



Caswell County Board of Commissioners

144 Court Square, Yanceyville, NC 27379

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

BOC MINUTES | Regular Meeting | September 15, 2025, 6:30pm, Historic Courthouse

MEMBERS PRESENT

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

OTHERS PRESENT

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

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

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

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

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

Public comments: There were no speakers.

Report:

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

Presentation:

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

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

Discussion items:

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

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

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

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

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

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

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

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

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

Action items:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appointments/re-appointments:

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

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

Reports, updates, or comments:

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

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

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

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

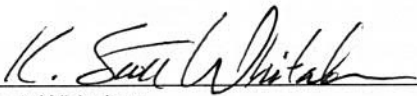
Commissioner Claggett asked who maintains automobile titles. Whitaker commented that the County has not had a safe deposit box and vehicle titles have historically been kept in Administration. He added five titles are missing and duplicate titles have been applied for.

Chairman Yarbrough read announcements of scheduled events

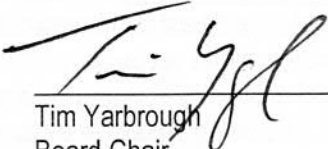
Closed Session: Vice Chair Rose made a motion, seconded by Commissioner Ingram, to adjourn to closed session to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body under NCGS 143-318.11(a)(3). The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

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

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



K. Scott Whitaker
Clerk to the Board



Tim Yarbrough
Board Chair