

MINUTES – JANUARY 7, 2008

The Caswell County Board of Commissioners met in regular session at the Historic Courthouse in Yanceyville, North Carolina at 6:30 p.m. on Monday, January 7, 2008. Members present: George W. Ward, Jr., Chairman, Jeremiah Jefferies, Vice-Chairman, William E. Carter, Nathaniel Hall, Larry G. Hamlett, Kenneth D. Travis, and C. Hester Vernon, III. Also present: Kevin B. Howard, County Manager, Michael R. Ferrell, County Attorney, and Shannon White representing The Caswell Messenger. Wanda P. Smith, Clerk to the Board, recorded the minutes.

MOMENT OF SILENT PRAYER

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

APPROVAL OF AGENDA

Mr. Kevin Howard, County Manager, requested that Item No. 6, Financial Report – July 1 – November 30, 2007, be removed from the agenda.

Commissioner Travis moved, seconded by Commissioner Jefferies to approve the agenda as presented, with the deletion of Item No. 6, Financial Report – July 1 – November 30, 2007. The motion carried unanimously.

APPROVAL OF CONSENT AGENDA

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

The following item was included on the Consent Agenda:

- 1) Approval of Minutes of December 3, 2007 Meeting

PUBLIC COMMENTS

Chairman Ward opened the floor for public comments.

Ms. Nancy Brewer, of 2109 Longs Mill Road, Blanch, NC, came before the Board and requested that the zoning status of her business, Brewer's Kennels, be changed from Agriculture Residential to Agriculture Commercial as indicated in a letter she presented to the Board from the landowners, Mr. and Mrs. Giuseppe Rabito. Ms. Brewer informed the Board that she started her business, Brewer's Kennels, in 1996 which is the breeding and training of German Shepard dogs, and added that she has strived to maintain a high standard in her kennels. Ms. Brewer stated that her dogs are bred from excellent German, Belgian, and Holland Stock and her business is known world wide. Ms. Brewer informed the Board that her nearest neighbor has called the Sheriff's Office and complained about

the dogs barking, and added that she feels that the neighbor provokes the dogs into barking. Ms. Brewer stated that she spent thousands of dollars to move her kennels to the farthest side of the property as well as enclosed a portion of the kennels so that there would be less noise. Ms. Brewer shared with the Board a video of her business and its operations.

**PUBLIC HEARING – 2008-2009 COMMUNITY TRANSPORTATION PROGRAM
GRANT APPLICATION**

Commissioner Carter moved, seconded by Commissioner Jefferies that the Board enter into a public hearing to receive comments on transportation needs and the 2008-2009 Community Transportation Program Grant Application. The motion carried unanimously.

Ms. Melissa Williamson, Caswell Division of Transportation Director, came before the Board and reported that the Community Transportation Program provides assistance to coordinate existing transportation programs operating in Caswell County as well as provides transportation options and services for the communities within this service area. Ms. Williamson stated that these services are currently provided using demand response and trip referral and the services are rendered by the use of CDOT vans.

Ms. Williamson reported that CDOT is requesting funds in the total amount of \$99,035, of which \$98,235 is for Administrative, with 15% of the cost being the local share and \$800 is for Capital, with 10% of the cost being the local share. Ms. Williamson added that \$14,816 is the total local match which will be paid for by CDOT's Enterprise Fund.

Upon questioning from Commissioner Hall, Ms. Williamson explained the software used by CDOT to assist in routing, tracking mileage and details of each trip, etc. Commissioner Hall asked Ms. Williamson if she was familiar with the PART Transportation Program in Greensboro and she answered that she was aware of it.

There being no further comments, Chairman Ward declared the public hearing closed.

After further discussion, Commissioner Jefferies moved, seconded by Commissioner Travis to adopt the following *Community Transportation Program Resolution*. The motion carried unanimously.

COMMUNITY TRANSPORTATION PROGRAM RESOLUTION

Section 5311

FY 2008 – FY 2009 RESOLUTION

Applicant Seeking Permission to Apply for Community Transportation Program Funding,
Enter Into Agreement with the North Carolina Department of Transportation
And to Provide the Necessary Assurances

WHEREAS, Article 2B of Chapter 136 of the North Carolina General Statutes and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering federal and state public transportation funds; and

WHEREAS, the North Carolina Department of Transportation will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the North Carolina General Assembly to provide assistance for rural public transportation projects; and

WHEREAS, the purpose of these transportation funds is to provide grant monies to local agencies for the provision of rural public transportation services consistent with the policy requirements for planning, community and agency involvement, service design, service alternatives, training and conference participation, reporting and other requirements (drug and alcohol testing policy and program, disadvantaged business enterprise program, and fully allocated costs analysis); and

WHEREAS, Caswell County hereby assures and certifies that it will comply with the federal and state Statutes, regulations, executive orders, Section 5333(b) Warranty, and all administrative requirements which relates to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U.S.C.

NOW, THEREFORE, be it resolved that the Chairman of the Caswell County Board of Commissioners is hereby authorized to submit a grant application for federal and state funding, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural public transportation services.

REFERENDUM FOR SALES TAX AND LAND TRANSFER TAX

Mr. Kevin Howard, County Manager, reported that the Board had requested that he bring the issue of a referendum on sales tax and land transfer tax back before them for further consideration.

Chairman Ward noted that at an earlier meeting the Board of Commissioners voted to place the sales tax and land use tax on the ballot for the May primary.

Commissioner Hall confirmed that the Board did vote to place these two issues on the ballot, but added that he felt that the Board needed to seriously consider whether to include both. Commissioner Hall stated that he felt the Board should choose to do one of the two options. Commissioner Hall added that if the Board chose to put either or both of these options on the ballot, he would recommend that the Board hold a couple of educational forums so that the public can attend and find out everything there is to know before putting it to a vote.

Commissioner Carter reported that he has had a lot of calls from people in his district that are opposed to the land transfer tax.

Chairman Ward suggested that someone from the North Carolina Association of County Commissioners come before the Board to discuss the pros and cons of both taxes.

Commissioner Vernon informed the Board that the North Carolina Association of County Commissioners has already scheduled a meeting in Raleigh for the purpose of providing information on both taxes.

Commissioner Hall stated that it would be good if a Commissioner could attend the meeting in Raleigh, but he was thinking more about having someone from the Association come to Caswell County and inform the citizens so they could understand what is being presented and the laws. Commissioner Hall added that it is very important that everyone understands the two taxes and also the long and short term effects.

Chairman Ward questioned whether the Board wanted to place these options on the ballot in the primary or in the fall election. Chairman Ward also questioned whether the Board wanted to pick one of the two options to place on the ballot in the primary.

Mr. Michael Ferrell, County Attorney, stated that if the Board is not prepared to make these decisions tonight, he would recommend that further research and information on the two options be obtained in order for the Board to make a decision at its next meeting.

It was Board consensus to have staff contact someone from the North Carolina Association of County Commissioners to come before the Board at its next meeting to present information on the two revenue options.

REQUEST FROM CITY OF GREENSBORO

Mr. Kevin Howard, County Manager, reported that the City of Greensboro has requested that Caswell County adopt a Letter of Support and *Resolution Calling for Restoration of Project Right-of-Way and Construction Schedules/Funding for the Greensboro Eastern Urban Loop from US 70 to US 29 in the 2009-2015 Final State Transportation Improvement Program.*

After discussion, Commissioner Carter moved, seconded by Commissioner Hamlett to adopt a Letter of Support and the following *Resolution Calling for Restoration of Project Right-of-Way and Construction Schedules/Funding for the Greensboro Eastern Urban Loop from US 70 to US 29 in the 2009-2015 Final State Transportation Improvement Program.*

RESOLUTION CALLING FOR RESTORATION OF PROJECT RIGHT-OF-WAY AND CONSTRUCTION SCHEDULES/FUNDING FOR THE GREENSBORO EASTERN URBAN LOOP FROM US 70 TO US 29 (U-2525B) IN THE 2009-2015 FINAL STATE TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

WHEREAS, the completion of the Greensboro Urban Loop is a key priority for the City of Greensboro, the Greensboro Urban Area MPO, Guilford County, Piedmont Triad Region, and the State of North Carolina; and

WHEREAS, the section of the Eastern Urban Loop contained in project U-2525B is the highest priority link for completion for the City of Greensboro, the Greensboro Urban Area MPO, and Rockingham County; and

WHEREAS, the construction schedule for the Eastern Urban Loop from US 70 to US 29 (U-2525B) has been shifted in the Draft State 09-15 TIP from FY 2011 to FY 2013; and

WHEREAS, this project will enhance transportation safety and mobility, is viewed as a critical economic development support tool, and will be part of future I-785, an important asset to the Region and State; and

WHEREAS, from a constructability standpoint, this project appears to be in a position to move forward due to its current status in the project development process.

NOW, THEREFORE, BE IT RESOLVED by the Caswell County Board of Commissioners:

The Caswell County Board of Commissioners hereby requests that the NCDOT restore the project right-of-way and construction schedules/funding for the Greensboro Eastern Urban Loop from US 70, East Wendover Avenue to US 29 (U-2525B) to reflect right-of-way acquisition in FY 2009-2010 and construction beginning in FY 2011 in the 2009-2015 Final State TIP.

ADOPTED THIS THE 7TH DAY OF JANUARY, 2008.

S/George W. Ward, Jr.
George W. Ward, Jr., Chairman
Caswell County Board of Commissioners

ATTEST:

S/Wanda P. Smith
Wanda P. Smith
Clerk to the Board

CASWELL COUNTY DETENTION FACILITY STUDY PRESENTATION BY
BRENNAN ASSOCIATES, INC.

Mr. Jim Brennan, President, Mr. Todd Davis, Director of Consulting and Training, and Mr. Darren Speight, Design Architect with Brennan Associates, Inc. came before the Board to present the Caswell County Detention Facility Study.

Mr. Jim Brennan provided an overview of the Detention Facility Study and noted that the Study is in three parts:

- Jail Population Forecast
 - Illustrates the historic and current jail population
 - Describes forecasted bed space needs through the year 2030
- How to Respond to Projected Growth
- Operations

Mr. Brennan informed the Board that they also prepared Capital Improvement Budgets and Annual Operating Costs as it relates to staffing.

Mr. Brennan stated that in examining jail records, key elements that determine the forecast in the future are the following:

- Average Length of Stay: Average number of days an offender remains in jail.
- Average Daily Population: Average number of offenders in the jail each day.
- Classification: A method of housing, separating and managing offenders based on jail standards, applicable federal and state laws, and jail policy.
- Peaking factors: The one-day highest number of inmates in the jail divided by the average daily population for that same period.

Mr. Brennan informed the Board that they start the base line forecast from the County Population Data and this information is received from the Office of State Budget and Management which includes their historical figures and projections as to what they believe growth will be in the County through the Year 2030. Mr. Brennan stated that they are projecting growth of County Population from 24,006 in 2006 to 28,297 in 2030.

Mr. Brennan stated that they then looked at Jail records to determine the number of admissions in each year which were 1,434 in 2000 and dropped to 1,071 in 2006. Mr. Brennan added that they then look at admissions rate, and look at how many admissions there are per 10,000 residents in the County. Mr. Brennan noted that in the year 2000 the admissions rate was 610.19, while in 2006 the admissions rate was 446.14. Mr. Brennan stated that the projected admissions for the year 2030 are 1,727.

Mr. Brennan informed the Board that in determining the number of beds needed, they looked at number of admissions, and then average length of stay which in the year 2006

was 11.02 days. Mr. Brennan stated that the forecasted average daily population for the year 2030 is 53 beds.

Mr. Brennan stated that the highest peaking ratio occurred in the year 2002, which was 1.76 and the number of beds was 38, with the highest population of 66 for that year. Mr. Brennan added that by the year 2030 they are projecting the need for 112 beds.

Mr. Brennan reported that they then examined the existing sites and tried to develop ways to utilize the site to its highest and best use and create a secure point of connection to the Courthouse.

Mr. Darren Speight, Design Architect, came before the Board and presented two site plan options which are based around one site, beside the existing Sheriff's Office and Jail, and behind the Courthouse. Mr. Speight stated that there is relatively little difference in the two options, with the main difference being a one-story versus a two-story Sheriff's Office. Mr. Speight added that everything relating to the Detention Center is the same in both options and would include 112 beds. Mr. Speight presented and explained site plans for both options. Mr. Speight noted that Option II, the two-story Sheriff's Office provides for space for future growth.

Mr. Todd Davis, Director of Consulting and Training, came before the Board and stated that they looked at staffing the facility and what it would take to operate it and tried to design it as staff efficient as possible. Mr. Davis added that from one point all inmates in the Jail can be seen by staff, as opposed to looking at cameras. Mr. Davis reported that they used the County's staffing and salary records in putting a budget together. Mr. Davis reported that the County is currently operating 42 beds with a staff of 16, and with the new design they are projecting 112 beds with a total staff of 24, which is much more efficient. Mr. Davis stated that at this projection, the total amount for Salary and Benefits Per Classification would be \$795,486.54.

Mr. Brennan presented and discussed the following Projected Budget for Option I:

Estimated Construction Cost	\$ 9,593,600
Construction Contingency	\$ 479,680
Other – Furnishings, Fixtures and Furniture	\$ 437,180
Technical Costs	
A/E Fees	\$ 767,488
Geotech Investigations, Topographic Surveys, Testing	\$ 95,936
CM Fees	\$ 431,712
Land Acquisition/Roadway Development	\$ 0
TOTAL PROJECTED BUDGET	\$11,805,596
ESCALATION @ 8% PER YEAR FOR TWO YEARS	\$ 1,888,895
TOTAL PROJECT COST IF BID IN TWO YEARS	\$13,694,491

Mr. Brennan presented and discussed the following Projected Budget for Option II:

Estimated Construction Cost	\$10,600,860
Construction Contingency	\$ 530,043
Other – Furnishings, Fixtures and Furniture	\$ 461,723
Technical Costs	
A/E Fees	\$ 848,069
Geotech Investigations, Topographic Surveys, Testing	\$ 106,009
CM Fees	\$ 477,039
Land Acquisition/Roadway Development	\$ 0
TOTAL PROJECTED BUDGET	\$13,023,742
ESCALATION @ 8% PER YEAR FOR TWO YEARS	\$ 2,083,799
TOTAL PROJECT COST IF BID IN TWO YEARS	\$15,107,541

Mr. Brennan emphasized that the entire proposal is projecting for the year 2030.

Chairman Ward thanked Mr. Brennan and his associates for coming before the Board tonight and their presentation of the Detention Facility Study.

Sheriff Michael Welch thanked the representatives from Brennan and Associates and his staff that was present and that had been involved in the study.

JANUARY MEETING SCHEDULE

Mr. Kevin Howard, County Manager, informed the Board that its second regular meeting in January is scheduled for January 21, 2008, which is the Martin Luther King, Jr. Holiday.

Commissioner Hall moved, seconded by Commissioner Jefferies that the Board reschedule its second meeting in January to Tuesday, January 22, 2008, at 6:30 p.m. due to the Martin Luther King, Jr. Holiday. The motion carried unanimously.

COUNTY MANAGER'S REPORT

Mr. Kevin Howard, County Manager, informed the Board that a joint meeting of the Caswell County Board of Commissioners, Person County Board of Commissioners, Roxboro City Council, and Yanceyville Town Council has been scheduled for Wednesday, January 16, 2008, at 7:00 p.m. at the Caswell County Civic Center to discuss the Dan River Water Project.

Mr. Howard reported that a pre-construction conference on the proposed Senior Center was held on Friday, January 4, 2008 and construction should begin on Monday, January 14, 2008.

Mr. Howard informed the Board that the Golden Leaf Advisory Committee met that afternoon and has now prioritized four projects.

Commissioner Hall questioned the status of meeting with the Board of Education. Chairman Ward directed the County Manager to schedule a meeting with the Board of Education as soon as possible.

ANNOUNCEMENTS

Commissioner Vernon announced that 2008 is the 100th birthday of the North Carolina Association of County Commissioners and that there will be many events planned throughout the year. Commissioner Vernon stated that all 100 counties will be requested to participate in these events and added that he hoped that Caswell County would be able to join in this celebration.

Commissioner Hall stated that he would like for the County Manager to request from the Tax Office the status of recommendations made by the Audit/Finance Committee last summer regarding that office.

Commissioner Hall reported that he recently read an article about new agricultural zones that Commerce is establishing in states, specifically for counties with municipalities with less than 10,000 people. Commissioner Hall added that he passed this on to the County Manager in hopes that he would research this and get back with the Board as to the feasibility of them doing this.

Commissioner Hall stated that at a recent Board meeting during *Public Comments* a request was made by a citizen that open dumpster sites be considered at some of the solid waste convenience centers. Commissioner Hall added that this would greatly accommodate the handicapped and he would like for the County Manager and Solid Waste Director to review this request. Chairman Ward directed the County Manager to review this request.

Commissioner Hall noted that the Board of Commissioners approved Bonds for Public Officials at its first meeting in December and the County Manager was to review the amounts of the bonds to see if they were sufficient. Commissioner Hall added that there are other locations in County government that accept cash which are not listed and he would like to make sure that those locations are properly bonded.

Commissioner Hall reported that he questioned Sheriff Welch as to who has priority on a highway – an EMS vehicle or a stopped school bus. Commissioner Hall told of an incident that occurred on NC Hwy 86 in which a school bus was stopped at a school bus stop picking up children and an EMS vehicle came out with its lights flashing.

Commissioner Hall added that in that incident the EMS vehicle stopped. Commissioner Hall stated that it could have been an emergency in which someone's life was at stake and questioned what should be done and obviously the EMS driver had to make a decision. Commissioner Hall added that he would like for the Board to request from NCDOT that a safety study be conducted on NC 86, and possibly school buses could be rerouted. Chairman Ward directed the County Manager to follow up on this request.

Commissioner Carter stated that he appreciated the Caswell County Sheriff's Office staff coming out to the meeting and the good job that they are doing. Commissioner Carter added he also appreciated Yanceyville Mayor Curtis Davis and Councilman Fred Smith's attendance at the meeting. Chairman Ward also thanked the Sheriff's Office staff for their assistance in the Facility Study and Mayor Davis and Councilman Smith for being in attendance.

THE ADJOURNMENT

At 8:30 p.m. Commissioner Travis moved, seconded by Commissioner Hamlett to adjourn the meeting. The motion carried unanimously.

Wanda P. Smith
Clerk to the Board

George W. Ward, Jr.
Chairman
