SUGGESTED AGENDA

WARREN COUNTY BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
in the
Armory Civic Center Meeting Room
501 US Hwy 158 Business East
Warrenton, NC 27589

6:00 pm

Call to Order Regular Monthly Meeting – Chairman or Designee

Prayer & Pledge to the US Flag

ITEM 1 ADOPT SUGGESTED AGENDA:

Conflict of Interest Disclosure Statement

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

▶ In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict.

▶ Does any Board member have any known conflict of interest or appearance of conflict with respect to any matter coming before this Board today?

If so, please identify the conflict and refrain from any undue participation in the particular matter involved.

ITEM # 2 REZONING PUBLIC HEARING

A. **Chairman or Designee call public hearing to order**
B. **Clerk read notice of public hearing**
C. **Overview by Ken Krulik, Planner/Zoning Administrator**
D. **Procedure for Citizen Comments**
E. **Comments from the Public, Board Members and/or Manager**
F. **Adjourn Public Hearing**

ITEM 3 CITIZEN COMMENTS - REGULAR BOARD MEETING

Time set aside to allow individuals to address the Board of Commissioners on issues of concern pertaining to the County.

Rules for Citizen Comments

Please sign up to speak. - The maximum time allotted to each speaker will be 5 minutes; Clerk to the Board will keep time. - Any group of people who support or oppose the same position should designate a spokesperson. - Please address only those items which might not have been addressed by a previous speaker. - If a response from the County Manager and/or Board is desired, leave a copy of your comment(s) with the Clerk to the Board. - Order and decorum will be maintained. This is not a question and answer session. - Note: Your comments are being recorded.

Warren County Board of Commissioners

ITEM 4 CONSENT AGENDA

A. Approve minutes of January 6, 2020 Regular Monthly Meeting
B. Tax Collector's Report for January 2020 presented for Board's information in accordance with NCGS 105-350 (John Preston, Tax Administrator.)
C. Tax Release Requests (over & under $100) in accordance with NCGS 105-381 "Taxpayer's Remedies" as information only. Releases over $100 and County Manager approved Releases Under $100 (J. Preston, Tax Admin.)
D. Resolution Recognizing February 2020 as "Black History Month" and authorizing Chairman Davis to sign same.
E. Resolution Conveying Surplus cell phones from EMS to Infinite Possibilities Inc. & Victim Services Agency for domestic violence

ITEM 5 COUNTY MANAGER UPDATES – Vincent Jones

Update: Kerr Lake Regional Water System Plant Upgrade and Expansion

ITEM 6 FINANCE OFFICE – Katherine Brafford, Finance Officer

A. Amendment #10 to the FY 2020 Budget Ordinance – General Fund $11,498 (Increase to Commissioners, Co. Manager, Finance, Animal Control, Coop Ext, JCPC & Library Budgets)
B. Amendment # 1 to the Capital Project Ordinance for Water & Sewer Water Main Bridge Relocation Project # 44 (Revenues/Expenditures increased by $8,562)
C. Amendment # 1 to the Capital Project Ordinance for Water & Sewer Water Main Bridge Relocation Project # 77 (Revenues/Expenditures decreased by $21,089)
D. Amended Audit Contract with Winston, Williams, Creech, Evans & Company LLP; an additional fee of $9,000 is assessed. Authorize Chairman Davis to sign same. Revised contract extended to January 31, 2020

ITEM 7 CONSIDERATION OF REZONING REQUEST – Ken Krulik

Petition for Re-Zoning (residential to commercial) RZ-2019-01: two parcels (32.31 +/- acres total) from Agricultural Residential [AR] to Neighborhood Business [NB] at Tax Maps B5-99A and A1 on US Highway 1 in Nutbush Township.

ITEM 8 APPOINTMENTS TO BOARD/COMMITTEE/COMMISSION:

A. According to paragraph 7 of Warren County's Policy for Board & Committee Appointments and/or Reappointments and Board and Committee Activities (Any upcoming vacancy on a board or commission shall be placed as an item on the Board of Commissioners meeting prior to the expiration of the upcoming vacancy), the following board/committee vacancies are presented for boards information and subsequent action:

1. **Aging Advisory Council Warren County (7 vacancies)**
2. **Citizens Advisory Council (3 vacancies: 1 Dist III, 1 Dist IV & 1 Dist V)**
3. **Facilities Review Ad Hoc Committee (3 vacancies)**
4. **Historic Preservation Commission (5 vacancies)**
5. **Industrial & Pollution Control Finance Authority (7 vacancies)**
6. **Juvenile Crime Prevention Council (5 vacancies)**
7. **Potentially Dangerous Dog Appeals Board**
8. **Recreation Commission (3 vacancies)**
9. **Social Services Board of Trustees (1 vacant state appointment)**
10. **Voluntary Agricultural District Committee (2 vacancies)**
11. **Zoning Board of Adjustment (1 vacancy)**

B. Consider (Re-) Appointments as follows:

1. **Board of Equalization and Review; Statement of Interest received from Julian Alford for appointment. TERM: February 1, 2020 - June 30, 2023**
2. **Citizens Advisory Council (CAC) Powell's District; Statement of Interest from Kathy D. Richardson for appointment. TERM: Feb 1, 2020-January 31, 2023**
3. **Keep Warren County Beautiful Committee; Statement of Interest from Debbie Formyduval, Elections Director for appointment. TERM: February 1, 2020– January 31, 2023**
4. **Kerr Area Rural Transportation-KARTS; Statement of Interest from Emma Perry, DSS Interim Director for appointment. TERM: February 1, 2020 – January 31, 2023**
5. **Voluntary Agricultural District Committee Reappointments E.B. Harris, BJ. Wright, Victor Hunt and Gary Holtzmann. TERMS: February 1, 2020 – January 31, 2023**

C. Dissolve: Home Health Advisory Board

D. Board of Commissioners Appointments to Boards/Committees/Commissions for a two (2) year term.

ITEM 9 REQUEST FROM CAROL DAYE FOR BUILDING PERMIT FEE
Waiver Related to House Fire at Parents' Home (John & Joan Henderson)

ITEM 10 REVISION TO BOARD MEETING SCHEDULE – RELOCATE
February 19, 2020 work session to Buck Spring Facility to take place immediately after Board's Retreat

ITEM 11 CONSIDER REVISED WARREN COUNTY SCHOOL RESOURCE
Officer Contract for July 2019 June 2020 School Year at $120,000. Authorize Chairman's signature on same.

ITEM 12 UPDATES TO THE PUBLIC

A. Citizens Advisory Council (CAC)
B. Board of Commissioners

ITEM 13 AJOURN MEETING

ITEM # 2

REZONING PUBLIC HEARING

A. Chairman or Designee call public hearing to order

B. Clerk read notice of public hearing

Notice of Public Hearing

Notice is hereby served that the Warren County Board of Commissioners will hold a public hearing on Monday, February 3, 2020 during its 6:00 PM regular meeting, in the Warren County Armory Civic Center, 501 US Hwy 158 Business East, Warrenton, NC 27589. The purpose of this hearing is to receive citizen's comments regarding:

Petition for Re-Zoning (residential to commercial) RZ-2019-01: two parcels (32.31 +/- acres total) from Agricultural Residential [AR] to Neighborhood Business [NB] at Tax Maps B5-99A and A1 on US Highway 1 in Nutbush Township.

All questions or written comments should be directed to:

Ken Krulik, Warren County Planning/ Zoning Administrator
542 West Ridgeway Street
Warrenton, North Carolina 27589
Telephone: (252) 257-7027
KenKrulik@warrencountync.gov

A map of the property is available for review in the office of the Warren County Planning and Zoning Administrator. All interested citizens are urged to attend this public hearing.

Tare "T" Davis, Chairman
Warren County Board of Commissioners

REZONING PUBLIC HEARING

C. Overview by Ken Krulik, Planner/Zoning Administrator

Planning/Zoning and Code Enforcement Department
542 West Ridgeway Street
Warrenton, NC 27589
(PH) 252-257-7027 (FX) 252-257-1083

TO: Warren County Planning Board
FROM: Ken Krulik, AICP CZO - Planning and Zoning Administrator KWK
DATE: November 22, 2019
RE: Planning Board agenda (12/3/19) action item/staff comments

This document outlines comments from the Planning and Zoning Administrator related to the 12/3/19 Planning Board agenda items below. Where applicable staff recommendations are noted to identify compliance with (or non-compliance) with County regulations managing land use-development and to insure that State regulations are followed as well:

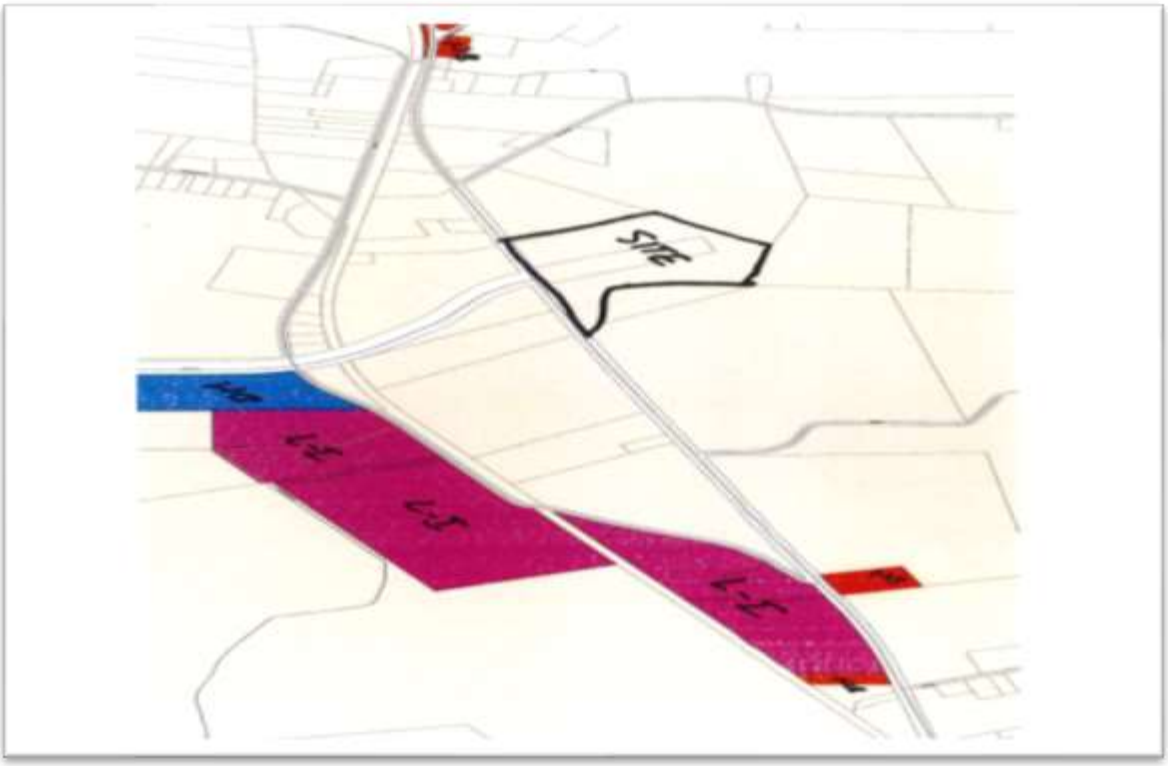
- **Petition for Re-Zoning (residential to commercial)** RZ-2019-01: two parcels (32.31 +/- acres total) from Agricultural Residential [AR] to Neighborhood Business [NB] at Tax Maps B5-99A and A1 on US Highway 1 in Nutbush Township.
  - A. Property is located along US Highway 1 between Norlina and Manson, north of Soul City with a total of 32.31 +/- acres between two parcels.
  - B. Owner proposes to use the site for a mini-storage warehouse business, a permitted use in the NB zoning district, but not the AR zoning district.
  - C. NB zoned properties are within proximity to this location along US Highway 1 as well as HB and LI zoned properties on Collins Road to the south.
  - D. Action would be consistent with the County's Land Use Plan (3-11-02) which idemifies this area along US Highway 1 as a mixed use corridor of commercial and residential uses.
  - E. ***Recommendation from Planning and Zoning Administrator: Approval for Re-Zoning from Agricultural Residential [AR] to Neighborhood Business [NB] Agricultural Residential for the noted 32.31 +/- acres per RZ-2019-01 complying with the County Zoning Ordinance (including a minimum 20' vegetative buffer between incompatible land uses) and all applicable North Carolina regulations.***

The information below is a reminder to insure project development progresses efficiently and as my recommendation that the appropriate project consultants coordinate with agency representatives. These include (but are not limited to) the NC Dept. of Environmental Quality (DEQ) and NC-Dept. of Transportation for the appropriate plans/permits:

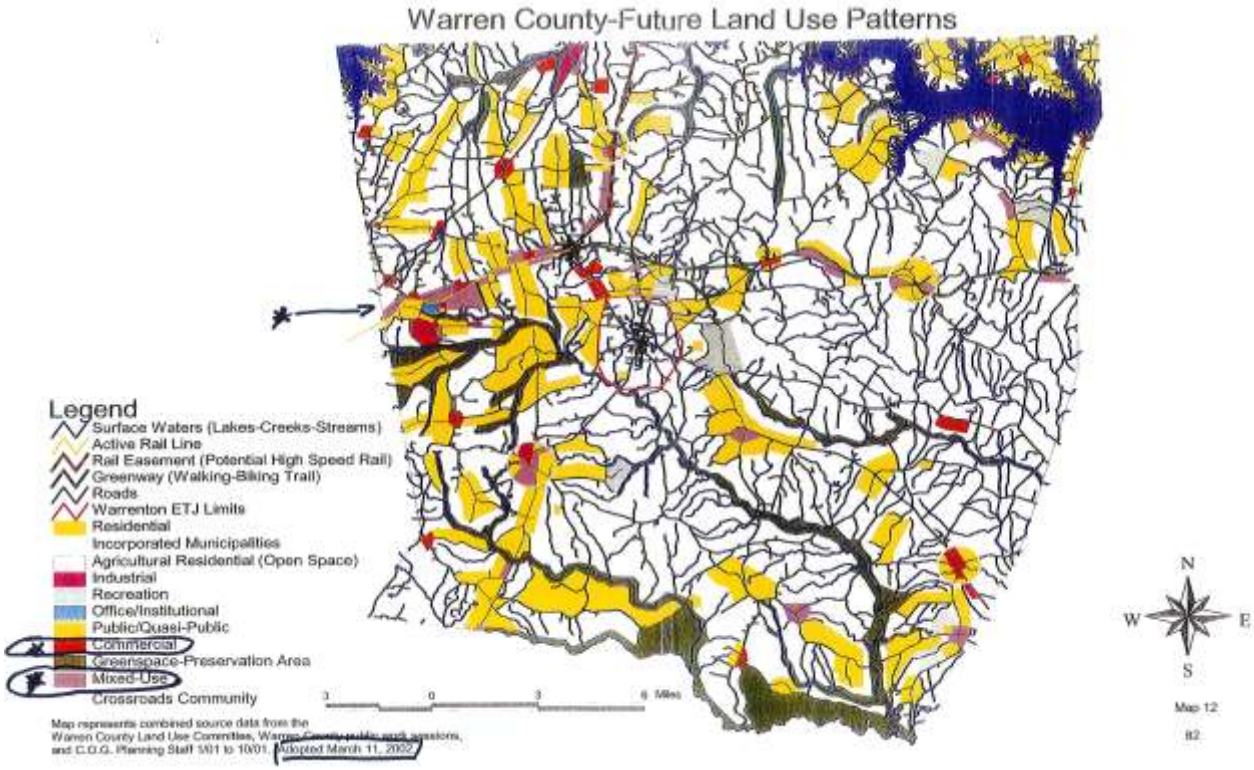
- **Erosion and Sedimentation Control Plan with appropriate Best Management Practices (BMP's) for stormwater runoff management and water quality protection.**
- **Stream Restoration Plan.**
- **Required Riparian Buffers applicable for either the Tar –Pamlico and/or Roanoke River Basins (dependent on project location).**
- **401 Water Quality Certification Permit.**
- **NC-Dept. of Transportation driveway permits/compliance with road/street construction regulations.**
- **Compliance with Warren County zoning classification (s) and ordinance regulations as applicable.**
- **Compliance with the Warren County Floodplain ordinance as applicable**
- **Appropriate public utilities as necessary (public water/sewer) or for private well/septic (on-site wastewater treatment facility) the Warren County Dept. of Environmental Health.**

Please contact me if you have questions, in advance thank you for your time and expertise.

Overview by Planner/Zoning Admin (Cont'd)



Overview by Planner/Zoning Admin (Cont'd)



Planning/Zoning and Code Enforcement Department
542 West Ridgeway Street
Warrenton, NC 27589
(PH) 252-257-7027 (FX) 252-257-1083

TO:	**Warren County Board of Commissioners, County Manager and County Attorney**
FROM:	**Ken Krulik, AICP CZO - Planning and Zoning Administrator**
DATE:	**January 21, 2020**
RE:	**Public hearing information RZ-2019-01 (2/3/20 BOC meeting) Planning Board action.**

This document outlines action reflected in the minutes of the December 3, 2019 Planning Board meeting relating to RZ-2019-01 (***STAFF NOTE*** – quorum was held with four members present):

- **Chair Tony Moran** asked if there were any changes or further discussion, with none he entertained a motion:

  A. **Motion** made by **Billy Pearce** to approve the petition to rezone as submitted (residential to commercial) RZ-2019-01: two parcels (32.31 +/- acres total) from Agricultural Residential [AR] to Neighborhood Business [NB] at Tax Maps B5-99A and A1 on US Highway 1 in Nutbush Township and recommend to be forwarded to the Board of Commissioners for review and the public hearing.

  B. **Second** was made by **Barney Watson,** on call for a vote by **Chair Tony Moran** all members voted to approve RZ-2019-01 as submitted and forward to the Board of Commissioners for review and public hearing.

D. Procedure for Citizen Comments

RULES:

*** Please sign up to speak regarding Rezoning Request.**
*** The maximum time allotted to each speaker will be ___ (__) minutes. The Clerk to the Board will keep time.**
*** Any group of people who support or oppose the same position should designate a spokesperson.**
*** Please address only those items which might not have been addressed by a previous speaker**
*** Order and decorum will be maintained during this hearing.**
*** Two questions are permitted by each speaker.**
*** Comments are being recorded by the Clerk to the Board.**

Warren County Board of Commissioner

E. Comments from the Public, Board Members and/or Manager

F. Adjourn Public Hearing

ITEM 3

CITIZEN COMMENTS
REGULAR BOARD MEETING

Time set aside to allow individuals to address the Board of Commissioners on issues of concern pertaining to the County.

Rules for Citizen Comments

Please sign up to speak.

The maximum time allotted to each speaker will be 5 minutes; Clerk to the Board will keep time.

Any group of people who support or oppose the same position should designate a spokesperson.

Please address only those items which might not have been addressed by a previous speaker.

If a response from the County Manager and/or Board is desired, leave a copy of your comment(s) with the Clerk to the Board.

Order and decorum will be maintained. This is not a question and answer session.

Note: Your comments are being recorded.

Warren County Board of Commissioners

ITEM 4-A

CONSENT AGENDA

Approve minutes of January 6, 2020 Regular Monthly Meeting

Minutes have been provided to the Board of Commissioners in a separate email.

ITEM 4-B

CONSENT AGENDA

Tax Collector's Report for January 2020 presented for Board's information in accordance with NCGS 105-350

John Preston, Tax Administrator

Tax Collector's Report
to the Warren County Board of Commissioners
For the Month December 2019

2019-2020

Current Year Collections

Tax Year	Charge	Collected in December	Collected to Date	Balance Outstanding	Percentage Collected
Dec 2019 FY20	$19,326,617	$5,224,933	$13,820,600	$4,526,015	75.30
Dec 2018 FY19	$18,001,077	$5,325,068	$13,625,981	$4,375,095	75.70

Delinquent Collections

2018	$527,969	$35,153	$183,613	$344,355	34.78
2017	236,344	3,859	29,666	$206,677	12.55
2016	155,251	1,550	13,401	$141,850	8.63
2015	115,914	425	7,483	$108,431	6.46
2014	95,484	415	6,177	$89,307	6.47
2013	118,177	48	5,406	$112,771	4.57
2012	92,671	221	4,302	$88,367	4.64
2011	71,863	73	4,772	$67,090	6.64
2010	62,740	49	875	$61,865	1.40
2009	50,501	130	799	$49,701	1.58
Total Delinquent Years	$1,526,914	$41,923	$256,494	$1,270,414	

Other December Receipts

County Penalties	$ 10,009	$ 47,781
Landfill User Fees	$ 409,244	$ 1,061,930
Municipalities	$ 282,474	$ 496,809
Fire District Taxes	$ 285,363	$ 708,428
Advance Taxes	$ 3,226	$ 39,126
DECEMBER GRAND TOTAL	$11,582,240	$30,057,149

John Preston, Tax Administrator 1/13/2020
John Preston, Interim Tax Administrator

ITEM 4-C1

CONSENT AGENDA

Tax Release Requests over $100 in accordance with NCGS 105-381 "Taxpayer's Remedies" as information only.

(J. Preston, Tax Admin.)

Over $100 **2/3/2020** **CO MGR INITIALS:_____ Date:_____**

ERROR CORRECTION RELEASES:

DALTORIO CHRISTOPHER P	2019 03520-300		1908213	$496.83	BOAT SOLD MAY 2018
DAVIS W S JR	2019 11621-302	E9-25	4222	$1,023.03	SHOULD BE IN LANDUSE
FLEMING WILSON	2019 14814-317	A3-34	4127	$112.97	GREENHOUSE LOSED IN DEC 2018
HALL JASON W & SHEENA B	2019 34948-200		1908255	$203.81	SOLD BOAT 2018
HARRIS CAROLYN W	2019 8450-300	C5A-2	11748	$373.54	DW DOUBLE LISTED
HARRIS E WEMYSS II	2019 08978-200		27649	$225.58	DOUBLE BILLED
JOHNSON JOSEPH JR	2018 22119-300	F6A-9	6071	$166.66	NO MH ON SITE/NO LFUF
JOHNSON JOSEPH JR	2019 22119-300	F6A-9	6071	$166.66	NO MH ON SITE/NO LFUF
JOHNSON SAMUEL M	2019 24522-300	E4-41	13146	$313.35	ASSESSED INCORRECTLY
KEARNEY GEORGE JR	2019 00564-200		27628	$233.78	MH DOUBLE LISTED
SHEARIN OWEN & HARRIET B	2019 25655-300		1907688	$133.13	HOUSE DOUBLE BILLED
WATSON ANTHONY	2007 02525-107		33908	$437.33	DOUBLE BILLED
WATSON ANTHONY	2008 02525-108		36131	$415.37	DOUBLE BILLED
WATSON ANTHONY	2009 02525-109		38522	$322.45	DOUBLE BILLED
WATSON ANTHONY	2010 02525-110		41115	$350.75	DOUBLE BILLED
WATSON ANTHONY	2011 02525-111		42353	$331.40	DOUBLE BILLED
WATSON ANTHONY	2012 02525-112		45501	$312.30	DOUBLE BILLED
WATSON ANTHONY	2013 02525-113		48820	$294.76	DOUBLE BILLED
WATSON ANTHONY	2014 02525-114		51444	$260.84	DOUBLE BILLED
WATSON ANTHONY	2015 02525-115		54236	$237.86	DOUBLE BILLED
WATSON ANTHONY	2016 02525-116		57366	$242.39	DOUBLE BILLED
TOTAL ERROR CORRECTIONS:				**$6,654.79**	
Total Releases				**$6,654.79**	

LANDFILL USER FEE RELEASES:

HARMON DANNY	2019 15445-301	D4-75E	23988	$150.00	LAND ONLY
HARRIS JAMIE MARIE	2019 34142-300	J10-36	5943	$150.00	USED FOR STORAGE
LARRISON RUTH	2019 30669-300	D4-84	6866	$150.00	LFUF CHARGED IN ERROR
ONEAL JACK & NAN	2019 29401-303	C9-60-57	8476	$150.00	DWELLING NOT LIVEABLE
PIERCE MARGARET A & OTHERS	2019 31633-342	I6-1	9635	$150.00	DWELLING NOT LIVEABLE
REID REBIE S	2019 33203-307	L5-64	10462	$150.00	DWELLING NOT LIVEABLE
TALLEY ROY J	2019 39632-300	C3-13B	555	$150.00	MH USED FOR STORAGE
TOTAL LFUF RELEASES:				**$1,050.00**	
Total Releases				**$7,704.79**	

ITEM 4-C2

CONSENT AGENDA

County Manager approved Releases Under $100 in accordance with NCGS 105-381 "Taxpayer's Remedies" as information only.

(J. Preston, Tax Admin.)

Under $100 2/3/2020 CO MGR INITIALS: VJ Date: 1/28/2020

ERROR CORRECTION RELEASES:

NAME	Year	ACCT#	MAP #	RECORD #	AMOUNT	REASON
CHELSEA FARMS LLC	2019	282		27918	$ 21.85	DOUBLE BILLED
COUNTRY BOY EXCAVATING	2019	42278-200		27779	$ 42.85	CLERICAL ERROR
HARRIS E WEMYSS II	2019	06978-300	J10-35B	19795	$ 54.11	OVERASSESSED
HERITAGE HOUSE FLOWERS	2015	7886-115		54299	$ 24.48	OUT OF BUSINESS
HERITAGE HOUSE FLOWERS	2016	7886-116		57506	$ 21.90	OUT OF BUSINESS
HERITAGE HOUSE FLOWERS	2017	7886-201		31265	$ 23.00	OUT OF BUSINESS
JONES JAMES C & OTHERS	2019	28169-301	B6-21C	6278	$ 71.70	PAYMENT MADE ON WRONG ACC
MORRIS ROSEMARY	2013	38581-200		48806	$ 3.67	RELEASE INTERST/DOUBLE BILLED
MORRIS ROSEMARY	2014	38581-200		51427	$ 5.85	DOUBLE BILLED
MORRIS ROSEMARY	2015	38581-200		54218	$ 65.26	DOUBLE BILLED/PD IN HALIFAX CO
MORRIS ROSEMARY	2017	38581-200		29524	$ 74.36	DOUBLE BILLED/PD IN HALIFAX CO
MORRIS ROSEMARY	2018	38581-200		29524	$ 6.03	PAID IN HALIFAX CO
MORRIS ROSEMARY	2019	38581-200		27018	$ 6.09	PAID IN HALIFAX CO
REED BILLIE M & GWENDOLYN	2019	40060-300		1908378	$ 25.87	DOUBLE BILLED
RICHARDSON NAMON RAY	2019	33935-300	J12-22I	3567	$ 64.24	WRONG EXEMPTION AMT ON BILL
SUB-TOTAL ERROR CORRECTIONS:					**$511.26**	

MOTOR VEHICLE RELEASES:

SEAY HARRY P	2019	DLH4575	V-1925951	$ 9.20	RELEASE GAP BILL/DMV LOST CK
WILLIAMS MAEHESTER LAVERNE	2019	PCV7437	V-52608	$ 0.09	REALEASE INTEREST

SUB-TOTAL MOTOR VEHICLE RELEASES:	**$ 9.29**
SUB-TOTAL CORRECTION RELEASES:	**$511.26**
Total Releases	**$520.55**

ITEM 4-D

CONSENT AGENDA

Resolution Recognizing February 2020 as "Black History Month" and authorizing Chairman Davis to sign same.

Proclamation

Designating February 2020 "Black History Month"

WHEREAS, the 2020 theme for National Black History Month is "African Americans and the Vote", recognizes the struggle for voting rights among both black men AND women throughout American history, and

WHEREAS, Black History Month is the observance of a special period to recognize and honor the determination and commitment of generations of African Americans in pursuing the promises of America; and

WHEREAS, it was initiated in 1926 by Dr. Carter G. Woodson as Negro History Week; and

WHEREAS, since 1976 it has been celebrated the entire month of February; and

WHEREAS, African American leaders such as Sojourner Truth, Phyllis Wheatley, Harriet Tubman, Ida B. Wells, Rosa Parks, Shirley Chisholm, Booker T. Washington, Martin Luther King, Jr. and Leon Sullivan caused America to examine its heart and to respect the dignity and equality of all people, regardless of race; and

WHEREAS, African Americans have made significant contributions as leaders at the highest levels of the military, business, education, law, government, the arts, sports, and religion; and

WHEREAS, Barack Obama was the first man of color elected President of the United States.

NOW, THEREFORE BE IT RESOLVED, that the Warren County Board of Commissioners do hereby proclaim the month of **FEBRUARY 2020 as Black History Month** and urge all citizens of our community to give full regard to the past and continuing service of African Americans in our county, our state and our nation.

This the 3rd day of February 2020.

Tare "T" Davis, Chairman
Warren County Board of Commissioners

ATTEST:

ITEM 4-E

CONSENT AGENDA

Resolution Conveying Surplus cell phones from EMS to Infinite Possibilities Inc. & Victim Services Agency for domestic violence

STATE OF NORTH CAROLINA

COUNTY OF WARREN

Resolution Conveying Personal Property
By Private Sale

WHEREAS, Warren County has the authority to convey property pursuant to N.C.G.S. § 159A-176, and;

WHEREAS, N.C.G.S. § 160A-279 states that a County may, in lieu of or in addition to an appropriation of funds, convey real or personal property it owns, by private sale, to any non-profit entity (Agency) which carries out a public purpose, and;

WHEREAS, in such conveyance, the County shall attach covenants and/or conditions that assure that said property will be put to a public use by the recipient Agency, and;

WHEREAS, notice of this private sale has been published pursuant to N.C.G.S. § 160A-267.

NOW THEREFORE BE IT RESOLVED BY THE WARREN COUNTY BOARD OF COMMISSIONERS THAT: The Warren County Manager (or designee) is hereby ordered to dispose of and convey, by private sale, surplus cell telephones to Infinite Possibilities. This agency is a 501c3 nonprofit organization based in Warren County. Agency shall pay Warren County $1.00 for said items**.**

Said property shall be used by the Agency for a public purpose, in accordance with its mission statement in serving the public, as required by N.C.G.S. § 160A-279.

ADOPTED this the 3rd day of February 2020.

WARREN COUNTY BOARD OF COMMISSIONERS

ATTEST: Tare "T" Davis, Chairman

_____

ITEM 5

COUNTY MANAGER UPDATES

(Kerr Lake Regional Water System Plant Upgrade & Expansion)

ITEM 6-A (pg 1 of 4)

FINANCE OFFICE

Katherine Brafford, Finance Officer

Amendment #10 to the FY 2020 Budget Ordinance – General Fund $11,498 (Increase to Commissioners, Co. Manager, Finance, Animal Control, Coop Ext, JCPC & Library Budgets)

RE: Recommendation for Approval of Budget Ordinance Amendment #10 to the General Fund

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Background

Several items are addressed in Budget Amendment #10 to the FY 2020 Budget Ordinance. There are as follows:

1) We are asking for an increase in appropriations to the County Commissioner's budget of $3,000 to cover the anticipated costs of the Aycock Group for services related to the upcoming Board Retreat. These funds are being budgeted from Contingency.

2) We are asking for an increase in appropriations to the County Manager's budget of $11,280 to cover the cost of installing a new gas furnace in the Administration Building. H.B. Poythress & Associates performed the work – which was deemed an emergency – as the old furnace suddenly stopped working. These funds are being transferred from Buildings & Grounds Major Building Repairs.

3) We are asking for an increase in appropriations to the Finance Department's budget of $9,000 to cover additional costs associated with the County's annual financial audit, which is performed by Winston, Williams, Creech, Evans & Company, LLP. The original contract is being amended to cover costs associated with the errors found when performing the Medicaid compliance testing portion of the audit. We are being charged an additional $1,000 for each group of 10 errors over the base amount of 15. These funds are being budgeted from Contingency.

4) We are asking for an increase in appropriations to the Animal Control Department's budget of $3,500 to purchase equipment for the shelter playground. These funds are being budgeted from fund balance – which includes private donations previously given and not yet spent.

ITEM 6-A (pg 2 of 4)

FINANCE OFFICE

Katherine Brafford, Finance Officer

Amendment #10 to the FY 2020 Budget Ordinance – General Fund $11,498 (Increase to Commissioners, Co. Manager, Finance, Animal Control, Coop Ext, JCPC & Library Budgets)

5) We are asking for an increase in appropriations to the Cooperative Extension budget of $3,872 for use in the Pesticide Container Recycling Program. These funds are being budgeted from a grant received from the N.C. Department of Agriculture and Consumer Services.

6) We are asking for an increase in appropriations to the Juvenile Crime Prevention Council (JCPC) budget of $3,610 to cover the amount of unspent Administration funds from FY 2019. Unspent funds are required to be returned to the funding agency, which is the N.C. Department of Public Safety. These funds were "closed" into fund balance at the end of the fiscal year; therefore, fund balance is being appropriated to cover this expense.

7) We are asking for a net increase in appropriations to the Library's budget. This increase consists of an increase of $1,500 from contributions received from Friends of the Library, and a decrease of $984 due to a reduction in the amount of the State Aid to Public Libraries Grant initially budgeted. The amount received from this grant in the prior fiscal year ($81,697) was estimated when budgeting for FY 2019-2020; however, notification was later received from the State Library of North Carolina that the allocation for this year was being reduced to $80,713, resulting in a needed reduction to the budget of $984. An expenditure line item within the Library's current budget is being reduced to offset this reduction in revenue.

Recommendation

I am recommending that the Board approve Budget Amendment #10 to the FY 2020 Budget Ordinance.

ITEM 6-A (pg 3 of 4)

FINANCE OFFICE

Katherine Brafford, Finance Officer

Amendment #10 to the FY 2020 Budget Ordinance – General Fund $11,498 (Increase to Commissioners, Co. Manager, Finance, Animal Control, Coop Ext, JCPC & Library Budgets)

AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE
2019/2020
Amendment No. 10

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

Increase/(Decrease) Appropriations:

County Commissioners		3,000
County Manager		11,280
Finance Department		9,000
Buildings & Grounds Maintenance		(11,280)
Animal Control		3,500
Cooperative Extension		3,872
Juvenile Crime Prevention Council (JCPC)		3,610
Library		516
Contingency		(12,000)
Total	**$**	**11,498**

Section 2 of the Warren County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Revenues:

Restricted Intergovernmental - Other		2,888
Miscellaneous Revenue		1,500
Appropriated Fund Balance		7,110
Total	**$**	**11,498**

This amendment:

- Increases appropriations in the County Commissioners' budget by $3,000 and decreases Contingency appropriations by that same amount - to cover the anticipated costs of the Aycock Group for services related to the Board Retreat.

  Funding Source: Contingency

- Increases appropriations in the County Manager's budget by $11,280 to cover the cost of installing a new gas furnace in the Administration Building. H.B. Poythress & Associates performed the work - which was deemed an emergency - as the old furnace stopped working. These funds are being transferred from the Buildings & Grounds Major Building Repairs Budget.

  Funding Source: Buildings & Grounds Budget

ITEM 6-A (pg 4 of 4)

FINANCE OFFICE

Katherine Brafford, Finance Officer

Amendment #10 to the FY 2020 Budget Ordinance – General Fund $11,498 (Increase to Commissioners, Co. Manager, Finance, Animal Control, Coop Ext, JCPC & Library Budgets)

- Increases appropriations in the Finance Department's budget by $9,000 to cover additional costs associated with the County's annual financial audit - which is performed by Winston, Williams, Creech, Evans & Company, LLP. The original contract is being amended to cover costs associated with the errors found when conducting the medicaid compliance testing portion of the audit. We are being charged an additional $1,000 for each group of 10 errors over the base amount of 15.

  Funding Source: Contingency

- Increases appropriations in the Animal Control Department's budget by $3,500 to purchase equipment for the shelter playground. These funds are being budgeted from fund balance resulting from private donations.

  Funding Source: Fund Balance Appropriated

- Increases appropriations in the Cooperative Extension budget by $3,872 for use in the Pesticide Container Recycling Program. These funds are being budgeted from a grant received from the N.C. Department of Agriculture and Consumer Services.

  Funding Source: N.C. Department of Agriculture & Consumer Services

- Increases appropriations in the Juvenile Crime Prevention Council budget by $3,610 to cover the amount of unspent funds from FY 2019 which are required to be refunded to the N.C. Department of Public Safety. These funds were "closed" into fund balance at the close of the fiscal year; therefore, fund balance is being appropriated to cover this expense.

  Funding Source: Fund Balance Appropriated

- Increases appropriations in the Library budget by a net of $516. This increase consists of an increase of $1,500 from contributions coming from Friends of the Library donations; and a decrease of $984 due to a reduction in the amount of the State Aid to Public Libraries Grant initially budgeted. The amount received from this grant in the prior fiscal year ($81,697) was estimated when budgeting for FY 2019-2020; however notification was later received from the State Library of North Carolina that the allocation for this year was being reduced to $80,713, resulting in a needed reduction to the budget of $984.

  Funding Source: Miscellaneous Revenue & a Reduction in the Library's Expenditure Budget

Respectfully Submitted 2/03/2020

Katherine C. Brafford

Katherine C. Brafford, Finance Director

ITEM 6-B (pg 1 of 2)

FINANCE OFFICE
Katherine Brafford, Finance Officer

Amendment # 1 to Capital Project Ordinance for Water & Sewer Water Main Bridge Relocation Project # 44 (Revenues & Expenditures increase by $8,562)

MEMORANDUM

TO: Warren County Board of Commissioners

THROUGH: Vincent E. Jones, County Manager

FROM: Kathy Brafford, Finance Director

DATE: January 25, 2020

RE: Recommendation for Approval of Amendment No. 1 to the Capital Project Ordinance for the Warren County Water & Sewer Water Main Bridge Relocation Project (Bridge No. 44)

Background

At the Board of County Commissioners regular meeting on January 6, 2020, Interim Public Utilities Director Macon Robertson presented Change Order #1-Final and Certificate of Substantial Completion for the Warren County Water & Sewer Water Main Bridge Relocation Project (Bridge No 44). The project is complete and ready to be closed out. Budget Amendment No. 1 to the Capital Project Budget is being presented for approval.

ITEM 6-B (pg 2 of 2)

FINANCE OFFICE
Katherine Brafford, Finance Officer

Amendment # 1 to Capital Project Ordinance for Water & Sewer Water Main Bridge Relocation Project # 44 (Revenues & Expenditures increase by $8,562)

AMENDMENT TO THE CAPITAL PROJECT ORDINANCE
WARREN COUNTY WATER & SEWER
WATER MAIN BRIDGE RELOCATION PROJECT
BRIDGE NO. 44

(Amendment No. 1)

Section 3 of the above-referenced capital project ordinance shall be amended as follows:

Increase (Decrease) Revenues:

NC Department of Transportation Reimbursement	$8,562
Total	**$ 8,562**

Section 4 of the above-referenced capital project ordinance shall be amended as follows:

Increase (Decrease) Appropriations:

Legal & Administrative	$ (2,000)
Engineering	(42,677)
Construction	67,514
Contingency	(14,275)
Total	**$8,562**

This amendment adjusts the budget to the actual costs of the project and closes out the project.

Respectfully submitted 2/3/2020

Katherine C. Brafford
Katherine C. Brafford, Finance Director

ITEM 6-C (pg 1 of 2)

FINANCE OFFICE
Katherine Brafford, Finance Officer

Amendment # 1 to Capital Project Ordinance for Water & Sewer Water Main Bridge Relocation Project # 77 (Revenues & Expenditures decreased $21,089)

MEMORANDUM

TO: Warren County Board of Commissioners

THROUGH: Vincent E. Jones, County Manager

FROM: Kathy Brafford, Finance Director

DATE: January 25, 2020

RE: Recommendation for Approval of Amendment No. 1 to the Capital Project Ordinance for the Warren County Water & Sewer Water Main Bridge Relocation Project (Bridge No. 77)

Background

At the Board of County Commissioners regular meeting on January 6, 2020, Interim Public Utilities Director Macon Robertson presented Change Order #1-Final and Certificate of Substantial Completion for the Warren County Water & Sewer Water Main Bridge Relocation Project (Bridge No 77). The project is complete and ready to be closed out. Budget Amendment No. 1 to the Capital Project Budget is being presented for approval.

ITEM 6-C (pg 2 of 2)

FINANCE OFFICE
Katherine Brafford, Finance Officer

Amendment # 1 to Capital Project Ordinance for Water & Sewer Water Main Bridge Relocation Project # 77 (Revenues & Expenditures decreased $21,089)

AMENDMENT TO THE CAPITAL PROJECT ORDINANCE
WARREN COUNTY WATER & SEWER
WATER MAIN BRIDGE RELOCATION PROJECT
BRIDGE NO. 77

(Amendment No. 1)

Section 3 of the above-referenced capital project ordinance shall be amendment as follows:

Increase (Decrease) Revenues:

NC Department of Transportation Reimbursement	$(21,089)
Total	**$(21,089)**

Section 4 of the above-referenced capital project ordinance shall be amended as follows:

Increase (Decrease) Appropriations:

Legal & Administrative	$ (2,000)
Engineering	(43,627)
Construction	34,039
Contingency	(9,501)
Total	**$(21,089)**

This amendment adjusts the budget to the actual costs of the project and closes out the project.

Respectfully submitted 2/3/2020

Katherine C. Brafford
Katherine C. Brafford, Finance Director

ITEM 6-D (Pg 1 of 5)

FINANCE OFFICE
Katherine Brafford, Finance Officer

Amended Audit Contract with Winston, Williams, Creech, Evans & Company LLP; an additional fee of $9,000 is accessed. Authorize Chairman Davis to sign same.

MEMORANDUM

TO: Warren County Board of Commissioners

THROUGH: Vincent E. Jones, County Manager

FROM: Kathy Brafford, Finance Director

DATE: February 3, 2020

RE: Recommendation for Approval of Amendment to Audit Contract

---

Background

At their regular meeting on March 5, 2019, the Board of County Commissioners approved an audit contract with Winston, Williams, Creech, Evans, & Company, LLP for a three year term. The auditors have submitted a notification of the original engagement letter and amending the terms of that engagement. The additional terms are due to the discontinuation of the Agreed Upon Procedures (AUP) from the previous year – and relates to the "compliance audit." The County will be charged $1,000 per each group of ten (10) errors exceeding fifteen (15). The auditors found 103 errors during their compliance testing of Medicaid programs. This will result in an additional $9,000 in audit fees.

The contract is also being amended to reflect a revised due date of 1/31/2020.

Recommendation

I am recommending approval of the amended contract and authorization for the County Manager to execute the amended contract.

ITEM 6-D (Pg 2 of 5)

FINANCE OFFICE
Katherine Brafford, Finance Officer

Amended Audit Contract with Winston, Williams, Creech, Evans & Company LLP; an additional fee of $9,000 is accessed. Authorize Chairman Davis to sign same.

Winston, Williams, Creech, Evans, & Company, LLP

Certified Public Accountants

CPA

America Counts on CPAs

Gary L. Williams, CPA
Carlsen P. Evans, CPA
Jennifer T. Reese, CPA
Tara H. Roberson, CPA

Curtis G. Van Horne, CPA

November 30, 2019

Warren County
548 W. Ridgeway Street
Warrenton, NC 27589

Re: Modification of Original Engagement Letter

Winston, Williams, Creech, Evans, and Company, LLC is pleased to represent Warren County in the 2019 Audit. We are amending the terms of the original engagement letter in the matter pursuant to Warren County's approval.

The additional terms of the engagement are due to the discontinuation of the AUP are as follows:

The first 15 errors found during the compliance audit will not incur additional fees. For errors found during the compliance audit exceeding 15 errors, Warren County will be charged $1,000 per group of 10.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant changes to our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, or the procedures need to be modified, our agreement with you will need to be revised.

Very truly yours,

Winston, Williams, Creech, Evans & Co., LLP

Winston, Williams, Creech, Evans & Co., LLP

RESPONSE:

This letter correctly sets forth the understanding of Warren County.

Management signature: _____

Title: _____

Date: _____

Governance signature:

Title: _____

Date: _____

102 W. Spring Street • P.O. Box 1366 • Oxford, NC 27565 • (919) 693-5196 • fax (919) 693-7614
www.wwcecpa.com

Governmental Audit Quality Center

ncaCPA

ITEM 6-D (Pg 3 of 5)

FINANCE OFFICE
Katherine Brafford, Finance Officer

Amended Audit Contract with Winston, Williams, Creech, Evans & Company LLP; an additional fee of $9,000 is accessed. Authorize Chairman Davis to sign same.

LGC-205 Amendment **AMENDMENT TO CONTRACT TO AUDIT ACCOUNTS** Rev. 7/2019

Whereas	Primary Government Unit Warren County
and	Discretely Presented Component Unit (DPCU) (if applicable) n/a
and	Auditor Winston, Williams, Creech, Evans & Co LLP

entered into a contract in which the Auditor agreed to audit the accounts of the Primary Government Unit and DPCU (if applicable)

for Fiscal Year Ending 06/30/19 and originally due on Audit Report Due Date 10/31/19

hereby agree that it is now necessary that the contract be modified as follows.

	Original due date	Modified due date
☑ Modification to due date:	10/31/19	01/31/20
☑ Modification to fee:	Original fee $60,000 + $3,250/maj prog>3	Modified fee See below

EXPLANATION OF MODIFIED CONTRACT TERMS

Please provide an explanation for the modification to due date and/or fees.
Modified fee: $60,000 + $3,250 / major program > 3 + $1,000 / group 10 errors > 15
The additional variable fee is related to the discontinuation of the AUP that was performed in the previous year for Medicaid for the Office of the State Auditor. This fee for the errors was previously charged as a part of that engagement. Warren County will be charged $1,000 for errors any part of a group of 10 errors that exceeds 15 that are found in the compliance testing.

Additional time is needed to complete the audit due to a change in the finance officer.

If the amendment is submitted to extend the due date, please indicate the steps the unit and auditor will take to prevent late filing of audits in subsequent years.
Finance officer will be more familiar with the audit process at this County next year and there will be an Assistance Finance Officer on staff at the time of the year close and audit next year to aid in the process.

By their signatures on the following pages, the Auditor, the Primary Government Unit, and the DPCU (if applicable), agree to these modified terms.

ITEM 6-D (Pg 4 of 5)

FINANCE OFFICE
Katherine Brafford, Finance Officer

Amended Audit Contract with Winston, Williams, Creech, Evans & Company LLP; an additional fee of $9,000 is accessed. Authorize Chairman Davis to sign same.

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Winston, Williams, Creech, Evans & Co LLP	
Authorized Firm Representative* (typed or printed) Tara H. Roberson	Signature* Tara H. Roberson
Date* 12/30/19	Email Address roberson@wwcecpa.com

GOVERNMENTAL UNIT

Governmental Unit* Warren County	
Date Primary Government Unit Governing Board Approved Amended Audit Contract* (If required by governing board policy)	
Mayor/Chairperson* (typed or printed)	Signature*
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA") n/a	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE
ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT
(Pre-audit certificate not required for charter schools or hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer* Katherine Brafford	Signature*
Date of Pre-Audit Certificate*	Email Address* KatherineBrafford@warrencountync.gov

ITEM 6-D (Pg 5 of 5)

FINANCE OFFICE
Katherine Brafford, Finance Officer

Amended Audit Contract with Winston, Williams, Creech, Evans & Company LLP; an additional fee of $9,000 is accessed. Authorize Chairman Davis to sign same.

LGC-205 Amended **AMENDMENT TO CONTRACT TO AUDIT ACCOUNTS** Rev. 7/2019

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU n/a	
Date DPCU Governing Board Approved Amended Audit Contract (if required by governing board policy)	
DPCU Chairperson (typed or printed)	Signature
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE
ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT
(Pre-audit certificate not required for charter schools or hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed)	Signature
Date of Pre-Audit Certificate	Email Address

ITEM 7

FOLLOW-UP TO FEBRUARY 3, 2020 REZONING REQUEST

Having held a required public hearing related to rezoning request

Petition for Re-Zoning (residential to commercial) RZ-2019-01: two parcels (32.31 +/- acres total) from Agricultural Residential [AR] to Neighborhood Business [NB] at Tax Maps B5-99A and A1 on US Highway 1 in Nutbush Township.

It is now presented for Board of Commissioners' Action. A recommendation for approval comes from the Planning Board.

Planning/Zoning and Code Enforcement Department
542 West Ridgeway Street
Warrenton, NC 27589
(PH) 252-257-7027 (FX) 252-257-1083

TO: Warren County Board of Commissioners, County Manager and County Attorney

FROM: Ken Krulik, AICP CZO - Planning and Zoning Administrator

DATE: January 21, 2020

RE: Public hearing information RZ-2019-01 (2/3/20 BOC meeting) Planning Board action.

This document outlines action reflected in the minutes of the December 3, 2019 Planning Board meeting relating to RZ-2019-01 (***STAFF NOTE*** – quorum was held with four members present):

- **Chair Tony Moran** asked if there were any changes or further discussion, with none he entertained a motion:

  A. **Motion** made by **Billy Pearce** to approve the petition to rezone as submitted (residential to commercial) RZ-2019-01: two parcels (32.31 +/- acres total) from Agricultural Residential [AR] to Neighborhood Business [NB] at Tax Maps B5-99A and A1 on US Highway 1 in Nutbush Township and recommend to be forwarded to the Board of Commissioners for review and the public hearing.

  B. **Second** was made by **Barney Watson,** on call for a vote by **Chair Tony Moran** all members voted to approve RZ-2019-01 as submitted and forward to the Board of Commissioners for review and public hearing.

ITEM 8-A

APPOINTMENTS TO BOARD/COMMITTEE/COMMISSION:

According to paragraph 7 of Warren County's Policy for Board & Committee Appointments and/or Reappointments and Board and Committee Activities, "Any upcoming vacancy on a board or commission shall be placed as an item on the Board of Commissioners meeting prior to the expiration of the upcoming vacancy". Therefore, the following board/committee vacancies are presented for boards information and subsequent action:

1. **Aging Advisory Council Warren County (7 vacancies)**
2. **Citizens Advisory Council (3 vacancies: 1 Dist III, 1 Dist IV & 1 Dist V)**
3. **Facilities Review Ad Hoc Committee (3 vacancies)**
4. **Historic Preservation Commission (5 vacancies)**
5. **Industrial & Pollution Control Finance Authority (7 vacancies)**
6. **Juvenile Crime Prevention Council (5 vacancies)**
7. **Potentially Dangerous Dog Appeals Board**
8. **Recreation Commission (3 vacancies)**
9. **Social Services Board of Trustees (1 vacant state appointment)**
10. **Voluntary Agricultural District Committee (2 vacancies)**
11. **Zoning Board of Adjustment (1 vacancy)**

ITEM 8-B

APPOINTMENTS TO BOARD/COMMITTEE/COMMISSION:

Consider Appointments / Re-appointments as follows

1. **Board of Equalization and Review; Statement of Interest received from Julian Alford**

2. **Citizens Advisory Council (CAC) Powell's District; Statement of Interest from Kathy D. Richardson**

3. **Keep Warren County Beautiful Committee; Statement of Interest from Debbie Formyduval, Elections Director**

4. **Kerr Area Rural Transportation-KARTS; Statement of Interest from Emma Perry, DSS Interim Director**

5. **Voluntary Agricultural District Committee Reappointments: E.B. Harris, BJ. Wright, Victor Hunt and Gary Holtzmann.**

ITEM 8-B1

APPOINTMENTS TO BOARD/COMMITTEE/COMMISSION:

Board of Equalization and Review
Statement of Interest received from Julian Alford (Pg 1 of 2)

STATEMENT OF INTEREST TO SERVE

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Warren County Board of Commissioners
c/o Clerk to the Board
PO Box 619
Warrenton, NC 27589

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Board of E&R
2.
3.
4.

Your full name Julian Alford
Date of Birth 01/29/90 Sex Male Race Black
Mailing Address PO Box 1351
City and Zip Code Norlina 27563
Street Address 209 Graham St,
City and Zip Code Norlina, NC 27563
Home Phone 252-204-9942 Work Phone 252-438-4141
Job Title Detective / Real Estate Broker.
Company or Agency Henderson PD, EXP Realty
Email Address Jalford331@gmail.com

Do you live in the county? Yes ☒ No ☐

Please list your County Commissioner District Jennifer Jordan
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended Vaughan High School
Name and Address of College Attended 7053 Messer Rd, Richmond VA
Degree Received Sampson Community College
1801 Sunset Ave, Clinton NC. Law Enforcement Certificate
~~Please list any military experience~~ HPW Real Estate School obtained Broker License.

APPOINTMENTS TO BOARD/COMMITTEE/COMMISSION:

Board of Equalization and Review
Statement of Interest received from Julian Alford (Pg 2 of 2)

If you are presently serving as an elected or appointed official, please explain: N/A

Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications.

Work Experience Been in Law Enforcement 10 years, I also have been a Real Estate Broker for 2yr and practicing within my Community. Currently Enrolled in several Real Estate Courses to develop insight into the world of Real Estate.

Volunteer Experience Shop with a cop, I also give free advice for first time home buyers. I also Volunteer time through my LEO duties in my Community. I also donate time through STONE SQUARE Lodge # 10. Masons Lodge in Warrenton.

How did you become aware of Warren County volunteer opportunities? (Please circle appropriate response)

Newspaper Current Warren County Volunteer (Other)

If other, please explain: John Kreston,

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature [signature]

Date 1/21/2020

Please feel free to attach a resume if so desired.

ITEM 8-B2

APPOINTMENTS TO BOARD/COMMITTEE/COMMISSION:

Citizens Advisory Council (CAC) Powell's District
Statement of Interest from Kathy D. Richardson (pg 1 of 2)

STATEMENT OF INTEREST TO SERVE

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Warren County Board of Commissioners
c/o Clerk to the Board
PO Box 619
Warrenton, NC 27589

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Warren County Citizen Advisory Council
2.
3.
4.

Your full name Kathy Dell Harris
Date of Birth 10-31-1945 Sex F Race American Indian
Mailing Address 1083 Richardson Road
City and Zip Code Warrenton, NC 27589
Street Address Same
City and Zip Code
Home Phone 252-257-2700 Work Phone 252-883-7218
Job Title WIOA Program Coordinator
Company or Agency Haliwa-Saponi Tribe
Email Address cat3145@centurylink.net

Do you live in the county? Yes ☒ No ☐

Please list your County Commissioner District #5
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended Haliwa School (Hollister, NC
Name and Address of College Attended Smithdeal Massey Business College Richmond VA
Degree Received Associate (Certified Paralegal) school of paralegal studies, Atlanta, Ga
Please list any military experience N/A

APPOINTMENTS TO BOARD/COMMITTEE/COMMISSION:

Citizens Advisory Council (CAC) Powell's District
Statement of Interest from Kathy D. Richardson (pg 1 of 2)

If you are presently serving as an elected or appointed official, please explain: N.C. Legal Aid (Legal Aid Advisory Counc state wide)

Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications.

Work Experience Haliwa-Saponi Tribe Asst Director or Executive Director. Legal Aid (outreach or Para Legal) NCBA (participant and Supervisor.

Volunteer Experience Warren County 4-H Counselor/Leader. Recognized by Gov. Hunt on (2) occasions as Volunteer of the Year.

How did you become aware of Warren County volunteer opportunities? (Please circle appropriate response)

Newspaper **Current Warren County Volunteer** **Other**

If other, please explain: word of mouth by Community Leaders

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature Kathy Hams

Date Jan. 3, 2020

Please feel free to attach a resume if so desired.

ITEM 8-B3

APPOINTMENTS TO BOARD/COMMITTEE/COMMISSION:

Keep Warren County Beautiful Committee

Statement of Interest from Debbie Formyduval, Elections Director (pg 1 of 2)

Statement of Interest to Serve

List in order of preference the Board/Committee/Commission for which you would be willing to serve. Select one:	Roadside Beautification Committee
Give Name of "Fire Tax Board" of Interest. You must reside in tax district to be appointed.	*Field not completed.*
Only complete this blank if you are applying for appointment to a Fire Tax Board.	
Select one	*Field not completed.*
Applicants Name	Debbie Formyduval
Email Address	DebbieFormyduval@warrencountync.gov
Residential Address	486 Harristown Road
City	Macon
State	North Carolina
Zip Code	27551
Phone Number	2522572079
Alternate Number	*Field not completed.*
Birthdate	08-20-1957
Race	Caucasian
Sex	f
Do you live in Warren County?	Yes
Job title	Election Director
Are you presently serving in an elected or appointed position? Please explain:	no

APPOINTMENTS TO BOARD/COMMITTEE/COMMISSION:

Keep Warren County Beautiful Committee
Statement of Interest from Debbie Formyduval, Elections Director (pg 2 of 2)

Company / Agency & Address	Warren County Board of Elections
Military experience?	*Field not completed.*
List your Commissioner district, info available at Elections (252) 257-2114.	V - Judkins & Fishing Creek
Educational Background:	
Name & address of High School	John Graham High Warrenton
Name & address of College attended	*Field not completed.*
Degree earned	*Field not completed.*
List all past employment and/or volunteer experience you have had which may be beneficial in evaluating your qualifications.	*Field not completed.*
Work experience	30 plus years local government
Volunteer experience	Church related committees, beautification committee, 2020 Census Complete Count Committee
How did you become aware of Warren County volunteer opportunities?	Other
Date this form completed	01-10-2020
I certify by my typed initials that all information given is correct to the best of my knowledge.	DSF

NOTE TO APPLICANT: This form is active for six (6) months from date of submission.

ITEM 8-B4

APPOINTMENTS TO BOARD/COMMITTEE/COMMISSION

Kerr Area Rural Transportation-KARTS

Statement of Interest from Emma Perry, DSS Interim Director (pg 1 of 2)

STATEMENT OF INTEREST TO SERVE

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Warren County Board of Commissioners
c/o Clerk to the Board
PO Box 619
Warrenton, NC 27589

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Kerr Area Transportation Authority (KARTS)
2. _____
3. _____
4. _____

Your full name Emma Natasha Perry

Date of Birth 04/01/1983 Sex Female Race Black

Mailing Address 2120 Oak Ridge Church Road

City and Zip Code Kittrell, NC 27544

Street Address same as mailing

City and Zip Code _____

Home Phone 252-432-2223 Work Phone 252-257-2202

Job Title Interim Director

Company or Agency Warren County Department of Social Services

Email Address emmaperry@warrencountync.gov

Do you live in the county? Yes ☐ No ☒ (Vance)

Please list your County Commissioner District _____
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended Southern Vance High School Henderson, NC

Name and Address of College Attended North Carolina Central University

Degree Received Masters Public Administration

Please list any military experience none

APPOINTMENTS TO BOARD/COMMITTEE/COMMISSION

Kerr Area Rural Transportation-KARTS
Statement of Interest from Emma Perry, DSS Interim Director (pg 2 of 2)

If you are presently serving as an elected or appointed official, please explain: _____

Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications.

Work Experience Vance County DSS 2010-2017; Durham County DSS 2017-2019; Warren County DSS 2019-current

Volunteer Experience _____

How did you become aware of Warren County volunteer opportunities? (Please circle appropriate response)

Newspaper **Current Warren County Volunteer** **Other**

If other, please explain: Lora Edwards who recently resigned from the KARTS Board.

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature Emma Perry

Date Jan. 15, 2020

Please feel free to attach a resume if so desired.

ITEM 8-B5

RE-APPOINTMENTS TO BOARD/COMMITTEE/COMMISSION

Voluntary Agricultural District Committee

Matthew Place
January 22, 2020
Warren County Center
158 Rafters Ln. Warrenton, NC 27589

Warren County Board of Commissioners
c/o Vincent Jones, Warren County Manager
Post Office Box 619
Warrenton, NC 27589

Letter of Recommendation for Warren VAD Advisory Board

It is with great pleasure that I am able to recommend the listed persons below for reinstatement as Advisory Board members of the Warren County Voluntary Agricultural District:

Earnest B. Harris- Sandy Creek, Shocco, & Fork
BJ Wright- Sixpound, River, & Roanoke
Victor Hunt- Nutbush, Smith Creek, & Hawtree
Gary Holtzmann- Soil & Water Representative

These individuals have served the county well in the past on this board and I believe they will do the same moving forward into the future.

Sincerely,

Matthew Place
Warren County Ag Agent

ITEM 8-C

APPOINTMENTS TO BOARD/COMMITTEE/COMMISSION:

Dissolve Home Health Advisory Board

Warren County Health Department
544 West Ridgeway Street
Warrenton, N.C. 27589
Phone (252) 257-1185
Fax (252) 257-2897

Margaret Brake, DHA, MHA
Health Director

MEMORANDUM

To: Warren County Board of County Commissioners

In Care of: Hassan Kingsberry
County Attorney

From: Dr. Margaret Brake
Health Director

Date: January 29, 2020

Subject: Dissolution of Home Health Advisory Board

The Home Health Advisory Board was established in order to comply with the Centers for Medicare & Medicaid Services (CMS) Articles of Participation. Last year, CMS changed this mandate and no longer requires us to have an advisory board. Because of this and other new changes effective January 1, 2020 for home health agencies, I am recommending to dissolve the Warren County Home Health Advisory Board. Any issues requiring approval can be addressed through the Warren County Board of Health.

ITEM 8-D (pg 1 of 2)

APPOINTMENTS TO BOARD/COMMITTEE/COMMISSION:

Appoint/Re-appoint Commissioners to various committee for a term January 2020 to December 2021

Victor Hunt was appointed to the following Boards/Committees for a term January 1, 2019 to December 31, 2020.

Department of Transportation Planning Committee	3rd term
Economic Development Commission (EDC)	**3rd term**
Employee Benefits	**3rd term**
Franklin-Vance-Warren Opportunity, Inc Board of Directors	**3rd term**
Kerr-Lake Regional Water System Advisory Board	**3rd term**
Resource Conservation & Development Council (RC&D)	**2nd term Alternate**
Water Committee (Meets as needed)	**3rd term**

Bertadean Baker was appointed to the following Boards/Committees for a term January 1, 2019 to December 31, 2020.

EMS Peer Review Advisory	**5th term**
Five County Mental Health Community Oversight Board (This committee no longer exists)	**5 term**
Health Board	**5 term**
Home & Community Care (through Senior Center)	**4 term**
Local Emergency Planning Committee (LEPC)	**5term**
Personnel Committee	**2 term**
Social Services Board	**2 term**
Stepping Up Initiative	**2 term**

APPOINTMENTS TO BOARD/COMMITTEE/COMMISSION:

Appoint/Re-appoint Commissioners to various committee for a term January 2020 to December 2021

Tare Davis was appointed to the following Boards/Committees for a term January 1, 2019 to December 31, 2020.

E-911 Commission	2nd term
Equalization & Review (E&R)	2nd term
Finance Committee	3rd term
Fire Commission	2nd term
Franklin-Vance-Warren Opportunity, Inc Board of Directors	3rd term
Kerr-Tar HUB Triangle North Directors	3rd term At-Large
Lake Gaston Weed Control Council • Appoint Pete Deschenes as alternate to this committee	3rd term
Personnel Committee	2nd term

Jennifer J. Pierce was appointed to the following Boards/Committees for a term January 1, 2019 to December 31, 2020.

COG Board of Directors	4th term
Kerr Area Rural Transportation Authority (KARTS)	2nd term Alternate
Kerr-Tar Rural Transport Planning Committee (RPO)	2nd term
Resource Conservation & Development Council (RC&D)	2nd term
Vance Granville Community College - Trustees (VGCC)	1st term

Walter Powell was appointed to the following Boards/Committees for January 1, 2019 to December 31, 2020.

Finance Committee	2nd term
Historic Preservation Commission	2nd term
Juvenile Crime Prevention Council (JCPC)	2nd term
Kerr-Tar HUB Triangle North Directors (Commissioner)	2nd term
Kerr-Tar Rural Transport Planning Committee (RPO)	2nd term Primary
COG Board of Directors	2nd term
Local Foods Council, Coop Extension	1st term

ITEM 9 (pg 1 of 2)

Request from Carol Henderson Daye for Building Permit Fee Waiver related to fire at her parents' home (John & Joan Henderson)

January 28, 2020

To Whom It May Concern: (County Commissioners)

My parents names are John and Joan Jeanetta Henderson their address is 516 Watson Road Norlina, North Carolina 27563, Their house burned down on December 14, 2019 at approximately 5:30pm. I am writing this note asking that the county waive the charges for permits for the new house.

My parents hooked up with the county water when it first became available to them in Warren County, they've had an excellent payment history. I spoke to someone in the WC Public Utilities office, hoping to have the water turned off until the new house comes in. They informed me that to turn off the water until the new house is available, they would have to pay another deposit. Therefore, we left the water on. I think this is a waste because they are not using the water right now. I am requesting that if anyway possible to have those fees waived as well.

Thank you for anything you maybe able to help us with. My name is Carol Daye and my contact number is 252-767-3535

ITEM 9 (pg 2 of 2)

Request from Carol Henderson Daye for Building Permit Fee Waiver related to fire at her parents' home (John & Joan Henderson)

Planning/Zoning and Code Enforcement Department
542 West Ridgeway Street
Warrenton, NC 27589
(PH) 252-257-7027 (FX) 252-257-1083

TO: Warren County Board of Commissioners and County Manager
FROM: Ken Krulik, AICP CZO - Planning and Zoning Administrator KWK
DATE: January 28, 2020
RE: Request for fee waiver from Carol H. Daye (516 Watson Road)

This memo is in reference to a request submitted by Carol H. Daye for her parents John and Joan Jeanetta Henderson (house burned due to fire) - requesting a waiver of my department's fees for permits as well as related inspections. They are seeking to construct a new home at 516 Watson Road Norlina, NC 27563 (outside of Norlina's jurisdiction). Per my department's fee schedule the breakout is as follows:

- Plan Review: $25.00
- Warren County Zoning Permit: $100.00

Trades (as required based on submitted plans/permits - residential):

- Electrical: $50.00
- Mechanical: $50.00
- Plumbing: $50.00
- Deck: $30.00 (based on pre-existing construction)
- Building Permit ($0.20 per SF/1,175): $235.00 (size/fee based on pre-existing house)

Total: $540.00

The above figures are per the adopted, revised fee schedule July 1, 2016 – please contact me if you have any further questions.

ITEM 10

Revision to Board of Commissioners Meeting Schedule

Relocate February 19, 2020 work session to Buck Spring Facility to take place immediately after Board's Retreat.

ITEM 11-A Pg 1 of 4)

CONSIDER REVISED WARREN COUNTY SCHOOL RESOURCE Officer Contract for July 2019 June 2020 School Year at $120,000.

Warren County
SCHOOL RESOURCE OFFICER CONTRACT
2019-2020 School Year

The Warren County Sheriff's Office (WCSO) shall furnish law enforcement officers employed by the sheriff's department to serve as School Resource Officers assigned to the Warren County Schools (WCS). The School Resource Officers (SROs) shall be certified law enforcement officers employed by the Warren County Sheriff's Office. The powers and duties as law enforcement officers shall continue throughout their tenure as school resource officers. The school resource officers shall abide by school board policies and shall consult with and coordinate activities through the school principal but shall remain fully responsible to the chain of command of the sheriff's department in all matters relating to employment.

1. **Duties and Responsibilities**
   It is understood and agreed that in performing their duties and responsibilities the School Resource Officers shall:

   1.1 Confer with the principal to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students at school-related activities.
   1.2 Conduct continuous surveillance of the school and school property to prevent and mitigate unsafe conditions in the educational setting.
   1.3 Take enforcement action as necessary and notify the principal of the school as soon as possible. Whenever practical, advise the principal before requesting additional enforcement assistance on campus and undertake all additional law enforcement responsibilities at the principal's direction.
   1.4 Develop expertise in presenting various subjects such as understanding the laws, the law enforcement officers' role, and the law enforcement mission.
   1.5 Make themselves available for conferences with students, parents, and faculty members to assist them with problems relating to law enforcement or crime prevention.
   1.6 Attend meetings of parent and faculty groups to solicit their support and understanding of the school resource program and to promote awareness of law enforcement functions.
   1.7 Be available to advise, assist and consult with school personnel in matters which are the exclusive concern of the school administration and do not constitute a violation of the law. Violations of school rules, as opposed to crimes or violations of laws, should be handled at the school level. If the principal believes an incident is a law violation, he/she shall contact the SRO, who shall then determine whether law enforcement action is appropriate.
   1.8 Perform duties as determined by the principal other than those regularly assigned to school personnel such as lunchroom or hall duty.
   1.9 Participate in or attend school functions, whenever possible, to assure the peaceful operation of school-related programs, and to build support with students.
   1.10 Coordinate with the principal for extra duty security and be responsible for security and law enforcement activity at extra-curricular events as determined by the principal.
   1.11 The SRO shall investigate bus incidents as requested by the school principal.

ITEM 11-A Pg 2 of 4)

CONSIDER REVISED WARREN COUNTY SCHOOL RESOURCE Officer Contract for July 2019 June 2020 School Year at $120,000.

2. Employment And Assignment Of School Resource Officers

2.1 The SROs shall be employees of the Warren County Sheriff's Office (WCSO) and shall be subject to the administration, supervision, and control of the WCSO, except as noted in this agreement.

2.2 The WCSO agrees to provide and pay the SRO's salary and employee benefits in accordance with the applicable salary schedules and employment practices of the WCSO. The SROs shall be subject to all other personnel policies and practices of the WCSO except as such practices may have been modified to comply with the terms and conditions of this agreement.

2.3 The WCSO, in consultation with the superintendent of WCS, shall have the power and authority to hire, discharge, and discipline SROs.

2.4 One SRO shall be assigned to Warren County High School and one SRO shall be assigned to Warren County Middle School. The SROs may assist at other school locations, as assigned by the superintendent designee.

2.5 In the event that a SRO is absent from work, the SRO shall notify **both** his/her supervisor with the WCSO and the principal of the school to which the SRO is assigned. In such cases, the principals of the two schools and the remaining SRO shall work cooperatively to handle situations that may arise during the absence.

2.6 In the event of a long-term absence, the WCSO will provide assistance as needed.

3. Duty Hours

3.1 The maximum number of hours that an SRO officer shall be on duty shall not exceed 171 hours during any 28-day period. Specific SRO duty hours at a particular school shall be set by mutual agreement between WCS, at the direction of the principal of the school to which the officer is assigned, and the WCSO.

3.2 It is agreed that time spent by SROs attending court for juvenile and/or criminal cases arising from and/or out of their employment as an SRO shall be considered as hours worked under this agreement.

3.3 In the event of an emergency that results in an SRO being ordered by the WCSO to leave their school duty station during normal duty hours and to perform other services for the WCSO, the time spent shall not be considered hours worked under this agreement. In such event, the monthly compensation paid by WCS to the WCSO shall be reduced by the number of hours of SRO service not provided or the hours shall be made up in a manner mutually agreed upon by the parties.

3.4 Time that the SRO spends on school property that is not included in the duties as outlined in the terms of this agreement is considered separate from SRO time and will not be covered for payroll or liability purposes.

3.5 SROs shall complete a time sheet each month indicating the actual hours worked. The time sheet shall be signed by the SRO and the principal. One copy of this time sheet will be submitted to the superintendent designee at the Central Office and one copy will be submitted to the Sheriff's Office for action by the County Finance Officer.

4. Evaluation

It is mutually agreed that the WCS shall annually evaluate the performance of each SRO on forms developed jointly by the parties. It is further understood that the WCS evaluation of each officer is advisory only and that the WCSO retains final authority to evaluate the performance of the SROs.

ITEM 11-A Pg 3 of 4)

CONSIDER REVISED WARREN COUNTY SCHOOL RESOURCE Officer Contract for July 2019 June 2020 School Year at $120,000.

5. Equipment
The WCSO agrees to provide the following equipment for SROs:

5.1 Uniform. The WCSO shall provide, and SROs are required to wear, official issued uniforms while on duty. By wearing their uniforms, SROs will reaffirm their roles as law enforcement officers and enhance the image of the officers and their ability to perform their duties.
- 5.1.1 Full uniforms are to worn when students are in session and at school-sponsored events.
- 5.1.2 SROs may wear the official school uniform with long pants when students are not in school.

5.2 Weapons and Ammunition. The WCSO agrees to provide the standard issue pistol and rounds of ammunition for each SRO.
5.3 Motor Vehicles. The WCSO shall provide a vehicle for use by the SROs during duty hours.

6. Transporting Students
SROs **shall not** transport students in their vehicles **except**:

6.1 When students are victims of a crime, under arrest, or some other emergency circumstances exist.
6.2 When the student's presence on campus is a threat to the safety and welfare of other students and school personnel.
6.3 If circumstances require that the SRO transport a student, then the school officials must provide a school official or employee of the same gender of the student to be transported to accompany the officer in the vehicle.
6.4 If the student to be transported off campus is not under arrest, a victim of a crime, or violent or disruptive, the school administration shall provide transportation for the student and the SROs may accompany a school official in transporting a student.
6.5 When a student is transported from school due to an arrest or violence, he/she may be taken to a law enforcement facility or other facility deemed appropriate by law enforcement officers.
6.6 Students shall not be transported to any location unless it is determined that the student's parent guardian or custodian is at the destination to which the student is being transported. SROs shall not transport students in their personal vehicles.
6.7 SROs shall notify the principal, or designee, before removing a student from campus.

7. Chain of Command
7.1 In the performance of their duties, SROs shall coordinate and communicate with the principal (or principal's designee) of the school to which they are assigned.
7.2 In the event of issues or concerns regarding the SRO program, the principal or the SRO should first contact the superintendent designee, who will, if necessary, confer with the county Sheriff.

8. Insurance and Indemnification
8.1 The WCSO shall purchase and maintain in full force and effect during the term of this agreement a general liability insurance policy of not less than one million

ITEM 11-A Pg 4 of 4)

CONSIDER REVISED WARREN COUNTY SCHOOL RESOURCE Officer Contract for July 2019 June 2020 School Year at $120,000.

dollars ($1,000,000) for any acts or omissions that occur or claims that are made during the term of the agreement

8.2 The WCSO agrees to hold the WCS, its agents and employees free, harmless and indemnified from and against all claims, suits or causes of actions arising from or in any way out of the performance of the duties of the SRO officers.

9. Considerations

9.1 Nothing in this policy or agreement shall be construed as providing advice to, or limiting the discretion of, the WCSO with regards to matters directly related to law enforcement policies.

9.2 For and in consideration of the WCSO providing the SRO Program as described herein, the WCS agrees to reimburse the WCSO for the full cost of salaries and benefits of the said program as determined by the finance officer of Warren County, subject to approval of an appropriation to the WCS in sufficient amount to fund the program each fiscal year.

9.3 The WCS shall pay the said compensation to the WCSO in four quarterly installments on or about the first day of the calendar month.

9.4 The costs of the contract are not expected to exceed $120,000 during the 2019-2020 school year.

10. Terms of Agreement

The term of this agreement is one year commencing on the 1st day of July 2019 and ending on the 30th day of June 2020. The agreement shall be renewed and extended annually for additional and successive one-year terms unless notice of non-renewal is given by either party, in writing, prior to 30 days of the initial or any succeeding term.

Signed:

_____ / _____
Chairperson, Date
Warren County Board of Commissioners

Linda Boyd / 1-14-20
Chairperson, Date
Warren County Board of Education

_____ / _____
Sheriff Date

Mary L Young 1/14/20
Superintendent Date

ITEM 12-A

UPDATES TO THE PUBLIC

Citizens Advisory Council (CAC)

ITEM 12-B

UPDATES TO THE PUBLIC

Board of Commissioners

ITEM 13

ADJOURN

February 3, 2020
Board Meeting