

Alamance County
Board of Commissioners
AGENDA



April 7, 2025, 9:30 AM
Commissioners' Meeting Room
124 West Elm Street
Graham, NC 27253

Pages

1. CALL TO ORDER - CHAIRMAN PAISLEY
2. INVOCATION AND PLEDGE OF ALLEGIANCE - VICE CHAIR CARTER
3. APPROVAL OF THE AGENDA
4. PROCLAMATIONS
 - 4.a **Proclamation: Litter Sweep (April 12-26, 2025)** 3
*Katie Snider, Director of New Leaf Society
 - 4.b **Proclamation: National Therapy Animal Day (April 30, 2025)** 7
 - 4.c **Proclamation: Child Abuse Prevention Month - DSS** 9
*Candice Gobble, Director of Social Services
 - 4.d **Proclamation: National Public Safety Telecommunicators Week** 11
*Stephen Sigmon, Director of Central Communications & C-Comm Staff
5. PUBLIC COMMENTS
(Citizens may address the Board for no more than 3 minutes)

For a complete review of the Public Comment Policy, please click here:

<https://www.alamance-nc.com/commissioners/wp-content/uploads/sites/2/2022/03/6-6-22-BOC-Public-Comment-and-Public-Hearing-Policy-Final-sm.pdf>
6. CONSENT AGENDA
Items listed under Consent are generally of a routine nature. The Board may take action to approve/disapprove all items in a single vote. Any item may be withheld from a general action, to be discussed and voted upon separately at the discretion of the Board.
 - 6.a **Budget Amendment 10** 13
The Board will consider amending the County Renovations and Repair Fund to increase by \$4,468,172.
 - 6.b **Resolution Designating Official Banking Depositories of Alamance County** 15
Approval of a resolution designating official depositories for Alamance County.

6.c	Parks – Parks and Recreation Trust Fund (PARTF) Grant Application Alamance County Recreation and Parks is seeking approval to apply for the 2025 North Carolina State Parks and Recreation Trust Fund grant for the revitalization of the Carolina Mill property.	17
6.d	North Carolina Department of Environmental Quality Division of Water Infrastructure Spring 2025 Application for Funding Permission to Apply to the North Carolina Department of Environmental Quality Division of Water for Funding in an approximate amount of \$900,000 for a waterline to be extended to six (6) residences to ensure clean drinking water for those residential wells that have been impacted by Emerging Contaminants (PFAS) along Swepsonville-Saxapahaw Rd. (see attached map). NCDEQ has encouraged us to apply for this grant. There is no required county match for these funds. The application deadline is April 30th 2025.	18
6.e	APPROVAL OF MINUTES Board Retreat Minutes of February 17, 2025 Regular Meeting Meeting Minutes of March 3, 2025 Special Meeting Minutes of March 13, 2025 Closed Session Minutes of March 13, 2025 Regular Meeting Minutes of March 17, 2025 Closed Session Minutes of March 17, 2025	30
7.	PRESENTATIONS/OTHER BUSINESS	
7.a	Proposed Capital Improvement Plan for Fiscal Years 2026-2030 - County Manager York The Capital Improvement Plan (CIP) is being presented as information only at this meeting. The Manager proposes adoption of the CIP at the Board’s June 16th meeting.	56
7.b	Holiday Pay Policy - County Attorney Stevens & County Manager York Review revised the two options for a policy regarding holiday pay.	57
8.	COUNTY ATTORNEY'S REPORT	
9.	COUNTY MANAGER'S REPORT	
10.	COMMISSIONERS' COMMENTS	
11.	ADJOURNMENT	



Alamance County Board of Commissioners

ACTION ITEM AGENDA ITEM

MEETING DATE: 4/7/2025

DATE SUBMITTED: 3/17/2025

FROM: Tory Frink

DEPT: County Clerk's Office

AGENDA TITLE: Litter Sweep (April 12-26, 2025)

TO: Alamance County Board of Commissioners

ISSUE/ACTION REQUESTED:

Recognition of Litter Sweep (April 12-26, 2025) in Alamance County.

BACKGROUND/PURPOSE OF REQUEST:

New Leaf Society has requested this proclamation. Proclaiming Litter Sweep in Alamance County would coincide with the NC Department of Transportation's Spring Litter Sweep Campaign.

RECOMMENDATION:

Staff recommends the recognition.

ATTACHMENTS:

ALAMANCE COUNTY BOARD OF COMMISSIONERS
Proclamation

Proclaiming April 12-26, 2025, as
“Litter Sweep”

WHEREAS, the North Carolina Department of Transportation (NCDOT) organizes a biannual statewide roadside litter removal initiative known as Litter Sweep, aimed at fostering cleaner, more sustainable communities; and

WHEREAS, dedicated volunteers, along with local maintenance crews, generously devote their time and effort during this initiative to safely remove litter from our roadsides, supported by NCDOT through local program coordinators; and

WHEREAS, Alamance County residents, municipalities, and organizations are invited to participate in Litter Sweep by New Leaf Society, a nonprofit organization that works to improve the County’s curb appeal; and

WHEREAS, local governments have an essential role in promoting clean communities through both public works and leadership by example, inspiring citizens to take action; and

WHEREAS, communities that are free from litter are more aesthetically pleasing, environmentally sound, and healthier places to live; and

WHEREAS, spring represents a season of renewal, a time to celebrate the beauty of nature and the importance of maintaining a clean and sustainable environment;

NOW, THEREFORE, BE IT RESOLVED THAT WE, The Alamance County Board of Commissioners, do hereby proclaim, April 12-26, 2025, as **“Litter Sweep”** in Alamance County and urge all citizens to help protect and enhance the beauty of Alamance County by reducing litter.

This the 7th day of April 2025.

Alamance County Board of Commissioners

John Paisley, Jr., Chairman

Attest:

Tory Frink, Clerk to the Board

March 17, 2025

Alamance County Board of Commissioners
John P. Paisley, Chair
124 West Elm Street
Graham, NC 27253



cc: Tory Frink, Kelly Allen

Dear Chairman Paisley,

Greetings from New Leaf Society (NLS). As you know, NLS is a 501(c)(3) nonprofit organization that works to improve the curb appeal of Alamance County. We achieve this by forming public-private partnerships with local municipalities to improve landscaping in public spaces, such as roadways, gateways, parks, and downtown business districts. In addition to landscaping projects, NLS actively participates in environmental celebrations, sustainability initiatives, planting days, and litter campaigns.

Considering that you are among our valued municipal partners, we are writing today to request that the Alamance County Commissioners proclaim the weeks of April 12-26, 2025, as Alamance County's Litter Sweep to coincide with the North Carolina Department of Transportation's Spring Litter Sweep campaign. In 2024, NCDOT invested \$25.8 million statewide to collect 12.7 million pounds of litter. To combat this growing issue, NCDOT invites volunteers to participate in this biannual event and provides essential supplies, including orange trash bags, protective gloves, and volunteer reflective vests. NCDOT maintenance crews also participate and collect the trash bags left by volunteers along the right-of-way. For more details about participation, please contact Alamance County's local coordinator, Ann Bratton, at eabratton@ncdot.gov.

As a group of active volunteers, business leaders, and stakeholders, NLS believes that efforts to enhance the appearance of our communities' roadways and public greenspaces are diminished by the presence of litter. It will take an ongoing and coordinated effort from community leaders across the County to raise awareness of this issue and to encourage citizens to take initiative in their own communities. We hope you will consider holding a Litter Sweep within your organization, as well. Please find attached more information about NCDOT's Litter Sweep, plus a sample proclamation to use for this occasion. We hope you will read the proclamation aloud at your April 7th Commissioners' meeting.

Thank you for your consideration of the transformative work that NLS and its partners are undertaking for the benefit of Alamance County's residents. We appreciate your time and attention for understanding this need.

Sincerely,

Allen E. Gant, Jr.
Chairman, New Leaf Society

New Leaf Society Board of Directors

Kelly May, President • Gade Lander, Vice President • Lisa McDaniel, Secretary • Tom McGowen, Treasurer
Kelly Allen • Teresa Chandler • David Cheek • Mark Danieleley • Julie Dixon-Green • Trip Durham • David Foy
Laine Francis • Denise Gant • Tracey Grayzer • Ellen Greenson • Elizabeth Hood • Sam Hunt, IV • Janet Latham
Julie Myers • Jill Plunkett • Matt Roberts • Emily Robinson • Dick Shirley • Ronnie Wall • Ray Womack
Honorary Members: Janice Burgess & Rett Davis
NLS Director: Katie Snider

New Leaf Society Technical Committee

Kyle Albright • Kelly Allen • Sandi Bagby • Jason Barnhill • Mark Danieleley • Aaron Holland • Alan Idol
Kelly May • Lori Oakley • Gary Smith • Hanna Smith • Grace VandeVisser • Cameron West

SPRING LITTER SWEEP



**N.C. Department
of Transportation
Biannual Cleanup Drive**

April 12-26, 2025

ncdot.gov/littersweep

Share your clean-up photos at #LitterSweepNC

→ Volunteer Locally!

Forms, posters, and telephone listings
are available on our website.





Alamance County Board of Commissioners

ACTION ITEM AGENDA ITEM

MEETING DATE: 4/7/2025

DATE SUBMITTED: 3/18/2025

FROM: Tory Frink

DEPT: County Clerk's Office

AGENDA TITLE: National Therapy Animal Day (April 30, 2025)

TO: Alamance County Board of Commissioners

ISSUE/ACTION REQUESTED:

Recognition of April 30th as National Therapy Animal Day.

BACKGROUND/PURPOSE OF REQUEST:

Pet Partners created National Therapy Animal Day to recognize and honor therapy dogs and therapy animals who partner with their human companions (handlers) to bring comfort and healing to those in need, raise awareness, and educate the public about the role therapy animals play in enhancing the health and well-being of humans. Dedicated handlers volunteer during hospital visits, pediatric care units, schools, and assisted living facilities.

Alamance County Public Libraries has the PAWS for Reading Program that helps children ages 6-12 improve their reading skills for 15 minutes by reading to a registered therapy animal in a one-on-one session.

RECOMMENDATION:

Staff recommends the recognition.

ATTACHMENTS:

ALAMANCE COUNTY BOARD OF COMMISSIONERS

Proclamation

“National Therapy Animal Day”

WHEREAS, there are thousands of Pet Partners therapy animal teams serving in communities across the United States; and

WHEREAS, Pet Partners has designated April 30 as National Therapy Animal Day; and

WHEREAS, scientific research shows that interacting with therapy animals can reduce stress, relieve depression, slow heart rate, lower blood pressure and strengthen the immune system; and

WHEREAS, therapy animal teams in Alamance County play an essential role in improving human health and well-being through the human-animal bond; and

WHEREAS, therapy animal teams interact with a variety of people in our community including veterans, seniors, patients, students, and those approaching end of life; and

WHEREAS, these exceptional therapy animals who partner with their human companions bring comfort and healing to those in need; and

WHEREAS, we encourage more pet owners to consider becoming Pet Partners volunteers to help our community by creating greater access to meaningful therapy animal visits.

NOW, THEREFORE, BE IT RESOLVED THAT WE, The Alamance County Board of Commissioners, do hereby proclaim, April 30, 2025, as **“National Therapy Animal Day”** in Alamance County and encourage our citizens to celebrate our therapy animals and their human handlers. Further, I publicly salute the service of therapy animal teams in our community and in communities across the nation.

This the 7th day of April 2025.

Alamance County Board of Commissioners

John Paisley, Jr., Chairman

Attest:

Tory Frink, Clerk to the Board



Alamance County Board of Commissioners

ACTION ITEM AGENDA ITEM

MEETING DATE: 4/7/2025

DATE SUBMITTED: 3/31/2025

FROM: Candice J. Gobble, Director

DEPT: Department of Social Services

AGENDA TITLE: DSS – Child Abuse Prevention Month Proclamation

TO: Alamance County Board of Commissioners

ISSUE/ACTION REQUESTED:

Child Abuse Prevention Month

BACKGROUND/PURPOSE OF REQUEST:

Every child deserves to grow up with nurturing relationships, positive experiences and hope for the future. Child Abuse Prevention Month is an opportunity for communities across North Carolina to come together and act in creating the conditions for positive childhoods. This year's national theme, "Powered by Hope, Strengthened by Prevention" emphasizes the importance of proactive efforts that support families, strengthen communities and ensure all children have the opportunity for a bright future.

RECOMMENDATION:

Click or tap here to enter text.

ATTACHMENTS:

ALAMANCE COUNTY BOARD OF COMMISSIONERS

Proclamation

Child Abuse Prevention Month

April 2025

WHEREAS, in Fiscal Year 2023-2024, 1,142 reports of suspected child maltreatment were assessed by Alamance County Child Protective Services; and

WHEREAS, children are vital to our state's future success, prosperity, and quality of life as well as being our most vulnerable assets; and

WHEREAS, all children deserve to have safe, stable, nurturing homes and communities they need to foster their healthy growth and development; and

WHEREAS, preventing child abuse and neglect is a community responsibility affecting both the current and future quality of life of a community; and

WHEREAS, communities that provide parents with social support, knowledge of parenting and child development, and concrete resources they need to cope with stress and nurture their children ensure all children grow to their full potential; and

WHEREAS, effective child abuse prevention strategies succeed because of partnerships created among residents, human service agencies, schools, faith communities, health care providers, civic organizations, law enforcement agencies, and the business community; and

WHEREAS, communities must make every effort to promote programs and activities that create strong and thriving children and families; and

WHEREAS, we acknowledge that we must work together as a community to increase awareness about child abuse and promote the social and emotional well-being of children and families in a safe, stable, and nurturing environment; and

WHEREAS, prevention remains the best defense for our children and families.

NOW THEREFORE, we, the Alamance County Board of Commissioners do hereby recognize the month of April as National Child Abuse Prevention Month in the County of Alamance and urge all residents, community agencies, faith groups, medical facilities, elected leaders, and businesses to join in the support of creating healthy families, and taking a stand against the abuse of our community's children.

Signed this 7th day of April 2025

ALAMANCE COUNTY BOARD OF COMMISSIONERS

John Paisley Jr., Chairman

Attest:

Tory Frink, Clerk to the Board



Alamance County Board of Commissioners

ACTION ITEM AGENDA ITEM

MEETING DATE: 4/7/2025

DATE SUBMITTED: 4/2/2025

FROM: Stephen Sigmon

DEPT: Central Communications

AGENDA TITLE: Proclamation: National Public Safety Telecommunicators Week

TO: Alamance County Board of Commissioners

ISSUE/ACTION REQUESTED:

Central Communications is asking the Board to consider recognizing National Public Safety Telecommunicators Week, April 13-19, 2025.

BACKGROUND/PURPOSE OF REQUEST:

National Public Safety Telecommunicators Week (NPSTW) is held annually during the second week of April to honor public safety telecommunicators for their commitment, service, and sacrifice. Patricia Anderson of the Contra Costa County Sheriff's Office started NPSTW in 1981.

In 1994, President Clinton signed Presidential Proclamation 6667, declaring the second week of April as NPSTW. This is a time to celebrate and thank telecommunications personnel nationwide who serve our communities, citizens, and public safety personnel 24 hours a day, seven days a week.

RECOMMENDATION:

Staff recommends this recognition.

ATTACHMENTS:

ALAMANCE COUNTY BOARD OF COMMISSIONERS

Proclamation

“National Public Safety Telecommunicators Week”

April 13-19, 2025

WHEREAS, emergencies can occur at any time that require law enforcement, fire or emergency medical services;

WHEREAS, when an emergency occurs the prompt response of sheriff deputies, police officers, firefighters and paramedics is critical to the protection of life and preservation of property;

WHEREAS, the safety of our law enforcement, firefighters and paramedics is dependent upon the quality and accuracy of information obtained from citizens who telephone the Alamance County 911 Emergency Communications Center;

WHEREAS, Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and Alamance County Telecommunicators are the first point of contact for any emergency for the entire county including all municipalities within Alamance County;

WHEREAS, Public Safety Telecommunicators are the single vital link for our sheriff deputies, police officers, firefighters and paramedics by monitoring their activities by radio, providing them pertinent information and ensuring their safety;

WHEREAS, Public Safety Telecommunicators of the Alamance County 911 Center have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients by providing lifesaving instructions including but not limited to CPR, Childbirth, Choking, Bleeding Control, Mental Health Crisis;

WHEREAS, each Telecommunicator has exhibited compassion, understanding and professionalism during the performance of their job in the past year;

NOW, THEREFORE, BE IT RESOLVED THAT WE, The Alamance County Board of Commissioners, do hereby proclaim, April 13-19, 2025, as **“National Public Safety Telecommunicators Week”** in Alamance County in honor of the men and women whose diligence and professionalism keep our county, citizens and first-responders safe.

This the 7th day of April 2025.

Alamance County Board of Commissioners

John Paisley, Jr., Chairman

Attest:

Tory Frink, Clerk to the Board



Alamance County Board of Commissioners
BUDGET AMENDMENT AGENDA ITEM

MEETING DATE: 4/7/2025

DATE SUBMITTED: 3/28/2025

FROM: Rebecca Crawford

DEPT: Budget and Management Services

AGENDA TITLE: Budget Amendment 10

TO: Alamance County Board of Commissioners

ISSUE/ACTION REQUESTED:

The Board will consider amending the County Renovations and Repair Fund to increase by \$4,468,172.

BACKGROUND/PURPOSE OF REQUEST:

County Renovations & Repair Fund

1. Recreation and Parks

The Parks Department received notification of multiple grant awards as detailed below to support land acquisition of the Alston/Austin Quarter Tract. This property is located along the Haw River and will function as a riparian buffer to provide environmental protection for surface waters. Funds will be appropriated to the County Renovations and Repair Fund and will be matched by \$1,650,000 from the Landfill Fund as the property purchase will provide additional buffer to the Alamance County Landfill. The total amount to be appropriated to the County Renovations and Repair Fund equals \$4,468,172.

- a. \$4,000,000 from the North Carolina Land and Water Fund (NCLWF) division of the North Carolina Department of Natural and Cultural Resources.
- b. \$218,172 from the North Carolina Complete the Trails Program to be used as matching funds for the NC Land and Water Fund grant.
- c. \$250,000 from Friends of the Mountains to Sea to be used as matching funds for NC Land and Water Fund grant.

Austin Quarter Tract

County Renovation and Repair Fund	FY24-25 Current Revised Budget	Budget Amendment 10	FY24-25 Revised Budget
Grant Funds	\$0	\$4,468,172	\$4,468,172
Total Revenue	\$0	\$4,468,172	\$4,468,172

Austin Quarter Tract	\$0	\$4,468,172	\$4,468,172
Total Expenditures	\$0	\$4,468,172	\$4,468,172

Budget Amendment 10 Fund Summary

Budget Amendment Items	County Renovations and Repair Fund
FY24-25 Current Revised Budget	\$46,971,732
1. Recreation and Parks	
1a. NCLWF	\$4,000,000
1.b. NC Complete the Trails	\$218,172
1.c. Friends of the Mountains to Sea Trail	\$250,000
FY24-25 New Revised Budget	\$51,439,904
Net Change	\$4,468,172

RECOMMENDATION:

The Board will consider amending the County Renovations and Repair Fund to increase by \$4,468,172.

ATTACHMENTS:



Alamance County Board of Commissioners

ACTION ITEM AGENDA ITEM

MEETING DATE: 4/7/2025

DATE SUBMITTED: 3/28/2025

FROM: Susan Evans

DEPT: Finance

AGENDA TITLE: Resolution Designating Official Banking Depositories of Alamance County

TO: Alamance County Board of Commissioners

ISSUE/ACTION REQUESTED:

Approval of a resolution designating official depositories for Alamance County.

BACKGROUND/PURPOSE OF REQUEST:

Per NCGS 159-31, the governing board of each local government and public authority shall designate its official depositories. This resolution adds First Citizens as a provider of safekeeping/custodial services.

RECOMMENDATION:

Staff recommends approval of this item.

ATTACHMENTS:

RESOLUTION DESIGNATING OFFICIAL BANKING DEPOSITORIES OF ALAMANCE COUNTY

WHEREAS, it is the desire of the Board of Commissioners that all public funds of Alamance County, North Carolina (hereafter the "County") be deposited in a secure, efficient and effective manner; and

WHEREAS, it is the responsibility of the Finance Officer to supervise the receipt, custody and disbursement of the public funds of the County; and

WHEREAS, current official depository lists date to 2022; and

WHEREAS, the designated official depositories list requires an update due to changes in the services provided by the banking institutions utilized by the County.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for the County of Alamance:

1. The Finance Officer of Alamance County is authorized and directed to deposit funds of the County in the following depositories for the purposes specified:
 - central depository – Wells Fargo Bank N.A.
 - safekeeping – First-Citizens Bank & Trust Company
 - inmate custodial and trust services – First Horizon
 - procurement cards – Bank of America
 - debt proceeds - Truist Bank and JP Morgan
2. Certified copies of this resolution shall be forwarded to the depositories designated herein.
3. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.
4. All acts and doings of officers, employees and agents of the County, whether taken prior to, on, or after the date of this Resolution, that are in conformity with and in the furtherance of the purposes and intents of this Resolution as described above shall be, and the same hereby are, in all respects ratified, approved and confirmed.
5. This resolution is effective upon its adoption.

This the 7th day of April, 2025.

ATTEST

BOARD OF COMMISSIONERS FOR THE
COUNTY OF ALAMANCE

Tory M. Frink, Clerk

By: _____
John P. Paisley, Jr., Chairman

APPROVED AS TO FORM

County Attorney



Alamance County Board of Commissioners

ACTION ITEM AGENDA ITEM

MEETING DATE: 4/7/2025

DATE SUBMITTED: 3/26/2025

FROM: Jamie Merchel

DEPT: Recreation and Parks

AGENDA TITLE: Parks – Parks and Recreation Trust Fund (PARTF) Grant Application

TO: Alamance County Board of Commissioners

ISSUE/ACTION REQUESTED:

Alamance County Recreation and Parks is seeking approval to apply for the 2025 North Carolina State Parks and Recreation Trust Fund grant for the revitalization of the Carolina Mill property.

The department is not seeking any match funding from the general fund for this project.

BACKGROUND/PURPOSE OF REQUEST:

The proposed project aims to clear the site and remove the remaining debris of the Carolina Mill, which was destroyed by arson in 2023, as well as improve and expand the current parking lot located on-site. In doing so, this will restore accessibility to the one-mile riverfront hiking trail (Haw River State Trail and Mountains to Sea Trail), which is currently blocked by debris, and create a much-needed natural recreational space for the surrounding community. The project will preserve green space, protect one of North Carolina's longest mill races and lay the foundation for future amenities that meet the community's needs while providing an area for recreational use

RECOMMENDATION:

Click or tap here to enter text.

ATTACHMENTS:



Alamance County Board of Commissioners

ACTION ITEM AGENDA ITEM

MEETING DATE: 4/7/2025

DATE SUBMITTED: 3/28/2025

FROM: Bruce Walker

DEPT: County Management

AGENDA TITLE: North Carolina Department of Environmental Quality Division of Water Infrastructure Spring 2025 Application for Funding

TO: Alamance County Board of Commissioners

ISSUE/ACTION REQUESTED:

Permission to Apply to the North Carolina Department of Environmental Quality Division of Water for Funding in an approximate amount of \$900,000 for a waterline to be extended to six (6) residences to ensure clean drinking water for those residential wells that have been impacted by Emerging Contaminants (PFAS) along Swepsonville-Saxapahaw Rd. (see attached map). NCDEQ has encouraged us to apply for this grant.

There is no required county match for these funds. The application deadline is April 30th 2025.

BACKGROUND/PURPOSE OF REQUEST:

Conversations between County Staff, NCDEQ, and the Town of Swepsonville indicate that the Town of Swepsonville will be supportive of this project and will allow the County to tie onto an existing Town waterline to extend water to the six (6) residences whose wells have been impacted. All Emerging Contaminant Funding will be offered as 100% Principal Forgiveness Loans. Applications will be scored based on the established Priority Rating System.

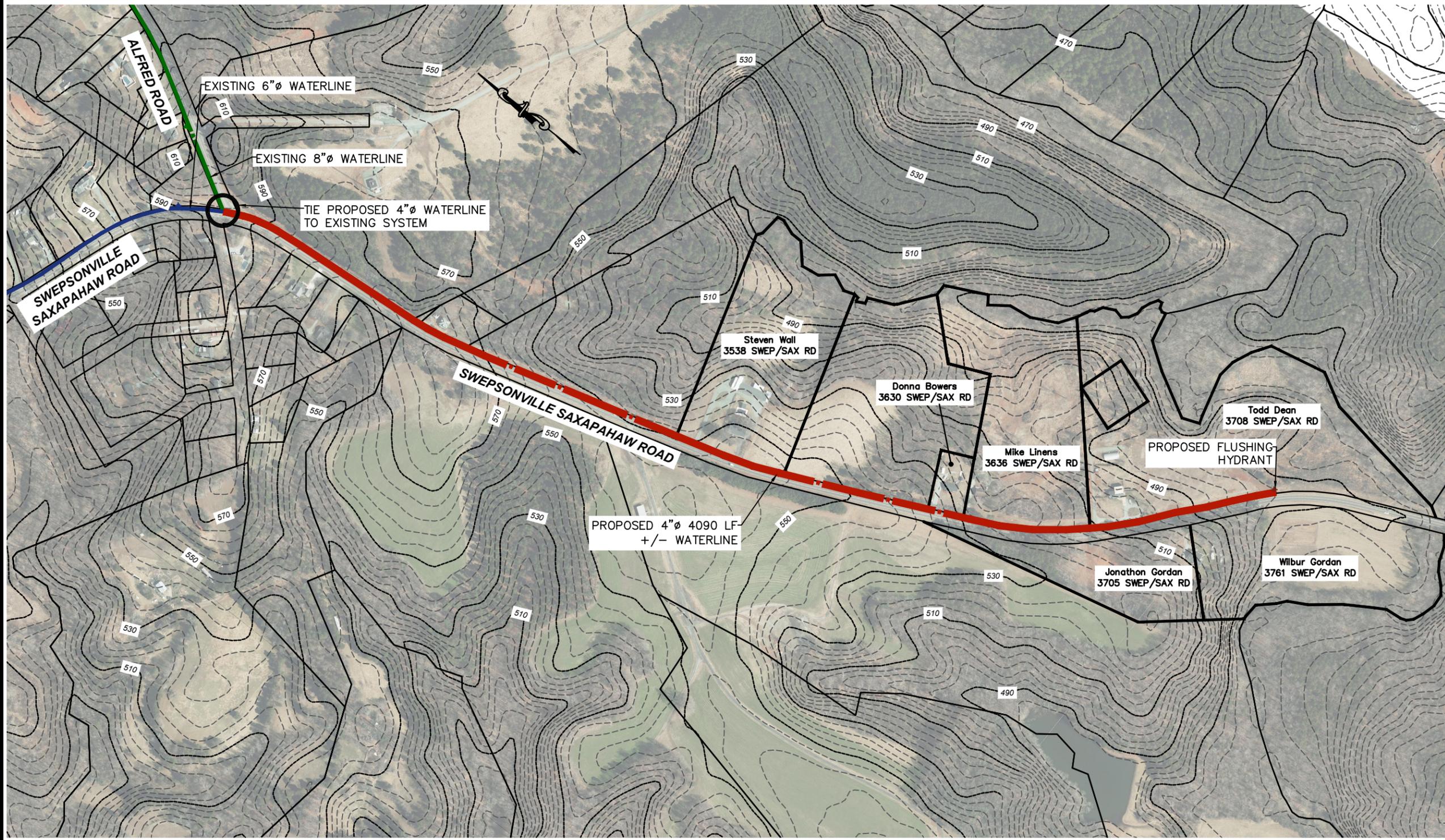
PFAS is a group of emerging chemical compounds in the news over the last few years at the State and Federal levels. In late summer of 2024, NCDEQ set Maximum Standards goals for levels of PFAS in drinking water. The Haw River assembly tested residential drinking wells based on these new standards. After their testing yielded levels above the new standards, they notified NCDEQ, their state representatives, and Alamance County. NCDEQ also tested these wells and then contacted Alamance County, and they are working with us on additional testing.

Funding associated with this application will be used to extend potable water from the Town of Swepsonville's water system near the intersection of Swepsonville-Saxapahaw Road and Alfred Road, for a waterline to be extended to six (6) residences to ensure clean drinking water for those residential wells that have been impacted along Swepsonville-Saxapahaw Road. The NCDEQ has encouraged us to apply for this funding/grant opportunity.

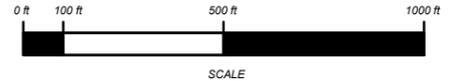
RECOMMENDATION:

If the Board approves Alamance County to apply for the Funding/Grant then please approve resolution for the Grant that is needed to receive the funds and manage the project. This is needed for the funding/grant materials we are submitting to NCDEQ.

ATTACHMENTS:



**ALAMANCE COUNTY PROPOSED
WATER SYSTEM IMPROVEMENTS**



MUNICIPAL ENGINEERING, INC.
 68 SHIPWASH DRIVE, GARNER, NC 27529 • PHONE: 919-772-5393
 P.O. BOX 349, BOONE, NC 28607 • PHONE: 828-262-1767
 LICENSE NUMBERS: F-0812 & C-586



**ALAMANCE COUNTY PROPOSED
WATER SYSTEM IMPROVEMENTS
NORTH CAROLINA**

DATE	BY	REV	DESCRIPTION

PROPOSED WATER LAYOUT

SCALE: AS SHOWN
 DATE: 03/27/2025
 DRWN BY: R. MOSS
 CHKD BY: B. CLAWSON
 PROJECT NUMBER:
 DRAWING NO. SHEET NO.



North Carolina Department of Environmental Quality

Division of Water Infrastructure

Spring 2025 Application for Funding

(Last updated February 2025)



Low-interest loans, principal forgiveness (PF), and grants from the Drinking Water State Revolving Fund (DWSRF) and the Clean Water State Revolving Fund (CWSRF) are available for the Spring 2025 funding round. Principal forgiveness (PF) for construction projects from the Infrastructure Investment and Jobs Act (IIJA) DWSRF Emerging Contaminants (DWSRF-EC-C) funds and IIJA Clean Water State Revolving Fund (CWSRF-EC-C) are available for projects addressing PFAS contamination in drinking water and wastewater. **Note: Funding for DWSRF-EC and CWSRF-EC study projects is now available on a rolling basis. A separate application for these projects is available on the Application Forms and Additional Resources page of the website.** Low-interest CWSRF loans are available for green projects such as stormwater quality infrastructure, stream restoration, reclaim water, or energy efficiency projects.

Complete this Application for Funding form and submit it along with required additional forms and documents to the Division of Water Infrastructure for consideration.

Note: there is a different application form for Lead Service Line Inventorying and Replacement funding as well as EC study funding.

Spring 2025 applications are due **Wednesday, April 30, at 5:00pm.**

Instructions for Completing the NC DEQ Division of Water Infrastructure Application for Funding

(Last updated: February 2025)

The following instructions relate to completing the Application for Funding form for loan and grant funding programs offered by the Division of Water Infrastructure (the Division), attached below. Please follow these directions when completing the form. In some cases, the instructions may refer you to the Division's [applications webpage](#) for additional information that may be helpful. Such cases are noted below.

Note: there is a different application form for Lead Service Line Replacement and EC Study projects.

Section 1 – General Information

This section contains information the Division will need to process your application. Complete each blank as directed below.

- Applicant Name** – Provide the official name of your local government unit (LGU) or utility or organization eligible to apply for funding (e.g., Town of Anytown, Bixby Sanitary District).
- County** – List the county(ies) in which the Applicant is located.
- Unique Entity Identifier (UEI)** – Use www.sam.gov to find your Unique Entity Identifier number. The UEI replaces the former DUNS number. Make sure your number is up to date.
- Federal Tax ID #** – Needed for loan and/or grant disbursement purposes.
- PWSID #** – Public Water System ID; needed for [all drinking water projects](#).
- NPDES #** – National Pollutant Discharge Elimination System permit number; provide if applying for a project involving a [wastewater treatment system](#).
- Project Name** – Enter a project name that is short yet captures the nature of your project.
- Applicant Type** – Check the type of applicant that is applying.
- Funding Amount Requested** – Enter the amount of funding you are requesting. **Failure to provide this information will result in an incomplete application, which will not be eligible for consideration.**
- Total Project Cost** – Enter the cost of [the entire project](#), including costs that will be covered by other sources. Total Project Cost might vary from (but will not be less than) the Funding Amount Requested.
- Funding Type(s) Requested** – Check the box(es) that is/are appropriate for the project type for which you are requesting funding. **Each application will be evaluated based on the Priority Rating System (PRS) that applies to the selected funding type(s).** CWSRF Green Projects (e.g. energy reduction, stream restoration, stormwater control measures, reclaimed water) construction project applications will be reviewed according to the PRS for Wastewater Projects. Projects focused solely or primarily on addressing PFAS contamination will be reviewed according to the PRSs for Drinking Water Projects and Wastewater Projects (please claim all of the line items in the PRS that apply to your project), and will also be scored separately on the PRS line items that apply to EC construction funding – applicants for PFAS projects need only apply once and claim all line items in the full PRS that applies. Please see the [drinking water/wastewater construction guidance](#) for more information.
- Application for Existing Project** – There may be situations when an Applicant is applying for more funds for a current, ongoing project. If this is the case, please list the Agreement Number or Project

Instructions: Page 1 of 6

North Carolina Department of Environmental Quality Division of Water Infrastructure Application for Funding <small>(Last updated: February 2025)</small>		
1. General Information		
Applicant Name	County	Unique Entity Identifier (UEI)
Project Name	Federal Tax ID #	PWSID or NPDES # (if applicable)
Applicant Type	Funding Amount Requested	
<input type="checkbox"/> Municipality <input type="checkbox"/> County <input type="checkbox"/> Water and Sewer District <input type="checkbox"/> Water and Sewer Authority <input type="checkbox"/> Sanitary District	<input type="checkbox"/> Metropolitan Water/Sewerage District <input type="checkbox"/> Non-Profit Water Corporation <input type="checkbox"/> Investor-Owned Drinking Water Corporation <input type="checkbox"/> Council of Government <input type="checkbox"/> Other (Specify: _____)	Total Project Cost
Funding Type(s) Requested – Construction Projects		
<input type="checkbox"/> Wastewater <input type="checkbox"/> Wastewater Emerging Contaminants (PFAS project)	<input type="checkbox"/> Drinking Water <input type="checkbox"/> Drinking Water Emerging Contaminants (PFAS project)	
<input type="checkbox"/> CWSRF Green Project: stream restoration, stormwater SCM, reclaimed water		
If this application is for more funding for an existing project, please provide the Agreement Number or Project Numbers: _____ <i>Note: Applications for projects previously funded by the State Water Infrastructure Authority will only be considered for additional funds to cover unfunded project costs.</i>		
Acceptance of Funding Offer (for Construction Projects) Please read the Instructions page for details. Most funding available is in the form of low-interest loans. Offers of grant and principal forgiveness (PF) are based on availability and the applicant's eligibility for grants/PF. Please indicate to the Division your willingness to accept a loan and the minimum amount of grant/PF you would accept for this project. The greatest amount of grant/PF available for your application based on eligibility and availability will be offered to your application if selected, even if you are willing to accept less.		
1) I am willing to accept a low-interest loan offer for the Funding Amount Requested above. <input type="checkbox"/> Yes (stop here) or <input type="checkbox"/> No (answer the next question). <i>(Answering "Yes" does not reduce the amount of grant or PF the project will be offered if awarded. The project will be offered any grant or principal forgiveness for which it can receive based on eligibility and availability.)</i>		
2) I will only accept a funding offer if a minimum of \$_____ is offered as a grant or principal forgiveness (PF). I understand that I will not be offered any funding if the minimum requested grant/PF amount cannot be offered. <i>(In many funding rounds projects will be limited to \$100,000 in PF based on PF availability. Indicating a minimum grant/PF request above \$100,000 has a higher likelihood that a potential funding offer would not meet the minimum grant/PF requested and result in the project being bypassed for funding. Applicants should indicate the lowest amount of grant/PF required.)</i>		

Application for Funding form: Page 1 of 7

Instructions are enclosed.

Application form is attached after the Instructions. Additional forms required for completing an application are available on the Division of Water Infrastructure's [application page](#).

Instructions for Completing the NC DEQ Division of Water Infrastructure Application for Funding

(Last updated: February 2025)

The following instructions relate to completing the Application for Funding form for loan and grant funding programs offered by the Division of Water Infrastructure (the Division), attached below. Please follow these directions when completing the form. In some cases, the instructions may refer you to the Division's [applications webpage](#) for additional information that may be helpful. Such cases are noted below.

Note: there is a different application form for Lead Service Line Replacement and EC Study projects.

Section 1 – General Information

This section contains information the Division will need to process your application. Complete each blank as directed below.

- **Applicant Name** – Provide the official name of your local government unit (LGU) or utility or organization eligible to apply for funding (e.g., Town of Anytown, Bixby Sanitary District).
- **County** – List the county(ies) in which the Applicant is located.
- **Unique Entity Identifier (UEI)** – Use www.sam.gov to find your Unique Entity Identifier number. The UEI replaces the former DUNS number. Make sure your number is up to date.
- **Federal Tax ID #** – Needed for loan and/or grant disbursement purposes.
- **PWSID #** – Public Water System ID; needed for all drinking water projects.
- **NPDES #** – National Pollutant Discharge Elimination System permit number; provide if applying for a project involving a wastewater treatment system.
- **Project Name** – Enter a project name that is short yet captures the nature of your project.
- **Applicant Type** – Check the type of applicant that is applying.
- **Funding Amount Requested** – Enter the amount of funding you are requesting. **Failure to provide this information will result in an incomplete application, which will not be eligible for consideration.**
- **Total Project Cost** – Enter the cost of the entire project, including costs that will be covered by other sources. Total Project Cost might vary from (but will not be less than) the Funding Amount Requested.
- **Funding Type(s) Requested** – Check the box(es) that is/are appropriate for the project type for which you are requesting funding. Each application will be evaluated based on the Priority Rating System (PRS) that applies to the selected funding type(s). CWSRF Green Projects (e.g. energy reduction, stream restoration, stormwater control measures, reclaimed water) construction project applications will be reviewed according to the PRS for Wastewater Projects. Projects focused solely or primarily on addressing PFAS contamination will be reviewed according to the PRSs for Drinking Water Projects and Wastewater Projects (please claim all of the line items in the PRS that apply to your project), and will also be scored separately on the PRS line items that apply to EC construction funding – applicants for PFAS projects need only apply once and claim all line items in the full PRS that applies. Please see the drinking water/wastewater construction guidance for more information.
- **Funds for Existing SWIA Funded Project** – Funding Applications for projects that have Division of Water Infrastructure funds committed to the project are asked to provide the agreement number or project numbers assigned to the project. Both the Agreement Number and the Project numbers should be

included in the subject line or listed as a CC recipient for all Division letters related to the project. Providing either number allows the Division to more efficiently ensure any additional awards are provided to the existing project.

- **Application for Existing Project** – There may be situations when an Applicant is applying for more funds for a current, ongoing project. If this is the case, please list the Agreement Number or Project Numbers so that Division staff can match the application to the appropriate project. Note: Applications for projects that have been previously funded by the Authority will only be considered for additional funds to cover unfunded project costs.
- **Acceptance of Funding Offer (for construction projects only)** – There are limited grants and PF funds available each round. Projects are eligible for grant/PF up to a percentage of the funding award, based on the results of the Affordability Calculator that is part of the funding application (available on the Division’s [application page](#)), or based on the type of project. Grant/PF is also limited by caps for each funding program as follows:
 - \$500,000 PF in State Revolving Funds for most types of drinking water and wastewater construction projects. Additional \$500,000 increments (up to the applicant’s percentage eligibility) may be provided if additional PF funds are available in a funding round, but it is not possible to tell during the application stage whether any or how much additional PF above the initial \$500,000 may be available to selected projects;
 - \$5 million in DWSRF-EC-C funds for drinking water construction projects addressing PFAS.
 - No cap in the CWSRF-EC-C funds for wastewater construction projects addressing PFAS

Due to the limited PF funds available, it is common for projects to be eligible for a funding offer, but for the funding package to not meet the financial needs of the applicant. The Division does not wish to award PF funds to projects when the funding package is not sufficient to meet the financial needs of the project. This practice can put an applicant in a position to decline a funding offer that does not meet their project needs, and it ties up a portion of the limited PF funds that could be award to other eligible projects. The questions in this section of the application are used by the Division to identify projects for which a funding offer would not meet the minimum requested PF amount and bypass those projects for funding.

The first question asks if the Applicant is willing to accept a low-interest loan with no PF. Selecting “Yes” does not limit the project eligibility for PF, nor will it limit the amount of PF offered if the project has sufficient priority to be awarded PF. If you select “Yes” and the project has sufficient priority for funding and PF is available, the maximum PF that the project is eligible for will be offered. If you select “No”, continue to the second question.

The second question asks the Applicant to specify the minimum amount of PF that is needed for the project to move forward. If the project is not eligible for the minimum PF indicated in the application, or if there is insufficient PF available to be offered to meet your requested minimum PF, no funding offer (loan or grant) will be made. Keep in mind that PF is limited based on the caps listed above and on the applicant’s eligibility.

Section 2 – Drinking Water and Wastewater System Parameters (not applicable for stormwater projects)

This section contains information related to drinking water and wastewater system parameters, which is used across all programs. Please complete all blanks unless otherwise noted.

- **Residential and Non-Residential Sewer and Water Connections** – Follow the guidance found in Line Item 4.A of the *Priority Rating System Guidance and Form for Division of Water Infrastructure Construction Funding Programs* (Guidance, available on the Division’s [application page](#)). For wastewater applications, count only sewer connections. For drinking water applications, count only drinking water connections. Include only existing connections; do not include number of new connections resulting from the project.
- **Monthly Sewer and Water Bills for 5,000 gallons** – If your system offers both water and sewer service, provide the monthly bills for 5,000 gallons of use for **sewer and water, each**. These rates are (1) used to calculate Line Item 3.B operating ratio eligibility via rates to median household income; (2) used to determine points in Line Item 4.B; and (3) used to determine PF eligibility for some funding programs. See Line Item 4.B in the Guidance for more information about what is needed for this parameter.
- **Service Population** – Enter the number of individuals the utility serves directly, excluding wholesale customers. If your utility is primarily or solely a wholesale provider, please type “Wholesaler”.

Sections 3, 4, and 5 – Applicant, Application Preparer, and Engineer Contact Information

Complete this section with all pertinent information. The following bullet points contain specific information.

- **Authorized Representative Name** – This name must be either: (1) the top elected official (e.g., Mayor, Chair of the Board), (2) the top administrative official (e.g., Town Manager, Town Administrator, County Manager, CEO), or (3) must match the name listed on the Resolution by Governing Body of Applicant as the Authorized Representative. The Resolution by Governing Body authorizing filing of the application must be submitted as part of the application package. **The top elected official, top administrative official, or Authorized Representative must be the person to sign the application.**
- **Mailing Address of the Applicant** – Provide the mailing address where the Applicant receives mail. For example, if the Applicant has a PO Box, provide this information rather than the physical address.
- **Application Preparer Contact Information** – For the Application Preparer, provide the following: Preparer’s firm name, contact name, phone number, and email address.
- **Engineer Contact Information** – If your Application Preparer is the same as the Engineer Contact, check the “No” box. Section 5 may then be left blank. If the answer is “Yes”, provide the engineer’s firm name, contact name, phone number, and email address.

Note: Zip codes between PO Boxes and physical addresses may vary. If using a PO Box to receive mail, **use the zip code that matches the PO Box.**

Section 6 – Project Description

In this section, provide a brief description of the proposed project in a broad level of detail. Include the project purpose and what the project entails. For example: rehabilitation of approximately 2,000 linear feet (lf) of sewer, construction of a new well, stream restoration, construction of a new stormwater control measure, connecting 104 residences in a disadvantaged area to the water system along Orchard St., etc. Include information such as types of equipment to be included, capacity of equipment, estimates of line length, street names for sewer or waterline work, and/or neighborhoods or areas where work will occur, or benefits will accrue. **Descriptions of the work related to the major line items in the Project Budget (Sections 8a – 8c) must**

be included in the project description. For example, if approximately 2,000 lf of 4-inch, 3,000 lf of 6-inch, 4,000 lf of 8-inch pipe, are listed in the project budget, they must be listed in the project description.

For projects rehabilitating and replacing infrastructure, we recommend that if you intend to utilize all funds requested to maximize the rehabilitation and replacement work while still meeting the project purpose discussed in the project description, use approximate linear footage or other measurements and clearly identify the project areas in which the work will occur.

For construction projects that address PFAS contamination, the project description must clearly indicate that the main purpose of the project (at least 75 percent of the project cost) is to address PFAS contamination.

If your drinking water construction, wastewater construction, or emerging contaminants (PFAS) construction project will add new connections to the water and/or wastewater system (or to a new system or to a decentralized system owned, operated, and maintained by the public utility), please estimate the number of new connections in this section. For drinking water or wastewater projects that provide new public water or wastewater service to disadvantaged areas or to projects that create new public water systems to address PFAS contamination, provide the number of affected customers that will be incorporated into the new or existing public water system.

If 50 percent or more of the project cost will directly benefit one or more disadvantaged areas (see the Guidance for drinking water/wastewater construction projects for Line Item 4.C.4), please check the box. Identify the disadvantaged areas and their direct benefits from the project in the project description. Indicate in the project budget and the narrative the costs associated with the direct benefit to the disadvantaged areas.

For drinking water, wastewater construction, Emerging Contaminants construction, or CWSRF Green Projects: check the appropriate box(es) if the project is a result of a study grant (Asset Inventory and Assessment grant and/or Merger/Regionalization Feasibility grant) previously awarded by the Division or if it is a study grant that is a continuation of a previous AIA or MRF grant. If neither is the case, check None of the Above.

Section 7 – Additional Information for Consideration

In some situations, a construction project's purpose might not be listed as eligible for points under Category 1 – Project Purpose of the relevant construction project's PRS. In these situations, you may use the *Supplemental Guidance for the Ranking of Applications and Providing Additional Information for Consideration* found on the Division's [application page](#). Please note the following related to this section:

- This section does not apply to funds awarded from the Drinking Water State Revolving Fund program.
- Information for this section must fit into the space provided.

Section 8 – Project Budget for All Construction Projects and Emerging Contaminants (PFAS) Evaluation/Assessment Studies

Complete Section 8 for all construction projects and for Emerging Contaminants evaluation/assessment studies.

Complete the project budget by addressing the categories provided in the table (insert rows as needed). Total the cost amount for each line and provide the total cost amount. Please note the following related to this section:

- The project budget is **required**.

- If applying for a construction project, include the pre-construction planning costs in the budget. Final design and permitting costs are eligible as pre-construction costs.
- Note the instructions at the top of Section 8 about separating costs and labeling them to show portions of the project costs that are attributable to certain factors, such as cost components for disadvantaged areas vs. non-disadvantaged areas, portions of the project that address PFAS contamination, and replacement/rehabilitation of older water/sewer lines vs. newer lines. This can be done by adding additional lines to the project budget (e.g.: [1] construction of 720 lf of waterline extensions in disadvantaged areas, and [2] 300 lf of waterline extensions in non-disadvantaged areas). You may also add additional rows for the sole purpose of separating and labeling costs as required at the top of Section 8.
- The project budget must be signed, dated and sealed by a properly licensed Professional Engineer (PE). **If you do not provide a PE signature and seal on the budget, the application will be incomplete and not considered for funding.** Note: If not using DocuSign to seal and sign the budget, put the seal/signature on the Word document or use a wet seal/signature with a scan of the wet seal/signature.

Certification by Authorized Representative

The Authorized Representative must read and initial in the space beside each question, or use “N/A”.

Completeness Checklist

When assembling the application package, initial next to the checklist items to show that the information is in the package, if applicable. **Failure to include or properly document an item marked with * will result in the application being incomplete and ineligible for consideration of funding.** Forms are available separately on the Division’s [application page](#).

Submittal Information

Applications must be submitted electronically **no later than 5:00 pm on Wednesday, April 30, 2025.**

- Submit the application electronically at: <https://edocs.deq.nc.gov/Forms/Spring2025FundingApplication>. Follow the directions as shown on the form on the website.
- Complete the required fields, almost all of which can be found directly from this Application for Funding form.
- For construction projects addressing emerging contaminants via the IJJA SRF funds, select either Drinking Water or Wastewater.
- Upload each required document (e.g. completed Application for Funding form, Resolution by Governing Body and the Form of Certification by the Recording Officer, Narrative to Claim Points, etc.) **individually; do not upload a single file with the entire application package. Individual file sizes must be limited to 250 MB.**
- Uploading files may take several minutes and may be slow during high volume periods. **It is strongly encouraged to submit applications several days before the application due date to avoid technical difficulties.**
- Once you have submitted your application online, the applicant submitter should receive a confirmation email.

- Online submittal of the application package is sufficient for all applications.

Application Signature

Signing of this application indicates the Applicant's willingness to accept federal and state conditions. *The top elected official, the top administrative official, or the Authorized Representative who is named in the Resolution by Governing Body of Applicant must sign the application.*

Note: Use a scanned wet signature, or DocuSign signature if signing electronically.

An application without this signature is incomplete and will not be eligible for consideration.

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, The Alamance County has need for and intends to construct, plan for, or conduct a study in a project described as providing Water Service for PFAS Contaminated Wells along Swepsonville / Saxapahaw Road, and

WHEREAS, The Alamance County intends to request State loan and/or grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF ALAMANCE COUNTY:

That Alamance County, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Alamance County to make a scheduled repayment of the loan, to withhold from the Alamance County any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

If applying for a regional project, that the **Applicant** will partner and work with other units of local government or utilities in conducting the project, including the Town of Swepsonville.

That Heidi York, County Manager, the **Authorized Representative** and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Representative**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the (date adopted) at (place), North Carolina.

FORM FOR CERTIFICATION BY THE RECORDING OFFICER

The undersigned duly qualified and acting (title of officer) of the (unit of local government or applying utility) does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the (name of governing body of applicant) duly held on the _____ day of _____, 20____; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____.

(Signature of Recording Officer)

(Title of Recording Officer)

Note: an Attestation by the Clerk/Recording Officer may be used in lieu of the Form for Certification by the Recording Officer.

**MINUTES OF THE BOARD RETREAT OF THE ALAMANCE COUNTY BOARD OF
COMMISSIONERS FOR ALAMANCE COUNTY**

**February 17, 2025, 9:30 AM
Agriculture Building Auditorium
209 N. Graham-Hopedale Rd
Burlington, NC 27217**

Members Present Chairman John Paisley Jr
 Vice-Chair Steve Carter
 Commissioner Pamela Thompson
 Commissioner Ed Priola
 Commissioner Kelly Allen

CALL TO ORDER - Vice-Chair Carter

INVOCATION - Commissioner Thompson

ADJUSTMENT OR APPROVAL OF THE AGENDA

County Attorney Rik Stevens asked the Board to add a closed session to the agenda. Commissioner Allen, seconded by Commissioner Priola moved to add a closed session. That motion carried unanimously.

Moved By Commissioner Allen

Seconded By Commissioner Priola

Approval of the agenda as amended.

APPROVED AS AMENDED

**ITEM # 1 GETTING STARTED (Structure of the Day) - County Manager York 9:30 am
- 9:40 am**

County Manager York kicked off the event by mentioning that the retreat was meant to be informal and open for dialogue. She said staff was thinking longer term for direction and guidance for the upcoming fiscal year. She noted the retreat was an opportunity for the Board to communicate some of its goals and priorities and help create a vision for the Board.

Report back on focus areas from FY24-25 budget message

County Manager York stated that the current fiscal year 2024-2025 was focused on fortifying the foundation. The Board used conservative revenues and expenditure management during the current fiscal year. She reminded the Board of the support of the county workforce and addressed community, capital, and facility needs. She planned to provide the Board with a preview of some focus areas for the upcoming fiscal year.

Proposed FY 25-26 focus

County Manager York stated that the upcoming fiscal year 2025-2026 was focused on rebuilding the foundation. Staff wanted to reignite the strategic plan. She indicated that large projects were forthcoming in fiscal year 2026-2027 and noted 2027 as a revaluation year. County Manager York mentioned they wanted to focus on keeping revenues steady and provide enough detailed analysis of expenditures. This would allow the Board to make informed decisions about future county services.

ITEM # 2 REVIEW OF BOARD PROCEDURES & CLOSED SESSIONS - County Attorney Stevens 9:40 am - 9:50 am

County Attorney Stevens gave a review of the Board's rules of procedures. He stated that NC statute §153A- 40(a) required at least one public comment period to be held monthly.

County Attorney Stevens discussed when closed sessions were necessary. He mentioned that closed sessions were permitted under the statutes for several key purposes: to prevent the disclosure of information, to protect attorney-client privileges, to prevent the disclosure of real estate purchases, to keep economic development notifications private, and to keep personnel matters confidential at the county.

ITEM # 3 WHERE ARE WE & WHERE ARE WE GOING?

Susan Evans, Finance Officer, discussed fiscal policies and reviewed the capital improvement budget, debt and reserve budget management, cash management, and investments. Ms. Evans confirmed that the county followed the guidelines in the capital improvement plan budget by identifying estimated costs and potential funding sources for projects. She moved on to the debt and reserves in the fiscal policy. She noted that per the policy the target for the unassigned fund balance should be 20%. Ms. Evans mentioned that the fiscal year 2023-24 unassigned fund balance was 19.87%. She reviewed that the unassigned fund balance was the portion of funds that had not been restricted or committed for other purposes. She said the policy allowed excess funds over 20% in the fund balance to be transferred to the capital project reserves. Ms. Evans reported that the county's overall fund balance was solid.

Fund Balance Analysis

Total Fund Balance	\$96,939,918
Stabilization by State Statute	\$16,096,438

Non-Spendable Fund Balance	\$30,076
Leases	\$13,840
<u>Available Fund Balance</u>	<u>\$80,799,564</u>
Committed/Restricted	\$39,775,920

Farmland Preservation

Courthouse Renovations

Pandemic Response

Federal Grants

Unassigned Fund Balance \$41,023,644

19.87% of expenditures

Available for any use

Less than 3 months expenditures

Fund Balance Compliance

Unassigned Fund Balance \$41,023,644

Recommendation

Reclassify \$277,970 from Committed Fund Balance (Pandemic Response Funds)

Conservative Revenue & Expenditure Management 9:50 am - 10:25 am

Mid-Year Fiscal Updates - Susan Evans

Susan Evans, Finance Officer, discussed mid-year fiscal updates. She said that the fiscal year 2024-2025 county capital plan was adopted in June of 2024. She mentioned that the 5-year capital improvement and budget guidelines were being followed. Ms. Evans continued with the following points:

- Unassigned fund balance policy target of 20%
- Fiscal year 2023-2024 unassigned fund balance = 19.87%

- Unassigned fund balance \$5.7 million reduction in category from fiscal year 2022-2023

Ms. Evans said that the fiscal year 2024-2025 budget was adopted July 1, 2024 in the amount of \$225,229,852 and amended on December 31, 2024 to \$249,833,223.

5-Year General Fund Forecast - Rebecca Crawford

Rebecca Crawford, Director of Budget and Management Services, presented a graph highlighting the revenues as of December 31, 2024. She had anticipated a gap of \$17.2 million going into the 2024-2025 budget cycle. After reviewing this a year later, she said they were looking at a potential gap of \$12.2 million in revenues. She predicted that revenue sources of property and sales taxes would remain flat. Ms. Crawford noted they expected a 2% increase in revenues, but that could change based on the economy. She asked the Board to keep in mind that the \$12.2 million gap was only a projection and would adjust as they received the departmental funding requests. According to Ms. Crawford, decisions made by the Board in fiscal year 2024-2025 decreased the gap/surplus number. The reduced gap came from the increased property tax rate and lowered expenses from ABSS and court projects.

Supporting the Workforce 10:25 am - 10:50 am

Recruitment & Retention Efforts - County Manager York

County Manager York discussed how the Board had supported the county workforce as one of the priorities in the current fiscal year budget. She discussed the compensation assessment and the market study. She reminded the Board that the market study was divided into three phases. The first phase was addressing the hard-to-fill positions and the high turnover positions. County Manager York said the purpose of the market study was to ensure Alamance County was paying employees at the market mid-point. She continued that the market study was ongoing and that they wanted to continue moving the organization forward. She provided an example of paramedic pay in comparison with other peer counties before and after the market study.

Continued Initiatives - County Manager York

County Manager York discussed the number of sign-on bonuses issued for the Sheriff's Office as a recruitment tool. She reported that \$130,000 had been spent to date on those sign-on bonuses. County Manager York estimated another \$130,000 in payment for phase two. She noted that sign-on bonuses for DSS had not been a successful recruitment tool. According to DSS management, the bonuses have led to internal morale issues within the department. She said the true test of whether the sign-on bonuses for the Sheriff's Office worked as a retention tool will be in two years.

County Manager York reiterated how Phase I of the market study impacted many employees, and Phase 2 was smaller. She said that Phase 3 would include the remaining departments not

included in Phase 1 and 2. She said they will bring the results of Phase 3 to the board after projected completion in the fall for a vote to implement effective January 1, 2026.

County Manager York announced that compression had not been addressed and remained the same. She recommended a compression study in the next iteration of the compensation study. She advised they were working with Baker Tilly, the consulting firm on a public safety plan. She mentioned that other counties had multiple pay plans within their organization.

Addressing Community Needs 11:00 am - 11:30 am

Outside Agency Process Changes - County Manager York

County Manager York explained that the occupancy tax looks different this year because it is now going to the municipalities to designate how they would like to use or fund tourism. She proposed shifting the county's application process to tourism. She said the agencies would need to provide how they will promote tourism in the county with their mission and program services. County Manager York said occupancy tax would fund the outside agencies rather than the general fund. She mentioned that two other non-profit agencies, Family Abuse Services, and Crossroads, were in their third year of receiving county funding. She noted that was a three-year commitment from the county where each agency had received \$75,000 from the general fund. County Manager York said they were shifting away from allocating general funds to outside agencies and utilizing the general fund for county services.

Community Growth Indicators - Bruce Walker

Bruce Walker, Assistant County Manager, presented community growth data. He reported that the county's population in 2019 was around 170,000 and is currently set to pass 185,000. Mr. Walker continued with the following points:

- The 911 call volume was 200,000 per year in 2023 and is expected to be 276,000 calls in 2028.
- EMS transports increased from 17,000 in 2020 to 19,000 in 2024, and convalescent transports increased to about 3,000 annually.
- Registered voters increased to a record high of 118,634 in 2024
- Building permits increased from 2020 to 2024, averaging about 900 new residential units per year, and in the upcoming year, more than 3,000 units were approved; most came from Elon, Mebane, and the southwest portion of the county close to Liberty.

Prioritizing Capital and Facility Needs 11:30 am - 12:15 pm

Capital Status Report - Brian Baker

Brian Baker, Assistant County Manager, reported on the status of some of the capital projects. He indicated that the design for the new Emergency Services Center was nearing completion, and construction should start this year. He noted that it was a big project and would take some time. He mentioned that the Development Services Center, the old Elderly Services Building, was moving a little faster. Mr. Baker reported that the design for the courthouse expansion was underway. He urged the board to focus on the Mebane EMS Base as the big project for the coming years. Mr. Baker said the closest EMS base to Mebane was the main base on South Main Street in Graham. He said average response times were less than 10 minutes in Burlington and Graham and above 14 minutes in Mebane. He shared the projected cost of \$3.2 million for a 3-bay EMS sub-station and \$1.8 million for a co-located EMS garage. Mr. Baker also discussed operational needs, including 16 FTE paramedics at the Mebane EMS Center.

Debt Capacity Update - Susan Evans

Ms. Evans discussed the amount of debt capacity that the county could absorb. She said the county could issue up to 8% of the assessed value of taxable property, which amounted to \$1.8 billion. She indicated the county had traditionally taken a conservative approach to capital projects. She reported the current outstanding debt was \$162,650,000 in general obligation bonds. Ms. Evans noted those bonds were issued on behalf of the school system and ACC. She confirmed that the county had not issued any general obligation bonds to build the EMS base or the courthouse expansion. She reviewed the installment loan debt the county had obtained for rescue truck/equipment, emergency radios, and the ABSS Career and Technical Center (C-Tec). She noted that the county was close to paying the last of that C-Tec loan off. Ms. Evans mentioned that at the end of June 30th, the outstanding loan debt will be \$763,000.

She explained the new debt that was forthcoming:

Courthouse: \$37 million, funded by:

- APRA funding: \$10 million
- County Capital Reserves: \$5 million
- Proposed Financing: \$22 million

EMS Substation: \$5 million

CAD Equipment Project: \$5 million

ABSS-HVAC/Roofs: \$10 million a year

Ms. Evans acknowledged that all of these may not need debt issuance and that it could be a combination of issuing some debt and looking at tax revenues and other revenues to help fund some of those projects.

LUNCH - 12:15 pm - 1:00 pm

ITEM # 4 FY25-26: PROACTIVE PLANNING 1:00 pm - 2:00 pm

Strategic Plan - County Manager York

County Manager York discussed the Strategic Plan for the upcoming fiscal year 2025-2026. She reminded the Board that the initial plan had been adopted in 2018. She mentioned bringing in an outside consultant or using a community engagement initiative to assist in moving the plan forward. County Manger York noted that the Alamance Chamber was interested in partnering with the smart growth and development pillar. She discussed using a performance dashboard on the county website for department metrics and performance measures and tracking how each pillar was advancing.

Performance Measures - Rebecca Crawford

Ms. Crawford discussed performance measures and moving toward SMART (Specific, Measurable, Achievable, Relevant, and Time-bound) goals. She presented two goals. The first was to improve internal customer satisfaction by conducting an annual survey at the end of the year. The second goal was to expand and enhance county departments' financial knowledge. She said they would partner with the departments to start brainstorming goals so they have a way to keep up with them. Ms. Crawford mentioned that several departments were collecting data and could use it to show outcomes and outputs. She indicated having these measures settled in time for the recommended budget and including them in that book. She noted that departments had to be committed to their measures, or they would not collect the data if it were too hard.

Joint Study with ABSS on Facility Structural Needs - Brian Baker

Mr. Baker said he wanted to reset where the county was with school capital needs. He said that in 2024, the County and ABSS completed an HVAC and roof assessment. Those needs were prioritized and added to a consolidated list. Mr. Baker said there had been efforts to update that list more frequently. He said doing a structural needs assessment as the next step was logical. Mr. Baker stated that would entail road, athletic facilities, water intrusion, window replacements, and everything dealing with the exterior of the buildings. He indicated that they could integrate those projects into the existing priorities list once the assessment had been completed. Mr. Baker suggested budgeting money and hiring a consultant to help create that list.

County Manager York said they could add this to the list. She also said they were looking at a focused approach to understand what school improvements were needed every year. She said it would help to look back year after year to see exactly what the Board had funded and what progress had been made.

Joint study w/ABSS on facility needs:

- Year 1- Issued Bonds for - \$19 million

Funding recommendation:

- Year 2-10 - \$10 million/year

Zero-Base Budget and Data Driven Decision-Making - County Manager York

County Manager York said the county was embarking on a zero-based budgeting plan at the request of the Board for the upcoming fiscal year 2025-2026. She said every line item within the department budget was starting from zero except for the personnel lines. County Manager York explained that any new positions must be fully justified with data. She added that the budget analysts updated the five-year general fund model with county departments this past fall. The updated five-year general fund model would be used as a tool for budgeting.

Sales Tax Initiative - Susan Evans

Ms. Evans added that Chairman Paisley was correct in that Article 46, as an additional sales tax, would require a referendum to be placed on the ballot. She highlighted that would have to be added to regularly scheduled elections such as county or state-wide elections. She mentioned that the ballot language would be "for" or "against". Ms. Evans surmised that past ballot measures had failed due to the limited language that could be printed on the ballot. She said the ballot could not state how the taxes would be used. She offered that the Board could adopt a resolution stipulating how the quarter-cent sales tax would be spent.

Ms. Evans said that an average of 59.8% was collected from Article 46 to Article 42. She estimated that the county received \$12.9 million from Article 42. She said an additional quarter-cent sales tax would generate about \$7.6 million. County Manager York advised the Board that the next opportunity to place a sales referendum would be in 2026. She suggested if that was something the Board wanted to pursue now would be the time to start thinking about a resolution.

BREAK - 2:00 pm - 2:15 pm

ITEM # 5 UNDERSTANDING CHALLENGES & PRIORITIES DISCUSSION - All 2:15 pm - 2:45 pm

County Manager Heidi York discussed the upcoming fiscal year 2025-2026 challenges. She said the last two budgets she helped put together did not include new vehicles or positions. County Manager York added that salary savings came from high vacancies across the county.

County Manager York said it would be helpful to hear some of the Board's priorities to start crafting the budget.

Commissioner Thompson said body cameras for the Sheriff's Office were very important for the safety of officers, the public, and detention officers.

Commissioner Allen agreed with the body cameras and added EMS and the schools as her priorities.

Commissioner Priola shared that his focus was right-sizing the government, particularly personnel (tax office and library staff), prioritizing life-saving positions. He mentioned the lack of data from ABSS and the Board's fiduciary responsibility to ensure taxpayer money was spent wisely and with a layer of transparency.

Vice-Chair Carter mentioned vehicles for the Sheriff's Office and county departments. He said the cars could be leased through a rental company. He shared his concerns about the Sheriff's Office vehicles having high mileage. Vice-Chair Carter suggested letting the ACC Automotive Department do the maintenance and service of the vehicles. Mr. Baker said they had not looked into whether ACC mechanics could handle diesels and EMS ambulances. County Attorney Stevens advised that allowing students to work on emergency vehicles poses a liability for the county if the vehicle is involved in an accident related to faulty maintenance.

Chairman Paisley said he agreed with Commissioner Priola, that some departments were overstaffed and understaffed. He provided the County Attorney's Office as an example of a department that needed an additional attorney. Chairman Paisley mentioned the county continually funded some non-profits, and they need to review them carefully.

County Manager York mentioned that reducing staff to save money would have to take into account reducing services. She thanked the Board for their time and engagement.

CLOSED SESSION

2:52 PM County Attorney Stevens asked the Board to move into closed session pursuant to North Carolina General Statute 143-318.11(a)(6), to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

Commissioner Allen, seconded by Vice-Chair Carter, moved to enter the closed session. The motion carried without opposition.

3:22 PM Vice-Chair Carter, seconded by Commissioner Allen, moved to reconvene the meeting in open session. The motion carried without opposition.

County Attorney Stevens discussed a personnel issue that had recently transpired with the Board. He said it was brought to the attention of staff that based on a policy issue, involving a policy that had been implemented and later interpreted improperly, some employees were paid incorrectly for their holidays. He stated that employees who worked holidays between July 1, 2024, and the present were overpaid. County Attorney Stevens advised the Board that it was up to them to decide how to address the past and current situation.

County Attorney Stevens presented the Board with four options:

Option 1 - Roll Back Approach

- This would involve recovering 1.5x the daily wages paid for each holiday worked for each employee who worked and was paid for that holiday from July 1, 2024, to the present and converting pay for 1x wages back to holiday leave for future potential payment under the adopted policy.

Option 2 - Ratify Approach

- Action would still be taken to make sure that employees are not both receiving holiday pay AND being paid out for it simultaneously moving forward.

Option 3 - "Clean Break" Approach

- This would leave paid wages in place through the MLK Jr. holiday in January but would make sure that moving forward, employees are paid at a flat rate for the day, with holiday accruals to be paid out moving forward as budget allows.

Option 4 - Hybrid Approach

This option would treat the 2.5x wages paid as a payment of otherwise banked holiday leave at a time not strictly in accordance with the Board's adopted policy on payment of holiday leave. 1x the amount of holiday pay granted would be taken back from the employees for the relevant period (or pay associated with the amount of holiday leave).

He stressed the importance of the Board's decision, as it would provide staff with the necessary direction for payroll processing. Susan Evans, the Finance Officer, reported that the county had already paid out about \$411,000.

County Attorney Stevens commented that the policy the board approved in May was imprecise regarding which employees that policy applied. It did not specify employees of emergency services, the Sheriff's Office, detention center, central communications, or emergency management services. He opined the policy should have stated which employees were entitled. County Attorney Stevens mentioned a discussion during the March 2024 meeting when Commissioner Turner asked if this would apply to the emergency services personnel. County Attorney Stevens noted Commissioner Turner was told the policy would apply to them. He emphasized that when that policy was used in April of last year, employees who had banked holiday leave from every department were paid out of their banked holiday leave, not just emergency services personnel. County Attorney Stevens asked for clarity from the Board on whether they wanted to apply the banked holiday leave policy to all departments. Or if they wanted to pick the most needy departments and apply it to future policy. He told the Board that

the decision could be made later and was not as time-sensitive as the overpayment issue that needed action that day.

Vice-Chair Carter, seconded by Commissioner Allen, moved for approval of Option 3.

County Attorney Stevens wanted clarification before the Board voted and a record of this conversation. He said this means that the county would not touch pay and benefits that had been paid in error in the past, including the Martin Luther King Holiday, through the start of this fiscal year. County Attorney Stevens confirmed moving forward the county would revert to a system where holidays worked were paid at normal time, but employees would still receive their banked holiday leave. The county would continue to exercise the option at the end of the fiscal year to pay out banked holiday pay for the departments that would be included in the application of that policy decided at a later date.

Moved By Vice-Chair Carter

Seconded By Commissioner Allen

Approval of Option 3 - "Clean Break" Approach

- This would leave paid wages in place through the MLK Jr. holiday in January but would make sure that moving forward, employees are paid at a flat rate for the day, with holiday accruals to be paid out moving forward as budget allows.

APPROVED UNANIMOUS

ITEM # 6 CLOSING REMARKS & ADJOURNMENT - Chairman Paisley 2:45 pm - 3:00 pm

Vice-Chair Carter, seconded by Commissioner Allen, moved to adjourn the meeting. The motion carried.

There being no further business to be brought before the Board, the meeting adjourned at 3:51 PM.

John Paisley, Jr., Chairman

Alamance County Board of Commissioners

Tory M. Frink, Clerk to the Board

**MINUTES OF THE REGULAR MEETING OF THE ALAMANCE COUNTY BOARD
OF COMMISSIONERS FOR ALAMANCE COUNTY**

**March 3, 2025, 9:30 AM
Commissioners' Meeting Room
124 West Elm Street
Graham, NC 27253**

Board Members Present: Chairman John Paisley Jr
Vice-Chair Steve Carter
Commissioner Pamela Thompson
Commissioner Ed Priola
Commissioner Kelly Allen

CALL TO ORDER - CHAIRMAN PAISLEY

INVOCATION AND PLEDGE OF ALLEGIANCE - COMMISSIONER PRIOLA

APPROVAL OF THE AGENDA

Commissioner Priola, seconded by Chairman Paisley, moved to remove item 6a.2 from the consent agenda to another meeting in order to obtain more information about the HOME Consortium. That motion carried without opposition.

Chairman Paisley, seconded by Commissioner Allen, moved to add a closed session and move the County Attorney's Report to right before the adjournment. That motion carried without opposition.

Moved by: Commissioner Allen

Seconded by: Commissioner Priola

APPROVED AS AMENDED

PROCLAMATIONS

DSS –Social Work Month Proclamation

Commissioner Priola read a proclamation in recognition of National Social Work Month. He presented the proclamation to Candice Gobble, Director of Social Services. Ms. Gobble accepted the proclamation and asked all social workers at the meeting to stand.

PUBLIC COMMENTS

Colin Cannell, Mebane Resident, said he wanted to refresh the commissioners on the Burlington Home Consortium. Mr. Cannell said the Board approved a resolution for the consortium to join in 2023. The grant gives access to federal block grants for affordable housing. He said that the money was still available and he was ready to serve the community.

CONSENT AGENDA

Item 6a2. Burlington HOME Consortium appointments were removed from the consent agenda and moved to a future agenda.

Moved by: Vice-Chair Carter

Seconded by: Commissioner Allen

APPROVED AS AMENDED

2025 NCEM Hazardous Materials Emergency Program Grant

2025 Emergency Management Preparedness Grant (EMPG)

APPROVAL OF MINUTES

Regular Minutes of December 2, 2024

Regular Minutes of December 16, 2024

Regular Minutes of January 27, 2025

APPOINTMENTS/ REAPPOINTMENTS

Board of Equalization & Review – Barbara Acosta, Henry Vines, Lisa Wittig, & Joseph Yusiewicz

Barbara Acosta, Henry Vines, Lisa Wittig & Joseph Yusiewicz were appointed to the Board of Equalization & Review.

Burlington HOME Consortium – Pamela Thompson & Colin Cannell

Removed from the Consent Agenda for further information at a later meeting

BUDGET AMENDMENTS

Budget Amendment 8

PRESENTATIONS/OTHER BUSINESS

Board of Adjustment Alternate Members Appointment - Matthew Hoagland, Planning Director

Matthew Hoagland, Planning Director, presented three applications for consideration as alternate members of the county's Board of Adjustment. Applications were received from Anthony Pierce, Rena Matthews, and William Poe. Mr. Hoagland emphasized that the alternates would only serve when a regular member could not attend a meeting or if a regular member had a conflict of interest. Mr. Hoagland said the alternate members would fill the unexpired terms of the two members who were appointed to the county's Planning Board.

Moved by: Vice-Chair Carter

Seconded by: Chairman Paisley

Appointment of Rena Matthews and William Poe to the Board of Adjustment as alternate members.

APPROVED UNANIMOUS

Alamance-Burlington Schools-Project Completion - Susan Evans, Finance Officer

Due to completed projects by ABSS, Susan Evans, Finance Officer, requested approval to transfer \$294,639.35 from the Schools Capital Project fund to the Schools Capital Reserve Fund. She said that amount was the savings in that account and the transfer would return those funds to the capital reserves for future projects.

Moved by: Vice-Chair Carter

Seconded by: Commissioner Thompson

Alamance-Burlington School System Capital Request - Greg Hook, ABSS Chief Operations Officer

Greg Hook, ABSS Chief Operations Officer, asked for approval to transfer bond funds of \$30,000 from Southeast High to Eastern High to complete a security wall. He said a section of the security wall was left out of the project's design for Southeast High School. Mr. Hook requested to transfer \$39,945.10 in bond funds from Southeast High School to Haw River Elementary School and \$255,767.54 from Western Middle School's roof project to Haw River Elementary. He said the transfer's purpose was to roof the gym and add canopy support around the gym. He noted that was left out of that design project from February 2023. Mr. Hook's third request was a transfer of \$75,000 to complete a security wall along the CTE Building at Graham High School. He said over \$800,000 remained in bond funding for Graham High School.

Moved by: Vice-Chair Carter

Seconded by: Commissioner Allen

APPROVED UNANIMOUS

Opioid Settlement Update and Recommendations for FY25/26 - Ashley Barber, Coordinator for Health Services

Ashley Barber, Coordinator of Health Services, gave an informative presentation and recap of the opioid settlement. She reviewed that the county anticipated receiving \$16,638,635 between 2022 to 2038 from the North Carolina opioid settlement. She said that those funds will help bring desperately needed resources to those directly impacted by the opioid epidemic. Ms. Barber indicated that the county had received just over \$5 million. The Board had authorized Resolution #1, expending \$1,278,060.00, and Resolution #2, expending \$1,302,862.27, leaving an available balance of \$2,432,311.85. She noted the county was receiving funds under the McKenzie opioid settlement, which was completely separate from the North Carolina opioid settlement.

Ms. Barber reviewed the Exhibit A Strategies. She said the county was currently funding collaborative strategic planning, evidence-based addiction treatment, recovery support services, early intervention, naloxone distribution, post-overdose response teams, and re-entry programs. She mentioned that the health department was monitoring the authorized strategies and contracts. Ms. Barber advised that monthly invoices and contracts were monitored for compliance. She provided a data snapshot of opioid overdoses from 2021 to 2024. She reported that 3,668 doses of Naloxone had been distributed last year in collaboration with community partners.

Ms. Barber discussed the FY25-26 opioid settlement recommendations, which focused on approving two positions that will dedicate time to carry out the work. She explained that one of those positions was an existing position with a portion of the salary to offset the county's cost. The second requested position would help with the data and evaluation of all contracts. She said the second position, if approved, would be funded completely with settlement dollars. Ms. Barber noted that should the settlement dollars go away, that position would go away. She also recommended continuing funding recovery support services that connected people to opioid recovery services, such as those provided by Orinoco Wellness, for another year. Ms. Barber said the total amount of those recommendations was \$590,134.52. She reiterated that there was no action to be taken that day, but the budget package would include the resolution with those recommendations. She said municipal and court officials were invited to provide input at that meeting. No municipal or court officials were present to provide any additional input.

Lee Maxwell, the new Recovery Court Coordinator, was introduced in the meeting.

Fund Balance Reclassification - Susan Evans, Finance Officer

Susan Evans, Finance Officer, requested the Board uncommit \$277,970 from the pandemic response fund. She emphasized that approval would allow the unassigned fund balance to be within the fiscal policy of 20%.

Moved by: Vice-Chair Carter

Seconded by: Commissioner Allen

COUNTY MANAGER'S REPORT

County Manager York said she was asked to recap the overpayment situation. She reviewed that the Board had discussed enhanced holiday pay during a March 2024 regular meeting. A formal policy was never brought before the Board for approval, nor was funding included in the fiscal year 2025 budget. Communication was sent out to department heads by the former human resources (HR) director on June 18, 2024, stating that as of July 1, 2024, emergency services personnel who worked actual holidays would be compensated for hours worked at time and a half. Those individuals would also earn holiday time banked to be used later. The former HR director updated the employee handbook on June 28, 2024, to include the new holiday policy. County Manager York said she transferred the payroll function from human resources to finance to create a segregation of duties and improve employee services. At the end of January, the former HR director informed her that there was an overpayment of employee holiday pay. On February 4th, the finance officer confirmed that holiday was being paid at time and a half for six departments. The former HR director was placed on administrative leave on February 7th, and her resignation was received on February 14th. The Board was informed and took action on February 17th to correct that issue. The Martin Luther King holiday was the last holiday in which employees would be paid at time and a half. On February 20th, communication was sent to all employees explaining the inaccuracy of the holiday pay, and going forward, those employees working holidays would be paid the regular rate of pay and then would continue to accrue holiday time as was the prior practice. County Manager York said the staff will present a new policy at the next board meeting to replace the current language in the employee handbook.

COMMISSIONERS' COMMENTS

Commissioner Thompson clarified that first responders would be included in that policy. County Manager York answered that the intent back in March was to compensate emergency services employees who were doing the 24/7 functions of county government.

Commissioner Priola said the overpayment should not have happened and that an investigation should continue. He mentioned that a lot of folks were concerned about that issue. He said he was a fiscal conservative and wanted to reaffirm his commitment to the fiscal responsibility of this county government. Commissioner Priola said he would not support a tax or sales tax increase to offset this issue. He suggested ways to offset the overpayment through spending cuts and right-sizing the workforce.

Vice-Chair Carter said he headed the conservative TEA Party for 13 years. He continued that he lost several potential supporters because they thought he would vote "no" to everything. He noted the county's rapid growth with the 18th lowest tax rate. Vice-Chair Carter said they had to care for the citizens and provide the needed services. He offered that he has an open mind

regarding the budget. He stressed that his hardest vote was raising taxes to pay for the \$189 million bond.

Commissioner Allen addressed the newspaper article that she was mentioned in by explaining her position on suggesting the quarter-cent sales tax referendum. She said it was the only fair tax and would bring in an estimated \$8 million. She reported that 60% of sales tax comes from people outside of the county, according to the Alamance Chamber. She reiterated that she had suggested the quarter-cent sales tax because it least affected property owners.

Chairman Paisley apologized to former County Commissioner Tim Sutton for the misunderstanding about the timeline on the LGC letter he previously referred to receiving.

COUNTY ATTORNEY'S REPORT

10:47 AM Pursuant to North Carolina General Statute 143-318.11(a)(5), County Attorney Stevens asked the Board move into closed session to instruct the public body's staff or negotiating agents concerning the position to be taken by, or on behalf of, the public body in negotiating the potential purchase of the real property described as parcel number 157536 (owned by Bruce Cameron, as trustee) to be used related to the operation of the Landfill and Recreation and Parks Departments.

Further, pursuant to North Carolina General Statute 143-318.11(a)(6), County Attorney Stevens asked the Board move into closed session to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

Finally, pursuant to North Carolina General Statute 143-318.11(a)(3), County Attorney Stevens asked the Board move into closed session to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body. The attorney will advise the Board on ongoing legal matters, including the *Adams, et al. v. City of Graham, et al.* (N.C. Middle District 22-CV-906) matter.

Vice-Chair Carter, seconded by Commissioner Allen, moved to enter the closed session. The motion carried without opposition.

11:56 AM Commissioner Allen, seconded by Vice-Chair Carter, moved to reconvene in open session. The motion carried without opposition. No action was taken by the Board.

ADJOURNMENT

Commissioner Allen, seconded by Commissioner Priola, moved to adjourn the meeting. The motion carried.

There being no further business to be brought before the Board, the meeting adjourned at 11:57 AM.

John Paisley, Jr., Chairman

Alamance County Board of Commissioners

Tory M. Frink, Clerk to the Board

SPECIAL MEETING MINUTES
Wednesday, March 12, 2025

Board Members Present: Chairman Paisley, Vice Chair Carter, Commissioner Thompson, Commissioner Priola, and Commissioner Allen.

Chairman Paisley called the special meeting to order.

Chairman Paisley asked the Board to move into closed session pursuant to North Carolina General Statute 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

Commissioner Allen, seconded by Vice-Chair Carter, moved to go into closed session. The motion passed unanimously, and the board went into closed session at 10:32 a.m.

At 12:47 p.m., the Board reconvened in open session. Commissioner Allen, seconded by Vice-Chair Carter, moved to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 12:47 p.m.

John P. Paisley, Jr., Chairman

Tory Frink, Clerk to the Board

**MINUTES OF THE REGULAR MEETING OF THE ALAMANCE COUNTY BOARD
OF COMMISSIONERS FOR ALAMANCE COUNTY**

**March 17, 2025, 6:30 PM
Commissioners' Meeting Room
124 West Elm Street
Graham, NC 27253**

Board Members Present: Chairman John Paisley Jr
Vice-Chair Steve Carter
Commissioner Pamela Thompson
Commissioner Ed Priola
Commissioner Kelly Allen

CALL TO ORDER - CHAIRMAN PAISLEY

INVOCATION AND PLEDGE OF ALLEGIANCE - COMMISSIONER PRIOLA

APPROVAL OF THE AGENDA

Chairman Paisley, seconded by Commissioner Priola, moved to remove item 6.d. DSS In-Home Aide Services for Adult Services Contract from the consent agenda to the regular agenda for further discussion. That motion carried.

Moved by: Commissioner Allen

Seconded by: Vice-Chair Carter

APPROVED AS AMENDED

RECOGNITION OF THE 2024 EAGLE SCOUTS

Chairman Paisley and the Board of Commissioners recognized the 24 scouts awarded their Eagle Scout rank in 2024.

In attendance to receive their Certificate of Commendation from the Board of Commissioners were Royce Allegretto, Troop 6009; Chase Armstrong, Troop 4064; Cheyanne Barr, Troop 6036; Adam Couturier, Troop 4065; John Dooley, Troop 4017; Isaac Horner, Troop 4065; Will Solari, Troop 4017; and Sam Turner, Troop 4017.

PUBLIC COMMENTS

Sandra McCollum, a resident of Green Level, spoke about the Public Safety Training Center and asked the Board to continue to support Sheriff Johnson. She mentioned that Green Level had a radius of four miles surrounded by ten trailer parks. Ms. McCollum said the community was aging, and they wanted to feel safe. She hoped the Public Safety Training Center would be made a reality.

Henry Vines, a Snow Camp resident, read some language he researched on holiday pay through the UNC School of Government. He read that neither federal nor state required local governments or employers to pay employees for holiday or premium pay when an employee must work on a regular scheduled day. Mr. Vines said he would like to see employees paid double time when they work on holidays and eliminate the banked time. He said banked time caused department problems when the employee requested a day off. He recommended changing the policy, correcting any issues, and avoiding a band-aid fix.

CONSENT AGENDA

APPOINTMENTS/ REAPPOINTMENTS

Board of Health – Deanna J. Tickle & Ariam Diaz-Mathusek

Budget Amendment 9

NCDMVA Grant Application Program- Veteran Services

Secondary Road Addition Resolution – Poplar Wells Subdivision

Advertisement of Delinquent 2024 Taxes

TAX REFUNDS

Tax Refunds, Releases, and Extensions Feb 2025

Approval of tax refunds and releases; a copy of the tax refunds are set forth hereafter.

APPROVAL OF MINUTES

Regular Minutes of February 3, 2025

Closed Session Minutes of January 27, 2025

Closed Session Minutes of February 17, 2025

Closed Session Minutes of March 3, 2025

PRESENTATIONS/OTHER BUSINESS

DSS – In-Home Aide Services for Adult Services Contract

Candice Gobble, Director of Social Services, explained the statute required social services to react to reports of abuse, neglect, or exploitation of elderly, disabled, or incompetent adults. She said this contract stemmed from those situations. She reported that in-home aide was used when no one else could provide those protective services. Ms.Gobble mentioned that the in-home aide was utilized as a last resort, and they had to have a contract in place.

Commissioner Priola asked whether that contract was a renewal. Ms.Gobble said it was an addendum to an established contract that was in place at the beginning of the fiscal year. She continued with the six individuals that her agency already has they have met and exceeded that amount or will potentially exceed that amount. Ms.Gobble explained that her request was over the allotted amount she could sign off on. Commissioner Priola asked for the increased payment amount. Ms.Gobble said it was \$200,000, just in case they had to use that amount; it may not be necessary.

Chairman Paisley confirmed with County Attorney Stevens that this was required by law and the county did not have a choice. County Attorney Stevens confirmed the county did not have a choice and clarified this was a not-to-exceed contract. He said that just because the contract was for \$200,000, it did not mean the county would spend \$200,000. He noted that was the cap space amount.

Ms.Gobble explained that they expected to receive some return dollars for the payments paid out for three of the six individuals they had placed into in-home aide care.

Commissioner Thompson invited Ms. Gobble to present information at one of the Senior Services Committee meetings.

Commissioner Allen commented that it was a mandate and they had to look after the elderly.

Moved by: Vice-Chair Carter

Seconded by: Commissioner Allen

APPROVED

Board of Health Appointment - Tony LoGiudice, Public Health Director

Tony LoGiudice, Public Health director presented 3 applicants for consideration to fill an unexpired term on the Board of Health. Applications had been received from Paul Brewer, Caitlin McArthur, and Andrew Wyatt-Younger.

Commissioner Allen reported that all three applicants were qualified. She noted that Ms. McArthur had actually worked for the Guilford County Health Department and had experience working in WIC and with expecting mothers.

Moved by: Commissioner Allen

Seconded by: Vice-Chair Carter

Appointment of Caitlin McArthur to the Board of Health as representative of the general public to fill an unexpired term.

APPROVED UNANIMOUS

Resolution Regarding ABSS Local Funding - County Attorney Stevens

County Attorney Stevens presented a resolution the Board had requested for consideration. He reviewed the school system had to post to its website about how they spent state funding annually. He said the draft resolution requested that the school system post that same data for local fund spending.

Moved by: Chairman Paisley

Seconded by: Vice-Chair Carter

APPROVED UNANIMOUS

MOU and Resolutions for Security at the Behavioral Health Center - County Attorney Stevens

County Attorney Stevens presented a memorandum of understanding (MOU) and a resolution authorizing Sheriff Johnson to enter into an agreement with other law enforcement agencies to recruit their folks to work off-duty at the behavioral health center. He noted that RHA would fund this staffing through an employment agency.

Chairman Paisley pointed out that neither the City of Burlington nor the Town of Elon were a part of that agreement. He thought the City of Burlington should be required to provide security since the behavioral health center was inside the city.

County Attorney Stevens clarified that the agreement had to be ratified by the governing bodies of each entity. He said it did not necessarily mean the agencies contributed financially to the security operations. He said it meant they allowed their off-duty officers to participate and be paid directly by RHA.

Commissioner Thompson suggested asking those elected officials why they were not participating. She said they had to ensure the people in the center were cared for properly.

Vice-Chair Carter spoke that it was more the city councils that did not want to be involved rather than the law enforcement agencies. He said the city councils needed to step up and lead by supporting this for Alamance County. He noted that Burlington and Graham were the largest communities in the county.

Moved by: Vice-Chair Carter

Seconded by: Commissioner Allen

Holiday Pay Policy - County Manager York & County Attorney Stevens

After speaking with County Attorney Stevens, Chairman Paisley suggested that this item be tabled until the next meeting. He understood that other Commissioners had suggested modifications and concerns. He said this would provide County Attorney Stevens time to modify the draft.

*Tabled until the April 7, 2025 meeting.

Moved by: Chairman Paisley
Seconded by: Vice-Chair Carter

*Tabled until the April 7, 2025 meeting.

TABLED

COUNTY MANAGER'S REPORT

County Manager York spoke about her and County Attorney Stevens efforts to clean up the previous holiday pay policy that had been put in place by the previous human resources director. She said they had not been directed to come up with anything new but were simply cleaning up and reverting back to what was approved in March 2024. County Manager York indicated that the Board sounded like it might want to do something different. She emphasized that they currently do not have a budget to pay over regular time. She said an analysis was needed to determine where the money would come from. County Manager York clarified that there was never an ask from the Board for additional funding to cover the overpayment of holiday pay. She explained they intended to use lapse salaries from the departments that had incurred the overpayment.

County Manager York mentioned that a report from the Oversight Committee had been distributed at each of their seats.

COMMISSIONERS' COMMENTS

Commissioner Thompson said a former commissioner had asked some questions about REI and confirmed that the county had paid REI \$295,759 for the assessment of the school buildings and county building. She gave a big shout-out to the girls' basketball teams at Southeast High School and Western High School for winning their divisions' state high school championships. Commissioner Thompson mentioned that she had talked to a group of young people at Williams High School.

Commissioner Allen said she would speak to a civics class the following week. She mentioned that she sat in on the Planning Board meeting, and everyone was complimentary of the Board's last appointment.

Vice-Chair Carter said he would speak at Williams High School the following day.

Chairman Paisley said both the Board of Education and the Board of Commission were doing much better. He asked the other cities to help with the behavioral health center because it would benefit everyone by working together.

COUNTY ATTORNEY'S REPORT

At 7:50 PM, County Attorney Stevens asked the Board to move into closed session pursuant to North Carolina General Statute 143-318.11(a)(3), to consult with an attorney employed or retained by the public body to preserve the attorney-client privilege between the attorney and the public body. The attorney advised the Board on ongoing legal matters, including the *Beers et al. v. Johnson* (N.C. Middle District 23CV367) matter.

Commissioner Allen, seconded by Vice-Chair Carter, moved to go into closed session. The motion carried unanimously.

At 8:28 PM, Vice-Chair Carter, seconded by Commissioner Allen, moved to reconvene in open session. The motion carried unanimously.

ADJOURNMENT

Commissioner Allen, seconded by Vice-Chair Carter, moved to adjourn the meeting. The motion carried.

There being no further business to be brought before the Board, the meeting adjourned at 8:30 PM.

John Paisley, Jr., Chairman

Alamance County Board of Commissioners

Tory M. Frink, Clerk to the Board



Alamance County Board of Commissioners
INFORMATION ITEM AGENDA ITEM

MEETING DATE: 4/7/2025

DATE SUBMITTED: 3/28/2025

FROM: Heidi York

DEPT: County Manager's Office

AGENDA TITLE: Proposed Capital Improvement Plan for Fiscal Years 2026-2030

TO: Alamance County Board of Commissioners

ISSUE/ACTION REQUESTED:

The Capital Improvement Plan (CIP) is being presented as information only at this meeting. The Manager proposes adoption of the CIP at the Board's June 16th meeting.

BACKGROUND/PURPOSE OF REQUEST:

The CIP is a planning tool for implementing large capital projects. The CIP includes projects from County Departments; Alamance Community College; and the Alamance Burlington School System. Projects included in the CIP differ from ongoing repair and maintenance needs in the operating budget in that CIP projects typically cost \$50,000 or greater, have a useful life longer than 10 years, and/or will take multiple years to complete.

This Capital Program paves the way for the Recommended Budget as it will provide an estimate of funding needed for capital projects, which are a main driver of spending and needs in the upcoming Fiscal Year. This Plan identifies needed capital projects and anticipates the impacts on operating costs as well. These capital projects span the next five fiscal years, though the upcoming Fiscal Year (FY25-26) is the only year where a funding commitment is needed from the Board.

RECOMMENDATION:

Receive the Proposed Capital Improvement Plan and provide staff with input and feedback.

ATTACHMENTS:



Alamance County Board of Commissioners

ACTION ITEM AGENDA ITEM

MEETING DATE: 4/7/2025

DATE SUBMITTED: 3/31/2025

FROM: Rik Stevens

DEPT: County Attorney's Office

AGENDA TITLE: Holiday Pay Policy

TO: Alamance County Board of Commissioners

ISSUE/ACTION REQUESTED:

Review revised the two options for a policy regarding holiday pay.

BACKGROUND/PURPOSE OF REQUEST:

Per additional instructions from the Board at March 17, 2025 meetings, the existing Human Resources policy regarding "Paid Holidays Observed" has been amended to reflect the initial directions given by the Board during the March 4, 2024 meeting regarding this policy.

RECOMMENDATION:

Review policies and provide further guidance to staff members regarding the County's Holiday Pay Policy.

ATTACHMENTS:

ARTICLE VI. HOLIDAYS AND LEAVE ACCRUALS

Section 1. Paid Holidays Observed

The following days are holidays with pay for full-time regular employees, appointees, and officers of the County who normally work the standard workweek. For reference, Alamance County has adopted and follows the State of North Carolina's ~~annually published~~ annually published holiday schedule. These holidays are presently:

- New Year's Day
- Martin Luther King Jr. Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Holiday
- Day After Thanksgiving
- Christmas Holiday (3 days)

Should one of the above holidays fall on a weekend, the County will designate a weekday adjacent to the holiday as the holiday period. The calendar for all holidays will be published annually, before the start of the calendar year.

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Section 2. Holiday Pay

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Since the County's normal work operations are closed on each of the above holidays, these days are designated as paid days off from work for full-time regular employees, appointees, and officers of the County who normally work the standard Monday-Friday, 8AM-5PM workweek. ~~In order to be eligible for holiday pay, a County employee must have worked (or taken paid leave) on the employee's assigned workdays before and after the holiday.~~

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In order to be eligible for these paid holidays, a county employee must be in a paid status at the time of the holiday, meaning the employee worked (or used paid leave) on the employee's assigned workdays immediately before and after the holiday. Employees who are in a "leave without pay" status at the time of the holiday will not receive compensation for the holiday.

Section 3. Time worked on holidays

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Non-emergency employees - Some non-emergency County employees will be required to work on the above holidays in order to provide continuity of service. Non-exempt, non-emergency employees who work on holidays will still receive the paid holiday but will accrue compensatory time off for hours worked above the normally scheduled hours for the employee's assigned work period. This compensatory time is accrued and used as otherwise outlined in the Compensatory

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Time policy. Exempt employees who work on holidays are not eligible for compensatory time (except in instances of declared emergencies as otherwise outlined in Compensatory Time policy).

Emergency employees - In lieu of the above, non-exempt Sheriff's Office, Central Communications, and Emergency Medical Services employees who are assigned to a shift that routinely provides coverage on any of the above-listed holidays will be given holiday leave in lieu of additional pay for holidays. Employees in these positions, who typically work ~~12 and 24 hour~~ 12- and 24-hour shifts, will receive 12 hours of holiday leave for each holiday that occurs during a month when the employee is assigned to such a shift, whether the employee works the holiday or not. This awarded time reflects the extraordinary demands placed on these emergency roles which support critical County functions. This holiday leave can be used in any manner ~~that in which~~ vacation leave is used and any accrued holiday leave will be paid to an employee upon termination in the same manner as accrued vacation leave, as outlined in the Vacation Leave policy (outlined below, in Section 2). Holiday leave will accrue without limit, but employees are encouraged to use this leave as they would their vacation leave. Accrued holiday leave does not roll over to vacation or sick leave.

Alamance County will review these employees' accrued banks of holiday leave annually, near the end of each fiscal year. Upon direction of the Board of Commissioners, Alamance County may pay out accrued holiday leave in excess of 40 hours for employees of those departments for which the Board directs such payments to be made. Any holiday leave paid in this manner will be paid ~~at~~ based on the employee's ~~current~~ regular base wage at the time the payment is made.

ARTICLE VI. HOLIDAYS AND LEAVE ACCRUALS

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Emergency employees - In lieu of the above, non-exempt Sheriff's Office, Central Communications, and Emergency Medical Services employees who are assigned to a shift that routinely provides coverage on any of the above-listed holidays will be given additional pay for these holidays.

Employees in these positions, who typically work 12- and 24- hour shifts, will receive 12 hours of straight-time pay for each holiday that occurs during a month when the employee is assigned to such a shift, whether the employee works the holiday or not. This awarded time reflects the extraordinary demands placed on these emergency roles which support critical County functions. Any holiday incentive paid in this manner will be paid based on the employee's regular base wage at the time the payment is made.