

MINUTES – NOVEMBER 17, 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, November 17, 2008. Members present: George W. Ward, Jr., Chairman, Jeremiah Jefferies, Vice-Chairman, Larry G. Hamlett, Kenneth D. Travis, and C. Hester Vernon, III. 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 Ward opened the meeting with a Moment of Silent Prayer.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

Commissioner Jefferies moved, seconded by Commissioner Vernon 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 October 6, 20, and 27, 2008 Meetings

- 2) Tax Director's Monthly Report for October, 2008

Total Amount of Taxes Collected for October, 2008	\$875,261.05
Tax Maps/Cards	\$ 83.00
County Maps	\$ 38.60
Beer License	\$ 10.00
Wine License	\$ 50.00
NSF Charge	\$ 75.00
EMS	\$ 352.00

PUBLIC COMMENTS

Chairman Ward opened the floor for public comments.

There were no public comments made.

DISCUSSION OF SALARY ADJUSTMENTS FOR SHERIFF'S OFFICE

Commissioner Hamlett, Personnel Committee Chairman, reported that the Personnel Committee met with the County Manager and Sheriff Welch to discuss salary adjustments for six Sergeant positions. Commissioner Hamlett stated that the Sergeants would be supervising four deputies and assuming additional responsibilities. Commissioner Hamlett added that it is the recommendation of the Personnel Committee to approve a two percent salary adjustment for six Sergeant positions, effective January 1, 2009, at a total cost for this fiscal year of \$2,004, which could be appropriated from the Sheriff's Lapsed Salaries.

The following information from Sheriff Welch was provided to the Board:

2008-2009 Fiscal Year	Rank of Sergeant	\$33,397.00
Proposed Salary		<u>\$34,065.00</u>
Difference/Adjustment		\$ 668.00

(6) Positions of Sergeant x \$668.00 annually equals \$4,008.00

Sheriff Welch respectfully requested that the Board approve a two percent salary adjustment. Sheriff Welch added that the cost, if approved by the Board of Commissioners, would be \$2,004.00 for the remainder of this fiscal year, if effective January 1, 2009.

After further discussion, Chairman Ward moved, seconded by Commissioner Jefferies to approve a two percent salary adjustment for six Sergeant positions at a total cost of \$2,004, effective January 1, 2009, to be appropriated from Sheriff's Department Lapsed Salaries. The motion carried unanimously.

REQUEST BY HEALTH DEPARTMENT FOR SALARY INCREASE

Dr. Fred Moore, Health Director, came before the Board to discuss a four percent salary increase request for an employee of the Health Department. Upon questioning from Chairman Ward, Mr. Kevin Howard, County Manager, confirmed that when the Board approved the amended budget for the Health Department for Fiscal Year 2008-2009 on July 21, 2008, this four percent increase for a supervisory employee was included in that amended budget. Chairman Ward stated that he is just trying to make sure that this four percent salary increase was included in the \$219,148 amended budget that was approved by the Board of Commissioners and it is not new money. Dr. Moore confirmed that this is not new money.

Dr. Moore stated that the Board of Health approved the budget which was submitted to the Commissioners and everything in it, thereby approving the four percent salary adjustment for an employee who has assumed supervisory duties over two employees

which has increased her responsibilities. Dr. Moore noted that this is not a request for a merit increase.

Upon questioning from Commissioner Hamlett, Dr. Moore answered that the salary increase is for the Health Educator and she is the only employee in the Health Department other than himself that legally fits the definition of a Health Director and she has acted in the capacity of Health Director in his absence and assumed more responsibilities. Dr. Moore added that the Health Educator is now directly supervising two employees. Chairman Ward noted that the amount of the increase is \$1,440.

After discussion, Commissioner Travis moved, seconded by Chairman Ward to deny the request by the Health Director for approval of a four percent salary increase for the Health Educator. The motion carried by a vote of four to one with Commissioner Hamlett voting no.

HEALTH DEPARTMENT – REQUEST FOR RELEASE FROM HIRING FREEZE

Dr. Fred Moore, Health Director, came before the Board to request that they release a nursing position from the hiring freeze. Dr. Moore reported that a full time clinic nurse recently resigned and felt that the vacant position is essential as it coordinates the flow of the clinic and lab, and without the position the clinic would slow down, get backed up, and the overall efficiency of the clinic would decrease. Dr. Moore added that with the economic slowdown and increased joblessness, the Health Department is already seeing an increase in demand for the clinic services. Dr. Moore stated that he would also like to request that an 80% nursing position in the Health Department clinic be increased to a 100% position because of the demand for services and noted that the position was originally a 100% position. Dr. Moore informed the Board that neither request would require an increase in the budget due to monies in Lapsed Salaries.

Commissioner Vernon informed Dr. Moore that it has been brought to his attention recently that several people have been in to the clinic and have had to wait 45 minutes and no one else was in the clinic. Dr. Moore stated that he could investigate this and provide an answer if he knew the date.

Upon questioning from Commissioner Hamlett, Dr. Moore answered that the Board of Health approved the release from the hiring freeze of the nursing position, but he has not brought to the Board of Health the increase from an 80% nursing position to a 100% position.

After discussion, Commissioner Hamlett moved, seconded by Commissioner Jefferies to release a nursing position at the Health Department from the hiring freeze. The motion carried by a vote of three to two with Commissioners Travis and Vernon voting no.

Commissioner Vernon moved, seconded by Commissioner Travis to leave the 80% nursing position at the Health Department as currently funded. The motion carried unanimously.

DISCUSSION OF ADDITION OF SOLID WASTE CONVENIENCE CENTER SITE
IN SEMORA

Mr. Kevin Howard, County Manager, reported that there has been some discussion concerning adding a solid waste convenience center site in Semora. Mr. Tim Smith, Solid Waste Director, was present to discuss this with the Board. Upon questioning from Chairman Ward as to the cost to add an additional solid waste convenience center site, Mr. Smith answered that the installation of a new site would cost approximately \$53,000, which includes ground work, fencing, compactor, and containers. Mr. Smith noted that this amount does not include the operator's salary of \$7,200 per year and operating cost of approximately \$3,000 per month, which would total approximately \$43,200 to operate and does not include maintenance and repair.

Upon questioning from Commissioner Hamlett as to the amount in the Solid Waste Fund Balance, Mr. Smith answered that he has \$741,554 in Unrestricted Fund Balance, \$154,000 in Capital Assets, \$836,000 in Unaudited Revenues for FY 2007-2008, and \$745,000 in Unaudited Expenditures for FY 2007-2008.

Commissioner Travis questioned how many sites will be requiring new compactors in the near future and Mr. Smith answered that he installed one at the Cherry Grove site, which cost \$18,500 and he felt that two compactors will need to be replaced in the next two to three years, with two or three more to be replaced in the future. Mr. Smith added that there are serious issues with the containers and some of them will have to be replaced.

Upon questioning from Commissioner Hamlett, Mr. Smith answered that if there is a site located in Semora, the compactor would be new.

After discussion, Commissioner Travis moved, seconded by Chairman Ward that the Board not locate a solid waste convenience center site in Semora. The motion failed by a vote of three to two with Commissioners Hamlett, Jefferies, and Vernon voting no.

Commissioner Jefferies moved, seconded by Commissioner Vernon to add a solid waste convenience center site in Semora.

Commissioner Travis stated that due to the current economy, locating another solid waste convenience center site would be a bad mistake and added that this matter should be considered at budget time.

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

GOVDEALS: THE ONLINE SURPLUS AUCTION SOLUTION FOR
GOVERNMENTS

Mr. Kevin Howard, County Manager, reported that if the Board agreed to enter into an Agreement with GovDeals, they could have the County on line by the first of the year and items could be sold as they are declared as surplus. Mr. Howard stated that the County Attorney has reviewed and approved the contents of the Agreement.

After discussion, Commissioner Vernon moved, seconded by Commissioner Jefferies that the County enter into an Agreement with GovDeals to sell surplus items through an internet-based auction system, as has been presented. The motion carried unanimously.

SENIOR CENTER PROJECT

Mr. Kevin Howard, County Manager, provided the Board with a request from Quality Construction for extension of the completion date for the Senior Center Project to February 2, 2009. Mr. Howard stated that their justification for the request was that they lost 76 days due to rain, snow, or muddy conditions since the project start date, and issues with installation of the roof, ductwork requirements, and additional erosion control measures required by NCDENR. Mr. Howard noted that this request would have to be approved by the Danville Regional Foundation.

After discussion, Chairman Ward moved, seconded by Commissioner Travis to approve the request by Quality Construction for extension of the completion date for the Senior Center Project to February 2, 2009, contingent upon approval by the Danville Regional Foundation. The motion carried unanimously.

BUDGET AMENDMENT NO. 11

Mr. Kevin B. Howard, County Manager, presented and reviewed Budget Amendment No. 11 for Fiscal Year 2008-2009. After discussion, Commissioner Travis moved, seconded by Commissioner Jefferies to approve Budget Amendment No. 11 for Fiscal Year 2008-2009 as presented. The motion carried unanimously.

COUNTY MANAGER'S REPORT

Mr. Kevin B. Howard, County Manager, requested that the Board approve a *Resolution of Designation of Applicant's Agent*. Mr. Howard stated that this would allow the County to apply for a Division of Emergency Management Grant to rewrite the County's Hazardous Mitigation Grant. After discussion, Commissioner Travis moved, seconded by Commissioner Jefferies to approve the *Resolution of Designation of Applicant's Agent* as presented. The motion carried unanimously.

Mr. Howard reported that even though the contractor has requested an extension, they are hoping to complete the Senior Center by Christmas or first of the year.

Mr. Howard reported that he is working to get approval to build the waterline to NORAG in the Pelham Industrial Park.

Mr. Howard reported that he is waiting to hear from e-NC to schedule a meeting date to discuss the Golden Leaf Broadband Grant.

Mr. Howard reported that the Golden Leaf Matkins Grant Project will start soon.

Mr. Howard reported that he is waiting on responses from the four private providers located at the Guilford Mills Building on Lease Agreements.

Mr. Howard reported that the County Attorney would be providing an update to the Board on Hayes Iron and Metal at its December 1, 2008 meeting.

Mr. Howard reported that he would be out of the office on Wednesday, November 26, 2008.

Mr. Howard reported that the Annual Christmas Parade would be held on Saturday, December 6, 2008, and he would provide additional information at a later date.

ANNOUNCEMENTS

Ms. Wanda Smith, Clerk to the Board, reported that the Board of Education has extended an invitation to the Board of Commissioners to have Thanksgiving lunch at North Elementary School on Thursday, November 20, 2008, at 11:30 a.m. and those interested in attending could let her know so that she could inform the School Board.

Ms. Smith reported that she has provided the Board with information concerning a workshop being offered by the School of Government entitled, "*Good Growth: Chance or Choice?*", which is being held in conjunction with the "*Essentials of County Government*" class offered by the School of Government, and if anyone is interested in attending to let her know.

Ms. Smith reported that the School of Government is once again offering the class entitled, "*2008-2009 Essentials of County Government*" and added that this program is intended for both newly elected and veteran Commissioners. Ms. Smith stated that there are four dates and locations for the class and if anyone is interested in attending to let her know. Upon questioning from Chairman Ward, Ms. Smith answered that she has already provided this information to Commissioners-elect Battle and Satterfield.

Ms. Smith reminded the Board that the dinner honoring out-going Commissioners Hamlett and Vernon would be held on Saturday, November 22, 2008, at 5:30 p.m. at Lone Star Steak House in Danville, Virginia.

Commissioner Vernon stated that tonight would be his last meeting because he will be attending a meeting in Raleigh on December 1, 2008. Commissioner Vernon added that he has enjoyed serving with the other Commissioners.

Commissioner Hamlett stated that when the new Board is seated, he would like to see them address increasing the Sheriff's salary because he has taken on more responsibility. Commissioner Hamlett added that he has enjoyed the eight years he has served on the Board of Commissioners and welcomed the newly elected Commissioners.

Commissioner Jefferies announced that Representative Bill Faison has informed him that the County has received a Scattered Site Housing Grant in the amount of \$475,000.

CLOSED SESSION

Commissioner Hamlett moved, seconded by Commissioner Travis that the Board enter into closed session to prevent the disclosure of confidential information that is made privileged or confidential (NCGS 143-318.10(e)), and to instruct the public body's staff concerning the position to be taken in negotiating the price and other material terms of a contract for the acquisition of real property by purchase, option, exchange, or lease (NCGS 143-318.11(a)(5)). The motion carried unanimously.

REGULAR SESSION

Commissioner Hamlett moved, seconded by Commissioner Vernon to resume regular session. The motion carried unanimously.

THE ADJOURNMENT

At 7:45 p.m. Commissioner Hamlett moved, seconded by Commissioner Vernon to adjourn the meeting. The motion carried unanimously.

Wanda P. Smith
Clerk to the Board

George W. Ward, Jr.
Chairman
