

MINUTES – OCTOBER 19, 2009

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, October 19, 2009. Members present: Jeremiah Jefferies, Chairman, George W. Ward, Jr., Vice-Chairman, Erik D. Battle, Gordon G. Satterfield, and Kenneth D. Travis. Absent: William E. Carter and Nathaniel Hall. Also present: Kevin B. Howard, County Manager and Angela Evans representing The Caswell Messenger. Wanda P. Smith, Clerk to the Board, recorded the minutes.

MOMENT OF SILENT PRAYER

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

APPROVAL OF AGENDA

Commissioner Travis moved, seconded by Commissioner Ward to approve the agenda as presented. The motion carried unanimously.

APPROVAL OF CONSENT AGENDA

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

The following items were included on the Consent Agenda:

1) Approval of Minutes of July 20, 2009 Meeting

2) Tax Director's Monthly Report

Total Amount of Taxes Collected for September, 2009	\$1,804,366.33
Tax Maps/Cards	\$ 144.00
County Maps	\$ 39.65
Beer License	\$ 25.00
Wine License	\$ 25.00
NSF Charge	\$ 50.00
EMS Collections	\$ 82.76

3) Financial Report – July 1, 2009 – August 31, 2009

PUBLIC COMMENTS

Chairman Jefferies opened the floor for public comments.

There were no public comments made.

## PRESENTATION OF PLAQUE TO LARRY WHITT

On behalf of the Caswell County Board of Commissioners, Chairman Jefferies presented a Plaque of Appreciation to Mr. Larry Whitt, Retired Cooperative Extension Service Director for his 30 years of service to Caswell County and the North Carolina Cooperative Extension Service.

## CASWELL COUNTY HEALTH DEPARTMENT

Dr. Fred Moore, Health Director, came before the Board to request that it release a Nurse position for the Caswell County Health Department from the hiring freeze and added that this is not a new position.

Dr. Moore informed the Board that several months ago the Board approved the release of a Nurse position which was created by a retirement from the hiring freeze. Dr. Moore stated that this position was filled by promoting a current Field Nurse into the position, but left the Health Department with a vacant Field Nurse position. Dr. Moore added that the Home Health Agency is continuing to serve a full load of clients and has been rearranging duties and utilizing contract staff, which is not the most effective way to manage the work load. Dr. Moore requested that the Board release the Field Nurse position from the hiring freeze.

After discussion, Commissioner Satterfield moved, seconded by Chairman Jefferies to release a Nurse position and Field Nurse position for the Caswell County Health Department from the hiring freeze. The motion carried unanimously.

## DISCUSSION OF CASWELL COUNTY DETENTION CENTER

Sheriff Michael Welch came before the Board to discuss Moseley Architects' assessment of the Caswell County Detention Center. Sheriff Welch stated that at the Board's October 7, 2009 meeting, he had requested that the Board give consideration to taking the next step in the planning process, either looking at renovation of the Detention facility or consider moving forward with new construction.

Chairman Jefferies stated that he toured the existing Jail and saw how bad the condition of the Jail was, and he would not vote to spend money on the old facility.

Commissioner Ward agreed with Chairman Jefferies' comments and stated that the Board needs to move forward in building a new Jail.

Commissioner Satterfield stated that he certainly agreed with Chairman Jefferies' comments and would like to see the Board move forward with hiring an architectural firm to submit working plans to the Board. Commissioner Satterfield added that he would like to see this proceed in three phases as presented by Moseley Architects, and would especially like to see working plans for the third phase, which could possibly include additional room in the Courthouse to alleviate storage problems for Court Facilities, as well as the Register of Deeds and Tax Offices.

Commissioner Satterfield moved, seconded by Commissioner Ward to move forward with the Jail Project in hiring an architectural firm.

Commissioner Travis questioned whether any consideration has been given as to where funding will come from to do this.

Commissioner Satterfield answered that he felt that the County will have to give consideration to refinancing current debt and added that it is very probable that this will require increasing taxes.

Commissioner Travis stated that before the Board goes too far, it needs to know what this is going to cost the taxpayers of the County and how this money will be borrowed.

Chairman Jefferies stated that he felt that plans will have to be prepared and put out for bids before the Board will know how much money is required and how it will pay for it.

Commissioner Satterfield stated that his priority is Plan One, the Jail, while Plan Two, the Law Enforcement Center, and Plan Three are options. Commissioner Satterfield added that the timing is right for the Board to look at all the County's needs and buildings and address them all at one time if the County can afford to do that.

Commissioner Battle stated that he agrees that something needs to be done about the Jail situation, but did not feel that the Board has exhausted all of its options. Commissioner Battle added that Moseley Architects have done a good job in the proposals presented to the Board, but did not feel that the Board has exhausted all of its options as far as the Jail. Commissioner Battle noted that the County has a lot of other building needs, including its Schools, that this money could be applied towards and once the Board commits itself to building a Jail and appropriating a large amount of money for this purpose, it will be obligated for a long time. Commissioner Battle noted that it was mentioned that taxes may have to be increased to build a Jail, but at budget time the Board did not even want to increase taxes by one cent. Commissioner Battle stated that he could not see spending this amount of money on a Jail when there are other pressing needs in the County and felt that the Board needed to look further into other options.

Upon questioning from Commissioner Satterfield as to other options, Commissioner Battle stated that he did not have anything specific in mind, but maybe there are other designs and more cost savings that the Board as a whole could pursue. Commissioner Battle added that he just did not agree in spending this amount of money when the County is lacking so much in other needs.

Mr. Howard noted that he and the Sheriff are not asking the Board tonight for money, but they are asking to be able to move forward. Sheriff Welch stated that the next step in this planning process would entail a design for new construction or renovation. Sheriff Welch added that once a design is submitted by the architect, it would be put out for bids and noted that the State has to approve the Jail plans before they can move forward.

Sheriff Welch stated that in reference to funding for the Jail, he has presented potential revenue sources and grants that would help offset the burden on the taxpayers. Sheriff Welch added that tonight his purpose is to request of the Board the next step in the planning process.

Commissioner Battle questioned how long the Jail has been in the condition that it is, and Sheriff Welch answered that some of the issues noted in the planning process deteriorated in the last two years and the water problems date back to 2004.

Upon a vote of the motion, the motion carried by a vote of three to two with Commissioners Battle and Travis voting no.

DISCUSSION OF PROPOSED MEMORANDUM OF UNDERSTANDING WITH THE  
TOWN OF YANCEYVILLE REGARDING THE USE OF THE MUNICIPAL SERVICES  
PARKING LOT

Mr. Kevin Howard, County Manager, reported that the Town of Yanceyville has provided him with a proposed Memorandum of Understanding between the County and the Town regarding the use of the Municipal Services parking lot. Mr. Howard informed the Board that the Town of Yanceyville owns a parking lot at 158 E. Church Street adjacent to the Municipal Services Building and across the street from the Caswell County Courthouse. Mr. Howard stated that this parking lot currently has 66 spaces and the Town is willing to make available 33 spaces to the County in order to provide parking for Courthouse patrons at a cost of \$2,500 annually. Mr. Howard added that the Town is including in the Memorandum of Understanding that the cost of debris removal in case of severe weather and snow removal will be shared between the two parties, and the cost of resurfacing and/or repaving will be shared between the two parties. Mr. Howard informed the Board that the Town shall at all times retain exclusive control and dominion of the Yanceyville Municipal Services parking lot.

Commissioner Battle stated that he did not feel that this is a contract that the County needs to enter into with the Town. Commissioner Battle added that he felt that the cost per space is too high and did not feel that the County should share in the cost of maintenance and paving because the County would be leasing this space from the Town. Commissioner Battle stated that he would be willing to renegotiate a contract, but did not feel that the Board should approve the one presented.

After further discussion, Commissioner Travis moved, seconded by Commissioner Battle that the Board reject the Memorandum of Understanding proposed by the Town of Yanceyville for parking spaces at the Municipal Services parking lot.

Commissioner Satterfield questioned what the Board is planning to do about parking for all of the people that need to come to the Courthouse. Commissioner Satterfield stated that he would like to see the Board work out something with the Town to provide parking for its citizens when they have to come to the Courthouse to serve as a Juror, Grand Juror, or pay their taxes, even if it is on a temporary basis. Commissioner Satterfield added that the Board needed to build a parking lot or work out something with the Town to utilize their current parking facility.

Chairman Jefferies stated that a possibility is paving the parking lot behind the Department of Social Services and designating the front DSS parking lot for the public.

Commissioner Travis stated that a lot of the traffic coming into the Courthouse is from those who have committed crimes in the Town, not just those from the County.

Commissioner Satterfield noted that everyone in the Town also gets a County tax bill every year.

Upon a vote of the motion, the motion carried by a vote of three to two with Commissioners Satterfield and Ward voting no.

Chairman Jefferies moved, seconded by Commissioner Ward to direct the County Manager to investigate the option of resurfacing the parking lot behind the Department of Social Services. The motion carried by a vote of three to two with Commissioners Battle and Travis voting no.

Commissioner Satterfield stated that he felt that the County Manager should issue a directive to the Social Services employees to start parking in the lot behind the DSS Building.

#### BUDGET AMENDMENT NO. 6

Mr. Kevin Howard, County Manager, presented and reviewed Budget Amendment No. 6 for Fiscal Year 2009-2010. Commissioner Satterfield moved, seconded by Chairman Jefferies to approve Budget Amendment No. 6 for Fiscal Year 2009-2010 as presented. The motion carried unanimously.

#### APPOINTMENTS TO BOARDS AND COMMITTEES

Commissioner Ward moved, seconded by Chairman Jefferies to approve the following appointments. The motion carried unanimously.

##### ABC Board

Mr. I. Graham Dailey

##### Agricultural Advisory Board

Mr. Donald G. Shaw

##### Civic Center Committee

Ms. Debbie M. Rascoe

##### Farmer Lake Board

Mr. Robert E. Levine

##### Juvenile Crime Prevention Council

Ms. Pamela W. Page

##### Planning Committee for Services to the Elderly

Ms. Sonya G. Patterson

Mr. Jeffrey M. Carpenter

## DISCUSSION OF SPECIAL MEETING ON ZONING

Mr. Kevin Howard, County Manager, questioned whether the Board would like to conduct its upcoming zoning workshop with staff from the NC Division of Community Assistance or the Piedmont Triad Council of Governments, or with in-house staff.

The Board was agreeable to having staff from the NC Division of Community Assistance participate in its upcoming workshop on zoning to be held on Monday, November 2, 2009, at 5:00 p.m. The County Manager was directed to invite the Planning Board to the workshop.

## COUNTY MANAGER'S REPORT

Mr. Kevin Howard, County Manager, reported that he is in the process of collecting Departmental Standard Operating Procedures from all County departments and agencies. Mr. Howard stated that he would be providing a spreadsheet of a list of the Standard Operating Procedures used to the Board at a later date.

Mr. Howard presented a request from Ms. Kathy Upchurch, Library Director, to release the Children's Services Programmer position at Gunn Memorial Library from the hiring freeze. Commissioner Ward moved, seconded by Chairman Jefferies to release the Children's Services Programmer position at Gunn Memorial Library from the hiring freeze. The motion carried unanimously.

Mr. Howard provided the Board with a Planning Services - Courthouse Campus Master Plan, Facility Options and Analysis Study prepared by Moseley Architects. Mr. Howard stated that Moseley Architects has proposed the development of a construction and renovation plan for the Caswell County Courthouse Campus Master Plan and Analysis Study, at a cost of \$17,500. After discussion by the Board, Mr. Howard stated that he would place this item on the Board's agenda at its next meeting.

Mr. Howard provided the Board with a copy of a letter from the Yanceyville Town Manager stating that the Yanceyville Town Council discussed the issue of liquor by the drink at its regular meeting on October 6, 2009, and they voted unanimously not to support liquor by the drink in the Town limits.

Mr. Howard reported that he recently met with Piedmont Community College staff concerning their request for office space, along with Mr. Joe Fatima of the North Carolina Recovery Office who is overseeing stimulus dollars coming into the State. Mr. Howard stated that Mr. Fatima is hoping to assist with PCC's request, as well as putting the County in touch with other departments that could possibly assist them. Mr. Howard requested that three Commissioners be appointed to serve on a Committee to meet with PCC to discuss their office space needs. Mr. Howard stated that he would place the appointment of three Commissioners on the Board's next agenda.

Mr. Howard informed the Board that Mr. Sam Bowen, operator, has signed the Solid Waste Convenience Center Contract for the Pelham area.

Mr. Howard provided the Board with a contract from Anderson and Associates for continuation of GIS services on the County's website for the remainder of this fiscal year. Commissioner Ward moved, seconded by Commissioner Satterfield to approve the contract with Anderson and Associates for the continuation of GIS services on the County's website for the remainder of this fiscal year, pending approval of the County Attorney. The motion carried unanimously.

Mr. Howard informed the Board that Mr. Jason Jolley, with the UNC Center for Competitive Economics will be present at the Board' November 2, 2009 meeting, to present an Economic Development Study.

Mr. Howard reported that in response to Commissioner Satterfield's question at the last meeting about 911 Overtime, he learned that the overtime amount was entered at the wrong place, and it should have been entered for 911 Communications.

#### ANNOUNCEMENTS

Commissioner Satterfield stated that in looking at the Financial Report through August 31, 2009, expenditures are almost double that of revenues and questioned this. Commissioner Satterfield also questioned Unrestricted and Restricted Intergovernmental, (Sales Taxes) 19% and 12%. Mr. Howard explained that at this time of year, expenditures are always ahead of revenues until property taxes are collected in the Tax Office. Mr. Howard added that the sales taxes may or may not have included last years. Mr. Howard noted that July and August are actually May and June's sales tax revenues and are entered into this fiscal year until the auditor moves it back to last fiscal year.

Chairman Jefferies instructed the Clerk to the Board to include Performance Evaluation forms for the County Manager and Tax Director in the next agenda package for consideration by the Board.

#### THE ADJOURNMENT

At 7:35 p.m. Commissioner Travis moved, seconded by Commissioner Ward to adjourn the meeting. The motion carried unanimously.

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Wanda P. Smith  
Clerk to the Board

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Jeremiah Jefferies  
Chairman

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