

Board of Commissioners REVISED AGENDA



Regular Meeting

POSTPONED UNTIL AUGUST 16, 2023

August 16, 2023

MINUTES

The August 16, 2023 Board of Commissioners Meeting was called to order by Vice Chair Victor Hunt. Commissioners present were Jennifer Pierce, Walter Powell, and Tare Davis. Chair Bertadean Baker was unable to attend. Others present include County Manager Vincent Jones, County Attorney Shiekel Richardson, and Interim Finance Director Nikki Dickerson.

Vice Chair Hunt led a moment of silence, followed by the Pledge of Allegiance.

1. PUBLIC HEARING

Warren County Board of Commissioners will hold a public hearing on Monday, August 7, 2023 at 6:00 PM - POSTPONE TO AUGUST 16, 2023 in the Warren County Armory Civic Center (501 US Highway 158 Business E. Warrenton, NC 27589). The purpose of this hearing is to receive citizen's comments regarding:

Petition for a Text Amendment to the Zoning Ordinance: Increasing the existing built upon area maximum for industrial zoned properties from 36% to 75% in Section I(F) and Section II(F) of the adopted zoning ordinance.

Becca Mountz provided an overview of the petition for a Text Amendment to the Zoning Ordinance: Increasing the existing built upon area maximum for industrial zoned properties from 36% to 75% in Section I(F) and Section II(F) of the adopted Zoning Ordinance.

Citizen Comments:

Community and Economic Development Director Charla Duncan expressed support of the text amendment.

With no further comments, the Public Hearing was closed by motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote.

2. PUBLIC HEARING

Warren County Board of Commissioners will hold a public hearing on Wednesday, August 16, 2023 at 6:00 PM in the Warren County Armory Civic Center (501 US Highway 158 Business E. Warrenton, NC 27589). The purpose of this hearing is to receive citizen's comments regarding:

Petition for a Text Amendment to the Zoning Ordinance: To change the wording of the definition for lot width, building setbacks, and setback. This is for clarity and to further define lot width in the RL district and on cul-de-sacs in all residential districts.

Becca Mountz provided an overview of the petition for a Text Amendment to the Zoning Ordinance:

To change the wording of the definition for lot width, building setbacks, and setback. This is for clarity and to further define lot width in the RL district and cul-de-sacs in all residential districts.

Citizen Comments:
None

With no further comments, the Public Hearing was closed by motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote.

3. ADOPT SUGGESTED AGENDA

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly passed by unanimous vote, the Suggested Agenda with the addition of Item 7K, Consider Approval to Cancel the Roanoke-Wildwood Volunteer Fire Department Extended Service District and Authorize Warren County Tax Office to Release Roanoke-Wildwood Volunteer Fire Department Tax from the Affected Tax Bills Within the Extended Service District, was approved.

4. CITIZEN COMMENTS - REGULAR BOARD MEETING

John Plummer spoke in support of Shavon Russell Jones and her school.

Joey Andrews thanked the Board of Commissioners for providing more funding for paid Firefighters in the FY24 Budget. He stated he plans to request funding for all Volunteer Fire Departments in the County to have paid Firefighters in the FY25 Budget. Mr. Andrews also informed the Board that Firemens Day activities, including a parade and festival on Courthouse Square, will take place on September 23, 2023.

Reinaldo Espinosa stated that he has discussed issues of concern at the Senior Center previously, and noted that Commissioner Davis stated there is money available for the Center, but County Manager doesn't respond. He further stated that he sent public records requests to the Clerk to the Board but has not received a response.

Shavon Russell Jones stated that she hopes the Commissioners are keeping up with recent General Assembly meetings. She further stated that she plans to hold a Culture Day to focus on fine arts and would like to have support from the County. A proposal will be sent to the Commissioners.

Shrounda Douglas Riddick notified the Board that she is heading up the Warren County Middle School Parent-Teacher Association and she looks forward to partnering with the County on events such as Career Day.

5. CONSENT AGENDA

A. Approve Minutes: July 10, 2023 Regular Meeting

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the minutes of the July 10, 2023 Regular Meeting were approved.

B. Tax Collectors Report for June 2023 Presented for Board's Information in Accordance with NCGS 105-350 (John Preston, Tax Administrator)

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Tax Collector's Report for June 2023 presented for Board's information in accordance with NCGS 105-350 by Tax Administrator John Preston was approved.

**Tax Collector's Report
to the Warren County Board of Commissioners
For the Month June 2023**

2022-2023

Current Year Collections

Tax Year	Charge	Collected in June	Collected to Date	Balance Outstanding	Percentage Collected
June 2023 FY 23	\$19,769,811	\$61,858	\$19,386,115	\$383,695	98.06
June 2022 FY 22	\$19,162,328	\$80,784	\$18,842,913	\$319,415	98.33

Delinquent Collections

2021	\$375,891	\$7,925	\$176,191	\$199,700	46.87
2020	193,849	2,209	55,692	\$138,158	28.73
2019	187,204	1,579	35,552	\$151,652	18.99
2018	104,846	598	14,275	\$90,571	13.62
2017	101,355	629	12,057	\$89,299	11.90
2016	78,842	380	10,511	\$68,331	13.33
2015	64,103	135	6,915	\$57,188	10.79
2014	53,143	131	4,874	\$48,269	9.17
2013	81,643	208	4,930	\$76,713	8.04
2012	63,289	141	6,616	\$56,673	10.45
Total Delinquent Years	\$1,304,166	\$13,935	\$327,613	\$976,554	

Other June Receipts

County Penalties	\$ 7,729	\$ 146,992
Landfill User Fees	\$ 16,003	\$ 157,267
Municipalities	\$ 6,183	\$ 689,517
Fire District Taxes	\$ 5,325	\$ 1,168,942
Advance Taxes	\$ 39,896	\$ 171,722

JUNE GRAND TOTAL

\$231,713	\$40,891,081
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John Preston, Tax Administrator
John Preston, Tax Administrator

7/14/2023

C. Tax Release Requests (over & under \$100) in Accordance with NCGS 105-381 "Taxpayer's Remedies" as Information Only (John Preston, Tax Administrator)

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, Tax Release Requests (over & under \$100) in accordance with NCGS 105-381 "Taxpayer's Remedies" were approved.

6. COUNTY MANAGER'S UPDATE – Vincent Jones

A. County Operations Update

County Manager Vincent Jones introduced Sierra Thomas. Ms. Thomas was hired as the Assistant Human Resources Director but is currently serving as Interim Human Resources Director.

Recruitment of a Planning Director is a difficult process. The County is currently in contract for Planning services until a Director is named and the impact will be additional expenses to the FY24 Budget.

There is a large meeting taking place in the Warren County Armory Civic Center on September 11, 2023, therefore the Board of Commissioners were asked their preference for whether the meeting set for that date will be moved to alternate location. The consensus of the Board was to move the meeting to an alternate location.

7. ACTION ITEMS

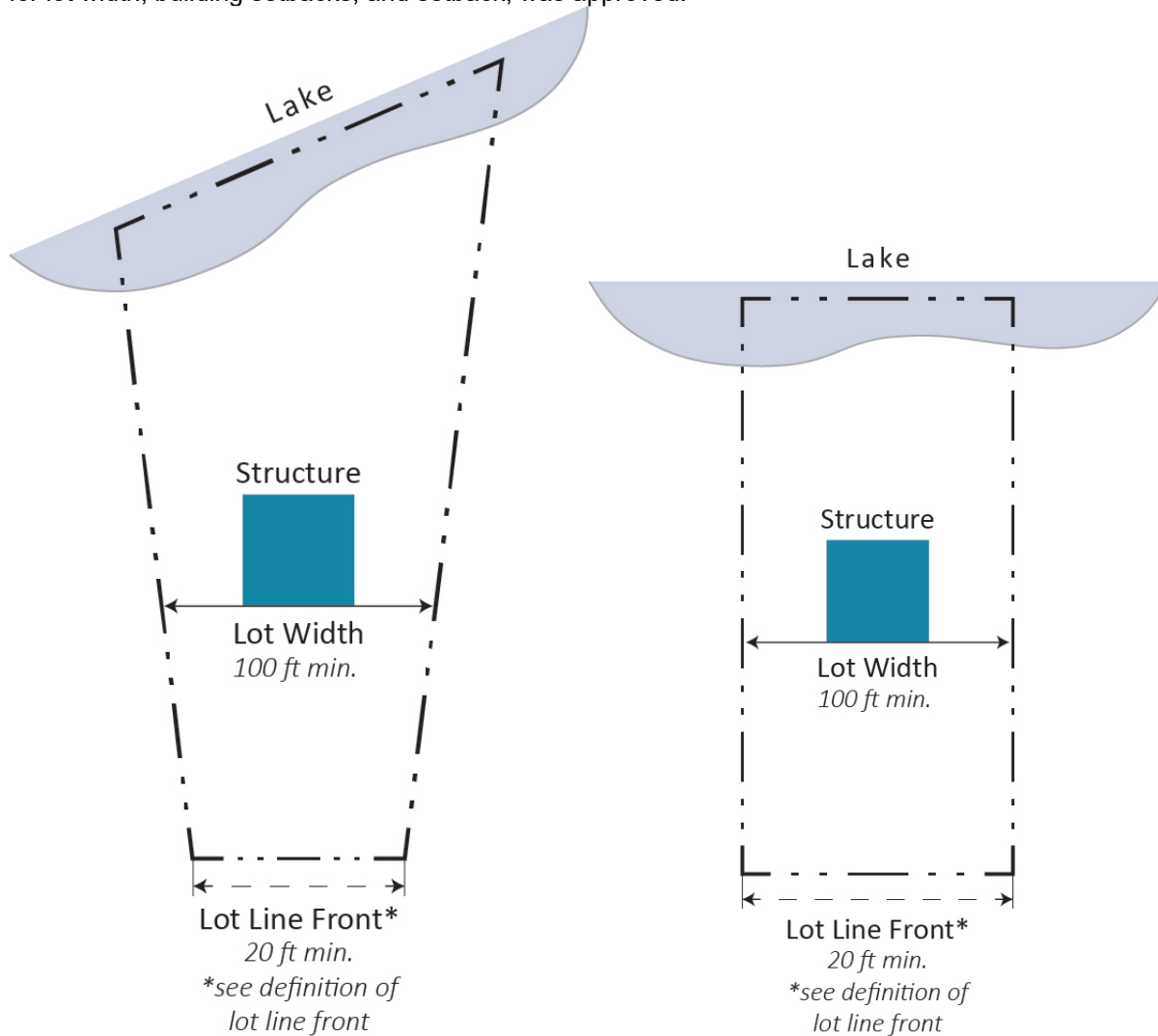
A. Consider Approval of Application for Grant From Southeast Crescent Regional Commission in an Amount up to \$500,000, with up to \$100,000 Local Match, for the Vance Granville Community College Transportation Training Hub Design Work, and Authorize County Manager to Execute All Related Documents - Charla Duncan, Community and Economic Development Director

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the application for grant from Southeast Crescent Regional Commission in an amount up to \$500,000, with up to \$100,000 local match, for the Vance Granville Community College Transportation Training Hub Design Work was approved, and County Manager was authorized to execute all related

documents.

B. Consider Approval of Petition for a Text Amendment to the Zoning Ordinance: To change the wording of the definition for lot width, building setbacks, and setback. This is for clarity and to further define lot width in the RL district and on cul-de-sacs in all residential districts - Becca Mountz, Planning/Zoning Staff Consultant

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the petition for text amendment to the Zoning Ordinance, to change the wording of the definition for lot width, building setbacks, and setback, was approved.



C. Consider Approval of Petition for a Text Amendment to the Zoning Ordinance: Increasing the existing built upon area maximum for industrial zoned properties from 36% to 75% in Section I(F) and Section II(F) of the adopted zoning ordinance - Becca Mountz, Planning/Zoning Staff Consultant

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, petition for text amendment to the Zoning Ordinance, increasing the existing built upon area maximum for industrial zoned properties from 36% to 75% in Section I(F) and Section II(F) of the adopted zoning ordinance, was approved.



Planning/Zoning and Code Enforcement Department
542 West Ridgeway Street
Warrenton, NC 27589
(PH) 252-257-7027 (FX) 252-257-1083

TO: Warren County Board of Commissioners, County Manager and County Attorney
FROM: Rebecca Mountz - Planning Consultant, Stewart
DATE: May 31st, 2023
RE: Planning Board recommendation to Amend the Zoning Ordinance

This memo outlines results from the May 2, 2023 Warren County Planning Board to the following Petition to Amend the Zoning Ordinance:

- ❖ Petition to Amend the Zoning Ordinance: Located on page 7 and page 10 of the current zoning ordinance to be changed from:
1. Residential Development - maximum of 25% impervious surface area.
 2. Non-Residential Development - maximum of 36% impervious surface area.
- To:
1. Residential Development - maximum of 25% impervious surface area.
 2. Non-Residential Development (Except Light Industrial and Heavy Industrial)- maximum of 36% impervious surface area.
 3. Industrial Districts – maximum of 75% impervious surface area.

Planning Board took action to recommend the proposed Petition to Amend the Zoning Ordinance as submitted (approved for recommendation to the Board of Commissioners for consideration by a vote of 4 to 1 with quorum met):

- ❖ At the conclusion of discussion and with no added comments from Board, Interim Chair William Landis entertained a motion:
- A. Motion was made by Sid Cutts to approve the text amendment as submitted and recommend to the Board of Commissioners to set a public hearing.
 - B. Second was made by Ted Echols, on call for a vote by Interim Chair William Landis and 4 of the 5 present Members voted to approve the text amendment as submitted and recommend to the Board of Commissioners to set a public hearing.

Recommendation: The Planning Board recommends that the Board of Commissioners set a Public Hearing for August 7, 2023 at 6:00 p.m. for the Amendment to the Zoning Ordinance

D. Consider Approval of Master Agreement Between BI-TEK, LLC and Warren County for Computer Aided Mass Appraisal (CAMA) Software for Warren County Tax Office in the Amount of \$85,224 and Authorize County Manager to Execute Documents - John Preston, Tax Administrator

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Master Agreement between BI-TEK, LLC and Warren County for Computer Aided Mass Appraisal (CAMA) Software for Warren County Tax Office in the amount of \$85,224 was approved and the County Manager was authorized to execute related documents.

E. Consider Approval of Updated Paid Firefighter Contract - Joel Bartholomew, Emergency Services Director

On motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote, the updated Firefighter Contract was approved.

F. Consider Approval of Purchase of Human Resources Information System (HRIS) NEOGOV in an Amount Not to Exceed \$93,000 and Authorize County Manager to Execute Agreement - Sierra Thomas, Interim Human Resources Manager

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the purchase of Human Resources Information System (HRIS) NEOGOV in an amount not to exceed \$93,000 was approved and the County Manager was authorized to execute related documents.

G. Consider Approval of Purchase of 39 Gammatech Durabooks for Warren County Sheriff's Office in an Amount Not to Exceed \$92,576.25 from GovConnection Under State Contract and Authorize County Manager to Execute Documents - Sheriff John Branche

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the purchase of 39 Gammatech Durabooks for Warren County Sheriff's Office in an amount not to exceed \$92,576.25 was approved and County Manager was authorized to execute related documents.

H. Consider Approval of Purchase of Two Dodge Chargers for Warren County Sheriff's Office in an Amount Not to Exceed \$70,604 From Ilderton Dodge Under North Carolina Sheriff's Association Contract and Authorize County Manager to Execute Documents - Sheriff John Branche

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous

vote, the purchase of two Dodge Chargers for Warren County Sheriff's Office in an amount not to exceed \$70,604 from Ilderton Dodge under North Carolina Sheriff's Association Contract was approved and County Manager was authorized to execute related documents.

I. Consider Approval of Resolution Authorizing Warren County to Request State Grant Assistance for the Asset Inventory Assessment Project for the Existing Wastewater Collection System - Eric St. Sing, Public Utilities Director

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, authorization to request State Grant Assistance for the Asset Inventory Assessment Project for the existing Wastewater Collection System was approved.

J. Consider Approval of Fee Waiver for the Use of the Warren County Armory Civic Center by Warren County NAACP for a Community Forum on September 12, 2023 - Paula Pulley, Clerk to the Board

On motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote, the Fee Waiver Request for use of the Warren County Armory Civic Center by Warren County NAACP for a Community Forum on September 12, 2023 was approved.

K. Consider Approval of Cancellation of the Roanoke-Wildwood Volunteer Fire Department Extended Service District and Authorize the Tax Office to Release the Roanoke-Wildwood Volunteer Fire Tax from the Affected 2023 Property Tax Bills Within the Extended Service District

On motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote, the cancelation of the Roanoke-Wildwood Volunteer Fire Department Extended Service District and authorization for Warren County Tax Office to release Roanoke-Wildwood Volunteer Fire Department Tax from the affected 2023 tax bills within the extended service district was approved.

8. BOARD/COMMITTEE/COMMISSIONS APPOINTMENT AND REAPPOINTMENTS

A. Consider the Appointment of Joanne Thompson to the Library Board of Trustees for a Three-Year Term Beginning July 1, 2023 and Ending June 30, 2026

On motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote, the appointment of Joanne Thompson to the Library Board of Trustees for a three-year term beginning July 1, 2023 and ending June 30, 2026 was approved.

B. Consider the Appointment of Stormie Wiggins to the Potentially Dangerous Dog Appeals Board Representing a Member of Law Enforcement for a Three-year Term Beginning June 1, 2023 and Ending May 31, 2026

On motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote, the appointment of Stormie Wiggins to the Potentially Dangerous Dog Appeals Board representing a member of Law Enforcement for a three-year term beginning June 1, 2023 and ending May 31, 2026 was approved.

C. Consider Re-appointment of Mary Catherine Harris to the Jury Commission for a Term Beginning July 1, 2023 and ending June 30, 2025

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the re-appointment of Mary Catherine Harris to the Jury Commission for a two-year term beginning July 1, 2023 and ending June 30, 2025 was approved.

9. BOARD OF COUNTY COMMISSIONERS' UPDATES

10. CLOSED SESSION IN ACCORDANCE WITH NCGS 143-318.11(a)(5) FOR PROPERTY ACQUISITION AND PERSONNEL MATTERS

On motion of Commissioner Pierce, seconded by Commissioner Powell, and duly carried by unanimous vote, the Board entered Closed Session in accordance with NCGS 143-318.11(a)(5) for Property Acquisition and Personnel Matters.

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Board returned to Open Session.

11. ADJOURN AUGUST 16, 2023 BOARD MEETING

With no further business, on motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the August 16, 2023 Regular Meeting was adjourned.

Paula Pulley, Clerk to the Board