



Board of Commissioners Work Session

October 16, 2024

MINUTES

1. ADOPT SUGGESTED AGENDA

The October 16, 2024 Work Session was called to order AT 4:00 by Chair Jennifer Pierce. Those in attendance were Vice Chair Victor Hunt, Commissioner Bertadean Baker, Commissioner Walter Powell, County Manager Crystal Smith, and County Attorney Shiekell Richardson.

Commissioner Davis arrived at 5:00.

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, the Suggested Agenda was approved.

2. HUMAN RESOURCES POLICIES UPDATE

Human Resources Manager Sierra Thomas provided copies of 16 policies with suggested updates.

Those policies included Section 8-10 - Probationary Period of Employment, Section 2-12 - Probationary Period, Section 5-9 - Overtime Pay, Section 6-8 - Compensatory Time (Non-Exempt Employees), Section 6-4 - Payout of Vacation Leave, Section 7-8 - Direct Deposit, Section 8-1 - New Personnel Orientation, Section 1-5 - Definitions, Section 6-7 - Bereavement Leave, Section 2-24 - Limitation of Employment of Relatives, Section 6-1.2 - Wellness Days, Section 6-8.3 - Excessive Time for FLSA Exempt Employees, Section 6-35 - Pregnant Workers Fairness Act (PWFA), and Section 6-34 - The Providing Urgent Maternal Protection Act (PUMP Act). Following some discussion and recommendations from the Board, Ms. Thomas was directed to bring the policies back for approval at the November 4, 2024 Regular Meeting.

3. PROPOSED LANDSCAPING DESIGN REQUIREMENTS - MARK BLOOMER, PLANNING AND ZONING DIRECTOR

Planning/Zoning Director Mark Bloomer and Jake Petrosky of Stewart provided an overview of proposed Landscaping Design Requirements. This item will be presented for approval at the November 4, 2024 Regular Meeting.

4. PUBLIC HEARING

A. 2nd CDBG Public Hearing

The CDBG Public Hearing was opened at 6:00. A total of 37 applications were received, and four properties will be served through total reconstruction. If funding is available, one more residence will be included.

There were no Citizen Comments.

With no further discussion, the Public Hearing was closed.

5. INTRODUCTION OF SENIOR CENTER DIRECTOR MALANA WILLIAMS

Malana Williams was introduced as the new Senior Center Director. Ms. Williams has previously worked for Warren County Sheriff's Office and DSS.

6. FOLLOW UP TO PUBLIC HEARING

A. Consider Approval of Resolution for Warren County Application for Community Development Block Grant - Neighborhood Revitalization Funding

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, the Resolution for Warren County Application for Community Development Block Grant Neighborhood Revitalization Funding was approved.

RESOLUTION FOR WARREN COUNTY APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT-NEIGHBORHOOD REVITALIZATION FUNDING

WHEREAS, the Warren County Board of Commissioners has previously indicated its desire to assist in community development efforts for housing within the county; and,

WHEREAS, the Warren County Board of Commissioners has held two public hearings concerning the proposed application for Community Development Block Grant funding to benefit primarily low-to-moderate income individuals in the county by providing housing improvement activities; and,

WHEREAS, the Warren County Board of Commissioners wishes to pursue a formal application for Community Development Block Grant funding to benefit primarily low-to-moderate income individuals in the county by providing housing improvement activities; and,

WHEREAS, the Warren County Board of Commissioners certifies it will meet all federal regulatory and statutory requirements of the State of North Carolina Community Development Block Grant Program;

NOW, THEREFORE BE IT RESOLVED, by the Warren County Board of Commissioners that the county is authorized to submit a formal application to the North Carolina Department of Commerce for approval of a Community Development Block Grant-Neighborhood Revitalization Program in order to provide housing improvement activities benefitting primarily low-to-moderate income individuals in the county.

Adopted this the 16th day of October 2024, in Warren County, North Carolina.


Jennifer Pierce, Chairman

Warren County Board of Commissioners

ATTEST:


Paula Pulley, Clerk to the Board of Commissioners



7. DISCUSSION ITEMS

A. 2025 Revaluation Process Update and Schedule of Value (SOV) Discussion by Pearson Appraisals Inc. - John Preston, Tax Administrator

Robert Pearson and Emmitt Curl of Pearson Appraisals provided an update on the revaluation process for property taxes. Mr. Pearson stated that based on current market values, property values will go up on January 1, 2025. A public hearing is scheduled for November 4, 2024 to allow for citizen comments.

B. Request to restrict Triangle North Incoming Regional Revenues for Economic Development - Charla Duncan, Community & Economic Development Director

The request to restrict Triangle North incoming regional revenues was tabled until input is received from the Economic Development Commission.

C. Update on House Bill 10 and Completing Access to Broadband (CAB) Grant Matching Funds - Charla Duncan, Community & Economic Development Director

Community & Economic Development Director Charla Duncan discussed the Completing Access to Broadband (CAB) Grant Matching Funds, and provided an update on House Bill 10. More information will be provided once the House is back in session and releases more information.

D. Consider the Creation of a Warren County S-Line Working Group with the Town of Norlina and the Kerr-Tar Regional Council of Governments - Charla Duncan, Community & Economic Development Director

Community & Economic Development Director Charla Duncan explained the need to create an S-Line Working Group. A Memorandum of Understanding with Norlina will be forthcoming.

E. Consider Approval of Additional Full Time Administrative Assistant in Public Utilities - Eric St. Sing, Public Utilities Director

Public Utilities Assistant Director provided an update on operations at Public Utilities. At this time, the request for additional staff is on hold.

F. Strategic Plan Accomplishments Report - Hannah Jones, Americorps Lead for NC Fellow

County Manager Crystal Smith noted that Hannah Jones was not able to attend the meeting. At this

time, 100% of Departments have submitted their Strategic Plan updates and a full report will be provided to the Board at the December work session.

G. Recommendation to Amend Fire Departments Contracts for Audit Requirements - Nikki Dickerson, Finance Director

Finance Officer Nikki Dickerson stated that audits are currently required from Fire Departments, however it would be a cost savings to the Fire Departments if the County changes the requirement to Form 990 which provides the same information. This item will be presented for approval at the November 4, 2024 Regular Meeting.

H. Recommendation to Write-Off EMS Delinquent and Uncollectable Accounts - Nikki Dickerson, Finance Director

Finance Officer Nikki Dickerson stated that writing off the delinquent EMS accounts will not mean that we cannot still pursue collections. She further noted that these accounts have been sent to the North Carolina Debt Set-off Program so some debts may be paid through that program.

I. Consider Approval of Bid from Gupton Services for Health Department Roof Insulation and Membrane in the Amount of \$89,125 and Authorize County Manager to Execute Related Documents - Marshall Brothers, Public Works Director

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, the Health Department Roof Insulation and Membrane bid from Gupton Services in the amount of \$89,125 was approved.

J. EMS 24/72 Schedule Policy Updates - Chris Tucker, Emergency Services Director

The EMS 24/72 Schedule Policy needs clarification. A team has been meeting to work through the policy.

8. CLOSED SESSION IN ACCORDANCE WITH NCGS 143-318.11(a)(5) FOR PERSONNEL MATTERS

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

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

9. ADJOURN October 16, 2024 BOARD MEETING

With no further business, the Work Session was adjourned.

Paula Pulley, Clerk to the Board