



SUGGESTED AGENDA
Regular Meeting in the
Armory Civic Center
501 US Hwy 158 Business E., Warrenton, NC

6:00 PM
December 1, 2025

Call to Order Regular Meeting – Chairman or Designee
Moment of Silence & Pledge

Regular Meeting Agenda

1. ORGANIZATIONAL MEETING

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

- County Attorney will entertain nominations to fill the Board Chairman position.
- After official appointment, the Chairman will preside.

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

- Newly elected Chairman will entertain nominations to fill the Board Vice-Chairman Position.
- Vice-Chairman acts in the absence of the Chair.

C. Appointment/Re-appointment of Warren County Attorney

- Shiekkel Richardson currently serves in this position.
- Pursuant to NCGS 153A-114, the County Attorney is appointed to serve at the pleasure of the Board.

D. Appointment/Re-appointment of Clerk to the Board of Warren County Commissioners

- Paula Pulley currently serves in this position.
- Pursuant to NCGS 153A-111 - Appointment; powers and duties. The Board of Commissioners shall appoint or designate a Clerk to the Board. The Board may designate the Register of Deeds or any other county Officer or employee as Clerk. The Clerk shall perform any duties that may be required by law or the Board of Commissioner. The Clerk shall serve as such at the pleasure of the Board.

E. Appointment/Re-appointment of Deputy Clerk to the Board of Warren County Commissioners

- Monique Hinton currently serves in this position.
- Pursuant to NCGS 153A-111 - Appointment; powers and duties. The Board of Commissioners shall appoint or designate a Clerk to the Board. The Board may designate the Register of Deeds or any other county Officer or employee as Clerk. The Clerk shall perform any duties that may be required by law or the Board of

Commissioner. The Clerk shall serve as such at the pleasure of the Board.

F. Designation of Depositories for Warren County Funds

- First Citizens Bank & Trust Company
- Truist Bank
- NC Capital Management Trust

G. Authorization to Honor Facsimile Signatures for Warren County Operating Accounts, Warren County General Funds:

- County Finance Officer
- Chairman to the Board of County Commissioners
- Clerk to the Board of County Commissioners

H. Authorization to Honor Facsimile Signatures for Warren County Department of Social Services Trust Fund Account

- Department of Social Services Director
- Finance Officer
- County Manager

I. Authorization to Honor Facsimile Signatures for Payroll Account and Warren County Flexible Spending Account

- Finance Officer
- Chairman of the Board of Commissioners
- Clerk to the Board of Commissioners

2. PRESENTATIONS

A. Recognition of Warren County Volunteers

B. Recognition of Warren County Health Department for Earning Accreditation with Honors

C. Recognition of Retirement of Ruby Elam of DSS

3. ADOPT SUGGESTED AGENDA

Conflict of Interest Disclosure Statement

“Members of the Warren County Board of Commissioners are advised, hereby, of their duty under the State Government Ethics Act to avoid conflicts of interest and the appearance of such conflict; and, further, are instructed to refrain from participating in any matter coming before this Board of County Commissioners with respect to which there is a conflict of interest or appearance of such conflict”.

- In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict.
- Does any Board member have any known conflict of interest or appearance of conflict with respect to any matter coming before this Board today?
- If so, please identify the conflict and refrain from any undue participation in the particular matter involved.

4. CITIZEN COMMENTS - REGULAR BOARD MEETING

Rules for Citizen Comments: Please sign up to speak. The maximum time allowed 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 may not have been addressed by a previous speaker. If a response from the County Manager or Board of Commissioners 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.

5. CONSENT AGENDA

- A. Approval of Minutes of October 6, 2025 Regular Meeting, October 15, 2025 Work Session, October 30, 2025 Solar Listening Session, and November 3, 2025 Regular Meeting
- B. Tax Collector's Report for October 2025 Presented for Board's Information in Accordance with NCGS 105-350
- C. Tax Release Requests (over/under\$100) in Accordance with NCGS 105-381 "Taxpayer's Remedies" as Information Only

6. COUNTY MANAGER'S UPDATE – Crystal Smith

- A. Update on Public Utilities Projects

7. FINANCE OFFICE – Chuck Murray

- A. Consider Approval of Budget Amendment #2 to the FY26 Budget
 - Budget Amendment #2 (see attached) to the FY 2026 Budget Ordinance is being presented for approval. This amendment does the following:
 - 1. **This amendment is necessary to recognize grant funding and grant expenditures for Library, Health Department, and private grant funding for Heritage Quilters.**

8. ACTION ITEMS

- A. Appointment of Marian Cascone as Tax Administrator for a Two-Year or Four-Year Term
 - In accordance with NCGS 105-294 and 105-349, the Board of Commissioners must appoint a Tax Administrator to serve a two-year or four-year term.
- B. Consider Approval and Execution of EJCDC E-500 Agreement Between Owner and Engineer for Professional Services for the US Highway 1/158 Water Main Extension at an Estimated Cost of \$1,000,000 - Public Utilities Director Eric St. Sing
 - This will provide water to property owned by Warren County for future economic growth.
 - Grant funds are being sought for this project by Warren County Community and Economic Development
- C. Consider Approval and Execution of EJCDC E-500 Agreement Between Owner and Engineer for Professional Services for Soul City Boulevard Water Main Replacement at an Estimated Cost of \$994,630 - Public Utilities Director Eric St. Sing
 - Grant funds in the amount of \$925,000 are available for this project and the remaining balance will be paid from Public Utilities Fund Balance.

- D. Consider Approval of Site Plan for Norlina Fire Department Substation to be Located at 855 Oine Road - Planning Director Mark Bloomer
- E. Consider Approval of Grant Administration Contract with Wilson County Substance Prevention Coalition in the Amount of \$75,000 - Health Director Dr. Margaret Brake
- F. Consider Approval to Lift Suspension of Soul City Volunteer Fire Department - Commissioner Tare Davis
- G. Consider Approval of 2026 Board of Commissioners Regular Meeting and Work Session Schedule - Clerk to the Board Paula Pulley
- H. Consider Approval of 2026 Holiday Schedule - Clerk to the Board Paula Pulley
 - This is the same Holiday Schedule followed by the State of North Carolina
- I. Consider Approval to Direct Staff to File Application with Local Government Commission (LGC) Requesting Approval for a Lease-Purchase Option that Occured in August 2024 for EMS Upgrade of Equipment in an Amount not to Exceed \$3,267,951

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

- A. Consider Appointment of Dr. James Crenshaw (Dentist), Dr. Robert Shaw (Medical Doctor), Dr. Christian O'Malley (Veterinarian), and Latarsha Turner-Brothers (At-Large) to the Board of Health for Three-Year Terms Beginning January 1, 2026 and Ending December 31, 2028

10. BOARD OF COUNTY COMMISSIONERS' UPDATES

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

12. ADJOURN December 1, 2025 BOARD MEETING

[MEET_FOOT]



Board of Commissioners Regular Meeting

October 6, 2025

MINUTES

The October 6, 2025 Regular Meeting was called to order by Chair Angelena Kearney Dunlap, followed by a moment of silence and the Pledge of Allegiance.

Commissioners in attendance were Victor Hunt, Al Cooper, and Tare Davis. Commissioner Bertadean Baker attended by phone. Others in attendance were County Manager Crystal Smith, Assistant County Manager Matt Garner, and County Attorney Shiekell Richardson.

Due to a system-wide internet outage, this meeting was not livestreamed or recorded.

1. PRESENTATION

A. Solar Presentation - Dr. Chenyang (Nate) Hu

Due to the internet outage, the presentation from Dr. Chenyang (Nate) Hu was tabled until October 15, 2025 Work Session.

2. ADOPT SUGGESTED AGENDA

On motion of Commissioner Davis, seconded by Commis

3. CITIZEN COMMENTS - REGULAR BOARD MEETING

1. Katherine Hilliard, Mayor of Macon and member of the Tourism Development Authority, noted the financial impact of tourism in Warren County and asked the Board of Commissioners to protect current solar regulations.
2. Scott Murray, representing the Roanoke River Basin, asked the Board of Commissioners to invite John Janson to a meeting to discuss solar farms.
3. Doug Gross of Macon stated that the wealth of Warren County is the natural beauty, resources, people, and vacation sites, and those will all be gone if solar regulations are increased.
4. Chris Sandifer, a registered engineer from Spring Hope stated that there are already two large-scale solar farms in Warren County. He further stated that Nash County has not approved a solar farm in over three years. He is happy to discuss solar farms further with the Commissioners if they are interested.
5. Terry Alston Jones of the Living and Learning Center is doing a countywide project testing water throughout the county for lead. This project will train youth in science. This is a 3-year project.
6. Roger Lynch spoke in opposition to changing the current solar farm regulations. Mr. Lynch provided handouts highlighting future-proof economy, aquatic protection, renewable carbon capture, and multipurpose land stewardship.
7. Barbara Espinosa, member of the Planning Board, urged the Board of Commissioners not to change the regulations on solar farms. She stated that no solar company should be able to have the Board change the size requirements.
8. Reinaldo Espinosa stated that his group, Voices of Warren County, held a meeting to discuss solar and asked representatives to attend and no one came. He stated that solar farms are a big problem and the citizens don't want them.
9. Carl Lynch stated that there are 23,000 parcels of land in Warren County and solar companies are interested because of the size of the parcels. He stated that the county would receive some money from solar, but would not benefit from the actual product. He stated he is not against solar, but he is against large-scale solar farms.
10. Dylan Stickney of Horizon provided handouts with information regarding the community benefits of solar. He stated that Horizon wants to find a way to move forward with their proposed project in Warren County.

11. Ann Moore stated that if regulations on solar farms are lifted, then Warren County will become a "solar city" and suffer the loss of forest and farm land.
12. Man Leete stated that he grew up in Warren County and recently attended his 40th high school reunion. He stated that there are improvements that need to be made in Warren County and lifting the restrictions on solar farms would allow for those improvements.
13. Dwayne Hicks stated that Warren County is a Tier 1 county — the lowest economic status — and we are 8th in the state for lowest economic status. He stated that the school system has gone down the drain while the school board does nothing. He asked where the desire is to better the community. He suggested that salaries should be cut to match our Tier 1 status and use the savings to go ahead and move forward with building a new Senior Center.
14. Deborah Ferruccio stated that she doesn't think it is fair for people to talk down on the school system. She then addressed the fact that Warren County has land, water, and tourism but all of that will be lost if solar farm restrictions are lifted. She further asked why no effort has been made to address High Impact Land Use in the Unified Development Ordinance. Ferruccio will be submitting an amendment to the Planning Board to remove HILU completely.
15. Lewis Mustian stated he is not opposed to solar development. However, there need to be setbacks and buffers that will make them invisible to neighboring property. He asked the Board to keep the current restrictions in place.

4. CONSENT AGENDA

A. Approval of Minutes of September 8, 2025 Regular Meeting

On motion of Commissioner Cooper, seconded by Commissioner Hunt, and duly carried by unanimous vote, the minutes of the September 8, 2025 Regular Meeting were approved.

B. Tax Collector's Report for July 2025 Presented for Board's Information in Accordance with NCGS 105-350

On motion of Commissioner Cooper, seconded by Commissioner Hunt, and duly carried by unanimous vote, the Tax Collector's Report for July 2025 was approved.

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

On motion of Commissioner Cooper, seconded by Commissioner Hunt, and duly carried by unanimous vote, the Tax Releases over/under \$100 were approved.

D. Approval of Proclamation Declaring October 2025 as Breast Cancer Awareness Month and Designating October 25 - 31, 2025 as Pink Week

On motion of Commissioner Cooper, seconded by Commissioner Hunt, and duly carried by unanimous vote, the Proclamation Declaring October 2025 as Breast Cancer Awareness Month and Designating October 25 -31, 2025 as Pink Week was approved.

5. COUNTY MANAGER'S UPDATE – Crystal Smith

A. Warren County Capital Projects

County Manager Crystal Smith provided information on the Capital Projects that have been identified including the Farmers Market Project, EMS Station 4, Senior Center, and the new elementary school.

Commissioner Davis stated that priorities need to be given to the projects and that some projects, including the Farmers Market, may need to be paused right now. Commissioner Cooper stated he is very concerned about costs that are out of our control and stated that all of the projects are good, but he can't see spending the money right now. Commissioner Hunt stated that we need to invest in the County and if we wait on these projects then the prices will go up. Hunt suggested pausing the projects we don't have the money for, but to go forward with the Farmers Market because grant funds have already been invested in that and the county would have to repay that money if it is not used for the Farmers Market.

Commissioner Baker stated she is in favor of moving forward with the Farmers Market and Senior Center projects. Because of this discussion, Commissioner Hunt made motion to table Item 6 H and 6I on the agenda until October 15, 2025 to allow the County Manager to provide more information. The motion was seconded by Commissioner Cooper and duly carried by unanimous vote.

B. Farmers Market

C. WC Board of Commissioners Retreat

Denise Stinagle of NCACC will facilitate a Board Retreat to work towards a Strategic Plan in November.

D. Citizen Comments Responses

In response to written Citizen Comments from the September 8, 2025 Regular Meeting, County Manager Crystal Smith stated that Assistant County Manager Matt Garner and Planning Director Mark Bllomer have spoken with Joe Zeno and are addressing illegal signs on the roadside, specifically in the Lake Gaston area. Inspectors will begin removing non-permitted signs and owners will be notified.

E. Solar Update from Planning Director Mark Bloomer

Planning Director Mark Bloomer provided the following information regarding solar farms:

- There are currently 13 solar farms in Warren County
- A Special Use Permit was approved on January 24, 2022 for the installation of a solar farm on six tracts of land located on Parktown Road, Licksillet Road, Pete Harris Road and Sheriff Davis Road. These tracts of land total 735.11 acres and will be constructed soon.

6. ACTION ITEMS

A. Consider Approval of Twelfth Amendment to the Graduate Medical Trainee Affiliation Agreement Between Duke University Health System, Inc. D/B/A Duke University Hospital and Warren County Health Department in an Amount not to Exceed \$57,255.64

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, the Twelfth Amendment to the Graduate Medical Trainee Affiliation Agreement between Duke University Health Systems, Inc. D/B/A Duke University Hospital and Warren County Health Department in an amount not to exceed \$57,255.64 was approved.

B. Consider Approval of Amendment to Article 3, Section 3.1 of the Warren County Memorial Library Board of Trustees Bylaws Changing the Terms of Officers from Being Chosen in July to Chosen in May and Beginning Tenure in July

On motion of Commissioner Cooper, seconded by Commissioner Davis, and duly carried by unanimous vote, amendment to Article 3 Section 3.1 of the Warren County Memorial Library Board of Trustees Bylaws changing the terms of officers from being chosen in July to being chosen in May and beginning tenure in July was approved.

C. Consider Approval to Amend the Membership Section of Bylaws for the Economic Development Commission, Recreation Commission, EMS Peer Review Committee, Memorial Library Board of Trustees, Zoning Board of Adjustments, Planning Board, Local Emergency Planning Committee, Area Aging Council, and Voluntary Agriculture District to Include a Warren County Commissioner Serves as Ex-Officio Member

On motion of Commissioner Davis, seconded by Commissioner Cooper, and duly carried by unanimous vote, amendment of the Membership Section of the Bylaws for the Economic Development Commission, Recreation Commission, EMS Peer Review Committee, Memorial Library Board of Trustees, Zoning Board of Adjustments, Planning Board, Local Emergency Planning Committee, Area Aging Council, and Voluntary Agriculture District to include a Warren County Commissioner as Ex-Officio member was approved.

D. Consider Approval of Resolution Approving Local ABC Board Distribution of Funds

Commissioner Cooper made motion to approve the Resolution Directing the Disbursement of ABC Profit Distributions and motion died due to lack of a second.

Commissioner Davis made a motion to change the distribution to a percentage of profits rather than a set amount of \$200,000 as stated in the resolution and the motion died due to a lack of a second.

Commissioner Hunt stated that the amount stated is for Fiscal Year 24-25 and discussions can be held about moving to a percentage basis for Fiscal Year 25-26.

On motion of Commissioner Hunt, seconded by Commissioner Cooper and duly carried by unanimous vote, the Resolution Directing the Disbursement of ABC Profits Distributions was approved.

E. Consider Approval for Warren County ABC Commission to Follow Warren County Travel Policy

On motion of Commissioner Hunt, seconded by Commissioner Davis and duly carried by unanimous vote, approval was given for Warren County ABC Commission to follow the Warren County Travel Policy.

F. Consider Approval of ABC Commission Membership Realignment Creating Staggered Terms Ending in June

On motion of Commissioner Hunt, seconded by Commissioner Cooper, and duly carried by unanimous vote, Item 6F was tabled until October 15, 2025 Work Session so that a list of current ABC Commission members and their terms is available. Further, County Attorney Shiekell Richardson was instructed to provide a definition of the relationship between the ABC Commission and Warren County.

G. Schedule Solar Listening Session (October 23 or October 30)

On motion of Commissioner Cooper, seconded by Commissioner Hunt, and duly carried by unanimous vote, the Solar Listening Session is scheduled for October 30, 2025 at Warren County Armory Civic Center.

H. Consider Approval of the Farmers Project Cost not to Exceed \$2,750,000

Tabled to October 15, 2025 Work Session

I. Consider Approval to Instruct Staff to File an Application with the Local Government Commission to Seek Financing for the New Farmers Market in an Amount not to Exceed \$2,750,000.

Tabled until October 15, 2025 Work Session

7. BOARD/COMMITTEE/COMMISSION APPOINTMENT AND REAPPOINTMENT

A. Consider the ReAppointment of Henry Durham to a Third Three-Year Term on the ABC Commission Beginning July 2025 and Ending June 2028

On motion of Commissioner Davis, seconded by Commissioner Cooper, and duly carried by unanimous vote, Henry Durham was reappointed to a third three-year term on the ABC Commission beginning July 2025 and ending June 2028.

8. BOARD OF COUNTY COMMISSIONERS' UPDATES

- Commissioner Davis noted the importance of Breast Cancer Awareness Month. He also stated that we need to be mindful of things going on with Medicare.
- Commissioner Cooper stated he is concerned about things happening with the Federal Government and the possible impacts. Cooper stated he is happy with the way the Board of Commissioners has handled the solar farm issues and further stated that Warren County staff is worth every penny they make.
- Commissioner Hunt stated he appreciates our citizens and their involvement.
- Chair Kearney Dunlap attended the Kerr Tar Housing Summit, Kerr Tar Council of Governments Annual Banquet, Don Davis Tour, and Energy Education Workshop.

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

On motion of Commissioner Cooper, seconded by Commissioner Hunt, and duly carried by unanimous vote, the Board entered Closed Session.

On motion of Commissioner Cooper, seconded by Commissioner Hunt, and duly carried by unanimous vote, the board returned to Open Session.

On motion of Commissioner Hunt, seconded by Commissioner Cooper, and duly carried by unanimous vote, Item 9A, Appointments of Tax Administrator, was added to the agenda.

ITEM 9A - CONSIDER APPOINTMENT OF TAX ADMINISTRATOR

On motion of Commissioner Cooper, seconded by Commissioner Hunt, and duly carried by unanimous vote, the appointment of Marian Cascone as Tax Administrator at a starting salary of \$96,221 and a starting date of October 16, 2025 was approved.

10. ADJOURN October 6, 2025 BOARD MEETING

On motion of Commissioner Hunt, seconded by Commissioner Cooper, and duly carried by unanimous vote, the October 6, 2025 Regular Meeting was adjourned.

Paula Pulley, Clerk to the Board



Board of Commissioners Regular Meeting

October 15, 2025

MINUTES

Chair Angelena Kearney Dunlap called the October 15, 2025 Work Session to order, followed by a moment of silence and the Pledge of Allegiance. Other Commissioners in attendance were Tare Davis, Al Cooper, Victor Hunt, and Bertadean Baker. Others in attendance included County Manager Crystal Smith, Assistant County Manager Matt Garner, County Attorney Shiekel Richardson, and Interim Finance Officer Chuck Murray.

1. ADOPT SUGGESTED AGENDA

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

For transparency, Commissioner Hunt stated that he participates as a patron and a vendor at the Farmers Market. He further stated that he has disclosed this information to the County Attorney and they do not feel that there is a conflict that would prevent him from participating in discussions or votes regarding the Farmers Market project.

2. PRESENTATIONS

A. Solar Farms: Property Values, Land Use, and Policy Considerations - Dr. Chenyang "Nate" Hu, Ph.D., Virginia Tech

Dr. Chenyang "Nate" Hu, Ph.D. of Virginia Tech attended through Zoom and provided information regarding solar farms and property values, land use and siting trade-offs, decommissioning risks, and policy options.

3. FOLLOW UP

A. Consider Approval of ABC Commission Request to Realign Membership to Have Terms Ending in June:

Corei Somerville - Current Term Ending Date of March 2028 - Change to June 2028

Effie Adams - Current Term Ending Date of November 2027 - Change to June 2027

Danylu Hundley - Current Term Ending Date of October 2025 - Change in Term Ending Date will be Addressed with Reappointment or Appointment

Steve Pelfrey - Current Term Ending Date of June 2026 - No Change

Henry Durham - Current Term Ending Date of June 2028 - No Change

On motion of Commissioner Davis, seconded by Commissioner Baker, and duly carried by unanimous vote, the ABC Commission request to realign membership to have all terms end in June was approved as presented.

B. Definition of Relationship Between ABC Commission and Warren County - County Attorney Shiekel Richardson

4. DISCUSSION ITEMS

A. Senior Center Updates - CPL

Ellison Laughton of CPL provided an updated site plan and information on the proposed Senior Center. The estimated project cost is \$11,795,963.

B. Consider Approval of Agreement Between Warren County Government and the Warren County Tourism Development Authority (TDA) Board Establishing the Terms and Conditions for the Position of TDA Manager

On motion of Commissioner Cooper, seconded by Commissioner Davis, and duly carried by unanimous vote, the agreement between Warren County Government and the Warren County Tourism Development Authority (TDA) Board establishing the terms and conditions for the position of TDA Manager was

approved. The funding source for this position is Occupancy Tax revenues.

C. 429 W. Ridgeway Street Farmers Market Project - Farmers Market Project Committee

On motion of Commissioner Cooper, seconded by Commissioner Hunt, and duly carried by a 4-1 vote, the purchase of the pavilion for the Farmers Market and submission of application to Local Government Commission to apply for funding through loans was approved. Commissioner Davis cast the nay vote. On motion of Commissioner Hunt, seconded by Commissioner Cooper, and duly carried by a 4-1 vote, the bid from G & G in the amount \$2,847,840 for construction of the Farmers Market Pavilion was approved. Commissioner Davis cast the nay vote.

D. Board of Commissioners Retreat Date

By consesus, the Board of Commissioners agreed that the Board Retreat will take place on November 6, 2025.

E. Rental Facilities Updates

County Manager Crystal Smith provided information regarding the rentals of facilities such as the Armory, Senior Center Cafeteria, 429 E. Ridgeway Street, Courthouse, Library, and Recreation Facilities. A group will be looking over current rental policies to make recommendations on necessary changes to current regulations and fees.

F. Consider Acceptance of 2025 State and Local Cybersecurity Grant Program Funding in the Amount of \$93,450 and Warren County Matching Funds of \$40,050, for a Total Project Cost of \$133,500. A Budget Amendment is Required for this Project - Connie Calloway, Grants and Contracts

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, the 2025 State and Local Cybersecurity Grant Program Funding in the amount of \$93,450 and requiring matching funds of \$40,050 was approved.

5. ADJOURN October 15, 2025 BOARD MEETING

On motion of Commissioner Hunt, seconded by Commissioner Cooper, and duly carried by unanimous vote, the October 15, 2025 Work Session was adjourned.

Paula Pulley, Clerk to the Board

WARREN COUNTY BOARD OF COMMISSIONERS
SOLAR LISTENING SESSION
OCTOBER 30, 2025
WARREN COUNTY ARMORY CIVIC CENTER
6:00 P.M.

The Warren County Board of Commissioners Solar Listening Session was called to order by Chair Angelena Kearney Dunlap, followed by a moment of silence and the Pledge of Allegiance. Other Commissioners in attendance were Bertadean Baker, Victor Hunt, Al Cooper, and Tare Davis. Others in attendance were County Manager Crystal Smith, County Attorney Shiekell Richardson, Assistant County Manager Matt Garner, Planning Director Mark Bloomer, and panelists Andrew Branan of North Carolina State University, Ken Krulik of the Kerr-Tar Regional Council of Governments, and Andrea Radford and Jake Petrosky of Stewart.

The Warren County Board of Commissioners held the Solar Listening Session as part of the process to develop the Warren County Unified Development Ordinance. Over 120 citizens attended the session.

Stewart representatives presented a draft of the unified Development Ordinance as it relates to solar farms that will be recommended to the Unified Development Committee that creates new definitions for solar farms based on the type of installation (roof-mounted or ground-mounted). The Committee will make the final recommendation to the Board of Commissioners and the Board of Commissioners will take action to make the determination on if any changes will be made to the size and distance regulations currently in place.

The floor was opened for questions from citizens. A majority of those speaking asked that restrictions on solar farms be kept the same as currently stated in the Solar Farm Ordinance.



Board of Commissioners Regular Meeting

November 3, 2025

MINUTES

The November 3, 2025 Regular Meeting was called to order by Chair Angelena Kearney Dunlap, followed by a moment of silence and the Pledge of Allegiance. other Commissioners in attendance were Bertadean Baker, Victor Hunt, Al Cooper, and Tare Davis. Other present were County Manager Crystal Smith, Assistant County Manager Matt Garner, and County Attorney Shiekel Richardson.

1. ADOPT SUGGESTED AGENDA

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

2. CITIZEN COMMENTS - REGULAR BOARD MEETING

1. Gary Holtzmann of Warren County Soil & Water spoke on behalf of the Warren County Soil and Water Conservation District regarding opposition to potential changes to the solar farm ordinance.
2. Ronnie Cheek stated Spectrum started installation of internet on his road but stopped before reaching his property. He asked who approves changes to the build plans for Spectrum and if the County was aware of any changes to the plans.
3. John Paniccioli stated he was not aware that internet service was going to be this bad when he purchased property in Warren County. He was told that internet would be coming to his property but now the build plan has changed.
4. Doug Gross stated there is no economic benefit to changing the solar farm codes.
5. Reinaldo Espinosaq asked the Board not to destroy the beautiful county by expanding solar farm regulations.
6. Allison Hale of Horizon Solar stated that her office is open on Main Street for any citizens to come by with questions.
7. John Miller signed up but did not come to the podium when called.
8. Lewis Mustain stated that the Unified Development Committee seems to be trying to appease solar companies.
9. Loria Williams urged the Board to make a decision on solar that is in the best interest of the county as a whole. She further stated that property tax exclusions for solar farms is 80%.
10. Victoria Lehman, Warren County Board of Education member, addressed comments from the October 15, 2025 work session and a recent letter in the Warren Record. She stated that there are mandates in place on the state level that require counties to provide funding for schools, so funding of the new elementary school is not an option but a priority.

3. CONSENT AGENDA

A. Tax Collector's Report for September 2025 Presented for Board's Information in Accordance with NCGS 105-350

On motion of Commissioner Cooper, seconded by Commissioner Hunt, and duly carried by unanimous vote, the Tax Collector's Report for September 2025 was accepted.

B. Tax Releases Over/Under \$100

On motion of Commissioner Cooper, seconded by Commissioner Hunt, and duly carried by unanimous vote, the Tax Collector's Report for September 2025 was accepted.

4. COUNTY MANAGER'S UPDATE – Crystal Smith

A. Warren County Governmental Facilities Update

County Manager Crystal Smith gave information regarding the number of times each of the rental facilities has been used in the last year and the amount of revenue collected from those rentals.

B. Board of Commissioners Retreat

The Board of Commissioners Retreat will take place on Thursday, November 6, 2025 from 9:00 a.m. until 2:30 p.m. at Buck Springs.

5. FINANCE OFFICE – Chuck Murray

A. Consider Approval of Budget Amendment #1 to Recognize Grant Funding for EMS, Cyber Security, Senior Center, Veterans Services, and Contributions for DSS

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, Budget Amendment #1 to the FY2026 Budget was approved.

B. Consider Approval of Farmers Market Project Ordinance in the Amount of \$3,440,890

On motion of Commissioner Cooper, seconded by Commissioner Hunt, and duly carried by unanimous vote, the Farmers Market Project Ordinance in the amount of \$3,440,890 was approved.

C. Consider Approval of Resolution of Intent to Reimburse Expenditures for Farmers Market Project, EMS Station 4, and Senior Center Under United States Department of Treasury Regulations

On motion of Commissioner Hunt, seconded by Commissioner Baker, and duly carried by a 4-1 vote, the Resolution of Intent to Reimburse Expenditures for Farmers Market Project, EMS Station 4, and Senior Center Under United States Department of Treasury Regulations was approved. Commissioner Davis cast the nay vote.

6. ACTION ITEMS

A. Consider Approval of EMS Contract with ETA for Two Ambulance Remounts in an Amount not to Exceed \$300,000 and Authorize County Manager to Execute Documents - Chris Tucker, Emergency Services Director

On motion of Commissioner Baker, seconded by Commissioner Hunt, and duly carried by unanimous vote, the EMS contract for two ambulance remounts in an amount not to exceed \$300,000 and authorize County Manager to execute documents was approved.

B. Consider Approval of Emergency Services Agreement with Motorola Solutions for Radio System Upgrade in an Amount not to Exceed \$112,000 and Authorize County Manager to Execute Documents - Chris Tucker, Emergency Services Director

On motion of Commissioner Hunt, seconded by Commissioner Baker, and duly carried by unanimous vote, the Emergency Services agreement with Motorola Solutions for radio system upgrades in an amount not to exceed \$112,000 and authorization for County Manager to execute documents was approved.

C. Consider Approval of Warren County Armory Civic Center Facility Use Fee Waiver Request from Haliwa-Saponi Tribal School for Graduation Ceremony to be Held on May 29, 2026.

According to the Fee Waiver Policy, a Non-Refundable Cleaning/Damage Fee of \$300 Will be Charged if Fee Waiver is Approved

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, the request for Warren County Armory Civic Center Use Fee Waiver by Haliwa-Saponi Tribal School on May 29, 2026 as approved.

D. Consider Approval of Veterans Honorary Walkway Project at Warren County Armory Civic Center - Jamytta Bell, Veterans Services Officer

On motion of Commissioner Cooper, seconded by Commissioner Davis, and duly carried by unanimous vote, the Veterans Honorary Walkway Project was approved.

7. BOARD/COMMITTEE/COMMISSION APPOINTMENTS AND REAPPOINTMENTS

A. Consider Appointment of Forrest Alston to a First Three-Year Term a Secondary Alternate to the Planning Board Beginning November 2025 and Ending October 2028

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

vote, the appointment of Forrest Alston to a first three-year term as Secondary Alternate to the Planning Board beginning November 2025 and ending October 2028 was approved.

B.

Consider appointment of Dora Russell Dorsey (1ST Term) to the Warren County Aging Advisory Council for a Three-Year Term beginning December 1, 2025 and ending December 1, 2028 as Recommended by the Warren County Aging Advisory Council.

On motion of Commissioner Cooper, seconded by Commissionr Davis, and duly carried by unanimous vote, the appointment of Dora Dorsey to a first three-year term on the Warren County Aging Advisory Council beginning December 2025 and ending December 2028 was approved.

C. Consider the Appointment of Eushownda Burton to her first Two-Year Term on the Juvenile Crime Prevention Council (JCPC) Beginning November 10, 2025, and Ending January 31, 2028.

On motion of Commissioner Davis, seconded by Commissioner Baker, and duly carried by unanimous vote, the appointment of Eushownda Burton to a first two-year term on the Juvenile Crime aPrevention Council beginning November 2025 and ending January 2028 was approved.

8. BOARD OF COUNTY COMMISSIONERS' UPDATES

Commissioner Davis noted that Human Resources Director Sierra Thomas is leaving Warren County and thanked her for her service.

9. ADJOURN November 3, 2025 BOARD MEETING

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, the November 3, 2025 Regular Meeting was adjourned.

Paula Pulley, Clerk to the Board

**Tax Collector's Report
to the Warren County Board of Commissioners
For the Month October 2025**

2025-2026

Current Year Collections

Tax Year	Charge	Collected in October	Collected to Date	Balance Outstanding	Percentage Collected
October 2025 FY 26	\$27,077,030	\$1,893,798	\$7,071,313	\$20,005,717	26.12
October 2024 FY 25	\$19,541,079	\$1,467,500	\$5,645,709	\$13,895,369	28.89

Delinquent Collections

2024	\$482,315	\$16,014	\$87,488	\$394,827	18.14
2023	226,130	4,117	19,437	\$206,693	8.60
2022	151,109	1,726	5,947	\$145,162	3.94
2021	114,806	1,264	3,058	\$111,748	2.66
2020	98,976	1,473	2,531	\$96,445	2.56
2019	117,869	1,508	3,822	\$114,047	3.24
2018	76,989	611	1,434	\$75,555	1.86
2017	77,664	606	749	\$76,915	0.96
2016	58,159	767	1,022	\$57,137	1.76
2015	49,668	728	1,170	\$48,498	2.36
Total Delinquent Years	\$1,453,685	\$28,814	\$126,658	\$1,327,027	

Other October Receipts

County Penalties
Landfill User Fees
Municipalities
Fire District Taxes
Advance Taxes

\$ 8,512	\$ 20,857
\$ 106,049	\$ 365,392
\$ 64,447	\$ 204,082
\$ 129,221	\$ 489,042
\$ 1,608	\$ 5,625

OCTOBER GRAND TOTAL

\$3,699,949	\$13,928,678
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MARIAN CASONE TAX ADMINISTRATOR 11/14/25

Over \$100

12/1/2025

CO MGR INITIALS: _____

Date: _____

ERROR CORRECTION RELEASES:

ALL SAINTS EPISCOPAL CHURCH	2025 00425-300	E6B-50	158 \$	1,060.98	EXEMPT PROPERTY
COMBS RONALD K	2025 10126-200		27958 \$	167.84	NO LONGER OWNS/BILLED TO NEW OWNER B101
COMBS RONALD K	2024 10126-200		26685 \$	190.79	NO LONGER OWNS/BILLED TO NEW OWNER B101
COMBS RONALD K	2023 10126-200		26565 \$	209.11	NO LONGER OWNS/BILLED TO NEW OWNER B101
COMBS RONALD K	2022 10126-200		29173 \$	225.07	NO LONGER OWNS/BILLED TO NEW OWNER B101
COMBS RONALD K	2021 10126-200		26296 \$	241.03	NO LONGER OWNS/BILLED TO NEW OWNER B101
COMBS RONALD K	2020 10126-200		26156 \$	256.99	NO LONGER OWNS/BILLED TO NEW OWNER B101
COMBS RONALD K	2019 10126-200		26141 \$	272.32	NO LONGER OWNS/BILLED TO NEW OWNER B101
COMBS RONALD K	2018 10126-200		27958 \$	287.96	NO LONGER OWNS/BILLED TO NEW OWNER B101
COMBS RONALD K	2017 10126-200		27958 \$	302.05	NO LONGER OWNS/BILLED TO NEW OWNER B101
COMBS RONALD K	2016 10126-200		57248 \$	282.19	NO LONGER OWNS/BILLED TO NEW OWNER B101
COMBS RONALD K	2015 10126-200		54102 \$	266.27	NO LONGER OWNS/BILLED TO NEW OWNER B101
COMBS RONALD K	2014 10126-200		51355 \$	278.87	NO LONGER OWNS/BILLED TO NEW OWNER B101
COMBS RONALD K	2013 10126-200		48721 \$	291.47	NO LONGER OWNS/BILLED TO NEW OWNER B101
GOODE MARY	2025 35455-300	H2-7	5281 \$	211.04	RVAL ERROR/NO DWELL ON PROP/BURNED DOWN YRS AGO
HARGROVE LILLIE MAE	2025 00353-200		263530 \$	173.17	NO LONGER OWNS MH/BILLED TO NEW OWNER E2155I
HARGROVE LILLIE MAE	2024 00353-200		27504 \$	197.41	NO LONGER OWNS MH/BILLED TO NEW OWNER E2155I
HARGROVE LILLIE MAE	2023 00353-200		27427 \$	216.61	NO LONGER OWNS MH/BILLED TO NEW OWNER E2155I
HARGROVE LILLIE MAE	2022 00353-200		30098 \$	233.17	NO LONGER OWNS MH/BILLED TO NEW OWNER E2155I
HARGROVE LILLIE MAE	2021 00353-200		27265 \$	249.73	NO LONGER OWNS MH/BILLED TO NEW OWNER E2155I
HARGROVE LILLIE MAE	2020 00353-200		27042 \$	266.29	NO LONGER OWNS MH/BILLED TO NEW OWNER E2155I
HARGROVE LILLIE MAE	2019 00353-200		27479 \$	281.01	NO LONGER OWNS MH/BILLED TO NEW OWNER E2155I
HARGROVE LILLIE MAE	2018 00353-200		27215 \$	297.45	NO LONGER OWNS MH/BILLED TO NEW OWNER E2155I
HARGROVE LILLIE MAE	2017 00353-200		27215 \$	311.81	NO LONGER OWNS MH/BILLED TO NEW OWNER E2155I
HARGROVE LILLIE MAE	2016 00353-200		57182 \$	292.11	NO LONGER OWNS MH/BILLED TO NEW OWNER E2155I
HARGROVE LILLIE MAE	2015 00353-200		54044 \$	285.49	NO LONGER OWNS MH/BILLED TO NEW OWNER E2155I
HARGROVE LILLIE MAE	2014 00353-200		51300 \$	296.31	NO LONGER OWNS MH/BILLED TO NEW OWNER E2155I
HARGROVE LILLIE MAE	2013 00353-200		48679 \$	320.64	NO LONGER OWNS MH/BILLED TO NEW OWNER E2155I
KEARNEY KENNETH	2016 06210-200		57361 \$	301.36	SWMH DOUBLE BILLED
KEARNEY KENNETH	2015 06210-200		54231 \$	276.66	SWMH DOUBLE BILLED
LONG VIOLA MAE	2025 38776-300	E6B358	13554 \$	472.19	REVAL ERROR/NEW MODULAR NOT BILLED/REBILLED
META PLATFORMS INC	2025 200154759		453902 \$	290.96	BIS ERROR/BPP SCHEDULE CORRUPTED IN SYSTEM
NISBET STUART & SUZY	2025 20755-303	L2B134B	201700059 \$	474.97	REVAL ERROR/STHTY & SQFT INCORRECT
POWELL ARETHA	2023 00856-300		28183 \$	109.93	MH REMOVED AFTER FORECLOSURE 2017
POWELL ARETHA	2022 00856-300		30894 \$	121.27	MH REMOVED AFTER FORECLOSURE 2017
POWELL ARETHA	2021 00856-300		28124 \$	131.50	MH REMOVED AFTER FORECLOSURE 2017
POWELL ARETHA	2020 00856-300		27873 \$	138.55	MH REMOVED AFTER FORECLOSURE 2017
ROYSTER WADIE HEIRS	2025 06726-200		262874 \$	169.49	MH WAS DOUBLE BILLED
TAYLOR LEROY & ELMA	2025 39828-301	J5-48	10983 \$	147.39	REBILLED DUE TO PARCEL SPLIT
TUCKER JAMES DOUGALS	2025 53006 B5-91		7584 \$	1,783.60	REVAL ERROR/DWELLING ADDED TO WRONG PARCEL
WILLIAMS GERRY & OTHERS	2025 44837-200		28941 \$	110.63	BOAT WAS SOLD 3/2011
WILLIAMS GERRY & OTHERS	2024 44837-200		27999 \$	166.54	BOAT WAS SOLD 3/2011
WILLIAMS GERRY & OTHERS	2023 44837-200		27958 \$	198.16	BOAT WAS SOLD 3/2011
WILLIAMS GERRY & OTHERS	2022 44837-200		30665 \$	160.28	BOAT WAS SOLD 3/2011
WOLFE DANIEL G & KHRISTIANNE	2021 30484.3		27035 \$	127.21	SOLD PROPERTY & PP MOVED OUT OF COUNTY

TOTAL ERROR CORRECTIONS: \$ 13,145.87
MOTOR VEHICLE RELEASES:

ROSS HOHN MILAM JR	2013 35332-113	V-48119	\$	206.24	TAXPAYER DECEASED/TAGS TURNED IN 2014/CAR SOLD
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SUB-TOTAL MOTOR VEHICLE RELEASES: \$ 206.24
SUB-TOTAL CORRECTION RELEASES: \$ 13,145.87
Total Releases \$ 13,352.11
LANDFILL USER FEE RELEASES:

COLEMAN MARY P HEIRS	2025 01335-336	C732A	439 \$	150.00	NO LFUF/NO ELECTRICITY
PATTON BRENDA & TIMOTHY	2025 01768-303	K9-32	13676 \$	150.00	NO LFUF/NO ELECTRIC METER

TOTAL LFUF RELEASES: \$ 300.00
Total Releases \$ 13,652.11

Under \$100

12/1/2025

CO MGR INITIALS: _____ Date: _____

ERROR CORRECTION RELEASES:

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD #</u>	<u>AMOUNT</u>	<u>REASON</u>
FITTS EDWARD P TRUSTEE	2025	50228	L5-112A	16547	\$ 76.07	EXEMPT PROPERTY
MOSS MICHAEL & KATHY TRUSTEES	2025	52817	L440A	24853	\$ 34.99	CORRECTED ACS PER PLAT/REBILLED
NGUYEN MINH XUAN	2025	51409-200		39339	\$ 18.22	SOLD TRAILER & JETSKI IN 2024
PEEBLES LATONYA	2025	41466-200		263480	\$ 3.48	NO LONGER OWNS MH/BILLED TO NEW OWNER I9-33C
PEEBLES LATONYA	2024	41466-200		27914	\$ 5.34	NO LONGER OWNS MH/BILLED TO NEW OWNER I9-33C
PEEBLES LATONYA	2023	41466-200		27869	\$ 6.32	NO LONGER OWNS MH/BILLED TO NEW OWNER I9-33C
PEEBLES LATONYA	2022	41466-200		30571	\$ 6.80	NO LONGER OWNS MH/BILLED TO NEW OWNER I9-33C
PEEBLES LATONYA	2021	41466-200		27785	\$ 7.23	NO LONGER OWNS MH/BILLED TO NEW OWNER I9-33C
PEEBLES LATONYA	2020	41466-200		27547	\$ 7.71	NO LONGER OWNS MH/BILLED TO NEW OWNER I9-33C
PEEBLES LATONYA	2019	41466-200		27550	\$ 8.05	NO LONGER OWNS MH/BILLED TO NEW OWNER I9-33C
POWELL ARETHA	2025	00856-300		28219	\$ 61.31	MH REMOVED AFTER FORECLOSURE IN 2017
POWELL ARETHA	2024	00856-300		28219	\$ 92.33	MH REMOVED AFTER FORECLOSURE IN 2017
TAYLOR JOHNNIE LEE	2025	35000-300	J5-48C	18943	\$ 67.16	REBILLED DUE TO PARCEL COMBINATION PER PLAT
XEROX FINANCIAL SERV	2025	41624-200		453895	\$ 31.54	BUS PP REMOVED 12/2024
XEROX FINANCIAL SERV	2025	41624-200		263625	\$ 59.41	BUS PP REMOVED 12/2024

SUB-TOTAL ERROR CORRECTIONS:	\$ 485.96
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MOTOR VEHICLE RELEASES:

FIELDS ERVIN GREENE	2013	14223-113	V-48218	\$ 28.23	TAXPAYER DECEASED 6/2013 VEHICLE SOLD
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SUB-TOTAL MOTOR VEHICLE RELEASES:	\$ 28.23
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SUB-TOTAL CORRECTION RELEASES:	\$ 485.96
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Total Releases	\$ 514.19
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MEMORANDUM

TO: Warren County Board of Commissioners

FROM: Charles Murray Jr., Interim Finance Director

DATE: November 25th, 2025

RE: Recommendation for Approval of Budget Ordinance Amendment #2

Background for Budget Amendment and Project Ordinance

Budget Amendment #2 (see attached) to the FY 2026 Budget Ordinance is being presented for approval. This amendment does the following:

1. **This amendment is necessary to recognize grant funding and grant expenditures for Library, Health Department, and private grant funding for Heritage Quilters.**

AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE**2025-2026****Amendment No. 2**

Section 1 of the Warren County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Expenditures:

	<u>Line Item #</u>		<u>Amount</u>
Ann Wolfe Grant	105100-523122	\$	8,000
Library Grant	106110-526137	\$	10,000
Stitching the People's History	100220-451006	\$	15,000

TOTAL	\$	25,000
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Increase/(Decrease) Revenues:

	<u>Line Item #</u>		<u>Amount</u>
Ann Wolfe Grant	100210-451006	\$	8,000
Library Grant Funds	100200-461101	\$	10,000
Stitching the People's History	104199-560018	\$	15,000

TOTAL	\$	25,000
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This amendment:

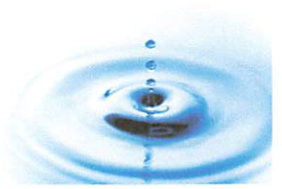
- *
- * Records new grants
- *
- *
- *
- *

Respectfully Submitted 12/1/2025

Charles Murray Jr.
Interim Finance Director



*Warren County Public Utilities
712 Highway 158 Business West
P.O. Box 577
Warrenton, NC 27589
252-257-3645*



TO: Warren County Board of Commissioner's

FROM: Eric StSing, Director Public Utilities

THROUGH: Crystal Smith, County Manager

DATE: December 1 2025

SUBJECT: US Hwy. 1/158 Water Main Extension

Background:

US Hwy. 1/158 Water Main Extension is to provide water to the Bender Property owned by Warren County for future Economic Development.

Fiscal Impact

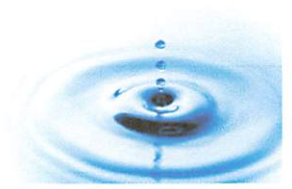
The estimated cost for this project is \$1,000,000 that is to be paid by grant funds that Economic Development Department is seeking.

Recommendation

I recommend that the Board's approval and execution of EJCDC E-500 Agreement Between Owner and Engineer for Professional Service for the subject project and sign resolution to proceed.



*Warren County Public Utilities
712 Highway 158 Business West
P.O. Box 577
Warrenton, NC 27589
252-257-3645*



TO: Warren County Board of Commissioner's

FROM: Eric StSing, Director Public Utilities

THROUGH: Crystal Smith, County Manager

DATE: December 1 2025

SUBJECT: Soul City Boulevard Water Main Replacement

Background:

Soul City Boulevard Water Main Replacement is to replace the old and falling infrastructure to better serve Warren County citizens in Soul City Area.

Fiscal Impact

\$925,000 from grant and estimated project cost is \$994,630 with the difference being paid from Warren County Public Utilities Fund Balance.

Recommendation

I recommend that the Board's approval and execution of EJCDC E-500 Agreement Between Owner and Engineer for Professional Service for the subject project and sign resolution to proceed.



WARREN COUNTY

PLANNING, ZONING & CODE ENFORCEMENT

To: Board of Commissioners
From: Mark Bloomer, Director
Date: November 20, 2025
Re: Proposed Fire Station Substation

The Fire Department is proposing to build a Fire Station Substation at 855 Oine Road, which is 1.5 acres. The site is fairly close to the intersection of Oine Road and I-85. I have included a copy of the proposed site plan as well as a map showing the location of the proposed Fire Station Substation. 855 Oine Road is zoned Agricultural Residential, and it is located in our Interstate Overlay District. Fire Departments are a permitted use in the Interstate Overlay District.

The building will be 60' x 60', and it may be added onto in the future. The proposed building will be served by County sewer and County water. The required setbacks for the Interstate Overlay District (as stated under "Table II-1 Dimensional Requirements" of the Zoning Ordinance) of 50 feet for the front and rear yards and 35 feet on the side yards are met on the proposed site plan. The property will have two paved ADA-compliant parking places in a paved parking area. The property will also feature two gravel parking areas. The site plan meets the requirement that it have a parking lot at least twice the size of the floor area of the building, as required by "Table II-2 Permitted Uses" Number 14 of the Zoning Ordinance.

The Northern side of the property has a natural buffer. A buffer consisting of 30 feet of cypress trees is proposed for the side of the property that faces Oine Road. The existing and proposed buffers meet the requirements of Section 1E of the Zoning Ordinance. An EMS station will be constructed on the vacant lot behind the subject lot. There will be room between the two buildings for life flight helicopters to land.

I recommended to the Planning Board that they approve the site plan since it meets all of the requirements of Warren County's Zoning Ordinance. The Planning Board voted to not approve the site plan at their Special Meeting on November 17, 2025, but they did not state a reason. Some residents who live in the area of the proposed Fire Station Substation spoke at the Planning Board meeting in opposition to the location of the proposed Fire Station Substation because an elderly woman lives in front of the proposed Fire Station Substation. There was also opposition to the proposed location expressed due to: noise, lights, three bus stops being located in the area, and the amount of traffic on Oine Road. Those residents stated that they felt that a different location would be better.



WARREN COUNTY

PLANNING, ZONING & CODE ENFORCEMENT

There was also opposition expressed at the Special Planning Board meeting because a letter of approval from the Warren County Department of Health (Certificate of Compliance for a septic system) and the Warren County Public Utilities Department (County water system) were not

supplied. Opposition was also expressed because there was no noise or odor analysis submitted. I explained at the Planning Board meeting that the letters as well as the noise and odor analysis are not needed since Fire Station Substations are a permitted use in Interstate Overlay Districts. The Board of Commissioners can decide on the extent, location, and design of the proposed facility as well as the site plan. I recommend approval of the site plan since it meets all of the requirements of Warren County's Zoning Ordinance.



SECTION I - GENERAL PROVISIONS

- A. **Authority:** The provisions of this ordinance are adopted by the Warren County Board of Commissioners under authority granted by the General Assembly of the State of North Carolina, in Chapter 160D.
- B. **Purpose:** The purpose of this ordinance is to provide a comprehensive set of regulations to protect the environment and promote the health, safety and general welfare within the jurisdiction of Warren County. By regulating the uses permitted in an established zoning district, all areas shall be developed to their potential while being protected from incompatible and discriminatory land use practices.
- C. **Applicability:** In the following circumstances this ordinance applies:
1. **Bona Fide Farms not Affected by this Ordinance:** Nothing in this ordinance shall be construed to affect bona fide farms, but any use of such property for non-farm purposes shall be subject to these regulations (see “bona fide farms” in the Definitions Section VI.B of this Ordinance).
 2. **Zoning Affects Every Building and Land Use:** Except as provided in Paragraph I.C.1 above (Bona Fide Farms) no building shall be erected, moved, reconstructed, renovated or structurally altered, nor shall any building or land be used except in compliance with all the zoning district regulations established by this ordinance.
 3. **Required Open Space:** No part of a lot, yard, off-street parking area, or other required open space shall be reduced below the minimum required by this ordinance nor shall it be used to satisfy the requirements of another building or use.
 4. **Existing Lots of Insufficient Size:** Any existing lot of record, which has any dimension, minimum yard (setback) or lot size less than required by this ordinance, shall be subject to its current zoning district minimum yard (setback) requirements and current regulations for an approved septic system or public utilities for water and sewer service as applicable.
 5. **Access To A Public Road:** Every business or residential building hereafter erected or moved shall be on a lot that has access to a public road or right of way, and all structures shall be so located as to provide safe and convenient access for servicing, fire protection and required off-street parking.
- D. **Existing Special Uses:** After the effective date of this ordinance, those uses which existed prior to that effective date shall be considered to be legally established Special Uses. Any expansion, addition or other change for which a zoning permit is required shall be submitted per Section VIII of this Ordinance (Board of Adjustment).
- E. **Buffers/Screening:** Development shall, when feasible, incorporate a natural area as an undisturbed buffer (maintained in a natural vegetative condition, e.g. undisturbed trees, hedges, etc.) or provide replanting of vegetation as a separation between inconsistent land uses (e.g. residential development next to commercial/industrial development). A buffer is defined as the portion of a yard where special plantings and/or vegetation may be required to separate and partially screen two adjacent land uses that are ordinarily incompatible by virtue of their use (See Terms and Definitions Section VI). Additional provisions may be required by the Warren County Planning Board or Board of Adjustment as part of a specific plan approval or a Special use permit. The following shall apply.
1. Buffers, as defined in this ordinance, are those features that preserve existing vegetation and minimize potential erosion by providing a natural buffer. The Planning Board may allow appropriate existing vegetation to substitute for landscape requirements provided the intent of this ordinance is maintained.

2. Buffers as defined in this ordinance are permitted to be located within the setbacks (minimum yards) of the development or individual lot/parcel for the respective zoning district (a buffer is not in addition to the setback requirements).
 3. If a lot or parcel adjacent to new development is vacant, then no buffer is required, except in circumstances where the new development requires specific protection of natural resources as determined by Warren County development regulations and North Carolina Department of Environmental and Natural Resources regulations.
 4. Buffers are not required on all sides of new development if it is identified to the Planning and Zoning Administrator that the proposed use buffers the existing adjacent use. In all other circumstances, a buffer is required surrounding the perimeter of any new development adjacent to other properties that are not within the new development (not inclusive of easements).
 5. Between incompatible land uses the developer shall either maintain to the maximum extent feasible a twenty-foot (20') buffer of undisturbed natural area or provide an appropriate level of vegetative replanting as determined by the Planning and Zoning Administrator.
 6. If the new development incorporates a solid wall, opaque wood fence or other approved materials is proposed then a fifty percent (50%) reduction is to be allowed in the depth of the buffer and plant material.
 7. A buffer as defined in this ordinance shall be planted, leaving space for an ingress and egress location. The buffer shall be maintained in serviceable conditions at all times and damage to the buffer shall be corrected within fourteen (14) days.
 8. For Planned Unit Developments (PUD) or mixed uses, the buffer requirements shall be incorporated into the application process (Special use permit) as part of a project master plan for review by the Planning and Zoning Administrator, Board of Adjustment and Planning Board as applicable. Each project shall be reviewed on a case-by-case basis, dependent on the scale and intensity of the development where the developer shall be encouraged to provide for a compatible mix of uses to meet the provisions and intent of this Ordinance.
- F. **Impervious Surface Area:** As defined in Section VI of this ordinance, in order to provide protection of the County's natural resources for land and water quality, new development shall not exceed the following percentages (impervious surface ratio) per lot in its respective zoning districts (illustration shows what is defined as an impervious surface only and does not reflect the percentages below):
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.**

- b. Additional landscaping or stormwater retention areas will be provided that exceed required minimums.

TABLE II-1 DIMENSIONAL REQUIREMENTS

(NOTE—REQUIREMENTS PERTAIN TO INDIVIDUAL LOT DEVELOPMENT AND SUBDIVISIONS AS MINIMUM STANDARDS)

Zoning District	Lot Size Minimum	Density per Acre	**** Width Minimum	Depth Minimum	Front Setback (min.)	Side Setback (min.)	*** Rear Setback (min.)	** Height (max)
AR	30,000 SF (well/septic) 20,000 SF (public water/septic) 15,000 SF (public water/sewer)	1.45 2.18 2.9	100 FT (well/septic) 100 FT (public water/septic) 80 FT (public water/sewer)	200 FT (well/septic) 150 FT (public water/septic) 125 FT (public water/sewer)	30 Feet	10 Feet	25 Feet	35 Feet
RL	30,000 SF (well/septic) 20,000 SF (public water/septic) 15,000 SF (public water/sewer)	1.45 2.18 2.9	100 FT (well/septic) 100 FT (public water/septic) 80 FT (public water/sewer)	200 FT (well/septic) 150 FT (public water/septic) 125 FT (public water/sewer)	30 Feet	10 Feet	25 Feet	35 Feet
R	30,000 SF (well/septic) 20,000 SF (public water/septic) 15,000 SF (public water/sewer)	1.45 2.18 2.9	100 FT (well/septic) 100 FT (public water/septic) 80 FT (public water/sewer)	200 FT (well/septic) 150 FT (public water/septic) 125 FT (public water/sewer)	30 Feet	10 Feet	25 Feet	35 Feet
GC	15 Acres	30 persons per acre	N/A	N/A	200 Feet	200 Feet	100 Feet	35 Feet
TC	15 Acres	30 persons per acre	N/A	N/A	50 Feet	50 Feet	50 Feet	35 Feet
LB	1 Acre (43,560 SF)	*	100 Feet	200 Feet	50 Feet	50 Feet	50 Feet	55 Feet
NB	1 Acre (43,560 SF)	*	100 Feet	200 Feet	50 Feet	35 Feet (corner lot=50 Feet)	50 Feet	55 Feet
HB	1 Acre (43,560 SF)	*	100 Feet	200 Feet	50 Feet	50 Feet	50 Feet	100 Feet
LI	2 Acres (87,120 SF)	*	200 Feet	400 Feet	100 Feet	70 Feet (corner lot=100 Feet)	100 Feet	100 Feet
HI	4 Acres (174,240 SF)	*	400 Feet	800 Feet	100 Feet	150 Feet (corner lot=200 feet)	200 Feet	100 feet
IOD	1 Acre (43,560 SF)	*	100 Feet	200 Feet	50 Feet	35 Feet (corner lot=50 feet)	50 Feet	100 Feet

*ALL PROPERTIES SHALL COMPLY WITH THE APPROPRIATE ZONING DISTRICT DENSITY AND IMPERVIOUS SURFACE REQUIREMENTS AS SPECIFIED IN THIS ORDINANCE AND TABLE II-1 ABOVE.

** FOR BUILDING HEIGHT AS NOTED IN TABLE II-1 ABOVE THE HEIGHT SHALL BE MEASURED AT THE FRONT ELEVATION OF THE STRUCTURE.

*** FOR PROPERTIES ZONED RL (RESIDENTIAL LAKESIDE) AND RECORDED ON A LOT OF RECORD IN THE WARREN COUNTY REGISTER OF DEEDS FOR PLATS PRIOR TO THE EFFECTIVE DATE OF THIS ORDINANCE, THE REAR SETBACK OF TWENTY-FIVE (25) FEET SHALL NOT APPLY TO THE SIDE OF THE PROPERTY ABUTTING KERR LAKE AND LAKE GASTON. ALL OTHER REGULATIONS AS WRITTEN IN THIS ORDINANCE SHALL APPLY AS OF ITS EFFECTIVE DATE.

NOTE – AT A MINIMUM, APPROPRIATE SILT FENCES (TO RETAIN SEDIMENT IN PLACE WHERE SOIL IS BEING DISTURBED DURING CONSTRUCTION) SHALL BE REQUIRED AND MAINTAINED FOR ALL NEW CONSTRUCTION AS OF THE EFFECTIVE DATE OF THIS ORDINANCE.

**** SEE DEFINITION OF LOT WIDTH FOR SPECIFIC REQUIREMENTS IN THE AR, RL, AND R DISTRICTS.

Submitted for review on: 11/10/25

Warren County Contract Control Form

Department	Health	Contract Period	September 1, 2025 - August 31, 2026
Vendor	Wilson County Substance Abuse Coalition	Total Contract Amount	\$75,000
Vendor #		Purchase Order Number	

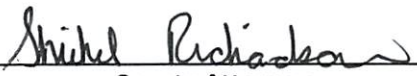
Account Number	105100526118	Fiscal Year	
Account Number		Amount to be encumbered	
Account Number		Fiscal Year	
Account Number		Amount to be encumbered	
Account Number		Fiscal Year	
Account Number		Amount to be encumbered	

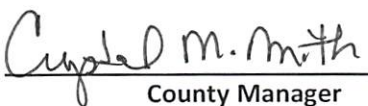
Comments:

Need Board Approval	Yes
Date Board Approved	
Need Contract Amendment	

This instrument has been preaudited in the Manner required by the Local Government Budget and Fiscal Control Act.

	11/14/25
Finance Director	Date

Reviewed by County Attorney	
	11/12/25
County Attorney	Date

Reviewed by County Manager	
	11/17/25
County Manager	Date

Fully Executed Copy Provided to Grants & Contracts Administrator and County Administrative Office:

Date: By: Signature



Wilson County Substance
Prevention Coalition

- Grant Admin. Contract
- \$75,000
- Line Item HRSA Grant 526118

GRANT ADMINISTRATION CONTRACT

THIS GRANT ADMINISTRATION CONTRACT ("Contract") is entered into by and between WILSON COUNTY SUBSTANCE PREVENTION COALITION ("Manager") and WARREN COUNTY HEALTH DEPARTMENT ("Contractor") effective September 1, 2025 ("Effective Date") and, unless earlier terminated, terminate on August 31, 2026 ("Termination Date").

RECITALS

A. Wilson County Substance Prevention Coalition has been awarded and manages the Health Resources and Services Administration (HRSA) Rural Communities Opioid Response Program (RCORP) Impact Grant ("Grant") for the management of the Grant within Manager's jurisdiction. The purpose of the Grant is to reduce the morbidity and mortality of Substance Use Disorder (SUD), including Opioid Use Disorder (OUD) in rural communities by strengthening and expanding SUD/OUD prevention, treatment, and recovery services.

B. Contractor possesses specific skills in contributing to prevention, treatment, and recovery services for SUD/OUD as set forth in the Grant.

C. Manager desires to engage the services of Contractor to provide Services for the NEW3 (Nash, Edgecombe, Wilson, Warren, Wayne) Impact Project ("Project") as defined in Exhibit 2 "Services & Deliverables," incorporated herein by this reference, and subject to the terms and conditions as required by Manager under this Contract, pursuant to the terms and conditions in the "Health Resources and Services Administration (HRSA) Notice of Award Authorization" as defined in Exhibit 1, incorporated herein by this reference.

NOW, THEREFORE, in consideration of the mutual benefits and burdens as set forth below, the receipt and sufficiency of which are hereby acknowledged, Manager and Contractor agree as follows:

1. Project Scope of Work. Contractor will be responsible for assisting with the administration of the Grant activities and services in Wilson, Warren, Wayne, Edgecombe, and/or Nash Counties, over which Manager has jurisdiction as set forth in

the Grant ("Services"). Contractor agrees to expand SUD/OD treatment and recovery services.

2. **Deliverables and Schedule.** Contractor shall promptly and effectively deliver to Manager the "Deliverables" at the times identified by Manager in Exhibit 2 "Services & Deliverables."
3. **Fees and Payment.** Conditioned upon and in consideration of Contractor's timely, full and faithful performance of the Services and timely submission of Deliverables as stated in Exhibit 2 "Services & Deliverables," and timely, full and faithful performance of all terms and conditions of this Contract, Manager agrees to pay Contractor "Contractor's Fees" on the dates listed in Exhibit 3 "Contractor's Fees," incorporated herein by this reference. All requests for payments for Contractor's Fees will be remitted by Contractor to Manager at the Manager Payment Contact as stated in Exhibit 3 following receipt of an invoice for Services rendered during the preceding quarter, along with supporting documentation, submitted not later than the Invoice Deadline Dates as set forth in Exhibit 3.
4. **Termination.** This Contract may be terminated by Contractor upon Thirty (30) days written notice to the Manager upon Manager's material breach of this Contract. Manager may terminate this Contract upon not less than Ten (10) days written notice to Contractor, in Manager's discretion.
5. **Works For Hire/Protected Health Information.** All non-protected, public research, findings, formulas and statistics that arise out of or are related to this Contract shall be considered "works for hire" (as defined in 17 U.S.C. §101) and shall be considered assigned and irrevocably licensed to Manager, and, if not protected, in and part of the public domain. Contractor hereby knowingly and voluntarily assigns any and all intellectual property that results out of or is related to this Contract and the Services to Manager. At all times, including after termination of this Contract, secure and forbid disclosure of protected health information and comply with all provisions of the Health Insurance Portability and Accountability Act ("HIPAA" found at 45 CFR Part 160 and 164) and the HIPAA Privacy Rules and Security Rules promulgated thereunder.
6. **Notices.** With exception to the Manager Payment Contact, any and all Notices required hereunder shall be to the persons and at the places as identified on the attached Exhibit 4, incorporated herein by this reference. Manager and Contractor may change the Notice contact person or address effective the date as set forth on a Notice of change of contact person/place to the other party.
7. **Miscellaneous:** Time is specifically declared to be of the essence. Manager and Contractor agree to cooperate fully in all matters related to or arising out of this Contract. This Contract was written by Manager and has been submitted to the scrutiny of Contractor and Contractor's legal counsel and shall be given a fair and reasonable interpretation, without consideration or weight being given to one of the parties. If Contractor has not submitted this Contract to the scrutiny of its legal counsel, Contractor stipulates, despite having the opportunity to do so, Contractor has waived the same, and elected to proceed without the benefit of legal review. Waiver by any party of a breach of any covenant, agreement or undertaking contained herein shall be made only by written waiver, and no such waiver shall operate or be construed as a waiver of any prior or subsequent breach of the same covenant, agreement or undertaking. Except as

otherwise specifically provided herein, the exercise of any remedy provided by law or otherwise and the provisions of this Contract for any remedy, shall not exclude any other remedy. Manager and Contractor execute this Contract solely as parties in a contractual agreement. No partnership, joint venture or joint undertaking shall be construed from these presents, and no third party may rely upon any provision of this Contract for its direct benefit except as provided herein. This Contract is deemed entered into Wilson County in which Manager's office is situated and shall be governed under the laws of the State of North Carolina. The parties hereto understand and agree that they each have a duty to act in good faith on each and every term and condition of this Contract. Every duty and every act which must be performed under this Contract imposes an obligation of good faith in its performance or enforcement unless discretion is otherwise allocated to one of the parties hereto. The parties agree that this Contract is the entire agreement between the parties, that all preceding and contemporaneous oral and written statements, representations and warranties, whether consistent or inconsistent herewith, are agreed to be of no force and effect unless expressly stated herein. In that regard, Manager and Contractor stipulate that each and every provision of this Contract has been fairly bargained for, that the execution of this Contract memorializes the intent of Manager and Contractor after thoughtful consideration of all risks and knowingly and voluntarily assumed such risks. This Contract shall only be supplemented or modified in a signed writing by Manager and Contractor. Manager and Contractor warrant that no commissioned merchant, broker, agent, consultant, or similar person or entity has assisted in procuring this Contract and that no broker or agent is entitled to any commissions or fees. All exhibits, attachments and schedules are hereby incorporated herein by this reference as if fully set forth herein. The parties agree that individual signatures that are remitted electronically to each other shall, when accumulated, operate as originals. This Contract may be executed in counterparts.

8. Dispute Resolution. All claims and disputes relating to or arising out of this Contract that are less than the Small Claims jurisdictional limit shall be filed in the Small Claims Division of the District Court in Wilson County in which Manager is situated, and the Parties hereto hereby knowingly waive the provisions of Title 12 RCW prohibiting legal counsel representation, meaning that the parties may be represented by legal counsel in Small Claims Court. The Parties hereby knowingly and voluntarily waive any right to appeal on any Small Claims judgment, including, without limitation, alleged procedural or evidentiary errors. All claims and disputes related to or arising out of this Contract in excess of such jurisdictional limit, involve matters exceeding the jurisdictional limits of Small Claims Courts or involve equitable remedies, shall be subjected to binding and non-appealable arbitration as the sole and exclusive remedy. For all other matters, if the Parties cannot agree on an arbitrator, the Presiding Judge of Wilson County in which Manager is situated shall appoint an arbitrator versed in the subject matter of the claim or dispute, which arbitrator need not be a lawyer unless legal interpretation of the Contract is required. If the arbitrator is a lawyer, the arbitrator may engage the services of any expert to ascertain specialized factual determinations. Substantive discovery shall be allowed in the sole discretion of the arbitrator. The arbitration shall commence not later than ninety (90) days after an arbitration demand. The arbitrator may award damages and injunctive relief and may register a judgment in the court of competent

jurisdiction including judgment by default. In any suit, arbitration, proceeding or action to enforce any term, condition or covenant of this Contract or to procure an arbitration determining the rights of the parties hereto, the most prevailing party shall be entitled to recover from the other party reasonable sums as attorney fees and costs.

9. BY SIGNING BELOW, ON BEHALF OF THE RESPECTIVE ENTITIES, CONTRACTOR AND MANAGER HEREBY CONSENT TO ELECTRONIC TRANSMISSION COMMUNICATIONS FOR ANY AND ALL NOTICES AND DISSEMINATION OF CONTRACT BUSINESS.

Manager:

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Contractor:

Signature: Crystal M. Smith

Printed Name: Crystal Smith

Title: Warren County Manager

Date: 11/17/25

LIST OF EXHIBITS

Exhibit 1- Health Resources and Services Administration (HRSA) Notice of Award Authorization

Exhibit 2-Services & Deliverables

Exhibit 3-Contractors' Fees

Exhibit 4-Primary Contacts for Agreement

Exhibit 1- Health Resources and Services Administration (HRSA) Notice of Award Authorization

1. Contractor shall notify Manager if they receive additional substance use disorder related funding at any time during the effective dates of this agreement. Please submit the following information to the Manager to comply with this Condition: (a) Name of funding, (b) Funding source, (c) Dates of funding, (d) Amount of award, (e) Description of how the funding will supplement and/or complement activities implemented under the RCORP Grant, (f) Description of processes in place to avoid duplication of effort across RCORP Grant implementation, (g) Staffing plan (name, title, organization, FTE) for this funding if staff will be dividing time between this funding and the RCORP Grant.
2. Contractor is required to allocate the funds from the RCORP Grant over a four-year period of performance.
3. For any given staff member, Contractor is not permitted to bill more than 1.0 Full-time Equivalent (FTE) across Federal awards.
4. Contractor shall respond to requests for data and information from Manager in a timely manner.
5. Effective December 26, 2014, all references to OMB Circulars for the administrative and audit requirements and the cost principles that govern Federal monies associated with this award are superseded by the Uniform Guidance 2 CFR 200 as codified by Health and Human Services (HHS) at 45 CFR 75.
6. Contractor must comply with all terms and conditions outlined in applicable HHS Grants Policy Statements, and requirements imposed by program statutes and regulations and HHS Grant administration regulations, as applicable; as well as any requirements or limitations in any applicable appropriations acts.
7. This agreement is subject to the HHS Grants Policy Statement (HHS GPS) unless otherwise noted. Parts I through III of the HHS GPS are currently available at <http://www.hrsa.gov/grants/hhsgrantspolicy.pdf>. Please note that the Terms and Conditions explicitly noted in the award and the HHS GPS are in effect.
8. Acknowledgement of Federal Funding: When issuing statements (i.e. press releases, publications, bid solicitations...) regarding activities or products (toolkits, resource guides, websites...), resulting from HRSA support, HRSA requires recipients must to use the following acknowledgement and disclaimer on all products produced by HRSA funds: "This [project/publication/program/website, etc.] [is/was] supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$XX with XX percentage funded by HRSA/HHS and \$XX amount and XX percentage funded by nongovernment source(s). The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HRSA/HHS, or the U.S. Government." For more information, please visit: <https://www.hrsa.gov/grants/manage/acknowledgehrsafunding>.
9. Recipients and sub-recipients of Federal funds are subject to the strictures of the Medicare and Medicaid anti-kickback statute (42 U.S.C. 1320a 7b(b) and should be cognizant of the risk of criminal and administrative liability under this statute, specifically under 42 U.S.C. 13207b(b) Illegal remunerations which states, in part, that whoever knowingly and willfully: (A) Solicits or receives (or offers or pays) any remuneration (including kickback, bribe, or

rebate) directly or indirectly, overtly or covertly, in cash or in kind, in return for referring (or to induce such person to refer) an individual to a person for the furnishing or arranging for the furnishing of any item or service, OR (B) In return for purchasing, leasing, ordering, or recommending purchasing, leasing, or ordering, or to purchase, lease, or order, any goods, facility, services, or item for which payment may be made in whole or in part under subchapter XIII of this chapter or a State health care program, shall be guilty of a felony and upon conviction thereof, shall be fined not more than \$25,000 or imprisoned for not more than five years, or both.

10. The DHHS Inspector General maintains a toll-free hotline for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. Such reports are kept confidential and callers may decline to give their names if they choose to remain anonymous. Contact: Office of Inspector General, Department of Health and Human Services, Attention: HOTLINE, 330 Independence Avenue Southwest, Cohen Building, Room 5140, Washington, D. C. 20201, Email: Htips@os.dhhs.gov or Telephone: 1-800-447-8477 (1-800-HHS-TIPS).
11. Submit audits, if required, in accordance with 45 CFR Part 75, to: Federal Audit Clearinghouse Bureau of the Census 1201 East 10th Street Jefferson, IN 47132, PHONE: (310) 457-1551, (800) 253-0696 toll free, <https://harvester.census.gov/facweb/default.aspx>.
12. EO 13166, August 11, 2000, requires recipients receiving Federal financial assistance to take steps to ensure that people with limited English proficiency can meaningfully access health and social services. A program of language assistance should provide for effective communication between the service provider and the person with limited English proficiency to facilitate participation in, and meaningful access to, services. The obligations of recipients are explained on the OCR website at HHS Limited English Proficiency (LEP).
13. This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to: <https://www.hrsa.gov/sites/default/files/hrsa/grants/manage/traffickinginpersons.pdf>. If you are unable to access this link, please contact the Grants Management Specialist identified in this Notice of Award to obtain a copy of the Term.
14. The Further Consolidated Appropriations Act, 2020, § 202, (P.L 11694), enacted December 20, 2019, restricts the amount of direct salary that may be paid to an individual under a HRSA grant or cooperative agreement to a rate no greater than Executive Level II of the Federal Executive Pay Scale. Effective January 2020, the Executive Level II salary level is \$197,300. This amount reflects an individual's base salary exclusive of fringe benefits. An individual's institutional base salary is the annual compensation that the recipient organization pays an individual and excludes any income an individual may be permitted to earn outside the applicant organization duties. HRSA funds may not be used to pay a salary in excess of this rate. This salary limitation also applies to sub-recipients under a HRSA grant or cooperative agreement. The salary limitation does not apply to payments made to consultants under this award although, as with all costs, those payments must meet the test of reasonableness and be consistent with recipient's institutional policy. None of the awarded funds may be used to pay an individual's salary at a rate in excess of the salary limitation. Note: an individual's base salary, per se, is NOT constrained by the legislative provision for a limitation of salary. The rate limitation simply limits the amount that may be awarded and charged to HRSA grants and cooperative agreements. For individuals whose

salary rates are in excess of Executive Level II, the nonfederal entity may pay the excess from nonfederal funds.

15. To serve persons most in need and to comply with Federal law, services must be widely accessible. Services must not discriminate on the basis of age, disability, sex, race, color, national origin or religion. The HHS Office for Civil Rights provides guidance to grant and cooperative agreement recipients on complying with civil rights laws that prohibit discrimination on these bases. Please see <http://www.hhs.gov/civilrights/forindividuals/index.html>. HHS also provides specific guidance for recipients on meeting their legal obligation under Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color or national origin in programs and activities that receive Federal financial assistance (P. L. 88352, as amended and 45 CFR Part 75). In some instances, a recipient's failure to provide language assistance services may have the effect of discriminating against persons on the basis of their national origin. Please see <http://www.hhs.gov/civilrights/forindividuals/specialtopics/limitedenglishproficiency/index.html> to learn more about the Title VI requirement for grant and cooperative agreement recipients to take reasonable steps to provide meaningful access to their programs and activities by persons with limited English proficiency.
16. Important Notice: The Central Contractor registry (CCR) has been replaced. The General Services Administration has moved the CCR to the System for Award Management (SAM) on July 30, 2012. To learn more about SAM please visit <https://www.sam.gov/SAM/>. It is incumbent that you, as the recipient, maintain the accuracy/currency of your information in the SAM at all times during which your entity has an active award or an application or plan under consideration by HRSA, unless your entity is exempt from this requirement under 2 CFR 25.110. Additionally, this term requires your entity to review and update the information at least annually after the initial registration, and more frequently if required by changes in your information. This requirement flows down to subrecipients. Note: SAM information must be updated at least every 12 months to remain active (for both grantees and subrecipients). Grants.gov will reject submissions from applicants with expired registrations. It is advisable that you do not wait until the last minute to register in SAM or update your information. According to the SAM Quick Guide for Grantees (https://www.sam.gov/SAM/transcript/Quick_Guide_for_Grants_Registrations.pdf), an entity's registration will become active after 35 days. Therefore, check for active registration well before the application deadline.
17. §75.113 Mandatory disclosures. Consistent with 45 CFR 75.113, applicants and nonfederal entities must disclose, in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Sub-recipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following address:
Department of Health and Human Services
Health Resources and Services Administration

Office of Federal Assistance Management
Division of Grants Management Operations
5600 Fishers Lane, Mailstop 10SWH-03
Rockville, MD 20879

AND

U.S. Department of Health and Human Services
Office of Inspector General
Attn: Mandatory Grant Disclosures, Intake Coordinator
330 Independence Avenue, SW, Cohen Building
Room 5527
Washington, DC 20201

Fax: (202) 205-0604 (Include: "Mandatory Grant Disclosures" in subject line) or Email:
MandatoryGranteeDisclosures@oig.hhs.gov

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371. Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321). The recipient must include this mandatory disclosure requirement in all sub-awards and contracts under this award.

Non-Federal entities that have received a Federal award including the term and condition outlined in Appendix XII are required to report certain civil, criminal, or administrative proceedings to www.sam.gov. Failure to make required disclosures can result in any of the remedies described in §75.371, including suspension or debarment. (See also 2 CFR parts 180 and 376, and 31 U.S.C. 3321). Recipient integrity and performance matters. If the total Federal share of the Federal award is more than \$500,000 over the period of performance, Appendix XII to CFR Part 200 is applicable to this award.

Exhibit 2-Services & Deliverables

The Services, Deliverables and Schedule for delivery to Manager are described below and shall commence on the Effective Date. Contractor shall implement the following work plan and collect the corresponding measures found in the work plan for the HRSA Rural Communities Opioid Response Program Impact Grant.

SERVICES & DELIVERABLES		
Required Grant Activity	Strategies	Measures
Provide SUD treatment services	Introduce MOUD delivery in the Warren County Detention Center	• # individuals receiving MOUD
Increase access to SUD treatment services	Work with Wilson County's Hope Alliance initiative to provide onsite intake services in the target rural service areas	• # referrals to treatment
	Begin the process of developing a plan to open a Recovery Community Organization (RCO) in Warren County	• Status updates
Expand SUD workforce	Increase the peer workforce to assist with MOUD delivery in the detention center and recovery support services in Warren County	• # peers
Distribute ONEboxes to the entire target rural service area to increase access to emergency treatment	Serve as a distribution point, providing "ONEbox" units to agencies operating under the Warren County Health Department catchment area	• # of ONEboxes distributed • # of agencies trained/covered via ONEbox
Distribute Fentanyl and Xylazine testing strips to the entire target rural service area to address emerging threats	Serve as a distribution point, providing Fentanyl and Xylazine testing strips to agencies operating under the Warren County Health Department catchment area	• # of strips distributed • # of participants/agencies receiving test strips

Additional Deliverables required by the Manager, in addition to those set forth in the Grant, are as follows:

1. Contractor Primary Contact identified in Exhibit 4 participates in all RCORP Impact individual and group partner calls.

2. Contractor provides quarterly reports summarizing progress on each activity in the above work plan and data for the measures. Manager will provide a template for use. Quarterly reports will be due on the same dates as the Invoice Deadline Dates listed in Exhibit 3.
3. Contractor identifies a staff person to participate in the Data Sharing Group. The purpose of the Data Sharing Group is to develop processes for submitting RCORP data for both uploading into the online data repository and the HRSA Performance Improvement Measurement System (PIMS). Contractor will be responsible for providing the required RCORP PIMS data. Manager will provide a template for use. PIMS data will be due on the 5th of each concurrent month, beginning in October 2025 and ending in September 2026 (i.e., 11/5/25, 12/5/25, 1/5/26, etc.). All PIMS Data and associated metrics should be emailed directly to the RCORP Data Coordinator using template(s) provided via RCORP Impact Management.
4. Contractor Primary Contact identified in Exhibit 4 actively participates in the development of the annual sustainability plan. Manager will provide further guidance; expected activities include participating in planning calls and providing input to the draft plan.

Exhibit 3-Contractor's Fees

The total hours of work required and any costs incurred to complete the Project and the activities listed in Exhibit 1 are the responsibility of Contractor for the Contractor's Fees. No costs will be compensated outside of those included in the Contractor's Fees as set forth below unless by prior written approval of Manager, in Manager's sole discretion. For Contractor's Fees for Contractor's Services, conditioned upon the timely and effective communication of all Deliverables in accordance with their respective Schedule, Manager shall pay Contractor the Contractor's Fees as set forth below:

In consideration for satisfactory performance of these Services as outlined in Exhibit A, Manager agrees to pay Contractor on a reimbursement basis up to a maximum of \$75,000 based upon the completion of deliverables and satisfactory progress on the work plan. Payments will be remitted following receipt of an invoice for services along with supporting back-up documentation of actual expenditures incurred. Acceptable expenditures shall be in alignment with the Grant budget below.

- Personnel and fringe benefits
- Local travel
- Office, medical and educational supplies
- Training-related expenses

Please send/email invoices and reports to the Manager Payment Contact listed below:

Name: Anna Godwin

Organization: Wilson County Substance Prevention Coalition

Address: 113 Nash Street SE, Wilson, NC 27893

Email: agodwin@wilcoprevention.org

Invoice Deadline Dates:

December 15, 2025 (for Effective Date – November 30, 2025)

March 15, 2026 (for December 1, 2025 – February 28, 2026)

June 15, 2026 (for March 1 – May 31, 2026)

August 31, 2026 (for June 1 – August 31, 2026)

Exhibit 4-Primary Contacts for Agreement

Wilson County Substance Prevention Coalition-Manager

Name, Title: Anna Godwin, Executive Director

Address: 2860 Ward Blvd Suite C, Wilson, NC 27893

Email: agodwin@wilcoprevention.org

Phone: (252) 991-7267

Warren County Health Department-Contractor

Primary Contact (if different from signatory on page four)

Name, Title: Dr. Margaret Brake, Health Director

Address: 544 West Ridgeway Street, Warrenton, NC 27589

Email: MargaretBrake@warrencountync.gov

Phone: (252) 257-6000

Secondary Contact

Name, Title: Rhonda Mushaw, Health Education Supervisor

Address: 544 West Ridgeway Street, Warrenton, NC 27589

Email: RhondaMushaw@warrencountync.gov

Phone: (252) 257-6012

Data Workgroup Contact

Name, Title: Pamela Letchworth, Data Coordinator

Address: 2860 Ward Blvd Suite C, Wilson, NC 27893

Email: pletchworth@wilcoprevention.org

Phone: (252) 991-7267

Other Contact

Name, Title: Wenona Mills, Director of Nursing

Address: 544 West Ridgeway Street, Warrenton, NC 27589

Email: WenonaMills@warrencountync.gov

Phone: (252) 257-6001

Other Contact

Name, Title: Brittley Harris, Health Educator

Address: 544 West Ridgeway Street, Warrenton, NC 27589

Email: BrittleyHarris@warrencountync.gov

Phone: (252) 257-6017

2026 WARREN COUNTY BOARD OF COMMISSIONERS REGULAR MEETING AND WORK SESSION SCHEDULE

January 5, 2026	Regular Meeting	Agenda Meeting 2:30 12/23/25
January 21, 2026	Budget Prep Work Session	Agenda Meeting 2:30 1/7/26
February 2, 2026	Regular Meeting	Agenda Meeting 2:30 1/22/26
February 18, 2026	Work Session	Agenda Meeting 2:30 2/4/26
March 2, 2026	Regular Meeting	Agenda Meeting 2:30 2/19/26
April 6, 2026	Regular Meeting	Agenda Meeting 2:30 3/25/26
April 15, 2026	Work Session	Agenda Meeting 2:30 4/1/26
May 4, 2026	Regular Meeting/Budget Pres.	Agenda Meeting 2:30 4/22/26
June 1, 2026	Regular Meeting/Budget Public Hearing	Agenda Meeting 2:30 5/20/26
June 17, 2026	Work Session	Agenda Meeting 2:30 6/3/26
July 6, 2026	Regular Meeting	Agenda Meeting 2:30 6/24/26
August 3, 2026	Regular Meeting	Agenda Meeting 2:30 7/22/26
August 19, 2026	Work Session	Agenda Meeting 2:30 8/5/26
September 14, 2026	Regular Meeting	Agenda Meeting 2:30 9/2/26
October 5, 2026	Regular Meeting	Agenda Meeting 2:30 9/23/26
October 21, 2026	Work Session	Agenda Meeting 2:30 10/7/26
November 2, 2026	Regular Meeting	Agenda Meeting 2:30 10/22/26
December 7, 2026	Regular Meeting	Agenda Meeting 2:30 11/25/26
December 16, 2026	Work Session	Agenda Meeting 2:30 12/2/26

2026 Holiday Schedule

Holiday	Observance Date	Day of Week
New Year's Day	January 1, 2026	Thursday
Martin Luther King, Jr. Birthday	January 19, 2026	Monday
Good Friday	April 3, 2026	Friday
Memorial Day	May 25, 2026	Monday
Independence Day	July 3, 2026	Friday
Labor Day	September 7, 2026	Monday
Veterans Day	November 11, 2026	Wednesday
Thanksgiving	November 26 & 27, 2026	Thursday & Friday
Christmas	December 24, 25 & 28, 2026	Thursday, Friday & Monday

MEMORANDUM

TO: Warren County Board of Commissioners

FROM: Charles Murray Jr., Interim Finance Director

DATE: November 25th, 2025

RE: Direct staff to file an application to LGC for EMS Equipment

LGC Application

1. Action needed:
Direct staff to file a LGC application requesting approval for a lease purchase option that occurred in August 2024 for EMS Upgrade of Equipment not to exceed \$3,267,951.

**Warren County
Health Department**

544 West Ridgeway Street
Warrenton, N.C. 27589
(252) 257-1185
Fax (252) 257-2897



Margaret Brake, DHA, MHA
Health Director

MEMORANDUM

TO: Paul Pulley
Clerk to the Board of County Commissioners

FROM: Dr. Margaret Brake *MB*
Health Director

DATE: November 20, 2025

RE: Statements of Interest to Serve on Health Board

The Warren County Board of Health at its November 18, 2025 meeting reviewed and approved the Statement of Interest to Serve Dr. James Crenshaw (Dentist), Dr Robert Stewart (Medical Doctor), Dr. Christian O'Malley (Veterinarian) and Latarshia Turner-Brothers. They are recommending that Dr. Crenshaw, Dr. Stewart, and Dr. O'Malley be considered for re-appointment to the Warren County Board of Health. These positions are required by NCGS 130A-35. They are also recommending Mrs. Turner-Brothers to serve as the Member At Large replacing Mrs. Eva Brown.

Thanks for your assistance in this matter.