


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 | September 15, 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 9/2/25
5. Announcements and recognitions
6. Public comments* *(limited to 3 minutes per speaker)*

Report:

7. Financial report *(no action needed)*

Presentation:

8. Charters of Freedom project *(Ron Lewis, Foundation Forward, Inc.)*

Discussion items:
(County Manager Whitaker)

9. Caswell County Schools procurement process and resolution
10. 2026 Caswell Comprehensive Plan—Steering Committee (21 members)

Action items:
(County Manager Whitaker)

11. BOC's "Rules of Procedure" revisions
12. Danville/Caswell water and sewer services agreement—7th amendment re: termination notice

Appointments/re-appointments:
(County Manager Whitaker)

13. Juvenile Crime Prevention Council (JCPC)—Brenda Day and Kyle Warren-Love

Reports, updates, or comments:

14. Manager
15. Attorney
16. Commissioners

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

- September 16, 2pm: Board of Adjustment meeting (as needed), 215 County Park Rd.
- September 23, 1pm: Planning Board meeting (as needed), Gunn Memorial Public Library
- September 27, 9am–8pm: [Bright Leaf Hoedown Festival](#), downtown Yanceyville
- October 6, 5:00pm: Board of Commissioners meeting, historic courthouse

17. 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)
-

18. Other business *(if needed)*

19. Adjournment

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

Reminders:

- BOC meetings: The first meeting of the month is generally a work session beginning at 5:00pm, and the second meeting is the regular monthly meeting beginning at 6:30pm. Each is recorded to Zoom and can be found online at www.caswellcountync.gov/government.
- Any topic to be considered for a future agenda should be submitted to the Clerk by noon the 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.



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 MINUTES | Work Session Meeting | September 2, 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 Tuesday, 9/2/25, 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 8/4/25. Commissioner Smith noted a correction on page 4 of the minutes. Regarding the motion to vote in Darrell Freeland on the Library Board, Commissioner Smith voted no. A motion was made by Commissioner Ingram and seconded by Commissioner Smith to approve the Work Session agenda and minutes with the noted correction. The motion carried unanimously.

Announcements and recognitions: Commissioner Smith announced that he visited the Cherokee Tobacco site. They have started clearing land and moving forward with development.

Public comments: Darrell Freeland spoke about allegations regarding the Manager Whitaker and asked the Board to investigate. He inquired about a public County email address for the Attorney Johnston versus his private business email.

Reports:

Caswell Arts Unplugged 2025 summer camp report: Manager Whitaker stated that the report is related to a \$5,000 grant that funded a 2-week camp for youth. The report was an FYI for the Board.

Economic development update: Manager Whitaker stated that a written update was provided for this meeting. The ED consultant will sometimes provide written updates and other times present in person, as needed.

Discussion items:

Public hearing re: FY26–27 Community Transportation Program (CTP) grants: Deputy Manager Williamson introduced new CATS Director Skyler Paschall.

A motion was made by Vice Chair Rose and seconded by Chair Yarbrough to enter into the public hearing. The motion carried unanimously.

Ms. Williamson emphasized that the grant program is for FY27, and the grant application is required by 10/3/25. The Board is required to hold a public hearing on the proposed project to allow the public to comment on transportation needs and the grant application. In FY27, the County will be requesting three replacement buses under the capital grant application and administration funding in the 5311 CTP application. She stated that the Capital 5310 purchase of service objective is to provide transportation services that meet the special needs of elderly and persons with disabilities where mass transportation services may not be an option. A resolution will need to be adopted by the Board at this meeting or the next meeting. No ad valorem taxes are required.

The requested amounts follow:

\$138,000 for 5311 administrative costs. The local share is \$20,830 (15% match) and it will come from Enterprise funds. For the combined capital, the amount is \$346,500. The local share is \$34,650 (10% match) and it will come from Enterprise funds. For 5310, the transportation services for elderly and disabled total \$54,900, which requires \$5,490 (10% match). ROAP E&D funds will cover this \$5,490 match.

Vice Chair Rose questioned what happens to old buses. Ms. Williamson responded that the buses are generally sold through State surplus, and the proceeds go back to the transit system to help pay for capital transportation projects. The money comes back to CATS. When the surplus check is received, it goes into the Fixed Sales assets. The total grant project is \$540,269.

A motion was made by Commissioner Smith and seconded by Vice Chair Rose to return to the regular meeting. The motion carried unanimously.

A motion was made by Vice Chair Rose and seconded by Commissioner Ingram to approve the resolution as presented. The motion carried unanimously.

BOC's "Rules of Procedure" revisions: Manager Whitaker stated that the Rules were adopted in 2020. He noted several items that needed to be updated, including the matter regarding a recommendation from a political party to fill a vacancy. Other items are outdated as well. The Manager reviewed the various proposed changes as outlined within the draft.

Commissioner Smith asked if there is a preference on the amount of budget expenditures under Rule 27 and if it should the number be higher given that the limit was years ago. Manager Whitaker responded that he thinks the number should be higher for the sake of efficiency.

Commissioner Holt asked for clarity about voting to suspend a rule. The Chair explained that the Board suspended Rule 27 and voted on an item at the last meeting. Commissioner Holt was not in favor of suspending the Rules because it doesn't give the public time to react. Commissioner Smith suggested increasing the Rule 27 amount to \$15,000. The Manager was asked and suggested \$25,000. Commissioner Smith agreed that \$25,000 would increase efficiency.

Commissioner Smith made a motion to increase Rule 27 from \$10,000 to \$25,000. The motion failed for a lack of a second.

Vice Chair Rose stated that he would not be opposed to bringing the item back once the audits are completed and the County is on a "good path." He asked how the increase would be handled in an emergency situation. Manager Whitaker stated that there is already an emergency clause in the Purchasing Policy.

Chairman Yarbrough noted that on page 3, item 5, the noon agenda item deadline on Monday would not preclude Board members from adding an item. Manager Whitaker affirmed that it did not preclude a board member from asking that an item be added to the agenda within a reasonable timeframe.

Commissioner Holt made a motion seconded by Commissioner Totten to wait for action until the next meeting. The motion carried unanimously.

Appointments/re-appointments:

Juvenile Crime Prevention Council (JCPC)—Stephanie Williamson and Kayden Simpson: Manager Whitaker stated that the Council has 25 positions with specific assignments.

Vice Chair Rose asked if a student designation was required by the Council. Manager Whitaker responded that Kayden Simpson is the student designation.

A motion was made by Commissioner Rose and seconded by Commissioner Smith to appoint Stephanie Williamson and Kayden Simpson to the Juvenile Crime Prevention Council for three-year terms. The motion carried unanimously.

Reports, updates, or comments:

Manager: Manager Whitaker relayed that the Safety Committee was scheduled to meet 9/16 and the Opioid Committee 9/5. He said that Finance Officer interviews are continuing. The new ambulance still hadn't been delivered due to a problematic HVAC compressor; it was being replaced before delivery. He would be bringing the Danville-Caswell water/sewer agreement back to the board at the next meeting. He said that Emergency Management had completed a much-needed inventory of all equipment/assets. Some was non-operational and some trailers had not been titled in the past, but equipment had been repaired and trailers have been registered with DMV. Part of the purpose of this inventory is to improve maintenance and readiness. He provided FY24 and FY25 audit updates. Per Ms. Sharpe, the FY24 final trial balance had been provided to auditors, and a small number of journal entries would be finalized this week, but auditors hadn't provided a firm completion date. For FY25, Ms. Sharpe stated that staff isn't waiting for FY24 completion before starting on the FY25 audit. Bank reconciliations remained the top priority. Ms. Sharpe remains confident that the FY25 audit will be completed by 12/31. Lastly, Whitaker introduced HR Director Crystal Stauffer.

Attorney: Attorney Johnston updated the Board about the delinquent tax collection foreclosure process. A hearing was held on 8/25 regarding Caswell County v. Bruce Solomon and others. Those taxes have now been paid in full. He spoke about a recent inquiry regarding wildlife game lands in the County. It appears that the game land properties have been conveyed to the State of NC, and under GS 105-278.1, real and personal property belonging to the State, counties, and municipalities are exempt from taxation. He stated that more updates would be provided in Closed Session.

Commissioners: Commissioner Claggett commented that the 5/28/25 Budget Work Session referred to an ordinance regarding too much trash and abandoned automobiles that was to be before Board in August. He inquired about the status. Manager Whitaker responded that it should be part of the UDO, and he would follow up and advise. He added that code enforcement is addressed within the UDO.

Vice Chair Rose thanked everyone for coming out and welcomed new employees.

Commissioner Smith suggested developing a committee to study Solid Waste fees to explore alternate plans to cut overall costs. He offered to volunteer to serve on the committee. Manager Whitaker stated that he and the Solid Waste Director had just discussed related options.

Chairman Yarbrough stated that an overview of the breakdown of the Solid Waste fees should be provided on the tax bill. He asked Solid Waste Director AJ Fuqua to provide an overview of the fees that went into effect 7/1. The Board approved both an Availability Fee and a Disposal Fee, but the tax bills did not state that. Before 7/1/25, only residents outside of the Town of Yanceyville who did not have a private hauler paid a \$125 Availability Fee. The fee change was that a \$55 Availability Fee is now charged to every County household and business, and a \$75 Disposal Fee is now charged to each household and business that doesn't provide verifiable town- or private-provided waste collection services. These fees total \$130, and the Tax Collector collects this through its billing process. The Disposal Fee covers trash removal from the nine compactors and off-site locations. Some small businesses with no dumpster pay a \$130 availability fee.

Chairman Yarbrough stressed the importance that everyone gives the same explanation for the increase in fees. Manager Whitaker stated the need to split the fee on tax bills to improve communications.

Chairman Yarbrough read announcements and upcoming events.

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

Adjournment: Commissioner Ingram moved, seconded by Vice Chair Rose, to adjourn the meeting. The motion carried unanimously, and the meeting was adjourned at 5:58pm.

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

K. Scott Whitaker
Clerk to the Board

Tim Yarbrough
Board Chair



AGENDA ITEM 7

COVER SHEET

Caswell County Board of Commissioners

meeting date: September 15, 2025

topic: Financial report

attachment(s): monthly report (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. Note regarding this report: Many revenue reports are not received until the 15th of the month or later; therefore, revenues recorded for the month may appear lagging behind the budget. Finance modified the format and provided some additional information, especially the last page that shows expenditures by Category.

suggested action or motion: (no action needed)

notes:

CASWELL COUNTY FY26 MONTHLY FINANCIAL REPORT

Year to Date through August 2025

Table of Contents	Page
Fund Summary-Revenues and Expenditures	2-4
General Fund Revenues by Subfund and Category	5
General Fund Expenditures & Select Subfunds by Department	6-8
General Fund Expenditures by Subfund and Category	9

Note regarding August Report:

Many revenue reports are not received until the 15th of the month or later; therefore, revenues recorded for the month may appear lagging behind budget.

FY26 FUNDS SUMMARY

MONTH: AUGUST

REVENUE CATEGORY/ SUBCATEGORY	ORIGINAL BUDGET	TRANS- FERS	REVISED BUDGET	YEAR-TO- DATE ACTUAL	AVAILABLE BUDGET	PERCENT TO DATE
100 GENERAL FUND						
REVENUES	(30,457,586)	(427,083)	(30,884,669)	(2,536,831)	(28,347,838)	8.2%
EXPENDITURES	30,457,586	427,083	30,884,669	3,733,351	21,623,959	12.1%
120 AUTOM ENHANCE & PRESERV (ROD)						
REVENUES	(8,000)	-	(8,000)	(1,898)	(6,102)	23.7%
EXPENDITURES	8,000	-	8,000	-	8,000	0.0%
130 DEPT OF SOCIAL SVCS						
REVENUES	(4,578,092)	(33,800)	(4,611,892)	(1,989)	(4,609,903)	0.0%
EXPENDITURES	4,578,092	33,800	4,611,892	420,351	4,018,980	9.1%
140 PUBLIC HEALTH						
REVENUES	(3,129,423)	(8,500)	(3,137,923)	(133,563)	(3,004,360)	4.3%
EXPENDITURES	3,129,423	8,500	3,137,923	389,410	2,255,868	12.4%
150 LIBRARY FUND						
REVENUES	(520,131)	(42,660)	(562,791)	(9,515)	(553,276)	1.7%
EXPENDITURES	520,131	42,660	562,791	63,665	488,241	11.3%
170 OCCUPANCY TAX FUND						
REVENUES	(90,000)	-	(90,000)	(4,918)	(85,082)	5.5%
EXPENDITURES	90,000	-	90,000	-	90,000	0.0%
180 SECTION 8 HOUSING AUTHORITY						
REVENUES	(1,138,339)	-	(1,138,339)	(195,618)	(942,721)	17.2%
EXPENDITURES	1,138,339	-	1,138,339	189,397	940,430	16.6%
200 SPECIAL FIRE DISTRICT FUND						
REVENUES	(1,310,559)	-	(1,310,559)	(138,636)	(1,171,923)	10.6%
EXPENDITURES	1,310,559	-	1,310,559	59,304	1,251,255	4.5%
205 OPIOID FUND						
REVENUES	(241,682)	-	(241,682)	(147,971)	(93,711)	61.2%
EXPENDITURES	241,682	-	241,682	-	241,682	0.0%
210 REVALUATION FUND						
REVENUES	(70,000)	-	(70,000)	-	(70,000)	0.0%
EXPENDITURES	70,000	-	70,000	-	70,000	0.0%

FY26 FUNDS SUMMARY

MONTH: AUGUST

REVENUE CATEGORY/ SUBCATEGORY	ORIGINAL BUDGET	TRANS- FERS	REVISED BUDGET	YEAR-TO- DATE ACTUAL	AVAILABLE BUDGET	PERCENT TO DATE
220 EMERGENCY TEL SYS FUND						
REVENUES	(129,274)	-	(129,274)	(7,440)	(121,835)	5.8%
EXPENDITURES	129,274	-	129,274	19,780	130,996	15.3%
230 MINI GRANT PROJECT FUND						
REVENUES	(90,493)	-	(90,493)	-	(90,493)	0.0%
EXPENDITURES	90,493	-	90,493	11,301	79,192	12.5%
260 FAMILY SERVICES						
REVENUES	(209,301)	-	(209,301)	7,807	(217,108)	-3.7%
EXPENDITURES	209,301	-	209,301	24,664	160,637	11.8%
281 ARPA						
REVENUES	(20,000)	-	(20,000)	-	(20,000)	0.0%
EXPENDITURES	20,000	-	20,000	-	20,000	0.0%
290 SPECIAL REVENUE FUND						
REVENUES	(30,400)	(149,662)	(180,062)	(26,573)	(153,489)	14.8%
EXPENDITURES	30,400	149,662	180,062	77,821	4,041	43.2%
420 SCHOOL CAPITAL RESERVE FUND						
REVENUES	(888,000)	-	(888,000)	(6,679)	(881,321)	0.8%
EXPENDITURES	888,000	-	888,000	-	888,000	0.0%
600 SOLID WASTE MANAGEMENT FUND						
REVENUES	(1,963,960)	-	(1,963,960)	(49,983)	(1,913,977)	2.5%
EXPENDITURES	1,963,960	-	1,963,960	45,307	537,253	2.3%
650 CASWELL DIV TRANSPORTATION						
REVENUES	(1,247,640)	-	(1,247,640)	(43,913)	(1,203,727)	3.5%
EXPENDITURES	1,247,640	-	1,247,640	64,926	705,651	5.2%
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)	-	(200,000)	0.0%
EXPENDITURES	200,000	-	200,000	-	200,000	0.0%

FY26 FUNDS SUMMARY

MONTH: AUGUST

REVENUE CATEGORY/ SUBCATEGORY	ORIGINAL BUDGET	TRANS- FERS	REVISED BUDGET	YEAR-TO- DATE ACTUAL	AVAILABLE BUDGET	PERCENT TO DATE
720 SPECIAL SEPARATION TRUST						
REVENUES	(126,000)	-	(126,000)	-	(126,000)	0.0%
EXPENDITURES	126,000	-	126,000	17,004	108,996	13.5%
730 PROPERTY TAX AGENCY FUND						
REVENUES	(455,000)	-	(455,000)	(5,916)	(449,084)	1.3%
EXPENDITURES	455,000	-	455,000	3,522	451,478	0.8%
740 FINES & FORFEITURES AGENCY						
REVENUES	(150,000)	-	(150,000)	(6,922)	(143,078)	4.6%
EXPENDITURES	150,000	-	150,000	6,922	143,078	4.6%
750 ROD REMITTANCE						
REVENUES	(93,700)	-	(93,700)	(14,776)	(78,924)	15.8%
EXPENDITURES	93,700	-	93,700	12,570	81,130	13.4%

FY26 GENERAL FUND REVENUES AND SELECT SUBFUNDS

MONTH: AUGUST

FUND	CATEGORY	ORIGINAL BUDGET	TRANS- FERS	REVISED BUDGET	YEAR-TO- DATE ACTUAL	AVAILABLE BUDGET	PERCENT TO DATE
100 GENERAL FUND							
	3A PROPERTY TAXES	(15,253,643)	-	(15,253,643)	(313,542)	(14,940,101)	2.1%
	3B OTHER TAXES	(8,000)	-	(8,000)	0	(8,000)	0.0%
	3C SALES TAXES	(7,647,929)	-	(7,647,929)	(1,849,780)	(5,798,149)	24.2%
	3D INTERGOV-RESTRICTED	(509,193)	-	(509,193)	(5,207)	(503,986)	1.0%
	3E INTERGOV-UNRESTR	(122,000)	-	(122,000)	0	(122,000)	0.0%
	3F PERMITS AND FEES	(958,804)	-	(958,804)	(90,188)	(868,616)	9.4%
	3G SALES AND SERVICES	(2,371,347)	-	(2,371,347)	(246,471)	(2,124,876)	10.4%
	3H INVESTMENT EARNINGS	(300,000)	-	(300,000)	(445)	(299,555)	0.1%
	3I CONTRIBUTIONS	0	-	0	(439)	439	#DIV/0!
	3J MISCELLANEOUS	(23,300)	-	(23,300)	(17,659)	(5,641)	75.8%
	3K RESTRICTED GRANTS	0	-	0	(13,100)	13,100	#DIV/0!
	3W FB APPROPRIATED	(3,263,370)	(427,083)	(3,690,453)	0	(3,690,453)	0.0%
100 GENERAL FUND Total		(30,457,586)	(427,083)	(30,884,669)	(2,536,831)	(28,347,838)	8.2%
130 DEPT OF SOCIAL SVCS							
	3D INTERGOV-RESTRICTED	(55,668)	-	(55,668)	0	(55,668)	0.0%
	3F PERMITS AND FEES	(3,270,487)	-	(3,270,487)	(1,889)	(3,268,598)	0.1%
	3J MISCELLANEOUS	(200)	-	(200)	(100)	(100)	50.0%
	3S TRANSFERS IN	(1,097,084)	(33,800)	(1,130,884)	0	(1,130,884)	0.0%
	3W FB APPROPRIATED	(154,653)	-	(154,653)	0	(154,653)	0.0%
130 DEPT OF SOCIAL SVCS Total		(4,578,092)	(33,800)	(4,611,892)	(1,989)	(4,609,903)	0.0%
140 PUBLIC HEALTH							
	3D INTERGOV-RESTRICTED	(354,914)	-	(354,914)	(131)	(354,783)	0.0%
	3F PERMITS AND FEES	(931,787)	-	(931,787)	(71,843)	(859,944)	7.7%
	3G SALES AND SERVICES	(742,640)	-	(742,640)	(61,670)	(680,970)	8.3%
	3J MISCELLANEOUS	0	-	0	80	(80)	#DIV/0!
	3S TRANSFERS IN	(763,670)	(8,500)	(772,170)	0	(772,170)	0.0%
	3W FB APPROPRIATED	(336,412)	-	(336,412)	0	(336,412)	0.0%
140 PUBLIC HEALTH Total		(3,129,423)	(8,500)	(3,137,923)	(133,563)	(3,004,360)	4.3%

FY26 GENERAL FUND EXPENDITURES & SELECT SUBFUNDS BY DEPARTMENT

MONTH: AUGUST

DEPARTMENT TITLE	ORIGINAL BUDGET	TRANS- FERS	REVISED BUDGET	YEAR-TO- DATE ACTUAL	AVAILABLE BUDGET	PERCENT TO DATE
100 GENERAL FUND						
41 GENERAL GOVERNMENT						
1004110 GOVERNING BODY	73,205	-	73,205	12,489	60,716	17.1%
1004120 ADMINISTRATION	642,193	50,000	692,193	59,166	550,527	8.5%
1004130 FINANCE	682,059	-	682,059	49,328	617,266	7.2%
1004140 TAX DEPARTMENT	646,549	-	646,549	72,017	564,032	11.1%
1004170 ELECTIONS	218,184	-	218,184	16,536	194,648	7.6%
1004180 REGISTER OF DEEDS	231,848	-	231,848	46,315	170,770	20.0%
1004160 COURT FACILITY	67,650	-	67,650	7,981	59,669	11.8%
41 GENERAL GOVERNMENT Total	2,561,688	50,000	2,611,688	263,831	2,217,629	10.1%
42 CENTRAL SERVICES						
1004200 CENTRAL SERVICES	1,399,256	(8,600)	1,390,656	138,392	1,252,264	10.0%
1004210 INFORMATION TECHNOLOGY	700,503	(42,300)	658,203	40,527	480,076	6.2%
1004260 MAINTENANCE/COUNTY BUILDING	1,140,869	26,000	1,166,869	141,565	940,038	12.1%
1004261 HEALTH BUILDING	22,148	-	22,148	544	21,604	2.5%
1004262 WELCOME CENTER	61,300	-	61,300	3,323	39,977	5.4%
1004265 FLEET MANAGEMENT	3,800	-	3,800	0	3,800	0.0%
42 CENTRAL SERVICES Total	3,327,876	(24,900)	3,302,976	324,351	2,737,759	9.8%
43 PUBLIC SAFETY						
1004310 SHERIFFS OFFICE	4,197,866	-	4,197,866	439,017	3,600,486	10.5%
1004320 DETENTION CENTER	2,468,094	-	2,468,094	288,836	1,627,549	11.7%
1004330 EMERGENCY MANAGEMENT	105,052	-	105,052	19,742	85,310	18.8%
1004335 911 COMMUNICATIONS	1,241,712	-	1,241,712	124,664	1,092,497	10.0%
1004339 SCHOOL RESOURCE OFFICERS	466,448	-	466,448	57,257	409,191	12.3%
1004350 INSPECTIONS	323,628	-	323,628	38,673	270,155	11.9%
1004360 CORONER/MEDICAL EXAMINER	15,000	-	15,000	7,050	7,950	47.0%
1004370 EMERGENCY MEDICAL SERVICES	2,979,094	351,083	3,330,177	716,691	2,510,463	21.5%
43 PUBLIC SAFETY Total	11,796,894	351,083	12,147,977	1,691,930	9,603,601	13.9%
47 ENVIRONMENTAL PROTECTION						
1004960 CASWELL SOIL & WATER DISTRICT	112,571	-	112,571	15,703	94,318	13.9%
47 ENVIRONMENTAL PROTECTION Total	112,571	-	112,571	15,703	94,318	13.9%
49 ECONOMIC AND PHYS DEVELOP						
1004910 ECONOMIC DEVELOPMENT-ADMIN	163,824	-	163,824	7,116	156,708	4.3%
1004911 ECON DEV-COSQUARE	42,284	-	42,284	792	37,492	1.9%
1004920 PLANNING DEPARTMENT	179,089	2,100	181,189	15,708	163,866	8.7%
1004950 EXTENSION SERVICE	529,539	-	529,539	1,703	506,995	0.3%
49 ECONOMIC AND PHYS DEVELOP Total	914,736	2,100	916,836	25,318	865,061	2.8%

FY26 GENERAL FUND EXPENDITURES & SELECT SUBFUNDS BY DEPARTMENT

MONTH: AUGUST

DEPARTMENT TITLE	ORIGINAL BUDGET	TRANS- FERS	REVISED BUDGET	YEAR-TO- DATE ACTUAL	AVAILABLE BUDGET	PERCENT TO DATE
50 HUMAN SERVICES						
1005191 ANIMAL CONTROL DEPT	367,416	6,500	373,916	60,470	123,596	16.2%
1005200 MENTAL HEALTH	97,197	-	97,197	0	97,197	0.0%
1005830 COMMUNITY BASED ALTERNATIVE	10,919	-	10,919	583	7,419	5.3%
1005834 CAS CO YOUTH ENRICHMENT PR	81,011	-	81,011	8,797	59,097	10.9%
1005835 DPS/ROOTS & WINGS	43,513	-	43,513	0	43,513	0.0%
1005870 SENIOR SERVICES	611,038	-	611,038	64,711	490,227	10.6%
1005876 SENIOR SERV/SHIIP GRANT	9,200	-	9,200	0	9,200	0.0%
1005873 VETERANS ASST GRANT	0	-	0	814	(814)	#DIV/0!
50 HUMAN SERVICES Total	1,220,294	6,500	1,226,794	135,375	829,435	11.0%
59 EDUCATION						
1005911 PUBLIC SCHOOLS CURRENT EXP	3,078,092	-	3,078,092	491,152	-	16.0%
1005912 PUBLIC SCHOOLS CAP. OUTLAY	400,000	-	400,000	66,672	-	16.7%
1005920 COMMUNITY COLLEGE	1,026,769	-	1,026,769	171,128	6	16.7%
59 EDUCATION Total	4,504,861	-	4,504,861	728,951	6	16.2%
60 CULTURAL AND RECREATION						
1006120 PARKS & RECREATION	352,391	-	352,391	26,276	220,265	7.5%
1006121 FARMER LAKE	113,231	-	113,231	12,003	85,978	10.6%
60 CULTURAL AND RECREATION Total	465,622	-	465,622	38,279	306,243	8.2%
69 SPECIAL APPROPRIATIONS						
1006900 SPECIAL APPROPRIATIONS-HUM	179,824	-	179,824	53,000	11,000	29.5%
69 SPECIAL APPROPRIATIONS Total	179,824	-	179,824	53,000	11,000	29.5%
90 LT DEBT						
1009000 DEBT SERV - DETENTION	661,416	-	661,416	331,864	329,552	50.2%
1009100 DEBT SERVICE/PUBLIC SCHOOLS	644,648	-	644,648	0	644,648	0.0%
1009200 DEBT SERVICE/INSTALLMENTS	257,130	-	257,130	1,054	256,077	0.4%
1009400 DEBT SERV/VEHICLE LEASE	666,400	-	666,400	65,175	601,225	9.8%
90 LT DEBT Total	2,229,594	-	2,229,594	398,093	1,831,501	17.9%
98 TRANSFERS						
1009810 TRANSFERS TO OTHER FUNDS	3,143,626	42,300	3,185,926	58,521	3,127,405	1.8%
98 TRANSFERS Total	3,143,626	42,300	3,185,926	58,521	3,127,405	1.8%
100 GENERAL FUND Total	30,457,586	427,083	30,884,669	3,733,351	21,623,959	12.1%

FY26 GENERAL FUND EXPENDITURES & SELECT SUBFUNDS BY DEPARTMENT

MONTH: AUGUST

DEPARTMENT TITLE	ORIGINAL BUDGET	TRANS- FERS	REVISED BUDGET	YEAR-TO- DATE ACTUAL	AVAILABLE BUDGET	PERCENT TO DATE
130 DEPT OF SOCIAL SVCS						
50 HUMAN SERVICES						
1305310 DEPARTMENT OF SOCIAL SVCS	4,578,092	33,800	4,611,892	420,351	4,018,980	9.1%
50 HUMAN SERVICES Total	4,578,092	33,800	4,611,892	420,351	4,018,980	9.1%
130 DEPT OF SOCIAL SVCS Total	4,578,092	33,800	4,611,892	420,351	4,018,980	9.1%
140 PUBLIC HEALTH						
50 HUMAN SERVICES						
1405110 PUBLIC HEALTH	3,129,423	8,500	3,137,923	389,410	2,255,868	12.4%
50 HUMAN SERVICES Total	3,129,423	8,500	3,137,923	389,410	2,255,868	12.4%
140 PUBLIC HEALTH Total	3,129,423	8,500	3,137,923	389,410	2,255,868	12.4%

016

FY26 GENERAL FUND EXPENDITURES & SELECT SUBFUNDS BY CATEGORY

MONTH: AUGUST

FUND AND REVENUE CATEGORY	ORIGINAL BUDGET	TRANS- FERS	REVISED BUDGET	YEAR-TO- DATE ACTUAL	AVAILABLE BUDGET	PERCENT TO DATE
100 GENERAL FUND						
5A SALARIES	9,851,319	18,000	9,869,319	1,105,432	8,763,537	11.2%
5B BENEFITS	3,749,471	(18,000)	3,731,471	421,012	3,310,459	11.3%
5C CONTRACTUAL SERVICES	2,281,995	74,000	2,355,995	243,492	1,249,297	10.3%
5D SUPPLIES & EXP	1,238,963	(3,000)	1,235,963	95,930	772,935	7.8%
5E TRAVEL & TRAINING	125,934	1,100	127,034	2,774	76,535	2.2%
5F TELECOMMUNICATION	250,251	(42,300)	207,951	4,999	112,952	2.4%
5G UTILITIES	406,648	-	406,648	32,784	373,364	8.1%
5H MAINT & REPAIR	488,381	12,500	500,881	64,981	259,297	13.0%
5J OTHER SERVICES	1,034,857	-	1,034,857	118,476	871,592	11.4%
5K CAPITAL OUTLAY	544,633	351,083	895,716	391,881	456,969	43.8%
5L GRANTS AND AID	302,771	-	302,771	66,025	125,587	21.8%
5N DEBT SERVICE	2,229,594	-	2,229,594	398,093	1,831,501	17.9%
5Q TRANSFERS OUT	3,143,626	42,300	3,185,926	58,521	3,127,405	1.8%
5R CLIENT SERVICES	24,059	-	24,059	-	20,900	0.0%
5S EDUCATION	4,504,861	-	4,504,861	728,951	6	16.2%
5U RES & CONTINGENCY	280,223	(8,600)	271,623	-	271,623	0.0%
100 GENERAL FUND Total	30,457,586	427,083	30,884,669	3,733,351	21,623,959	12.1%
130 DEPT OF SOCIAL SVCS						
5A SALARIES	2,563,820	-	2,563,820	264,495	2,299,325	10.3%
5B BENEFITS	1,031,395	-	1,031,395	106,683	924,712	10.3%
5C CONTRACTUAL SERVICES	190,000	-	190,000	10,204	30,214	5.4%
5D SUPPLIES & EXP	39,000	-	39,000	3,810	21,190	9.8%
5E TRAVEL & TRAINING	49,000	-	49,000	2,448	42,552	5.0%
5F TELECOMMUNICATION	-	33,800	33,800	891	32,909	2.6%
5G UTILITIES	21,500	-	21,500	3,775	17,725	17.6%
5H MAINT & REPAIR	2,500	-	2,500	287	2,213	11.5%
5J OTHER SERVICES	8,063	-	8,063	2,093	991	26.0%
5K CAPITAL OUTLAY	69,100	-	69,100	4,382	64,718	6.3%
5R CLIENT SERVICES	603,714	-	603,714	21,284	582,430	3.5%
130 DEPT OF SOCIAL SVCS Total	4,578,092	33,800	4,611,892	420,351	4,018,980	9.1%
140 PUBLIC HEALTH						
5A SALARIES	1,708,635	-	1,708,635	216,570	1,492,065	12.7%
5B BENEFITS	650,205	-	650,205	77,080	573,125	11.9%
5C CONTRACTUAL SERVICES	302,658	-	302,658	22,701	60,722	7.5%
5D SUPPLIES & EXP	249,538	-	249,538	22,562	30,066	9.0%
5E TRAVEL & TRAINING	26,730	-	26,730	1,251	12,479	4.7%
5F TELECOMMUNICATION	3,500	8,500	12,000	292	11,708	2.4%
5H MAINT & REPAIR	13,420	-	13,420	621	(22,201)	4.6%
5J OTHER SERVICES	84,702	-	84,702	35,109	21,094	41.4%
5L GRANTS AND AID	45,035	-	45,035	12,847	32,188	28.5%
5N DEBT SERVICE	45,000	-	45,000	379	44,621	0.8%
140 PUBLIC HEALTH Total	3,129,423	8,500	3,137,923	389,410	2,255,868	12.4%



AGENDA ITEM 8

COVER SHEET

Caswell County Board of Commissioners

meeting date: September 15, 2025

topic: Charters of Freedom project

attachment(s): (none; a few photos will be presented during the meeting)

fiscal impact: (n/a)

staff comments or recommendation: Ron Lewis is a member of Foundation Forward, Inc., and this educational non-profit installs life-size replicas of the United States' Charters of Freedom in communities across America. These include the Declaration of Independence, the Constitution, and the Bill of Rights, and there are many installations in North Carolina. This project idea was introduced to the local Veterans of Foreign Wars (Post 7316) in July. Fred Smith has been in conversation with Mr. Lewis and a potential Yanceyville location is being discussed. The presentation will shed more light on the proposed project.

suggested action or motion: (none needed, unless the Board wishes to discuss its receptiveness to the project)

notes:

*(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: September 15, 2025

topic: Caswell County Schools procurement process and resolution

attachment(s): memo: Procedures re: School Capital Reserve Fund and Capital Outlay Fund

fiscal impact: (attached memo outlines allocated amounts in FY25–26)

staff comments or recommendation: The FY25–26 budget appropriates \$888,000 to the School Capital Reserve Fund. During budget deliberations, the Board wanted to ensure that maintenance and repair projects are completed by Caswell County Schools, and the School Board was eager to make the improvements. Both boards desired clarity about procurement, progress reporting, and distribution of the allocations.

School leadership and County financial leadership met recently to discuss county funding of schools, what's allowable by statute, and a process for the release of funds. Some items of note were:

- The BOC appropriates money to the school system and approves certain school board contracts, and those identified within the budget process involve repairs and/or systems replacement.
- GS 115C-426 requires the school system to use a “uniform budget format” to make it easy for all parties, and the BOE is to have a “capital outlay fund” that shows County allocations as revenues.
- GS 115C-432 requires the BOE to adopt a budget resolution as dictated within the statute.

The attached memo outlines suggested procedures regarding the School Capital Reserve Fund and the Capital Outlay Fund.

suggested action or motion: (Item is for discussion only, but the Board might wish to direct the Attorney to draft a resolution as suggested in item 1 of the attached memo; it could be considered at the 10/6 meeting.)

notes:

Caswell County & Caswell County Schools

Procedures re: School Capital Reserve Fund and Capital Outlay Fund

Capital Reserve – \$888,000

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

Recommended Process

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

Capital Outlay – \$400,000

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

Summary

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



AGENDA ITEM 10

COVER SHEET

Caswell County Board of Commissioners

meeting date: September 15, 2025

topic: 2026 Caswell Comprehensive Plan—Steering Committee (21 members)

attachment(s):

- Proposed roster and 19 applications
- Citizen Advisory Board Policy 4-20-20

fiscal impact: (n/a)

staff comments or recommendation: The Board approved the contract for this project in August, and the work of a steering committee is critical to the Comp Plan's success. The work involves "up to six steering committee meetings to provide input and feedback on existing conditions, public meeting input, and proposed recommendations," and this committee's work will be facilitated by PTRC staff.

Planning Director Watlington has provided the attached memo that addresses the proposed composition of a 21-member steering committee, along with a slate of 19 applicants. Two members are proposed to be Board of Commissioner members (TBD). Watlington will be on hand to answer questions regarding proposed meeting times, locations, etc., although these are likely TBD.

Normally committee appointments are listed later on the agenda and approved the same night, but it's listed within "discussion items" because it's a brand-new committee, it's a large number of appointments, and the Board might desire more time to consider appointments.

suggested action or motion: The Board has the option of discussion only, or if the Board is ready to act, a suitable motion approach would be to either: 1) appoint the entire proposed slate of members and name two Board members to serve; or 2) appoint desired members individually.

notes:

Steering Committee NOMINATIONS

1. Commissioner
2. Commissioner
3. Citizen, Farmer
4. Town Manager/Planner
5. Realtor
6. Wildlife, Land Consultant, Planning Board
7. Developer
8. Planning Board/PCC Board
9. Planning Board
10. Tourism
11. Land Consultant
12. Citizen, Caswell Co-Op
13. Parks and Rec Director
14. Business Owner, Restaurant/School Board
15. Central Permitting/Environmental Health
16. Business Owner, Ace Hardware
17. Milton Rep
18. Forestry
19. Health Department
20. Citizen
21. Citizen

Larry Seal	Prospect Hill
*Kamara Barnett	Yanceyville
Emily Russell	High Towers
Steve Harris	Semora
Don Norman	Yanceyville
Antonio Foster	Casville
Scott Oakley	Anderson
Amanda Hodges	Milton
Artie Chapman	Anderson
Jessica Smith	Providence
Randy Jefferson	Cherry Grove
Joel Lillard	Providence
*Donnie Powell	Roxboro
Brian Lunsford	Leasburg
Danny Cash	Milton
Bryan Singleton	Casville
*Nicole Gibson	Danville
William Ward	Pelham
Elin Claggett	Providence

Clerk's Office Use Only

Rec'd Date _____

By: _____



Caswell County Volunteer Application for Boards and Committees

This application is a public document

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

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

Name: LARRY SEAL
 Home Address: 3667 Corbett Ridge Rd
 City: Mebane NC Zip Code: 27302
 Phone: 336-263-5778 Email: _____
 Place of Employment: Self
 Please list any County Boards you currently serve on: _____

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

A. CAMP PLAN Steering Committee B. _____ C. _____

Why do you wish to serve on these boards?

Keen interest in landowner rights And seeing
Caswell County prosper And see development in
A sensible And proper MANNER

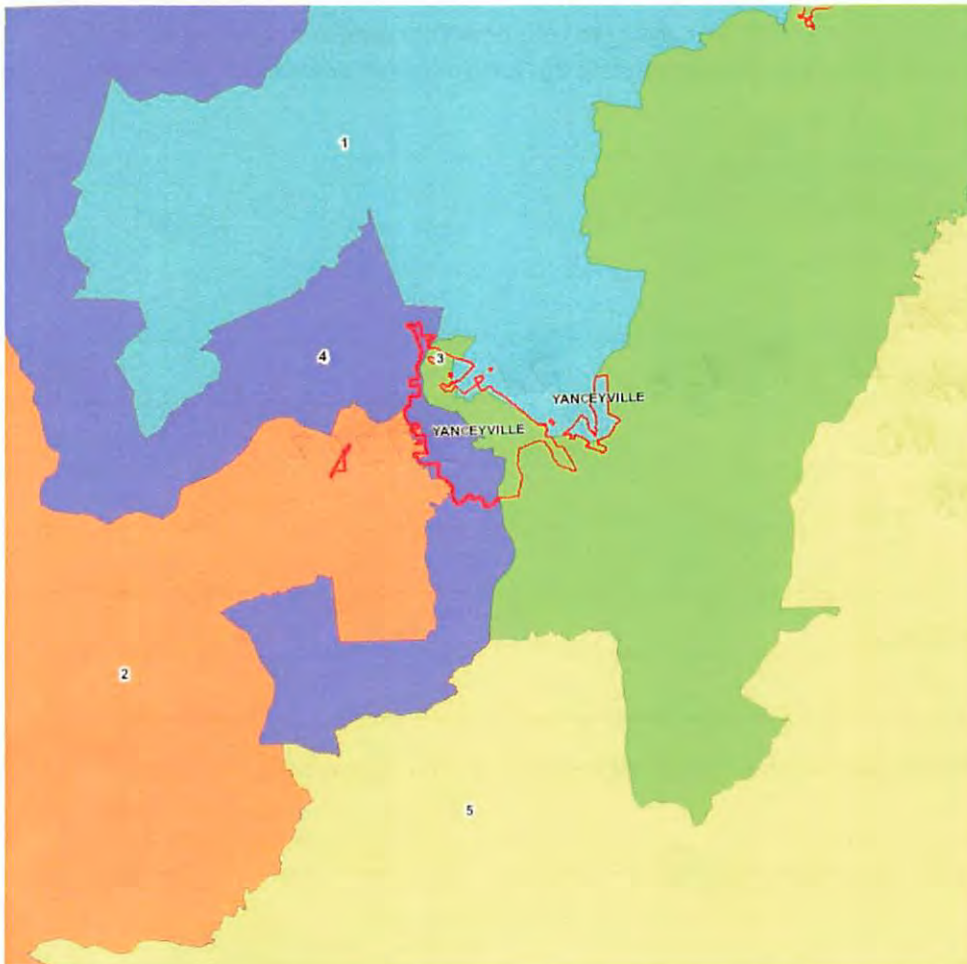
Please describe background, education, and abilities that qualify you for these boards:

Lifelong Farmer And landowner in Caswell County for
more than 50 years

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

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

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



Demographic Information (Optional)

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

Male ☒ Female ☐

Age Range: 18-34 ☐ 35-59 ☐ 60+ ☒

Ethnic background:

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

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

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

Clerk's Office Use Only

Rec'd Date _____

By: _____



Caswell County Volunteer Application for Boards and Committees

This application is a public document

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

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

Name: Kamara M. Barnett
 Home Address: 158 East Church Street / PO Box 727
 City: Yanceyville Zip Code: 27379
 Phone: 336.694.5431 Email: townmanager@yanceyville.nc.gov
 Place of Employment: Town of Yanceyville
 Please list any County Boards you currently serve on: Caswell County Tourism Development Authority

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

A. Steering Committee B. _____ C. _____
Planning Department

Why do you wish to serve on these boards?

See attached

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

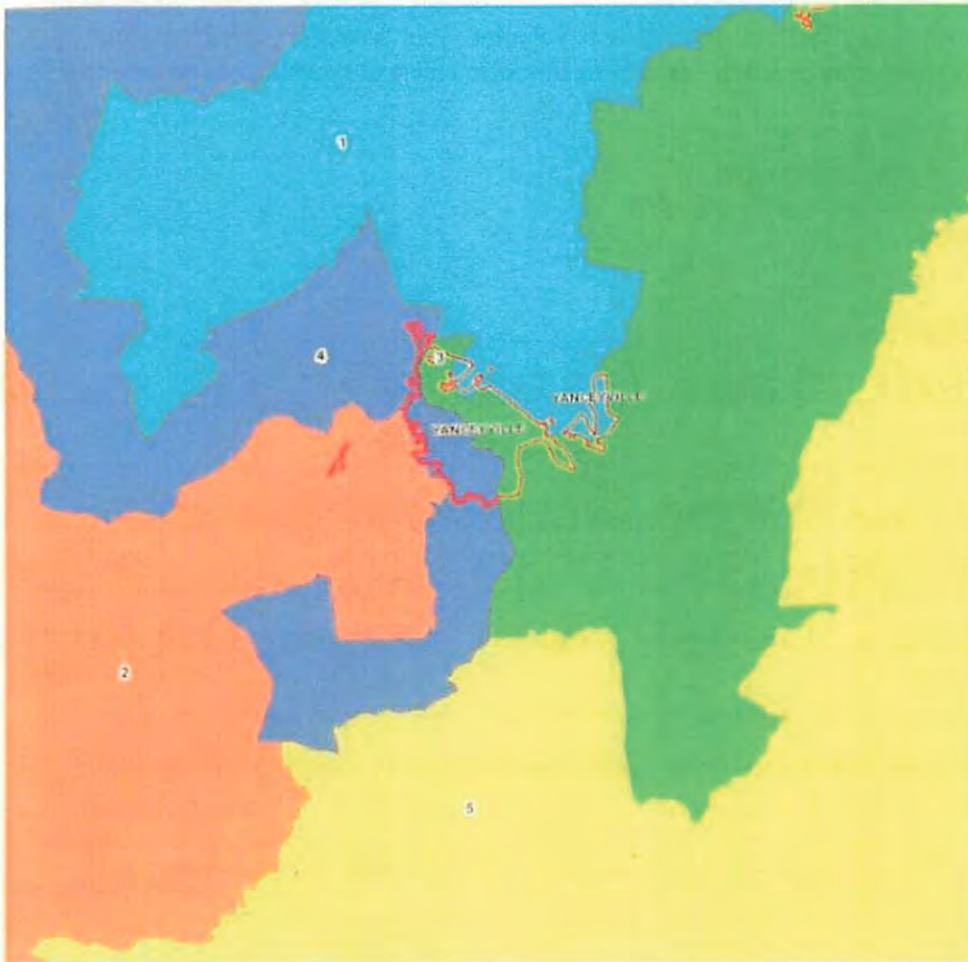
See attached

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

N/A

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

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



Demographic Information (Optional)

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

Male ☐ Female ☒

Age Range: 18-34 ☐ 35-59 ☒ 60+ ☐

Ethnic background:
Asian ☐ Black/African American ☒ Hispanic ☐ Native American ☐ White ☐ Other ☐

How did you become aware of these volunteer opportunities? Check all that apply
County Web Page ☐ Newspaper ☐ Radio ☐ Current Volunteer ☐ Other ☒

Why do you wish to serve on these boards?

I am interested in serving on the steering committee because I care deeply about the future growth, sustainability, and character of Caswell County. This is a pivotal moment for our community to shape a long-term vision that balances economic development, environmental stewardship, and the preservation of our rural identity. I want to contribute to a plan that reflects the needs and values of all residents ensuring smart growth, improved infrastructure, accessible housing, and thoughtful land use decisions.

I believe that a comprehensive and inclusive planning process is essential to guide our county through the challenges and opportunities ahead. Serving on this committee would allow me to listen to diverse perspectives, bring forward ideas that reflect community input, and work collaboratively to help develop a plan that promotes equity, quality of life, and responsible development. Whether it's protecting agricultural lands, promoting local business, or planning for future infrastructure and services, I am committed to helping create a plan that sets Caswell County on a path toward a vibrant and resilient future.

Please describe background, education, and abilities that qualify you for this board(s)

As the current Town Manager of Yanceyville, located within Caswell County, I have a deep understanding of the local needs, challenges, and opportunities related to development and infrastructure. In my role, I am actively engaged in planning and overseeing municipal operations, public services, and capital improvement projects, which directly inform my perspective on long-range development strategy.

I am also a Certified Zoning Official in the State of North Carolina, which has provided me with extensive knowledge of land use regulations, zoning ordinances, and the permitting process. I regularly develop and implement planning documents for the Town of Yanceyville, including zoning updates, small area plans, and community development initiatives. This experience equips me with the technical skills and policy insight needed to contribute meaningfully to the update of Caswell County's Comprehensive and Land Use Development Plan.

My position allows me to see firsthand how planning decisions impact both municipal and county-level governance, and I am committed to ensuring that this comprehensive plan reflects practical, sustainable, and forward-thinking solutions. I believe that collaboration between municipalities and the county is essential for cohesive and successful planning, and I look forward to contributing that collaborative spirit to the steering committee.

Clerk's Office Use Only

Rec'd Date _____

By: _____



Caswell County Volunteer Application for Boards and Committees

This application is a public document

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

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

Email: csmith@caswellcountync.gov

Name: Emily Cobb Russell

Home Address: 843 Mise Road

City: Yanceyville Zip Code: 27379

Phone: 336-514-6152 Email: emily@emilyrussellhomes.com

Place of Employment: Self Employed/Real Estate Broker

Please list any County Boards you currently serve on: None

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

A. Comp. Plan Steering Committee B. _____ C. _____

Why do you wish to serve on these boards?

I am passionate about the growth and future of Caswell County and want to contribute to shaping a thoughtful, sustainable vision for

our community. As a real estate professional, I have firsthand experience with the housing market, development trends, and the needs of our residents. I am committed to supporting thoughtful, balanced planning for our county.

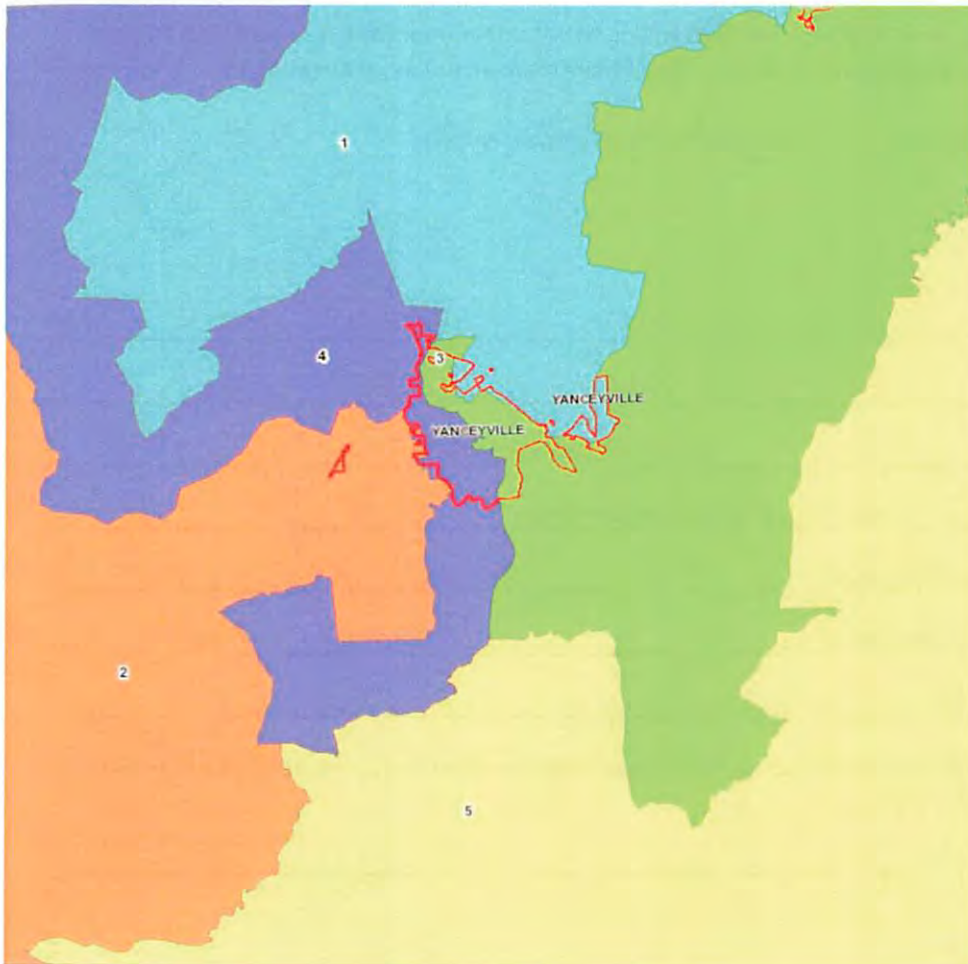
Please describe background, education, and abilities that qualify you for these boards:

I am a licensed real estate broker with experience in housing, development trends, and community needs. My work requires strong communication, problem-solving, and collaboration skills, which I believe will be valuable to the committee. In addition I hold a B.A. in Economics from The University of North Carolina at Chapel Hill and an MBA from Liberty University. I am also a lifelong resident of the county.

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

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

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



Demographic Information (Optional)

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

Male ____ Female ☒

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

Ethnic background:

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

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

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

Clerk's Office Use Only

Rec'd Date _____

By: _____



Caswell County Volunteer Application for Boards and Committees

This application is a public document

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

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

Name: Steve Harris

Home Address: 1450 Jack Painter Rd. Gen

City: Semora Zip Code: 27343

Phone: 434-251-4513 Email: _____

Place of Employment: Self employed

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

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

A. Comp Plan Steering Committee B. _____ C. _____

Why do you wish to serve on these boards?

To help improve the future of the county.

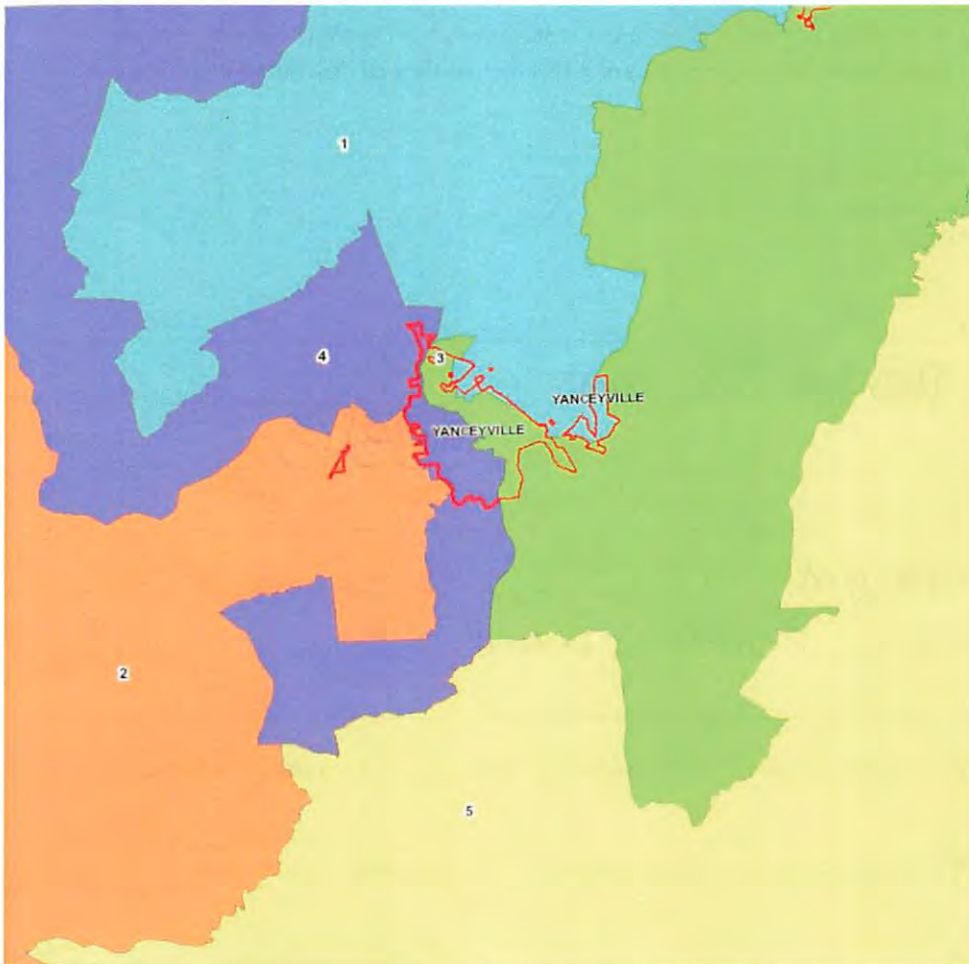
Please describe background, education, and abilities that qualify you for these boards:

30 years NC Wildlife; 25 years Wildlife Consultant/
Grading

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

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

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



Demographic Information (Optional)

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

Male ☒ Female ☐

Age Range: 18-34 ☐ 35-59 ☐ 60+ ☒

Ethnic background:

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

How did you become aware of these volunteer opportunities? Check all that apply
County Web Page ☐ Newspaper ☐ Radio ☐ Current Volunteer ☐ Other ☒



Caswell County Volunteer Application for Boards and Committees

This application is a public document

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

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

Name: Donald Norman

Home Address: 34 Paschal Rd

City: Yanceyville Zip Code: 27379

Phone: 919 740 9414 Email: dontarheel@gmail.com

Place of Employment: Self

Please list any County Boards you currently serve on: None

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

A. Steering B. _____ C. _____

Why do you wish to serve on these boards?

To be a resource supporting the future economic health of our county.

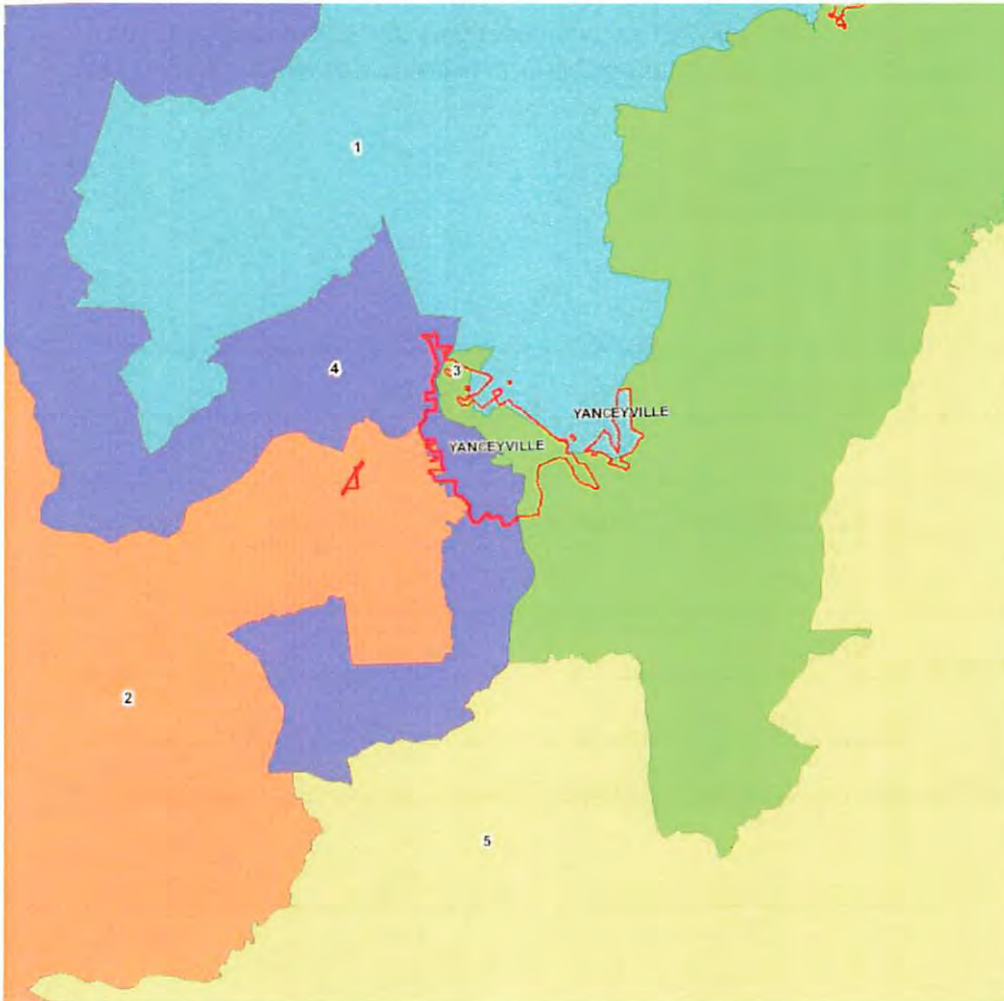
Please describe background, education, and abilities that qualify you for these boards:

My undergraduate degree is in Accounting. I worked in Public Accounting in the late 80s
and early 90s focused in the energy sector. Subsequently my work evolved into operations and
finance. I have served on a few boards and have financial/analytical experience I believe would be beneficial to the steering committee.

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

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

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



Demographic Information (Optional)

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

Male ☒ Female ☐

Age Range: 18-34 ☐ 35-59 ☒ 60+ ☐

Ethnic background:

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

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

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

Clerk's Office Use Only

Rec'd Date _____

By: _____



Caswell County Volunteer Application for Boards and Committees

This application is a public document

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

Caswell County Administration

Email: csmith@caswellcountync.gov

Attn: Carla Smith

P.O. Box 98

144 Court Square

Yanceyville, NC 27379

Name: Antonio W. Foster
 Home Address: 933 Ashland Rd
 City: Ruffin Zip Code: 27326
 Phone: 919-931-1356 Email: awf1959@gmail.com
 Place of Employment: Retired Military Officer
 Please list any County Boards you currently serve on: Planning Board

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

A. comprehensive plan steering committee B. _____ C. _____

Why do you wish to serve on these boards?

To assist in moving the county forward,

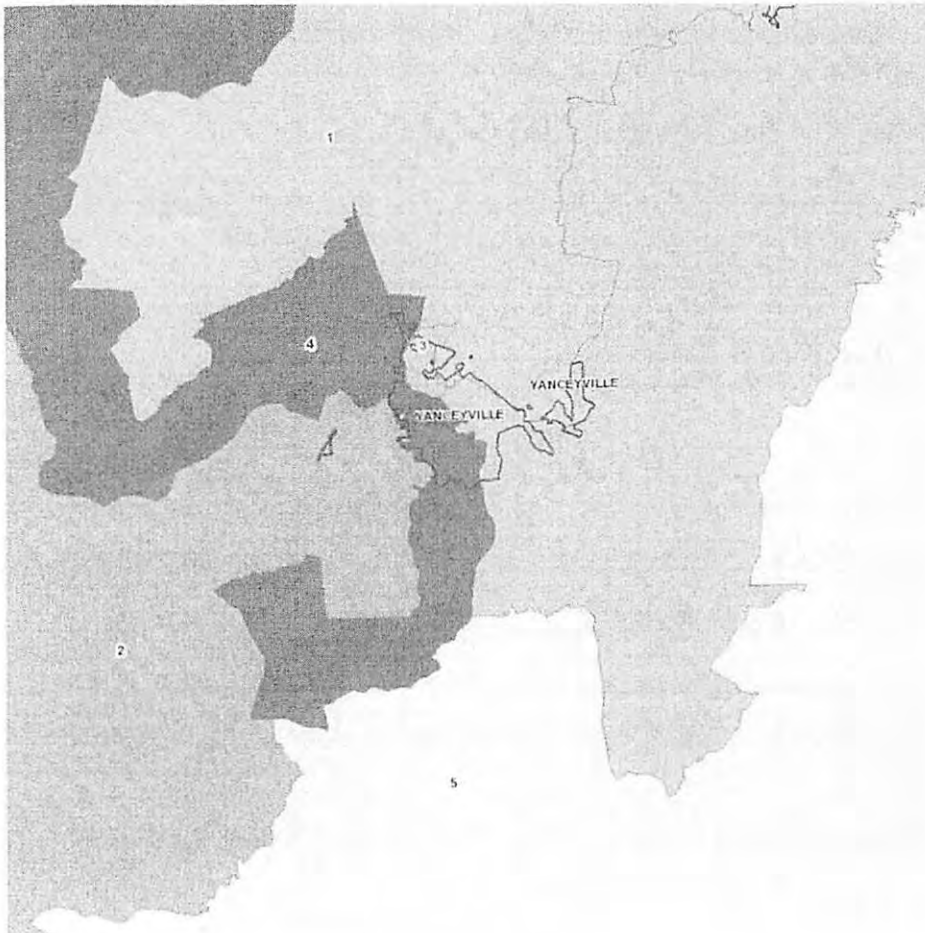
Please describe background, education, and abilities that qualify you for these boards:

Ret Lieutenant Colonel, serve as Board Chair, PCC, serve as Vice Treasurer on DEERS board, serve on the EPIC board, Chairman of the Men's ministry at my church.

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

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

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



Demographic Information (Optional)

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

Male ☒ Female ☐

Age Range: 18-34 ☐ 35-59 ☐ 60+ ☒

Ethnic background:

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

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

County Web Page ☐ Newspaper ☐ Radio ☐ Current Volunteer ☐ Other was asked to join



Caswell County Volunteer Application for Boards and Committees

This application is a public document

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

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

Name: Brian Scott Oakley

Home Address: 1425 Baynes Road

City: Burlington, NC Zip Code: 27217

Phone: 336-214-3361 Email: scottoakley64@gmail.com

Place of Employment: Lenovo, RTP, NC

Please list any County Boards you currently serve on: currently serving on Caswell Co Planning Board

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

A. Comprehensive Plan Steering Committee B. _____ C. _____

Why do you wish to serve on these boards?

I have reviewed the last Comprehensive Plan from 2014 and would be honored to participate in the next revision.

I have an interest in helping Caswell Co. re-visit the challenges it currently faces and assist in setting neww goals and strategies for the future.

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

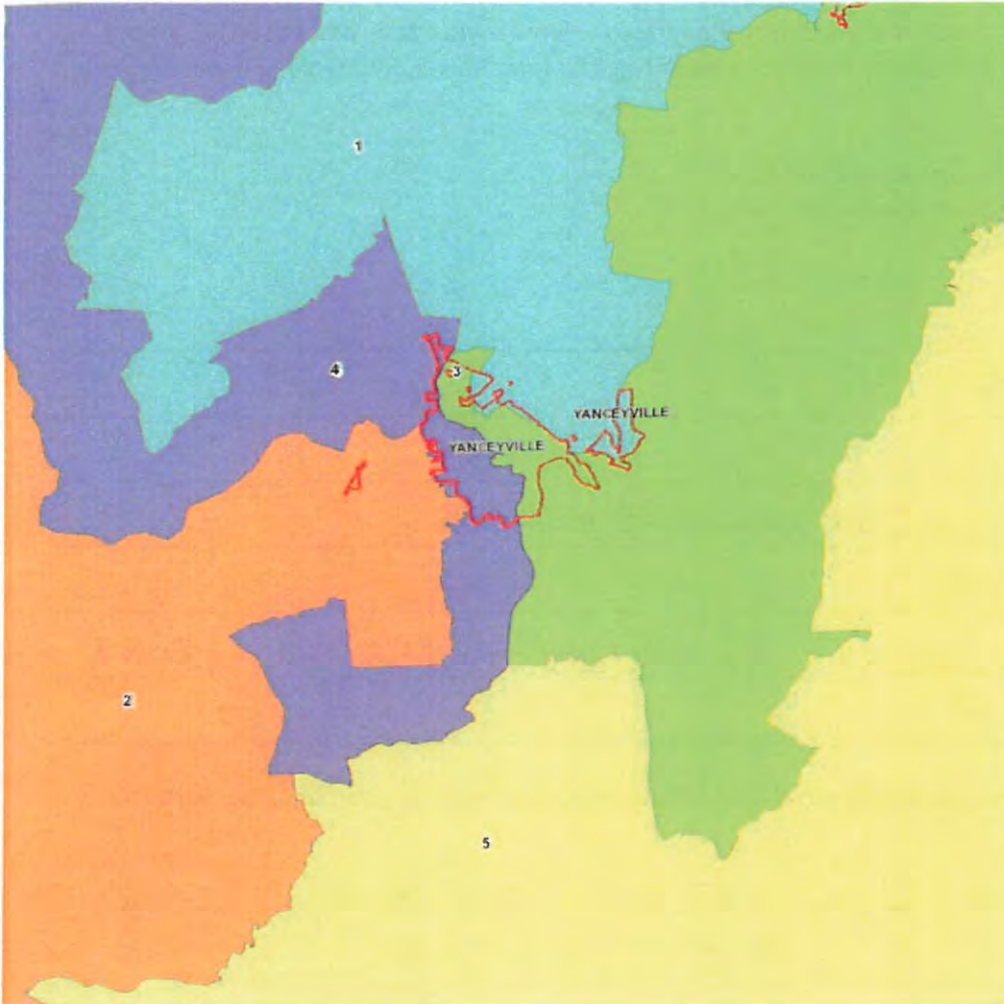
BYHS graduate, BS in Mechical Engineering, Project Management, 30+ years experience in the technology industry.

Volunteer in church leadership, recreation department, planning board, scouting, community service.

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

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

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



Demographic Information (Optional)

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

Male ☒ Female ☐

Age Range: 18-34 ☐ 35-59 ☐ 60+ ☒

Ethnic background:

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

How did you become aware of these volunteer opportunities? Check all that apply
 County Web Page ☐ Newspaper ☐ Radio ☐ Current Volunteer ☒ Other ☐



Caswell County Volunteer Application for Boards and Committees

This application is a public document

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

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

Name: Amanda Hodges

Home Address: 1628 Allison Road

City: Ruffin Zip Code: 27326

Phone: 336-500-3485 Email: Amanda@redbarncommunicationsnc.com

Place of Employment: Self employed; Red Barn Communications

Please list any County Boards you currently serve on: Caswell County Economic Development Commission
contract staff CCTDA

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

A. Comprehensive Plan Steering Committee B. _____ C. _____

Why do you wish to serve on these boards?

Caswell County is my home where I was born/raised and I want to be part of the solution in its
growth in a mindful and careful way. Providing residents with services needed while also protecting the beauty and
agriculture-based community we have is crucial. Growth/economic development are vital but must be done with planned intention.

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

Since returning to Caswell County after being in Colorado for over 20 years working as a corporate advertising/communications executive, I work here various roles to assist in the economic development and growth of Caswell. Working with the Chamber of Commerce

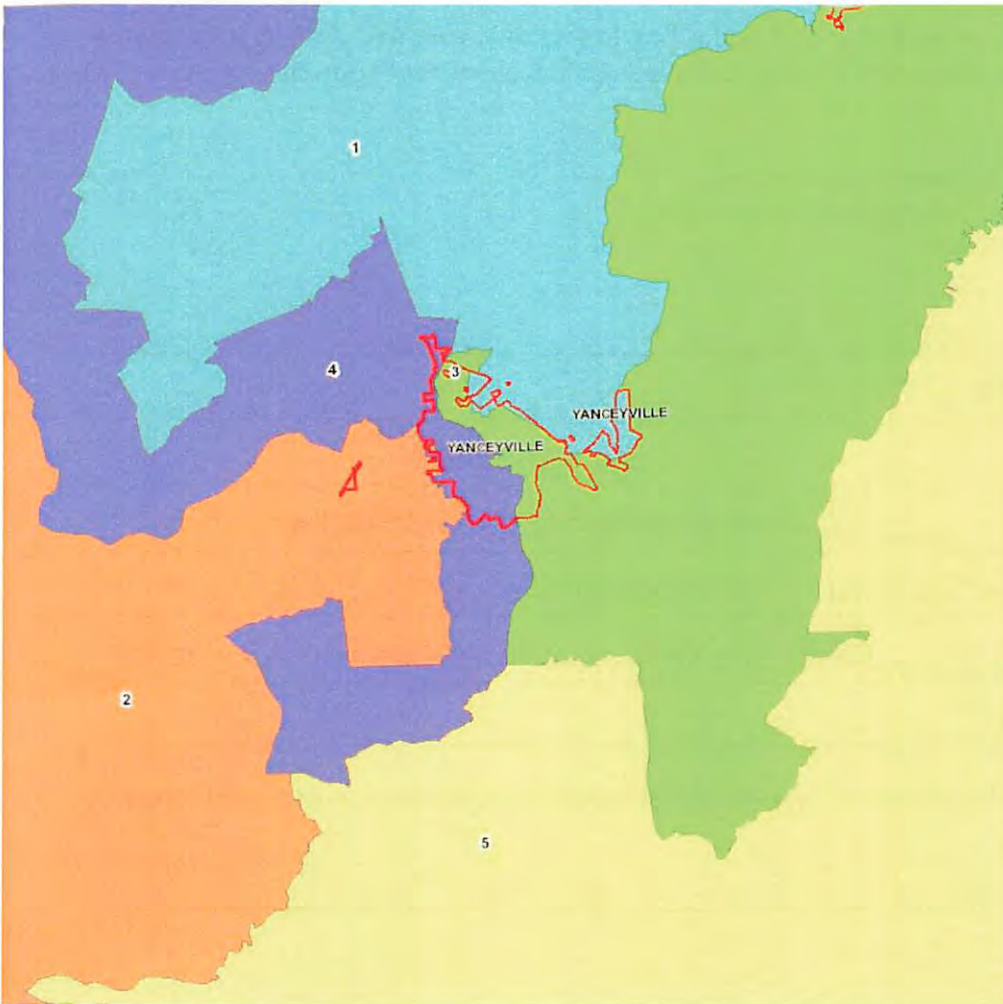
for nearly five years, I became very engaged with the small business community and continue to be with publishing the regional magazines Hyco Lake Magazine, SoBo Halifax and River City Area Magazines. I also serve as chair of the Caswell County Local Foods Council working with the board I

September. In addition, I am a contracted staff member of the Caswell County Tourism Development Authority where we are working to increase the outdoor tourism opportunities across Caswell via trails and outdoor spaces. Agritourism via marketing our small farms for tourist while highlighting it

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

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

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



Demographic Information (Optional)

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

Male ☐ Female ☒

Age Range: 18-34 ☐ 35-59 ☒ 60+ ☐

Ethnic background:

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

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

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

Clerk's Office Use Only

Rec'd Date _____

By: _____



Caswell County Volunteer Application for Boards and Committees

This application is a public document

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

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

Name: Artie Chapman

Home Address: 5634 Rascoe Demeron Rd

City: Burlington, NC Zip Code: 27217

Phone: 336-266-5551 Email: artiechapman@bellsouth.net

Place of Employment: Self Employed

Please list any County Boards you currently serve on: Board of Adjustments

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

A. Comprehensive Plan B. _____ C. _____

Why do you wish to serve on these boards?

To help lead the county forward in a positive manner

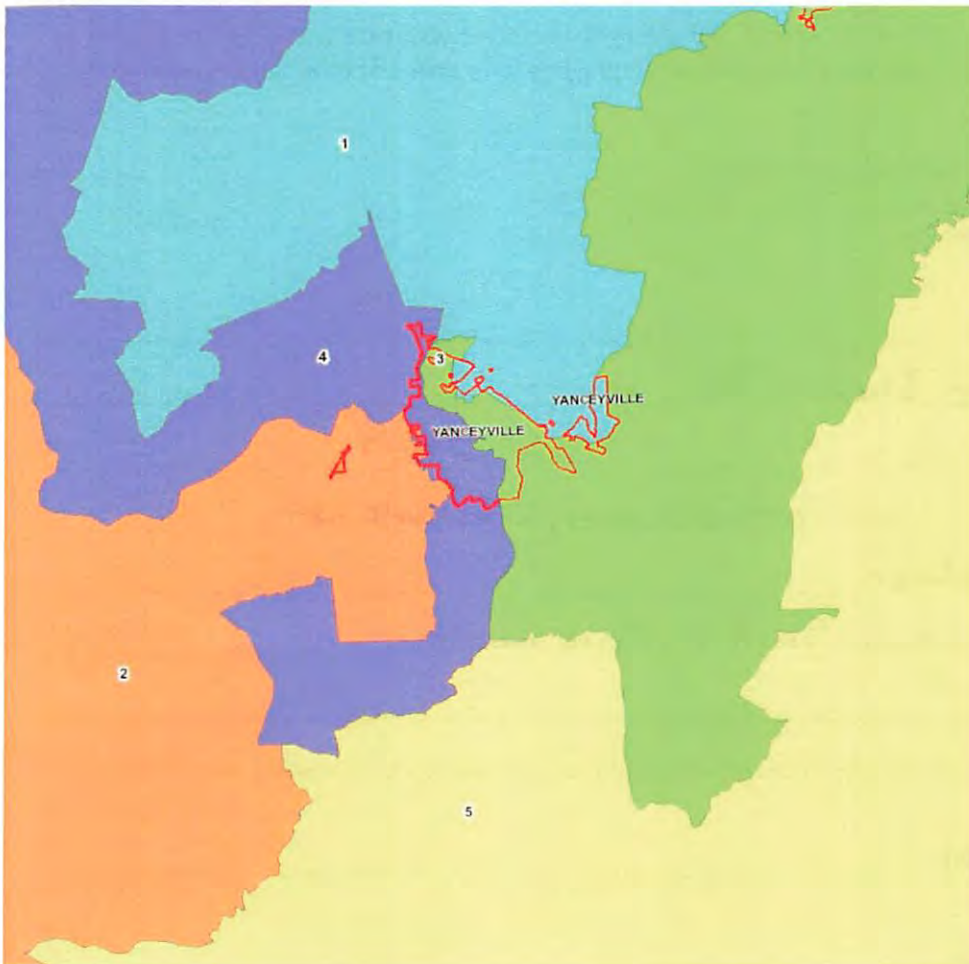
Please describe background, education, and abilities that qualify you for these boards:

<u>Agri Business Management NCSU</u>	<u>Real Estate Broker</u>
<u>Development Construction</u>	<u>Timber + Land Management</u>
<u>Land Owner</u>	

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

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

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



Demographic Information (Optional)

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

Male ☒ Female ☐

Age Range: 18-34 ☐ 35-59 ☒ 60+ ☐

Ethnic background:

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

How did you become aware of these volunteer opportunities? Check all that apply
County Web Page ☐ Newspaper ☐ Radio ☐ Current Volunteer ☐ Other ☐



Caswell County Volunteer Application for Boards and Committees

This application is a public document

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

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

Email: csmith@caswellcountync.gov

Name: Jessica Smith

Home Address: 432 Wilson Rd.

City: Providence

Zip Code: 27315

Phone: (910) 331-2707

Email: jcrewsmith@gmail.com

Place of Employment: City of Danville

Please list any County Boards you currently serve on:

Piedmont Progressive Farmer's Co-op
Caswell County Local Food Council

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

A. Comp Plan Steering Committee____ B. _____ C. _____

Why do you wish to serve on these boards?

I am an advocate for the preservation of farmland in NC and specifically Caswell County but understand the benefit of development. Strategic Planning is important to create balance between the two and ensure the residents of Caswell County are represented in the process.

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

I currently serve as the Horticulturist and Certified ISA Arborist for the City of Danville, Virginia. In this role, I collaborate with the Community Development Department on environmental and zoning components of the PLAN Danville Comprehensive Plan. I am also concluding a two-year grant initiative funded by the Virginia Department of Forestry, where I partnered with the Green Infrastructure Center to develop the "Grow In Danville" initiative. This program focuses on evaluating and managing green assets to enhance ecological, economic, and cultural outcomes.

Prior to joining the City of Danville, I worked as a Consulting Arborist for the largest commercial landscape group in the United States. Serving areas across Raleigh, Durham, Greensboro, and Charlotte, I engaged with numerous municipalities on green asset preservation and rehabilitation projects. My responsibilities included negotiating with developers and contractors to meet environmental standards and planning requirements. This experience gave me firsthand insight into the consequences of inadequate land-use planning.

As of June 2025, I am a member of the American Farmland Trust's North Carolina AgLand Protection Roundtable. This group was formed in response to the 2024 report highlighting North Carolina as the second-highest state in agricultural land loss, following Texas. The roundtable brings together professionals to share ideas, strategies, and actionable steps to preserve and protect North Carolina farmland. I have also served as the Secretary for the Piedmont Progressive Farmer Co-op since 2022.

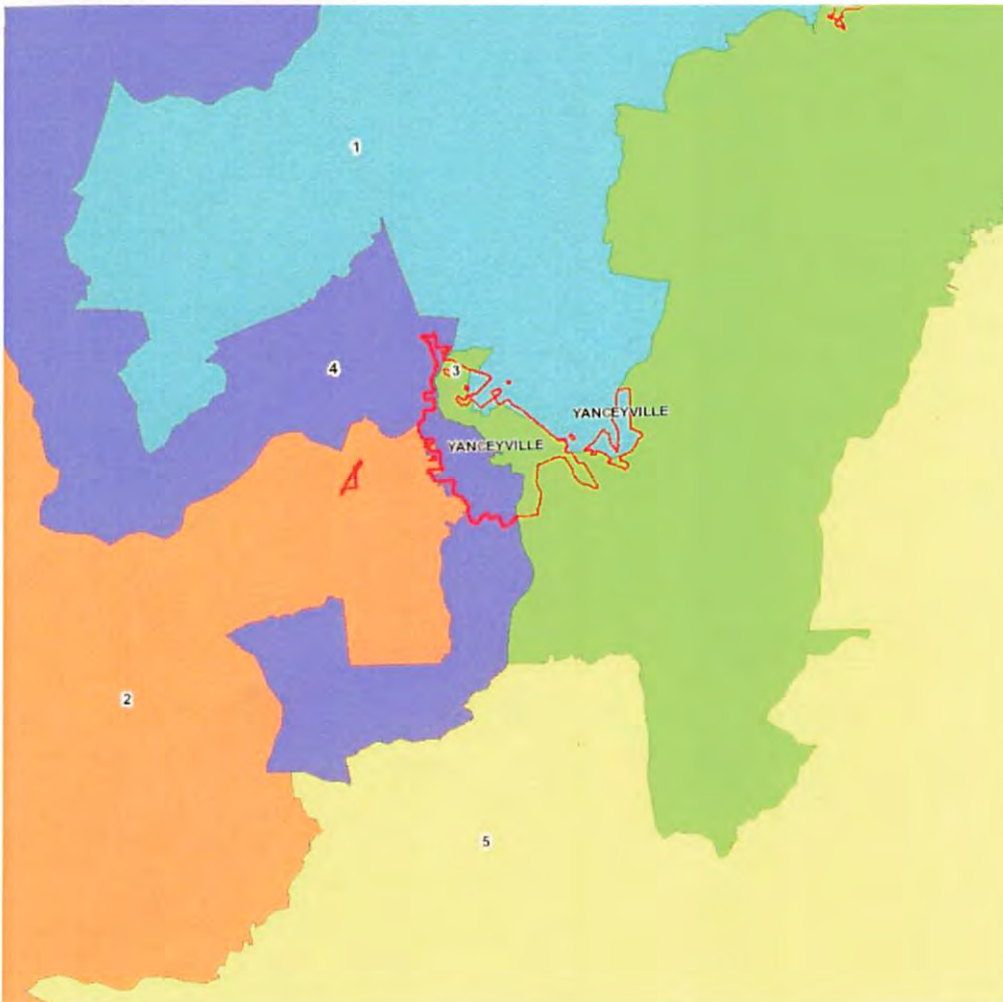
I hold an associate degree in Horticulture and maintain several professional certifications/license, including:

- Certified ISA Arborist
 - Tree Risk Assessment Qualification (TRAQ)
 - North Carolina Certified Plant Professional
 - Pesticide Licenses in both North Carolina and Virginia
-
-
-

Do you have any personal or business interest that could create a conflict of interest (either real or perceived) if you are appointed to this board? No

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

District 1 ____



Demographic Information (Optional)

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

Female

Age Range: 35-59

Ethnic background:
White

How did you become aware of these volunteer opportunities? Other

Clerk's Office Use Only

Rec'd Date _____

By: _____



Caswell County Volunteer Application for Boards and Committees

This application is a public document

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

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

Name: Randy Jefferson
 Home Address: 2350 Chesny Grove Rd.
 City: YANCEYVILLE Zip Code: 27379
 Phone: (336) 212-4563 Email: rjefferson@caswellcountync.gov
 Place of Employment: Caswell Parks & Rec
 Please list any County Boards you currently serve on: _____

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

A. Comprehensive Plan B. _____ C. _____

Why do you wish to serve on these boards?

To better the opp. for our children

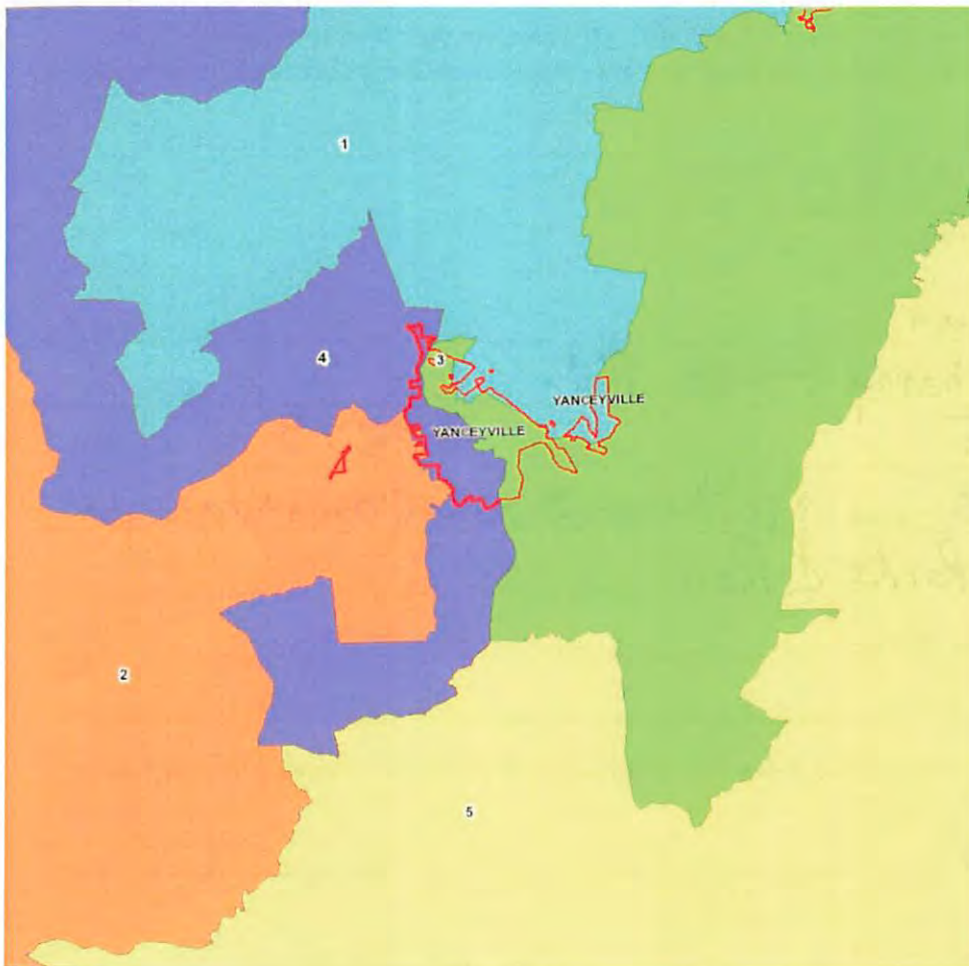
Please describe background, education, and abilities that qualify you for these boards:

Lived in Caswell my whole life. Work for the county 16 years. Played county sports

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

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

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



Demographic Information (Optional)

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

Male ☒ Female ☐

Age Range: 18-34 ☐ 35-59 ☒ 60+ ☐

Ethnic background:

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

How did you become aware of these volunteer opportunities? Check all that apply
County Web Page ☐ Newspaper ☐ Radio ☐ Current Volunteer ☒ Other ☐

Clerk's Office Use Only

Rec'd Date _____

By: _____



Caswell County Volunteer Application for Boards and Committees

This application is a public document

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

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

Name: Edward Joel Lillard

Home Address: 4412 Old NC Hwy 86N

City: Yanceyville Zip Code: 27379

Phone: 336-514-1665 Email: Joel.Lillard@comcast.net

Place of Employment: Lillard's Family Rest

Please list any County Boards you currently serve on: _____

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

A. Camp Plan Steering Committee B. _____ C. _____

Why do you wish to serve on these boards?

I'm very interested in the future of the county & how we bring more growth.

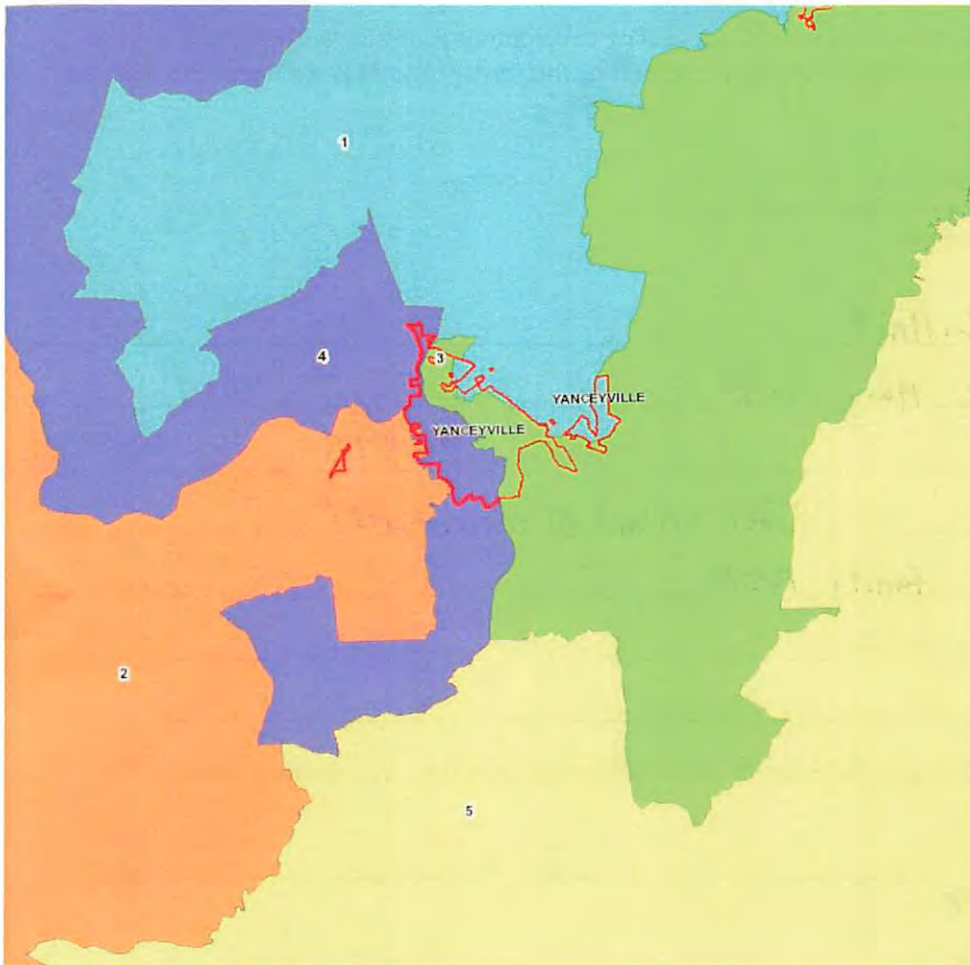
Please describe background, education, and abilities that qualify you for these boards:

I'm a business owner, serve on the School Board & lifetime Resident

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

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

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



Demographic Information (Optional)

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

Male ☒ Female ☐

Age Range: 18-34 ☐ 35-59 ☒ 60+ ☐

Ethnic background:

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

How did you become aware of these volunteer opportunities? Check all that apply
 County Web Page ☐ Newspaper ☐ Radio ☐ Current Volunteer ☐ Other ☒

Clerk's Office Use Only

Rec'd Date _____

By: _____



Caswell County Volunteer Application for Boards and Committees

This application is a public document

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

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

Name: Donnie Powell
Home Address: 88 Bessie Lane
City: Roxboro, NC Zip Code: 27574
Phone: (336) 583-5267 Email: dpowell@caswellcountync.gov
Place of Employment: Caswell County Government
Please list any County Boards you currently serve on: Caswell County Planning Board (ex-officio)
Safety Committee

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

A. Comprehensive Plan (SC) B. _____ C. _____
(SC - Steering Committee)

Why do you wish to serve on these boards?

Institutional Knowledge of the County, it's current land use,
it's geography + geology makes this committee one
that may benefit from my involvement.

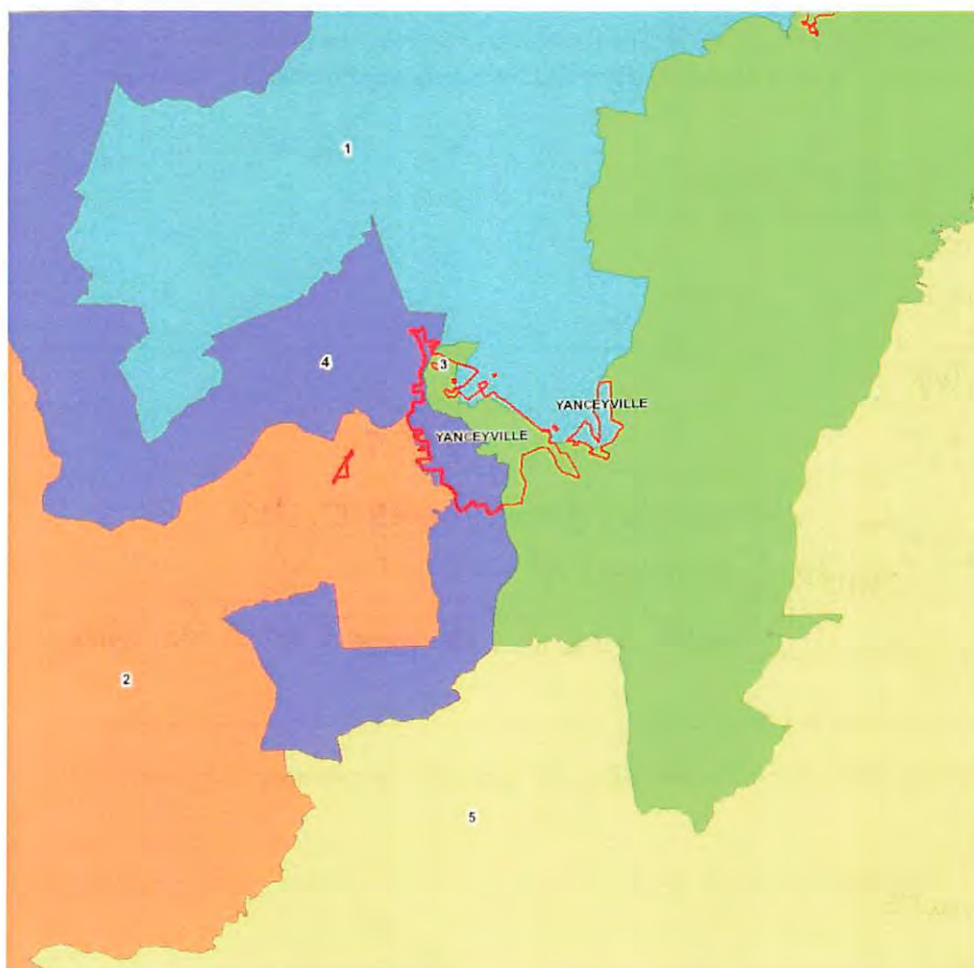
Please describe background, education, and abilities that qualify you for these boards:

30+ year employee in County Government and extensive
Knowledge of its, people, economy and it's
current land use.

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

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

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



Work for Caswell
County. Reside
outside the
County.

Demographic Information (Optional)

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

Male ☒ Female ☐

Age Range: 18-34 ☐ 35-59 ☒ 60+ ☐

Ethnic background:

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

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

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

Clerk's Office Use Only

Rec'd Date _____

By: _____



Caswell County Volunteer Application for Boards and Committees

This application is a public document

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

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

Name: BRIAN LUNSFORD
 Home Address: 6422 US Hwy 158E
 City: Leasburg Zip Code: 27291
 Phone: 336 592 3351 Email: acelunford@gmail.com
 Place of Employment: ACE Home & Building
 Please list any County Boards you currently serve on: NONE

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

A. Steering Committee B. _____ C. _____

Why do you wish to serve on these boards?

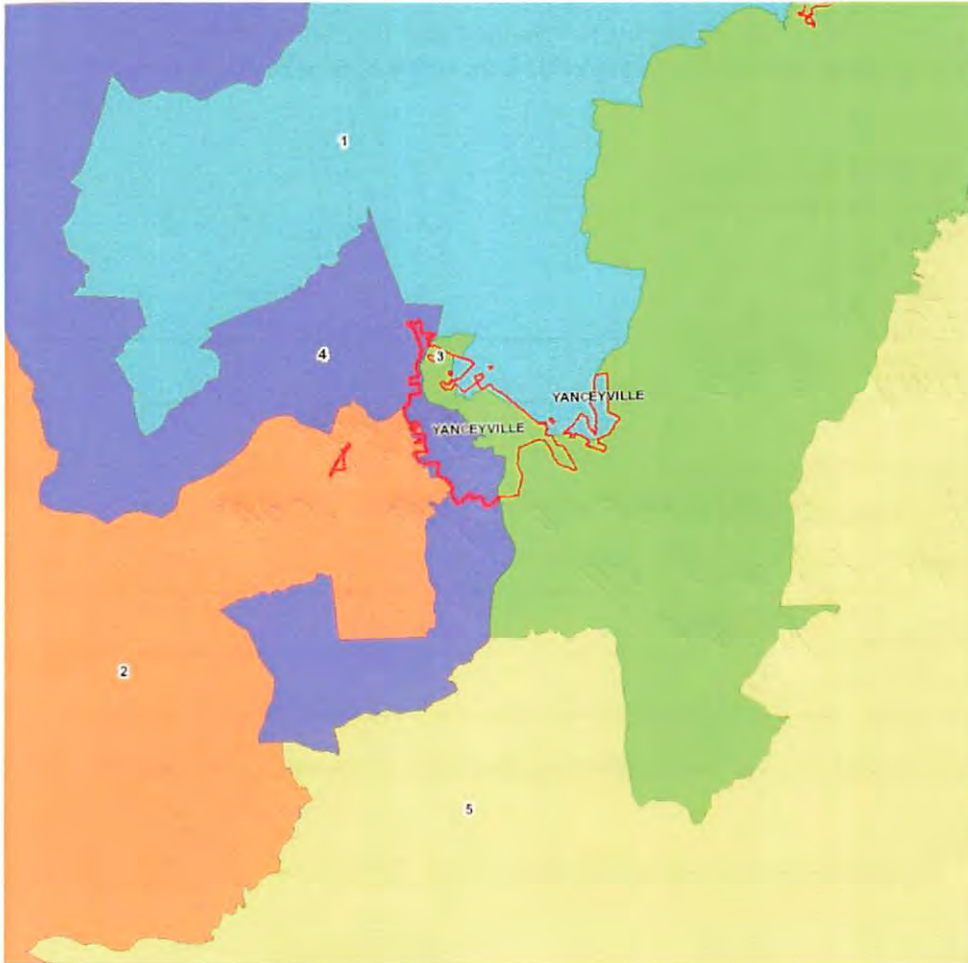
BUSINESS owner concerned about the future

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

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

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

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



Demographic Information (Optional)

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

Male ☒ Female ☐

Age Range: 18-34 ☐ 35-59 ☒ 60+ ☐

Ethnic background:

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

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

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

Clerk's Office Use Only

Rec'd Date _____

By: _____



Caswell County Volunteer Application for Boards and Committees

This application is a public document

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

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

Name: Danny L. Cash Danny Cash
 Home Address: 1110 Holder Street 110 Holder St
 City: Milton Milton Zip Code: 27305 27305
 Phone: (919) 630-0402 919 630 0402 Email: Coachdannycash@gmail.com coachdannycash@gmail.com
 Place of Employment: Retired
 Please list any County Boards you currently serve on: N/A

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

A. Comprehensive Plan B. _____ C. _____

Why do you wish to serve on these boards?

To be able to provide input that would help the county as it updates its comprehensive plan

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

Currently a commissioner for the town of Milton, former planning board member for the town of Milton
Degree in Applied History Current Commissioner for Milton
Former Milton Planning Board

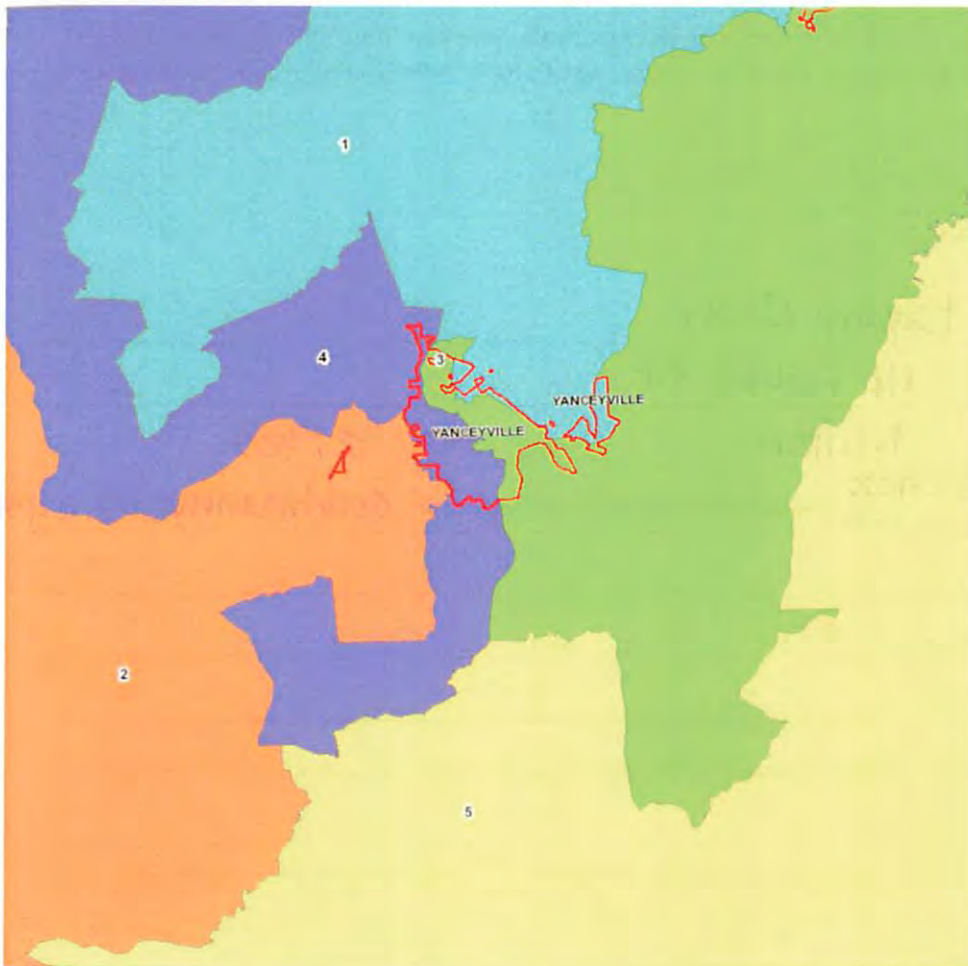
Do you have any personal or business interest that could create a conflict of interest (either real or perceived) if you are appointed to this board? Yes ☐ No ☐ If yes please explain:

None known

None known

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

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



Demographic Information (Optional)

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

Male ☒ Female ☐

Age Range: 18-34 ☐ 35-59 ☐ 60+ ☐

Ethnic background:
Asian ☐ Black/African American ☐ Hispanic ☐ Native American ☐ White ☒ Other ☐

How did you become aware of these volunteer opportunities? Check all that apply
County Web Page ☐ Newspaper ☐ Radio ☐ Current Volunteer ☐ Other ☒

Rec'd Date _____

By: _____



Caswell County Volunteer Application for Boards and Committees

This application is a public document

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

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

Email: csmith@caswellcountync.gov

Name: Bryan Singleton _____

Home Address: 3081 Hodges Dairy Road _____

City: Yanceyville, NC _____ Zip Code: 27379 _____

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

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

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

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

Comp Plan Steering Committee _____ B. _____ C. _____

Why do you wish to serve on these boards?

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

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

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

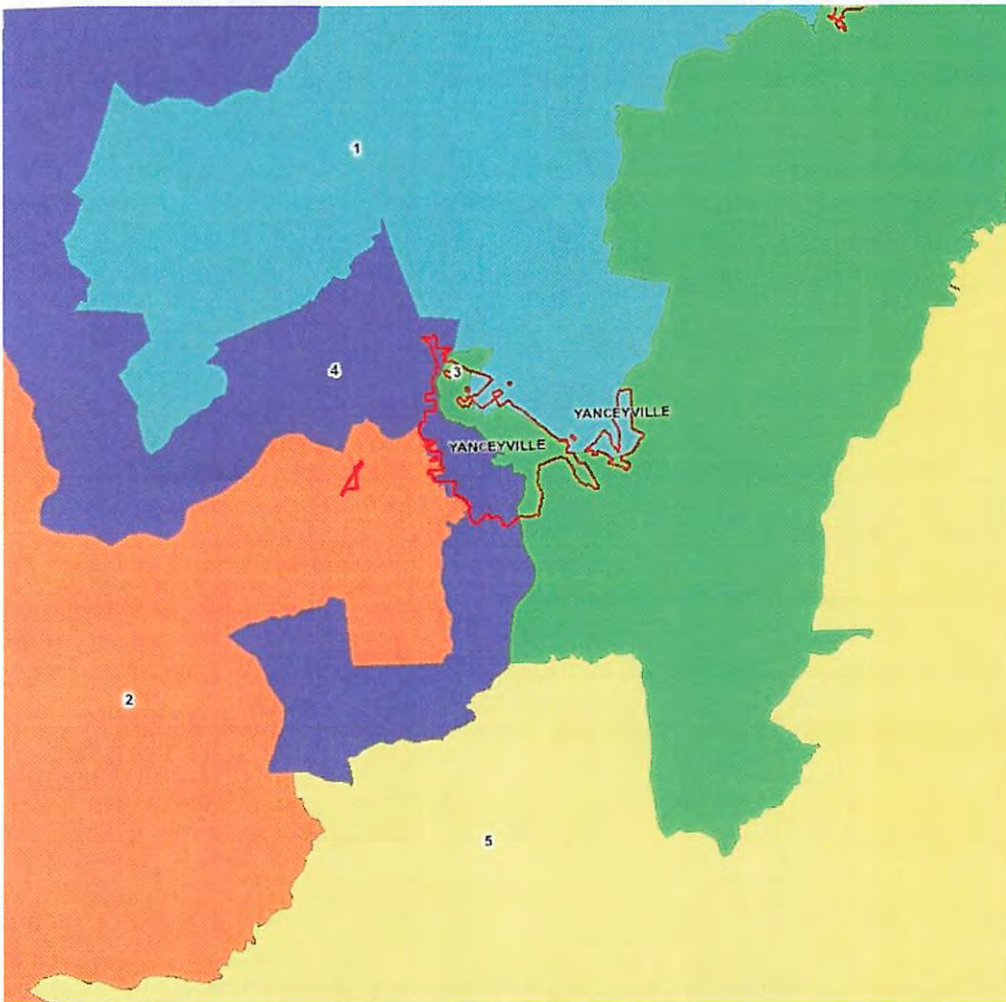
That in turn provides landowners with more actively growing timber that increase future income and provides better wildlife habitat _____

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

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

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

☒



Demographic Information (Optional)

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

Male ☒ Female ____

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

Ethnic background:

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

How did you become aware of these volunteer opportunities? Check all that apply
County Web Page _____ Newspaper _____ Radio _____ Current Volunteer _____ Other X_____

057

Clerk's Office Use Only

Rec'd Date _____

By: _____



Caswell County Volunteer Application for Boards and Committees

This application is a public document

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

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

Name: Nicole Gibson

Home Address: 1333 Westover Drive

City: Danville Zip Code: 24541

Phone: 336-225-2534 Email: ngibson@caswellcountync.gov

Place of Employment: Caswell County Health Department

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

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

A. Comp. Plan Steering Committee B. _____ C. _____

Why do you wish to serve on these boards?

I was extended an opportunity to join this committee and believe I can
provide valuable insight and opinions to this planning process.

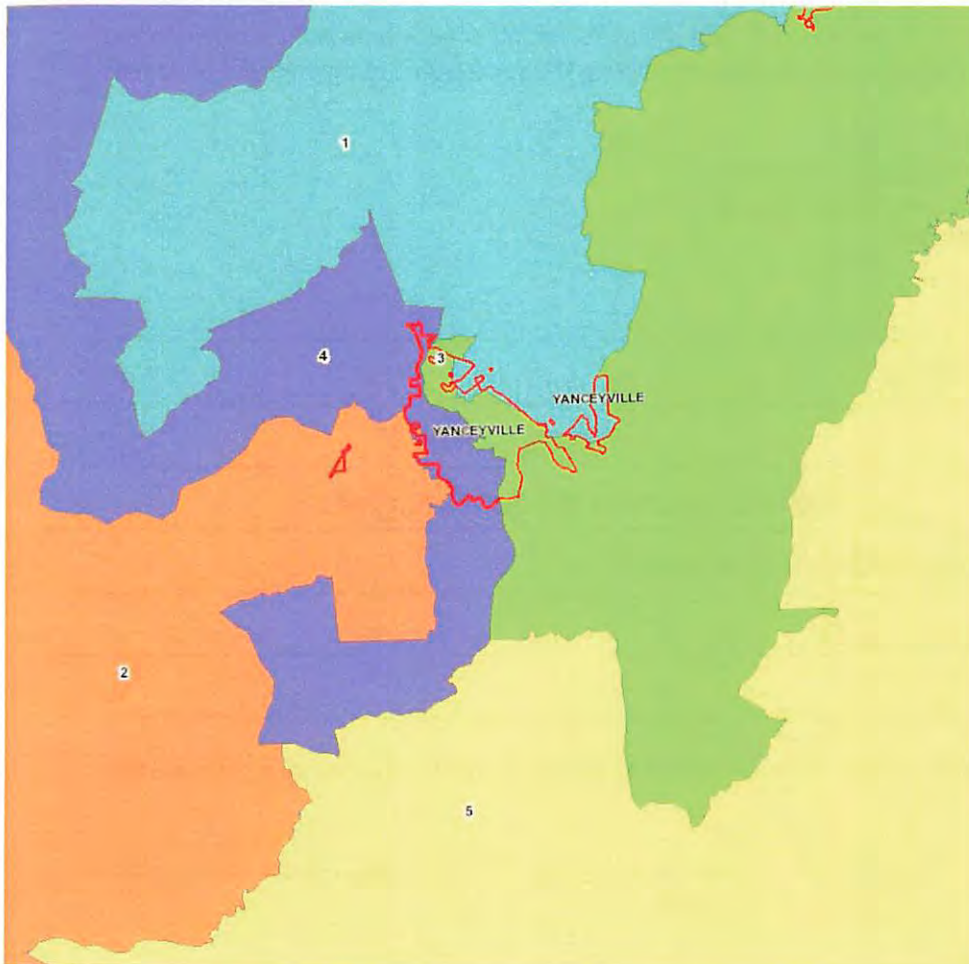
Please describe background, education, and abilities that qualify you for these boards:

Community Health Assessment Coordinator, experience with planning,
implementation and evaluation of programs, data collection, community
outreach, updating and/or creating plans internally for the Health Dept.

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

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

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



Demographic Information (Optional)

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

Male ☐ Female ☒

Age Range: 18-34 ☒ 35-59 ☐ 60+ ☐

Ethnic background:

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

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

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

Clerk's Office Use Only

Rec'd Date _____

By: _____



Caswell County Volunteer Application for Boards and Committees

This application is a public document

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

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

Name: George William Ward III
Home Address: 3506 Shady Grove Rd
City: Providence Zip Code: 27315
Phone: 434-334-2625 Email: gward3@comcast.net
Place of Employment: USA-RS Services
Please list any County Boards you currently serve on: NONE

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

A. Comp Plan Steering Committee B. _____ C. _____

Why do you wish to serve on these boards?

I wish to serve on this board because — even though I am young I plan on being a Caswell resident all my life My family's farm was established in the 1930's when my

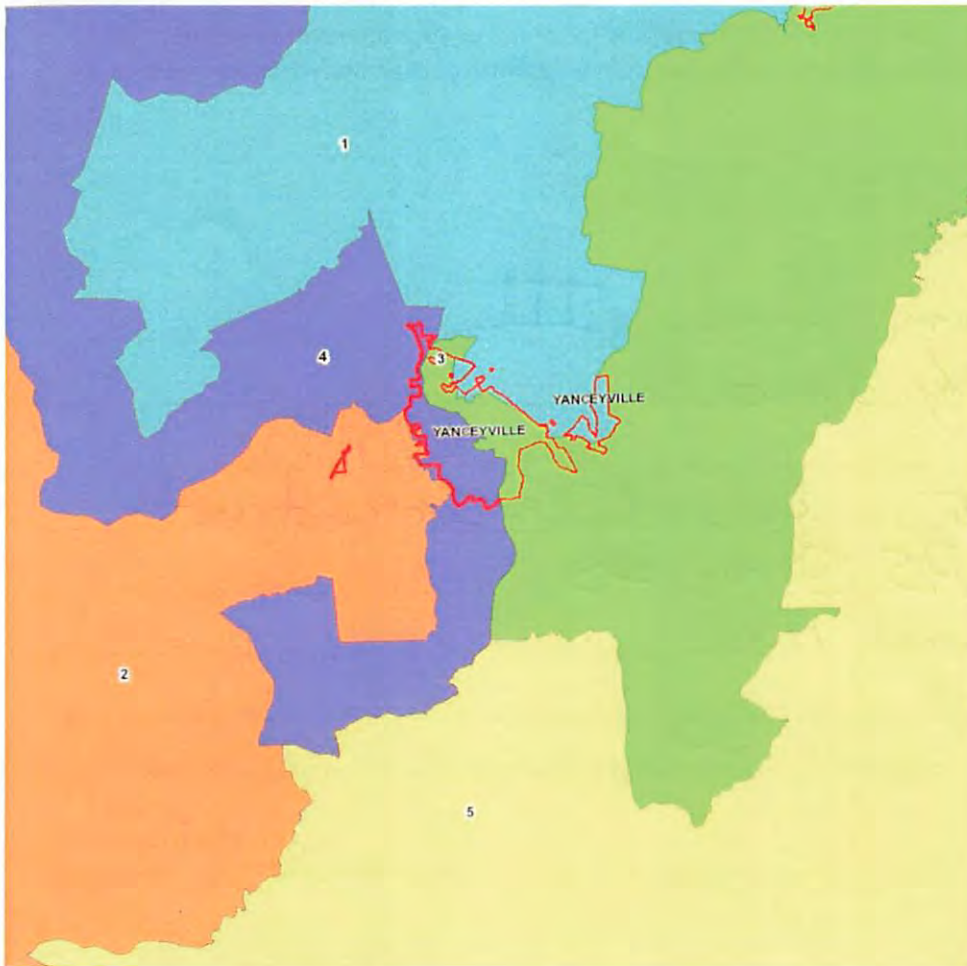
Please describe background, education, and abilities that qualify you for these boards:

Lifelong Caswell resident. BYHS, Rockingham Community College, NC State Ag Institute.
I work well with others and am currently sitting on the board of the North Carolina Haverford Association where I serve as Sale Committee Co. Chair.

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

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

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



Demographic Information (Optional)

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

Male ☒ Female ☐

Age Range: 18-34 ☒ 35-59 ☐ 60+ ☐

Ethnic background:
Asian ☐ Black/African American ☐ Hispanic ☐ Native American ☐ White ☒ Other ☐

How did you become aware of these volunteer opportunities? Check all that apply
County Web Page ☐ Newspaper ☐ Radio ☐ Current Volunteer ☒ Other ☐

great grandfather moved from Rockingham
Co. I care about the future of our
county and the direction it is going. It is
important to preserve farm land and prepare
for the future when farms are sold and
divided. We must have a plan in place.
I believe county involvement is important.

Clerk's Office Use Only

Rec'd Date _____

By: _____



Caswell County Volunteer Application for Boards and Committees

This application is a public document

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

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

Name: Elin Claggett, Ph.D

Home Address: 108 Jaye Lane

City: Providence, NC Zip Code: 27315

Phone: 336-388-0603 (home) 434-713-8624 (cell) Email: elinarmeau@comcast.net

Place of Employment: retired

Please list any County Boards you currently serve on: _____

PCC Board of Trustees & Regional Economic Development Commission

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

A. Comprehensinve Plan Steering Comm. B. _____ C. _____

Why do you wish to serve on these boards?

To make Caswel Co. a better place for future generations.

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

Ph.D Public Admin., economics certificate, 40+ yrs health care provider, Assoc. Professor UF &

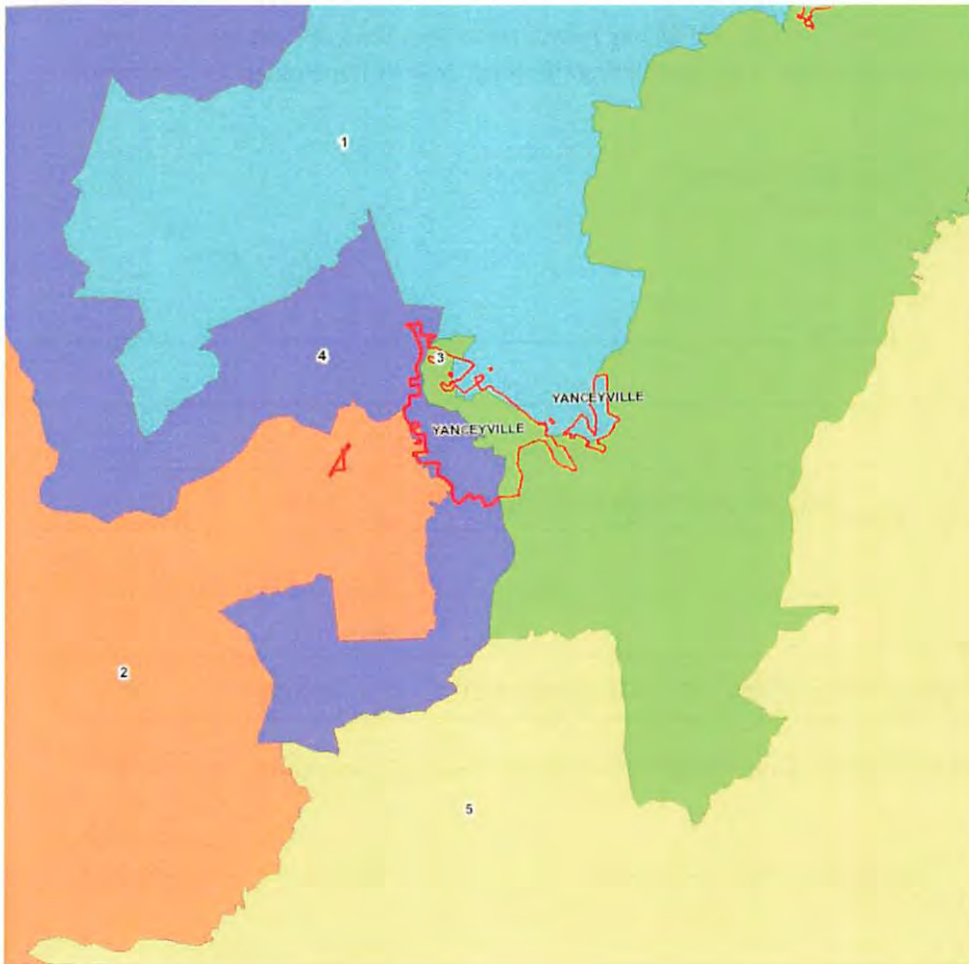
EVMS, including intructor of Community Wellness, ACLS/PALS & research courses, Caswell Co. Interim

Director 2016 & prior BOH, member on PCC's Building, Facilities & Grounds Comm. to include CEAD project, etc.

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

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

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



Demographic Information (Optional)

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

Male ☐ Female ☐

Age Range: 18-34 ☐ 35-59 ☐ 60+ ☐

Ethnic background:

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

How did you become aware of these volunteer opportunities? Check all that apply
County Web Page ☐ Newspaper ☐ Radio ☐ Current Volunteer ☒ Other ☐

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

Caswell County Citizen Advisory Board Policy

1. SCOPE OF POLICY

PURPOSE:

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

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

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

AUTHORITY:

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

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

PERIODIC REVIEW:

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

2. MEMBERSHIP

QUALIFICATIONS:

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

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

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

EXCEPTIONS:

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

COMPOSITION:

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

SELECTION & APPOINTMENT:

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

TERMS:

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

ATTENDANCE:

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

RESIGNATIONS:

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

VACANCIES:

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

RELEASE FROM SERVICE:

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

3. ROLES & RESPONSIBILITIES**MEMBERS:**

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

GOVERNING BOARD:

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

CHAIR, VICE CHAIR, AND SECRETARY SELECTION AND RESPONSIBILITIES:

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

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

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

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

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

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

ACCOUNTABILITY & REPORTING:

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

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

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

4. MEETINGS:

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

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

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

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

5. SUBCOMMITTEES:

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

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

- b. Subcommittees Formation and Operation:

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

Subcommittees shall operate as specified:

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

6. QUORUM:

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

7. VOTING:

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

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

8. AUTHORIZED REPRESENTATIVE

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

9. COMPENSATION & TRAVEL

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

10. LIMITATION OR POWERS

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

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

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

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

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



AGENDA ITEM 11

COVER SHEET

Caswell County Board of Commissioners

meeting date: September 15, 2025

topic: BOC's "Rules of Procedure" revisions

attachment(s): draft "Board of Commissioners Rules of Procedure" (POL-051-2020)

fiscal impact: (n/a)

staff comments or recommendation: This policy was originally adopted in 2020 and needs updates to bring it in compliance with current General Statutes (ex.: G.S. § 153A-27.1) and to make it more practical and in line with current practices and procedures (ex.: deadline to add an agenda item). Some changes are necessary while others are discretionary. It was discussed at the last meeting and the only proposed change that received much discussion was the dollar amount within Rule 27 (policy page 6).

suggested action or motion: If the Board is agreeable, a suggested motion would be: *"I move to adopt changes to POL-051-2020 as presented (or as modified)."*

notes:

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

Board of Commissioners Rules of Procedure

I. APPLICABILITY

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

II. OPEN MEETINGS

Rule 2. Meetings ~~to~~ **in** the Open:

- a. It is the public policy of North Carolina and of Caswell County that the hearings, deliberations, and actions of this Board and its committees be conducted openly.
- b. Except as otherwise provided in these rules and in accordance with applicable law, each official meeting of the Caswell County Board of Commissioners shall be open to the public and any person is entitled to attend such a meeting.
- c. For the purpose of the provisions of these rules concerning open meetings, an official meeting of the Board is defined as any gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of Board members **(a quorum; see Rule 28)** for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting public business within the jurisdiction, real or apparent, of the Board.

Rule 3. Closed Sessions:

- a. Notwithstanding the provisions of Rule 2, the Board may hold a closed session and exclude the public under the circumstances provided by G.S. § 143-318.1, as amended from time to time, as follows:
 - (1) To prevent the disclosure of information that is privileged or confidential.
 - (2) To prevent the premature disclosure of an honorary degree, scholarship, prize or similar award.
 - (3) To consult with an attorney employed or retained by the County in order to preserve attorney/client privilege.
 - (4) To discuss matters relating to the location or expansion of industries or other businesses in the County, including agreement on a tentative list of economic development incentives that may be offered.
 - (5) To establish or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of a public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
 - (6) To consider the compensation, terms of appointment and performance of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.
 - (7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
 - (8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.
 - (9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist, activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.
 - (10) To view a recording released pursuant to G.S. 132-1.4A.

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

- b. The Board may go into closed session only upon a motion made and adopted at an open meeting. A motion to go into closed session must cite one of the more of the permissible purposes listed in G.S. §143-318.11 as it is from time to time amended.
- c. Unless the motion to go into closed session provides otherwise, the County Manager, Deputy County Manager, County Attorney, and Clerk to the Board may attend the closed session. No other person may attend the closed session unless specifically invited by majority vote of the Board.

III. ORGANIZATION OF THE BOARD

Rule 4. Organizational Meeting:

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

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

IV. REGULAR AND SPECIAL MEETINGS

Rule 6. Regular and Special Meetings:

- a. Regular Meetings. The Board shall hold a regular meeting on the first and third Monday of each month. If a regular meeting day is a holiday on which county offices are closed, the meeting shall be held on the next business day or such succeeding day as may be specified in the motion adjourning the immediately preceding regular meeting. The Board shall establish the time and place for regular meetings.
- b. Special Meetings. The Chair or a majority of the members of the Board may at any time call a special meeting of the Board by signing a notice stating the time and place of the meeting and the subjects to be considered. The person or persons who call the meeting shall cause the notice to be posted on the principal bulletin board of the County and delivered to the Chair and all other Board members or left at the usual dwelling place of each member at least 72 hours before the meeting. In addition, the notice shall be mailed or delivered to individual persons and news media organizations who have requested such notice as provided in subsection (d), below. Only those items of business specified in the notice may be transacted at a special meeting, unless all members are present or those who are not present have signed a written waiver.
- c. Emergency Meetings. If a special meeting is called to deal with an unexpected circumstance that requires immediate consideration by the Board, the notice requirements of this rule do not apply. However, the person or persons who

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

call an emergency meeting shall take reasonable action to inform the other members and the public of the meeting. Local news media organizations, who have requested notice of special meetings as provided in subsection (d), below, shall be notified of such emergency meetings by the same method used to notify Board members. Only business connected with the emergency may be discussed at the meeting.

- d. Sunshine List. Any individual person and any newspaper, wire service, radio station, and television station may file with the Clerk to the Board of Commissioners a written request for notice of all special meetings of the Board. Requests by individuals must be renewed on or before the last day of each calendar quarter and are subject to a \$10.00 nonrefundable annual fee. Requests made by news media organizations must be renewed annually on or before January 1 and are not subject to any fee.
- e. Work Sessions and Committee Meetings. The Board may schedule work sessions, committee meetings, or other informal meetings of the Board or a majority of the members of the Board at such times and with respect to such subject matter as may be established by resolution or order of the Board. A schedule of any such meetings that are held on a regular basis shall be filed in the same place and manner as the schedule of regular meetings. Work sessions and other informal official meetings not held on a regular schedule are subject to the same notice requirements as special Board meetings.

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

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

Rule 8. Broadcasting and Recording Meetings:

- a. Except as provided in this rule, any person is entitled to broadcast all or any part of an official meeting of the Board that is required to be open to the public. Any person may photograph, film, tape-record, or otherwise reproduce any part of a meeting required to be open.
- b. Any person wishing to broadcast any portion of an official meeting of the Board shall so notify the County Manager no later than twenty-four hours before the meeting. If the number of requests or the quantity and size of the necessary equipment is such that the meeting cannot be accommodated in the designated meeting room and no suitable alternative site in the County office building is available, the County Manager may require the news media either to pool equipment and personnel or to secure and pay the costs of an alternative meeting site that is mutually agreeable to the Board and the media representative.

V. AGENDA

Rule 9. Agenda:

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

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

- b. The agenda packet shall include the agenda document, any proposed ordinances or amendments to ordinances, and supporting documentation and background information relevant to items on the agenda. A copy of the agenda packet shall be delivered to each member of the Board ~~at least ninety-six hours~~ **by 9am Friday** before the **Monday** meeting. Documents in the agenda packet, if not previously available for public inspection, shall become so when packets have been delivered **electronically** to each Board member **and the Sunshine List** or ~~left at his or her usual dwelling~~ **printed for Board member pick-up**.
- c. The Board may, by majority vote, add an item that is not on the agenda.

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

VI. CONDUCT OF DEBATE

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

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

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

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

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

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

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

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

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

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

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

Rule 19. Procedural Motions:

- a. In addition to substantive proposals, the procedural motions listed in subsection (b) of this rule, and no others, shall be in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority vote for adoption.
- b. In order of priority (if applicable), the procedural motions are to:
 - (1) Adjourn. The motion may be made only at the conclusion of action on a pending matter; if may not interrupt deliberation of a pending matter.
 - (2) Take a Recess.
 - (3) Call to Follow the Agenda. The motion must be made at the first reasonable opportunity or it is waived.
 - (4) Suspend the Rules. The motion requires a vote equal to a quorum.
 - (5) Divide a Complex Motion and Consider it by Paragraph.
 - (6) Defer Consideration. A substantive motion whose consideration has been deferred expires one hundred days thereafter, unless a motion to revive consideration is adopted.
 - (7) Call the Previous Question. The motion is not in order until there have been at least twenty minutes of debate and every member has had one opportunity to speak.
 - (8) Postpone to a Certain Time or Day.
 - (9) Refer to Committee. Sixty days after a motion has been referred to a Committee, the introducer may compel consideration of the measure by the entire Board, regardless of whether the Committee has reported the matter back to the Board.
 - (10) Amend. An amendment to a motion must be germane to the subject of the motion, but it may not achieve the opposite effect of the motion. There may be an amendment to the motion and an amendment to an amendment, but no further amendments. Any amendment to a proposed ordinance shall be reduced to writing.
 - (11) Revive Consideration. The motion is in order at any time within one hundred days of a vote deferring consideration of it. A substantive motion on which consideration has been deferred expires one hundred days after the deferral, unless a motion to revive consideration is adopted.
 - (12) Reconsider. The motion must be made at the same meeting at which the original vote was taken, and by a member who voted with the prevailing side. The motion cannot interrupt deliberation on a pending matter but is in order at any time before adjournment.
 - (13) Prevent Reconsideration for Six Months. The motion shall be in order immediately following the defeat of a substantive motion and at no other time. The motion requires a vote equal to a quorum and is valid for six months or until the next regular election of County Commissioners, whichever occurs first.

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

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

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

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

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

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

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

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

Rule 27. Consideration of Unbudgeted Expenditures: No votes on expenditures for off-budget spending in excess of \$10,000 shall be held unless tabled from a prior meeting. **This rule may be waived at the Board's discretion.**

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

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

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

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

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

1. The Chair shall open the floor to nominations, whereupon the members shall put forward and debate names of possible appointees. When debate ends, the Chair shall call the roll of the members, and each member shall vote. The votes shall not be tallied until each member has voted.

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

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

Rule 33. Appointments to the Board of Commissioners: The Board shall use the following the procedures in G.S. § 153A-27 153A-27.1. (Vacancies on board of commissioners in certain counties), as amended from time to time, to make appointments to fill vacancies in the Board itself as follows:

- a. If a vacancy occurs on the board of commissioners, the remaining members of the board shall appoint a qualified person to fill the vacancy. If the number of vacancies on the board is such that a quorum of the board cannot be obtained, the chairman of the board shall appoint enough members to make up a quorum, and the board shall then proceed to fill the remaining vacancies. If the number of vacancies on the board is such that a quorum of the board cannot be obtained and the office of chairman is vacant, the clerk of superior court of the county shall fill the vacancies upon the request of any remaining member of the board or upon the petition of any five registered voters of the county. If for any other reason the remaining members of the board do not fill a vacancy within 60 days after the day the vacancy occurs, the clerk shall immediately report the vacancy to the clerk of superior court of the county. The clerk of superior court shall, within 10 days after the day the vacancy is reported to him, fill the vacancy.
- b. If the member being replaced was serving a two-year term, or if the member was serving a four-year term and the vacancy occurs later than 60 days before the general election for county commissioner held after the first two years of the term, the appointment to fill the vacancy is for the remainder of the unexpired term. Otherwise, the term of the person appointed to fill the vacancy extends to the first Monday in December next following the first general election for county commissioner held more than 60 days after the day the vacancy occurs; at that general election, a person shall be elected to the seat vacated, either to the remainder of the unexpired term or, if the term has expired, to a full term.
- c. To be eligible for appointment to fill a vacancy, a person must (i) be a member of the same political party as the member being replaced, if that member was elected as the nominee of a political party, and (ii) be a resident of the same district as the member being replaced, if the county is divided into electoral districts. The board of commissioners or the clerk of superior court, as the case may be, shall consult the county executive committee of the appropriate political party before filling a vacancy, but neither the board nor the clerk of the superior court is bound by the committee's recommendation.

(Manager note: The following a–h items are verbatim language from the latest GS 153A-27.1 available online, which does not yet list Caswell in item h. It is understood that the General Assembly added “Caswell” this year, thus it’s been added below.)

- a. If a vacancy occurs on the board of commissioners, the remaining members of the board shall appoint a qualified person to fill the vacancy. If the number of vacancies on the board is such that a quorum of the board cannot be obtained, the chairman of the board shall appoint enough members to make up a quorum, and the board shall then proceed to fill the remaining vacancies. If the number of vacancies on the board is such that a quorum of the board cannot be obtained and the office of chairman is vacant, the clerk of superior court of the county shall fill the vacancies upon the request of any remaining member of the board or upon the petition of any registered voters of the county.
- b. If the member being replaced was serving a two-year term, or if the member was serving a four-year term and the vacancy occurs later than 60 days before the general election for county commissioner held after the first two years of the term, the appointment to fill the vacancy is for the remainder of the unexpired term. Otherwise, the term of the person appointed to fill the vacancy extends to the first Monday in December next following the first general election

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

for county commissioner held more than 60 days after the day the vacancy occurs; at that general election, a person shall be elected to the seat vacated for the remainder of the unexpired term.

- c. To be eligible for appointment to fill a vacancy, a person must (i) be a member of the same political party as the member being replaced, if that member was elected as the nominee of a political party, and (ii) be a resident of the same district as the member being replaced, if the county is divided into electoral districts.
- d. If the member who vacated the seat was elected as a nominee of a political party, the board of commissioners, the chairman of the board, or the clerk of superior court, as the case may be, shall consult the county executive committee of the appropriate political party before filling the vacancy, and shall appoint the person recommended by the county executive committee of the political party of which the commissioner being replaced was a member, if the party makes a recommendation within 30 days of the occurrence of the vacancy.
- e. Whenever because of G.S. 153A-58(3)b. or because of any local act, only the qualified voters of an area which is less than the entire county were eligible to vote in the general election for the member whose seat is vacant, the appointing authority must accept the recommendation only if the county executive committee restricted voting to committee members who represent precincts all or part of which were within the territorial area of the district of the county commissioner.
- f. The provisions of any local act which provides that a county executive committee of a political party shall fill any vacancy on a board of county commissioners are repealed.
- g. Counties subject to this section are not subject to G.S. 153A-27.
- h. This section shall apply only in the following counties: Alamance, Alexander, Alleghany, Avery, Beaufort, Brunswick, Buncombe, Caldwell, Carteret, Caswell, Cherokee, Clay, Cleveland, Cumberland, Dare, Davidson, Davie, Forsyth, Graham, Guilford, Harnett, Haywood, Henderson, Hyde, Jackson, Lee, Lincoln, Macon, Madison, McDowell, Mecklenburg, Moore, Onslow, Pender, Polk, Randolph, Rockingham, Rutherford, Sampson, Stanly, Stokes, Transylvania, and Yancey.

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

Revised September 15, 2025.

Board Chair Tim Yarbrough

date

Clerk K. Scott Whitaker

date

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



AGENDA ITEM 12

COVER SHEET

Caswell County Board of Commissioners

meeting date: September 15, 2025

topic: Danville/Caswell water and sewer services agreement—
7th amendment re: termination notice

attachment(s):

- Relevant 4 pages of original 1990 agreement showing the County's approved June 2025 changes.
- Seventh amendment of contract just approved by the City of Danville

fiscal impact: (n/a)

staff comments or recommendation: This relates to the Firebird/Cherokee Tobacco project being constructed at Pelham Industrial Park. Cherokee officials had expressed concerns about the current utility agreement's termination language that dictates a 3-year notice.

The County originally proposed striking the notice language per the attached draft, but Danville was not agreeable to this and took the approach of changing the term to 20 years with new termination language that dictates a 5-year notice. The idea is that 5 years should be sufficient notice if either party plans a major situation change regarding water and/or sewer. The Manager thinks this is a reasonable notice requirement and recommends approval.

Note that Danville's approved document doesn't have a Board Chair signature line. This can be added at the Board's pleasure.

suggested action or motion: If the Board is agreeable, I suggested motion is: *"I move to adopt the Seventh Amendment to the 5/24/90 Danville/Caswell water and sewer services agreement as presented and approved by the City of Danville."*

notes:

THIS AGREEMENT, made this 24th day of MAY, 1990, by and between the CITY OF DANVILLE, VIRGINIA, a municipal corporation of the Commonwealth of Virginia, hereinafter referred to as "City," and CASWELL COUNTY, NORTH CAROLINA, a political subdivision of the State of North Carolina, hereinafter referred to as "County";

W I T N E S S E T H

WHEREAS, the City owns and operates both a water treatment plant and distribution system and a wastewater treatment facility and collection system; and

WHEREAS, the County desires to provide water and sewer services to residential and commercial users within an area adjoining the City by operating and maintaining an independent water and sewer system that would be connected to the City's systems for water supply and for sewerage treatment; and

WHEREAS, the City is willing to provide water and wastewater treatment capacity to the County so as to permit the County to provide a water and sewer service to its residential and commercial customers but not to industrial customers; and

WHEREAS, the City currently has sufficient excess water and wastewater treatment capacities to provide such service to the County;

NOW, THEREFORE, in consideration of the promises and the mutual covenants herein contained, and subject to the terms and conditions herein contained, the parties hereby agree as follows:

1. DEFINITIONS.

As applied to the following words, terms, and abbreviations used in this Agreement, they shall have the following meanings:

a. City's wastewater treatment facility shall mean any arrangement of land, structures, other improvements, devices, equipment, or vehicles used for treating wastewater, including industrial waste water. (However, the provisions of Section 21 of this Agreement prohibit the inclusion of industrial wastewater in the County's wastewater to be treated by the City.)

b. Commercial customer shall mean any nonresidential user as to premises not included within the definition of an industrial user as defined in § 34.5-3 of the Code of the City of Danville, Virginia, 1986, as amended.

c. Industrial customer shall mean any nonresidential user identified in Division A, B, D, or E of the Standard Industrial Classification Manual.

d. Meter shall mean the two (2) master meters required under this Agreement, one for the water connection and one for the sewer connection.

e. Point of service shall mean the point at which water and wastewater treatment service is provided to the County and the point at which the water and sewer meters shall be located. It shall also be the point at which the responsibility for the operation and maintenance of the City's

and the County's respective systems are determined unless otherwise provided for in this agreement.

f. Residential customer shall mean a user who uses water for or discharges wastewater from premises used only for human residency.

g. Service area shall mean the area within the County to be served by the County.

h. Sewer Use Ordinance shall mean Chapter 34.5 of the Code of the City of Danville, Virginia, 1986, as amended, or any other chapter dealing with sewers and sewage treatment including any revisions and/or amendments thereto as may from time to time be adopted by the Council of the City of Danville, Virginia.

i. Wastewater, sewage, or sewerage shall mean a combination of the water carried waste from residences, business buildings, industrial establishments, and institutions together with such ground, surface, and storm waters as may be present. (However, the provisions of Section 21 of this Agreement prohibit the inclusion of industrial waste and wastewater, sewage, or sewerage in the County's wastewater to be treated by the City.)

2. TERM.

a. The term of this Agreement shall commence at 12:01 a.m. on the 1ST day of JUNE, 1990, and shall extend for an initial period of ten (10) years ~~and shall renew automatically for successive one (1) year terms unless terminated as herein provided.~~

~~b. This Agreement may be terminated by either party at any time after the initial term by giving the other party written notice three (3) years in advance of the effective date of such termination.~~

c. In the event the County has not initiated actual physical installation and construction by July 1, 1992 of the lines and facilities required to provide the services referred to and described herein, this Agreement shall become null and void as of July 1, 1992, unless otherwise extended by mutual agreement of the parties hereto.

3. SERVICE AREA.

The service area of the County shall consist of any area within the County.

4. POINT OF SERVICE.

The point of service for water shall be within the City at or near the Virginia/North Carolina border adjacent to or near Jenny Lane (formerly State Road 736), and for sewer where the sewer force main terminates at the existing City gravity sewer main at or near the Goodyear plant located on Goodyear Boulevard (formerly State Road 737), or as may be agreed upon by the parties hereto.

5. CONSTRUCTION REQUIRED TO PROVIDE SERVICES.

The parties hereto acknowledge and agree that certain water and sewer mains, metering devices, or other facilities will have to be constructed and installed in order for the City to provide and the County to accept the water and wastewater services provided for herein. The parties further

SEVENTH AMENDMENT OF CONTRACT

THIS AGREEMENT made this 2nd day of September 2025, by the CITY OF DANVILLE, VIRGINIA, a municipal corporation of the Commonwealth of Virginia, hereinafter referred to as "City", and CASWELL COUNTY, NORTH CAROLINA, a political subdivision of the State of North Carolina, hereafter referred to "County".

WITNESSETH

WHEREAS, on or about the 24th day of May 1990, the City and County entered into a certain agreement, a copy of which is attached hereto and made a part hereto; and

WHEREAS, the said City and County have agreed to modify certain terms of the aforesaid agreement.


NOW, THEREFORE, in consideration of the premises, the parties mutually agree as follows:

1. The City of Danville and Caswell County agree to modify the terms of the original agreement entered pursuant to the provisions of Article 16 Chapter 160A of the North Carolina General Statutes. Subject to termination as provided, the initial term of this agreement ends twenty (20) years from the date of this agreement. Upon the agreement of both parties, this agreement may be renewed for additional terms of twenty (20) years. Either party must provide a minimum of five years' notice of their intention to end this agreement.
2. The terms and conditions of this Seventh Amendment shall become effective on September 3, 2025.

IN WITNESS WHEREOF, the City and the County have hereunto set their signatures and seals:

CITY OF DANVILLE, VIRGINIA

By: 
Ken Larking
City Manager

ATTEST:


City Attorney

CASWELL COUNTY, NORTH CAROLINA

By: _____
County Administrator

ATTEST

County Attorney

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



AGENDA ITEM 13

COVER SHEET

Caswell County Board of Commissioners

meeting date: September 15, 2025

topic: Juvenile Crime Prevention Council (JCPC)
— Brenda Day and Kyle Warren-Love

attachment(s):

- Applications for both
- JCPC Certification Standards with JPCP Council roster provided by Katlyn Webster who maintains it

fiscal impact: (n/a)

staff comments or recommendation: Please review closely. This Council is more complex in that's its large and G.S. § 143B-846 specifies the composition to a large degree.

If appointed, Brenda Day would be a re-appointment and is already listed as #20 on the attached roster. Her term ended in June, so she is reapplying for another term..

If appointed, Kyle Warren-Love would be a new appointment, but he's already listed as #18 on the attached roster.

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

notes:



Caswell County Volunteer Application for Boards and Committees

This application is a public document

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

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

Name: _____

Home Address: _____

City: _____ Zip Code: _____

Phone: _____ Email: _____

Place of Employment: _____

Please list any County Boards you currently serve on: _____

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

A. _____ B. _____ C. _____

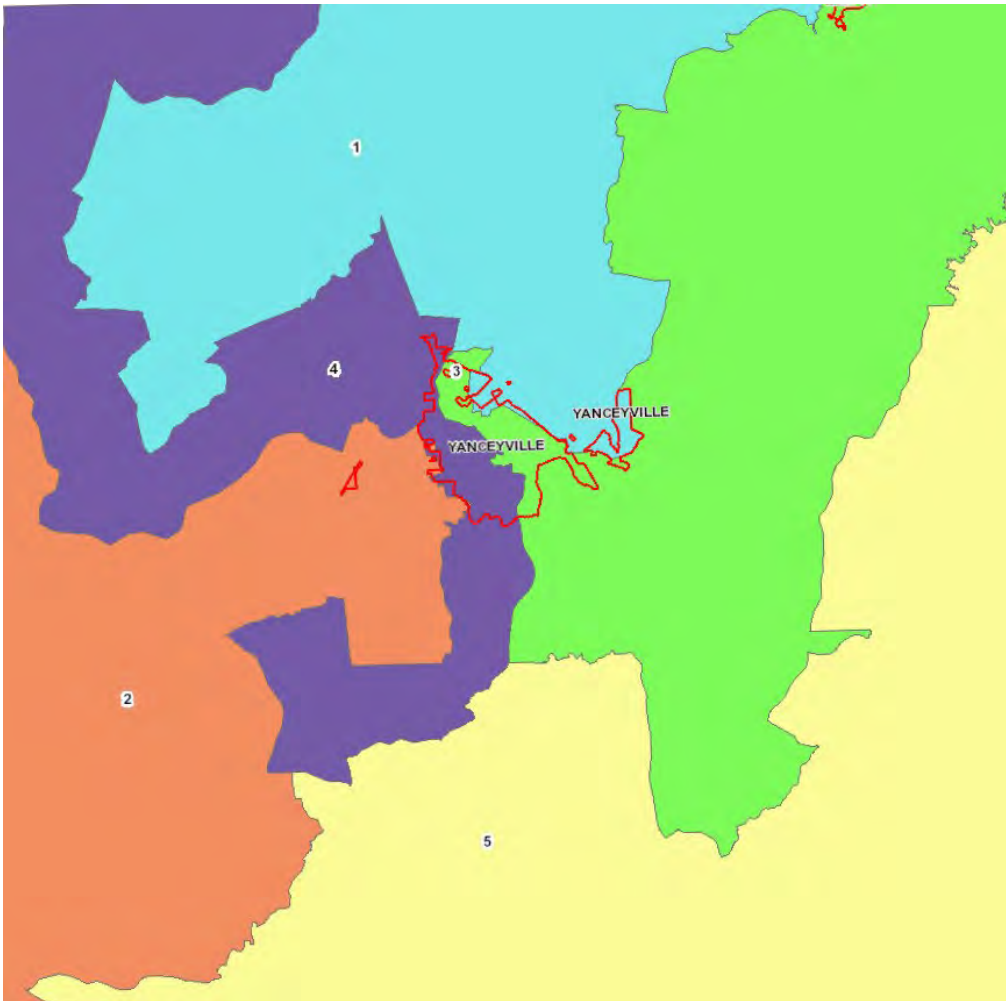
Why do you wish to serve on these boards?

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

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

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

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



Demographic Information (Optional)

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

Male ____ Female ____

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

Ethnic background:

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

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

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

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

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

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

Name: Kyle Warren-Love

Home Address: PO Box 9

City: Prospect Hill, NC Zip Code: 27314

Phone: 336-266-5920 Email: kylehehim@gmail.com

Place of Employment: The Health Collaborative

Please list any County Boards you currently serve on: _____

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

A. Juvenile Crime Prevention Council B. _____ C. _____

Why do you wish to serve on these boards?

I wish to work with neighbors to reduce risks for, and instances of, juvenile crime.

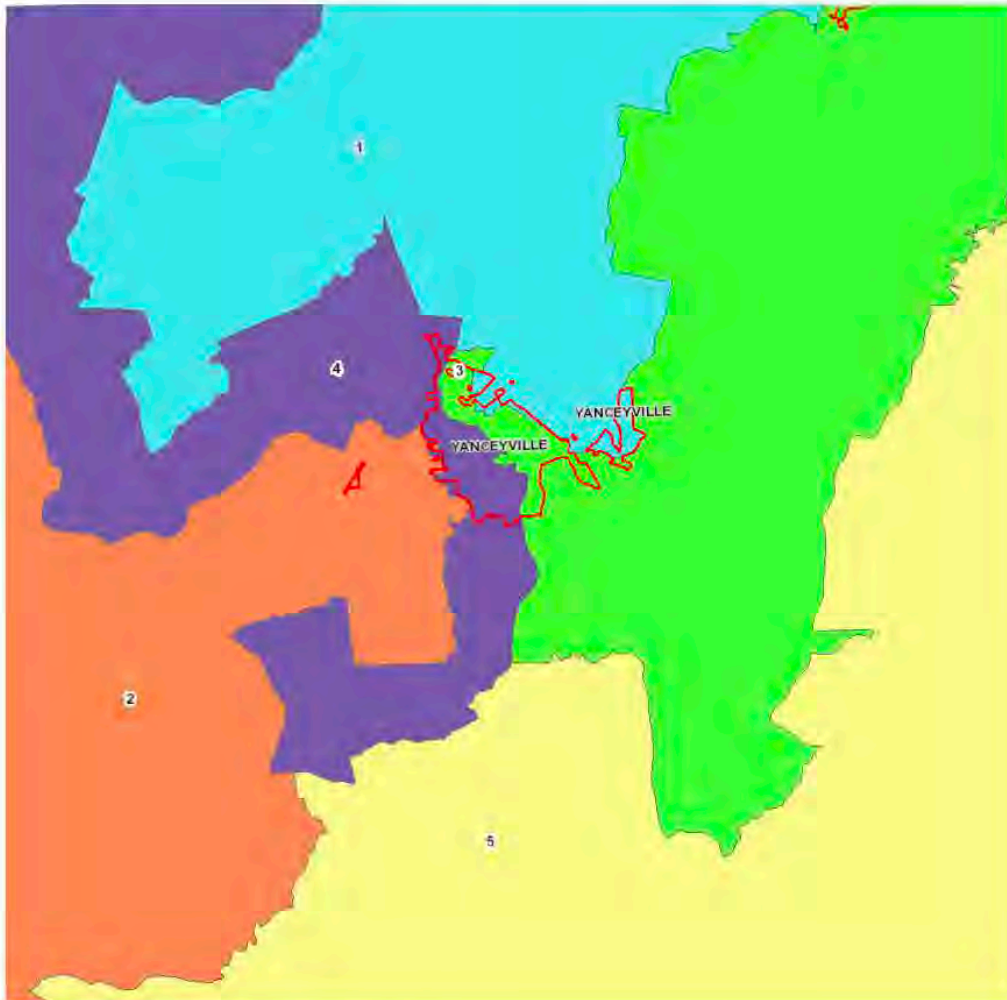
Please describe background, education, and abilities that qualify you for these boards:

Lifelong Caswell resident, committed and involved community member

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

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

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



Demographic Information (Optional)

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

Male ☐ Female ☐

Age Range: 18-34 ☒ 35-59 ☐ 60+ ☐

Ethnic background:

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

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

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

JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS

Instructions: N.C.G.S. § 143B-846 specifies suggested members be appointed by county commissioners to serve on local Juvenile Crime Prevention Councils. In certain categories, a designee may be appointed to serve. Please indicate the person appointed to serve in each category and his/her title. Indicate appointed members who are designees for named positions. Indicate race and gender for all appointments.

Caswell County - FY 25-26

Last Modified 08/18/2025 10:12 AM

Specified Members	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	Medina Jones	Student Support Services Director	<input checked="" type="checkbox"/>	Black or African-American	Female
2) Chief of Police or designee	VACANT				
3) Local Sheriff or designee	Melissa Poole	Chief Deputy	<input checked="" type="checkbox"/>	White	Female
4) District Attorney or designee	VACANT				
5) Chief Court Counselor or designee	Marie Chapman	Chief Court Counselor		Black or African-American	Female
6) Director, Local Management Entity/ Managed Care Organization (LME/MCO), or designee	Laura Sharpe	SOC Coordinator	<input checked="" type="checkbox"/>	Black or African-American	Female
7) Director DSS or designee	Christy Marlowe	CPS Supervisor	<input checked="" type="checkbox"/>	White	Female
8) County Manager or designee	Scott Whitaker	County Manager		White	Male
9) Substance Abuse Professional	Shana Mebane	Counselor		Black or African-American	Female
10) Member of Faith Community	Alan Locklear	Minister		White	Male
11) County Commissioner	Finch Holt	Commissioner		White	Male
12) A Person Under the Age of 21	Kayden Simpson	student		Black or African-American	Male
13) A Person Under the Age of 21, or a member of the public representing the interests of families of at-risk juveniles	VACANT				
14) Juvenile Defense Attorney	VACANT				
15) Chief District Judge or designee	James Grogan	Chief District Court Judge		White	Male
16) Member of Business Community	Stephanie Williamson				
17) Local Health Director or designee	Katlyn Webster	JCPC Chair/Account Technician	<input checked="" type="checkbox"/>	White	Female
18) Rep. United Way/other non-profit	Kyle Warren-Love	Community Health Collaborative		White	Male
19) Representative/Parks and Rec	Randy Jefferson	Director		White	Male
20) County Commissioner appointee	Brenda Day	at large member.		Black or African-American	Female
21) County Commissioner appointee	Cynthia Claiborne	citizen		Black or African-American	Female
22) County Commissioner appointee	Gwen Vaughan	citizen		Black or African-American	Female
23) County Commissioner appointee	Raquel Hughes	Child Placement Supervisor		Black or African-American	Female
24) County Commissioner appointee	VACANT				

JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS

Specified Members	Name	Title	Designee	Race	Gender
25) County Commissioner appointee	VACANT				
26) County Commissioner appointee	VACANT				