Board of Commissioners Regular Meeting

June 18, 2025

MINUTES

The June 18, 2025 Work Session was called to order by Chair Angelena Kearney Dunlap, followed by a moment of Silence and the Pledge of Allegiance. Commissioners in attendance were Bertadean Baker, Victor Hunt, Al Cooper, and Tare Davis. Others in attendance were County Manager Crystal Smith, County Attorney Shiekel Richardson, and Interim Finance Director Chuck Murray.

1. ADOPT SUGGESTED AGENDA

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

2. FINANCE OFFICE – Chuck Murray

A. Consider Adoption of the FY26 Budget Ordinance

On motion of Commissioner Cooper, seconded by Commissioner Hunt, and duly carried by unanimous vote, the FY26 Budget Ordinance was adopted.

WARREN COUNTY BUDGET ORDINANCE
FISCAL YEAR 2025-2026

BE IT ORDAINED BY THE Board of County Commissioners of Warren County, North Carolina:

SECTION 1. BUDGET ADOPTION: There is hereby adopted the following Operating Budget for the County of Warren for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026, the same being adopted by category within each category as listed.

APPROPRIATIONS: The following amounts are hereby appropriated in the General Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

ITEM – Fund 10	$AMOUNT
General Government	$7,336,230
Public Safety	17,103,105
Economic and Physical Development	1,629,275
Human Services	10,328,249
Cultural and Leisure	1,589,372
Education	6,859,453
TOTAL GENERAL FUND APPROPRIATIONS	$44,845,684

REVENUES: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

ITEM	$AMOUNT
Ad Valorem Taxes	$ 26,088,730
Sales Taxes	6,129,690
Other Taxes & Licenses	160,300
Unrestricted – Intergovernmental	313,750
Restricted Intergovernmental – Health	745,000
Restricted Intergovernmental – DSS 1571	2,784,075
Restricted Intergovernmental – Other	1,107,071
Permits and Fees	352,386
Sales and Services	2,169,884
Investment Earnings	1,350,000
Miscellaneous Revenue	36,890
Transfers from Other Funds	857,908
Fund Balance Appropriated (General Fund – Other)	2,750,000
TOTAL GENERAL FUND REVENUES	$44,845,684

SECTION 2. AD VALOREM TAXES

REVENUES - There is hereby levied a tax rate of $.5796 per one hundred dollars valuation of property listed for taxes as of January 1, 2025 for the purpose of raising the revenue listed as "ad valorem taxes" in the General Fund of this ordinance.

This rate is based upon an estimated total valuation of $2,778,757,823 for the purpose of taxation. (Real property and personal - $4,314,927,246 – collection rate of 97.50%) (Motor vehicles - $218,461,015 – collection rate of 97.50%).

SECTION 3. FIRE DISTRICTS – Fund

EXPENDITURES: There is appropriated to the fifthteen (15) Fire Service Districts, in the amounts listed below proceeds of the service district tax for use by the Fire Service Districts in such a manner and for such expenditures as are permitted by law from the proceeds of these taxes. In the event the actual proceeds from the tax levies exceed or fall short of the appropriated amounts, the actual net proceeds from the taxes shall constitute the appropriation from the tax levy. ($1,870,315)

Fire Department	Total
Afton Elberon	$ 115,000
Arcola	57,500
Central Warren	244,488
Churchill Five Forks	197,217
Drewry	102,811
Hawtree	211,851
Inez	15,000
Littleton	141,500
Long Bridge	175,717
Macon	70,500
Ridgeway	42,000
Roanoke Wildwood	254,952
Smith Creek	149,411
Soul City	42,544
Ebony	49,824

Total Expenditures: $1,870,315

REVENUES: There is hereby levied a tax at the rates shown below, per one hundred dollars ($100.00) valuation of property listed for taxes as of January 1, 2025, located within the listed special fire districts for generating revenue for said special districts. These rates of tax are based on a 97.26% average collection rate. Estimated total valuation of property for each special fire district for the purpose of taxation are as follows:

Fire Department Valuation and Tax Rate FY 26

It is estimated that the following revenues will be available in the Fire Service District Special Reserve Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

Afton –	221,061,328 –	5.25 cents -	$115,000 All Years Taxes
Arcola –	139,600,949 –	4.10 cents -	$57,500 All Years Taxes
Central Warren –	256,918,312 –	9.90 cents -	$244,488 All Years Taxes
Church Hill –	716,494,495 –	2.75 cents -	$197,217 All Years Taxes
Drewy –	256,191,505 –	4.00 cents -	$102,811 All Years Taxes
Ebony –	2 58,503,638 –	2.00 cents -	$49,824 All Years Taxes
Hawtree –	211,578,741 –	10.00 cents -	$211,851 All Years Taxes
Inez –	87,787,462 –	2.00 cents -	$15,000 All Years Taxes
Littleton –	277,264,314 –	5.15 cents -	$141,500 All Years Taxes
Long Bridge –	763,028,257 –	2.30 cents -	$175,717 All Years Taxes
Macon –	116,789,571 –	6.00 cents -	$70,500 All Years Taxes
Ridgeway –	103,726,594 –	4.00 cents -	$42,000 All Years Taxes
Roanoke Wildwood –	727,807,689 –	3.50 cents -	$254,952 All Years Taxes
Norlina –	152,174,764 –	10.00 cents -	$149,411 All Years Taxes
Soul City –	59,585,892 –	7.50 cents -	$42,544 All Years Taxes

Total Revenues - $1,870,315

SECTION 4. SOLID WASTE FUND (Fund 66)

EXPENDITURES: There is appropriated to the Solid Waste Enterprise Fund for the operation of the County's comprehensive solid waste program for fiscal year beginning July 1, 2025, and ending June 30, 2026:

Solid Waste Program	$ 1,995,400
TOTAL	$ 1,995,400

REVENUES: It is estimated that the following revenues will be available in the Solid Waste Enterprise Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

Solid Waste Revenues	$ 1,956,300
Fund Balance Appropriated	39,100
TOTAL	$ 1,995,400

There is hereby levied for the fiscal year 2025-2026, a Solid Waste Availability/Household User Fee of $150.00 per household or business not subject to municipal taxation to be deposited in the Solid Waste Enterprise Fund.

There is hereby levied for the fiscal year 2025-2026, a Solid Waste Transfer Station Tipping Fee of $75 per ton for all waste brought to the County's Transfer Station.

There is hereby levied for the fiscal year 2025-2026, a Solid Waste Inert Debris Tipping Fee of $20 per ton for all inert debris, yard waste and land clearing debris brought to the County's Landfill.

SECTION 5. REGIONAL WATER SYSTEM ENTERPRISE FUND (Fund 62)

EXPENDITURES. The following amount is hereby appropriated in the Regional Water System Enterprise Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

Regional Water System Expenditures	$ 1,609,730
TOTAL	$ 1,609,730

REVENUES. Regional Water System Enterprise Fund

It is estimated that the following revenues will be available in the Regional Water System Enterprise Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

Total Revenues	$ 1,221,280
Fund Balance Appropriated	388,450
TOTAL	$ 1,609,730

SECTION 6. DISTRICT I WATER SYSTEM ENTERPRISE FUND (Fund 65)

EXPENDITURES. The following amount is hereby appropriated in the District I Water System Enterprise Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

Total Expenditures	$ 1,027,433
TOTAL	$ 1,027,433

REVENUES. It is estimated that the following revenues will be available in the District I Water Enterprise Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

Total Revenues	$ 927,276
Fund Balance Appropriated	100,157
TOTAL	$ 1,027,433

SECTION 7. DISTRICT II WATER SYSTEM ENTERPRISE FUND

EXPENDITURES. The following amount is hereby appropriated in the District II Water System Enterprise Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

Total Expenditures	$ 1,240,304
TOTAL	$ 1,240,304

REVENUES. It is estimated that the following revenues will be available in the District II Water Enterprise Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

Total Revenues	$ 1,240,304
TOTAL	$ 1,240,304

SECTION 8. DISTRICT III WATER SYSTEM ENTERPRISE FUND (73)

EXPENDITURES. The following amount is hereby appropriated in the District III Water System Enterprise Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

Total Expenditures	$ 1,554,500
TOTAL	$ 1,554,500

REVENUES. It is estimated that the following revenues will be available in the District III Water Enterprise Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

Total Revenues	$ 1,554,500
TOTAL	$ 1,554,500

The following table lists the water rates for Fiscal Year beginning July 1, 2025 and ending June 30, 2026

.

Security Deposit – Water	$125
Security Deposit – Water/Sewer	$150
Activation Fee	$30
Flat Rate – Water	$25
Per Thousand – Water/Sewer	$5.25
Flat Rate – Sewer	$13
Late Fee	$30
NSF Fee	$30
Tap (3/4")	$1,500
Tap (1")	$1,700
Availability Fee	$12
Service Fee (during regular hours)	$30
Service Fee (after hours)	$50
Reconnect fee for NSF	$30
Hydrant Permit $5 per thousand	$50
Pool Permit $5 per thousand	$50

SECTION 9. ENHANCED 911 SYSTEM FUND (22)

EXPENDITURES. The following amounts are hereby appropriated for the Enhanced 911 System Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

Emergency 911	$ 168,300

REVENUES. It is estimated that the following revenues will be available for the Enhanced 911 Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

Total Revenues	$ 143,235
Fund Balance Appropriated	25,065
Total Revenues	168,300

SECTION 10. OCTENNIAL REVALUATION FUND

EXPENDITURES. The following amounts are hereby appropriated for the Octennial Revaluation Fund for the operation of the County revaluation process for fiscal year beginning July 1, 2025 and ending June 30, 2026:

TOTAL	$ 100,000

REVENUES. It is estimated that the following revenues will be available in the Octennial Revaluation Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

TOTAL	$ 100,000

SECTION 11. HEALTH INSURANCE FUND

EXPENDITURES. The following amounts are hereby appropriated for the Health Insurance Fund for fiscal year beginning July 1, 2025 and ending June 30, 2026:

TOTAL $ 4,000,000

REVENUES. It is estimated that the following revenues will be available in the Health Insurance Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

TOTAL $ 4,000,000

SECTION 12. DEED OF TRUST FUND

EXPENDITURES. The following amounts are hereby appropriated for the Deed of Trust Fund for fiscal year beginning July 1, 2025 and ending June 30, 2025:

TOTAL $ 300,000

REVENUES. It is estimated that the following revenues will be available in the Deed of Trust Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

TOTAL $ 300,000

SECTION 13. JAIL IMATE FUND

EXPENDITURES. The following amounts are hereby appropriated for the Jail Inmate Fund for fiscal year beginning July 1, 2025 and ending June 30, 2026:

TOTAL $ 60,000

REVENUES. It is estimated that the following revenues will be available in the Jail Inmate Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

TOTAL $ 60,000

SECTION 14. FINES AND FORFEITURES FUND

EXPENDITURES. The following amounts are hereby appropriated for the Fines and Forfeitures Fund for fiscal year beginning July 1, 2025 and ending June 30, 2026:

TOTAL $ 150,000

REVENUES. It is estimated that the following revenues will be available in the Fines and Forfeitures Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

TOTAL $ 150,000

SECTION 15. DSS REPRESENTATIVE PAYEE FUND

EXPENDITURES. The following amounts are hereby appropriated for the DSS Representative Payee Fund for fiscal year beginning July 1, 2025 and ending June 30, 2026:

TOTAL $ 325,000

REVENUES. It is estimated that the following revenues will be available in the DSS Representative Payee Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

TOTAL $ 325,000

SECTION 16. OPIOID FUND

EXPENDITURES. The following amounts are hereby appropriated for the Opioid Fund for fiscal year beginning July 1, 2025 and ending June 30, 2026:

TOTAL $ 325,000

REVENUES. It is estimated that the following revenues will be available in the Opioid Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

TOTAL $ 325,000

SECTION 17. TDA Funding

EXPENDITURES. The following amounts are hereby appropriated for the TDA Fund for fiscal year beginning July 1, 2025 and ending June 30, 2026:

TOTAL $ 200,000

REVENUES. It is estimated that the following revenues will be available in the TDA Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

TOTAL $ 200,000

SECTION 18. There is hereby levied on each marriage license issued during the fiscal year 2025-2026, a tax of $60.00. The proceeds of such tax shall be deposited in the General Fund.

SECTION 19. The County Manager is hereby authorized to transfer appropriations within funds as contained herein under the following conditions:

a. **The manager may transfer amounts between objects of expenditure and between departmental appropriations in the same fund without limitation and without a report to the Board of Commissioners.**

SECTION 20. Restricted Revenues: The Finance Director is hereby directed to fund appropriations which have specified revenues prior to funding with General Fund monies. This is to include but not limited to Fines and Forfeitures, ABC profits, Sales Tax, and State and Federal grants. That a non-profit corporation be continued to issue obligations to finance the purchase and/or constructions of fixed assets to include but not limited to utility lines and buildings.

SECTION 21. Encumbrances: All outstanding encumbrances from prior fiscal years are to be closed on June 30 for Fiscal Year 2024-2025. All Project Ordinances are continued.

SECTION 22. Budget Control: The Board of Commissioners in approving the Budget has utilized to the fullest extent possible its revenue sources. Over collections of revenue or unanticipated revenue sources cannot be expected to materialize during the year. It is therefore of utmost importance, and the County Manager is hereby directed, to initiate steps to ensure that the budget is fixed herein is complied with. The County Manager is further directed where it appears that costs may possibly exceed budget appropriations, to first take steps to contain costs by any necessary methods including reductions in services, prior to requesting budget amendment action by the Board of Commissioners.

SECTION 23.

A. Funds belonging to Warren County and deposited to the credit of the Warren County Operating Account and the Warren County Payroll Account may be withdrawn on signatures of Warren County Finance Director; Chairman, Warren County Board of Commissioners; Clerk to the Board of Commissioners. Warren County Manager has signatory authorization for contracts or agreements up to $50,000. All contracts for purchases or agreements with amounts over $50,000 are to be approved by the Warren County Board of Commissioners.

B. All funds belonging to Warren County and deposited to the credit of the Warren County Department of Social Services (DSS) Trust Fund Accounts shall be withdrawn only by checks signed by two of the following: Warren County Director of Social Services, Warren County Finance Director, and Warren County Manager. DSS Administrative Officer 2 will have signature authority to be utilized only if Finance Director and County Manager are unavailable.

C. All funds belonging to Warren County deposited to the Public School Building Capital Fund Disbursing Account may be withdrawn on the signature of Finance Director and Warren County Manager.

SECTION 24. There is hereby levied for the fiscal year 2025-2026, a license fee of $2.00 on each dog. The proceeds of such taxes shall be deposited in the General Fund.

SECTION 25. Copies of this ordinance shall be furnished to the Budget Officer and the Finance Director for direction in carrying out their duties.

This budget is prepared on a Category basis, and need not be amended unless actual budget expenditures exceed budgeted category appropriations.

Adopted this the 18th day of June 2025.

Paula Pulley, Clerk

B. Consider Approval of Budget Amendment #5 to the FY25 Budget Ordinance

This amendment is necessary to close out the fiscal year to ensure the Local Government and Fiscal Control Act is followed and to add additional funds for projects, grants, and provide additional funding for departments in need. Excess funds are in the current budget so no appropriation from General Fund Fund Balance is required.

On motion of Commissioner Hunt, seconded by Commissioner Cooper, and duly carried by unanimous vote, Budget Amendment #5 to the FY25 Budget Ordinance was approved.

Amendment to the Warren County Budget Ordinance Number ________

Section 1: Amending the Warren County Budget Ordinance as follows:

Expenditures:

Account number	Account Name	Amount
104122-525001	Fleet - Gas and vehicle supplies	3,500
104130-512001	Finance - Part-time salaries	17,000
104130-519900	Finance - Professional Services	5,500
104130-545300	Finance - Bond Premiums	5,250
104312-512000	E911 - Salaries	40,000
104312-555003	E911 - Capital Project	400,000
104320-539901	Jail - Sustenance	10,000
104370-512000	EMS - Salaries	340,000
104370-518100	EMS - FICA Tax	32,000
104370-518200	EMS - Retirement	50,000
105100-512000	Health - Salaries	(300,000)
105100-518000	Health - Retirement	(40,000)
105100-518100	Health - FICA Tax	(23,000)
105300-512000	DSS - Salaries	(300,000)
105300-518000	DSS - Retirement	(40,000)
105300-518100	DSS - FICA Tax	(40,000)
105340-512001	Child Support - PT Salaries	(10,000)
105401-563004	EDTAP	6,400
105580-512000	SC - Salaries	(50,000)
105580-518950	SC - New Request	(13,000)
105900-563006	Public School Renovation	664,857
105900-563110	Capital Outlay	16,575
106120-512000	Rec- Salaries	(50,000)
106120-512001	Rec - PT Salaries	(40,000)
106124-533000	Utilities	8,000
109600-545100	Insurance and Bonds	4,500
109910-991000	Contingency	(19,000)
	Total Expenditures	**$ 678,582**

Revenues:

Account number	Account Name	Amount
100200-490001	School Lottery Funds	664,857
100220-431002	School Resource Officer	13,725
	Total Revenues	**$ 678,582**

3. DISCUSSION ITEMS

A. ROAP Funding - Randy Cantor, KARTS

Randy Cantor of KARTS presented information on ROAP funding. Currently, ROAP funds are sent directly to Warren County, but KARTS is requesting the funds be sent directly to them. This item will be placed on the July 7, 2025 Regular Meeting Agenda for further action.

B. Unified Development Ordinance and Solar Farm Ordinance Updates - Andrea Radford of Stewart and Planning Director Mark Bloomeer

Andrea Radford of Stewart provided information on the creation of the Unified Development Ordinance and updates to the Solar Farm Ordinance.

C. Opioid Settlement Annual Update - Hannah Jones

Lead for NC Fellow Hannah Jones provided the Warren County Opioid Settlement Annual Report. Warren County will receive $1,284,584 between 2022 and 2038. As of now, the County has received $382,070.49.

D. Grievance Update - County Manager Crystal Smith and County Attorney Shiekel Richardson

County Manager Crystal Smith provided Commissioners with a timeline detailing the status of the grievance filed regarding the Planning Board.

4. ACTION ITEMS

A. Pre-65 Retiree Health Insurance

On motion of Commissioner Cooper, seconded by Commissioner Hunt, and duly carried by unanimous vote, the Pre-65 Retiree Health Insurance Policy was approved.

Section 7-5: Pre-65 Retiree Insurance Policy

Pre-65 Retiree Insurance Policy

Purpose: It is the intent of this policy to provide health and dental insurance benefits for those full-time employees who retire from Warren County. The County will provide benefits for retirees up to age sixty-five (65).

Eligibility Guidelines:
Employees may be eligible for retiree health and dental insurance benefits if they meet specific criteria outlined below. To qualify, an individual must:

1. Have at least 20 years of service with Warren County Government **or** have a minimum of 30 years of creditable service in the Local Government Retirement System, with the final 5 years being continuous employment with Warren County Government.
2. Be employed in a full-time position at the time of retirement and be eligible to receive retirement benefits through the North Carolina Retirement System.
3. All accrued but unused sick leave shall be applied toward the calculation of total years of service.

	Years of Creditable Service									
Age	29	28	27	26	25	24	23	22	21	20
59	95%	90%	85%	80%	80%	80%	80%	80%	80%	80%
58	95%	90%	85%	80%	75%	75%	75%	75%	75%	75%
57	95%	90%	85%	80%	75%	70%	70%	70%	70%	70%
56	95%	90%	85%	80%	75%	70%	65%	65%	65%	65%
55	95%	90%	85%	80%	75%	70%	65%	60%	60%	60%
54	95%	90%	85%	80%	75%	70%	65%	60%	55%	55%
53	95%	90%	85%	80%	75%	70%	65%	60%	55%	52%
52	95%	90%	85%	80%	75%	70%	65%	60%	55%	50%
51	95%	90%	85%	80%	75%	70%	65%	60%	55%	50%
50	95%	90%	85%	80%	75%	70%	65%	60%	55%	50%

Coverage Provisions:
The employee may continue dependent and/or spouse coverage for all dependents covered at the time of the employee's retirement. No dependents and/or spouse may be added to the employee's insurance, with the exception of newborn children of the retired employee. They must elect their coverage at the time of retirement. Following the date of retirement, if the retiree chooses to leave the Plan, he/she cannot return to the Plan at a later date. This also applies to dependent and/or spouse coverage. If the retiree waives coverage, the County provides no cash payment in lieu of such coverage. The employee shall be responsible for full payment of the dependent and/or spouse insurance premiums.

Retired employees utilizing this benefit shall be eligible for health and dental coverage until the employee or elected official is eligible for Medicare/Medicaid. Dependent coverage for spouses may be continued until the spouse is eligible for Medicare/Medicaid. Coverage cannot be extended to a supplemental policy for Dependents. Coverage for minor dependents may continue until age 19, with the exception of minor dependents attending college full time, who may retain coverage until age 26.

All premium payments and questions related to rates should be directed to the Warren County Finance Office.

Survivorship Provision
In the event of a retiree's death, coverage for the retiree will end at the end of the month following the date of death.

Plan Modifications
Warren County reserves the right to amend the group health and dental insurance coverage or adjust premium costs for retirees and their dependents. Should such changes occur, the County will provide a minimum of ninety (90) days' notice to all affected retirees and dependents.

B. Salary Progression Pay Policy

On motion of Commissioner Davis, seconded by Commissioner Cooper, and duly carried by unanimous vote, the Salary Progression Pay Policy was approved.

Section 5-14. Salary Progression Pay

It is the intent of this policy to provide career employees an opportunity for salary progression within the designated salary grades dependent upon the completion of County service. All full-time employees and permanent part-time employees are eligible for salary progression when they have successfully completed a minimum of 2 consecutive years of service with Warren County and shall be eligible for consideration to receive an initial salary progression increase. The increase shall be granted on the anniversary date during the fiscal year within which the anniversary falls. Permanent employees will be eligible for salary progression every other year thereafter within the fiscal year during which the anniversary falls. Fiscal year is defined as July 1st through June 30th.

Employees must have achieved a minimum overall performance appraisal score of 3.0 on the previous annual performance evaluation in order to be eligible for salary progression during the initial consideration period or during any subsequent consideration period. Employees who have completed more than ten (10) years of service will receive an annual increase up to two percent (2%) per year for the duration of employment with the County. Employees whose salaries are at or above the salary grade maximum for their job classifications are not eligible for a salary progression increase and will not receive any financial incentives under this policy.

Guidelines:

All permanent employees covered by this policy are eligible for a salary increase in an amount up to 2.5% of the base salary dependent upon individual job performance, continued service with Warren County, and the pool of funds approved for salary progression by the Warren County Board of Commissioners and funded in the annual budget.

Years of Service	Percentage Increase
2-4	Up to 1%
5-7	Up to 1.5%
8-10	Up to 2.5%
11+	Up to 2%

C. Consider Approval of Amendment Removing the Warren County Sheriff's Office Criminal Diversion Programs: Therapy Dog Co-Responder Expenditure from the Resolution to Direct the Expenditure of Opioid Settlement Funds by the Warren County Board of Commissioners

On motion of Commissioner Davis, seconded by Commissioner Cooper, and duly carried by unanimous vote, the amendment to the Resolution to Direct the Expenditure of Opioid Settlement Funds by Warren County removing the Warren County Sheriff's Office Criminal Diversion Programs: Therapy Dog co-Responder Expenditure was approved.

D. Consider Approval of the Amended Boards/Committees/Commissions Appointment and Re-Appointment Policy

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, the amended Boards/Committees/Commissions Appointment and Re-Appointment Policy, with the addition of Item 4.3 K, "Board training sessions will be conducted twice annually, preferably in January and August. These sessions will be open to all new and current board members, as well as Department Heads who oversee board activities. Completion of this training is mandatory within the year following a members' appointment."

E. Consider Approval of Interlocal Agreement Between Warren County Sheriff's Office and Norlina Police Department to Provide Law Enforcement Services to Town of Norlina with Deputies to be Paid by Norlina Police Department for Services Provided

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, the Interlocal Agreement Between Warren County Sheriff's Office and Norlina Police Department to Provide Law Enforcement Services to Town of Norlina with Deputies to be Paid by Norlina Police Department for Services Provided was approved.

INTERLOCAL AGREEMENT
BETWEEN
WARREN COUNTY SHERIFF'S OFFICE
AND
NORLINA POLICE DEPARTMENT

This Interlocal Agreement ("Agreement") is entered into this ___ day of _________, 2025, by and between the **Warren County Sheriff's Office**, a law enforcement agency organized under the laws of the State of North Carolina, hereinafter referred to as the "Sheriff's Office," and the **Norlina Police Department**, the municipal law enforcement agency for the Town of Norlina, North Carolina, hereinafter referred to as the "Town" or "Norlina PD."

1. Purpose
The purpose of this Agreement is to allow deputies employed by the Warren County Sheriff's Office to provide law enforcement services to the Town of Norlina. Deputies will be temporarily enrolled in the Norlina Police Department's payroll system to ensure proper liability coverage, including workers' compensation. This Agreement outlines the terms of service, indemnification, liability, and other applicable responsibilities.

2. Scope of Services
Deputies working under this Agreement:

- Shall provide law enforcement services within the Town of Norlina as directed by the Norlina Police Department.
- Deputies shall be temporarily enrolled in the Norlina Police Department's payroll system for the purpose of providing law enforcement services to the Town.
- Shall wear official Warren County Sheriff's Office uniforms.
- Shall operate County-owned vehicles during the performance of their duties.

3. Indemnification
The Town of Norlina agrees to **indemnify and hold harmless** Warren County, the Sheriff's Office, the Sheriff, and its deputies and employees from any and all claims, actions, damages, liabilities, and expenses, including attorney's fees, arising out of or related to any act or omission by deputies while working under this Agreement for the Town.

4. Workers' Compensation
The Town acknowledges and agrees that it shall be solely responsible for any workers' compensation coverage or benefits due to deputies injured or affected in the course of performing duties under this Agreement. Deputies working under this Agreement shall not be covered under Warren County's workers' compensation program for services performed on behalf of the Town.

5. No Waiver of Immunity
Nothing in this Agreement shall be construed as a waiver by either party of any immunity or defense available to it under applicable federal, state, or local law, including but not limited to governmental or sovereign immunity.

6. Term and Termination
This Agreement shall become effective on the date signed by both parties and shall remain in effect until terminated by either party upon thirty (30) days' written notice to the other.

7. Entire Agreement
This document contains the entire understanding of the parties with respect to the subject matter herein and supersedes all prior discussions, agreements, or understandings of any kind.

IN WITNESS WHEREOF,

The parties have executed this Agreement by their duly authorized representatives as of the date written below:

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

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

6. ADJOURN June 18, 2025 BOARD MEETING

On motion of Commissioner Cooper, seconded by Commissioner Davis, and duly carried by unanimous vote, the June 18, 2025 Work Session was adjourned.

Paula Pulley, Clerk to the Board