

MINUTES – DECEMBER 15, 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, December 15, 2008. Members present: Jeremiah Jefferies, Chairman, George W. Ward, Jr., Vice-Chairman, Eric D. Battle, William E. Carter, Nathaniel Hall, Gordon G. Satterfield, and Kenneth D. Travis. 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 Hall requested that the agenda be amended to include a Closed Session to discuss a personnel issue.

Commissioner Travis moved, seconded by Commissioner Ward to approve the agenda as presented, with the addition of Closed Session to discuss a personnel issue. The motion carried unanimously.

APPROVAL OF CONSENT AGENDA

Commissioner Satterfield moved, seconded by Commissioner Ward 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 December 1, 2008 Meeting
- 2) Financial Report for October , 2008

PUBLIC COMMENTS

Chairman Jefferies opened the floor for public comments.

Mr. John F. Claggett, Jr., of 108 Jaye Lane, Providence, NC, came before the Board and requested that his statements be made public record, which included the following:

“In the Spring of 2007 the Sheriff of Caswell County held a meeting with concerned residents from the Providence Community pertaining to quality of life issues in the area of Walters Mill Road.

On May 7, 2007 the County Attorney provided the Board with a copy of a letter from Sheriff Welch informing him of the meeting with the residents from the Providence Community along with some recommendations. The Sheriff also stated in this letter that he encouraged that an official study be conducted by the NCDOT.

A motion to request a traffic study was made, seconded, and carried unanimously.

A study by the NCDOT was conducted and traffic safety was determined to be an issue around the entrance to Hayes Iron and Metal on Walters Mill Road. The NCDOT placed the signage they deemed necessary to help alleviate the traffic issue.

The signs have never been enforced, and when questioned Sgt. Pearson of the SHP stated that he couldn't enforce "those" signs, and Sheriff Welch stated that he didn't have the manpower to enforce the signs.

Remember this all started with the Sheriff's meeting. What kind of a convoluted process is this and how do you propose to solve it?

And while I'm standing before the board I'd like to ask the board if they've taken the time to actually look at the Hayes Iron and Metal area on Walters Mill Rd.? Having read the County Manager's Report from the last Commissioners meeting regarding an amendment to the current Caswell County Outdoor Storage Ordinance (Ordinance #44) doesn't the board agree that Hayes Iron and Metal should be in compliance with the existing ordinance before a public hearing is held to amend it? It is obvious to the most casual observer from Walters Mill Rd. that there's not any fencing or any other barriers in place as per SECTION 7D paragraphs 2 and 3 of the current ordinance.

I thank you for allowing me to speak.

S/John F. Claggett, Jr.

Mr. Claggett provided the Board with pictures he had taken of the area.

Ms. Trudy Walker of the Hightowers area, came before the Board and stated that she is present regarding the Hightowers dump site. Ms. Walker added that she has been working on this issue for six years and has submitted a petition with 200 signatures and one with 400 signatures. Ms. Walker stated that the problem is she cannot get this issue on the agenda and when it does get on the agenda, it never gets resolved. Ms. Walker asked that the dump site be considered for a vote tonight for the Hightowers area. Ms. Walker informed the Board that she talked with Commissioner Carter and he asked her to come tonight. Ms. Walker stated that she had requested to be on tonight's agenda and she does not see it on there. Chairman Jefferies informed Ms. Walker that he talked with Commissioner Carter about this and then he had it taken off the agenda. Chairman Jefferies informed Ms. Walker that he made a trip to the current solid waste convenience center site and to her store. Chairman Jefferies stated that the Board

would be holding a Retreat on January 10, 2009 and they would be discussing all solid waste convenience center sites in the County at that time, and the issue would then be placed on the agenda. Upon questioning from Ms. Walker, Chairman Jefferies answered that he would have the County Manager contact her as to when it will be placed on the Board's agenda for discussion.

PRESENTATION OF ANNUAL COUNTY AUDIT FOR FISCAL YEAR 2007-2008

Mr. Jim Winston with Winston, Williams, Creech, Evans & Company, LLP came before the Board to present the Comprehensive Annual Financial Report for Fiscal Year 2007-2008.

Mr. Winston provided an overview of the audit completed for Caswell County for Fiscal Year 2007-2008. Mr. Winston reported that Caswell County has received an unqualified opinion on the June 30, 2008 financial statements.

Mr. Winston highlighted the following:

- Statement of Net Assets – Governmental Activities
- Statement of Net Assets – Business-Type Activities
- Statement of Net Assets – Primary Government
- Statement of Activities – Governmental Activities
- Statement of Activities – Business-Type Activities
- Statement of Activities – Total Primary Government
- Governmental Fund Revenues
- Governmental Fund Expenditures
- Proprietary Funds
- Fund Balance – All Governmental Funds
- Fund Balance – Other Governmental Funds
- Fund Balance – General Fund
- Unreserved Fund Balance – as a % of Expenditures
- Cash
- General Fund Revenues
- General Fund Expenditures
- Appropriated Fund Balance
- Adjusted Tax Levy
- Tax Collection Percentages
- Governmental Fund Debt

Mr. Winston provided the following financial highlights:

- The total assets of Caswell County's primary governmental activities exceeded its liabilities at the close of the fiscal year by \$17,222,437 (net assets).
- The total assets of Caswell County's governmental activities exceeded its liabilities at the close of the fiscal year by \$15,615,323 (net assets).

- The total assets of Caswell County's business type activities exceeded its liabilities at the close of the fiscal year by \$1,607,114 (net assets).
- The government's total net assets increased by \$2,389,622, primarily due to increased net assets in the governmental activities.
- As of the close of the current fiscal year, Caswell County's governmental funds reported combined ending fund balances of \$7,672,563; an increase of \$361,442 in comparison to the prior year. Approximately 76.04 percent of this total amount, or \$5,818,916 is available for spending at the government's discretion (unreserved fund balance).
- At the close of the current fiscal year, unreserved fund balance for the General Fund was \$3,353,158 or 15.21 percent of total general fund expenditures for the fiscal year.
- Caswell County's total debt decreased by \$735,584 or 11.58% during the current fiscal year.
- Caswell County maintained its bond ratings.
- The County's tax rate for the current fiscal year is 67.2 cents per \$100 valuation.

Mr. Winston reported that during their audit they became aware of several matters that are opportunities for strengthening internal controls and operating efficiency, such as in the Department of Social Services and noted that day sheets at the agency should be monitored to ensure proper data entry, as well as the Section 8 Housing Program and added that they should keep a log of failed inspections to ensure proper quality control.

Mr. Winston stated that management should continue to monitor the fund balance to ensure that the County does not get too close to the eight percent minimum. Mr. Winston added that during the current and prior fiscal years, the operations of the County have gone in a positive direction, but this upward trend needs to continue. Mr. Winston noted that counties of similar size as Caswell have an average of 25.29% available fund balance as a percentage of total expenditures, and presently Caswell County is at 14.26%.

Mr. Winston recommended that the County consider establishing a fraud hotline. Mr. Winston stated that the very existence of a fraud hotline would serve as a deterrent to misconduct by creating among employees a perception that fraud would be detected and protected, as well as demonstrating the County's serious intent to prevent and detect fraud. Mr. Winston added that the fraud hotline could also be used to report incidents of harassment, unsafe working conditions, violence, or violations of laws or regulations. Mr. Winston noted that this would allow the County to address such situations in a timely manner and could help prevent or minimize fines, lawsuits, legal liability, or adverse publicity by demonstrating that the County has procedures for receiving and addressing complaints.

Mr. Winston encouraged the Board to monitor its revenues very closely this year.

Commissioner Satterfield stated that he would like for Mr. Winston to come back to a Board meeting at a later date and go over the audit report in more detail.

After considerable discussion, Commissioner Satterfield moved, seconded by Commissioner Ward to schedule Mr. Jim Winston to come back to a Board meeting at a later date and explain the County's 2007-2008 audit in more detail. The motion carried unanimously.

Mr. Winston requested that specific questions be given to the County Manager or Finance Officer prior to the meeting so that he may prepare for the meeting.

PELHAM INDUSTRIAL PARK WATER PROJECT UPDATE AND GRANT FUNDING

Mr. Scott Ehrhardt, Engineer with Dewberry & Davis, along with Mr. Matt Hastings, Project Manager came before the Board to discuss the Pelham Industrial Park Water Project.

Mr. Hastings stated that they are proposing to begin Phase I and extend water to NORAG Technologies in the Park. Mr. Hastings added that this phase has been bid and it came in \$66,000 under budget. Mr. Hastings presented and discussed the following Preliminary Engineering Report.

Pelham Industrial Park Water System Improvements Caswell County, North Carolina Preliminary Engineering Report

INTRODUCTION

Dewberry was contracted by Caswell County to perform design services for a new water tank to be located in the Pelham Industrial Park. A preliminary assessment of other utilities needed to service the full build out of the Park has also been identified in this report. The immediate need for this project is to provide water service to NORAG Technologies who has initiated the construction of a 12,000 sq. ft. building in which chemical manufacturing will occur.

NORAG attempted to drill water supply wells during initial site development but was unsuccessful in locating a productive well. They have installed a sewage drainfield to temporarily handle sewer but cannot sufficiently operate without public water supply. Caswell County is the owner of the Park and has received partial funding from Golden LEAF Foundation for installing an elevated water tank and extending water service to Norag.

EXISTING CONDITIONS

Sewer

Caswell County owns an existing 6" forcemain and pump station that transports sewer to the City of Danville's sewer collection, transmission and treatment facilities. Caswell County's current agreement with the City of Danville allows it (Caswell County) to discharge up to 65,000 gpd into its system for treatment. A lift station with a current pumping capacity of 18,000 gpd is located approximately 150± feet west of the North Parcel at the Piedmont-Triad Visitors Center. No sewer has been extended into either the Pelham Industrial Park's Northern or Southern Tracts.

Water

The City of Danville through an inter-local agreement with Caswell County installed a booster pump station equipped with a hydro-pneumatic tank and extended a 10" water main from its water system to the NC Welcome Center facility site that borders the Pelham Industrial Park's North Parcel. The City of Danville owns, operates and maintains this water main with up to 65,000 gallons per day (gpd) of water supply being reserved for Caswell County. Caswell County allocates how water is allocated.

The existing 10-inch waterline is located at the southeastern corner of the North Parcel and runs from NC 700 to the existing pump station. The line currently has a typical static pressure of 28-32 psi at the visitor center. Upon carrying out a flow test, the residual pressure was found to be approximately 5 psi at a maximum flow of 300 gallons per minute (gpm). This pressure and flow is substantially below the minimum 40 psi residual and 1200 gpm that is requested by Nora's fire insurance carrier.

PROPOSED FACILITIES

Sewer

Proposed sewer facilities: NORAG Technology of Greensboro will be served by an on-site septic tank system.

Water

Due to the immediate critical need for water at the NORAG site, it will be necessary to construct the proposed water system in three phases. The first phase (Phase 1) will require extending 1,500 lf of 6" water main (potable water) to provide temporary water to NORAG's site and 1,500 lf of 10" water main (fire protection) that will not be functional until an elevated water tank is constructed. Potable water needs at NORAG upon startup are not expected to exceed 5000 gpd.

Phase II will comprise of upsizing booster pumps to 200 gpm each and installing a chlorine chemical booster pump at the existing booster pump station, preparing a site for the elevated storage tank and making final waterline extensions and tie-ins to provide permanent separate potable and dedicated fire service to NORAG. The booster pumps are being sized to meet NORAG maximum instantaneous demand, continue service to this visitor center and have adequate capacity to meet the entire demand of the park once the proposed new elevated tank is constructed and put on line.

Phase III will comprise of the construction of a 300,000 gallon elevated water tank and direct connection to the 10" fire service line. This tank will serve to meet the immediate needs for fire protection to NORAG and also be able to meet potable and fire storage requirements for the full build-out of the industrial park.

Future potable water required for the park is based on a 1,200 gpd/acre usage. The entire build-out is estimated at 171 acres resulting in a total demand in the park of 205,000 gpd or approximately 150 gpm. The required fire flow is 1500 gpm @ 20 psi and the proposed improvements will exceed this requirement.

With the addition of a 300,000 gallon water tank the current problems with low chlorine residuals will be exacerbated. In addition, there will be a significant increase in water residence time and potential for formation of disinfection byproducts. To alleviate these concerns, the elevated water tank will be filled by the potable line and backflow protection provided to isolate the tank and initially dedicate it only to fire protection. As additional industrial demands come on line in the future and water demands increase the tank will be converted back into a typical combination potable/fire water tank.

General – Attached in the appendix of this report is engineering support calculations, model results and exhibits illustrating the work described above. In summary the following tabulated static and dynamic pressure conditions have been determined based on a tank overflow elevation of 815' msl, a normal operating level of 805', and various flow conditions.

Pelham Industrial Park Water Model Results			
Flow Condition (gpm)	Pressure @ NORAG without New Tank (psi)	Pressure @ NORAG with New Tank @ <u>Normal</u> Operating Level (805.00 msl) (psi)	Highest Elevation/Worst Pressure Area in the Park with New Tank @ Normal Operating Level (805.00 msl) and 10'' future line extension. (psi)
Static	47	67	36.8
200	41.7	66.8	36.4
500	17.6	65.3	34.6
1000	N/A	60.7	29
1500	N/A	53.5	20.3

Operations of supplying water to the Park will remain unchanged. The existing booster station will continue operating on simple pressure switches to satisfy a maximum set-point pressure in the pneumatic tank of 100 psi (maximum allowable working pressure of the tank). This pressure setting will maintain the water level in the new tank at a normal design operating level of 805' msl thereby maintaining storage volume that exceeds the volume required for 2 hour fire protection to NORAG. If the county elects, the tank will be able to be filled to overflow at 815' msl by manually isolating the hydropneumatic tank and manually operating the booster pumps until overflow level is achieved. An RPZ (reduced pressure zone backflow prevention valve) at the elevated tank and a pressure relief valve (PRV) on the pneumatic tank will safeguard the hydropneumatic tank from over-pressurizing after this manual fill operation is completed and the system is returned to normal operation. A local level transmitter will be provided at the tank to display tank level.

Future operation will involve discontinued use of the existing 3000 gallon hydro-pneumatic tank and adding telemetry that will transmit tank level to a new controller for automatic booster pump operation. After proper cleaning and disinfection of the tank, the proposed RPZ valve added under this contract will be removed/bypassed and the tank converted to a potable tank.

Commissioner Satterfield expressed concern with the possibility of change orders for the project and Mr. Hastings assured him that he did not foresee this to be a problem.

Mr. Kevin Howard, County Manager, stated that the water line extensions are needed at this time at the Pelham Industrial Park to provide water to NORAG Technologies so they can operate their facility. Mr. Howard added that the project fits within the scope of the overall improvements and the low bid was well under the initial project budget of \$155,000.

After further discussion, Commissioner Satterfield moved, seconded by Commissioner Travis to approve the low bid of \$85,850.00, submitted by Prillaman & Pace, Inc. for the Pelham Industrial Park Phase I Water System Improvement Project. The motion carried unanimously.

Mr. Ehrhardt briefly discussed the attempts to set up a County water system with the City of Danville.

Mr. Skip Green, Grants Writer and Consultant, came before the Board and reported that he has been assisting with preparing pre-applications for additional grant funding for the Pelham Industrial Park Water Project. Mr. Green stated that job creation from NORAG is being used to qualify for grant funding from The Rural Center, Community Development Block Grant, and the NC Department of Commerce's Industrial Development Fund (IDF). Mr. Green informed the Board that NORAG expects to create at least ten jobs in the next two years, they would have to guarantee those jobs in the grant process, and if the jobs are not created they would have to pay back part of the grant. Mr. Green added that NORAG is willing to guarantee five jobs and the Board of Commissioners is being asked to consider guaranteeing the additional five jobs needed to maximize grant funding. Mr. Green noted that the Community Development Block Grant and NC Rural Center requires a Performance Agreement as a part of the application and if the jobs that are committed are not created, there is a payback. Mr. Green stated that The Rural Center grant application is in the amount of \$100,000, the Community Development Block Grant application is in the amount of \$200,000, and the NC Department of Commerce Industrial Development Fund grant application is in the amount of \$454,000 and does not require a Performance Agreement. Mr. Green explained the provisions and requirements of each grant.

After considerable discussion, Commissioner Satterfield moved, seconded by Commissioner Ward to approve the pre-applications to the Rural Center, Community Development Block Grant, and the NC Department of Commerce's Industrial Development Fund for grant funding for the Pelham Industrial Park Water Project, as presented, which will commit to creating ten jobs. The motion carried unanimously.

TAX DIRECTOR'S MONTHLY REPORT

Mr. Thomas Bernard, Tax Director, came before the Board and submitted the following Monthly Report for November, 2008.

Foreclosure Process – All Files

1,622 accounts turned over to Attorney
29 parcels sold
1,028 accounts – paid in full
262 accounts entered into payment plan
11 bank attached by county
34 accounts that are leasehold properties
42 entered into bankruptcy
23 in-rem foreclosure procedure
193 files moving forward

The collection rate for the 2007 tax year is 95.43% as of 6/30/2008.

Commissioner Hall stated that when the Board made its last revision to the County's collection efforts, it was approved that all payment plans would be paid in full during the current tax year. Upon questioning from Commissioner Hall concerning the accounts that have been entered into a payment plan and whether they are for the current year, Mr. Bernard answered that some of those accounts that were in payment plan for 2007 have not finished payments for 2006. Commissioner Hall stated that there should not be payment plans for the current year when prior year taxes are delinquent. Commissioner Hall noted that in the audit report, there is \$279,533 in delinquent taxes for the year 2005. Mr. Bernard stated that these accounts would be in the 193 files moving forward. Commissioner Hall requested that the Tax Director run a report on the year 2005.

Commissioner Hall questioned why the County could not put a lien on leasehold property, homes that are on someone else's property. Mr. Bernard answered that Caswell County has always taxed double-wide manufactured homes as real property, even though the Statute declares it as personal property.

Commissioner Satterfield stated that he would like to see the Tax Director prepare a monthly report that shows the uncollected balance of all prior years and the month in which taxpayers pay for prior years, from 2008 back to the ten year period.

Chairman Jefferies stated that the Board would discuss this further at the Board Retreat.

TAX OFFICE – REVALUATION CONTRACT

Mr. Thomas Bernard, Tax Director, stated that the Board needed to make a decision on a contract for New Construction for 2008 and presented the following list of vendors and their proposals for appraising the County's New Construction.

Wampler and Eanes: Daleville, Virginia

Price: \$26.00 per parcel not to exceed \$20,000

For 2009. Start date: December 17, 2008, if notified

Pearson Appraisal Services: Richmond, Virginia

Price: Not to exceed \$10,500

Start date: Can start as soon as notified

Gary Piner Appraisal Services: Morehead City, NC

Price: Not to exceed \$7,500

Start date: Tuesday, December 16, 2008, if notified

Assessment Solutions

Price: \$333,750 includes 2009 new construction and Revaluation for 2012

Start date: Not known as of 12/10/2008

Upon questioning from Commissioner Satterfield, Mr. Bernard answered that the appraisal firm would go through all of the County's building permits and pick up new construction for the year. Mr. Bernard noted that there were 350 permits for the year 2008.

Commissioner Satterfield questioned why someone in the Tax Office could not go out and look at what is being built and set a value.

Commissioner Hall stated that the appraisal firms are not submitting proposals that can be adequately compared because some are submitting proposals by the day and some by the unit. Commissioner Hall added that these vendors need to be contacted and bid this out either on a per day or per unit basis.

Commissioner Travis stated that he felt that someone in the Tax Office could go out and look at some of the structures requiring building permits.

Commissioner Satterfield stated that he would like to know, of the 350 permits, how many are houses.

Upon questioning from Commissioner Battle, Mr. Bernard answered that the Tax Office has a staff of six and one-half employees. Commissioner Battle stated that he felt that the vendor should be paid per unit, for work that is actually done.

Commissioner Satterfield questioned whether a shed or deck is considered a unit and Mr. Bernard answered that they are considered a unit. Commissioner Satterfield questioned the appraiser being paid the same for appraising a house as he does when appraising a deck. Commissioner Satterfield stated that he would think that the Building Inspections Office would have a fairly reasonable viewpoint of how much it costs to construct a porch or house and did not understand why some of these appraisals could not be done in-house.

After considerable discussion, Commissioner Hall moved, seconded by Commissioner Travis to have the County Manager contact the vendors and have them submit a proposal based on a per unit basis and provide a price break down on house, shed, dock, garage, or deck. The motion carried unanimously.

RECESS

The Board held a brief recess.

BUDGET AMENDMENT NO. 13

Mr. Kevin B. Howard, County Manager, presented and reviewed Budget Amendment No. 13 for Fiscal Year 2008-2009. After discussion, Commissioner Carter moved, seconded by Commissioner Hall to approve Budget Amendment No. 13 for Fiscal Year 2008-2009 as presented. The motion carried unanimously.

BUDGET TRANSFER NO. 11

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

DISCUSSION OF BOARDS AND COMMITTEES

Chairman Jefferies moved, seconded by Commissioner Ward to appoint Commissioner Satterfield as the Board's representative on the Piedmont Triad Partnership Committee. The motion carried unanimously.

After discussion, Chairman Jefferies presented the following list of Commissioner appointments to Boards and Committees for the Year 2009.

BOARDS AND COMMITTEES

2009

Chairman Jefferies

Social Services Board

Alamance-Caswell Area Mental Health Board

Civic Center Committee

Commissioner Ward

Planning Committee for Services to the Elderly

Juvenile Crime Prevention Council

Recreation Commission

NCACC Legislative Liaison

Local Emergency Planning Committee

Commissioner Battle
Recreation Commission
Planning Board
E-911 Board
Kerr-Tar Work Force Development Board

Commissioner Carter
Farmer Lake Board
Library Board
Caswell County Transportation Advisory Board

Commissioner Hall
Piedmont Triad Council of Governments
Caswell County Joint Nursing Home/Adult Care Home Community Advisory Committee
*Caswell County Partnership for Children
*Home Health Advisory Committee
*Human Relations Commission

Commissioner Satterfield
Board of Health
Economic Development Board
Piedmont Emergency Medical Services Advisory Board
*Piedmont Triad Partnership Committee

Commissioner Travis
Farmer Lake Board
Social Services Board

* Board of Commissioners does not make appointments to these Boards.

(Note: No appointment made to Rural Planning Organization).

APPOINTMENTS TO CASWELL COUNTY JOINT NURSING HOME/ADULT CARE
HOME COMMUNITY ADVISORY COMMITTEE

Commissioner Ward moved, seconded by Commissioner Travis to appoint Ms. Barbara Jefferies and Ms. Jean Gibson to the Caswell County Joint Nursing Home Community Advisory Committee. The motion carried unanimously.

APPOINTMENTS TO JUVENILE CRIME PREVENTION COUNCIL

Commissioner Ward moved, seconded by Commissioner Travis to appoint Mr. Irvin Graham Dailey, III and Mr. Rodney Orr as members-at-large to the Juvenile Crime Prevention Council. The motion carried unanimously.

JANUARY MEETING SCHEDULE

Commissioner Travis moved, seconded by Commissioner Hall to cancel the January 19, 2009, regular meeting of the Board of Commissioners. The motion carried unanimously.

COUNTY MANAGER'S REPORT

Mr. Kevin B. Howard, County Manager, reported that an exterior sign was left out of the original design for the New Senior Center and requested that the Board approve a Change Order submitted by Quality Construction for the sign in the amount of \$6,993.00. Mr. Howard noted that brick left over from the building is being used to help reduce costs. Mr. Howard informed the Board that the sign is needed in order to receive accreditation and the Senior Center could receive an additional \$10,000 in funding annually. Mr. Howard reported that there is \$57,678.04 left in the construction budget for Contingency and furnishings. Mr. Howard added that there is an additional \$89,000 in interest earned, which leaves a total of \$146,578.04. Mr. Howard recommended that the Board approve the Change Order for the sign. After discussion, Commissioner Satterfield moved, seconded by Commissioner Travis to accept the County Manager's recommendation to approve the Change Order submitted by Quality Construction for the exterior sign to be placed at the Senior Center in the amount of \$6,993. The motion carried unanimously.

Mr. Howard reported that he has been in contact with four of the five occupants of the Guilford Mills Building and two of the four, Alcohol and Drug Services and EO Enterprises, also known as Vocational Trades have stated that they could not maintain a presence in the County if they have to pay rent. Mr. Howard noted that EO Enterprises occupies approximately 3,000 sq. ft. Mr. Howard provided the Board with a letter from Mr. Dan Hahn, Executive Director, Local Management Entity in which he requested a reduced/revised/suspended fiscal assessment of the six dollar charge per square foot as it relates to Orange Enterprises. It was the Board's feeling that the County Manager negotiate a rate of rent on the Board's behalf for Vocational Trades.

ANNOUNCEMENTS

Commissioner Battle reported on the *Essentials of County Government* seminar for new Commissioners sponsored by the School of Government he recently attended at Lake Junaluska, NC and added that it was very informative. Commissioner Battle stated that the School of Government is an excellent resource that the County should utilize.

Ms. Wanda Smith, Clerk to the Board, informed the Board that she received a telephone call from Ms. Leslie Smith with the Danville Regional Medical Center stating that they would like to extend an invitation to the Board of Commissioners to attend a gathering on Wednesday, December 17, 2008, at 11:00 a.m. in the Main Lobby of the Danville Regional Medical Center to hear a special announcement concerning hospital affiliation with a major institution.

Commissioner Hall stated that he talked to the County Manager and Finance Officer concerning bonds for public officials that was recently approved by the Board. Commissioner Hall added that the Board approved individual bonds and a blanket bond to cover the other employees, but

questioned whether every County employee who handles cash has been identified. Commissioner Hall stated that he would like for staff to identify every department and its location that handles cash for the County so that the Board can make sure that they are covered by the appropriate bond.

Commissioner Hall announced that Ms. Michelle Love, Field Representative with the North Carolina Association of County Commissioners recently received notification that her position with the Association would be terminated. Commissioner Hall stated that Ms. Love did an excellent job for Caswell County and felt that it would be appropriate for the Board of Commissioners to send a letter of support for Ms. Love to the Association Board that would be reviewing this issue. It was Board consensus that the County Manager prepare a letter for the Board of Commissioners in support of Ms. Love's position.

Upon questioning from Commissioner Battle, the County Manager answered that the County Attorney is scheduled to attend the Board of Commissioners' first regular meeting of the month.

CLOSED SESSION

Commissioner Hall moved, seconded by Commissioner Travis that the Board enter into closed session to consider the competence, terms of appointment, and performance of an individual public officer (NCGS 143-318.11(a)(6)). The motion carried unanimously.

REGULAR SESSION

Commissioner Hall moved, seconded by Commissioner Travis to resume regular session. The motion carried unanimously.

THE ADJOURNMENT

At 9:30 p.m. Commissioner Carter moved, seconded by Commissioner Travis to adjourn the meeting. The motion carried unanimously.

Wanda P. Smith
Clerk to the Board

Jeremiah Jefferies
Chairman

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Keywords:
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Change Number: 67
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