmen's Compensation as presented. After discussion, Commissioner Carter moved, seconded by Chairman Jefferies to continue the County's Property and Liability Insurance and Workmen's Compensation with the North Carolina Association of County Commissioners as presented. The motion carried unanimously.

Mr. Howard presented a *Consolidated Agreement Between the State of North Carolina as Represented by the State Health Director and Caswell County Health Department for the Purpose of Maintaining and Promoting the Advancement of Public Health in North Carolina*. Mr. Howard informed the Board that this is a standard contract that is approved annually to draw funds from the State for reimbursement of services provided by the Health Department. Commissioner Satterfield moved, seconded by Commissioner Ward to approve the *Consolidated Agreement Between the State of North Carolina as Represented by the State Health Director and Caswell County Health Department for the Purpose of Maintaining and Promoting the Advancement of Public Health in North Carolina* as presented. The motion carried unanimously.

Mr. Howard stated that in reviewing the Division of Motor Vehicles License Plate Office, the contract he has referred to is between the County and the State of North Carolina and has not seen the contract referred to by Ms. Hillman. Mr. Howard informed the Board that the State has told him that they are putting the contract to operate the DMV License Plate Office out to bid and the successful bidder can stay at the current building and pay rent to them or move to another location. Chairman Jefferies instructed the County Manager to meet with Ms. Hillman the following day to discuss this issue. The Board agreed to schedule a special meeting on Monday, May 26, 2009, at 5:00 p.m. to discuss the DMV License Plate Office.

Mr. Howard presented a six-month renewal lease for Juvenile Crime Prevention Council Program office space at the Womack Building. Commissioner Satterfield suggested that rent be paid for JCPC through the end of the month and then these offices be moved to the former Guilford Mills Building. After discussion, Commissioner Satterfield moved, seconded by Commissioner Carter to lease office space at the Womack Building for the Juvenile Crime Prevention Council Program through June 30, 2009, and then have them move to the former Guilford Mills Building, to occupy three offices. The motion carried unanimously.

Mr. Howard reported that the RFP for the Golden Leaf Broadband Grant has gone out and will report to the Board at its second meeting in June.

Mr. Howard reported that he met yesterday with the Yanceyville Town Manager and three interns from the University of North Carolina at Chapel Hill. Mr. Howard informed the Board that the Town and County received funding from the NC Rural Center for the three interns to work with the Town of Yanceyville and Caswell County at no cost to either municipality.

ANNOUNCEMENTS

Commissioner Carter announced that the Annual Future Farmers of America Banquet would be held on Thursday, May 21, 2009, at 6:30 p.m. at the Civic Center.

Commissioner Carter announced that there would be a retirement ceremony honoring Dr. H. James Owen, President, Piedmont Community College, at The Homestead in Person County on Thursday, June 4, 2009.

Commissioner Satterfield stated that he voted for the change orders for the Senior Center, but since he has been on the Board, they have had to continually vote on items in which the money has been spent prior to being brought to the attention of the Board. Commissioner Satterfield added that he knows that this is against State Statute to do this, and in looking at the monthly Financial Report he sees items where money has been spent before it comes to the Board as a Budget Transfer or Budget Amendment. Commissioner Satterfield urged the County Manager to see that this is stopped in the upcoming Fiscal Year because it is a violation of the State Statute to spend money before it is appropriated. Commissioner Satterfield stated that if the money is spent before it comes to the Board, then they are forced to vote in the affirmative to pay the bill.

THE ADJOURNMENT

At 8:20 p.m. Commissioner Travis moved, seconded by Chairman Jefferies to adjourn the meeting. The motion carried unanimously.

Wanda P. Smith
Clerk to the Board

Jeremiah Jefferies
Chairman
