



**Board of Commissioners**  
**Agenda**  
Regular Meeting

Historic Courthouse

December 2nd, 2024 at 6:30 p.m.

**Welcome**

1. Moment of Silent Prayer Chairman Jefferies
2. Pledge of Allegiance
3. Commissioner Comments

**Organizational Meeting**

4. Call to Order of Organizational Meeting Clerk to the Board
5. Oath of Office Judge Osmond Smith III
6. Organization of Board
- a. Election of the Chairman Clerk to the Board
- b. Election of the Vice Chairman Chairman

**Call to Order by New Chairman**

7. Public Comments

Each speaker will speak from the podium, and begin their remarks by giving their name and stating whether or not they are residents of the county. Comments will be directed to the full board.

Speaker comments are limited to a maximum of three (3) minutes during the public comment period. Speakers must be courteous in their language and presentation. Personal attacks will not be tolerated. The Board of Commissioners or the Administration will not provide responses during Public Comments period or in the same meeting.

8. Recognitions

**Agenda**

9. **Approval of Agenda** Chairman
10. **Approval of Consent Agenda** Chairman
  - a. November 18, 2024 Regular Meeting Minutes
  - b. November 21, 2024 Joint Town Meeting Minutes
  - c. Approval of Bonds for Public Officials
  - d. 2025 Holiday Schedule
  - e. Request for December 23 to be closed at noon
  - f. Budget Amendment # 8 Public Health
  - g. Budget Amendment # 9 Sheriff's Department (Special Revenue Fund 290)
  - h. Budget Amendment # 10 DOJ/NCDPS Grant
  - i. Revised ARPA Ordinance Amendment # 4

**Discussion Items**

11. Commissioners' Planning Work Session County Manager Paschal
12. Broadband Update County Manager Paschal

**Action Items**

13. Board of Commissioners 2025 Meeting Dates County Manager Paschal
14. Ambulance Purchase Request County Manager Paschal
15. Boards and Committee Appointments County Manager Paschal
16. Budget Amendments County Manager Paschal
  - a. # 11 E-911 Fund (Correcting for past ineligible expenditures)
  - b. # 12 E-911 Budget (Correction to 911 Fund Balance)

**County Manager's Updates**

**Commissioner Comments**

### **Announcements and Upcoming Events**

- December 16, 2023 Board of Commissioners Meeting at 6:30 pm at the Historic Courthouse
- December 24-26 County Offices Closed for Christmas Holiday
- January 1, 2024 County Offices Closed for New Year's Day
- January 6, 2025 Board of Commissioners Meeting at 6:30 pm at the Historic Courthouse

### **Closed Session**

To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged NCGS 143-318.11 (a) (3), and to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, which privilege is hereby acknowledged. NCGS 143-318.11(a)(4).

### **Adjournment**

Meeting Date: December 2, 2024



**AGENDA FORM**

**TO:** Renee Paschal, County Manager

**FROM:** Carla Smith, County Clerk

**SUBJECT:** Consent Agenda

**BACKGROUND INFORMATION:**

Minutes reflecting decisions made by the Caswell County Board of Commissioners at their Regular Meeting held November 18, 2024, their Joint Town Meeting held November 21, 2024, Bonds for Public Officials, the 2025 Holiday Schedule, request to close at noon on December 23, 2024, Budget Amendments 8-10, and a ARPA Ordinance Amendment #4.

**STAFF RECOMMENDATION, IF APPLICABLE:**

*N/A*

**RECOMMENDED ACTION/MOTION:**

If the Board of Commissioners so chooses:

Move to approve the Consent Agenda

**FISCAL IMPACT:**

None

**ATTACHMENTS:**

- November 18, 2024 Regular Meeting Minutes
- November 21, 2024 Joint Town Meeting Minutes
- Bonds for Public Officials
- 2025 Holiday Schedule
- Request for December 23 to be closed at noon
- Budget Amendments # 8, 9, and 10
- Revised ARPA Ordinance Amendment # 4

**CASWELL COUNTY BOARD OF COMMISSIONERS**  
**MEMBERS PRESENT**

**November 18, 2024**  
**OTHERS PRESENT**

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Jeremiah Jefferies, Chair  
Finch Holt, Vice Chair  
John Dickerson  
Ethel Gwynn  
Rick McVey  
Frank Rose  
Tim Yarbrough

Renee Paschal, County Manager  
Melissa Williamson, Deputy County Manager  
Russell Johnston, County Attorney  
Carla Smith, Clerk to the Board

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The Board of Commissioners for the County of Caswell, North Carolina, met in a regularly scheduled meeting on Monday, November 18, 2024 at 6:30 pm at the Historic Courthouse.

**WELCOME:**

Chairman Jefferies called the meeting to order, and welcomed everyone to the Caswell County Board of Commissioners meeting on November 18, 2024. Then all paused for a moment of Silent Prayer, and the Board of Commissioners and all the guest in attendance recited the Pledge of Allegiance.

**PUBLIC COMMENTS:**

There were no public comments.

**RECOGNITIONS:**

There were no recognitions.

**APPROVAL OF AGENDA:**

A **motion** was made by Commissioner Yarbrough and seconded by Commissioner Rose and **carried unanimously** to approve the agenda. (Ayes: Commissioners McVey, Yarbrough, Rose, Gwynn, Holt, Dickerson, and Jefferies)

**APPROVAL OF CONSENT AGENDA:**

- a. November 4, 2024 Regular Meeting Minutes
- b. Public Health Amendment # 6 (received additional state funding)
- c. Probation Lease Agreement

A **motion** was made by Commissioner Gwynn and seconded by Commissioner Rose and **carried unanimously** to approve the consent agenda. (Ayes: Commissioners McVey, Yarbrough, Rose, Gwynn, Holt, Dickerson, and Jefferies)

**DISCUSSION ITEMS:**

There were no discussion items.

November 18, 2024

## **ACTION ITEMS:**

### **FAMILY SERVICES AMENDMENT #7:**

County Manager Paschal said thank you. So good evening Commissioners. We bring before you budget amendment number seven for Family Services. As you know we've had some financial struggles in that department, and we're in danger of losing grants and that kind of thing. I have to give a big thank you to Melissa Williamson, who has worked tirelessly over the last couple of months to get Family Services' financial situation straight. In addition, she was able to reach out to some of the grantors and get them to provide grant funding. So that is the reason for the fairly significant increase in the budget. It's because of those new grants. The main thing aside from approving the amendment to approve the additional revenue and expense is that there was supposed to be a county match included in the fiscal year 25 budget. That was inadvertently left out. So in order to draw down these grant funds, we do need the \$25,000 match and that would come from fund balance. I'll be glad to answer any questions?

Commissioner Yarbrough said Mrs. Paschal, if I'm reading this right, it's \$250,000. Is that right? The amount of the grant, am I looking at the right thing? County Manager Paschal said the county match is \$25,000. The entire grant is \$404,985.92, and it is a series of grants.

Commissioner Yarbrough said okay. I was just looking at the first one I had up on screen. The county match is \$25,000. County Manager Paschal said it is. Commissioner Yarbrough said one question. If the Board decided not to approve the match, we would not get any of this money? County Manager Paschal said we would not get one of the grants, and I'll have to call on Melissa to say which grant. Melissa Williamson said it is two that we would definitely not get. It would really hinder their operations if they didn't get those grants because every other county gets those same grants. Commissioner Yarbrough said thank you.

Commissioner Dickerson asked how much are the two grants? Melissa Williamson said the two that that it goes for is the Family Violence Prevention, which that ends up being a \$54,000 grant, and then for the FVPSA that is also a 50 some thousand dollar grant as well. They've gotten it every year, and it was put in during budget time. But our former manager, for whatever reason, took it out. It was put in because I put it in. Commissioner Dickerson said thank you.

A **motion** was made by Commissioner Yarbrough and seconded by Commissioner Holt and **carried unanimously** to approve the amendment. (Ayes: Commissioners McVey, Yarbrough, Rose, Gwynn, Holt, Dickerson, and Jefferies)

## **COUNTY MANAGER UPDATES:**

County Manager Paschal said I have quite a few updates. I wanted to mention retirements and employees leaving the service of the county. Bernardo Wiley, a DSS Social Worker supervisor of 15 years retired November 1<sup>st</sup>. Cynthia Troxler, Senior Center Senior Program Assistant for six years retired in October, and Wes Harrington, who was a Sergeant with the Sheriff's Office

November 18, 2024

for 13 years and seven years with the Town of Yanceyville passed away. In addition, we have hired Laura Young as a Payroll Specialist, Ashley Hatley as an Account Specialist, and Bridget Terry, the HR Specialist has resigned. I think everything else that I need to talk to you about is in closed session. Chairman Jefferies asked if there were any question for the County Manager?

Commissioner Rose said yes, Mr. Chairman. Madam Manager, are there any updates on the Finance Director position? County Manager Paschal said yes. We have an interview scheduled for Monday that is with a promising candidate. Commissioner Rose said thank you.

#### **COMMISSIONER COMMENTS:**

**Commissioner Yarbrough:** I probably should have done this during recognitions instead of waiting for commissioner comments, but we do have three members of this Board that will not be serving with us in the very near future. But I'm going to specify you. I only served with you two years, but it's been a privilege and honor to serve with you during that time. You've been very professional on your part, and I think we all appreciate your service. Chairman Jefferies said thank you, sir.

**Commissioner Rose:** Yes, Mr. Chairman. I had the privilege of attending the Veteran's Day Memorial celebration on November the 11<sup>th</sup>. I just want to give a big shout out to all the ones that were involved in that ceremony. It was very well coordinated. They did an outstanding job. If you've never been, it is a humbling experience. I just thank everyone that was there and that was recognized for their service and dedication to the county, to the state, and to this country. Secondly, I would like to pass around to the Board, I received this in an email, they're having a Friendsgiving Day. This is being done by the Pelham Community Council. It's going to be held on November the 24th from 3:00 to 5:00 in the evening. It's basically for dinner and conversation. It may be a good opportunity to meet with the constituents and voters and see what their concerns are. That's all I have. Thank you.

#### **ANNOUNCEMENTS AND UPCOMING EVENTS:**

- November 21, 2024 Joint Town Meeting at 6 pm at the Yanceyville Municipal Building
- November 28 and 29, 2024 County Offices closed for Thanksgiving
- December 2, 2024 Board of Commissioners Meeting at 6:30 p.m. at the Historic Courthouse

#### **CLOSED SESSION:**

A motion was made at 6:41 pm by Commissioner Yarbrough, and seconded by Commissioner Rose and **carried unanimously** to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged NCGS 143-318.11 (a) (3), and to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, which privilege is hereby acknowledged. NCGS 143-318.11(a)(4), and to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or

conditions of initial employment of an individual public officer or employee or prospective public officer or employee, which is hereby acknowledged NCGS 143-318.11 (a) (6).

A **motion** was made by Commissioner Yarbrough and seconded by Commissioner Holt and **carried unanimously** to approve the sale of 12.5 acres in the amount of \$100,000 pursuant to Project Acre. I also move to approve the amendment of the Pelham Industrial Park Restrictive Covenants so as to allow front parking in the setback and direct the County Manager and the County Attorney to represent the county at the Owners Association meeting. This sale is subject to the upset bid requirements as outlined in the N.C.G.S 160A-269. This sale is also subject to the approval of the site plan by the Pelham Industrial Park Owners Association. This sale is also subject to the approval of the City of Danville, and a 10' vegetative buffer between the parking lot and the building is required. (Ayes: Commissioners McVey, Yarbrough, Rose, Gwynn, Jefferies, Dickerson, and Holt)

**ADJOURNMENT:**

A **motion** was made at 8:33 pm by Commissioner Yarbrough and seconded by Commissioner Rose and **carried unanimously** to adjourn the meeting. (Ayes: Commissioners McVey, Yarbrough, Rose, Gwynn, Holt, Dickerson, and Jefferies)

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Carla R. Smith  
Clerk to the Board

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Jeremiah Jefferies  
Chairman

November 18, 2024

**CASWELL COUNTY BOARD OF COMMISSIONERS**  
**MEMBERS PRESENT**

**November 21, 2024**  
**OTHERS PRESENT**

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Finch Holt, Vice Chair  
Frank Rose

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Melissa Williamson, Deputy County Manager  
Carla Smith, Clerk to the Board  
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The Board of Commissioners for the County of Caswell, North Carolina, met in a joint meeting with the Town of Milton and Town of Yanceyville on Thursday, November 21, 2024 at 6:00 pm at Co-Square in Yanceyville, NC.

Members present from the Milton Council: Angela Daniel-Upchurch, Mayor, and Shirley Wilson, Town Clerk, Jackie Jeffries, and Bob Palmer.

Members present from the Yanceyville Town Council: Mayor Alvin Foster, Kamara Barnette, Yanceyville Town Manager, Darrell McLean, and Kenneth Darnell.

**WELCOME:**

Mayor Foster called the meeting to order, and welcomed all to the meeting and then offered a blessing before the meal.

**CALL MEETING TO ORDER**

Vice Chairman Holt called the Board of Commissioners meeting to order. Then Mayor Daniel-Upchurch called the Milton Town meeting to order and Mayor Foster called the Yanceyville Town meeting to order.

Mayor Foster asked to have a moment of silent prayer for the people in Western North Carolina. The Board and Town Councils then had dinner.

**GENERAL UPDATES FROM LOCAL GOVERNMENTS**

**CASWELL COUNTY BOARD OF COMMISSIONERS**

Deputy County Manager Melissa Williamson gave the following updates:

- Broadband Initiative
- July 1<sup>st</sup> announcement was made that the CAB Program will come to Caswell and Spectrum was awarded the bid.
- The Hose Bill 10 was approved and no match will be required for broadband.
- 884 houses that one of the projects will need to reach.
- More broadband information will be given at the December 2, 2204 meeting
- Elevator in the Courthouse will be completed today and the inspection will happen tomorrow. The elevator will be in use starting next week.
- Meals on Wheels-Remember senior this year by donating to the cause. A flyer was left with items needed.



- Opioid update: Medication Assistance Program will be started at the Sheriff's Department to treat alcohol, opioid and substance issues. December 3, 2024 Opioid Meeting
- NC Growth will meet Danville and Caswell on December 10, 2024. Visit will be free and may lead to growth in the future. Lunch will be at the Pelham Community Center at 12 noon. Please RSVP with Renee Paschal or Melissa Williamson
- HOME Program grant wants to create affordable housing in Caswell. Caswell needs two representatives to serve on this board.

### **TOWN OF MILTON**

Mayor Daniel-Upchurch gave the following updates:

- Milton was awarded \$45,000 grant for historic district street plan.
- Milton turned in a grant for water infrastructure and are awaiting the award.
- Claude Allen tobacco factory is being restored.
- Milton Fire Department donated water to the Western NC
- November 30<sup>th</sup> Christmas event in Milton with food and fun.
- Danny Cash will be sworn in as a commissioner after the passing of Commissioner Stephen Lattime
- Milton was awarded a \$4,000 grant for food insecurity. Milton will be delivering the food on Tuesday, November 26<sup>th</sup>.

### **TOWN OF YANCEYVILLE**

Mayor Foster then gave the following updates:

- Dillard School project is continuing to progress. Working on the water now. No projected opening
- Weekly testing of the water is being done and all looks good. Just doing this as a precaution.
- Directional flushing done to continue to get the sediment out of the lines.
- Temporary signs are prohibited in the Town of Yanceyville. Must apply for a permit from the Town of Yanceyville.
- Town of Yanceyville has completed their initial testing of the water lines. Letters have been sent to the residents in the Town of Yanceyville.

### **ANNOUNCEMENTS**

- Christmas Lights December 6<sup>th</sup>. Lighting the tree will begin at 6 pm. Vendors and food will be available. Santa will be at the Historic Courthouse.
- Christmas Parade December 7<sup>th</sup> at 10 am

### **SCHEDULE NEXT MEETING**

The next meeting will be hosted by the Town of Milton on Thursday, February 20, 2025 at 6:00 pm at church at the stop light.

Welcomed the new commissioners to the joint meeting.

November 21, 2024

**ADJOURNMENT:**

At 6:54 pm a motion to adjourn the joint meeting was made by Vice Chair Holt, Mayor Daniel-Upchurch, and then the Town of Yanceyville.

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Carla R. Smith  
Clerk to the Board

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Finch Holt  
Vice Chairman

November 21, 2024

APPROVAL OF BONDS FOR PUBLIC OFFICIALS.

Register of Deeds	\$ 25,000
Tax/Delinquent Tax Collector	\$ 75,000
Sheriff	\$ 25,000
Finance Officer	\$1,000,000

## **2025 HOLIDAY SCHEDULE**

New Year's Day	Wednesday, January 1
Martin Luther King, Jr.'s Birthday	Monday, January 20
Good Friday	Friday, April 18
Memorial Day	Monday, May 26
Independence Day	Friday, July 4
Labor Day	Monday, September 1
Veterans' Day	Tuesday, November 11
Thanksgiving	Thursday & Friday, November 27, 28
Christmas	Wed., Thurs., & Fri. December 24, 25, 26,
New Year's Day (2025)	Thursday, January 1

Meeting Date: December 2, 2024



**AGENDA FORM**

To: Caswell County Board of Commissioners  
From: Renee Paschal, Interim County Manager  
Subject: Request to close county offices at noon on December 23

**BACKGROUND INFORMATION:**

Since COVID, the Board of Commissioners has opted to forego an employee Christmas lunch and instead give employees one-half of the day off before Christmas holidays, which begin Tuesday, December 24. If the board chooses to continue this practice, county offices would close Monday, December 23 at noon.

Although it is important to build staff morale, feedback from staff is that they would rather have an event in the spring or summer. Generally, they like the half-day off before Christmas.

**STAFF RECOMMENDATION, IF APPLICABLE:**

NIA

**RECOMMENDED ACTION/MOTION:**

Motion to allow the closing of county offices Monday, December 23, 2024 at noon.

**FISCAL IMPACT:**

**Attachments:**

**CASWELL COUNTY BUDGET AMENDMENT # 8**

**HEALTH DEPARTMENT BUDGET AMENDMENT #1**

Be it ordained, the FY 2024-2025 Budget Ordinance is hereby amended as follows:

PUBLIC HEALTH 5110

**Amended 1**

**Amended 2**

Account					
Expenditure Line	Code	Original Budget	Increases/Decreases		Revised Budget
Board Salries	517000	\$ 4,400.00	\$ -	\$ -	\$ 4,400.00
Salaries	512100	\$ 1,676,106.00	\$ (6,289.00)		\$ 1,669,817.00
Salaries - On Call	512200	\$ 15,000.00			\$ 15,000.00
Longevity	512700	\$ 21,607.00	\$ 516.00		\$ 22,123.00
FICA	518100	\$ 132,871.00	\$ 508.00		\$ 133,379.00
Retirement	518200	\$ 235,145.00	\$ 1,205.00		\$ 236,350.00
Health Insurance	518300	\$ 268,709.00	\$ (2,443.00)		\$ 266,266.00
Bonuses		\$ -	\$ 34,966.00		\$ 34,966.00
Professional Services	529900	\$ 380,535.00	\$ 147,909.00		\$ 528,444.00
Credit Card Fees	538800	\$ 400.00			\$ 400.00
Supplies-Food and Provisions	522000	\$ 2,042.00			\$ 2,042.00
Supplies - Pharma,Medical	523800	\$ 41,974.00	\$ 2,000.00		\$ 43,974.00
Supplies - Motor Fuel	252000	\$ 19,362.00			\$ 19,362.00
Supplies - Office	526000	\$ 13,400.00			\$ 13,400.00
Supplies - Postage	526100	\$ 11,500.00	\$ 6,000.00		\$ 17,500.00
Supplies - Other	529100	\$ 53,642.00	\$ 5,000.00		\$ 58,642.00
Equipment (Small Tools <\$5000)	529500	\$ 30,636.00	\$ 9,000.00		\$ 39,636.00
Training Expense - Employees	531000	\$ 7,500.00	\$ 7,600.00		\$ 15,100.00
Travel Reimbursement-Mileage	531100	\$ 6,160.00			\$ 6,160.00
Travel - Subsistence	531200	\$ 3,175.00			\$ 3,175.00
Telecommunication	532100	\$ 12,000.00			\$ 12,000.00
Maintenance & Repair - Equip	535200	\$ 7,540.00			\$ 7,540.00
Maintenance & Repair - Vehicle	535300	\$ 6,800.00	\$ 800.00		\$ 7,600.00
Advertising	537000	\$ 8,202.00			\$ 8,202.00
Printing and Reproductions	538200	\$ 1,850.00			\$ 1,850.00
Laundry and Dry Cleaning	539200	\$ 550.00			\$ 550.00
Rental Fee - Copier	543100	\$ 12,000.00	\$ 1,141.00		\$ 13,141.00
Rental Fee - Postage Meter	543200	\$ 1,300.00			\$ 1,300.00
Insurance & Bonding	545100	\$ 6,000.00			\$ 6,000.00
Dues & Subscriptions	549100	\$ 32,132.00			\$ 32,132.00
Capital Outlay	550000	\$ 14,862.00	\$ 32,735.00		\$ 47,597.00
Miscellaneous Operating Expenses				\$ -	\$ -
Lease of Space		\$ 21,600.00		\$ -	\$ 21,600.00
<b>TOTAL EXPENSE BUDGET</b>		<b>\$ 3,049,000.00</b>	<b>\$ 240,648.00</b>		<b>\$ 3,289,648.00</b>
Revenue Lines	Account Code	Increases/ Decreases		Amended Budget	
State - Public Health	333100	\$ 777,856.00	\$ 232,913.00		\$ 1,010,769.00
Cost Settlement					\$ -
AUBP Payments	333110	\$ 126,200.00		\$ -	\$ 126,200.00
County Appropriation	380100	\$ 504,000.00		\$ -	\$ 504,000.00
Medicaid	333103	\$ 526,700.00		\$ -	\$ 526,700.00
Medicare	333101	\$ 2,000.00		\$ -	\$ 2,000.00
Direct Fees	333107	\$ 174,000.00		\$ -	\$ 174,000.00
Private Insurance	333108	\$ 36,300.00		\$ -	\$ 36,300.00
Capitation	333109	\$ 15,200.00		\$ -	\$ 15,200.00
Grant Funds		\$ -	\$ 7,735.00		\$ 7,735.00
Fund Balance	390101	\$ 886,744.00		\$ -	\$ 886,744.00
<b>TOTAL REVENUE BUDGET</b>		<b>\$ 3,049,000.00</b>	<b>\$ 240,648.00</b>	<b>\$ -</b>	<b>\$ 3,289,648.00</b>
Justification					

Accepts additional funding: CCPN Grant (\$7735) to be used to purchase vision screening equipment; AA 546 Communicable Disease Pandemic Recover (original budget \$30,000 increased to \$63,796); AA719 Bridge Access Program for Vaccines (\$11,321); AA121 Temporary Spending (\$100,000) AA716 Covid Vaccine \$62,702; AA117 (Budgeted \$141,559, Reduce to \$83,853 and used balance next FY) AA620 School Health to fund one nurse at Caswell County Schools (\$62,702)

That all Ordinances or portions of Ordinances in conflict, are hereby repealed.				
Approved by the Health Director				Date
Approved by Board of Health, Chair				Date
Chair to the Board of County Commissioners				Date
<b>APPROVED BY THE CASWELL COUNTY BOARD OF COUNTY COMMISSIONERS</b>				

**CASWELL COUNTY, NORTH CAROLINA  
FISCAL YEAR 2025  
BUDGET AMENDMENT NO. 9  
Board Meeting: December 2, 2024**

**BE IT ORDAINED** by the Caswell County Board of Commissioners that the following amendments are hereby made to the Fiscal Year 2025 Special Revenues Fund.

**JUSTIFICATION:** The Sheriff's Departments has certain restricted revenue streams maintained in the County's Special Revenue Fund where appropriations are limited to the amount of accumulated funds received. The funds carry forward each year and budget amendments are needed periodically to increase the appropriation for additional amounts received.

The Sheriff's using five different categories, each having there own revenue and expenditure code designation to maintain

<b>FUND- Special Revenue Funds (Fund 290)</b>			<b>FY25 Current Budget</b>	<b>Increase (Decrease)</b>	<b>FY25 Amended Budget</b>
<b>1. DONATIONS</b>					
Donations Revenue (Fund Balance)	2904312	390000	\$ -	\$ 4,451.00	\$ 4,451.00
Donations Expenditures	2904312	546309	\$ -	\$ 4,451.00	\$ 4,451.00
<b>2. CALENDAR FUND</b>					
Calendar Fund Revenue (Fund Balance)	2904313	390000	\$ -	\$ 6,256.00	\$ 6,256.00
Calendar Fund Revenue	2904313	336404		\$ 195.00	
Calendar Fund Expenditures	2904313	546300	\$ -	\$ 6,451.00	\$ 6,451.00
<b>3. ABC PROFIT DISTRIBUTION</b>					
ABC Revenue (Fund Balance)	2904314	390000	\$ -	\$ 34,926.00	\$ 34,926.00
ABC Expenditures - 5% Unrestricted	2904314	546303	\$ -	\$ 14,668.92	\$ 14,668.92
ABC Expenditures - 7% DARE	2904314	546305		\$ 20,257.08	\$ 20,257.08
<b>4. SUBSTANCE TAX</b>					
Substance Tax Revenues (Fund	2904315	390000	\$ -	\$ 2,892.00	\$ 2,892.00
Substance Tax Expenditures	2904315	546302	\$ -	\$ 2,892.00	\$ 2,892.00
<b>5. DEA FUND</b>					
DEA Revenue (Fund Balance)	2904316	390000	\$ -	\$ 102,239.00	\$ 102,239.00
DEA Expenditures	2904316	546301	\$ -	\$ 102,239.00	\$ 102,239.00
<b>TOTAL ALL CATEGORIES</b>				<b>\$ 150,959.00</b>	<b>\$ 150,959.00</b>

**BOARD OF COMMISSIONERS FOR  
THE COUNTY OF CASWELL:**

**ATTEST:**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Carla Smith, Clerk to the Board

Date



**CASWELL COUNTY, NORTH CAROLINA  
FISCAL YEAR 2025  
BUDGET AMENDMENT NO. 10  
Board Meeting: December 2, 2024**

**BE IT ORDAINED** by the Caswell County Board of Commissioners that the following amendments are hereby made to the Fiscal Year 2025 General Fund.

**JUSTIFICATION:** The Sheriff's Departments received a department of Justice Grant through the NC Department of Public Safety in March 2022 in the amount of \$84269.66. The Sheriff's department expended through 2024, \$82,314.63. An additional appropriation of \$2055.03 is needed in order for the Sheriff to fully expend the proceeds of the grant. As the revenues were received in a prior year, Appropriated Fund Balance is the source of funding.

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**FUND- GENERAL FUND (Fund 100)  
DEPARTMENT: SHERIFF**

			<b>FY25 Current Budget</b>	<b>Increase (Decrease)</b>	<b>FY25 Amended Budget</b>
<b>REVENUES</b>					
Appropriated Fund Balance	1000000	390000	\$ 2,691,632.00	\$ 2,055.03	\$ 2,693,687.03
<b>EXPENDITURES</b>					
DOJ/NCPS Grant	1004310	569101	\$ -	\$ 2,055.03	\$ 2,055.03

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**FOR  
THE COUNTY OF CASWELL:**

**ATTEST:**

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Chair

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Carla Smith, Clerk to the Board

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Date



**AGENDA FORM**

**TO:** Caswell County Board of Commissioners

**FROM:** Renee Paschal, Interim County Manager

**SUBJECT:** Budget Amendment #4 Grant Project Ordinance for the Caswell County American Rescue Plan Act of 2021

**BACKGROUND INFORMATION:**

The Board acted on the November 4<sup>th</sup> meeting to approve the ARPA Ordinance Amendment #3 and budget amendment #2. After meeting with the North Carolina Association of County Commissioners (NCACC), staff is recommending that Amendment #4 be adopted to comply with the technical recommendations of NCACC.

Amendment #4 is a technical clean-up designed to ensure that all actions related to the ARPA Ordinance comply with federal requirements. NCACC has been working closely with counties across the state to help ensure that local governments' ARPA ordinances align with the model ordinance provided by the UNC School of Government. This alignment will help ensure both compliance and consistency with federal regulations.

**STAFF RECOMMENDATION, IF APPLICABLE:**

N/A

**RECOMMENDED ACTION/MOTION:**

Motion to approve the ARPA Ordinance Amendment #4.

**FISCAL IMPACT:**

N/A

**ATTACHMENTS:**

- ARP Ordinance Amendment #4

**Caswell County Board of Commissioners**

**Grant Project Ordinance for the Caswell County  
American Rescue Plan Act of 2021**

**Amendment 4**

WHEREAS, The Board of Commissioners of Caswell County, North Carolina (“the Board”) adopted an ordinance to establish the project budget on June 25, 2021, documenting the intended use of the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (“ARPA”).

WHEREAS, the Board adopted Amendment 1 to the ARPA Ordinance on November 15, 2021, for Premium Pay for County Employees and Amendment 2 on May 16, 2022, for matching funds for state broadband grants;

WHEREAS, the Board adopted Amendment 3 to the ARPA Ordinance on November 4, 2024 to revise the funding plan to increase Revenue Replacement and reduce the amount needed for Broadband funding due to the state informing counties that a match is no longer required for Completing Access to Broadband (CAB) Program;

WHEREAS, ARPA funds must be obligated by December 31, 2024 and fully expended by December 31, 2026 per federal requirements; and

WHEREAS, the North Carolina Association of County Commissioners ARPA technical assistance team advised the County that certain technical corrections are needed to the ARPA ordinance to ensure full compliance with federal requirements.

**NOW, THEREFORE, BE IT ORDAINED** by the County Commissioners of Caswell County, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby *fully restated and adopted*:

**Section 1:** This ordinance establishes a budget for a project to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (CSLRF). Caswell County received the first tranche in the amount of \$2,195,281 of CSLRF funds. The total allocation is \$4,390,562, with the remainder to be distributed to the County within 12 months. These funds may be used for the following categories of expenditures to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic bans to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.
6. Emergency relief from natural disasters or their negative economic impacts.
7. Surface transportation projects.
8. Title I projects eligible under the Community Development Block Grant and Indian Community Development Block Grant (ICDBG) programs.

**Section 2:** The County has elected to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1) and expend all its ARPA funds for the provision of government services.

**Section 3:** The following amounts are appropriated for the project and authorized for expenditures.

<b>Internal Project Code</b>	<b>Project Description</b>	<b>Expenditure Category (EC)</b>	<b>Cost Object</b>	<b>Appropriation of ARPA Funds</b>
001	Premium Pay	4.1	Salaries	\$ 283,216
			Benefits	\$ 46,784
002	Law Enforcement Services for period of July 1, 2022 through December 31, 2024	6.1	Salaries	\$ 3,201,950
003	Detention Services for the period of July 1, 2022 through December 31, 2024	6.1	Salaries	\$ 858,612
	<b>Total ARPA Funds</b>			<b>\$ 4,390,562</b>
	Unassigned (earned interest estimate)			\$30,000
	<b>Total (including interest)</b>			<b>\$ 4,420,562</b>

**Section 4:** The following revenues are anticipated to be available to complete the project: Coronavirus State and Local Fiscal Recovery Funds:

ARPA/CSLFRF Funds	\$ 4,390,562
Interest / Investment Income:	<u>\$ 30,000</u>
Total	\$ 4,420,562

**Section 5:** The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the granter agency and the grant agreements, including payroll documentation and effort certifications, in accordance with 2 CFR 200.430 & 2 CFR 200.431 and the County’s Uniform Guidance Allowable Costs and Costs Principles Policy.

**Section 6:** The County Manager is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

**Section 7:** Copies of this grant project ordinance shall be furnished to the County Manager, the Finance Officer and to the Clerk to County Commissioners.

**Section 8:** This grant project ordinance is effective as of December 2, 2024 expires on December 31, 2026, or when all ARPA funds have been obligated and expended by the County, whichever occurs sooner.

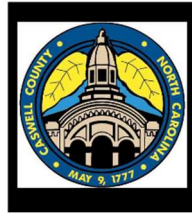
Adopted this 2<sup>th</sup> day of December, 2024

ATTEST:

\_\_\_\_\_  
Chair  
Caswell County Board of Commissioners

\_\_\_\_\_  
Carla Smith  
Clerk to the Board

Meeting Date: December 2, 2024



## **AGENDA FORM**

To: Caswell County Board of Commissioners  
From: Renee Paschal, Interim County Manager  
Subject: Date for Budget & Goal Setting Retreat

### **BACKGROUND INFORMATION:**

On November 4, 2024, the Board of Commissioners approved a budget calendar for FY 2025-2026 that includes a goal setting and budget retreat sometime in mid to late January. The budget process is an important way for the Board to set direction on what it wants to achieve. In addition, it is helpful to have an annual meeting to set long- and short-term goals. Finally, I would like to include a session on expectations between commissioners and with staff.

With the board's approval, we have arranged for Amy Cannon and Johnna Sharpe with the NC Association of County Commissioners to facilitate the retreat. The cost for this is already included in our NCACC dues.

We have received dates from Ms. Cannon and Ms. Sharpe. They are available the following: January 13, 14, 15, 18, 21, 22, 25, 27, 28, and 29.

I am requesting that the board identify two dates for the retreat, which is expected to last 1.5 days.

### **STAFF RECOMMENDATION, IF APPLICABLE:**

NIA

### **RECOMMENDED ACTION/MOTION:**

Agree on two dates to hold the Budget & Goal Setting Retreat.

### **FISCAL IMPACT:**

If needed, we can provide lunch or dinner one day for commissioners and staff present. The

estimated cost is \$300.

**Attachments:**

FY 2025-2026 Budget Calendar

## Caswell County FY 2025-2026 Budget Calendar

Deadline	Actions
August 30, 2024	<ul style="list-style-type: none"> <li>• Capital Improvements Program (CIP) forms distributed to agencies</li> </ul>
September 30, 2024	<ul style="list-style-type: none"> <li>• CIP forms due from agencies and departments for new/changed projects</li> </ul>
November 4, 2024	<ul style="list-style-type: none"> <li>• Manager submits recommended CIP to the Board of Commissioners</li> <li>• Heads Up document due from departments</li> </ul>
November 18, 2024	<ul style="list-style-type: none"> <li>• Board holds public hearing on the proposed CIP</li> </ul>
November 20, 2024	<ul style="list-style-type: none"> <li>• Board holds work session on the proposed CIP</li> </ul>
December 16, 2024	<ul style="list-style-type: none"> <li>• Board adopts CIP</li> </ul>
January 15, 2025	<ul style="list-style-type: none"> <li>• Budget summit materials (<i>Heads Up</i>, trends, preliminary budget information, etc.) submitted to Board of Commissioners</li> </ul>
January 22 & 23, 2025	<ul style="list-style-type: none"> <li>• Board Retreat: Board of Commissioners sets goals and guidelines for FY 2025-2026 budget</li> </ul>
January 31, 2025	<ul style="list-style-type: none"> <li>• Budget Kickoff with county departments</li> <li>• Budget software opens</li> </ul>
March 3, 2025	<ul style="list-style-type: none"> <li>• Budgets due from departments and agencies (except schools). Department meetings begin the week of March 10</li> </ul>
May 5, 2025	<ul style="list-style-type: none"> <li>• Budget submitted to Board of Commissioners and public</li> </ul>
May 15, 2025	<ul style="list-style-type: none"> <li>• Statutory deadline to receive budget from Caswell County Schools</li> </ul>
May 19, 2025	<ul style="list-style-type: none"> <li>• Board holds budget public hearing</li> </ul>
June 2, 2025	<ul style="list-style-type: none"> <li>• Board of Commissioners holds work session to give final direction to staff on preparation of the ordinance</li> </ul>
June 9 and 10, 2025	<ul style="list-style-type: none"> <li>• If needed, Board of Commissioners holds additional work sessions for final direction to staff</li> </ul>
June 16, 2025	<ul style="list-style-type: none"> <li>• Board of Commissioners adopts FY 2025-2026 Budget Ordinance</li> </ul>

Meeting Date: December 2, 2024



**AGENDA FORM**

To: Caswell County Board of Commissioners  
From: Renee Paschal, Interim County Manager  
Subject: Update on Broadband Projects & Funding

**BACKGROUND INFORMATION:**

On November 4, 2024, the Board of approved an amendment to the American Rescue Plan Ordinance and a budget amendment to move \$600,000 from broadband projects to public safety salaries in order to ensure we have obligated the funds by the deadline of December 31, 2024. Otherwise, without a broadband contract in place, the county would lose the funding.

On November 19, the NC General Assembly overrode the Governor’s veto of HB 10, which removes the match requirement for broadband grants. While the county could continue to provide matches for grants, the existing and future funding available is likely to meet the county’s needs without additional county funding. Staff will provide an update overall on projects to date, as well as pending projects to address internet service in the county.

In addition, a representative of Brightspeed, which was awarded a Great Grant to provide internet service in Caswell, will attend the meeting and give an update on their work.

**STAFF RECOMMENDATION, IF APPLICABLE:**

NIA

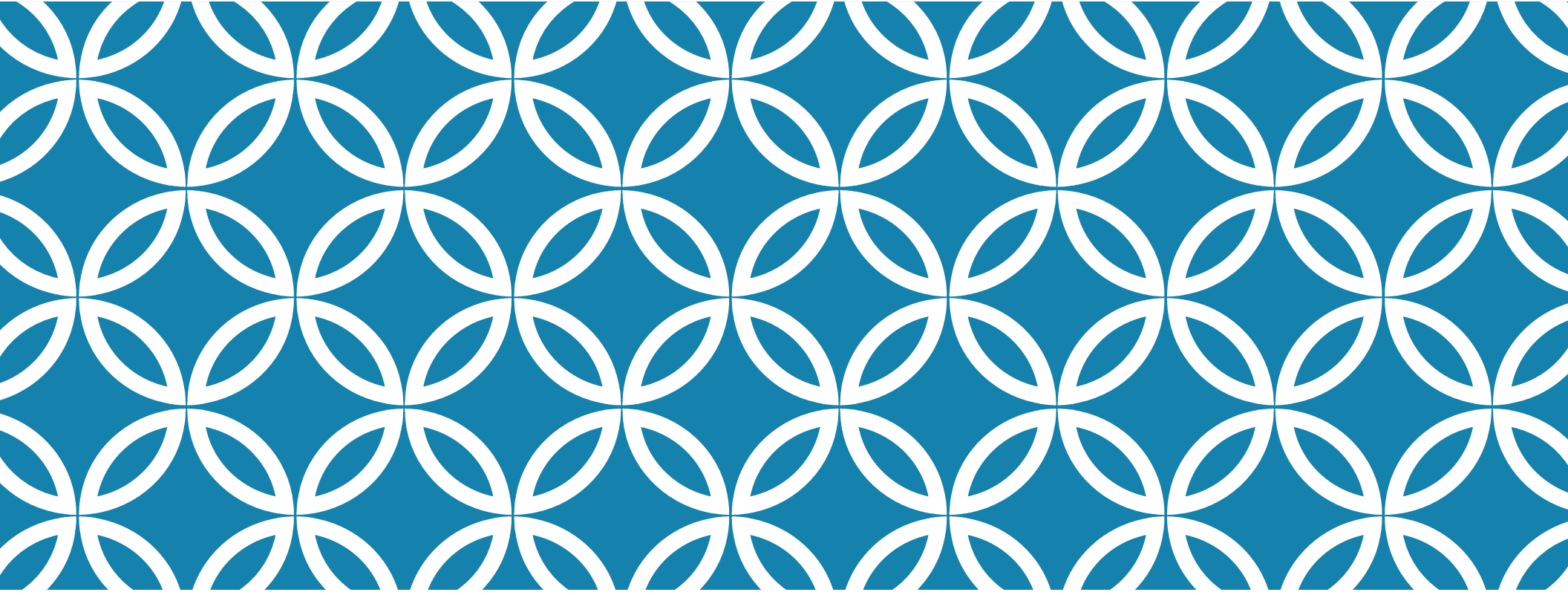
**RECOMMENDED ACTION/MOTION:**

**FISCAL IMPACT:**

**Attachments:**

PowerPoint on Broadband Update





**BROADBAND** |

# CASWELL COUNTY BROADBAND PROFILE

Summary of broadband status in the county based on FCC reported service compared with currently obligated funding programs focusing on improving broadband in the county.

## Unserved & Underserved CAB Eligible Locations\*\*\*

Count of CAB Eligible Locations  
Percent of CAB Eligible Locations



\*\*\*CAB Eligible Unserved & Underserved Locations from the FCC Broadband Data Collection have been aggregated into hexagon-shaped bins to show both the count and percent of unserved & underserved locations within each bin. Locations that have had funds obligated through previous Federal, State or Local broadband expansion programs have been removed from the hexagonal aggregations and county estimates. Darker shades of pink indicate higher total counts of unserved & underserved locations. Darker shades of blue indicate a higher percentage of locations within a bin are unserved & underserved locations. Darker shades of purple indicate both a higher total of unserved & underserved locations and a higher percentage of total locations within a bin are unserved & underserved locations.

Unserved locations for American Rescue Plan Act (ARPA) funded programs in NC are defined as locations without access to fixed terrestrial internet service, through Fiber, Cable, or non-mobile Licensed Fixed Wireless technologies, at least 25mb/s Download and 3mb/s Upload speeds. Underserved locations are defined as locations without access to fixed terrestrial internet service of at least 100mb/s Download and 20mb/s Upload speeds, but greater than 25mb/s Download and 3mb/s Upload speeds.

- Local Award Locations (ARPA Funded)
- GREAT Award Locations (ARPA Funded) - Contracted
- GREAT Award Locations (ARPA Funded) - Contingent
- CAB Award Locations (ARPA Funded) - Contingent
- GREAT Award Locations (State Funded)
- GREAT Award Areas (State Funded)
- FCC Rural Digital Opportunity Fund Grant
- Other Federal Grants

## CASWELL COUNTY ESTIMATES

**Percent Unserved Eligible \***  
(No Service 25mb/s Download and 3mb/s Upload or Greater and currently no funding obligated)

**6.72%** 835 Total Locations

**Percent Underserved Eligible \***  
(No Service 100mb/s Download and 20mb/s Upload or Greater and currently no funding obligated)

**0.39%** 48 Total Locations

**Percent with Fiber Broadband Available \***

**56.27%** 6,988 Total Locations

**Percent with DSL or Fixed Wireless Only \***

**14.63%** 1,817 Total Locations

**Percent with Broadband Subscription \*\***

**50.23%**

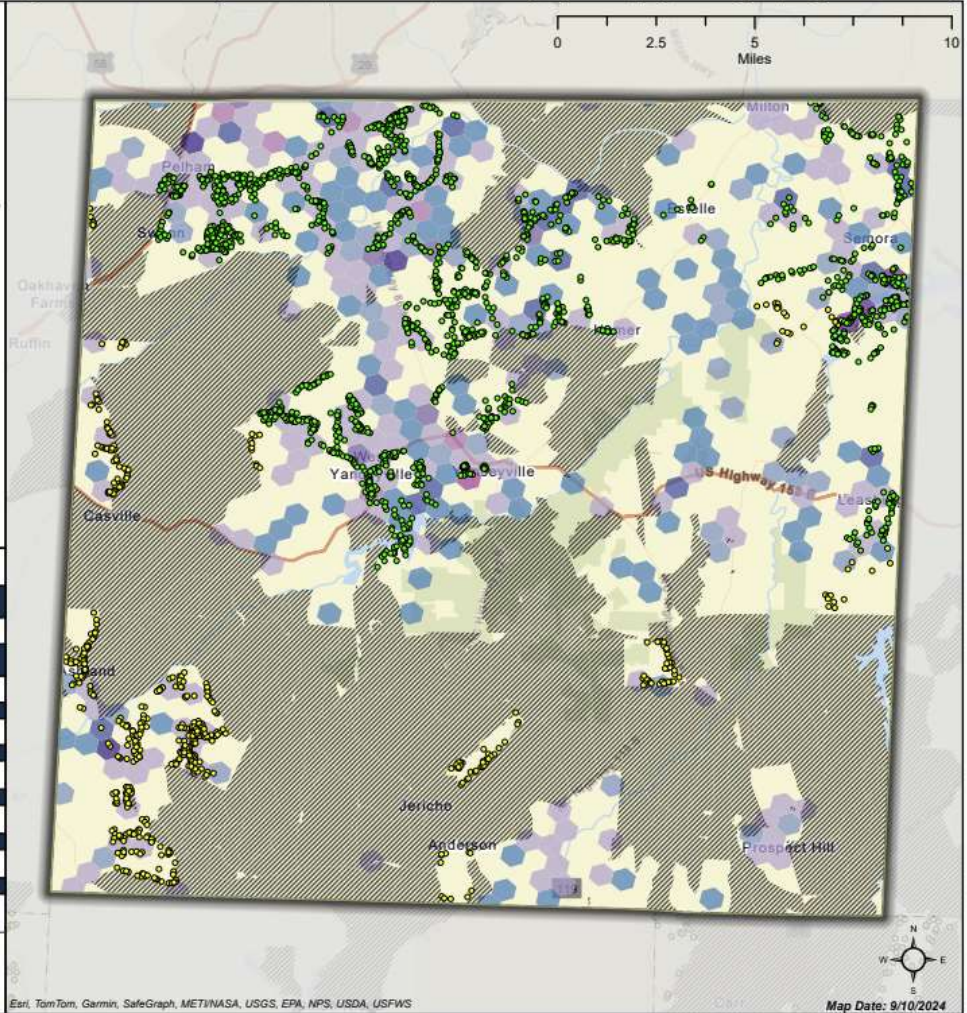
**Percent with No Internet Access \*\***

**21.15%**

**Percent with No Internet Devices \*\***

**15.17%**

**DATA SOURCES:**  
\*FCC BDC - Federal Communication Commission Broadband Data Collection Version 4 Published December 2023 (Provider Reported as of June 30, 2024) Previously funded Unserved & Underserved locations have been removed.  
\*\*ACS - U.S. Census Bureau American Community Survey 2017-2021 5-Year Estimates



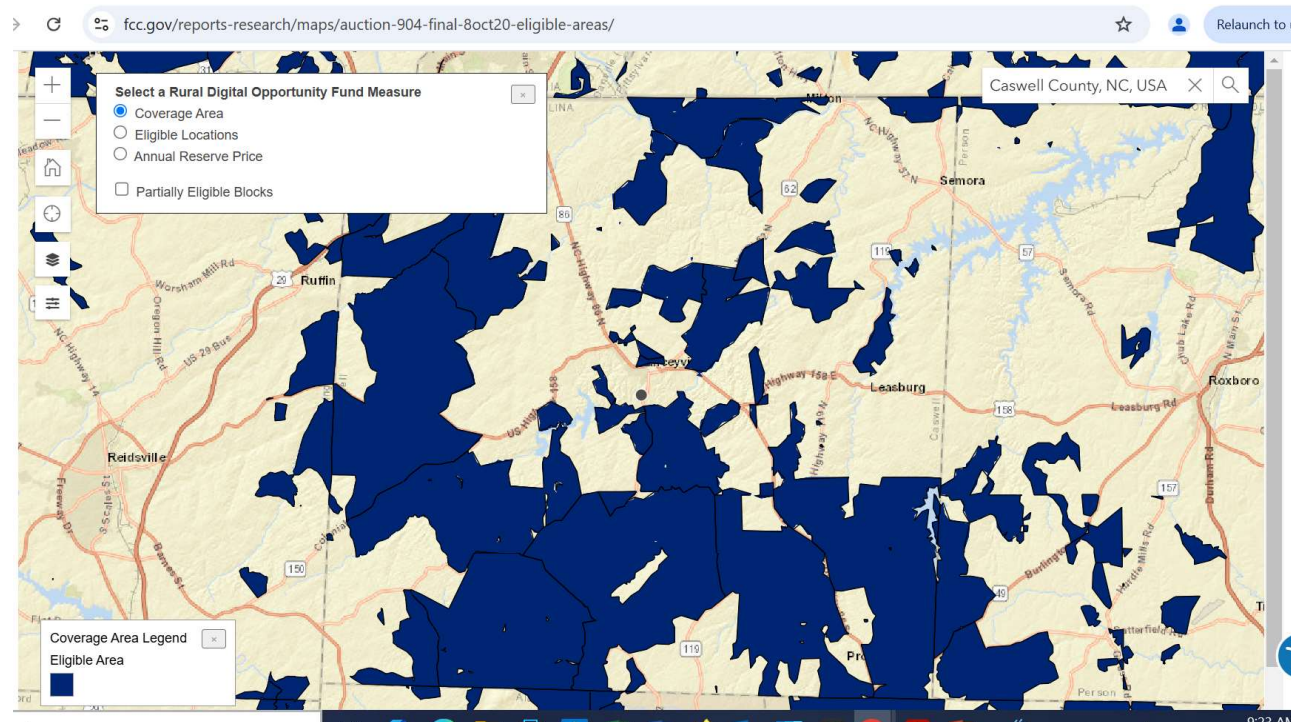
Esri, TomTom, Garmin, SafeGraph, METI/NASA, USGS, EPA, NPS, USDA, USFWS

Map Date: 9/10/2024

# TIMELINE

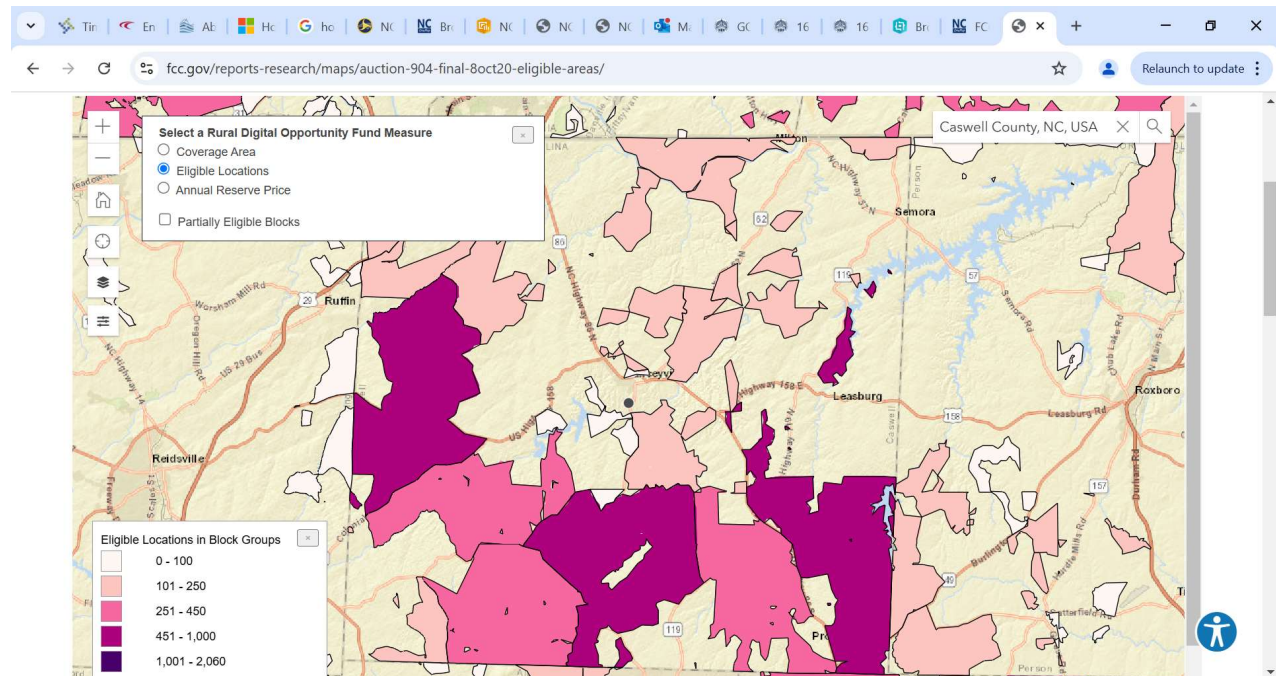
Estimated 35.9% households unserved in 2017

Existing providers: Legacy Brightspeed and Spectrum and Comcast



# TIMELINE—RURAL DIGITAL OPPORTUNITY FUND (RDOC)

First grant was RDOC: served 3,618 households (award amount unknown)—served with at least 25 Mbps download



# TIMELINE—GROWING RURAL ECONOMIES THROUGH ADVANCE TECHNOLOGY (GREAT) GRANT

Great Grant: Awarded to Zitel in August, 2022; 1,906 locations; \$4M; county committed \$250K match

Required 100Mbps download/20 upload

Zitel later pulled out March 2024; grants awarded to Brightspeed and Spectrum

Spectrum: 844 households and 11 businesses, \$2.9 M, deadline 6/30/26; county committed \$10K match

Brightspeed: 289 households; \$1.3M; deadline 9/30/26, county committed \$10K match

Match funds provided by Piedmont Electric

# TIMELINE—COMPLETING ACCESS TO BROADBAND (CAB)

Awarded June 27, 2024 to Spectrum

589 locations, cost of \$3M; deadline October 31, 2026; county originally committed \$350,000

100Mbps upload/download

House Bill 10 that just became law removes ARP match requirements, so no match is needed

# SUMMARY

Grant	Locations Served
RDOF	3,618
GREAT—Spectrum	855
GREAT--Brightspeed	289
CAB	589
Total	5,351

# TIMELINE—FUTURE FUNDING

CAB 2.0--Approximately \$3.3M; to be awarded approximately March 1, 2025, with 2-year deadline; no match requirement after HB 10

“CAB 2.5”—Remaining funding from 2.0 to be reallocated

Broadband Equity Access and Deployment (BEAD)--\$1.4 Billion for NC; expect awards in summer 2025

Stop-Gap: \$86M statewide for “last-mile” locations

“No reason why all NC residents won’t be served”



Meeting Date: December 2, 2024



## **AGENDA FORM**

To: Caswell County Board of Commissioners  
From: Renee Paschal, Interim County Manager  
Subject: Board of Commissioners 2025 Meeting Schedule

### **BACKGROUND INFORMATION:**

As presented during your orientation sessions, many NC local governing boards hold work sessions as a part of their regular meeting schedule. These sessions allow more time to delve into issues, ask questions, etc. before a vote is required.

During my tenure as Interim County Manager, most meeting agendas have been fairly light (with the exception of the December 2 agenda), so that items of business could easily be dealt with during one meeting per month. I am proposing that the first meeting be turned into work session and that actions be taken at the second monthly meeting.

Finally, I am asking the Board to start the work session a bit earlier than the 6:30 pm regular meeting. Proposed times include 5, 5:30 and 6 pm.

### **STAFF RECOMMENDATION, IF APPLICABLE:**

NIA

### **RECOMMENDED ACTION/MOTION:**

1. Vote on the meeting schedule to turn the first monthly meeting into a work session with an earlier starting time.

Or

2. Approve the meeting schedule to hold two regular meetings per month.

### **FISCAL IMPACT:**

**Attachments:**

Caswell County Board of Commissioners Official Meeting Schedule for Regular Meetings 2025



**Caswell County Board of Commissioners'  
Official Schedule for Regular Meetings 2025**

Monday, January 6, 2025  
Tuesday, January 21, 2025 (Holiday)  
Monday, February 3, 2025  
Monday, February 17, 2025  
Monday, March 3, 2025  
Monday, March 17, 2025  
Monday, April 7, 2025  
Monday, April 21, 2025  
Monday, May 5, 2025  
Monday, May 19, 2025  
Monday, June 2, 2025  
Monday, June 16, 2025  
Monday, July 7, 2025  
Monday, July 21, 2025  
Monday, August 4, 2025  
Monday, August 18, 2025  
Tuesday, September 2, 2025 (Holiday)  
Monday, September 15, 2025  
Monday, October 6, 2025  
Monday, October 20, 2025  
Monday, November 3, 2025  
Monday, November 17, 2025  
Monday, December 1, 2025  
Monday, December 15, 2025

**All meetings will begin at 6:30 pm.**

It is the public policy of North Carolina and of Caswell County that the hearings, deliberations, and actions of this Board and its committees be conducted openly. Except as otherwise provided in these dates and in accordance with applicable law, each official meeting of the Caswell County Board of Commissioners shall be open to the public and any person entitled to attend such a meeting.

Meeting Date: December 2, 2024



## **AGENDA FORM**

To: Caswell County Board of Commissioners  
From: Renee Paschal, Interim County Manager and Barry Lynch, Emergency Services Director  
Subject: Approval of purchase of a new ambulance

### **BACKGROUND INFORMATION:**

Caswell County EMS currently has two ambulances that are beyond their useful life. Industry standards call for heavy-duty diesel vehicles to be replaced at 250,000 miles. Vehicles can be “remounted” once. Remounting means replacing the chassis and refurbishing the interior of the box.

One of the ambulances is currently over the mileage threshold and is due for remounting (vehicle 209). The other is a Sprinter Van that has more than 150,000 miles (vehicle 211). The Sprinter van is not ideal for emergency transport, as the size of the box is not adequate for patient care. This van was originally purchased for convalescent transports, which Caswell does not do. Sprinter vans also begin having transmission and other problems at 150,000 miles. This is also the oldest vehicle in the fleet and has only been used as a spare.

The lead time for purchasing ambulances has increased in the past few years. The same model being proposed by a vendor on state contract has a lead time of 18 to 36 months. Another vendor, has quoted a lead time of seven to nine months and they are approved by the state: Spartan Fire and Emergency Apparatus. The new vehicle would be a Demers.

Once we receive the new ambulance (July-September 2025) we propose sending our truck with the most miles (Truck # 209) to have the ambulance box remounted onto a new chassis, which is a 6 month process with an estimated delivery date of spring 2026

The cost of new ambulances has increased dramatically over the past few years. The last new truck we purchased in FY2022 was at a cost of \$225,809 The new truck being proposed today costs \$351,083. The last truck that was remounted was in FY2023 at a cost of \$144,000. The remount proposed today will cost \$229,387

**STAFF RECOMMENDATION, IF APPLICABLE:**

NIA

**RECOMMENDED ACTION/MOTION:**

Motion to approve the purchase of a new Demers ambulance from Spartan Fire and Emergency Apparatus at a cost of \$351,083 and to transfer this amount from fund balance to a capital reserve. Also, to approve the purchase of a remounted truck from Burgess Ambulances at a cost of \$229,387 which will be appropriated in the FY 2026 budget.

We will take delivery on the ambulances in FY 2026.

**FISCAL IMPACT:**

The total cost of the new ambulance and remount is \$580,470. The action will generate some savings in future maintenance costs.

**Attachments:**

PowerPoint Presentation

Quotes for new ambulance and remount



**PROPOSAL FOR FURNISHING CUSTOM AMBULANCE**

11/06/24

Caswell County EMS  
144 Main Street  
Director Barry Lynch  
Yanceyville, North Carolina 27379

The undersigned is prepared for Caswell County EMS, upon an order being placed by you, for final acceptance by Demers Ambulances, at its home office in Beloeil, Quebec the apparatus and equipment herein named and for the following prices:

**\$ 351,083.00**

**One (1) Demers MXP 170  
Unit - Ford 450 4x4 Diesel  
Delivery, Training, Final Inspection  
Stryker PowerLoad 110/12V HVAC, and Graphics Included**

**Price Valid through December 6<sup>th</sup>, 2024**

**Total: \$ 351,083.00**

Said apparatus and equipment are to be built and shipped in accordance with the specifications hereto attached, delays due to strikes, war or intentional conflict, failures to obtain chassis, materials, or other causes beyond our control not preventing, within about **7-9 Months** after receipt of the chassis and clean order specification.

The specifications herein contained shall form a part of the final contract, and are subject to changes desired by the purchaser, provided such alterations are interlined prior to the acceptance by the company of the order to purchase, and provided such alterations do not materially affect the cost of the construction of the apparatus.

The proposal for apparatus conforms to all Federal Department of Transportation (DOT) rules and regulations in effect at this time of bid. Any increased costs incurred by first party because of future changes in or additions to said DOT standards will be passed along to the customers as an addition to the price set forth above.

**Unless accepted by December 6<sup>th</sup>, 2024 the right is reserved to withdraw this proposition.**

Spartan Fire and Emergency Apparatus, Inc.

By: Kennen William Smith  
Authorized Sales Representative



**PROPOSAL FOR FURNISHING CUSTOM AMBULANCE**

**(11-6-2024)**

Caswell County EMS  
144 Main Street  
Director Barry Lynch  
Yanceyville, North Carolina 27379

The undersigned is prepared for, Caswell County EMS upon an order being placed by you, for final acceptance by Spartan Fire and Emergency Apparatus, at its home office in Garner, North Carolina the apparatus and equipment herein named and for the following prices:

**\$ 229,387.00**

**One (1) Remounted AEV 156 Model  
Unit – Ford F450 4x4 Diesel Chassis  
Delivery, Training and Graphics Included**

**Price Valid through December 6<sup>th</sup>, 2024**

**Total: \$ 229,387.00**

The Truck will be due at our Remount provider on September 2025 and will be completed and ready for delivery 220-240 Days after scheduled start date. Timeline will be provided to Caswell County ahead of time.

The specifications herein contained shall form a part of the final contract, and are subject to changes desired by the purchaser, provided such alterations are interlined prior to the acceptance by the company of the order to purchase, and provided such alterations do not materially affect the cost of the construction of the apparatus.

The proposal for apparatus conforms to all Federal Department of Transportation (DOT) rules and regulations in effect at this time of bid. Any increased costs incurred by first party because of future changes in or additions to said DOT standards will be passed along to the customers as an addition to the price set forth above.

**Unless accepted by December 6<sup>th</sup>, 2024 the right is reserved to withdraw this proposition.**

Spartan Fire and Emergency Apparatus, Inc.

By: Kennex William Smith  
Authorized Sales Representative

# Ambulance Purchase Request

12/2/2024

BOARD OF COMMISSIONERS MEETING



# The Problem:

- We have 2 ambulances that are beyond their useful life
- Our fleet of ambulances are gaining miles at a rapid pace.
- Inflation has caused prices of new ambulances and remounted ambulances (reusing the box on a new chassis) to increase just like everything else.
  - The last new truck we purchased in FY2022 was at a cost of \$225,809 The new truck being proposed today costs \$351,083
  - The last truck that was remounted was in FY2023 at a cost of \$144,000. The remount proposed today will cost \$229,387
- Ambulance manufacturers are seeing increased lead times to build new ambulances from just a few months to 18-36 months currently.

# How we got here

- A replacement was requested in the FY 2025 budget, but removed by the county manager.
  - A budget amendment was approved 4/3/2023 to move funds from the 2022 budget to the 2023 budget to pay for the last ambulance remounted (208)
  - Ambulances were discussed during the budget process (May 13, 2024) but none were presented in the managers recommended budget.
- We do not have any ambulances on order.
- Due to budget constraints in the past, ambulances have been removed from the proposed budget.
- With the mileage we incur annually, need to replace one truck per year; now we are behind.

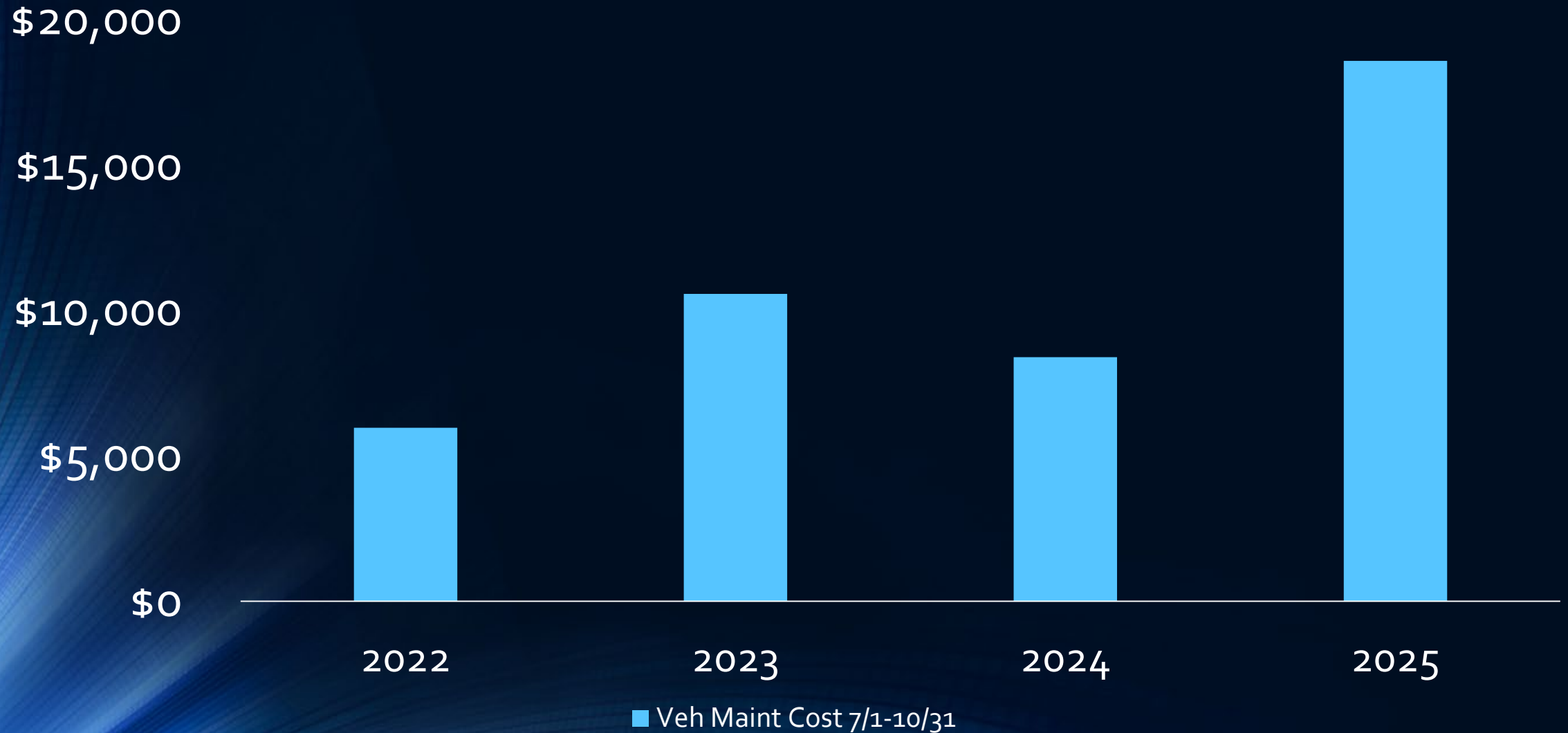
# Current fleet

- Each front line ambulance travels, on average 43,000 a year.
- 3 front line trucks are on duty 24/7/365
  - Currently the 24/7 trucks are 204, 206, and 207
  - Truck 208 is in service from 8am-8pm.
  - We have and need 2 spare ambulances to use when trucks are removed from service due to maintenance or other reason
  - There have been 7 instances in the last 12 months in which we have had no spare trucks to rely on should a truck need immediate maintenance.

Truck #	Year	Mileage	Idle Hours	Resulting Mileage
204	2019	220,103	4,444	353,423
206	2022	127,850	2,387	199,460
207	2019	185,892	3,737	298,002
208	2022	47,102	1,453	90,692
209	2015	315,388	5,856	491,068
211	2013	147,685	N/A	147,385

- Per Enterprise Fleet Management 1 engine idle hour equals 30 miles traveled.
- Our ambulances are not shut down during a call due to all of the electronic medical components that must have power to them.

# Increasing Maintenance Costs Per Year



# Industry Standards

- Per the Government Services Administration heavy duty diesel trucks should be replaced when they reach 250,000 miles.
- We have one truck that has exceeded that (209) and one that will exceed that within 12 months (204)
- It is industry standards for a box to be used for 500,000. With our current fleet it means we can remount a box one time.
- Remounting a box more than once will cause increased stress on the box and could result in welds breaking and the ambulance becoming unsafe to use.

# Pricing Obtained: New Truck

- We obtained 2 quotes. Both are state approved vendors.
- Spartan Fire and Emergency apparatus provided a quote for a Demers ambulance for \$351,083
- Northwestern Emergency Vehicles provided a quote \$344,060.63
- **The difference is lead time!!**
- Spartan has quoted us a lead time of 7-9 months with delivery of summer 2025
- NWEV has quoted a lead time of 18-24 months

# Pricing Obtained: Remount

- We obtained 2 quotes. Both are state approved vendors.
- Spartan Fire and Emergency apparatus provided a quote for a remounted ambulance for \$229,387
- Northwestern Emergency Vehicles provided a quote \$234,380
- Spartan will take the truck to be remounted in the fall of 2025. And has a quoted turn around time of 6 months which puts delivery in the spring of 2026
- Northwestern cannot start on the remount process for 18-24 months and there would be a 6 month turnaround time putting delivery at Spring 2027.

# Proposed Immediate Solution

- Spartan Fire and Emergency Apparatus has proposed a new Demers ambulance purchase and we will take delivery 7-9 months from now.
- This new truck will replace truck 211 which was purchased around 2013. Most Sprinter vehicles begin having transmission trouble around 150,000 miles. The van type ambulance is not conducive to providing excellent patient care due to a lack of space.
- This new truck will become a front line truck with unit 204 becoming a spare ambulance, used when trucks are out of service due to maintenance or other issues.
- Once we receive the new ambulance we propose sending our truck with the most miles (Truck # 209) to have the ambulance box remounted onto a new chassis.



# Proposed Immediate Solution

- Once we receive the new ambulance we propose sending our truck with the most miles (Truck # 209) to have the ambulance box remounted onto a new chassis.
- Per the lowest bid of Burgess Ambulances through Spartan, the truck will go to be remounted in the late summer/early fall of 2025 and we will take delivery approximately 6 months later, in the spring of 2026.

# Proposed Immediate Solution

- Our proposal to pay for the new ambulance would be to purchase the new truck from fund balance in the current fiscal year and to appropriate funds to pay for this in the current year.
- Funding would be included in the 25-26 budget to pay for the remounted truck that we would not take delivery on until late in 2025.

# Proposed Long term Solution

- We would propose adopting an ambulance replacement and rotation plan.
- This would require approving the new truck tonight. We would then ask for another remount and new truck in the upcoming 25-26 budget.
- After the 25-26 budget, following this plan, we would either need to remount OR replace 1 truck per year to keep up and not get behind again.

# Proposed Ambulance Replacement Plan

Truck Number	24-25	25-26	26-27	27-28	28-29	29-30
204	Move to Spare	Remount	Front Line	Frontline	Frontline	Spare
206	Front Line	Move to Spare	Remount	Front Line	Frontline	Frontline
207	Move to Spare	Replace	Front Line	Front Line	Frontline	Spare
208	Front Line	Move to Spare	Spare	Replace	Frontline	Frontline
209	Remount	Front Line	Front Line	Front Line	Spare	Replace
211	Replace	Front Line	Frontline	Spare	Remount	Frontline

# What if we do nothing???

- Without starting the process to replace these ambulances we will continue to have increases in maintenance costs.
- The mileage on our front line trucks will continue to increase with our oldest front line (truck #204) having almost 256,000 miles on it in 12 months
- Truck #207 will have ~221,000, Truck #206 will have ~171,000.
- Lead times on ambulances could continue to increase. Some manufacturers are estimating 18-24 months currently.
  - In 24 months 204 will be nearing 300,000 miles, 207 will be at ~260,000 miles and 206 will have ~220,000 miles

The background is a dark blue gradient with a complex, abstract pattern of glowing, curved lines that create a sense of depth and movement, resembling a tunnel or a data stream. The lines are more densely packed and brighter in the lower right quadrant, fading into the dark blue background towards the top and left.

Questions??

## **Boards and Committees**

### Hunting and Wildlife Advisory

#### Current Members

1. Steve Harris

#### Applications Received

1. Steve Harris

#### Term

10/31/2024

### Burlington HOME Consortium

#### Current Members

2 vacancies

#### Applications Received

1. Jeannine Everidge
2. Samantha Shumaker

#### Term

Clerk's Office Use Only

Rec'd Date \_\_\_\_\_

By: \_\_\_\_\_



## Caswell County Volunteer Application for Boards and Committees

This application is a public document

If you work or live in Caswell County, at least 18 yrs old, and willing to volunteer your time and expertise to your community, you may apply to serve on an advisory board by completing this form online or download it and mail to:

Caswell County Administration

Email: [csmith@caswellcountync.gov](mailto:csmith@caswellcountync.gov)

Attn: Carla Smith

P.O. Box 98

144 Court Square

Yanceyville, NC 27378

Name: Jeanine Everidge

Home Address: 128 Barnwell Rd.

City: Prospect Hill Zip Code: 27314

Phone: 336-562-3583 Email: jeveridge@caswellcountync.gov

Place of Employment: Caswell County Gov't

Please list any County Boards you currently serve on: Transportation

Please list the Boards/ Commissions on which you wish to serve. Please indicate your preference by prioritizing your selection: first choice being "A" and so on.

A. Home Consortium B. \_\_\_\_\_ C. \_\_\_\_\_

Why do you wish to serve on these boards?

I want to be able to be the advocate for Caswell County Senior Adults & ensure that we are able to receive funding from this grant.

Our folks need help with major home repairs that we currently do not have to help them. I want to make sure Caswell has a voice @ the table

Please describe background, education, and abilities that qualify you for these boards:

I have been working w/ senior adults through the senior center for 23 years. I have seen the need over & over again w/ no needs being met due to lack of resources and funding.



Do you have any personal or business interest that could create a conflict of interest (either real or perceived) if you are appointed to this board? Yes \_\_\_ No  If yes please explain:

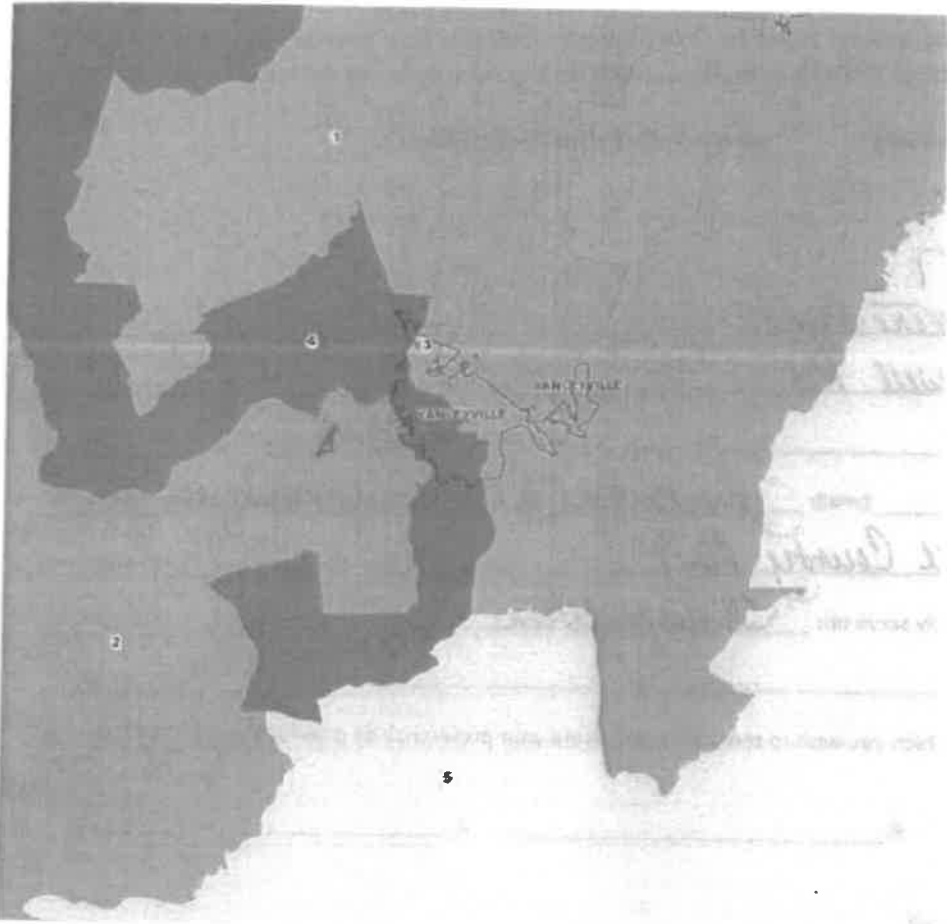
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Which Board of Commissioners district do you live in? You can use the map on below to identify your district.

District 1 \_\_\_ District 2 \_\_\_ District 3 \_\_\_ District 4 \_\_\_ District 5  Not Sure \_\_\_ NA \_\_\_



**Demographic Information (Optional)**

We ask your help in assuring diversity of membership by answering the following questions:

Male \_\_\_ Female

Age Range: 18-34 \_\_\_ 35-59 \_\_\_ 60+

Ethnic background:

Asian \_\_\_ Black/African American \_\_\_ Hispanic \_\_\_ Native American \_\_\_ White  Other \_\_\_

How did you become aware of these volunteer opportunities? Check all that apply

County Web Page \_\_\_ Newspaper \_\_\_ Radio \_\_\_ Current Volunteer \_\_\_ Other

Clerk's Office Use Only  
Rec'd Date 10/22/24  
By: C Smith



## Caswell County Volunteer Application for Boards and Committees

**This application is a public document**

If you work or live in Caswell County, at least 18 yrs old, and willing to volunteer your time and expertise to your community, you may apply to serve on an advisory board by completing this form online or download it and mail to:

Caswell County Administration  
Attn: Carla Smith  
P.O. Box 98  
144 Court Square  
Yanceyville, NC 27379

Email: [csmith@caswellcountync.gov](mailto:csmith@caswellcountync.gov)

Name: Steve Harris

Home Address: 1450 Jack Pointer Rd

City: Semora Zip Code: 27343

Phone: 434-251-4513 Email: \_\_\_\_\_

Place of Employment: SELF

Please list any County Boards you currently serve on: Planning, Ag. Advisory

Please list the Boards/ Commissions on which you wish to serve. Please indicate your preference by prioritizing your selection: first choice being "A" and so on.

A. Wildlife Advisory B. \_\_\_\_\_ C. \_\_\_\_\_

Why do you wish to serve on these boards?

Please describe background, education, and abilities that qualify you for these boards:

30 yrs. NC Wildlife Res. Comm. 20 yrs Wildlife Consultant

Do you have any personal or business interest that could create a conflict of interest (either real or perceived) if you are appointed to this board? Yes \_\_\_ No  If yes please explain:

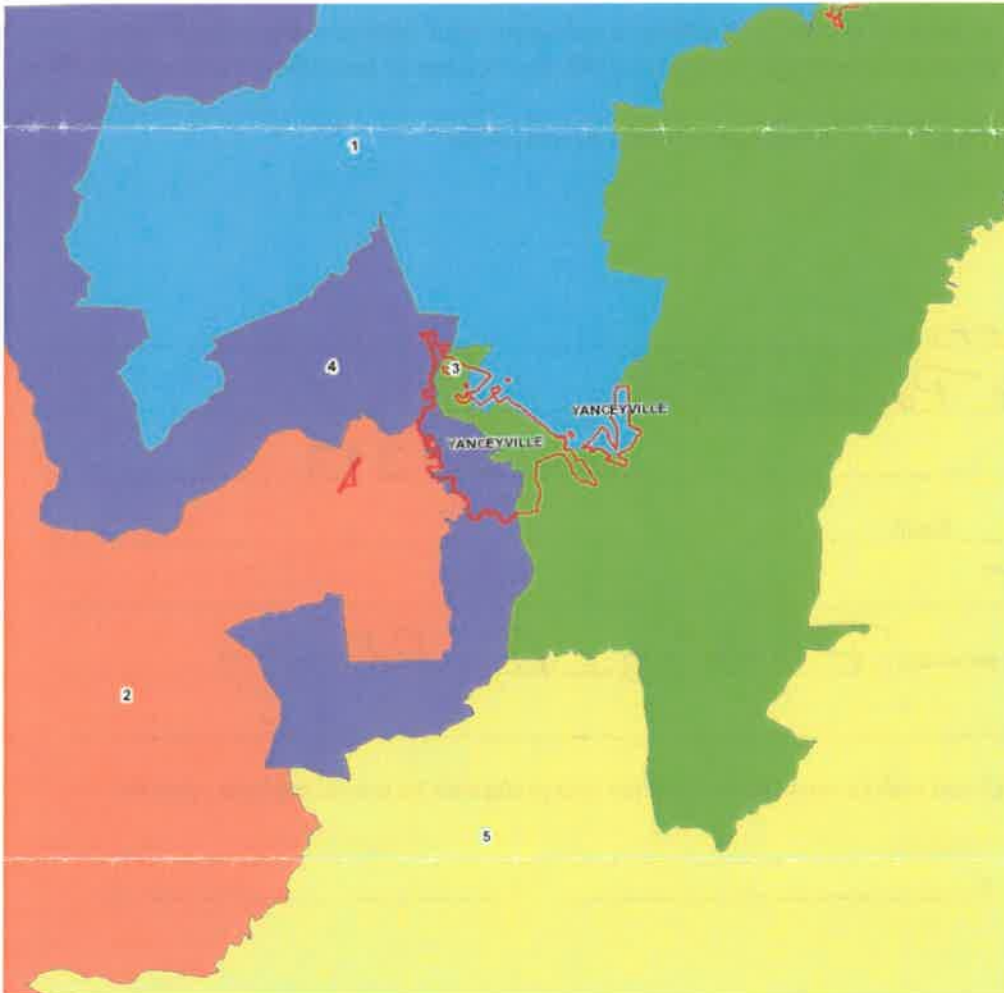
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Which Board of Commissioners district do you live in? You can use the map on below to identify your district.

District 1 \_\_\_ District 2 \_\_\_ District 3 \_\_\_ District 4 \_\_\_ District 5 \_\_\_ Not Sure \_\_\_ NA \_\_\_



**Demographic Information (Optional)**

We ask your help in assuring diversity of membership by answering the following questions:

Male  Female \_\_\_

Age Range: 18-34 \_\_\_ 35-59 \_\_\_ 60+

Ethnic background:

Asian \_\_\_ Black/African American \_\_\_ Hispanic \_\_\_ Native American \_\_\_ White  Other \_\_\_

How did you become aware of these volunteer opportunities? Check all that apply

County Web Page \_\_\_ Newspaper \_\_\_ Radio \_\_\_ Current Volunteer  Other \_\_\_



### Caswell County Volunteer Application for Boards and Committees

This application is a public document

If you work or live in Caswell County, at least 18 yrs old, and willing to volunteer your time and expertise to your community, you may apply to serve on an advisory board by completing this form online or download it and mail to:

Caswell County Administration  
Attn: Carla Smith  
P.O. Box 98  
144 Court Square  
Yanceyville, NC 27379

Email: [csmith@caswellcountync.gov](mailto:csmith@caswellcountync.gov)

Name: Samantha Shumaker

Home Address: 303 Pemberton St.

City: Yanceyville Zip Code: 27379

Phone: 336-514-2422 Email: Sshumaker@caswellcountync.gov

Place of Employment: Director of Caswell County Section 8 Housing

Please list any County Boards you currently serve on: None

Please list the Boards/ Commissions on which you wish to serve. Please indicate your preference by prioritizing your selection: first choice being "A" and so on.

A. Consortium Board B. \_\_\_\_\_ C. \_\_\_\_\_

Why do you wish to serve on these boards?

My professional expertise with HUD and affordable housing allows me to contribute by using skills and knowledge to make a positive impact for Caswell County and help the Board achieve its goals.

Please describe background, education, and abilities that qualify you for these boards:

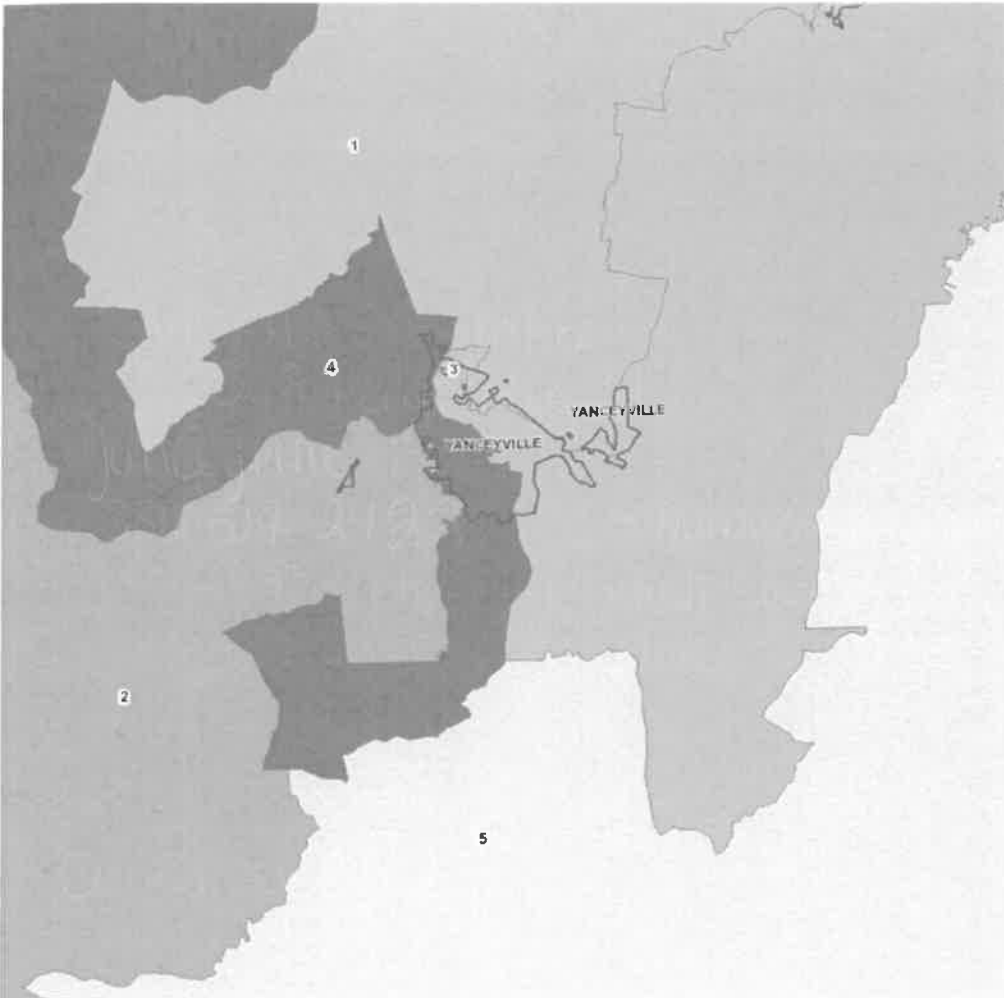
Employed nearly 10 years in the Section 8 department and serving the last 4 as Director. I've acquired knowledge of HUD procedures, policies, and programs. My background gives me the understanding of how important affordable housing is for Caswell County.

Do you have any personal or business interest that could create a conflict of interest (either real or perceived) if you are appointed to this board? Yes \_\_\_ No  If yes please explain:

None

Which Board of Commissioners district do you live in? You can use the map on below to identify your district.

District 1 \_\_\_ District 2 \_\_\_ District 3 \_\_\_ District 4 \_\_\_ District 5 \_\_\_ Not Sure \_\_\_ NA \_\_\_



**Demographic Information (Optional)**

We ask your help in assuring diversity of membership by answering the following questions:

Male \_\_\_ Female

Age Range: 18-34 \_\_\_ 35-59  60+ \_\_\_

Ethnic background:

Asian \_\_\_ Black/African American \_\_\_ Hispanic \_\_\_ Native American \_\_\_ White  Other \_\_\_

How did you become aware of these volunteer opportunities? Check all that apply

County Web Page \_\_\_ Newspaper \_\_\_ Radio \_\_\_ Current Volunteer \_\_\_ Other



**TO: Caswell County Board of Commissioners**

**FROM: Renee Paschal, County Manager**

**SUBJECT: Budget Amendment #11: Reimbursement of E-911 Ineligible Expenses for 2018 to 2022**

**RECOMMENDED ACTION/MOTION:**

That the Board of Commissioners approves Budget Amendment #11 to transfer \$185,535 from the General Fund to the County's E911 Fund to reimburse the fund for cumulative ineligible expense from 2018 to 2022.

**BACKGROUND:**

The County receives funding from the State 911 Board for eligible expenses incurred in operating the County's 911 emergency dispatch system. The County provides an annual report to the State Board summarizing the revenues, expenditures and fund balance of the County's 911 Fund (Fund 220). Any expenses deemed ineligible are to be reimbursed by the County's General Fund. It is expected that the County's fund balance in Fund 220 as reported on the financial statements agrees to the fund balance reported to the State 911 Board.

In performing the audit work for FY23, it was discovered that the Fund Balance in Fund 220 was significantly less than that reported to the State 911 Board. After extensive research and consultation with the State 911 Board staff, it was determined that ineligible expenses occurred from 2018 to 2022. It was the responsibility of the Finance Director at that time to properly account for the ineligible expenses through reimbursement from the County's General Fund.

A summary below shows the differences began in 2018 with the cumulative difference of \$185,535 in 2022, which represents the amount to be transferred from the General Fund to the E911 Fund to properly state the beginning fund balance for FY23.

**FISCAL IMPACT:**

A General Fund transfer of \$185,535 in FY23 to establish an payable (due to) in the General Fund and a receivable (due from) in the E911 Fund will reduce the fund balance in the General Fund and create a budget violation FY23 as the transfer was not budgeted, but is necessary to properly state the FY23 fund balance in the County's E911 fund. There is sufficient unassigned fund balance at the end of FY22 to cover this transaction. The action to appropriate these funds in FY25 will allow for the actual transfer of cash between the two funds and elimination of the payable/receivable.

Failure to correct for these cumulative ineligible expenses jeopardizes future funding from the State E911 Board.

**ATTACHMENTS:**

Budget Amendment #11

# Caswell County 911 Communications Budget Summary (FY2025)

Total Allocations: \$390,000

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## 1. Telecommunications

- **Allocated Amount:** \$20,000
  - **Purpose:**
    - Supports NCDIT connections essential for seamless emergency communication.
    - Covers Computer-Aided Dispatch (CAD) and phone system connections.
    - Funds critical fiber link connections to maintain the integrity of communication infrastructure.
- 

## 2. Training – Existing Employees

- **Allocated Amount:** \$20,000
  - **Purpose:**
    - Provides certifications and training classes, including Emergency Medical Dispatch (EMD), Emergency Fire Dispatch (EFD), and telecommunicator courses.
    - Ensures compliance with industry standards and enhances employee proficiency in emergency protocols.
- 

## 3. Database Maintenance

- **Allocated Amount:** \$5,000
  - **Purpose:**
    - Supports routine maintenance and updates for databases, ensuring accurate and efficient data management for 911 operations.
- 

## 4. Software

- **Allocated Amount:** \$80,000
  - **Purpose:**
    - Replacement of the CAD server (5 years old) as recommended by the NC911 Technology Plan.
    - CAD system manages key functions, including call processing, address management, and dispatch protocols.
    - Annual maintenance for essential systems, including CAD, recorder systems, and protocol licenses.
- 

## 5. Capital General

- **Allocated Amount:** \$265,000



- **Purpose:**
    - **Generator Replacement:**
      - Replace the 911 center’s generator installed in 2009.
      - New 60kw generator with updated fuel source and transfer switch.
      - Relocation from the old jail location and adherence to NC911’s 15-year replacement guidelines.
    - **Radio Console Upgrades:**
      - Modernize radio consoles, computers, screens, and additional equipment for a complete system upgrade.
      - Ineligible upgrade costs were addressed through General Fund 100 allocations back at budget time.
- 

## **NC911 Equipment Replacement Plan Overview**

The **NC911 Equipment Replacement Plan** is a structured guideline from the North Carolina 911 Board designed to maintain operational efficiency, reliability, and technological compliance within 911 centers. This plan establishes timelines and best practices for upgrading critical systems to prevent failures and ensure effective emergency response.

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## **Key Components of the Plan**

### **1. Equipment Lifespan and Replacement Cycles**

- **CAD Servers:** Recommended replacement every 5 years to align with technological advancements and ensure compatibility with software updates.
- **911 Center Generators:** Replacement every 15 years, or sooner in cases of wear, technological changes, or performance issues.
- **Radio Consoles:** Typically replaced every 10-15 years based on usage and the pace of technology updates.

### **2. Understanding the NC911 PSAP Assessment**

The **North Carolina 911 Primary Public Safety Answering Point (PSAP) Assessment** evaluates the operational, technical, and administrative functions of PSAPs to ensure compliance with state and national emergency communication standards.

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## **Key Elements of the NC911 PSAP Assessment**

### **1. Technology Evaluation:**

- Assesses the age, functionality, and compatibility of systems with evolving standards like Next Generation 911.
- Identifies systems nearing or exceeding their lifecycle, typically 5-10 years for most equipment.

**2. Operational Readiness:**

- Confirms readiness to handle current and projected call volumes.
- Ensure resilience during outages or disasters.

**3. Compliance with Replacement Plans:**

- Mandates adherence to NC911 Technology Plan guidelines for replacing equipment, including CAD servers, radio consoles, and backup generators.

**4. Funding and Eligibility:**

- Ensures that 911 Fund Allocations are used appropriately for:
  - Replace outdated systems (e.g., CAD servers, radio equipment).
  - Maintenance and operational expenses directly tied to emergency communications.

## NC911 Equipment Replacement Plan Overview

The **NC911 Equipment Replacement Plan** is a structured guideline from the North Carolina 911 Board designed to maintain operational efficiency, reliability, and technological compliance within 911 centers. This plan establishes timelines and best practices for upgrading critical systems to prevent failures and ensure effective emergency response.

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### Key Components of the Plan

#### 1. Equipment Lifespan and Replacement Cycles

- **CAD Servers:** Recommended replacement every 5 years to align with technological advancements and ensure compatibility with software updates.
- **911 Center Generators:** Replacement every 15 years, or sooner in cases of wear, technological changes, or performance issues.
- **Radio Consoles:** Typically replaced every 10-15 years based on usage and the pace of technology updates.

#### 2. Understanding the NC911 PSAP Assessment

The **North Carolina 911 Primary Public Safety Answering Point (PSAP) Assessment** evaluates the operational, technical, and administrative functions of PSAPs to ensure compliance with state and national emergency communication standards.

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### Key Elements of the NC911 PSAP Assessment

#### 1. Technology Evaluation:

- Assesses the age, functionality, and compatibility of systems with evolving standards like Next Generation 911.
- Identifies systems nearing or exceeding their lifecycle, typically 5-10 years for most equipment.

#### 2. Operational Readiness:

- Confirms readiness to handle current and projected call volumes.
- Ensure resilience during outages or disasters.

#### 3. Compliance with Replacement Plans:

- Mandates adherence to NC911 Technology Plan guidelines for replacing equipment, including CAD servers, radio consoles, and backup generators.

#### 4. Funding and Eligibility:

- Ensures that 911 Fund Allocations are used appropriately for:
  - Replace outdated systems (e.g., CAD servers, radio equipment).
  - Maintenance and operational expenses directly tied to emergency communications.

**CASWELL COUNTY, NORTH CAROLINA  
FISCAL YEAR 2025  
BUDGET AMENDMENT NO. 11  
Board Meeting: December 2, 2024**

**BE IT ORDAINED** by the Caswell County Board of Commissioners that the following amendments are hereby made to the Fiscal Year 2025 Budget.

**JUSTIFICATION:** See accompanying agenda item summary. Purpose is to correct E911 Fund Balance for ineligible expenditures from 2018 to 2022.

<b>FUND- GENERAL FUND (Fund 100)</b>			<b>FY25 Current Budget</b>	<b>Increase (Decrease)</b>	<b>FY25 Amended Budget</b>
<b>DEPARTMENT: TRANSFERS</b>					
<b>REVENUES</b>					
Appropriated Fund Balance	1000000	390000	\$ 2,693,687.03	\$ 185,535.00	\$ 2,879,222.03
<b>EXPENDITURES</b>					
Transfer to 911 Fund	1009810	598220	\$ -	\$ 185,535.00	\$ 185,535.00
<hr/>					
<b>FUND- 911 Fund (Fund 220)</b>					
<b>DEPARTMENT: 911 Fund</b>					
<b>REVENUES</b>					
Transfer from General Fund	2204331	380100	\$ -	\$ 185,535.00	\$ 185,535.00
<b>EXPENDITURES</b>					
Reserve for Future Projects	2204331	599000	\$ -	\$ 185,535.00	\$ 185,535.00

**BOARD OF COMMISSIONERS FOR  
THE COUNTY OF CASWELL:**

**ATTEST:**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Carla Smith, Clerk to the Board

\_\_\_\_\_  
Date



**TO: Caswell County Board of Commissioners**

**FROM: Renee Paschal, County Manager**

**SUBJECT: Budget Amendment #12: Appropriation of E911 Fund Balance and Realignment of Budget**

**RECOMMENDED ACTION/MOTION:**

The Board of Commissioners approves Budget Amendment #12 to appropriate \$104,565 of the E911 Fund Balance and realign the budget to fund the E911 consoles and generator replacement generator project.

**BACKGROUND:**

During the FY25 budget, E911 put forth a budget request to replace the consoles and generator at the 911 Center. The project totals \$560,000 with \$265,000 to be funded from the E911 Budget Fund Balance and \$295,000 appropriated in FY25 General Fund budget. During budget development, a discrepancy in the E911 Fund Balance was identified and the County's financial records did not show sufficient fund balance for funding the project. A preliminary budget was adopted until the issue with the fund balance could be resolved, but the General Fund Portion was included in the FY25 adopted.

With the fund balance discrepancy resolved through FY25 Budget Amendment #11, the FY25 E911 budget must be corrected and realigned to appropriate the funds required for the project and eligible ongoing expenses.

**FISCAL IMPACT:**

The County E911 fund balance reported to the State as of June 30, 2022, resulted in no State 911 Board funds being appropriated in FY25, and the revenue budget will be reduced. After correction of the E911 Fund Balance, sufficient funds are available for FY25 anticipated expenditures. The expected fund balance remaining at the end of FY 25 will be approximately \$50,000.

**ATTACHMENTS:**

1. Budget Amendment #12
2. E911 FY25 Budget Summary
3. NC911 Funds Overview

**CASWELL COUNTY, NORTH CAROLINA  
FISCAL YEAR 2025  
BUDGET AMENDMENT NO. 12  
Board Meeting: December 2, 2024**

**BE IT ORDAINED** by the Caswell County Board of Commissioners that the following amendments are hereby made to the Fiscal Year 2025 Budget.

**JUSTIFICATION:** See accompanying agenda item summary. Purpose is to correct and realign E911 Budget after correction of Fund Balance in order to proceed with operational plans to replace consoles in and generator for the 911 center.

<b>FUND- 911 Fund (Fund 220)</b>			<b>FY25 Current Budget</b>	<b>Increase (Decrease)</b>	<b>FY25 Amended Budget</b>
<b>DEPARTMENT: 911 Fund</b>					
<b>REVENUES</b>					
NC911 PSAP FUNDS	2204331	335200	\$ 100,000.00	\$ (100,000.00)	\$ -
TRANSFER FROM GENERAL FUND	2204331	380100	\$ 185,535.00		\$ 185,535.00
APPROPRIATED FUND BALANCE	2204331	390000	\$ -	\$ 204,465.00	\$ 204,465.00
<b>TOTAL REVENUES</b>			<b>\$ 285,535.00</b>	<b>\$ 104,465.00</b>	<b>\$ 390,000.00</b>
<b>EXPENDITURES</b>					
RESERVE FOR FUTURE PROJECTS	2204331	599000	\$ 185,535.00	\$ (185,535.00)	\$ -
SOFTWARE MAINTENANCE	2204331	532210	\$ 50,000.00	\$ 30,000.00	\$ 80,000.00
TRAINING EXPENSES-EMPLOYEES	2204331	531000	\$ 20,000.00	\$ -	\$ 20,000.00
TELECOMMUNICATION	2204331	532100	\$ 30,000.00	\$ (10,000.00)	\$ 20,000.00
DATABASE MAINTENANCE	2204331	532200	\$ -	\$ 5,000.00	\$ 5,000.00
CAP OUT-GENERAL	2204331	550000	\$ -	\$ 265,000.00	\$ 265,000.00
<b>TOTAL EXPENDITURES</b>			<b>\$ 285,535.00</b>	<b>\$ 104,465.00</b>	<b>\$ 390,000.00</b>

**BOARD OF COMMISSIONERS FOR  
THE COUNTY OF CASWELL:**

**ATTEST:**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Carla Smith, Clerk to the Board

\_\_\_\_\_  
Date

# Information Items

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## **Items**

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**Caswell County Joint Adult Care Home Advisory Committee Minutes from August 27, 2024**

**Social Services Board Meeting November 19, 2024 Agenda and October 15, 2024 Minutes**

**MINUTES**  
**CASWELL COUNTY JOINT ADULT CARE HOME – NURSING HOME**  
**COMMUNITY ADVISORY COMMITTEE**

Tuesday, August 27, 2024

9:00 am

Gunn Memorial Library, Yanceyville, NC

**Voting Members Present:**

Barbara Jeffries

Cynthia Perkins (pending appointment)

**Voting Members Absent:**

None

**Area Agency on Aging Staff Present:**

Kim Johnson, Regional Long-Term Care Ombudsman

**Guests**

Michelle Waddell, Caswell County DSS

Lisa Bittner, Caswell County DSS

**WELCOME & INTRODUCTIONS**

Kim Johnson called the meeting to order and welcomed everyone present.

**ADOPTION OF MINUTES AND AGENDA**

The minutes from the last meeting were approved as written.

**CHAIRPERSON'S REPORT**

No report.

**OLD BUSINESS**

Cynthia Perkins has completed the Independent Study portion of her training and is working on completing her in-facility orientation. Kim will submit her information for the state training this fall.

**NEW BUSINESS**

**RESIDENTS' RIGHTS MONTH-OCTOBER:** Kim shared that October is national residents' rights month. The theme this year is The Power of My Voice. CAC Members are encouraged to make visits during the month of October to share information with residents about their rights.

**NEW NURSING HOME STAFFING RULES:** Kim shared information about the new Nursing Home staffing standards. The new standards now require an RN on staff 24 hours a day, 7 days a week. Currently an RN is only required to be on staff 40 hours a week. The new requirements also include a minimum of 3.48 hours of nursing staff per resident per day. Previously, there were no quantitative minimum staffing requirements. Current regulations only require "sufficient staffing." There is an article in the packets that provides more in-depth information about the new regulations. CAC members are encouraged to read the article after the meeting.

**SAVE THE DATE-REGIONAL CAC MEETING:** Kim shared that PTRC is hosting its first region-wide CAC meeting in October at our office located at 1398 Carrollton Crossing Dr., Kernersville, NC 27284. The



agenda will include presentations about hospice care, mental health, CAC best practices and a panel of experts from long-term care and DSS. Kim shared that this training will be an opportunity for them to meet CAC volunteers in other counties and learn from other professionals in long-term care. Kim also noted that lunch would be provided.

### **OMBUDSMAN REPORT**

COMPLETION OF CAC MEMBER ACTIVITIES RECORD: Kim Johnson reminded committee members to complete their CAC Member Activity Record turn it in today or return to Kim via fax, mail or email. Kim reminded members to include both time spent on activities and mileage, even if they are not requesting reimbursement as this information is used to show the impact of our volunteers.

TECHNICAL ASSISTANCE/COUNTY UPDATE/TA/COMPLAINT MGT: Kim shared that she been working to make visits to family care homes this quarter. She has had a complaint at Caswell House.

REVIEW CAC MEMBER ANNUAL TRAINING HOURS: Kim reminded CAC members that they are required to obtain 18 hours of continuing education annually. Kim will send out information about webinars and other opportunities to complete this training. If you are having trouble finding opportunities to complete this training, please reach out to Kim.

QUARTERLY TRAINING: Kim reviewed the Quarterly Training article on Bullying in Long-Term Care and answered committee member's questions about the training.

ANNOUNCEMENTS: Kim reviewed the handouts provided.

### **CAC VISITATION REPORTS**

Kim and Cynthia completed visits to Caswell House and Yanceyville Health and Rehab.

### **DSS REPORT**

No changes in facilities. Welcome to Lisa Bittner, she is the new Adult Home Specialist at DSS.

### **ADJOURNMENT**

At the conclusion of the agenda, the meeting was adjourned.

**\*\*\*Next Meeting Date: November 19, 2024\*\*\***

**Please note- the next meeting date was listed incorrectly on the agenda.**

Respectfully submitted,  
Kim Johnson, Senior Regional LTC Ombudsman

**CASWELL COUNTY**  
**SOCIAL SERVICES BOARD MEETING**

**REGULAR MEETING**

**NOVEMBER 19, 2024**

**Social Services Conference Room**

**9:00 a.m.**

**Call to Order**

**Approval of the Agenda**

**Approval of the Minutes of the Meeting Held October 15, 2024**

**Public Address to the Board**

**Action Items**

We have no budget amendments at this time.

**Information Items**

1. Staffing Update

**CLOSED SESSION TO CONSIDER THE COMPENSATION, COMPETENCE, TERM OF APPOINTMENT AND PERFORMANCE OF AN INDIVIDUAL PUBLIC OFFICER (NCGS143-318.1(A)(6)).**

**Supervisor Reports**

**Next Meeting**

The next regularly scheduled meeting of the Social Services Board is scheduled for December 17, 2024 at 9:00 a.m. in the Conference Room of the Department of Social Services.

**Adjournment**

**CASWELL COUNTY**

**SOCIAL SERVICES MEETING MINUTES**

The Caswell County Department of Social Services Board held its monthly meeting on October 15, 2024 at 9:09 a.m. in the Conference Room of the Caswell County Department of Social Services. In attendance were: Mr. Jeremiah Jefferies, Chairman; Mr. Rick McVey; Mrs. Bonnie Byrd; Mrs. Marcea Foster; Mrs. Dorothy McCain; Mrs. Tammy Paschal, Administrative Officer and Ms. Dianne Moorefield, Secretary to the Board.

Mr. Jefferies called the meeting to Order at 9:00 a.m.

The agenda for the meeting was reviewed and approved upon a Motion by Mr. McVey and Second by Mrs. McCain.

Minutes of the meeting held September 17, 2024 were reviewed and approved upon a Motion by Mrs. Foster and Second by Mrs. McCain.

There was no Public Address to the Board.

Budget Amendment #1, DSS Emergency Placement – Foster Care allotment in the amount of \$23,289.00 was approved upon a Motion by Mrs. Byrd and Second by Mr. McVey.

Trust Fund Accounts were reviewed and approved upon a Motion by Mrs. Byrd and Second by Mrs. Foster.

A staffing update was provided informing the Board that Mrs. Tammy Hodges will be retiring effective January 1, 2025 and Mr. Bernardo Wiley's official retirement date will be November 1, 2024.

A Motion to enter Closed SESSION TO CONSIDER THE COMPENSATION, COMPETENCE, TERM OF APPOINTMENT AND PERFORMANCE OF AN INDIVIDUAL PUBLIC OFFICER (NCGS143-318.1(A)(6) was made by Mr. McVey with a Second by Mrs. McCain at 9:14 a.m. The Board returned to Open Session at 9:45 upon a Motion by Mr. McVey and Second by Mrs. Foster.

Supervisors attended the meeting and reported on work within their respective units. Mrs. Heather Thomas shared that we may be asked to assist with Medicaid applications from displaced people from the Mountain counties. Also volunteers have been requested to assist with D-SNAP applications. DSS is exploring whether or not our system is equipped to participate in the system required to assist. Board Members inquired if the State would pay for employee costs.

The next regularly scheduled meeting of the Social Services Board is November 19, 2024 at 9:00 a.m. in the Conference Room of the Department of Social Services.

Upon a Motion by Mr. McVey and Second by Mrs. Byrd, the meeting of the Social Services Board was adjourned at 10:00 a.m.

Respectfully Submitted:

X Jeremiah Jefferies 11/19/2024

Mr. Jeremiah Jeffries, Chairman

Date

Dianne Moorefield 11/19/2024

Ms. Dianne Moorefield, Secretary

Date