



## Board of Commissioners Agenda Regular Meeting

**Gunn Memorial Library**

**February 17, 2025 at 6:30 p.m.**

### Welcome

1. Moment of Silent Prayer Chairman Yarbrough
2. Pledge of Allegiance
3. 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.

4. Recognitions

### Agenda

5. Approval of Agenda Chairman Yarbrough

### Consent Agenda

6. Motion to approve January 21, 2025 Board of Commissioners Minutes
7. Motion to approve January 25, 2025 Board of Commissioners Planning and Budget Retreat Minutes
8. Motion to approve Caswell County Fiscal Policy
9. Motion to approve Leasing Co-Square Space to Health Community Alternatives Program for a term of three years and a monthly payment of \$2,500
10. Motion to approve a contract with Johnna Sharpe for financial services
11. Motion to abolish the Caswell County Cemetery Board of Trustees
12. Motion to approve Resolution to Abandon .07 Miles of Hatcher Road
13. Motion to approve Resolution to Abandon .02 Miles of Hatcher Road

### Public Hearing:

14. Public hearing on amendments to the Caswell County Flood Damage Prevention Regulations Ordinance

### Action Items:

15. Motion to approve the amendments to the Caswell County Flood Damage Prevention Regulations Ordinance County Manager Paschal
16. Motion to approve Medical Contract with Southern Health Partners County Manager Paschal
17. Motion to approve Budget Amendment #17 to repay NCDOT 50% of proceeds from transit vehicles sold since November 2021 from the CATS fund balance County Manager Paschal
18. Motion to notify NCHIP of acceptance of FY 2026 health insurance renewal County Manager Paschal

19. Motion to approve Budget Amendment #19 to cover the expense of the audit contract  
County Manager Paschal

20. Motion to approve an amendment to the Caswell County Personnel Ordinance to require  
Supervisor approval before leave is taken

County Manager Paschal

21. Board Appointments:

- A. Billy Carden to Caswell County Hunting & Wildlife
- B. Sara Broadwell to Library Advisory Board
- C. Rochelle Woodruff to Caswell County Board of Health

### **County Manager's Updates**

### **County Attorney Updates**

### **Commissioner Comments**

### **Announcements and Upcoming Events**

- March 3, Board of Commissioners Work Session, 5 pm, location Caswell County Historic Courthouse
- March 17, Board of Commissioners Regular Meeting, 6:30 pm, location Caswell County Historic Courthouse

### **Closed Session**

Motion 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); 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 in 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 privilege is hereby acknowledged NCGS 143-318.11 (a) (6).

### **Adjournment**

**CASWELL COUNTY BOARD OF COMMISSIONERS**  
**Work Session**  
**January 21, 2025**

**MEMBERS PRESENT**

**OTHERS PRESENT**

.....  
Tim Yarbrough, Chair  
Frank Rose, Vice Chair  
Ethel Gwynn  
Greg Ingram  
Tony Smith  
David Wrenn  
.....

Renee Paschal, County Manager  
Melissa Williamson, Deputy County Mgr.  
Russell Johnston, County Attorney

The Board of Commissioners for the County of Caswell, North Carolina met in a Regular Session meeting scheduled on Tuesday, January 21, 2025 at 6:30 pm at the Gunn Memorial Public Library, 161 E. Main Street, Yanceyville NC.

**Welcome:**

Chairman Yarbrough called the meeting to order. All were invited to pause for a moment of Silent Prayer and to recite the Pledge of Allegiance.

There were no public comments.

**Recognitions:**

Commissioner Smith thanked Deputy County Manager Melissa Williamson for her commitment to the County.

Commissioner Wrenn recognized America and the new President.

Commissioner Gwynn recognized her fantastic district.

Vice Chair Rose thanked members of staff for addressing the issues with 911. He applauded their performance.

Chairman Yarbrough acknowledged the passing of the County's former Finance Officer. He recognized her service to the County for many years.

## **Agenda:**

A motion was made by Commissioner Wrenn and seconded by Commissioner Ingram to approve the Regular Session agenda. The motion carried unanimously.

## **Consent Agenda:**

6. Motion to approve December 16, 2024 Board of Commissioner minutes
7. Motion to approve January 6, 2025 Board of Commissioners minutes
8. Motion to approve Resolution to Add .34 Miles of Oak Tree Lane (f/k/a Oak Tree Drive) from Clubhouse Drive in the Caswell Pines Subdivision to Files Road to the state Secondary Road Maintenance System
9. Motion to approve signing the petition to abandon 0.02 miles of the Old Hatcher Rd (SR 1354)
10. Motion to approve Caswell County Purchasing Policy
11. Motion to approve Caswell County Purchasing Policy
12. Motion to set a college student membership fee for Co-Square for Caswell County residents of \$25/month
13. Motion to approve the MOU with Piedmont Community College for promotion of student Co-Square memberships.

Chairman Yarbrough stated that items all items except the minutes and 8 and 9 were discussed at the January 6, 2025 Work Session. He asked if there was a desire to pull any items for further discussion. Commissioner Wrenn requested to pull items 12 and 13 for discussion. He indicated that questions he raised at the Work Session had not been answered yet regarding costs to the County.

A motion was made by Vice Chair Rose and seconded by Commissioner Ingram to approve items 6-11 of the Consent Agenda. The motion carried unanimously.

Commissioner Wrenn expressed concern about the cost to taxpayers for the Co-Square facility. There was uncertainty about the number of students who would receive the reduced membership fee. He felt that spending additional tax money on the facility was not a good idea.

Manager Paschal indicated that she did not have answers due to working on the retreat agenda and that revenues for Co-Square had not been fully reconciled. She added that the action to approve a student fee would be revenue generating and not add cost to the County.

Commissioner Wrenn made a motion seconded by Commissioner Gwynn to table the items 12 and 13 until the information was received.

Manager Paschal will check to see the status of the revenue report for Co-Square.

Commissioner Smith stated that the County had a moral and financial obligation to keep the facility open.

A motion was made by Commissioner Wrenn and seconded by Commissioner Gwynn to table items 12 and 13. The motion failed.

A motion was made by Commissioner Smith and seconded by Commissioner Ingram to approve the items 12 and 13.

Commissioner Wrenn stated that he was concerned about membership and the lack of tenants at the facility.

Manager Paschal interjected that she would like to have a discussion regarding plans for increasing membership at Co-Square. She felt the facility was a valuable asset for the County.

Commissioner Ingram added that a motorcycle crash, COVID and a fire impeded progress at the facility. He commented that there was no opportunity to get the facility off the ground.

Commissioner Wrenn stated that he would like to see a 6-month trial added to the motion.

Commissioner Wrenn moved to amend the motion that there be a trial period for six months. Chairman Yarbrough seconded the motion. The motion carried 5-1. Commissioner Smith voted against the motion.

Vice Chair Rose questioned how long it would take to get the information out to colleges. Manager Paschal will discuss the matter with Co-Square and get a press release out.

The amended motion was approved (4-2). Commissioners Wrenn and Smith voted against the amended motion.

**Action Items:**

Motion to Accept Grant from NC Amateur Sports for \$20,000 and Approve Budget Amendment #16

Manager Paschal explained that the group provided funding to every county in North Carolina. The Parks and Recreation Director would like to purchase equipment for youth football. There would be no cost to the county.

Commissioner Wrenn questioned how long the funding would last. Manager Paschal responded that the County would be buying one-time equipment so there was no issue with the funding being cut.

Commissioner Gwynn asked if there had been any work done on the field? Manager Paschal responded that the track had been repaved.

A motion was made by Commissioner Smith and seconded by Vice Chair Rose to accept the NC Amateur Sports grant for \$20,000 and approve Budget Amendment #16. The motion carried unanimously.

Motion to Approve Budget Amendment #15 to Budget Donation Funds for Family Services

Chairman Yarbrough called for discussion or questions. There were no questions.

A motion was made by Chairman Yarborough and seconded by Vice Chair Rose. The motion carried unanimously.

Motion to Approve Budget Amendment #14 to Budget a Donation to EMS

A motion was made by Vice Chair Rose and seconded by Commissioner Ingram to approve budget amendment #14 to budget a furniture donation to EMS. The furniture will cost less than the donation amount. The motion carried unanimously.

Motion to Table Budget Amendment #17 to Repay NCDOT 50 Percent of Proceeds from Transit Vehicles Sold Since November 21

Manager Paschal explained that the County would have to pay back revenue on the sale of two CATS vans in the amount of \$18,520. The payment will come from the CATS fund and will not impact the general budget.

Chairman Yarbrough called for a motion to table the item until the next meeting because of Rule 27 of the board's rules of procedure.

Manager Paschal clarified that the ruling was from the Federal government as part of the Infrastructure Investment and Jobs Act. The Federal government conducted an audit on the State NCDOT that resulted in the county having to repay the state.

A motion was made by Vice Chair Rose and seconded by Commissioner Ingram to table the item until the next regular meeting, February 17, 2025. The motion carried unanimously.

Motion to Approve NC One Grant Extension for Riverside Furniture

The Board tabled the item at its December 16th meeting with several questions. The State and company have responded to the question regarding meeting the investment target. The investment target has been met. The employee requirement has not been met; however, the company is consolidating operations in February and should meet the job requirements at that time.

The match for the grant was approved previously in a project ordinance and has been budgeted. There is no impact in the current fiscal year for extending the grant. If the jobs target is met, an additional \$25,000 will be required to match the grant.

Commissioner Smith made a motion seconded by Commissioner Wrenn to approve the NC One Grant for Riverside Furniture. The motion carried unanimously.

#### Motion to Appoint a Commissioner as Alternate Delegate to Piedmont Triad Regional Council

A motion was made by Commissioner Gwynn and seconded by Commissioner Wrenn to appoint Commissioner Smith as the Alternate to the Piedmont Triad Regional Council. The motion carried unanimously.

#### County Manager Updates

Manager Paschal asked if the committee assignments for Commissioners Wrenn and Smith had been resolved. The Board of Health was the one in question. Commissioner Wrenn has agreed to serve on the Board of Health.

Commissioner Wrenn proposed to dissolve the cemetery committee at the next meeting. Commissioner Gwynn requested dates for committee meetings. The Manager will update the booklet for committee information once all the assignments have been completed.

Manager Paschal noted that Vice Chair Rose requested to have bollards placed in front of Co-Square She stated that the matter was on the radar and after conversations with the Department of Transportation, there may some alternatives to consider.

The water leak at the 911 center was likely caused by the icemaker on the refrigerator and is still being investigated.

The lighting outside the Sheriff's office was not working properly but has been corrected.

#### County Attorney Updates

Attorney Johnston reported on the Tax collections. He distributed a report to the Board. 113 files had been turned over to the Attorney for the 2023 tax year. 96 of the files have been paid. There are two sales scheduled for February 14.

#### Commissioner Comments

Commissioner Smith stated that he looked forward to the upcoming planning session.

Commissioner Wrenn expressed the hope to get many items discussed at the session.

The Chair announced that the Budget retreat would be held January 25, at 8:00 am at the Gunn Memorial Library. The agenda and attachments will be sent to the Board. The next Work Session will be February 3, 2025 at the library.

**Closed Session:**

Vice Chair Rose made a motion, seconded by Commissioner Smith, to adjourn to Closed Session pursuant to NCGS 143-318.11(a)(3) 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. The motion carried unanimously.

The Board returned to Open session and no action was taken.

**Adjournment:**

Commissioner Wrenn moved, seconded by Commissioner Gwynn, to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 7:17 pm.

Respectfully submitted,

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Renee Paschal  
Interim Clerk to the Board

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Tim Yarbrough  
Board Chair



**CASWELL COUNTY BOARD OF COMMISSIONERS**  
**Planning and Budget Retreat**  
**January 25, 2025**

**MEMBERS PRESENT**

**OTHERS PRESENT**

.....  
Tim Yarbrough, Chair  
Frank Rose, Vice Chair  
Ethel Gwynn  
Greg Ingram  
Tony Smith  
David Wrenn

Renee Paschal, County Manager  
Melissa Williamson, Deputy County Mgr.  
Justin Thacker, Finance Officer  
Melissa Miller, Deputy Finance Officer  
Amy Cannon, NCACC Outreach Associate  
Johnna Sharpe, NCACC Consultant

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The Board of Commissioners for the County of Caswell, North Carolina met in a Planning and Budget Retreat meeting scheduled on Saturday, January 27, 2025 at 8:00 am at the Gunn Memorial Public Library, 161 E. Main Street, Yanceyville NC.

**Welcome:**

Chairman Yarbrough called the meeting to order. All were invited to pause for a moment of Silent Prayer and to recite the Pledge of Allegiance.

Ms. Paschal provided an overview of the retreat agenda.

**Presentations:**

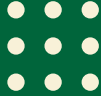
**Keys to good Governance and Session Goals.** Amy Cannon made the following presentation:

 North Carolina Association  
of County Commissioners

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● ● ●  
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**Keys to Good  
Governance**

- Board Dynamics
- Policy Development
- Policy Implementation
- Successful Relationships
  - Board Members
  - Chairman and Board Members
  - Board/Manager/Staff



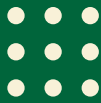
## Board Dynamics

- Good governance depends upon successful relationships
  - Policy development – respect opposing viewpoints
  - Policy implementation – promote teamwork
  - Respect fellow board members
  - Work with staff through chain of command



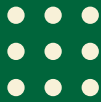
## Board Dynamics

- Positive relationships among Board members
  - Get to know fellow board members
  - Communicate with each other on regular basis
  - Learn what's important to your colleagues



## Board Dynamics

- Positive relationships with Staff
  - Respect staff and their profession
  - Public service is their livelihood
  - Address staff concerns in private



## Board Dynamics

- Governing Board sets the tone
  - Establishment of team begins with Board
  - Responsible for county perception among your peers
  - County reputation related to stability and professional conduct
  - Perception impacts staff and economic recruitment



## Policy Development

- Democracy dependent upon different views and open debate
  - Must agree to disagree
  - Each issue and opposing view stands alone
  - Develop clear lines of communication
  - Board members have equal access and input in policy development

Ms. Cannon stated that there are five keys to successful relationships: communication, compromise, conflict resolution, compassion and chain of command.

She encouraged board members to get to know each other personally. She said the board sets the tone for the organization and creates the culture. The best boards work as a team. She used the analogy of a football team and said that one football player does not win the game, just like one commissioner cannot achieve goals by themselves. She pointed out that economic development recruiters watch commissioner meetings. She encouraged the board to debate based on facts, don't get personal, and respect differing opinions.

She said that it is staff's role to provide the board with unbiased information and to implement board policy once decisions are made. Direction from the board should be to the manager and not to staff. She said that on a football team the owners let the coach run the game and give direction to players. Imagine if the owners started giving direction to the players and how confusing that would be.

She said the board and manager should work to have no surprises. She encouraged the board members to combat the manager in advance when planning to raise issues at the meeting.

She encouraged the chair to communicate with all board members, solve conflicts, keep the team together, and try to keep staff out of board conflicts.

Chairman Yarbrough said board members should let the manager run day-to-day operations and go to the manager with issues, not to department heads.

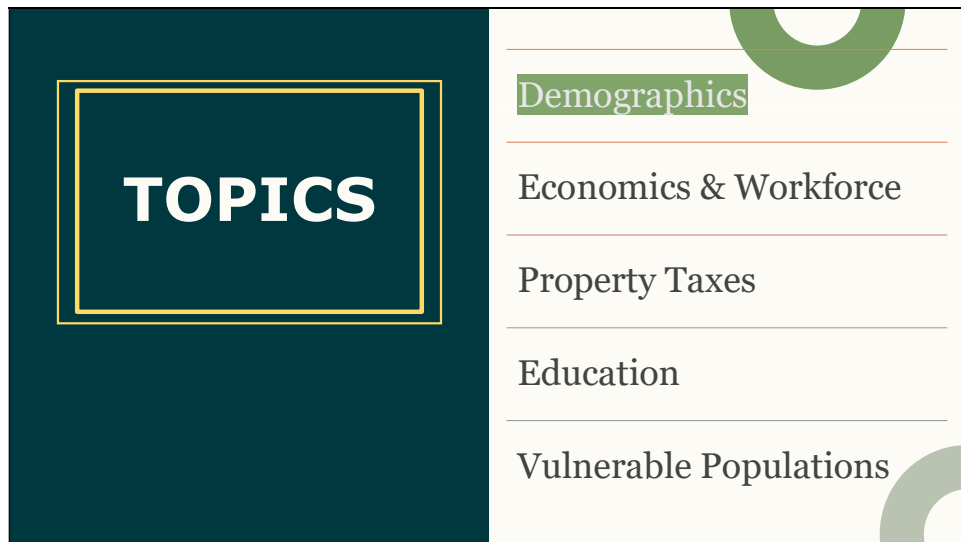
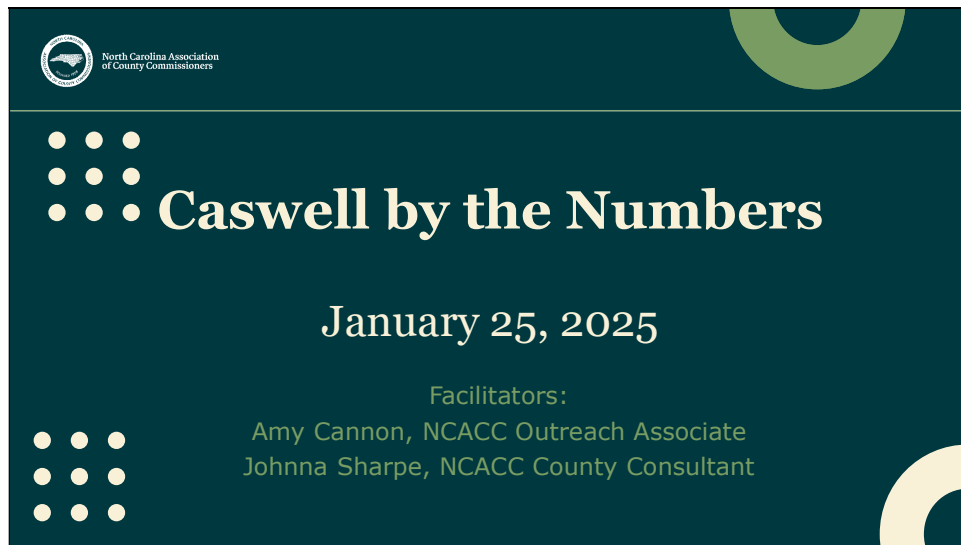
Chairman Yarbrough asked Ms. Cannon how the board should handle a situation where the manager does not follow the direction of the board. Ms. Cannon encouraged him to handle the matter in private or closed session.

She encouraged the board to conduct an annual evaluation of the manager's performance.

Commissioner Smith asked how items can be placed on the agenda. Chairman Yarbrough said to call him or the county manager. Mr. Wrenn pointed out that any commissioner can ask that items be placed on the agenda. Chairman Yarbrough said it is helpful if that is done before the agenda-setting session.

Caswell County Demographics:

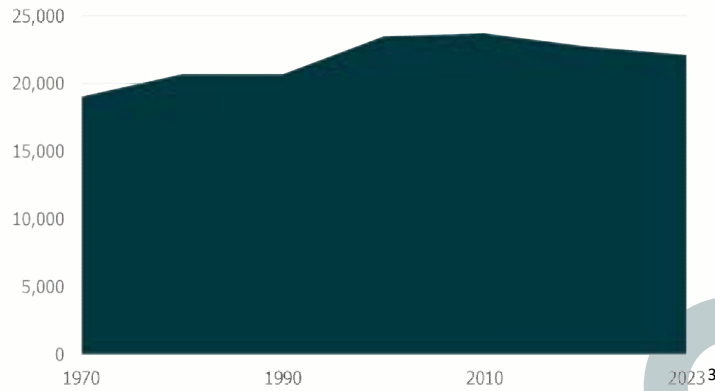
Ms. Sharpe made the following presentation:





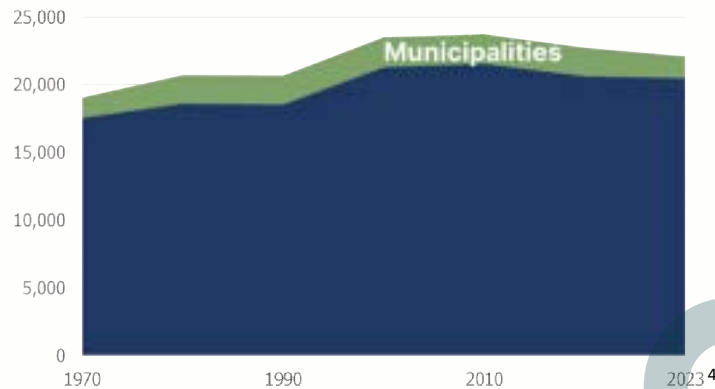
## Demographics

Caswell County's population has changed little over the past 50 years.



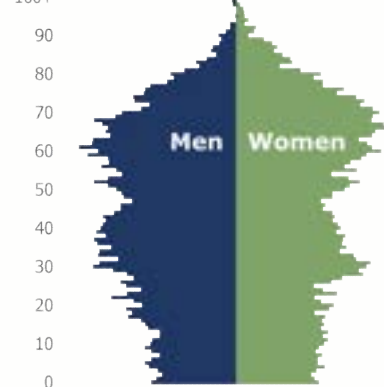
## Demographics

The two towns have consistently accounted for 7%-10% of total population.

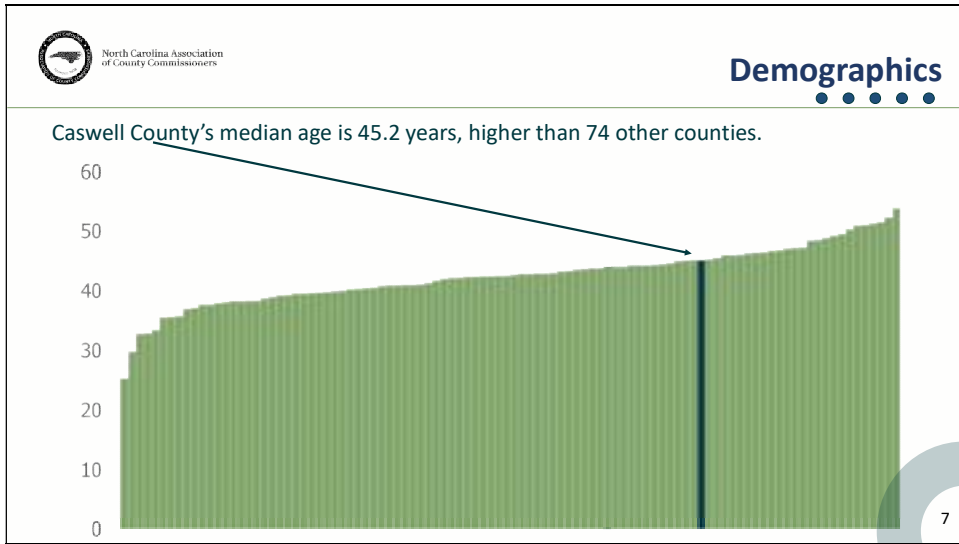
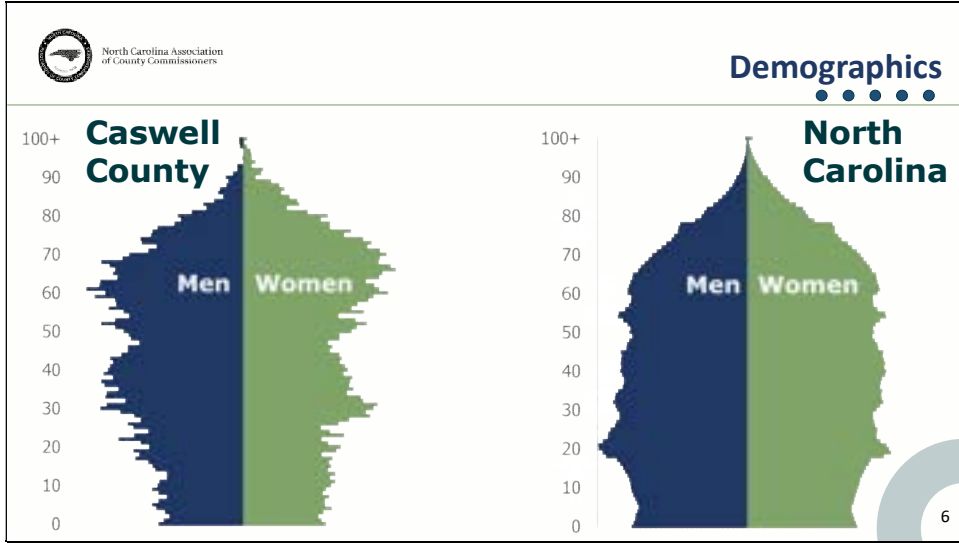


## Demographics

### Caswell County, 2025



- Narrow base indicates fewer families with children
- Largest group of men is early 60s
- Largest group of women is mid 60s
- Large retirement age population



# TOPICS

Demographics

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Economics & Workforce

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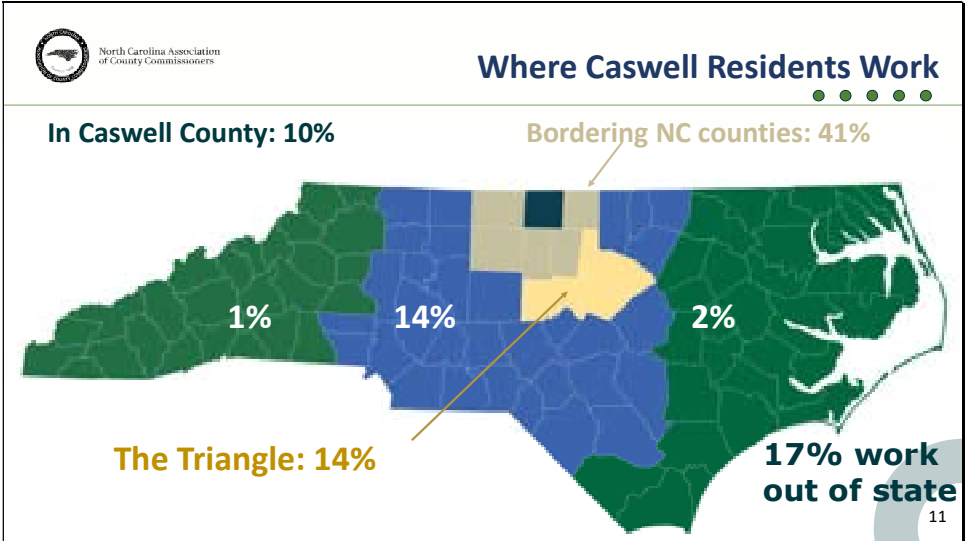
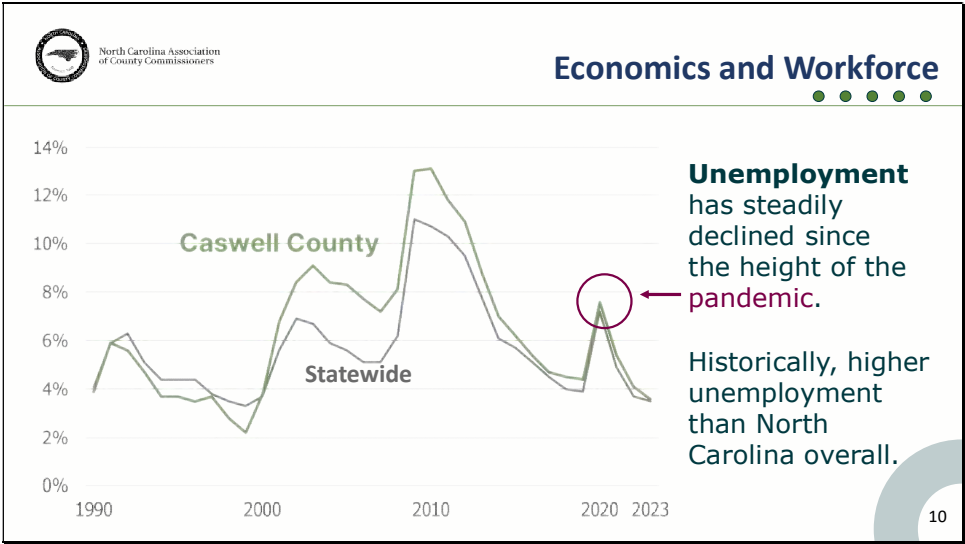
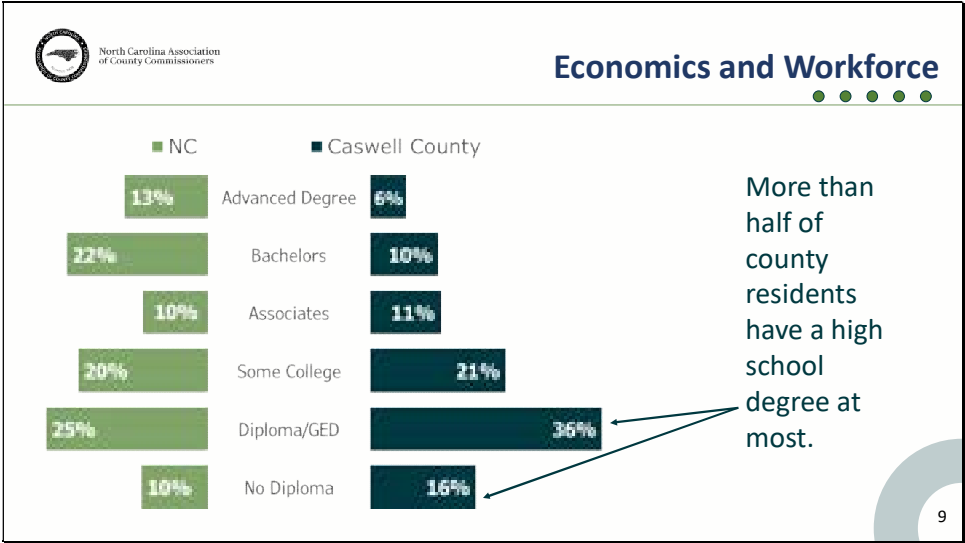
Property Taxes

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Education

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Vulnerable Populations







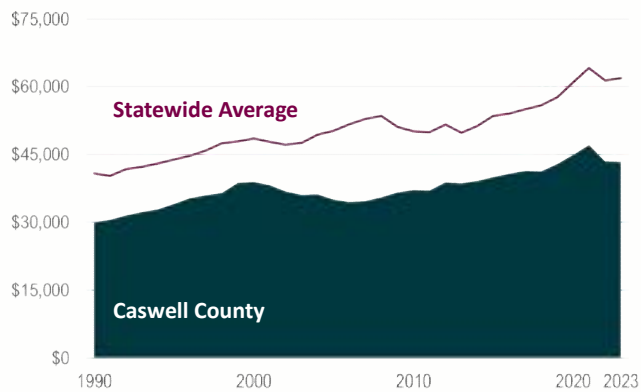
## Economics and Workforce



All job growth has been in the service sector, which is not uncommon over this time period.



## Economics and Workforce



Per capita income is far below the statewide average.

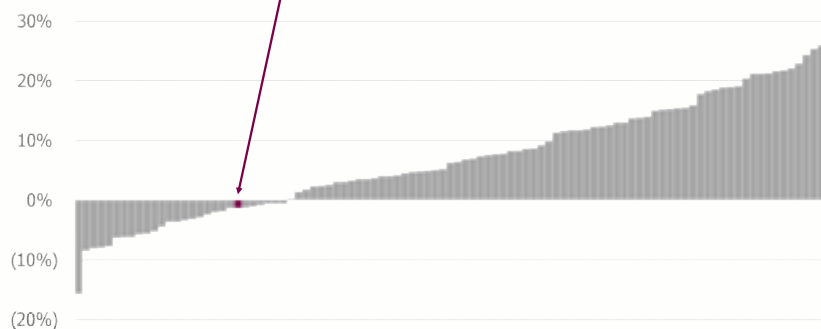
The 2022 drop suggests that inflation rose more than income that year.



## Economics and Workforce



From 2018-2023, Caswell County's GDP decreased by 1%. The median county change was +6%.





## Economics and Workforce



Caswell  
County's  
GDP by  
sector.

15

## TOPICS

Demographics

Economics & Workforce

Property Taxes

Education

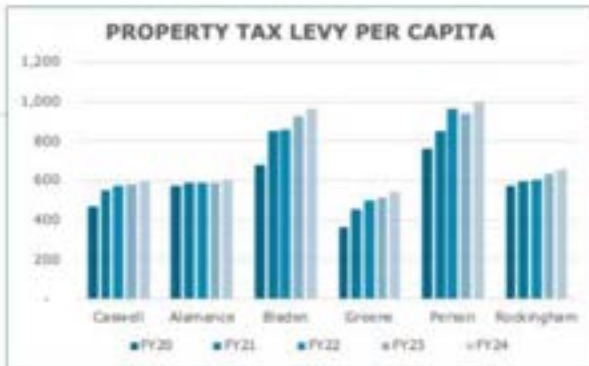
Vulnerable Populations

Tax Rate has been stable and as of FY25, lower than most of the benchmark counties

## Property Taxes



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## Property Taxes

Growth in tax base has been steady



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# TOPICS

Demographics

Economics & Workforce

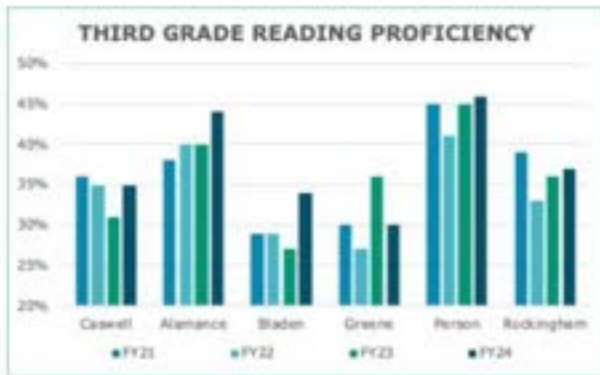
Property Taxes

Education

Vulnerable Populations

Caswell's FY24 rate for third grading reading stabilized; Graduate rates are steady

## Education



Source: NCDPI District Proficiency - Third Grade Reading

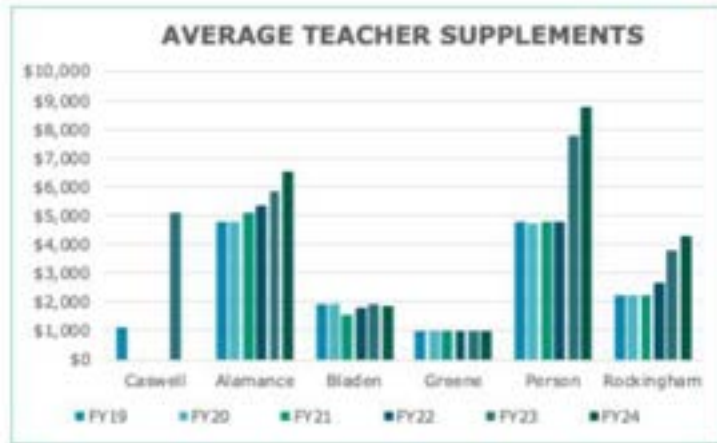


Source: NCDPI Cohort Graduation Rates: Percentages of 9th Graders graduating in 4 years



The state recorded no supplements in 20, 21, 22 and 24

Uncertain if data not provided or school system did not provide supplements



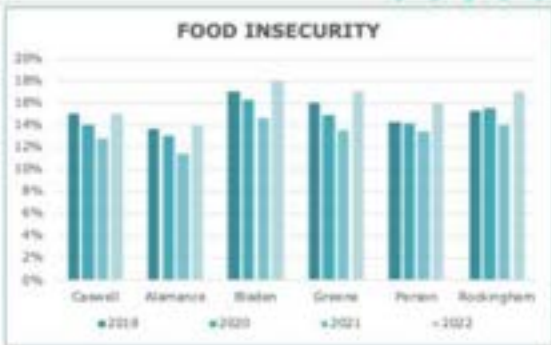
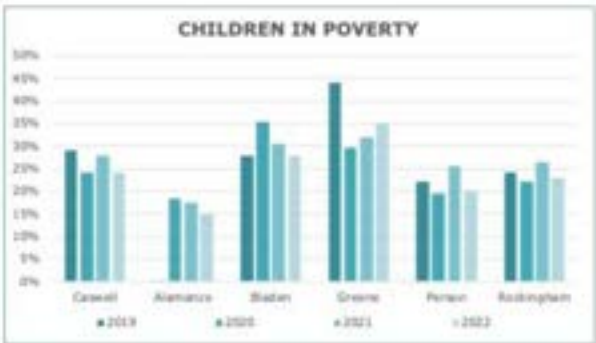
Source: NCDPI Statistical Table 20: Local Salary Supplements

# TOPICS

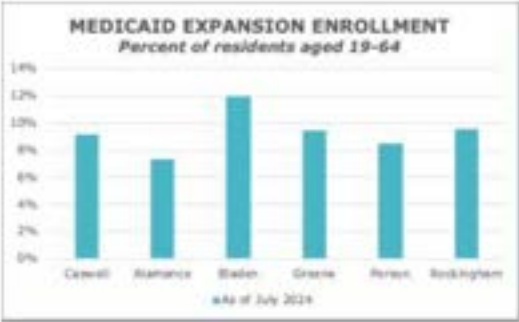
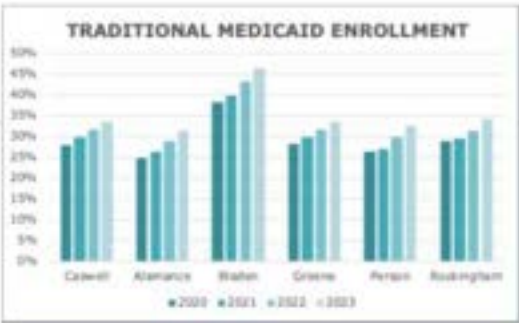
- Demographics
- Economics & Workforce
- Property Taxes
- Education
- Vulnerable Populations

## Human Services

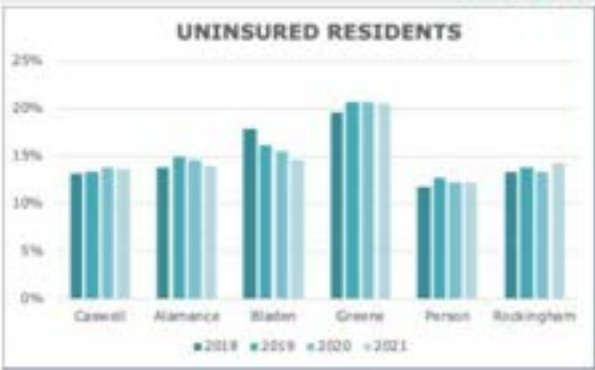
Most counties are seeing upward trends in these areas likely due to inflation pressures



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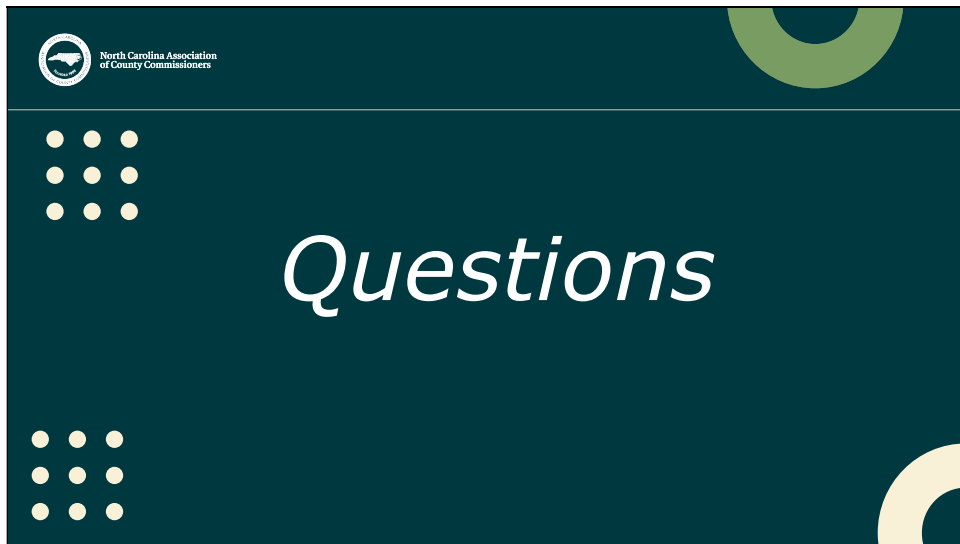


## Human Services



Uninsured residents has remained stable while Medicaid enrollment has increased

24



Ms. Sharpe and the board discussed the following:

- Caswell has a predominantly older population with fewer families with children. This affects the available workforce for business and industry.
- Housing is booming, which is coming from in-migration. New homes may be being purchased by retirees. Our children are leaving the county once they graduate high school. We need to determine who is purchasing the new homes in the county.
- Caswell residents do not have as high a percentage of advanced degrees as the state average. This tells us what businesses to target.
- Unemployment trends are in line with the state, but Goodyear Tire is getting ready to lay off employees.
- We are a bedroom community. Our residents commute outside the county to work, where they also shop.
- The county is declining while the state of North Carolina is booming.
- We need economic development and infrastructure to help the county grow.

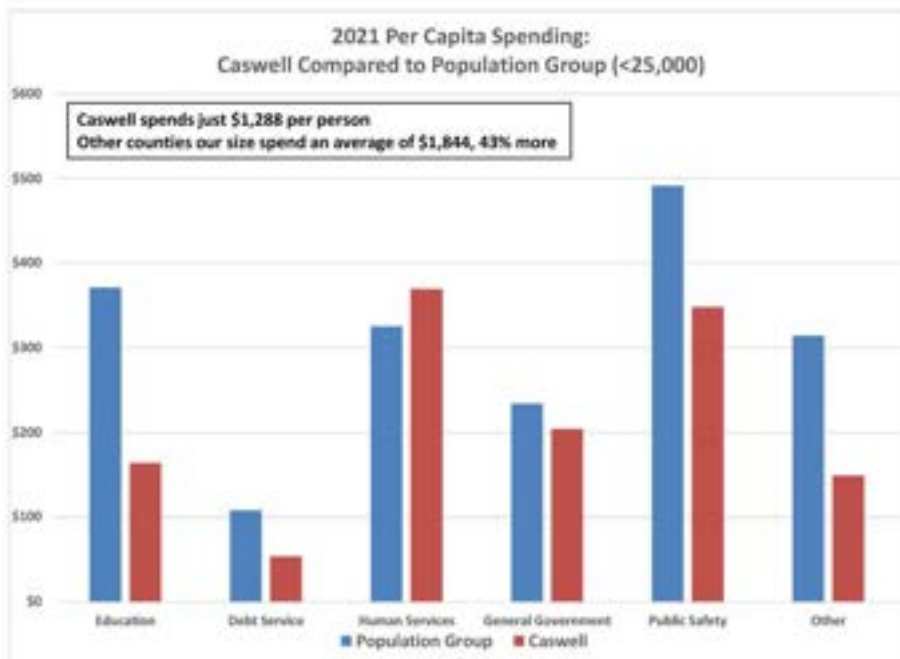
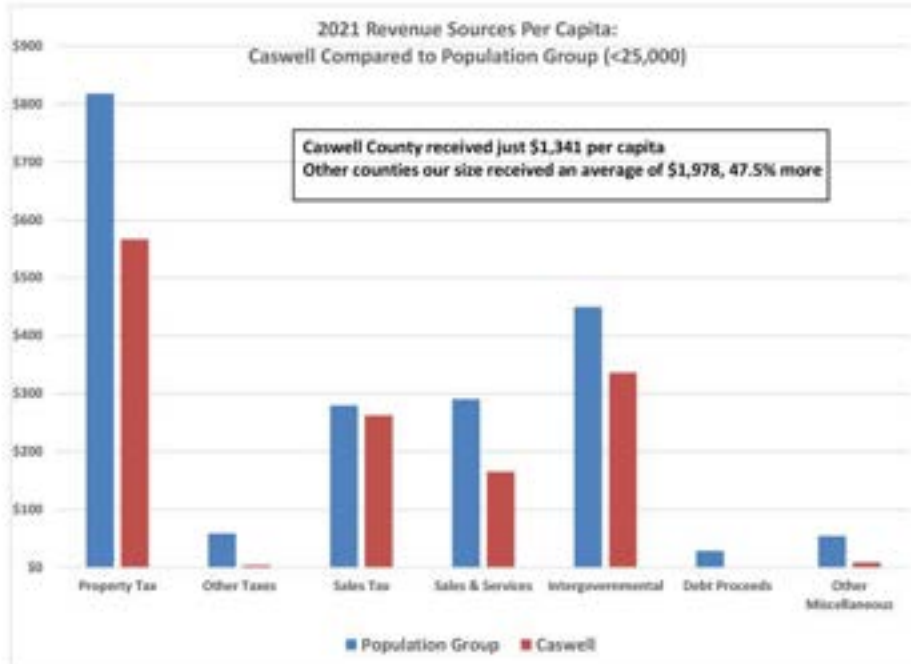
- Our GDP has declined, which leads to a lower cost of living and could explain why people are moving into the county.
- Our third-grade students perform better on reading tests, but we have a lower graduation rate than comparison counties.
- We need data on how many students are attending charter schools and private schools and are being homeschooled.
- Person County is in the top 5 in the state for teacher supplements, but their graduation rates are low.
- Questions were asked about the lack of supplement being paid to teachers in 20, 21, 22 and 23 and that perhaps COVID money covered the supplements.
- The board asked for a breakdown of vehicles and mileage and whether sharing vehicles between departments through a motor pool might be feasible.
- We need to promote public safety as a career. The state has apprenticeship programs through PCC for this purpose.

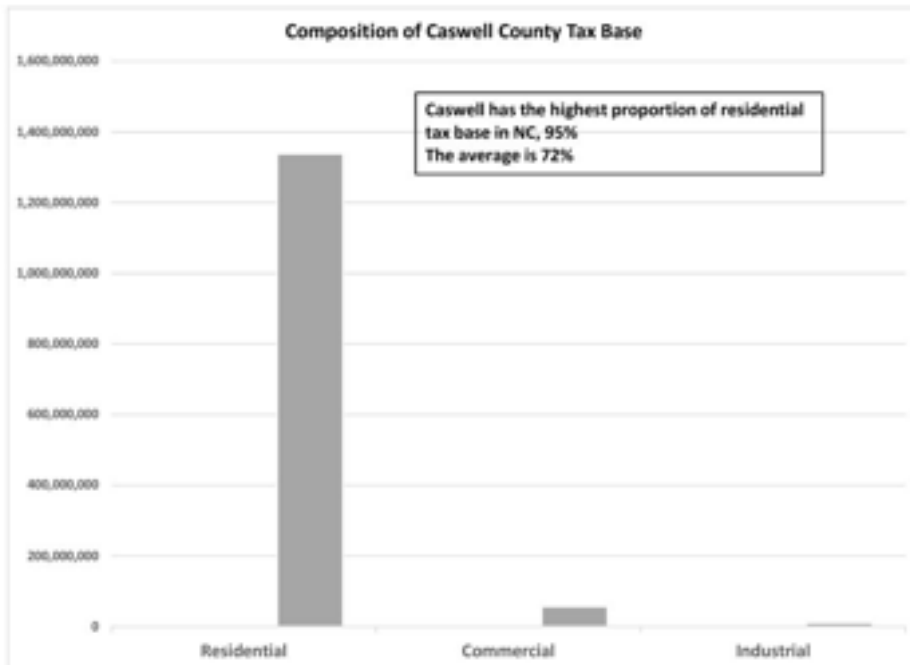
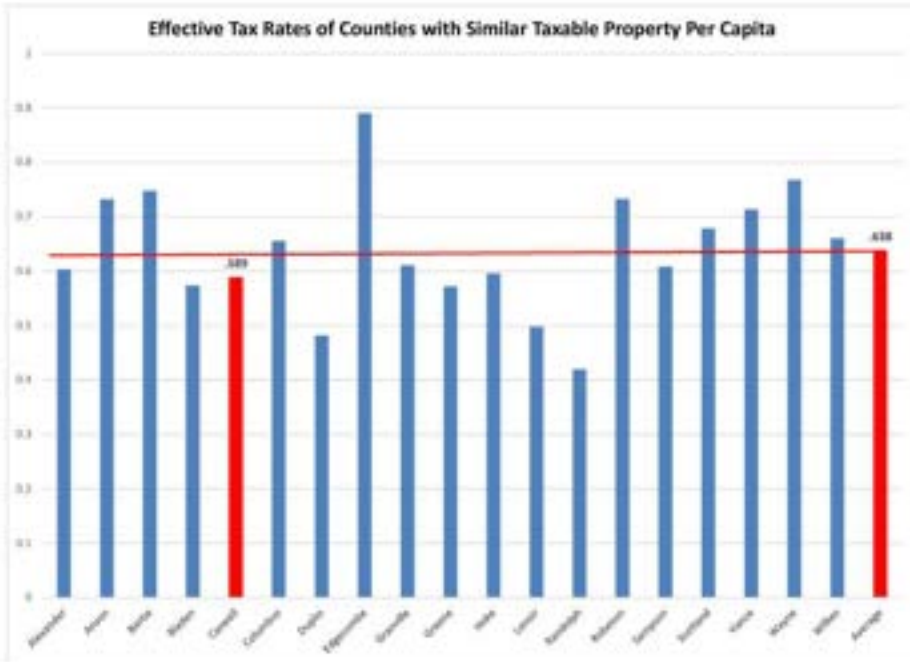
## Budget Trends

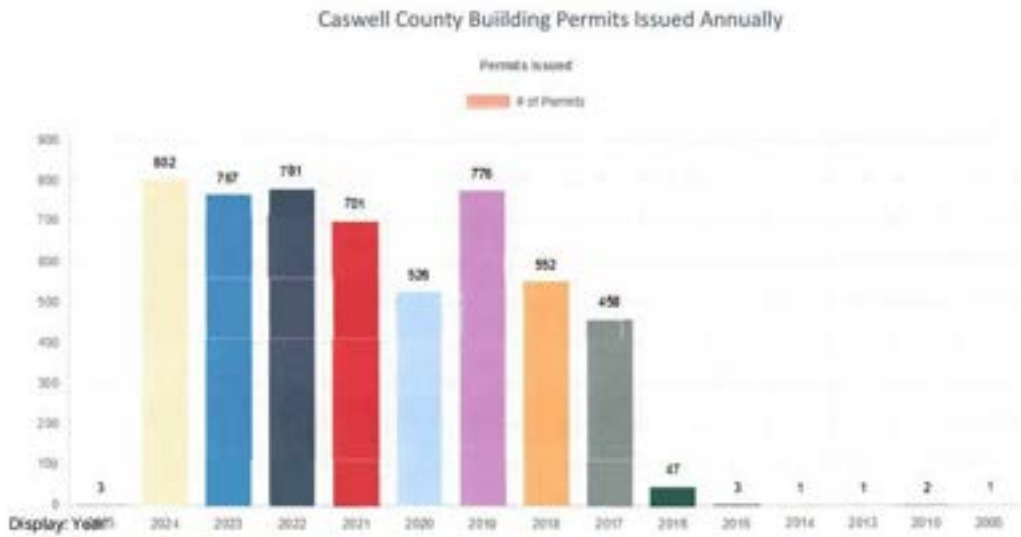
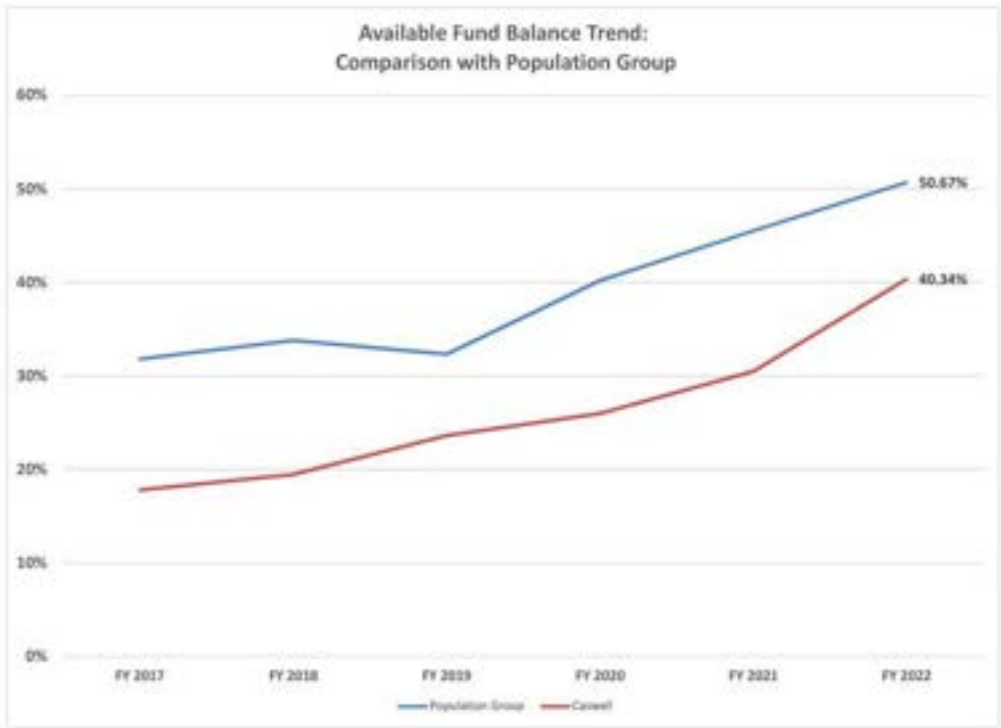
Ms. Paschal gave the following presentation:

<b>Trends</b>	
<b>Counties in our population group (&lt;25,000)</b>	
Alleghany: 10,867	Madison: 21,173 (data not included in comparisons)
Avery County: 17,807	Martin: 21,933
Bertie: 17,865	Mitchell: 14,902
Camden: 10,379	Northampton: 17,248 (data not included in comparisons)
<b>Carwell: 22,680 (data not included in comparisons)</b>	Pamlico: 12,250
Clay: 11,049	Polk: 19,219
Gates: 10,388	Swain: 14,082
Graham: 8,013	Tyrrell: 3,134
Greene: 20,423	Warren: 18,590
Hertford: 21,357	Washington: 10,934
Hyde: 4,565	Yancey: 18,491
Jones: 9,114	
<b>Counties with similar per capita tax bases</b>	
Alexander: \$78,323	Hoke: \$84,362
Anson: \$100,290	Lenoir: \$80,764
Bertie: \$84,412	Randolph: \$86,906
Bladen: \$117,695	Robeson: \$68,100
<b>Carwell: \$78,936</b>	Sampson: \$88,372
Columbus: \$85,841	Scotland: \$76,315
Duplin: \$100,876	Vance: \$71,094
Edgecombe: \$72,688	Wayne: \$80,099
Granville: \$86,380	Wilkes: \$93,733
Greene: \$65,232	

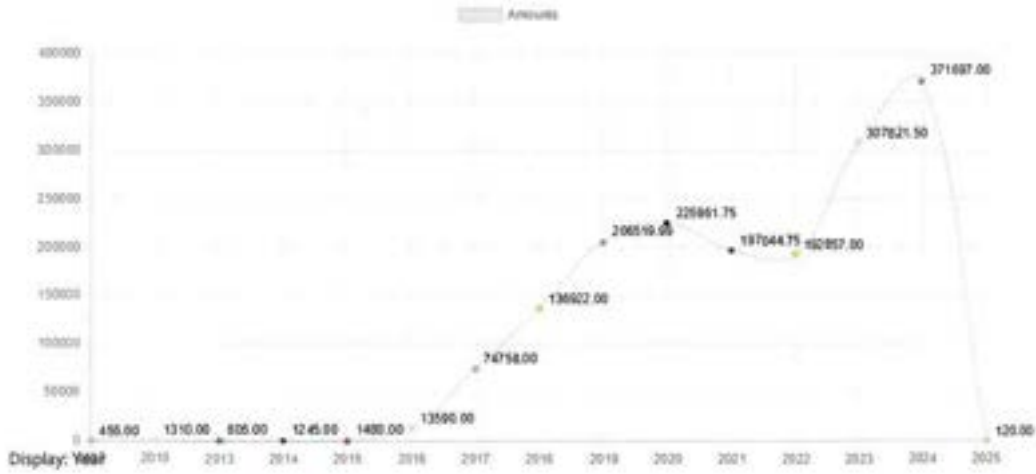




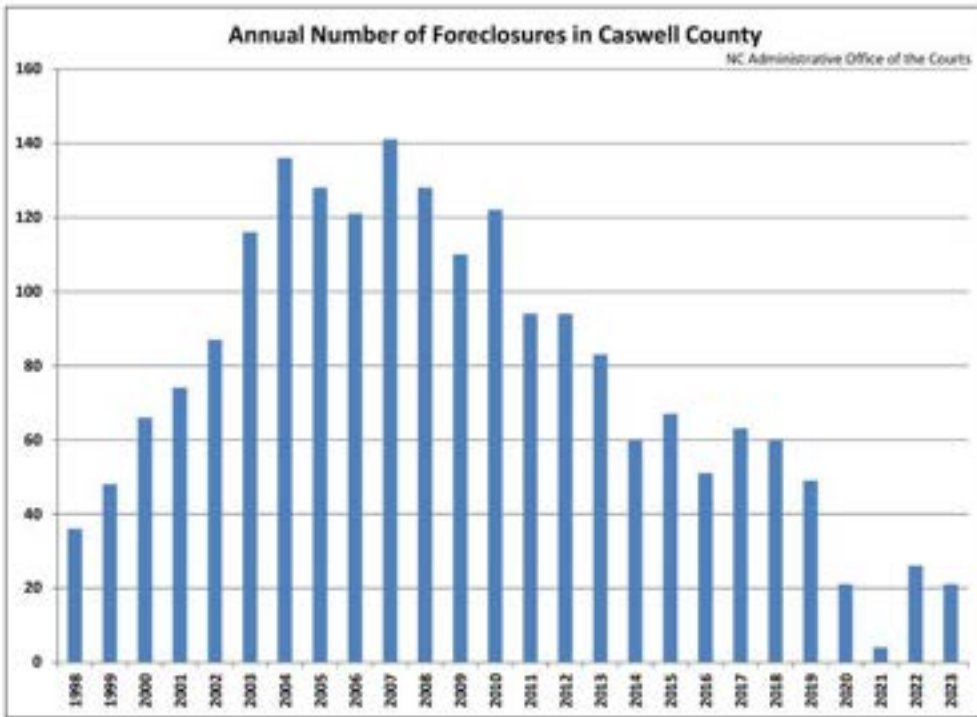


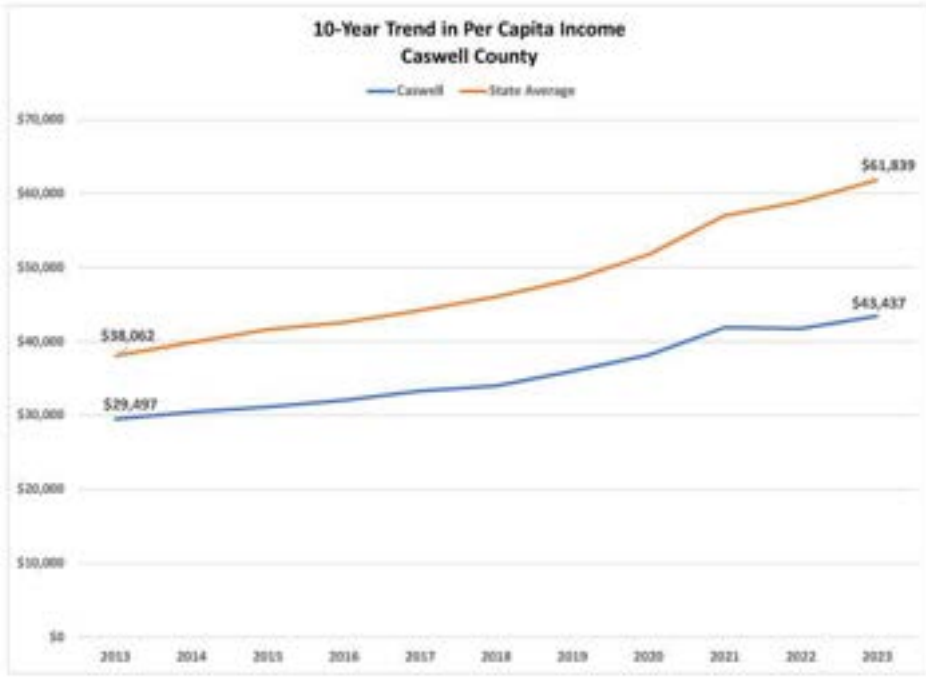
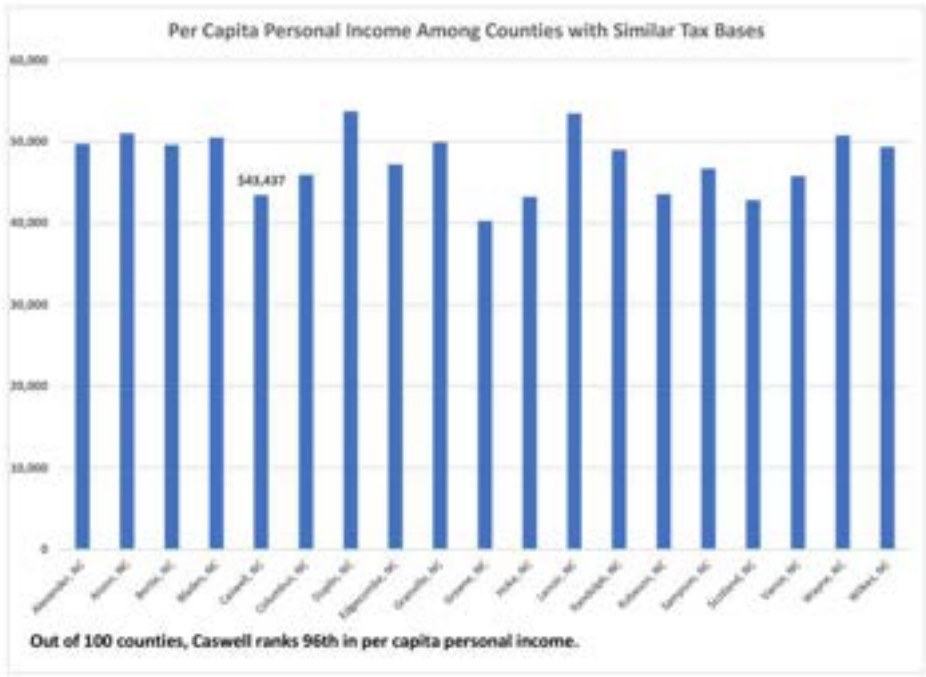


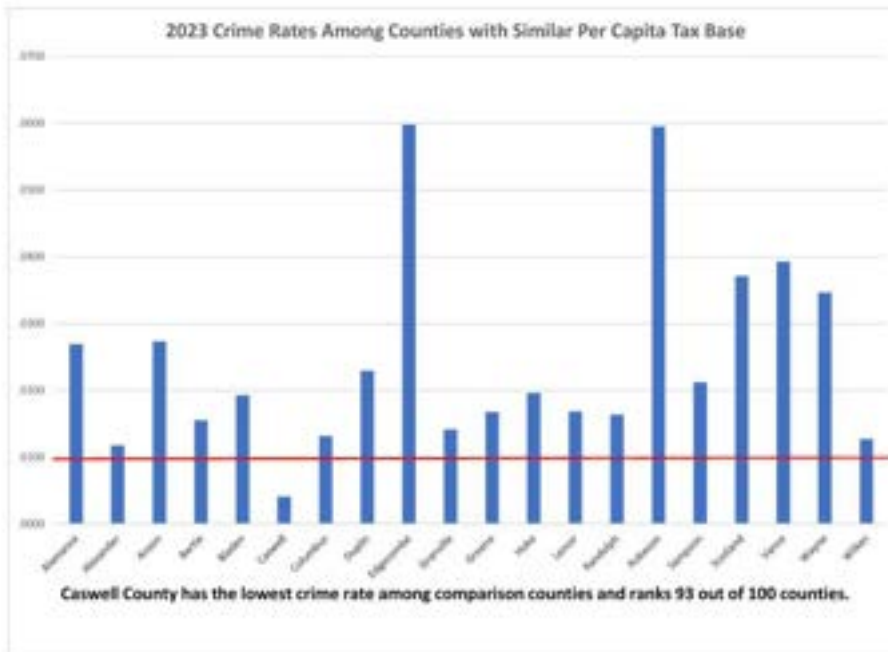
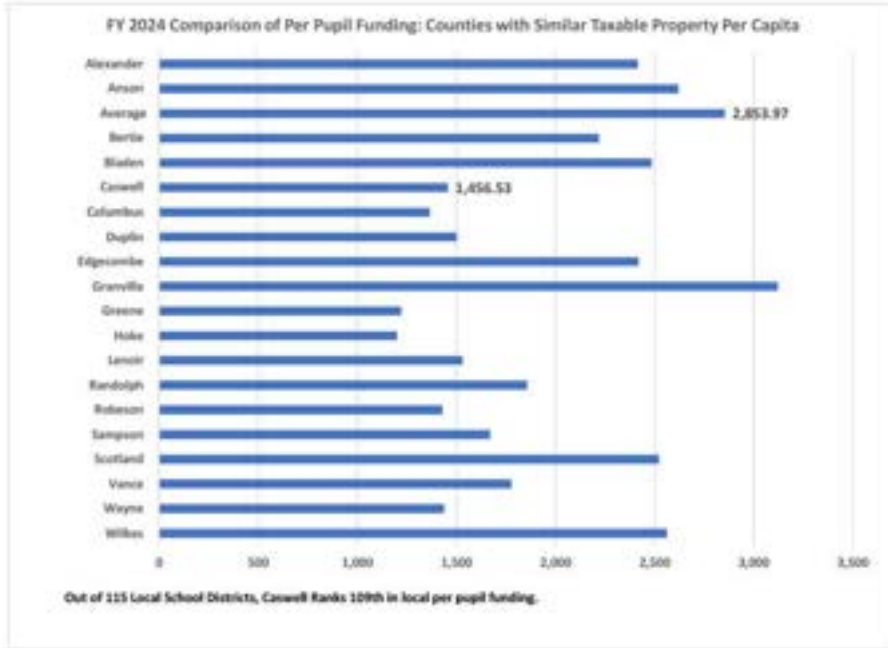
Caswell County Building Permit Revenue by Year



Annual Number of Foreclosures in Caswell County







## Financial Indicators

Ms. Paschal gave the following presentation showing the trend in key indicators over the past four years (ending in FY 2022, the last year the county has audited financial data). This data is also compared to the following benchmark counties for FY 2022.

**Financial Indicators  
Selected Data for Benchmark Counties**

County	2024 Population	Population as a % of Caswell	2024 Median Age	2023 Av. Weekly Wage	2022 Per Capita Income	2024 Taxable Property Per Capita	2024 Taxable Property Per Capita Rank	2024 Property Tax Levy Per Capita	2024 Taxable Property Per Capita Rank	FY24 Tax Rate
Caswell	22,245		45.1	\$ 870	\$ 41,155	\$81,260	94	\$597	93	0.5850
Alamance	184,114	828%	40.2	\$ 978	\$ 48,980	\$139,210	45	\$601	91	0.4690
Bladen	28,850	130%	38.3	\$ 884	\$ 48,424	\$122,716	57	\$963	28	0.7850
Greene	19,939	90%	42.5	\$ 850	\$ 38,963	\$69,031	100	\$543	99	0.7860
Person	39,272	177%	43.1	\$ 926	\$ 45,304	\$138,546	46	\$1,001	23	0.7225
Rockingham	91,571	412%	44.3	\$ 854	\$ 45,332	\$94,314	81	\$655	83	0.5801

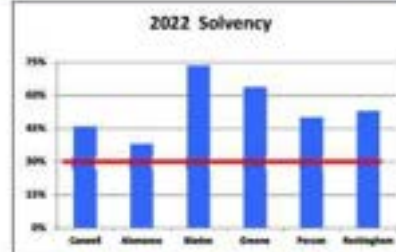
CASWELL HISTORY

BENCHMARK COUNTIES

Resource Stock

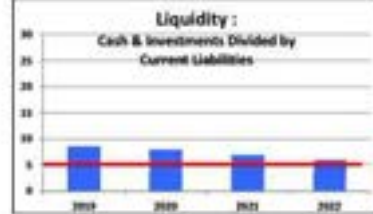
Solvency

Net Assets Ratio  
A high ratio suggests a government is able to meet its long-term obligations



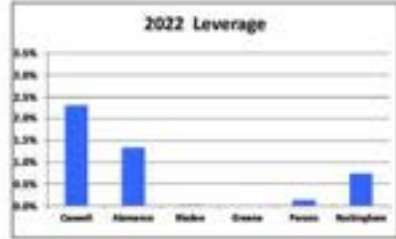
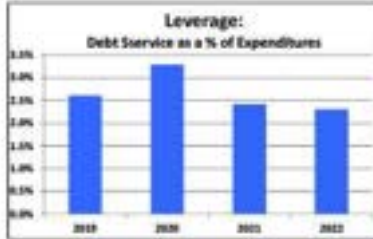
Liquidity

Quick Ratio  
A high ratio suggests a government is able to meet its short-term obligations



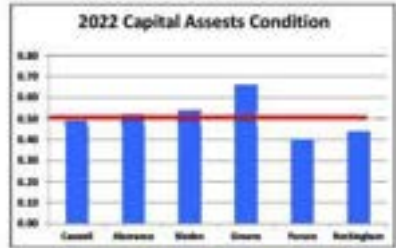
Leverage

Debt to Assets Ratio  
A high ratio suggests a government is overly reliant on debt for financing assets



Capital

Capital Assets Condition Ratio  
A high ratio suggests a government is investing in its capital

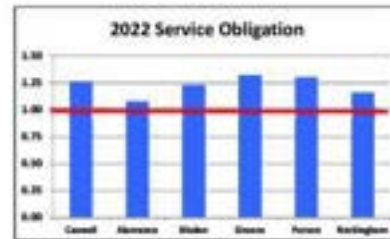
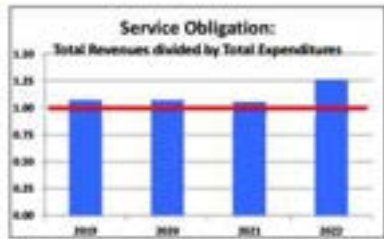




**Resource Flow**

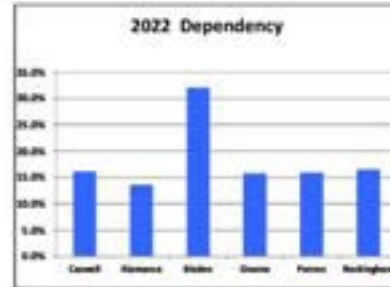
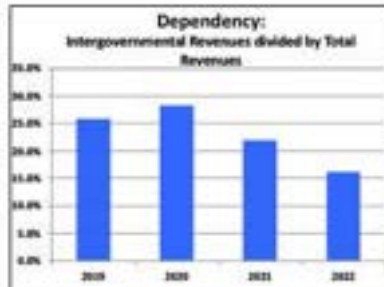
**Service Obligation**

**Operations Ratio**  
A ratio of one or higher indicates that a government lived within its annual revenue collections



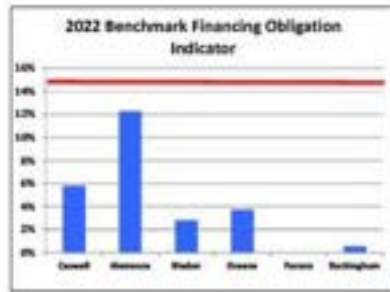
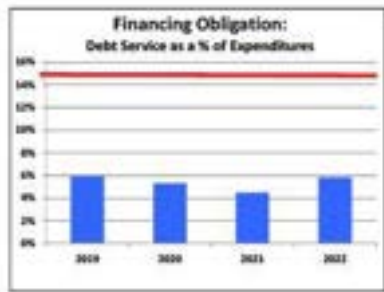
**Dependency**

**Intergovernment Ratio**  
A high ratio may indicate that a government is too reliant on other governments



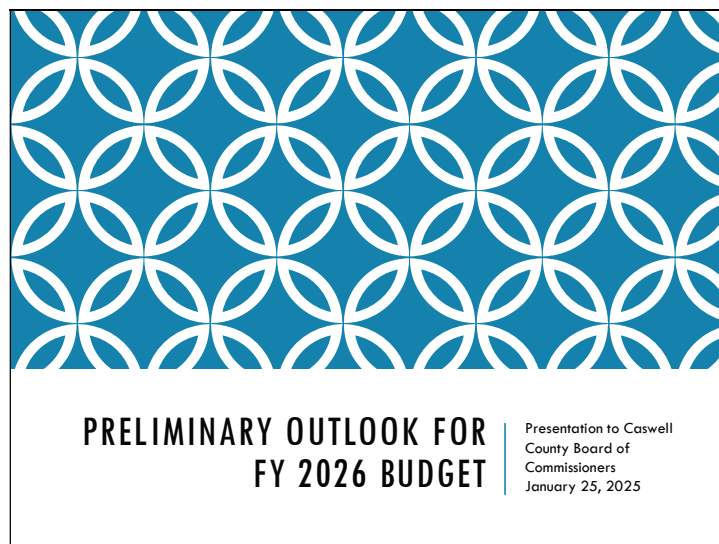
**Financing Obligation**

**Debt Service Ratio**  
Service flexibility decreases as more resources are committed to annual debt service



**Overview of 2026 Budget:**

Ms. Paschal shared the following presentation on the FY 2026 budget.



## A WORD ABOUT FY 2025—THE GOOD NEWS

Property tax—collection percentage remains very strong for locally collected taxes (99.04%)

100% collection rate for motor vehicles

Billed property values are higher than budgeted values

Building permits are strong, which are an indicator of future growth

## FY 2025 REVENUE

Retreat revenue projections are difficult, but necessary to frame next year's budget

- Majority of property tax (47% of revenue) collected late December, early January—January collections have not been posted
- Only 3 months of sales tax (26% of revenue) collections available
- Some other revenues, intergovernmental, behind 1-2 months
- We have 5 months of collections for other revenues

## PROPERTY TAX

Property taxes = Value \* Rate \* Collection Percentage

- Values—explained on the following
- Rate—58.5 cents/\$100 value
- FY 2024 Collection Percentage—99.04%, can budget up to actual for previous year

## PROPERTY TAX

Based on assessed value as of January 1 preceding start of fiscal year (January 1, 2025 for FY 2026)

Composed of:

- Real (~78% of base), easiest to predict, mostly known at this time; except exemptions (16% of real values) which are not due until June and new construction not yet valued because of negotiations with Piner
- Personal (~3% of base)—without growth it decreases because of depreciation; listing forms not due until April 15
- Public utilities (~6% of base)—valued by the state; actual not known until September, well after budget adopted; tends to grow each year
- Motor vehicles (~13% of base)—in good economy, values tend to grow each year (in poor economy, values may drop because of depreciation)

## FY 2026 REVENUE

Staff projects an increase in real property tax values because building permits have been strong the last two years; amount of increase unknown until new construction appraisals complete (Piner issue)

Sales tax up slightly over last year (but saw very large refunds in September and October—refunds already more than double last year); without refunds, we are up 13% over last year

## FY 2026 EXPENSES

Known

- \$351K already approved for ambulance

Requested

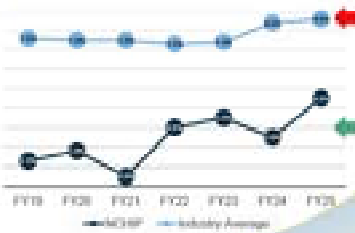
- COLA for county employees (~\$110K for every 1%)
- 6% increase in health insurance ~(\$143K)
- Replacement of UHF paging system (~\$750K est., requesting 911 Board funding, financing also available)
- Ambulance remount (\$230K)
- 26 vehicle replacements recommended at a cost of \$275K
- Pay and Classification Study (\$17,500)
- Reversal of vacancy allowance: (+\$265K)
- \$200K for Health Department with Covid funding ending

## HEALTH INSURANCE INCREASE V. TRADITIONAL MARKETS

### NCHIP Renewal History

ALL NCHIP	
Plan Year	Average Renewal
FY19 (21)	1.0%
FY20 (22)	1.0%
FY21 (23)	0.0%
FY22 (24)	3.0%
FY23 (25)	3.0%
FY24 (26)	2.0%
FY25 (27)	4.0%
<b>7-Year Average</b>	<b>2.4%</b>

### NCHIP vs Traditional Commercial Markets



## ECONOMIC FORECAST

### 2025 Economic Forecast Forum

- 2024 patterns expected to continue: job growth, consumer spending increasing
- Disruptions could include national changes, world conflicts, and Hurricane Helene
- NC expected to perform better than the nation
- Overall wealth has increased but is offset by inflation
- Pace of inflation is slowing, but has increased the last couple of months
- Mortgage rates back to 7%

## DIFFICULT TO DETERMINE FINANCIAL CONDITION FOR CASWELL

No audits for 23 and 24

Prior fund balance is 10% lower than like counties

No capital reserves or capital planning

No contingency for unexpected expenses

Johnna's projections estimate an decrease in assigned fund balance for 2025, but very preliminary

## FUND BALANCE PROJECTION

CASWELL COUNTY GENERAL FUND - FUND BALANCE HISTORY / PROJECTION

Fiscal Year	SCHEDULED USE OF FUND BALANCE (PRIOR ACTUAL USE)				ENDING FUND BALANCE					
	Original Budget	Revised Budget	Actual	Variance to Budget	TOTAL FUND BALANCE		UNASSIGNED FUND BALANCE		REASONABLE SUBSEQUENT YEAR'S BUDGET (Start of Fiscal)	
					Dollars	Percent	Dollars	Total	Dollars	Total
2020	\$1,076,800	\$1,076,800	\$1,084,207	\$144,400	\$1,076,800	34.7%	\$1,841,000	11.0%	\$1,841,000	4.0%
2021	\$1,194,700	\$1,402,200	\$1,333,000	\$149,200	\$1,402,200	41.7%	\$2,386,700	13.2%	\$1,987,000	7.2%
2022	\$1,922,000	\$1,800,000	\$1,545,000	\$377,000	\$1,545,000	11.4%	\$1,200,000	21.0%	\$1,988,000	1.0%
2023	\$1,906,000	\$1,906,000	\$1,988,000	\$1,988,000	\$1,988,000	34.8%	\$2,592,500	17.6%	\$1,992,000	9.7%
2024	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	11.4%	\$2,492,500	20.4%	\$2,155,500	11.7%
2025	\$2,123,700	\$2,123,700	\$2,123,700	\$2,123,700	\$2,123,700	17.7%	\$2,821,500	20.8%	\$2,123,700	10.0%

## RECOMMENDATIONS FOR FUTURE

Evaluate vehicle leasing program to see if bringing it in house would save money—could require additional positions

Fire department funding does not currently allow fire departments to hire any staff. As the fire services loses more and more volunteers, the county may not be able to provide adequate fire protection through only volunteers

Consolidation of Public Health and DSS—The county needs to get its finances straight before we can contemplate consolidation. In addition, we would need an expert to study our situation and make recommendations about whether consolidation is more efficient and effective. School of Government reports that many consolidations were more costly, at least initially. Many resources here: [Consolidated Human Services Agencies \(CHSAs\) | UNC School of Government](#)

Commissioner Wrenn asked if Emergency Services was still trying to find a used ambulance. Ms. Paschal reported that they are and are documenting their findings.

Ms. Paschal pointed out that turnover rates are high in several departments and that the Health Department has had difficulty recruiting for a nurse practitioner and nurse, leading to a decline in revenue. Therefore, she is recommending that the county fund a pay and classification plan study in FY 2026.

Ms. Paschal pointed out that even though health insurance rates are increasing 6% for FY 2026, the historic increase has been significantly below the market trend. In addition, NCHIP, the county's carrier, has a policy to not increase rates more than 6% in any year. The company will be presenting information on the renewal at the February 3, 2025 work session.

The board discussed the issue with volunteer fire departments at length. Ms. Paschal recommended that the county sits down with departments to work through a solution.

Fiscal Policy:

Ms. Paschal presented the following information on the fiscal policy with changes from current practice highlighted in yellow. She noted that currently the county does not have a fiscal policy.

### **Proposed Fiscal Policy:**

Caswell County will comply with NCGS Chapter 159: The Local Government Budget and Fiscal Control Act.

Caswell County has additional policies for purchasing, contracting, and use of procurement cards. Please see those policies for additional information.

### **FISCAL POLICY – PURPOSE**

Caswell County government exists to meet the needs of residents through the services the County is mandated to provide or has elected to provide. To meet these needs, the County must maintain its financial integrity. The County's Fiscal Policy is intended to maintain and improve the County's financial condition and preserve its ability to meet future needs. This policy will be reviewed at least annually, and changes will be presented to the Board of Commissioners for approval. An effective policy:

- Contributes to the County's ability to insulate itself from fiscal crisis,
- Enhances short-term and long-term credit worthiness and helps the County achieve the highest credit and bond ratings possible,
- Promotes long-term financial stability by establishing a clear and consistent framework for budget and financial decisions,
- Directs attention to the total financial picture of the County, rather than single-issue areas,
- Links long-term financial planning with day-to-day operations, and
- Provides the County Staff, the County Board of Commissioners, and the County citizens a framework for measuring the fiscal impact of government services against established fiscal parameters.

To these ends, the following fiscal policy is adopted:

### **CAPITAL IMPROVEMENT PLAN (CIP) POLICIES**

The county currently does not have a CIP process or policy or threshold for CIP projects. A \$50,000 threshold is proposed.

1. It is the responsibility of the County Board of Commissioners to provide for the

capital equipment and facilities necessary to deliver county services to the residents of the County, as well as provide necessary capital equipment and facilities for the Caswell County Public Schools and the Piedmont Community College system.

2. North Carolina statutes charge the County Manager with preparation of the recommended capital budget. It shall be his/her responsibility or that of his/her designee to coordinate the CIP process; receive requests from County departments, Caswell County Public Schools, and Piedmont Community College; and propose a recommended CIP to the Board of Commissioners.
3. The Board of Commissioners is responsible for adopting a CIP annually and may amend it as needed.
4. All capital projects must be proposed through the County's CIP process.
5. The CIP includes all approved capital projects, including new construction, renovations, vehicles and heavy equipment, new software and other technology, and all other purchases and improvements that meet the threshold for definition as a capital project, currently \$50,000 and above.
6. The County will develop a CIP of at least seven years and review and update the plan annually. The Caswell County Public Schools and the Community College System are strongly encouraged to submit their needs through this process, along with prioritization of their requests.
7. After projects are approved in the CIP and before the project can begin, the project must be authorized through one of two means:
  - A. Capital project ordinances: A separate capital budget ordinance shall be submitted to the Board of Commissioners for approval for all capital projects that are projected to span more than one fiscal year.
  - B. All other capital projects will be budgeted in the operating budget.
8. All capital projects will be assigned a project code by the Finance Officer for tracking and reporting purposes.
9. The CIP will prioritize the maintenance of existing facilities and equipment, and otherwise protect the county's past capital investments. A maintenance and replacement schedule will be developed and followed as funding allows.
10. County departments will provide a written justification and identify the estimated project costs, potential funding sources, and impacts on the operating budget for each proposed capital project and include this information in their requests. The County Manager or his/her designee will review, modify as appropriate, and include this information in the recommended CIP.
11. The County will pursue the most cost-effective strategies for financing the CIP, consistent with prudent fiscal management.

## DEBT POLICIES

The county does not currently have debt policies.

Caswell County will follow all requirements set forth by Local Government Commission, a division of the North Carolina Treasurer.

1. The County will confine long-term borrowing to critical capital projects that cannot be financed from current revenues unless financing results in a net financial benefit to the county.
2. The County will take a balanced approach to capital funding by utilizing capital reserves and pay-as-you-go funding where possible. Pay-as-you-go funding will come from budgeted appropriations and funds set aside in capital reserves.
3. The county's capital funding strategy should result in the least fiscal impact on current and future taxpayers.
4. When the County finances capital projects by issuing bonds or entering capital leases, it will repay the debt within a period not to exceed the expected useful life of the project. Target debt ratios will be annually calculated and included in the review of financial trends.
5. Net debt as a percentage of estimated market value of taxable property shall not exceed 2.5%. Net debt is defined as all debt that is tax-supported.

The state mandates that debt cannot exceed 8% of assessed value. The proposed threshold is much lower.

6. Debt Service expenditures as a percent of total governmental fund expenditures should not exceed 15%. Should this ratio exceed 15%, staff must request an exception from the Board of Commissioners stating the justification and expected duration of the policy exception. Exceptions shall be reviewed and approved annually by the Board of Commissioners until compliance is achieved.

The Local Government Commission likes to see that debt service is no more than 15% of the operating budget.

7. The County will retire tax anticipation debt, if any, annually and will retire bond anticipation debt within six months after completion of the project.
8. Outstanding tax-supported debt principal shall be no less than 50.0% repaid in 10 years.

Another metric that the LGC likes to see.

9. Enterprise Debt Policies:
  - A. The Enterprise Fund is responsible for setting rates and charges at such a level which maintains the "self-supporting" nature of the fund, including capital costs.
  - B. The Enterprise Fund will comply with all applicable bond covenants.

Currently, enterprise funds do not cover future capital costs.



## RESERVE POLICIES

Currently, the county has no policies on fund balance. This is probably the most important policy and metric when it comes to fiscal management and credit worthiness. Thresholds are proposed for the general fund: 15% minimum for unassigned with a 20% target and 30% for total fund balance; and for enterprise funds: 50% of operating and maintenance costs.

1. The County will maintain a minimum Unassigned Fund Balance, as defined by the Governmental Accounting Standards Board, at the close of each fiscal year equal to 15% of General Fund Expenditures with a targeted Unassigned Fund Balance equal to 20% of General Fund Expenditures. The County will maintain a total fund balance, including debt reserves, of 30%
2. In the event that funds are available over and beyond the 20% targeted amount for unassigned fund balance, those funds may be transferred to a capital reserve fund, a capital projects fund, to pay down debt or to fund other one-time uses. Such transfers or uses shall be approved by the Board of County Commissioners in conjunction with a staff recommendation based upon a fund balance analysis to be completed within six months of the close of each fiscal year taking into consideration the prior year's financial statements, current year-to-date budget performance, current property tax valuations and the County's most recently adopted capital improvements plan.
3. The County Board may, from time-to-time, utilize fund balances that will reduce Unassigned Fund Balance below the 15% minimum for the purposes of a declared fiscal emergency or other such purpose as to protect or enhance the long-term fiscal security of the County. In such circumstances, the Board will adopt a plan to restore the Unassigned Fund Balance to the target level within 36 months. If restoration cannot be accomplished within such time period without severe hardship to the County, then the Board will establish a different but appropriate time period.
4. Enterprise Reserve Policies: The County has adopted a comprehensive strategy for the long-term stability and financial health of each Enterprise Fund that provides for annual increases in fund reserves to an established goal of 50% of operating and maintenance expenses.

## BUDGET DEVELOPMENT POLICIES

The county currently has no policies on budget development. The budget ordinance does provide for powers of the budget officer/county manager. Where the proposed policy differs, a note is included below.

1. The County will manage its annual budget to meet its legal and debt obligations, ensure adequate funding of current service levels, meet the priorities of the Board of Commissioners, maintain the County's financial condition, and keep property tax increases to a minimum. The County shall operate under an annual balanced budget ordinance whereby the sum of net revenues and appropriated fund balances equals the expenditure appropriations.
2. The Budget Process will comply with the North Carolina Local Government

Budget and Fiscal Control Act.

3. North Carolina statutes charge the County Manager with preparation of the recommended operating budget. It shall be his/her responsibility or that of his/her designee to coordinate the budget process; receive requests from County departments, Caswell County Public Schools, and Piedmont Community College; and propose a recommended budget to the Board of Commissioners.
4. The Board of Commissioners is responsible for adopting an annual operating budget and may amend it as needed.
5. Use of one-time revenues: One-time revenues should not support ongoing personnel and operating costs. Use of one-time revenues is appropriate for capital outlay, CIP projects, debt retirement, contribution to capital reserve, and other non-recurring expenses. Proceeds from the sale of surplus capital items will go into the County's general capital reserve unless proceeds are otherwise restricted.
6. The County will pursue an aggressive policy to collect current and delinquent property taxes, licenses, permits and other revenues due to the County. **The County will not waive any revenues due to the County unless those revenues were collected unlawfully.**

**The county currently has no policy on waiving revenue collection.**

7. The Finance Officer will generate reports that show actual revenues and expenditures compared to the budget and will present this to the County Board of Commissioners monthly.
8. Budget amendments will be brought to the County Board of Commissioners for consideration as needed.
9. New or increased services: The County should ensure adequate funding of current services before funding new or enhanced services.
10. Mid-year appropriations: All agencies supported by the county must function within the resources made available to them through the annual budget. The county will consider requests for new or expanded programs during the regular budget process. Only in extreme circumstances will such requests be considered outside of the budget process.
11. Funding-of Outside Agencies: From time to time, the County may elect to provide services through nonprofit agencies if those services meet the standard for public purpose as defined by the NC Constitution and the services can be achieved more cost effectively through the nonprofit. To receive county funding, nonprofits must abide by the county's budget process and deadlines, provide the information requested during the budget process, and sign a funding contract.
12. Grants: The County will pursue federal, state, and private grants to enhance services to County residents. However, the County will limit its financial support of grant-funded programs to avoid commitments that continue beyond funding availability. The County will not continue programs after grants have expired,

except as expressly approved by the Board of Commissioners as part of the annual budget process. The grant approval process will proceed as follows:

- a. If a grant does not require any county match, either cash or in-kind, and the funder does not expect the county to continue to fund a position or a program after the grant, then the proposal can be reviewed and approved by the County Manager. However, the County Manager may choose to present a grant proposal to the Board for approval, if he/she feels that it is appropriate. This does not waive the requirement for a budget amendment to accept the revenue.
- b. If the grant requires a county match, either cash or in-kind, or the funder expects the county to continue to fund a position or program after the grant is complete, then the grant application must be submitted to the Board of Commissioners for approval.

Currently, the budget ordinance is unclear. It gives the County Manager the authority to execute grant agreements, but does not explicitly require approval from the Board. If the grant obligates the county through a match or the expectation that the county will pick up the grant when funding expires, this policy makes it clear that the Board must approve.

- c. For grants that require Board of Commissioner approval, but approval cannot be obtained before the grant deadline, the County Manager can authorize the application with prior notice to the Chair and Vice Chair and report to the Board of Commissioners at their next meeting. If the Board of Commissioners does not approve the grant proposal, the funder will be notified that the county chooses to withdraw the application.
  - d. Departments shall be responsible for timely completion and filing of reports required by the grantor. Missing report deadlines shall be grounds for denying approval of future grant applications.
13. New positions: new positions for existing programs and services should be added when there is no other viable option. Alternatives, such as contracting, technology, and reassignment of duties should be fully explored and documented before new positions are funded.
14. Level of budgeting: To tie costs to specific services, departments shall submit budgets for each of their divisions or program areas. Department heads are authorized to request transfers of operating funds between their budgeted divisions. The Budget Officer must approve transfers. The County shall adopt budgets at the department level. Commissioners reserve the right to review and/or adopt budgets at a greater level of detail.

The budget is currently adopted by division, not by department. This change gives department heads greater flexibility in maintaining their total budget. The Budget Ordinance currently gives the Budget Officer/County Manager authority to transfer up to \$25,000 between departments.

15. Justification for funding: Departments and agencies requesting funding from the

county should justify their requests in terms of maintaining or increasing service levels. Departments should measure their performance in key service areas and periodically compare their performance to other jurisdictions to discover efficiencies and develop best management practices.

16. Contingency funds: Departments shall not include contingency funds in their respective budgets. The county shall include a general contingency fund in its annual budget. The amount of the contingency fund shall not exceed one percent of the annual budget.

Currently the budget does not contain contingency funds. I recommend using contingency as a way to manage “what-if” budget requests from departments. Essentially, these “what-ifs” are included in a central contingency managed by the County Manager. Transfers are only authorized when the are need. In other words, the department budget is not inflated by these “what-ifs” unless they come to reality.

17. Budget Officer: The County Manager serves as the budget officer. He/she is authorized to perform the following functions or delegate them:

- a. Transfer funds within a department without limitation.
- b. Transfer amounts of up to \$25,000 between departments of the same fund with a memorandum report on such transfers at the next regular meeting of the Board of Commissioners.
- c. Transfer amounts of up to \$25,000 from contingency to any department with a memorandum report of such transfers at the next regular meeting of the Board of Commissioners. Greater amounts can be made available upon the agreement of the Board of Commissioners.

Since the county currently has no contingency, no authority is provided for transfers.

- d. Employ temporary help from time to time to meet circumstances.

The county currently has no explicit authority for this.

- e. Execute contracts if funds for the contract have been approved as part of the annual budget and the contract does not exceed the funds appropriated, the contract’s term does not exceed one year, all applicable state laws and county policies regarding purchasing are followed, and the contract does not exceed \$25,000.
- f. Execute leases if funds have been approved as part of the annual budget and the lease does not exceed the funds appropriated, the lease term does not exceed one year, and the lease does not exceed \$50,000.
- g. Execute on behalf of the Board of Commissioners any other contract, change order, purchase order or other instrument incurring any obligation which is specifically approved by the Board of Commissioners.

This provision explicitly gives the manager authority to execute (sign) all contracts approved by the board. This is to improve efficiency and timeliness of contract execution.

- h. Authorize payment in an amount not to exceed \$5,000 in settlement of

any liability claims against the County or against any of its officers or employees.

The county does not currently have this provision.

18. Enterprise Funds:

- a. The County maintains Enterprise Funds (solid waste and Caswell Area Transit System) that are self-sustaining for both operational and capital purposes. The Enterprise Funds will adhere to the County Fiscal Policy with any exceptions noted in the policy.
- b. Any improvements required to meet new regulatory requirements or to meet changes in the service demands will be included in either the capital improvement plan or the annual budget request, depending on the cost of the improvement.
- c. Service rates:
  - i. Service rates will be reviewed annually as part of the budget process.
  - ii. Service rates will be adjusted as needed to provide adequate funding for the proper operation, maintenance, and expansion of the system.
  - iii. Service rates will be adjusted as necessary to meet bond covenants, debt service obligations, and the Adopted Fiscal Policy.

**CASH MANAGEMENT/ INVESTMENT POLICIES**

Currently, Caswell County has no cash management policy.

1. It is the intent of the County that public funds will be invested in interest bearing accounts to the extent possible to reduce the dependence upon property tax revenues. Funds will be invested with the chief objectives of safety of principal, liquidity, and yield, in that order. All deposits and investments of County funds will be in accordance with N.C.G.S. 159.
2. Up to one-half (50%) of the appropriations to Non-County Agencies and to non-debt supported capital outlays for County Departments can be encumbered prior to December 31. Any additional authorization shall require the County Manager's written approval upon justification. The balance of these appropriations may be encumbered after January 1, upon a finding by the County Manager that there is a reasonable expectation that the County's Budgeted Revenues will be realized.
3. The County will use a Central Depository to maximize the availability and mobility of cash for all funds that can be legally combined.
4. Cash Flows will be forecasted, and investments will be made to mature when funds are projected to be needed to meet cash flow requirements.
5. Liquidity: No less than 20% of funds available for investment will be maintained in liquid investments at any point in time.
6. Maturity: All investments will mature in no more than sixty (60) months from

their purchase date.

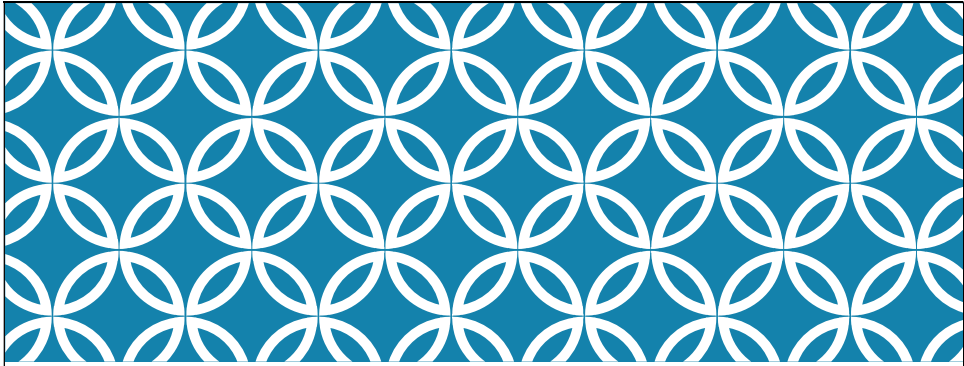
7. Custody: All investments will be purchased "payment-verses-delivery" and if certificated will be held by the Finance Officer in the name of the County. All non-certificated investments will be held in book-entry form in the name of the County with the County's third-party Custodian (Safekeeping Agent).
8. Authorized Investments: The County may deposit County Funds into: Any Board approved Official Depository if such funds are secured in accordance with NCGS 159-01 and 159-31. The County may invest idle funds in the North Carolina Capital Management Trust, North Carolina Investment Pool, US Treasury Securities, US Agency Securities specifically authorized in GS-159 and rated no lower than "AAA", and Commercial Paper meeting the requirements of NCGS-159 plus having a national bond rating.
9. Diversification: No more than 25% of the County's investment funds may be invested in commercial paper.
10. Allocation: Investment income will be allocated to each participating fund or account based on a fair and equitable formula determined by the Finance Officer.

**SUMMARY OF KEY POLICY RATIOS**

<b>Ratio</b>	<b>Target</b>
Tax Supported Debt to Assessed Value:	<2.5%
Tax Supported Debt Service vs. Expenditures:	<15.0%
Tax Supported 10- Year Payout Ratio:	>50.0%
General Fund Unassigned Fund Balance as a Percent of Operating Budget:	>15.0%
Enterprise Fund Reserves as a Percent of Operating and Maintenance:	>50%

**Capital Replacements:**

Ms. Paschal gave the following presentation of capital replacements. She recommended that the county start setting aside funds annually into a capital reserve to replace critical capital. She noted that the proposed fiscal policy would allow unassigned fund balance over the stated goal of 20% to be transferred to capital reserve.



# CAPITAL REPLACEMENTS

Presentation to the Caswell  
County Board of Commissioners  
January 25, 2025

## PROPOSED POLICY

Each department's list of capital assets shall be evaluated annually and a replacement date and cost projected.

The projected replacement cost (I used current costs for this analysis) will be divided over the remaining useful life and that amount will be set aside annually in the Capital Replacement Reserve.

If unassigned fund balance is above the amount set by the fund balance policy, it may be appropriated to cover this expense, as long as the appropriation would not reduce fund balance below the stated threshold.

Each year, departments will include a list of replacement capital in its budget request. The budget officer will evaluate the requests and determine which requests should be recommended, along with the amount to transfer from the Capital Replacement Reserve. The requests should meet the following criteria:

- \* It must not be an additional asset, but must replace an existing asset. Spares may be replaced in accordance with an approved policy.
- \* The item must be at least \$20,000 in value.
- \* The item should either be within one year of the end of its useful life or be fully justified as to why replacement is necessary in the upcoming budget.
- \* The policy does not apply to buildings, but does apply to building systems, such as roofs, HVAC systems, repaving of parking lots, repainting, flooring, windows, etc.

## METHODOLOGY

Inflated acquisition price to current cost (or used current estimate)

Divided price by useful life

This is the annual amount we should be setting aside (not factoring in replacement date and inflation)

We could still have large purchases hitting before fund has accumulated sufficient funds for ongoing replacement (**many assets are past their useful life**)

Recommend increasing amount set aside each year by rate of inflation

Standard vehicle replacements not included (assume lease)

## CATS ENTERPRISE

Should be setting aside \$16,000 per year + inflation

## SOLID WASTE

Should be setting aside \$110,000 per year + inflation

## BUILDING MAINTENANCE

Roofs: Methodology is different because we already have inflated costs

\$615,000 needed for 2026, but several roof replacements are needed soon; future years could be allocated

For example, if we assume paying outright for roofs until 2030 (\$367,000), we can set aside \$250,000 annually to cover roofs through 2039

FY 2026 impact would be \$335,500 (\$250,000 + \$85,550)



## BUILDING MAINTENANCE—HVAC UNITS

Should be setting aside \$45,000 annually + inflation

## EMS

Should be setting aside \$250,000 per year + inflation

## SHERIFF

Should be setting aside \$20,000 per year + inflation

## SUMMARY

General Fund should be setting aside \$565,000 annually + inflation

Solid Waste should be setting aside \$110,000 annually + inflation

CATS should be setting aside \$16,000 annually + inflation

This does not include other departments or other building repair, such as repaving

### Possible Fee Changes

Ms. Paschal made the following presentation on possible fee changes in FY 2026.



## DEPARTMENTS REVIEWING FEE STRUCTURE

Solid Waste  
Parks & Recreation  
EMS  
Health  
Pelham Water

## SOLID WASTE

Enterprise fund  
Should be covering all costs plus capital replacements  
In FY 2022 had a slight deficit  
Depreciation expense was \$81,170.06 (theoretically we should be setting aside at least this much)  
I've asked the Solid Waste Director to look at a different fee structure that would include all county residents and cover :

- Fee for disposal costs charged to county residents without a private hauler
- Fee for availability of collection centers charged to all county residents and businesses

## PARKS & RECREATION

I have proposed a fee structure that would cover:

- 50% of direct costs for youth programs
- 100% of direct costs for adult programs
- Recover utility costs in space rentals

## EMERGENCY MEDICAL SERVICES

Fees are typically set at 150 to 200% of Medicare reimbursement rate

Our contracted billing company is recommending adjustments for FY 2026 to the fees in red

Level Of Service	2025 Medicare Allowable (Rural)	Current Charge	Recommended (150% MFS)	Recommended (200% MFS)	Nearby Provider #1	Nearby Provider #2	Nearby Provider #3
ALS NE A0426	\$327	\$500	\$490	\$654	654	490	479
ALS E A0427	\$518	\$750	\$777	\$1,035	1,036	750	758
BLS NE A0428	\$272	\$450	\$409	\$545	546	290	399
BLS E A0429	\$436	\$650	\$654	\$872	873	650	639
ALS 2 A0433	\$749	\$900	\$1,124	\$1,499	1,450	780	1,098
Specialty Care Transports A0434	\$886	\$1,200	\$1,328	\$1,771	1,478	1,050	1,297
Rural Mileage 18+ A0425	\$9	\$17	\$14	\$18	19	15	15
Rural Mileage A0425 1-17	\$14	N/A	\$21	\$28	18	15	15

## EMS PAYOR MIX

### Primary Payor Mix

6-12 Month Mature Average

Primary Payor	% of Trips
Medicare	14%
Medicare Advantage	34%
Insurance	8%
Medicaid	10%
Medicaid MCO	11%
Patient	20%
Facility	0%
Other Govt. Payers	2%
TPL	0%

## HEALTH

Health fees are usually adjusted annually to mirror Medicaid reimbursement rates (otherwise, we will lose Medicaid dollars)

Health is requesting this again for FY 2026

## PELHAM WATER

In FY 2022 expense for water was \$39,229.60, not including Maintenance Department's time to maintain the system

Revenue was \$4,600.02

We are paying for 65,000 gallons per day of capacity at a much higher rate than what we pay for actual water/sewer usage

Not sure if school is paying us for water/sewer

Will be connecting Cherokee Tobacco and CEAD

Also need to review connection fees and increase

2. The City and the County are, therefore, hereby released and discharged from the performance of the paragraph 14 as herein stated, of the aforesaid agreement and prior amendments which currently provide that:

14. CAPACITY PROVIDED:

a. It is hereby agreed that the City will receive for and provide the County 275,000 gallons per day capacity for potable water and 975,000 gallons per day capacity for wastewater treatment (sewage treatment).

\*\*\*

3. In consideration of the aforesaid release and discharge, the City and the County hereby notify and accept paragraph 14 as herein stated, of the aforesaid contract and prior amendments as shown below, and hereby agree to perform the following in lieu of the performance from which they are released and discharged:

14. CAPACITY PROVIDED:

a. It is hereby agreed that the City will receive for and provide the County 65,000 gallons per day capacity for potable water and 25,000 gallons per day capacity

11

- 2 -

### Strengths Challenges and Moving Forward

Amy Cannon and Johnna Sharpe shared the following presentation based on interviews and feedback with individual commissioners.

**Caswell County**

**Strengths, Challenges and Moving Forward**

**January 25, 2025**

Facilitators:  
Amy Cannon, NCACC Outreach Associate  
Johnna Sharpe, NCACC County Consultant

# Session Overview

Responsibilities / Partners / Plans

Commissioners Pre-Session Survey Input

Identifying Priorities in Focus Areas

2

## Reason for Running For Board

Influence direction – not become Orange or Alamance

Open and honest government

Promote economic development

Concerns over leadership and finances

Not just talk about things, but do something

Support a sense of community and have a positive impact

3

## Major Accomplishments

Project Acre

Holding the line on taxes

Catching up financial audits

Approval of ABC sales before noon on Sunday

Decisions to improve financial situation and services

Improved Board Relationships

Old Courthouse Renovation

Revenue neutral tax rate for 2025 budget

4

## Major Themes from Commissions

Controlled  
Growth & Rural  
Preservation

Collaboration  
and  
Partnerships

Infrastructure  
Development

Support for  
Youth and  
Seniors

Transparency &  
Communication

Staff Support  
& Operational  
Efficiency

5

## What is important to Constituents

Creating jobs /  
Increasing tax  
base

Holding the line  
on taxes

Fiscal  
stewardship

Better  
infrastructure

Transparency &  
communication

Maintaining  
rural charm

6

## Focus Areas

Economic Development

Public Safety

Human Services

Education

Active & Vibrant Living

Operations

7

## ECONOMIC DEVELOPMENT

Direct Responsibility	Partners	Existing Plans
CATS NC Cooperative Extension Soil & Water Conservation Economic Development Function with County Gov't	Town of Yanceyville (Water & Sewer) State Department of Commerce <i>Others?</i>	Economic Incentives <div style="text-align: center; font-size: 2em; color: green; border: 1px solid green; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto;">?</div>

8

## ECONOMIC DEVELOPMENT COMMISSIONER INPUT

Challenges	Board's Role	Vision
Controlled economic growth that maintains rural nature Improving County's image Infrastructure needs Increasing tax base	Work together as a Board Enhance public / private partnerships Work together with the community / municipal partners Work with the state	Economic growth tied to agriculture Expanded water & sewer Interstate corridor connecting VA & Northern Piedmont Retain youth for workforce

9

## ECONOMIC DEVELOPMENT DISCUSSION

<p><b>Broad questions</b></p> <p>What success can you build upon?</p> <p>What are the most pressing priorities?</p> <p>What partnerships or resources are critical for future progress?</p>	<p><b>Specific questions</b></p> <p>How do you balance economic development and preserving the rural character?</p>
---	---

10



# Focus Areas

- Economic Development
- Public Safety
- Human Services
- Education
- Active & Vibrant Living
- Operations

11

### PUBLIC SAFETY

Direct Responsibility	Partner	Existing Plans
<ul style="list-style-type: none"> <li>Sheriff's Office</li> <li>Emergency Management</li> <li>Fire Marshal</li> <li>EMS</li> </ul>	<ul style="list-style-type: none"> <li>State &amp; Federal Agencies</li> <li>JCPC</li> <li>Court System</li> <li>Volunteer Fire Depts</li> <li>Town of Yanceyville</li> <li>Public Schools</li> </ul>	<ul style="list-style-type: none"> <li>Emergency Mgmt Plan(s)</li> </ul>

12

### PUBLIC SAFETY COMMISSIONER INPUT

<b>Challenges</b>	<b>Board's Role</b>	<b>Vision</b>
<ul style="list-style-type: none"> <li>Recruitment and retention for Sheriff, EMS, 911</li> <li>Volunteers for rural fire departments</li> </ul>	<ul style="list-style-type: none"> <li>Establishing competitive pay and benefits</li> </ul>	<ul style="list-style-type: none"> <li>Stable and qualified workforce</li> </ul>

13

## PUBLIC SAFETY DISCUSSION

### Broad questions

- What success can you build upon?
- What are the most pressing priorities?
- What partnerships or resources are critical for future progress?

### Specific questions

- What resources are most critical to ensuring public safety?

14

# Focus Areas

Economic Development

Public Safety

**Human Services**

Education

Active & Vibrant Living

Operations

15

## HUMAN SERVICES

Direct Responsibility	Partner	Existing Plans or Initiatives
Public Health	State & Federal Agencies	Opioid Strategic Plan
Social Services (DSS)	Schools	NC DHHS MOA
Family Services	Health Care Providers	Community Health Assessment (CHA)
Section 8 Housing	Local Management Entity/Managed Care Organization	
	Faith and Nonprofit Organizations	

16

## HUMAN SERVICES COMMISSIONER INPUT

### Challenges

Support for youth and seniors

Addressing challenges of vulnerable populations

### Board's Role

Leadership on Health and DSS Boards

### Vision

A thriving community

17

## HUMAN SERVICES DISCUSSION

### Broad questions

What success can you build upon?

What are the most pressing priorities?

What partnerships or resources are critical for future progress?

### Specific questions

What services or programs have the most significant impact on youth and seniors?

Are there gaps in partnerships to address needs effectively?

18

## Focus Areas

Economic Development

Public Safety


Human Services

Education

Active & Vibrant Living

Operations

19

EDUCATION		
Direct Responsibility	Partner	Existing Plans or Initiatives
Public Schools Operational Funding Caswell County Libraries Facilities for K-12 and Community College	Caswell County Board of Education Piedmont Community College Private/Home Schools	

20

EDUCATION COMMISSIONER INPUT		
Challenges	Board's Role	Vision
Attracting graduates to stay and work in Caswell	Statutory- facilities and local current expense funding  Communications between Board of Education & Commissioners	Education as a key driver of workforce retention and development

21

EDUCATION DISCUSSION	
Broad questions	Specific questions
What success can you build upon?  What are the most pressing priorities?  What partnerships or resources are critical for future progress?	How can County and School Leadership best partner for educational success?

22

# Focus Areas

- Economic Development
- Public Safety
- Human Services
- Education
- Active & Vibrant Living
- Operations

23

## ACTIVE & VIBRANT LIVING

Direct Responsibility	Partner	Existing Plans or Initiatives
<ul style="list-style-type: none"> <li>Parks &amp; Recreation</li> <li>Caswell County Library</li> <li>NC Cooperative Extension</li> <li>Human Resources (Employee Wellbeing)</li> </ul>	<ul style="list-style-type: none"> <li>Tourism Development Authority</li> <li>Arts Council</li> <li>Landowners – hunting opportunities</li> <li><i>Others??</i></li> </ul>	<div style="background-color: #008000; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <span style="font-size: 24px; font-weight: bold;">?</span> </div>

24

## ACTIVE & VIBRANT LIVING COMMISSIONER INPUT

Challenges

?

Board's Role

?

Vision

?

25

## ACTIVE & VIBRANT LIVING DISCUSSION

### Broad questions

What success can you build upon?

What are the most pressing priorities?

What partnerships or resources are critical for future progress?

### Specific questions

What initiatives can enhance resident's quality of life?

26

## Focus Areas

Economic Development

Public Safety

Human Services

Education

Active & Vibrant Living

**Operations**

27

## OPERATIONS

Direct Responsibility	Partner	Existing Plans or Initiatives
Administration	Financial Advisors	Financial Policies
Finance	NCACC	Personnel & Administrative Policies
Facilities	Local Government	
Human Resources	Commission	
Information Technology		
<i>All Other Depts</i>		

28

## OPERATIONS COMMISSIONER INPUT

Challenges	Board's Role	Vision
<p>Overdue audits</p> <p>Hiring a qualified county manager</p> <p>Retain finance officer</p> <p>Effective communications to residents of what they need and want to know</p>	<p>Leadership and clear direction</p> <p>Investment in qualified staff</p> <p>Future planning</p>	<p>Timely, accurate financial information</p> <p>Realistic budget focused on service delivery</p> <p>Solid research and data by staff to guide decisions</p>

29

## OPERATIONS DISCUSSION

### Broad questions

- What success can you build upon?
- What are the most pressing priorities?
- What partnerships or resources are critical for future progress?

### Specific questions

- What policies or practices require updates?
- How can communications with the community be improved?

30

## Proposed Next Steps

Staff compiles feedback and develops draft priorities

Commissioners to review and revise priorities at a future meeting

31

The Board discussed the following priorities:

#### Economic development.

- Add City of Danville as a Partner.
- Target value-added manufacturing for Caswell agriculture products.
- Need more than just agriculture-related economic development.
- Need work force educated for technology jobs.
- Need plan for infrastructure and to go after grants.
- Consider building shell buildings with a private investor. The county would provide the land. 82% of industry locates to existing buildings.
- The county owns 63 acres in Pelham and 80 acres in Yanceyville.
- Danville Regional Foundation, Golden Leaf are possible sources for grants.
- Consider buying adjoining land at industrial park.
- Ask someone to come from Commerce to tell us what industries we should be targeting.
- Develop an economic development strategy.
- Develop a land-use plan that addresses long-term economic development and water and sewer infrastructure. A water study was done in early 2000s.

#### Fire Service

- Engage volunteer fire service to problem-solve.
- Need data on response times and unanswered calls.

#### Public Safety

- Need breakdown of local, state, and federal inmates.

#### Schools

- Need to engage schools and community college in capital planning.
- School enrollment is declining. Need to look at school utilization.
- Reinstitute quarterly meetings with Board of Education.

#### Parks & Recreation

- Use increased fees to expand programs.

#### Communication

- Need stronger social media presence and good communications strategy.
- Need to have better strategies for getting community input.

### **Discussion of Vacant Manager, Economic Development and Clerk to the Board positions**

Ms. Paschal shared the following information on various scenarios for filling these positions:



<b>Scenarios for Manager/Clerk/ED Director</b>				
<b>Existing Salary/Benefits</b>	<b>Salary</b>	<b>Salary Based Benefits</b>	<b>Health</b>	<b>Total</b>
Manager	123,420.00	26,300.80	9,002.50	158,723.30
ED Director	62,669.70	13,354.91	9,002.50	85,027.11
Clerk	61,273.27	13,057.33	9,002.50	83,333.10
				327,083.52
<b>Scenario 1: Combine all, hire the manager an admin support position</b>				
Increase Manager's Salary	175,000.00	37,292.50	9,002.50	221,295.00
Admin Support Position/Deputy Clerk	40,000.00	8,524.00	9,002.50	57,526.50
				278,821.50
			Savings	48,262.02
<b>Scenario 2: Retain Clerk position, but add admin responsibilities</b>				
Increase Manager's Salary	175,000.00	37,292.50	9,002.50	221,295.00
Admin Support Position/Deputy Clerk	61,273.27	13,057.33	9,002.50	83,333.10
				304,628.10
			Savings	22,455.42
<b>Scenario 3: Retain all positions, increase manager's salary</b>				
Manager	175,000.00	37,292.50	9,002.50	221,295.00
ED Director	62,669.70	13,354.91	9,002.50	85,027.11
Clerk	61,273.27	13,057.33	9,002.50	83,333.10
				389,655.22
			Increased Cost	62,571.70

By consensus, the board agreed to move ahead with combining the three positions, hiring a deputy clerk/administrative support position for the manager, making the deputy county manager full-time, and recruiting for a county manager with a strong economic development background through NCACC. The manager was asked to run cost scenarios for making the Deputy County Manager full-time and provide those to the board.

**Adjournment:**

Commissioner Smith moved, and Commissioner Rose seconded, to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at approximately 2:38 pm.

Respectfully submitted,

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Renee Paschal  
Interim Clerk to the Board

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Tim Yarbrough  
Board Chair



**AGENDA FORM**

**TO:** Caswell County Board of Commissioners

**FROM:** Renee Paschal, County Manager

**SUBJECT:** Adoption of Caswell County Fiscal Policy

**BACKGROUND INFORMATION:**

A draft fiscal policy was presented at the retreat on January 25 and the work session on February 3 and is reattached here. There were no questions or comments during the February 3 meeting.

The county currently does not have a fiscal policy. Changes from current practice are highlighted in the attachment in yellow.

**STAFF RECOMMENDATION, IF APPLICABLE:**

N/A

**RECOMMENDED ACTION/MOTION:**

Motion to approve the Caswell County Fiscal Policy.

**FISCAL IMPACT:**

Jurisdictions that have clear financial goals and policies and follow those are able to improve their financial condition.

**ATTACHMENTS:**

Proposed Caswell County Fiscal Policy with notes

# Caswell County Fiscal Policy

Originally Proposed January 25, 2025

Caswell County will comply with NCGS Chapter 159: The Local Government Budget and Fiscal Control Act.

Caswell County has additional policies for purchasing, contracting, and use of procurement cards. Please see those policies for additional information.

### **FISCAL POLICY – PURPOSE**

Caswell County government exists to meet the needs of residents through the services the County is mandated to provide or has elected to provide. To meet these needs, the County must maintain its financial integrity. The County's Fiscal Policy is intended to maintain and improve the County's financial condition and preserve its ability to meet future needs. This policy will be reviewed at least annually, and changes will be presented to the Board of Commissioners for approval. An effective policy:

- Contributes to the County's ability to insulate itself from fiscal crisis,
- Enhances short-term and long-term credit worthiness and helps the County achieve the highest credit and bond ratings possible,
- Promotes long-term financial stability by establishing a clear and consistent framework for budget and financial decisions,
- Directs attention to the total financial picture of the County, rather than single-issue areas,
- Links long-term financial planning with day-to-day operations, and
- Provides the County Staff, the County Board of Commissioners, and the County citizens a framework for measuring the fiscal impact of government services against established fiscal parameters.

To these ends, the following fiscal policy is adopted:

### **CAPITAL IMPROVEMENT PLAN (CIP) POLICIES**

The county currently does not have a CIP process or policy or threshold for CIP projects. A \$50,000 threshold is proposed.

1. It is the responsibility of the County Board of Commissioners to provide for the capital equipment and facilities necessary to deliver county services to the residents of the County, as well as provide necessary capital equipment and facilities for the Caswell County Public Schools and the Piedmont Community College system.
2. North Carolina statutes charge the County Manager with preparation of the recommended capital budget. It shall be his/her responsibility or that of his/her designee to coordinate the CIP process; receive requests from County departments, Caswell County Public Schools, and Piedmont Community College; and propose a recommended CIP to the Board of Commissioners.

3. The Board of Commissioners is responsible for adopting a CIP annually and may amend it as needed.
4. All capital projects must be proposed through the County's CIP process.
5. The CIP includes all approved capital projects, including new construction, renovations, vehicles and heavy equipment, new software and other technology, and all other purchases and improvements that meet the threshold for definition as a capital project, currently \$50,000 and above.
6. The County will develop a CIP of at least seven years and review and update the plan annually. The Caswell County Public Schools and the Community College System are strongly encouraged to submit their needs through this process, along with prioritization of their requests.
7. After projects are approved in the CIP and before the project can begin, the project must be authorized through one of two means:
  - A. Capital project ordinances: A separate capital budget ordinance shall be submitted to the Board of Commissioners for approval for all capital projects that are projected to span more than one fiscal year.
  - B. All other capital projects will be budgeted in the operating budget.
8. All capital projects will be assigned a project code by the Finance Officer for tracking and reporting purposes.
9. The CIP will prioritize the maintenance of existing facilities and equipment, and otherwise protect the county's past capital investments. A maintenance and replacement schedule will be developed and followed as funding allows.
10. County departments will provide a written justification and identify the estimated project costs, potential funding sources, and impacts on the operating budget for each proposed capital project and include this information in their requests. The County Manager or his/her designee will review, modify as appropriate, and include this information in the recommended CIP.
11. The County will pursue the most cost-effective strategies for financing the CIP, consistent with prudent fiscal management.

## **DEBT POLICIES**

The county does not currently have debt policies.

Caswell County will follow all requirements set forth by Local Government Commission, a division of the North Carolina Treasurer.

1. The County will confine long-term borrowing to critical capital projects that cannot be financed from current revenues unless financing results in a net financial benefit to the county.
2. The County will take a balanced approach to capital funding by utilizing capital reserves

and pay-as-you-go funding where possible. Pay-as-you-go funding will come from budgeted appropriations and funds set aside in capital reserves.

3. The county's capital funding strategy should result in the least fiscal impact on current and future taxpayers.
4. When the County finances capital projects by issuing bonds or entering capital leases, it will repay the debt within a period not to exceed the expected useful life of the project. Target debt ratios will be annually calculated and included in the review of financial trends.
5. Net debt as a percentage of estimated market value of taxable property shall not exceed 2.5%. Net debt is defined as all debt that is tax-supported.

The state mandates that debt cannot exceed 8% of assessed value. The proposed threshold is much lower.

6. Debt Service expenditures as a percent of total governmental fund expenditures should not exceed 15%. Should this ratio exceed 15%, staff must request an exception from the Board of Commissioners stating the justification and expected duration of the policy exception. Exceptions shall be reviewed and approved annually by the Board of Commissioners until compliance is achieved.

The Local Government Commission likes to see that debt service is no more than 15% of the operating budget.

7. The County will retire tax anticipation debt, if any, annually and will retire bond anticipation debt within six months after completion of the project.
8. Outstanding tax-supported debt principal shall be no less than 50.0% repaid in 10 years.

Another metric that the LGC likes to see.

9. Enterprise Debt Policies:
  - A. The Enterprise Fund is responsible for setting rates and charges at such a level which maintains the "self-supporting" nature of the fund, including capital costs.
  - B. The Enterprise Fund will comply with all applicable bond covenants.

Currently, enterprise funds do not cover future capital costs.

## RESERVE POLICIES

Currently, the county has no policies on fund balance. This is probably the most important policy and metric when it comes to fiscal management and credit worthiness. Thresholds are proposed for the general fund: 15% minimum for unassigned with a 20% target and 30% for total fund balance; and for enterprise funds: 50% of operating and maintenance costs.

1. The County will maintain a minimum Unassigned Fund Balance, as defined by the Governmental Accounting Standards Board, at the close of each fiscal year equal to 15% of General Fund Expenditures with a targeted Unassigned Fund Balance equal to 20% of General Fund Expenditures. The County will maintain a total fund balance, including debt reserves, of 30%
2. In the event that funds are available over and beyond the 20% targeted amount for unassigned fund balance, those funds may be transferred to a capital reserve fund, a capital projects fund, to pay down debt or to fund other one-time uses. Such transfers or

uses shall be approved by the Board of County Commissioners in conjunction with a staff recommendation based upon a fund balance analysis to be completed within six months of the close of each fiscal year taking into consideration the prior year's financial statements, current year-to-date budget performance, current property tax valuations and the County's most recently adopted capital improvements plan.

3. The County Board may, from time-to-time, utilize fund balances that will reduce Unassigned Fund Balance below the 15% minimum for the purposes of a declared fiscal emergency or other such purpose as to protect or enhance the long-term fiscal security of the County. In such circumstances, the Board will adopt a plan to restore the Unassigned Fund Balance to the target level within 36 months. If restoration cannot be accomplished within such time period without severe hardship to the County, then the Board will establish a different but appropriate time period.
4. Enterprise Reserve Policies: The County has adopted a comprehensive strategy for the long-term stability and financial health of each Enterprise Fund that provides for annual increases in fund reserves to an established goal of 50% of operating and maintenance expenses.

#### **BUDGET DEVELOPMENT POLICIES**

The county currently has no policies on budget development. The budget ordinance does provide for powers of the budget officer/county manager. Where the proposed policy differs, a note is included below.

1. The County will manage its annual budget to meet its legal and debt obligations, ensure adequate funding of current service levels, meet the priorities of the Board of Commissioners, maintain the County's financial condition, and keep property tax increases to a minimum. The County shall operate under an annual balanced budget ordinance whereby the sum of net revenues and appropriated fund balances equals the expenditure appropriations.
2. The Budget Process will comply with the North Carolina Local Government Budget and Fiscal Control Act.
3. North Carolina statutes charge the County Manager with preparation of the recommended operating budget. It shall be his/her responsibility or that of his/her designee to coordinate the budget process; receive requests from County departments, Caswell County Public Schools, and Piedmont Community College; and propose a recommended budget to the Board of Commissioners.
4. The Board of Commissioners is responsible for adopting an annual operating budget and may amend it as needed.
5. Use of one-time revenues: One-time revenues should not support ongoing personnel and operating costs. Use of one-time revenues is appropriate for capital outlay, CIP projects, debt retirement, contribution to capital reserve, and other non-recurring expenses. Proceeds from the sale of surplus capital items will go into the County's general capital reserve unless proceeds are otherwise restricted.
6. The County will pursue an aggressive policy to collect current and delinquent property

taxes, licenses, permits and other revenues due to the County. The County will not waive any revenues due to the County unless those revenues were collected unlawfully.

The county currently has no policy on waiving revenue collection.

7. The Finance Officer will generate reports that show actual revenues and expenditures compared to the budget and will present this to the County Board of Commissioners monthly.
8. Budget amendments will be brought to the County Board of Commissioners for consideration as needed.
9. New or increased services: The County should ensure adequate funding of current services before funding new or enhanced services.
10. Mid-year appropriations: All agencies supported by the county must function within the resources made available to them through the annual budget. The county will consider requests for new or expanded programs during the regular budget process. Only in extreme circumstances will such requests be considered outside of the budget process.
11. Funding-of Outside Agencies: From time to time, the County may elect to provide services through nonprofit agencies if those services meet the standard for public purpose as defined by the NC Constitution and the services can be achieved more cost effectively through the nonprofit. To receive county funding, nonprofits must abide by the county's budget process and deadlines, provide the information requested during the budget process, and sign a funding contract.
12. Grants: The County will pursue federal, state, and private grants to enhance services to County residents. However, the County will limit its financial support of grant- funded programs to avoid commitments that continue beyond funding availability. The County will not continue programs after grants have expired, except as expressly approved by the Board of Commissioners as part of the annual budget process. The grant approval process will proceed as follows:
  - a. If a grant does not require any county match, either cash or in-kind, and the funder does not expect the county to continue to fund a position or a program after the grant, then the proposal can be reviewed and approved by the County Manager. However, the County Manager may choose to present a grant proposal to the Board for approval, if he/she feels that it is appropriate. This does not waive the requirement for a budget amendment to accept the revenue.
  - b. If the grant requires a county match, either cash or in-kind, or the funder expects the county to continue to fund a position or program after the grant is complete, then the grant application must be submitted to the Board of Commissioners for approval.

Currently, the budget ordinance is unclear. It gives the County Manager the authority to execute grant agreements, but does not explicitly require approval from the Board. If the grant obligates the county through a match or the expectation that the county will pick up the grant when funding expires, this policy makes it clear that the Board must approve.

- c. For grants that require Board of Commissioner approval, but approval cannot be



obtained before the grant deadline, the County Manager can authorize the application with prior notice to the Chair and Vice Chair and report to the Board of Commissioners at their next meeting. If the Board of Commissioners does not approve the grant proposal, the funder will be notified that the county chooses to withdraw the application.

- d. Departments shall be responsible for timely completion and filing of reports required by the grantor. Missing report deadlines shall be grounds for denying approval of future grant applications.
13. New positions: new positions for existing programs and services should be added when there is no other viable option. Alternatives, such as contracting, technology, and reassignment of duties should be fully explored and documented before new positions are funded.
  14. Level of budgeting: To tie costs to specific services, departments shall submit budgets for each of their divisions or program areas. Department heads are authorized to request transfers of operating funds between their budgeted divisions. The Budget Officer must approve transfers. The County shall adopt budgets at the department level. Commissioners reserve the right to review and/or adopt budgets at a greater level of detail.

The budget is currently adopted by division, not by department. This change gives department heads greater flexibility in maintaining their total budget. The Budget Ordinance currently gives the Budget Officer/County Manager authority to transfer up to \$25,000 between departments.

15. Justification for funding: Departments and agencies requesting funding from the county should justify their requests in terms of maintaining or increasing service levels. Departments should measure their performance in key service areas and periodically compare their performance to other jurisdictions to discover efficiencies and develop best management practices.
16. Contingency funds: Departments shall not include contingency funds in their respective budgets. The county shall include a general contingency fund in its annual budget. The amount of the contingency fund shall not exceed one percent of the annual budget.

Currently the budget does not contain contingency funds. I recommend using contingency as a way to manage "what-if" budget requests from departments. Essentially, these "what-ifs" are included in a central contingency managed by the County Manager. Transfers are only authorized when the are need. In other words, the department budget is not inflated by these "what-ifs" unless they come to reality.

17. Budget Officer: The County Manager serves as the budget officer. He/she is authorized to perform the following functions or delegate them:
  - a. Transfer funds within a department without limitation.
  - b. Transfer amounts of up to \$25,000 between departments of the same fund with a memorandum report on such transfers at the next regular meeting of the Board of Commissioners.

- c. Transfer amounts of up to \$25,000 from contingency to any department with a memorandum report of such transfers at the next regular meeting of the Board of Commissioners. Greater amounts can be made available upon the agreement of the Board of Commissioners.

Since the county currently has no contingency, no authority is provided for transfers.

- d. Employ temporary help from time to time to meet circumstances.

The county currently has no explicit authority for this.

- e. Execute contracts if funds for the contract have been approved as part of the annual budget and the contract does not exceed the funds appropriated, the contract's term does not exceed one year, all applicable state laws and county policies regarding purchasing are followed, and the contract does not exceed \$25,000.
- f. Execute leases if funds have been approved as part of the annual budget and the lease does not exceed the funds appropriated, the lease term does not exceed one year, and the lease does not exceed \$50,000.
- g. Execute on behalf of the Board of Commissioners any other contract, change order, purchase order or other instrument incurring any obligation which is specifically approved by the Board of Commissioners.

This provision explicitly gives the manager authority to execute (sign) all contracts approved by the board. This is to improve efficiency and timeliness of contract execution.

- h. Authorize payment in an amount not to exceed \$5,000 in settlement of any liability claims against the County or against any of its officers or employees.

The county does not currently have this provision.

#### 18. Enterprise Funds:

- a. The County maintains Enterprise Funds (solid waste and Caswell Area Transit System) that are self-sustaining for both operational and capital purposes. The Enterprise Funds will adhere to the County Fiscal Policy with any exceptions noted in the policy.
- b. Any improvements required to meet new regulatory requirements or to meet changes in the service demands will be included in either the capital improvement plan or the annual budget request, depending on the cost of the improvement.
- c. Service rates:
  - i. Service rates will be reviewed annually as part of the budget process.
  - ii. Service rates will be adjusted as needed to provide adequate funding for the proper operation, maintenance, and expansion of the system.
  - iii. Service rates will be adjusted as necessary to meet bond covenants, debt service obligations, and the Adopted Fiscal Policy.

## CASH MANAGEMENT/ INVESTMENT POLICIES

Currently, Caswell County has no cash management policy.

1. It is the intent of the County that public funds will be invested in interest bearing accounts to the extent possible to reduce the dependence upon property tax revenues. Funds will be invested with the chief objectives of safety of principal, liquidity, and yield, in that order. All deposits and investments of County funds will be in accordance with N.C.G.S. 159.
2. Up to one-half (50%) of the appropriations to Non-County Agencies and to non-debt supported capital outlays for County Departments can be encumbered prior to December 31. Any additional authorization shall require the County Manager's written approval upon justification. The balance of these appropriations may be encumbered after January 1, upon a finding by the County Manager that there is a reasonable expectation that the County's Budgeted Revenues will be realized.
3. The County will use a Central Depository to maximize the availability and mobility of cash for all funds that can be legally combined.
4. Cash Flows will be forecasted, and investments will be made to mature when funds are projected to be needed to meet cash flow requirements.
5. Liquidity: No less than 20% of funds available for investment will be maintained in liquid investments at any point in time.
6. Maturity: All investments will mature in no more than sixty (60) months from their purchase date.
7. Custody: All investments will be purchased "payment-verses-delivery" and if certificated will be held by the Finance Officer in the name of the County. All non-certificated investments will be held in book-entry form in the name of the County with the County's third-party Custodian (Safekeeping Agent).
8. Authorized Investments: The County may deposit County Funds into: Any Board approved Official Depository if such funds are secured in accordance with NCGS 159-01 and 159-31. The County may invest idle funds in the North Carolina Capital Management Trust, North Carolina Investment Pool, US Treasury Securities, US Agency Securities specifically authorized in GS-159 and rated no lower than "AAA", and Commercial Paper meeting the requirements of NCGS-159 plus having a national bond rating.
9. Diversification: No more than 25% of the County's investment funds may be invested in commercial paper.
10. Allocation: Investment income will be allocated to each participating fund or account based on a fair and equitable formula determined by the Finance Officer.

## SUMMARY OF KEY POLICY RATIOS

Ratio	Target
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Tax Supported Debt to Assessed Value:	<2.5%
Tax Supported Debt Service vs. Expenditures:	<15.0%
Tax Supported 10- Year Payout Ratio:	>50.0%
General Fund Unassigned Fund Balance as a Percent of Operating Budget:	>15.0%
Enterprise Fund Reserves as a Percent of Operating and Maintenance:	>50%



**AGENDA FORM**

**TO:** Caswell County Board of Commissioners

**FROM:** Renee Paschal, County Manager

**SUBJECT:** Leasing the Health Department Community Alternatives Program (CAP) space in Co-Square

**BACKGROUND INFORMATION:**

In March 2022, the Board of Commissioners approved the lease of space for the CAP program at 2254 NC 86, Yanceyville. The lease is up the first of March, 2025.

The Health Department pays \$1,850 per month in rent plus approximately \$475 per month in utilities and \$244 per month for internet. The cost of the program is covered by Medicaid revenue and fund balance.

As we have discussed, membership is down in Co-Square. By moving the CAP program to Co-Square, the county would be able to generate revenue through the rent payment covered by Medicaid. The county already covers utility costs for Co-Square. This would also increase traffic in Co-Square and help publicize its availability.

The current landlord has offered to reduce the rent by \$300 per month. The Board discussed this at the February 3, 2025 meeting. The Board did not give direction to lower the proposed Co-Square rent to match the landlord's offer.

The Health Director would like to rent four adjacent offices. Currently, those offices rent for \$2,850 per month combined. We are proposing to set the rental cost at the same amount (\$1,850) CAP currently pays in rent plus the cost of utilities and internet, or \$2,500 per month.

**RECOMMENDED ACTION/MOTION:**

Motion to rent four Co-Square Suites (6, 7, 10 and 11) at a cost of \$2,500 per month for a term of three years.

**FISCAL IMPACT:**

If the spaces were rented, the county could realize an additional \$350 per month (\$3,600 per year). But those spaces have not been rented for some time. The county will realize \$30,000 in revenue for Co-Square annually.



**AGENDA FORM**

**TO: Caswell County Board of Commissioners**

**FROM: Renee Paschal, County Manager**

**SUBJECT: Contract with Johnna Sharpe for financial services**

**BACKGROUND INFORMATION:**

Following the abrupt resignation of the recently hired finance officer, during the February 3, 2025 meeting, the board discussed how best to move forward with shoring up the county's financial condition and whether to try to fill the finance officer's position immediately or after the 2023 and 2024 audits are complete. County Manager Paschal shared that she had discussed the idea of a cost-share with the NC Association of County Commissioners (NCACC) to increase Johnna Sharpe's time with Caswell County. The NCACC will continue to cover the cost of Ms. Sharpe's time to complete the audits, as well as her time to onboard a new finance officer.

Currently, Ms. Sharpe averages 24 hours per week with the county. Roughly 37% of her time is spent on audits, 11% on budget, 42% on financial operations, and 11 percent on other. Ms. Sharpe is willing to increase her hours with Caswell by 8 to 16 hours per week and to be onsite an additional day per week. Having Ms. Sharpe's additional availability will give the Finance Department the capacity to finish audit work, continue to improve processes, and cover day-to-day work. Melissa Miller would continue to serve as Interim Finance Officer. In addition, Ms. Sharpe will be available to assist with preparation of the FY 2026 budget.

**RECOMMENDED ACTION/MOTION:**

Motion to approve the contract with Johnna Sharpe.

**FISCAL IMPACT:**

Ms. Sharpe estimates the county's cost would be \$55,000 through the end of the fiscal year. This cost will be covered by funds already budgeted in the Finance Department for the Finance Officer and Isley Group..

**ATTACHMENTS:**

Contract with Johnna Sharpe

**STATE OF NORTH CAROLINA**

**Consulting Agreement**

**COUNTY OF CASWELL**

THIS CONSULTING AGREEMENT (this “Agreement”) is made and entered into effective February 1, 2025 by and between Caswell County, a political subdivision of the State of North Carolina (“County”) and Johnna Sharpe, LLC (“Consultant”), collectively, the “Parties.”

**WITNESSETH:**

WHEREAS, the County has been receiving services from the Consultant since February 2023 through the North Carolina Association of County Commissioners’ (NCACC) Strategic Member Services to provide subject matter expertise and staff augmentation in local government operations, including annual financial audits and budgets, financial process improvements, daily operations and MUNIS optimization; and

WHEREAS, the Consultant has provided professional assistance and subject matter expertise in that has been beneficial to County operations; and

WHEREAS, the County has been without a Finance Officer since May 2024 and has been unable to fill the position; and

WHEREAS, the NCACC has agreed to continue to provide services related to the FY23 and FY24 audits; and

WHEREAS, the County wishes to retain the services of the Consultant to assist with the financial operations in the absence of a Finance Officer for which the Consultant possesses the required experience, knowledge, skills, abilities, and expertise to successfully complete the scope of services; and

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree as follows:

1. The Services. Consultant agrees to provide the services outlined in Exhibit A - Scope of Services (“Services”). Consultant will provide Services in a professional, diligent and commercially responsible manner. The Services shall include but is not limited to the items identified in Section I.B of Exhibit A.

2. County Obligations. County acknowledges that the successful services of Consultant will require County's assistance, and complete, timely, and accurate performance of its obligations set forth in this Agreement and any applicable Scope. County will: (a) cooperate in all matters relating to the Services; (b) provide access to County's facilities, documents, databases, and personnel as may be reasonably necessary for Consultant to provide the Services; (c) provide complete and accurate copies of materials or information that Consultant may request to carry out the Services in a timely manner; (d) respond promptly to any requests that are reasonably necessary for Consultant to perform the Services in accordance with this Agreement, and (e) County will assign Consultant with a County email address and access to Microsoft Office 365 / Teams to facilitate effective communication with County staff.

3. Compensation. Caswell County shall pay Consultant for work performed pursuant to the Agreement the amount of \$150 per hour, plus expenses as outlined in Section III of Exhibit A, not to exceed \$55,000. Consultant will provide a monthly bill payable within 5 days of month end.

4. Schedule of Performance and Term. The term of the contract will be February 1, 2025 to June 30, 2025. Consultant shall commence professionally performing the Services in accordance with the terms of this Agreement upon receipt of an executed copy of this Consultant or Caswell County may terminate this Agreement at any time with or without cause upon 60 days written notice to the other party. Upon receipt of termination notice, Consultant shall cease performing any work pursuant to this Agreement and shall submit to Caswell County a final invoice for any work performed prior to receipt of the termination notice. Caswell County shall pay such final invoice, subject to and in accordance with the terms of this Agreement. Without waiving its right to terminate this Agreement, either Party, at its sole discretion, may give the other Party notice of any default in this Agreement and permit the defaulting Party to cure the default.

5. Mutual Indemnification. Each party (as "Indemnifying Party") agrees to indemnify and hold the other party harmless from any and all costs, damages, liabilities, losses, and expenses related to any claim or action by a third party arising out of or resulting from: (a) breach by the Indemnifying Party or any of its Representatives of any of the terms and conditions of this Agreement; or (b) gross negligence or more culpable act or omission of the Indemnifying Party.

6. Errors and Omissions. Subject to the terms of this Agreement, neither Party hereto shall be prejudiced in any way by inadvertent errors or omissions made by such Party in connection with this Agreement, provided such errors and omissions are corrected promptly following



discovery thereof. Upon the discovery of an inadvertent error or omission by either Party hereto, appropriate adjustments shall be made as soon as practicable to restore the Parties to the fullest extent possible to the position they would have been in had no such inadvertent error or omission occurred.

7. Insurance. Consultant understands and agrees that neither it nor its employees are subject to workers' compensation or general liability coverage maintained by County for its employees. Consultant agrees to procure and maintain workers' compensation insurance coverage for the benefit of contractor's employees or subcontractors if required to do so under North Carolina State Law and to procure and provide proof of general liability insurance in an amount of not less than two million dollars (\$2,000,000.00).

8. Disclaimer of Warranties. The services and deliverables are provided "as-is." Consultant makes no warranty whatsoever with respect to the services or deliverables, including any warranty for merchantability, achieving a particular result, fitness for a particular purpose, title, or non-infringement, whether express or implied by law, course of dealing, course of performance, usage of trade or otherwise. The County understands and acknowledges that Consultant is not a licensed attorney, and Consultant makes no representations of any kind regarding any legal matters, whether involving the Association's business or otherwise. The County should always seek advice from the County's attorney prior to taking any actions or making any decisions that may relate to legal matters.

9. Miscellaneous. This Agreement shall be construed and interpreted both as to validity and performance of the Parties in accordance with the laws of the State of North Carolina. Venue of any action filed to enforce the terms of this Agreement shall be proper in Caswell County. No Party to this Consultation Agreement may assign or otherwise transfer any interest in this Agreement. This Agreement may be amended only by written agreement of the Parties. This Agreement including Exhibit A constitutes and expresses the entire agreement and understanding between the Parties concerning the subject matter of this Agreement. If any provision of this Agreement shall be declared invalid or unenforceable, the remainder of this Agreement shall continue in full force and effect. The Parties, and the persons executing this Agreement on behalf of the Parties, warrant that each has the authority to enter and execute this Agreement.

10. Nature of Relationship. Caswell County and Consultant shall be independent contractors, and nothing contained herein shall be construed as creating a partnership or joint venture; nor shall any employee of either party be construed as being an employee, agent, or principal of the other party hereto.

11. Notice. Any notice to either Party hereunder shall be in writing and sent by prepaid, first-class mail, or via email, to the person designated as follows:

**If to Caswell County:**

Melissa Miller  
Interim Finance Officer  
P.O. Box 98  
Yanceyville, NC 27379  
mmiller@caswellcountync.gov

**If to Consultant:**

Johnna Sharpe, LLC  
4801 Torry Ridge Rd.  
Raleigh, NC 27613  
js@johnnasharpe.com

12. Conflicts of Interest. No employee of Caswell County and no member of the governing body of Caswell County shall have any financial interest, either direct or indirect, in any contract or subcontract or the proceeds thereof, for work to be performed in connection with this Agreement. Immediate family members of employees or members of the governing body of Caswell County are similarly barred from having any financial interest in this Agreement.

[Signature page follows this page.]

*IN WITNESS WHEREOF, the Parties execute this Agreement as follows:*

**Signatures**

Association: Caswell County

By: Chair, Board of Commissioners

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Consultant: Johnna Sharpe, LLC

By: Johnna Sharpe, CEO

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Pre-Audit Certificate**

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Melissa Miller  
Interim Caswell County Finance Officer

Maximum Amount to be Paid: \$55,000

General Ledger Account: 1004130 519900

**Johnna Sharpe, LLC ("Consultant")  
Exhibit A - FY25 Scope of Services ("Services")  
for Caswell County ("County")**

**I. Scope of Services**

The County Manager and Interim Financial Officer (FO) have identified projects requiring professional services from a government operations Consultant. The Consultant is committed to providing flexible services that can be adapted as the County's needs and priorities change.

**A. General Responsibilities include:**

1. Provide subject matter expertise in local government operations, financial administration, and ERP optimization.
2. Identify practical, sustainable solutions for financial operational challenges.
3. Establish mutually agreed-upon timelines for project completion and provide regular status updates to the County Manager and FO.

**B. Engagement Projects anticipated:**

1. Finance Operations: Under the direction of the FO, provide assistance as requested through planned projects, "just-in-time" advice as situations arise, or priority projects identified throughout the engagement.
2. MUNIS Systems Management:
  - a. Provide subject matter expertise to maximize the functionality of MUNIS for both Financial.
  - b. Perform system close and rollover procedures upon audit completion.
3. County Manager priority projects identified throughout the engagement.

**II. Compensation**

- A. *Hourly Rate:* Consultant will bill the rate of \$150 per hour.
- B. *Expenses:* Consultant will provide a detailed monthly invoice by the fifth (5th) of each month for the previous month's services.

**III. Estimated Total Contract for Fiscal Year 2025**

- A. Consultant will make themselves available to the County an average of 16 hours per week on-site.
- B. Based upon the hourly rate of \$150 per hour and an average per week of 16 hours for twenty-one (21) weeks, the estimated contract maximum shall be \$55,000



**AGENDA FORM**

**TO:** Caswell County Board of Commissioners

**FROM:** Renee Paschal, County Manager

**SUBJECT:** Abolishment of Cemetery Board of Trustees

**BACKGROUND INFORMATION:**

During the discussion of Commissioner assignments to boards and committees, Commissioner David Wrenn asked about the possibility of abolishing the Cemetery Board of Trustees. The date the Board of Trustees was established is not clear, but minutes from 2023 indicate that the Board was established four or five years prior to then. The county manager recommended that the Board be abolished at that time. From the August 7, 2023 minutes:

*This was created several and I say several but four or five years ago and has really never gotten off the ground. I'm not aware of any meetings that have taken place with it, and they've never been to the Board to make any type of recommendations.*

At that meeting the Board of Commissioners voted to retain the Cemetery Board of Trustees.

NCGS 65-111 requires that County Commissioners provide a list of public and abandoned cemeteries. The Caswell County Register of Deeds was asked if a list had been provided to her office. She was not aware of such a list. A review of the list of cemeteries on the State Commission's website does not show any public cemeteries in Caswell County. State law does not require that counties have cemetery committees.

All of the terms of the members of the Caswell County Board of Trustees have expired.

It is recommended practice for the governing board to review board and committees periodically to ensure they are working to achieve the board's goals.

**STAFF RECOMMENDATION, IF APPLICABLE:**

N/A

**RECOMMENDED ACTION/MOTION:**

Motion to approve abolishment of the Caswell County Cemetery Board of Trustees.

**FISCAL IMPACT:**

Meeting Date: February 17, 2025

**ATTACHMENTS:**



**AGENDA FORM**

**TO: Caswell County Board of Commissioners**

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

**SUBJECT: Resolution of Concurrence to Abandon a Section of Old Hatcher Road**

**BACKGROUND INFORMATION:**

NCDOT is requesting a resolution of concurrence to abandon .07 miles of the old Hatcher Road (SR 1254). The 0.07 mile section is highlighted in red on the road inventory attachment. This section of the road no longer exists; it was removed when the US 29 interchange was built.

**STAFF RECOMMENDATION, IF APPLICABLE:**

N/A

**RECOMMENDED ACTION/MOTION:**

- Motion to approve the resolution to concur with abandonment a .07 mile section of old Hatcher Road (SR 1354).

**FISCAL IMPACT:**

None

**ATTACHMENTS:**

DOT Abandonment Packet  
Resolution



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

JOSH STEIN  
GOVERNOR

J.R. "JOEY" HOPKINS  
SECRETARY

February 4, 2025

**CASWELL COUNTY**

Ms. Renee Paschal, County Manager  
Caswell County  
P.O. Box 98  
144 Court Square  
Yanceyville, NC 27379

**SUBJECT:** Request for Abandonment of 0.07 miles of Hatcher Road (SR1354)  
off Green Tree Road (SR 1376), Pelham Township.

Please find attached Form SR-3 (Abandonment Petition), Form SR-5 (Secondary Road Abandonment Investigation Report) and vicinity maps for the subject road. The state highway system will not be affected by the abandonment of this road.

If you concur with this request, please provide a resolution of concurrence by the Caswell County Board of Commissioners.

If you have any questions, please contact me at (336) 520-6060.

Sincerely,

Jeremy Delapp  
District Engineer

JMD/dcf

Attachments

CC: Mr. W. R. Archer, III, PE, Division 7 Engineer

*Mailing Address:*  
NC DEPARTMENT OF TRANSPORTATION  
DISTRICT ENGINEER'S OFFICE  
PO BOX 1318  
REIDSVILLE, NC 27320

*Telephone:* (336) 520-6060  
*Fax:* (336) 634-5638  
*Customer Service:* 1-877-368-4968

*Location:*  
1226 NORTH SCALES ST.  
REIDSVILLE, NC 27320

*Website:* [www.ncdot.gov](http://www.ncdot.gov)



**North Carolina Department of Transportation  
Division of Highways  
Abandonment Petition**

North Carolina

County of CASWELL

Petition request for the abandonment of Secondary Road 1354 from the State Maintained System

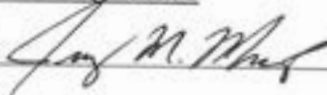
We the under signed, being all of the property owners on Secondary Road 1354 in CASWELL County do hereby request the Division of Highways of the Department of Transportation to abandon the road from the State Maintained System.

**PROPERTY OWNERS**

Printed Name and Signature

Address

JEREMY DELAPP, DE



1226 N. SCALES ST, REIDSVILLE, NC 27320

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**North Carolina Department of Transportation  
Division of Highways  
Secondary Road Abandonment Investigation Report**

County	CASWELL	Co. File No.		Date	12/09/2024
Township	PELHAM	Div. File No.		Div.#	7

SR No. & Local Name If Any	SR 1354, HATCHER ROAD		
Length To Be Abandoned	0.07 MI	Length To Be Retained	0.13
Width	N/A	Type	N/A
		Condition	OBLITERATED
Number of homes having entrances into road	0		
Other uses having entrances into road	NONE		
Is the road a school bus route?	NO		
Average Daily Traffic Count (estimated)	N/A		
Date of last State maintenance performed	PRE-1996		
Is the road a mail route?	NO		
Are there any bridges, pipe > 48'' or retaining walls present in the right of way?	NO		
Is a petition for this request attached?	YES		
Is the County Commissioners' Approval attached?	N/A		
If not, give reason	Proposed abandonment is within NCDOT R/W (PB: 195 Pg: 170). Road obliterated for C-504.		
Additional information applicable	Erroneously abandoned by 1996 HTO.		

Submitted by		Reviewed and Approved	
	DISTRICT ENGINEER      DATE		DIVISION ENGINEER      DATE

Reviewed and Approved Signature and Date  
 BOARD OF TRANSPORTATION MEMBER \_\_\_\_\_

	<p style="text-align: center;">Do not write in this space- For Use by Secondary Roads Unit</p>          <p>Petition #</p>
--	---



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

JOSH STEIN  
GOVERNOR

J.R. "JOEY" HOPKINS  
SECRETARY

DATE: January 28, 2025  
TO: Caleb Tilley, P.E., Assistant District Engineer  
FROM: Sandra Taylor, Real Property Agent II  
Alan Rothrock, Division R/W Agent  
SUBJECT: Abandonment of a Secondary Road  
**SR 1354– Hatcher Road (Portions), Caswell County**

We have examined the Right of Way Abandonment Investigation Reports for portions of SR 1354, Hatcher Road, Caswell County.

It appears that all necessary parties have requested the abandonment of the noted portions of Right of Way as shown in the materials forwarded to this office.

Please feel free to contact us if any additional information is required.

ADV-101

LIMITED ACCESS HIGHWAY

INDEX OF SHEETS  
(SEE SHEET 4030)

STATE PROJECT NUMBER/STILE NO.	PKMS NO. 11312	SECTION	TYPE CODE	LENGTH (m)	TYPE PROFILE	DESCRIPTION
B - 501	1231	88	BRIDGE			ROUTE 144 OVER RAMP C AND PROPOSED ROUTE 58 BYPASS
B - 502	1231	82	BRIDGE			PROPOSED EBL ROUTE 58 BYPASS OVER EXISTING ROUTE 29
B - 503	1231	80	BRIDGE			PROPOSED WBL ROUTE 58 BYPASS OVER EXISTING ROUTE 29
B - 504	1231	49	BRIDGE			PROPOSED EBL ROUTE 58 BYPASS OVER RAMP 7
B - 505	1231	74	BRIDGE			ROUTE 144 OVER PROPOSED ROUTE 58 BYPASS
B - 512	1631	105	BRIDGE			NORFOLK SOUTHERN RAILROAD OVER EBL & WBL PROPOSED ROUTE 58 BYPASS
B - 514	1231	31	BRIDGE			PROPOSED EBL ROUTE 58 BYPASS OVER EXISTING ROUTE 156
B - 515	1231	31	BRIDGE			PROPOSED WBL ROUTE 58 BYPASS OVER EXISTING ROUTE 156



COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF TRANSPORTATION

FINRA-534 DATA (200)

FEDERAL ROAD DISTRICT	STATE PROJECT	STATE PROJECT	SECTION
3	VA	58	INFO: 6058 - 071 - E15 See Tabulation Below For Section Numbers

FUNCTIONAL CLASSIFICATION AND TRAFFIC DATA

RURAL PRINCIPAL ARTERIAL - DIVIDED - ROLLING - 100 KM/H MIN. DES. SPEED

EXIST. ROUTE 58  
TO RT. EXISTING ROUTE 29/265

NEW ROUTE 58 - 2+300

DESIGN SPEED: 100  
MIN. 80 - 40  
MIN. 40

SEE PLAN AND PROFILE SHEETS FOR HORIZONTAL AND VERTICAL CURVE DATA

PLAN AND PROFILE OF PROPOSED  
STATE HIGHWAY

DANVILLE BYPASS - ROUTE 58  
PITTSYLVANIA COUNTY  
FROM: 2.10 km WEST OF ROUTE 29/265  
TO: 1.60 km EAST OF RTE. 29

THIS PROJECT WAS DEVELOPED UTILING THE DEPARTMENT'S INTERACTIVE GRAPHIC ROADWAY DESIGN SYSTEM (IGRS) IGRS JOB NO. 9885.

DESCRIPTION REFERENCE  
PG. PLAN OF DANVILLE BYPASS (P-100) (Plan Set C)  
PG. PLAN OF EBL DANVILLE BYPASS (Plan Set C)  
P-100 (P-10)



ONLY THE COMPLETE PAPER COPY OF THE PLAN ASSEMBLY IS ISSUED. INCLUDING ALL SUBSEQUENT REVISIONS WILL BE THE OFFICIAL CONSTRUCTION PLANS FOR INFORMATION RELATIVE TO ELECTRONIC FILES AND LAYERED PLANS. SEE GENERAL NOTES.

DESIGN FEATURES RELATING TO CONSTRUCTION OR TO REGULATION AND CONTROL OF TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT.

THIS PROJECT IS TO BE CONSTRUCTED IN ACCORDANCE WITH THE DEPARTMENT'S ROAD AND BRIDGE SPECIFICATIONS DATED JANUARY 1987, THE SIGN, SIGNAL AND MARKING SPECIFICATIONS, THE ROAD AREA PROTECTION MANUAL, DATED JANUARY 1, 1995 AND 45, AMENDED BY CONTRACT PROVISIONS AND THE COMPLETE PAPER COPY OF THE PLAN ASSEMBLY.

ALL CURVES ARE TO BE SUPERELEVATED, TRANSPOSED AND INDEXED IN ACCORDANCE WITH STANDARD TC-SYMMETRIC, EXCEPT WHERE OTHERWISE NOTED.

CONVENTIONAL SIGNS

STATE PROJECT NO.	SECTION	TYPE CODE	PKMS NO.	STATIONING	LENGTH (m)	TYPE PROFILE	DESCRIPTION
B-501	1231	88	BRIDGE				ROUTE 144 OVER RAMP C AND PROPOSED ROUTE 58 BYPASS
B-502	1231	82	BRIDGE				PROPOSED EBL ROUTE 58 BYPASS OVER EXISTING ROUTE 29
B-503	1231	80	BRIDGE				PROPOSED WBL ROUTE 58 BYPASS OVER EXISTING ROUTE 29
B-504	1231	49	BRIDGE				PROPOSED EBL ROUTE 58 BYPASS OVER RAMP 7
B-505	1231	74	BRIDGE				ROUTE 144 OVER PROPOSED ROUTE 58 BYPASS
B-512	1631	105	BRIDGE				NORFOLK SOUTHERN RAILROAD OVER EBL & WBL PROPOSED ROUTE 58 BYPASS
B-514	1231	31	BRIDGE				PROPOSED EBL ROUTE 58 BYPASS OVER EXISTING ROUTE 156
B-515	1231	31	BRIDGE				PROPOSED WBL ROUTE 58 BYPASS OVER EXISTING ROUTE 156

STATE PROJECT NO.	SECTION	TYPE CODE	PKMS NO.	STATIONING	LENGTH (m)	TYPE PROFILE	DESCRIPTION
B-501	1231	88	BRIDGE				ROUTE 144 OVER RAMP C AND PROPOSED ROUTE 58 BYPASS
B-502	1231	82	BRIDGE				PROPOSED EBL ROUTE 58 BYPASS OVER EXISTING ROUTE 29
B-503	1231	80	BRIDGE				PROPOSED WBL ROUTE 58 BYPASS OVER EXISTING ROUTE 29
B-504	1231	49	BRIDGE				PROPOSED EBL ROUTE 58 BYPASS OVER RAMP 7
B-505	1231	74	BRIDGE				ROUTE 144 OVER PROPOSED ROUTE 58 BYPASS
B-512	1631	105	BRIDGE				NORFOLK SOUTHERN RAILROAD OVER EBL & WBL PROPOSED ROUTE 58 BYPASS
B-514	1231	31	BRIDGE				PROPOSED EBL ROUTE 58 BYPASS OVER EXISTING ROUTE 156
B-515	1231	31	BRIDGE				PROPOSED WBL ROUTE 58 BYPASS OVER EXISTING ROUTE 156

RECOMMENDED FOR APPROVAL

APPROVED FOR RIGHT OF WAY ACQUISITION

RECOMMENDED FOR APPROVAL FOR CONSTRUCTION

APPROVED FOR CONSTRUCTION

APPROVED

SURVEYED BY: WOOD/PERT  
 SUPERVISED BY: WINSTON PHILLIPS (804)786-6757  
 DESIGNED BY: LOUIS BEINGER & ASSOCIATES (804)337-6840  
 CAD OPERATOR: [Name]  
 REVISED BY: [Name]

BOOK NO. 5010

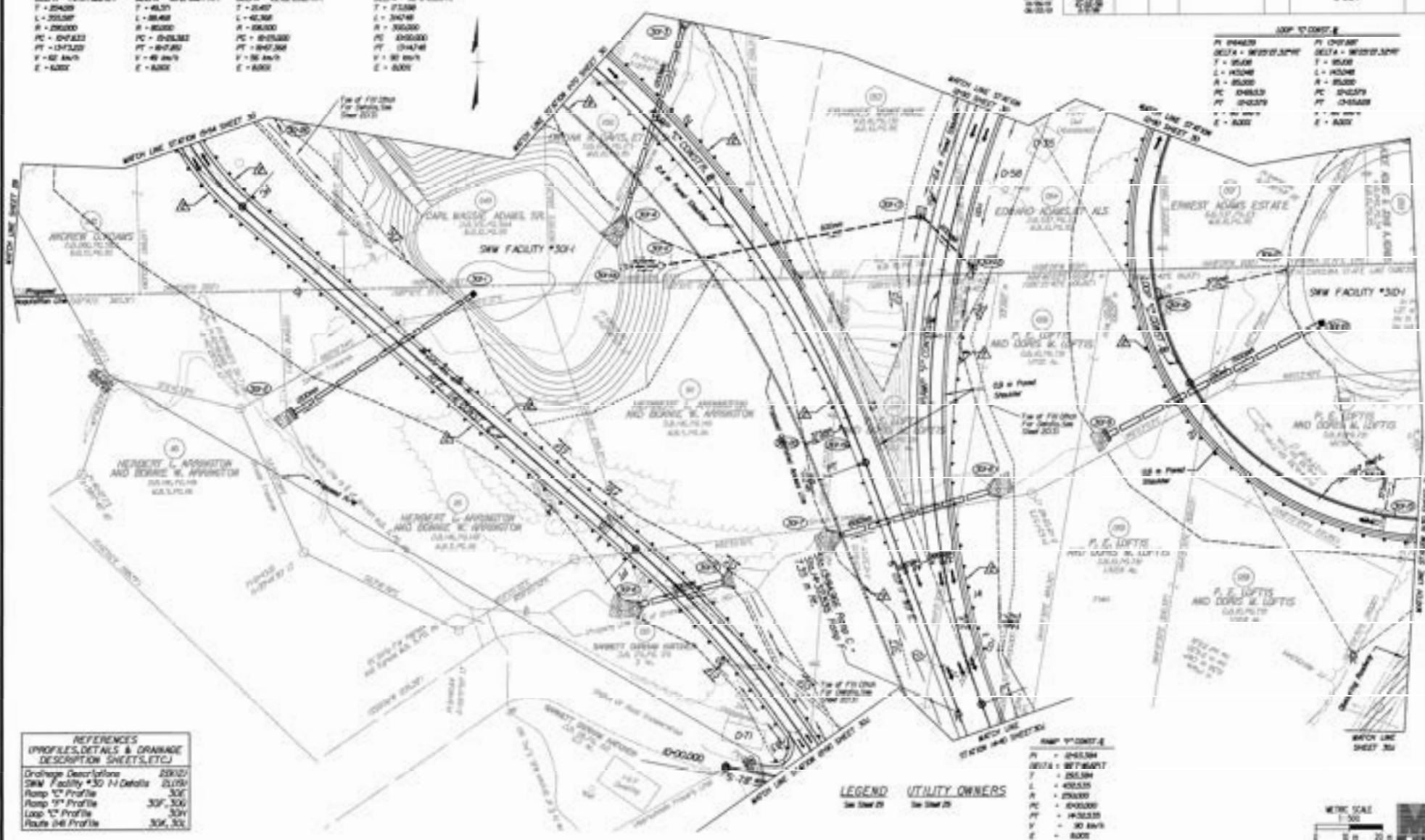
Copyright 1998, Commonwealth of Virginia  
base - 071 - E15 40304

DESIGN FEATURES SUBJECT TO CONSTRUCTION OR TO REGULATION AND CONTROL OF STATE MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT

DATE	BY	REVISION	NO.	DESCRIPTION
01/15/84	RL	1	58	6058-07-1E5, RW-051, C-504

ROUTE 46 CONT'D			RAMP 'C' CONT'D		
PI - 205853	PI - 205854	PI - 205855	PI - 205856	PI - 205857	PI - 205858
DELTA - 205842.07	DELTA - 205843.07	DELTA - 205844.07	DELTA - 205845.07	DELTA - 205846.07	DELTA - 205847.07
T - 20420	T - 20421	T - 20422	T - 20423	T - 20424	T - 20425
L - 205207	L - 205208	L - 205209	L - 205210	L - 205211	L - 205212
R - 205200	R - 205201	R - 205202	R - 205203	R - 205204	R - 205205
PC - 204833	PC - 204834	PC - 204835	PC - 204836	PC - 204837	PC - 204838
PT - 204733	PT - 204734	PT - 204735	PT - 204736	PT - 204737	PT - 204738
V - 62 24/1	V - 62 24/2	V - 62 24/3	V - 62 24/4	V - 62 24/5	V - 62 24/6
E - 6202	E - 6203	E - 6204	E - 6205	E - 6206	E - 6207

RAMP 'C' CONT'D			RAMP 'C' CONT'D		
PI - 205859	PI - 205860	PI - 205861	PI - 205862	PI - 205863	PI - 205864
DELTA - 205850.07	DELTA - 205851.07	DELTA - 205852.07	DELTA - 205853.07	DELTA - 205854.07	DELTA - 205855.07
T - 20508	T - 20509	T - 20510	T - 20511	T - 20512	T - 20513
L - 20508	L - 20509	L - 20510	L - 20511	L - 20512	L - 20513
R - 20508	R - 20509	R - 20510	R - 20511	R - 20512	R - 20513
PC - 204833	PC - 204834	PC - 204835	PC - 204836	PC - 204837	PC - 204838
PT - 204733	PT - 204734	PT - 204735	PT - 204736	PT - 204737	PT - 204738
V - 62 24/1	V - 62 24/2	V - 62 24/3	V - 62 24/4	V - 62 24/5	V - 62 24/6
E - 6202	E - 6203	E - 6204	E - 6205	E - 6206	E - 6207



**REFERENCES**  
(PROFILES, DETAILS & GRABAGE DESCRIPTION SHEETS, ETC.)

Drainage Descriptions	20002
SWM Facility *30 H Details	21079
Ramp 'C' Profile	306
Ramp 'D' Profile	307, 308
Loop 'C' Profile	309
Route 46 Profile	304, 305

**LEGEND** UTILITY OWNERS  
See 2047 25 See 2048 25

RAMP 'C' CONT'D		
PI - 205859	PI - 205860	PI - 205861
DELTA - 205850.07	DELTA - 205851.07	DELTA - 205852.07
T - 20508	T - 20509	T - 20510
L - 20508	L - 20509	L - 20510
R - 20508	R - 20509	R - 20510
PC - 204833	PC - 204834	PC - 204835
PT - 204733	PT - 204734	PT - 204735
V - 62 24/1	V - 62 24/2	V - 62 24/3
E - 6202	E - 6203	E - 6204



DESIGNED BY: [unreadable]  
 CHECKED BY: [unreadable]  
 DRAWN BY: [unreadable]

**LEGEND**

- Clear Limits in Day
- Clear Limits at Night
- DELTA 100' Poles
- DELTA 200' Poles
- DELTA 300' Poles
- DELTA 400' Poles
- DELTA 500' Poles
- DELTA 600' Poles
- DELTA 700' Poles
- DELTA 800' Poles
- DELTA 900' Poles
- DELTA 1000' Poles
- DELTA 1100' Poles
- DELTA 1200' Poles
- DELTA 1300' Poles
- DELTA 1400' Poles
- DELTA 1500' Poles
- DELTA 1600' Poles
- DELTA 1700' Poles
- DELTA 1800' Poles
- DELTA 1900' Poles
- DELTA 2000' Poles
- DELTA 2100' Poles
- DELTA 2200' Poles
- DELTA 2300' Poles
- DELTA 2400' Poles
- DELTA 2500' Poles
- DELTA 2600' Poles
- DELTA 2700' Poles
- DELTA 2800' Poles
- DELTA 2900' Poles
- DELTA 3000' Poles
- DELTA 3100' Poles
- DELTA 3200' Poles
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- DELTA 3900' Poles
- DELTA 4000' Poles
- DELTA 4100' Poles
- DELTA 4200' Poles
- DELTA 4300' Poles
- DELTA 4400' Poles
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- DELTA 4800' Poles
- DELTA 4900' Poles
- DELTA 5000' Poles
- DELTA 5100' Poles
- DELTA 5200' Poles
- DELTA 5300' Poles
- DELTA 5400' Poles
- DELTA 5500' Poles
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- DELTA 7000' Poles
- DELTA 7100' Poles
- DELTA 7200' Poles
- DELTA 7300' Poles
- DELTA 7400' Poles
- DELTA 7500' Poles
- DELTA 7600' Poles
- DELTA 7700' Poles
- DELTA 7800' Poles
- DELTA 7900' Poles
- DELTA 8000' Poles
- DELTA 8100' Poles
- DELTA 8200' Poles
- DELTA 8300' Poles
- DELTA 8400' Poles
- DELTA 8500' Poles
- DELTA 8600' Poles
- DELTA 8700' Poles
- DELTA 8800' Poles
- DELTA 8900' Poles
- DELTA 9000' Poles
- DELTA 9100' Poles
- DELTA 9200' Poles
- DELTA 9300' Poles
- DELTA 9400' Poles
- DELTA 9500' Poles
- DELTA 9600' Poles
- DELTA 9700' Poles
- DELTA 9800' Poles
- DELTA 9900' Poles
- DELTA 10000' Poles

DATE	BY	REVISION	DESCRIPTION	SHEET NO.	TOTAL SHEETS
11/15/88	JL	1	ISSUED FOR PERMIT	58	60
11/15/88	JL	2	REVISED TO SHOW	58	60
11/15/88	JL	3	REVISED TO SHOW	58	60
11/15/88	JL	4	REVISED TO SHOW	58	60
11/15/88	JL	5	REVISED TO SHOW	58	60
11/15/88	JL	6	REVISED TO SHOW	58	60
11/15/88	JL	7	REVISED TO SHOW	58	60
11/15/88	JL	8	REVISED TO SHOW	58	60
11/15/88	JL	9	REVISED TO SHOW	58	60
11/15/88	JL	10	REVISED TO SHOW	58	60

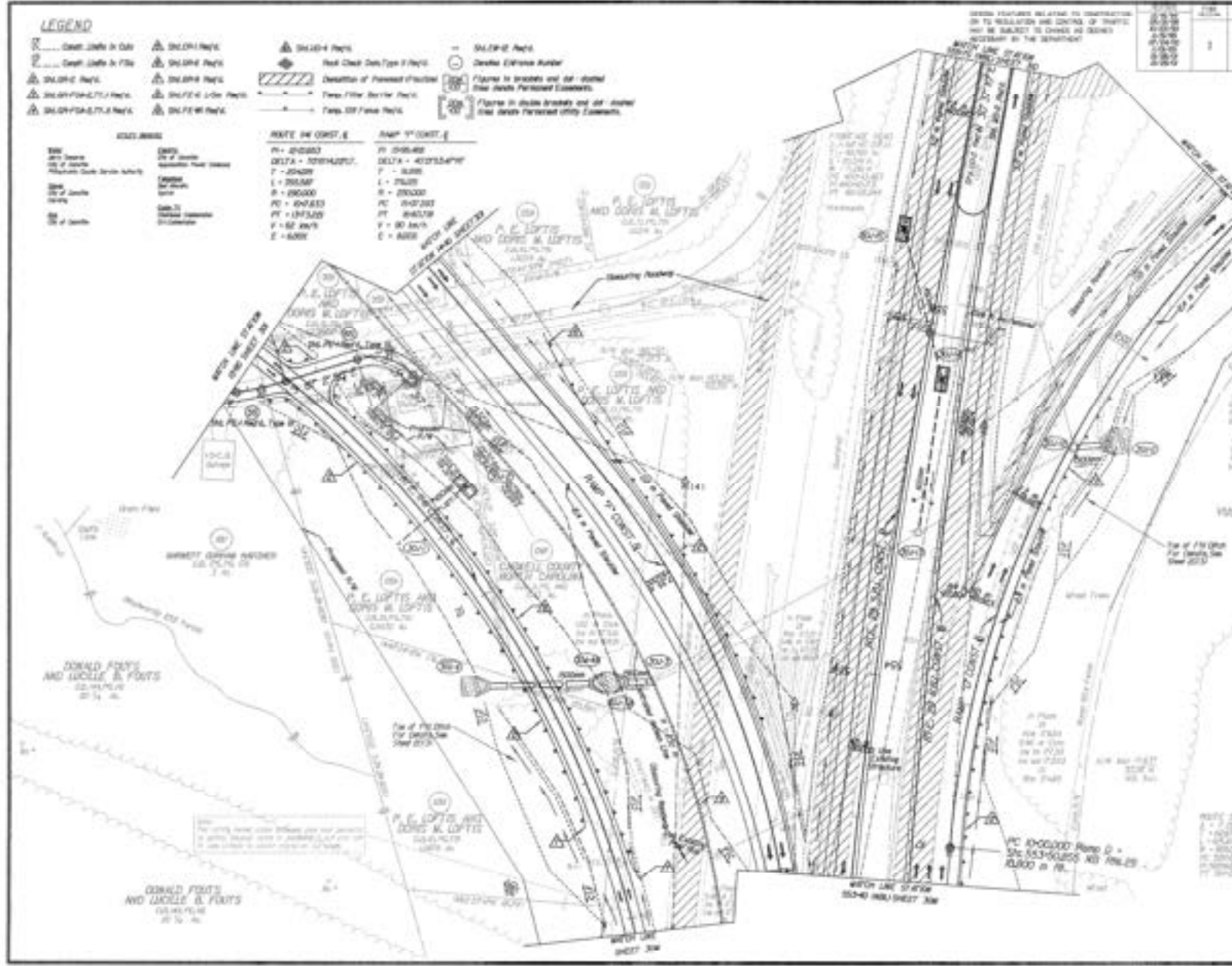
ROUTE 29 S&L CORST. E	ROUTE 29 S&L CORST. E
PI = 5304500	PI = 5304500
DELTA = 400' 200'	DELTA = 400' 200'
T = 254.34	T = 254.34
L = 460.00	L = 460.00
R = 460.00	R = 460.00
PC = 5304500	PC = 5304500
PT = 5304500	PT = 5304500
V = 60 mph	V = 60 mph
E = 3000'	E = 3000'

ROUTE 29 CORST. E	ROUTE 29 CORST. E
PI = 5304500	PI = 5304500
DELTA = 500' 200'	DELTA = 500' 200'
T = 254.34	T = 254.34
L = 460.00	L = 460.00
R = 460.00	R = 460.00
PC = 5304500	PC = 5304500
PT = 5304500	PT = 5304500
V = 60 mph	V = 60 mph
E = 3000'	E = 3000'

ROUTE 29 CORST. E
PI = 5304500
DELTA = 400' 200'
T = 254.34
L = 460.00
R = 460.00
PC = 5304500
PT = 5304500
V = 60 mph
E = 3000'

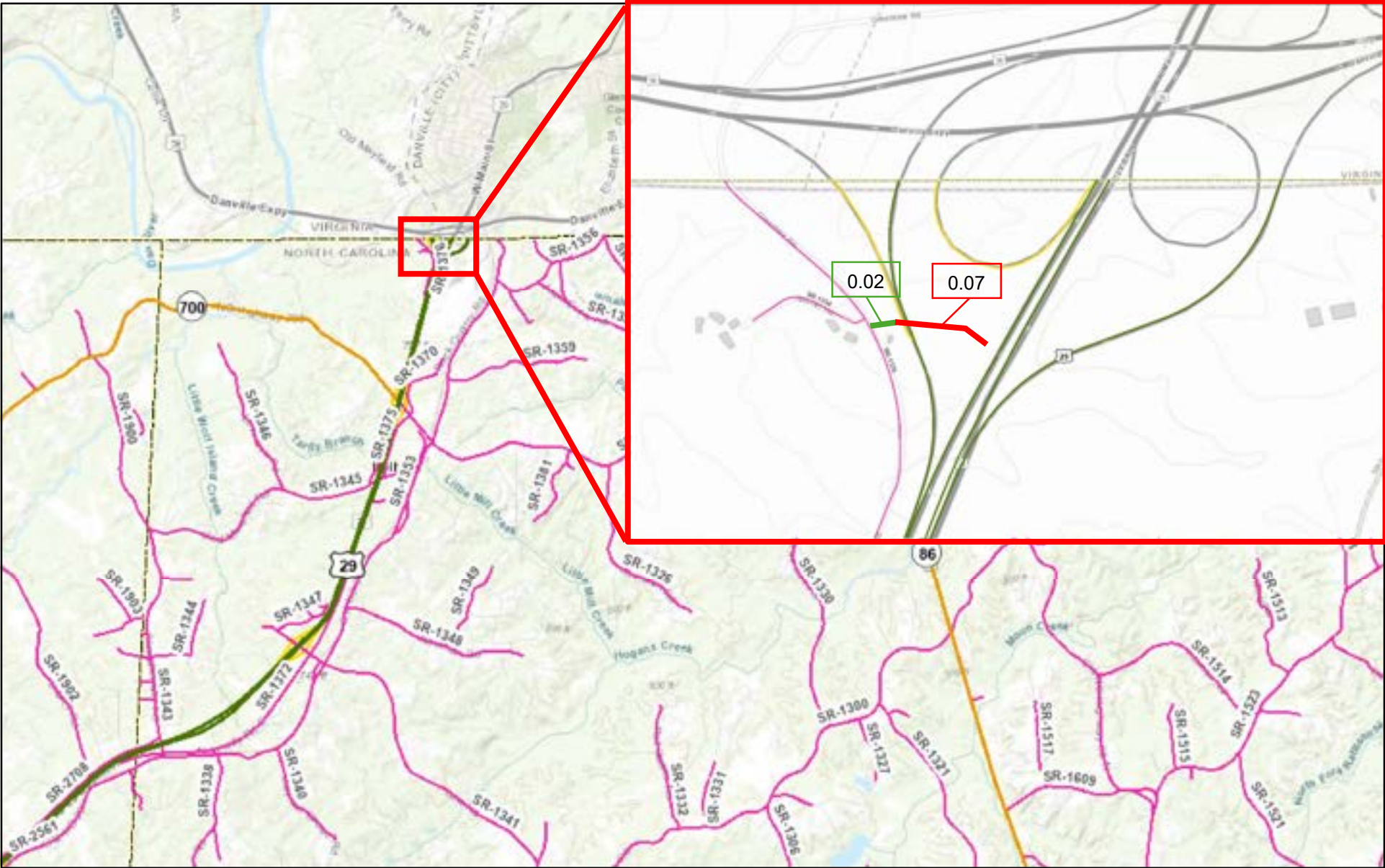
**REFERENCES**  
 (PROFILE, DETAILS & DRAINAGE DESCRIPTION SHEETS, ETC.)

Horiz. Alignments	AS1, AS2, AS3
Drainage Descriptions	2802
Ramp 17 Profile	307, 308
Route 29 Profile	304
Route 29 S&L Profile	309
Route 29 S&L Profile	310
Ramp 19 Profile	312, 313
Entrance Profile	315



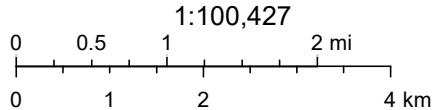
DESIGNED BY: [Name]  
 CHECKED BY: [Name]  
 DATE: [Date]

# Hatcher Road (SR-1354) Vicinity Map



1/30/2025

- State Maintained Roads
- US Route
- NC Route
- Secondary Route
- Ramps
- County Boundary



NCDOT GIS Unit, State of North Carolina DOT, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, NGA, EPA, USDA

0.20 Mi. EOM  
from old  
intersection at  
time of 1957  
addition per  
1958 aerial

0.07 mi. erroneously  
removed per 1996 HTO.  
C-504 Virginia  
project showed  
removal of this  
around the year  
2000.  
Recommend petition  
of abandonment.

0.01 mi. portion @  
old intersection  
with US 29  
removed through  
project 8.1592904  
in 1988

This road was once part of original SR 1354 and still exists; seemed to be retained per C-504 Virginia project plans around the year 2000.  
Recommend that this be placed back onto the maintenance map.  
A formal petition of abandonment can also be sent if needed.



**Caswell County Resolution to Approve a Request by the North Carolina  
Department of Transportation Division of Highways to Concur with the  
Abandonment from State Maintained Secondary Road System**

**WHEREAS**, the attached petition has been filed with the Caswell County Board of Commissioners requesting that .07 miles of Hatcher Road, the location of which has been indicated in red on the attached map, be abandoned from the Secondary Road System,

**WHEREAS**, the Board of Commissioners is of the opinion that the above described road should be abandoned from the Secondary Road System; and

**WHEREAS**, pursuant to NCGS 136-63, a Board of County Commissioners of any county may, on its own motion or on petition of a group of citizens request to change or abandon any road in the Secondary Road System when the best interest of the people of the county will be served thereby;

**WHEREAS**, this Board is of the opinion that it is in the best interest of the residents of the county to concur with this Abandonment Petition; and

**NOW, THEREFORE, be it resolved** by the Board of County Commissioners of the County of Caswell County that the Board of Commissioners concurs that .07 miles of Hatcher Road be abandoned from the Secondary Road System.

This the 17<sup>th</sup> day of February, 2025.

---

Tim Yarbrough, Chair  
Caswell County Board of Commissioners

ATTEST:

---

Renee Paschal  
Clerk to the Board



**AGENDA FORM**

**TO: Caswell County Board of Commissioners**

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

**SUBJECT: Resolution of Concurrence to Abandon a Section of Old Hatcher Road**

**BACKGROUND INFORMATION:**

NCDOT is requesting a resolution of concurrence to abandon 0.02 mile, of the old Hatcher Rd (SR 1354), that follows the same roadbed as Caswell County's lift station driveway at 135 Greentree Rd (SR 1376). Documents attached are property deed, location map, NCDOT Road Inventory comments, and an abandonment petition. The 0.02 mile section is the section highlighted in green on the road inventory attachment. The Caswell County Board of Commissioners was requested to sign an abandonment petition (SR-3), which was approved at the January 21, 2025 meeting. This driveway has not been maintained by the state since the mid 90's, and a gate owned by the county has cut off any public access to the driveway.

I asked Maintenance Director R.D. Hayes to review this request. He is in agreement that this section is not being maintained by DOT because of the gate, which is required to protect the lift station.

**STAFF RECOMMENDATION, IF APPLICABLE:**

N/A

**RECOMMENDED ACTION/MOTION:**

- Motion to approve the resolution of concurrence to abandon a .02 mile section of old Hatcher Road (SR 1354).

**FISCAL IMPACT:**

None

**ATTACHMENTS:**

DOT Abandonment Packet  
Resolution



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

JOSH STEIN  
GOVERNOR

J.R. "JOEY" HOPKINS  
SECRETARY

February 3, 2025

**CASWELL COUNTY**

Ms. Renee Paschal, County Manager  
Caswell County  
P.O. Box 98  
144 Court Square  
Yanceyville, NC 27379

**SUBJECT:** Request for Abandonment of 0.02 miles of Hatcher Road (SR1354)  
off Green Tree Road (SR 1376), Pelham Township.

Please find attached Form SR-3 (Abandonment Petition), Form SR-5 (Secondary Road Abandonment Investigation Report) and vicinity maps for the subject road. The state highway system will not be affected by the abandonment of this road.

If you concur with this request, please provide a resolution of concurrence by the Caswell County Board of Commissioners.

If you have any questions, please contact me at (336) 520-6060.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeremy Delapp".

Jeremy Delapp  
District Engineer

JMD/def

Attachments

CC: Mr. W. R. Archer, III, PE, Division 7 Engineer

Date Petition Received by NCDOT: 12/06/2024

**North Carolina Department of Transportation  
Division of Highways  
Abandonment Petition**

North Carolina

County of CASWELL

Petition request for the abandonment of Secondary Road 1354 from the State.

Maintained System

We the under signed, being all of the property owners on Secondary Road 1354  
in CASWELL County do hereby request the Division of Highways of the Department of  
Transportation to abandon the road from the State Maintained System.

**PROPERTY OWNERS**

Printed Name and Signature

Address



Tim Yarborough  
Chair Crowell

144 Court Square  
PO Box 98

Board of Commissioners Yanceyville NC  
27379

**North Carolina Department of Transportation  
Division of Highways  
Secondary Road Abandonment Investigation Report**

County	CASWELL	Co. File No.		Date	12/09/2024
Township	PELHAM	Div. File No.		Div.#	7

SR No. & Local Name If Any	SR 1354, HATCHER ROAD
Length To Be Abandoned	0.02 MI
Length To Be Retained	0.11
Width	12'
Type	GRAVEL
Condition	FAIR
Number of homes having entrances into road	0
Other uses having entrances into road	Caswell County pump station
Is the road a school bus route?	NO
Average Daily Traffic Count (estimated)	<1
Date of last State maintenance performed	PRE-1996
Is the road a mail route?	NO
Are there any bridges, pipe > 48'' or retaining walls present in the right of way?	NO
Is a petition for this request attached?	YES
Is the County Commissioners' Approval attached?	NO
If not, give reason	
Additional information applicable	Erroneously abandoned by 1996 HTO. Proposed abandonment is within NCDOT R/W (PB: 195 Pg: 170). VDOT C-504

Submitted by		Reviewed and Approved	
	DISTRICT ENGINEER      DATE		DIVISION ENGINEER      DATE

Reviewed and Approved Signature and Date  
BOARD OF TRANSPORTATION MEMBER \_\_\_\_\_

	<p style="text-align: center;">Do not write in this space- For Use by Secondary Roads Unit</p>          <p style="text-align: center;">Petition #</p>
--	---



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

JOSH STEIN  
GOVERNOR

J.R. "JOEY" HOPKINS  
SECRETARY

DATE: January 28, 2025  
TO: Caleb Tilley, P.E., Assistant District Engineer  
FROM: Sandra Taylor, Real Property Agent II  
Alan Rothrock, Division R/W Agent  
SUBJECT: Abandonment of a Secondary Road  
**SR 1354– Hatcher Road (Portions), Caswell County**

We have examined the Right of Way Abandonment Investigation Reports for portions of SR 1354, Hatcher Road, Caswell County.

It appears that all necessary parties have requested the abandonment of the noted portions of Right of Way as shown in the materials forwarded to this office.

Please feel free to contact us if any additional information is required.

ADN-109

LIMITED ACCESS HIGHWAY

INDEX OF SHEETS  
(SEE SHEET 0030)

SECTION	TYPE CODE	LENGTH (m)	TYPE PROJ.	DESCRIPTION
B - 601	1231	86	BRIDGE	ROUTE 140 OVER RAMP C AND PROPOSED ROUTE 58 BYPASS
B - 602	1231	62	BRIDGE	PROPOSED EBL ROUTE 58 BYPASS OVER EXISTING ROUTE 29
B - 603	1231	80	BRIDGE	PROPOSED WBL ROUTE 58 BYPASS OVER EXISTING ROUTE 29
B - 604	1231	49	BRIDGE	PROPOSED EBL ROUTE 58 BYPASS OVER RAMP 7
B - 605	1231	79	BRIDGE	ROUTE 140 OVER PROPOSED ROUTE 58 BYPASS
B - 606	1831	105	BRIDGE	NORFOLK SOUTHERN RAILROAD OVER EBL & WBL PROPOSED ROUTE 58 BYPASS
B - 604	1231	31	BRIDGE	PROPOSED EBL ROUTE 58 BYPASS OVER EXISTING ROUTE 196
B - 605	1231	31	BRIDGE	PROPOSED WBL ROUTE 58 BYPASS OVER EXISTING ROUTE 196

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF TRANSPORTATION

FHW-534 DATA 0200

FED. ROAD DIST. NO.	STATE	FEDERAL ROAD DIST. NO.	STATE	SECTION NO.	TOTAL SHEETS
3	VA.	58	VA.	6058 - 071 - E15	1

INFO: 6058 - 071 - E15  
See Tabulation Below For Section Numbers

PLAN AND PROFILE OF PROPOSED  
STATE HIGHWAY

DANVILLE BYPASS - ROUTE 58  
PITTSYLVANIA COUNTY  
FROM: 2.10 km WEST OF ROUTE 29/265  
TO: 1.60 km EAST OF RTE. 29

THIS PROJECT WAS DEVELOPED UTILING THE DEPARTMENT'S INTERACTIVE GRAPHIC ROADWAY DESIGN SYSTEM (IGRS) (IGRS JOB NO. 9885)

FUNCTIONAL CLASSIFICATION AND TRAFFIC DATA

RURAL PRINCIPAL ARTERIAL - DIVIDED - ROLLING - 100 KM/H MIN. DES. SPEED

DESIGN YEAR	2020
DESIGN VOLUME	7,000
DESIGN SPEED	100
DESIGN LANE WIDTH	3.60 - 4.00
DESIGN TRUCK	8
DESIGN TRUCK	1

SEE PLAN AND PROFILE SHEETS FOR HORIZONTAL AND VERTICAL CURVE DESIGN SPEEDS.

DESCRIPTION REFERENCE  
FOR STATE OF VIRGINIA (SP-100) (Rev. 1-98)  
FOR STATE OF VIRGINIA (SP-100) (Rev. 1-98)  
SP-100 (Rev. 1-98)



RECOMMENDED FOR APPROVAL FOR RIGHT OF WAY ACQUISITION

DATE	APPROVED
7/21/98	[Signature]
7/21/98	[Signature]
7/21/98	[Signature]

APPROVED FOR RIGHT OF WAY ACQUISITION

DATE	APPROVED
7/21/98	[Signature]

RECOMMENDED FOR APPROVAL FOR CONSTRUCTION

DATE	APPROVED
7/21/98	[Signature]
7/21/98	[Signature]

APPROVED FOR CONSTRUCTION

DATE	APPROVED
7/21/98	[Signature]

APPROVED

DATE: 7/21/98

NAME: [Signature]

Copyright 1998, Commonwealth of Virginia

SURVEYED BY: [Name]  
 SUPERVISED BY: WINSTON PHILLIPS (804)786-6757  
 DESIGNED BY: LOUIS BEAUFRE & ASSOCIATES (804)337-0400  
 CAD OPERATOR: [Name]  
 REVISED BY: [Name]

ONLY THE COMPLETE PAPER COPY OF THE PLAN ASSEMBLY IS ISSUED. INCLUDING ALL SUBSEQUENT REVISIONS WILL BE THE OFFICIAL CONSTRUCTION PLANS FOR INFORMATION RELATIVE TO ELECTRONIC FILES AND LAYERED PLANS. SEE GENERAL NOTES.

DESIGN FEATURES RELATING TO CONSTRUCTION OR TO REGULATION AND CONTROL OF TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT.

THIS PROJECT IS TO BE CONSTRUCTED IN ACCORDANCE WITH THE DEPARTMENT'S ROADWAY DESIGN SPECIFICATIONS DATED JANUARY 1997. THE SIGN, SIGNAL AND MARKING MANUALS, THE ROAD AREA PROTECTION MANUAL, DATED JANUARY 1, 1996 AND AS AMENDED BY CONTRACT PROVISIONS AND THE COMPLETE PAPER COPY OF THE PLAN ASSEMBLY.

ALL CURVES ARE TO BE SUPERELEVATED, TRANSPOSED AND ROLLED IN ACCORDANCE WITH STANDARD TC-SYMMETRIC, EXCEPT WHERE OTHERWISE NOTED.

CONVENTIONAL SIGNS

STATE LINE	[Symbol]	LAYER OR ELEVATION	[Symbol]
CITY/TOWN OR VILLAGE	[Symbol]	BOUNDARY	[Symbol]
RIGHT OF WAY LINE	[Symbol]	ROAD CENTER	[Symbol]
PROPOSED PROPERTY LINE	[Symbol]	TRAILERS OR TRAILERWAY PLANS	[Symbol]
EXISTING PROPERTY LINE	[Symbol]	TRAILERS OR TRAILERWAY LINES	[Symbol]
UTILITY LINE	[Symbol]	BOUNDARY	[Symbol]
RAILROAD CENTER LINE	[Symbol]	ROAD	[Symbol]
RAILROAD RIGHT OF WAY	[Symbol]	RAILROAD	[Symbol]
RAILROAD RIGHT OF WAY	[Symbol]	RAILROAD	[Symbol]
RAILROAD RIGHT OF WAY	[Symbol]	RAILROAD	[Symbol]

STATE PROJECT NO.	SECTION	TYPE CODE	PRI. NO.	EARTHWORK	LENGTH INCLUDING BRIDGES AND BOX CULVERTS	LENGTH EXCLUDING BRIDGES AND BOX CULVERTS	TYPE PROJECT	DESCRIPTION
6058 - 071 - E15	PC - 501		1231	11.32	1889.247	11.889	PREL.	FROM INT. EXISTING ROUTE 58 TO INT. EXISTING ROUTE 29/265
	AW - 201		1231	-11.32	1889.247	11.889	RIGHT OF WAY	FROM INT. EXISTING ROUTE 58 TO INT. EXISTING ROUTE 29/265
	C - 504	800	1231	3.706	3058.000	3.558	CONSTR.	FROM 2.10 km WEST OF RTE 29/265 TO 1.60 km EAST OF RTE. 29

SEE ATTACHED TABLE FOR ADDITIONAL SECTIONS

0200 NO. 8010

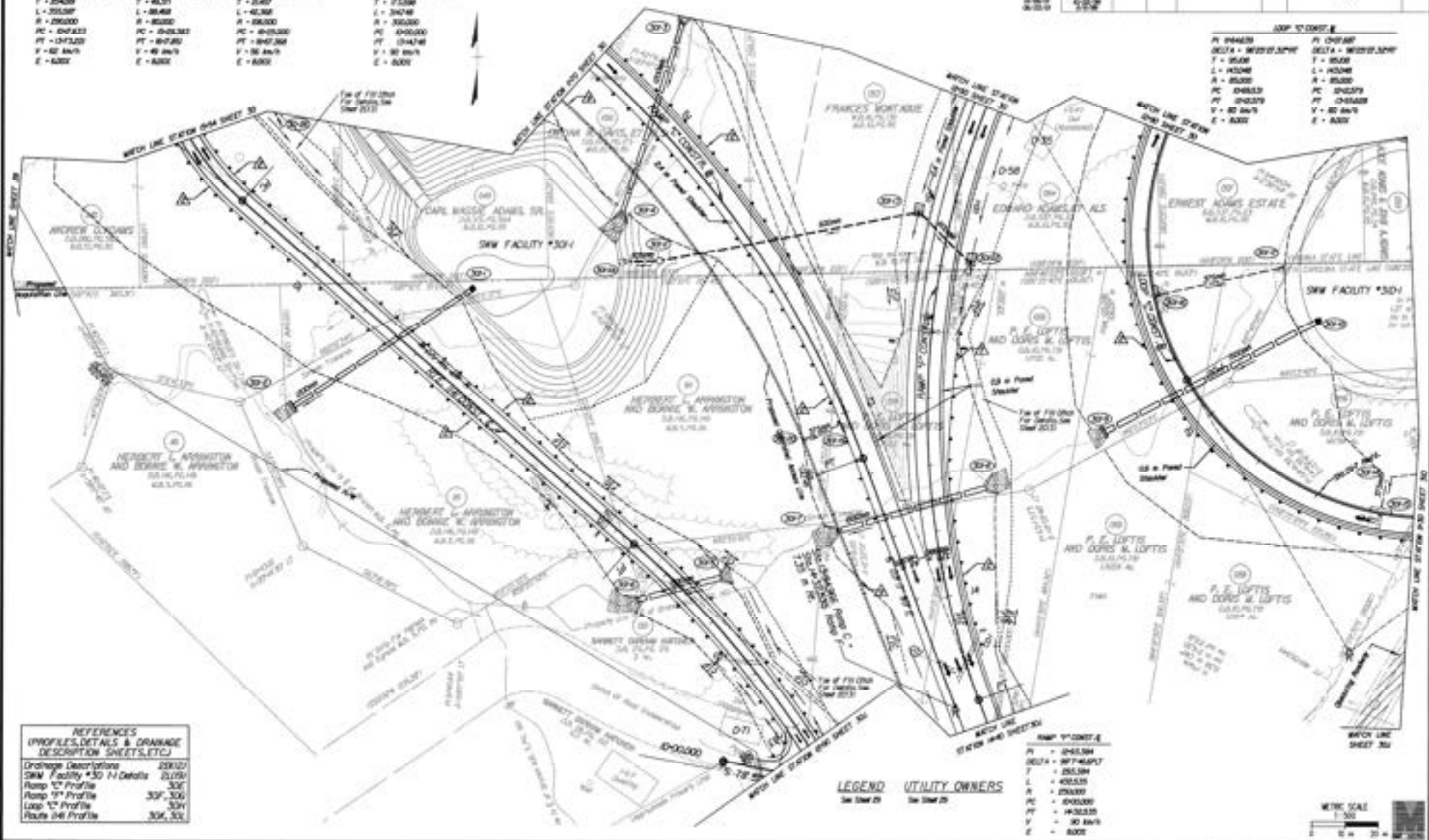
6058 - 071 - E15

Notes Relating to Construction  
 1. TO BE OBSERVED AND CONTROLLED BY THE  
 CONTRACTOR AT ALL TIMES.  
 2. TO BE SUBJECT TO CHANGE AS REQUIRED  
 BY THE CONTRACTOR.

NO.	DATE	REVISION	BY	CHKD.
1	11/11/88	ISSUED FOR CONSTRUCTION		

RAMP 14 CORSE E			RAMP 15 CORSE E		
PI - 020803	PI - 020824	PI - 020847	PI - 021308	PI - 021329	PI - 021350
DELTA - 02084207	DELTA - 02084307	DELTA - 02084407	DELTA - 02134807	DELTA - 02134907	DELTA - 02135007
T - 02420	T - 02430	T - 02440	T - 02580	T - 02590	T - 02600
L - 20000	L - 20000	L - 20000	L - 20000	L - 20000	L - 20000
R - 20000	R - 20000	R - 20000	R - 20000	R - 20000	R - 20000
PC - 020803	PC - 020824	PC - 020847	PC - 021308	PC - 021329	PC - 021350
PT - 020820	PT - 020830	PT - 020840	PT - 021348	PT - 021349	PT - 021349
V - 82.00%	V - 82.00%	V - 82.00%	V - 82.00%	V - 82.00%	V - 82.00%
E - 8000	E - 8000	E - 8000	E - 8000	E - 8000	E - 8000

RAMP 16 CORSE E			RAMP 17 CORSE E		
PI - 020803	PI - 020824	PI - 020847	PI - 021308	PI - 021329	PI - 021350
DELTA - 02084207	DELTA - 02084307	DELTA - 02084407	DELTA - 02134807	DELTA - 02134907	DELTA - 02135007
T - 02420	T - 02430	T - 02440	T - 02580	T - 02590	T - 02600
L - 20000	L - 20000	L - 20000	L - 20000	L - 20000	L - 20000
R - 20000	R - 20000	R - 20000	R - 20000	R - 20000	R - 20000
PC - 020803	PC - 020824	PC - 020847	PC - 021308	PC - 021329	PC - 021350
PT - 020820	PT - 020830	PT - 020840	PT - 021348	PT - 021349	PT - 021349
V - 82.00%	V - 82.00%	V - 82.00%	V - 82.00%	V - 82.00%	V - 82.00%
E - 8000	E - 8000	E - 8000	E - 8000	E - 8000	E - 8000



**REFERENCES**  
 (PROFILES, DETAILS & GRABAGE  
 DESCRIPTION SHEETS, ETC.)

Drainage Descriptions	20010
SWM Facility *30 H Details	21050
Ramp 14 Profile	300
Ramp 15 Profile	300, 306
Loop 12 Profile	300
Route 140 Profile	306, 311

**LEGEND** UTILITY OWNERS  
 See Sheet 28 See Sheet 29

RAMP 18 CORSE E		
PI - 024534	PI - 027460	PI - 027481
DELTA - 02746007	DELTA - 02746107	DELTA - 02746207
T - 02530	T - 02540	T - 02550
L - 40000	L - 40000	L - 40000
R - 20000	R - 20000	R - 20000
PC - 024534	PC - 027460	PC - 027481
PT - 024550	PT - 027470	PT - 027480
V - 82.00%	V - 82.00%	V - 82.00%
E - 8000	E - 8000	E - 8000



DRAWN BY: [Name]  
 CHECKED BY: [Name]  
 DATE: [Date]



DATE	NO.	BY	REVISION	BY
10/10/88	1	AL	ISSUE FOR CONSTRUCTION	AL

**LEGEND**

- Center Line in Cut
- Center Line in Fill
- △ DELTA 100' MARK
- △ DELTA 200' MARK
- △ DELTA 300' MARK
- △ DELTA 400' MARK
- △ DELTA 500' MARK
- △ DELTA 600' MARK
- △ DELTA 700' MARK
- △ DELTA 800' MARK
- △ DELTA 900' MARK
- △ DELTA 1000' MARK
- △ DELTA 1100' MARK
- △ DELTA 1200' MARK
- △ DELTA 1300' MARK
- △ DELTA 1400' MARK
- △ DELTA 1500' MARK
- △ DELTA 1600' MARK
- △ DELTA 1700' MARK
- △ DELTA 1800' MARK
- △ DELTA 1900' MARK
- △ DELTA 2000' MARK
- △ DELTA 2100' MARK
- △ DELTA 2200' MARK
- △ DELTA 2300' MARK
- △ DELTA 2400' MARK
- △ DELTA 2500' MARK
- △ DELTA 2600' MARK
- △ DELTA 2700' MARK
- △ DELTA 2800' MARK
- △ DELTA 2900' MARK
- △ DELTA 3000' MARK
- △ DELTA 3100' MARK
- △ DELTA 3200' MARK
- △ DELTA 3300' MARK
- △ DELTA 3400' MARK
- △ DELTA 3500' MARK
- △ DELTA 3600' MARK
- △ DELTA 3700' MARK
- △ DELTA 3800' MARK
- △ DELTA 3900' MARK
- △ DELTA 4000' MARK
- △ DELTA 4100' MARK
- △ DELTA 4200' MARK
- △ DELTA 4300' MARK
- △ DELTA 4400' MARK
- △ DELTA 4500' MARK
- △ DELTA 4600' MARK
- △ DELTA 4700' MARK
- △ DELTA 4800' MARK
- △ DELTA 4900' MARK
- △ DELTA 5000' MARK
- △ DELTA 5100' MARK
- △ DELTA 5200' MARK
- △ DELTA 5300' MARK
- △ DELTA 5400' MARK
- △ DELTA 5500' MARK
- △ DELTA 5600' MARK
- △ DELTA 5700' MARK
- △ DELTA 5800' MARK
- △ DELTA 5900' MARK
- △ DELTA 6000' MARK
- △ DELTA 6100' MARK
- △ DELTA 6200' MARK
- △ DELTA 6300' MARK
- △ DELTA 6400' MARK
- △ DELTA 6500' MARK
- △ DELTA 6600' MARK
- △ DELTA 6700' MARK
- △ DELTA 6800' MARK
- △ DELTA 6900' MARK
- △ DELTA 7000' MARK
- △ DELTA 7100' MARK
- △ DELTA 7200' MARK
- △ DELTA 7300' MARK
- △ DELTA 7400' MARK
- △ DELTA 7500' MARK
- △ DELTA 7600' MARK
- △ DELTA 7700' MARK
- △ DELTA 7800' MARK
- △ DELTA 7900' MARK
- △ DELTA 8000' MARK
- △ DELTA 8100' MARK
- △ DELTA 8200' MARK
- △ DELTA 8300' MARK
- △ DELTA 8400' MARK
- △ DELTA 8500' MARK
- △ DELTA 8600' MARK
- △ DELTA 8700' MARK
- △ DELTA 8800' MARK
- △ DELTA 8900' MARK
- △ DELTA 9000' MARK
- △ DELTA 9100' MARK
- △ DELTA 9200' MARK
- △ DELTA 9300' MARK
- △ DELTA 9400' MARK
- △ DELTA 9500' MARK
- △ DELTA 9600' MARK
- △ DELTA 9700' MARK
- △ DELTA 9800' MARK
- △ DELTA 9900' MARK
- △ DELTA 10000' MARK

ROUTE 29 CONST. E		RAMP 17 CONST. E	
PI = 200000	PI = 200000	PI = 200000	PI = 200000
DELTA = 50000000	DELTA = 50000000	DELTA = 40000000	DELTA = 40000000
T = 20000	T = 20000	T = 20000	T = 20000
L = 20000	L = 20000	L = 20000	L = 20000
R = 20000	R = 20000	R = 20000	R = 20000
PC = 200000	PC = 200000	PC = 200000	PC = 200000
PT = 200000	PT = 200000	PT = 200000	PT = 200000
V = 50 MPH	V = 50 MPH	V = 50 MPH	V = 50 MPH
E = 6000	E = 6000	E = 6000	E = 6000



ROUTE 29 CONST. E		RAMP 17 CONST. E	
PI = 200000	PI = 200000	PI = 200000	PI = 200000
DELTA = 50000000	DELTA = 50000000	DELTA = 40000000	DELTA = 40000000
T = 20000	T = 20000	T = 20000	T = 20000
L = 20000	L = 20000	L = 20000	L = 20000
R = 20000	R = 20000	R = 20000	R = 20000
PC = 200000	PC = 200000	PC = 200000	PC = 200000
PT = 200000	PT = 200000	PT = 200000	PT = 200000
V = 50 MPH	V = 50 MPH	V = 50 MPH	V = 50 MPH
E = 6000	E = 6000	E = 6000	E = 6000

RAMP 17 CONST. E	
PI = 200000	PI = 200000
DELTA = 40000000	DELTA = 40000000
T = 20000	T = 20000
L = 20000	L = 20000
R = 20000	R = 20000
PC = 200000	PC = 200000
PT = 200000	PT = 200000
V = 50 MPH	V = 50 MPH
E = 6000	E = 6000

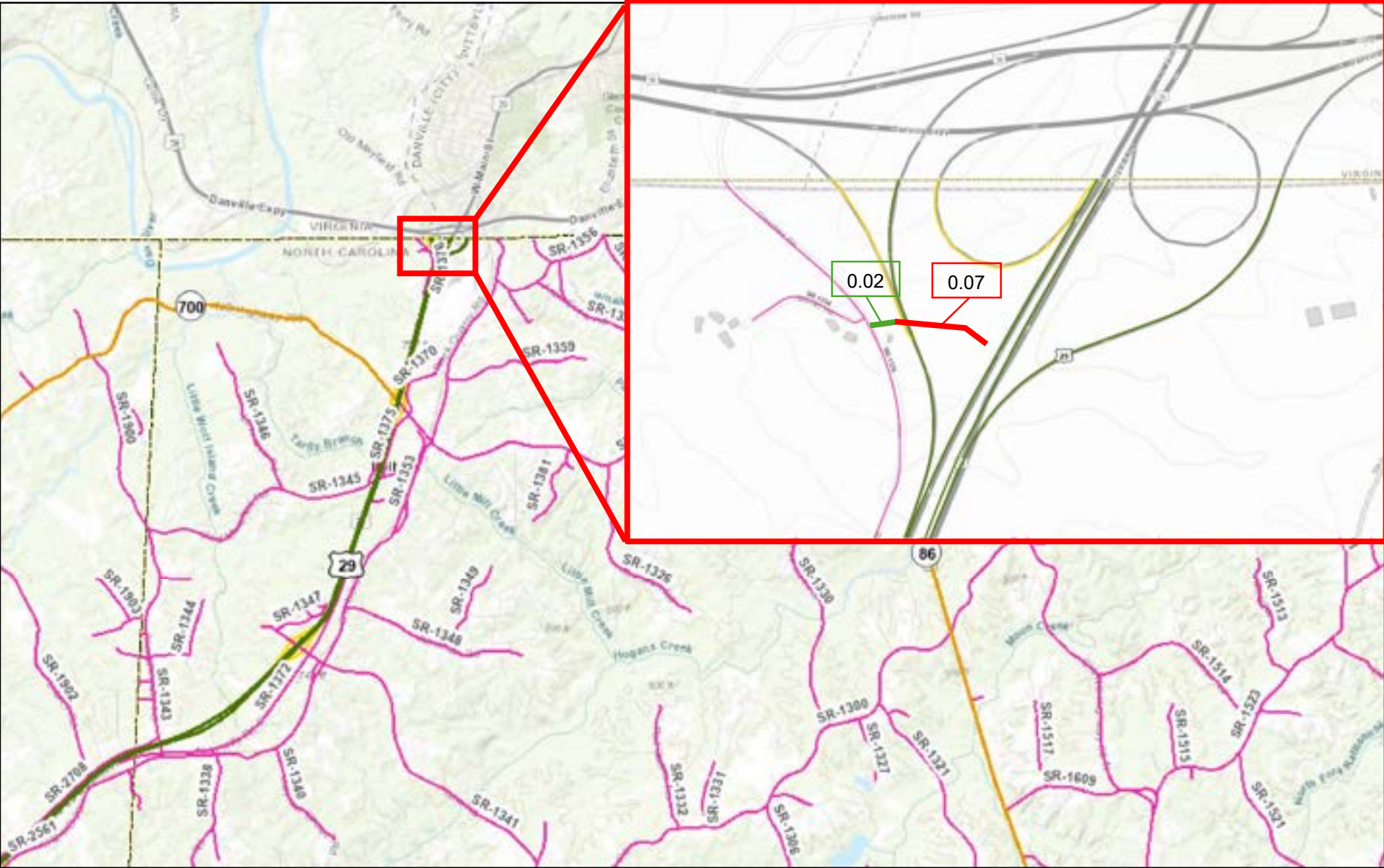
**REFERENCES**  
 (PROFILE, DETAILS & DRAINAGE DESCRIPTION SHEETS, ETC.)

Horiz. Alignments	601, 602, 603
Drainage Descriptions	200, 201
Ramp 17 Profile	301, 302
Route 29 Profile	303
Route 29 S.U.L. Profile	304
Route 29 S.U.L. Profile	305
Ramp 17 Profile	306, 307
Entrance Profile	308



DRAWING BY: [Name]  
 CHECKED BY: [Name]  
 APPROVED BY: [Name]

# Hatcher Road (SR-1354) Vicinity Map



1/30/2025

State Maintained Roads

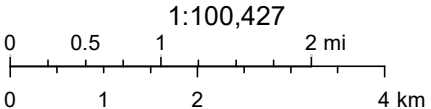
US Route

NC Route

Secondary Route

Ramps

County Boundary

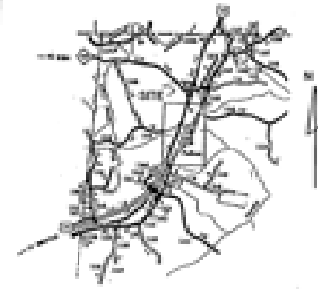


NCDOT GIS Unit, State of North Carolina DOT, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, NGA, EPA, USDA

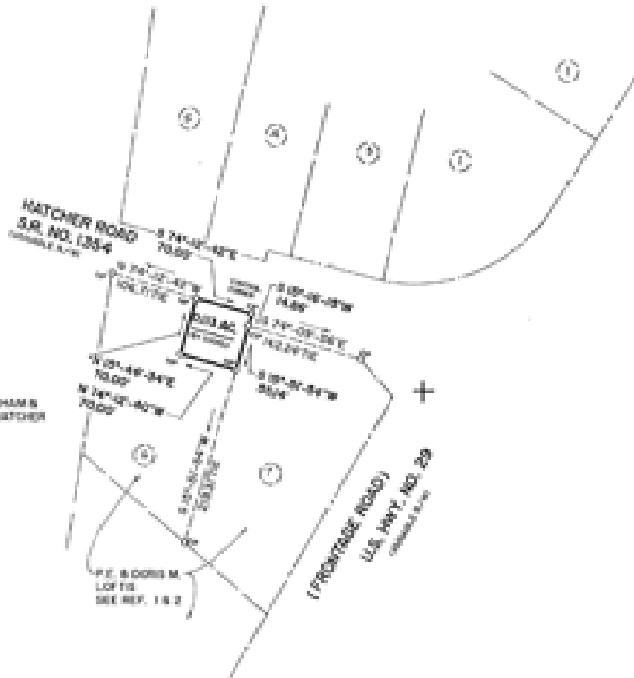
11-1410

- 1. THIS PLAN IS OF A SURVEY THAT DIVIDES A SUBDIVISION OF LAND INTO THE AREA OF A QUANTITY THAT HAS AN UNDIVIDED THAT INCLUDES PARTS OF LAND.
- 2. THIS PLAN IS OF A SURVEY THAT DIVIDES AN UNDIVIDED PORTION OF A QUANTITY INTO QUANTITIES THAT INCLUDES LAND AS TO AN UNDIVIDED THAT INCLUDES PARTS OF LAND.
- 3. THIS PLAN IS OF A SURVEY OF ADJACENT PARCELS OR PORTIONS OF LAND.
- 4. THIS PLAN IS OF A SURVEY OF ANOTHER CATEGORY, SUCH AS THE RECONSTRUCTION OF EXISTING LAND USE, A FOR-ORDERED SURVEY FOR OTHER REASONS BY THE SURVEYOR'S DISCRETION.
- 5. THE INFORMATION AVAILABLE TO THE SURVEYOR IS SUCH THAT FORTHWITH TO MAKE A DETERMINATION TO THE BEST OF HIS PROFESSIONAL ABILITY AS TO PROVISIONS CONTAINED IN AN INSTRUMENT BY WHICH.

*In witness Whereof*  
 I, the Surveyor, have hereunto set my hand and the seal of my office at \_\_\_\_\_  
 this \_\_\_\_\_ day of \_\_\_\_\_, 1993.



VICINITY MAP (N.T.S.)



SEBASTIAN DURHAM'S  
 GRANT T.T. DURHAM  
 SEC. REF. 3

V.C. SCOTT'S  
 LOT 15  
 SEC. REF. 1 & 2



I, JOHN B. BROWN, COUNTY CLERK OF THIS PLAT, HAVE UNDER MY PERSONAL SUPERVISION AN ACTUAL SURVEY MADE UNDER THE SUPERVISION OF THE SURVEYOR HEREIN DESIGNATED BY THIS PLAT, AND I HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

*John B. Brown*  
 COUNTY CLERK



CASWELL COUNTY, NORTH CAROLINA  
 The foregoing copy of the State of North Carolina  
 County of Caswell Co., N.C.  
 is certified to be correct.  
 Filed for record in the Caswell County Register  
 of Deeds Office, at \_\_\_\_\_ on the \_\_\_\_\_  
 day of March, 1993, and recorded in Book  
11 Page 1410  
 by Lee Carter, Register of Deeds  
 of Caswell Co., N.C.

REFERENCES:

- 1. DEED BOOK 26, PAGE 574
- 2. PLAT BOOK 10, PAGE 178
- 3. DEED BOOK 176, PAGE 176

CASWELL COUNTY, NORTH CAROLINA  
 PELHAM TOWNSHIP  
 PLAT OF SURVEY  
 DESIGN:  
 U.S. HWY. 29 SOUTH  
 WATER AND SEWER EXTENSION  
 WATER PUMP STATION SITE  
 FOR:  
 CASWELL COUNTY  
 DATE: JAN 11, 1993  
 SCALE: 1"=100'



LEGEND:  
 1. 1/4" DIAMETER CIRCLE WITH  
 2. 1/4" DIAMETER CIRCLE WITH  
 3. CORNER POINT  
 4. 1/4" DIAMETER CIRCLE WITH

THIS SURVEY HAS BEEN PREPARED WITHOUT THE BENEFIT  
 OF A TITLE REPORT AND DOES NOT CONSTITUTE CHECKS.  
 THEREBY WARRANTING ALL ENCUMBRANCES ON THE PROPERTY.  
 PLAT CHECK MAY 14, 1993  
 BY Richard E. Davis  
 SURVEY CHECK John  
 FIELD BOOK 375 PAGE 45

Dewberry & Davis

Engineers  
 Architects  
 Planners  
 Surveyors  
 501 Pine Forest Road, Danville, Virginia 24040  
 ☎ 804 797-4497

0.20 Mi. EOM  
from old  
intersection at  
time of 1957  
addition per  
1958 aerial

0.07 mi. erroneously  
removed per 1996 HTO.  
C-504 Virginia  
project  
showed removal of this  
around the year 2000.  
  
Recommend petition of  
abandonment.

This road was once part of original SR 1354 and still exists; seemed to be retained per C-504 Virginia project plans around the year 2000.  
  
Recommend that this be placed back onto the maintenance map.  
  
A formal petition of abandonment can also be sent if needed.

0.01 mi. portion @  
old intersection  
with US 29  
removed through  
project 8.1592904  
in 1988

**Caswell County Resolution to Approve a Request by the North Carolina  
Department of Transportation Division of Highways to Concur with the  
Abandonment from State Maintained Secondary Road System**

**WHEREAS**, the attached petition has been filed with the Caswell County Board of Commissioners requesting that .02 miles of Hatcher Road, the location of which has been indicated in green on the attached map, be abandoned from the Secondary Road System,

**WHEREAS**, the Board of Commissioners is of the opinion that the above described road should be abandoned from the Secondary Road System; and

**WHEREAS**, pursuant to NCGS 136-63, a Board of County Commissioners of any county may, on its own motion or on petition of a group of citizens request to change or abandon any road in the Secondary Road System when the best interest of the people of the county will be served thereby;

**WHEREAS**, this Board is of the opinion that it is in the best interest of the residents of the county to concur with this Abandonment Petition; and

**NOW, THEREFORE, be it resolved** by the Board of County Commissioners of the County of Caswell County that the Board of Commissioners concurs that .02 miles of Hatcher Road be abandoned from the Secondary Road System.

This the 17<sup>th</sup> day of February, 2025.

---

Tim Yarbrough, Chair  
Caswell County Board of Commissioners

ATTEST:

---

Renee Paschal  
Clerk to the Board



**AGENDA FORM**

**TO:** Caswell County Board of Commissioners

**FROM:** Jason Watlington, Planning Director

**SUBJECT:** Public Hearing  
Flood Damage Prevention Regulations Ordinance Amendment

**BACKGROUND INFORMATION:**

The Planning Board has discussed and voted to approve the above, mentioned amendments and text changes to the UDO. Following an ordinance review from the State, I am proposing that the Flood Damage Prevention Ordinance be amended to be consistent with the State Model.

**RECOMMENDED ACTION/MOTION:**

Recommendation is for the Board of Commissioners to move to approve the following

**ATTACHMENTS:**

- Public Hearing Notice
- Summary of proposal and Consistency Statement
- Entire Ordinance with proposed changes

This agenda form has been reviewed by:	Initial & Date
Secretary to the Board	
Finance Director	
County Attorney	
County Manager	



## CASWELL COUNTY PLANNING DEPARTMENT

215 County Park Rd | PO Box 1406, Yanceyville, NC 27379 | Office: 336-694-9731 | Fax: 336-694-5547 | E-Mail: [jwatlington@caswellcountync.gov](mailto:jwatlington@caswellcountync.gov)

# Memo

To: Caswell Messenger  
From: Jason Watlington, County Planner  
Date: February 3, 2025  
Re: Public Hearing Notice

---

Please publish the following public notice in The Caswell Messenger on the dates: February 5, 2025 and February 12, 2025 in order to satisfy the General Statute 160D-Article 6 requirements for notice of Public Hearings; to be held, Monday, February 17, 2025.

### **PUBLIC HEARING NOTICE**

The Caswell County Board of Commissioners will conduct a Public Hearing on Monday February 17, 2025 at 6:30 p.m., at Gunn Memorial Library in Yanceyville, N.C. 27379. to hear discussion and comments on the following;

Ordinance Amendment to the Caswell County Unified Development Ordinance:

- 1) Flood Damage Prevention Regulations

All interested parties are welcome to attend this meeting and participate in the discussion.



## CASWELL COUNTY PLANNING DEPARTMENT

215 County Park Rd | PO Box 1406, Yanceyville, NC 27379 | Office: 336-694-9731 | Fax: 336-694-5547 | E-Mail: [jwatlington@caswellcountync.gov](mailto:jwatlington@caswellcountync.gov)

### **PROPOSED AMENDMENT TO THE FLOOD DAMAGE PREVENTION ORDINANCE**

Every 5 to 10 years FEMA along with State Emergency Management conducts a Flood Insurance Study. Updates are made to the Flood Insurance Maps and changes could be made to Flood Insurance Rates based on these map updates. Fortunately for Caswell County the recent proposed changes are minor.

In late December you received a MEMO explaining the process of the map amendments and notification of the 90 day appeal period. My office is currently available to all citizens to discuss specific properties within the county's flood plain areas until March 14, 2025.

As part of this process the North Carolina Emergency Management Flood Plain Mapping Department has performed a courtesy review of the county's ordinance. In the following you will notice new language represented in red. A very important change was the addition found in Subsection 10.2.2., "incorporated by reference". This language allows Caswell County, in the future, to automatically adopt the updated maps without major changes to the ordinance.

I am asking the board to approve the new language for the Flood Damage Prevention Ordinance. This will bring our Ordinance up to date with the State Model.

#### **Planning Board Consistency Statement for Flood Damage Prevention Ordinance Amendment:**

Pursuant to NC General Statute 160D-604(d), the Caswell County Planning Board finds that the attached amendment to Article 10, Part 1 of the UDO (Flood Damage Prevention) is consistent with Caswell County's existing regulations with additional language added being consistent with the North Carolina Flood Damage Prevention Model Ordinance.



# ARTICLE 10. ENVIRONMENTAL REGULATIONS

## PART I. FLOOD DAMAGE PREVENTION REGULATIONS

### SECTION 10.1 FINDINGS OF FACT, PURPOSE, & OBJECTIVES.

#### ***10.1.1. Findings of Fact.***

***10.1.1.1.*** The flood prone areas within the jurisdiction of Caswell County are subject to periodic inundation which results in loss of life, property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures of flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare.

***10.1.1.2.*** These flood losses are caused by the cumulative effect of obstructions in floodplains causing increases in flood heights and velocities and by the occupancy in flood prone areas of uses vulnerable to floods or other hazards.

#### ***10.1.2. Statement of Purpose.***

It is the purpose of these regulations to promote public health, safety, and general welfare and to minimize public and private losses due to flood conditions within flood prone areas by provisions designed to:

***10.1.2.1.*** Restrict or prohibit uses that are dangerous to health, safety, and property due to water or erosion hazards or that result in damaging increases in erosion, flood heights or velocities;

***10.1.2.2.*** Require that uses vulnerable to floods, including facilities that serve such uses, be protected against flood damage at the time of initial construction;

***10.1.2.3.*** Control the alteration of natural floodplains, stream channels, and natural protective barriers, which are involved in the accommodation of floodwaters;

***10.1.2.4.*** Control filling, grading, dredging, and all other development that may increase erosion or flood damage; and

***10.1.2.5.*** Prevent or regulate the construction of flood barriers that will unnaturally divert flood waters or which may increase flood hazards to other lands.

#### ***10.1.3. Objectives.***

The objectives of these regulations are to:

***10.1.3.1.*** Protect human life, safety, and health;

## ARTICLE 10. ENVIRONMENTAL REGULATIONS

**10.1.3.2.** Minimize expenditure of public money for costly flood control projects;

**10.1.3.3.** Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;

**10.1.3.4.** Minimize prolonged business losses and interruptions;

**10.1.3.5.** Minimize damage to public facilities and utilities (i.e., water and gas mains, electric, telephone, cable and sewer lines, streets, and bridges) that are located in flood prone areas;

**10.1.3.6.** Minimize damage to private and public property due to flooding;

**10.1.3.7.** Make flood insurance available to the community through the National Flood Insurance Program;

**10.1.3.8.** Maintain the natural and beneficial functions of floodplains;

**10.1.3.9.** Help maintain a stable tax base by providing for the sound use and development of flood prone areas; and

**10.1.3.10.** Ensure that potential buyers are aware that property is in a Special Flood Hazard Area.

### **SECTION 10.2 GENERAL PROVISIONS.**

#### ***10.2.1. Lands to Which these Regulations Apply.***

These regulations shall apply to all Special Flood Hazard Areas within the jurisdiction, including Extraterritorial Jurisdictions (ETJs), of Caswell County and within the jurisdiction of any other community whose governing body agrees, by resolution, to such applicability.

#### ***10.2.2. Basis for Establishing the Special Flood Hazard Areas.***

The Special Flood Hazard Areas are those identified under the Cooperating Technical State (CTS) agreement between the State of North Carolina and FEMA in its Flood Insurance Study (FIS) and its accompanying Flood Insurance Rate Maps (FIRM), **incorporated by reference** which are adopted by reference and declared to be a part of this Ordinance.

The initial Flood Insurance Rate Maps are as follows for the jurisdictional areas at the initial date: Caswell County Unincorporated Area, dated February 3, 1978.

## ARTICLE 10. ENVIRONMENTAL REGULATIONS

### **10.2.3. Establishment of Floodplain Development Permit**

A Floodplain Development Permit shall be required in conformance with the provisions of this Ordinance prior to the commencement of any development activities within Special Flood Hazard Areas determined in accordance with the provisions of Section 10.2.2 of this Ordinance.

### **10.2.4. Compliance.**

No structure or land shall hereafter be located, extended, converted, altered, or developed in any way without full compliance with the terms of this Ordinance and other applicable regulations.

### **10.2.5. Abrogation and Greater Restrictions.**

These regulations are not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where these regulations and another conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

### **10.2.6. Interpretation.**

In the interpretation and application of these regulations, all provisions shall be:

**10.2.6.1.** Considered as minimum requirements;

**10.2.6.2.** Liberally construed in favor of the governing body; and

**10.2.6.3.** Deemed neither to limit nor repeal any other powers granted under State statutes.

### **10.2.7. Warning and Disclaimer of Liability.**

The degree of flood protection required by this Ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering consideration. Larger floods can and will occur. Actual flood heights may be increased by man-made or natural causes. This Ordinance does not imply that land outside the Special Flood Hazard Areas or uses permitted within such areas will be free from flooding or flood damages. This Ordinance shall not create liability on the part of Caswell County or by any officer or employee thereof for any flood damages that result from reliance on this Ordinance or any administrative decision lawfully made hereunder.

### **10.2.8. Penalties for Violation.**

The County may use any of the procedures outlined in Section 1.12 to enforce the provisions of the Article 10, Part I.

## **SECTION 10.3 ADMINISTRATION.**

### **10.3.1. Designation of Floodplain Administrator.**

The UDO Administrator, hereinafter referred to as the "Floodplain Administrator," is hereby appointed to administer and implement the provisions of these regulations. **In instances where the Floodplain Administrator receives assistance from others to complete tasks to administer and**

## ARTICLE 10. ENVIRONMENTAL REGULATIONS

implement this ordinance, the Floodplain Administrator shall be responsible for the coordination and community's overall compliance with the National Flood Insurance Program and the provisions of this ordinance.

### **10.3.2. Floodplain Development Application, Permit, and Certification Requirements.**

**10.3.2.1. Application Requirements.** Application for a Floodplain Development Permit shall be made to the Floodplain Administrator prior to any development activities located within Special Flood Hazard Areas. The following items shall be presented to the Floodplain Administrator to apply for a floodplain development permit:

**10.3.2.1.1.** A plot plan drawn to scale which shall include, but shall not be limited to, the following specific details of the proposed floodplain development:

- The nature, location, dimensions, and elevations of the area of development/disturbance; existing and proposed structures, utility systems, grading/pavement areas, fill materials, storage areas, drainage facilities, and other development;
- The boundary of the Special Flood Hazard Area as delineated on the FIRM or other flood map as determined in Section 10.2.2, or a statement that the entire lot is within the Special Flood Hazard Area;
- Flood zone(s) designation of the proposed development area as determined on the FIRM or other flood map as determined in 10.2.2;
- The boundary of the floodway(s) or non-encroachment area(s) as determined in Section 10.2.2;
- The Base Flood Elevation (BFE) where provided as set forth in Section 10.2.2; Section 10.3.3; or Section 10.4.3;
- The old and new location of any watercourse that will be altered or relocated as a result of proposed development; and
- The certification of the plot plan by a registered land surveyor or professional engineer.

**10.3.2.1 .2.** Proposed elevation, and method thereof, of all development within a Special Flood Hazard Area including but not limited to:

## ARTICLE 10. ENVIRONMENTAL REGULATIONS

- Elevation in relation to **NAVD 1988** of the proposed reference level (including basement) of all structures;
- Elevation in relation to **NAVD 1988** to which any non-residential structure in Zone AE, A or AO will be floodproofed; and
- Elevation in relation to **NAVD 1988** to which any proposed utility systems will be elevated or floodproofed.

**10.3.2.1.3.** If floodproofing, a Floodproofing Certificate (FEMA Form 81-65) with supporting data, an operational plan, and an inspection and maintenance plan that include, but are not limited to, installation, exercise, and maintenance of floodproofing measures.

**10.3.2.1.4.** Foundation Plan, drawn to scale, which shall include details of the proposed foundation system to ensure all provisions of this Ordinance are met. These details include but are not limited to:

- The proposed method of elevation, if applicable (i.e., fill, solid foundation perimeter wall, solid backfilled foundation, open foundation on columns/posts/piers/piles/shear walls); and
- Openings to facilitate automatic equalization of hydrostatic flood forces on walls in accordance with Section 10.4.2.4.3. when solid foundation perimeter walls are used in Zones A, AO, AE, and A1-30.

**10.3.2.1.5.** Usage details of any enclosed areas below the lowest floor.

**10.3.2.1.6.** Plans and/or details for the protection of public utilities and facilities such as sewer, gas, electrical, and water systems to be located and constructed to minimize flood damage.

**10.3.2.1.7.** Certification that all other Local, State and Federal permits required prior to floodplain development permit issuance have been received.

**10.3.2.1.8.** Documentation for placement of Recreational Vehicles and/or Temporary Structures, when applicable, to ensure that the provisions of Section 10.4.2.6 and Section 10.4.2.7 are met.

**10.3.2.1.9.** A description of proposed watercourse alteration or relocation, when applicable, including an engineering report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties

## ARTICLE 10. ENVIRONMENTAL REGULATIONS

located both upstream and downstream; and a map (if not shown on plot plan) showing the location of the proposed watercourse alteration or relocation.

**10.3.2.2. Permit Requirements.** The Floodplain Development Permit shall include, but not be limited to:

**10.3.2.2.1.** A description of all development to be permitted under the floodplain development permit (e.g. house, garage, pool, septic, bulkhead, cabana, pier, bridge, mining, dredging, filling, grading, paving, excavation, or drilling operations, or storage of equipment or materials, etc...)

**10.3.2.2.2.** The Special Flood Hazard Area determination for the proposed development in accordance with available data specified in Section 10.2.2.

**10.3.2.2.3.** The Regulatory Flood Protection Elevation required for the reference level and all attendant utilities.

**10.3.2.2.4.** The Regulatory Flood Protection Elevation required for the protection of all public utilities.

**10.3.2.2.5.** All certification submittal requirements with timelines.

**10.3.2.2.6.** A statement that no fill material or other development shall encroach into the floodway or non-encroachment area of any watercourse, unless the requirements of Article 5, Section F have been met.

**10.3.2.2.7.** The flood openings requirements, if in Zones A, AO, AE or A1-30 or Zone X (Future).

**10.3.2.2.8.** A statement, that all materials below BFE/RFPE must be flood resistant materials.

**10.3.2.3. Certification Requirements.**

**10.3.2.3.1. Elevation Certificates.**

- An Elevation Certificate (FEMA Form 81-31) is required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the elevation of the reference level, in relation to mean sea level. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such

## ARTICLE 10. ENVIRONMENTAL REGULATIONS

review shall be corrected by the permit holder prior to the beginning of construction. Failure to submit the certification or failure to make required corrections shall be cause to deny a floodplain development permit.

- An Elevation Certificate (FEMA Form 81-31) is required after the reference level is established. Within seven (7) calendar days of establishment of the reference level elevation, it shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the elevation of the reference level, in relation to mean sea level. Any work done within the seven (7) day calendar period and prior to submission of the certification shall be at the permit holder's risk. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to further work being permitted to proceed. Failure to submit the certification or failure to make required corrections shall be cause to issue a stop-work order for the project.
- A final as-built Elevation Certificate (FEMA Form 81-31) is required after construction is completed and prior to Certificate of Compliance/Occupancy issuance. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of final as-built construction of the elevation of the reference level and all attendant utilities. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to Certificate of Compliance/Occupancy issuance. In some instances, another certification may be required to certify corrected as-built construction. Failure to submit the certification or failure to make required corrections shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy.

**10.3.2.3.2. Floodproofing Certificate.** If non-residential floodproofing is used to meet the Regulatory Flood Protection Elevation requirements, a Floodproofing Certificate (FEMA Form 81-65), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to mean sea level. Floodproofing certification shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the

## ARTICLE 10. ENVIRONMENTAL REGULATIONS

applicant prior to permit approval. Failure to submit the certification or failure to make required corrections shall be cause to deny a Floodplain Development Permit. Failure to construct in accordance with the certified design shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy.

**10.3.2.3.3.** If a manufactured home is placed within Zone A, AO, AE, or A1-30 and the elevation of the chassis is more than 36 inches in height above grade, an engineered foundation certification is required in accordance with the provisions of Section 10.4.2.3.2.

**10.3.2.3.4.** If a watercourse is to be altered or relocated, a description of the extent of watercourse alteration or relocation; a professional engineer's certified report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map showing the location of the proposed watercourse alteration or relocation shall all be submitted by the permit applicant prior to issuance of a floodplain development permit.

**10.3.2.3.5. Certification Exemptions.** The following structures, if located within Zone A, AO, AE or A1-30, are exempt from the elevation/floodproofing certification requirements specified in subsections 10.3.2.3.1 and 10.3.2.3.2 of this section:

- Recreational Vehicles meeting requirements of Section 10.4.2.6.1;
- Temporary Structures meeting requirements of Section 10.4.2.7; and
- Accessory Structures less than 150 square feet meeting requirements of Section 10.4.2.8.

### **10.3.2.4 Determinations for existing buildings and structures**

For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, change of occupancy, additions, rehabilitations, renovations, substantial improvements, repairs of substantial damage, and any other improvement of or work on such buildings and structures, the Floodplain Administrator, in coordination with the Building Official, shall:

**10.3.2.4.1** Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made;



## ARTICLE 10. ENVIRONMENTAL REGULATIONS

**10.3.2.4.2** Compare the cost to perform the improvement, the cost to repair a damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, if applicable, to the market value of the building or structure;

**10.3.2.4.3.** Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage; and

**10.3.2.4.4.** Notify the applicant if it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the NC Building Code and this ordinance is required.

### ***10.3.3. Duties and Responsibilities of the Floodplain Administrator.***

The Floodplain Administrator shall perform, but not be limited to, the following duties:

**10.3.3.1.** Review all floodplain development applications and issue permits for all proposed development within Special Flood Hazard Areas to assure that the requirements of this Ordinance have been satisfied.

**10.3.3.2.** Review all proposed development within Special Flood Hazard Areas to assure that all necessary Local, State and Federal permits have been received.

**10.3.3.3.** Notify adjacent communities and the North Carolina Department of Crime Control and Public Safety, Division of Emergency Management, State Coordinator for the National Flood Insurance Program prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency (FEMA).

**10.3.3.4.** Assure that maintenance is provided within the altered or relocated portion of said watercourse so that the flood-carrying capacity is maintained.

**10.3.3.5.** Prevent encroachments into floodways and non-encroachment areas unless the certification and flood hazard reduction provisions of Section 10.4.5 are met.

**10.3.3.6.** Obtain actual elevation (in relation to mean sea level) of the reference level (including basement) and all attendant utilities of all new and substantially improved structures, in accordance with the provisions of Section 10.3.2.3.

## **ARTICLE 10. ENVIRONMENTAL REGULATIONS**

**10.3.3.7.** Obtain actual elevation (in relation to mean sea level) to which all new and substantially improved structures and utilities have been floodproofed, in accordance with the provisions of Section 10.3.2.3.

**10.3.3.8.** Obtain actual elevation (in relation to mean sea level) of all public utilities in accordance with the provisions of Section 10.3.2.3.

**10.3.3.9.** When floodproofing is utilized for a particular structure, obtain certifications from a registered professional engineer or architect in accordance with the provisions of Section 10.3.2.3 and Section 10.4.2.2.

**10.3.3.10.** Where interpretation is needed as to the exact location of boundaries of the Special Flood Hazard Areas, floodways, or non-encroachment areas (for example, where there appears to be a conflict between a mapped boundary and actual field conditions), make the necessary interpretation. The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in this article.

**10.3.3.11.** When Base Flood Elevation (BFE) data has not been provided in accordance with the provisions of Section 10.2.2, obtain, review, and reasonably utilize any BFE data, along with floodway data or non-encroachment area data available from a Federal, State, or other source, including data developed pursuant to Section 10.4.3.2.2, in order to administer the provisions of this Ordinance.

**10.3.3.12.** When Base Flood Elevation (BFE) data is provided but no floodway or non-encroachment area data has been provided in accordance with the provisions of Section 10.2.2, obtain, review, and reasonably utilize any floodway data or non-encroachment area data available from a Federal, State, or other source in order to administer the provisions of this Ordinance.

**10.3.3.13.** When the lowest floor and the lowest adjacent grade of a structure or the lowest ground elevation of a parcel in a Special Flood Hazard Area is above the Base Flood Elevation (BFE), advise the property owner of the option to apply for a Letter of Map Amendment (LOMA) from FEMA. Maintain a copy of the LOMA issued by FEMA in the floodplain development permit file.

**10.3.3.14.** Permanently maintain all records that pertain to the administration of this Ordinance and make these records available for public inspection, recognizing that such information may be subject to the Privacy Act of 1974, as amended.

**10.3.3.15.** Make on-site inspections of work in progress. As the work pursuant to a floodplain development permit progresses, the Floodplain Administrator shall make as

## **ARTICLE 10. ENVIRONMENTAL REGULATIONS**

many inspections of the work as may be necessary to ensure that the work is being done according to the provisions of the local ordinance and the terms of the permit. In exercising this power, the Floodplain Administrator has a right, upon presentation of proper credentials, to enter on any premises within the jurisdiction of the community at any reasonable hour for the purposes of inspection or other enforcement action.

**10.3.3.16.** Issue stop-work orders as required. Whenever a building or part thereof is being constructed, reconstructed, altered, or repaired in violation of this Ordinance, the Floodplain Administrator may order the work to be immediately stopped. The stop-work order shall be in writing and directed to the person doing or in charge of the work. The stop-work order shall state the specific work to be stopped, the specific reason(s) for the stoppage, and the condition(s) under which the work may be resumed. Violation of a stop-work order constitutes a misdemeanor.

**10.3.3.17.** Revoke floodplain development permits as required. The Floodplain Administrator may revoke and require the return of the floodplain development permit by notifying the permit holder in writing stating the reason(s) for the revocation. Permits shall be revoked for any substantial departure from the approved application, plans, and specifications; for refusal or failure to comply with the requirements of State or local laws; or for false statements or misrepresentations made in securing the permit. Any floodplain development permit mistakenly issued in violation of an applicable State or local law may also be revoked.

**10.3.3.18.** Make periodic inspections throughout the Special Flood Hazard Areas within the jurisdiction of the community. The Floodplain Administrator and each member of his or her inspections department shall have a right, upon presentation of proper credentials, to enter on any premises within the territorial jurisdiction of the department at any reasonable hour for the purposes of inspection or other enforcement action.

**10.3.3.19.** Follow through with corrective procedures of Section 10.3.4.

**10.3.3.20.** Review, provide input, and make recommendations for variance requests.

**10.3.3.21.** Maintain a current map repository to include, but not limited to, the FIS Report, FIRM and other official flood maps and studies adopted in accordance with the provisions of Section 10.2.2 of this Ordinance, including any revisions thereto including Letters of Map Change, issued by FEMA. Notify State and FEMA of mapping needs.

**10.3.3.22.** Coordinate revisions to FIS reports and FIRMs, including Letters of Map Revision Based on Fill (LOMR-Fs) and Letters of Map Revision (LOMRs).

## ARTICLE 10. ENVIRONMENTAL REGULATIONS

### **10.3.4. Corrective Procedures.**

**10.3.4.1. Violations to Be Corrected.** When the Floodplain Administrator finds violations of applicable State and local laws, it shall be his or her duty to notify the owner or occupant of the building of the violation. The owner or occupant shall immediately remedy each of the violations of law cited in such notification.

**10.3.4.2. Actions in Event of Failure to Take Corrective Action.** If the owner of a building or property shall fail to take prompt corrective action, the Floodplain Administrator shall give the owner written notice, by certified or registered mail to the owner's last known address or by personal service, stating:

**10.3.4.2.1.** That the building or property is in violation of the floodplain management regulations;

**10.3.4.2.2.** That a hearing will be held before the Floodplain Administrator at a designated place and time, not later than ten (10) days after the date of the notice, at which time the owner shall be entitled to be heard in person or by counsel and to present arguments and evidence pertaining to the matter; and

**10.3.4.2.3.** That following the hearing, the Floodplain Administrator may issue an order to alter, vacate, or demolish the building; or to remove fill as applicable.

**10.3.4.3. Order to Take Corrective Action.** If, upon a hearing held pursuant to the notice prescribed above, the Floodplain Administrator shall find that the building or development is in violation of the Flood Damage Prevention Regulations, he or she shall issue an order in writing to the owner, requiring the owner to remedy the violation within a specified time period, not less than sixty (60) calendar days, nor more than one hundred eighty (180) calendar days. Where the Floodplain Administrator finds that there is imminent danger to life or other property, he or she may order that corrective action be taken in such lesser period as may be feasible.

**10.3.4.4. Appeal.** Any owner who has received an order to take corrective action may appeal the order to the local elected governing body by giving notice of appeal in writing to the Floodplain Administrator and the clerk within ten (10) days following issuance of the final order. In the absence of an appeal, the order of the Floodplain Administrator shall be final. The local governing body shall hear an appeal within a reasonable time and may affirm, modify and affirm, or revoke the order.

**10.3.4.5. Failure to Comply with Order.** If the owner of a building or property fails to comply with an order to take corrective action for which no appeal has been made or

## **ARTICLE 10. ENVIRONMENTAL REGULATIONS**

fails to comply with an order of the governing body following an appeal, the County may use any of the procedures outlined in Section 1.12.

### ***10.3.5. Variance Procedures.***

**10.3.5.1.** The Board of Adjustment as established by Caswell County, hereinafter referred to as the "appeal board", shall hear and decide requests for variances from the requirements of these regulations.

**10.3.5.2.** Any person aggrieved by the decision of the appeal board may appeal such decision to the Court, as provided in Chapter 7A of the North Carolina General Statutes.

**10.3.5.3.** Variances may be issued for:

**10.3.5.3.1.** The repair or rehabilitation of historic structures upon the determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and that the variance is the minimum necessary to preserve the historic character and design of the structure;

**10.3.5.3.2.** Functionally dependent facilities if determined to meet the definition as stated in Appendix A of this Ordinance, provided provisions of Sections 10.3.5.9.2, 10.3.5.9.3, and 10.3.5.9.5 have been satisfied, and such facilities are protected by methods that minimize flood damages during the base flood and create no additional threats to public safety; or

**10.3.5.3.3.** Any other type of development, provided it meets the requirements of this section.

**10.3.5.4.** In passing upon variances, the appeal board shall consider all technical evaluations, all relevant factors, all standards specified in other sections of this Ordinance, and:

**10.3.5.4.1.** The danger that materials may be swept onto other lands to the injury of others;

**10.3.5.4.2.** The danger to life and property due to flooding or erosion damage;

**10.3.5.4.3.** The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;

## **ARTICLE 10. ENVIRONMENTAL REGULATIONS**

**10.3.5.4.4.** The importance of the services provided by the proposed facility to the community;

**10.3.5.4.5.** The necessity to the facility of a waterfront location as defined under Appendix A of this Ordinance as a functionally dependent facility, where applicable;

**10.3.5.4.6.** The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use;

**10.3.5.4.7.** The compatibility of the proposed use with existing and anticipated development;

**10.3.5.4.8.** The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;

**10.3.5.4.9.** The safety of access to the property in times of flood for ordinary and emergency vehicles;

**10.3.5.4.10.** The expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and

**10.3.5.4.11.** The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, and streets and bridges.

**10.3.5.5.** A written report addressing each of the above factors shall be submitted with the application for a variance.

**10.3.5.6.** Upon consideration of the factors listed above and the purposes of this Ordinance, the appeal board may attach such conditions to the granting of variances as it deems necessary to further the purposes and objectives of this Ordinance.

**10.3.5.7.** Any applicant to whom a variance is granted shall be given written notice specifying the difference between the Base Flood Elevation (BFE) and the elevation to which the structure is to be built and that such construction below the BFE increases risks to life and property, and that the issuance of a variance to construct a structure below the BFE will result in increased premium rates for flood insurance up to \$25 per \$100 of insurance coverage. Such notification shall be maintained with a record of all variance actions, including justification for their issuance.

## **ARTICLE 10. ENVIRONMENTAL REGULATIONS**

**10.3.5.8.** The Floodplain Administrator shall maintain the records of all appeal actions and report any variances to the Federal Emergency Management Agency and the State of North Carolina upon request.

### **10.3.5.9. Conditions for Variances.**

**10.3.5.9.1.** Variances shall not be issued when the variance will make the structure in violation of other Federal, State, or local laws, regulations, or ordinances.

**10.3.5.9.2.** Variances shall not be issued within any designated floodway or non-encroachment area if the variance would result in any increase in flood levels during the base flood discharge.

**10.3.5.9.3.** Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.

**10.3.5.9.4.** Variances shall only be issued prior to development permit approval.

**10.3.5.9.5.** Variances shall only be issued upon:

- A showing of good and sufficient cause;
- A determination that failure to grant the variance would result in exceptional hardship; and
- A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, or extraordinary public expense, create nuisance, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.

**10.3.5.10.** A variance may be issued for solid waste disposal facilities or sites, hazardous waste management facilities, salvage yards, and chemical storage facilities that are located in Special Flood Hazard Areas provided that all of the following conditions are met.

**10.3.5.10.1.** The use serves a critical need in the community.

**10.3.5.10.2.** No feasible location exists for the use outside the Special Flood Hazard Area.

## **ARTICLE 10. ENVIRONMENTAL REGULATIONS**

**10.3.5.10.3.** The reference level of any structure is elevated or floodproofed to at least the Regulatory Flood Protection Elevation.

**10.3.5.10.4.** The use complies with all other applicable Federal, State and local laws.

**10.3.5.10.5.** Caswell County has notified the Secretary of the North Carolina Department of Crime Control and Public Safety of its intention to grant a variance at least thirty (30) calendar days prior to granting the varian



# ARTICLE 10. ENVIRONMENTAL REGULATIONS

## SECTION 10.4 PROVISIONS FOR FLOOD HAZARD REDUCTION.

### ***10.4.1. General Standards.***

In all Special Flood Hazard Areas the following provisions are required:

***10.4.1.1.*** All new construction and substantial improvements shall be designed (or modified) and adequately anchored to prevent flotation, collapse, and lateral movement of the structure.

***10.4.1.2.*** All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.

***10.4.1.3.*** All new construction and substantial improvements shall be constructed by methods and practices that minimize flood damages.

***10.4.1.4.*** Electrical, heating, ventilation, plumbing, air conditioning equipment, and other service facilities shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding to the Regulatory Flood Protection Elevation. These include, but are not limited to, HVAC equipment, water softener units, bath/kitchen fixtures, ductwork, electric/gas meter panels/boxes, utility/cable boxes, hot water heaters, and electric outlets/switches.

***10.4.1.5.*** All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system.

***10.4.1.6.*** New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges from the systems into flood waters.

***10.4.1.7.*** On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.

***10.4.1.8.*** Nothing in this Ordinance shall prevent the repair, reconstruction, or replacement of a building or structure existing on the effective date of this Ordinance and located totally or partially within the floodway, non-encroachment area, or stream setback, provided there is no additional encroachment below the Regulatory Flood Protection Elevation in the floodway, non-encroachment area, or stream setback, and provided that such repair, reconstruction, or replacement meets all of the other requirements of this Ordinance.

***10.4.1.9.*** New solid waste disposal facilities and sites, hazardous waste management facilities, salvage yards, and chemical storage facilities shall not be permitted, except by

## ARTICLE 10. ENVIRONMENTAL REGULATIONS

variance as specified in Section 10.3.5.10. A structure or tank for chemical or fuel storage incidental to an allowed use or to the operation of a water treatment plant or wastewater treatment facility may be located in a Special Flood Hazard Area only if the structure or tank is either elevated or floodproofed to at least the Regulatory Flood Protection Elevation and certified in accordance with the provisions of Section 10.3.2.3.

**10.4.1.10.** All subdivision proposals and other development proposals shall be consistent with the need to minimize flood damage.

**10.4.1.11.** All subdivision proposals and other development proposals shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage.

**10.4.1.12.** All subdivision proposals and other development proposals shall have adequate drainage provided to reduce exposure to flood hazards.

**10.4.1.13.** All subdivision proposals and other development proposals shall have received all necessary permits from those governmental agencies for which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.

**10.4.1.14.** When a structure is partially located in a Special Flood Hazard Area, the entire structure shall meet the requirements for new construction and substantial improvements.

**10.4.1.15.** When a structure is located in multiple flood hazard zones or in a flood hazard risk zone with multiple base flood elevations, the provisions for the more restrictive flood hazard risk zone and the highest Base Flood Elevation (BFE) shall apply.

**10.4.1.16** Fill is prohibited in the SFHA and Future Conditions Flood Hazard Areas , including construction of buildings on fill. This includes not approving Conditional Letters or Letters of Map Revision - Based on Fill (CLOMR-F or LOMR-F). (maximum 280 CRS points possible)

### **10.4.2. Specific Standards.**

In all Special Flood Hazard Areas where Base Flood Elevation (BFE) data has been provided, as set forth in Section 10.2.2, or Section 10.4.3, the following provisions, in addition to the provisions of Section 10.4.1, are required:

**10.4.2.1. Residential Construction.** New construction and substantial improvement of any residential structure (including manufactured homes) shall have the reference level, including basement, elevated no lower than the Regulatory Flood Protection Elevation, as defined in Appendix A of this Ordinance.

## **ARTICLE 10. ENVIRONMENTAL REGULATIONS**

**10.4.2.2. Non-Residential Construction.** New construction and substantial improvement of any commercial, industrial, or other non-residential structure shall have the reference level, including basement, elevated no lower than the Regulatory Flood Protection Elevation, as defined in Appendix A of this Ordinance. Structures located in A, AE, AO, and A1-30 Zones may be floodproofed to the Regulatory Flood Protection Elevation in lieu of elevation provided that all areas of the structure, together with attendant utility and sanitary facilities, below the Regulatory Flood Protection Elevation are watertight with walls substantially impermeable to the passage of water, using structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. For AO Zones, the floodproofing elevation shall be in accordance with Section 10.4.6.2. A registered professional engineer or architect shall certify that the floodproofing standards of this subsection are satisfied. Such certification shall be provided to the Floodplain Administrator as set forth in Section 10.3.2.3, along with the operational plan and the inspection and maintenance plan.

### **10.4.2.3. Manufactured Homes.**

**10.4.2.3.1.** New and replacement manufactured homes shall be elevated so that the reference level of the manufactured home is no lower than the Regulatory Flood Protection Elevation, as defined in Appendix A of this Ordinance.

**10.4.2.3.2.** Manufactured homes shall be securely anchored to an adequately anchored foundation to resist flotation, collapse, and lateral movement, either by certified engineered foundation system, or in accordance with the most current edition of the State of North Carolina Regulations for Manufactured Homes adopted by the Commissioner of Insurance pursuant to NCGS 143-143.15. Additionally, when the elevation would be met by an elevation of the chassis thirty-six (36) inches or less above the grade at the site, the chassis shall be supported by reinforced piers or engineered foundation. When the elevation of the chassis is above thirty-six (36) inches in height, an engineering certification is required.

**10.4.2.3.3.** All enclosures or skirting below the lowest floor shall meet the requirements of Section 10.4.2.4.

**10.4.2.3.4.** An evacuation plan must be developed for evacuation of all residents of all new, substantially improved or substantially damaged manufactured home parks or subdivisions located within flood prone areas. This plan shall be filed with and approved by the Floodplain Administrator and the local Emergency Management Coordinator.

## **ARTICLE 10. ENVIRONMENTAL REGULATIONS**

**10.4.2.4. Elevated Buildings.** Fully enclosed area, of new construction and substantially improved structures, which is below the lowest floor:

**10.4.2.4.1.** Shall not be designed or used for human habitation, but shall only be used for parking of vehicles, building access, or limited storage of maintenance equipment used in connection with the premises. Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment (standard exterior door), or entry to the living area (stairway or elevator). The interior portion of such enclosed area shall not be finished or partitioned into separate rooms, except to enclose storage areas;

**10.4.2.4.2.** Shall be constructed entirely of flood resistant materials at least to the Regulatory Flood Protection Elevation; and

**10.4.2.4.3.** Shall include, in Zones A, AO, AE, and A1-30, flood openings to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters. To meet this requirement, the openings must either be certified by a professional engineer or architect or meet or exceed the following minimum design criteria:

- A minimum of two flood openings on different sides of each enclosed area subject to flooding;
- The total net area of all flood openings must be at least one (1) square inch for each square foot of enclosed area subject to flooding;
- If a building has more than one enclosed area, each enclosed area must have flood openings to allow floodwaters to automatically enter and exit;
- The bottom of all required flood openings shall be no higher than one (1) foot above the adjacent grade;
- Flood openings may be equipped with screens, louvers, or other coverings or devices, provided they permit the automatic flow of floodwaters in both directions; and
- Enclosures made of flexible skirting are not considered enclosures for regulatory purposes, and, therefore, do not require flood openings. Masonry or wood underpinning, regardless of structural status, is considered an enclosure and requires flood openings as outlined above.

## **ARTICLE 10. ENVIRONMENTAL REGULATIONS**

### **10.4.2.5. Additions/Improvements.**

**10.4.2.5.1.** Additions and/or improvements to pre-FIRM structures when the addition and/or improvements in combination with any interior modifications to the existing structure are:

- Not a substantial improvement, the addition and/or improvements must be designed to minimize flood damages and must not be any more non-conforming than the existing structure.
- A substantial improvement, both the existing structure and the addition and/or improvements must comply with the standards for new construction.

**10.4.2.5.2.** Additions to post-FIRM structures with no modifications to the existing structure other than a standard door in the common wall shall require only the addition to comply with the standards for new construction.

**10.4.2.5.3.** Additions and/or improvements to post-FIRM structures when the addition and/or improvements in combination with any interior modifications to the existing structure are:

- Not a substantial improvement, the addition and/or improvements only must comply with the standards for new construction.
- A substantial improvement, both the existing structure and the addition and/or improvements must comply with the standards for new construction.

### **10.4.2.6. Recreational Vehicles.** Recreational vehicles shall either:

**10.4.2.6.1.** Be on site for fewer than 180 consecutive days and be fully licensed and ready for highway use (a recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities, and has no permanently attached additions); or

**10.4.2.6.2.** Meet all the requirements for new construction.

**10.4.2.7. Temporary Non-Residential Structures.** Prior to the issuance of a floodplain development permit for a temporary structure, the applicant must submit to the Floodplain Administrator a plan for the removal of such structure(s) in the event of a hurricane, flash flood or other type of flood warning notification. The following information

## ARTICLE 10. ENVIRONMENTAL REGULATIONS

shall be submitted in writing to the Floodplain Administrator for review and written approval:

**10.4.2.7.1.** A specified time period for which the temporary use will be permitted. Time specified may not exceed three (3) months, renewable up to one (1) year;

**10.4.2.7.2.** The name, address, and phone number of the individual responsible for the removal of the temporary structure;

**10.4.2.7.3.** The time frame prior to the event at which a structure will be removed (i.e., minimum of 72 hours before landfall of a hurricane or immediately upon flood warning notification);

**10.4.2.7.4.** A copy of the contract or other suitable instrument with the entity responsible for physical removal of the structure; and

**10.4.2.7.5.** Designation, accompanied by documentation, of a location outside the Special Flood Hazard Area, to which the temporary structure will be moved.

**10.4.2.8. Accessory Structures.** When accessory structures (sheds, detached garages, etc.) are to be placed within a Special Flood Hazard Area, the following criteria shall be met:

**10.4.2.8.1.** Accessory structures shall not be used for human habitation (including working, sleeping, living, cooking or restroom areas);

**10.4.2.8.2.** Accessory structures shall not be temperature-controlled;

**10.4.2.8.3.** Accessory structures shall be designed to have low flood damage potential;

**10.4.2.8.4.** Accessory structures shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters;

**10.4.2.8.5.** Accessory structures shall be firmly anchored in accordance with the provisions of Section 10.4.1.1;

**10.4.2.8.6.** All service facilities such as electrical shall be installed in accordance with the provisions of Section 10.4.1.4; and

## ARTICLE 10. ENVIRONMENTAL REGULATIONS

**10.4.2.8.7.** Flood openings to facilitate automatic equalization of hydrostatic flood forces shall be provided below Regulatory Flood Protection Elevation in conformance with the provisions of Section 10.4.2.4.3.

An accessory structure with a footprint less than 150 square feet that satisfies the criteria outlined above does not require an elevation or floodproofing certificate. Elevation or floodproofing certifications are required for all other accessory structures in accordance with Section 10.3.2.3.

**10.4.2.9. Tanks.** When gas and liquid storage tanks are to be placed within a Special Flood Hazard Area or Future Conditions Flood Hazard Area, the following criteria shall be met:

**10.4.2.9.1** Underground tanks. Underground tanks in flood hazard areas shall be anchored to prevent flotation, collapse or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty;

**10.4.2.9.2.** Above-ground tanks, elevated. Above-ground tanks in flood hazard areas shall be elevated to or above the Regulatory Flood Protection Elevation on a supporting structure that is designed to prevent flotation, collapse or lateral movement during conditions of the design flood. Tank-supporting structures shall meet the foundation requirements of the applicable flood hazard area;

**10.4.2.9.3.** Above-ground tanks, not elevated. Above-ground tanks that do not meet the elevation requirements of Article 5, Section B (2) of this Article shall be permitted in flood hazard areas provided the tanks are designed, constructed, installed, and anchored to resist all flood-related and other loads, including the effects of buoyancy, during conditions of the design flood and without release of contents in the floodwaters or infiltration by floodwaters into the tanks. Tanks shall be designed, constructed, installed, and anchored to resist the potential buoyant and other flood forces acting on an empty tank during design flood conditions.

**10.4.2.9.4.** Tank inlets and vents. Tank inlets, fill openings, outlets and vents shall be:

**10.4.2.9.5.** At or above the Regulatory Flood Protection Elevation or fitted with covers designed to prevent the inflow of floodwater or outflow of the contents of the tanks during conditions of the design flood; and

## ARTICLE 10. ENVIRONMENTAL REGULATIONS

**10.4.2.9.6.** Anchored to prevent lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the design flood.

### **10.4.2.10 Other Development.**

**10.4.2.10.1.** Fences in regulated floodways and NEAs that have the potential to block the passage of floodwaters, such as stockade fences and wire mesh fences, shall meet the limitations of Article 5, Section F of this ordinance.

**10.4.2.10.2.** Retaining walls, sidewalks and driveways in regulated floodways and NEAs. Retaining walls and sidewalks and driveways that involve the placement of fill in regulated floodways shall meet the limitations of Article 5, Section F of this ordinance.

**10.4.2.10.3.** Roads and watercourse crossings in regulated floodways and NEAs. Roads and watercourse crossings, including roads, bridges, culverts, low-water crossings and similar means for vehicles or pedestrians to travel from one side of a watercourse to the other side, that encroach into regulated floodways shall meet the limitations of Article 5, Section F of this ordinance.

### **10.4.3. Standards for Floodplains Without Established Base Flood Elevations.**

Within the Special Flood Hazard Areas designated as Approximate Zone A and established in Section 10.2.2, where no Base Flood Elevation (BFE) data has been provided by FEMA, the following provisions, in addition to the provisions of Section 10.4.1, shall apply:

**10.4.3.1.** No encroachments, including fill, new construction, substantial improvements or new development shall be permitted within a distance of twenty (20) feet each side from top of bank or five times the width of the stream, whichever is greater, unless certification with supporting technical data by a registered professional engineer is provided demonstrating that such encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.

**10.4.3.2.** The BFE used in determining the Regulatory Flood Protection Elevation shall be determined based on the following criteria:

**10.4.3.2.1.** When Base Flood Elevation (BFE) data is available from other sources, all new construction and substantial improvements within such areas shall also comply with all applicable provisions of this Ordinance and shall be elevated or floodproofed in accordance with standards in Section 10.4.1 and 10.4.2.



## **ARTICLE 10. ENVIRONMENTAL REGULATIONS**

**10.4.3.2.2.** When floodway or non-encroachment data is available from a Federal, State, or other source, all new construction and substantial improvements within floodway and non-encroachment areas shall also comply with the requirements of Section 10.4.2 and 10.4.5.

**10.4.3.2.3.** All subdivision, manufactured home park and other development proposals shall provide Base Flood Elevation (BFE) data if development is greater than five (5) acres or has more than fifty (50) lots/manufactured home sites. Such Base Flood Elevation (BFE) data shall be adopted by reference in accordance with Section 10.2.2 and utilized in implementing this Ordinance.

**10.4.3.2.4.** When Base Flood Elevation (BFE) data is not available from a Federal, State, or other source as outlined above, the reference level shall be elevated or floodproofed (nonresidential) to or above the Regulatory Flood Protection Elevation, as defined in Appendix A. All other applicable provisions of Section 10.4.2 shall also apply.

### ***10.4.4. Standards for Riverine Floodplains With Base Flood Elevations But Without Established Floodways or Non-Encroachment Areas.***

Along rivers and streams where Base Flood Elevation (BFE) data is provided by FEMA or is available from another source but neither floodway nor non-encroachment areas are identified for a Special Flood Hazard Area on the FIRM or in the FIS report, the following requirements shall apply to all development within such areas:

**10.4.4.1.** Standards of Section 10.4.1 and 10.4.2; and

**10.4.4.2.** Until a regulatory floodway or non-encroachment area is designated, no encroachments, including fill, new construction, substantial improvements, or other development, shall be permitted unless certification with supporting technical data by a registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one (1) foot at any point within the community.

### ***10.4.5. Floodways and Non-Encroachment Areas.***

Areas designated as floodways or non-encroachment areas are located within the Special Flood Hazard Areas established in Section 10.2.2. The floodways and non-encroachment areas are extremely hazardous areas due to the velocity of floodwaters that have erosion potential and carry debris and potential projectiles. The following provisions, in addition to standards outlined in Section 10.4.1 and 10.4.2, shall apply to all development within such areas:

## **ARTICLE 10. ENVIRONMENTAL REGULATIONS**

**10.4.5.1.** No encroachments, including fill, new construction, substantial improvements and other developments shall be permitted unless:

**10.4.5.1.1.** It is demonstrated that the proposed encroachment would not result in any increase in the flood levels during the occurrence of the base flood, based on hydrologic and hydraulic analyses performed in accordance with standard engineering practice and presented to the Floodplain Administrator prior to issuance of floodplain development permit, or

**10.4.5.1.2.** A Conditional Letter of Map Revision (CLOMR) has been approved by FEMA. A Letter of Map Revision (LOMR) must also be obtained upon completion of the proposed encroachment.

**10.4.5.2.** If Section 10.4.5.1 is satisfied, all development shall comply with all applicable flood hazard reduction provisions of this Ordinance.

**10.4.5.3.** No manufactured homes shall be permitted, except replacement manufactured homes in an existing manufactured home park or subdivision, provided the following provisions are met:

**10.4.5.3.1.** The anchoring and the elevation standards of Section 10.4.2.3; and

**10.4.5.3.2.** The no encroachment standard of Section 10.4.5.1.

### **10.4.6. Standards for Areas of Shallow Flooding (Zone AO).**

Located within the Special Flood Hazard Areas established in Section 10.2.2, are areas designated as shallow flooding areas. These areas have special flood hazards associated with base flood depths of one (1) to three (3) feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and indeterminate. In addition to Section 10.4.1 and 10.4.2, all new construction and substantial improvements shall meet the following requirements:

**10.4.6.1.** The reference level shall be elevated at least as high as the depth number specified on the Flood Insurance Rate Map (FIRM), in feet, plus a freeboard of two (2) feet, above the highest adjacent grade; or at least four (4) feet above the highest adjacent grade if no depth number is specified.

**10.4.6.2.** Non-residential structures may, in lieu of elevation, be floodproofed to the same level as required in Section 10.4.6.1 so that the structure, together with attendant utility and sanitary facilities, below that level shall be watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. Certification is required in accordance with Section 10.3.2.3 and Section 10.4.2.2.

## ARTICLE 10. ENVIRONMENTAL REGULATIONS

**10.4.6.3.** Adequate drainage paths shall be provided around structures on slopes, to guide floodwaters around and away from proposed structures.

### **10.4.7. Standards for Areas of Shallow Flooding (Zone AH)**

Located within the Special Flood Hazard Areas established in Article 3, Section B, are areas designated as shallow flooding areas. These areas are subject to inundation by 1-percent-annual-chance shallow flooding (usually areas of ponding) where average depths are one (1) to three (3) feet. Base Flood Elevations are derived from detailed hydraulic analyses are shown in this zone. In addition to Article 5, Sections A and B, all new construction and substantial improvements shall meet the following requirements:

**10.4.7.1.** Adequate drainage paths shall be provided around structures on slopes, to guide floodwaters around and away from proposed structures.

## ARTICLE 10. ENVIRONMENTAL REGULATIONS

### SECTION 10.5 LEGAL STATUS PROVISIONS.

#### ***10.5.1. Effect on Rights and Liabilities Under the Existing Flood Damage Prevention Ordinance.***

These regulations in part comes forward by re-enactment of some of the provisions of the Flood Damage Prevention Ordinance enacted June 17, 2002, as amended, and it is not the intention to repeal but rather to re-enact and continue to enforce without interruption of such existing provisions, so that all rights and liabilities that have accrued thereunder are reserved and may be enforced. The enactment of this ordinance shall not affect any action, suit or proceeding instituted or pending. All provisions of the Flood Damage Prevention Ordinance of Caswell County enacted on June 17, 2002, as amended, which are not reenacted herein are repealed.

The date of the initial Flood Damage Prevention Ordinance for each municipal jurisdiction within Caswell County is as follows:

Town of Yanceyville, NC - October 14, 2004

#### ***10.5.2. Effect Upon Outstanding Floodplain Development Permits.***

Nothing herein contained shall require any change in the plans, construction, size, or designated use of any development or any part thereof for which a floodplain development permit has been granted by the Floodplain Administrator or his or her authorized agents before the time of passage of this Ordinance; provided, however, that when construction is not begun under such outstanding permit within a period of six (6) months subsequent to the date of issuance of the outstanding permit, construction or use shall be in conformity with the provisions of this Ordinance.

#### ***10.5.3. Severability***

If any section, clause, sentence, or phrase of the Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this Ordinance.



**AGENDA FORM**

**TO:** Caswell County Board of Commissioners

**FROM:** Renee Paschal, County Manager

**SUBJECT:** Amendment to Southern Health Partners Contract

**BACKGROUND INFORMATION:**

Southern Health Partners provides medical care to Caswell County Detention Center Inmates. In June 2024 the Board of Commissioners approved using opioid settlement funds to hire an additional nurse through SHP and cover the cost of medications for opioid treatment. The amendment adds the monthly cost of the opioid nurse to the existing contract.

**RECOMMENDED ACTION/MOTION:**

Motion to approve the Southern Health Partners contract amendment.

**FISCAL IMPACT:**

The cost, \$37,120.51 annually, will be paid for Opioid Settlement funds. These funds can only be used for this and similar purposes related to the effects of the opioid epidemic. These funds have already been budgeted.

**ATTACHMENTS:**

Amendment to Southern Health Partners Contract  
Resolution Approving Funding

AMENDMENT #2  
TO  
HEALTH SERVICES AGREEMENT

This AMENDMENT #2, to Health Services Agreement dated September 12, 2012, between Caswell County, North Carolina (hereinafter referred to as "County", and Southern Health Partners, Inc., a Delaware Corporation, (hereinafter referred to as "SHP"), is entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**WITNESSETH:**

WHEREAS, County and SHP desire to amend the Health Services Agreement dated September 12, 2012, between County and SHP.

NOW THEREFORE, in consideration of the covenants and promises hereinafter made, the parties hereto agree as follows:

**Section 2.1 is hereby amended and replaced in its entirety by the following:**

2.1 Staffing. County acknowledges that, effective September 1, 2024, SHP shall provide an on-site staffing plan consisting of fifty-six (56) nursing hours per week, according to a regular schedule of eight (8) hours per day, seven (7) days per week. Staffing hours worked in excess of this contracted staffing plan, not to include SHP training hours, may be billed back to the County on a monthly basis, at the actual wage and benefit rate, for staffing services performed on-site at the facility.

- a. Holidays. County acknowledges that SHP shall provide limited flexible coverage of medical staff on SHP-designated holidays.
- b. Other Absences. For all other staff absences, including but not limited to, paid time off, vacation, and sick time, SHP shall endeavor to provide replacement coverage, to the extent reasonably possible, or shall endeavor to make up any balance of unfilled time within the scheduled workweek or then-current pay period. In the event SHP is unable to provide replacement coverage or make up the balance of unfilled time, SHP shall refund the County the cost of the unfilled staffing hours on the next month's base fee billing or shall otherwise negotiate a mutually agreeable remedy with County. County acknowledges that, any computation of unfilled hours due for refund to County shall be based on the total average of hours that comprise the regular weekly staffing plan and shall not be determined on a per shift or position basis.
- c. Medication Passes. SHP staff shall prepare and pass all inmate medications when on-site. Jail staff shall be responsible for passing all inmate medications in the absence of an SHP nurse on-site.

- d. Meal breaks. It is understood and agreed that SHP employees are entitled to unpaid meal breaks when working shifts of eight (8) hours or more. SHP employees shall be allowed to leave the facility during this time, or if a break is taken on-site, are to have uninterrupted time unless called to an emergency response. Such meal breaks are to be usual and customary, and not overly excessive.

It is understood the Professional Provider may be filled by a Physician, or Mid-Level Practitioner. Either shall be duly licensed to practice medicine in the State of North Carolina, and shall be available to SHP's nursing staff for resource, consultation and direction twenty-four (24) hours per day, seven (7) days per week. Provider visits shall not be scheduled on holidays.

The scheduling of staff shifts may be flexible and adjusted by SHP in order to maintain stability of the program and consistency with staff. Any adjustments or changes to fixed schedules would be made after discussions with the Jail Administrator and other involved County officials. Professional Provider visit times and dates shall be coordinated with Jail Management, and may include the use of telehealth services. Some of the Professional Provider time may be used for phone consults with medical staff and for other administrative duties.

SHP shall make reasonable efforts to supply the staffing levels contained in this section, however, failure to continuously supply all of the required staffing due to labor market demands or other factors outside the control of SHP, after such reasonable efforts have been made, shall not constitute a breach of this Agreement.

Should SHP experience increased staffing requirements or an increase of ten percent (10%) or more in total compensation expenses payable to its employees or independent contractors providing services at the Jail, and such increases are beyond the reasonable control of SHP, SHP and County shall negotiate in good faith an updated staffing matrix and/or a corresponding increased amount of compensation for the remainder of the then-current contract period that takes into account the additional personnel and/or additional compensation expenses incurred by SHP. Should SHP and County be unable to agree on a revised staffing matrix and/or an increased amount of compensation within thirty (30) days of SHP notifying County in writing of the need to modify the staffing matrix and/or increase compensation, either party may terminate this Agreement upon thirty (30) days' written notice to the other party.

Based on actual staffing needs as affected by medical emergencies, riots, increased or decreased inmate population, and other unforeseen circumstances, certain increases or decreases in staffing requirements may be waived as agreed to by County and SHP.

Should medical services fall behind due to situations outside of SHP control, such as those described in Section No. 4.4, below, and additional hours and/or SHP staff are required to bring services current, the County shall be billed and agrees to pay for the additional time incurred by SHP to bring services current.

**Section 4.4 is hereby inserted with a new provision as follows:**

4.4 Officer Staffing Levels. It is understood SHP medical staff are given clearance to work and perform medical functions within the Jail. Should staffing levels of the correctional staff fall below an acceptable standard causing the SHP medical staff to be unable to complete such services in a timely manner, the County shall be responsible for the consequences of the same, for any resulting noncompliance with County, State, or Federal entity requirements or regulations, including, but not limited to, any resulting failed inspection and/or audit by County, State or Federal entity. SHP medical staff shall document and report such issues of backlogs created by inadequate officer staffing levels to the Jail Administrator. The County shall, upon notification by SHP, exercise every effort to bring officer staffing levels back up to standard within a reasonable period of time.

**Section 6.1 is hereby amended and replaced in its entirety by the following:**

6.1 Term. This Agreement shall commence on January 1, 2013. The term of this Agreement shall end on December 31, 2024, and this Agreement shall thereafter be automatically extended for additional periods of twelve (12) months each, beginning on January 1 of each year, subject to County funding availability, unless either party provides written notice to the other of its intent to terminate, or non-renew, in accordance with the provisions of Section No. 6.2 of this Agreement. Notwithstanding any provision herein to the contrary, in the event SHP receives notice or communication from the County or Sheriff, by and through its respective staff or personnel, either in writing or otherwise, of the County's intent to solicit bids for inmate health services, this Agreement shall automatically expire at the conclusion of the then-current period, except as may be mutually agreed to and acknowledged by express written agreement between the parties to extend or renew up through and including a specified period. In no event shall this Agreement continue for a period in excess of sixty (60) days following notice or communication by the County or Sheriff to SHP of the County's intent to solicit bids, except as may be mutually agreed to and acknowledged by express written agreement between the parties to continue services under this Agreement up through and including a specified period.

**Section 7.1 is hereby amended and replaced in its entirety by the following:**

7.1 Base Compensation. Effective September 1, 2024, County shall compensate SHP based on the twelve-month annualized price of \$227,225.04 during the term of this Agreement, payable in monthly installments. Monthly installments based on the twelve-month annualized base price of \$227,225.04 shall be in the



amount of \$18,935.42 each, along with the additional costs for Drug Tests and MAT Medications. SHP shall bill County approximately thirty (30) days prior to the month in which services are to be rendered. County agrees to pay SHP prior to the tenth day of the month in which services are rendered. Payment by County to SHP shall be made electronically through the Automated Clearing House, or should the County elect not to make electronic payments to SHP, County agrees to pay an additional two percent (2%) per month charge. In the event this Agreement should commence or terminate on a date other than the first or last day of any calendar month, compensation to SHP shall be prorated accordingly for the shortened month.

IN WITNESS WHEREOF, the parties have executed this Agreement in their official capacities with legal authority to do so.

CASWELL COUNTY, NC

BY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

Date: \_\_\_\_\_

SOUTHERN HEALTH PARTNERS, INC.

BY:

\_\_\_\_\_  
Jennifer Hairsine, President and Chief Executive Officer

Date: \_\_\_\_\_

**A RESOLUTION BY THE COUNTY OF CASWELL  
TO DIRECT THE EXPENDITURE OF OPIOID SETTLEMENT FUNDS**

**WHEREAS** Caswell County has joined national settlement agreements with companies engaged in the manufacturing, distribution, and dispensing of opioids.

**WHEREAS** the allocation, use, and reporting of funds stemming from these national settlement agreements and bankruptcy resolutions (“Opioid Settlement Funds”) are governed by the Memorandum of Agreement Between the State of North Carolina and Local Governments on Proceeds Relating to the Settlement of Opioid Litigation (“MOA”) and the Supplemental Agreement for Additional Funds from Additional Settlements of Opioid Litigation (“SAAF”);

**WHEREAS** Caswell County has received Opioid Settlement Funds pursuant to these national settlement agreements and deposited the Opioid Settlement Funds in a separate special revenue fund as required by section D of the MOA;

**WHEREAS** section E.6 of the MOA states that, before spending opioid settlement funds, the local government’s governing body must adopt a resolution that:

- (i) indicates that it is an authorization for expenditure of opioid settlement funds; and,
- (ii) states the specific strategy or strategies the county or municipality intends to fund pursuant to Option A or Option B, using the item letter and/or number in Exhibit A or Exhibit B to identify each funded strategy; and,
- (iii) states the amount dedicated to each strategy for a specific period of time.


**NOW, THEREFORE BE IT RESOLVED**, in alignment with the NC MOA and SAAF, Caswell County authorizes the expenditure of opioid settlement funds as follows:

**1. First strategy authorized**

- a. Name of strategy: Addiction Treatment for Incarcerated Persons
- b. Strategy is included in Exhibit A
- c. Item letter and/or number in Exhibit A to the MOA: Strategy 11
- d. Amount authorized for this strategy: \$164,637
- e. Period of time during which expenditure may take place:
  - Start date July 1, 2024 through End date June 30, 2026
- f. Description of the program, project, or activity: Fund continued treatment for individuals who began addiction treatment prior to incarceration, provide voluntary screenings for opioid use disorder (OUD) to incarcerated persons, and provide medication to individuals with OUD who wish to begin treatment.
- g. Provider: Caswell County Sheriff Department

The total dollar amount of Opioid Settlement Funds appropriated across the above named and authorized strategies is \$164,637.

Adopted this the 17<sup>th</sup> day of June, 2024.

  
\_\_\_\_\_  
Jeremiah Jefferies, Chair  
Caswell County Board of Commissioners

ATTEST:

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

COUNTY SEAL





**AGENDA FORM**

**TO: FROM:** Caswell County Board of Commissioners

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

**Budget Amendment for Infrastructure Investment and Jobs Act (IIJ.A)**

**BACKGROUND INFORMATION:**

In accordance with the Caswell County Board of Commissioners Rules of Procedure Rule #27, this item was tabled from the January 21, 2025 meeting.

NCDOT/PTD has notified all transit systems in NC that due to the Federal Rules changed for the Federal Transit Administration (FTA) as a result of the Infrastructure Investment and Jobs Act (IIJA) that requires any assets sold over \$5,000.00 plus a percentage based on the match paid, must be returned to the FTA through Integrated Mobility Division - NCDOT.

The buses were sold through the NC State Surplus, competitive bidding process. The two buses together sold for \$34,400.00.

**STAFF RECOMMENDATION, IF APPLICABLE:**

Approve the budget amendment.

**RECOMMENDED ACTION/MOTION:**

Motion to approve budget amendment #17.

**FISCAL IMPACT:**

\$18,520.00 must be returned to NCDOT-Integrated Mobility Division. This will be taken out of CATS Enterprise Funds.

**ATTACHMENTS:**

Budget Amendment #17

**CASWELL COUNTY, NORTH CAROLINA  
FISCAL YEAR 2025**

**Board Meeting: January 21, 2025  
BUDGET AMENDMENT NO. 17**

***CATS: Return of Surplus Proceeds to Federal Transit Administration (FTA)***

**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:**

As of November 15, 2021, Federal Rules changed for the FTA as result of the Infrastructure Investment and Jobs Act (IIJA). NCDOT created a new policy based on the changing rules that stated assets sold over \$5,000 plus a percentage based on the match paid, must be returned to the FTA through Integrated Mobility Division.

---

**FUND- GENERAL FUND (Fund 650)**

**DEPARTMENT: CATS**

				<b>FY25 Current Budget</b>	<b>Increase (Decrease)</b>	<b>FY25 Amended Budget</b>
<b>REVENUES</b>						
Appropriated Fund Balance	6504521	390000			\$ 18,520.00	\$ 18,520.00
<b>EXPENDITURES</b>						
Gain/Loss on Sale	6504521	599600	\$	-	\$ 18,520.00	\$ 18,520.00

---

**FOR  
THE COUNTY OF CASWELL:**

**ATTEST:**

---

**Chair**

---

**Clerk to the Board**

---

**Date**



**AGENDA FORM**

**TO: Caswell County Board of Commissioners**

**FROM: Renee Paschal, County Manager**

**SUBJECT: NC Health Insurance Pool Renewal**

**BACKGROUND INFORMATION:**

Caswell County is a member of the North Carolina Health Insurance Pool (NCHIP) administered by Gallagher. We have received notice that our health insurance premiums will increase 6% in FY 2026, because claims in FY 23 and FY 24 exceeded our available reserves. Dave Costa, Gallagher Vice President of Health and Wellness, attended the February 3, 2025 Board of Commissioners meeting and gave the attached presentation.

He explained the following:

- Caswell County has had two years (FY 2023 and 2024) where claims exceeded our payments to the pool. For that reason, we currently have no reserves.
- Had Caswell County remained with Blue Cross, he projects the county would now be paying \$3.98 million, instead of \$2.5 million annually. He estimates that the county has saved \$6.1 million over the past seven years by being in the pool.
- If Caswell County leaves the pool, we will be responsible for covering claims incurred before July 1, but not yet filed. The estimated cost of this is \$200,000, which exceeds the increased premium.
- The pool has a policy that cost increases are limited to 6% annually. Insurance purchased from other carriers does not have this guarantee.

The county has until February 28, 2025 to decide whether to stay in the pool or leave. A decision about how to allocate the increase between the county and employees will be made as late as is possible, so that more information is available about the FY 2026 budget.

**STAFF RECOMMENDATION, IF APPLICABLE:**

The county does have the option of seeking quotes from other carriers, but given the \$200,000 in outstanding claims we will be responsible for and the no-more-than-6%-increase-per-year policy, staff recommends against this.

**RECOMMENDED ACTION/MOTION:**

Motion to continue to participate in NCHIP for FY 2026.

**FISCAL IMPACT:**

The FY 2026 renewal will cost \$142,819.20 or 6% more if the county absorbs the entire increase and does not share the cost with employees. NCHIP has presented options for how the cost can be shared with employees. Staff recommends making this decision later when more is known about the FY 2026 budget.

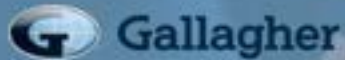
**ATTACHMENTS:**

- NCHIP Presentation
- Premium increase cost-sharing scenarios



# NCHIP Review with BOCC

In association with



Insurance | Risk Management | Consulting



**Presented by:**  
Dave Costa  
February 3, 2025





# Agenda

- **Medical Review**
  - History of NCHIP
    - Core Pillars, Growth, Renewal History
  - Caswell County Renewal History
  - Summary of Programs
- **Ancillary Review**
- **Timeline & Next Steps**



# NCHIP History



# NCHIP Today



**7**

**Years in  
Operation**

**29**

**Governments**

**10,200**

**Total  
Employees**

**15,400**

**Total  
Members**

# History, Membership & Governance



## HISTORY

**Established**  
July 1, 2018

**29 governments**  
*(7 original members)*

## MEMBERSHIP

**Open to counties, cities  
& towns with 51+  
enrolled on health plan**

**1 year membership  
term**  
*(July 1 renewal)*

**New members admitted  
by recommendation of  
Board of Trustees**

## GOVERNANCE

**Members own the Trust**

**Each government  
appoints a member to  
the Board of Trustees**

**The Board consists of a  
Chair, Vice Chair,  
Treasurer & Secretary**

# NCHIP Members



July 1, 2018		July 1, 2019		July 1, 2020		July 1, 2021		July 1, 2022		July 1, 2023		July 1, 2024	
	 1,035 employees		95 employees		275 employees	 330 employees		 180 employees	 420 employees	 180 employees			
105 employees	 1,050 employees	 250 employees			330 employees	 210 employees	 265 employees	 150 employees	 200 employees				
 130 employees	 1,205 employees	 290 employees		 550 employees		 130 employees	 200 employees	 230 employees					
Morrisville Life connects. Life well. 195 employees	 340 employees	 420 employees				 76 employees	 750 employees						
						 200 employees							



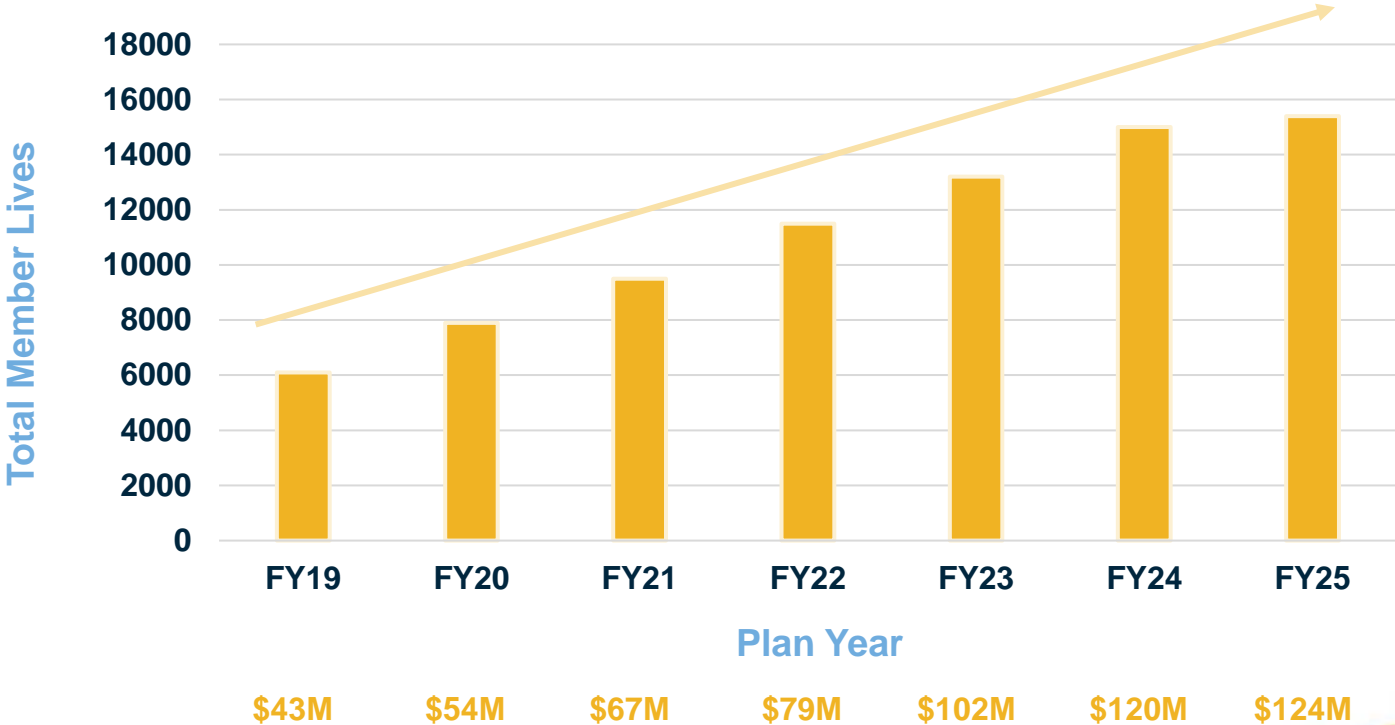
# NCHIP's Core Pillars

**Stability** is the foundation of NCHIP's mission. With financial stability at the core, all members benefit from stable, predictable health premiums, enabling employers to prioritize employee health and wellbeing. Built on this foundation, **Autonomy** provides the freedom and flexibility for custom plan designs that address the unique needs of each employee population. By collaborating with North Carolina's leading public sector firms, NCHIP delivers world-class **Service** to all members. Together, NCHIP creates a **Community** of like-minded government leaders, united in strength and reaching outward and upward to serve all North Carolina public servants.

- **STABILITY**      **Conservatively Funded & Reserved, Fully Transparent and Predictable**
- **AUTONOMY**      **Preserve Plan Design Freedom**
- **SERVICE**      **Managed by the State's Leading Public Sector Vendors**
- **COMMUNITY**      **A Solution Created by Government Leaders, Led by Government Leaders**



# Membership Growth



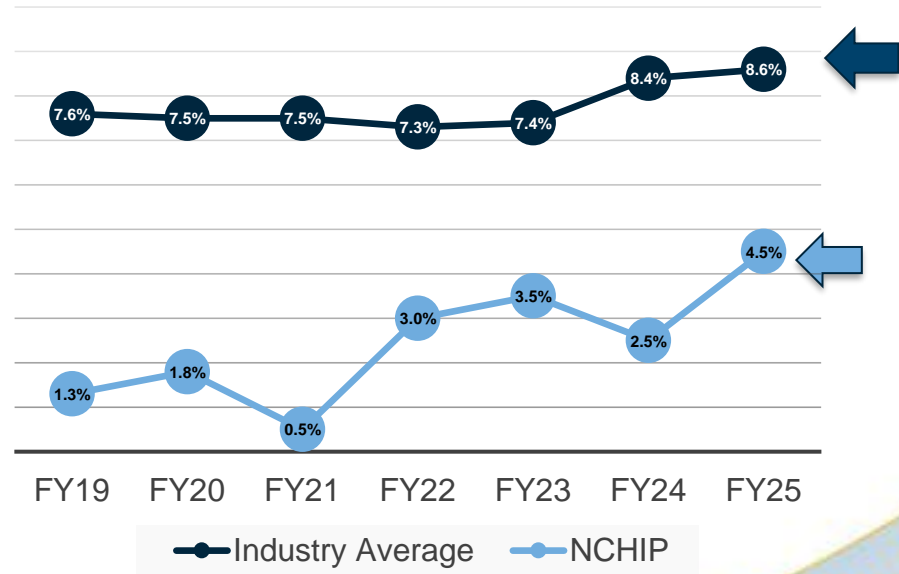


# NCHIP Renewal History

	Industry	NCHIP
Plan Year	Average	Average
FY19 (7)	7.6%	1.3%
FY20 (11)	7.5%	1.8%
FY21 (14)	7.5%	0.5%
FY22 (20)	7.3%	3.0%
FY23 (25)	7.4%	3.5%
FY24 (28)	8.4%	2.5%
FY25 (29)	8.6%	4.5%

<b>Average</b>	<b>7.8%</b>	<b>2.4%</b>
----------------	-------------	-------------

### Industry vs NCHIP



No individual member has ever exceeded a 6% increase per NCHIP internal policy



# Caswell County | Renewal History






# March 2019 | Caswell County

**CONFIDENTIAL INFO**

### Caswell County Prospective NCHIP Pool Analysis

NCHIP (Health Pool) 03/2019 - 03/2020

Division of Information Systems | 036  
 Insurance Underwriting | 0360000  
 Government Services | 0360000  
 NCHIP Business Operations | 0360000  
 NCHIP Business Operations | 0360000  
 County/Pool Manager | 0360000  
 HR Director | 0360000



**Current & Proposed Rates**

Rate No.	Classification	Current Premium (2019)	Proposed Premium (2020)	NCHIP Contribution (2020)	Net Self-Insured Retaining (2020)	Net Self-Insured Retaining (2019)
<b>2019 (Actual)</b>						
Single	100	\$887.20	\$887.20	\$475.75	\$411.45	\$411.45
Single + Spouse	2	\$1,488.17	\$1,471	\$750.00	\$738.17	\$738.17
Single + Child	3	\$888.24	\$870	\$438.00	\$432.24	\$432.24
Single + Child + Spouse	4	\$1,845.45	\$1,827	\$950.00	\$877.45	\$877.45
Family	5	\$1,786.52	\$1,768	\$900.00	\$868.52	\$868.52
<b>2020 (Proposed)</b>						
Single	100	\$887.20	\$887.20	\$475.75	\$411.45	\$411.45
Single + Spouse	2	\$1,488.17	\$1,471	\$750.00	\$738.17	\$738.17
Single + Child	3	\$888.24	\$870	\$438.00	\$432.24	\$432.24
Single + Child + Spouse	4	\$1,845.45	\$1,827	\$950.00	\$877.45	\$877.45
Family	5	\$1,787.17	\$1,769	\$900.00	\$869.17	\$869.17

**Pool Size**

Rate No.	Classification	2019	2020	2020
2019 (Actual)		100	100	100
2020 (Proposed)			100	100

**NCHIP Accounting Breakdown**

Category	2019 (Actual)	2020 (Proposed)
2019 (Actual)		
2020 (Proposed)		

**Benefits/Options Analysis**

Category	2019 (Actual)	2020 (Proposed)	2019 (Actual)	2020 (Proposed)
2019 (Actual)				
2020 (Proposed)				



## North Carolina Health Insurance Pool

To: Caswell County  
 Re: NCHIP Executive Board  
 Date: March 24, 2019  
 Re: Letter of Approval

---

Mr. Mayor and City Councilmembers,

On behalf of the NCHIP Board of Trustees, we are pleased to extend the letter of approval to Caswell County for entry into NCHIP effective July 1, 2019.

After a thorough review of Caswell County's risk analysis prepared and presented by Arthur J. Gallagher, the NCHIP Board voted to approve Caswell County's request to join our voluntary membership in our national network of providing comprehensive medical and greater predictability in your health insurance programs. This approval is conditional on the execution of the representation of the request in question being effective 6/25/2019 and the internal policies shared with Arthur J. Gallagher.

We thank you for your interest in NCHIP and we look forward to working with you in the areas in which please reach out to me with any questions.

Sincerely,  
  
 Thomas J. Jones  
 NCHIP Chair  
 Governor of North Carolina  
 101 E. Franklin Street  
 Wake Forest, NC 27687  
[www.ncnchip.com](http://www.ncnchip.com)  
 (919) 452-3800

cc: Shirley Fager (Chair of NCHIP), NCHIP Vice Chair  
 Ann Minton (Executive Director), NCHIP Treasurer  
 Brenda Bartholomew (Organizational), NCHIP Secretary

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**NCHIP** Member of **Gallagher**



### RESOLUTIONS AUTHORIZING THE PARTICIPATION IN THE NORTH CAROLINA HEALTH INSURANCE POOL

WHEREAS, North Carolina local governments, including any North Carolina county, city, or taxing authority, may enter into contracts or agreements under Article 23 of Chapter 158 of the North Carolina General Statutes (the "Local Government Risk Pool Act") to establish pools providing for life or accident and health insurance for their employees on a cooperative or contract basis with one another;

WHEREAS, the North Carolina Health Insurance Pool (NCHIP) is a pool providing for accident and health insurance for employees of North Carolina local governments in accordance with the Local Government Risk Pool Act; and

WHEREAS, this local government wishes to become a member of the NCHIP;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSIONERS OF THE County of Caswell, as follows:

**SECTION 1.** As of July 1, 2019, this local government will become a Member of the North Carolina Health Insurance Pool (NCHIP), an intergovernmental cooperative to pool health insurance risks with other North Carolina local governments. The terms and conditions of membership in NCHIP will be such terms and conditions as are imposed by the Board of Trustees of NCHIP and govern the terms of applicable contracts and by laws of NCHIP, as such may be amended from time to time.

**SECTION 2.** In accordance with N.C.G.S. § 158-21 from the County Manager of this local government, or such other officer, as shall be authorized, is directed to give notice for same notice to be given to the North Carolina Commissioner of Insurance no later than June 1, 2019.

1

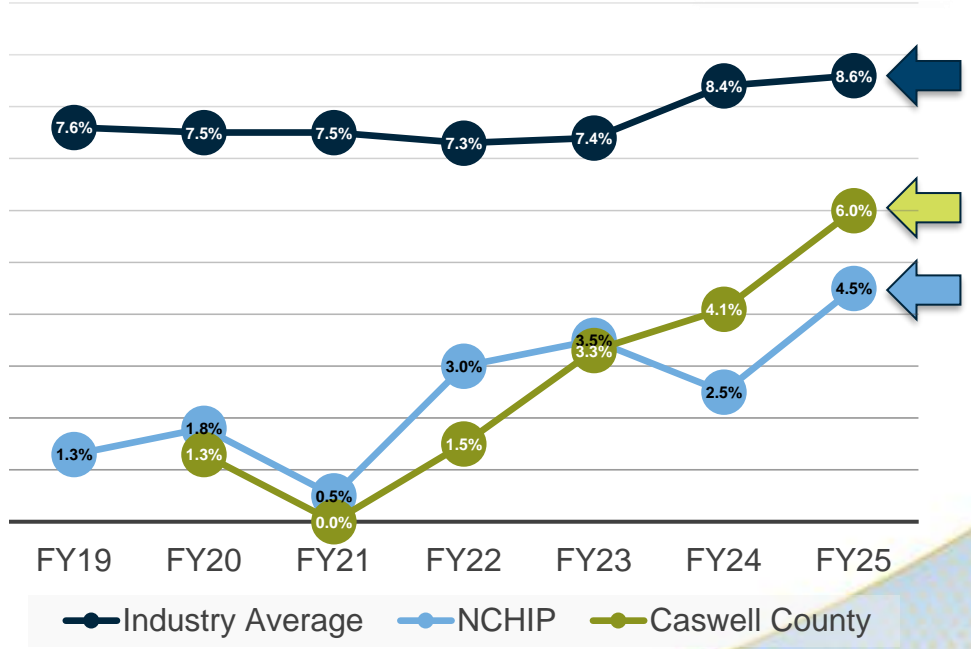


# NCHIP Renewal History

	Industry	NCHIP	Caswell County
Plan Year	Average	Average	Actual
FY19 (7)	7.6%	1.3%	n/a
FY20 (11)	7.5%	1.8%	1.3%
FY21 (14)	7.5%	0.5%	0.0%
FY22 (20)	7.3%	3.0%	1.5%
FY23 (25)	7.4%	3.5%	3.3%
FY24 (28)	8.4%	2.5%	4.1%
FY25 (29)	8.6%	4.5%	6.0%

<b>Average</b>	<b>7.8%</b>	<b>2.4%</b>	<b>2.7%</b>
----------------	-------------	-------------	-------------

Industry | NCHIP | Caswell County



**NCHIP member level policy caps the max annual rate increase to 6% (below industry trend)**

# Renewal / Reserve History



Plan Year	ALL			Caswell County			
	Average Renewal	Reserve Fund	Loss Ratio	Renewal	Reserve Fund	Return of Surplus	Loss Ratio
FY19	1.3%	\$5.5M	87.1%				
FY20	1.8%	\$10.0M	92.1%	1.3%	\$353K	\$0	72%
FY21	0.5%	\$9.8M	95.6%	0%	\$524K (+\$171K)	\$0	84%
FY22	3.0%	\$12.2M	98.1%	1.5%	\$531K (+\$7K)	\$0	92%
FY23	3.5%	\$16.8M	95.9%	3.3%	\$246K (-\$286K)	\$0	119%
FY24	2.5%	\$25.1M	94.7%	4.1%	\$16K (-\$229K)	\$0	109%
FY25 <i>(thru Jan)</i>	4.5%	~\$27.0M	~98.2%	6.0%	-\$23K (-\$40K)	\$0	88%
7-Year Average	2.4%	-	-	2.7%	-\$23K (-0.1X needs)	-	



# Preliminary Renewal for FY26

## Caswell County

- 6% annual increase = \$142,000 additional cost
- Employer vs Employee Increase Considerations

BASE PLAN					
Rate Tier	Count	July 1, 2024 through June 30, 2025		July 1, 2025 through June 30, 2026	
		Current		Renewal	
		NCHIP Funding Rate	Monthly Funding @ NCHIP Rates	NCHIP Funding Rate	Monthly Funding @ NCHIP Rates
<b>TOTAL FUNDING RATE</b>					
EE Only	125	\$717.50	\$89,688	\$760.55	\$95,069
EE + Spouse	1	\$1,447.50	\$1,448	\$1,534.35	\$1,534
EE+Child	2	\$1,162.50	\$2,325	\$1,232.25	\$2,465
EE+Children	0	\$1,617.50	\$0	\$1,714.55	\$0
EE+Family	0	\$1,842.50	\$0	\$1,953.05	\$0
		<b>Total</b>			
Total Monthly		\$93,460		\$99,068	
Total Annual		\$1,121,520		\$1,188,811	
				6.0%	

BUY UP PLAN					
Rate Tier	Count	July 1, 2024 through June 30, 2025		July 1, 2025 through June 30, 2026	
		Current		Renewal	
		NCHIP Funding Rate	Monthly Funding @ NCHIP Rates	NCHIP Funding Rate	Monthly Funding @ NCHIP Rates
<b>TOTAL FUNDING RATE</b>					
EE Only	125	\$755.50	\$94,438	\$800.83	\$100,104
EE + Spouse	2	\$1,502.50	\$3,005	\$1,592.65	\$3,185
EE+Child	3	\$1,207.50	\$3,623	\$1,279.95	\$3,840
EE+Children	0	\$1,682.50	\$0	\$1,783.45	\$0
EE+Family	2	\$1,917.50	\$3,835	\$2,032.55	\$4,065
		<b>Total</b>			
Total Monthly		\$104,900		\$111,194	
Total Annual		\$1,258,800		\$1,334,328	
				6.0%	

COMBINED PLANS					
Total Monthly		\$198,360		\$210,262	
Total Annual		\$2,380,320		\$2,523,139	
				6.0%	



# 7-Year History

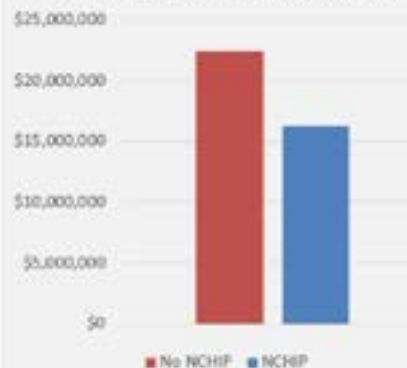
	Caswell County without NCHIP	Caswell County with NCHIP	Estimated Savings
7 Year Trend	7.8%	2.7%	5.1%
7/1/2019 Funding (Year 1)	\$2,533,950	\$2,150,149	\$383,801
7/1/2020 Funding (Year 2)	\$2,731,598	\$2,208,203	\$523,395
7/1/2021 Funding (Year 3)	\$2,944,663	\$2,267,825	\$676,838
7/1/2022 Funding (Year 4)	\$3,174,346	\$2,329,056	\$845,291
7/1/2023 Funding (Year 5)	\$3,421,945	\$2,391,940	\$1,030,005
7/1/2024 Funding (Year 6)	\$3,688,857	\$2,456,523	\$1,232,335
7/1/2025 Funding (Year 7)	\$3,976,588	\$2,522,849	\$1,453,739
<b>Total</b>	<b>\$22,471,948</b>	<b>\$16,326,544</b>	<b>\$6,145,404</b>

**TOTAL ESTIMATED SAVINGS**

**Cumulative Funding - Traditional vs NCHIP**



**7 Year Total Cost Comparison**



# NCHIP Programs





# Current Program Summary & Costs

- **NCHIP Concierge Team** – Personalized customer service representatives, trained in your group’s particular benefits, able to help with coverage questions, billing/claims concerns, locating providers, etc.
  - Cost: No cost to you as a member of NCHIP
- **Teladoc** – Virtual acute, behavioral, and dermatology care. Provides convenient access to doctor consultations via phone or online.
  - Cost: \$1.05 per contract per month and included in NCHIP funding
- **Livongo** – Diabetes management. Mobile app that helps with chronic disease management. Livongo sends eligible members free connected devices that they can use to track and manage their diabetes.
  - Cost: \$95 per participant per month and included in NCHIP funding
- **Amazon Pharmacy/MedsYourWay** – Allows members to easily order and get non-specialty meds delivered to their home. Program gives members access to MedsYourWay discount card pricing that gives up to 80% savings on brand/generic medicines.
  - Cost: No cost to you
- **Lantern (formerly Surgery Plus)**– Guided surgical care that allows members to access free surgical care for most planned surgeries.
  - Cost: 30% shared savings model
- **Businesssolver** – Benefit administration platform, COBRA administration, ACA tracking & reporting
  - Cost: ~\$4 PEPM and included in NCHIP funding
- **Consulting, Accounting, Audit, Legal, and Data Warehousing Services**
  - Cost: Included in NCHIP funding





## Future Programs

- **Vida** – Weight management/diabetes prevention. Helps members achieve healthy weight and prevent type 2 diabetes and other conditions by adopting new healthy behaviors through expert coaching and in-app tools.
- **Progyny** – Health care solution to support fertility, family building, midlife, menopause, and peri-menopause care.
- **Primary 360** – Virtual primary care solution that creates lasting relationships between employees and care providers through long term care plans, continuous care team support and a unified, whole person experience.

# Benefit Administration & Point Solutions



**How to enroll in your benefits**

## NCHIP

Enroll April 29<sup>th</sup> - May 10<sup>th</sup>, 2024

**ENROLL**

Visit [www.benefitadmin.com](http://www.benefitadmin.com) and log in using your user name and password.

First-time users: **Register** your user name and password and attend a live on-site orientation. The user name/ID number may be **WEP** (log in using both user name and password).

Click on the **Enroll your enrollment or password** link to start your login process.

**VERIFY YOUR OFFICE**

Register the office to have access to your benefits. You'll find lists of eligible offices in the **Reference Center**.

The calendar at the top of the **Enroll** page lets you know how many days you have to enroll.

**START YOUR ENROLLMENT**

Click the **Start New** button to review your personal information and add it with any dependents you wish to cover.

You will need to provide each dependent's legal name, Social Security Number, and birth date to add them to your coverage. You also will need to provide an address for your dependent's last residence.

Search and for your administrator with questions: [www.benefitadmin.com](http://www.benefitadmin.com)

## Free Surgery Care



## Virtual Providers



## Musculoskeletal



## Chronic Diseases



## Mental Health



## Weight Management



# Ancillary Review | FY26



# Carrier Overview



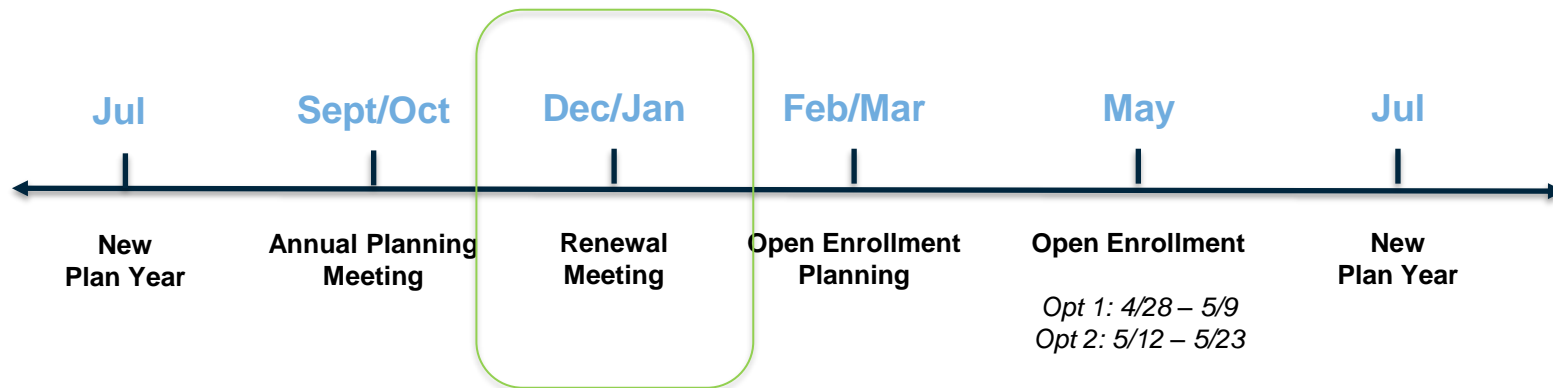
Coverage	Carrier	Renewal	Notes
Dental	Delta of NC	7/1/2026	5% reduction and 2-year rate guarantee
Vision	Community Eye Care	7/1/2027	16% reduction and 3-year rate guarantee
Life/ADD			
STD/LTD			
Hospital, Accident, Critical Illness/Cancer	Aflac	N/A	Group or Individual
COBRA	Businessolver	N/A	

# Timeline





# Annual Timeline



# Questions?

## Connect with us

**Wes Grigston**

wes\_grigston@ajg.com

**Dave Costa**

dave\_costa@ajg.com

4250 Congress St, Suite 200  
Charlotte, NC 28209



Visit our website



[www.mynchip.org](http://www.mynchip.org)



# Addendum







# Your Gallagher Public Sector Team



## Public Sector Practice

**50+**

Benefits & HR and Worker's Comp & Liability  
Consulting Clients in North Carolina Public Sector

**60+**

Pools, Trusts, Coalitions nationally

**300+**

US Public Entity organizations participating in our  
2024 Benefits Strategy & Benchmarking Survey



**Wes Grigston**  
Public Sector  
Practice Leader



**Dave Costa**  
Lead Consultant



**Terri Bowden**  
Service Team Lead



**Rani Collins**  
Senior Wellbeing  
Consultant



**Allison Shambro**  
Client Manager



**Jose Avila**  
Client Associate

## Dedicated Subject Matter Experts



**Austin Weaver**  
Gallagher  
Enrollment Service



**Clare Hunter**  
Pharmacy  
Consulting Lead

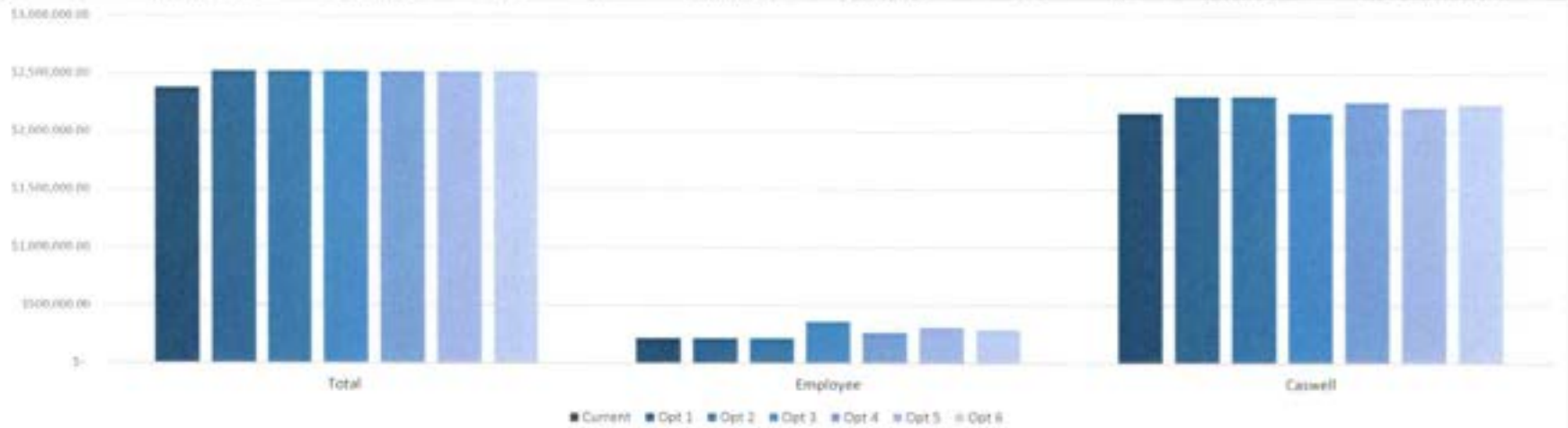


**Danielle Chanat**  
Compliance Consultant



**Elizabeth Stilwell**  
HR Consulting Lead

	Total	Employee	Employee Change	Employee Change - \$	Caswell	Caswell Change	Caswell Change - \$	Description
Current	\$ 2,380,320.00	\$ 219,720.00		\$ -	\$ 2,160,600.00		\$ -	Current structure
Opt 1	\$ 2,523,139.20	\$ 219,720.00	0%	\$ -	\$ 2,303,419.20	7%	\$ 142,819.20	No Employee Change Opt 1
Opt 2	\$ 2,523,139.20	\$ 219,720.00	0%	\$ -	\$ 2,303,419.20	7%	\$ 142,819.20	No Employee Change Opt 2
Opt 3	\$ 2,523,139.20	\$ 362,539.20	65%	\$ 142,819.20	\$ 2,160,600.00	0%	\$ -	No Employer Change
Opt 4	\$ 2,520,720.00	\$ 266,520.00	21%	\$ 46,800.00	\$ 2,254,200.00	4%	\$ 93,600.00	+515 Employee & + 30 Employer
Opt 5	\$ 2,520,720.00	\$ 313,320.00	43%	\$ 93,600.00	\$ 2,207,400.00	2%	\$ 46,800.00	+530 Employee & + 15 Employer
Opt 6	\$ 2,523,840.00	\$ 291,480.00	33%	\$ 71,760.00	\$ 2,232,360.00	3%	\$ 71,760.00	50/50 increase split



# Caswell County

NCHIP Funding Rates 2024/2025 Plan Year

July 1, 2025 through June 30, 2026

# North Carolina Health Insurance Pool

In association with



## 100% County Absorbs BASE PLAN

Rate Tier	Count	July 1, 2024 through June 30, 2025		July 1, 2025 through June 30, 2026	
		Current		Renewal	
		NCHIP Funding Rate	Monthly Funding @ NCHIP Rates	NCHIP Funding Rate	Monthly Funding @ NCHIP Rates
<b>TOTAL FUNDING RATE</b>					
EE Only	125	\$717.50	\$89,688	\$763.28	\$95,409
EE + Spouse	1	\$1,447.50	\$1,448	\$1,493.28	\$1,493
EE+Child	2	\$1,162.50	\$2,325	\$1,208.28	\$2,417
EE+Children	0	\$1,617.50	\$0	\$1,663.28	\$0
EE+Family	0	\$1,842.50	\$0	\$1,888.28	\$0
<b>Employee</b>					
EE Only	125	\$25.00	\$3,125	\$25.00	\$3,125
EE + Spouse	1	\$755.00	\$755	\$755.00	\$755
EE+Child	2	\$470.00	\$940	\$470.00	\$940
EE+Children	0	\$925.00	\$0	\$925.00	\$0
EE+Family	0	\$1,150.00	\$0	\$1,150.00	\$0
<b>Caswell County</b>					
EE Only	125	\$692.50	\$86,563	\$738.28	\$92,284
EE + Spouse	1	\$692.50	\$693	\$738.28	\$738
EE+Child	2	\$692.50	\$1,385	\$738.28	\$1,477
EE+Children	0	\$692.50	\$0	\$738.28	\$0
EE+Family	0	\$692.50	\$0	\$738.28	\$0
		<b>Total</b>			
<b>Total Monthly</b>			\$93,460		\$99,319
<b>Total Annual</b>			\$1,121,520		\$1,191,831
<b>Employee Annual</b>			\$57,840		\$57,840
<b>Caswell County Annual</b>			\$1,063,680		\$1,133,991

Signature – Caswell County

Date

Signature – Arthur J Gallagher

Date

*Future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. Please see your policy or contact us for specific information or further details in this regard.*

# Caswell County

NCHIP Funding Rates 2024/2025 Plan Year

July 1, 2025 through June 30, 2026

# North Carolina Health Insurance Pool

In association with



## 100% County Absorbs BUY UP PLAN

Rate Tier	Count	July 1, 2024 through June 30, 2025		July 1, 2025 through June 30, 2026	
		Current		Renewal	
		NCHIP Funding Rate	Monthly Funding @ NCHIP Rates	NCHIP Funding Rate	Monthly Funding @ NCHIP Rates
<b>TOTAL FUNDING RATE</b>					
EE Only	125	\$755.50	\$94,438	\$801.28	\$100,159
EE + Spouse	2	\$1,502.50	\$3,005	\$1,548.28	\$3,097
EE+Child	3	\$1,207.50	\$3,623	\$1,253.28	\$3,760
EE+Children	0	\$1,682.50	\$0	\$1,728.28	\$0
EE+Family	2	\$1,917.50	\$3,835	\$1,963.28	\$3,927
<b>Employee</b>					
EE Only	125	\$63.00	\$7,875	\$63.00	\$7,875
EE + Spouse	2	\$810.00	\$1,620	\$810.00	\$1,620
EE+Child	3	\$515.00	\$1,545	\$515.00	\$1,545
EE+Children	0	\$990.00	\$0	\$990.00	\$0
EE+Family	2	\$1,225.00	\$2,450	\$1,225.00	\$2,450
<b>Caswell County</b>					
EE Only	125	\$692.50	\$86,563	\$738.28	\$92,284
EE + Spouse	2	\$692.50	\$1,385	\$738.28	\$1,477
EE+Child	3	\$692.50	\$2,078	\$738.28	\$2,215
EE+Children	0	\$692.50	\$0	\$738.28	\$0
EE+Family	2	\$692.50	\$1,385	\$738.28	\$1,477
<b>Total</b>					
Total Monthly			\$104,900		\$110,942
Total Annual			\$1,258,800		\$1,331,308
					5.76%
Employee Annual			\$161,880		\$161,880
Caswell County Annual			\$1,096,920		\$1,169,428

### COMBINED PLANS

Total Monthly			\$198,360		\$210,262
Total Annual			\$2,380,320		\$2,523,139
					6.0%
Employee Annual			\$219,720		\$219,720
Caswell County Annual			\$2,160,600		\$2,303,419

\_\_\_\_\_  
Signature – Caswell County

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Arthur J Gallagher

\_\_\_\_\_  
Date

Future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. Please see your policy or contact us for specific information or further details in this regard.

# Caswell County

NCHIP Funding Rates 2024/2025 Plan Year

July 1, 2025 through June 30, 2026

# North Carolina Health Insurance Pool

In association with



## Employee Absorbs 100% BASE PLAN

Rate Tier	Count	July 1, 2024 through June 30, 2025		July 1, 2025 through June 30, 2026	
		Current		Renewal	
		NCHIP Funding Rate	Monthly Funding @ NCHIP Rates	NCHIP Funding Rate	Monthly Funding @ NCHIP Rates
<b>TOTAL FUNDING RATE</b>					
EE Only	125	\$717.50	\$89,688	\$760.55	\$95,069
EE + Spouse	1	\$1,447.50	\$1,448	\$1,534.35	\$1,534
EE+Child	2	\$1,162.50	\$2,325	\$1,232.25	\$2,465
EE+Children	0	\$1,617.50	\$0	\$1,714.55	\$0
EE+Family	0	\$1,842.50	\$0	\$1,953.05	\$0
<b>Employee</b>					
EE Only	125	\$25.00	\$3,125	\$68.05	\$8,506
EE + Spouse	1	\$755.00	\$755	\$841.85	\$842
EE+Child	2	\$470.00	\$940	\$539.75	\$1,080
EE+Children	0	\$925.00	\$0	\$1,022.05	\$0
EE+Family	0	\$1,150.00	\$0	\$1,260.55	\$0
<b>Caswell County</b>					
EE Only	125	\$692.50	\$86,563	\$692.50	\$86,563
EE + Spouse	1	\$692.50	\$693	\$692.50	\$693
EE+Child	2	\$692.50	\$1,385	\$692.50	\$1,385
EE+Children	0	\$692.50	\$0	\$692.50	\$0
EE+Family	0	\$692.50	\$0	\$692.50	\$0
<b>Total</b>					
<b>Total Monthly</b>			\$93,460		\$99,068
<b>Total Annual</b>			\$1,121,520		\$1,188,811
<b>Employee Annual</b>			\$57,840		\$125,131
<b>Caswell County Annual</b>			\$1,063,680		\$1,063,680

Signature – Caswell County

Date

Signature – Arthur J Gallagher

Date

*Future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. Please see your policy or contact us for specific information or further details in this regard.*

# Caswell County

NCHIP Funding Rates 2024/2025 Plan Year

July 1, 2025 through June 30, 2026

# North Carolina Health Insurance Pool

In association with



## Employee Absorbs 100% BUY UP PLAN

Rate Tier	Count	July 1, 2024 through June 30, 2025		July 1, 2025 through June 30, 2026	
		Current		Renewal	
		NCHIP Funding Rate	Monthly Funding @ NCHIP Rates	NCHIP Funding Rate	Monthly Funding @ NCHIP Rates
<b>TOTAL FUNDING RATE</b>					
EE Only	125	\$755.50	\$94,438	\$800.83	\$100,104
EE + Spouse	2	\$1,502.50	\$3,005	\$1,592.65	\$3,185
EE+Child	3	\$1,207.50	\$3,623	\$1,279.95	\$3,840
EE+Children	0	\$1,682.50	\$0	\$1,783.45	\$0
EE+Family	2	\$1,917.50	\$3,835	\$2,032.55	\$4,065
<b>Employee</b>					
EE Only	125	\$63.00	\$7,875	\$108.33	\$13,541
EE + Spouse	2	\$810.00	\$1,620	\$900.15	\$1,800
EE+Child	3	\$515.00	\$1,545	\$587.45	\$1,762
EE+Children	0	\$990.00	\$0	\$1,090.95	\$0
EE+Family	2	\$1,225.00	\$2,450	\$1,340.05	\$2,680
<b>Caswell County</b>					
EE Only	125	\$692.50	\$86,563	\$692.50	\$86,563
EE + Spouse	2	\$692.50	\$1,385	\$692.50	\$1,385
EE+Child	3	\$692.50	\$2,078	\$692.50	\$2,078
EE+Children	0	\$692.50	\$0	\$692.50	\$0
EE+Family	2	\$692.50	\$1,385	\$692.50	\$1,385
<b>Total</b>					
Total Monthly			\$104,900		\$111,194
Total Annual			\$1,258,800		\$1,334,328
Employee Annual			\$161,880		\$237,408
Caswell County Annual			\$1,096,920		\$1,096,920

COMBINED PLANS					
Total Monthly			\$198,360		\$210,262
Total Annual			\$2,380,320		\$2,523,139
Employee Annual			\$219,720		\$362,539
Caswell County Annual			\$2,160,600		\$2,160,600

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Signature – Caswell County

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Date

\_\_\_\_\_  
Signature – Arthur J Gallagher

\_\_\_\_\_  
Date

future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. Please see your policy or contact us for specific information or further details in this regard.

# Caswell County

NCHIP Funding Rates 2024/2025 Plan Year

July 1, 2025 through June 30, 2026

# North Carolina Health Insurance Pool

In association with



## EE \$15.00/CC \$30.00 Increase BASE PLAN

Rate Tier	Count	July 1, 2024 through June 30, 2025		July 1, 2025 through June 30, 2026	
		Current		Renewal	
		NCHIP Funding Rate	Monthly Funding @ NCHIP Rates	NCHIP Funding Rate	Monthly Funding @ NCHIP Rates
<b>TOTAL FUNDING RATE</b>					
EE Only	125	\$717.50	\$89,688	\$762.50	\$95,313
EE + Spouse	1	\$1,447.50	\$1,448	\$1,492.50	\$1,493
EE+Child	2	\$1,162.50	\$2,325	\$1,207.50	\$2,415
EE+Children	0	\$1,617.50	\$0	\$1,662.50	\$0
EE+Family	0	\$1,842.50	\$0	\$1,887.50	\$0
<b>Employee</b>					
EE Only	125	\$25.00	\$3,125	\$40.00	\$5,000
EE + Spouse	1	\$755.00	\$755	\$770.00	\$770
EE+Child	2	\$470.00	\$940	\$485.00	\$970
EE+Children	0	\$925.00	\$0	\$940.00	\$0
EE+Family	0	\$1,150.00	\$0	\$1,165.00	\$0
<b>Caswell County</b>					
EE Only	125	\$692.50	\$86,563	\$722.50	\$90,313
EE + Spouse	1	\$692.50	\$693	\$722.50	\$723
EE+Child	2	\$692.50	\$1,385	\$722.50	\$1,445
EE+Children	0	\$692.50	\$0	\$722.50	\$0
EE+Family	0	\$692.50	\$0	\$722.50	\$0
<b>Total</b>					
<b>Total Monthly</b>			\$93,460		\$99,220
<b>Total Annual</b>			\$1,121,520		\$1,190,640
<b>Employee Annual</b>			\$57,840		\$80,880
<b>Caswell County Annual</b>			\$1,063,680		\$1,109,760

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Signature – Caswell County

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Date

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Signature – Arthur J Gallagher

\_\_\_\_\_  
Date

*Future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. Please see your policy or contact us for specific information or further details in this regard.*

# Caswell County

NCHIP Funding Rates 2024/2025 Plan Year  
July 1, 2025 through June 30, 2026

# North Carolina Health Insurance Pool

In association with



## EE \$15.00/CC \$30.00 Increase BUY UP PLAN

Rate Tier	Count	July 1, 2024 through June 30, 2025		July 1, 2025 through June 30, 2026	
		Current		Renewal	
		NCHIP Funding Rate	Monthly Funding @ NCHIP Rates	NCHIP Funding Rate	Monthly Funding @ NCHIP Rates
<b>TOTAL FUNDING RATE</b>					
EE Only	125	\$755.50	\$94,438	\$800.50	\$100,063
EE + Spouse	2	\$1,502.50	\$3,005	\$1,547.50	\$3,095
EE+Child	3	\$1,207.50	\$3,623	\$1,252.50	\$3,758
EE+Children	0	\$1,682.50	\$0	\$1,727.50	\$0
EE+Family	2	\$1,917.50	\$3,835	\$1,962.50	\$3,925
<b>Employee</b>					
EE Only	125	\$63.00	\$7,875	\$78.00	\$9,750
EE + Spouse	2	\$810.00	\$1,620	\$825.00	\$1,650
EE+Child	3	\$515.00	\$1,545	\$530.00	\$1,590
EE+Children	0	\$990.00	\$0	\$1,005.00	\$0
EE+Family	2	\$1,225.00	\$2,450	\$1,240.00	\$2,480
<b>Caswell County</b>					
EE Only	125	\$692.50	\$86,563	\$722.50	\$90,313
EE + Spouse	2	\$692.50	\$1,385	\$722.50	\$1,445
EE+Child	3	\$692.50	\$2,078	\$722.50	\$2,168
EE+Children	0	\$692.50	\$0	\$722.50	\$0
EE+Family	2	\$692.50	\$1,385	\$722.50	\$1,445
<b>Total</b>					
Total Monthly			\$104,900		\$110,840
Total Annual			\$1,258,800		\$1,330,080
					5.66%
Employee Annual			\$161,880		\$185,640
Caswell County Annual			\$1,096,920		\$1,144,440

### COMBINED PLANS

Total Monthly			\$198,360		\$210,060
Total Annual			\$2,380,320		\$2,520,720
					5.9%
Employee Annual			\$219,720		\$266,520
Caswell County Annual			\$2,160,600		\$2,254,200

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Signature – Caswell County

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Arthur J Gallagher

\_\_\_\_\_  
Date

Future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. Please see your policy or contact us for specific information or further details in this regard.



# Caswell County

NCHIP Funding Rates 2024/2025 Plan Year

July 1, 2025 through June 30, 2026

# North Carolina Health Insurance Pool

In association with



## EE \$30.00/CC \$15.00 Increase BASE PLAN

Rate Tier	Count	July 1, 2024 through June 30, 2025		July 1, 2025 through June 30, 2026	
		Current		Renewal	
		NCHIP Funding Rate	Monthly Funding @ NCHIP Rates	NCHIP Funding Rate	Monthly Funding @ NCHIP Rates
<b>TOTAL FUNDING RATE</b>					
EE Only	125	\$717.50	\$89,688	\$762.50	\$95,313
EE + Spouse	1	\$1,447.50	\$1,448	\$1,492.50	\$1,493
EE+Child	2	\$1,162.50	\$2,325	\$1,207.50	\$2,415
EE+Children	0	\$1,617.50	\$0	\$1,662.50	\$0
EE+Family	0	\$1,842.50	\$0	\$1,887.50	\$0
<b>Employee</b>					
EE Only	125	\$25.00	\$3,125	\$55.00	\$6,875
EE + Spouse	1	\$755.00	\$755	\$785.00	\$785
EE+Child	2	\$470.00	\$940	\$500.00	\$1,000
EE+Children	0	\$925.00	\$0	\$955.00	\$0
EE+Family	0	\$1,150.00	\$0	\$1,180.00	\$0
<b>Caswell County</b>					
EE Only	125	\$692.50	\$86,563	\$707.50	\$88,438
EE + Spouse	1	\$692.50	\$693	\$707.50	\$708
EE+Child	2	\$692.50	\$1,385	\$707.50	\$1,415
EE+Children	0	\$692.50	\$0	\$707.50	\$0
EE+Family	0	\$692.50	\$0	\$707.50	\$0
<b>Total</b>					
<b>Total Monthly</b>			\$93,460		\$99,220
<b>Total Annual</b>			\$1,121,520		\$1,190,640
<b>Employee Annual</b>			\$57,840		\$103,920
<b>Caswell County Annual</b>			\$1,063,680		\$1,086,720

Signature – Caswell County

Date

Signature – Arthur J Gallagher

Date

*Future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. Please see your policy or contact us for specific information or further details in this report.*

# Caswell County

NCHIP Funding Rates 2024/2025 Plan Year

July 1, 2025 through June 30, 2026

# North Carolina Health Insurance Pool

In association with



## EE \$30.00/CC \$15.00 Increase BUY UP PLAN

Rate Tier	Count	July 1, 2024 through June 30, 2025		July 1, 2025 through June 30, 2026	
		Current		Renewal	
		NCHIP Funding Rate	Monthly Funding @ NCHIP Rates	NCHIP Funding Rate	Monthly Funding @ NCHIP Rates
<b>TOTAL FUNDING RATE</b>					
EE Only	125	\$755.50	\$94,438	\$800.50	\$100,063
EE + Spouse	2	\$1,502.50	\$3,005	\$1,547.50	\$3,095
EE+Child	3	\$1,207.50	\$3,623	\$1,252.50	\$3,758
EE+Children	0	\$1,682.50	\$0	\$1,727.50	\$0
EE+Family	2	\$1,917.50	\$3,835	\$1,962.50	\$3,925
<b>Employee</b>					
EE Only	125	\$63.00	\$7,875	\$93.00	\$11,625
EE + Spouse	2	\$810.00	\$1,620	\$840.00	\$1,680
EE+Child	3	\$515.00	\$1,545	\$545.00	\$1,635
EE+Children	0	\$990.00	\$0	\$1,020.00	\$0
EE+Family	2	\$1,225.00	\$2,450	\$1,255.00	\$2,510
<b>Caswell County</b>					
EE Only	125	\$692.50	\$86,563	\$707.50	\$88,438
EE + Spouse	2	\$692.50	\$1,385	\$707.50	\$1,415
EE+Child	3	\$692.50	\$2,078	\$707.50	\$2,123
EE+Children	0	\$692.50	\$0	\$707.50	\$0
EE+Family	2	\$692.50	\$1,385	\$707.50	\$1,415
<b>Total</b>					
Total Monthly			\$104,900		\$110,840
Total Annual			\$1,258,800		\$1,330,080
					5.66%
Employee Annual			\$161,880		\$209,400
Caswell County Annual			\$1,096,920		\$1,120,680

### COMBINED PLANS

Total Monthly			\$198,360		\$210,060
Total Annual			\$2,380,320		\$2,520,720
					5.9%
Employee Annual			\$219,720		\$313,320
Caswell County Annual			\$2,160,600		\$2,207,400

Signature – Caswell County

Date

Signature – Arthur J Gallagher

Date

*Future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. Please see your policy or contact us for specific information or further details in this regard.*

# Caswell County

NCHIP Funding Rates 2024/2025 Plan Year

July 1, 2025 through June 30, 2026

# North Carolina Health Insurance Pool

In association with



## Cost Shared 50/50 BASE PLAN

Rate Tier	Count	July 1, 2024 through June 30, 2025		July 1, 2025 through June 30, 2026	
		Current		Renewal	
		NCHIP Funding Rate	Monthly Funding @ NCHIP Rates	NCHIP Funding Rate	Monthly Funding @ NCHIP Rates
<b>TOTAL FUNDING RATE</b>					
EE Only	125	\$717.50	\$89,688	\$763.50	\$95,438
EE + Spouse	1	\$1,447.50	\$1,448	\$1,493.50	\$1,494
EE+Child	2	\$1,162.50	\$2,325	\$1,208.50	\$2,417
EE+Children	0	\$1,617.50	\$0	\$1,663.50	\$0
EE+Family	0	\$1,842.50	\$0	\$1,888.50	\$0
<b>Employee</b>					
EE Only	125	\$25.00	\$3,125	\$48.00	\$6,000
EE + Spouse	1	\$755.00	\$755	\$778.00	\$778
EE+Child	2	\$470.00	\$940	\$493.00	\$986
EE+Children	0	\$925.00	\$0	\$948.00	\$0
EE+Family	0	\$1,150.00	\$0	\$1,173.00	\$0
<b>Caswell County</b>					
EE Only	125	\$692.50	\$86,563	\$715.50	\$89,438
EE + Spouse	1	\$692.50	\$693	\$715.50	\$716
EE+Child	2	\$692.50	\$1,385	\$715.50	\$1,431
EE+Children	0	\$692.50	\$0	\$715.50	\$0
EE+Family	0	\$692.50	\$0	\$715.50	\$0
<b>Total</b>					
<b>Total Monthly</b>			\$93,460		\$99,348
<b>Total Annual</b>			\$1,121,520		\$1,192,176
<b>Employee Annual</b>			\$57,840		\$93,168
<b>Caswell County Annual</b>			\$1,063,680		\$1,099,008

Signature – Caswell County

Date

Signature – Arthur J Gallagher

Date

*Future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. Please see your policy or contact us for specific information or further details in this regard.*

# Caswell County

NCHIP Funding Rates 2024/2025 Plan Year

July 1, 2025 through June 30, 2026

# North Carolina Health Insurance Pool

In association with



## Cost Shared 50/50 BUY UP PLAN

Rate Tier	Count	July 1, 2024 through June 30, 2025		July 1, 2025 through June 30, 2026	
		Current		Renewal	
		NCHIP Funding Rate	Monthly Funding @ NCHIP Rates	NCHIP Funding Rate	Monthly Funding @ NCHIP Rates
<b>TOTAL FUNDING RATE</b>					
EE Only	125	\$755.50	\$94,438	\$801.50	\$100,188
EE + Spouse	2	\$1,502.50	\$3,005	\$1,548.50	\$3,097
EE+Child	3	\$1,207.50	\$3,623	\$1,253.50	\$3,761
EE+Children	0	\$1,682.50	\$0	\$1,728.50	\$0
EE+Family	2	\$1,917.50	\$3,835	\$1,963.50	\$3,927
<b>Employee</b>					
EE Only	125	\$63.00	\$7,875	\$86.00	\$10,750
EE + Spouse	2	\$810.00	\$1,620	\$833.00	\$1,666
EE+Child	3	\$515.00	\$1,545	\$538.00	\$1,614
EE+Children	0	\$990.00	\$0	\$1,013.00	\$0
EE+Family	2	\$1,225.00	\$2,450	\$1,248.00	\$2,496
<b>Caswell County</b>					
EE Only	125	\$692.50	\$86,563	\$715.50	\$89,438
EE + Spouse	2	\$692.50	\$1,385	\$715.50	\$1,431
EE+Child	3	\$692.50	\$2,078	\$715.50	\$2,147
EE+Children	0	\$692.50	\$0	\$715.50	\$0
EE+Family	2	\$692.50	\$1,385	\$715.50	\$1,431
<b>Total</b>					
Total Monthly			\$104,900		\$110,972
Total Annual			\$1,258,800		\$1,331,664
					5.79%
Employee Annual			\$161,880		\$198,312
Caswell County Annual			\$1,096,920		\$1,133,352

## COMBINED PLANS

Total Monthly			\$198,360		\$210,320
Total Annual			\$2,380,320		\$2,523,840
					6.0%
Employee Annual			\$219,720		\$291,480
Caswell County Annual			\$2,160,600		\$2,232,360

Signature – Caswell County

Date

Signature – Arthur J Gallagher

Date

*Future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. Please see your policy or contact us for specific information or further details in this regard.*

**CASWELL COUNTY, NORTH CAROLINA  
FISCAL YEAR 2025**

**Board Meeting: February 17, 2025**

**BUDGET AMENDMENT NO. 19**

**Central Services: FY24 Audit Contract**

**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:**

Audit fees are budgeted in Central Services. Once the FY23 audit fees are completely paid, there is \$8,500 available to apply to the FY24 audit contract, which will be paid in FY25. There is \$55,000 available in the Finance Department from unspent dollars for the Isley Group Contract. A fund balance appropriation of \$19,500 is needed to fully fund the contract. Approximately \$17,000 of the FY24 appropriation was unspent and will be part of the FY24 fund balance.

FY24 Audit Contract	\$ 83,000
FY25 Available Budget in Dept 4200	\$ (8,500)
Amount available in Dept 4130	<u>\$ (55,000)</u>
Amount Needed from Fund Balance	<u><u>\$ 19,500</u></u>

---

**FUND- GENERAL FUND (Fund 100)**

**DEPARTMENT: Central Services**

			FY25 Current Budget		Increase (Decrease)	FY25 Amended Budget
<b>REVENUES</b>						
Appropriated Fund Balance	1000000	390000			\$ 19,500.00	\$ 19,500.00
<b>EXPENDITURES</b>						
Professional Services - Other	1004130	519900	\$ -		\$ (55,000.00)	\$ (55,000.00)
Professional Services - Audit	1004130	519900	\$ -		\$ 74,500.00	\$ 74,500.00
			<u>\$ -</u>		<u>\$ 19,500.00</u>	<u>\$ 19,500.00</u>

**FOR  
THE COUNTY OF CASWELL:**

**ATTEST:**

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Chair

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Clerk to the Board

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Date



**AGENDA FORM**

**TO: Caswell County Board of Commissioners**

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

**SUBJECT: Personnel Policy Amendment**

**BACKGROUND INFORMATION:**

At the February 3 meeting, Commissioner David Wrenn asked that an amendment to the personnel policy be placed on the agenda for February 17. The purpose of the amendment is to make it clear that employees must receive approval from their immediate supervisor before leaving the job. Section 9.1 of the Personnel Policy seems to be the section the amendment should be added to. Highlighted is the current language applying to taking leave.

**9.1 Scheduling Work**

The goal of all of our work is to serve the citizens of Caswell County. Work is scheduled in a way that provides effective and efficient service, and that makes County employees accessible to members of the public at convenient times. In meeting this goal, Department Heads and other supervisors who schedule work are empowered to work with individual employees in setting up schedules that may vary from week to week and employee to employee. The criteria in setting up such schedules are efficient performance, accessibility to the public, and sensitivity to employee needs, including family responsibilities. **In order to ensure efficient and equitable enforcement of the policy, employee requests regarding scheduling and leave shall be made to the employee's immediate supervisor.** Any appeals of decisions adverse to the employee must follow the proper chain of command. If an employee is approved for or granted any Leave of Absence, the Leave of Absence shall not extend beyond twelve (12) months. If the leave extends beyond twelve (12) months the employee will be removed from the County's payroll and all benefits shall cease except as may be lawfully continued.

Based on Commissioner Wrenn's comments, I am proposing wording to address his concerns: In order to ensure efficient and equitable enforcement of the policy, employee requests regarding scheduling and leave shall be made to the employee's immediate supervisor. **The leave must be approved by the supervisor before it is taken, except in cases of emergency.**

**STAFF RECOMMENDATION, IF APPLICABLE:**

N/A

**RECOMMENDED ACTION/MOTION:**

- Motion to approve the amendment to the personnel ordinance.

**FISCAL IMPACT:**

**ATTACHMENTS:**