

MINUTES – FEBRUARY 3, 2014

The Caswell County Board of Commissioners met in regular session at the Caswell County Historic Courthouse in Yanceyville, North Carolina at 6:30 p.m. on Monday, February 3, 2014. Members present: Kenneth D. Travis, Chairman, Larry G. Hamlett, Vice-Chairman, William E. Carter, Nathaniel Hall, Jeremiah Jefferies, Cathy W. Lucas and N. Kent Williamson. Also present: Kevin B. Howard, County Manager, Brian Ferrell, County Attorney, and Gerri Hunt representing The Caswell Messenger. Paula P. Seamster, Clerk to the Board, recorded the minutes.

MOMENT OF SILENT PRAYER

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

PLEDGE OF ALLEGIANCE

The Board of Commissioners and all the guests in the audience recited the Pledge of Allegiance.

APPROVAL OF AGENDA

Chairman Travis stated “I have one item that I need to add to the agenda, the Piedmont Electric tower. I would like to add that between 11 and 12 if that is okay.”

Mr. Howard stated “I was planning to address that at the next commissioners meeting.” Chairman Travis responded “I was asked the other day to bring it up tonight.” Mr. Howard continued “We are not quite ready to discuss it right now. I would like to talk about it at the next commissioners meeting. I can talk about it but I don’t think we are ready to make a decision tonight.” Chairman Travis asked “Do you want to put it in your report then?” Mr. Howard responded “That is fine.”

Commissioner Lucas asked “This might need to go to the county attorney but are we going to get a report from your meeting today?” Mr. Howard responded “Yes, I was going to add Attorney/Client privilege.” Commissioner Lucas continued “To the Closed Session?” Mr. Howard responded “Yes ma’am.”

Commissioner Hamlett moved, seconded by Commissioner Jefferies to approve the agenda as amended. The motion carried unanimously.

APPROVAL OF CONSENT AGENDA

Commissioner Jefferies moved, seconded by Commissioner Williamson to approve the Consent Agenda. The motion carried unanimously.

The following items were included on the Consent Agenda:

- A. Approval of Minutes of January 9, 2014 Special Meeting
- B. Approval of Minutes of January 21, 2014 Regular Meeting

PUBLIC COMMENTS

Chairman Travis opened the floor for public comments.

Ms. Paulette Tate came before the Board and made the following statement:

“Good afternoon everyone. I have two concerns and both of them I am not sure if I am supposed to come to you all or who do I go to. I did try to go to our website, the county website, evidently there is a flaw there or some kind of glitch, you can't get past the telephone number and you can't submit so probably someone needs to promptly check into that. The problem is there is a residence, my address is 3311 Highway 86N, there is a residence that used to be a florist and I am sure everybody is familiar with it. If you go past there now there is a tarp there and there are piles, I thought it was wrappers or paper or trash, it is bread for the animals. I don't know how that is going to, I don't know how they will take care of handling that. To me, because our property is directly adjacent with theirs after a while there are going to be all kinds of rodents out there so shouldn't that be in some kind of a container. I am not sure if the person's address is in the city or the county. I know who the property use to belong to, Mr. Foriest, but now the gentleman that moved there I don't know him but I knew the young man who was helping him clean up and he told me it was all bread. They raked it up and put in under a tarp for the animals. So whoever is supposed to check into that I would appreciate it if you do and try to elevate the problem before it gets out of hand, maybe you can do something about it. Also, three or four years ago there was a meeting about leaving abandoned cars, too many abandoned cars in parking lots and this kind of thing. There was a big to-do about that so before it gets out of hand right there where the new place came into effect, they buy cars right down the street from my property now they have a huge fence there. I don't know who the property belongs to, that is not my job but who is policing this kind of thing because now the cars are coming from behind there and are sitting out front so it is going to be the same problem we had all over the county before. My residence is not in the city of Yanceyville but that car place should be. A state trooper used to live directly across the street and he was in the city. I am not in the city but I think it needs to be taken care of because I do pay tax. Thank you so much for your time.”

Chairman Travis asked if anyone else would like to speak during Public Comments. With no other public comments Chairman Travis closed Public Comments.

CASWELL COUNTY PLANNING COMMITTEE FOR SERVICES TO THE ELDERLY ANNUAL UPDATE

Ms. Adrienne Calhoun, Assistant Director with the Piedmont Triad Regional Council Area Agency on Aging, came before the Board of Commissioners and gave a power point presentation on Caswell County Aging Services Recap 2013-2014. The presentation showed detailed shifts in demographics of Caswell County and the raising concerns about how to provide the same level of services for the increasing number of elderly populations in the future.

MEALS ON WHEELS

Ms. Jeannine Everidge, Senior Services Director stated “My name is Jeannine Everidge. I am the new director at the Caswell Senior Center. I don’t want to take up too much of your time this evening but I would like to bring to your attention the need for volunteers for our Meals on Wheels program. That program currently serves 137 clients with 134 volunteers. We have 10 routes throughout Caswell County with up to 15 clients on any given route. Our longest routes are Cherry Grove and Pelham and currently sustain the most volunteers. Our greatest need for volunteers is to run two routes in Yanceyville and also the Prospect Hill area. We would like to have upwards of 175 volunteers. Because we do not have enough volunteers there are times during the month that we cannot provide a hot meal to our clients because we don’t have anybody to run the route. I come before you tonight to consider becoming a volunteer for our Meals on Wheels program. If you are unable to volunteer yourself talk to your neighbors, to your family members, your church members and ask them to become volunteers. If you own a business allow your employees to become volunteers and become a volunteer for 1 or 2 hours once a month, twice a month, once a week, whatever they can offer up for us to be able to get these meals out. I can tell you, you will get much more out of volunteering your time to deliver these meals than you ever give. They are very appreciative and sometimes this is the only hot meal they have during the day and also the only connection they have with an individual. We have also had some of our clients who were having health issues or had fallen and we were able to have someone in there to call Emergency Services and to get them the help that they needed. On behalf of the Caswell Senior Center I thank you for your time and your consideration.”

FUNDING FOR DISTRICT DRUG TREATMENT COURT

Judge Galloway stated “Good evening. I come to request that \$1500 and some change which is already allocated and that it be repurposed so this could be put toward a program administrator. The reason we need this is we had thought when the governor gave his state of the state speech a year ago we thought there would be money available for us, for the manager. It turns out that we have been disappointed in that regard. We have grant applications under way. We expect to have that in place very soon but we need an administrator in order to function. This would allow us to continue to function until we get that grant in place. I will talk longer than you want me to but I will be glad to answer any question but this is basically just a request that we repurpose this money away from the way it had been to an administrator to allow us to finish up.”

Commissioner Lucas stated “I just took note, Judge Galloway, that there are 21 counties out of 100 that still have a drug court.” Judge Galloway responded “I believe that is correct.” Commissioner Lucas continued “Is that because the funding was eliminated in other counties or did they ever have it?” Judge Galloway responded “It was never higher than 23. There was always a scramble for money back several years ago and in order for one of these programs to be put in place you had to have someone that was there saying we want it, we are prepared to do some extra work to put it in place. There were a lot of counties that had all they wanted to do thank you very much and they did not have any additional time to apply judges to these programs so they never undertook the initiative to get it in their counties. This also speaks to your question; I believe all of the counties with more than 150,000 had drug treatment courts prior to the budget changes of about 7 years ago.”

Commissioner Jefferies asked "Judge I think I am right, it is about 100 counties and I think there are about 20 counties that have this drug program in it and Caswell is one of these counties?" Judge Galloway responded "Yes sir." Commissioner Jefferies continued "That is pretty good. I just wanted to throw that out to the Board." Judge Galloway responded "It is good. It is quite good. You got my little e-book. I am quite proud of the work we do. I can assure you that I don't get any additional funding doing it. It is good work we do. One thing that we are not paid to do deals with children that are born addicted. Your DSS attorney or your DSS folks will tell you that probably about every 1 ½ to every 2 months you will end up with a child in foster care in your county whose mom was addicted and the child has all these problems. It is kind of astounding what we are able to do. If we got a mother in the program that baby is going to be born healthy. That is just one of several things. I told you I would talk too long."

Commissioner Lucas asked "Could you just give us a walk through, like if you assign someone through drug court what specifically happens to that person?" Judge Galloway responded "Okay, the big picture here is just like anyone that is in rehab, it is essentially rehab plus one more thing and we are the only folks with that one thing. You have seen the picture of the Good Shepherd in your church windows and he has got the hook. We've got the hook. We require...if we see that a person has violated the law because of drugs we will put them in the program whether they want to be there or not and we are successful whether they want to be there or not. We do drug testing on a frequent basis. We do screenings. We check curfews. We see them a lot and probably the most important thing we do is that we have eyes on them and if somebody is getting ready to mess up we can see it and at that point in time I learn about it and we apply additional resources if they are testing dirty then jail is an option depending on any number of things. We test them to see if they are clean. We check their curfews. We make sure that they are attending classes. We get them in AA or NA and we make sure that they are making those meetings. We give positive re-encouragement. What we judges do, what folks think about us generally is the negative but if someone is doing well then they get positive re-encouragement. Those of you that have trained animals or children know that positive reinforcement, when you can do it, receives better. I believe I have outlined it pretty well. It is like Whitney Houston, Whitney Houston would be with us today if there were someone with a hook and we have the hook and if someone is starting to fall out of treatment then we are there. We usually see it and we are usually able to get them back into treatment."

Chairman Travis asked "How many people, roughly, do you think we have in that program in Caswell County?" Judge Galloway responded "Right now we have four new folks in the program. I am thinking it is no more than three or four and your percentage or the amount of money that you are paying is way less than Person County's, Person has the balance. Right now we are at 21 or 22 folks in the program and I believe 3 or 4 of those are from Caswell."

Commissioner Carter moved, seconded by Commissioner Jefferies to accept the Judge's request to transfer the funds of \$1,523.86 remaining unspent for District 9A drug treatment court to be used to fund a drug treatment court administrator.

Chairman Travis asked "Where is the money coming from?" Mr. Howard responded "You allocated some funds previously to pay for travel expenses from Person County here and back

and he is requesting those funds to use as salary for the administrator.” Chairman Travis continued “So there are no new monies?” Mr. Howard responded “No new money.” Judge Galloway responded “No new money.”

Commissioner Lucas asked “So we will have to do a budget transfer or something to show...” Mr. Howard responded “No, the position is not in Caswell, we give them the money anyway. He is just asking to use the money a different way so there is nothing else you need to do.”

Upon a vote of the motion, the motion carried unanimously.

CASWELL COUNTY FY 2012-2013 AUDIT PRESENTATION

Ms. Jennifer Reese stated “Good evening members of the Board. My name is Jennifer Reese and I am an audit manager at Winston, Williams, Creech & Evans in Oxford, NC. First of all, the county received an unmodified opinion on their June 30, 2013 financial statements. This is the best opinion that you can get. Caswell County also received the Certificate of Excellence for their June 30, 2012 audit and the 2013 audit has also been submitted for review. Normally you don’t receive feedback on that until the next year. We are going to start off looking at the Statement of Net Position for the Primary Government. This is basically the statement that deals with the county as an overall. It included governmental and business type activities. You can see here a comparison of 2012 and 2013.”

**Statement of Net Position
Primary Government**

	<u>2012</u>	<u>2013</u>
Total Assets	\$36,066,580	\$35,586,009
Deferred Outflows of Resources	36,170	32,151
Total Liabilities	13,519,041	12,994,662
Deferred Inflows of Resources	<u>43,930</u>	<u>34,999</u>
Net Position	\$22,529,779	\$22,588,499

Ms. Reese continued “As you are looking at this there is also some new terminology here, you see Deferred Outflows of Resources, Deferred Inflows of Resources and Net Position. There was some accounting changes that took effect since last year and that is the reason for these differences in terminology. Basically these are all for deferred outflows were part of the total assets and the deferred inflows were part of the total liabilities.”

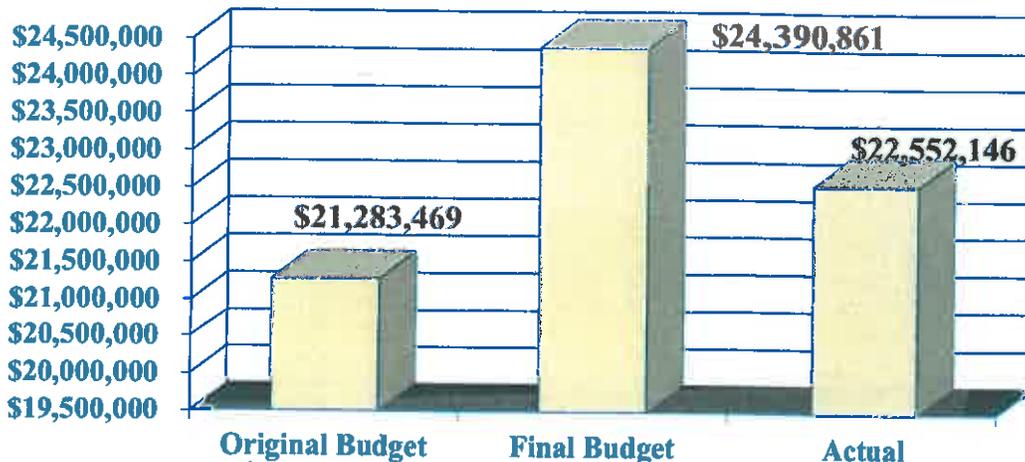
**Statement of Activities
Primary Government**

	<u>2012</u>	<u>2013</u>
Revenues	\$24,667,767	\$23,924,525
Expenditures	<u>23,012,199</u>	<u>23,875,804</u>
Change in Net Position	1,655,568	48,721
Beginning Net Position	21,005,123	22,660,691

Restatement	-	(120,913)
Beginning Net Position		
-Restated	<u>21,005,123</u>	<u>22,539,778</u>
Ending Net Position	\$22,660,691	\$22,588,499

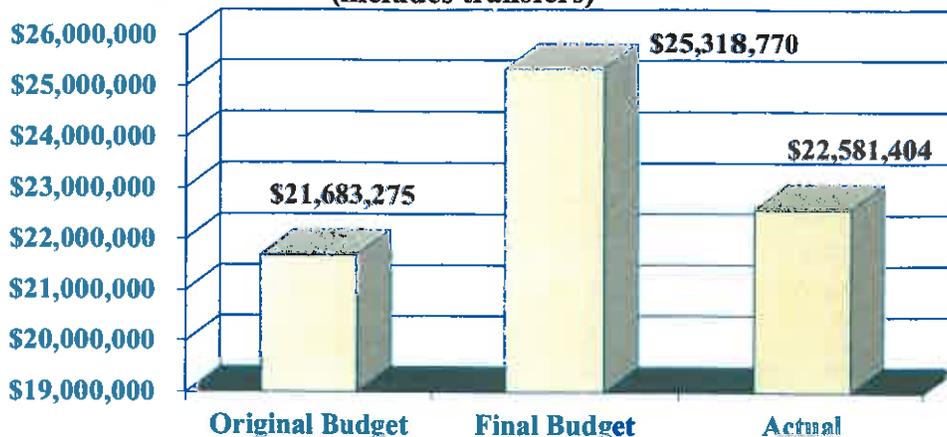
Ms. Reese stated “You do see a Restatement there that was simply due to accounting changes that took place, but was something that was basically an accounting type thing, no error or anything on the part of the county. It was just part of what we had to do with the changing accounting policies. These numbers encompass a lot of different things. They encompass the general fund as well as all the special revenue, capital projects, so it is a lot to look at when we look at this as a whole. The next slide is going to start taking a look at the general fund which is what most of you are most interested in because that is what basically encompasses most of the activities of the county.”

**General Fund Revenues
(includes transfers)**



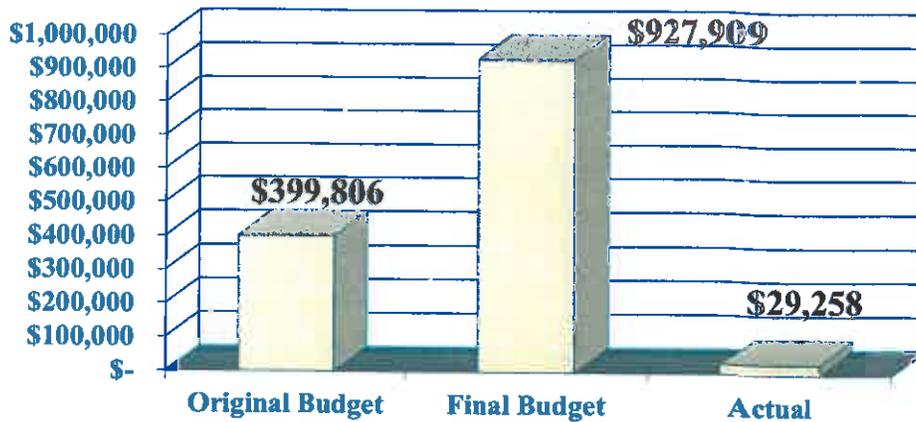
Ms. Reese continued “Revenues was some under expectations there, mostly that is due to grants and that type thing, those are fluctuations and sometimes difficult trying to budget those. There was also additional money budgeted this year for detention center housing and that did not come in as high as budgeted. The next slide is the General Fund Expenditures. This came in under expectations, which is great. That is what you want to happen. It mainly came in under expectation in the areas of public safety and human services and those are usually very large grant areas.”

**General Fund Expenditures
(includes transfers)**

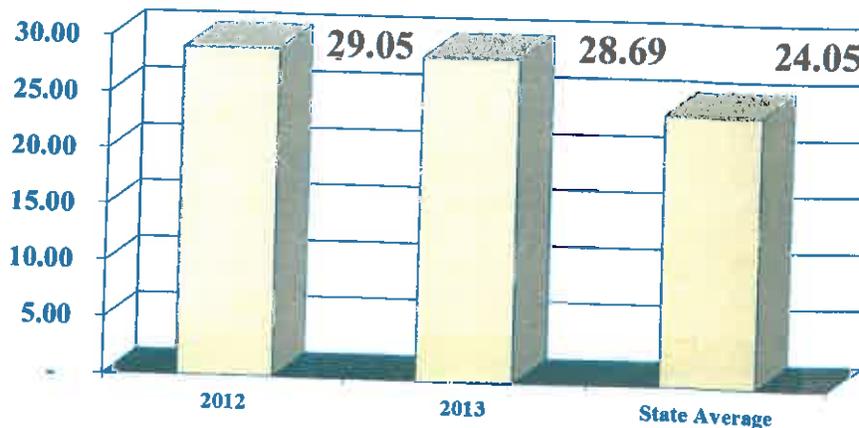


Ms. Reese stated “The next slide is the Appropriated Fund Balance. Pretty much this year the county pretty much broke even which is great because you had budgeted to use some of your fund balance and that means that the management did a great job of managing expenditures based upon the revenues that they received. The next slide is looking at Fund Balance Available for Appropriation. This is the percentage that the Local Government Commission uses to compare counties to other counties. Last year it was 29.05 and this year it was 28.69 but as you can see it is above what the state average is for counties your size at 24.05 so it is great that the county is maintaining that.”

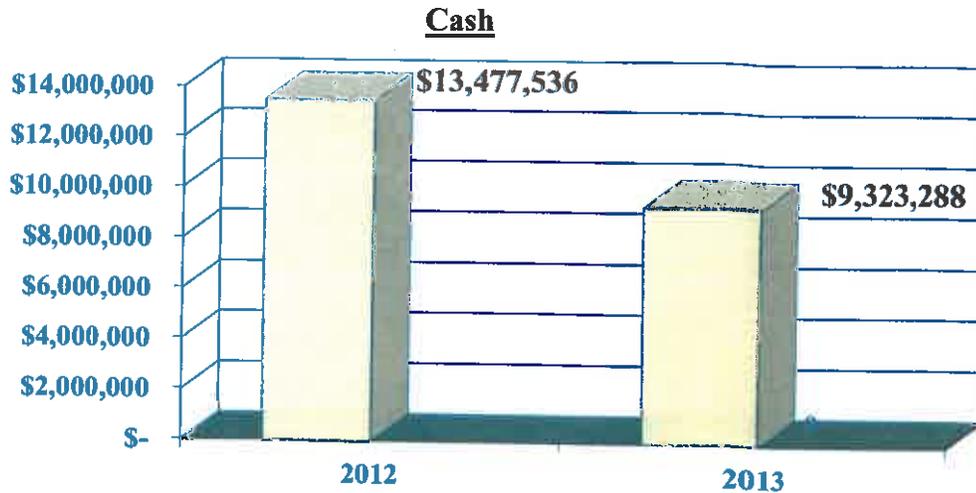
Appropriated Fund Balance



Fund Balance Available for Appropriation- as a % of Expenditures



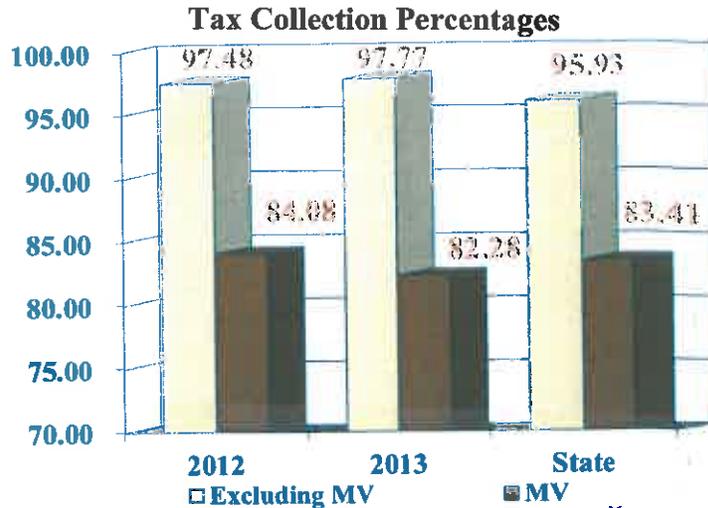
Ms. Reese continued “The next slide we are looking at is Cash and this is overall cash. This includes the general funds as well as all the other funds. Cash decreased this year from last year about \$4.1 million and most of that was due to the detention center, that went down about \$3.6 million. Of course that is where you were spending the money where you are taking care of building this project. The county building fund also went down about \$329,000 and that is expected because that is out of the building project.”



Ms. Reese stated “The next slide you are going to look at is the debt for the county. The principal paid on the debt during the year was about \$628,000 and there was also additional debt installment purchases added of about \$146,000. Here is where you can see your tax levy over several years. It remained steady even though the tax rate has remained the same for the past three years.”

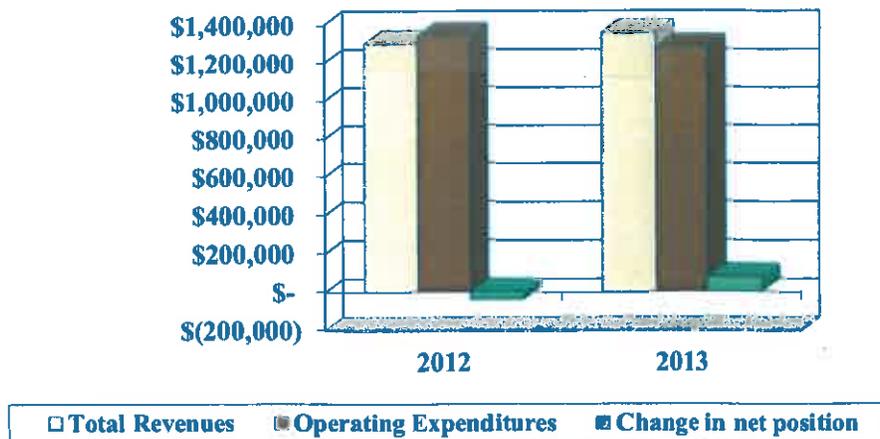


Ms. Reese stated “The next slide is the Tax Collection Percentages. These are the collection percentages for motor vehicle and excluding motor vehicles. The real and personal property was 97.48 last year and that has gone up to 97.77, that is a great job by the Tax Office for doing that collection and keeping those collection rates up. For the other one, motor vehicles you can see where that went down a little bit. It was 84.08 for 2012 and for 2013 it was 82.28. You can see how that compares to the state average. You are kind of below as far as the state average but you are above as far as the real and personal property. The good thing with this is we expect next year to see these percentages rise for the motor vehicles because now we are doing the new tax and tags. That is coming into play where people are paying their taxes when they get their tags at the DMV office. Our expectations are we will see those percentages rise next year as people are paying more of those vehicle taxes in.”



Ms. Reese continued “The next slide is the Proprietary Funds and this is basically showing the revenues and expenditures and the change in net position of these funds. You can see the total revenues increased from the prior year and the expenditures decreased and therefore you can see a positive change in net position and that was about \$77,856 so the proprietary funds are going in the right direction.”

Proprietary Funds



Ms. Reese stated “I would like to say thank you to Gwen and the rest of the Finance Department and the Administration for all of their help during the audit. Thank you for giving us the chance to serve as the auditor. Is there any questions?”

Commissioner Lucas asked “On the findings, can you go over those?” Ms. Reese responded “Sure, I will be happy to. I don’t have a slide for that so if you are interested you can look at the back of the report. It is going to be found on page 139. Most of these deal with DSS stuff and I won’t go into all the terms here, you can read these. Basically, what we do is we go to DSS and we look at Medicaid files and as part of that, that is one of the major departments we always look at especially in all the counties because that is a major source of funding of course. What we did

is we looked at files and we had some issues when we were looking at some income verification and budget calculations. As we have seen the economy get worse DSS has more clients now than ever and most of them have no increase in staff and greater workloads. These are some of the problems that we found as we were looking through files. We noticed some errors in the calculations in income and that type of thing. In that we did write up these errors to make our job as auditors as we were told by the state was to make them aware of the errors that we found. The good thing was when we looked at questioned costs there, there weren't any questioned costs because the applicants did remain eligible and that is the important thing. Yes they may have made the calculation wrong but they were eligible applicants so there weren't any questioned costs come into play which means that there is no money owed back for any issues or problems that were found. There were also some issues we found with liquid assets and reserve calculations regarding eligibility and you can read here more but the good thing there is even after the errors were corrected there were still no questioned costs. We spoke with the officials. We talked with people at DSS. They were involved in these reviews and the corrective actions fully and they wrote up these responses. If you have questions I can go into it further but just to make you aware of kind of what is going on but that is it. And of all the counties we did this year we found errors in Medicaid everywhere we went and so Caswell County was not any different than anywhere else."

Commissioner Hamlett asked "Social Services already caught all of this?" Ms. Reese responded "There was some stuff that they found, yes sir. We were told that part of our job was not to do any corrections but just basically to present it. It is up to the state and DSS to follow up on any of these issues." Commissioner Hamlett continued "Jeremiah and I are on the board and we discussed these." Ms. Reese responded "And Dianne and them were very helpful in helping us and getting all of this together. Basically all we do is we just give the names to the state and then it is up to them if they want to contact the DSS agency regarding it or not."

Commissioner Lucas asked "On page 143 where it says 'Summary Schedule of Prior Audit Finding' are those listed explain what that is?" Ms. Reese responded "Those are just old findings and we just list any follow up and that kind of thing." Commissioner Lucas continued "Is this how the county remedied the finding or?" Ms. Reese responded "It is just how they followed up in the past. Part of what we do is when you present the findings for one year the next year you just have to follow it up and write, like next year these two that we had here we will have to go back and basically say this is what the county has done in the past to try to remedy this." Commissioner Lucas asked "So there are 10 findings listed here, they are from last year and this is the corrected measures that were put in place?" Ms. Reese responded "Well these findings if you see the number such as Finding 12-01 that is from fiscal year 2012 and that would be a finding from 2012 and then there is Finding 12-2 and 12-3, the first two numbers are actually the fiscal year for each finding." Commissioner Lucas continued "My point is they were corrected and you are going back to make sure that that has happened?" Ms. Reese responded "Yes ma'am. We go back and go through it each year and as the year progress we take these off. We are just required to follow up on them." Commissioner Lucas stated "Thank you." Ms. Reese responded "You are welcome."

CASWELL EMERGENCY MANAGEMENT RECEIVED COMMUNITY FOUNDATION
GRANT TO PURCHASE AND EQUIP A UTILITY TERRAIN VEHICLE (UTV)

Mr. Barry Lynch, EM Coordinator, stated "Good evening members of the Board. Last July we applied for a grant through the Community Foundation Dan River Region to purchase a UTV. The purpose behind this is with the new trails that have been put in at Skyline and the trails at the Senior Center if anything happens on those to anybody our only means to get them out is to carry them out. Some of the areas on the game lands and remotes areas that we have to bring patients out of currently we are either carrying them by hand or putting them in the back of a pick-up truck that somebody has and this is not the safest means to get them out. This UTV will be a John Deere purchased on state contract. It will have a med bed in the back of it which you can secure a patient to and a 12' trailer. The trailer can also be used once you get it to the scene you can hook it to the back of the UTV and on a large scale event or something you have means to haul equipment or whatever around if needed. The total amount of the grant is \$13,200. The UTV is \$8,590. The trailer list price is \$1200. \$3,000 for the med bed and \$425 for shipping. That actually comes up to \$13,215. Like I said that is just me calling and not negotiating anything. On the shipping he said he would waive some of that so I can definitely get it under the \$13,200. What I need tonight is permission from the Board to go ahead with the project and purchase the UTV which would be purchased through Quality John Deere in Roxboro. The med bed or skid unit will be purchased from Chem-Tech in Utah. It is about a four week delivery on both of them and I hope that the Board will allow me to proceed with this to have it in service within the next 60 to 90 days."

Commissioner Hall asked "The purchasing process that you just described is that our normal county purchasing process? Let me address that to the county manager." Mr. Howard responded "The state contract price for the UTV is normal and we got bids on the other pieces of equipment and those were the low bids on those pieces of equipment." Commissioner Hall continued "So you have already got the bids?" Mr. Howard asked "Did you get bids on the trailer and stuff?" Mr. Lynch responded "Yes I have two and they are both local." Commissioner Hall asked "Did we follow the bid process?" Mr. Howard responded "Yes we either try to get two to three bids on equipment or a state contract price. The state contract in this case was several thousands of dollars less than any bid we could get with comparable equipment." Mr. Lynch stated "I priced with John Deere. I priced with Kawasaki, Bobcat, and everybody I went to the state contract was almost \$2,000 less than the lowest price they gave me." Commissioner Hall stated "I just wanted to know that we were following standard procedures. That is all I wanted to know."

Commissioner Carter moved, seconded by Commissioner Williamson to approve the request as presented by the EM Coordinator.

Commissioner Hall asked "So am I to understand it that we have received notification of the grant award?" Mr. Lynch responded "Yes sir. We picked up the funds on January 14th at the reception. Nothing has been ordered or anything but we do have the funds in hand."

Upon a vote of the motion, the motion carried unanimously.

REQUEST FROM THE PLANNING BOARD FOR A MINUTES RECORDER PROVIDED
BY COUNTY STAFF

Mr. John Claggett, Planning Board Chairman, stated "Good evening. On 4 November of last year the Caswell County Planning Board requested that they be provided a staff member for recording and reconstruction of minutes. During the Board of Commissioners' discussion of this issue the county manager stated that he and the county planner had had discussions about this and once the human resources person has had time to catch back up on things we may look at doing that again but right now there is not enough staff available. Later on during the same meeting, same discussion, he stated it could be a possibility for the human resources person to do this within the next couple of months but at this time he was trying to get her caught up with what needed to be done and even though she has been there approximately a year and February 3, 2013 is well within the next couple of months. During the same meeting the 35 year old technology used to record both the Board of Commissioners' meetings and the Planning Board's meetings with was discussed along with the current issues discerning information recorded on the tapes. The discussion included a \$5,000 quote to change the existing technology to digital which would enhance the recording. The county manager stated that he would go into more detail about that at the next Board of Commissioners' meeting. A motion was made by Commissioner Hall with a second by Commissioner Hamlett to have the county manager to work with the Chair of the Planning Board and the Planning Director to determine a cost to get someone to take the minutes for the Planning Board meetings. It was a unanimous vote. The next meeting which was 18 of November the Board of Commissioners' meeting the county manager stated to this Board in response to the Planning Board from the previous meeting regarding a minutes recorder for the Planning Board that he was instructed to get a cost by someone outside or just have it done. That is not true. I just referenced the motion and the vote to work with the Planning Board and the Planner. There was discussion about an intern to be paid from remaining grant money then follow on a payment of \$200 per month. When questioned by Commissioner Hall as to whether or not this had been discussed with the Planning Board the county manager explained that he had mentioned it to Mr. Claggett in conversation and discussed it with the county planner and the intern. Ladies and gentlemen it is in your minutes. That statement to me well illustrates just how devalued the Planning Board's input is by staff as well as how devalued the directives of this Board are perceived. Mr. Howard informed the Board of Commissioners the he will take it to the Planning Board at their next meeting and that the intern would be there to take minutes. Didn't happen. The Board of Commissioners were told that a demonstration of a new sound system could be forthcoming but like a lot of things hasn't happened as of yet. On the 26th of November at the Planning Board meeting Commissioner Lucas requested to hold off on further discussion of this matter as she wanted to have further discussions with the county manager. Now based on the information contained in the Board of Commissioners' meeting minutes starting in early November, email dialogue between me and the county, also myself and the North Carolina School of Government along with suggestions offered by the county attorney, here are the options that were presented to the Planning Board just this past week, which I might add was the first Planning Board meeting since the 26th of November. 1) The county manager is willing to spend taxpayer's money to provide what the human resources person had done in the past and could possible do again as stated three months ago. 2) Continue on with the way we are currently operating. 3) Appoint by majority vote a board member to fulfill this requirement. 4) Request from the Board of

Commissioners that a staff member other than the county planner be available for a few hours per month for recording and reconstruction of meeting minutes. The Planning Board has asked me to come before you this evening and once again request the use of a staff member for a few hours per month to record and reconstruct meeting minutes and here are the reasons that came out of this discussion. A) The county planner is an integral part of our meetings being relied upon for his expertise, opinion and meeting content, questions posed by the Planning Board, explanations, etc. thus for him to either not hear a question due to minute taking or missing something vital and pertinent in the minutes due to his other roles associated with the conduct of the Planning Board is unfair to him, to the citizens of Caswell, to the Planning Board members also participating in the meeting as well as the Caswell County Board of Adjustment and the Caswell County Board of Commissioners as staff has been used in the past. Professionalism should be the norm rather than the goal. B) Spending \$200 per month for a few hours work for someone from the outside that would not be present on a daily basis will be unnecessary and potentially pose a problem with continuity thus promoting untimely information flow. C) To appoint by majority vote a member of the Planning Board would present the same problem with participation and fairness as currently exists. D) The Planning Board drew the same analogy that the county manager recording the minutes during a Board of Commissioners' meetings as it would be very difficult to participate in the meeting with any degree of accuracy. Hopefully with whatever information I have been able to ascertain by researching meeting minutes to keep the Planning Board as well as this Board accurately informed in itself illustrates the need for the same consideration of the Planning Board meeting minutes. Any questions?"

Mr. Howard stated "If I recall in the November Planning Board meeting, the Planning Board actually voted to continue taking minutes on a synopsis basis with Brian doing those minutes. This just changed during the last Planning Board meeting so that is why nothing has happened to that since the previous Planning Board meeting." Mr. Claggett responded "It is in the minutes." Mr. Howard continued "I will be glad to get the minutes." Mr. Claggett responded "That is where I got my information from, the minutes." Mr. Howard stated "I was at the meeting, I know what was said. I will get the tape if I have to."

Commissioner Lucas stated "I think we need to take some sort of action or discuss what the options are as far as correcting the problem because it is a problem."

Chairman Travis asked "What do you suggest?" Commissioner Lucas responded "Well during the conversation that we had there was the possibility of a staff person doing it." Mr. Howard stated "Yes ma'am and then the Planning Board voted to do something different." Commissioner Lucas stated "I thought that was just during the interim." Mr. Howard responded "That is not the way I took it at the meeting but they voted again that is the key here so they are asking for someone to take the minutes. We have options for staff and if the Board wants me to do that we can do that and have somebody put in place. It may not be the human resources person but we can look at that as well."

Mr. Claggett stated "If I may, the vote you are talking about occurred before the task of the watershed come back to the Planning Board to be compliant to the UDO and the vote that we just recently took just recently happened and everything that I just described to this Board is chronologically correct based on the minutes that I have researched and I have given this Board

the same information that I have briefed the Planning Board with and this is what the Planning Board wanted me to do and here I am presenting it to you.” Mr. Howard responded “I am not arguing that. The last thing was the Planning Board voted to do one thing and just recently as of last week voted to do something else and that was the request that was made.” Mr. Claggett continued “I am just here representing the Planning Board.”

Commissioner Hall stated “There was a motion made for the county manager to work with the Planning Board to get someone to take the minutes. I don’t know what the answer is but I know if an organization is professional there should be professional minutes. That is the bottom line so whatever it takes somebody ought to make sure that the minutes are taken and that is what I thought was happening notwithstanding who may have voted, who may have changed their mind, these are county minutes. This is an organization appointed by this Board and we would expect them to have accurate, complete minutes.”

Commissioner Lucas asked “Mr. Howard do you have a recommendation at this point in time as far as staff is concerned?” Mr. Howard responded “I think you and I discussed the possibility of the administrative assistant out of Planning and Building Inspections doing those duties. One, it makes more sense than human resources because she is more involved in the activities on a day to day basis.”

Chairman Travis stated “Let me suggest this, by our next meeting let’s have all the options here and we will vote on something that night.” Mr. Howard responded “Okay.” Chairman Travis continued “Let’s get this thing done and over with.”

Commissioner Lucas asked “Mr. Claggett when is the next Planning Board meeting?” Mr. Claggett responded “The end of this month.” Chairman Travis stated “We will meet the 17th.” Mr. Claggett responded “That is before it.” Chairman Travis stated “Have all the options and recommendations that night for the meeting and this Board will make a decision that night one way or the other. Is that okay with everybody?” All the Board agreed.

APPOINTMENT OF ALTERNATE TO THE PIEDMONT TRIAD RPO TRANSPORTATION ADVISORY COMMITTEE

Mr. Howard stated “They just need us to appoint an alternate person to that board in case Mr. Williamson cannot attend the meetings so this person will be able to attend in his place.”

Chairman Travis asked “Does anyone want to volunteer for that?” Commissioner Jefferies responded “I think we need to nominate the chair to serve as the alternate to Mr. Williamson.” Chairman Travis asked “Where is this located?” Commissioner Williamson responded “In Kernersville.” Chairman Travis continued “When do they meet?” Commissioner Williamson responded “They used to meet at 10:00 but they have changed it now to 1:30. With that change that would give me more of an opportunity to be there than in the past. In the past I would have to take a complete day off from work and with this I will be able to take just a couple of hours and run up there. I will be there more than I have been able to be there but I am not so sure about every meeting. I have a question, Mr. Hall are you still a part of the other part of the meeting that we have?” Commissioner Hall asked “The Council of Government board?”

Commissioner Williamson responded "Yes. Are they still having that?" Commissioner Hall responded "Yes we will meet next Wednesday so that is probably when you guys will meet." Commissioner Williamson stated "We meet at 1:30." Commissioner Hall stated "We normally meet at 11:45." Commissioner Williamson asked "If I may, could I have Mr. Hall to be my alternate?" Commissioner Hall responded "No and the reason I say that is over the years for several years I was the alternate but the problem is I would have to take a full day. When they were meeting at 9:00 I would have to leave Caswell at 8:00 and get back at 3:00 or 4:00 in the afternoon and I really can't afford to take a full day either for two meetings." Chairman Travis asked "How long does the meeting last?" Commissioner Williamson responded "About an hour. Leave it as is." Mr. Howard responded "We have to have an alternate." Chairman Travis stated "I will try it. I need to know ahead of time if you are not going to be able to attend." Commissioner Williamson responded "If I can't be there I will let you know ahead of time."

REQUEST FROM ANIMAL PROTECTION SOCIETY TO WAIVE RENTAL FEES

Mr. Howard stated "A couple times in the past they have had wrestling events in the gymnasium there for a fundraiser for the animal shelter and they are planning to do another one on April 5th and they are asking the Board to waive those fees again."

Chairman Travis asked "Isn't this something they do every year?" Mr. Howard responded "I think they do it twice a year. I think they do one in the spring and one in the fall."

Chairman Travis moved, seconded by Commissioner Williamson to waive the fees. The motion carried unanimously.

FORD BUILDING UPDATES

Mr. Howard stated "The question was asked at the last meeting about what authority the building inspector used to condemn that building. He did it under general statute as his authority as a building inspector. There have been conversations with Mr. Delitoso. He actually called me at the end of last week. He has turned in engineered approved plans to make repairs to the building, to sure up the building and put a roof on there. In our conversation he stated that he wants to have a roof and have it sealed up by the end of this month, February and complete renovations of the building by the end of this year, this calendar year. He is planning to move forward with the renovations of that building at this time."

Commissioner Lucas asked "Are there any time restraints, I mean time limitations?" Mr. Howard responded "No, there is no time limit. Woodrow and I discussed that. We did not get his information until this morning or Friday afternoon one so Woodrow has not had time to look at that." Commissioner Lucas continued "Is he still working under the Preservation guidelines?" Mr. Howard responded "He would have to. The building has covenants on it."

COUNTY MANAGER'S UPDATES
Board Retreat Dates

Mr. Howard stated "We discussed this at the last commissioners' meeting to try to set some dates to do a Planning Retreat."

Chairman Travis asked "Has anybody come up with some dates yet?" Commissioner Jefferies responded "I guess it would be good to have it on a Saturday so it would not interfere with anybody's job. I think it would be a good time to have it on a Saturday morning."

Commissioner Hamlett asked "Are we going to do it in March?" Chairman Travis responded "That is what we said." Commissioner Hamlett continued "How about March 15th or 22nd?"

Commissioner Lucas asked "Where will we be in the budget process?" Mr. Howard responded "Obviously I will not be there at this time but the agenda will be whatever you all want to do. You can meet with several department heads. The budget process at that time will be still gathering information. There will not be a budget put together at that point in time. We will not have the School's budget, DSS and Health really tied down until sometime in April."

Chairman Travis stated "The Planning Retreat will be March 15, 2014 at 8:00 a.m."

Commissioner Carter asked "Where will we have it at?" Commissioner Jefferies responded "I think we need to do it at the Senior Center. It is hard to hear in here. I think we need to have it at the Senior Center where we have had it before."

School Board Meeting Date

Mr. Howard stated "I relayed the date of March 31st to the superintendent and I have not heard back from the School System on that date."

RFP for Auditing Firm

Mr. Howard stated "It is time for that again. Just so you know your options, you have options to review for one year or to go through the RFP process. Historically we have done the RFP process each time it has come up. We need to start the RFP process soon to get that information out."

Commissioner Lucas asked "Are you asking for a decision tonight?" Mr. Howard responded "Yes ma'am." Commissioner Lucas continued "My recommendation would be to go through the RFP."

Chairman Travis asked "How many years have we been with this company?" Ms. Gwen Vaughn responded "Since 2005." Chairman Travis continued "Do you think we can get someone cheaper?" Commissioner Lucas responded "We won't know until we try."

Chairman Travis asked "What is the pleasure of the Board? Do you want to stick with who we have or do you want to try to get someone else?" Commissioner Hall responded "Mr. Chairman I think we need to do an RFP." Chairman Travis continued "That is all I am asking." Commissioner Hall responded "No you said do you want to stick with what we've got or go with someone else, that is a different thing than doing an RFP."

Commissioner Lucas moved, seconded by Commissioner Hall to solicit RFPs for the auditing contract. The motion carried unanimously.

Public Hearing for Dan River Reclassification

Mr. Howard stated "We set a public hearing for the Dan River reclassification at the last meeting. The Planning Board tabled that for discussion until their next meeting. They have 45 days to look at the information before we can set a public hearing. We recommend setting it for the March 17th Commissioners' meeting. You cannot act until that time."

Chairman Travis stated "We have to do one?" Mr. Howard responded "Yes sir." Chairman Travis continued "We have to do one so we need to go ahead and schedule one."

Commissioner Lucas asked "So it will be March 17th?" Mr. Howard responded "Yes ma'am that will be after the next Planning Board meeting and after the 45 days."

Piedmont Electric Tower

Mr. Howard stated "What this is about and Harvey really needs to come and explain this but they are looking to try to locate some equipment or a repeater on a cell tower at their office and they are requesting the county to pay for the engineering fees. This has to be done to make sure that this equipment can be located on that tower for any safety issues."

Chairman Travis stated "What Piedmont Electric is offering to do is what we charge is \$1300 a year for that tower, they will go ahead and pay for the engineering..." Mr. Howard continued "And then we will waive the fee." Chairman Travis continued "And we will deduct until it is paid back. It is just a simple thing." Mr. Howard responded "I just wanted Harvey to come and explain why we are doing this." Chairman Travis stated "I can tell you why they are doing it. They are trying to get a better signal for their radios on that side of the county. From what I understand it has been about 2 months since they have wanted to put this thing on the agenda. What has been the hold up?" Mr. Howard responded "The holdup has been working through 911. They are okay with it. Harvey is in the middle of doing his renovations and we said something about putting on this week's meeting but Harvey asked to wait until the March 17th meeting." Chairman Travis stated "I was approached about it the other day and they said they have been waiting to get this on the agenda for 2 months and I said there was no problem about getting on at the next meeting. I don't see a problem with doing this but if you want to wait on Harvey that is fine." Mr. Howard responded "If you are okay with us waiving their fee to pay for that engineering cost..." Chairman Travis continued "That is a Board decision. I can't make that decision. I know they want to do a study on the thing to make sure it will be okay."

Commissioner Lucas asked "Who is requesting the use of the tower?" Chairman Travis responded "911." Mr. Howard added "The basic purpose of it is the walkies, they have such low wattage. They don't project as far as radios in the cars or the radios at 911. Having a repeater on that tower would help the talkability or connectivity of those who are using walkies for those who are in a fire or in a building or on a scene to talk back to 911 or to talk back to other folks. This is an area that we have those issues."

Commissioner Carter asked "Do we need to decide on waiving this fee?" Chairman Travis responded "If the Board wanted to do this, they could either pay the money up front or Piedmont Electric would pay the bill and deduct it out of the \$1300 until it is paid off, that is what they said they would do." Commissioner Lucas asked "They are talking about the engineering fees?" Mr. Howard responded "Right."

Commissioner Hall stated "I think the question is do we want to have those things on the tower and are we willing to pay the money. That is the question. From a cost accounting standpoint we should not be waiving and deducting fees because it distorts the business side of what we are doing. The business side is if we want it on there and 911 is the one that is going to have to pay for it then let them pay for it even if we have to appropriate the dollars but we don't want to distort the business from a cost accounting standpoint. So do we want it on there or do we want the county to pay the twenty some hundred dollars, that is the key." Chairman Travis stated "The reason they want it on there is like he said a minute ago, the radio systems don't work good down in that area."

Commissioner Lucas asked "So the request is coming directly from Harvey, is that right?" Mr. Howard responded "Yes he contacted them and they were going back and forth. They gave us this information back in December and then Harvey and I have been talking about it. I wanted to put it on this week's meeting but he wanted to wait until the next meeting."

Chairman Travis stated "The only thing I can say is Piedmont Electric has already approved to put it on the tower but they have to do an engineering study before it can be done." Mr. Howard responded "Correct."

Commissioner Hall asked "To the county manager, is there any additional information that 911 staff could bring to this Board regarding putting this up?" Mr. Howard responded "If you had some detailed questions." Commissioner Hall continued "We don't have any questions." Mr. Howard responded "There is nothing else he can bring to you." Commissioner Hall stated "Okay."

Commissioner Carter asked "Mr. Manager don't we have money in the 911 budget to cover this?" Mr. Howard responded "This cannot be paid for with 911 funds. 911 funds covers receiving the incoming calls but it does not cover getting that call out to whoever between radios." Commissioner Hall stated "So it has to be the general operating funds." Mr. Howard responded "Yes sir."

Commissioner Jefferies stated “Mr. Chairman I think we need to wait until March 17th because that is what 911 wanted. We can wait two more weeks and get this settled then.” Commissioner Hamlett responded “Just put it on the agenda for March 17, 2014.

ANNOUNCEMENTS AND UPCOMING EVENTS

Commissioner Carter stated “There have been several major fires in the last week and one of those was up on 150. We had a lot of fire departments in the county to respond and I think they all did a good job keeping anything really major from getting burned up. I know that Yanceyville, Anderson, Casville and the Yanceyville Road near Reidsville came and Williamsburg and there was a lot of acres that burned up but they all did a good job.”

Mr. Howard stated “The Comprehensive Plan Committee meetings: Tuesday, February 11th 6:30 – 8:30 pm at the Senior Center, Tuesday, February 18th 6:30 - 8:30 p.m. at South Elementary School and Tuesday, February 25th 6:30 – 8:30 p.m. at North Elementary. They asked that the commissioners try to attend at least one of these. The same information will be discussed at each meeting.”

Mr. Ferrell stated “Mr. Chairman I will be attending the County Attorney’s Conference at the School of Government on Thursday and Friday of this week.”

Commissioner Carter stated “I know that Commissioner Hall can reiterate on this, the meeting we had the other day at the Town Municipal Building concerning the grant for the exhibit, would you like to comment on that?” Commissioner Hall responded “I think most people are aware and there were articles in the paper, the exhibit is up and citizens can go by and see it.”

CLOSED SESSION

Commissioner Hamlett moved, seconded by Commissioner Williamson to enter Closed Session to consider the compensation, terms of appointment and performance of an individual public officer (NCGS 143-318.11(a)(6)) and to preserve the Attorney/Client privilege (NCGS 143-318.11(a)(3)). The motion carried unanimously.

REGULAR SESSION

Chairman Travis moved, seconded by Commissioner Williamson to resume regular session. The motion carried unanimously.

ADJOURNMENT

At 9:00 p.m. Commissioner Williamson moved, seconded by Commissioner Hamlett to adjourn.
The motion carried unanimously.

Paula P. Seamster
Clerk to the Board

Kenneth D. Travis
Chairman
