



Caswell County Board of Commissioners

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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

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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.

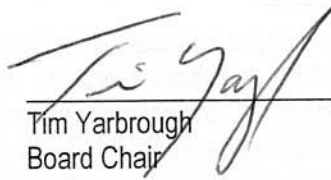
Closed Session: Vice Chair Rose made a motion, seconded by Commissioner Totten, to adjourn to Closed Session to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body under NCGS 143-318.11(a)(3). The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

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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