

CASWELL COUNTY BOARD OF COMMISSIONERS
MEMBERS PRESENT

December 04, 2023
OTHERS PRESENT

John Dickerson, Chairman
Tim Yarbrough, Vice Chair
Ethel Gwynn
Finch Holt
Jeremiah Jefferies
Rick McVey
Frank Rose

Tony Smith, County Manager
Melissa Williamson, Deputy County Manager
Aisha Gwynn, Assistant County Manager
Melissa Miller, Deputy Finance Director
Russell Johnston, County Attorney
Carla Smith, Clerk to the Board

The Board of Commissioners for the County of Caswell, North Carolina, met in a work session on Monday, December 4, 2023 at 5:00 pm at the Gunn Memorial Library.

COUNTY MANAGER RECRUITMENT WORK SESSION:

CLOSED SESSION:

A motion was made at 5:00 pm by Chairman Dickerson and **carried unanimously** to consider the 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, Gwynn, Rose, Jefferies, McVey, Yarbrough and Dickerson)

RECESS:

Chairman Dickerson recessed the work session until 6:30 pm when the Regularly scheduled meeting begins.

WELCOME:

Chairman Dickerson called the meeting to order, and welcomed everyone to tonight's meeting of the Caswell County Board of Commissioners. 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 HEARING ON TAX SCHEDULES:

A **motion** was made by Commissioner McVey and seconded by Commissioner Gwynn and **carried unanimously** to enter into the Public Hearing. (Ayes: Commissioners Holt, Gwynn, Yarbrough, Rose, McVey, Jefferies, and Dickerson)

Thomas Bernard, Tax Director, said I think the Board's been presented the schedule of values. This is just open for the public hearing. Are there any comments.

Chairman Dickerson said I would ask Mr. John Roberts, were you speaking on this topic? Mr. Roberts said what, and Chairman Dickerson said were you going to speak on this topic? Mr. Roberts said no. Chairman Dickerson asked if there were any questions.

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Attorney Johnston said Mr. Chairman if you could address the public and ask if anyone is here to address the public hearing. The Chairman asked the public and said it appears to be none. Then Chairman Dickerson asked are there any other questions from the members of the Board?

A **motion** was made by Commissioner Yarbrough and seconded by Commissioner Rose and **carried unanimously** to close the Public Hearing. (Ayes: Commissioners Holt, Gwynn, Yarbrough, Rose, McVey, Jefferies, and Dickerson)

Thomas Bernard said now we just need the Board to make a motion to adopt the schedule of values.

A **motion** was made by Commissioner Yarbrough and seconded by Commissioner Gwynn and **carried unanimously** to adopt the schedule of values. (Ayes: Commissioners Holt, Gwynn, Yarbrough, Rose, McVey, Jefferies, and Dickerson)

CONSENT AGENDA:

APPROVAL OF CONSENT AGENDA:

a. November 16, 2023 Joint Town Meeting Minutes

A **motion** was made by Commissioner Yarbrough and seconded by Commissioner Jefferies and **carried unanimously** approve the consent agenda. (Ayes: Commissioners Holt, Gwynn, Yarbrough, Rose, McVey, Jefferies, and Dickerson)

b. November 20, 2023 Regular Meeting Minutes

A **motion** was made by Commissioner Gwynn and seconded by Commissioner Jefferies and **carried unanimously** approve the November 20, 2023 Regular Meeting minutes. (Ayes: Commissioners Holt, Gwynn, Yarbrough, Rose, McVey, Jefferies, and Dickerson)

ORGANIZATIONAL MEETING:

ELECTION OF CHAIRMAN:

The Clerk to the Board called the organizational meeting to order and opened the floor for nominations for Chairman of the Board of Commissioners. Commissioner McVey nominated Tim Yarbrough as Chairman. Commissioner Dickerson nominated Jeremiah Jefferies as Chairman. There were no other nominations, so the floor was closed for nominations.

A **motion** was made by Commissioner Gwynn and seconded by Commissioner Rose and **carried unanimously** to close the floor for nominations. (Ayes: Commissioners Holt, Gwynn, Yarbrough, Rose, McVey, Jefferies, and Dickerson)

After a roll call vote, the vote carried 4-3. (Commissioners Dickerson, Jefferies, Gwynn, and Holt voted in favor of Jeremiah Jefferies as Chairman. Commissioners Yarbrough, McVey, and

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Rose voted in favor of Tim Yarbrough as Chairman.) Commissioner Jefferies was appointed Chairman of the Board of Commissioners for this upcoming year.

Chairman Jefferies presided over the remainder of the meeting.

ELECTION OF VICE CHAIR:

Chairman Jefferies opened the floor for nominations for Vice-Chairman. Commissioner Dickerson nominated Finch Holt as Vice Chairman. The floor was closed for nominations with one said name. After a roll call vote, the vote carried unanimous. (Ayes: Commissioners Holt, Gwynn, Yarbrough, Rose, McVey, Jefferies, and Dickerson) Commissioner Holt is the Vice Chair for the upcoming year.

Chairman Jefferies said before we take a short recess, I'd like to thank you all for allowing me the opportunity. In one year I will be out of here, but want to do the best we can do. I need everybody to help me and support me.

RECESS:

The Board took a 5-minute recess.

CALL TO ORDER BY NEW CHAIRMAN:

Chairman Jefferies called the meeting back to order. Then Mr. Jefferies said first I would like to say this before I go any further. We know where we are coming from. I'm not a new person on this Board. I guess I'm the most senior person on this Board. I would just like to say that I'm going to need everybody's help. Together we stand and divided we fall. I know we can run this county. We can do a good job. I'm going to ask everybody to help and not to point fingers. We need to just get in here and do what we need to for the people of Caswell County. Thank you.

PUBLIC COMMENTS:

John Roberts: I live in this County. I've lived here since 1990, and I've applied for the job of the County Manager position. I applied to the NCACC. I sent them my information. I think there's one other Commissioner I haven't given this document to. It talks about my background and what I've done. I can fix this financial problem they've got in the county. I just have to study it more. I was a little surprised when I heard about it because back in 2002 they had a financial problem here. I just left Anson County, and the LGC is working there. They can't borrow any money or do anything. They haven't even filed their 2021 end of year results with the state. They got a lot of problems down there. They had five Financial Directors in the last seven years, and seven County managers in the last seven years. So they have not been successful in keeping the County Manager or a Finance Director. But most of their finance problems came from the first Finance Director about six years ago. He made a lot of mistakes. They're having problems with their retirement monies. They're having problems closing the books out, and they had problems with the... where they had to... Well I already told you about the retirement, but their grant

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monies. They charged things to the wrong accounts. So they got to fix all that. They haven't come up with a plan yet. Anyway I just wanted to let you know I have a lot of expertise in other areas. I've been doing this business for over 50 years. I'm a little old and ugly. But anyway I wanted to introduce myself to you all, and let you know I have applied for the job. I am a resident in this County, and I can do you a good job. Anyway thank you for listening to me. The Board said thank you.

RECOGNITIONS:

There were no recognitions.

DISCUSSION ITEMS:

BOARDS AND COMMITTEES FOR COMMISSIONERS:

The Clerk said that is for the Commissioners. The Boards and Committees that are listed on the form that they are serving on those boards. If they want to make any changes or need to, they will need to let everybody know so we can look at that. Chairman Jefferies said what I'd like do is wait until the next meeting, and then we can let the Board know if we need to make changes.

COMMISSIONERS' PLANNING WORK SESSION:

The Clerk said the Planning Work Session will be something the Board would do. Last year we did it in January just to see where the Board wanted to see things in the county move for the year. If the Board wants to have one, we'll need to start looking at dates and places to hold that meeting. Vice Chairman Holt said we had it here last year? The Clerk said yes. Chairman Jefferies said what's the pleasure of the Board? Chairman Jefferies said well I will put it this way. I'd like to have aa Work Session in January. We can select the date at the first meeting in January.

Commissioner Gwynn said it will be after the first meeting in January? Chairman Jefferies said yes, we will set a date at the first meeting in January.

VAYA HEALTH UPDATE:

Chairman Jefferies said we will cancel that tonight.

ASSISTANT COUNTY MANAGER VACANCY:

Interim County Manager said thank you Mr. Chairman. As the Board is aware that we received a letter of resignation from the Assistant County Manager last week. It's my recommendation that we not advertise to fill that position at this time. With a new County Manager coming on it maybe something we can do without. We can see whether we can put that money back in fund balance. Currently 60% of that position is funded by Administration and 40% funded by Family Services. So the part from Family Service, we'll evaluate personnel in that area to determine if we can move up an interim so we can elevate that person.

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Commissioner Gwynn said I would like to express my appreciation for all that you have done as our Assistant County Manager. Thank you for your years of service and a lot of the different departments have been giving you applause for helping them get grants. I understand the Senior Center was a big grant recipient of your work.

UPGRADE HISTORIC COURTHOUSE AUDIO SYSTEM:

Interim County Manager said at the last meeting we discussed upgrading the audio system for the old Courthouse. I was told to go back and see if we could find the funds to upgrade the system. Later tonight Melissa Miller will make a presentation to the Board to outline where the money is supposed to come from. If we'd like to go that route, then I would like to bring the audio people back in at the next meeting to describe their product. Then we can vote on that.

Chairman Jefferies said well I'd like to say this on this particular thing. We cannot hear in that Courthouse. People out in the audience can't hear. We going to look at upgrading? We absolutely need it. Interim County Manager said they are with the system, so we would like for them to sell it to us so we will know how it works.

ACTION ITEMS:

APPROVAL OF AGENDA:

The Clerk said we did not do this earlier because we were electing a new chairman.

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

APPROVAL OF BONDS FOR PUBLIC OFFICIALS:

Vice Chairman Holt asked what is this? The Clerk said the bonds for officials. You have to have a bond for the Register of Deeds, which is \$25,000. For the Tax Collector, it's \$75,000. For the Sheriff's Office, it's \$25,000. That's for the Sheriff, and for the Finance Director, it's \$1,000,000.

A **motion** was made by Commissioner Rose and seconded by Commissioner Holt and **carried unanimously** to approve the bonds. (Ayes: Commissioners Holt, Gwynn, Yarbrough, Rose, McVey, Jefferies, and Dickerson)

BOARD OF COMMISSIONERS 2024 MEETING DATES:

Vice Chairman Holt asked will this address the December 18th meeting? Attorney Johnston said no.

A **motion** was made by Commissioner Rose and seconded by Commissioner Gwynn and **carried unanimously** to approve the 2024 meeting dates. (Ayes: Commissioners Holt, Gwynn, Yarbrough, Rose, McVey, Jefferies, and Dickerson)

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2024 HOLIDAY SCHEDULE:

A **motion** was made by Commissioner Gwynn and seconded by Commissioner Dickerson and **carried unanimously** to approve the holiday schedule for 2024. (Ayes: Commissioners Holt, Gwynn, Yarbrough, Rose, McVey, Jefferies, and Dickerson)

APPROVAL OF RULES OF PROCEDURE:

A **motion** was made by Commissioner Dickerson and seconded by Commissioner Holt and **carried unanimously** to approve the Rules of Procedure. (Ayes: Commissioners Holt, Gwynn, Yarbrough, Rose, McVey, Jefferies, and Dickerson)

BOARD AND COMMISSIONS APPOINTMENTS:

Planning Board: This Board has one member whose term ended 11/30/2023, and we received 1 application for reappointment.

A **motion** was made by Commissioner Rose and seconded by Commissioner Gwynn and **carried unanimously** to **reappoint Jason Daniel to the Planning Board**. (Ayes: Commissioners Holt, Jefferies, McVey, Rose, Gwynn, Yarbrough, and Dickerson)

FY 24 BUDGET AMENDMENTS:

Melissa Miller, Deputy Finance Director, said I believe you have a copy of Amendment number seven in your, no, let me start with six. Amendment number six is funds that we received from the Broadband Grant to Economic Development. I think we received it last week sometime for \$25,000. Since we received this money after the budget year began, this is just an amendment for your approval that we can budget that money. Pretty cut and dry on that one.

Amendment number seven is the funds transferred to purchase new audio equipment for the Commissioners meetings in the Historical Courthouse. Rather than using funds from the current budget to cover the cost of the new equipment, it is recommended that the majority of the costs be covered by funds remaining from the close out of the automation fund where the equipment project was completed. When we were going through different projects and funds and closing them out for the audit, we saw that there was money left over in that account, which that money rolls over into the general fund. So we're not asking for new money, it's already money that rolled into the general fund. It'll be \$37,425 that will be used from that automation fund, and then the remaining of it will come out of the supply line of the Commissioner's 24 budget that's already been allotted.

Chairman Jefferies asked are there any questions from the Board.

Commissioner Yarbrough asked you're going to have the guy come back in? Interim County Manager Smith said if the Board wants me to pursue it, I'll have him come to the January meeting.

Commissioner Holt said wouldn't we appropriate money after know what it's going to be? Interim County Manager Smith said well if you wanted to go to the next step then I would bring

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him in. That's where we kind of want to get tonight. You want to bring him back in? I think it's an idea. So if you communicate you want to bring him in, I'll ask him to be here at the first meeting in January.

Commissioner Yarbrough said I would like to hear his pitch before we approve the budget amendment. But one question on amendment number seven for the sound system. What is the \$84,425? Explain that number to me. If the sound system is costing \$40,000. Melissa Miller said I will have to get back to you on that. This was given to me last minute to present. Jennifer's family has the flu. I just was letting you know where the money was coming from to make sure that you knew that we weren't asking for additional money. It's money we already have. Commissioner Yarbrough said I get that but... Melissa Miller said but I will... Commissioner Yarbrough said the total I don't quite understand. Mrs. Miller said I will find out for you, and let Carla know. She can email all of you. Interim County Manager Smith said Mr. Yarbrough, I believe the increase is \$37,425, but the system is \$47,000. So if you add that to the \$37,425. Melissa Miller said you add the two together. Thanks, Mr. Smith.

Commissioner Rose said Mrs. Miller, would you need a vote tonight on this budget amendment number six to the fact that that money's coming in. Melissa Miller said on number six, yes because we need to budget that money. The money has already been deposited into the bank. So for audit purposes, we need to have it pretty close together.

Chairman Jefferies said this \$37,425, this money that you said is going back in fund balance. Melissa Miller said it would be coming out of fund balance from the previous year when we closed out that project. Anytime you close out a project and there's money left over, it automatically rolls into the general fund. So that's where it would be coming from, if you chose to do the purchase. Then Chairman Jefferies said Mr. County Manager, you said it cost about \$47,000. Interim County Manager Smith said just under \$40,000. Chairman Jefferies said so the Board need to think about using this money to put it in. But we do need it. Interim County Manager Smith said we could go with the \$37,000 transfer. Then we only got a couple thousand we have to come up with of the other categories to make it work. We got that available.

Chairman Jefferies said what's the pleasure of the Board?

A **motion** was made by Commissioner Rose and seconded by Commissioner Holt to accept budget amendment number six to pay out of the \$25,000 to the Broadband project.

Commissioner Dickerson said that money has already been allocated to be spent only the internet infrastructure. Melissa Miller said yes. Chairman Jefferies said it's already been allocated. Vice Chairman Holt said basically we got the money from the government, and now you want to pay people. Interim County Manager Smith said the Piedmont Co-op gave us that money with intent of using that for broadband. That was the reason for the grant.

Chairman Jefferies said can we use that money on that? We can use the \$37,000. Melissa Miller said that's two different things. Chairman Jefferies said I think we need a motion of what's the

pleasure of the Board on this \$37,000. Vice Chairman Holt said we made a motion on amendment number 6 for \$25,000. It's for her to pay for broadband.

A **motion** was made by Commissioner Rose and seconded by Commissioner Holt and **carried unanimously** to accept budget amendment number six to pay out of the \$25,000 to the Broadband project. (Ayes: Commissioners Holt, Gwynn, Yarbrough, Rose, McVey, Jefferies, and Dickerson)

A **motion** was made by Commissioner Rose and seconded by Commissioner Holt and **carried unanimously** to pause budget amendment number 7 until we talk to the people to see exactly what type of equipment they have. Maybe they can show us what they looking at replacing it with. At that point vote on the actual budget amendment. (Ayes: Commissioners Holt, Gwynn, Yarbrough, Rose, McVey, Jefferies, and Dickerson)

COUNTY MANAGER'S UPDATES:

Interim County Manager Smith said Mr. Holt has agreed to represent the Board of Commissioners on the EDC Board. The first meeting is coming up pretty soon. The next item is the NC Department of Commerce has proposed incentives amounting to \$550,000 to our Pelham Business Project. We offered incentives like \$275,000 tax free base. So looking at over three quarters of a million dollar incentives if this prospect moves forward. So we'll talk about that land project after we get a decision from PCC on the CEAD Project. Well that was actually my next item to discuss. PCC will conduct a meeting with the CEAD Project Architect and Engineers next week to determine suitable sites for our processing prospect to be. So if they cannot find a suitable site, I'm going to come back to the Board, and we're going to revisit the Pelham Business Park at that time. See if they can buy a piece of land. Next item the financial accounting for 2023-24 fiscal year is currently scheduled for on time submittal to the auditors by October 31, 2024. So that's the end that we were working towards that being on time the next fiscal year, and it looks good because we are current on this year. Every month we generate a report and provide the Commissioners a copy of that report. So just might get the other years behind us and working towards that end also.

Vice Chairman Holt asked can you give us an update on each one? Interim County Manager said we'll have a financial meeting the 12th I believe. We'll give you an update on that Financial Review Committee. Budget prep has begun for the 2024-25 fiscal year. Department will be provided information, prior information, accurate prior to that date, which they will submit a request for upcoming funding. So they've got some actual numbers they can rely on to work up their budgets. That's all I have.

COMMISSIONER COMMENTS:

Commissioner Dickerson: Yes, a comment or question. We need to discuss the December 18th meeting, whether or not we are going to have it. Mr. Smith is anything pressing on the agenda. Interim County Manager said no sir. Actually, the schedule is very light, and I think we could

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skip that meeting without a problem. Commissioner Dickerson said with that being the case, I'd like to make a motion.

A **motion** was made by Commissioner Dickerson and seconded by Commissioner McVey to skip the December 18th meeting.

Chairman Jefferies asked if the Board had any comments that we need to talk about. I think in the past we got some questions because we didn't have it.

A **motion** was made by Commissioner Dickerson and seconded by Commissioner McVey and **carried 6-1** to skip the December 18th meeting. (Ayes: Commissioners Gwynn, Yarbrough, Rose, McVey, Jefferies, and Dickerson. Nays: Commissioner Holt)

Commissioner Gwynn: I'm on the Senior Center Board as well as the Board at the Parish. Of course they came in with reports at both of those meetings where they had three elderly couples losing their home from the Senior Center. They had some that they could not afford to give any more money out for heat. I don't know whether it was gas, electric, or what. But one day Jeannine bought her electric blanket because she did not have heat or lights, and that was the coldest day we've had this year which was a Tuesday. They had said that they are looking at other resources, but the Parish is having the same problem. Heating has been a problem, but somebody must have sent heat from above because it's been nice since Tuesday. But I did want to report that. They're looking at all kinds of resources and grants that they may be able to get to help some of these people. Some I don't think they are going to be able to help. Some of them just need window repairs where they have rotten out, but there's a lot of need in the county. Those two agencies are trying to meet it as best they possibly can.

Chairman Jefferies said this is at the Senior Center isn't it? Commissioner Gwynn said I talked with the Senior Center. I'm on the Senior Center board and also the Parish. So I met with both of them this week. They just had meetings this week. So some churches are going to be making donations to Parish I know. I don't think it's of any big amounts, but I want to make you aware that they may come later. I don't know. They had talked about coming this meeting, but they didn't. So they may have worked out something since Tuesday. Our meeting was Tuesday.

Chairman Jefferies said do you think they can get an electric heater to put in the room?

Commissioner Gwynn said I don't know. Some of them I think, and I may be wrong, I think they've even had the electricity turned off because the bill was so high. They were over \$1,000. I don't know the exact amount. But they had said they would come to the Board. They didn't come so they may have worked out some things since Tuesday. Chairman Jefferies said I know Social Service they got some money down there that comes in for heat to help people. This money is available the first of December. That's when they start allocating this money. Commissioner Gwynn said I didn't know about it or I didn't think about it when they mentioned it. Chairman Jefferies said Social Services would have told them if they went down there. It's for heating assistance. The only thing is the check goes to the vendor, where they get the heat or fuel from. Commissioner Gwynn said I will tell them about that or they may have found out about it since

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Tuesday. Chairman Jefferies said call them and have them go down there since they start in December.

ANNOUNCEMENTS AND UPCOMING EVENTS:

- December 9, 2023 Pelham Winter Fest 9 am to 6 pm at the Pelham Community Center
- December 18, 2023 Board of Commissioners Meeting cancelled
- December 25-27 County Offices Closed for Christmas Holiday
- January 1, 2024 County Offices Closed for New Year's Day
- January 2, 2024 Board of Commissioners Meeting at 6:30 pm at the Gunn Memorial Library.
- Commissioner Rose said the parade was rescheduled to this Sunday, December 10, 2023 at 3pm. We were trying to figure out today because it is calling for rain if they would have somebody to reschedule. So far we have not been told anything. I will reach out to the Chamber again to see if there is any change, but I will let you know if they cancel or anything in the coming days. Chairman Jefferies said yes let everyone know by Friday, December 8, 2023. The Clerk said yes sir.

ADJOURNMENT:

A **motion** was made at 7:09 pm by Commissioner Holt and seconded by Commissioner Dickerson and **carried unanimously** to adjourn the meeting. (Ayes: Commissioners Holt, Gwynn, Yarbrough, Jefferies, Rose, McVey, and Dickerson)

Carla R. Smith
Clerk to the Board

Jeremiah Jefferies
Chairman

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APPROVAL OF BONDS FOR PUBLIC OFFICIALS.

Register of Deeds	\$ 25,000
Tax/Delinquent Tax Collector	\$ 75,000
Sheriff	\$ 25,000
Finance Officer	\$1,000,000

Board of Commissioners 2024 Meeting Dates

Tuesday, January 2, 2024 (Holiday)
Tuesday, January 16, 2024 (Holiday)
Monday, February 5, 2024
Monday, February 19, 2024
Monday, March 4, 2024
Monday, March 18, 2024
Monday, April 1, 2024
Monday, April 15, 2024
Monday, May 6, 2024
Monday, May 20, 2024
Monday, June 3, 2024
Monday, June 17, 2024
Monday, July 1, 2024
Monday, July 15, 2024
Monday, August 5, 2024
Monday, August 19, 2024
Tuesday, September 3, 2024 (Holiday)
Monday, September 16, 2024
Monday, October 7, 2024
Monday, October 21, 2024
Monday, November 4, 2024
Monday, November 18, 2024
Monday, December 2, 2024
Monday, December 16, 2024

All meetings will begin at 6:30 pm.

It is the public policy of North Carolina and of Caswell County that the hearings, deliberations, and actions of this Board and its committees be conducted openly. Except as otherwise provided in these dates and in accordance with applicable law, each official meeting of the Caswell County Board of Commissioners shall be open to the public and any person entitled to attend such a meeting.

2024 HOLIDAY SCHEDULE

New Year's Day	Monday, January 1
Martin Luther King, Jr.'s Birthday	Monday, January 15
Good Friday	Friday, March 29
Memorial Day	Monday, May 27
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
Veterans' Day	Monday, November 11
Thanksgiving	Thursday & Friday, November 28, 29
Christmas	Tues, Wed. & Thurs. December 24, 25, 26,
New Year's Day (2025)	Wednesday, January 1

RULES OF PROCEDURE
FOR THE
CASWELL COUNTY BOARD OF COMMISSIONERS

I. APPLICABILITY

Rule 1. Applicability of Rules. These rules shall apply to all meetings of the Board of Commissioners of Caswell County at which the Board is empowered to exercise any of the executive, quasi-judicial, administrative, or legislative powers conferred on it by law.

II. OPEN MEETINGS

Rule 2. Meetings to be Open. (a) It is the public policy of North Carolina and of Caswell County that the hearings, deliberations, and actions of this Board and its committees be conducted openly.

(b) Except as otherwise provided in these rules and in accordance with applicable law, each official meeting of the Caswell County Board of Commissioners shall be open to the public and any person is entitled to attend such a meeting.

(c) For the purpose of the provisions of these rules concerning open meetings, an official meeting of the Board is defined as any gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of Board members for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting public business within the jurisdiction, real or apparent, of the Board.

Rule 3. Closed Sessions. (a) Notwithstanding the provisions of Rule 2, the Board may hold a closed session and exclude the public under the circumstances provided by G.S. §143-318.1, as amended from time to time, as follows.

- (1) To prevent the disclosure of information that is privileged or confidential.
- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize or similar award.
- (3) To consult with an attorney employed or retained by the County in order to preserve attorney/client privilege.
- (4) To discuss matters relating to the location or expansion of industries or other businesses in the County, including agreement on a tentative list of economic development incentives that may be offered.
- (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of a public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

- (6) To consider the compensation, terms of appointment and performance of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.
- (7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- (8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plan by a local board of education or a school improvement team.
- (9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.
- (10) To view a recording released pursuant to G.S. 132-1.4A.

(b) The Board may go into closed session only upon a motion made and adopted at an open meeting. A motion to go into closed session must cite one of the more of the permissible purposes listed in G.S. §143-318.11 as it is from time to time amended.

(c) Unless the motion to go into closed session provides otherwise, the County Manager, County Attorney, and Clerk to the Board may attend the closed session. No other person may attend the closed session unless specifically invited by majority vote of the Board.

III. ORGANIZATION OF THE BOARD

Rule 4. Organizational Meeting. (a) Even-Numbered Years. The Board shall hold an organizational meeting on the first Monday in December of each even-numbered year. The agenda for this organizational meeting shall be limited to induction of newly elected members of the Board of County Commissioners and other elected County officials and organization of the Board for the ensuing year. The Clerk to the Board of Commissioners shall call the meeting to order and shall preside until a Chair is elected. If they have not already been sworn and inducted into office, the newly elected members of the Board shall take and subscribe the oath of office as the first order of business. As the second order, the Board shall elect a Chair and Vice-Chair from among its members. As the third order, the Board shall approve the bonds of the Sheriff and the Register of Deeds and induct them and any other newly elected County officials into office. As the fourth and fifth orders of business, the Board may appoint a Clerk and an Attorney.

(b) Odd-Numbered Years. At the first regular meeting in December of each odd-numbered year, the first order of business shall be approval of the minutes of the previous meeting. The Clerk to the Board of Commissioners shall call the meeting to order and shall preside until a Chair is elected. The second order of business shall be election of the Chair and Vice-Chair for the ensuing year. The third and fourth orders of business may be appointment of the Clerk and County Attorney.

Rule 5. Election of the Chair. The Chair of the Board shall be elected annually for a term of one year and shall not be removed from the office of Chair unless he or she becomes disqualified to serve as a member of the Board.

IV. REGULAR AND SPECIAL MEETINGS

Rule 6. Regular and Special Meetings. (a) Regular Meetings. The Board shall hold a regular meeting on the first and third Monday of each month. If a regular meeting day is a holiday on which county offices are closed, the meeting shall be held on the next business day, or such succeeding day as may be specified in the motion adjourning the immediately preceding regular meeting. The Board shall establish the time and place for regular meetings.

(b) Special Meetings. The Chair or a majority of the members of the Board may at any time call a special meeting of the Board by signing a notice stating the time and place of the meeting and the subjects to be considered. The person or persons who call the meeting shall cause the notice to be posted on the principal bulletin board of the County and delivered to the Chair and all other Board members or left at the usual dwelling place of each member at least 72 hours before the meeting. In addition, the notice shall be mailed or delivered to individual persons and news media organizations who have requested such notice as provided in subsection (d), below. Only those items of business specified in the notice may be transacted at a special meeting, unless all members are present or those who are not present have signed a written waiver.

(c) Emergency Meetings. If a special meeting is called to deal with an unexpected circumstance that requires immediate consideration by the Board, the notice requirements of this rule do not apply. However, the person or persons who call an emergency meeting shall take reasonable action to inform the other members and the public of the meeting. Local news media organizations, who have requested notice of special meetings as provided in subsection (d), below, shall be notified of such emergency meetings by the same method used to notify Board members. Only business connected with the emergency may be discussed at the meeting.

(d) Sunshine List. Any individual person and any newspaper, wire service, radio station, and television station may file with the Clerk to the Board of Commissioners a written request for notice of all special meetings of the Board. Requests by individuals must be renewed on or before the last day of each calendar quarter and are subject to a \$10.00 nonrefundable annual fee. Requests made by news media organizations must be renewed annually on or before January 1 and are not subject to any fee.

(e) Work Sessions and Committee Meetings. The Board may schedule work sessions, committee meetings, or other informal meetings of the Board or a majority of the members of the Board at such times and with respect to such subject matter as may be established by resolution or order of the Board. A schedule of any such meetings that are held on a regular

basis shall be filed in the same place and manner as the schedule of regular meetings. Work sessions and other informal official meetings not held on a regular schedule are subject to the same notice requirements as special Board meetings.

Rule 7. All Meetings within the County. All meetings shall be held within the boundaries of Caswell County except as otherwise provided herein.

1. A joint meeting with the governing board of any other political subdivision of this State or any other State may be held within the boundaries of either subdivision as may be stated in the call of the meeting. At any such joint meeting, this Board reserves the right to vote separately on all matters coming before the joint meeting.
2. A special meeting called for the purpose of considering and acting upon any order or resolution requesting members of the General Assembly representing all or any portion of this County to support or oppose any bill pending in the General Assembly or proposed for introduction therein shall be held in Raleigh or such other place as may be stated in the call of the meeting.

Rule 8. Broadcasting and Recording Meetings.

(a) Except as provided in this rule, any person is entitled to broadcast all or any part of an official meeting of the Board that is required to be open to the public. Any person may photograph, film, tape-record, or otherwise reproduce any part of a meeting required to be open.

(b) Any person wishing to broadcast any portion of an official meeting of the Board shall so notify the County Manager no later than twenty-four hours before the meeting. If the number of requests or the quantity and size of the necessary equipment is such that the meeting cannot be accommodated in the designated meeting room and no suitable alternative site in the County office building is available, the County Manager may require the news media either to pool equipment and personnel or to secure and pay the costs of an alternative meeting site that is mutually agreeable to the Board and the media representative.

V. AGENDA

Rule 9. Agenda. (a) The Clerk to the Board shall prepare the agenda for each regular, special, and emergency meeting. A request to have an item of business placed on the agenda for a regular meeting must be received no later than 12:00 p.m. the Tuesday before the meeting with supporting documentation that is relevant to the item. Any Board member may, by a timely request, have an item placed on the agenda.

(b) The agenda packet shall include the agenda document, any proposed ordinances or amendments to ordinances, and supporting documentation and background information relevant to items on the agenda. A copy of the agenda packet shall be delivered to each member of the Board at least ninety-six hours before the meeting. Documents in the agenda

Approved: 12/04/2023

packet, if not previously available for public inspection, shall become so when packets have been delivered to each Board member or left at his or her usual dwelling.

(c) The Board may, by majority vote, add an item that is not on the agenda.

Rule 10. Informal Public Comments. The Clerk to the Board shall include on the agenda of each regular meeting a period for comments or questions from members of the public in attendance. The County's Public Comments Rules and Procedures shall apply to the comments from the members of the public.

VI. CONDUCT OF DEBATE

Rule 11. Powers of the Chair. The Chair shall preside at all meetings of the Board. A member must be recognized by the Chair in order to address the Board. The Chair shall have the following powers:

1. To rule on points of parliamentary procedure, including the right to rule out of order any motion patently offered for obstructive or dilatory purposes.
2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground.
3. To call a brief recess at any time.
4. To adjourn in an emergency.

Rule 12. Presiding Officer When the Chair is in Active Debate. If the Chair wishes to become actively engaged in debate on a particular proposal, he or she shall designate another Board member or a staff member to preside. The Chair shall resume the duty to preside as soon as action on the matter is concluded.

Rule 13. Action by the Board. The Board shall proceed by motion. Any member, including the Chair, may make a motion.

Rule 14. Second Required. A motion shall require a second.

Rule 15. One Motion at a Time. A member may make only one motion at a time.

Rule 16. Substantive Motion. A substantive motion is out of order while another substantive motion is pending.

Rule 17. Adoption by Majority Vote. A motion shall be adopted if approved by a majority of the votes cast, a quorum being present, unless an extraordinary majority is required by these rules or the laws of North Carolina.

Rule 18. Debate. The Chair shall state the motion and then open the floor to debate, presiding over the debate according to these general principles:

1. The member making the motion or introducing the ordinance, resolution, or order is entitled to speak first.
2. A member who has not spoken on the issue shall be recognized before someone who has already spoken.
3. To the extent possible, the debate shall alternate between opponents and proponents of the measure.

Rule 19. Procedural Motions. (a) In addition to substantive proposals, the procedural motions listed in subsection (b) of this rule, and no others, shall be in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority vote for adoption.

(b) In order of priority (if applicable), the procedural motions are:

1. To Adjourn. The motion may be made only at the conclusion of action on a pending matter; it may not interrupt deliberation of a pending matter.
2. To Take a Recess.
3. To Call to Follow the Agenda. The motion must be made at the first reasonable opportunity or it is waived.
4. To Suspend the Rules. The motion requires a vote equal to a quorum.
5. To Divide a Complex Motion and Consider it by Paragraph.
6. To Defer Consideration. A substantive motion whose consideration has been deferred expires one hundred days thereafter, unless a motion to revive consideration is adopted.
7. To Call the Previous Question. The motion is not in order until there have been at least twenty minutes of debate and every member has had one opportunity to speak.
8. To Postpone to a Certain Time or Day.

9. To Refer to Committee. Sixty days after a motion has been referred to a Committee, the introducer may compel consideration of the measure by the entire Board, regardless of whether the Committee has reported the matter back to the Board.
10. To Amend. An amendment to a motion must be germane to the subject of the motion, but it may not achieve the opposite effect of the motion. There may be an amendment to the motion and an amendment to an amendment, but no further amendments. Any amendment to a proposed ordinance shall be reduced to writing.
11. To Revive Consideration. The motion is in order at any time within one hundred days of a vote deferring consideration of it. A substantive motion on which consideration has been deferred expires one hundred days after the deferral, unless a motion to revive consideration is adopted.
12. To Reconsider. The motion must be made at the same meeting at which the original vote was taken, and by a member who voted with the prevailing side. The motion cannot interrupt deliberation on a pending matter but is in order at any time before adjournment.
13. To Prevent Reconsideration for Six Months. The motion shall be in order immediately following the defeat of a substantive motion and at no other time. The motion requires a vote equal to a quorum and is valid for six months or until the next regular election of County Commissioners, whichever occurs first.

Rule 20. Renewal of Motion. A defeated motion may not be renewed at the same meeting.

Rule 21. Withdrawal of Motion. A motion may be withdrawn by the introducer at any time before the Chair puts the motion to a vote.

Rule 22. Duty to Vote. It is the duty of each member to vote unless excused by a majority vote according to law. The Board may excuse members from voting on matters involving their own financial interest or official conduct. A member who wishes to be excused from voting shall so inform the Chair, who shall take a vote of the remaining members. A member who fails to vote, not having been excused, shall be recorded as voting in the affirmative.

Rule 23. Prohibition of Secret Voting. No vote may be taken by secret ballot. If the Board decides to vote by written ballot, each member shall sign his or her ballot and the minutes shall record the vote of each member. These ballots shall be retained and made available for public inspection until the minutes of that meeting have been approved, at which time they may be destroyed.

Rule 24. Action by Reference. The Board shall not deliberate, vote, or otherwise act on any matter by reference to an agenda or document number unless copies of the agenda or documents being referenced are available for public inspection at the meeting and are so worded that people at this meeting can understand what is being discussed or acted on.

Rule 25. Introduction of Ordinances. A proposed ordinance shall be deemed introduced at the first meeting at which it is on the agenda, regardless of whether it is actually considered by the Board, and its introduction shall be recorded in the minutes.

Rule 26. Adoption, Amendment, or Repeal of Ordinance. To be adopted at the meeting where first introduced, an ordinance or any action with the effect of an ordinance, or any ordinance amending or repealing an existing ordinance (except the budget ordinance, a bond order, or another ordinance requiring a public hearing before adoption) must be approved by all members of the Board of Commissioners. If the proposed measure is approved by a majority of those voting, but not all the members of the Board, or if the measure is not voted on at the meeting where introduced, it shall be considered at the next regular meeting of the Board. If the proposal receives a majority of the votes cast at the next meeting or within one hundred days of being introduced, it is adopted.

Rule 27. Consideration of Unbudgeted Expenditures. No votes on expenditures for off-budget spending in excess of \$10,000 shall be held unless tabled from a prior meeting.

Rule 28. Quorum. A majority of the Board membership shall constitute a quorum. The number required for a quorum is not affected by vacancies. If a member has withdrawn from a meeting without being excused by majority vote of the remaining members present, he or she shall be counted as present for the purposes of determining whether a quorum is present. The Board may compel the attendance of an absent member by ordering the Sheriff to take the member into custody.

Rule 29. Public Hearings. Public hearings required by law or deemed advisable by the Board shall be organized by the Clerk to the Board on the appropriate agenda, setting forth the subject, date, place, and time of the hearing as well as any rules adopted by the Board governing the conduct of the public hearing, including, but not limited to, the length of time allotted to each speaker and designating representatives to speak for large groups. At the appointed time, the Chair shall call the hearing to order and preside over it. When the allotted time expires, the Chair shall inform the Board, and the Board may, by majority vote, declare the hearing ended and resume the regular order of business. If there is no motion to conclude the hearing, it may continue until there are no more speakers, or until such a motion is made and adopted.

Rule 30. Quorum at Public Hearings. A quorum of the Board shall be required at all public hearings required by law.

Rule 31. Minutes. Minutes shall be kept of all Board meetings.

Rule 32. Appointments. The Board shall use the following procedure to make appointments to fill vacancies in other boards and public offices over which the Board has power of appointment.

The Chair shall open the floor to nominations, whereupon the members shall put forward the names of possible appointees. After each member has had the opportunity to nominate candidates, those nominated are debated. After the debate concludes the Chairman will then end debate on nominations. When debate ends, the Chair shall call the roll of each Commissioner for their vote(s). Each Commissioner must vote for as many appointees as there are appointments to be made. The votes shall not be tallied until each member has voted. The Clerk tallies the votes once each Commissioner has voted.

Each vote shall be decided by a majority of the valid ballots cast (a majority is determined by dividing the number of valid ballots cast by two and taking the next highest whole number). It is the duty of each member to vote for as many appointees as there are appointments to be made, but failure to do so does not invalidate that member's ballot.

Rule 33. Appointments to the Board of Commissioners.

The Board shall use the following procedures in G.S. §153A-27, as amended from time to time, to make appointments to fill vacancies in the Board itself as follows:

(a) If a vacancy occurs on the board of commissioners, the remaining members of the board shall appoint a qualified person to fill the vacancy. If the number of vacancies on the board is such that a quorum of the board cannot be obtained, the chairman of the board shall appoint enough members to make up a quorum, and the board shall then proceed to fill the remaining vacancies. If the number of vacancies on the board is such that a quorum of the board cannot be obtained and the office of chairman is vacant, the clerk of superior court of the county shall fill the vacancies upon the request of any remaining member of the board or upon the petition of any five registered voters of the county. If for any other reason the remaining members of the board do not fill a vacancy within 60 days after the day the vacancy occurs, the clerk shall immediately report the vacancy to the clerk of superior court of the county. The clerk of superior court shall, within 10 days after the day the vacancy is reported to him, fill the vacancy.

(b) If the member being replaced was serving a two-year term, or if the member was serving a four-year term and the vacancy occurs later than 60 days before the general election for county commissioner held after the first two years of the term, the appointment to fill the vacancy is for the remainder of the unexpired term. Otherwise, the term of the person appointed to fill the vacancy extends to the first Monday in December next following the first general election for county commissioner held more than 60 days after the day the vacancy occurs; at that general election, a person shall be elected to the seat vacated, either to the remainder of the unexpired term or, if the term has expired, to a full term.

(c) To be eligible for appointment to fill a vacancy, a person must (i) be a member of the same political party as the member being replaced, if that member was elected as the nominee of a political party, and (ii) be a resident of the same district as the member being replaced, if the

county is divided into electoral districts. The board of commissioners or the clerk of superior court, as the case may be, shall consult the county executive committee of the appropriate political party before filling a vacancy, but neither the board nor the clerk of the superior court is bound by the committee's recommendation.

Rule 34. Reference to Robert's Rules of Order. To the extent not provided for in, and not conflicting with the spirit of, these rules, the Chair shall refer to Robert's Rules of Order to resolve procedural questions.

CASWELL COUNTY, NORTH CAROLINA
FISCAL YEAR 2024
BUDGET AMENDMENT NO. 6
Fund 290 - Special Revenue Fund

BE IT ORDAINED by the Caswell County Board of Commissioners that the following amendment is hereby made pursuant to Section 13.2 of Chapter 159 of the General Statute of North Carolina to the Special Revenue Multi-Year Fund Ordinance, for the Fiscal Year 2024 budget.

Item I: Funds received from Broadband Grant to Economic Development

JUSTIFICATION: Economic Development has received the second round of funds from the NC Great Grant 2023, CAB Program. Piedmont Electric granted the County \$25,000 to serve as part of the County's Match for Broadband Projects.

		<u>FY24 Current</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u>	<u>FY24 Amended Budget</u>
REVENUES:				
Local Business Grant	2904913 336030	\$	\$ 25,000.00	\$ 25,000.00
TOTAL REVENUES		\$	\$ 25,000.00	\$ 25,000.00
EXPENDITURES:				
Broadband	2904913 510002	\$	\$ 25,000.00	\$ 25,000.00
TOTAL EXPENDITURES			\$ 25,000.00	\$ 25,000.00

ATTEST:

Carla R Smith
Clerk to the Board

Jeremiah Jeffries
Chairman

December 4, 2023
Date