



CASWELL COUNTY

Board of Commissioners Agenda

Regular Meeting
Historic Courthouse

November 4, 2024
6:30 p.m.

Welcome

1. Moment of Silent Prayer Chairman Jefferies
2. Pledge of Allegiance
3. **Public Comments** Renee Paschal

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.

4. Recognitions

Agenda

5. **Approval of Agenda** Chairman Jefferies
6. **Approval of Consent Agenda** Chairman Jefferies
 - a. October 21, 2024 Regular Meeting Minutes
 - b. Budget Amendment #3, accepting state funding for additional DSS funds for foster care emergency placements
 - c. Grange Grant & Budget Amendment #4
 - d. Budget Amendment #5, moving funds from Finance Office budget to County Manager's Budget to cover cost of Interim County Manager

Discussion Items

Action Items

7. ABC Board Working Capital Request Renee Paschal
8. Budget Calendar Renee Paschal
9. Approval of Amendment 3 to Grant Project Ordinance for the Caswell County American Rescue Plan Act of 2021 and approval of Budget Amendment #2 Renee Paschal

County Manager Updates

Commissioner Comments

Announcements and Upcoming Events

- November 11, 2024 County Offices closed for Veterans Day
- November 18, 2024 Board of Commissioners Meeting at 6:30 p.m. at the Historic Courthouse
- November 21, 2024 Joint Town Meeting at 6 pm at the Yanceyville Municipal Building
- November 28 and 29, 2024 County Offices closed for Thanksgiving

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).

Adjournment

Meeting Date: November 4, 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 October 21, 2024 and Budget Amendments # 3, 4, and 5.

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:

- October 21, 2024 Regular Meeting Minutes
- Budget Amendment # 3-DSS Funds for Foster Care Emergency Placements
- Budget Amendment # 4-Grange Grant for Planning Dept.
- Budget Amendment # 5-to cover cost of the Interim County Manager

CASWELL COUNTY BOARD OF COMMISSIONERS
MEMBERS PRESENT

October 21, 2024
OTHERS PRESENT

Jeremiah Jefferies, Chair
Finch Holt, Vice Chair
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

The Board of Commissioners for the County of Caswell, North Carolina, met in a regularly scheduled meeting on Monday, October 21, 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 October 21, 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 McVey and **carried unanimously** to approve the agenda. (Ayes: Commissioners McVey, Yarbrough, Rose, Gwynn, Holt, and Jefferies)

APPROVAL OF CONSENT AGENDA:

- a. October 7, 2024 Regular Meeting Minutes

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

DISCUSSION ITEMS:

There were no discussion items.

ACTION ITEMS:

RECLASSIFICATION OF FINANCE DIRECTOR POSITION:

County Manager Paschal said good evening Commissioners. It's my pleasure to come before you and present this item. I know it's been before you a couple of times, and that is reclassification of

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the Finance Officer position within the county. Next slide. So I always like to start with what problem are we trying to solve. We have a solution which is to reclassify the Finance Officer, but why do we need to do that. So that's what I tried to demonstrate. As you know we're behind on our audit. We were two years behind until Johnna Sharpe came. We may face some payback situations. We may have to return grant money and that kind of thing when our finances are not in order. We've paid over \$425,000 to Greg Isley with the Isley Group for outside financial assistance since February of 2022. The cost of our audit has increased \$20,000 because of the challenges that we've had. Johnna has worked almost a .6 FTE on our finances since she came to the county. We're very fortunate that she is being paid for by the Association of County Commissioners. She is invaluable. Then when I talked with Amy Canon, Lance Metzler, Katherine Cathey in Person County, and Melissa Cardinali at the Association of County Commissioners, there were some themes that came back repeatedly. One is the Finance Officer is the second most important position in the county after the Manager, and one person even said Finance Officers will be paid as much as Managers. Why is that? Next slide. So the supply is just not there. The Association of International CPAs reports that 75% of CPAs will retire in the next 15 years. Bloomberg reports that there are currently 340,000 fewer accountants today than there were five years ago. Now that is a startling statistic to me. People are not going into the accounting field. I included the stats on Bachelor and Master's degrees and the declines that are being seen there. So there just isn't the supply that there once was. It's kind of odd to me because it used to be deemed as such a good profession to go into, you know being a CPA, but they, you know kids coming out of school, have a lot of options these days that they didn't have back in the day when I went through school. They also have that barrier of taking the CPA exam, which I think is a deterrent to a lot of folks doing it. On the other side of the coin, what is the demand? So 91% of CPA firm in the US reported that they were going to hire the same number or an increased number of CPAs in 2023. Person County's hiring range, which you see on the slide, is significantly higher than our current range and what we're asking for tonight. They've gone through two recruitment processes and still do not have a permanent Finance Officer. Rockingham County, you see their hiring range; they had a four-month period, which Mr. Metzler thought was a long period of time for them in recruiting. They hired someone from the City of Martinsville, Virginia. There are currently 10 Finance Officer positions being advertised across the state. The closest is in Stokes County, and their hiring range also is higher than ours, what we currently are paying and what we proposed to pay. Next slide. So the most recent Pay and Class Study that we did I think in 2,1 reclassified or classified the Finance Officer on grade 78. There are 81 grades for County positions below the manager. So that means there are three grades higher that this position could be moved to, and given the importance of the position, I think that that's warranted. I am accustomed to the Finance Officer being paid at one of the highest levels in the organization. You can see that comparisons with surrounding counties, counties our size, and counties with similar property tax bases are all higher than even what we're asking for tonight. So I want to address the fiscal impact. If you increase the salary and we hire somebody at the maximum salary, we will still save money because we will not be paying

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the Isley Group. And if we had to replace Johnna, out of our pocket, that would be a tremendous expense. So we're paying the Isley group, I told you over \$425,000 since they came into the county, and in the current year, we've budgeted \$85,000. In your packets, next slide, you see a side by side comparison of the existing job against what we're proposing. I think that the new job emphasizes some important things. One is accounting competence. That really is the basis for the position. The second is their ability to deal with issues on an organizational wide level. They are not just the Finance Director. They are the finance person who oversees all finances in the county. They're responsible for making sure the audits are on time, making sure we have budget compliance, and accurate State and Federal reporting. All those things are essential, and it also requires six years of progressive or more than six years of progressively responsible experience. So last, oh second to last slide, or actually there are three more slides. Recommendation is to approve the new job description that you have in your packet, and increase the hiring grade and salary range from Grade 78 to Grade 81. Next slide. I can't guarantee you this will be enough. I think recruitment may be somewhat difficult because you have me here as an Interim and you don't have a permanent Manager. And just what we've seen with our neighbor to the east, they had a significantly higher pay range, and yet they still don't have a permanent person. So we've got a Plan A, Plan B, and so forth. The first is if you approve our recommendation tonight, we will immediately advertise the position in all of the professional organizations where Finance Officers can be recruited in the state and also in the state of Virginia. If recruitment is not successful, then we'll come back to the Board and see if you want to look at increasing the salary even higher. If that doesn't work, then we've talked, Johnna and I are becoming creative because this truly is a statewide crisis. This is not a Caswell County crisis. This truly is a statewide crisis, and we're going to have to be creative to find a statewide solution. So we may look at things like sharing a Finance Officer with another county or contracting for a Finance Officer to oversee everything. So those are still options on the table, but we want to give it our best shot in trying to recruit somebody at this higher salary. I'm happy to answer questions.

Commissioner Rose said one question I have is you said that I guess upon filling this Finance position, the Isley Group goes away. County Manager Paschal said if we get a qualified person. Commissioner Rose said okay. So a qualified person, then we stop paying that group for that amount of money. Is there anything in the contract that says that they have, or I mean anything's guaranteed through the whole fiscal year? Or does it just when we're done; we're done?

Johnna Sharpe said good evening. I'll take that. We have significantly scaled back Isley already. Right now there is very little that they're doing for us, and so there is no expectation that they go to the end of the fiscal year. They go until we're not given them any work anymore, and they know that we are in the process of bringing everything we can back in-house because honestly that's the only way staff is going to learn how to do it. I'm not sure if Renee shared with you, but we have been successful in hiring a new Accounting Specialists, which is going to give us a lot of capacity to do some of the work or a good bit of the work that the Isley Group had been doing.

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The biggest thing they had been working on for us recently was the bank reconciliations, and for 2024 we are going to try and bring those in and do those in-house.

Commissioner Rose said okay. You did say we did budget \$85,000 this year for them? Johnna Sharpe said right, but certainly our hope is that we won't need all of that. County Manager Paschal said and this is the reason why {pointing to Johnna Sharpe}. Commissioner Rose said do we know how much we have spent so far? Johnna Sharpe said we've probably spent maybe somewhere between \$20 and \$30,000 probably so far. Maybe not that much, but that's the most we spent. And their bills are dropping off pretty dramatically right now. Commissioner Rose said thank you.

Chairman Jefferies asked if anyone else on the Board have any questions?

Vice Chairman Holt asked when you're advertising this with us being such a smaller county and budget, does that help any with that or the bottom line? County Manager Paschal said I'm sorry. Vice chairman Holt said the salary. County Manager Paschal said generally people in the profession are interested in making the most money that they can. Somebody, depending on their personal circumstances, may find this environment more appealing than a larger place that pays more. I think that is possible, but there are no guarantees. Vice Chairman Holt said I have to see. County Manager Paschal said I'm sorry. Vice Chairman Holt said I'd have to see if Plan B would help.

Chairman Jefferies said anyone else?

County Manager Paschal said there is... I'm sorry. I don't... I just had a thought. There is room between Grade 81 and the manager salary grade so we could raise the salary above grade 81.

Commissioner Yarbrough said just a question Renee, and you might not know. I know Person, you said, is offering a much higher salary and still doesn't have a candidate. What's Person's budget? Do you know? County Manager Pascal said not right off. I know their population is close to twice as much as us. Commissioner Yarbrough said yes. Okay, so the recommended increase in salary is on the low end, if my math is correct, about \$8,500, and on the high end about \$12,500. Just figuring off the top of my head. County Manager Pascal said that is correct. Yes, I ran those numbers. Commissioner Yarbrough said well I don't think it's a number that we can't do. I think we can do that, and I think if I heard Commissioner Holt right. Is that going to be enough, or do we just try it and see? County Manager Paschal said we're willing to try and see. We may be back to you. It just depends.

Commissioner Rose said I guess one question I have is say we advertise it and we get some qualified candidates that actually look at it. I guess there can be some negotiation there if somebody's serious. They could be brought to us and say this is who we have, this is the qualifications, but this is kind of what they're looking at. It depends on if we can do it or not, but I do agree with you this is an extremely vital position. We need the right person there. Thank you.

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Chairman Jefferies asked if there was anyone else?

Commissioner Gwynn said I agree wholeheartedly if we can get them at that point, but even if we have to negotiate and go a little higher, I think it would be well worth it.

Johnna Sharpe said you could put in the job advertisement, salary dependent upon qualifications. But if you don't have some maximum, you're going to get a lot of applications for people who would not be willing to accept the salary that you're willing to offer. So you could open it up a little bit, but then you're just going to get people to apply who at the end of the day won't even consider it. One thing we may want to consider is to do maybe the first review within a very short period of time. People work to a deadline. Typically, people aren't going to apply until the last minute, but at least you could put in the job announcement that there'd be a first review as of this date. If we don't have many qualified applicants or any, then we could come back with that information and possibly go ahead and consider a change to the salary, if we get early indications that it's not going to be sufficient. So we don't wait four weeks, and then know that there's no one qualified in the bunch.

Commissioner Yarbrough said what kind of time frame you thinking? Mrs. Sharpe said I mean I would say get it out and give people you know a couple weeks to do that first look and see what we get. Commissioner Yarbrough said okay.

Chairman Jefferies said I think we need a motion to give her the okay to advertise.

A **motion** was made by Commissioner Rose and seconded by Commissioner Gwynn to have the county manager advertise that position at the grade think it was 82. County Manager Paschal said 81.

Commissioner Yarbrough asked if the position was going to be classified as a CFO? County Manager Paschal said so I think we settled on Finance Officer.

A **motion** was made by Commissioner Rose and seconded by Commissioner Gwynn and **carried unanimously** to have the county manager advertise that position at the grade think it was 81. (Ayes: Commissioners McVey, Yarbrough, Rose, Gwynn, Holt, and Jefferies)

BOARDS AND COMMITTEE APPOINTMENTS:

ABC Board: There is 2 members who termed off the Board as of 10/31/2024. The members are Graham Dailey and Wayne Barker.

A **motion** was made by Commissioner Yarbrough to **reappoint Graham Dailey and Wayne Barker to the ABC Board.**

A **nomination** was made by Commissioner McVey to **appoint Randy Poole to the ABC Board.**

The votes were tallied and the nomination that received the most votes was to **reappoint Graham Dailey and Wayne Barker to the ABC Board.**

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Board of Health:

There is 1 current member who termed off the Board as of 10/31/2024. She is as follows: Michelle Gaskins. Application received from Michelle Gaskins.

Caswell County Adult Advisory: There is 1 current member who termed off the Board as of 10/31/2024 and 2 vacancies. She is as follows: Cynthia Perkins. Application received from Cynthia Perkins.

Juvenile Crime Prevention Council: There is 1 current member who termed off the Board as of 6/30/2024 and 3 vacancies. She is as follows: Cynthia Claiborne. Application received from Cynthia Claiborne.

Senior Center Advisory Board: There is 1 current member who termed off the Board as of 6/30/2024. She is as follows: Cynthia Claiborne. Application received from Cynthia Claiborne.

A **motion** was made by Commissioner Yarbrough and seconded by Commissioner Rose and **carried unanimously to appoint the one applicant who applied to the Board of Health, Caswell Adult Advisory Council, Juvenile Crime Prevention Council, and the Senior Center Advisory Board.** (Ayes: Commissioners Holt, Gwynn, Jefferies, McVey, Rose, and Yarbrough)

COUNTY MANAGER UPDATES:

County Manager Paschal said thank you Mr. Chair. I do want to call your attention to the emails that I've been sending. Regarding... I've been sending a weekly, the list of items of information at the end of every week. I just want to mention a few things. Regarding outside attorney fees, Melissa Miller has verified that the invoice for Carolina Sunrock case can be paid from the 23-24 last year's budget, which is still open. In the 24-25 budget we have a total of \$15,000 budgeted for outside council. \$8,000 of which is still available to pay attorney fees, and the animal control case is estimated at \$4,000 so we can cover that from the budget. The elevator work will start at the new court house November 16th through the 19th. There was in the items of information that went out on October 7th, a Needs Based Grant for schools. That did not come to the Board for approval; so I wanted you to be aware of it. The application is for \$10 million in change to replace the HVAC system at Oakwood Elementary. The application or if awarded the grant, it would require a county match of \$539,135. I have reached out to the Superintendent for more information. This was sent two weeks ago. I've spent a good deal of my time getting to know the County employees of Caswell County, and without exception, I am impressed by what I see. These folks are hardworking. They're committed. They're not paid as much as their colleagues in some other counties, but they are doing the same work of their other colleagues, and I just want to commend our employees. We have a great team. They work together like I have never seen in any other place. Regarding the week of October 14th, I don't think there's anything that I need to update you on regarding that. Thank you.

Chairman Jefferies said okay. Does anybody on the Board have any questions for Mrs. Paschal? Okay, we will move on. Thank you.

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COUNTY ATTORNEY UPDATES:

County Attorney Johnston said thank you Mr. Chairman. Good evening Mr. Chairman and members of the Board. I just wanted to give you all a brief...

County Manager Paschal said sorry. So we promised expenditure reports. We promised financial reports, but revenues are not in good enough order at this point to be able to give you revenues so we do have expenditure reports. I'll just passed those out. We are open to your feedback if there's other things that you want to see in this report.

Chairman Jefferies asked if that was all you have Mrs. Paschal? County Manager Paschal said pardon? Chairman Jefferies aske if that's all you have, and County Manager Paschal said yes. I'm sorry Russell. County Attorney Johnston said no problem.

County Attorney Johnston said thank you Mr. Chairman. So just briefly I wanted to update the Board on the Delinquent Tax collection process. We do have three tax foreclosure sales scheduled for this Friday at 12 pm at the courthouse. And Mr. Chairman, if I may approach, I wanted to hand out copies of the sales so you could have these for your records. Chairman Jefferies said okay. Thank you. Attorney Johnston said and members of the Board, these sales have been posted at the Courthouse, and they're also advertised in the Caswell Messenger, which is a state statute. I'll keep you all posted of the sales, and I'll have further updates for you in our Closed Session. Thank you.

COMMISSIONER COMMENTS:

Commissioner Rose: Thank you Mr. Chairman. I had the privilege to attend the Providence Fire Department, who had their grand opening for their substation on October the 14th. I'd just like to commend all the fireman on their hard work and dedication. They've got a really nice substation over there, and it should cut down a huge amount on response times where it's located. I just want to thank all of them that were involved. That's all I have.

Commissioner Gwynn: Melissa Williamson and I worked at the medicine giveaway. I think it went really well. We had quite a few people that really picked up a lot of medicine. The other thing I want to report on, and we'll really get into that maybe after the election is PTRC wants to put on two more delegates from Caswell County. We will have more voting power, and I'm thinking and they mentioned it may be good to wait until after the election because we don't know who will be here. But that would be something that we would need to take up at least in January or February.

ANNOUNCEMENTS AND UPCOMING EVENTS:

- October 28, 2024 Caswell Candy Trail 3-5 pm in Yanceyville
- November 4, 2024 Board of Commissioners Meeting at 6:30 p.m. at the Historic Courthouse
- November 11, 2024 County Offices closed for Veterans Day
- November 18, 2024 Board of Commissioners Meeting at 6:30 p.m. at the Historic Courthouse

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- November 21, 2024 Joint Town Meeting at 6 pm at the Yanceyville Municipal Building
- November 28 and 29, 2024 County Offices closed for Thanksgiving

CLOSED SESSION:

A motion was made at 7:01 pm by Commissioner Gwynn, and seconded by Commissioner Holt 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). (Ayes: Commissioners McVey, Yarbrough, Rose, Holt, Gwynn, and Jefferies)

ADJOURNMENT:

A **motion** was made at 7:58 pm by Commissioner Yarbrough and seconded by Commissioner Rose and **carried unanimously** to adjourn the meeting. (Ayes: Commissioners McVey, Yarbrough, Rose, Holt, Gwynn, and Jefferies)

Carla R. Smith
Clerk to the Board

Jeremiah Jefferies
Chairman

**CASWELL COUNTY, NORTH CAROLINA
FISCAL YEAR 2025
BUDGET AMENDMENT NO. 3
Board Meeting: November 4, 2024**

BE IT ORDAINED by the Caswell County Board of Commissioners that the following amendment is hereby made to the Fiscal Year 2025 budget.

JUSTIFICATION: Increase budget as a result of increased funding authorization for NC Department of Health & Human Services for Emergency Placement Foster Care. Approved by DSS Board on 10/15/24.

FUND- Department of Social Services (130)

	FY25 Current Budget	Increase (Decrease)	FY25 Amended Budget
REVENUES			
State Funds - Emergency Foster Care 1305310 332126	\$ -	\$ 23,289.00	\$ 23,289.00
 EXPENDITURES:			
Emergency Foster Care Expenditures 1305310 539926		\$ 23,289.00	\$ 23,289.00

**FOR
THE COUNTY OF CASWELL:**

ATTEST:

Jeremiah Jefferies, Chair

Carla Smith, Clerk to the Board

Date



AGENDA FORM

TO: Caswell County Board of Commissioners

FROM: Jason Watlington, Planning Director

SUBJECT: North Carolina State Grange Voluntary Agricultural District Grant Presentation

BACKGROUND INFORMATION:

Caswell County participates in the North Carolina Voluntary Agricultural District Program. This program recognizes farms throughout Caswell County with signage which increases identity and pride in the agricultural community.

STAFF RECOMMENDATION, IF APPLICABLE:

NA

RECOMMENDED ACTION/MOTION:

Recommendation is for the Board of Commissioners to approve the acceptance of the grant.

FISCAL IMPACT:

This will allow funding to purchase Voluntary Agricultural District signs to be placed on properties throughout Caswell County. In the past these signs have been purchased through the Planning Department and the Agricultural Extension Office.

ATTACHMENTS:

- Summary
- NC State Grange Grant Agreement
- NC State Grant Schedule
- NCDAC Sign Quote
- Sign Picture

This agenda form has been reviewed by:	Initial & Date
Town Manager	
Finance Director	
Town Attorney	
Department Head (s)	
Town Clerk	

SUMMARY OF GRANT PROPOSAL

Caswell County Voluntary Farmland Preservation Program

Voluntary Agricultural Districts or VADS were authorized in 1985 by the NC General Assembly through the Farmland Preservation Act. The goals were to help form partnerships between farmers, to encourage county commissioners and land use planners to pass ordinances that encourage the voluntary preservation of farmland, support the productive use of agricultural land and protect land from urban development.

On March 19, 2001, Caswell County adopted the Caswell County Voluntary Farmland Preservation Program Ordinance. To date we have approximately 106 parcels participating. The purpose reads; to promote agricultural values and general welfare of the county and more, specifically, increase identity and pride in the agricultural community and it's way of life, encourage the economic and financial health of agriculture and increase protection from non-farm development and other negative impacts on properly managed farms.

This Ordinance required the development of an advisory board, therefore the Caswell County Agricultural Advisory Board was developed.

Criteria to become a Farmland Preservation District

- The property must consist of 20 contiguous acres or two or more farms which contain a minimum of 20 acres total, located within a mile of each other.
- Must participate in the Farm present-use-value taxation program through the Caswell County Tax Department
- Must be certified by the Soil Conservation Service of the USDA
- Must have been actively used in agricultural, horticultural, or forestry operations for the last five years
- Commits to a conservation agreement with the county that prohibits non-farm use or development of such land for 10 years except for the creation of not more than three lots that meet county zoning and subdivision regulations.

Ways that these Farms are recognized:

- The Districts shall be marked on county maps displayed for public view in the following county offices:
Register of Deeds, Planning Dept, Tax Office, Soil and Water Office, Agricultural Extension, and the Caswell County GIS Mapping Website
- A Proximity to an Agricultural Farmland Preservation District Certificate must be placed on all final plat maps for any newly formed parcels that are within an ½ mile of an Agricultural District.
- Each Property will receive a sign for their property. These signs are one way that the land owner can show their pride for their land as well as promoting Agriculture within the county as well as the state.

In June of 2023 our previous Planner received a grant from the North Carolina State Grange for \$4,500.00. This grant is a non-matching grant and the money is readily available. In April of 2024 I was contacted by Scott Schulars our NC VAD Representative. He advised me of the grant and felt that he

should call because he knew that Caswell County had hired a new Planning Director and wanted me to be aware of the grant and know that it had been signed but not executed by the Grange President.

The grant is through the North Carolina State Grange. This is a national agricultural advocacy group formed in 1929. The NC chapter promotes educational programs with emphasis on agriculture, supports the development of programs for rural community development and promotes research in agriculture and economics

The Grange ask, in return, an associate membership of \$20 per year from the individual requesting a sign. That person or land owner may then receive as many signs as they would like or need for their properties.

I am currently working with the Agricultural Extension Office to get the information about signs in their newsletter. There are many farms that are in the program that do not have signs and some that have signs that have faded.

I have attached a picture of the sign as well as an invoice for the signs. These signs are made and purchased through the NC Department of Adult Corrections.

We have had two farms join this year, however at \$50 per application it is difficult to provide signs through our budget. Agricultural Extension has also helped in the past with the cost.

I feel that it is important to promote our Farms throughout the county. This advertises our passion and commitment to Agriculture to not only our own citizens but also to our visitors.

NC State Grange Voluntary Agricultural District Grant Agreement

This Grant Agreement ("Agreement") is effective upon signature of Grantor and Grantee as of June 15th, 2023 (the "Effective Date"), between the following parties (individually "Party" and collectively the "Parties"): North Carolina State Grange, a 501(c)(8) tax-exempt organization organized in North Carolina ("Grantor"), and Rowell Grange, NC Voluntary Agricultural District organized in North Carolina ("Grantee")

Recitals:

WHEREAS, the Grantor has the following mission ("Mission"):

To support the development of programs for rural community improvement such as sanitation, medical facilities, communication, conservation of natural resources, and economic opportunity.;

WHEREAS, the Grantor desires to make a grant to the Grantee for the following purpose:

Provide grant funding to NC Soil & Water Districts, County Extension or other county agencies assisting local Voluntary Agricultural District (VAD or EVAD) programs to provide VAD members assistance in the purchasing and erection of their respective county VAD sign. Grant funding limited to new signage and materials associated with erection of the signage.;

WHEREAS, the Grantee is seeking to undertake a program or project ("Project") in support of the mission of Grantor;

NOW, THEREFORE, the Grantor and the Grantee (each a "Party" and, collectively, the "Parties") agree to the following:

Article 1 - PLEDGE:

Subject to the terms of this Agreement, the Grantor pledges to transfer to Grantee a grant valued at \$4,500 (the "Grant").

Article 2 - TRANSFER:

The Grant funds ("Grant Funds") may be transferred in a form acceptable to the Grantee provided, however, that only reliable banking systems or other regulated financial channels will be used.

Article 20 - BINDING EFFECT:

The Grantor acknowledges and agrees that (a) the Grantee's agreement to use the Grant Funds for the agreed-upon purposes shall constitute full and adequate consideration between the Parties for this Agreement, and (b) this Agreement is binding on the Parties and their successors and assigns, except to the extent terminated in accordance with its terms. This Agreement shall be subject to and interpreted under the laws of the North Carolina.

Article 21 - ENTIRE AGREEMENT, SEVERABILITY:

This Agreement supersedes any prior oral or written understandings or communications between the Parties and constitutes the entire agreement between the Parties with respect to the subject matter of this Agreement. The provisions of this Agreement are severable so that, if any provision is found to be invalid or illegal, such finding will not affect the validity or enforceability of the remaining provisions.

Article 22 - HEADINGS:

Section headings are provided for reference and do not constitute part of this Agreement.

The Parties accept the terms of this Agreement as evidenced by the signatures below:

EXECUTION:

North Carolina State Grange

Representative Name: Jimmy Gentry

Representative Signature: _____

Date: _____

Representative Title: President

Representative Name: Matthew Highland

Representative Signature: Matthew C. Highland

Date: 23 August 2023

Representative Title: Caswell County Planning Director



VAD Assistance Grant payments may be requested in 2 installments. Include the requested information and sign and date the request.

For initial 1/2 draw please complete the following information.

Grant Balance	\$4,500	Define Proposed Use of Funding Below. Include with grant payment request.
Amount of Draw	\$2,250	
Remaining Balance	\$2,250	

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For 1/2 final payment please complete the following information.

Grant Balance	\$2,250	Provide Documentation and Accounting of Grant Funding Expenditures Using the Grant Use Guidance. Include with grant payment request.
Amount of Draw	\$	
Remaining Balance	\$	

Grant Use Guidance

- Provide number of VAD signs purchased and documentation of erection i.e., photo per land parcel.
- Provide listing of landowners receiving the VAD sign or signs if multiple parcels in VAD with supporting documentation of landowner(s) being a current North Carolina State Grange member i.e., membership payment receipt.
- Accounting of expenditures for initial payment funding and the remaining 1/2 grant balance being requested. Please include a copy of receipts for sign purchase and erection materials. Maximum of \$150 per sign.

As the grant representative, I certify the provided information is accurate and applicable to the NC State Grange agreement and its grant documentation requirements.

(Name of Grantee)	(Tax ID # / EIN)
(Signature of Grant Representative)	(Date)

Please email documentation and request for grant payment to all following addresses to expediate your request process.

- dhardee@ncgrange.com
- jwgentry@ncgrange.com
- EHartsell@ncgrange.com



QUOTATION

FRANKLIN SIGN 5620

Not Just Making It Right. Making It Better.

BILL TO:

CASWELL COUNTY 911 COMMUNICATI
314 N AVE
YANCEYVILLE, NC 27379

ATTN:

SHIP TO:

CASWELL COUNTY 911 COMMUNICATI
314 N AVE
YANCEYVILLE, NC 27379

ATTN: JASON WATLINGER 336-694-3493

Quote No.	Date	Cust No	S/M	Your Referenced Inquiry	Delivery Promise	F.O.B.	Expiration
0004272	9/17/2024	001255	TD				30 DAYS

Item	Quantity	UM	Part	Description	Price \$	Extension \$
001	10	EA	24-CUSTAG36X24	36x24 .080 CUST AG SIGN	63.10	631.00
				TOTAL ESTIMATED TAX \$		42.59
Total for Quote \$						673.59

ESTIMATE IS VALID FOR 30 DAYS FROM THE QUOTE DATE
THIS QUOTE DOES NOT REFLECT TAX AND /OR SHIPPING

By: _____



**CASWELL COUNTY, NORTH CAROLINA
FISCAL YEAR 2025
BUDGET AMENDMENT NO. 4
Board Meeting: November 4, 2024**

BE IT ORDAINED by the Caswell County Board of Commissioners that the following amendment is hereby made to the Fiscal Year 2025 budget.

JUSTIFICATION: To establish budget amount for Voluntary Agricultural District Sign Grant.

FUND- General Fund

			FY25 Current Budget	Increase (Decrease)	FY25 Amended Budget
REVENUES					
Mini Grant	1004350 336008	\$	-	\$ 4,500.00	\$ 4,500.00
EXPENDITURES:					
Advertising	1004350 537100	\$	-	\$ 4,500.00	\$ 4,500.00

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

ATTEST:

Jeremiah Jeffries, Chair

Carla Smith, Clerk to the Board

Date

**CASWELL COUNTY, NORTH CAROLINA
FISCAL YEAR 2025
BUDGET AMENDMENT NO. 5
Board Meeting: November 4, 2024**

BE IT ORDAINED by the Caswell County Board of Commissioners that the following amendment is hereby made to the Fiscal Year 2025 budget.

JUSTIFICATION: To transfer salary savings from the Finance Department to assist in the funding of the Interim County Manager's Contract.

FUND- General Fund

		FY25 Current Budget	Increase (Decrease)	FY25 Amended Budget
EXPENDITURES - FINANCE DEPT				
Salaries	1004310 512100	\$ 331,641.00	\$ (65,000.00)	\$ 266,641.00
FICA	1004130 518100	\$ 28,080.00	\$ (5,000.00)	\$ 23,080.00
Retirement	1004130 518200	\$ 45,549.00	\$ (9,000.00)	\$ 36,549.00
Health Insurance	1004130 518300	\$ 58,170.00	\$ (8,000.00)	\$ 50,170.00
 EXPENDITURES - ADMINISTRATION				
Prof Services - Management	1004120 519950	\$ -	\$ 87,000.00	\$ 87,000.00
 TOTAL		 \$ 463,440.00	 \$ -	 \$ 463,440.00

**FOR
THE COUNTY OF CASWELL:**

ATTEST:

Jeremiah Jefferies, Chair

Carla Smith, Clerk to the Board

Date

Meeting Date: October 21, 2024



AGENDA FORM

To: Caswell County Board of Commissioners
From: Renee Paschal, Interim County Manager
Subject: ABC Board request to use funds for capital improvements

BACKGROUND INFORMATION:

Caswell ABC Stores are owned by the ABC Board (Yanceyville and Semora) or leased (Pelham and Gibsonville/Cherry Grove) by the ABC Board. The Caswell County ABC Board is a legal entity established by state statute and separate from the county government. The main relationship between the ABC Board and the County is that ABC stores generate revenue and a portion of the profits are shared with Caswell County (explained in greater detail below). The Board of Commissioners also appoints the ABC Board members.

The profit mentioned previously is distributed quarterly based on the statutorily required percentages listed below. Also, ABC Boards are required to maintain a working capital balance between a minimum and maximum statutory balance, which is calculated yearly. When the working capital exceeds the maximum amounts as defined by general statute, it may be used for capital improvements, but this has to be approved by the appointing authority (in this case the Caswell County Commissioners). There are several capital improvement needs that the Caswell County ABC Board currently has. They are:

1. Store Improvements –
 - a. The Yanceyville and Semora stores were built in the 1960s. Both stores have significant building maintenance and capital needs, including
 - i. The Yanceyville store's floor is sinking and contains asbestos; the cinderblock façade could use a facelift
 - ii. The Semora store's flooring has a 2-inch drop where a wall used to be; the exterior has numerous issues, including cinder blocks that are chipping and deteriorating.
2. New Delivery Truck –
 - a. The ABC Board also owns a 2000 Freightliner delivery truck with 380,000 miles that is used to deliver product from the Yanceyville store to the remaining stores. The roof and bed of the truck have numerous leaks, causing major problems when boxes get wet.

Knowing that the stores needed improvements and new delivery trucks would need to be

purchased, the ABC Board began saving and planning for the capital expenditures. The ABC Board has saved approximately \$150,000 for capital improvements. Unfortunately, with construction inflation, the board is unable to move forward with the needed building repairs at this time.

The ABC board has \$47,294 in excess working capital, based on the June 30, 2024 audited financial statements. The Board is requesting to retain these funds and use them to help replace the delivery truck and begin other necessary repairs. The Board has found a suitable used 2019 truck with approximately 100,000 miles. The truck is estimated to cost approximately \$67,250. Allowing the ABC Board to retain these funds would eliminate the need to obtain loans or use current resources to purchase the truck or make much-needed capital improvements. Allowing the ABC Board to keep these funds will **not** impact future distributions made to Caswell County.

STAFF RECOMMENDATION, IF APPLICABLE:

NIA

RECOMMENDED ACTION/MOTION:

The Board can either allow the ABC Board to retain \$47,294 in revenue or the funds will be remitted to Caswell County Schools and Caswell County, as explained below.

If the Board wishes to allow the ABC Board to retain this revenue, the following motion should be made:

Motion to allow the ABC Board to retain \$47,294 in revenue above its working capital maximum to be used for capital improvements or the purchase of a new truck.

FISCAL IMPACT:

In FY 2024, the ABC Board generated \$47,294 in revenue above the statutorily required disbursements, which include:

- 5% of gross profits to law enforcement
- 7% of the surcharge to Department of Health and Human Services for alcohol education
- Working capital to operate the ABC system.
- 70% of net profits to Caswell County Board of Education, and
- 30% of net profits to the Caswell County General Fund

Ordinarily, the \$47,294 would be split between Caswell County Schools (\$33,105.80) and Caswell County General Fund (\$14,188.20). If the ABC Board retains these funds, CCS and Caswell County will forego this revenue.

Attachments:

Letter from Caswell County ABC Board

Caswell County ABC Board

ABC

General Manager

1133 Old Hwy 86N

Yanceyville NC, 27379

(336) 694-4851

caswellabc@gmail.com

Caswell County Commissioners

144 Court Square

Yanceyville NC, 27379

9/19/2024

Dear Caswell County Commissioners,

Upon completion of our annual audit, it has been determined that the Caswell County ABC Board is \$47,294 above the maximum working capital allowed.

According to **NC GS § 18B-805** we are allowed to retain the funds with approval by the appointing authority.

The ABC Board has been conservative in our spending, in anticipation of a remodel that the Board has been discussing for a couple of years. The money we are asking to keep is money that was generated by store revenue for the ABC Board. The Board is not requesting any funding from the county or the state to complete these renovations. The state does not assist with renovations; it is left solely up to the local ABC Board. Without keeping these funds, it would make it impossible to make the improvements. The ABC Board is required to distribute 3 ½ % of alcohol sales to the county each quarter. This has no effect on the bottle tax received by the county. The distributions and taxes to the county will not be affected by retaining these funds. The ABC Board will continue to fulfill its mandated obligation for the county distributions to the General Fund, the School Board, the Sheriff's Department and alcohol education. Through distributions in the past two years, Caswell County has received over \$194,000.00 from the ABC Board.

We have identified several projects that are areas of improvement for the ABC Stores. We continue to scrutinize the best way to utilize our funds to their maximum potential. At the very least, the Yanceyville store is in need of a floor repair as the floor is sinking and we know it contains asbestos. The exterior is the original 1950's cinderblock surface. It could use a face lift. In addition, the Semora store could benefit from new flooring. The current floor has a 2 inch drop in the floor where the wall counter use to be. Currently there is a sloped board cut to reduce the drop off but it needs to be leveled and a new floor installed over it. The exterior has numerous cinder blocks that are chipping and deteriorating. They have been patched twice in the past few years. And finally, the delivery truck we use to transport goods to the other three locations has over 380,000 miles on it. The roof and bed of the truck have

numerous leaks. This causes major problems when delivering in the rain because the cases get wet. Every year the truck incurs costly repairs and maintenance. If the store improvements are deemed too costly and cannot be done, we would propose the purchase of a new delivery vehicle. The Board is trying to decide in which ways the Board/County would benefit most from spending the money. These are areas earmarked by ABC Board as potential ways of allocating the leftover funds. This may very well be our only opportunity to make these improvements since profits occurred during the Covid 19 pandemic.

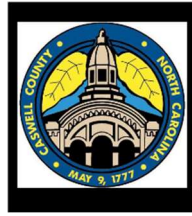
I look forward to speaking with you and answering any questions you might have. Thank you for your time and consideration.

Sincerely,

Michael Reagan

Caswell County ABC Board ABC

Meeting Date: October 21, 2024



AGENDA FORM

To: Caswell County Board of Commissioners
From: Renee Paschal, Interim County Manager
Subject: Adoption of Budget Calendar for preparation of FY 2025-2026 budget

BACKGROUND INFORMATION:

The budget process is one of the most important undertakings of county staff. The budget allocates resources and, in doing so, sets out the plan of work for all departments.

In other jurisdictions in which I have worked, the Board of Commissioners adopts a budget calendar to govern deadlines for preparation of the annual budget. The calendar helps the manager and finance officer, as well as county departments, plan their work. Attached is a recommended calendar. The process outlined has been used successfully in Chatham and Harnett counties and has led to more information and transparency for the board and public. However, the process does require more effort by budget staff, departments, and the Board of Commissioners.

The main change for the Caswell County Board of Commissioners will be holding a budget planning retreat in mid-January. Suggested dates are included for the retreat, but can be changed. In addition, the Board will receive the recommended budget at the first May meeting, giving more time for Board and public review.

The main change for the manager, deputy manager and finance officer will be preparing information for the budget retreat, holding meetings with departments to review budgets in detail, and preparing a more detailed recommended budget document for the Board.

The main change for departments will be preparing more detailed budget requests. The calendar envisions departments will:

- Provide a detailed estimate of expenditures in the current year
- Provide a detailed request for continuation expenditures for FY 2025-2026
- Provide a thorough justification for expansion expenditures for FY 2025-2026

Please note that the italicized tasks will not be included for FY 2025-2026. They are being provided as a model for future budget years, if and when the Board of Commissioners decides

to undertake a capital improvements program. For smaller jurisdictions, it is helpful to separate preparation of the capital and operating budgets because of the workload on staff. However, the Capital Budget should be adjusted for factors arising from the operating budget.

The Heads Up document will also not be included, as we are late in beginning budget preparations. In the future, this document allows departments to provide notice to the manager and Board of important items that may affect next year's budget.

Forms and instructions for Heads Up and the Capital Budget will be provided to Caswell County staff for future budget years.

STAFF RECOMMENDATION, IF APPLICABLE:

NIA

RECOMMENDED ACTION/MOTION:

Motion to approve the budget calendar for FY 2025-2026.

FISCAL IMPACT:

The budget will require more board and staff effort, so additional accrual of comp time for departments may occur. The budget document will be much longer, increasing copier costs.

Attachments:

Draft FY 2025-2026 Budget Calendar

Caswell County FY 2025-2026 Budget Calendar

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

Meeting Date: October 21, 2024



AGENDA FORM

To: Caswell County Board of Commissioners
From: Renee Paschal, Interim County Manager
Subject: Approval of Grant Project Ordinance for the Caswell County American Rescue Plan Act of 2021 Amendment 3 and approval of Budget Amendment #2

BACKGROUND INFORMATION:

All American Rescue Plan Act of 2021 (ARP) funds must be “obligated” by December 31, 2024 or revert to the federal government.

Because the Great and CAB broadband grants originally had an estimated match of \$600,000 in county funding, this amount was set aside by Caswell County to fund the projects. The match requirements have been substantially reduced and are now only \$20,000 for both grants. In addition, Piedmont Electric has provided the county with \$25,000 in funding that can be used as the match. This means ARP dollars are no longer needed to fund the current broadband projects. If the county wishes to keep the \$600,000 we must designate another purpose for the funds.

Staff is recommending that these funds be moved to the general fund to offset public safety salaries during the pandemic, an allowable use of ARP funds. If we do not do this, we will lose the funding altogether. This action has the net effect of increasing revenues by \$600,000 to the general fund, since the public safety salaries it offsets have already been paid out.

STAFF RECOMMENDATION, IF APPLICABLE:

NIA

RECOMMENDED ACTION/MOTION:

Motion to approve the ARP Ordinance Amendment #3
Motion to approve Budget Amendment #2

FISCAL IMPACT:

The action will result in \$600,000 in additional revenue to the general fund.

Attachments:

ARP Ordinance Amendment #3

Budget Amendment #2

Caswell County Board of Commissioners

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

Amendment 3

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 amended the ARPA Ordinance on November 15, 2021 for premium pay and on May 16, 2022 for matching funds for state broadband grants;

WHEREAS, the state has informed counties that the Completing Access to Broadband (CAB) broadband grant will no longer require a match; and

WHEREAS, ARPA funds must be committed by December 31, 2024 and spent by December 31, 2026 per federal requirements;

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 amended:

Section 2: The following amounts are appropriated for the project and authorized for expenditure, to reflect a decrease in Broadband of \$600,000 and increase in to Revenue Replacement of \$600,000:

AMERICAN RESCUE PLAN ACT

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
ARPA- CSLFRF	\$ 4,390,562	REVENUE REPLACEMENT (EMS/SHERIFF)	\$ 4,060,562
		PREMIUM PAY	\$ 330,000
TOTAL	\$ 4,390,562	TOTAL	\$ 4,390,562

Adopted this 4th day of November, 2024

ATTEST:

Jeremiah Jefferies, Chair
Caswell County Board of Commissioners

Carla Smith
Clerk to the Board

**CASWELL COUNTY, NORTH CAROLINA
FISCAL YEAR 2025
BUDGET AMENDMENT NO. 2
Board Meeting: November 4, 2024**

BE IT ORDAINED by the Caswell County Board of Commissioners that the following amendment is hereby made to the Fiscal Year 2025 budget.

JUSTIFICATION: Reallocate ARPA funds from Broadband to Revenue Replacement (General Fund Transfer) per ARPA Grant Project Ordinance Amendment 3.

FUND- ARPA FUND

		FY25 Current Budget	Increase (Decrease)	FY25 Amended Budget
EXPENDITURES:				
Broadband Match	2814120 510002	\$ -	\$ (600,000.00)	\$ (600,000.00)
Transfer to General Fund (Revenue Replacement)	2814120 598100		\$ 600,000.00	\$ 600,000.00
TOTAL EXPENDITURES		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

FUND- GENERAL FUND

		FY25 Current Budget	Increase (Decrease)	FY25 Amended Budget
REVENUES:				
Transfer from ARPA Fund		\$ -	\$ 600,000.00	\$ 600,000.00
Appropriated Fund Balance		\$ 3,266,632.00	\$ (600,000.00)	\$ 2,666,632.00
TOTAL REVENUES		<u>\$ 3,266,632.00</u>	<u>\$ -</u>	<u>\$ 3,266,632.00</u>

**FOR
THE COUNTY OF CASWELL:**

ATTEST:

Jeremiah Jefferies, Chair

Carla Smith, Clerk to the Board

Date