

CASWELL COUNTY BOARD OF COMMISSIONERS
MEMBERS PRESENT

JUNE 23, 2021
OTHERS PRESENT

David J. Owen, Chairman
William E. Carter
John D. Dickerson
Nathaniel Hall
Rick McVey
Steve Oestreicher
Jeremiah Jefferies, Vice Chairman (Remote)

Bryan Miller, County Manager
Carla R. Smith, Clerk to the Board
Jennifer Hammock, Finance Officer
Melissa Miller, Deputy Finance Officer
Ashley Powell, Administration
Mindy Satterfield, Human Resources
Chrissy Huff, Enterprise Fleet Management

The Board of Commissioners for the County of Caswell, North Carolina, met in a Budget Meeting on Wednesday, June 23, 2021, at 9:00am at CoSquare.

Chairman Owen called the recessed budget meeting to order.

County Manager Miller introduced Chrissy Huff from Enterprise Fleet Management. Mrs. Huff is going to share what values Enterprise can bring to Caswell County through their Fleet Management System.

Mrs. Huff gave a little bit of history about the company. Enterprise started in 1957 as a fleet management company and then transition to a rental company. So about five years ago, the Taylor Family agreed that they were going to start leasing pursuit vehicles. They already had government accounts where they did undercover for the cities of Raleigh, Greenville, and Fayetteville, and numerous universities and hospitals that were government entities as well. But once Enterprise started leasing these pursuit vehicles, of course, cities, towns, counties, and everyone was interested because this was something new. So, the first county that came on board was Bertie County, and they have the longest history with us, which is a little bit over four and a half years. There are a couple other government entities that Mrs. Huff will mention that have had huge success, one of which is Onslow County. Mrs. Huff has been with Enterprise for 16 years and with Fleet for eight years. Mrs. Huff manages 25 government accounts in North Carolina, basically from Greensboro to the coast. Mrs. Huff wanted to make sure that everyone understood, we are a strategic partner, we are not a dealership. We meet two or three times a year and gather as much data as we possibly can about what programs you all are on, such as maintenance or tracking solutions. Then we strategize, and we make a recommendation on the vehicles that you should replace. Enterprise is not married to any manufacturer, so they choose the best vehicle for your needs.

Then Mrs. Huff talked about what to expect for the fiscal year 2022, manufacturer updates, sheriff contract pricing, and the recommendations and next steps. Commissioner Carter asked if we would get Sheriff vehicles any quicker, and Mrs. Huff said unfortunately not. She

will talk about that later. The used car market is good now, and Caswell County is getting the best rate, which is the state contract pricing. Enterprise partners with Wex, and so does Caswell County. The advantage to partnering with Wex through Enterprise is it allows them to see our data and be able to create a total cost of ownership for the county. When considering replacing vehicles, you need to look at which vehicle is costing you the most to operate not necessarily the one with the highest mileage. If you take a vehicle to the shop and the cost of the repair is the value of the vehicle, Enterprise will make recommendations that will save you money, if you are on their maintenance plan. Vehicle resale is going to be the biggest win for Caswell County by far. The resale market is extremely high because you can't find newer vehicles now. Enterprise also handles the aftermarket for you, and you don't pay anything until the vehicle is delivered to you. The more services we have with Enterprise the better the recommendations will be because they have more data. Enterprise values customer service and Mrs. Huff wants to be available to assist Caswell County. As far as delivery, there is a shortage on vehicles, drivers, and a delay in the processes to get a vehicle. Mrs. Huff is expecting incentives to go down next year because the demand is high, and manufacturers don't have to be as friendly with the incentives. General Motors was expecting to start taking orders July 1st, but it has moved back to August 12th. Things are continually changing. In the Caswell fleet profile, Mrs. Huff found that we have vehicles that are 10 years or older that need to be traded in because the safety features have changed. If the vehicles are underutilized, Caswell County should sell them to get the value and don't replace the vehicle. The resale of county vehicles is different from that of the Sheriff's vehicles. When looking at replacing Sheriff vehicles you have to look at the cost of the upfit, the value of the vehicle and mileage. The Durango and Tahoe hold their value better than the Charger. Mrs. Huff said if you resell vehicles a few years earlier you will get more cash value and decrease your maintenance expenses. Mrs. Huff said this data does include the county vehicles and the Sheriff vehicles. If we add other services, Enterprise will be able to collect more data on the vehicles we use. The maintenance plan is \$5 a month per vehicle to be on the program. When a vehicle goes to the shop, you let them know you are on the Enterprise maintenance program, and Enterprise will handle everything else. The dealer will make sure the repair is needed and that the charges are within reason. There are certified shops in the area, and shops Caswell County commonly use can get on the program if they are not already on the program. Once on the program the repair shop can become a preferred shop and will be paid within 24-48 hours. The maintenance program will help to establish an effective vehicle life cycle. Enterprise has a program to help with claims for other services. The program will help with claims around our \$1,000 deductible. This service will cost you \$125 to manage the claim, but this is only a cost if you use the service. Enterprise will help you establish an effective vehicle lifecycle and identify the best time to replace a vehicle. Caswell County has equity in our vehicles and trading these vehicles now can maximize our equity. This can reduce the payment on newer vehicles. Mrs. Huff recommended replacing 12 pickup trucks. The used car market is expected to trend down next year. In the non-lease fleet, Caswell has the Ford Focuses that have some value and some trucks that have equity.

June 23, 2021

Caswell will save around \$200 on our payments because of the equity in our vehicles. The upfit cost may mean it wouldn't make sense to trade all vehicles. Mrs. Huff recommended getting the fleet list with milage completed, formulating a replacement plan for vehicles 10 years or older, and scheduling a meeting for the upcoming year. Enterprise will sell vehicles for us, but there is a \$395 cost for this service. Commissioner Oestreicher asked if the program will help identify drivers who have more repair costs, and Mrs. Huff said it will be able to track how often maintenance is needed on vehicles based on the drivers. Chairman Owen asked what the minimum recommendation would be. Mrs. Huff said to replace the 12 trucks, sell the 8 Ford Focus, and do the maintenance program. Enterprise cannot sell vehicles that have an open recall on them. Commissioner Oestreicher asked who Enterprise's biggest competitor is. Mrs. Huff said there is another company that leases pursuit vehicles. Mrs. Huff said Sourcewell will bid everything for us, but Caswell County ids not currently using this company. Chairman Owen said we need to consider the minimum recommendations.

RECESS:

The Board took a 10 minute recess and returned at 10:30 am.

Chairman Owen said next, we will hear from Mayor Alvin Foster about the Internet expansion for the Town of Yanceyville.

While the Board waited for Mayor Foster to join the meeting, they reviewed other items on the Department Request for the Fiscal year 2021-2022 Budget.

Commissioner Carter made a **motion** to give the Horticulture Club \$6,000 for landscaping and was seconded by Commissioner McVey. The motion **carried unanimously**.

Commissioner Carter made a **motion** to cut the \$87,000 from the manager's recommendation and give the schools what they received last year, and Commissioner Dickerson seconded the motion. The motion **carried unanimously**.

Commissioner Dickerson made a **motion** that the Capital Outlay funds be earmarked to pay on the new high school. Commissioner Hall seconded the motion. Commissioner Hall said we can't earmark the funds if they are appropriated to the school system, but we could hold the funds to pay the debt. This matter was discussed, and County Manager Miller said the school debt is the County's project. Article 40 and 42 funds do help pay down the debt over time. We are statutorily obligated to provide the schools with Capital Funds. If the school capital is held, then we can go to court. Commissioner Dickerson's motion contradicted the first motion by Commissioner Carter, and the motion was tabled.

Mayor Foster said the Town of Yanceyville is hoping to build a backbone in Yanceyville with the Wi-Fi project. The Town of Yanceyville is asking for funding to expand the Wi-fi. The first phase of the project will cover Old Farms Apartments and the back side of Church Street. The second phase will include Meadowview Apartments and the third phase will include Sunvale Apartments. The goal of this project is to cover the areas of low-income Section 8 housing and apartment complexes to assist with the internet needs for school aged children in this area. Mayor Foster said he will provide maps once they are approved by Duke Power. Commissioner Oestreicher asked about the reliability of the internet service. Mayor Foster said this Wi-Fi will be fiber optic. The monthly fee will be paid to Brooks Network, but the financial needs are to purchase the materials for the Wi-Fi backbone.

Chairman Owen then returned to the Public School request. The motion by Commissioner Carter was to give the schools \$3,120,000. Commissioner Dickerson made a **motion** to earmark the capital funds for the new high school and seconded by Commissioner Hall. The **motion failed** 2-5. Commissioners Jefferies, Carter, McVey, Oestreicher and Owen voted against the motion.

Then the Commissioners move to the Town of Yanceyville's internet expansion request from American Rescue Plan funds. Commissioner Oestreicher said the Wi-Fi is targeted at the low-income and Section 8 housing areas, and it improves the quality and reliability of the Wi-Fi in the town. Commissioner Oestreicher made a **motion** approve the \$110,000 for the internet expansion and seconded by Commissioner Carter. The motion **carried unanimously**.

Cleaning at CoSquare, Gunn Memorial Library, the Senior Center, Department of Social Services will be 3 days a week. Cleaning at the Health Department will be 5 days a week. The cost is \$120,000 but that is \$35,000 less than hiring employees to do the cleaning. The cleaning could start as soon as the budget is approved. This will alleviate some of the burden on the janitorial side of the maintenance crew. Commissioner Carter made a **motion** that we contract out the cleaning as recommended by the County Manager and Commissioner McVey seconded the motion. The motion **carried unanimously**.

Then the County Manager shared information on contracting out the mowing for the county. It is more efficient for the county to do the mowing themselves.

Chairman Owen moved on to the Assistant County Manager position. The request is to pay for this position out of American Rescue Plan funds. These funds will cover 3 years so this position will not be any obligation to the County. The Assistant County Manager would be able to focus on the Opioid litigations and reduce the workload on the County Manager. \$65,000 does include salary and benefits for this position. Commissioner Oestreicher made a **motion** to include the \$65,000 out of ARP funds and Commissioner McVey seconded it. Commissioner Dickerson was

concerned that this will be an ongoing expense for the taxpayers in Caswell County. Commissioner Jefferies wanted to see the job description for the position. Chairman Owen asked that the motion be withdrawn. The **motion carried 5-2**. Commissioners Jefferies and Dickerson voted against the motion.

The Maintenance request for additional full-time employees. The County Manager said he has put out a request but has not received any applications. The Maintenance department has 2 open positions that have not been rehired. So, this request was denied.

The request for Parks and Recreation was denied for the new lights at the baseball field at our previous meeting.

The request to digitize the records for the Register of Deeds was discussed, but the digitizing of the Register of Deeds records is different from that of the Department of Social Services records.

Commissioner Hall left the meeting at 12:00 pm.

County Manager Miller requested 5 minutes. Commissioners Carter and Dickerson asked questions about the vehicles that are used by the different departments. Chairman Owen asked that they review each department that requested a vehicle and if they can use a pool vehicle.

Solid Waste: Commissioner Dickerson made a motion to approve the request and seconded by Commissioner Carter. Chairman Owen asked that they make one motion for all request they support.

Library: Commissioner Dickerson wanted a pool vehicle for this department. Commissioner Carter was for a vehicle on lease program. Chairman Owen said the library needs \$1,800 to repair the van they have. Oestreicher, McVey, Owen voted yes, and Jefferies and Dickerson voted no.

DISCUSSION:

Chairman Owen stepped out for a moment and County Manager Miller took this time to let the Commissioners know that they wanted to move Environmental Health, Planning and Inspections to the Health Department. This will create a Central Permitting Office at the Health Department, which will allow Environmental Health and the Health Department to be better connected and better utilize the resources at the Health Department. The County will utilize those offices in other ways throughout the year. The office space we donate to the Chamber of Commerce is in that space also. County Manager Miller is asking that we offer her desk space in CoSquare.

Emergency Management: Oestreicher, McVey, and Owen-Yes

Health Department: They requested 2 SUVs. One is All Wheel Drive vehicle to make home

visits. The Director has the vehicle assigned to Administration. Commissioner Dickerson said the Covid funds is going to run out if we continue to spend. Commissioner Carter said we should have a pool of vehicles to be checked out. Dickerson said this will better use the taxpayers' dollars. The Commissioners agreed to get one AWD vehicle and on the second vehicle Commissioners Dickerson, Jefferies, and Owen voted no and Commissioners Carter, Oestreicher, and McVey voted yes. (3-3)

Soil & Water: Carter, McVey, Oestreicher, Owen, Jefferies, and Dickerson voted yes

Planning: Carter, Oestreicher, McVey, Owen voted yes, Dickerson and Jefferies voted no.

Commissioner Carter made a **motion** to get a vehicle for Planning, Soil & Water, Solid Waste, the Library and Emergency Management and Commissioner Oestreicher seconded the motion. The **motion carried** 5-1. Commissioner Dickerson voted against it.

Commissioner Carter made a **motion** to purchase 2 pickups, 1 van, and 2 SUVs or cars to be parked behind the Courthouse as the Pool vehicles. There was no second for the motion, and the **motion failed**.

Chairman Owen said the Board needs to decide on the lease program, whether we want to replace the 12 trucks and 8 Ford Focuses. The trucks have \$12,000 equity in each truck and \$8,000 equity in each of the cars. The Commissioners also need to decide on the Maintenance package. Only 5 of the trucks are on the lease program. The Maintenance Plan will cost \$5 per vehicle per month. The Board decided to keep the Ford Focuses and continue to drive them, and to replace the 5 trucks that are on the lease.

Commissioner Jefferies left the meeting at 12:45 pm.

The County Manager said 2 of the trucks have major upfits to them, so it may not make sense to replace them like the EMS truck. Equity in the trucks is \$12,000, which will cover the upfit. The Health Department is getting one vehicle, but Administration will not get their vehicle back because the Board did not approve the 2nd vehicle for the Health Director.

The digitizing of the Register of Deeds records was denied.

At 1:00 pm Chairman Owen made a motion to approve the budget and seconded by Commissioner Carter. The motion carried 4-1. Commissioner Dickerson voted against it.

ADJOURNMENT:

Chairman Owen recessed the budget meeting until Friday, June 25, 2021, at 9:00 am in the Gunn Memorial Library.

June 23, 2021

MOWING**County Mowing**

(9 miles and hour 60" Mowing Deck at 80%)

4.35	Acres Per Hour	
46	Total Acres to be Mowed	
11	Man Hours	
10	Man Hours Trimming / Blowing	
21	Total Man Hour	

1.25	Acres Per Hour Bush Hogging	
39	Total Bush Hogging Hours	
31	Man Hours Every Two Weeks	
7.75	Man Hours Per week	

Hours Per Week

Bush Hogging	7.75	
Mowing	21	
	<u>28.75</u>	

Travel and Loading 5

Total 33.75

Working Hours Per Man Per Week 37.5

This is Equilivent to 1 FT Position for 6 Months Per Year

Cost	\$35,000 Salary
	\$8,000 Benefits
	\$8,000 Equipment
	\$2,898 Gas (1.1 Gal Per Hour)

\$53,898**Outsourcing of Mowing**

\$25	Per Acre	
46	Acres	
\$1,150	Cost Per Cut	\$34,500
\$45	Per Acre	
39	Acres	
\$1,755	Cost Per Cut	\$35,100
Total Per Cut		\$2,905
30	Cuts	

Yearly Total \$69,600**Difference \$15,702****CLEANING****County Cleaning**

13500	0.105	1417.5	
15300	0.105	1606.5	
9884	0.105	1037.82	
8790	0.105	922.95	
20440	0.105	2146.2	
5600	0.105	588	
7825	0.105	821.625	
12369	0.105	1298.745	
2500	0.105	262.5	
10000	0.105	1050	
9875	0.105	1036.875	
8125			
127683		12553.59	150643.1

Outsourcing 151000

3 hours to clean 10,000 sq Ft (crew of 4)

38.4 Hours for a crew of 4 to clean all office buildings.

36000**144000 Costs for a crew of 4****Our Costs**



CASWELL COUNTY PLANNING DEPARTMENT

144 Main Street, Yanceyville, NC 27379 | Office: 336-694-9731 | Fax: 336-694-5547 | E-Mail: mhoagland@caswellcountync.gov

June 11, 2021

Bryan Miller
Caswell County Manager
144 Court Square
Yanceyville, NC 27379

Dear County Manager:

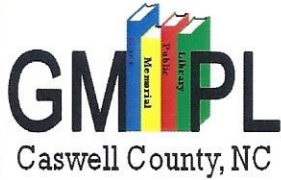
Please see the list below of circumstances in which the Planning Department is required to a county vehicle:

- Annual Outdoor Shooting Range inspections
- Annual Outdoor Storage Facility inspections
- Outdoor Storage Facility Ordinance violation complaints
- Solid Waste Ordinance violation complaints
- Wireless Communication Tower (cell tower) public hearing notices
- Appeals Hearing public notices
- Variance Request public notices
- Private Road instillations
- Private Road upgrades/improvements
- Private Road complaints
- Noise Ordinance violation complaints
- Manufactured Home Park development
- Manufactured Home Park violation complaints
- H.I.D.O. Operations Permit inspections
- H.I.D.O. Operations Permit renewal inspections
- Any requested site visit

It should also be noted that if the county adopts the current zoning draft plan then the posting of signs would be required for any rezoning application.

Sincerely,

Matthew Hoagland
Caswell County Planning Director



Gunn Memorial Public Library

161 Main Street East
Yanceyville, NC 27379
Phone: 336-694-6241
Fax: 336-694-9846

Email: rgriffin@caswellcountync.gov
Website: www.caswellcountync.gov/library

Library Van Request 6/14/21



Budget Request - \$10,000 for lease vehicle to replace library van

The library requests a replacement van for the 2008 Kia Sedona van.

- **Kelly Blue Book Value - \$5,707**
 - Kia Sedona Alternator Repair costs between \$271 and \$704 on average.
 - The average cost for a Kia Sedona windshield washer pump replacement is between \$104 and \$114. <https://repairpal.com/estimator/kia/sedona>
 - Tires and breaks - \$800

Vehicle Repair and Maintenance Budget Request - \$1,800

- If funding isn't approved to replace the library van, we request that \$1,800 is added to the Vehicle Repair and Maintenance line so that the van can be repaired and the library can continue to use the van.

Library Van uses: (3-4 times weekly)

- Programs – Children's Programs at Daycares, Schools, Farmer's Market, etc - weekly
- Little Libraries – Fill the 14 Little Libraries that were donated by Greg Meyer with donated books – (Did not do during COVID) – normally twice a month
- Outreach – Visits to Nursing Homes, Senior Center, Caswell House, Community Centers, Rudd Ridge, Brian Center, etc. – weekly
- Supplies from Guilford Mills – Retrieve supplies and items that do not fit in our facility including seasonal decorations, children's program activity, and supplies – monthly
- Trainings – Required quarterly State Library Director's meetings, required yearly NC Cardinal State meetings in Raleigh, yearly Summer Reading trainings for staff, other trainings provided by the state.

The van is a necessity for the library for the previously listed reasons.

The van alleviates the need for staff to use personal vehicles, reducing or eliminating mileage reimbursements.

The current van is unreliable. Staff do not feel comfortable driving the van outside of the county.