

**Caswell County Board of Commissioners**

144 Court Square, Yanceyville, NC 27379

www.caswellcountync.gov | ph: 336-694-4193 | fax: 336-694-1228

Commissioners Tim Yarbrough, Frank Rose, John Claggett, Finch Holt, Greg Ingram, Tony Smith, Brian Totten

BOC AGENDA | Work Session Meeting | October 6, 2025, 5:00pm, Historic Courthouse**Welcome:***(Chairman Yarbrough)*

1. Welcome and call to order
 2. Moment of silent prayer
 3. Pledge of Allegiance
 4. Consent agenda (*single vote/approval*):
 - A. Meeting agenda
 - B. Open session minutes for 9/15/25
 - C. Voluntary Agricultural District ordinance change (NC General Statute effective 10/1/25)
 5. Announcements and recognitions
 6. Public comments* (*limited to 3 minutes per speaker*)
-

Report:

7. Economic development updates (*Ken Bowman*)
-

Presentation:

8. Closed landfill and elevated PFAS findings (*Solid Waste Director AJ Fuqua*)
-

Discussion items:*(County Manager Whitaker)*

9. FY25–26 budget amendment #9—Social Services (emergency placement funding for foster care)
 10. FY25–26 budget amendment #10—Public Health (various accounts)
 11. FY25–26 budget amendment #11—Family Services (additional FVPSA grant allocation)
 12. CEAD Site Fence and Grading—PCC request of recently-committed Economic Development funds
 13. BOC's "Rules of Procedure"
-

Action item:*(County Manager Whitaker)*

14. Caswell County Schools procurement process and resolution
-

Appointments/re-appointments:*(County Manager Whitaker)*

15. Planning Board—Darrell Freeland, Bryan Singleton (1 position, 2 applicants)
 16. ABC Board—Jon Crispin, Randy Poole (1 position, 2 applicants)
 17. Library Board—Cynthia Claiborne
 18. Jury Commission—Ethel Gwynn
-

Reports, updates, or comments:

19. Manager
 20. Attorney
 21. Commissioners
-

Announcements, events, and meetings (*see the website calendar for the latest info and more detail*):

- October 13: Columbus Day
- October 20, 6:30pm: Board of Commissioners meeting, historic courthouse

- October 21, 2pm: Board of Adjustment meeting (as needed), 215 County Park Rd.
- October 28, 1pm: Planning Board meeting (as needed), Gunn Memorial Public Library
- October 31: Halloween

22. Closed session to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege as provided under NCGS 143-318.11(a)(3)

23. Other business (*if needed*)

24. Adjournment

* Speakers: Please sign in prior to the meeting start and speak from the podium when called. State your name and whether or not you are a Caswell resident. Speak directly to the full Board and be courteous in your language and presentation. Personal attacks will not be tolerated. The Commissioners and Administration will not respond during your comments or during the same meeting. Comments are limited to 3 minutes.

Reminders:

- BOC meetings: The first meeting of the month is generally a work session beginning at 5:00pm, and the second meeting is the regular monthly meeting beginning at 6:30pm. Each is recorded to Zoom and can be found online at www.caswellcountync.gov/government.
- Any topic to be considered for a future agenda should be submitted to the Clerk by noon the Monday before the BOC meeting with relevant supporting documentation. Any Commissioner may have an item placed on the agenda by a timely request.
- Please turn off sounds and alerts on cell phones and other electronic devices during the meeting.

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www.caswellcountync.gov | ph: 336-694-4193 | fax: 336-694-1228*Commissioners Tim Yarbrough, Frank Rose, John Claggett, Finch Holt, Greg Ingram, Tony Smith, Brian Totten***BOC MINUTES | Regular Meeting | September 15, 2025, 6:30pm, Historic Courthouse****MEMBERS PRESENT**

Tim Yarbrough, Chair
 Frank Rose, Vice Chair
 John Claggett
 Finch Holt
 Greg Ingram
 Tony Smith
 Brian Totten

OTHERS PRESENT

Scott Whitaker, County Manager
 Melissa Williamson, Deputy County Mgr.
 Russell Johnston, County Attorney

The Board of Commissioners (BOC) for the County of Caswell, North Carolina, met in a regular session meeting scheduled on Monday, 9/15/25, at 6:30pm at the historic courthouse in Yanceyville, North Carolina.

Welcome: Chairman Yarbrough called the meeting to order. All were invited to pause for a moment of Silent Prayer and to recite the Pledge of Allegiance.

Consent agenda: This included the meeting agenda and open session minutes for 9/2/25. Vice Chair Rose asked to add a topic called “emergency water billing agreement with Yanceyville” as a new item 13 to the agenda. A motion was made by Commissioner Smith and seconded by Commissioner Ingram to approve the consent agenda with the additional item. The motion carried unanimously.

Announcements and recognitions: Commissioner Claggett announced there is coffee and conversation for veterans at the Senior Center the fourth Wednesday of every month. The Senior Center also provides a Veterans Service Officer twice a month to answer questions and help with possible claims. Vice Chair Rose announced that the 911 Center received new consoles and several upgrades, and he commended the hard work of staff. Commissioner Smith recognized the Finance Department for catching up the backlog of financial reporting to the State.

Public comments: There were no speakers.

Report:

Financial report: The August Finance Report was received. Commissioner Claggett asked for detail about the “special separation trust” and its intent. Vice Chair Rose suggested it was for retired law enforcement officers.

Presentation:

Charters of Freedom project: Ron Lewis, a representative of Foundation Forward Inc., shared a video regarding the project. A colleague, Jeff Morris, was present and also spoke. The proposal is to build a replica of the Charters of Freedom that is in Washington DC, and they emphasized that education is the project focus and good community access is key. The North Carolina Legislature teamed up with Foundation Forward and provided funding with a goal to install the Charters of Freedom in the 45 remaining NC counties before the sesquicentennial of the Declaration of Independence. Money is currently available to build the Charters of Freedom monument in Caswell, and a letter of intent would be prepared. The identified site is on the Town of Yanceyville’s property. Morris will coordinate what each party (County, Town, and Foundation Forward) would be responsible for related to the project, and a contact person would be needed. Concrete aprons and

lighting would be the responsibility of the Yanceyville or Caswell County. Chair Yarbrough noted that there was no opposition from the Board.

Discussion items:

Caswell County Schools procurement process and resolution: Manager Whitaker discussed the appropriation of \$888,000 for the school capital reserve fund. During development of the current budget, the Board wanted to ensure that maintenance projects were completed and both Boards asked for clarity regarding the procurement progress. Whitaker referenced a memo that included a draft procurement process which could be memorialized through a resolution. Topics discussed included project management, school system bidding, and management of approved projects in compliance with the procurement laws and regulations that apply to school systems. For invoicing, staff proposed that the school system submit its invoices and supporting documentation to the County Finance Officer for review. The Finance Officer will confirm compliance with the approved spending process resolution, authorize payment, and release funds back to the school system within 10 business days of receipt for payment to the vendor. The duration of the procedure will be in effect until all approved projects are completed and/or until the allocated funds are fully expended. For reporting, the school system shall provide periodic progress reports to the Board.

Commissioner Smith recalled that schools were to provide multiple bids on capital projects. Manager Whitaker responded that the school system's procurement laws may not be the same as the County's, and it should follow allowed bidding processes.

A motion was made by Commissioner Claggett and seconded by Commissioner Ingram to instruct Attorney Johnston to draft a formal spending/process resolution.

Vice Chair Rose commented on the much-needed repairs he and other commissioners witnessed during budget development and appreciated the patience of all. The motion carried unanimously.

2026 Caswell Comprehensive Plan—Steering Committee (21 members): Manager Whitaker reviewed that the Board approved the contract for a new Comprehensive Plan with a land-use component in August. A steering committee was part of the process to provide citizen and community input, and the work would be facilitated by the Piedmont Triad Regional Council (PTRC). A 21-person steering committee was proposed.

Commissioner Smith asked if applications were still being accepted. Planning Director Watlington shared the composition strategy. The 2014 steering committee had 20 members, and PTRC suggested that the Planning Director propose the slate. The school system, parks and recreation, business owners, land development, realty, and existing infrastructure were among some areas considered when selecting the steering committee. He emphasized citizens engagement and proposed 19 members plus two Commissioners.

Chair Yarbrough asked for volunteers to fill the two Commissioner slots. Vice Chair Rose and Commissioner Smith volunteered to serve on the Steering Committee. Commissioner Claggett noted his experience with the previous Comprehensive Plan, Planning Board, and Board of Adjustment.

Commissioner Holt made a motion seconded by Commissioner Totten to appoint Commissioners Claggett, Rose, and Smith (one additional Commissioner) to the steering committee. The motion carried unanimously.

Commissioner Smith made a motion seconded by Vice Chair Rose to approve the slate of 22 steering committee members. The motion carried unanimously.

Action items:

BOC's "Rules of Procedure" revisions: Manager Whitaker recalled the changes discussed at the last meeting and that Rule 27 received discussion about the dollar amount.

Commissioner Claggett requested his comments be recorded verbatim. "Continued Board's discretion allows this county to fail in its required financial responsibilities. Since emergencies are already addressed, why manipulate Rule 27 and affect public input regarding public funds. I can't find anything in the Rules of Procedure that outlines the process for allowing or disallowing items to be placed on a public agenda. Shouldn't that be addressed? Shouldn't that process be in compliance

with an example provided by in Section 2 of the Code of Ethics for the Board of Commissioners of Caswell County, North Carolina? Wouldn't you think a request by a public entity to be placed on the agenda is legitimate and important to the public? Are we not here for the public?"

Commissioner Holt felt the Board needed to be open with the public and give citizens time to react to the Board's actions instead of changes being made in a meeting to approve items.

Chairman Yarbrough would rather the \$10,000 amount remain at this time until the audits are complete and the County is in a more stable financial status. Vice Chair Rose concurred with the Chair.

A motion was made by Commissioner Ingram and seconded by Vice Chair Rose to approve the revised Rules of Procedure. The motion carried unanimously.

Danville/Caswell water and sewer services agreement—7th amendment re: termination notice: The topic originated at the request of Cherokee Tobacco in terms of the notice requirement in the existing Danville/Caswell County Water and Services Agreement. Cherokee felt the three-year termination clause for either party was insufficient if either party wanted to make a change. The Board had approved eliminating termination wording and forwarded it to the City of Danville for consideration, but Danville rejected it and revised the language instead. Attorney Johnston shared history on the amendments. Danville City Council adopted a resolution to modify the amendment from a 3-year notice to a 5-year notice.

Vice Chair Rose felt the County needed to look beyond the 5 years and have a back-up plan.

Commissioner Claggett stated there was not a signature by the Board Chair. Manager Whitaker explained that Danville approved the amendment as signed by the City Manager. Commissioner Claggett stated that his research stated that in North Carolina, the Board of Commissioners Chairman must sign an agreement when the full board has legally approved the contract, usually through a majority vote in a public meeting. The Chairman's signature is a formal administrative step. The Manager shared those authorized for contract signing of Caswell contracts—the Board Chair, County Manager, Public Health Director, and DSS Director. For this agreement, the Board Chair and/or Manager could sign.

Attorney Johnston felt it would be prudent to have the Board Chair sign, if approved. Vice Chair Rose asked if Danville had not changed the amendment, there would be no need for a signature. Both the County Manager and the Board Chair will sign any future agreements.

A motion was made by Commissioner Smith and seconded by Vice Chair Rose to approve the new amendment to the Danville/Caswell water and sewer services agreement. The motion carried unanimously.

Emergency water billing agreement with Yanceyville: Manager Whitaker had received the signed agreement from the Mayor of Yanceyville. He stated that while the Board had authorized Attorney Johnston to draft an agreement to be forwarded to Yanceyville, Commissioners had not yet publicly approved the document. The content of the agreement regards an emergency water situation in which the Town of Yanceyville is buying water from Danville by way of a utilities agreement between Danville and Caswell County. The billing customer is Caswell.

Vice Chair Rose shared concerns regarding how the bill is listed. Manager Whitaker stated that the County is technically the billed party but the only user of the water on this trunk line has been the school system. The bills have always gone directly to the school system. Given the emergency-water situation, the County and Yanceyville will receive copies of the bill. All parties had discussed the billing and worked through the process to ensure transparency and on-time payments.

A motion was made by Vice Chair Rose and seconded by Commissioner Claggett to approve the Caswell County and Town of Yanceyville agreement related to emergency water and payments. The motion carried unanimously.

Appointments/re-appointments:

Juvenile Crime Prevention Council (JCPC)—Brenda Day and Kyle Warren-Love: Whitaker noted the continued effort to increase membership and that the roster is dictated largely by State statute. Brenda Day would be a re-appointment and Kyle Warren-Love would be a new appointment.

A motion was made by Commissioner Totten and seconded by Vice Chair Rose to appoint Brenda Day and Kyle Warren-Love to the Juvenile Crime Prevention Council. The motion carried unanimously.

Reports, updates, or comments:

Manager: Manager Whitaker relayed that a Cherokee Tobacco groundbreaking had being initiated with Ken Bowman coordinating it. Whitaker stated that the County had still not received the final OSHA report, and the Safety Committee would meet 9/16. He stated that FY24 audit progress was slowed until the auditor finishes other promised work and added that financial statements are now expected in October, which would delay the County's important meeting before the Local Government Commission board. Also, the Sheriff's Office had successfully auctioned nine vehicles.

Attorney: Attorney Johnston provided an update about Caswell County v. John Wayne Pass. A complaint was filed several months ago and all parties have been served. He expected to have a sale on the property next month if taxes are not paid. The property is located at 8265 Old Highway 29 in Pelham.

Commissioners: Commissioner Smith asked about the status of the FY25 audit contract. Manager Whitaker replied that he would check with Ms. Sharpe but felt the audit was still scheduled for completion by 12/31.

Vice Chair Rose thanked everyone for attending and asked for an update about the Finance Director position. Whitaker replied there had been three in-person interviews last Friday with two candidates coming back for additional exercises.

Commissioner Claggett asked who maintains automobile titles. Whitaker commented that the County has not had a safe deposit box and vehicle titles have historically been kept in Administration. He added five titles are missing and duplicate titles have been applied for.

Chairman Yarbrough read announcements of scheduled events

Closed Session: Vice Chair Rose made a motion, seconded by Commissioner Ingram, to adjourn to closed session to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body under NCGS 143-318.11(a)(3). The motion carried unanimously.

Adjournment: Commissioner Smith moved, seconded by Vice Chair Rose, to adjourn the meeting. The motion carried unanimously, and the meeting was adjourned at 7:58pm.

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Respectfully submitted by Michelle Parker (*external Clerk contracted to prepare minutes on behalf of Caswell*),

K. Scott Whitaker
Clerk to the Board

Tim Yarbrough
Board Chair



agenda item 4C

meeting date: October 6, 2025

topic: Voluntary Agricultural District ordinance change (NC General Statute effective 10/1/25)

attachment(s):

- Voluntary Farmland Preservation Program Ordinance
- NC Statutory Changes to VAD

fiscal impact: n/a

staff comments or recommendation: Info provided by Planning Director Jason Watlington:

House Bill 126 “An Act to Amend the Laws Governing Voluntary Agricultural Districts to Enhance Public Participation and the Development of Alternatives for Land Use Decisions Impacting Lands in such Districts,” was signed into law on June 20, 2025. The law amends N.C.G.S. 106-740 to require public hearings for all Voluntary Agricultural District (VAD) ordinances, expands conditions for public hearings to rezoning requests on enrolled VAD parcels, extends timelines for public hearings, and established a minimum time period for the initiation of condemnation or rezoning actions. The law became effective 10/1/25.

suggested action or motion: Recommendation is for the Board to approve the amendment through the Consent Agenda with the understanding that this is already a General Statute (it became effective in NC 10/1/25).

notes:

**CASWELL COUNTY
VOLUNTARY FARMLAND PRESERVATION PROGRAM
ORDINANCE**

ARTICLE I

TITLE

An ordinance of the Board of County Commissioners of CASWELL COUNTY, NORTH CAROLINA, entitled, "VOLUNTARY FARMLAND PRESERVATION PROGRAM ORDINANCE."

ARTICLE II

AUTHORITY

The articles and sections of this program are adopted pursuant to authority conferred by the N.C.G.S. Sections 106-735 through 106-743.

ARTICLE III

PURPOSE

The purpose of this ordinance is to promote agricultural values and general welfare of the county and more . specifically, increase identity and pride in the agricultural community and its way of life; encourage the economic and financial health of agriculture; and increase protection from non-farm development and other negative impacts on properly managed farms.

ARTICLE IV

DEFINITIONS

The following are defined for purpose of this ordinance:

Advisory Board:	Caswell County Agricultural Advisory Board.
Chairman:	Chairman of the Caswell County Agricultural Advisory Board.
District:	Voluntary' Agricultural District as established by this ordinance.
Board of Commissioners:	Caswell County Board of Commissioners. .

ARTICLE V

AGRICULTURAL ADVISORY BOARD

A. **Creation**

The Board of Commissioners establishes an Agricultural Advisory Board to implement the provisions of this program.

B. **Membership**

The Advisory Board shall consist of nine (9) members appointed by the Board of Commissioners.

C. Membership Requirements

- i. Each Advisory Board member shall be a Caswell County resident with at least one member representing each of the nine county townships.
- ii. At least 7- of the 9 members shall be actively engaged in farming.
- iii. One of the members shall be the President of the Caswell County Farm Bureau or his designee.
- iv. The members actively engaged in farming shall be selected for appointment by the Board of Commissioners from the names of individuals submitted to the Board of Commissioners by the Soil and Water Conservation District, the Agricultural Extension Service, the Agricultural Stabilization Conservation Service Committee, and the Caswell County Farm Bureau with an effort to have the broadest geographical representation possible.

D. Tenure

The initial board is to consist of 3 appointees for terms of one year; 3 appointees for terms of two years; and 3 appointees for terms of three years. Thereafter, all appointments are to be for terms of three years, with reappointments permitted.

E. Vacancies

Any vacancy on the Advisory Board is to be filled by the Board of Commissioners for the remainder of the unexpired term.

F. Removal for Cause

Any member of the Advisory Board may be removed for cause by the Board of Commissioners subsequent to written charges being presented to the member and after a public hearing on the matter.

G. Funding

The per diem compensation of the members of the Advisory Board shall be fixed by the Board of Commissioners and funds shall be appropriated to the Advisory Board to perform its duties.

H. Advisory Board Procedure

1. Chairman

The Advisory Board shall elect a chairman and vice-chairman each year at its first meeting of the fiscal year. The chairman shall preside over all regular or special meetings of the Advisory Board. In the absence or disability of the Chairman, the vice-chairman shall preside and shall exercise all the powers of the Chairman. . Additional officers may be elected as needed.

2. Jurisdiction

The Advisory Board may adopt rules of procedure not inconsistent with this ordinance or with other provisions of State law.

3. Advisory Board Year

The Advisory Board shall use the Caswell County fiscal year as its meeting year.

4. Meetings

Meetings of the Advisory Board shall be held at the call of the chairman and at such other times as the Advisory Board may specify in its rules of procedure. A meeting shall be held at least every two months and notice of any meetings to the members shall be in writing, unless otherwise agreed to by all Advisory Board members.

5. Majority Vote

The concurring vote of a majority of the members of the Advisory Board shall be necessary to reverse any order, requirement, decision, or determination of any administrative official or agency; to decide in favor of an applicant, or to pass upon any other matter on which it is required to act under this ordinance.

6. Records

The Advisory Board shall keep minutes of the proceedings showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be filed in the Office of the Advisory Board and shall be a public record.

I. Duties

The Advisory Board shall:

1. Review and approve applications for qualified farmland and voluntary agricultural districts and make recommendations concerning the establishment and modification of agricultural districts;
2. Conduct public hearings;
3. Advise the Board of Commissioners on projects, programs or issues affecting the agricultural economy or activities within the county that will affect agricultural districts;
4. Review and make recommendations concerning proposed amendments to this ordinance;
5. Study additional methods of farmland preservation and make recommendations to the Board of Commissioners; and
6. Perform other agricultural related tasks or duties assigned by the Board of Commissioners.

ARTICLE VI

CREATION OF VOLUNTARY AGRICULTURAL DISTRICTS

A. Implementation

In order to implement the purposes stated in Article III, this program provides for the creation of voluntary agricultural districts which meet the following standards:

1. The District shall contain a minimum of 20 contiguous acres of qualified farmland; OR
2. The District shall contain two or more qualified farms which contain a minimum of 20 acres and are located within a mile of each other.

B. Encourage Reformation .

The county may take such action as it deems appropriate through the Advisory Board or other entities or individuals to encourage the formation of the Districts and to further their purposes and objectives, including the implementation of a public information program to reasonably inform landowners of the farmland preservation program.

C. Display

The Districts shall be marked on county maps displayed for public view in the following county offices:

1. Register of Deeds
2. Planning Department
3. Tax Supervisor
4. Soil and Water Conservation District
5. Agricultural Extension
6. County Land Records
7. Any other office deemed necessary by the Advisory Board.

D. Withdrawal

In the event that one or more participants in the District withdraw and the acreage in the District becomes less than the minimum acreage required or results in the remaining land being non-contiguous, a voluntary agricultural district will continue to exist so long as there is one qualifying farm.

ARTICLE VII

CERTIFICATION AND QUALIFICATION OF FARMLAND

A. Requirements

1. To secure county certification as qualifying farmland, a farm must:

- a. Be participating in the Farm present-use-value taxation program established by N.C.G.S. 105-277.2 through 105-277.7;
- b. Be certified by the Soil Conservation Service of the United States Department of Agriculture as being a farm on which at least two-thirds of the land is composed of soils that: .
 - i. are best suited for providing food, seed, fiber, forage, timber, forestry products, horticultural crops and oil seed crops;
 - ii. have good soil qualities;
 - iii. are favorable for all major crops common to the county where the land is located; .
 - iv. have a favorable growing season and,
 - v. receive the available moisture needed to produce high yields for an average of eight out of ten years;

- c. have been actively used in agricultural, horticultural or forestry operations as defined by⁰¹² N.C.G.S. 105-277.2 (1,2,3) during each of the five previous years, measured from the date on which the determination must be made as to whether the land in question qualifies;
- d. be managed, if highly erodible land exists on the farm, in accordance with the Soil Conservation Service defined erosion-control practices that are addressed to said highly-erodible land;
- e. be the subject of a conservation agreement, as defined in N.C.G.S. 0121-35, between the county and the Owner of such land that prohibits non-farm use or development of such land for a period of at least ten years, except for the creation of not more than three lots that meet applicable county zoning and subdivision regulations.

ARTICLE VIII

APPLICATION, APPROVAL AND APPEAL PROCEDURE

A. Application Procedure

1. A landowner may apply to participate in the program by completing an application to the Chairman of the Advisory Board or a designated staff person. The application shall be on forms provided by the Advisory Board. The application to participate in a district may be filed with the certification for qualifying farmland.
2. An agreement to sustain, encourage and promote agriculture must be executed by the landowner and recorded with the Advisory Board.

B. Approval Process

1. Upon submission of the application to the Advisory Board, the Advisory Board shall meet within 30 days to approve or disapprove the application. The chairman shall notify the applicant by first class mail of approval or disapproval of participation in the district.

C. Appeal

If an application is denied by the Advisory Board, the petitioner has 30 days to appeal the decision to the Board of Commissioners. Such appeal shall be presented in writing. The decision of the Board of Commissioners is final.

ARTICLE IX

REVOCATION OF PRESERVATION AGREEMENT

By written notice to the Advisory Board, a landowner of qualifying farmland may revoke the Preservation Agreement or the Advisory Board may revoke the same Preservation Agreement based on non-compliance by the landowner, subject to the same provisions as contained in Article LX for appeal of denials, Such revocation shall result in loss of qualifying farm status and loss of eligibility to participate in a District.

PUBLIC HEARINGS ON CONDEMNATION AND REZONING OF FARMLANDA. Purpose and Procedure

Pursuant to N.C.G.S. 106-740, which provides that no State or local public agency or governmental unit may formally initiate any action to condemn any interest in qualifying farmland **or rezone such land** within a District until such agency or unit has requested the Advisory Board to hold a public hearing on the proposed condemnation **or rezoning that conforms to the following requirements:** ~~this ordinance provides for such hearing.~~

1. **Following a public hearing held pursuant to this section, the board shall prepare and submit written findings and a recommendation to the decision-making body of the agency proposing the acquisition.**
2. **The board designated to hold the hearing shall have 45 days after receiving a request under this section to hold the public hearing and submit it's findings and recommendations to the agency.**
3. **The agency shall not formally initiate a condemnation or rezoning until 120 days after the date the local agricultural board submits its findings and recommendations to the agency.**

B. ~~Procedure~~

1. ~~Upon receiving a request, the Advisory Board shall publish notice describing the proposed action in the appropriate newspapers of Caswell County within five business days of the request, and will in the same notice notify the public of a public hearing on the proposed condemnation, to be held within 30 days of receipt of the request.~~
2. ~~The Advisory Board shall meet to review:~~
 - a. ~~if the need for the project has been satisfactorily established by the agency or unit of government involved, including a review of any fiscal impact analysis conducted by the agency involved.~~
 - b. ~~alternatives to the proposed action that have less impact and are less disruptive to the agricultural activities of the District within which the proposed action is to take place.~~
3. ~~The Advisory Board shall consult with the County Agricultural Extension Agent, U.S.D.A. Soil Conservation Service District Conservationist, the Caswell County Farm Bureau and may consult with any other individuals, agencies or organizations deemed by the Advisory Board to be necessary for its review of the proposed action. Land value will not be a factor in the selection between properties under consideration for the proposed action.~~
4. ~~Within 10 days after the public hearings, the Advisory Board shall make a report containing its findings and recommendations regarding the proposed action. The report shall be made available to the public for comment prior to its being conveyed to the decision making body of the agency proposing acquisition.~~

5. ~~Pursuant to N.C.G.S. 106-740, the Board of Commissioners shall not permit any formal initiation of condemnation by local agencies while the proposed condemnation is properly before the Advisory Board within these time limitations.~~

ARTICLE X

PUBLIC NOTICE

A. Procedure

Upon certification of qualifying farmland and designation of real property as a District, the Caswell County Land Records System shall be changed to include a notice reasonably calculated to alert a person researching the title of a particular tract that such tract is located within one-half aerial mile of a voluntary agricultural district.

B. Limit of Liability

In no event shall the County or any of its officers, employees, or agents be held liable in damages for any misfeasance, malfeasance, or nonfeasance occurring in good faith in connection with the duties or obligations imposed by this ordinance.

C. No Cause of Action

In no event shall any cause of action arise out of the failure of a person researching the title of a particular tract to report to any person the proximity of the tract to a qualifying farm or voluntary agricultural district as defined in this ordinance.

ARTICLE XII .

SUBDIVISION ORDINANCE AND ZONING ORDINANCE REVIEW

Developers of major subdivisions or planned unit developments shall designate on preliminary development plans, the existence of the Districts within one-half aerial mile of the proposed development.

ARTICLE XIII

WAIVER OF WATER AND SEWER ASSESSMENTS -

A. No Assessment

A landowner belonging to the District shall not be assessed for or required to connect Caswell County water and/or sewer systems.

B. Abevance

Water and sewer assessments will be held in abeyance, without interest, for farms, whether inside or outside of a District, until improvements on such property are connected to the water or sewer system for which the assessment was made.

C. Termination of Abevance

When the period of abeyance ends, the assessment is payable in accordance with the terms set out in the assessment resolution.

D. Suspension of Statute of Limitations.

Statutes of limitations are suspended during the time that any assessment is held in abeyance without interest.

E. Other Statutory Abeyance Procedures.

Nothing in this section is intended to diminish the authority of the County to hold assessments in abeyance under N.C.G.S. DI53A-201.

ARTICLE XIV

COUNTY LAND-USE PLANNING

A. Signed Registration

Caswell County shall require persons applying for a building permit, or persons registering a deed sign the following statement, which shall be maintained at the office of the Advisory Board: "I certify that I have reviewed the most current Caswell County Agricultural Districting Map found in the Register of Deeds Office. I have noted the proximity of Agricultural District Boundaries to my property. I understand that activities such as pesticide spraying, manure spreading, machinery operation, livestock operations and other common farming activities may occur at any time in these areas."

B. Condemnation Proceedings

Prior to initiating condemnation proceedings which would convert land in a District to non-farm uses, the county or any other local unit of government shall submit to the Advisory Board a statement that the governmental unit has considered alternatives to condemning farmland in the District. **SEE ARTICLE X FOR FURTHER**

C. Growth Corridors

At such time as the county might establish designated growth corridors, Districts will not be permitted in the designated growth corridors, as delineated on the official county planning map without the approval of the Board of Commissioners. Districts located in growth corridors designated after the effective date of this program may remain, but shall not be expanded within the growth corridor area without the approval of the Board of Commissioners.

ARTICLE XV

CONSULTATION AUTHORITY

The Advisory Board may consult with the Cooperative Extension Office, the Caswell County Soil Conservation Service office, the North Carolina Department of Agriculture, the Caswell County Farm Bureau, the North Carolina Farm Bureau, and any other such agency the Advisory Board deems necessary to properly conduct its business.

NORTH CAROLINA AGENCY NOTIFICATIONA. Record Annually With the Department of Agriculture

A record of this ordinance shall be recorded with the North Carolina Commissioner of Agriculture's office after adoption. At least once a year the county shall submit a written report to the Commissioner of Agriculture concerning the status, progress and activities of the county's Farmland Preservation Program, including District information regarding:

1. Number landowners enrolled;
2. Number of acres applied;
3. Number of acres certified;
4. Number of acres denied;
5. Date certified.

ARTICLE XVII

LEGAL PROVISIONSA. Severability

If any article, section, subsection, clause, phrase or portion of this ordinance is for any reason invalid or unconstitutional as determined by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance.

B. Conflict With other Ordinances and Statutes

Whenever the provisions of this ordinance conflict with other ordinances of Caswell County, this ordinance shall govern. Whenever the provisions of any federal or state statute require more restrictive provisions than are required by this ordinance, the provisions of such statute shall govern.

C. Amendments

This ordinance may be amended from time to time by the Board of Commissioners.

ENACTMENT

The Caswell County Board of Commissioners hereby adopts and enacts the preceding articles and sections of this ordinance.

Adopted this the 19th day of March, 2001

Motion for adoption by Wrenn and seconded by Travis

Amended this day ____ day of _____

CASWELL COUNTY BOARD OF COMMISSIONERS

Chairman

ATTEST:

Clerk to the Board of Commissioners

Approved as to form:

County Attorney

NC Statutory Changes to VAD

Overview

House Bill 126, "An Act to Amend the Laws Governing Voluntary Agricultural Districts to Enhance Public Participation and the Development of Alternatives for Land Use Decisions Impacting Lands in such Districts," was signed into law on June 20, 2025.

The law amends N.C.G.S. 106-740 to require public hearings for all Voluntary Agricultural District (VAD) ordinances, expands conditions for public hearings to rezoning requests on enrolled VAD parcels, extends timelines for public hearings, and establishes a minimum time period for the initiation of condemnation or rezoning actions.

The law becomes effective October 1, 2025.

Updated Law

Below is the updated law. The italicized and underlined type are changes to the law.

"N.C.G.S. 106-740. Public hearings on condemnation and rezoning of farmland.

An ordinance adopted under this Part or Part 3 of this Article shall provide that no State or local public agency or governmental unit may formally initiate any action to condemn any interest in qualifying farmland, or rezone such land, within a voluntary agricultural district under this Part or an enhanced voluntary agricultural district under Part 3 of this Article until such agency has requested the local agricultural advisory board established under G.S. 106-739 to hold a public hearing on the proposed condemnation or rezoning that conforms to the following requirements:

- (1) Following a public hearing held pursuant to this section, the board shall prepare and submit written findings and a recommendation to the decision-making body of the agency proposing acquisition.
- (2) The board designated to hold the hearing shall have 45 days after receiving a request under this section to hold the public hearing and submit its findings and recommendations to the agency.
- (3) The agency shall not formally initiate a condemnation or rezoning until 120 days after the date the local agricultural advisory board submits its findings and recommendations to the agency.

Changes Required for Voluntary Agricultural District Ordinances

The law change requires that all VAD ordinances have a public hearing requirement for qualifying farmland. The public hearing requirement is no longer optional for ordinances.

The conditions that trigger a public hearing must include rezoning requests on qualifying farmland.

The timeline for the local agricultural advisory board to hold a public hearing and provide a final report is extended from 30 to 45 days.

The law change requires that no state or local public agency or governmental unit can formally initiate a condemnation or rezoning until 120 days after the date the local agricultural advisory board submits its findings and recommendations to the agency.

21. Do you have any remaining questions about the 2025 VAD changes? If so, please list them below:



agenda item 8

meeting date: October 6, 2025

topic: Closed landfill and elevated PFAS findings

(Solid Waste Director AJ Fuqua)

attachment(s):

- 9-9-25 DEQ letter
- Notice of Regulatory Requirements – PFAS

fiscal impact: none yet

staff comments or recommendation: The Solid Waste Director will briefly present that latest regarding monitoring of the closed landfill. The presentation is to brief the Board regarding future monitoring needs. No action is needed at this time.

suggested action or motion: n/a

notes:

JOSH STEIN
Governor
D. REID WILSON
Secretary
MICHAEL SCOTT
Director



September 9, 2025

Sent via email to: afuqua@caswellcountync.gov

A.J. Fuqua, Solid Waste Director
Caswell County Solid Waste Department
337 Wall Street
Yanceyville, NC 27379

Re: NOTICE OF REGULATORY REQUIREMENTS (NORR)
Contaminant Assessment and Potential Correction Action
Caswell County Closed MSW Landfill
Permit: 1701_MSWLF_1985

Dear Mr. A.J. Fuqua,
Chapter 130, Article 9 of the North Carolina General Statutes, authorizes and directs the Division of Waste Management (Division) to establish a statewide solid waste management program, and to provide oversight of the activities and operations of permitted solid waste management facilities through the adoption and enforcement of rules to implement said program. As the owner and operator of the Caswell County Landfill, Caswell County is required to comply with all aspects of the law and rules under which you are permitted.

15A North Carolina Administrative Code 02L - Groundwater Classifications and Standards requires corrective action be taken by any person who has conducted or controlled an activity which has resulted in a discharge of contamination which has caused an exceedance of applicable groundwater standards.

[15A NCAC 13B .0201\(j\)](#) states in part that any solid waste facility permitted by the Division is subject to all requirements of 15A NCAC 02L.

In the absence of another standard, any PFAS detection in groundwater at a landfill must not exceed the Practical Quantitation Limit (PQL), where applicable. It should be noted that effective [October 15, 2024](#)¹, eight PFAS substances have Interim Maximum Allowable Concentrations (IMACs) in North Carolina that are the applicable standard for Class GA and GSA groundwaters as follows:

Substance	Acronym	CAS #	Concentration (ng/L)
Perfluorooctane sulfonic acid	PFOS	1763-23-1	0.7*
Perfluorooctanoic acid	PFOA	335-67-1	0.001*
Hexafluoropropylene oxide dimer acid	HFPO-DA/(GenX)	13252-13-6	10
Perfluorobutane sulfonic acid	PFBS	375-73-5	2,000
Perfluorononanoic acid	PFNA	375-95-1	10
Perfluorohexane sulfonic acid	PFHxS	355-46-4	10
Perfluorobutanoic acid	PFBA	375-22-4	7,000
Perfluorohexanoic acid	PFHxA	307-24-4	4,000

* IMACs for PFOA and PFOS are below laboratory method detection levels and the PQLs for these constituents. A measurement at or above the current PQL of 4 ng/L for PFOA and PFOS as reported in EPA Test Method 1633 would constitute an exceedance of the IMAC for that chemical.

¹ <https://www.deq.nc.gov/public-memorandum-pfas-imacs-establishment-october-15-2024-0>



North Carolina Department of Environmental Quality | Division of Waste Management
217 West Jones Street | 1646 Mail Service Center | Raleigh, North Carolina 27699-1646
919.707.8200

On March 13, 2023, the Division through its Solid Waste Section (Section) issued a memorandum entitled “PFAS Monitoring Requirements for Solid Waste Sanitary Landfills” requiring that all groundwater, surface water, and leachate samples collected at solid waste sanitary landfills after July 1, 2023, be analyzed for per- and polyfluorinated substances (PFAS). The Section issued a clarification memo based on industry questions on July 17, 2023.

Casewell County Landfill includes a closed MSW unit. Based upon a review of your October 2023, April 2024 and November 2024 PFAS analytical water quality monitoring results, 2L IMAC groundwater standards have been exceeded at the landfill for the following PFAS constituents: PFOA, PFOS and PFHxS. These monitoring events confirm the presence of PFAS in groundwater at levels above the 2L IMAC groundwater standards.

Casewell County is required to protect human health and the environment through monitoring, assessing, and taking effective, timely corrective action when evidence of potential contamination is found at the facility. Casewell County is also required to restore groundwater quality at and beyond the relevant point of compliance, to effectively reduce the overall groundwater contamination at the facility, and to control the migration of contaminated groundwater to prevent unacceptable off-site impacts.

Based on the above, as well the facility’s proximity to potential offsite receptors, the following actions are required to comply with North Carolina state statutes and regulations:

Immediate Action Requirement(s):

- Pursuant to 15A NCAC O2L .0106(b), any person conducting or controlling an activity which results in the discharge of a waste or hazardous substance to the groundwaters of the State, or in proximity thereto, shall take immediate action to terminate and control the discharge, and mitigate any hazards resulting from exposure to the pollutants. Accordingly, you must take immediate response actions to abate known or visible releases of controlled substances and to identify and eliminate current exposure(s) to contamination as required under 15A NCAC O2L .0106(b).

Receptor Survey. Within **45 days**, conduct and submit an updated receptor survey. To ensure protection of human health and the environment the receptor survey should focus on identifying offsite receptors within 1500 feet of the facility boundary, especially drinking water supply wells and surface waters. Receptor surveys should include at a minimum, an inventory and map of all properties with either confirmed or likely drinking water wells (both public and private), irrigations wells, and other wells; and the locations of natural springs streams, ponds, lakes and other surface water bodies. Identify any public water supply surface waters (DWR classifications WSWI-V) used as sources of potable water and their intake locations. Also, identify potential users of private residential drinking water wells where well records or visual indicators are not readily available. In some cases, individual receptor survey coverage areas may need to be adjusted to better align with the landfill’s waste boundary location with respect to offsite receptors.



Site Assessment Requirements:

- In addition to the initial response actions detailed above, pursuant to 15A NCAC O2L .0106(c), you must: implement a monitoring program which complies with the requirements of 15A NCAC O2L .0110; submit a site assessment report to the Director in accordance with 15A NCAC O2L .0111; and, if required, submit a corrective action plan for approval of the Secretary of NCDEQ in accordance with 15A NCAC O2L .0111, and implement said plan upon receipt of approval.

PFAS Work Plan. Within **120 days**, Casewell County shall submit a PFAS Work Plan to include the following:

1. Groundwater investigation and additional monitoring, including sampling potential offsite receptors, such as residential drinking water wells identified in the receptor survey, if any.
2. Assessment of groundwater and surface waters to determine the nature and extent of the contamination onsite and to assess the potential or existence of offsite PFAS migration, either via groundwater or surface water.
3. An anticipated schedule of activities moving forward to include any actions necessary to reduce direct discharge to the environment or to initiate offsite private water supply well sampling, if applicable.

Please provide a written response with accompanying work plans as noted above to the Section hydrogeologist within the timeframes listed above, unless otherwise approved by the Section. Failure to take the initial abatement and assessment steps required in 15A NCAC O2L may result in the initiation of enforcement action as authorized by law, including the initiation of an action for injunctive relief to compel compliance with 15A NCAC O2L.

Prior to submitting the workplan, please contact the assigned Section hydrogeologist FM Arifur Rahman at arifur.rahman@deq.nc.gov (919) 707-8252 for questions and assistance concerning the submittal of the requested information and schedules. For any other questions concerning this request, please feel free to contact me at perry.sugg@deq.nc.gov or (919) 707-8258. The Section appreciates your attention and prompt response to this matter.

Sincerely,

Wm Perry Sugg

Perry Sugg
Environmental Compliance Branch Head
Solid Waste Section

cc: Jason Watkins, Section Chief, DWM – Solid Waste
FM Arifur Rahman, Hydrogeologist, DWM – Solid Waste
Edmund Q.B. Henriques, Project Manager/Principal Geologist – S&ME, Inc.



North Carolina Department of Environmental Quality | Division of Waste Management
217 West Jones Street | 1646 Mail Service Center | Raleigh, North Carolina 27699-1646
919.707.8200



Notice of Regulatory Requirements – PFAS

What it is

PFAS (Per- and Polyfluoroalkyl Substances) are man-made chemicals often called “forever chemicals” because they do not easily break down in the environment or the human body. They are commonly used in nonstick cookware, water-resistant fabrics, food packaging, and firefighting foams. PFAS can be found in soil, water, air, and even in people’s blood due to widespread exposure.

Background

In late 2022, all counties were required to complete a **Receptor Survey** and submit a plan to the state. In fall 2023 and spring 2024, we sampled for PFAS at all of our current sampling locations. We did not receive additional direction from the state until recently.

Currently, nearly all landfills in North Carolina (all but one) show elevated PFAS levels. The state has divided landfills into three groups. About 25 landfills were notified in spring 2025 with the same letter attached here, and another 50 were notified in September. At this point, approximately 75 landfills are working through this process.

What we have done

We have been in close contact with the geologists at S&ME, who assist us with our closed landfill. They have also maintained communication with the state throughout this project. We have met in person to review the state’s letter and discuss next steps.

What’s next

We are currently waiting on a proposal from S&ME to assist with both the Receptor Survey and the required work plan.

What we expect

Once the work plan is submitted and approved by the state, implementation will begin. It is likely that we will be required to install three to five additional wells on the property. These wells will be placed near the property line and will need to be sampled regularly as required by state regulations.

We will continue to keep you updated as new information becomes available. If the Board would like a more in-depth review, we can arrange for the geologist to attend a meeting, or schedule a dedicated work session to go over the details.

Caswell County Solid Waste Management

P.O. Box 98 □ 162 Landfill Road □ Yanceyville, NC 27379

Phone 336-694-5811 □ Fax 336-694-5550 □ email afuqua@caswellcountync.gov

work order email solidwaste@caswellcountync.gov

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on a “front” page if the packet is printed)*



agenda item 9

meeting date: October 6, 2025

topic: FY25–26 budget amendment #9—Social Services
(emergency placement funding for foster care)

attachment(s):

- budget amendment #9

fiscal impact: described within

staff comments or recommendation: DSS received authorization from NC for Emergency Placement Funding for Foster Care in the amount of \$10,532.

suggested action or motion: approval of budget amendment #9 as described

notes:

CASWELL COUNTY, NORTH CAROLINA

026

FISCAL YEAR 2026

Board Meeting: September 16, 2025

BUDGET AMENDMENT NO. 9

[Emergency Placement Funding]

BE IT ORDAINED by the Caswell County Board of Commissioners that the following amendments are hereby made to the Fiscal Year 2026 General Fund.

JUSTIFICATION: The Department of Social Services received a funding authorization from the State for Emergency Placement Funding for Foster Care.

FUND- 130

DEPARTMENT:5310 DSS

	<i>Org</i>	<i>Object</i>	FY26 Current Budget	Increase (Decrease)	FY25 Amended Budget
REVENUES					
DSS-Emerg Placement Funding-FC	1305310	332126	\$23,289.00	\$10,532.00	\$ 33,821.00
EXPENDITURES					
DSS-Emerg Placement Funding-FC	1305310	539926	\$23,289.00	\$ 10,532.00	\$ 33,821.00

BOARD OF COMMISSIONERS FOR
THE COUNTY OF CASWELL:

Chair

ATTEST:

Clerk to the Board

Date

BUDGET AMENDMENT

DSS

1

9/15/2025

Be it ordained, the FY 2025-2026 Annual Budget ordinance is hereby amended as follows:

<i>Expenditures: Increase/(Decrease)</i>	<i>Account Code</i>	<i>Prior Total Funding Authorization</i>	<i>Additional Allocation Increase/ Decrease</i>	<i>Amended Balance</i>
DSS-Emer Placement-Foster Care	130.5310.539.926	\$0.00	\$10,532.00	\$10,532.00
Total Expenditures			\$10,532.00	

<i>Revenues: Increase/(Decrease)</i>	<i>Account Code</i>		<i>Increase/ (Decrease)</i>	<i>Balance</i>
DSS-Emer Placement-Foster Care	130.5310.332.126	\$0.00	\$10,532.00	\$10,532.00
Total Revenues			\$10,532.00	

Justification: To budget allocation changes by the NC Department of Health & Human Services as authorized by state funding authorization.

That all Ordinances or portions of Ordinances in conflict are hereby repealed.

X Michelle Swadlow
Approved by Department of Social Services Director

9/15/2025
Date

X Jeremiah Jefferson
Approved by Department of Social Services Board

9/16/2025
Date

Scott Whitaker, Clerk to the Board
Approved by Caswell County Board of Commissioners

Date

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on a “front” page if the packet is printed)*



agenda item 10

meeting date: October 6, 2025

topic: FY25–26 budget amendment #10—Public Health (various accounts)

attachment(s):

- Public Health's approved budget amendment #1
- budget amendment #10

fiscal impact: described within

staff comments or recommendation: Public Health has received additional allocations for FY26 to be used for various accounts as shown in the following attachment. It was approved by the Public Health Board 9/23/25 in the amount of \$775,089.57.

suggested action or motion: approval of budget amendment #10 as described

notes:

HEALTH DEPARTMENT BUDGET AMENDMENT #1

Be it ordained, the FY 2025-2026 Budget Ordinance is hereby amended as follows:

PUBLIC HEALTH 5110


Expenditure Line	Account Code	Original Budget	Increase/ Decreases	Revised Budget
Board Salries	517000	\$ 2,640.00	\$ -	\$ 2,640.00
Salaries	512100	\$ 1,671,789.00	\$ 7,810.00	\$ 1,679,599.00
Salaries - On Call	512200	\$ 13,000.00	\$ -	\$ 13,000.00
Longevity	512700	\$ 21,206.00	\$ -	\$ 21,206.00
FICA	518100	\$ 130,731.00	\$ -	\$ 130,731.00
Retirement	518200	\$ 245,702.00	\$ -	\$ 245,702.00
Health Insurance	518300	\$ 273,772.00	\$ -	\$ 273,772.00
Bonuses		\$ -	\$ 3,200.00	\$ 3,200.00
Professional Services	529900	\$ 300,658.00	\$ 38,673.57	\$ 339,331.57
Credit Card Fees	538800	\$ 2,000.00	\$ -	\$ 2,000.00
Supplies-Food and Provisions	522000	\$ 3,000.00	\$ 2,000.00	\$ 5,000.00
Supplies - Pharma,Medical	523800	\$ 59,000.00	\$ 10,000.00	\$ 69,000.00
Supplies - Motor Fuel	252000	\$ 11,000.00	\$ -	\$ 11,000.00
Supplies - Office	526000	\$ 24,000.00	\$ -	\$ 24,000.00
Supplies - Postage	526100	\$ 3,000.00	\$ 1,000.00	\$ 4,000.00
Supplies - Other	529100	\$ 44,938.00	\$ 26,783.00	\$ 71,721.00
Supplies - Other Programs	529102	\$ 70,000.00	\$ 616,000.00	\$ 686,000.00
Equipment (Small Tools <\$5000)	529500	\$ 34,600.00	\$ 20,000.00	\$ 54,600.00
Training Expense - Employees	531000	\$ 21,840.00	\$ 17,000.00	\$ 38,840.00
Travel Reimbursement-Mileage	531100	\$ 2,000.00	\$ 3,000.00	\$ 5,000.00
Travel - Subsistence	531200	\$ 2,890.00	\$ 3,000.00	\$ 5,890.00
Telecommunication	532100	\$ 3,500.00	\$ -	\$ 3,500.00
Maintenance & Repair - Equip	535200	\$ 6,750.00	\$ -	\$ 6,750.00
Maintenance & Repair - Vehicle	535300	\$ 6,670.00	\$ -	\$ 6,670.00
Advertising	537000	\$ 4,100.00	\$ -	\$ 4,100.00
Printing and Reproductions	538200	\$ 1,775.00	\$ 1,000.00	\$ 2,775.00
Laundry and Dry Cleaning	539200	\$ 200.00	\$ -	\$ 200.00
Rental Fee - Copier	543100	\$ 12,000.00	\$ -	\$ 12,000.00
Rental Fee - Postage Meter	543200	\$ 1,300.00	\$ -	\$ 1,300.00
Insurance & Bonding	545100	\$ 6,000.00	\$ -	\$ 6,000.00
Dues & Subscriptions	549100	\$ 57,527.00	\$ 25,623.00	\$ 83,150.00
Capital Outlay	550000	\$ -	\$ -	\$ -
Miscellaneous Operating Expenses	549966	\$ 1,800.00	\$ -	\$ 1,800.00
Medicaid repayment to State	569250	\$ 45,035.00	\$ -	\$ 45,035.00
Lease of Space	580300	\$ 45,000.00	\$ -	\$ 45,000.00
TOTAL EXPENSE BUDGET		\$ 3,129,423.00	\$ 775,089.57	\$ 3,904,512.57
Revenue Lines				
State - Public Health	333100	\$ 931,787.00	\$ 159,089.57	\$ 1,090,876.57
Cost Settlement		\$ 47,803.00	\$ -	\$ 47,803.00
AUBP Payments	333110	\$ 307,111.00	\$ -	\$ 307,111.00
County Appropriation	380100	\$ 763,670.00	\$ -	\$ 763,670.00

Medicaid	333103	\$ 529,169.00	\$ 616,000.00	\$ 1,145,169.00
Medicare	333101	\$ 500.00	\$ -	\$ 500.00
Direct Fees	333107	\$ 170,400.00	\$ -	\$ 170,400.00
Private Insurance	333108	\$ 26,900.00	\$ -	\$ 26,900.00
Capitation	333109	\$ 15,671.00	\$ -	\$ 15,671.00
Grant Funds		\$ -	\$ -	\$ -
Fund Balance	390101	\$ 336,412.00	\$ -	\$ 336,412.00
TOTAL REVENUE BUDGET		\$ 3,129,423.00	\$ 775,089.57	\$ 3,904,512.57

Justification

Acceptance of AA-121 Temporary Spending Fund in support of the 10 essential services of public health for \$86,623; AA-546 Communicable Disease Pandemic Recovery \$1810; AA-510 General Communicable Disease Prevention \$6,000; AA-117 Public Health Workforce Infrastructure for recruitment and retention of public health workforce \$51,560; AA403-1 additional \$184.00; AA-414-1 Breastfeeding Peer Counselor Program \$6599; CCPN Innovations Grant for improvements in access to care \$6313.57; Each CAP beneficiary (adults and children) are entitled by Medicaid \$28,000 per waiver period (5 years) for home or vehicle modifications. There are 22 Caswell beneficiaries who qualify for for this benefit. This is 100% reimbursed to the county by Medicaid. (\$28,000 x 22 clients = \$616,000)

That all Ordinances or portions of Ordinances in conflict, are hereby repealed.


Approved by the Health Director

09/23/2025
Date


Approved by Board of Health, Chair

9/23/2025
Date

Clerk to the Board of County Commissioners

Date

APPROVED BY THE CASWELL COUNTY BOARD OF COUNTY COMMISSIONERS

**CASWELL COUNTY, NORTH CAROLINA
FISCAL YEAR 2026**

032

Board Meeting: October 6, 2025

BUDGET AMENDMENT NO. 10

Health Department Budget Amendment #1

BE IT ORDAINED by the Caswell County Board of Commissioners that the following amendments are hereby made to the Fiscal Year 2026 Public Health Department Fund.

JUSTIFICATION: The Public Health Department has received additional allocations for FY26. The justification is provided on the attached Public Health Budget Amendment Form. The Amendment was approved by the Public Health Board on September 23, 2025.

FUND- PUBLIC HEALTH FUND (Fund 140)

DEPARTMENT: Public Health

	<i>Org</i>	<i>Object</i>	FY26 Current Budget	Increase (Decrease)	FY25 Amended Budget
REVENUES					
Various Accounts	<i>See Attached</i>		\$ 3,137,923.00	\$ 775,089.57	\$ 3,913,012.57
EXPENDITURES					
Various Accounts	<i>See Attached</i>		\$ 3,137,923.00	\$ 775,089.57	\$ 3,913,012.57

**BOARD OF COMMISSIONERS FOR
THE COUNTY OF CASWELL:**

ATTEST:

Chair

Clerk to the Board

Date



agenda item 11

meeting date: October 6, 2025

topic: FY25–26 budget amendment #11—Family Services (additional FVPSA grant allocation)

attachment(s):

- budget amendment #11

fiscal impact: described within

staff comments or recommendation: Family Services received a grant in 2024 from the NC Council for Women and Youth—Family Violence Prevention and Service Act (FVPSA) under the American Rescue Plan (ARPA). During 2025, the County received an additional allocation under the grant in the amount of \$62,000, and the grant period ends 12/31/25. An appropriation is needed in the amount of \$22,750, which represents the unspent funds as of 6/30/25. The funds will be utilized for client services and other program expenses.

suggested action or motion: approval of budget amendment #11 as described

notes:

CASWELL COUNTY, NORTH CAROLINA
FISCAL YEAR 2026

034

Board Meeting: October 6, 2025
BUDGET AMENDMENT NO. 11
Additional FVPSA Grant Allocation

BE IT ORDAINED by the Caswell County Board of Commissioners that the following amendments are hereby made to the Fiscal Year 2026 Family Services Fund.

JUSTIFICATION: In 2024, Caswell County Family Services received a grant from the NC Council for Women and Youth - Family Violence Prevention & Service Act (FVPSA) under the FVPSA COVID ARP. During 2025, the County received an additional allocation under the grant in the amount of \$62,000. The grant period ends December 31, 2025. An appropriation is needed in FY26 to appropriate \$22,750, which represents the unspent funds as of June 30, 2025. The funds will be utilized for Client Services and other Program Expenses.

FUND- FAMILY SERVICES FUND (Fund 260)

DEPARTMENT: Family Services

	<i>Org</i>	<i>Object</i>	FY26 Current Budget	Increase (Decrease)	FY25 Amended Budget
REVENUES					
FVPSA COVID	2605488	3900000	\$ -	\$ 22,750.00	\$ 22,750.00
EXPENDITURES					
Program Expenditures	2605488	Various	\$ -	\$ 22,750.00	\$ 22,750.00

**BOARD OF COMMISSIONERS FOR
THE COUNTY OF CASWELL:**

ATTEST:

Chair

Clerk to the Board

Date



agenda item 12

meeting date: October 6, 2025

topic: CEAD Site Fence and Grading—PCC request of recently-committed Economic Development funds

attachment(s):

- request letter from PCC President Dr. Kevin Lee
- CEAD site fence and grading proposal

fiscal impact: \$76,372.52–71,692.28, depending on options

staff comments or recommendation: In July, the Board considered how to best set aside funds specifically for economic development (ED) projects, and approximately \$100K was available from the Firebird/Cherokee property sale. What started as a conversation about the creation of an ED capital reserve fund evolved into the Board instead “committing” the funds for ED activities, which let the Board retain control over how those funds would be spent (the Board would still need to approve specific uses/projects). At the same meeting, the Board approved using approximately \$26K for the Pellam Industrial Park access road construction.

In August, PCC submitted a formal request for these funds for grading and a site fence at the CEAD site. The attached letter and proposal speak to the request, which is for secure storage of essential equipment. Dr. Lee will be in attendance to answer questions about the project request.

suggested action or motion: n/a

notes:

OFFICE OF THE PRESIDENT

August 15, 2025

Mr. Scott Whitaker
Caswell County Manager
P.O. Box 98
Yanceyville, NC 27379

Dear Mr. Whitaker:

Thank you for considering Piedmont Community College's proposal (attached) for funding to address critical infrastructure needs at the CEAD site.

Over the past five years, PCC has raised and committed \$10,744,000 toward the first phase of the CEAD project. Final construction drawings for this phase are currently under review for approval with the NC State Construction Office. Construction is scheduled to begin in November 2025, to include occupancy and use of the food hub, barn, and incubator farm plots anticipated by November 2026.

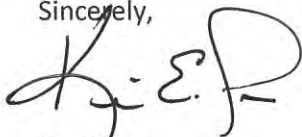
This progress has been made possible through the support of our community partners, particularly the Caswell County Board of Commissioners, who generously donated the land at the Pelham Industrial Park for this project. We remain grateful for the continued partnership and the trust that Caswell County's Board of Commissioners maintains with PCC.

Even before construction begins, the site is already hosting activities to spur community involvement and awareness of the site's promising future. Agribusiness students are holding workshops and seminars on-site, and the community is invited to participate in a garden building event on August 22.

As site activity increases, it is becoming paramount to have secure storage for essential equipment, particularly farm tools used for these workshops and events. The funds requested would allow us to establish a safe storage solution that will not interfere with construction or pose safety risks, as confirmed by our construction manager. As we begin groundbreaking through the completion of the facility, we will have more equipment and tools located on-site. It is imperative that we secure these items to ensure fiscal responsibility and overall continuity of the site's purpose to our community without disruption of service.



Please feel free to contact me with any questions regarding this request and it is my absolute pleasure to continue to cultivate the existing great relationship we have with our friends in Caswell County.

Sincerely,





Dr. Kevin Lee
President

Person County Campus

 (336) 599-1181
 1715 College Drive
Roxboro, NC 27574

Caswell County Campus

 (336) 694-5707
 331 Piedmont Drive
Yanceyville, NC 27379

your hometown
COLLEGE

Proposal: CEAD Site Fence and Grading

Comprehensive Plan for Fencing, Grading, and Site Preparation

Introduction

This proposal presents a comprehensive plan for installing fencing, grading, and site preparation at the CEAD site. The objective is to ensure a secure, efficient, and low-maintenance environment suitable for equipment movement, storage, and future Phase 1 building construction. The plan is based on detailed site assessments, multiple design options, and a focus on long-term functionality and cost-effectiveness.

Fence Options

Two main fencing options are proposed:

- **Option 1:** Includes gates on all four sides of the fenced lot, enhancing flexibility for daily operations and creating multiple emergency egress points if the main gate becomes inaccessible.
- **Option 2:** Removes extra gates to reduce costs, but limits access and emergency egress opportunities.

The inclusion of extra gates (Option 1) is recommended, as it greatly improves usability while adding essential safety and operational advantages. The layout views provide options for both a 250x250 square (totaling 1,000 ft) and alternate shapes to fit the site's specific dimensions.

Grading

Site grading is necessary to create a flat, stable area for safe equipment transport and organized storage. After grading, the installation of rock will be needed at a later date to ensure year-round usability, regardless of weather conditions. Since it is not included in this proposal, temporary erosion control through seeding will be required until the rock can be added.

Site Layout and Area Configuration

Three different layout options were assessed to maximize space usage, maintain optimal site access, and support effective water runoff for erosion control. Layout #1 is recommended as it best utilizes the land's natural contours, facilitates water management, and allows for a shared driveway to be extended in the future.

Maintaining the current planned area is essential to accommodate a future building at the center, providing sufficient room for truck and trailer access around the structure without space constraints or collision hazards.

Summary of Attached Quotes, by Option

Quoted Item/Service	Price
Fence- Option1	\$39,913.66
Site Grading	\$36,458.86
Total	\$76,372.52

Quoted Item/Service	Price
Fence- Option 2	\$35,233.42
Site Grading	\$36,458.86
Total	\$71,692.28

Conclusion

This proposal is the result of a thorough evaluation of site needs, safety, and operational efficiency. The recommended fencing and grading will support current and future site uses while minimizing maintenance needs. All options have been carefully considered to provide the best value and long-term results for the CEAD site.

We appreciate Ole Oak Enterprises, LLC, a local vendor, for preparing these quote packages.

QUOTE

Ole Oak Enterprises LLC

3548 Park Springs Road, Providence, NC 27315
434-770-3526
Oleoakdss@gmail.com

INVOICE # A08142025
DATE: 08-14-2025

EXPIRATION DATE 08-20-2025

TO: Emily Buchanan
PCC CEAD site
Fenced lot

DUE TO CURRENT SUPPLY CHAIN CONDITIONS ALL QUOTES ARE VALID FOR 5 DAYS.

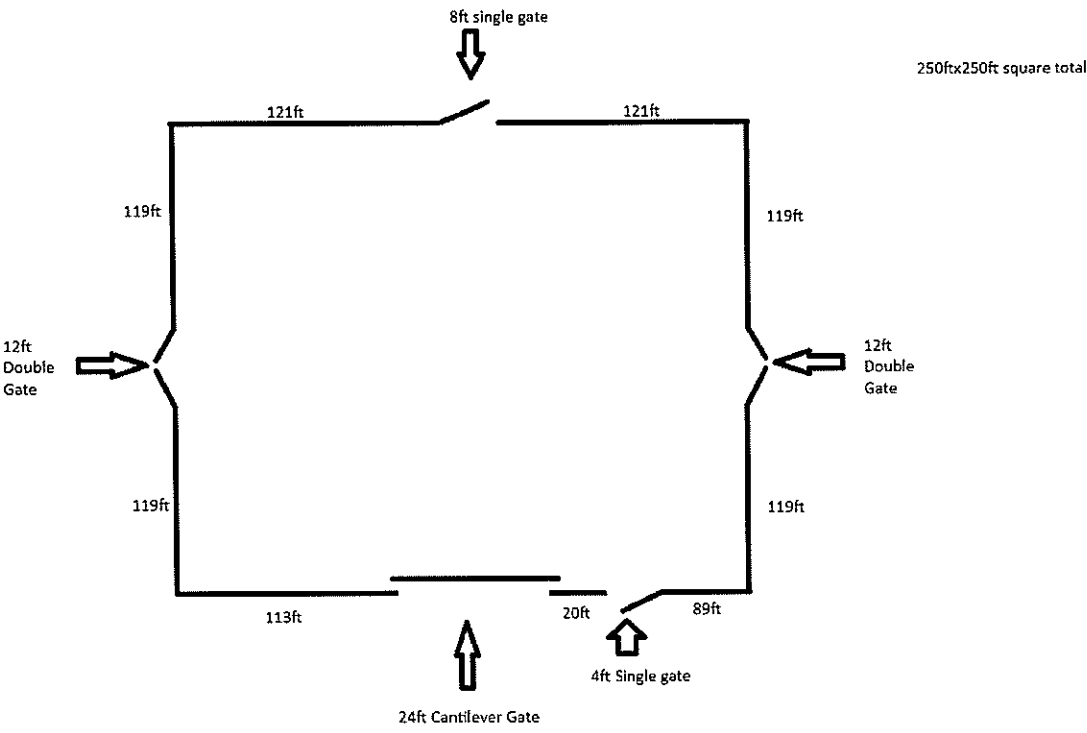
QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Install 1000ft of 6ft tall commercial galvanized chain link fence to form a 250x250 square. Fence will have 3 strands of barbed wire installed on top for security. Fence will include one 24ft cantilever gate, one 8ft single gate, one 4ft single gate, and two double 12ft gates. All gate post and corner post are oversized to 4in post, and line post are oversized to 2.5in post, both for added strength.		\$39,913.66
SUBTOTAL			\$39,913.66
SALES TAX			
TOTAL			\$39,913.66

*Initial payment of \$19,956.83 is required to secure materials and schedule project. Remaining balance due within 10 day of project completion. *

- 50% deposit due in advance, balance due upon completion of project.
- Coring or rock drilling, underground obstacles, and design changes requiring additional time and/or materials may incur additional charges which will be billed with final invoice.
- Ole Oak Enterprises will coordinate with 811 and/or Dig Safe to locate primary utility lines if necessary, but the customer is responsible for location any secondary utilities (i.e., sprinklers, septic systems, well lines, and underground dog fences.) We don't want to dig these up, so please tell us first!
- By submitting a deposit, you are entering into a contract to have Ole Oak Enterprises erect a fence on your property and any goods or products related to the contract or used in its completion will remain the property of Ole Oak Enterprises until final balance is paid in full.

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!



QUOTE

Ole Oak Enterprises LLC

3548 Park Springs Road, Providence, NC 27315
 434-770-3526
 Oleoakdss@gmail.com

INVOICE # B08142025
 DATE: 08-14-2025

EXPIRATION DATE 08-20-2025

TO: Emily Buchanan
 PCC CEAD site
 Fenced lot

DUE TO CURRENT SUPPLY CHAIN CONDITIONS ALL QUOTES ARE VALID FOR 5 DAYS.

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Install 1000ft of 6ft tall commercial galvanized chain link fence to form a 250x250 square. Fence will have 3 strands of barbed wire installed on top for security. Fence will include one 24ft cantilever gate and one 4ft single gate. All gate post and corner post are oversized to 4in post, and line post are oversized to 2.5in post, both for added strength.		\$35,233.42
SUBTOTAL			\$35,233.42
SALES TAX			
TOTAL			\$35,233.42

*Initial payment of \$17,616.71 is required to secure materials and schedule project. Remaining balance due within 10 day of project completion. *

-50% deposit due in advance, balance due upon completion of project.

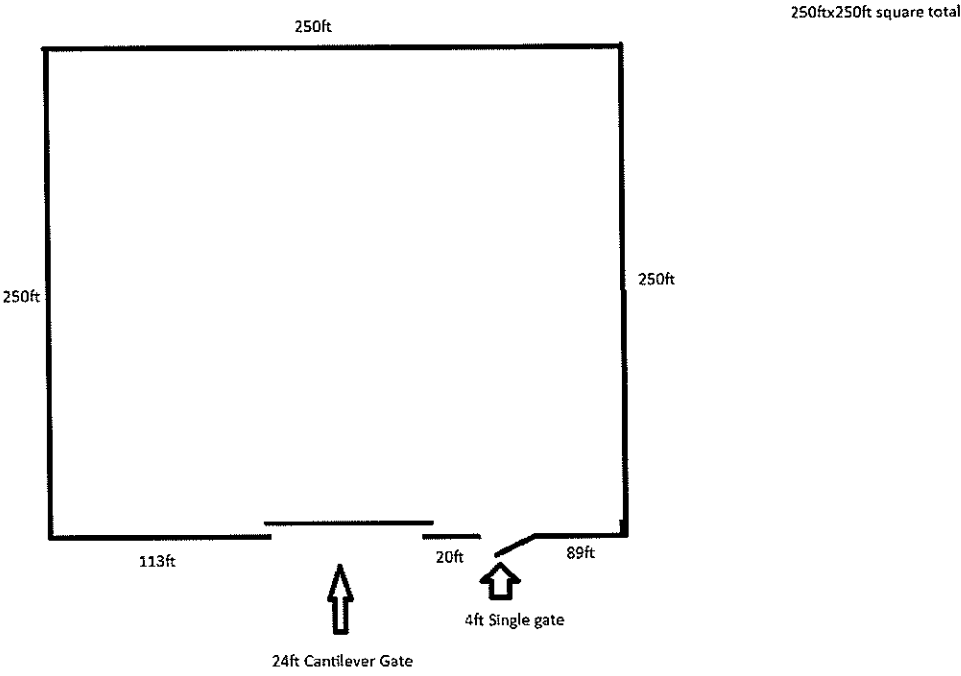
-Coring or rock drilling, underground obstacles, and design changes requiring additional time and/or materials may incur additional charges which will be billed with final invoice.

-Ole Oak Enterprises will coordinate with 811 and/or Dig Safe to locate primary utility lines if necessary, but the customer is responsible for location any secondary utilities (i.e., sprinklers, septic systems, well lines, and underground dog fences.) We don't want to dig these up, so please tell us first!

-By submitting a deposit, you are entering into a contract to have Ole Oak Enterprises erect a fence on your property and any goods or products related to the contract or used in its completion will remain the property of Ole Oak Enterprises until final balance is paid in full.

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!



QUOTE

Ole Oak Enterprises LLC

3548 Park Springs Rd, Providence, NC 27315
434-770-3526
oleoakdss@gmail.com

INVOICE # NO.E08142025
DATE: 08-14-2025

EXPIRATION DATE: 08-20-2025

TO Emily Buchanan
PCC CEAD Site

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
		Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Grade and prepare the area for a 250x250ft fenced lot. Topsoil will be removed and stockpiled. Dirt will be removed from the surrounding area to build the pad and slope for proper water runoff. The pad slope grade will be verified by laser measurements. The driveway will be built and tied into the existing road. Pipes will be placed under the driveway for proper water runoff. The dirt pad and driveway will be compacted with a roller. A compaction test will be performed on the base at the start of pad build and once the pad is finished. A compaction test will also be completed on the driveway. The dirt area outside of fence will be seeded with fescue and straw on top. 50% deposit is required before work starts.		\$36,458.86
SUBTOTAL			\$36,458.86
SALES TAX			
TOTAL			\$36,458.86

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!



Re: [EXT] CEAD Site Fence and Grading

From Emily B. Buchanan <Emily.Buchanan@piedmontcc.edu>

Date Fri 8/15/2025 9:47 AM

To Sledge Sartin <oleoakdss@gmail.com>

Cc Martha A. Pruitt <Martha.Pruitt@piedmontcc.edu>

This is great. Thank you! I will submit this information to our President and keep you posted.

I appreciate everything you've done to help us. Have a great day!

Emily Buchanan, M. Ed.

Executive Director, Caswell County Campus



331 Piedmont Drive, Yanceyville, NC 27379

Phone: (336) 694-8042 | Office: K105

www.piedmontcc.edu

From: Sledge Sartin <oleoakdss@gmail.com>

Sent: Friday, August 15, 2025 8:00 AM

To: Emily B. Buchanan <Emily.Buchanan@piedmontcc.edu>

Subject: [EXT] CEAD Site Fence and Grading

<p>CAUTION: This email originated from outside Piedmont CC. Do not click links or open attachments unless you recognize the sender and know the content is safe.</p>

Good morning Emily, I have attached multiple documents of quotes, drawings, and area views. I will try to explain how I have broken it all down for you so it doesn't sound confusing.

First off, the fence, I have 2 options quoted. #1 has all of the gates included on all 4 sides of the fenced lot. If the extra gates aren't needed, I added quote #2 that has the extra gates removed. Having the extra gates in the fence tremendously improves the use of the lot and does not limit the users to one gate for day-to-day activities, as well as adding different areas for emergency egress in the event of an emergency, and the front main gate is not accessible. As you are looking at the different layout views of the fenced lot, I have the drawings for a 250x250 square or 1000ft total. We can change the sides to any measurement to make it fit in the area, as you will see the different shapes in the area layout images. Just wanted to clarify that we are not set on having to keep it in a square.

Next is the grading and rock. The site needs to be graded to have a flat area where equipment can safely be moved around, and implements stored and kept organized. Once the area is graded, rock needs to be added so no matter the weather, if it's rain or snow the area will still be able to be used at

any time and not have to worry about the ground not being stable. I understand it is very expensive, so I broke it down if the rock would not be able to be done right away. Just keep in mind that if the dirt is graded and the choice is made not to rock it right away, then I'll need to add in seeding it for erosion control in place of the rock. The labor to add the rock is in a quote by itself. The amount of rock I have included is to provide a solid base with a nice, clean rock dressed on top to help keep the dust down. The only other option that I don't have added would be going with a smaller amount of rock for the time being, with plans to add more rock at a later date. I can generate a quote for that if that is the route that is chosen to take. I also don't think making the area smaller is a good idea. The size that is planned now will give enough room for a building to be installed in the middle of the pad and be able to drive in with a truck and trailer all the way around the building, and not be tight on space, with a chance to come close to hitting anything.

The rock order is such a large bulk I didn't know if PCC could have the taxes removed if PCC paid for the rock directly, and would save a good amount of money. We can discuss this further at a later date if need be.

Last, I have included the area layout photos. 3 different options for trying to fit the pad in the corner of the property that works well with the current lay of the land, doesn't interfere with the current direction of travel into the back of the site, and a location that uses the most of the back corner that will allow for proper erosion control with water run off without wasted space. I think that area layout #1 will be the best of all of them because of how the lay of the land currently is. This is the layout that I have based all of the quotes off of because this would be the best one for water runoff control, and being able to have a shared driveway that will continue on into the back of the site at a later date.

I know this is a lot of information, but I have put a lot of thought into building and developing a plan that will be safe, efficient, and maintenance-free for years to come.

If you have any questions, please let me know.

Thank you again for the opportunity.

--

David "Sledge" Sartin III

Owner Ole Oak Enterprises LLC

3548 Park Springs Road Providence NC 27315

Cell (434)770-3526

Deputy Fire Chief Providence Fire & Rescue Inc

P.O. Box 93 Providence NC 27315

All e-mail correspondence to and from this address is subject to the North Carolina Public Records Law, which may result in monitoring and disclosure to third parties, including law enforcement. (NCGS.Ch.132)
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on a “front” page if the packet is printed)*



agenda item 13

meeting date: October 6, 2025

topic: BOC's "Rules of Procedure"

attachment(s):

- Pages 3–4 of "Rules of Procedure" amended 9/15/25

fiscal impact: n/a

staff comments or recommendation: Commissioner Claggett requested this agenda item to discuss how the Board agenda is set. Pages 3–4 containing the relevant "AGENDA" items are attached.

suggested action or motion: n/a

notes:

Caswell County Policies	<i>name:</i> Board of Commissioners Rules of Procedure	
<i>policy number:</i> POL-051-2020	<i>original adoption:</i> 4/20/2020	<i>last revision:</i> 9/15/2025

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 noon the Monday 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.

Caswell County Policies	<i>name: Board of Commissioners Rules of Procedure</i>	
<i>policy number: POL-051-2020</i>	<i>original adoption: 4/20/2020</i>	<i>last revision: 9/15/2025</i>

- 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 by 9am Friday before the Monday meeting. Documents in the agenda packet, if not previously available for public inspection, shall become so when packets have been delivered electronically to each Board member and the Sunshine List or printed for Board member pick-up.
- 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 to:

1. rule on points of parliamentary procedure, including the right to rule out of order any motion patently offered for obstructive or dilatory purposes;
2. 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. call a brief recess at any time; and,
4. 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.

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on a “front” page if the packet is printed)*



agenda item 14

meeting date: October 6, 2025

topic: Caswell County Schools procurement process and resolution

attachment(s):

- resolution authorizing procedures for expenditures of the capital reserve fund and capital outlay fund for Caswell County Schools
- memo: Procedures re: School Capital Reserve Fund and Capital Outlay Fund

fiscal impact: n/a

staff comments or recommendation: The FY25–26 budget appropriates \$888K to the School Capital Reserve Fund and \$400K to Capital Outlay. During budget deliberations, the Board wanted to ensure that maintenance and repair projects are completed by Caswell County Schools, and the School Board was eager to make the improvements. Both boards desired clarity about procurement, progress reporting, and distribution of the allocations. At the last meeting, the Board was agreeable to the process and details within the attached memo. The Board instructed Attorney Johnston to draft a resolution to reflect the memo, and it's attached for consideration.

suggested action or motion: If the Board is satisfied with the resolution, an appropriate motion would be: *"I move to adopt the presented resolution that memorializes the procedures concerning the School Capital Reserve Fund and Capital Outlay Fund."*

notes:

**RESOLUTION OF THE CASWELL COUNTY BOARD OF COMMISSIONERS AUTHORIZING
PROCEDURES FOR EXPENDITURES OF THE CAPITAL RESERVE FUND AND CAPITAL
OUTLAY FUND FOR CASWELL COUNTY SCHOOLS**

WITNESSETH:

WHEREAS, \$888,000 is currently held in the Capital Reserve Fund; and

WHEREAS, the Capital Reserve Funds are designated for specific school capital projects and remain under the control of Caswell County until expended; and

WHEREAS, an agreement between the Caswell County Board of County Commissioners (BOCC) and Caswell County Schools (CCS/BOE) should be established to identify the approved projects and define the process for expenditure; and

WHEREAS, the BOCC will adopt this formal spending/process resolution specifying the approved capital projects and allocation of Capital Reserve funds; and

WHEREAS, CCS/BOE shall provide its budget resolution pursuant to NCGS 115C-432 and NCGS 115C-426; and

WHEREAS, CCS/BOE shall bid and manage all approved projects in compliance with applicable procurement laws and regulations; and

WHEREAS, CCS shall submit vendor invoices and supporting documentation to the County Finance Officer for review; and

WHEREAS, the County Finance Officer will verify compliance with the approved spending/process resolution, authorize payment, and release funds to CCS within 10 business days of receipt for vendor payment; and

WHEREAS, this procedure will remain in effect until all approved projects are complete and/or the allocated Capital Reserve funds have been fully expended; and

WHEREAS, CCS/BOE shall provide periodic progress reports to the BOCC of projects, basic timelines, and estimated costs; and

WHEREAS, Capital Outlay funds are appropriated as part of the School System's annual operating budget and are distributed in equal monthly installments; and

WHEREAS, in accordance with NCGS 115C426(f), these funds may be used at the discretion of the School System for capital needs and do not require project-by-project pre-approval by the County; and

WHEREAS, this process is intended to ensure that Capital Reserve expenditures are handled in a transparent, collaborative, and efficient manner, while providing the School System flexibility in the use of Capital Outlay funds.

NOW, THEREFORE, BE IT RESOLVED by the Caswell County Board of Commissioners as follows:

- 1. That the County and School System adopt the aforementioned procedures by resolution to promote accountability and maintain a clear separation between restricted capital reserves and discretionary capital outlay funding.

WHEREFORE, the foregoing resolution was put to a vote by the Caswell County Board of Commissioners on October 6, 2025, the results of which vote was as follows:

_____ AYES

_____ NOES

This the _____ day of October, 2025.

Caswell County

BY: _____ (SEAL)
Timothy E. Yarbrough, Chairman
Caswell County Board of Commissioners

Caswell County & Caswell County Schools

Procedures re: School Capital Reserve Fund and Capital Outlay Fund

Capital Reserve – \$888,000

These funds are designated for specific school capital projects and remain under the control of Caswell County until expended. An agreement between the Caswell County Board of County Commissioners (BOCC) and Caswell County Schools (CCS/BOE) should be established to identify the approved projects and define the process for expenditure.

Recommended Process

1. Authorization: 1) The BOCC will adopt a formal spending/process resolution specifying the approved capital projects and allocation of Capital Reserve funds (A simple resolution referencing this memo should suffice.)
2) CCS/BOE shall provide its budget resolution per GS 115C-432 and GS 115C-426.
2. Project Management: CCS/BOE shall bid and manage all approved projects in compliance with applicable procurement laws and regulations.
3. Invoice Submission: CCS shall submit vendor invoices and supporting documentation to the County Finance Officer for review.
4. Payment Processing: The County Finance Officer will verify compliance with the approved spending/process resolution, authorize payment, and release funds to CCS within 10 business days of receipt for vendor payment.
5. Duration: This procedure will remain in effect until all approved projects are complete and/or the allocated Capital Reserve funds have been fully expended.
6. Reporting: CCS/BOE shall provide periodic progress reports to the BOCC of projects, basic timelines, and estimated costs.

Capital Outlay – \$400,000

Capital Outlay funds are appropriated as part of the School System's annual operating budget and are distributed in equal monthly installments. In accordance with NCGS 115C-426(f), these funds may be used at the discretion of the School System for capital needs and do not require project-by-project pre-approval by the County.

Summary

This process is intended to ensure that Capital Reserve expenditures are handled in a transparent, collaborative, and efficient manner, while providing the School System flexibility in the use of Capital Outlay funds. It is recommended that the County and School System adopt these procedures by resolution to promote accountability and maintain a clear separation between restricted capital reserves and discretionary capital outlay funding.



agenda item 15

meeting date: October 6, 2025

topic: Planning Board—Darrell Freeland, Bryan Singleton (1 position, 2 applicants)

attachment(s):

- Planning Board roster
- relevant Planning Board excerpt from the UDO
- Citizen Advisory Board Policy-4-20-20
- Darrell Freeland application (would be a new member)
- Bryan Singleton application (would be a new member)

fiscal impact: n/a

staff comments or recommendation: Please review closely.

suggested action or motion: Committee/Board appointments are at the BOC's discretion.

notes:

PLANNING BOARD

Meets 4th Tuesday of each month – 1pm
Planning Board Conference Room
Serves 5-year term

Sam Butler 1548 Prospect Church Road Mebane, NC 27302	336-260-6845 sam.butler@rcis.com	term ends: 9-30-28
Brian “Scott” Oakley 1425 Baynes Road Burlington, NC 27217	336-214-3361 scottoakley@att.net	term ends: 12-01-25
Russell Lynn Lunsford 264 Old Montgomery Road Milton, NC 27305	434-250-2600 lynnsservice@yahoo.com	term ends: 9-30-28
Stephen Harris 1450 Jack Pointer Road Semora, NC 27343	434-251-4513	term ends: 6-01-26
Ron W. Richmond, Chairman 4133 NC Hwy 119N Leasburg, NC 27291	336-694-1760 336-694-1444 336-214-5677	term ends: 12-01-27
Jason Daniel, Vice Chair 5757 NC Highway 62N Blanch, NC 27212	336-234-0178 jkdanielfarm@gmail.com	term ends: 12-01-28
Antonio W. Foster 933 Ashland Road Ruffin, NC 27326	919-931-1356 awf1959@gmail.com	term ends: 12-01-25
Stephen Thompson 1232 Jones Road Pelham, NC 27311	336-503-2057 thompsonbrosfarms@gmail.com	term ends: 6-30-27
Tim Yarbrough (ex-officio) Commissioner	336-562-5083 tyarbrough@caswellcountync.gov	term ends: 12-26
Scott Whitaker (ex-officio) County Manager	336-933-4580 swhitaker@caswellcountync.gov	
Jason Watlington (ex-officio) County Planner	336-694-9731	
Donnie Powell, REHS (ex-officio) Environmental Health Specialist	336-694-9731 dpowell@caswellcountync.gov	

ARTICLE 3. ADMINISTRATIVE/LEGISLATIVE AUTHORITY

- 3.1.3.1.** Provide administrative interpretations of the UDO.
- 3.1.3.2.** Provide nonconformity determinations, including expansions of nonconforming uses and structures.
- 3.1.3.3.** Review and approve zoning compliance certifications.
- 3.1.3.4.** Review and approve applications for temporary uses, including special events.
- 3.1.3.5.** Review and approve certificates of occupancy.
- 3.1.3.6.** Conduct concept meetings with applicants for development approval as necessary or appropriate.
- 3.1.3.7.** Maintain the zoning map and the public records of the Planning Department, Planning Board, and Board of Adjustment.
- 3.1.3.8.** Review and consider applications eligible for administrative approval.
- 3.1.3.9.** Perform site inspections.
- 3.1.3.10.** Review and approve restoration or enhancement plans.
- 3.1.3.11.** Such other duties as may be necessary to administer this Ordinance.

SECTION 3.2 BOARD OF COMMISSIONERS.

The Caswell County Board of Commissioners has those powers and duties as provided herein and by Article 4 of Chapter 153A of the North Carolina General Statutes. A Board of Commissioners member shall not vote on any legislative decision regarding a development regulation adopted pursuant to this Ordinance where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. A governing board member shall not vote on any zoning amendment if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship.

SECTION 3.3 PLANNING BOARD.

3.3.1 Creation.

The Caswell County Board of Commissioners has established, authorized, and reaffirmed the Planning Board under the authority granted by NCGS 160D-301. The Caswell County Planning Board shall constitute, function, and may be referred to as the Planning Board.

ARTICLE 3. ADMINISTRATIVE/LEGISLATIVE AUTHORITY

3.3.2 Membership and Vacancies.

The Planning Board shall consist of nine members. Terms shall be five years; however, the Board of Commissioners may appoint members for a lesser term in order to achieve a balanced system of overlapping terms. Vacancies occurring for reasons other than expiration of terms shall be filled as they occur for the period of the unexpired term. Faithful attendance at the meetings of the Planning Board is considered a prerequisite for the maintenance of membership on the Board.

3.3.3 Organization, Rules, Meetings, and Records.

3.3.3.1. The Planning Board shall meet and elect a Chairman, Vice-Chairman, and Secretary from among its regular members in January, all of whom shall serve for the term of one year or until reelected or until their successors are elected.

3.3.3.2. The Planning Board shall adopt by-laws for the transaction of its business which are consistent with this Ordinance as well as the General Statutes of the State of North Carolina, and shall keep a record of its members' attendance, and of its resolutions, discussions, findings, and recommendations, which shall be a public record. The Planning Board shall hold at least one meeting monthly, and all of its meetings shall be open to the public. There shall be a quorum of five (5) members for the purpose of taking any official action required by this Ordinance.

3.3.4 Powers and Duties.

It shall be the duty of the Planning Board, in general:

3.3.4.1. To acquire and maintain in current form such basic information and materials as are necessary to an understanding of past trends, present conditions, and forces at work to cause changes in these conditions.

3.3.4.2. To prepare and from time to time amend and review a comprehensive and coordinated plan for the physical development of the area.

3.3.4.3. To establish principles and policies for guiding action in the development of the area.

3.3.4.4. To prepare and recommend to the Board of Commissioners ordinances promoting orderly development along the lines indicated in the Comprehensive Plan.

3.3.4.5. To determine whether specific proposed development conform to the principles and requirements of the Comprehensive Plan for the growth and improvement of the area.

CASWELL COUNTY POLICIES AND PROCEDURES			Source Document:	
Policy Number:	13	Title:	Caswell County Citizen Advisory Board Policy	
Date of Adoption:	4/20/2020	Date of Last Revision:		Page 1

Caswell County Citizen Advisory Board Policy

1. SCOPE OF POLICY

PURPOSE:

This document establishes policies and procedures for the Caswell County Board of Commissioners to make appointments to Caswell County citizen boards, committees, commissions, and councils (hereinafter referred to as “Citizen Advisory Boards” (CAB). It also provides operating procedures and clarifies expectations of the Board of Commissioners for all advisory boards. The intent of this policy is to provide consistency in operations, appointments, accountability and reporting.

The Caswell County Board of Commissioners may appoint a citizen advisory board whose purpose is to serve in an advisory capacity to the Board of Commissioners (BOC) concerning a variety of topics.

This policy replaces any previously adopted bylaws for specific advisory boards, unless the bylaws are required by statute.

AUTHORITY:

The Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the County. For statutory boards and committees, authority may include reference to applicable General Statutes.

The Board of Commissioners has the responsibility to appoint citizens to serve as members of citizen advisory boards that have been established by the BOC.

PERIODIC REVIEW:

Periodic review of this policy will be part of the Board of Commissioners annual review.

2. MEMBERSHIP

QUALIFICATIONS:

For purposes of consistency, all appointments to citizen advisory boards will be made by the Board of Commissioners. To qualify for an appointment to a citizen advisory board, a person must meet the following requirements:

- a. All applicants must complete a Caswell County application form to serve on advisory board, available on the county website and at our administrative offices. If a deadline is advertised, submitted applications may be considered after the deadline until all vacancies are filled.
- b. All committee members must meet the qualifications if specified by the specific citizen advisory board and/or the statutory requirements for an appointed position.

- c. All committee members must be eighteen (18) years of age or older unless applying under a youth designated position.
- d. All committee members shall be permanent residents, employees of Caswell County government, or maintain a place of business or be an employee of said place of business in Caswell County.
- e. No applicant may currently be a party to nor a legal representative involved in litigation against Caswell County.
- f. Each applicant must be prepared and committed to participating in citizen advisory board work in a manner that enhances relationships between Caswell County and the community.
- g. Citizen advisory board members serve the people of Caswell County. As such, their role includes their commitment for full participation in the citizen advisory board meetings and activities.

EXCEPTIONS:

The Board of Commissioners may waive requirements, with the exception of statutory requirements.

COMPOSITION:

- a. The Board of Commissioners shall appoint all voting members to citizen advisory boards, unless specified otherwise by statute. The County will strive to have the voting members reflect the cultural, geographical, and ethnic diversity of the community.
- b. No committees shall have less than five (5) total voting members except as regulated by state statute. However, the advisory board may have additional non-voting ex officio members.

SELECTION & APPOINTMENT:

- a. All members of citizen advisory boards serve at the pleasure of the Board of Commissioners.
- b. The Board of Commissioners will determine if applicants meet the required qualifications. They may choose to assign an individual or group of individuals to review and recommend candidates for advisory committees.
- c. Appointments to citizen advisory boards will be initiated with the applicant's completion of advisory board application form. As noted above, the Board of Commissioners may designate other groups or individuals to review applications and recommend applicants. Other entities, such as incorporated towns, also may be responsible to making nominations to some committees.
- d. The advisory board chairs should notify the Clerk to the Board's Office and the Chair of the Board of Commissioners when a vacancy has not been filled in a timely manner.

TERMS:

- a. Each appointed citizen advisory board member shall serve a term of three years and hold office until the qualification and appointment of his or her successor or until one year has elapsed since the expiration of the term for which the citizen was appointed, whichever first occurs. All appointments will be effective July 1 or otherwise defined by the individual boards.
- b. All advisory boards should have staggered terms for its membership. Once staggered terms are implemented, each new voting member shall serve for a three year term.
- c. Citizen advisory board members whose terms are due to expire may request or be asked to accept reappointment to the position.

ATTENDANCE:

CAB members are expected to attend meetings on a regular basis. Members should inform the chair of the advisory board as soon as possible when unable to attend an upcoming meeting, preferably at least 48 hours' notice due to quorum considerations. The advisory board should maintain attendance records, including all regular and special meetings. If a committee member has missed 25% or 3 meetings unexcused of the advisory board meetings during a calendar year, the committee chair should make a recommendation to the Chair of the Board of Commissioners on continued service of the member. The member in question will provide an explanation in writing. Based on this information, the Board of Commissioners will make a decision on the member's status.

RESIGNATIONS:

- a. A member of a citizen advisory board shall submit his or her resignation in writing, letter or email, to the chair of the advisory board on which he or she serves, noting the effective date of the resignation.
- b. The chair will forward a copy of the resignation to the Clerk to the Board of Commissioners.
- c. The Board of Commissioners shall recognize the individual's service via letter or certificate. The Clerk to the Board will handle this responsibility.

VACANCIES:

Upon expiration of the term of service of members or other type of vacancies, including resignations or removal by the Board of Commissioners, BOC shall have the responsibility of selecting and appointing a new member to the committee. The Clerk to the Board will be responsible for initiating public notices of vacancies as soon as possible, preferably before a seat becomes vacated. The urgency of filling vacancies may vary based on the circumstances.

RELEASE FROM SERVICE:

- a. When it is deemed necessary to release a member from his or her term of appointment on a citizen advisory board, the affected individual shall be notified by letter.
- b. When a citizen advisory board has completed its function, the members shall be informed of the termination of the citizen advisory board by letter or email from the Board of Commissioners.

3. ROLES & RESPONSIBILITIES**MEMBERS:**

- a. Members shall attend meetings of the citizen advisory board, serve on subcommittees, and perform other functions as assigned by the citizen advisory board chair. As noted above, for quorum considerations, if a member is unable to attend citizen advisory board meetings, the member shall contact the committee chair as soon as possible and at least forty-eight (48) hours before the scheduled meeting.
- b. Upon review of the above matters, the citizen advisory board shall make recommendations and identify concerns, if any, to the Board of Commissioners in writing.

GOVERNING BOARD:

- a. The Board of Commissioners will consider the citizen advisory committee's recommendations or concerns.
- b. Should any concerns remain unresolved after a response has been received, the Board of Commissioners may request that the matter be referred to the County Manager.
- c. To enhance trust between the Caswell County departments and the community, members of the citizen advisory board will:
 - If requested, assist any related Caswell County departments in achieving a greater understanding of the nature and causes of community issues, with an emphasis on improving relations between the department and the citizens.
 - Recommend methods to encourage and develop advisory boards.
 - Work throughout the community to gain relevant information about advisory board issues and communicate these with the Board of Commissioners and employees.

CHAIR, VICE CHAIR, AND SECRETARY SELECTION AND RESPONSIBILITIES:

The chair and any other officers of the citizen advisory board will be chosen by the advisory board for a one-year term.

All advisory board chairs and vice chairs shall be appointed members with at least one year remaining of their terms.

The chair and vice chair shall assume office when the board holds its first meeting of the calendar year. At the first citizen advisory board meeting upon assuming office, the chair shall present members with a copy of the citizen advisory board's charge, scope, membership roster and a copy of this policy.

- a. The CAB chair has the following duties as well as any other duties specified by state statute:
 - Calls all meetings.
 - Serves as presiding officer.
 - Serves as a voting member of the advisory board.
 - Assists any assigned county staff in developing the board meeting agenda.
 - Designates and dissolves subcommittees as needed, but the formation of any new subcommittees shall be reported to the County Manager and the Board of Commissioners
 - Appoints subcommittee chairs and members.
 - Works in consultation with any assigned department head or staff liaison
 - Carries out citizen advisory board assignments as required by the Board of Commissioners.
 - Conducts citizen advisory board meetings and presents a report of the proceedings and resulting motions for approval by the advisory board.
- b. The committee vice chair has the following duty:
 - Presides at citizen advisory board meetings in the absence of the chair.
- c. The committee secretary may be a role assigned to one member or rotated among several members. The Secretary has the following duties:

- Takes (or oversees) the taking of minutes for all board meetings.
- Submits minutes to the chair (or designated person) to be distributed to committee members in advance of CAB meetings.
- Assure that other records of the advisory board, including attendance records, are kept as directed by the Board of Commissioners.

Advisory boards may appoint an Executive Committee that includes the chair and vice chair or other designated members, if desired.

ACCOUNTABILITY & REPORTING:

Each advisory board will establish specific goals, objectives and measures based on the advisory board's mission and direction from the Board of Commissioners. The proposed goals and objectives will be submitted to the Board of Commissioners for review and approval. Progress towards goals and objectives will be reported annually to the Board of Commissioners and County Manager. The goals may include short term and long term steps and measures, but the intent is to identify measure of progress to report each year and/or barriers preventing the accomplishment of goals. The County Manager's Office will provide materials and/or training to assist advisory committees in developing and tracking specific goals, objectives, and measures.

Each advisory board should work with the Clerk to the Board's Office to establish a time on the agenda in July, August, or September of each year to make an annual report to the Board of Commissioners for the prior fiscal year. The presentation itself should not exceed fifteen (15) minutes plus time for questions. A copy of the annual report will be provided to the Board of Commissioners for review at least seven (7) days prior to the meeting where the report will be presented.

All recommendations or reports officially approved by a vote of the board shall be transmitted in writing in a timely manner to the County Manager who will forward to the Board of Commissioners. If there are opposing perspectives to the action or recommendation of the committee, the advisory board should provide a summary of the opposing viewpoints in its report to the Board of Commissioners.

4. MEETINGS:

In accordance with the North Carolina General Statutes, all meetings are open to the public as required by the Open Meetings Law. (NCGS 143-318.10)

The members of the citizen advisory board shall adopt rules and procedures relating to the operation of the committee, as needed. The citizen advisory board members shall determine the date, time, and place for each meeting as approved by the BOC.

- a. Regular Citizen Advisory Board and Subcommittee Meetings: The citizen advisory board convenes upon call of the chair and meets on a regular basis, at least four times a year. The meetings may be held in specified or various locations with the County. Subcommittee meeting dates will be set by the subcommittee chairs. Advisory boards are encouraged to schedule subcommittees in conjunction with citizen advisory board meetings, with a focus on convenience of members who must attend multiple meetings.
- b. Special Meetings: A majority of citizen advisory board members or the chair may call special meetings at any time for any specific business. Special meetings, such as appeals, are

- convened at a location selected by the chair.
- c. Emergency Meetings: A majority of citizen advisory board members or the chair may call a meeting in emergency circumstances by providing telephone notice to media outlets at least one hour prior to the meeting. An emergency situation includes a disaster that severely impairs the public's health or safety. In the event telephone services are not working, notice that the meeting occurred must be given as soon as possible after the meeting.
 - d. Meeting Notices: Notice of public citizen advisory board meetings and agenda shall be made available to all members and interested parties, and to any person who so requests, at least two calendar days in advance of the meeting by email and by posting on the county website. If a staff liaison is not assigned to the committee, dates of meeting for posting on the calendar should be sent to the Caswell County Webmaster.
 - e. All meetings should include a period of public input. The advisory board can adopt other rules as needed for the input period.
 - f. Agendas:
 - CAB chairs (and/or committee members) should submit agenda items to the designated person at least seven (7) calendar days prior to a scheduled meeting.
 - The agenda must provide a description of each item of business to be transacted or discussed so that interested members of the public will be capable of understanding the nature of each agenda item. As a general rule, only those items appearing on the agenda will be discussed or voted on. However, if an item is raised by a member of the public, the citizen advisory committee may accept testimony and discuss the item so long as no action is taken until a subsequent meeting. With the chair's agreement, any designated staff liaison will develop and distribute to each member an agenda listing the matters to be considered at upcoming citizen advisory board meetings. Also, so far as practical, copies of all written reports that are to be presented to the citizen advisory board for members' review will be included in this package at least five (5) calendar days before the meeting.
 - All meeting agendas should be posted on the county website and sent out as e-notice at least two (2) days in advance. If no staff liaison is assigned, the committee chair should send the agenda to the Caswell County Webmaster at least two (2) days prior to the meeting.
 - g. Minutes: The advisory board's secretary or other designated person will take minutes of all citizen advisory board meetings and approved by a vote of committee members. Once minutes are approved by the advisory committee, they should be posted on the Caswell County website on the committee's web page. If no assigned staff liaison is designated to handle this duty, approved minutes should be sent to the Caswell County Webmaster for posting within two (2) weeks of approval.
 - h. All recommendations and reports of the citizen advisory board, approved in the form of motions, shall be conveyed in writing exclusively to the Board of Commissioners for action. The chair should work with the County Manager to schedule a time on an upcoming Board of Commissioners meeting for the presentation of the recommendations or reports. Approved motions are forwarded to the Board of Commissioners for consideration, approval, or denial. Outcomes are reported back to the citizen advisory committee.

5. SUBCOMMITTEES:

Subcommittees may be formed by the citizen advisory board to research and make recommendations on special issues or areas in order to carry out the duties of the citizen advisory board. All subcommittees shall be reviewed on an annual basis by the advisory boards to determine continued need and realignment with the priorities of the citizen advisory board.

- a. Subcommittees are ad hoc and temporary in nature. Approved ad hoc subcommittees must have documented goals, deliverables, and a timeline, and the subcommittee will cease to meet when these are satisfied.

- b. Subcommittees Formation and Operation:

A subcommittee can be formed only by the chair of the advisory committee upon notification of the County Manager and the Board of Commissioners.

Subcommittees shall operate as specified:

- Voting members must be clearly identified.
- A member of the subcommittee shall take responsibility for assigning a note taker and for reporting to the full citizen advisory board the subcommittee's progress toward its stated objectives, including dissenting viewpoints.
- Subcommittees shall operate by majority vote.
- Subcommittees may request a technical representative to be approved by the County Manager and any related Department Heads.
- Subcommittees shall operate openly as defined by state laws and local policies.
- Membership on subcommittees shall be voluntary (unpaid) unless policy dictates otherwise.

6. QUORUM:

A quorum for a meeting of citizen advisory board shall consist of one more than half the voting members, excluding vacant voting positions and members who are disqualified from voting due to a conflict of interest.

7. VOTING:

Decisions are reached by a simple majority vote unless otherwise required by law. All voting will be conducted in open meetings, except when in closed session as defined in the North Carolina Opening Meetings Law. No issues can be voted upon unless a quorum is present. Unless statutes specify otherwise, the following applies:

- a. Only appointed members can vote at advisory board meetings. Appointed members shall not delegate their vote to another member.
- b. Board members holding non-voting seats will not vote in any circumstances.
- c. The chair of the advisory board will vote on committee issues except in cases of conflicts of interest.
- d. Voting by proxy is not allowed.
- e. No qualified member shall abstain from voting unless there is a clear conflict of interest. The County Manager shall be consulted if there is any question about potential conflicts.

8. AUTHORIZED REPRESENTATIVE

The chairs of advisory boards are the official representative of the boards during presentations or comments at public events, including meetings or hearings of the Board of Commissioners. The chairs may designate another committee member to fill this role if needed or also may ask the County Manager, staff liaison or a Department Head to do so.

9. COMPENSATION & TRAVEL

Voting members of the citizen advisory committees are not employees of Caswell County. Appointed advisory board members shall receive no compensation or employee benefits for their services. Caswell County does not provide travel expenses without advance approval of the Board of Commissioners.

10. LIMITATION OR POWERS

Committees shall operate within the charge given by the Board of Commissioners and in compliance with state statutes and county ordinances.

Nothing contained in this statement of policy and procedures shall be construed to be in conflict with any state law or Caswell County ordinance. Should there be an appearance of conflict, the appropriate state law or Caswell County ordinance shall prevail.

Neither the citizen advisory board, not any member thereof, shall:

- Incur County expense or obligate the County in any manner.
- Release any written or oral report of any board activity to any individual or body other than the Caswell County Board of Commissioners or the County Manager. Caswell County will issue any press releases related to any reports from the advisory boards, in consultation with the committee chair.
- Independently investigate citizen complaints against a County department or any employee of that department.
- Conduct any activity that might constitute or be construed as an official government review of departmental or employee actions.
- Conduct any activity that might constitute or be construed as establishment of County or department policy.
- Violate the confidentiality of any information related to matters involving pending or forthcoming civil or criminal litigation.

Matters pertaining to discipline of advisory committee members will be the sole responsibility of the Caswell County Board of Commissioners and not the citizen advisory committee. The activities of the citizen advisory committee shall, at all times, be conducted in accordance with all federal, state, and local laws.



Caswell County Volunteer Application for Boards and Committees

This application is a public document

If you work or live in Caswell County, at least 18 yrs old, and willing to volunteer your time and expertise to your community, you may apply to serve on an advisory board by completing this form online or download it and mail to:

Caswell County Administration
Attn: Carla Smith
P.O. Box 98
144 Court Square
Yanceyville, NC 27379

Email: csmith@caswellcountync.gov

Name: Darrell E. Freeland Jr.

Home Address: 109 Sweet Gum Hunting Club Rd.

City: Medcoe Zip Code: 27302

Phone: (336) 260-1242 Email: drefreelandjr@gmail.com

Place of Employment: Business Owner

Please list any County Boards you currently serve on: N/A

Please list the Boards/ Commissions on which you wish to serve. Please indicate your preference by prioritizing your selection: first choice being "A" and so on.

A. Library Advisory Board B. Hunting and Wildlife C. Planning Board

Why do you wish to serve on these boards?

To ensure a more prosperous future for generations to come; from
literature, environment and the ordinances that govern the former.
Anything less would be un-patriotic, christian and mean of me.

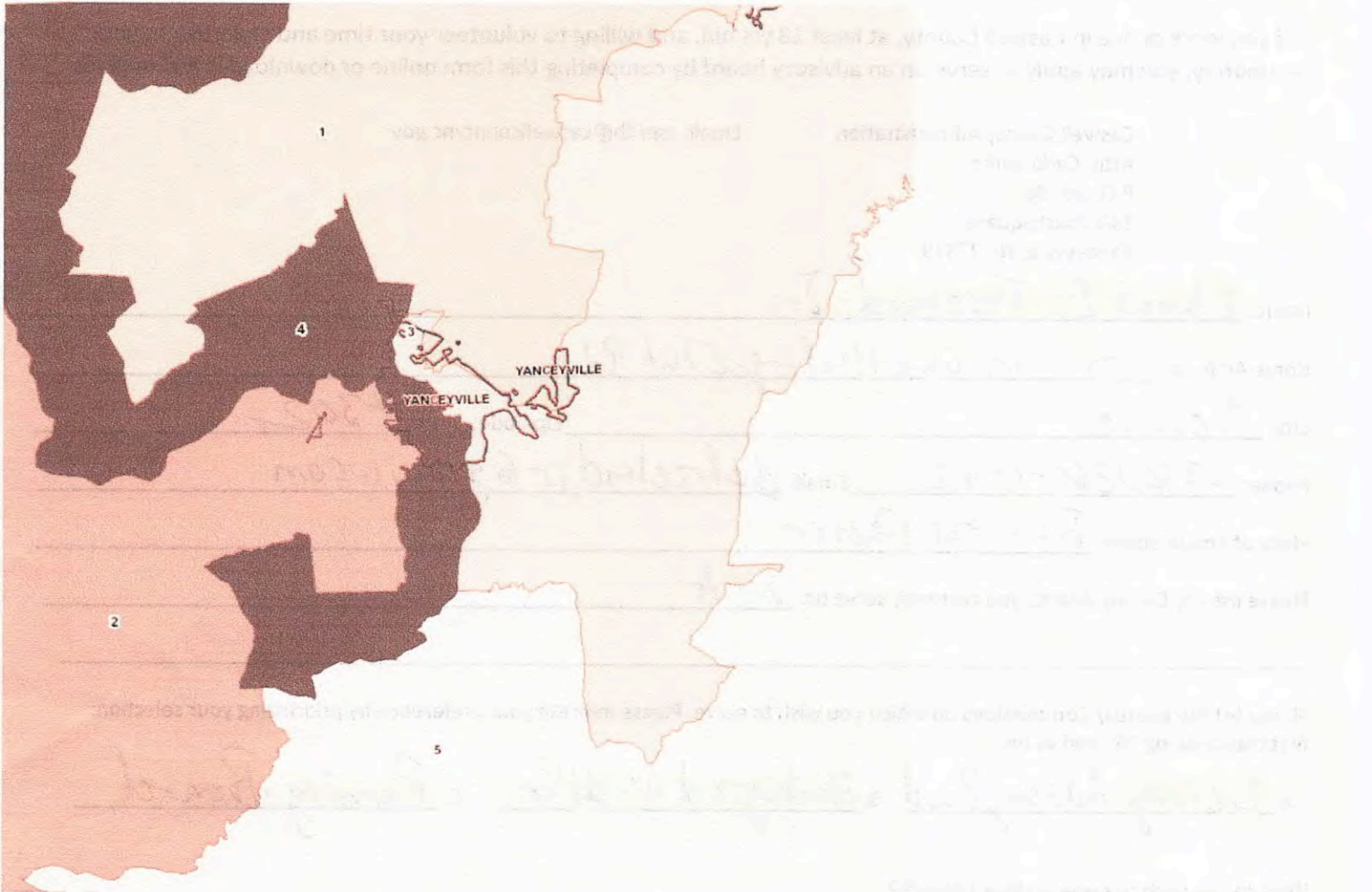
Please describe background, education, and abilities that qualify you for these boards:

I hold a MPA w/emphasis government efficiency from Colorado Christian
University; BSBA in Business Admin & Law and minor Finance, Lifeline
hunter and conservationist and

Do you have any personal or business interest that could create a conflict of interest (either real or perceived) if you are appointed to this board? Yes ____ No ☒ If yes please explain:

Which Board of Commissioners district do you live in? You can use the map on below to identify your district.

District 1 ____ District 2 ____ District 3 ☒ District 4 ____ District 5 ____ Not Sure ____ NA ____



Demographic Information (Optional)

We ask your help in assuring diversity of membership by answering the following questions:

Male ☒ Female ____

Age Range: 18-34 ☒ 35-59 ____ 60+ ____

Ethnic background:

Asian ____ Black/African American ☒ Hispanic ____ Native American ____ White ____ Other ____

How did you become aware of these volunteer opportunities? Check all that apply

County Web Page ____ Newspaper ____ Radio ____ Current Volunteer ____ Other ☒

Spoke w/ Patrick Fitzgerald expressing interest in helping the library collection at NC Com
Thames Sowell



Caswell County Volunteer Application for Boards and Committees

This application is a public document

If you work or live in Caswell County, at least 18 yrs old, and willing to volunteer your time and expertise to your community, you may apply to serve on an advisory board by completing this form online or download it and mail to:

Caswell County Administration
Attn: Carla Smith
P.O. Box 98
144 Court Square
Yanceyville, NC 27379

Email: csmith@caswellcountync.gov

Name: Bryan Singleton _____

Home Address: 3081 Hodges Dairy Road _____

City: Yanceyville, NC _____ Zip Code: 27379 _____

Phone: 336-514-1111 _____ Email: bryan.singleton@ncagr.gov _____

Place of Employment: NC. Forest Service Caswell County Ranger _____

Please list any County Boards you currently serve on: Agriculture Advisory Committee _____

Please list the Boards/ Commissions on which you wish to serve. Please indicate your preference by prioritizing your selection: first choice being "A" and so on.

Planning Board _____ B. _____ C. _____

Why do you wish to serve on these boards?

To better serve the citizens of Caswell and bring a forest management component into the future planning and development for landowners in the county _____

Please describe background, education, and abilities that qualify you for these boards:

I have served the citizens of Caswell for 22 years as Caswell as Caswell County ranger with the NC Forest Service. We give recommendations on how to best manage woodlands _____

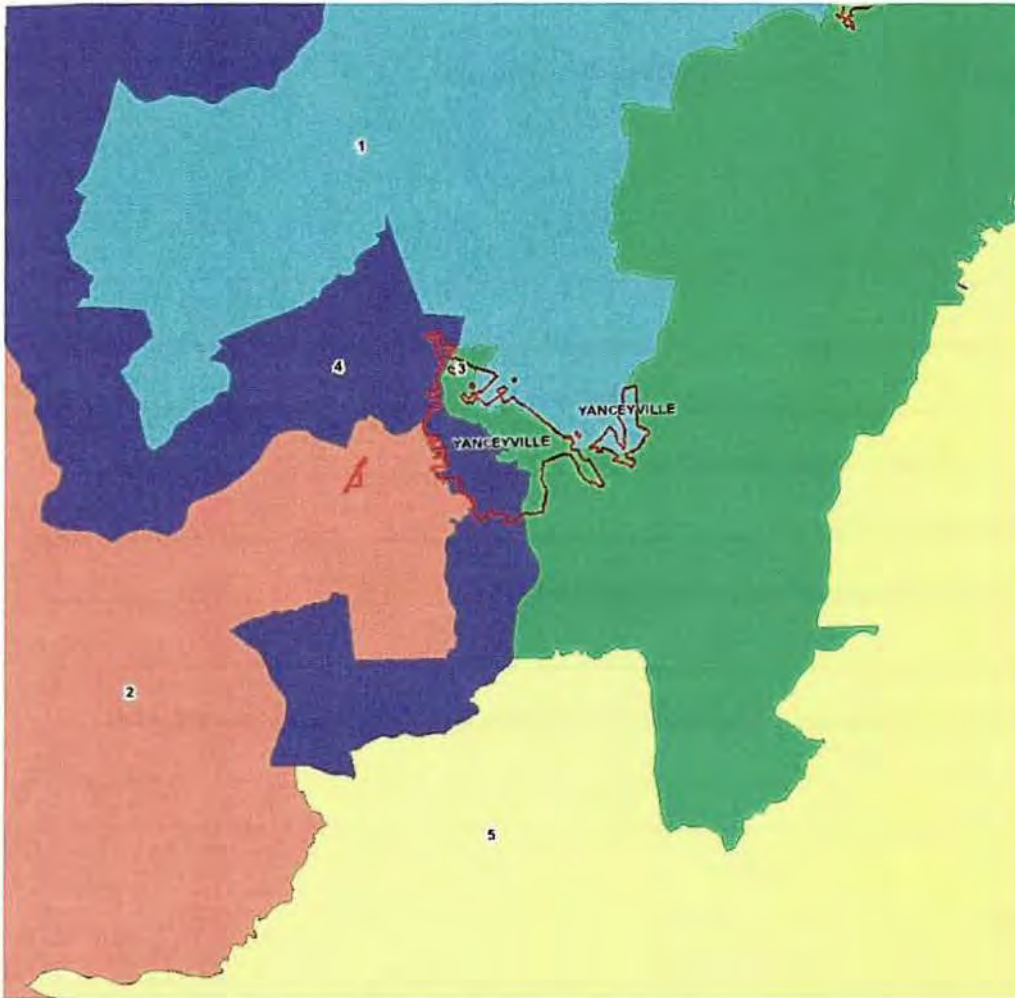
That in turn provides landowners with more actively growing timber that increase future income and provides better wildlife habitat _____

Do you have any personal or business interest that could create a conflict of interest (either real or perceived) if you are appointed to this board? Yes ____ No ☒ If yes please explain:

Which Board of Commissioners district do you live in? You can use the map on below to identify your district.

District 1 ____ District 2 ____ District 3 ____ District 4 ____ District 5 ____ Not Sure ____ NA ____

X



Demographic Information (Optional)

We ask your help in assuring diversity of membership by answering the following questions:

Male ☒ Female ____

Age Range: 18-34 ____ 35-59 ☒ 60+ ____

Ethnic background:

Asian ____ Black/African American ____ Hispanic ____ Native American ____ White ☒ Other ____



agenda item 16

meeting date: October 6, 2025

topic: ABC Board—Jon Crispin, Randy Poole (1 position, 2 applicants)

attachment(s):

- ABC Board roster
- (see Citizen Advisory Board Policy-4-20-20 within agenda item 15)
- Jon Crispin application (would be a re-appointment)
- Randy Poole application (would be a new member)

fiscal impact: n/a

staff comments or recommendation: Please review closely.

suggested action or motion: Committee/Board appointments are at the BOC's discretion.

notes:

ABC BOARD

Meets 3rd Wednesday of each month – 9:00am, ABC Office

Serve 3-year term (“*The Caswell County Board of Commissioners appoints three* individuals to serve on the ABC Board for a term of three years, with one term expiring each year.*”)

**Per Chair Tony Mitchell, board historically had 3 members. County Clerk at the time made a mistake and Keith Tatum was presented and voted in, then Graham Dailey (who had come off) was reinstated by the BOC to make 5 members because 4 members could result in tie votes.*

Tony L. Mitchell, Chairman 175 High Rock School Road Blanch, NC 27212	336-234-0096 434-203-2224	term ends: 9-30-26

Graham Dailey 3122 Blanch Road Blanch, NC 27212	336-694-6884	term ends: 10-31-27

Jon A. Crispin 6116 Blanch Road Blanch, NC 27212	336-234-8222 704-936-7860	term ends: 9-30-25

C. Keith Tatum 646 Kimbro Rd Blanch, NC 27212	336-694-3134	term ends: 6-30-2027

Wayne Barker 16631 NC Hwy 119 N Semora, NC 27343	336-234-7346	term ends: 10-31-2027

Clerk's Office Use Only

Rec'd Date _____

By: _____



Caswell County Volunteer Application for Boards and Committees

This application is a public document

If you work or live in Caswell County, at least 18 yrs old, and willing to volunteer your time and expertise to your community, you may apply to serve on an advisory board by completing this form online or download it and mail to:

Caswell County Manager's Office
 Attn: County Manager & Clerk to the Board Scott Whitaker
 Address: PO Box 98, 144 Court Square, Yanceyville, NC 27379
 Email: swhitaker@caswellcountync.gov

Name: Jon A. Crispin

Home Address: 6116 Blanch Road

City: Blanch Zip Code: 27212

Phone: 7049367860 Email: crispinjac@cs.com

Place of Employment: Columbia Southern University

Please list any County Boards you currently serve on: ABC Board

Please list the Boards/ Commissions on which you wish to serve. Please indicate your preference by prioritizing your selection: first choice being "A" and so on.

A. ABC Board B. _____ C. _____

Why do you wish to serve on these boards?

I am currently on the ABC Board and wish to renew my term and continue serving.

Please describe background, education, and abilities that qualify you for these boards:

I am currently employed as a Graduate Faculty Member teaching MBA courses for my university and
am an adjunct faculty member for other Universities such as Averett University
Strayer University, and The Jack Welch Management Institute

Do you have any personal or business interest that could create a conflict of interest (either real or perceived) if you are appointed to this board? Yes ☐ No ☒ If yes please explain:

Which Board of Commissioners district do you live in? You can use the map on below to identify your district.

District 1 ☒ District 2 ☐ District 3 ☐ District 4 ☐ District 5 ☐ Not Sure ☐ NA ☐



Demographic Information (Optional)

We ask your help in assuring diversity of membership by answering the following questions:

Male ☒ Female ☐

Age Range: 18-34 ☐ 35-59 ☐ 60+ ☒

Ethnic background:

Asian ☐ Black/African American ☐ Hispanic ☐ Native American ☐ White ☒ Other ☐

How did you become aware of these volunteer opportunities? Check all that apply

County Web Page ☐ Newspaper ☐ Radio ☒ Current Volunteer ☐ Other ☐

**Caswell County Volunteer Application for Boards and Committees****This application is a public document**

If you work or live in Caswell County, at least 18 yrs old, and willing to volunteer your time and expertise to your community, you may apply to serve on an advisory board by completing this form online or download it and mail to:

Caswell County Manager's Office
Attn: County Manager & Clerk to the Board Scott Whitaker
Address: PO Box 98, 144 Court Square, Yanceyville, NC 27379
Email: swhitaker@caswellcountync.gov

Name: RANDY SHIELDS POOLEHome Address: 596 JONES ROADCity: SELHAM, NORTH CAROLINA Zip Code: 27311Phone: 336-514-5920 Email: randy.pools5920@gmail.comPlace of Employment: RETIREDPlease list any County Boards you currently serve on: NONE

Please list the Boards/ Commissions on which you wish to serve. Please indicate your preference by prioritizing your selection: first choice being "A" and so on.

A. ABC BOARD B. _____ C. _____

Why do you wish to serve on these boards?

Having worked for 8 yrs. as sales clerk at 3 of the 4 County ABC stores, I feel I have the experience to help the county stores to continue to run efficiently

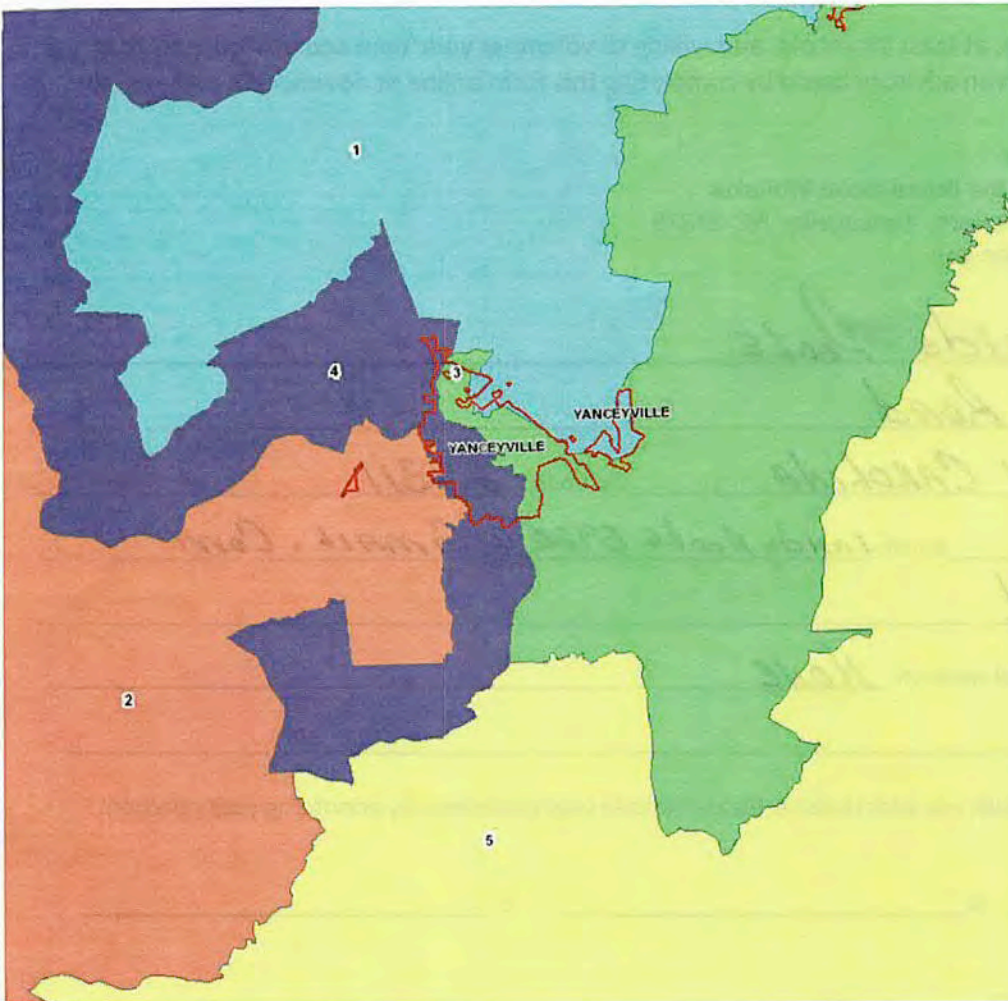
Please describe background, education, and abilities that qualify you for these boards:

High school diploma, worked and retired from Honda Mfg. in Mexico, N.C. for 20 yrs. Here I learned computer skills and 12 yrs. in O.C. dept.

Do you have any personal or business interest that could create a conflict of interest (either real or perceived) if you are appointed to this board? Yes ☐ No ☒ If yes please explain:

Which Board of Commissioners district do you live in? You can use the map on below to identify your district.

District 1 ☐ District 2 ☐ District 3 ☒ District 4 ☐ District 5 ☐ Not Sure ☐ NA ☐



Demographic Information (Optional)

We ask your help in assuring diversity of membership by answering the following questions:

Male ☒ Female ☐

Age Range: 18-34 ☐ 35-59 ☐ 60+ ☒

Ethnic background:

Asian ☐ Black/African American ☐ Hispanic ☐ Native American ☐ White ☒ Other ☐

How did you become aware of these volunteer opportunities? Check all that apply

County Web Page ☐ Newspaper ☐ Radio ☐ Current Volunteer ☐ Other ☒



agenda item 17

meeting date: October 6, 2025

topic: Library Board—Cynthia Claiborne

attachment(s):

- Library Board roster
- (see Citizen Advisory Board Policy-4-20-20 within agenda item 15)
- Cynthia Claiborne application (would be a new member)

fiscal impact: n/a

staff comments or recommendation: Please review closely.

suggested action or motion: Committee/Board appointments are at the BOC's discretion.

notes:

LIBRARY ADVISORY BOARD

Meets quarterly the third Tuesday of the month (January, April, July, October) at 3:30pm
Gunn Memorial Library
7 voting members who serve 3-year term

Sara Broadwell 3747 County Home Road Blanch, NC 27212	336-459-6313 sgbroadwell@gmail.com	term ends: 6-30-28
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Commissioner Tony Smith (<i>non-voting</i>) 1104 Caswell Pines Clubhouse Dr. Blanch, NC 27311	(336) 514-9369 tsmith@caswellcountync.gov	term ends: 6-30-28
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Cliff Matkins (Chairman) 37 Clear Springs Circle Blanch, NC 27212	336-514-2352 cmatkins777@gmail.com	term ends: 6-30-28
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Gina Watlington 561 Caswell Pines Clubhouse Dr. Blanch, NC 27212	336-514-1982 gwatlington@hotmail.com	term ends: 8-4-28
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Darrell Freeland (Vice Chairman) 109 Sweet Gum Hunting Club Rd. Mebane, NC 27302	336-260-1242 defreelandjr@gmail.com	term ends: 8-18-28
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Clerk's Office Use Only 079

Rec'd Date _____

By: _____

Caswell County Volunteer Application
for Citizen Boards, Committees, Commissions, and Councils
(This application is a public document and subject to public records requests.)

If you work or live in Caswell County, you're at least 18 years old, and willing to volunteer your time and expertise, you may apply to serve on an board (most are advisory) by completing this form. You may complete it electronically or download it, mail it, or deliver it in person to:

Caswell County Manager's Office

attn: County Manager & Clerk to the Board Scott Whitaker

address: PO Box 98, 144 Court Square, Yanceyville, NC 27379

email: swhitaker@caswellcountync.gov

Name: Cynthia B. Claiborne

Home Address: 181 Park Avenue

City: Yanceyville Zip Code: 27379

Phone: 336 514 5690 Email: claibornecynthia@yahoo.com

Place of Employment: Retired P/T Carolina Enhancement Services

Please list any County Boards you currently serve on: Senior Advisory Board JC PC
NAMI EPIC Caswell and Health Collaborative

Please list the Boards/ Commissions on which you wish to serve. Please indicate your preference by prioritizing your selection: first choice being "A" and so on.

A. Library Advisory Board B. _____ C. _____

Why do you wish to serve on these boards?

I want to serve on the Library Advisory Board because I feel that I can make a tangible difference in services and programs to positively impact the community of Caswell Co.

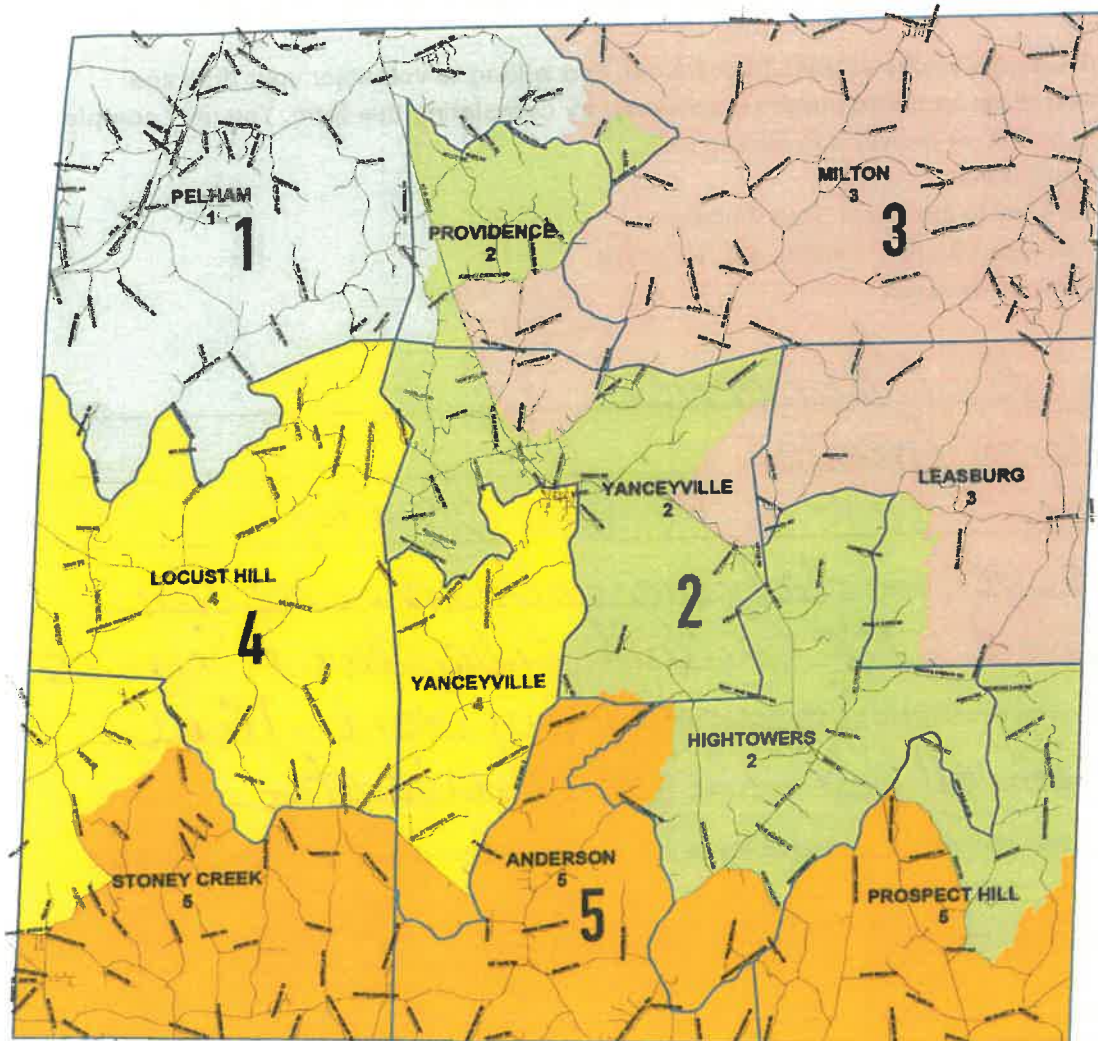
Please describe background, education, and abilities that particularly qualify you for these boards:

I have 20yrs of work experience in Caswell Co. 13 of which was with Piedmont Community College. I have a BA in Psychology and other certificates and awards. I want to serve the citizens of Caswell Co.

Do you have any personal or business interest that could create a conflict of interest (either real or perceived) if you are appointed to this board? Yes ☐ No ☒ If yes please explain:

Which Commissioner's district do you live in (Districts 1–5)? You can use the map on below to identify your district.

District 1 ☐ District 2 ☐ District 3 ☐ District 4 ☐ District 5 ☒ Not Sure ☐ N/A ☐



Demographic Information (optional)

We ask your help in assessing diversity of membership by answering the following questions:

Male ☐ Female ☒

Age Range: 18-34 ☐ 35-59 ☐ 60+ ☒

Ethnic background:

Asian ☐ Black/African American ☒ Hispanic ☐ Native American ☐ White ☐ Other ☐

How did you become aware of these volunteer opportunities? Check all that apply

County Web Page ☐ Newspaper ☐ Radio ☐ Current Volunteer ☒ Other ☐



agenda item 18

meeting date: October 6, 2025

topic: Jury Commission—Ethel Gwynn

attachment(s):

- Jury Commission roster
- Jury Commission memo from Clerk of Court John Satterfield (would be a re-appointment)
- (see Citizen Advisory Board Policy-4-20-20 within agenda item 15)

fiscal impact: n/a

staff comments or recommendation: Please review closely.

suggested action or motion: Committee/Board appointments are at the BOC's discretion.

notes:

JURY COMMISSION

Meets of each month – time?

Serve 2-year terms

Ethel Gwynn
5096 Allison Road
Pelham, NC 27311

336-694-6744
gwynn.ethel@yahoo.com

term ends: 6-30-25
(*BOC appoints*)

Lynn Massey
308 Byrd Sawmill Road
Burlington, NC 27217

336-421-5434
336-213-4452

term ends: 6-30-25
(*J. Satterfield appoints*)

Dianne Moorefield
828 Caswell Pines Clubhouse Drive
Blanch, NC 27212

336-514-0472
dmoorefield@caswellcountync.gov

term ends: 6-30-25
(*Super Ct Judge appoints*)

Jury Commission for Caswell County

- **Term length:** 2 years (starting July 1, 2025)
- **Number of members:** 3 (1 Board of Commissioners appointment, 1 Clerk of Superior Court appointment, 1 Senior Resident Superior Court Judge appointment)

The duties of the Jury Commission include:

- Selecting the jury lists for a two-year period for jurors to serve in the Superior and District Courts for Caswell County
- Preparing the jury list from designated sources
- Determining that prospective jurors are qualified to serve; preparing and delivering the jury list
- Generally performing these duties between October 1 and September 30 of each biennial year.

Jury lists must be prepared 30 days prior to January 1 of each biennial year.

Members must be qualified voters of the County and can serve unlimited terms per NCGS Ch. 9-1 for this Commission. The Jury Commission generally meets 3-4 times each biennium.

The compensation of commissioners shall be fixed by the board of county commissioners, and shall be paid from the general fund of the county. All expenses necessary to carry out the provisions of Chapter 9 of the NC General Statutes and to administer the jury system, including all data processing, document processing, supplies, postage, and other similar expenses, except as otherwise provided in this Chapter, shall be paid from the general fund of the county, except that the clerk of superior court shall furnish clerical or other personnel assistance, as the commission may reasonably require.