

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

**December 16, 2024**  
**OTHERS PRESENT**

-----  
Tim Yarbrough, Chair  
Frank Rose, Vice Chair  
Ethel Gwynn  
Finch Holt  
Greg Ingram  
Tony Smith  
David Wrenn

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

-----  
The Board of Commissioners for the County of Caswell, North Carolina, met in a regularly scheduled meeting on Monday, December 16, 2024 at 6:30 pm at the Historic Courthouse.

**WELCOME:**

Chairman Yarbrough called the meeting to order, and welcomed everyone to the Caswell County Board of Commissioners meeting on December 16, 2024. Then all paused for a moment of Silent Prayer, and the Board of Commissioners and all the guest in attendance recited the Pledge of Allegiance.

**PUBLIC COMMENTS:**

There were no public comments.

**RECOGNITIONS:**

**Commissioner Rose:** Thank you Mr. Chairman. There's a couple things I'd like to recognize. December 7<sup>th</sup>, we had our Christmas parade. I'd just like to thank everybody that was involved in putting that event on. A shout out. They did a tremendous job, and also our Christmas lights that everybody can see around the courthouse and around the square. I'd just like to give a shout out to everybody that had a hand in that. It takes a lot of work to do that, and they really did an awesome job.

**Commissioner Wrenn:** I don't know if this is the time or not, but I was a little bit surprised and a little bit sadden that our clerk to the Board, Miss Smith, is leaving us. I just want to thank her for doing a good job.

**Commissioner Smith:** Earlier today the Governor's Office announced that Cherokee Tobacco Company will be located in Caswell County. This is a really big deal. It's a \$14 million investment and bringing good jobs to the county. I want to thank the former Board of Commissioners, everyone involved in Economic Development, and all the staff involved in bringing this business to our great county. The first one's the hardest and hopefully more announcement will come soon.

**Commissioner Holt:** I'd also like to speak about Miss Carla. She been wonderful. I

December 16, 2024

couldn't have asked for anybody that' been sweeter. We're going to have the biggest smile in Caswell County going to be leaving us. So you're going to be sorely missed. Thank you for everything you've done.

**Commissioner Yarbrough:** Speaking for the entire Board, I think for the entire board, we do appreciate your service and wish you well in your future endeavors.

**APPROVAL OF AGENDA:**

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

**APPROVAL OF CONSENT AGENDA:**

- a. December 2, 2024 Regular Meeting Minutes
- b. Project Ordinance Amendment # 5 ARP Funds

A **motion** was made by Commissioner Smith and seconded by Commissioner Ingram and **carried unanimously** to approve the consent agenda items a through e. (Ayes: Commissioners Holt, Smith, Wrenn, Rose, Gwynn, Ingram, and Yarbrough)

**DISCUSSION ITEMS:**

There were no discussion items.

**ACTION ITEMS:**

**AMBULANCE PURCHASE REQUEST:**

A **motion** was made by Commissioner Rose and seconded by Commissioner Smith and **carried unanimously** to remove this item from the table for discussion. (Ayes: Commissioners Holt, Smith, Wrenn, Rose, Gwynn, Ingram, and Yarbrough.)

County Manager Paschal said Chairman and Commissioners, we bring before you this item that was tabled from the last meeting to ask for approval. A couple of developments since then. You should have received in your agenda packet a projection of fund balance that Mrs. Sharpe has done that shows our fund balance should be adequate to absorb this expense. The next thing is that our Emergency Services Director has reached out to the company that manufactures the ambulance, and they are willing to accept a contract at this point and then the payment in next fiscal year. Then finally I did an analysis of revenue for EMS, and it appears to me and I'll give you these. Based on my analysis, it appears that we will be between \$200 and \$265,000 in additional Revenue over what was budgeted in the current year. Mr. Lynch is here if you have any questions.

Chairman Yarbrough said folks, the floor is open for discussion or questions concerning this matter.

December 16, 2024

Commissioner Wrenn said Mr. Lynch, you told me before the meeting you had looked into a used ambulance. Would you enlighten the whole Board about this?

Mr. Lynch said I went to Joseph Motors which is located in Raleigh. They had a used ambulance online that I found. I looked at some other used ambulances online. This was the only one where there was two that possibly we could use. One was already sold. I went down and looked at this one. It's a 2015 ambulance. It was a government ambulance. It's only got 23,000 miles on it. It's an extremely base model truck for the military. Just an estimate for us to do the upgrades so we could use it, you're estimating about an additional \$40,000 to put the power load system and some upgrades to the truck. I didn't drive the truck at that time. The salesman said there was a check engine light on. After I left he scanned it and said it was because of the master switch on the battery, which is a little concerning to me. There was an oil leak that he said had been fixed, and the rear suspension, where when you open the doors the back of the truck lowers down, the one we currently use is a liquid spring suspension. That's the link suspension, and it wasn't lowering. So I don't know whether that's just where it's been sitting, and it just needs to be used some. But that's some concerns that I had with it. Mr. Wrenn has told me about another website today that he found that has some other used trucks, but I haven't looked at those. I don't know anything about those.

Commissioner Wrenn said if we wanted to buy that truck or a used truck, I'm sure they would let us take it to a mechanic and check it over ourselves before we make that investment. I think you told me it only had 25,000 miles on it. Mr. Lynch said 23,580. Commissioner Wrenn said and they're wanting \$89,000. Mr. Lynch said \$80,408. Commissioner Wrenn said so if we had to spend some upfit money, you'd still be about \$120,000 to 130 or \$140,000. We talk about oh it's only 140 or 150, but I don't like spending money we don't need to spend. Mr. Lynch said my only concern with this truck is it's a truck that's almost 10 years old and the standards that we try to go by says that you should replace a truck every 7 to 10 years. So we're looking at buying a truck that's already at or beyond what we're... If we could find a newer truck somewhere I mean that's my big concern. Commissioner Wrenn said yeah, but that's 20 some thousand miles on a 10 year old truck. Your trucks got 10 years or eight years with 300,000. Mr. Lynch said yeah, but that's also a big concern to me too that you've got a diesel that's been sitting and not being run. That's another concern also.

Commissioner Holt asked who's dictating these standards. Mr. Lynch said it's a national safety standard. I can't remember what the actual one is, but I have a copy of the document that was actually in the presentation that we gave that said what the standards and their recommendations are. It's 250,000 miles or either seven or 10 years old.

Chairman Yarbrough asked if there were any other questions or comments? Now is the time to put it out there.

Commissioner Smith said Mr. Chairman, can we go and commit to buying this ambulance in the next budget year not this budget year? County Manager Paschal said yes, you can.

Commissioner Wrenn said I'd like to see us proceed in buying a new ambulance or making an agreement tonight to buy a new ambulance. But put off a refit or looking to give us a little more time to find maybe a little newer model truck or used ambulance and see what will come up with that. I'll make a **motion** so we can get it on the table to debate buying the new ambulance or make a commitment to buy it tonight, and of course then we can buy it or pay for it in the next budget year. Commissioner Smith said I'll second it.

Chairman Yarbrough said we have a motion that we sign a commitment letter, I guess is what the term would be. Am I right? Mr. Lynch said it would be a contract. But Chairman Yarbrough said a contract but not a PO. We won't be doing a purchase order. Mr. Lynch said no PO will be done until next budget year. Chairman Yarbrough said okay, but this is only for the new truck. Not the retrofit of the other truck. Commissioner Wrenn said we are going to wait on that, and make a decision later on that. Mr. Lynch said how much time frame are we looking at in making the decision on the remount because I need to get my name on the list for that. The way that it's set up now is once we get the new truck back here in July, the remount would go in September. Once that leaves, that'll be gone for six months doing the remount. Thinking about remounts, you're looking at roughly \$225,000 for a remount versus if you paying \$90,000 for a used truck and upfitting it with no warranty. With a new truck I mean that's my opinion.

Commissioner Holt said what warranty would you have with the remount? You have a remount on the components inside the box. You got 12 months. Commissioner Holt said you get a new motor and transmission and all that. Mr. Lynch said motor and transmission. It's a brand new truck. It's a brand new chassis. So you get 100,000 miles just like buying a new truck. So you get the new vehicle warranty on that truck.

Commissioner Wrenn said Mr. Chairman, in my opinion, I would put the remount off longer than till the next budget year because we don't have it in the budget. That's something we can bring up at budget time if we don't find a used one. I mean I'd be more receptive to buying a used one. I mean I like new. I've only had one new vehicle in my life, but I've had a lot of used ones. I've got a lot of miles out of them. I've bought used tractors, and they've lasted 50 years. They're diesels too, and knock on wood, they've been giving me good service. So that's my opinion. That's just me speaking, but I'd like to hear what other Commissioners think about this.

Chairman Yarbrough said okay. We have a motion and a second on the floor to purchase a new ambulance. Was it 351 and some change? I believe it's right. That's the cost of the new one. County Manager Paschal said yes, \$351,083.

Commissioner Wrenn said I guess we need to find the revenue for it. You want to add to that to take it from fund balance or the funds that we're saving. Chairman Yarbrough said it's going to come out of next year's budget. It's not going to come out of this year's budget. All we're doing

is making a commitment to sign the contract now. There will be no money expended during this budget cycle for this particular item. Commissioner Wrenn said call for questions.

Commissioner Rose said one last thing Mr. Chairman. You did say that the projected revenues this year look like they were going to be between \$2 and \$250,000 more than what was projected at the last year's budget. County Manager Paschal said correct.

A **motion** was made by Commissioner Wrenn and seconded by Commissioner Smith and **carried unanimously** to purchase a new ambulance at the cost of \$351,083, which will come out of next year's budget. (Ayes: Commissioners Holt, Smith, Wrenn, Rose, Gwynn, Ingram, and Yarbrough.)

Commissioner Wrenn said Mr. Chairman before Mr. Lynch leaves. How many calls do you average a month? Mr. Lynch said we run about 4,500 per year and some months is more than others. I would have to do the math. County Manager Paschal said it's 400. Mr. Lynch said roughly 400 a month. Commissioner Wrenn said a hundred a week. Well that's a lot of calls. Mr. Lynch said the fact that we don't have a hospital in the county, our transport times and the times on the call is extended.

Chairman Yarbrough said we passed the motion to purchase the new ambulance. Does the Board have any appetite at tonight's meeting on a retrofit, or do we want to hold off? I know Mr. Wrenn has made his desires known to wait. Anybody else have an opinion on it.

Commissioner Smith said Mr. Chairman, I think Mr. Lynch needs to do some due diligence on the website research that Commissioner Wrenn recommended and see what he can find. If he can find something, maybe come back to the Board with that.

Mr. Lynch said I'm just nervous gentleman. For every day later that I put my name on the list, the chances of us being two to three years down the road gets even higher. Right now if we're doing it, this remount won't be here until 2026. If you vote on it right now, it will not be here till March of 2026.

Commissioner Holt said well Mr. Wrenn said there was literally hundreds of them for sale, and I guess if you were to get in a bind and we were in trouble, we should be able to get on there and get one. I hate be pressured into making a decision tonight.

Chairman Yarbrough said thank you Mr. Lynch. We will bring this matter up again sometime in the future. I don't know when.

#### **COURTHOUSE HVAC REPLACEMENT CONTRACT:**

County Manager Paschal said so the 25 budget included funds to replace the heating and air conditioning system in this building. The replacement is needed because the system is inefficient, has only one thermostat controlling the bottom two floors, and we cannot find new replacement parts. RD has been relegated to finding used replacement parts and refurbished

replacement parts. We did ask for quotes from three companies. Duggins Mechanical was the low bid. I will note that the prior County Manager had already given Duggins Mechanical notice to proceed, and the work is scheduled to start in January. The Board has to approve the contract. It is above my authority to sign a contract. So Russell has copies of the contract that he has drawn up and will pass those out.

Commissioner Rose said Madam Manager, a couple of these quotes, well one, I see in here says that I don't think they even bid on it because it said the job was too large or too small for the company. County Manager Paschal said right. We received two quotes; Duggins was the low one. Duggins was for \$196,000, Superior Mechanical was for \$200,000 and James Heating and Air declined to submit a bid because of the size of the project.

Commissioner Wrenn said is what's in the budget enough to cover this full amount? County Manager Paschal said we budgeted \$196. We based it on the bid.

Chairman Yarbrough said is it anything in here that stands out that we need to be looking at on this contract, Russell? County Attorney Johnston said Madam County Manager and I reviewed the contract, and we actually used our new County Services Contract as a template for the contract with Duggins HVAC. We incorporated the terms of the work order or total job budget quotes submitted by Duggins Mechanical. The most important part Mr. Chair and fellow members would be on page three at the top of the page it's entitled Waiver Assumption of Risk and Release of Liability. In the following three paragraphs we've incorporated language that requires a service provider to have adequate insurance to cover any claim, injury, or damage as well as worker's compensation insurance and general liability insurance coverage.

Commissioner Wrenn said Mr. Chairman, did they give any references as to jobs that they have done of this size to anybody? R.D. Hayes, Maintenance Director, said Duggins Mechanical is probably one of the largest mechanical companies in Alamance County. They do all the City of Burlington, Graham, Elon, Hall River, Gibsonville's local and county work, and the college. Right now we have one compressor downstairs that's bad. We only have one more to go. The heat up here is run off a light switch and a hand timer in the back. Prior to me coming here, the upstairs unit that feeds this building is why the paint was destroyed in this building. It was because of dehumidification in the building. So he has been working on this project pro bono for two years with the engineers with Trane and hadn't charged us one dime. So all the coils in this building have to be custom made because they're going to take the hot water coils out and replace them with a ton package unit or electric package unit. So we're actually going to cut the 2 million btu furnace or gas furnace in the building off. It's actually fed with a 2.5-inch gas line. So we will receive savings by disconnecting the gas line. Plus, we're going to save the inside of this building so we ain't got to spend another \$50 to \$60,000 to have it painted again. Commissioner Wrenn asked how soon can you get started. Mr. Hayes said Scott signed the contract about two months ago and shook the man's hand down here on the courthouse steps, and he started ordering parts that day. Commissioner Wrenn said it won't interfere with the day-to-day activities of the building. Mr. Hayes said no sir. He's going to do the upstairs first, and then we're going to do one

December 16, 2024

side of the downstairs offices. Then switch everybody from that side to this side and do the other side. Commissioner Wrenn said will you put in a better thermostat than a light switch? Mr. Hayes said yes sir. Each room will have its own zone controls.

Commissioner Holt asked if the high voltage connection by Clint Wilson? Mr. Hayes said yes sir. Commissioner Holt said they're doing all the electrical. It's in their contract? Mr. Hayes said yes sir. That's a turnkey price.

Commissioner Smith said Mr. Chairman, it seems to me like we got things backwards. Shouldn't we have approved the bid prior to signing the contract? Mr. Hayes said all this stuff was put in my budget. I put papers, pictures, and everything was in there. County Manager Paschal said this is not on the Maintenance Director. This is on the former County Manager for signing the notice to proceed. So we are following the process and bringing the contract to you tonight.

Commissioner Smith said all right. Question number two. I see the quote is dated February 19<sup>th</sup>, 2024, is he able to hold his prices with inflation. Mr. Hayes said I got him to honor the quote, and parts are being made right now. Commissioner Smith said okay. Next question is do you see there being no or few change orders to do this job? Mr. Hayes said I don't see none at all.

Chairman Yarbrough said any other questions.

A **motion** was made by Commissioner Wrenn and seconded by Commissioner Rose and **carried unanimously** to approve the contract. (Ayes: Commissioners Holt, Smith, Wrenn, Rose, Gwynn, Ingram, and Yarbrough)

#### **EXTENSION OF NC ONE GRANT FOR RIVERSIDE FURNITURE:**

County Manager Paschal said in April of 21, a grant agreement was executed with NC Commerce, Riverside Furniture, and Caswell County for Riverside to receive a \$150,000 NC One Grant and a \$250,000 Reuse Grant. We had to provide a total match of \$62,500 of which we have provided \$37,500 so far. The grant agreement required that they invest \$5.5 million and create 50 new jobs. The agreement expired December 4th of 2024. It's up to the Board whether you want to renew the agreement or not and extend it. They're asking for an extension to December 4th of 2025. If you extend it, it's possible that we would have to pay the additional \$25,000 match. In your agenda packet is a copy of where the Board adopted a Grant Project Ordinance so those funds were budgeted per the grant project ordinance. So even though there is a \$25,000 match, it has been accounted for in the budget.

Commissioner Smith said Mr. Chairman, do we know how close they are to meeting their goal on investment and jobs? County Manager Paschal said I don't know that. I certainly can find out. I think their thought was if they got the extension that they would be able to meet it.

Commissioner Smith said okay so this is first extension they've had. Is it a limited number of extensions that they can get from the State, or is that up to us. County Manager Paschal said all of it is up to you. So I don't know how many extensions the State would grant, but if you choose not to do the extension, then the State doesn't do the extension. We're partners in that. This is the

first extension even though I think the Project Ordinance or something that I read has the agreement expiring in 2022. I did confirm with the State that the agreement expired in 24, and there has been no extension.

Commissioner Holt said is the state checking on this? County Manager Paschal said absolutely.

Commissioner Wrenn said Mr. Chairman, until I find out...They're supposed to do 50 jobs and \$5 million. Right? County Manager Paschal said five and a half roughly. Commissioner Wrenn said five and a half million dollars, but if they've only done a million or \$2 million and only got 30 jobs, I don't think they'll make it by next year. I don't want to throw good money behind bad money. So I'd like to know where they are. County Manager Paschal said you don't pay the \$25,000 until they meet their targets.

Chairman Yarbrough said so it won't cost us anything unless they meet their target. County Manager Paschal said correct, and my understanding, I didn't verify this directly, my assumption was they haven't met the jobs target but they have met the investment target. Commissioner Wrenn said pardon me, and County Manager Paschal said they haven't met the jobs target but they have met the investment target. That's what I believe because the State said the reason for the extension was for the fact that they had not reached the jobs target. Chairman Yarbrough said so we can either grant them a one-year extension, and if they meet that job's target, the county will have to kick in another \$25,000. Or we cannot grant the extension. What's the pleasure of the board?

Commissioner Rose said Mr. Chairman, Madam Manager you said that \$25,000 has already been previously budgeted. County Manager Paschal said it was budgeted in a Project Ordinance. We can't find the budget amendment where the money was moved, but the board did adopt a Project Ordinance for this project.

Commissioner Holt asked have we paid them money before? County Manager Paschal said yes. We have paid them \$37,500 so far. Commissioner Holt said okay. If this doesn't come out until they reach their goal, why did the other come out? County Manager Paschal said there are targets along the way, and they met those targets along the way. Not to mention the building Reuse Grant was a fairly big portion of that.

Commissioner Smith said Mr. Chairman, I'm just curious as to if they lose our \$25,000 would they not lose the States match as well. What type of impact there would be on their operation to do that? County Manager Paschal said I haven't talked to them directly. I just communicated through the State. If you would like me to find that information and bring it back at the next meeting, I can do that. Commissioner Smith said I think we need to do everything we can to keep what industry we have in the county, and if it means extending it if they look like they're making a good faith effort and get closer to the goal, then I think maybe you could get back to us and let us know.

A **motion** was made by Commissioner Wrenn and seconded by Commissioner Holt.

December 16, 2024



Commissioner Rose said there's no timeframe on this with the State is it? County Manager Paschal said I don't think so because the grant has already expired.

A **motion** was made by Commissioner Wrenn and seconded by Commissioner Holt and **carried unanimously** to table the extension until the next regular meeting, January 21, 2025. (Ayes: Commissioners Holt, Smith, Wrenn, Rose, Gwynn, Ingram, and Yarbrough)

#### **BUDGET AMENDMENTS:**

##### **a. # 11 E-911 FUND (CORRECTING FOR PAST INELIGIBLE EXPENDITURES):**

A **motion** was made by Commissioner Smith and seconded by Commissioner Ingram and **carried unanimously** to remove this item from the table for further discussion. (Ayes: Commissioners Holt, Smith, Wrenn, Rose, Gwynn, Ingram, and Yarbrough)

County Manager Paschal said as we talked about at the last meeting, we've been doing a lot of cleanup in preparation for getting our audits current. One of the outstanding items was the PSAP Fund, which in the past not because of misappropriation, but because it's quite frequent to send expenses to the State and have those expenses denied. You can send the expenses again the next year and they might be received or accepted. So I don't know that I ever was able to submit a PSAP report in my career that was just accepted wholesale. So it's very common to have changes, but these changes have been cumulative since 2017. This problem has been rolling from year to year to year and growing larger. So we now owe the PSAP Fund for ineligible expenses \$185,535. We receive about \$100,000 a year. Right Kenneth in 911 funds. Kenneth Everett, 911 Director agreed. If we do not make this right, we will no longer receive those 911 funds. So I don't see that we have a choice except to approve this budget amendment.

Commissioner Wrenn said Mr. Chairman, is this amendment number 12? County Manager Paschal said no it's number 11. Commissioner Wrenn said this is just paying back, and County Manager Paschal said correct. Commissioner Wrenn said because in Amendment 12 you got where you reallocate the money from 911, but you also bring up fund balance. County Manager Paschal said well that is PSAP fund balance. It's not general fund fund balance. Commissioner Wrenn said PSAP meaning the emergency... County Manager Paschal said the 911 fund. There's not a double hit on the general fund. you transfer the \$185,000 into the 911 fund, and that becomes fund balance. Then that fund balance from the 911 fund is appropriated in budget amendment number 12. Commissioner Wrenn said I'll ask more about that, but right now we're just discussing paying back the State, which we kind of have to do. They got us where they want us.

Chairman Yarbrough said all we're considering now is 10 a number 11 correcting for past ineligible expenditures. Any other questions from the Board?

Commissioner Wrenn said that's a lot of ineligible expenditures. Chairman Yarbrough said well it's been building up over seven years. Is that right? County Manager Paschal said yes. Commissioner Wrenn asked what were some of the ineligible expenditures. County Manager

Paschal said I have to turn to Johnna and Kenneth to answer that. Kenneth Everett said a large amount of the ineligible expenditures came back to 2017, 18, and 19 when reports were done and salaries were paid out of the PSAP fund, and they were not supposed to be. Those exceeded \$100,000. Then another large chunk of them came from when they completed the backup center project in Prospect Hill. That was spent incorrectly. Some funding was not approved when they did that. Commissioner Wrenn said and you were not director at that time. Your prior director made this mistake. Kenneth Everett said it came prior to me.

Chairman Yarbrough asked are there any other questions.

County Manager Paschal said honestly because of Kenneth we're able to fix this situation.

A **motion** was made by Commissioner Rose and seconded by Commissioner Ingram and **carried unanimously** to approve budget amendment 11. (Ayes: Commissioners Holt, Smith, Wrenn, Rose, Gwynn, Ingram, and Yarbrough)

#### **# 12 E-911 BUDGET (CORRECTION TO 911 FUND BALANCE)**

County Manager Paschal said so number 12 is to appropriate \$104,565 of the 911 fund balance, and fund 911 consoles and a generator replacement project. These items were put forth in the 25 budget, and I think that's the point at which we realized that there was a problem between the general fund and the 911 fund. So this would appropriate those additional funds for those projects.

Commissioner Wrenn said so you're taking out of the 911 fund. You're taking \$200,000 out of that reserve. How much is in that reserve? You don't know. Kenneth Everett, 911 Director, said once the funds are fixed tonight from budget amendment number 11, that would put us right about \$480,000 in our PSAP fund. The State requires you to keep at least 20% fund balance. However, with the radio console project, the generator, and our normal operating expenses for this fiscal year, we would end up dropping down to 11.25% fund balance remaining, which is roughly \$55,000 to be exact. County Manager Paschal said one more point. We cannot carry a large fund balance or our 911 money will start to be cut. Commissioner Wrenn said I understand that, but they say you got to have 20 or they want 20%. So you got in here database maintenance, Capital out general, telecommunications, and training expenses for employees. Don't you have training in your budget now, or is it all expired. Mr. Everett said so you have two separate budget lines for training. The ones that come out of the 100 fund, our general fund from ad valum tax base, are presented for hotels, travel expenses, and classes that are not eligible. The other classes, I'll give you an example, would be our emergency medical dispatch, our emergency fire dispatch, telecommunicator courses, and management courses are all eligible expenditures that come out of the PSAP fund. Those are submitted every year. So when you submit an audit each year at the beginning of September, they're broke down into separate categories. One of them is furniture and phones, one of them is training, one of them is database management software, and that pertains to everything that has to do with the 911 center. It's a very tedious audit. As she said a lot of times there's things that are going to come back just because they're accepted one year

December 16, 2024

versus different the next year at the state level. Commissioner Wrenn said but how about the generator. How much is that going to cost, and how old is the one you've got now. Mr. Everett said so we go by a technology plan of replacement for the state. So when you're looking at things like computers monitors that type thing, they recommend three to four years. Our chairs are replaced every 3 years. On the generator, it has a 15-year life. The one we currently have now that operates the 911 Center is a 2009 model. So this year will be year number 15. So any replacement parts that we've already ran into to fix the generator being a computer board is out of date for that generator so we can't get the correct parts to put back. So we're due up for a replacement. Commissioner Wrenn said but that's not in this current budget. Was it not put in there? County Manager Paschal said we didn't. The Board didn't adopt a 911 budget. Correct Johnna? Johnna Sharpe said the 911 budget that was adopted with the ordinance is what is shown in this amendment as the FY25 current budget, but it did not reflect what the program plan was because we had to pull back the amount that had been requested as appropriated fund balance because there wasn't any documentation that that fund balance was available. So part of this project is in the general fund and is budgeted. Right Kenneth? Mr. Everett said the ineligible part of our radio consoles was budgeted last year in the last budget. The eligible part will come from the State. Commissioner Wrenn said but you say part of it's in the budget. How big of a part? How big of a part are we talking about that's not in the budget? Mr. Everett said so when we get done between the general budget, what was approved in this current fiscal year's budget, and what will be approved tonight will cover the 100% of the cost of the radio consoles. Commissioner Wrenn said so it's \$200,000. Mr. Everett said it'll exceed that. Our part or the county part was just under \$300, and this part that's list in here will take the remaining balance. Johnna Sharpe said so this budget amendment number 12 is properly stating the 911 budget now that the fund balance will have been replenished from the general fund. The project cost, there's portions of this project cost which are in the general fund and were budgeted as part of the 25 budget and the remainder is in the 911 budget. Commissioner Wrenn said is any of this something that could be put off till next budget time. We're right in the middle of the budget year. Johnna Sharpe said this has been planned. It was just the fact that the fund balance in the 911 fund was not accounted for properly that we could not proceed with the budget that had been requested, which was to use more fund balance than was on the books at the time. So this project is ready to be bid. Kenneth has been waiting for us to work through all the details with the State to properly state the 911 funds so that we would have sufficient funds or the fund balance which he had projected available to move forward with the project. So this has no impact now that you've transferred the amount from the general fund to the 911 fund and those funds are now available to move this project forward.

Chairman Yarbrough said any other questions from the Board. What's your pleasure?

Johnna Sharpe said I want to say there is no real budget impact because these dollars in the 911 fund can only be used on 911 eligible activities.

December 16, 2024

Commissioner Smith said Mr. Chairman, I say this as more accounting bookwork or movement of monies back and forth. Not really additional expenditures. I don't think can jeopardize the funds we have coming in from 911 by putting it off. Johnna Sharpe said correct and this project had been planned if not for me identifying during the budget process that the fund balance wasn't properly stated. This could have gone forward as part of the budget, and it's just taken us months to get it straight and get the state in agreement. Plus, Kenneth working with them to get them to approve \$180,000 that would have potentially had to be on this amendment number 11 tonight. Commissioner Smith said I'm just thankful you found it, and we can move forward. Hopefully we will not have that reoccurring problem. Johnna Sharpe said I believe we will not.

Commissioner Rose said Mrs. Sharpe, this does put us with the state, we're going to be good from this point. Mrs. Sharpe said yes. Absolutely. Commissioner Rose said one other question for our director. Didn't we have an issue this past winter where that generator kicked out? We had a problem with it, and it went down during one of the storms we had. Mr. Everett said February 14<sup>th</sup>, 2021. On Valentine's Day the ice storm. It was a pressure switch that caused the problem that day.

Commissioner Wrenn said Mr. Chairman, just to clarify my small brain. We're sending \$186,000 back to the State 911. Mrs. Sharpe said no. No. No, back to ourselves. Commissioner Wrenn said we're sending it back to ourselves. Mrs. Sharpe said back to ourselves. We've taking it from one pocket and put it in the other. Commissioner Wrenn said okay. We're taking it out of our general fund, and put it into this. Mrs. Sharpe said in the 911 fund that the county maintains.

Commissioner Wrenn said that gives us how many millions? Mrs. Sharpe said no it gives us a little over \$480,000. Commissioner Wrenn said and we're going to take out from fund balance... Mrs. Sharpe said \$204. Commissioner Wrenn said that leave \$280,000, and what is 20% of your budget? Mr. Everett said so once the money was transferred, it'll give you a running fund balance of \$480. So what this budget amendment covers in here for the radios, consoles, and normal operating procedures will take us down to about \$50 to \$55,000 left if we spend all of that. That'll leave us 11.25% fund balance. Commissioner Wrenn said 11, and they want 20. Mr. Everett said they like to see 20%. Yes, sir. But the problem we're in right now, just like this fiscal year, we are not receiving any funds from State 911 because our record showed at the State that our fund balance was too high. So we were penalized with no funds this year. Mrs. Sharpe said thank you Kenneth. The total appropriation here is \$390,000. All of which is in essence fund balance.

Chairman Yarbrough asked if there were any other questions or comment from the Board. Now is the time. Do I have a motion to approve this budget amendment?

A **motion** was made by Commissioner Smith and seconded by Commissioner Gwynn.

Chairman Yarbrough said any more discussion before we vote.

Commissioner Wrenn said I just don't see lowering that fund balance. They say 20%. We're looking at 11%. I can't support this so I'll be voting no.

December 16, 2024

Chairman Yarbrough said any other discussion? Then Chairman Yarbrough said Kenneth I got a question for you. Is there anything on this increase that you're asking for that could be backed off until next budget year? And the reason I'm asking is to get you back to that 20% mark, or is that just not doable with what you need. Mr. Everett said I think where we need to be is to spend the \$390 to finish the radio console project and the generator. I think those are two very important pieces. If we get to a point, we can always because of the State situation that we were in with a higher fund balance or annual monies coming in from 911 this year, we could do a funding reconsideration. I think that would get us back to where we need because we were penalized. Chairman Yarbrough said so you could actually go back. Mr. Everett said I can go back. Chairman Yarbrough said this is our actual fund balance. Would you reconsider funding us some additional money? Mr. Everett said I can. Yes, and they're completely understanding through all this part. Chairman Yarbrough said any other questions or comments. If not, we will proceed to the vote.

Commissioner Holt said let me ask this. Has it changed what's been put on the floor since what he said? Chairman Yarbrough said no. That doesn't change it at all. Not in my mind.

A **motion** was made by Commissioner Smith and seconded by Commissioner Gwynn and **carried 6-1** to table budget amendment 11 and 12 until December 16, 2024. (Ayes: Commissioners Holt, Smith, Rose, Gwynn, Ingram, and Yarbrough. Nays: Commissioner Wrenn)

#### **PCC EASEMENT FOR SEWER LINE:**

County Manager Paschal said sorry about last week and not sending out the memo and the attachments ahead of time. Mr. Ross attempted to send those to us, and I guess the file size was too large. So I have a copy of the memo at your place. As you know, the CEAD Project is underway. David Ross is here. He's the Civil Engineer on the project, and they are requesting an easement for the Sewer Force Main. It would be an easement through the county's 60 foot property that we own, and also a construction easement for the water line. I will turn it over to David to answer questions and present this. I got all the handouts.

David Ross said let's start with that. We'll go with that map first. Good afternoon Commissioners. See as I was asked here to talk further about the PCC project, and what is being required for this site. The first thing I wanted to do is go through a brief history since some of the members are new. So the brief history of Caswell County's utilities: some folks may not be aware that Caswell County has water and sewer utilities. However, starting back in 1993 Caswell County partnered with Danville to help do the Welcome Center on 29. As part of that project, a water line from Danville utilities and also a sewer line from Danville was extended all the way down to the Welcome Center on 29. That was completed in 1993, and then it set idle. It was the only thing that Caswell County had until the 2008 time frame, and in 2008, Caswell County decided to start putting some money in to invest into the Industrial Park due to Norag Technologies coming in and wanting to build a site out there. During 2008 to 2013, there was a

December 16, 2024

five-phase approach as to the utilities to be expanded to serve Norag Industries. This included an elevated storage tank, a potable waterline, a non-potable water line, a Force Main, and Gravity Sewer Extension to extend down to the Norag Industries. That is what the map that you all have in front of you that's labeled Caswell County Utility map shows. It shows your connections to the Danville systems for water and sewer, and then it also shows you have a booster pump station right below the line. It shows the location of the elevated storage tank that you can see from 29, and it shows you the location of your lift station. So that is the Caswell County Utilities as they are today.

We can go to the next slide. If there's any questions just stop me.

Commissioner Holt said Danville has a non-potable water line? Mr. Ross said we have the non-potable. So actually I can further explain that a little bit. Due to the size and amount of industries that we have in the Industrial Park right now, it is considered a non-potable waterline to meet fire suppression for Norag as it was required. However, if at that time it's needed for us to use that 10 inch line for potable water, it is accounted for us to change that over because all of Danville waters that they're feeding us is potable water. It's just if we were to have a potable 10 inch waterline and a 300,000 gallon storage tank in Caswell County, we would have to be flushing the line constantly to keep the water quality at the right state levels. Do that make sense.

Mr. Ross said all right so the next one is PCC's utility map. So PCC with the project that they are proposing, which I overlaid onto the Google Map. You can see a lot of it. There's a few phases approach to this project. The first phase will include a driveway down into the campus on the western most side of the site. It will include a food hub, and it will include the incubator farms and some of the other nurseries that you see on there. So that is Phase One, and for PCC to move forward with phase one the items that I have listed on here: force main for sewer, a water main extension, and connection to you all's system is going to be required for them to move forward with the project. Otherwise they will not have drinking water for the site, and they would not have sewer services for the site as well. Any questions on the locations of those items? Then this map gives you a little bit closer picture of the locations of those utilities. So you can see the force main, the lift station, and the water main extension. We are proposing all those items to meet or exceed what Caswell County currently has in their system as far as the water mains, the pumps, and the force mains. And with talking with County Manager Pascal, we've discussed the ownership of all these items. We talked about the location from last time I was here too. The ownership, PCC will be the owner of all the utilities. So the force main, the lift station, and the water main extensions will all be owned and maintained by PCC. What we are requesting tonight is the last slide, which is a construction and permanent utility easement that follows along the property line for the Caswell County Industrial Park. It does jog out there at the very last bit once you get past all the cleared area to avoid the steep slope there, trees, and other items as well. It follows back along the maintenance road that currently being used pretty regularly by the Maintenance Director. So it does jog back out there, but the rest of it does stay along the property line. It is a 20 foot easement for construction and permanent. The construction required for us to

December 16, 2024

install it and permits for PCC to come back through and do any maintenance activities that may be required for the force main. The other item that was noted was a small construction easement for the waterline. You can see it's very small. It's only probably a 20 by 20 or 20 by 40 construction easement on the property that's owned by Caswell County, and this is temporary. This is only needed for us to dig down on top of the waterline, connect to the existing one, and put a bore underneath the road to tie into the new campus. So that is what is required for PCC to move forward with their project.

Commissioner Holt asked how many acres is this? Mr. Ross said acres is what? Commissioner Holt said how many acres is this right of way? Mr. Ross said the driveway? Commissioner Holt said the right of way? Mr. Ross said the right of way. I don't know the exact acres, but the 20 foot is a minimum that you have to have for state. For a public utility easement. You have to maintain 10 foot on either side of your utility. So that is a minimum. Commissioner Holt said I'm not following something. This purple picture, this is not what you're asking for then. You're asking for 20 foot right of way straight. Mr. Ross said that is the exact route that we were asking for, and that's where I referring to the jog out there toward the lift station. As you drive into the existing maintenance road that's being used for the lift station, and you start going down the slope. Commissioner Holt asked County Planner to come up if you would please. Jason Watlington said so the 60 foot that we had discussed earlier will be a 60 foot piece of property owned by the county. So our property will start from the Norag property line and go over 60 foot. Commissioner Holt said it goes from that fence down to Norag Incorporated and straight down right. Mr. Watlington said right. So what's going to have to happen with that jog is either some of this towards the end or towards the back of the property will have to go on the project Acre site. They will just grant them an easement through it, but the rest of it will actually be owned by Caswell County. Commissioner Holt said it's 60 foot. Mr. Watlington said yes sir. 60 foot.

Commissioner Wrenn said this is an amendment I can go for because you're not asking us for any money. Right? You just want an easement, and you got to have easement to build this building. Mr. Ross said it is required for this project to move forward. Currently we are on hold for PCC until we can move this forward. Commissioner Wrenn said and we've got plenty of capacity. Don't we? Commissioner Holt said but what it does do is takes off from the road frontage because part of this other project is going to move down. Commissioner Wrenn said right. Okay.

Commissioner Smith said Mr. Ross, if memory serves me correct there are three utility poles outside this easement. Is there any further discussion to where the electric service to the pump station will be? Mr. Ross said so this is completely separate from that discussion for the Acres project. This is only for the PCC project and their utilities to move forward.

Jason Watlington said and this will not... I overheard Mr. Holt's concern. This will not shift Project Acre. So at the very beginning when I presented Project Acre, we allowed them a 60 foot

December 16, 2024

area from the property line. That property was not Project Acres property. That was going to be for Caswell County to own so we could regulate that easement. So this will not shift Project Acres 60 foot towards Highway 29.

Chairman Yarbrough asked are there any other questions or comments.

A **motion** was made by Commissioner Wrenn and seconded by Commissioner Rose to approve the easement requested.

County Manager Paschal said there's a recommended motion in your memo. The motion is to grant Piedmont Community College a utility easement that allows construction of a sewer force main, a construction easement for the waterline connection, and authorize the County Manager to sign the easement subject to the following: a survey is completed by a surveyor licensed in the state of North Carolina. The easement is located entirely on Caswell County property and does not encroach on other property owners. We would ask you to give me the authority to sign the easement once the survey has been done so we can expedite the process, and it doesn't have to come back to the Board.

A **motion** was made by Commissioner Wrenn and seconded by Commissioner Rose to accept the motion in the presentation from Mrs. Paschal and give her permission to sign once the survey is completed.

Chairman Yarbrough said that is the motion as written. Any further discussion.

Commissioner Holt said on the very last part when he said that it may encroach on that other right at the pump station. That kind of goes against what you're saying there that it would not go on to anyone else's property. Jason Watlington said can I approach the screen? Chairman Yarbrough said yes sir. Mr. Watlington said pointed out the area and how it would not go onto anyone else's property.

Commissioner Rose said but all that's on the back side though. That shift is on the back? The shift you were talking about was on the back of the property? Mr. Watlington said yes sir.

Chairman Yarbrough asked if there were any other questions or discussion? Hearing none they proceeded to vote.

A **motion** was made by Commissioner Wrenn and seconded by Commissioner Rose and **carried unanimously** to grant Piedmont Community College a utility easement that allows construction of a sewer force main, a construction easement for the waterline connection, and authorize the County Manager to sign the easement subject to the following: a survey is completed by a surveyor licensed in the state of North Carolina. The easement is located entirely on Caswell County property and does not encroach on other property owners. We would ask you to give me the authority to sign the easement once the survey has been done. (Ayes: Commissioners Holt, Smith, Wrenn, Rose, Gwynn, Ingram, and Yarbrough)



Commissioner Wrenn said this might not be the right time Mr. Chairman, but we've heard a lot about Project Acre. When is that or what's the plans to start on this project? Chairman Yarbrough said I think we're going to get into that in closed session tonight.

**COUNTY MANAGER UPDATES:**

County Manager Paschal said I have a few updates. You had asked me at the December 2nd meeting to write a letter to our legislative delegation thanking them for the House Bill 10. I'll let you know that they voted against House Bill 10. So I wanted to know if you wanted a letter to the leadership. Commissioner Wrenn asked who voted against House Bill 10? County Manager Paschal said Representative Renee Price and Senator Graig Meyer. Commissioner Wrenn said but it passed the General Assembly. County Manager Paschal said it passed the General Assembly. Our delegation voted against it. There were a lot of things in the bill. I'm sure they weren't voting against taking the Broadband requirement out. Commissioner Wrenn said let's send a letter of thanks to Senator Phil Berger, President pro tempore, who spearheaded this effort. County Manager Paschal asked if everybody was in agreement? Commissioner Wrenn said if it's agreeable to the Board? Board agreed.

County Manager Paschal said I did want to mention the 911 item that you approved tonight. We brought this up to the last meeting, but I just wanted to underscore that Mr. Everett negotiated with the 911 board. Our transfer from the general fund would have been roughly double what we did tonight if he had not gotten them to agree to that figure. So he did a good job in negotiating that.

I am planning to take off next week. Without objection, I will be at my house. So if something comes up here, I can travel here and deal with it. Mrs. Williamson will be on site.

I've received from our Parks and Recreation Director today a grant. We've been awarded a grant from Dan River Community Foundation, I think is the name of it. This is for a dog park. The grant is for \$8,624. We need to sign the agreement by today or yesterday. There will be a presentation of award on January 8<sup>th</sup>. I'm sorry the grant agreement has to be signed by January 3<sup>rd</sup>, which is before you meet again. I would ask, if I understand the budget ordinance correctly, it's within my authority to sign the grant agreement both because of the amount and because there is no county match for the funds. So it does not obligate the county. I just wanted to make you aware that I am signing that grant agreement. Any questions or concerns. Commissioner Wrenn said and the grant is for? County Manager Paschal said a dog park. So I have an email from Mr. Jefferson, our Parks and Recreation Director. It will be located near the main entrance to the park off of County Park Road. It would be in the area near the picnic shelter, but far enough away that it would not cause an issue with the picnic shelter. The area is shaded. We only have one picnic shelter so you would know roughly where that is. He's given me a cost breakdown for the grant funds. That's all I have.

December 16, 2024

## **COMMISSIONER COMMENTS:**

**Commissioner Smith:** I'm a numbers man. So at some point in time, whether it be the Planning session or the retreat, would you be able to give us an update on the audits, where we stand as far as the audits, how we compare expenses to budget as far as year to date revenues, and the progress we're making as far as filling the Financial Director's position. County Manager Paschal said yes.

**Commissioner Wrenn:** I'm kind of like Mr. Smith. I was going to ask basically the same question, but I think either monthly or no more than quarterly, the Board needs to get budget year-to-date expenditures and where we stand in the budget. Is there any problem with getting us that information? County Manager Paschal said so we have done that once since I've been here. Can we get that out this week? We can send that out in items of information. Commissioner Wrenn said I appreciate that. I just want to wish everybody a Merry Christmas because we won't see you. And a happy New Year. At our work session, that was another thing. Can we maybe get a copy of the rules and procedures of the Board in case it's something needs to be updated or educated? What are our rules of procedure? County Manager Paschal said I can send those out in items of information as well this week. The County Attorney and I have been discussing the possibility of making an amendment to rule 27, which is the rule that required us to table the budget amendments from last time. Our thinking is we would like to not have to table budget amendments since there is no general fund impact. A lot of times we just get revenue in and expenses out, and there is no general fund. Commissioner Wrenn said but I'll tell you why that is. I put the rule in there in 1994 or 1995 because every meeting we were getting blindsided with people wanting money. We got to have it before Friday. Y'all got to give us some money, and that's not fair to this Board. To blindside this Board to where you've got to make a decision, and we'll discuss that further. Maybe we can discuss it in our work session, but that's a good rule. County Manager Paschal said I'm not proposing that we do away with the rule, and I agree with you. You shouldn't be blindsided with budget requests, but what I'm saying is if the budget request is neutral to the general fund, then we would like those budget amendments to go forward. Because a lot of times we're just getting revenue in and budgeting the offsetting expense, and there is no general fund impact. Commissioner Wrenn said well the reason we table them was the amount of money. Ambulances, I mean we're talking about \$500,000 worth of ambulances, and then this 911 situation. So that's why it was put in there so we can think about it and question it better. That's why it was put in there when I made the motion to put it in.

**Commissioner Rose:** I'd just like to thank everybody for coming out tonight. I'm glad to have Dr. Senegal with us tonight from PCC and the other representatives there as well. I would like to wish everybody a Merry Christmas and happy New Year. I'd also like to thank our county employees for a job well done this year. I thank them for all the hard work and dedication.

**Commissioner Gwynn:** Again I want to say to Carla that we're going to miss her and don't forget where home is.

December 16, 2024

**Commissioner Ingram:** Mr. Chair I want to just wish everybody a happy, safe, and a prosperous holiday season. Ms. Smith, I wish you well in your next endeavors.

**Commissioner Yarbrough:** I was on a call last Tuesday; I believe it was Johnna. The 10<sup>th</sup>, we were on that call with Anne Moore from the NC Treasure's Office. She had a lot of questions concerning our financial status. I guess would be a good way to put it, but I left the call with a pretty good feeling that the State's satisfied with our progress. Johnna, would I be free to share those dates you threw out when you thought, or would you like to share them as far as the 23 and 24 audits. I believe, if I'm correct, you said that you felt pretty good that 23's audit would be ready by the end of January, and 24s by the end of March. I just wanted to share that with the Board. I know we're all concerned about our audits, and we're behind. I think that Finance with Johnna's help and the County Manager's help, they're pushing that train just as hard as they can push it. But when the numbers are wrong and you've got to dig back through years of records to straighten them out, it is not a fast process. I think we've all learned that, but thank you Finance and everyone else that is involved.

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

- December 24-26 County Offices Closed for Christmas Holiday
- January 1, 2024 County Offices Closed for New Year's Day
- January 6, 2025 Board of Commissioners Meeting at 5:00 pm at the Gunn Memorial Library (Work Session)

**Commissioner Wrenn:** Have we, as a county, advertised, and I don't want Renee to go anywhere till after the budget, but she doesn't want to stay with us forever unless we give her the job and she takes it. Have we advertised for a manager? Chairman Yarbrough said we have not. Commissioner Wrenn said for the Finance Officer? Chairman Yarbrough said the Finance Officer has been advertised, if I'm correct. County Manager Paschal said yes. The Finance Officer has been advertised. Chairman Yarbrough said I plan on us taking up the County Manager fulltime replacement at our next meeting. Commissioner Wrenn said okay, and that's a work session. Chairman Yarbrough said yes sir. Commissioner Wrenn said and now we got to unfortunately advertise for a clerk to the Board. Chairman Yarbrough said exactly. But I spoke with Renee and asked her when she thought would be a good time, and she said sooner rather than later. So I plan on jumping into that at our next meeting. Commissioner Wrenn said let's do that.

#### **CLOSED SESSION:**

A motion was made at 7:50 pm by Commissioner Smith, and seconded by Commissioner Wrenn and **carried unanimously** to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged NCGS 143-318.11 (a) (3), to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, which privilege is hereby acknowledged. NCGS 143-318.11(a)(4), and to consider the

December 16, 2024

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). (Ayes: Commissioners Holt, Smith, Wrenn, Rose, Gwynn, Ingram, and Yarbrough)

A **motion** was made by Commissioner Wrenn and seconded by Commissioner Holt and **carried unanimously** to reclassify the Finance Director position to pay grade 86 and give him longevity credit from his time at his previous employer. (Ayes: Commissioners Holt, Smith, Wrenn, Rose, Gwynn, Ingram, and Yarbrough)

A **motion** was made by Commissioner Wrenn and seconded by Commissioner Gwynn and **carried 6 - 1** to accept the bid on the 12.5 acres of \$100,000. (Ayes: Commissioners Holt, Smith, Wrenn, Rose, Gwynn, Ingram, and Yarbrough. Nays: Commissioner Holt)

**ADJOURNMENT:**

A **motion** was made at 8:19 pm by Commissioner Rose and seconded by Commissioner Gwynn and **carried unanimously** to adjourn the meeting. (Ayes: Commissioners Holt, Smith, Wrenn, Rose, Gwynn, Ingram, and Yarbrough)

---

Renee Paschal  
Interim Clerk to the Board

---

Tim Yarbrough  
Chairman