



Board of Commissioners Regular Meeting

December 4, 2023

MINUTES

1. ORGANIZATIONAL MEETING

A. Election of Chairman to the Board of Warren County Commissioners

Commissioner Walter Powell nominated Commissioner Jennifer Pierce for Chair. On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, nominations were closed and Commissioner Pierce was declared Chair of the Warren County Board of Commissioners.

B. Election of Vice-Chairman to the Board of Warren County Commissioners

Commissioner Walter Powell nominated Commissioner Tare "T" Davis for Vice-Chair but Commissioner Davis declined the nomination. Commissioner Pierce nominated Commissioner Hunt for Vice-Chair.

On motion of Commissioner Pierce, seconded by Commissioner Powell, and duly carried by unanimous vote, nominations were closed and Commissioner Hunt was declared Vice-Chair of the Warren County Board of Commissioners.

C. Appointment of County Attorney (Shiekell Richardson presently serving)

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, Shiekell Richardson was re-appointed as Warren County Attorney.

D. Appointment of Clerk to the Board (Paula Pulley presently serving)

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, Paula Pulley was re-appointed Clerk to the Board of Warren County Commissioners.

E. Appointment of Deputy Clerk (Monique Hinton presently serving)

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, Monique Hinton was re-appointed Deputy Clerk to the Board of Warren County Commissioners.

F. Appointment of Finance Officer (Nikki Dickerson presently serving)

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, Nikki Dickerson was re-appointed Finance Officer.

G. Appointment of Tax Collectors: Jane Wilson, Cherrina Neville, Joanna Dickerson, Tax Collection Specialist: Yvonne Sharps, and Delinquent Tax Collector: Karen Towns

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, Alma Jane Wilson, Cherrina Neville, and Joanna Dickerson were re-appointed as Deputy Tax Collectors.

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, Yvonne Sharps was re-appointed as Tax Collection Specialist.

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, Karen Towns was re-appointed as Delinquent Tax Collector.

H. Designation of Depositories for Warren County Funds

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, First Citizens Bank of Warrenton, NC, Truist Bank of Warrenton, NC, and NC Capital Management Trust of Charlotte, NC were designated as depositories for Warren County Funds.

I. Authorization to Honor Facsimile Signatures for Warren County Operating Accounts:

- 1. Warren County Operating Account, Warren County General Fund Payroll Account and Warren County Flexible Spending Account**

2. Warren County Department of Social Services Trust Fund Account

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, authorization to honor facsimile signatures for Warren County Operating Account, Warren County General Funds, Payroll Account, and Warren County Flexible Spending Account by County Finance Officer Nikki Dickerson, Chairman to the Board of Commissioners, and Clerk to the Board were approved.

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, authorization to honor facsimile signatures for Warren County Department of Social Services Trust Fund Account by Director Renae Alston, and/or County Manager Vincent Jones, and/or Finance Director Nikki Dickerson was approved.

2. PRESENTATION

A. Broadband Update - Eric Dickson, AccessOn

Eric Dixson of AccessOn Networks provided an update on the high speed internet project in Warren County. According to the report, 42 businesses, 1,234 residences, and 11 educational/government locations will be covered by AccessOn Networks service area. At this time, AccessOn is on track to break ground on fiber equipment huts in the first quarter of 2024.

3. ADOPT SUGGESTED AGENDA

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, the December 4, 2023 Suggested Agenda was approved.

4. CITIZEN COMMENTS - REGULAR BOARD MEETING

A. Rules for Citizen Comments: Please sign up to speak. The maximum time allotted to each speaker will be FIVE (5) minutes; Clerk to the Board will keep time. Any group of people who support or oppose the same position should designate a spokesperson. Please address only those items which might not have been addressed by a previous speaker. If a response from the County Manager and/or Board is desired, leave a copy of your comment(s) with the Clerk to the Board. Order and decorum will be maintained. This is not a question and answer session.

- Reinald Espinosa yielded time to Dwayne Hicks.
- Dwayne Hicks stated that Law Enforcement is using tactics to spy, jam phone lines, and break people down psychologically. He feels he has been targeted.
- Herman Alston stated he was unjustly placed in handcuffs by a Warrenton Police Department Officer outside of town and therefore, outside of the officers jurisdiction. Mr. Alston provided a written statement with details of the incident.

5. CONSENT AGENDA

A. Consider Approval of Minutes of the November 6, 2023 Regular Meeting

On motion of Commissioner Hunt, seconded by Commissioner Davis, and duly carried by unanimous vote, the minutes of the November 6, 2023 Regular Meeting were approved.

B. Tax Collectors Report for October 2023 Presented for Boards Information in Accordance with NCGS 105-350 (John Preston, Tax Administrator)

On motion of Commissioner Hunt, seconded by Commissioner Davis, and duly carried by unanimous vote, the Tax Collectors Report for October, 2023 was approved.

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

2023-2024

Current Year Collections

Tax Year	Charge	Collected in October	Collected to Date	Balance Outstanding	Percentage Collected
October 2023 FY 24	\$20,352,457	\$1,651,707	\$5,872,567	\$14,479,890	28.85
October 2022 FY 23	\$19,715,346	\$1,211,131	\$5,866,488	\$13,848,857	29.76

Delinquent Collections

	2022	\$431,008	\$11,256	\$84,256	\$346,752	19.55
	2021	201,032	3,154	20,261	\$180,771	10.08
	2020	139,246	1,051	3,941	\$135,305	2.83
	2019	152,376	495	2,980	\$149,396	1.96
	2018	90,751	207	986	\$89,765	1.09
	2017	89,462	61	783	\$88,679	0.89
	2016	68,382	86	1,077	\$67,305	1.59
	2015	57,188	79	122	\$57,066	0.21
	2014	48,269	91	194	\$48,075	0.40
	2013	76,712	336	1,322	\$75,390	1.72
Total Delinquent Years		\$1,354,426	\$16,816	\$115,922	\$1,238,504	

Other October Receipts

County Penalties

\$ 4,876 \$ 28,873

Landfill User Fees

\$ 97,925 \$ 399,800

Municipalities

\$ 36,317 \$ 162,670

Fire District Taxes

\$ 90,413 \$ 380,602

Advance Taxes

\$ 2,564 \$ 10,404

OCTOBER GRAND TOTAL

\$3,111,748 \$12,837,226

John Preston, Tax Administrator
John Preston, Tax Administrator

11/15/2023

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

On motion of Commissioner Hunt, seconded by Commissioner Davis, and duly carried by unanimous vote, Tax Release Requests (over/under \$100) were approved.

Over \$100	12/4/2023	CO MGR INITIALS: <i>WJ</i> Date: <i>11/27/2023</i>
ERROR CORRECTION RELEASES:		
BOONE MARLYN G	2017 14941-200	28173 \$ 317.60 DECEASED
BOONE MARLYN G	2018 14941-200	57626 \$ 388.88 DECEASED
BOONE MARLYN G	2019 14941-200	53064 \$ 298.61 DECEASED
BOONE MARLYN G	2014 14941-200	51171 \$ 321.41 DECEASED
BOONE MARLYN G	2015 14941-200	48505 \$ 345.19 DECEASED
GARRARD DAVID D & MARY K	2022 28367-300	28938 \$ 151.45 SOLD 2 JET SKIS IN 2019
GARRARD DAVID D & MARY K	2022 28367-300	28938 \$ 268.63 SOLD 2 JET SKIS IN 2019
GARRARD DAVID D & MARY K	2021 28367-300	28938 \$ 278.30 SOLD 2 JET SKIS IN 2019
HARRISON RAYMOND & BETTY	2022 15163-200	28722 \$ 175.12 MH DESTROYED IN 2014
HARRISON RAYMOND & BETTY	2022 15163-200	29333 \$ 195.77 MH DESTROYED IN 2014
HARRISON RAYMOND & BETTY	2021 15163-200	28664 \$ 207.44 MH DESTROYED IN 2014
HARRISON RAYMOND & BETTY	2020 15163-200	28668 \$ 223.16 MH DESTROYED IN 2014
HARRISON RAYMOND & BETTY	2019 15163-200	28162 \$ 238.29 MH DESTROYED IN 2014
HARRISON RAYMOND & BETTY	2018 15163-200	28211 \$ 254.01 MH DESTROYED IN 2014
HARRISON RAYMOND & BETTY	2017 15163-200	28211 \$ 268.14 MH DESTROYED IN 2014
HARRISON RAYMOND & BETTY	2016 15163-200	57626 \$ 248.71 MH DESTROYED IN 2014
HARRISON RAYMOND & BETTY	2015 15163-200	57626 \$ 233.66 MH DESTROYED IN 2014
HARRISON RAYMOND & BETTY	2023 18028-302	28628 \$ 286.65 REMOVE 2 TRAILERS/DOUBLE LISTED
SHEARIN JEFFREY C	2022 14107-301	8993 \$ 160.28 BIR EXEMPT ERROR
WESTER KENNETH	2022 35846-200	27432 \$ 172.41 SOLD CAMPER 8 YRS AGO
WESTER KENNETH	2022 35846-200	30123 \$ 188.76 SOLD CAMPER 8 YRS AGO
WESTER KENNETH	2021 35846-200	27262 \$ 204.24 SOLD CAMPER 8 YRS AGO
WESTER KENNETH	2020 35846-200	27666 \$ 218.72 SOLD CAMPER 8 YRS AGO
WESTER KENNETH	2019 35846-200	28632 \$ 234.74 SOLD CAMPER 8 YRS AGO
WESTER KENNETH	2018 35846-200	28152 \$ 255.19 SOLD CAMPER 8 YRS AGO
TOTAL ERROR CORRECTIONS:		\$ 5,985.44
MOTOR VEHICLE RELEASES:		
PARRY MADINE MAY	2023 KJP5577	V-60861 \$ 146.79 VEHICLE WAS REGISTERED IN VA
SUB-TOTAL MOTOR VEHICLE RELEASES:		\$ 146.79
SUB-TOTAL CORRECTION RELEASES:		\$ 5,985.44
Total Releases		\$ 6,132.23
LANDFILL USER FEE RELEASES:		
WHITNEY PRENE M	2023 43538-300	14880 \$ 150.00 NO LUPF
TOTAL LFUP RELEASES:		\$ 150.00
Total Releases		\$ 6,282.23

Under \$100	12/4/2023	CO MGR INITIALS: <i>WJ</i> Date: <i>11/27/2023</i>	
ERROR CORRECTION RELEASES:			
NAME	Year	ACCT# MAP #	RECORD# AMOUNT REASON
EVERSON TERRY	2023	943	28750 \$ 78.48 MOVED BOAT 07/2022
HAWKS JAMES L	2023 18028-302		28626 \$ 90.34 REMOVED LATE LISTING
KINNIN COREY B	2022 21769-200		28914 \$ 15.80 SOLD BOAT IN 2018
KINNIN COREY B	2022 21769-200		29540 \$ 18.60 SOLD BOAT IN 2018
KINNIN COREY B	2021 21769-200		28644 \$ 22.62 SOLD BOAT IN 2018
KINNIN COREY B	2020 21769-200		26487 \$ 25.63 SOLD BOAT IN 2018
LUBBERS SHAWN	2023 32834-200		27118 \$ 40.60 SOLD PP IN 2022
SHEARIN JEFFREY C	2022 12811-200		28208 \$ 3.30 BOAT JANKED 2013
SHEARIN JEFFREY C	2021 12811-200		28365 \$ 3.54 BOAT JANKED 2013
SHEARIN JEFFREY C	2020 12811-200		28219 \$ 3.72 BOAT JANKED 2013
SHEARIN JEFFREY C	2019 12811-200		28242 \$ 3.86 BOAT JANKED 2013
SHEARIN JEFFREY C	2018 12811-200		32863 \$ 11.84 BOAT JANKED 2013
SHEARIN JEFFREY C	2018 12811-200		32869 \$ 4.13 BOAT JANKED 2013
SHEARIN JEFFREY C	2017 12811-200		33014 \$ 17.68 BOAT JANKED 2013
SHEARIN JEFFREY C	2016 12811-200		57465 \$ 17.28 BOAT JANKED 2013
SHEARIN JEFFREY C	2015 12811-200		54281 \$ 16.88 BOAT JANKED 2013
SHEARIN JEFFREY C	2014 12811-200		51489 \$ 16.61 BOAT JANKED 2013
THORNTON MARION ARTHUR JR	2023 97439-300		20254 \$ 4.12 NO LATE LISTING FEE
WESTER KENNETH	2017 35846-200		28162 \$ 32.76 CAMPER SOLD IN 2012
WESTER KENNETH	2016 35846-200		57521 \$ 35.24 CAMPER SOLD IN 2012
WESTER KENNETH	2015 35846-200		53889 \$ 34.73 CAMPER SOLD IN 2012
WESTER KENNETH	2013 35846-200		48802 \$ 50.23 CAMPER SOLD IN 2012
SUB-TOTAL ERROR CORRECTIONS:			\$ 947.85
MOTOR VEHICLE RELEASES:			
HASLUP ROBERT FRANKLIN	2019 CL43470	V-132071	\$ 94.64 VEHICLE NO LONGER IN WARREN CO
SUB-TOTAL MOTOR VEHICLE RELEASES:			\$ 94.64
SUB-TOTAL CORRECTION RELEASES:			\$ 947.85
Total Releases			\$ 947.85

NOV 27 2023

NOV 27 2023

6. COUNTY MANAGER'S UPDATE – Vincent Jones

A. Property Acquisition for Community Development

Community & Economic Development Director Charla Duncan discussed the sales agreement for property located on US Hwy 158 Business West. This property could be used for a community space, Senior Center, meeting space, and office space.

B. Operational Updates

- **Notice of Employee Holiday Luncheon, December 8, 2023**
 - **Ambulance Franchise Update**
 - **Organizational Updates**
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- The Employee Holiday Luncheon will be held on Friday, December 8, 2023. Offices will close at 12:00 p.m. in order to allow all employees to attend.
 - County Manager Vincent Jones stated that Bertie Ambulance Service is no longer providing service in this area. Warren County Emergency Services has reached out to another ambulance service provider, but they are not willing to sign a Franchise Agreement at this time.
 - On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, Holiday Bonuses in the amount of \$500 for full time employees and \$250 for part time employees were approved.

7. FINANCE OFFICE – Nikki Dickerson

A. Consider Approval of Community Center Capital Project Ordinance in the Amount of \$600,000

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Community Center Capital Project Ordinance in the amount of \$600,000 was approved.

CAPITAL PROJECT ORDINANCE

WARREN COUNTY

Community Center – Fund 86

BE IT ORDAINED by the Warren County Board of Commissioners that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted:

Section 1. The project authorized is the Community Center.

Section 2. The officers of this unit are hereby directed to proceed with the project within the terms of the above statute and the budget contained within.

Section 3. The following revenues are anticipated to be available to complete the project:

Transfer from General Fund – Fund 86

\$600,000

Section 4. The following amounts are appropriated for the project:

Community Center Expenses

\$600,000

Section 5. The Finance Officer is hereby directed to maintain with the Capital Project Fund sufficient detailed accounting records required by federal and state regulations.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due.

Section 7. Copies of this project ordinance shall be entered into the minutes of the governing board and filed with the Finance Officer.

Adopted this 4th day of December 2023.

B. Consider Approval of Capital Project Ordinance for 429 W. Ridgeway Street (Farmers Market Project) in the Amount of \$1,050,000

On motion of Commissioner Hunt, seconded by Commissioner Davis, and duly carried by unanimous vote, the Capital Project Ordinance for 429 W. Ridgeway Street (Farmers Market Project) in the amount of \$1,050,000 was approved.

CAPITAL PROJECT ORDINANCE

WARREN COUNTY

Farmers Market – Fund 86

BE IT ORDAINED by the Warren County Board of Commissioners that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted:

Section 1. The project authorized is the Farmers Market.

Section 2. The officers of this unit are hereby directed to proceed with the project within the terms of the above statute and the budget contained within.

Section 3. The following revenues are anticipated to be available to complete the project:

Transfer from General Fund – Fund 86

\$1,050,000

Section 4. The following amounts are appropriated for the project:

Farmers Market Expenses

\$1,050,000

Section 5. The Finance Officer is hereby directed to maintain with the Capital Project Fund

sufficient detailed accounting records required by federal and state regulations.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due.

Section 7. Copies of this project ordinance shall be entered into the minutes of the governing board and filed with the Finance Officer.

Adopted this 4th day of December 2023.

C. Consider Approval of Reclassification of Accounting Technician II (Grade 18) to Accounting Specialist (Grade 19)

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, reclassification of Accounting Technician II (Grade 18) to Accounting Specialist (Grade 19) was approved.

8. ACTION ITEMS

A. Consider Approval of Resolution Designating David Wise (Planning/Zoning Director) and Erik Hilliard (GIS Technician) as Planning and Zoning Map Review Officers - David Wise, Planning/Zoning Director

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, the Resolution Designating David Wise (Planning Director) and Erik Hilliard (GIS Technician) as Planning and Zoning Map Review Officers was approved.

 Bertadean Baker, Chairman Victor Hunt, Vice Chairman Tara Davis Jennifer Pierce Walter Powell Vincent Jones County Manager Paula Pulley Clerk to the Board Phone: (252) 257-3115 Fax: (252) 257-5971 www.warrencountync.com	WARREN COUNTY BOARD OF COMMISSIONERS 602 WEST RIDGEWAY STREET POST OFFICE BOX 619 WARRENTON, NORTH CAROLINA 27589 RESOLUTION APPOINTING REVIEW OFFICERS WHEREAS, G.S. 47-30.2 authorizes the governing body of each county to designate an official(s) experience in mapping or land records management as a Review Officer to review each map and plat required to be submitted for review before said map/plat is presented to the Register of Deeds for recording; and WHEREAS, said Review Officer shall expeditiously review each map or plat prior to submission to the Register of Deeds for recording to ensure compliance with all statutory requirements for recording; and WHEREAS, the County of Warren wishes to notify the Land Records Management Division, NC Department of the Secretary of State of its designation as required by G.S. 47-30.2. NOW, THEREFORE, BE IT RESOLVED that the August 16, 2023 resolution appointing review officers be dissolved; and BE IT FURTHER RESOLVED that the following are hereby designated as the Review Officers for Warren County: David Wise (Planning/Zoning Director) and Erik Hilliard (GIS Technician). BE IT FURTHER RESOLVED that the certification of the Review Officer shall be in substantially the following form and must be affixed on each map/plat prior to recording. STATE OF NORTH CAROLINA COUNTY OF WARREN I, _____, Review Officer of Warren County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording. Review Officer Date: _____ *This institution is an equal opportunity provider and employer.*
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B. Consider Approval of Contract for Revaluation Services with Pearson's Appraisal Service in an Amount Not to Exceed \$652,922 - John Preston, Tax Administrator

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the contract for Revaluation Services with Pearson's Appraisal Service in an amount not to exceed \$652,922 was approved.

C. Consider Approval of Agreement with Rivers and Associates for Engineering Services for Bridge 126 Water Main Relocation (Perrytown Road Bridge) in an Amount Not to Exceed \$92,374

- Eric St. Sing, Public Utilities Director

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, agreement with Rivers and Associates for Engineering Services for Bridge 126 Water Main Relocation (Perrytown Road) in an amount not to exceed \$92,374 was approved.

D. Consider Approval of Purchase of 2023 Chevrolet Tahoe for the Warren County Sheriff's Office in an Amount Not to Exceed \$71,983.67 From LBJ Chevrolet (Note: Corresponding Budget Amendment Needed) - Sheriff John Branche

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the purchase of a 2023 Chevrolet Tahoe for the Warren County Sheriff's Office in an amount not to exceed \$71,983.67 was approved.

9. BOARD/COMMITTEE/COMMISSION APPOINTMENTS AND RE-APPOINTMENTS

A. Consider Appointment of James Arrington III to a three-year term on the Economic Development Commission (December 2023-December 2026) - Charla Duncan, Community and Economic Development Director

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, James Arrington, III was appointed to the Community & Economic Development Commission for a three-year term beginning December 2023 and ending November 2026.

B. Consider Appointment of Samuel R. Ross, and Re-Appointment of Stephen Pelfrey (Third Term) to the Warren County Fire Commission for a Three-Year Term Beginning December 2023 and Ending November 2026 as Recommended by the Warren County Fire Commission - Chris Tucker, Interim Emergency Services Director

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, Samuel R. Ross was appointed for a first three-year term, and Stephen Pelfrey was re-appointed for a third three-year term to the Warren County Fire Commission. Terms begin December 2023 and end November 2026.

10. BOARD OF COUNTY COMMISSIONERS' UPDATES

Commissioner Davis thanked all county staff for their hard work this year.

11. CLOSED SESSION IN ACCORDANCE WITH NCGS 143-318.11(a)(4) FOR BUSINESS AND INDUSTRY EXPANSION

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, the Board of Commissioners entered Closed Session in accordance with NCGS 143-318.11(a)(4) for Business and Industry Expansion.

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, the Board of Commissioners returned to open session.

12. ADJOURN December 4, 2023 BOARD MEETING

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the December 4, 2023 Warren County Board of Commissioners Regular Meeting was adjourned.

Paula Pulley, Clerk to the Board