


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 | Regular Meeting | July 21, 2025, 6:30pm, 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 7/7/25
5. Announcements and recognitions
6. Public comments* *(limited to 3 minutes per speaker)*

Report:

7. Financial report *(no action needed)*

Discussion items:
(County Manager Whitaker)

8. Reimbursement resolution—UHF radio equipment, ambulance, ambulance chassis replacement/remount

Action items:
(County Manager Whitaker)

9. Sheriff's Office training facility and firing range—policy and procedure changes
10. K&B Consulting economic development contract
11. FY25–26 budget amendment #1—HR Specialist position
12. Creation of economic development capital reserve fund (\$100K from Firebird/Cherokee sale)
13. FY25–26 budget amendment #2—Pellam Industrial Park access road construction
14. Formation of new Caswell Safety Committee

Reports, updates, or comments:

15. Manager
16. Attorney
17. Commissioners

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

18. July 22, 1pm: Planning Board meeting (as needed), Gunn Memorial Public Library
19. July 24, 31, 4pm–6:30pm: Farmers Market, 158 E. Church St.
20. August 4, 5pm: Board of Commissioners meeting, historic courthouse
21. August 5, 5pm–9pm: National Night Out, Parks and Rec facility, 228 County Park Rd.
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

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- * **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 Tuesday 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.



AGENDA ITEM 4B

COVER SHEET

Caswell County Board of Commissioners

meeting date: July 21, 2025

topic: Open session minutes for 7/7/25

attachment(s): Open session minutes for 7/7 (prepared externally by Michelle Parker)

fiscal impact: (n/a)

staff comments or recommendation: (n/a)

suggested action or motion: Approval as part of the Consent Agenda.

notes:



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BOC MINUTES | Work Session Meeting | July 7, 2025, 5:00pm, 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 Work Session meeting scheduled on Monday, 7/7/25, at 5:00pm 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 6/16/25 and 5/28/2025 and 6/2/25 budget sessions. A motion was made by Commissioner Smith and seconded by Commissioner Ingram to approve the Work Session agenda and minutes. Commissioner Claggett noted inaccuracies to 6/16/25 minutes and stated that on page 4, Ms. Sharpe responded to his question and not the Deputy County Manager. On page 7, under Commissioner Comments, it should read "consensus results."

A motion was made by Commissioner Smith and seconded by Commissioner Ingram to approve the Work Session agenda and minutes as corrected. The motion carried unanimously.

Recognitions: Vice Chair Rose recognized first responders and NCDOT for doing an excellent job responding to all the flooding across the County. There were five roads that sustained severe damage, but fortunately there were no fatalities. Commissioner Smith acknowledged that 60,000 square feet of steel building had been delivered to Pelham Industrial Park. Chairman Yarbrough echoed Vice Chair Rose's comments regarding the work of first responders.

Public comments:

Kyle Warren-Love, Caswell resident and Caswell Chapter Coordinator for the Health Collaborative, spoke on behalf of the Caswell Community Council and invited everyone to participate in National Night Out 8/5, 5pm–9pm at Caswell County Parks and Recreation Center in Yanceyville. The purpose of the free event is to encourage community partnership with first responders. He extended an invitation to the Commissioners to participate in the dunking booth event.

Action Items:

Public hearing re: Solid Waste Ordinance amendment: Manager Whitaker recapped the discussions held during the Budget Workshop. A.J. Fuqua, Solid Waste Director, was present to answer questions. A motion was made by Vice Chair Rose and seconded by Commissioner Smith to open the public hearing. No one was present for comments or discussion. Commissioner Holt asked if anyone discussed taking legal actions if the Ordinance

amendments are passed. Attorney Johnston replied that it was his understanding that prior issues were resolved between the Town Manager and the County Manager. Manager Whitaker concurred. Director Fuqua spoke about the availability fee that everyone will now pay. Multi-family units will pay per lot or dwelling for availability fee. There is a disposal fee exemption process included in the packet for review. Items must be approved before being accepted at the landfill. Paid contractors must provide a list to the County. If a hauler does not provide a list, they cannot operate.

A motion was made by Commissioner Claggett and seconded by Vice Chair Rose to close the public hearing and return to regular session. A motion was made by Smith and seconded by Commissioner Ingram to approve the Solid Waste Ordinance revisions to Chapter 26 of the Caswell County, NC Code of Ordinances as presented. The motion carried unanimously.

Dept. of Juvenile Justice probation lease (339 Wall St., rooms 405 and 406): Manager Whitaker stated that General Statutes require counties to provide space for probation officers. The two offices being considered are located at Guilford Mills and would be a continuation lease for three years. Attorney Johnston addressed paragraph 8 of the lease agreement which reads "Lessor shall be liable to Lessee for any loss or damages suffered by Lessee which are a direct result of the failure of Lessor to perform an act required by this lease, and provided that Lessor could reasonably have complied with said requirement." He would like to see language that addresses if the Lessee causes loss or damage to the County, the Lessee will be responsible for said loss or damage. He was concerned about protecting the County in case of damage. Commissioner Holt asked if money was requested for repairs to elevators? No one recalled. He questioned why the County is making repairs if leasing the building. Manager Whitaker clarified that there were two rooms in the building. Attorney Johnston stated that the County is required to provide accommodations and provide them at the County's expense. Manager Whitaker noted that the items were included in the adopted budget.

A motion was made by Commissioner Totten and seconded by Vice Chair Rose to approve the lease with the recommended changes by the Attorney. The motion carried unanimously. Staff will bring the item back if the changes are not accepted.

NCACC Annual Conference voting delegates: Manager Whitaker spoke about the August NCACC annual conference. Commissioners Smith, Ingram, Manager Whitaker, and Deputy Manager Williamson will attend. Commissioner Smith stated that he and Commissioner Ingram discussed the matter and Commissioner Smith would be the single voting delegate and Commissioner Ingram would serve as alternate.

A motion was made by Vice Chair Rose and seconded by Commissioner Totten to approve Commissioner Smith as the voting delegate and Commissioner Ingram will be the alternate. The motion carried unanimously.

Support letter for Milton's SEID Grant for water improvements: Manager Whitaker stated that the Town of Milton wants to install a secondary well pump house and upgrades to their existing water lines. Milton is seeking a grant thru the Southeast Crescent Regional Commission. It is called the Strengthening Economic Infrastructure and Development (SEID) grant. The Town of Milton has requested a letter of support. Manager Whitaker referenced the drafted letter included in packet for the Board's consideration.

A motion was made by Commissioner Smith and seconded by Commissioner Ingram to approve the drafted letter in support of the Town of Milton's water improvements and SEID grant application. The motion carried unanimously.

Discussion Items:

Enbridge pipeline project (T-15 Reliability Project)—access road and easements: Manager Whitaker introduced the item. The pipeline project is getting closer to activity. The topic concerns access roads and easements just inside County landfill. Enbridge is asking for an extension of the pipeline with permission to construct a permanent access road from Foster Road to Highway 86N.

Enbridge made an initial financial offer for the proposed access. There will need to be some improvements made including gate access in key locations at the landfill. Manager Whitaker indicated there is room for negotiation on the initial offer. He wanted to introduce the topic at this meeting with visuals of where the proposed road would be located. The Manager noted that there are benefits to having the road to allow landfill staff to monitor both sides of the pipeline. It would also serve as a secondary fire break in helping to protect neighboring properties if there were a brush fire. It will also facilitate inconveniences for landfill staff and the public during construction. An Enbridge representative will be present at the next meeting to answer questions.

Commissioner Smith asked if the road would be paved or compacted gravel. Director Fuqua indicated that it will not be paved but will be crusher run or railroad rocks. Commissioner Holt asked if Enbridge was buying the right of way? Manager Whitaker responded that it would be a purchase and not a lease. Commissioner Holt also asked what that would do to the area of road below Highway 86. Director Fuqua stated that the access road will come off landfill road around the area where the compactor is located. It will not cut off any County access to recycling or the County impound lot. The County currently owns land on both sides of the pipeline. Enbridge will enter behind the compactor so there is no interruption to public operations. Vice Chair Rose commented that he would like to see upgrades to the gates at no cost to the County. He would also like to see the entrance gate be automated. County staff would not have to be on site after hours. Director Fuqua shared that the proposal was for half of the gates to be coded, and the other half would be manual. The second gate would be push-button for entrance and an electronic eye for exit. Once the gate is moved, there will be wire along the wood side to keep out unauthorized entrances.

Chairman Yarbrough questioned who would be responsible for road maintenance. Director Fuqua replied that it would need to be included in the contract. Commissioner Smith asked for the width of the existing easement for the pipeline. The existing easement is 50' and the request is for an additional 75'. Attorney Johnston commented on Commissioner's Holt's concern. There is a paragraph in the easement that is entitled Grantor's Reservation Rights. It states that "Grantor reserves the right to use the property and easement area for all purposes that do not unreasonably interfere with the rights granted herein and that are not inconsistent with rules and regulations of the North Carolina Utilities Commission." Director Fuqua commented that Enbridge has been very cooperative thus far. A second gate will be constructed at the pipeline that will be double locked—one key for the County and a universal lock used by Enbridge.

Sheriff's Office training facility and firing range—MOU changes: Manager Whitaker reminded everyone that the item was approved at last meeting. The Sheriff's Office indicated the desire to have a different MOU and SOP; and the County Attorney has reviewed the Sheriff's MOU and has proposed some changes. Attorney Johnston stated that the Sheriff's Department was not comfortable with asking officers to sign a waiver because they were on a firing range. The Sheriff's Department contends that training is in the line of duty and officers are covered by County Insurance and should be covered while using the firing range for training. Questions posed to the insurance underwriter included whether the facility and County officers participating in training are covered under the County's current insurance policy while using the firing range? If the Sheriff's Department allowed outside agencies to use the firing range, would they need to sign a liability waiver or agreement to ensure the County is not held responsible for any incidents or injuries that may occur during their use? The response received from the senior underwriter indicated that the use of the firing range by deputies for training would be covered under the County's insurance policy. A waiver may be a good idea for use by outside private entities. Workers' compensation would be excluded for outside entities. There may be some liability coverage available depending on the nature of the claim or loss.

In analyzing the original approved MOU compared with the one proposed by the Sheriff's Office, the language is similar to the original MOU. The Attorney would like to see language that requires communication between the Sheriff's Office and County Manager in case of a safety incident or injury at the firing range and to know what is occurring on County property. Manager Whitaker interjected that he was not interested in micromanaging the Sheriff's Office, but it would be good to know when Sheriff's office was using the range. Attorney Johnston stated that he had no problems with the Sheriff's MOU, but it was prudent for there to be communication between the Sheriff and County Manager. Attorney Johnston stated that language in the Sheriff's proposed policy mirrors the original agreement. The Board can approve both documents with a single motion.

Commissioner Smith questioned the 65 max decibel level not being included in the MOU. Attorney Johnston started that it was not voted on in the final motion. Commissioner Holt questioned other departments having access. The

Attorney stated that this MOU would only apply to Caswell County Sheriff's Office employees. Commissioner Ingram clarified that when Caswell County uses another range, there is no waiver, but if an incident occurs, that follows the officers. If someone comes from another department to use the Caswell range, their county handles what happens. Attorney Johnston read Section 3 paragraph (e) of the proposed MOU stated that the facility would only be used by Caswell County Sheriff's Department and shall not be intended for use by the general public. The Attorney recalled that if the Sheriff ever wanted to allow external agencies, it would be brought back to the Board for approval. Vice Chair Rose concurred with the Attorney's recollection. Commissioner Smith expressed concern about the inclusion of decibel readings being included in MOU. The Planning Director indicated that the highest decibel reading was 58 without any vegetation.

A motion was made by Commissioner Smith and seconded by Commissioner Ingram to approve the Sheriff's MOU and policies with changes recommended by the County Attorney regarding communication with the County Manager; and the inclusion of a 65 maximum decibel reading. The motion carried unanimously.

Animal Protection Society (APS) Animal Control shelter contract: Manager Whitaker stated that the County has not maintained a contract for animal shelter services but has maintained a good working relationship with Animal Protection Society for those services. The desire now is to put a formal contract in place. Late last year, APS notified the County that they would not be able to provide the level of shelter services that they had been providing at the same County allocation. Last budget year, the APS allocation was \$174,125 that was paid monthly. APS proposed moving that amount to \$305,000. The County supported \$225,000 which was approved in the budget—less than what was originally proposed.

The Manager and Attorney have been in deliberations with the APS Board and having meetings with APS Attorney about a formalized contract. Work continues a draft contract, and the Manager hopes to have a draft at the 7/21 meeting for consideration. There are multiple issues being discussed with the APS Board and will be forwarded to the Board. The Chair stated that he did not feel the Board wanted to spend more than the \$225,000. He added that he felt the Board should not get involved in negotiations at this point. Vice Chair Rose referenced an email that talked about the loss of grants if the euthanasia rates increased. He asked what grants APS gets and how much are they. Manager Whitaker will ask for more details on the grants. The Manager indicated that the minutes were incorrect that five animals are euthanized a year. Commissioner Totten asked what the biggest expense of operations is. Manager Whitaker will ask about the grants and forward financials from last year. It was noted that there have been 20 years since the County has had a formal contract.

K&B Consulting economic development contract: Manager Whitaker spoke about the Board's decision to contract for Economic Development assistance. Ken Bowman (K&B Consulting) serves on the Pennsylvania Board of Supervisors in Virginia. The Manager shared highlights from Mr. Bowman regarding his credentials. He asked for anything specific that the Board would like to see in a contract. Attorney Johnston and the Manager are currently working on a draft contract. Attorney Johnston noted that one of the issues is under compensation. The original contract proposed 20 hours per week up to 40 hours. The attorney proposed a minimum of 10 hours per week and a maximum of 25 hours per week. Because of a perceived conflict of interest, Mr. Bowman is to notify Caswell County of any potential conflicts of interest between his position with Caswell County and his position with the Board of Supervisors in Virginia.

Commissioner Holt questioned Commissioner Smith's participation. The Manager interpreted that because of Commissioner Smith's past involvement with such projects, he was a good person for initial meetings and to be briefed. Commissioner Smith responded that he had been on the League for Economic Development for six months. Mr. Bowman asked for an initial meeting with Commissioner Smith as a member of the Economic Development Board. Commissioner Smith stated that he would not be involved in additional meetings unless it was the pleasure of the Board. He further commented that if Mr. Bowman is contracted thru Caswell, propriety information shall not be shared beyond the State line. Attorney Johnston stated the matter was addressed in paragraph 6.2, entitled "Nondisclosure and Nonuse Obligations." The Attorney did not feel there was a conflict with Mr. Bowman being on the Board of Supervisors based on language in the contract. Commissioner Holt would like to see item 2 removed. Commissioner Smith would agree to pass on any information.

FY25–26 budget amendment—HR Specialist position: Manager Whitaker stated that Interim Manager Renee Paschal mistakenly left out the HR Specialist position during budget preparation. The former employee was no longer with the County, but the position was intended to be back in budget. Ms. Paschal asked the Manager to bring the item forward as a budget amendment this month. He added that he spoke with Johnna and the Finance Department to see if the position is really needed and everyone agreed it was a critical part of HR. The Manager would like the HR director to be able to recruit for the position. The amendment is for \$50,000 and expenditures for \$50,000. Vacancy savings will likely cover the cost. The item will be placed on the 7/21 meeting for action. Commissioner Smith thinks it is necessary to fill the position. He recalled discussing online employment applications and asked about the status. Deputy Manager Williamson was not sure it was being worked on, but she was not sure it was implemented. She added that the HR role is a lot for one person to handle all HR duties.

Workers' Compensation claims: Deputy Manager Williamson stated that she received an invoice from local EMS for a claim that had been turned in on Workers' Compensation. She reached out to Charles DeAngelo, the manager of Client Services for Sedgwick to see why there was an invoice for a Workers Comp claim. The actual invoice was \$1294.50 for EMS transport. Sedgwick paid \$906.15 which left a remaining balance of \$388.35. Mr. DeAngelo informed Ms. Williamson that there is a fee schedule for all of NC that is set by the NCIC. When the bill is not paid in full, it is normally sent and the amount for service that was outside of the fee schedule. If a County is using their own services, most of them will absorb the cost when it relates to Workers Comp injuries. If Sedgwick pays \$388.35 for the County, it will make the Workers' Comp figures increase. Local EMS noted that they have no authority without approval from the Board. Ms. Williamson checked with Johnna Sharpe regarding the County writing off the claim and Ms. Sharpe felt it made sense. Chairman Yarbrough asked if this needed to become a policy or to be handled on case-by-case basis. Manager Whitaker felt it was ok to be handled on a case-by-case basis. EMS does not have the authority to make the decision but will work with the County on a resolution.

A motion was made by Vice Chair Rose and seconded by Commissioner Smith to approve the County writing off the EMS bill of \$388.35. The motion carried unanimously.

Formation of new Caswell Safety Committee: Manager Whitaker discussed the OSHA inspections and pending report. He believes there needs to be a reboot of the Safety Committee and hopes to have a slate of committee members by the 7/21 meeting for Board action.

Appointments/re-appointments:

Tourism Development Authority (CCTDA) Board—Mindy Stener: A motion was made by Commissioner Smith and seconded by Commissioner Totten to reappoint Mindy Stener to the Tourism Development Authority for a three-year term. The motion carried unanimously.

Board of Health—Shannon Moretz: A motion was made by Commissioner Claggett and seconded by Vice Chair Rose to reappoint Shannon Moretz to the Board of Health for a three-year term. The motion carried unanimously.

SR Farmer Lake Advisory Board—Vennie Beggarly: Manager Whitaker indicated that the policy dictates three-year terms, but there is a four-year term for this Board per the roster. He asked the Board for clarification, and no one was sure. He felt everything should be three-year terms. Attorney Johnston will research the General Statutes but feels it is in the Board's perspective to determine terms. A motion was made by Vice Chair Rose and seconded by Commissioner Ingram to reappoint Vennie Beggarly to the SR Farmer Lake Advisory Committee. The motion carried unanimously.

Reports, updates, or comments:

Manager: Manager Whitaker provided an update from last evening's flooding. Thanks to all emergency responders. There was no financial report due to the timing. It will be included in the regular meeting packet. The latest target for the audit to be complete is by the end of August. The new HR Director starts 7/28.

Attorney: (none).

Commissioners: Commissioner Smith asked if staff had heard from the City of Danville regarding the water and sewer agreement for Pelham Park. The Manager had no additional information but will follow up. Commissioner Smith would also like to pursue moving the land sale revenues in a capital fund for land acquisition. Manager Whitaker stated that he would share more information at the next meeting.

Vice Chair Rose attended the 7/4 fireworks event and stated there was great turnout. He asked to keep the Dabbs family in thoughts and prayers in the loss of Tony Dabbs, a former fireman.

Commissioner Claggett spoke about an ongoing issue with public meeting minutes. He recalled mentioning the Board's consensus results not being accurately recorded. The 7/16 minutes had not been posted. He questioned why the minutes preparation was contracted out? He commented on the appearance of a conflict with the Manager also being the Clerk. He noted that it was the Board's responsibility to provide direction for the administration of County government and to ensure efficient operations and services. He recommended that all board consensus results and PowerPoints as well as minutes preparation be completed locally and made public in a reasonable timeframe as per the General Statutes.

Chairman Yarbrough received a call from Congressman Brad Knott's office to know if the County needed federal assistance. He asked the Manager to review and establish a list of needs, if necessary. The Chair read a list of upcoming meetings.

Announcements, events, and meetings: Various ones were announced as listed on the agenda.

Closed Session to: A. 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)—opioid litigation update; and,
B. consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an employee as provided under NCGS 143-318.11(a)(6).

A motion was made by Vice Chair Rose and seconded by Commissioner Ingram to go into closed session. The motion carried unanimously.

Adjournment: Commissioner Smith moved, seconded by Commissioner Ingram, to adjourn the meeting. The motion carried unanimously, and the meeting was adjourned at 8:30pm.

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Respectfully submitted,

K. Scott Whitaker
Clerk to the Board

Tim Yarbrough
Board Chair

*(page intentionally blank so all topics start
on a “front” page if the packet is printed)*



AGENDA ITEM 7

COVER SHEET

Caswell County Board of Commissioners

meeting date: July 21, 2025

topic: Financial report

attachment(s): monthly report through June 2025 (provided by Interim Finance Director Melissa Miller)

fiscal impact: (n/a)

staff comments or recommendation: Revenues and expenditures provided to keep the Board abreast of finances.

suggested action or motion: (no action needed)

notes:

CASWELL COUNTY

FY25 MONTHLY REPORT

Year to Date through June 2025

Note regarding Year To Date Amounts:

This report does not include any year-end adjustments required to accurately reflect budgetary numbers. Revenues received through August that relate to the prior year will be accrued back. Encumbrance review has not been completed to determine amounts to be released. Transfers between funds are not yet recorded.

Numbers will not be final until the audit work is completed.

FY25 EXPENDITURE BY FUND SUMMARY

GENERAL FUND WITH SUBFUNDS

FUND	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	AVAILABLE BUDGET	PERCENT SPENT TO DATE
100 GENERAL FUND	28,560,000	1,889,188	30,449,188	25,419,803	4,432,097	83.5%
120 AUTOM ENHANCE & PRESERV (ROD)	5,000	-	5,000	-	5,000	0.0%
130 DEPT OF SOCIAL SVCS	5,091,000	23,289	5,114,289	3,786,313	1,324,292	74.0%
140 PUBLIC HEALTH	3,049,000	592,617	3,641,617	2,885,632	592,895	79.2%
150 LIBRARY FUND	494,000	35,000	529,000	494,414	34,586	93.5%
210 REVALUATION FUND	70,000	-	70,000	-	70,000	0.0%
720 SPECIAL SEPARATION TRUST	133,000	-	133,000	115,185	17,815	86.6%
Grand Total	37,402,000	2,540,094	39,942,094	32,701,346	6,476,685	81.9%
LESS INTRAFUND TRANSFERS	(2,466,000)		(2,466,000)		(2,466,000)	0.0%
NET GENERAL FUND TOTAL	34,936,000	2,540,094	37,476,094	32,701,346	4,010,685	93.6%

OTHER FUNDS

170 OCCUPANCY TAX FUND	40,000	80,000	120,000	98,070	21,930	81.7%
180 SECTION 8 HOUSING AUTHORITY	1,107,000	50,000	1,157,000	1,131,932	25,068	97.8%
200 SPECIAL FIRE DISTRICT FUND	1,359,000	60,000	1,419,000	1,317,254	101,746	92.8%
205 OPIOID FUND	82,000	-	82,000	54,316	27,684	66.2%
220 EMERGENCY TEL SYS FUND	100,000	290,000	390,000	81,894	131,242	21.0%
230 MINI GRANT PROJECT FUND	-	-	-	17,679	(17,679)	#DIV/0!
260 FAMILY SERVICES	186,000	222,301	408,301	281,915	80,461	69.0%
600 SOLID WASTE MANAGEMENT FUND	1,803,000	-	1,803,000	1,659,425	129,875	92.0%
650 CASWELL DIV TRANSPORTATION	1,016,000	18,520	1,034,520	583,184	208,939	56.4%
700 DSS AGENCY FUND	300,000	-	300,000	-	300,000	0.0%
710 INMATE TRUST LIABILITY	200,000	-	200,000	220,440	(20,440)	110.2%
730 PROPERTY TAX AGENCY FUND	380,000	-	380,000	459,341	(79,341)	120.9%
Grand Total	6,573,000	720,821	7,293,821	5,905,449	909,484	81.0%

TOTAL ALL FUNDS, NET OF GENERAL FUND INTRAFUND TRANSFERS	34,936,000	2,540,094	37,476,094	32,701,346	4,010,685	93.6%
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FY25 GENERAL FUND REVENUES WITH SUBFUNDS

FUND	CATEGORY	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	AVAILABLE BUDGET	PERCENT REALIZED TO DATE
100 GENERAL FUND							
	3A PROPERTY TAXES	(13,390,000)	-	(13,390,000)	(14,398,167)	1,008,167	107.5%
	3B OTHER TAXES	(8,000)	-	(8,000)	(9,012)	1,012	112.6%
	3C SALES TAXES	(7,347,000)	-	(7,347,000)	(7,129,003)	(217,997)	97.0%
	3D INTERGOV-RESTRICTED	(493,496)	(44,289)	(537,785)	(624,176)	86,391	116.1%
	3E INTERGOV-UNRESTR	(257,444)	-	(257,444)	(30,033)	(227,411)	11.7%
	3F PERMITS AND FEES	(972,555)	(8,234)	(980,789)	(882,245)	(98,544)	90.0%
	3G SALES AND SERVICES	(2,251,473)	(298,766)	(2,550,239)	(2,073,183)	(477,056)	81.3%
	3H INVESTMENT EARNINGS	(425,000)	-	(425,000)	(388,428)	(36,572)	91.4%
	3I CONTRIBUTIONS	(3,000)	(1,500)	(4,500)	(2,250)	(2,250)	50.0%
	3J MISCELLANEOUS	(100,400)	-	(100,400)	(141,986)	41,586	141.4%
	3K RESTRICTED GRANTS	-	-	-	(56,022)	56,022	#DIV/0!
	3L SALE OF ASSETS	-	-	-	(5,049)	5,049	#DIV/0!
	3S TRANSFERS IN	-	(580,000)	(580,000)	(600,000)	20,000	103.4%
	3W FB APPROPRIATED	(3,266,632)	(956,399)	(4,223,031)	-	(4,223,031)	0.0%
	#N/A	(45,000)	-	(45,000)	(44,105)	(895)	98.0%
100 GENERAL FUND Total		(28,560,000)	(1,889,188)	(30,449,188)	(26,383,659)	(4,065,529)	86.6%
120 AUTOM ENHANCE & PRESERV (ROD)							
	3A PROPERTY TAXES	(5,000)	-	(5,000)	-	(5,000)	0.0%
	3F PERMITS AND FEES	-	-	-	(9,869)	9,869	#DIV/0!
120 AUTOM ENHANCE & PRESERV		(5,000)	-	(5,000)	(9,869)	4,869	197.4%
130 DEPT OF SOCIAL SVCS							
	3D INTERGOV-RESTRICTED	(191,608)	(23,289)	(214,897)	(1,205)	(213,692)	0.6%
	3F PERMITS AND FEES	(3,214,709)	-	(3,214,709)	(2,434,750)	(779,959)	75.7%
	3G SALES AND SERVICES	(600)	-	(600)	-	(600)	0.0%

FY25 GENERAL FUND REVENUES WITH SUBFUNDS

FUND	CATEGORY	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	AVAILABLE BUDGET	PERCENT REALIZED TO DATE
130	3J MISCELLANEOUS	(2,083)	-	(2,083)	(357)	(1,726)	17.1%
	3S TRANSFERS IN	(1,351,000)	-	(1,351,000)	-	(1,351,000)	0.0%
	3W FB APPROPRIATED	(306,000)	-	(306,000)	-	(306,000)	0.0%
	#N/A	(25,000)	-	(25,000)	(19,917)	(5,083)	79.7%
130	DEPT OF SOCIAL SVCS Total	(5,091,000)	(23,289)	(5,114,289)	(2,456,230)	(2,658,059)	48.0%
140	PUBLIC HEALTH						
	3D INTERGOV-RESTRICTED	(126,200)	(297,803)	(424,003)	(265,110)	(158,893)	62.5%
	3F PERMITS AND FEES	(777,856)	(234,058)	(1,011,914)	(841,219)	(170,695)	83.1%
	3G SALES AND SERVICES	(754,200)	-	(754,200)	(459,342)	(294,858)	60.9%
	3J MISCELLANEOUS	-	-	-	5,532	(5,532)	#DIV/0!
	3S TRANSFERS IN	(504,000)	-	(504,000)	-	(504,000)	0.0%
	3W FB APPROPRIATED	(886,744)	(60,756)	(947,500)	-	(947,500)	0.0%
140	PUBLIC HEALTH Total	(3,049,000)	(592,617)	(3,641,617)	(1,560,140)	(2,081,477)	42.8%
150	LIBRARY FUND						
	3F PERMITS AND FEES	(82,982)	-	(82,982)	(113,872)	30,890	137.2%
	3G SALES AND SERVICES	(2,000)	-	(2,000)	(6,198)	4,198	309.9%
	3I CONTRIBUTIONS	-	-	-	(7,644)	7,644	#DIV/0!
	3J MISCELLANEOUS	(1,018)	-	(1,018)	(463)	(555)	45.5%
	3S TRANSFERS IN	(408,000)	-	(408,000)	-	(408,000)	0.0%
	3W FB APPROPRIATED	-	(35,000)	(35,000)	-	(35,000)	0.0%
150	LIBRARY FUND Total	(494,000)	(35,000)	(529,000)	(128,177)	(400,823)	24.2%
210	REVALUATION FUND						
	3S TRANSFERS IN	(70,000)	-	(70,000)	-	(70,000)	0.0%
210	REVALUATION FUND Total	(70,000)	-	(70,000)	-	(70,000)	0.0%

FY 25 GENERAL FUND EXPENDITURES WITH SUBFUNDS

FUND	DEPT	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
100 GENERAL FUND							
	1004110 GOVERNING BODY	90,283	113	90,396	70,534	0	19,862
	1004120 ADMINISTRATION	571,279	96,514	667,793	620,666	14,493	32,635
	1004130 FINANCE	565,639	(57,780)	507,859	373,774	84,108	49,977
	1004140 TAX DEPARTMENT	715,109	8,440	723,549	553,531	0	170,018
	1004170 ELECTIONS	268,859	4,765	273,624	216,377	7,000	50,247
	1004180 REGISTER OF DEEDS	223,109	5,440	228,549	226,972	0	1,577
	1004200 CENTRAL SERVICES	1,097,700	248,550	1,346,250	1,338,021	11,693	(3,464)
	1004210 INFORMATION TECHNOLOGY	593,200	5,057	598,257	479,364	4,875	114,018
	1004260 MAINTENANCE/COUNTY BUILDINGS	1,349,106	82,567	1,431,673	1,264,596	109,910	57,167
	1004261 HEALTH BUILDING	22,060	-	22,060	19,297	0	2,763
	1004262 WELCOME CENTER	56,000	-	56,000	28,539	0	27,461
	1004265 FLEET MANAGEMENT	2,000	-	2,000	404	0	1,596
	1004310 SHERIFFS OFFICE	3,611,620	221,039	3,832,659	3,785,866	0	46,793
	1004320 DETENTION CENTER	2,312,731	285,136	2,597,867	2,416,190	7,696	173,982
	1004330 EMERGENCY MANAGEMENT	109,864	1,550	111,414	99,162	0	12,252
	1004335 911 COMMUNICATIONS	1,480,318	156,476	1,636,794	1,263,381	198,226	175,187
	1004339 SCHOOL RESOURCE OFFICERS	411,442	8,729	420,171	388,513	0	31,658
	1004350 INSPECTIONS	315,145	5,969	321,114	314,682	2,585	3,847
	1004360 CORONER/MEDICAL EXAMINER	21,500	-	21,500	21,525	0	(25)
	1004370 EMERGENCY MEDICAL SERVICES	2,560,545	352,860	2,913,405	2,825,886	39,550	47,968
	1004910 ECONOMIC DEVELOPMENT-ADMIN	202,386	3,537	205,923	83,258	5,000	117,665
	1004911 ECON DEV-COSQUARE	65,000	-	65,000	20,483	0	44,517
	1004920 PLANNING DEPARTMENT	127,434	7,027	134,461	129,062	197	5,202
	1004950 EXTENSION SERVICE	497,825	25,724	523,549	379,172	19,109	125,268
	1004960 CASWELL SOIL & WATER DISTRICT	138,680	2,524	141,204	107,788	0	33,416
	1005191 ANIMAL CONTROL DEPT	142,313	2,383	144,696	139,526	0	5,170

FY 25 GENERAL FUND EXPENDITURES WITH SUBFUNDS

FUND	DEPT	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
100	1005200 MENTAL HEALTH	97,197	-	97,197	97,197	0	-
	1005830 COMMUNITY BASED ALTERNATIVES	10,919	-	10,919	7,972	0	2,947
	1005834 CAS CO YOUTH ENRICHMENT PROG	86,978	1,383	88,361	80,856	0	7,505
	1005835 DPS/ROOTS & WINGS	38,730	52	38,782	38,258	0	524
	1005870 SENIOR SERVICES	612,453	(410)	612,043	536,343	78,224	(2,525)
	1005911 PUBLIC SCHOOLS CURRENT EXP	2,779,228	-	2,779,228	2,779,228	0	-
	1005912 PUBLIC SCHOOLS CAP. OUTLAY	465,000	-	465,000	465,000	0	-
	1005920 COMMUNITY COLLEGE	1,079,459	-	1,079,459	1,079,459	0	-
	1006120 PARKS & RECREATION	356,224	24,009	380,233	308,391	6,234	65,608
	1006121 FARMER LAKE	107,769	9,709	117,478	99,241	8,388	9,849
	1006900 SPECIAL APPROPRIATIONS-HUM SVC	363,449	-	363,449	355,157	204	8,292
	1009000 DEBT SERV - DETENTION	682,766	-	682,766	682,756	0	10
	1009100 DEBT SERVICE/PUBLIC SCHOOLS	644,953	-	644,953	644,890	0	63
	1009200 DEBT SERVICE/INSTALLMENTS	201,738	-	201,738	199,630	0	2,108
	1009400 DEBT SERV/VEHICLE LEASE	490,000	-	490,000	451,240	0	38,760
	1009500 SALARY & BENEFITS RESERVE	240,000	(240,000)	-	-	0	-
	1009810 TRANSFERS TO OTHER FUNDS	2,684,500	593,535	3,278,035	373,142	0	2,904,893
	1004160 COURT FACILITY	67,490	-	67,490	51,308	0	16,182
	1005876 SENIOR SERV/SHIP GRANT	-	16,000	16,000	2,295	0	13,705
	1005873 SENIOR CTR/SPECIAL REVENUE	-	18,289	18,289	872	0	17,417
100	GENERAL FUND Total	28,560,000	1,889,188	30,449,188	25,419,803	597,492	4,432,097
120	AUTOM ENHANCE & PRESERV (ROD)						
	1204180 ROD ENHANCE	5,000	-	5,000	-	0	5,000
120	AUTOM ENHANCE & PRESERV (ROD) Total	5,000	-	5,000	-	0	5,000
130	DEPT OF SOCIAL SVCS						

FY 25 GENERAL FUND EXPENDITURES WITH SUBFUNDS

FUND	DEPT	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
130	1306310 DEPARTMENT OF SOCIAL SVCS	5,091,000	23,289	5,114,289	3,786,313	3,684	1,324,292
130	DEPT OF SOCIAL SVCS Total	5,091,000	23,289	5,114,289	3,786,313	3,684	1,324,292
140	PUBLIC HEALTH						
	1405110 PUBLIC HEALTH	3,049,000	592,617	3,641,617	2,825,920	163,091	652,606
	1405110 STATE NON-RECURRING	-	-	-	39,202	0	(39,202)
	1405110 HOOPER WILL AUDIO BOOKS	-	-	-	20,509	0	(20,509)
140	PUBLIC HEALTH Total	3,049,000	592,617	3,641,617	2,885,632	163,091	592,895
150	LIBRARY FUND						
	1506110 PUBLIC LIBRARY-LOCAL	494,000	-	494,000	470,209	0	23,791
	1506111 PUBLIC LIBRARY-STATE	-	-	-	12,297	0	(12,297)
	1506115 NON-RECURRING SFRR LIBRARY	-	20,000	20,000	5,530	0	14,470
	1506210 HOOPER WILL-AUDIO BOOKS	-	15,000	15,000	6,378	0	8,622
150	LIBRARY FUND Total	494,000	35,000	529,000	494,414	0	34,586
210	REVALUATION FUND						
	2104140 REVALUATION	70,000	-	70,000	-	0	70,000
210	REVALUATION FUND Total	70,000	-	70,000	-	0	70,000
720	SPECIAL SEPARATION TRUST						

FY25 OTHER FUNDS SUMMARY

FUND	Type	2025 ORIGINAL BUDGET	2025 TRANSFERS	2025 REVISED BUDGET	2025 YTD ACTUAL	AVAILABLE BUDGET	PERCENT SPENT TO DATE
170 OCCUPANCY TAX FUND							
	REVENUES	(40,000)	(80,000)	(120,000)	(103,656)	(16,344)	86.4%
	EXPENDITURES	40,000	80,000	120,000	98,070	21,930	81.7%
180 SECTION 8 HOUSING AUTHORITY							
	REVENUES	(1,107,000)	(50,000)	(1,157,000)	(1,120,665)	(36,335)	96.9%
	EXPENDITURES	1,107,000	50,000	1,157,000	1,131,932	25,068	97.8%
200 SPECIAL FIRE DISTRICT FUND							
	REVENUES	(1,359,000)	(60,000)	(1,419,000)	(1,324,050)	(94,950)	93.3%
	EXPENDITURES	1,359,000	60,000	1,419,000	1,317,254	101,746	92.8%
205 OPIOID FUND							
	REVENUES	(82,000)	-	(82,000)	(88,824)	6,824	108.3%
	EXPENDITURES	82,000	-	82,000	54,316	27,684	66.2%
220 EMERGENCY TEL SYS FUND							
	REVENUES	(100,000)	(290,000)	(390,000)	(210,528)	(179,472)	54.0%
	EXPENDITURES	100,000	290,000	390,000	81,894	131,242	21.0%
230 MINI GRANT PROJECT FUND							
	REVENUES	-	-	-	(74,908)	74,908	#DIV/0!
	EXPENDITURES	-	-	-	17,679	(17,679)	#DIV/0!
260 FAMILY SERVICES							
	REVENUES	(186,000)	(222,301)	(408,301)	(249,325)	(158,976)	61.1%
	EXPENDITURES	186,000	222,301	408,301	281,915	80,461	69.0%

FY25 OTHER FUNDS SUMMARY

FUND	Type	2025 ORIGINAL BUDGET	2025 TRANSFERS	2025 REVISED BUDGET	2025 YTD ACTUAL	AVAILABLE BUDGET	PERCENT SPENT TO DATE
600 SOLID WASTE MANAGEMENT FUND							
	REVENUES	(1,803,000)	-	(1,803,000)	(1,613,690)	(189,310)	89.5%
	EXPENDITURES	1,803,000	-	1,803,000	1,659,425	129,875	92.0%
650 CASWELL DIV TRANSPORTATION							
	REVENUES	(1,016,000)	(18,520)	(1,034,520)	(539,929)	(494,591)	52.2%
	EXPENDITURES	1,016,000	18,520	1,034,520	583,184	208,939	56.4%
700 DSS AGENCY FUND							
	REVENUES	(300,000)	-	(300,000)	-	(300,000)	0.0%
	EXPENDITURES	300,000	-	300,000	-	300,000	0.0%
710 INMATE TRUST LIABILITY							
	REVENUES	(200,000)	-	(200,000)	(237,093)	37,093	118.5%
	EXPENDITURES	200,000	-	200,000	220,440	(20,440)	110.2%
730 PROPERTY TAX AGENCY FUND							
	REVENUES	(380,000)	-	(380,000)	(459,609)	79,609	120.9%
	EXPENDITURES	380,000	-	380,000	459,341	(79,341)	120.9%

**AGENDA ITEM 8****COVER SHEET**Caswell County Board of Commissioners

meeting date: July 21, 2025

topic: Reimbursement resolution—UHF radio equipment, ambulance, ambulance chassis replacement/remount

attachment(s):

- Reimbursement resolution (provided by Davenport and counsel SandsAnderson)

fiscal impact: creates a responsible mechanism when future financing is expected; items already accounted for in FY25–26 budget

staff comments or recommendation: Davenport is currently advising the County about debt financing and has prepared the attached reimbursement resolution to be considered by the Board. Such resolutions are helpful when there's expected equipment installment financing some months in the future. This one relates to the planned UHF radio equipment, ambulance, and ambulance chassis replacement/remount.

The resolution cites a slightly higher figure than provided (\$1.2M) to account for potentially higher costs than planned for; this is just an estimated maximum. Adopting a reimbursement resolution is not a firm commitment to borrow money, but simply allows the County to reimburse itself from financing proceeds for equipment acquisition costs made paid to closing of the financing.

suggested action or motion: discussion only until the next meeting

notes:

**RESOLUTION OF BOARD OF COMMISSIONERS OF THE COUNTY OF
CASWELL, NORTH CAROLINA DECLARING ITS INTENTION TO
REIMBURSE ITSELF FROM THE PROCEEDS OF ONE OR MORE TAX-
EXEMPT FINANCINGS FOR CERTAIN EXPENDITURES MADE AND/OR TO
BE MADE IN CONNECTION WITH THE ACQUISITION AND EQUIPPING OF
A COUNTY CAPITAL IMPROVEMENT PROJECT**

WHEREAS, the County of Caswell, North Carolina (**the “County”**) is a political subdivision of the State of North Carolina; and

WHEREAS, the County has paid beginning no earlier than 60 days prior to the date of adoption of this resolution, and will pay, on and after the date hereof, certain expenditures (**“Expenditures”**) for the design, acquisition and equipping of a County equipment capital improvement project , further described on Exhibit A attached hereto (**the “Project”**); and

WHEREAS, the Board of Commissioners of the County (**the “Board”**) has determined that those moneys previously advanced no earlier than 60 days prior to the date of adoption of this resolution and to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the County for the Expenditures from the proceeds of one or more issues of a tax-exempt financing (**the “Financing”**).

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
COMMISSIONERS OF THE COUNTY OF CASWELL, NORTH CAROLINA:**

Section 1. The Board hereby declares the County’s intent to reimburse the County with the proceeds of the Financing for the Expenditures with respect to the Project made on and after 60 days prior to the date of adoption of this resolution. The County reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Financing.

Section 2. Each Expenditure was and will be either (a) of a type properly chargeable to capital account under general federal income tax principles (determined in each case as of the date of the Expenditures), (b) a cost of issuance with respect to the Financing, (c) a nonrecurring item that is not customarily payable from current revenues, or (d) a grant to a party that is not related to or an agent of the County so long as such grant does not impose any obligation or condition (directly or indirectly) to repay any amount to or for the benefit of the County.

Section 3. The maximum principal amount of the Financing expected to be issued for the Project is \$1,200,000.

Section 4. The County will make a reimbursement allocation, which is a written allocation by the County that evidences the County’s use of proceeds of the Financing to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Project is placed in service or abandoned, but in no event more than

three years after the date on which the Expenditure is paid. The County recognizes that exceptions are available for certain “preliminary expenditures,” costs of issuance, certain de minimis amounts, expenditures by “small issuers” (based on the year of issuance and not the year of expenditure) and expenditures for construction projects of at least 5 years.

Section 5. This resolution shall take effect immediately upon its passage.

EXHIBIT A

The acquisition of vehicles and equipment, described as including UHF Radio Equipment, Ambulances and ambulance chassis replacement/remount.

* * * * *

CERTIFICATE

The Members of the Board voted as follows on the foregoing Resolution:

Ayes

Nays

Absent

Abstentions

Adopted this ____ day of _____, 2025.

The undersigned Clerk of the Board of Commissioners of the County of Caswell, North Carolina hereby certifies that the foregoing constitutes a true and correct extract from the minutes of a meeting of the Board of Commissioners held on _____, 2025, and of the whole thereof so far as applicable to the matters referred to in such extract. I hereby further certify that such meeting was a regularly called meeting and that, during the consideration of the foregoing Resolution, a quorum was present.

Dated this ____ day of _____, 2025.

Clerk, Board of Commissioners of
County of Caswell, North Carolina

*(page intentionally blank so all topics start
on a “front” page if the packet is printed)*



AGENDA ITEM 9

COVER SHEET

Caswell County Board of Commissioners

meeting date: July 21, 2025

topic: Sheriff's Office training facility and firing range—policy and procedure changes

attachment(s):

- MOU (approved 7/7/25 and provided as FYI)
- Revised Policy and Procedure (provided by Attorney Johnston)

fiscal impact: none

staff comments or recommendation: At the 7/7 Board meeting, the MOU was approved and the Policy and Procedure was approved with some additions to be made by Attorney Johnston. It has been noted that the County ordinance in relation to noise is 90 decibels (dB), and there's some Board interest in revising the approved 65 decibels level further.

suggested action or motion: approval of the revised Policy and Procedure document with a different noise level if the Board desires; no motion is needed if the Board wishes to leave the limit at 65 decibels (all highlighted changes were technically already approved)

notes:

MEMORANDUM OF UNDERSTANDING AND THE INTERAGENCY AGREEMENT FOR THE USE OF THE CASWELL COUNTY TRAINING FACILITY AND FIRING RANGE

This Memorandum of Understanding and Interagency Agreement is made by and between the Caswell County Sheriff's Office, a department of the County of Caswell (hereinafter referred to as "Borrowing Agency"), and Caswell County, a North Carolina local government, (hereinafter referred to as "County").

I. Purpose

The purpose of this MOU is to set forth the terms and conditions under which Caswell County will permit the Borrowing Agency the safe and appropriate use of the County's Range and Training Facility (hereinafter referred to as Facility).

The Facility located at Landfill Rd, Yanceyville North Carolina (a portion of tax map parcel:0066/006) owned by Caswell County, is a training facility built, maintained, and staffed to provide officers of the Caswell County Sheriff's Office with the best possible training, to include firearms training.

It is beneficial to the public safety to allow the Caswell County Sheriff's Office to utilize this property to construct a training facility where officers can conduct mandatory training as well as supplementary training.

II. Scope of Agreement

This agreement applies to the use of the Facility by the Borrowing Agency utilizing the County and the Sheriff's Office standards. This MOU defines key parameters, including

- Defining the use of the facility
- Responsibility for use of the Facility by Borrowing Agency
- Responsible parties
- Establishes a mechanism for modifying, extending, or terminating this MOU

III. Terms of Agreement

- a. Borrowing Agency agrees to follow and enforce Caswell County Operations Manual, Caswell County Ordinance Article 9 Section VII, as well as Caswell County Sheriff's Office Policy and Procedure.
- b. Borrowing Agency understands that the County will not furnish any targets, target backing, equipment, or supplies for use of at the facility.

- c. Borrowing Agency agrees to leave the Facility in a clean and orderly condition after use.
- d. Borrowing Agency agrees to follow directives of the County and State officials with regard to access, egress, and parking.
- e. The facility shall only be used by Caswell County Sheriff's Office employees and shall not be intended for use by the general public.
- f. Borrowing agency agrees that there will be no live fire training conducted on weekends or holidays.
- g. Borrowing agency agrees that training that requires live fire scenarios will be conducted no more than twice a month.

IV. Modification Request

Requests for physical modifications to the Facility shall be issued in writing by the Borrowing Agency and approved by the County. Only approved physical modifications will be added to the Facility. All modifications, once completed, shall belong exclusively to the County.

V. Termination

Both the County and Borrowing Agency retain the right to terminate this MOU at any time, with a thirty (30) day written notice to the other party, for any reason. Any material breach of this MOU shall be grounds for immediate termination without thirty (30) days written notice to the other party.

BORROWING AGENCY - CASWELL COUNTY SHERIFF'S OFFICE

By: _____ Date _____
Tony Durden, Sheriff

COUNTY OF CASWELL:

By: Tim Yarbrough, Chairman BOC Date

By: Scott Whitaker, County Manager Date

CASWELL COUNTY SHERIFF'S OFFICE FIRING RANGE/TRAINING FACILITY POLICY AND PROCEDURE

Purpose: The purpose of this policy is to establish guidelines, rules, and procedures for the operation of a firing range/training facility for the Caswell County Sheriff's Office (hereinafter referred to as Facility)

Policy:

- A. It is the policy of the Caswell County Sheriff's Office to ensure that the Facility is used to conduct mandatory and supplementary training, to include live fire, in a safe and secure manner and meet all statutory requirements. The Sheriff's Office shall notify the County Manager at least 24 hours in advance when the Sheriff's Office intends to utilize the Facility. *** 7/7: Board approved Attorney Johnston to make a change to this effect ***
- B. The Facility shall be inspected before and after each use by the Range Master or Lead Firearms Instructor, to ensure that the Facility is left clean and free from hazards. An inspection report will be completed by the Range Master or Lead Firearms Instructor during this time.
- C. While at the Facility each officer will conduct themselves in a professional manner at all times, no horseplay, shoving, pushing, or roughhousing will be tolerated. The Range Master or Lead Firearms Instructor shall remove any officer from the range that is exhibiting this type of behavior.
- D. All officers shall arrive at the Facility with unloaded weapons and their weapons are not to be loaded until told to do so by the Range Master or Lead Firearms Instructor.
- E. While on the firing line all weapons are to be pointed down range at all times, no weapon shall be pointed down the firing line or up range at any time. Once the instructed course of fire is completed each officer will holster their weapon before moving positions on the firing line.
- F. The Range Master or Lead Firearms Instructor will maintain overall safety and security on the range, but also have the discretion to appoint safety officers (do not have to be firearms instructors). Safety Officers have the responsibility of ensuring that while on the firing line all officers are in a straight line, and not in front of or behind another officer, also ensure that all firearms are pointed down range at all times. A safety officer may stop live fire at any time they deem a situation or action is detrimental to the health and safety of officers at the Facility. Noise levels measured at the nearest occupied

dwelling shall not exceed 65 decibels (dB). *** 7/7: Board approved Attorney Johnston to make a change to this effect, but there is new Board interest to consider a higher dB ***

- G. The Caswell County Sheriff's Office Training Coordinator will be on the property anytime the Facility is being used. In the instance the Training Coordinator does not hold the proper training certification for the particular training being conducted, a trainer certified in that area must also be at the Facility.
- H. During yearly required firearms qualification there will be at least two (2) certified Firearms Instructors at the Facility, one of which will be designated Range Master. The Range Master will also appoint at least one (1) safety officer to be present.
- I. In the instance that there are more officers attending the training then is room on the firing line, qualifications will be broken into separate heats as to assure safety at all times.
- J. Dress code for the range will be long pants, short sleeve or long sleeve shirts, no tank tops or cut off sleeved shirts, boots or tennis shoes, no flip flops or crocs, hats and all PPE such as eye and ear protection.
- K. All officers using the Facility are required to keep their area clean. If live fire training is being conducted each officer is responsible for disposing of used targets and picking up brass from the range. At the completion of a live fire event the Range Master or Lead Firearms Instructor shall do a final inspection of the Facility to ensure its cleanliness.
- L. All vehicles are to be parked in the designated area unless asked by the Range Master or Lead Firearms Instructor to move them to complete the required night time firearms qualification.
- M. Approved firearms at the range will consist of any firearm issued to the officer by the Caswell County Sheriff's Office. Any off-duty weapon qualification shall be approved by the Range Master or Lead Firearms Instructor.
- N. Officers at the facility for firearms training shall follow all instructions of the Range Master or Lead Firearms Instructor. Any officer that deliberately disobeys instructions could face expulsion from the range by the Range Master or Lead Firearms Instructor.
- O. In the event of an incident causing physical harm or property damage, the Range Master or Lead Firearms instructor shall immediately contact the Training Coordinator. The Training Coordinator shall contact the Chief Deputy who will notify the Sheriff. The

Sheriff shall immediately notify the County Manager. The Range Master or Lead Firearms Instructor shall complete an incident report in RMS as well as investigate as to how the incident occurred and how it can be avoided in the future. A full report on the investigation shall be presented to the Chief Deputy who will present it to the Sheriff.

The Sheriff shall then present the report to the County Manager. *** 7/7: Board approved Attorney Johnston to make changes to this effect ***

BORROWING AGENCY - CASWELL COUNTY SHERIFF'S OFFICE

By: _____
Tony Durden, Sheriff Date

COUNTY OF CASWELL:

By: _____
Tim Yarbrough, Chairman BOC Date

By: _____
Scott Whitaker, County Manager Date

**AGENDA ITEM 10****COVER SHEET**Caswell County Board of Commissioners

meeting date: July 21, 2025

topic: K&B Consulting economic development contract

attachment(s):

- 2018 Caswell Economic Development Action Plan (executive summary, action plan, implementation steps)
- focus area task list (provided by Ken Bowman)
- draft contract and addendum

fiscal impact: 50,000 was budgeted for FY25–26 for contracted ED work

staff comments or recommendation: The Board decided to contract for ED assistance and Ken Bowman (K&B Consulting) was identified as a likely source. Mr. Bowman has successful ED experience and most of the Board became acquainted with his credentials in recent months. He serves on the Board of Supervisors in Pittsylvania County, VA. Core parts of the 2018 Caswell Economic Development Action Plan are attached, along with Mr. Bowman's talking points and a draft contract for Board consideration.

suggested action or motion: (none)

notes:



Caswell County

Economic Development Action Plan

Creative Economic Development Consulting

July 2018

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Executive Summary

Caswell County is working hard to reinvigorate its economy. Citizens and leaders alike want more local jobs that pay a better-than-average wage. Those new jobs will lead to an increased tax base, which in turn will support improved government services, economic diversification to help weather recessions, and reduced out-commuting, improving the quality of life. The goal of better paying jobs also addresses the persistent low income levels in the county and encourages higher skill levels in the workforce. To develop this Action Plan for Economic Development, Caswell County engaged citizens in surveys, community leaders in a focus group, and the Economic Development Advisory Committee for input. The goals recommended in this action plan are priorities identified by the citizens and leaders of the county. We encourage a full read of this report and the supporting research to fully understand the rationale of the action plan.

Economic Development Goals and Strategies Summary

Goal: Increase Marketing and Communications to Leverage Existing Resources and Raise Awareness of Caswell County as a Location for Business, Tourists, and New Residents

- *Strategy: Create and maintain an economic development website separate from the county government website.*
- *Strategy: Bring together partner agencies for collaboration and communication.*
- *Strategy: Use social media and e-communications to raise awareness of Caswell County.*
- *Strategy: Create and maintain a common calendar of events.*

Goal: Increase Support to Entrepreneurs and Small Businesses

- *Strategy: Entrepreneurship training*
- *Strategy: Explore a mixed-use incubator facility.*
- *Strategy: Explore an ag-related enterprise center.*

Goal: Recruit More People to Caswell County

- *Strategy: Create a database of people with a personal connection to Caswell County for a recruitment campaign.*
- *Strategy: Create an endowment at PCC that will provide free community college tuition to high school graduates.*
- *Strategy: Get creative with housing development.*

Goal: Engage and Coordinate Connectivity

- *Strategy: Identify best practices in serving rural areas and funding telecommunications networks.*
- *Strategy: Quantify the gaps and telecommunications needs.*

Economic Development Action Plan

The overall goal of Caswell County Economic Development is to create more local jobs that pay a better-than-average wage. Along with more jobs will come an increased tax base, economic diversification, and reduced out-commuting. Working on these goals will also address low-income levels and the limited, small local market for goods and services. It will also indirectly encourage higher education and skill levels in order to secure new jobs.

Caswell County's greatest opportunities for local job creation will come from existing business growth, small business expansion, new business start-ups, and business recruitment. Approximately 65%-75% of new investment and job creation come from existing businesses. Small business and sole proprietors make up 88% of employment in the county. Outside businesses that will find Caswell County's assets attractive will most likely be small companies who want to be near the Triad or Triangle and can take advantage of natural resources.

Caswell County's economic development program needs a multi-faceted approach. However, with resources so very limited, it is important to focus on a few goals. The goals recommended in this action plan are priorities identified in two meetings of Caswell County leadership. The first was comprised of members of the County Commission and Economic Development Advisory Board. The second was a group of business, nonprofit, and community leaders. Together they brought focus to the economic development program.

ECONOMIC DEVELOPMENT GOALS

- ◎ Increase Marketing and Communications to Leverage Existing Resources and Raise Awareness of Caswell County as a Location for Business, Tourists, and New Residents**
- ◎ Increase Support to Entrepreneurs and Small Businesses**
- ◎ Recruit More People to Caswell County**
- ◎ Encourage and Coordinate Connectivity**

Goal: Increase Marketing and Communications to Leverage Existing Resources and Raise Awareness of Caswell County as a Location for Business, Tourists, and New Residents

Strategy 1: Create and maintain an economic development website separate from the county government website.

Action Steps:

- ③ Start with a basic page that includes information for businesses, people, and resources. Our favorite example is <http://petalumastar.com/>.
- ③ Connect the site to social media platforms.
- ③ Over time, the site could be expanded to include GIS information on sites and buildings, extensive economic data, videos, and contact forms.

Strategy 2: Bring together partner agencies for collaboration and communication.

Action Steps:

- ③ Create the Caswell County Resource Network. The purpose is to share information to spark collaboration, share resources, and identify leverage points.
- ③ Invite key strategic partners to join.
- ③ Meet monthly a few times to kick-start, then quarterly. Try a "Lunch-N-Learn" format.
- ③ The number one way citizens reported getting information on current issues is word of mouth. Use the Resource Network to spread information.

Strategy 3: Use social media and e-communications to raise awareness of Caswell County.

Action Steps:

- ③ Create a master communications database using members of the Caswell County Resource Network. Send a weekly email of "What's Up in Caswell County This Week."
- ③ Use a program like Hoot Suite to schedule posts, and post on several platforms at one time.
- ③ Regularly post events and positive stories on the Caswell County Facebook Page.
- ③ Create a LinkedIn group for Caswell County businesses.
- ③ Use Twitter for pertinent updates and news.
- ③ Write a guest column on economic development. Caswell County citizens still get information on current issues from the local newspaper.

Strategy 4: Create and maintain a common calendar of events.

Action Steps:

- ③ The common calendar could be housed on the economic development website listed below, a partner agency website, or a standalone site. Check out <https://www.whatsupinelncc.com/>.
- ③ Set up the calendar to provide administrative rights to several organizations so the burden of keeping the calendar up to date does not fall to the economic development office.

Goal: Increase Support to Entrepreneurs and Small Businesses

Strategy: Entrepreneurship training.

Action Steps:

- ③ Employ Economic Gardening strategies to counsel entrepreneurs on the potential in hospitality, precision machining, brewery/distillery, and ag-related businesses. The retail leakage information can assist in defining market potential. This is a higher form of business counseling, almost mentoring. It could be supported with a mentor network like SCORE.
- ③ Explore Floyd, VA's C4 entrepreneurship training program as a model. Also, explore Roanoke, VA's GrowthWheel model, which is something similar to Alamance Community College's CEO (Clapp Entrepreneurial Opportunity) Initiative. The [Certified Entrepreneurial Community® Program](#) is another way to build the community ecosystem.
- ③ Offer training on how to expand your business into the region and through e-commerce. The Caswell County market is so small that most companies will not be able to survive solely on the local market. Most will need to expand sales into the region and/or online.

Strategy: Explore a mixed-use incubator facility.

Action Steps:

- ③ Identify best practice incubator and co-work facilities. Examples: Danville, VA, Abbeville, SC, and Graham, NC. Explore their funding sources, operational models, and target company profile.
- ③ Identify potential building space and complete a feasibility study that includes renovation costs, potential grant sources, operational costs, and potential revenue.
- ③ It is likely an incubator in Caswell County will be a mix of uses such as business space, small offices/co-work, and flex space. Cast a wide net when conducting research.
- ③ If this incubator or the ag-center mentioned below is pursued, we recommend establishing in a nonprofit to limit liability and provide flexible in development and operations.

Strategy: Explore an ag-related enterprise center.

Action Steps:

- ⊗ Use the ag center explored on the Maine trip as a model.
- ⊗ The center could bring together Agriculture Extension, arena, food processing, meeting facilities, and other ag-related businesses.
- ⊗ Pull together stakeholders to conduct a needs assessment.
- ⊗ Find funding for a feasibility study.

Goal: Recruit More People to Caswell County

Strategy 1: Create a database (and social connections) of people with a personal connection to Caswell County for a targeted recruitment campaign.

Action Steps:

- ⊗ Connect with high school reunion committees and church membership rosters.
- ⊗ Promote new company locations and expansions, events, positive news stories, and community investments.
- ⊗ Encourage companies to list job opportunities with this network.

Strategy 2: Create an endowment at Piedmont Community College that will provide free community college tuition to high school graduates as a way to encourage more people to reside in Caswell County.

Action Steps:

- ⊗ Research the program in Alleghany County, NC, associated with Wilkes Community College.
- ⊗ Through Piedmont Community College, identify the cost to endow scholarships for approximately 40% of graduating seniors.
- ⊗ Fundraising could be done through an existing nonprofit with a mission for education. Abbeville County, SC is raising funds for a similar program through the Freshwater Coast Foundation.

Strategy 3: Get creative with housing development.

Action Steps:

- ③ With the county planning department, quantify vacant and substandard housing to understand the scope of the issue.
- ③ Actively demolish sub-standard housing. Some counties and municipalities have demolition program that could be modeled.
- ③ Identify developers who have created housing in similar rural communities and actively recruit.
- ③ Investigate a partnership with Piedmont Community College to develop multi-family housing on/near campus.

Goal: Engage and Coordinate Connectivity

Strategy 1: Identify best practices in serving rural area and funding telecommunications networks.

Action Steps:

- ③ Reach out to partners to identify best practices in North Carolina and other states. Target Danville Regional Foundation, telephone cooperatives, Councils of Government and their counterparts in other states, NC Rural Center, and others, for best practices. Appalachia Regional Commission will also have some good case studies. Amherst County, VA, is working on this same issue and may have some ideas.
- ③ Search for funding opportunities through state and regional grants.

Strategy 2: Quantify the gaps and telecommunications needs.

Action Steps:

- ③ Complete a survey and/or obtain results of other studies of business telecommunications needs.
- ③ Complete a survey of citizen telecommunications needs.
- ③ Confer with telecommunications providers about capacity and distribution expansion plans.

Implementation Steps

Implementation will require both financial and staff resources. Currently, economic development is staffed by two part-time positions, a director and an assistant. We recommend making the current part-time director position full-time, adding a full-time assistant director, and maintaining the part-time assistant position. That boosts economic development from two part-time positions (1 FTE) to two full-time and one part-time (2.5 FTE), an increase of 1.5 positions total. The work to implement this action plan, along with the existing program of work, warrants at least 2.5 total positions. If the current incubator project is successful, the assistant director could oversee that project.

In addition to staff, financial resources are needed. The current budget is \$85,000 including staff salaries, benefits, and operations. Of the \$85,000, \$29,000 is for operations such as office supplies, fees, subscriptions, travel, etc. There is a limited amount that actually is assigned to programming. We recommend a total budget of \$240,000. This could be phased with staffing ramped up over two years.

Budget Item	Budget – Year 1	Budget – Year 2
Salaries	\$96,000 (1.5 staff)	\$156,000 (2.5 staff)
Operations	\$30,000 (small increase due to increased activity)	\$34,000 (additional increase due to added staff)
Programming	\$50,000 (website, resource network, marketing, incubator feasibility, etc.)	\$50,000 (website maintenance, resource network, marketing, ag center study, surveys, etc.)
Total	\$176,000	\$240,000

In addition to financial resources and staff, leadership is critical. The current Economic Development Advisory Board should be revamped. We recommend adding private sector members to make an equal number of public and private sector representatives. The private sector could be selected from investors in a nonprofit economic development corporation. Many economic development organizations in North Carolina operate as a public-private nonprofit corporation, or have a ally nonprofit organization. See Surry, Davie, and Wilkes Counties as examples.

Ken Bowman
 300 Bowman Drive
 Dry Fork, VA 24549
 434.770.8518-Cell
 Klb Bowman300@embarqmail.com

June 12, 2025

Economic Development focus areas for the first 4 months.

- 1- Schedule meetings with staff that has been or currently working economic development.
- 2- Check and update the status of key projects. Meet with Mr Tony Smith and get briefing and data from him.
- 3- In consultation with the Board Chair/County Manager, make a list of the important community, business, and elected leaders that I need to meet with and get to know and start setting appointments to discuss any issues they deem important.
- 4- Reach out to regional and state allies to learn how the different levels of economic development interact and where Caswell County fits in. Specifically the Tier status and what is needed to receive support.
- 5- Spend time with leadership (BoC members, County Manager, and County Leaders) discussing expectations for community involvement.
- 6- What is the current budget for the ED department? Are there any commitments to ongoing projects? Do not need any surprises.
- 7- Read and discuss studies and plans the EDO has completed as well as plans of key partners. Discuss the EDO's strategic plan with the Board of Commissioners and what is needed to bring this document up to date. Discuss the county land use plan with the county planner. Talk about the downtown master plan with the town manager and downtown development director and how this can tie into the County's overall strategic plan.
- 8- Listen to leadership, staff, elected, business, and community leaders about their goals, objectives, and challenges. Prepare a draft way forward on how to achieve these ideas.
- 9- Identify local civic groups and nonprofits to speak to about local economic development.

The work schedule is for 20 hours per week however this is flexible depending on time of day and importance. ED is normally a 24/7 business and dependent on the availability of the client/personnel and their needs. Together we'll work through this and see what works best and adjust as needed.

K&B Consulting Economic Development Agreement (7/17/25 DRAFT)

This Agreement is being entered into by Caswell County, NC ("Client") and K&B Consulting ("Consultant") this 21st day of July 2025.

1. **Work to be Performed.** Consultant agrees to advise and consult with the Caswell County Manager and Board of Commissioners on an as-needed basis during normal business hours as it relates to economic development leads, projects, public relations, and other functions.
2. **Compensation.** Client shall pay Consultant One Hundred and Twenty-Five Dollars (\$125.00) per hour for a minimum of ten (10) hours per week and a maximum of twenty-five (25) hours per week up to four hundred (400) hours to be paid monthly.
3. **Term.** This agreement shall be in effect upon majority approval of the Board of Commissioners and shall be for a term of six months from the date of signing or until the 400 total hours are exhausted, with an automatic month-to-month renewal unless written termination is given by the Client to the Consultant within 30 days of the first of the next month.
4. **Independent Contractor Relationship.** Consultant's relationship with Client will be that of an independent contractor, and nothing in this Agreement is intended to, or should be construed to, create a partnership, agency, joint venture, or employment relationship. No part of Consultant's compensation will be subject to withholding by Client for the payment of any social security, federal, state, or any other employee payroll taxes.
5. **Ownership of Work Product.** Consultant agrees that all work product developed by him alone or in conjunction with others in connection with the performance of services pursuant to this Agreement is and shall be the sole property of Client, and Consultant shall retain no ownership, interest, or rights therein. Work product includes but is not limited to reports, graphics, and memoranda.
6. **Confidentiality.**
 - 6.1 **Definition of Confidential Information.** "CONFIDENTIAL INFORMATION" as used in this Agreement shall mean any and all technical and non-technical information including proprietary information, computer files, and client information related to the proposed services of Client and includes, without limitation, Client property, and Client's information.
 - 6.2 **Nondisclosure and Nonuse Obligations.** Consultant agrees to protect the confidentiality of all Confidential Information and, except as permitted in this section, Consultant shall neither use nor disclose the Confidential Information. Consultant may use the Confidential Information solely to perform consulting services under this Agreement for the benefit of Client during the term of this Agreement.

6.3 Exclusion from Nondisclosure and Nonuse Obligations. Consultant's obligations under Section 6.2 ("NONDISCLOSURE AND NONUSE OBLIGATIONS") with respect to any portion of the Confidential Information shall not apply to any such portion that Consultant can demonstrate (a) was in the public domain at or subsequent to the time such portion was communicated to Consultant by Client; (b) was rightfully in Consultant's possession free of any obligation of confidence at or subsequent to the time such portion was communicated to Consultant by Client in terms of this Agreement; or (c) was developed by Consultant independently of and without reference to any information communicated to Consultant by Client.

7. General Provisions.

7.1 Governing Law. This Agreement shall be governed in all respects by the laws of the United States of America and by the laws of the State of North Carolina. Each of the parties irrevocably consents to the exclusive personal jurisdiction of the federal and state courts located in North Carolina, as applicable, for any matter arising out of or relating to this Agreement, except that in actions seeking to enforce any order or any judgment of such federal or state courts located in North Carolina, such personal jurisdiction shall be nonexclusive.

7.2 Severability. If any provision of this Agreement is held by a court of law to be illegal, invalid, or unenforceable, (a) that provision shall be deemed amended to achieve as nearly as possible the same economic effect as the original provision, and (b) the legality, validity, and enforceability of the remaining provisions of this Agreement shall not be affected or impaired thereby.

8. Use of Client Equipment. Client agrees to allow Consultant use of necessary assets (i.e. computer, phone, network, et al.) to adequately perform duties as ascribed in this Agreement as to be determined. All equipment shall be returned to Client upon termination of this Agreement.

Signed this the 21st day of July 2025.

CLIENT: Caswell County, North Carolina

CONSULTANT: K&B Consulting

Tim Yarbrough, Chairman, Caswell Board of Commissioners

Kenneth L. Bowman, K&B Consulting

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Melissa Miller, Deputy Finance Director, Caswell County

Approved for legal sufficiency upon formal Government Budget and Fiscal Control Act execution by all parties.

_____ *date* _____
Russell Johnston, Attorney, Caswell County

ATTESTED by:

_____ *date* _____
K. Scott Whitaker, County Manager and Clerk to the Board

ADDENDUM TO K & B CONSULTING AGREEMENT

Consultant shall provide professional liability and/or malpractice insurance in its sole discretion and at its own expense. Consultant shall immediately notify the County in the event of a potential conflict of interest between his position with the County and his position as a member of the Pittsylvania County Board of Supervisors.

Arbitration

In the event there is a disagreement between the Consultant and the County regarding the interpretation or enforcement of this Agreement, any legal action concerning the same shall be filed in Caswell County Superior Court. This provision is a mandatory venue selection clause. To the extent that the interpretation of the terms of the Agreement is not governed by federal law, the Agreement shall be interpreted and enforced pursuant to the laws of the state of North Carolina.

ALTERNATIVE DISPUTE RESOLUTION

Any dispute or difference whatsoever arising out of, or in connection with, this Agreement shall be submitted to arbitration, mediation and/or negotiation in accordance with, and subject to the laws of North Carolina.

Iran Divestment Act

In the 2015 legislative session, the North Carolina General Assembly enacted the Iran Divestment Act (S.L. 2015-118; SB455)2 ("the Act") which prohibits state agencies and local governments from entering into contracts with an entity that has been identified by the North Carolina State Treasurer as being engaged in certain investment activities in the Iranian energy sector. The State Treasurer's Office is required to publish a list of entities it has identified as engaging in these activities and must update the list every 180 days. An entity identified on the Treasurer's list (called the "Final Divestment List") is prohibited from contracting with a state agency or any local governments.

Local governments must require contractors to certify they are not on the list and that they will not use subcontractors who are on the list. Departments must check with the finance officer or the county attorney to verify the selected vendor or contractor is not on the list.

Any existing contract with a person added to the Iran List while the contract is still in effect will be allowed to expire in accordance with the contract's terms.

This addendum shall be incorporated herein by reference and made an integral part of the contract entitled "K& B Consulting Agreement" between Caswell County and K & B Consulting..

Consultant	Caswell County
Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Approved for Legal Sufficiency upon formal Government Budget and Fiscal Control execution by all parties Act.

BY: _____
County Attorney's Office

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

_____	_____
Caswell County Finance Officer	Date



AGENDA ITEM 11

COVER SHEET

Caswell County Board of Commissioners

meeting date: July 21, 2025

topic: FY25–26 budget amendment #1—HR Specialist position

attachment(s): budget amendment no. 1

fiscal impact: \$50,000

staff comments or recommendation: See “Justification” on the attachment.

suggested action or motion: approval

notes:

CASWELL COUNTY, NORTH CAROLINA

050

FISCAL YEAR 2026

Board Meeting: June 7, 2025

BUDGET AMENDMENT NO. 1

Technical Correction - Human Resources Specialist Position

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:

Post FY26 budget adoption, Interim County Manager Pascal discovered she had inadvertently not budgeted for the Human Resources Specialist position. This position is critical for providing sufficient capacity and redundancy in Human Resources operations. Appropriated fund balance is being used as the funding source, but vacancy savings will likely be available to cover this cost at the end of the fiscal year and will be then be built into the FY27 budget.

FUND- GENERAL FUND (Fund 100)**DEPARTMENT: Administration (4120)**

	<i>Org</i>	<i>Object</i>	FY25 Current Budget	Increase (Decrease)	FY25 Amended Budget
REVENUES					
Appropriated Fund Balance	1000000	390000	\$ 3,263,370.00	\$ 50,000.00	\$ 3,313,370.00
EXPENDITURES					
Administration Departmnet	1004120	Various	\$ 642,193.00	\$ 50,000.00	\$ 692,193.00

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

ATTEST:

Chair

Clerk to the Board

Date



AGENDA ITEM 12

COVER SHEET

Caswell County Board of Commissioners

meeting date: July 21, 2025

topic: Creation of economic development capital reserve fund
(\$100K from Firebird/Cherokee sale)

attachment(s): fund balance components (provided by Johnna Sharpe)

fiscal impact: (dependent upon Board's approach)

staff comments or recommendation: This topic was discussed initially 6/16 and the Manager was directed to do further research. The County has received approximately \$100K (\$5K deposit + \$95K from the land purchase) related to the Firebird/Cherokee project, and these funds reside within the General Capital Reserve Fund, according to financial policy. Commissioner Smith suggested moving these funds to a new Economic Development Capital Reserve Fund.

The State utilizes some separate capital reserve funds for ED and such funds can be helpful (e.g., less reliability on unpredictable funding sources and support of site development). It's common to set aside funds for future economic development using proceeds from land sales. Given the relatively small dollar amount, Johnna Sharpe does not recommend creation of a separate fund for this amount but suggests a simpler approach to accomplish the reserve.

The simplest way to accomplish the reserve would be for the Board to "commit" a portion of the "General Fund" fund balance for future economic development projects. This amount would show on the financial statements as a fund balance designation, and the County could track it as a separate line in the General Ledger. Once committed, any use of the fund balance reserve would require an act of the Board to appropriate the fund balance, which would ensure the funds could not be spent without Board approval.

suggested action or motion: If the Board is agreeable, the following motion would be appropriate: *"I move to commit \$100,000 of the General Fund fund balance to future economic development with the understanding that any specific appropriation will require Board approval."*

notes:

Fund Balance Components

In government finance accounting, fund balance represents the net financial resources available to a government within a specific fund. It's calculated as the difference between a fund's assets and liabilities. **Fund balance is categorized into five components: Nonspendable, Restricted, Committed, Assigned, and Unassigned.**

Here's a breakdown of each component:

- [Nonspendable:](#)

This includes resources that cannot be spent because of their form (e.g., inventories, prepaid items) or because they are legally or contractually required to remain intact (e.g., the principal of an endowment).

- [Restricted:](#)

These resources are subject to externally imposed constraints by creditors, grantors, contributors, or laws and regulations of other governments.

- [Committed:](#)

These resources have limitations placed on their use by formal action (e.g., ordinance or resolution) of the government's highest level of decision-making authority.

- [Assigned:](#)

These are resources intended for a specific purpose by the government's management or governing body, but they don't meet the criteria to be classified as committed.

- [Unassigned:](#)

This is the residual classification for the general fund, representing the portion of the fund balance not included in other classifications. For other governmental funds, this classification is only used to report a deficit balance.

Essentially, fund balance components reflect the different levels of constraints or limitations on how a government can use its financial resources.



AGENDA ITEM 13

COVER SHEET

Caswell County Board of Commissioners

meeting date: July 21, 2025

topic: FY25–26 budget amendment #2—Pelham Industrial Park access road construction

attachment(s):

- Cherokee Tobacco site map (provided by Planning Director Jason Watlington)
- Budget amendment #2 (provided by Johnna Sharpe)

fiscal impact: access road is expected to be just under \$26K and funds aren't included in the current budget; impact depends on which approach the Board prefers (see below)

staff comments or recommendation: The following background is provided by the Planning Director (Jason) who presented the attached site map to the Board last year. The area highlighted in pink was to be and remain Caswell County property and encompass the County's existing lift station road, which would also allow utility easements for PCC. This portion of property has considerable rock and the developers wanted to shift eastward to stay out of it. Cherokee wanted to purchase 7–8 acres (highlighted in gray).

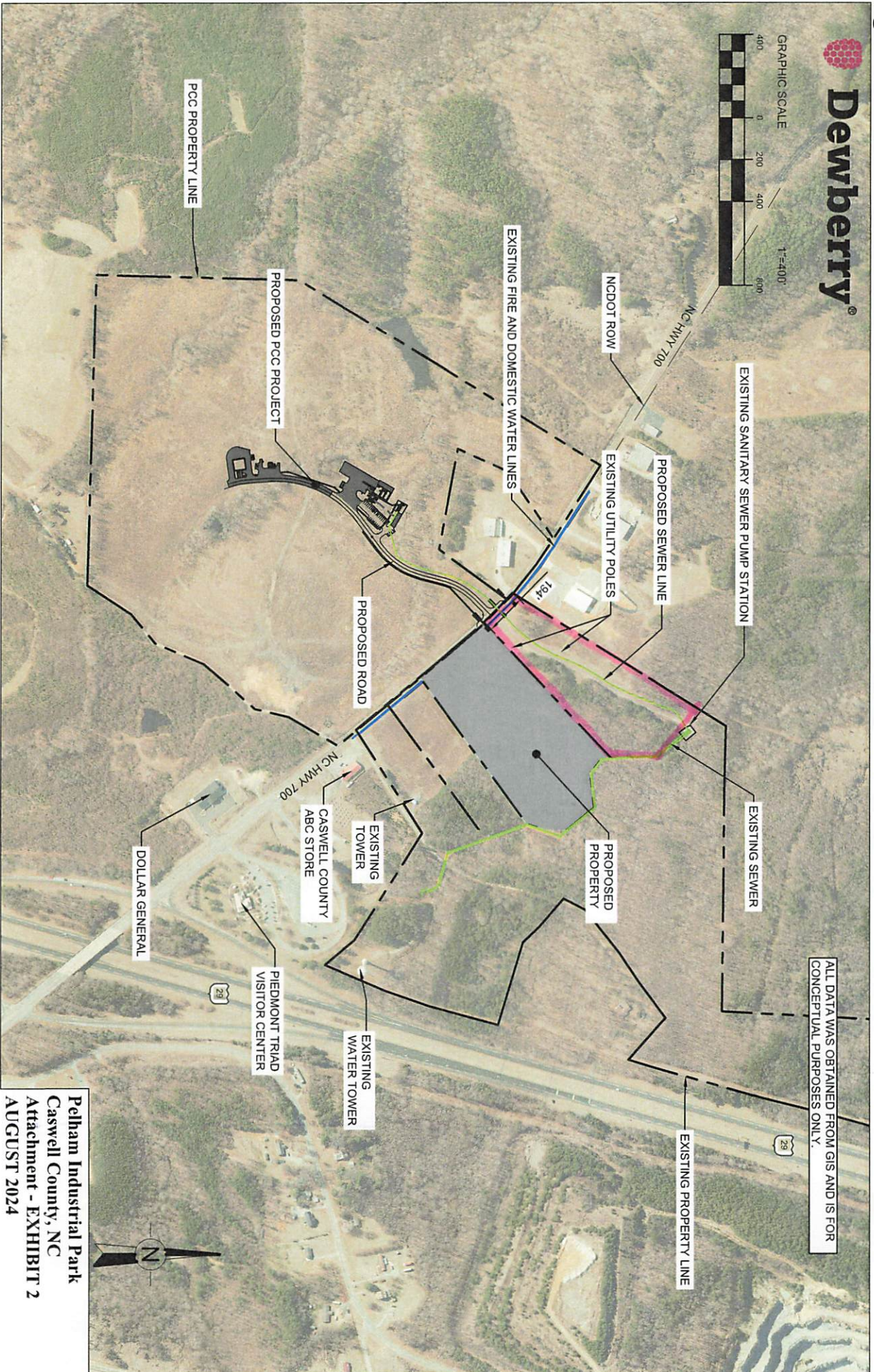
The Board rejected keeping a larger tract and requested that Jason reduce the County's portion to a minimum. Cherokee bought the additional space and increased their lot size to about 12 acres. Jason then created a 60' corridor with enough room to move the access road, allow PCC to run sewer, and Cherokee was to move one of the utility poles there.

Dewberry (the engineering firm) produced a new survey for Cherokee this past spring with an access easement for the County and it showed the existing lift station road. Jason, the Manager, and Maintenance Director reached the conclusion that it would not work because the existing road would go through the middle of Cherokee's parking lot and Cherokee would also be fencing this area. The County needs 24/7 access to the lift station for emergency situations. The County Attorney was advised, Dewberry removed the easement, and the survey was recorded.

Cherokee's development necessitated the need to relocate the access road, and it could be argued that money should come from money set aside for economic development (agenda item 12). If the Board's decision was to "commit" \$100,000 to an ED reserve, the recommendation is to use it to fund the access road in the amount of \$26,000 per the attached budget amendment #2.

suggested action or motion: (Board's discretion)

notes:



ALL DATA WAS OBTAINED FROM GIS AND IS FOR CONCEPTUAL PURPOSES ONLY.

Pellham Industrial Park
Caswell County, NC
Attachment - EXHIBIT 2
AUGUST 2024

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

055

**Board Meeting: July 21, 2025
BUDGET AMENDMENT NO. 2
*Pelham Access Road Improvements***

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 final siting of the Cherokee Project impacted the County's ability to access the lift station at all times of day for emergency situations. It was determined that the road would be relocated to provide county access not impeded by Cherokee Property. The Maintenance Department is ready to proceed with relocating the access road but funds were not included in the FY26 budget. Given the relocation results from the development of the property, it is recommended that the Economic Development Reserve be used to fund the project.

FUND- GENERAL FUND (Fund 100)

DEPARTMENT: Administration (4120)

	<i>Org</i>	<i>Object</i>	FY26 Current Budget	Increase (Decrease)	FY25 Amended Budget
REVENUES					
Appropriated Fund Balance / Economic Development Reserve	1000000	390000	\$ 3,313,370.00	\$ 26,000.00	\$ 3,339,370.00
EXPENDITURES					
Economic Development	1004260	535600	\$ 163,824.00	\$ 26,000.00	\$ 189,824.00

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

ATTEST:

Chair

Clerk to the Board

Date

*(page intentionally blank so all topics start
on a “front” page if the packet is printed)*



AGENDA ITEM 14

COVER SHEET

Caswell County Board of Commissioners

meeting date: July 21, 2025

topic: Formation of new Caswell Safety Committee

attachment(s):

- Policy 13 Citizen Advisory Board Policy

fiscal impact: no direct costs

staff comments or recommendation: The County needs a reboot pertaining to safety practices and training across all departments. The Manager recommends a new Safety Committee of internal employees, and the Board is the appointing authority. The committee's duties would be prioritized and involve at a minimum revision of or creation of a new Safety Manual and developing safety programs to ensure compliance with regulation. Other functions might include: implementation of workplace inspections, hazard identification, incident investigation, and promotion of safety awareness and training.

The Manager feels the committee should begin work quickly and given that County employees have all been vetted by the nature of their employment, the policy requirement of applications isn't needed. (The policy allows the Board to "waive requirements, with the exception of statutory requirements.") Three-year term requirements would apply. This committee would meet monthly initially, and meetings would be primarily during working hours and begin in August.

The Manager recommends the following employees for appointment:

1. Clayton Myers (*Sheriff's Office*)
2. Jennifer Eastwood (*Health*)
3. R.D Hayes (*Maintenance*)
4. A.J. Fuqua (*Solid Waste*)
5. Kenneth Everett (*911 Communications*)
6. John Yarbrough (*Emergency Management*)
7. Donnie Powell (*Central Permitting*)
8. Melissa Williamson (*Manager's Office*)

suggested action or motion: If the Board is agreeable, the following motion would be appropriate: "I move to create a new Caswell Safety Committee per the parameters and employee membership roster described above."

notes:

CASWELL COUNTY POLICIES AND PROCEDURES			Source Document:	
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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.