

MINUTES – JUNE 22, 2011

The Caswell County Board of Commissioners reconvened its meeting at the Historic Courthouse in Yanceyville, North Carolina at 5:30 p.m. on Wednesday, June 22, 2011. Members present: Nathaniel Hall, Chairman, Kenneth D. Travis, Vice-Chairman, Erik D. Battle, William E. Carter, Cathy W. Lucas and Gordon G. Satterfield. Absent: Jeremiah Jefferies. Also present: Kevin B. Howard, County Manager, and Gwen Vaughn, Finance Director. Paula P. Seamster, Clerk to the Board, recorded the minutes.

MOMENT OF SILENT PRAYER

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

PROPOSED BUDGET FOR 2011 – 2012

Mr. Howard stated “I do have an answer for you, you had asked about the medical examiner. The medical examiner decides who gives the autopsy. Our medical examiners are out of Burlington. Several factors go into making that decision. One is if there is no family doctor to sign the death certificate. If they are involved in a crash, act of violence or overdose they are required to take the body to Alamance Regional to perform an autopsy. If a person dies at home and they do not have a family doctor that person will be taken to Alamance Regional for an autopsy. A partial autopsy is seventy (\$70.00) dollars. This is usually done when they are pretty sure it is due to natural causes. A full autopsy is one thousand (\$1,000.00) dollars.” Chairman Hall asked “How did we get the arrangement with a group in Burlington?” Mr. Howard responded “I think that is the way the state has it set up. There are a certain number of examiners that work in the state and that is where we go.” Commissioner Lucas stated “Irregardless of whether they died of natural causes or not the question is whether the doctor is contacted to sign the death certificate.” Mr. Howard responded “Right, in most cases, in 95% of them the family doctor will do a death certificate if they die of natural causes. We had one instance last year where the family doctors in Danville refused to that. The EMS can declare them dead at the scene and then they have to take them down there for the death certificate.” Commissioner Carter added “The county coroner can go out to a residence and he can call the family doctor and if the family doctor says he will sign the death certificate then they can call the funeral home.” Mr. Howard responded “The EMS can do that. They do that now.” Commissioner Carter continued “Another thing if you donate your organs or your body to the natural sciences then you will not have to have an autopsy. I had several cases when I was the coroner where someone had donated their body or organs and they did not have to have an autopsy.” Commissioner Lucas stated “So with the budget being six thousand dollars we are performing five or six autopsies a year.”

Parks and Recreation

Commissioner Satterfield asked if there was any more information on repairing the tennis courts as far as where some of the locations are for the finished products of some of the vendors who had bided on the project. Mr. Howard responded that Ashley is working on getting that information. Commissioner Satterfield stated that he would like to get more information on the grid lock system that goes over the existing courts. Chairman Hall stated that the Board would like to talk to the individuals that have this system and ask what their experience has been with

it. Commissioner Satterfield stated that he would like to know what has to be done to the existing system in order to lay something like that on it.

Commissioner Lucas asked how long the Recreation Department had been in place. Commissioner Battle responded since 1995. Commissioner Lucas asked how the revenues and the expenditures had gotten so far out of balance. Mr. Howard responded that he did not think that it had ever balanced. Commissioner Lucas stated that she knew that it had grown over the last several years and that an assistant had been added that was not there originally. Mr. Howard responded that there are two full time staff and one part time.

Commissioner Lucas asked if the county manager had any concerns about the number of children that are participating in the different sport seasons. Commissioner Battle responded that there is competition from Cherry Grove and other areas. There have been some programs added for adults. Mr. Hall added that years ago there were community leagues and there was someone in management that isolated those community leagues and they dropped out. Commissioner Battle added that a lot of parents gear their kids towards playing year round sports such as AAU traveling teams because there is a better type of competition.

Mr. Howard stated that there was a request from the Recreation Department to make the part time receptionist full time to cover the hours that they are open. Commissioner Battle asked the county manager his thoughts on the full time position. Mr. Howard responded that it is needed. There is stuff going on during the day, at night and on the Saturday. When the facility is rented our staff has to be there as well. Commissioner Carter asked if there was a cost on moving the part time position to a full time position. Mr. Howard responded about seventeen thousand including benefits.

Commissioner Lucas asked about the status of the summer camp. Mr. Howard responded that only one person signed up. Commissioner Battle asked if since the summer camp is not going to happen then could the staff could get signed up to get their CPR certifications. Mr. Howard responded that they were already in the process of doing that.

Commissioner Carter asked how much had been cut out of the budget so far. Chairman Hall responded none. Commissioner Carter suggested that the county manager prepare a list of the items that needs repairs such as the HVAC for the library and to take it out of the fund balance.

Farmer Lake

Chairman Hall stated "Last Thursday some of us met at the Lake, at the Lake Board's request with some members of the Town Council. I thought it was a very productive meeting even though the attendance was somewhat off. I live right there in the neighborhood but I have not been through the entry gate in a number of years. Just the idea of going to the shelter and to sit there and to take a look at the new dock and the grounds were very well manicured. It just looked great just driving up to the lake from the entrance. As we talked with the lake staff, they were really happy to have the new dock, some of the discussion came that we really need to replace the fishing pier. There is one pier that they had to shut down because it is falling down. It is really not safe. They really need to take a tractor and pull it out of there because someone

might walk out there when they are not watching. I think if we focus some as we can on the lake we could make it an even greater asset for the people in the county. Certainly a fishing pier would help because not everybody in the county has boats. There is not much fishing you can do from the bank. You can fish but not a lot. You have children and you have people who are handicapped and you have elderly people and everybody that would enjoy fishing from a pier. Fishing is great out there. They have some pretty good size fish. My dad and my uncle fish out there every week so I know it is good. I do think that we need to focus on it or we need the lake board to focus on doing some things. They have been before this Board over the years asking for things and we always say we don't have the money. I think if we will look at it as a service to the citizens we could find some way to do something at the lake."

Commissioner Lucas asked "What would the dock cost?" Mr. Howard responded "There is a state cost share plan where we would pay 25% of the cost to put the dock in. There is a waiting list for that, 2013 is what we are looking at and that would be the latest with the list we are on. I think the cost is between eighteen and twenty-five thousand. That includes a fish feeder. The program includes everything in it. Our cost is twenty-five thousand so we would pay 25% of that. I am actually looking at the Community Foundation Grant which is for twenty-five thousand (\$25,000.00) dollars, so we might be able to go ahead and do it through that grant."

Commissioner Carter added that he thought the grounds looked good but he thought the shelter needed some barbecue grills for families. He also agreed that there was a great need for a new fishing pier.

(At 6:05 p.m. Commissioner Travis entered the meeting.)

Commissioner Lucas asked what had been expended so far to date. Ms. Vaughn responded as of May 23rd it was thirty-six thousand five hundred and eighteen (\$36,518.00) dollars. The lake fees are forty-five (\$45.00) dollars for a lake permit and thirty (\$30.00) dollars for a canoe and kayak permit.

Commissioner Battle asked if the lake board had done the brochures and the link to the website like they had discussed in the previous year. Commissioner Travis responded that they are trying to get the website set up now. Commissioner Carter added that they had talked about doing some brochures and taking them to the Welcome Center to generate some business. Mr. Howard added that the brochures are made but they are not printed yet.

Chairman Hall stated "This might be the case where for a few thousand dollars we can get some part time people or a contract person to focus in on a few key issues. I think we need to focus in on the Industrial park and we can focus on the lake and we can make sure that some of the ideas that people have and bring them to fruition."

Commissioner Lucas suggested having canoeing or kayaking trips at the lake.

Commissioner Carter asked if the county was going to get the fishing pier. Chairman Hall responded that if the county could get a grant to go ahead and start the process to proceed with the pier.

Arts Council

Commissioner Lucas asked how long the county had been funding the Arts Council. Ms. Vaughn responded for at least 10 years.

SPECIAL APPROPRIATIONS

Forestry

Chairman Hall stated that Forestry wants seventy-seven thousand. Ms. Vaughn responded that seventy-seven thousand is forty (40%) percent of their budget. The state's share is sixty (60%). Chairman Hall asked if the county is required to do 40%. Ms. Vaughn responded yes sir. Mr. Howard added that the difference was 40% of a purchase of a truck. They are replacing one of their vehicles. Commissioner Battle asked if we had to replace the truck. Ms. Vaughn responded if the county decreases the amount then it will have to be sent back to the state to have the calculation changed, so whatever ever the Board decreases it by it will change their whole budget.

Commissioner Lucas asked how many foresters Caswell County had. Mr. Howard responded three. Commissioner Travis asked how much of the money they are requesting will go towards the purchase of the truck. Ms. Vaughn responded at least ten thousand (\$10,000.00) dollars.

Chairman Hall asked when the last time was when the county bought a truck for Forestry. Mr. Howard responded that he did not know but if the county does not buy one this year they will have to buy two the next year because they have a one hundred thousand mile rotation.

Caswell Parish

Ms. Vaughn stated that the Parish requested twenty-five thousand and the budget is proposed at ten thousand (\$10,000.00) dollars.

Partnership for Children

Ms. Vaughn stated that the Partnership is requesting twenty-five hundred (\$2,500.00) dollars.

Chamber of Commerce

Commissioner Travis stated the only thing we give them is office space.

Alamance-Caswell Local Management Entity

Chairman Hall stated that the county funded one hundred twenty-two thousand sixty-one (\$122,061.00) dollars last year and the LME is requesting the same thing this year.

Commissioner Battle stated that there is a possibility of this going up with the new regulations in Medicaid.

Commissioner Satterfield asked if the appropriations had changed. Ms. Vaughn responded that they had not changed. She stated there is a flat rate amount of one hundred and fifteen thousand (\$115,000.00) dollars that is paid and the bottle tax makes up the difference.

Animal Protection Society of Caswell County

Mr. Howard stated that the county budgeted one hundred thousand (\$100,000.00) dollars and they are requesting one hundred and forty thousand (\$140,000.00) dollars.

Caswell County Schools

Commissioner Carter asked how much the schools have in their fund balance. Ms. Vaughn responded that they have one million five hundred twenty-nine thousand six hundred and eighty-two (\$1,529,682.00) dollars in unreserved, undesignated and six hundred thousand (\$600,000.00) dollars in unreserved designated.

Commissioner Lucas asked if the bond payment had been made this year. Ms. Vaughn responded yes. Mr. Howard added that the bond for North and South Elementary schools had been retired since June 1st. Commissioner Lucas asked for the bond payment amount for the middle school. Ms. Vaughn responded three hundred fourteen thousand two hundred (\$314,200.00) dollars. Commissioner Lucas asked if the 1.5 million included the lottery. Mr. Howard responded that this did not include the lottery funds. Commissioner Lucas asked how much is in the lottery fund.

RECESS

The Board held a brief recess.

Caswell County Schools (cont'd)

Ms. Vaughn informed the Board that the school system had one million seven hundred thirty-five thousand eight hundred forty-five (\$1,735,845.00) dollars in the ADM fund and one million two hundred twenty-eight thousand six (\$1,228,006.00) dollars in the Lottery fund for a total of two million nine hundred sixty-three thousand eight hundred and fifty-one (\$2,963,851.00) dollars.

Commissioner Battle asked what this money could be used for. Mr. Howard responded that both have to be used for capital projects and with the ADM fund there has to be a thirty-three (33%) percent match in funds. Ms. Vaughn added that the Lottery funds do not require a match. Mr. Howard stated that the School Board and the Board of Commissioners have to agree to use these funds.

Chairman Hall said with the School's fund balance and the ADM and Lottery funds they have around five million dollars. Chairman Hall asked how much the county had in their fund balance. Ms. Vaughn responded around 4.5 million.

Commissioner Lucas suggested that the School Board pay for the middle school bond payment this year. Chairman Hall responded that the Board could look at what will be appropriate to the School Board but the actual payment is the county's responsibility. Mr. Howard responded that the payment for the middle school bond came from sales tax.

Commissioner Satterfield asked if the school system had a capital project outline for what they expect to use this money for. Mr. Howard responded that in the unreserved designated which was six hundred thousand (\$600,000.00) dollars they will do media center upgrades at \$50,000.00 per school for a total of \$300,000.00, Science equipment upgrades at \$100,000.00, Band Equipment upgrades at \$50,000.00, Band uniform replacement at \$50,000.00 and Technology upgrades at \$100,000.00. Capital Outlay funds will go for Cleaning equipment at \$30,000.00, School food service equipment replacement at \$80,000.00, Asbestos Removal at \$75,000.00, Activity bus replacement at \$100,000.00, Heating & Air Conditioning replacement at \$100,000.00, Paving needs at \$100,000.00 and Intercom replacement at North & South Schools at \$35,000.00

Commissioner Satterfield asked the county manager if the school fund balance had grown since he had been with the county or if it had stayed the same. Mr. Howard responded for June 2010 they had \$1,529,682 and \$600,000 designated, for June 2009 it was \$1,563,208 so it went down about \$34,000. In June 2008 it was \$1,577,000. For the last two years they have used about \$48,000.00. Commissioner Satterfield stated that he would like to see 3 more years back.

Commissioner Lucas asked for the current numbers on sales tax distribution. Ms. Vaughn responded that the county had received 10 months of sales tax distribution. In Article 39 unrestricted it was \$531,418, Article 40 restricted \$286,155, Article 40 unrestricted \$665,920, Article 42 restricted \$196,998 and Article 42 unrestricted 130,721.

Commissioner Lucas asked how much of the school capital outlay had been expended as of today. Ms. Vaughn responded \$450,401 had been expended. Chairman Hall added that these are dollars that the county transfers to the schools.

Piedmont Community College

Mr. Howard stated "One item was not included that they do have a need for is for \$5000.00. They have requested a handicap lift at one of the buildings." This will be for Building B.

Commissioner Satterfield asked if they had a fund balance. Mr. Howard responded that he did not think so. He thought that they used what the county gives them to use. Commissioner Satterfield asked Mr. Howard to check and see if they have a fund balance. Chairman Hall responded that the community colleges do not get to share in the sales tax distributions. They don't get a share in the fines and forfeitures. The school system gets all the fines from the county. PCC does not receive anything.

Debt Service Schedule

Commissioner Lucas asked what the intergovernmental loans were for. Ms. Vaughn responded that it is for the sheriff's vehicles and an ambulance. Mr. Howard stated that it is for 4 patrol cars, a F150 for the Animal Control, Ford Ranger for Soil & Water and the ambulance.

Commissioner Lucas asked how long the county had to pay for the ACS system. Ms. Vaughn responded that the county has an annual maintenance fee.

Commissioner Lucas asked if the Scism property had been paid for. Ms. Vaughn responded that there is one final payment due for 2011-2012.

Contributions to Other Funds

Commissioner Battle asked what the LEO SP Separation fund. Ms. Vaughn responded that it is the Law Enforcement Officers Special Separation fund. This fund is used for when the officers retire until they become social security eligible. It is a percentage calculation based on their salary. Commissioner Battle asked about the School Resource Officer. Ms. Vaughn responded that the allocation from the schools does not cover the resources for two school resource officers.

Commissioner Lucas asked what the transfer for the Detention Center was for. Mr. Howard responded that this was the fixed expenses that had been spent on the detention center.

Chairman Hall asked what company does the appraisal revals. Commissioner Satterfield responded Pearson Appraisals. Chairman Hall asked how much is in the fund balance for the appraisal reval fund. Ms. Vaughn responded two hundred and twelve thousand (\$212,000.00) dollars. Commissioner Travis asked how much the last reval cost. Ms. Vaughn responded the last reval was \$198,000. Mr. Howard stated that Thomas Bernard will come before the Board in August to see if there is a need for the reval in 2012-2013.

Contingency

No comments were made.

Court Facility Fees

Commissioner Lucas asked why there is an increase in the small tools/equipment. Ms. Vaughn responded they are requesting some furniture and some security. Commissioner Lucas asked what the general maintenance is for. Mr. Howard responded it is for repairs on the front steps.

Commissioner Lucas asked what the telecommunications increase is for. Mr. Howard responded that new courthouse had put in a video system.

Register of Deeds

Chairman Hall asked what the funding source is from. Ms. Vaughn responded the fees from the Register of Deeds.

Public Library

Commissioner Carter asked if there was money appropriated for where the state cut the library 15%. Mr. Howard responded that it had been appropriated.

Family Services

Commissioner Lucas asked if the county appropriation had changed from the previous year. Ms. Vaughn responded that it had not.

Section 8 Housing

Commissioner Lucas asked what the professional fees would be for. Ms. Vaughn responded that it is for the HUD program. Commissioner Lucas asked if the county was paying someone to update this program. Ms. Vaughn responded that it is a contract company that updates the system when there are federal or state updates to HUD.

Commissioner Satterfield asked how much is in the Section 8 Housing fund balance. Ms. Vaughn responded that there is close to \$250,000.00.

Mr. Howard informed that Board that with the new COG merger that the Northwest COG handles public housing within the COG itself. He stated that he had been talking to them about how they handle that.

Commissioner Satterfield asked how much in local dollars is in Section 8. Mr. Howard responded that there are zero county dollars in this fund.

Special Fire District

Commissioner Lucas asked what the total was on the fire tax collections. Ms. Vaughn responded as of May 31st there had been \$320,825.00 collected. Commissioner Lucas asked what the total amount of money would be for one fire department from the county. Ms. Vaughn responded around \$37,000.00.

Revaluation Fund

No comments were made.

Emergency Telephone System Fund

Chairman Hall asked where the money comes from in this fund. Ms. Vaughn responded that it is from state funding. Chairman Hall asked how the county received the wireless telephone fees. Mr. Howard responded that all the money goes to the state and then the state divides it up into the counties. Ms. Vaughn stated that this coming year there will be a reduction in this fund. In the current year the county received \$22,144 a month. In the budget year 2011-2012 it will drop down to \$17,476 a month. The difference in the dollars will be held in a fund that counties can use to apply for grant to offer the PSAP programs. Chairman Hall asked if this fund had a fund balance. Mr. Howard responded that it does. Ms. Vaughn responded that based on what has been appropriated it is about \$476,000.00. Chairman Hall asked if there had been some appropriated to expend out. Mr. Howard responded yes to upgrade the telephone system in the 911 Communications department. Commissioner Lucas asked when this money would be expended. Mr. Howard responded that RFP are being sent out for bids. It will probably be around July or August.

Mini Grant Project Fund

Ms. Vaughn stated that there are no appropriations for any of the mini grants.

Special Revenue Fund

Ms. Vaughn stated that there are no appropriations.

Water & Sewer Capital Project Fund

Commissioner Lucas asked how much money is going to the water tank project. Ms. Howard responded that was just shy of 1.6 million that the county received in grant money. Commissioner Lucas asked how much money had been spent. Ms. Vaughn responded that \$364,000.00 had been expended. Commissioner Lucas asked what this money had been spent on. Mr. Howard responded that the water lines had been installed, water was going to NORAG, and the pad where the site work had been done for the water tank.

Capital Reserve School

No comments were made.

Senior Center Project

Ms. Vaughn stated that there is no appropriation for the Senior Center.

ENTERPRISE FUND
Solid Waste Management

Commissioner Battle asked what the roll off truck was used for. Mr. Howard responded that this truck picks up the containers at the resident's houses. The citizens can rent a container.

Commissioner Lucas asked what the fund balance was for Solid Waste. Chairman Hall responded that it is around \$600,000.00. Commissioner Lucas asked what the legal fees were for. Mr. Howard responded that the legal fees are there for enforcement.

Commissioner Lucas asked what the dues and subscriptions were for. Mr. Howard responded that this is for the annual fee to DENR.

Commissioner Travis stated that the Landfill needs to have something to put the aluminum cans in. Mr. Howard responded that he and Tim Smith were talking about this.

Commissioner Satterfield stated that the new sign looked good but it was too far back to see from the road and he asked if the sign could be moved. Mr. Howard stated that he would look into that.

CDOT

Commissioner Battle stated that the commissioners had approved to change the name of CDOT to CATS but he felt that the name on all the vans should be uniform. Mr. Howard asked the Board if they would like a cost on that. Commissioner Travis responded yes they would like to get a cost on the removal of the old decals.

Commissioner Satterfield asked why drug testing was in administration. Ms. Vaughn responded that it was in administration so CATS could get reimbursed.

Chairman Hall made his Proposed Budget Changes

It is important to set up a capital account to address some of the county's HVAC units. He stated that any unit over 15 years old should be replaced and that the county should see a significant savings in utilities.

1. Reallocate \$18,000 to the Tax office printer
2. Transfer \$100,000 from CDOT fund balance to Caswell County Capital
3. Disregard
4. Purchase tractor and equipment for Maintenance
5. Transfer \$10,000 from Court Facility Fee to Caswell County Capital
6. Re-allocate the bond payment to increase employee salaries, PCC capital, Caswell County capital and Contingency
7. Institute a \$25.00 franchise fee for all businesses in the county
8. \$10.00 insurance co-pay, per month for all county employees
9. Re-allocate \$150,000 from School Capital Outlay to Caswell County Capital

Commissioner Lucas asked on the increase in employee salaries how many employees this was based on. Chairman Hall responded that it was based on 200 employees. Commissioner Carter asked what the percentage of COLA was. Chairman Hall responded that it was based on 1 ½%.

Commissioner Satterfield stated that the Court Facilities fees had doubled and that the County may be able to use some of this fund to do some of the capital repairs.

Commissioner Lucas suggested reducing the Solid Waste fee to the citizens.

RECESS

At 10:05 p.m. Commissioner Travis moved, seconded by Commissioner Battle to recess the meeting until Monday, June 27th at 5:30 p.m. The motion carried unanimously.

Paula P. Seamster
Clerk to the Board

Nathaniel Hall
Chairman
