



Board of Commissioners Regular Meeting

November 4, 2024

MINUTES

1. PRESENTATION

A. Presentation of Advanced Law Enforcement Certification to Allen Eugene Batchelor - Sheriff John Branche

Sheriff John Branche recognized Allen Batchelor for earning Advanced Law Enforcement Certification.

B. Recognition of Out-Going Commissioners Jennifer Pierce and Walter Powell

County Manager Crystal Smith and Clerk to the Board Paula Pulley recognized Commissioner Jennifer Pierce for 16 years of service as Commissioner, and Commissioner Walter Powell for 8 years as Commissioner.

2. ADOPT SUGGESTED AGENDA

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Suggested Agenda with the addition of Property Acquisition to the Closed Session was approved.

3. PUBLIC HEARING

A. Schedule of Values for 2025 Revaluation

1. Comments from Staff

Tax Administrator John Preston stated the Schedule of Values was discussed at the October 16, 2024 Work Session, and the document has been made available for review at the Tax Office.

2. Citizen Comments

Chris George asked the Board to be mindful of the tax rate following the revaluation and stated that many in the community already struggle to pay their taxes.

3. Close Public Hearing

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, the Public Hearing was closed.

B. Proposal to Amend Zoning Ordinance to Create New Landscaping Design Requirements, Reduce Number of Parking Spaces Required for Retail Stores and Add New Definitions

1. Comments from Staff

Planning/Zoning Director Mark Bloomer provided an overview of the proposed amendment to the Zoning Ordinance to create new landscaping design requirements, reduce number of parking spaces required for retail stores, and add new definitions.

2. Citizen Comments

There were no Citizens Comments.

3. Close Public Hearing

On motion of Commissioner Baker, seconded by Commissioner Powell, and duly carried by unanimous vote, the Public Hearing was closed.

4. UPDATE FROM WARREN COUNTY SCHOOLS SUPERINTENDENT DR. CAROL MONTAGUE-DAVIS

Interim Superintendent of Warren County Schools Dr. Carol Montague-Davis provided updates on the Warren County Middle School Roof, South Warren, and the consolidated elementary school project. Dr. Montague-Davis stated they are looking into the process to receive lottery funds to assist with these

projects.

5. CITIZEN COMMENTS - REGULAR BOARD MEETING

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.

1. Wayne Aycock spoke to the Board in reference to money that is owed to Norlina Volunteer Fire Department from Ridgeway Volunteer Fire Department.
2. Oliver Dunn asked the Board to lower the tax rate when implementing the new property values.

6. CONSENT AGENDA

A. Consider Approval of Minutes of October 7, 2024 Regular Meeting and October 16, 2024 Work Session

On motion of Commissioner Hunt, seconded by Commissioner Baker, and duly carried by unanimous vote, the minutes of the October 7, 2024 Regular Meeting and October 16, 2024 Work Session were approved.

B. Tax Collector's Report for September 2024 Presented for Board's Information in Accordance with NCGS 105-350 - Tax Administrator John Preston

On motion of Commissioner Hunt, seconded by Commissioner Baker, and duly carried by unanimous vote, the Tax Collector's Report for September 2024 was accepted.

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

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

7. COUNTY MANAGER'S UPDATE – Crystal Smith

A. Strategic Plan Accomplishments - Hannah Jones, LEAD NC Fellow

LEAD NC Fellow Hannah Jones discussed the Strategic Plan Accomplishments. The Strategic Plan began in 2021 and ended in 2024. Work will begin to create a new 4-year Strategic Plan in 2025.

B. EMS 24/72 Schedule Policy Update

County Manager Crystal Smith stated that following several meetings with Emergency Management Staff, the recommendation moving forward is that Warren County Emergency Services follow the approved EMS 24/72 Policy, new timesheets be used by staff, implementation of Daily Operations Procedures for EMS Schedule which includes managing overtime, and to fill vacant positions. Further, it is recommended that a Budget Amendment be done to account for overtime payments.

Commissioner Hunt asked that this item be discussed again after all recommended steps have been taken.

C. Other Updates:

- County Manager Crystal Smith stated that a team is moving forward with plans to participate in the America 250th Celebration.
- The Health Department received a federal grant for substance abuse. They will receive \$150,000 for the next 4 years.
- The FY24 Audit is 70% complete.

8. FINANCE OFFICE – Nikki Dickerson

A. Consider Approval of Amendment to Fire Department Contracts for Audit Requirements - Nikki Dickerson, Finance Director

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, amendment to the Fire Department Contracts for Audit Requirements was approved.

B. Consider Approval to Write-Off EMS Delinquent and Uncollectible Accounts in the Amount of \$3,776,900 - Nikki Dickerson, Finance Officer

On motion of Commissioner Hunt, seconded by Commissioner Davis, and duly carried by unanimous vote, Write-Off of EMS Delinquent and Uncollectable Accounts in the Amount of \$3,776,900 was approved.

C. Consider Approval to Close Payroll Bank Account and Process Payroll Through Operating Account Resulting in a Savings of \$125 Per Month - Nikki Dickerson, Finance Officer

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, closure of the payroll bank account and processing of payroll through the operating account was approved.

D. Consider Approval of Opioid Settlement Project Ordinance in the Amount of \$188,084.76 - Nikki Dickerson, Finance Officer

On motion of Commissioner Hunt, seconded by Commissioner Davis, and duly carried by unanimous vote, the Opioid Settlement Project Ordinance in the amount of \$188,084.76 was approved.

E. FY 25 Q1 Financial Report from the Warren County Tourism Development Authority

The FY25 Q1 Financial Report from the Warren County Tourism Development Authority shows that almost \$50,000 has been collected in the first 3 months.

9. ACTION ITEMS

A. Consider Approval of Resolution for Financial Support of Warren County Consolidated Elementary School

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, the Resolution for Financial Support of Warren County Consolidated Elementary School was approved.

RESOLUTION OF FINANCIAL SUPPORT FOR CONSOLIDATED NEW WARREN COUNTY
ELEMENTARY SCHOOL

WHEREAS, Warren County Schools has proposed the construction of a new school facility to meet the growing educational needs of the county's students; and

WHEREAS, Warren County Local Government recognizes the importance of supporting the educational infrastructure within Warren County and acknowledges the funding needs of Warren County Schools for this project;

NOW, THEREFORE, BE IT RESOLVED, that Warren County Local Government agrees to commit a total financial support of up to **\$7.1 million** toward the construction of the new school facility;

BE IT FURTHER RESOLVED, that Warren County Local Government has previously agreed to provide **\$2.1 million** in financial support, as formally approved on February 5, 2024;

BE IT FURTHER RESOLVED, that Warren County Local Government hereby commits to provide up to an additional **\$5 million** to bridge any remaining funding gap required for the project's completion;

BE IT FURTHER RESOLVED, that Warren County Local Government and Warren County Schools shall collaborate and actively seek additional funding opportunities, including but not limited to grants and state or federal funds, to ensure the project's completion and to minimize the financial burden on the county;

BE IT FINALLY RESOLVED, that this Resolution shall become effective immediately upon its adoption.

Adopted this 4 day of November, 2024.

ATTEST:


Paula Pulley, Clerk to the Board


Jennifer Pierce, Chair
Warren County Board of Commissioners



B. Appoint Michael Hawkins as Chair of the Warren County Tourism Development Authority for a One-year Appointment (September 1, 2024 through August 31, 2025) as Recommended by the Members of the Authority - Charla Duncan, Community & Economic Development Director

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

vote, Michael Hawkins was appointed Chair of the Warren County Tourism Development Authority for a one-year appointment beginning September 2024 and ending August 2025.

C. Appoint a Tourism-related Business Member to the Tourism Development Authority Board for a Two-year Term (September 1, 2024-August 31, 2026) - Charla Duncan, Community & Economic Development Director

On motion of Commissioner Hunt, seconded by Commissioner Baker, and duly carried by unanimous vote, Clara Williams was appointed as Tourism-related Business Member to the Tourism Development Authority Board for a two-year term beginning September 1, 2024 and ending August 31, 2026.

D. Adopt the Bylaws for the Warren County Tourism Development Authority - Charla Duncan, Community & Economic Development Director

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Warren County Tourism Development Authority By-laws were approved.

E. Consider the Approval of the Proposed Revisions to the Personnel Manual Policies and the Introduction of New Policies - Sierra Thomas, Human Resources Manager

On motion of Commissioner Hunt, seconded by Commissioner Baker, and duly carried by unanimous vote, revisions to and implementation of the following sections of the Personnel Manual were approved:

Revisions:

Payout of Vacation Leave (Section 6-4)

Compensatory Time (Section 6-8)

Probationary Period (Section 2-12)

Probationary Period of Employment (Section 8-10)

Overtime Policy (Section 5-9)

Direct Deposit (Section 5-9)

New Personnel Orientation (Section 8-11)

Bereavement Leave (Section 6-7)

Limitation on Employment of Relatives (Section 2-24)

Implementation:

Immediate Family Members (Definition)

Wellness Days (Section 6-1.2)

Pregnancy Workers Fairness Act (Section 6.35)

Reasonable Accommodation for Pregnancy (Pregnant Workers Fairness Act, Section 6-.35.1)

Providing Urgent Maternal Protection Act (PUMP Act)(Section 6.34)

F. Consider Approval of Home and Community Care Block Grant - County Funding Plan - Malana Williams, Senior Center Director

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, the Home and Community Care Block Grant - County Funding Plan was approved.

G. Consider Approval of Proposal to Amend the Warren County Zoning Ordinance to Create New Landscaping Design Requirements, Reduce Number of Parking Spaces Required for Retail Stores and Add New Definitions - Mark Bloomer, Planning/Zoning Director

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the amendment to the Warren County Zoning Ordinance to Create New Landscaping Design Requirements, Reduce Number of Parking Spaces required for Retail Stores and New Definitions was approved.

H. Consider Approval of Contract with Stewart for Zoning Ordinance Review and Creation of Unified Development Ordinance in an Amount not to Exceed \$95,000 - Mark Bloomer, Planning/Zoning Director

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the contract with Stewart for Zoning Ordinance Review and Creation of Unified Development Ordinance in the amount of \$95,000 was approved.

I. Consider Approval of FY25 Non-Profit Grant Funding Recommendations - Paula Pulley, Clerk to the Board

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

vote, the FY25 Non-Profit Grant Funding recommendations were approved as presented.

J. Consider Approval of the 2025 Board of Commissioners Regular Meeting and Work Session Schedule - Paula Pulley, Clerk to the Board

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, the 2025 Board of Commissioner Regular Meeting and Work Session Schedule was approved.

K. Consider Approval of the 2025 Holiday Schedule - Paula Pulley, Clerk to the Board

On motion of Commissioner Hunt, seconded by Commissioner Baker, and duly carried by unanimous vote, the 2025 Holiday Schedule was approved.

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

On motion of Commissioner Davis, 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 Personnel Matters and Property Acquisition.

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

11. BOARD OF COUNTY COMMISSIONERS' UPDATES

Commissioner Davis stated it has been a pleasure working with Commissioner Pierce and Commissioner Powell.

Commissioner Pierce reminded the public to vote on Tuesday.

12. ADJOURN November 4, 2024 BOARD MEETING

With no further business to discuss, the November 4, 2024 Regular Meeting was adjourned.

Paula Pulley, Clerk to the Board