MAY 4, 2020 *Warren County Board of Commissioners*

SUGGESTED AGENDA
FOR
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 & Salute 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 CITIZEN COMMENTS Time set aside to allow individuals to address the Board of Commissioners on issues of concern pertaining to the County.

Citizen Comments

- **Time set aside to read aloud individual citizen comments submitted via email.**
- **Please submit your comments to WCGOV@warrencountync.gov by Monday, May 4th at 3 pm. Citizens are allowed to submit one comment per person. Comments are not to exceed 350 words. Any comments submitted after 3 pm on May 4th will not be read aloud by the Clerk to the Board of Commissioners.**
- **If a response to your written comments are desired from the County Manager and/or a particular Board member, indicate to whom your comments are addressed.**
- **Board of Commissioners' Meetings are recorded, therefore comments will be read into the record.**

Warren County Board of Commissioners

Video of this meeting will be live streamed in real time via Facebook Live @WarrenCountyNCOfficial, footage will be made available after the live stream ends

ITEM # 3 CONSENT AGENDA

A. Approve minutes of April 6, 2020 Regular Monthly Meeting, (copies have been provided to the Board in a separate e-mail).

B. Tax Collector's Report for March 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" are presented for information only (J. Preston, Tax Admin.)

D. Proclamation Clerk's Week May 3-9, 2020 – Angelena Kearney-Dunlap, Clerk to the Board

E. Resolution May 7, 2020 National Day of Prayer – Annual Submission

F. Proclamation National Nurses Week May 6–12, 2020 – Dr. Brake, Health Director

G. Proclamation Older Americans Month 2020 – Vicky Stokes, Director Senior Center

ITEM # 4 COUNTY MANAGER UPDATES - Vincent Jones

A. COVID-19 by Dr. Brake, Health Director & D. Paschall, EM Director

B. Facilities Review Committee

C. Department Head April 2020 Reports to the Board:

1. **Economic Development Monthly Report, Stacy Woodhouse, EDC Director**
2. **Memorial Library, Cheryl Reddish, Librarian (written)**
3. **Building & Grounds, Terrance Williams, Director (written)**

ITEM # 5 FINANCE OFFICE - Katherine Brafford, Finance Director - Amendment # 14 to FY 2020 Warren County Budget Ordinance:

- **$3,000 increase Fire Protection Budget, Ridgeway VFD grant matching funds initially budgeted in FY 2017 to purchase radio equipment.**
- **$59,912 increase Health Dept budget from NCDHHS, Division of Public Health for COVID-19 Crisis Response.**

ITEM # 6 REQUEST FROM HABITAT FOR HUMANITY FOR BUILDING FEES Waiver on Construction of 5th Home – Fee Amount $455.80 – Ken Krulik, Planner/Zoning Administrator

ITEM # 7 BOARD / COMMITTEE / COMMISSION APPOINTMENTS - (Vacancies were advertised in the April 24, 2020 issue of the Warren Record Newspaper)

A. Keep Warren County Beautiful Committee, draft Bylaws presented for consideration and adoption

B. Appointments / Re-appointments:

1. **Keep WC Beautiful Committee: Laura Tucker (1st) expires January 31, 2023**
2. **Recreation Commission: Michelle Stallings (1st), Virginia Broach (2nd) & Derek Alston (2nd). With terms expiring February 1, 2023.**

ITEM # 7 BOARD / COMMITTEE / COMMISSION APPOINTMENTS (Cont'd)

3. **Workforce Development: John Alston (4th) expires April 1, 2023**
4. **Voluntary Agricultural District: Brenda Collier, Linda Krudson, Charles W. Lynch, Robert S. Earhardt, Jr., Peter T. Hight & James C. Harris (all 1st terms) expire February 28, 2023**
5. **Juvenile Crime Prevention Council (JCPC) FY 2021 Budget Proposal – Cathy Alston-Kearney, Chairperson**

ITEM # 8 DECLARE SURPLUS PROPERTY AND AUTHORIZE AUCTION

Consider Resolution Declaring Surplus Property:

Parks & Recreation – (1) 2001 Ford F150 Truck
Health Department – (1) Treadmill, (1) Stepper, (2) desks, (2) 2001 Ford Focus and (1) Ford Escort;
Planning/Code Enforcement – (1) 2001 Ford Ranger; and
Administration – One Touch PDF Scanner

ITEM # 9 CONSIDER BYLAWS UPDATE FOR WARREN COUNTY PLANNING BOARD

ITEM # 10 ELECTRONIC MEETINGS PARTICIPATION POLICY FOR MEETINGS of The Warren County Board of Commissioners, effective immediately upon adoption with Chairman authorized to sign same.

ITEM # 11 FY 2020-2021 BUDGET PRESENTATION - Vincent Jones, County Manager

ITEM # 12 COMMISSIONER UPDATES

ITEM # 13 ADJOURN MAY 4, 2020 BOARD MEETING

ITEM # 3-A
CONSENT AGENDA

Approve minutes of April 6, 2020 Regular Monthly Meeting.

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Copies have been provided to the Board in a separate e-mail.

ITEM # 3-B
CONSENT AGENDA

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

Starlin Beatty, Tax Administrator

Tax Collector's Report
to the Warren County Board of Commissioners
For the Month March 2020

2019-2020

Current Year Collections

Tax Year	Charge	Collected in March	Collected to Date	Balance Outstanding	Percentage Collected
March 2020 FY20	$18,346,196	$420,848	$17,548,515	$797,680	95.65
March 2019 FY19	$18,012,988	$246,102	$17,336,519	$676,467	96.24

Delinquent Collections

2018	$524,944	$35,383	$252,761	$282,181	48.15
2017	233,885	11,011	47,576	$186,308	20.34
2016	154,507	3,565	20,369	$134,137	13.18
2015	114,890	2,322	13,049	$101,840	11.36
2014	94,263	1,561	10,390	$83,872	11.02
2013	116,858	1,097	7,007	$109,850	6.00
2012	91,502	1,394	7,376	$84,125	8.06
2011	70,321	883	5,820	$64,500	8.28
2010	61,251	600	1,667	$59,583	2.72
2009	49,023	144	943	$48,078	1.93
Total Delinquent Years	$1,511,444	$57,960	$366,958	$1,154,474	

Other March Receipts

County Penalties	$ 28,777	$ 106,649
Landfill User Fees	$ 86,737	$ 1,456,383
Municipalities	$ 29,664	$ 664,128
Fire District Taxes	$ 30,146	$ 922,457
Advance Taxes	$ 6,206	$ 54,043
MARCH GRAND TOTAL	$906,440	$38,455,652

John Preston, Tax Administrator 4/14/2020
John Preston, Tax Administrator

Video of this meeting will be live streamed in real time via Facebook Live @WarrenCountyNCOfficial, footage will be made available after the live stream ends

ITEM # 3-C-1 (pg 1 of 2)
CONSENT AGENDA

Tax Release Requests over $100 for Board's member approval & County Manager approved requests under $100 are presented in accordance with NCGS 105-381 "Taxpayer's Remedies" are presented for information only

Starlin Beatty, Tax Administrator

Over $100 (pg 1 of 2)

Over $100	5/4/2020		CO MGR INITIALS:_____ Date:_____	
ERROR CORRECTION RELEASES:				
BOOTH MYRTICE & ESSIE BOYD	2016 09308-300	I6-149	16252	$271.73 PARCEL NO LONGER EXISTS
COPELAND HAZEL H	2019 9508-200		27765	$169.92 MH DOUBLE LISTED
COPELAND HAZEL H	2018 9508-200		26865	$176.31 MH DOUBLE LISTED
MYERS CLYDIE H	2019 18204-300	J2B 69 1Z	6051	$210.56 PARCEL DOUBLE BILLED
ROBINSON NANNIE B	2019 34816-300	F7-67	12026	$137.32 PARCEL NO LONGER EXISTS
ROBINSON NANNIE B	2018 34816-300	F7-67	12026	$146.94 PARCEL NO LONGER EXISTS
ROBINSON NANNIE B	2017 34816-300	F7-67	12026	$153.79 PARCEL NO LONGER EXISTS
ROBINSON NANNIE B	2016 34816-300	F7-67	12026	$138.41 PARCEL NO LONGER EXISTS
ROBINSON NANNIE B	2015 34816-300	F7-67	12026	$138.73 PARCEL NO LONGER EXISTS
ROBINSON NANNIE B	2014 34816-300	F7-67	12026	$145.67 PARCEL NO LONGER EXISTS
ROBINSON NANNIE B	2013 34816-300	F7-67	12026	$154.42 PARCEL NO LONGER EXISTS
ROBINSON NANNIE B	2012 34816-300	F7-67	12026	$163.21 PARCEL NO LONGER EXISTS
ROBINSON NANNIE B	2011 34816-300	F7-67	12026	$159.85 PARCEL NO LONGER EXISTS
ROBINSON NANNIE B	2010 34816-300	F7-67	12026	$163.14 PARCEL NO LONGER EXISTS
ROBINSON NANNIE B	2009 34816-300	F7-67	12026	$171.06 PARCEL NO LONGER EXISTS
ROBINSON NANNIE B	2008 34816-300	F7-67	12026	$187.02 PARCEL NO LONGER EXISTS
ROBINSON NANNIE B	2007 34816-300	F7-67	12026	$178.68 PARCEL NO LONGER EXISTS
TOTAL ERROR CORRECTIONS:				$2,866.76
SUB-TOTAL CORRECTION RELEASES:				$171.06

ITEM # 3-C-2 (pg 2 of 2)

Under $100 Approved by County Manager

Under $100 5/4/2020 CO MGR INITIALS: VG Date: 4/23/2020

ERROR CORRECTION RELEASES:

NAME	Year	ACCT#	MAP #	RECORD #	AMOUNT	REASON
BECHTOLD RICHARD	2018		288	32030	$ 89.65	BOAT OVER ASSESSED
BECHTOLD RICHARD	2019		288	1908059	$ 64.50	BOAT OVER ASSESSED

SUB-TOTAL ERROR CORRECTIONS: $154.15

Total Releases $154.15

ITEM # 3-D
CONSENT AGENDA

Proclamation Clerk's Week May 3-9, 2020

WARREN COUNTY BOARD OF COMMISSIONERS
602 WEST RIDGEWAY STREET
POST OFFICE BOX 619
WARRENTON, NORTH CAROLINA 27589

Tare Davis, Chairman
Victor Hunt, Vice Chairman
Bertadean Baker
Jennifer Pierce
Walter Powell

Vincent Jones
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

Proclamation

CLERKS WEEK MAY 3-9, 2020

Whereas: The Office of the Clerk to the Board of County Commissioners (the Clerk), a time honored and vital part of local government exists throughout the world; and

Whereas: The Office of the Clerk is the oldest among public servants; and

Whereas: The Office of the Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels; and

Whereas: Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

Whereas: The Clerk serves as the information center on functions of local government and community; and

Whereas: Clerks continually strive to improve the administration of the affairs of the Office of the Clerk through participation in education programs, seminars, workshops, and the annual meetings of their state, provincial, county, and international professional organizations.

Whereas: It is most appropriate that we recognize the accomplishments of the Office of the Clerk.

Therefore: We, the Board of Warren County Commissioners, do recognize the week of May 3-9, 2020 as Clerks Week, and further extend appreciation to our Clerk Angelena Kearney-Dunlap and Deputy Clerk Paula Pulley and to all Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Proclaimed this the 4th day of April 2020.

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

ATTEST:

Video of this meeting will be live streamed in real time via Facebook Live @WarrenCountyNCOfficial, footage will be made available after the live stream ends

ITEM # 3-E (pg 1 of 2)
CONSENT AGENDA

Resolution May 7, 2020 National Day of Prayer

WARREN COUNTY BOARD OF COMMISSIONERS
602 WEST RIDGEWAY STREET
POST OFFICE BOX 619
WARRENTON, NORTH CAROLINA 27589

WARREN COUNTY
NORTH CAROLINA

Tare Davis, Chairman
Victor Hunt, Vice Chairman
Bertadean Baker
Jennifer Pierce
Walter Powell

Vincent Jones
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

A PROCLAMATION for National Day of Prayer

WHEREAS: The 69th observance of the National Day of Prayer will be held on Thursday, May 7, 2020 with the theme "Pray God's Glory Across the Earth" based on Habakkuk 2:14

WHEREAS: A National Day of Prayer has been part of our national heritage since it was declared by the First Continental Congress in 1775 and the United States Congress in 1952 approved as a Joint Resolution, "That the President shall set aside and proclaim a suitable day each year, other than a Sunday, as a National Day of Prayer, on which the people of the United States may turn to God in prayer and meditation at churches, in groups and as individuals" and

WHEREAS: The United States Congress, in 1988 by Public Law 100-307, as amended, establishes, "An act to provide for setting aside the first Thursday in May as the date on which the National Day of Prayer is celebrated," and

WHEREAS: Leaders and citizens of our communities, cities, states and nation are afforded the privilege of prayer with the joy of seeking divine guidance, strength, protection and comfort from Almighty God; and

WHEREAS: Recognizing the love of God, we, citizens of Warren County, NC, treasure the freedom to gather in prayer, exercising reliance on God's power in the face of present challenges and threats, asking for His blessing on every individual of our county.

NOW, THEREFORE, We, the Warren County Board of Commissioners, do hereby proclaim, **May 7th, 2020**, as a

DAY OF PRAYER

Video of this meeting will be live streamed in real time via Facebook Live @WarrenCountyNCOfficial, footage will be made available after the live stream ends

ITEM # 3-E (pg 2 of 2)
CONSENT AGENDA

Resolution May 7, 2020 National Day of Prayer

throughout the County of Warren and commend this observance to all of our citizens.

IN WITNESS WHEREOF, we have hereunto authorized the Chairman of this Board to set his signature and cause the Great Seal of Warren County, NC to be affixed on this the 4th day of May, 2020.

Warren County Board of Commissioners

_____
Tare "T" Davis, Chairman

ATTEST:

ITEM # 3-F (pg 1 of 2)
CONSENT AGENDA

Proclamation National Nurses Week May 6–12, 2020

WARREN COUNTY BOARD OF COMMISSIONERS
602 WEST RIDGEWAY STREET
POST OFFICE BOX 619
WARRENTON, NORTH CAROLINA 27589

Tare Davis, Chairman
Victor Hunt, Vice Chairman
Bertadean Baker
Jennifer Pierce
Walter Powell

Vincent Jones
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

WARREN COUNTY
NORTH CAROLINA

NATIONAL NURSES WEEK PROCLAMATION 2020

WHEREAS, Florence Nightingale, born in 1820, is known as the founder of modern nursing; and

WHEREAS, Clara Barton, a nurse who earned the nickname "angel in the battlefield" during the Civil War, went on to create the American Red Cross in 1881; and

WHEREAS, today, there are more than 3.9 million professionally active RNs and licensed practical nurses in the United States; and

WHEREAS, nursing is the nation's largest health care profession and one of the largest workforces in the United States; and

WHEREAS, nearly 20% of all registered nurses in the United States holds a master's degree; and

WHEREAS, there are over 160,000 registered and licensed practical nurses in North Carolina and many dedicated and qualified in Warren County; and

WHEREAS, the first National Nurses Week in the U.S. was held Oct. 11-16, 1954, in observance of the 100th anniversary of Florence Nightingale's mission to Crimea; and

WHEREAS, National Nurses Week was designated by the White House and President Nixon in 1974, and has been recognized each year from May 6 to May 12; and

WHEREAS, nurses are on the frontlines of a world pandemic and face unprecedented times; and

ITEM # 3-F (pg 2 of 2)
CONSENT AGENDA

Proclamation National Nurses Week May 6–12, 2020

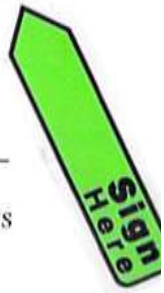
WHEREAS, nurses are considered the most trustworthy of all professions in the United States.

NOW THEREFORE, the Warren County Board of Commissioners does hereby proclaim:

May 6 to May 12, 2020
Nurses Week in Warren County

and commends this observance to our citizens.

Adopted this 4th day of May, 2020.



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

Attest:

ITEM # 3-G
CONSENT AGENDA

Proclamation Older Americans Month 2020

OLDER AMERICANS MONTH

MAKE YOUR MARK: MAY 2020

Older Americans Month 2020
A PROCLAMATION

Whereas, Warren County, North Carolina includes a growing number of older Americans who enrich our community through their diverse life experiences; and

Whereas, the Warren County Board of Commissioners is committed to strengthening our community by connecting with and supporting older adults, their families, and caregivers and acknowledging their many valuable contributions to society; and

Whereas, the Warren County Aging Advisory Council recognizes the importance of bringing together all generations and engaging in activities that promote physical, mental, and emotional well-being for the benefit of all; and

Whereas, the Warren County Senior Center can enhance the lives of older Americans in our community by:

- promoting home- and community-based services that support independent living;
- involving older adults in community events and other activities; and
- providing opportunities for older adults to work, volunteer, learn, lead, and mentor.

Now, therefore, the Warren County Board of Commissioners do hereby proclaim May 2020 to be Older Americans Month. We urge every resident to take time during this month to recognize older adults and the people who serve them as essential and valuable members of our community.

Dated this 4th day of May 2020

Signed: _____ Attest: _____

Tare "T" Davis, Chairman Angelena Kearney-Dunlap, Clerk

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AGENDA ITEM # 4

Updates from

County Manager
Vincent Jones

A. COVID-19 by Dr. Brake, Health Director & D. Paschall, EM Director

B. Facilities Review Committee

C. Department Head April 2020 Reports to the Board:

1. **Economic Development Monthly Report, Stacy Woodhouse, EDC Director**
2. **Memorial Library, Cheryl Reddish, Librarian (written)**
3. **Building & Grounds, Terrance Williams, Director (written)**

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AGENDA ITEM # 4-A

Updates on COVID-19

Dr. Margaret Brake
Health Director

&

Dennis Paschall
Emergency Services Director

AGENDA ITEM # 4-B

Facilities Review Committee

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AGENDA ITEM # 4-C-1 (pg 1 of 2)

DEPARTMENT HEAD APRIL 2020 REPORT TO THE BOARD

Stacy Woodhouse
EDC Director

Warren County Economic Development Commission
Director's Report, February 14, 2020 – April 27, 2020

COVID Business Support and update:

The EDC office has been assisting small businesses in filling out COVID related loans and grants. We have also been fielding questions on unemployment and assisting citizens with unemployment applications.

The office has partnered with the VGCC small business center to offer "Doing business remotely" resource classes free to our citizens and businesses. We have the ability with Zoom to offer these classes to 500 participants so we have opened up the class to a regional audience. To date, we have had over 200 participants from around the region including students, businesses, and federal and state employees. We have employed a local marketing company that has been particularly hard hit by the pandemic to teach the classes.

The EDC office has been in contact with local industry to make sure they are up to date with the latest federal and state regulations and relief options. Overall, our larger employers seem to be weathering the pandemic fairly well in comparison to our small businesses. Much of our industry is considered essential and are involved in agriculture directly or indirectly in some fashion.

AGENDA ITEM # 4-C1 **(pg 2 of 2)**

DEPARTMENT HEAD APRIL 2020 REPORT TO THE BOARD
Economic Development

Triangle North Warren:

- Currently have 4 RFP's submitted to EDPNC for manufacturers considering Triangle North Warren
- We have had 2 site visits to existing structures by potential manufacturers in the past 60 days

Hotel at Wise:

- Site approved by national brand
- Currently undergoing financing
- **All retailers on hold due to COVID**

Hotel at Lake:

- Plans submitted to planning and zoning
- **Public hearing and BOA meeting canceled due to COVID**

Affordable Housing Development 1:

- 75 apartments
- Submitted to state in January
- Currently working through entitlements at town
- Developer asking state for extension

Affordable housing development 2

- Currently in discussions with developer

Frontier Warren:

- **Grand opening postponed due to COVID**

Tourism:

- Our tourism dependent businesses are being particularly hard hit by the COVID shutdown.
- Statewide, it is projected that the tourism industry will lose over 50 billion in 2020 due to COVID.

AGENDA ITEM # 4-C-2 **(pg 1 of 7)**

DEPARTMENT HEAD APRIL 2020 REPORT TO THE BOARD

Cheryl Reddish
Librarian

Warren County Memorial Library
Biennial Report
April 2020

From the Director

2019 We enjoyed a year of exciting growth here at Warren County Library. Since our earliest days, our goal has been to be the best small library we can be given our location, resources, and community needs. We continuously evaluate our collections and services to ensure we are making the best allocation of funds and staff time. In our role as a community center, we offer purposeful programming, emphasizing quality and quantity and rethinking programs as community needs evolve. We do the same for our collections, weeding out materials that are no longer circulating, increasing our digital holdings to meet growing demand, and adding new materials and formats as they become available.

As the world moves increasingly online, we have looked for ways to meet the community needs today and in the future. Beyond our growing digital library, that is always available even when our doors are closed, an increased presence on social media has raised our profile and led people to reach out to us in new ways that benefit all of us. We continue to provide excellent customer service, genealogical research and technological support. We provide services to children, teens, adults, parents, teachers, business owners, job seekers, and readers.

2020 We look forward to discovering new ways to entertain, enlighten, and enliven our growing community as we begin this new decade.

Cheryl Reddish, **WCMLibrary.org**

AGENDA ITEM # 4-C-2 **(pg 2 of 7)**

DEPARTMENT HEAD APRIL 2020 REPORT TO THE BOARD
Cheryl Reddish, Librarian

About Warren County Memorial Library

Warren County Memorial Library (WCML) is a district library serving a population of 20,133. With a new building dedicated November 1, 2008, WCML serves all Warren County residents.

OUR MISSION

The Warren County Memorial Library brings value to Warren County residents through its collections, staff, services, and facility. Open and welcoming to all, our Library connects people with information, imagination, innovation, and each other.

OUR VISION

We inspire our diverse community to grow in a dynamic world of ideas by connecting with library resources that enrich, enlighten, and entertain.

AREAS OF FOCUS

Read: Encourage and support a passion for reading and literacy.

Learn: Support life-long learning by fostering personal growth and learning related educational, personal, and professional pursuits for all ages through enriching programs, information, and services.

Connect: Deepen and extend community collaboration by promoting cultural and global awareness and by providing opportunities for people to come together and make connections.

Discover: Encourage 21st century technologies to develop and integrate our digital platform.

AGENDA ITEM # 4-C-2 **(pg 3 of 7)**

DEPARTMENT HEAD APRIL 2020 REPORT TO THE BOARD
Cheryl Reddish, Librarian

ANNUAL STATISTICAL HIGHLIGHTS 2019

Print and A/V Items in Collection	35,732
Electronic Items in Collection	85,287
Items Circulated	59,133
Library Card Holders	12,006
Library Visits	44,400
Total Programs	315
Program Attendance	3,170
Meetings Scheduled	544
Meeting Room Attendance	9,298
Computer Sessions	12,759
Website Visits	270,826
Volunteer Hours	1,063

RESOURCES AND SERVICES

Books /Audio Resources	Wi-Fi / 24-7
E-Resources	Webinar Host
Audio Books	Copy & Fax Machines
Movies	Reference Services
Magazines	Local History / Genealogy
Large Print Books	Exercise Your Mind Cycle
Interlibrary Loans	Technology Support
Literacy Programs	Homebound Services
Community Program Room	Friends Book Sale
School Zone Services	Community Little Library
Community Service Opportunities	Internship Opportunities

AGENDA ITEM # 4-C-2 **(pg 4 of 7)**

DEPARTMENT HEAD APRIL 2020 REPORT TO THE BOARD
Cheryl Reddish, Librarian

Community Impact Report

- 60% of Warren County Residents are active library users.
- 854 people visit the library every week.
- Library Staff assisted with 44,000 information requests last year. We value the one on one assistance with our patrons and are ranked 5th in NC regarding time spent answering questions and assisting patrons.
- Residents borrowed 59,133 items from the library last year or nearly 3 items per resident. That's an increase of over 6% from previous years.
- Technology: Access to free Wi-Fi is available 24/7. We had 270, 826 website There were 12,759 computer sessions in the library. WCML ranks 31st among 89 public libraries for computer usage per hour.
- Programming: 3170 people attended one of the 315 programs offered last year with an average of 10 per program.
    - 39% of programs target adults
    - 19% of programs target young adults
    - 42% of programs target children
- Summer Reading Challenge – 150 Participants of all ages. The Friends of the Library sponsor this program.
  1,000 Summer Meals Program Provided to School Aged Students and sponsored by Warren County Schools.

AGENDA ITEM # 4-C-2 **(pg 5 of 7)**

DEPARTMENT HEAD APRIL 2020 REPORT TO THE BOARD
Cheryl Reddish, Librarian

- Pumpkin Patch Fall Festival highlights arts, literacy and recreational fun for the entire family.
- Winter Merry Grinchmas Family Literacy Event: Free books and family fun with one of our favorite holiday characters.
- S.T.E.A.M. Powered events featuring computer program building and spatial reasoning activities.
- School Zone was promoted to support, parents, teachers and students regarding resources and services the library offers. We offer After School Study Zone to encourage students to drop by and study.
- Teen Anime & Manga Reading Club continues to be a popular event. Teens especially enjoy the Pizza and a Movie events!
- Friends of the Library donated over $1,500 for library support.
- New Preschool Programs: Super Simple Songs and Stories and Drop in Toddle Play Time.
- 85 Tests were proctored allowing students an opportunity to take tests online through their community college or college.
- Enhanced outreach services with "Books and Stories To Go" featuring delivery of books and stories for child care providers outside the library.
- Worked with the State Library of NC on a digital resources plan and a collection migration project. The collection audit was completed.

AGENDA ITEM # 4-C-2 **(pg 6 of 7)**

DEPARTMENT HEAD APRIL 2020 REPORT TO THE BOARD
Cheryl Reddish, Librarian

- The Life Long Learning Signature Series has been developed featuring local presenters and speakers from the North Carolina Humanities Council.
- Healthy Stations are featured in spring events for adults. Activities involve drawing and coloring, quiet reading, stationary bike, blood pressure checks, playing Scrabble and having fun with tongue twisters.
- 2020 Census marketing and dedicated computer station provided for residents to complete their questionnaire via internet.
- The Community Room continues to offer residents a place for meetings and other activities that is free of charge. There were 544 meetings scheduled with 9,298 attendees in this busy community space.
- Staff continue to participate in webinars that offer a variety of topics for professional development. They attend the annual NC Live Conference at NC State University in Raleigh.
- Annual Survey: According to respondents of the survey, Friendly Customer Service Is our most valued asset.

AGENDA ITEM # 4-C-2 **(pg 7 of 7)**

DEPARTMENT HEAD APRIL 2020 REPORT TO THE BOARD
Cheryl Reddish, Librarian

Volunteers

- We encourage our residents to support the library by donating time, books and money. They impact library services greatly through their support.

- Volunteers serve as members of our Library Board of Trustees, Friends of the Library, School Interns, Community Partners and accumulated 1,063 hours of library service.

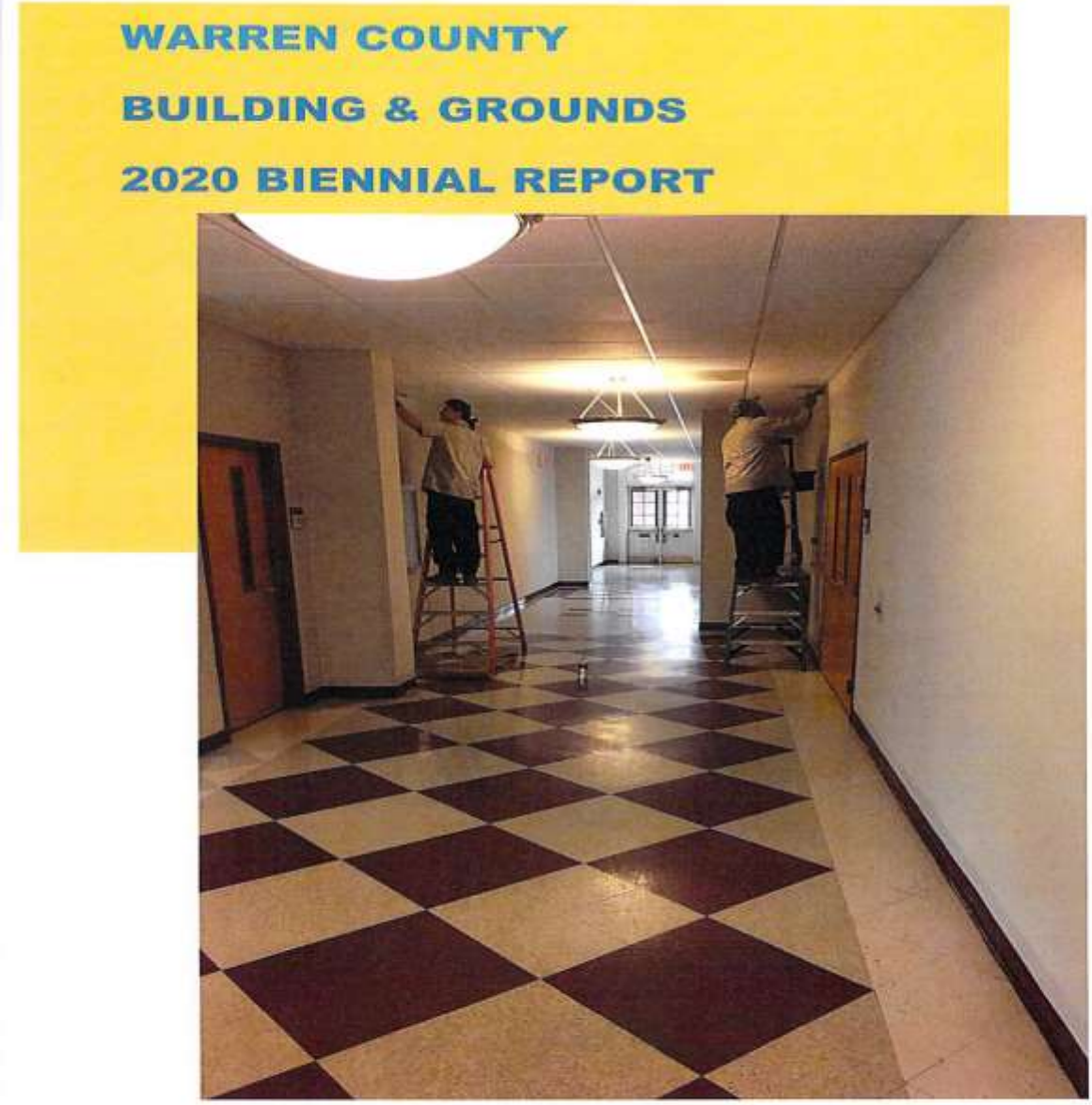
- County residents donated over 4,000 books to the library for the Friends' Annual and Weekly sales, and the Little Library book giveaway station. The Friends of the Library and Warrenton Rotary collaborated to build and place a Little Library at Whistlestop Restaurant in Norlina. Residents can select a book and/or leave a book for reading. The Friends support providing more Little Libraries in communities as we continue to promote literacy.

- Our dedicated volunteers' advocacy ensure that the library will continue to be a special place where people, ideas, and the community can grow.

AGENDA ITEM # 4-C-3 **(pg 1 of 10)**

DEPARTMENT HEAD APRIL 2020 REPORT TO THE BOARD

Building & Grounds Maintenance
Terrance Williams, Director



Video of this meeting will be live streamed in real time via Facebook Live @WarrenCountyNCOfficial, footage will be made available after the live stream ends

AGENDA ITEM # 4-C-3 **(pg 2 of 10)**

DEPARTMENT HEAD APRIL 2020 REPORT TO THE BOARD

STRATEGY PLAN

- SAFETY FIRST
- COMPLETE ALL TASK IN A PROFESSIONAL AND TIMELY MANNER
- PERFORM PREVENTATIVE MAINTENANCE MEASURES AS REGULARLY AS POSSIBLE
- MAINTAIN A CLEAN AND SAFE WORK ENVIROMENT FOR COUNTY EMPLOYEES; AS WELL AS CLEAN AND SAFE SERVICE AREAS FOR CITIZENS

2018-19 MAJOR PROJECTS RECAP

- HEALTH DEPT. - CHILLER REPAIRS
- DSS REPLACED - 5 WATER SOURCE HEAT PUMPS
- COURTHOUSE - REPLACED BOILER
- COURTHOUSE - MOLD REMEDIATION

Operating Highlights

2018-19 WAS A YEAR OF CHANGE FOR THE BUILDINGS & GROUNDS DEPARTMENT. WE HAVE BEEN ADJUSTING TO OUR NEW TEAM. ALTHOUGH WE WERE NEVER FULLY STAFFED THE ENTIRE YEAR, DUE TO LOTS OF DIFFERENT CIRCUMSTANCES; WE STILL MANAGED TO GET THE JOB DONE. WHEN WE HAD OUR CLEANING SITUATION THIS YEAR, THE DEPARTMENT WENT ABOVE AND BEYOND TO MAKE SURE THINGS GOT CLEANED. ALSO, WE WERE KEY PLAYERS IN BRINGING TOGETHER WARREN COUNTY GOVERNMENT DAY. WE ALSO HEADED UP OUR NEWLY APPOINTED PARADE COMMITTEE, WHICH RESULTED IN US COMING IN 2ND IN THE ANNUAL WARRENTON CHRISTMAS PARADE. IN ADDITION WITH OUR DAILY MAINTENANCE DUTIES, THE YEAR WAS FULL OF NEW BEGINNINGS FOR OUR DEPARTMENT.

2019-2020 MAJOR PROJECTS RECAP

- REPAVE FINANCE PARKING LOT
- REPLACE FLOORING IN WCHD

AGENDA ITEM # 4-C-3 **(pg 3 of 10)**

DEPARTMENT HEAD APRIL 2020 REPORT TO THE BOARD

- INSTALL 5 MORE WATER SOURCE AT DSS. BRINGING THE TOTAL TO 19 REPLACED WITH 6 REMAINING TO REPLACE.
- INSTALL KEYCARD SYSTEM AT THE COURTHOSE

Operating Highlights

EARLY IN THE 2019-20 YEAR THE DEPARTMENT BECAME FULLY STAFFED FOR THE FIRST TIME SINCE OCTOBER 2017. THE NEW GUYS HAVE BEEN A MUCH NEEDED ADDITION AND HIT THE GROUND RUNNING. PROVIDING PROPER TRAINING WAS PRIORITY FOR THE FIRST QUARTER OF THE YEAR. IN ADDITION TO GETTING NEW FLOORING, THE CLINICAL HALL AT WCHD ALSO GOT PAINTED. NEW TOILETS AND SINKS WERE INSTALLED AS WELL. SEVERAL NUISANCE HVAC ISSUES WERE REPLACED OR REPAIRED AS WELL. THE DEPARTMENT HAS ALSO BEEN IMPLEMEMTING MORE PREVENTIVE MAINTENANCE INITIATIVES TO OPERATE AT A MORE EFFICIENT LEVEL. WITH THE CURRENT STATE OF AFFAIRS IN THE WORLD WE HAVE ALSO PUT MORE SAFETY GUIDELINES IN PLACE TO PROTECT OURSELVES AND OTHERS.

Looking Ahead

IN THE FUTURE WE INTEND ON DEVISING CAPITAL IMPROVEMENT PLANS FOR EACH FACILITY. SOME OF OUR BUILDINGS ARE OLDER, BUT EVEN OUR NEWER BUILDINGS HAVE COMPONENTS THAT WILL NEED ATTENTION SOON. WE ARE ALSO GOING TO VISIT SECURITY MEASURES IN EVERY FACILITY.

BUILDINGS & GROUNDS HAS HAD 0 SAFETY INCIDENTS IN THE LAST 2 YEARS!

"GETTING THE JOB DONE! THE WARREN COUNTY WAY!"

AGENDA ITEM # 4-C-3 **(pg 4 of 10)**

DEPARTMENT HEAD APRIL 2020 REPORT TO THE BOARD

The following is a brief overview I sent to the County Manager in September 2018 about each building. Any projects that were listed and taken care of since have been updated to completed.

1. **Animal Control**

- Recently been experiencing an alarm issue, which has been determined to be a faulty duct detector. Replacement duct detector has been ordered and will be installed in-house.-COMPLETED
- Has a major ventilation system that has to be cleaned often. Also, filters must be changed more frequently than the rest of the county buildings.
- Just replaced a sensor that runs the kennel's HVAC due to it being accidently knocked off the wall. Will prevent that from happening in the future with a wall box.-COMPLETED

2. **Board Of Elections**

- The Robert Shaw PLC that controls the HVAC was installed in 1996 and is obsolete. I have acquired one quote to replace it from Allred Mechanical Systems for $23,800. I showed the issue to Envirocon Controls today and will hopefully receive a quote soon. I have also proposed to do away with the controls altogether. I have a local company HBP HVAC preparing a quote to have it controlled by one single thermostat. That will fix our issue, but limit the buildings occupants comfort options. This option would also save money.-COMPLETED
- NCworks is also housed in this building. They are experience a high humidity level lately. There was a dehumidifier placed in the office that I was informed today no longer works. The office has been wiped down and I will replace the dehumidifier with a new one promptly.-COMPLETED
- Handicap ramp needs minor repairs. Issues will be addressed in the near future.-COMPLETED

AGENDA ITEM # 4-C-3 **(pg 5 of 10)**

DEPARTMENT HEAD APRIL 2020 REPORT TO THE BOARD

3. Cooperative Extension

- Recently moved furniture from old YSB office to the building. Still finalizing the move.-COMPLETED
- It has periodic back-ups in the basement due to it being the end of a sewer line. Plan on getting pressurized toilets to help with the flow in the future. Floor drain also suffers because of poor flow.-COMPLETED
- Due for a paint job in the future.

4. County Manager/Admin Building

- Not too many issues other than normal wear and tear.
- Glass has been requested to be replace in front lobby.-COMPLETED

5. Economic Development/Armory Convention Center

- Recently replaced 20 ton compressor and heat pump on one of the six rooftop units.
- The building has been experiencing an issue with the hardwood flooring "buckling". I have heard a couple theories and if we decide on doing a flooring contract I am going to use his expertise on the matter to our advantage.
- Going to suggest adding prep tables with money left in budget at the end of the fiscal year(if applicable).
- Gets a paint job annually.- COMPLETED

6. EMS 1, 2, and 3

- The main EMS building has had some minor renovations within the last two years.
- EMS 2 and 3 have minor issues occasionally but no known issues at the moment.
- With the new EMS Headquarters opening soon I'm not exactly sure what will be done with the old one.

7. Finance/ IT/ Detective Basement

- Main nuisance is a pump in the basement that pumps the waste up to the sewer drain sometimes doesn't receive enough water to make it flush the basin. Resulting in a foul smell in the basement and also in the Finance part of the building.
- The water to Finances kitchen is hooked up to come from the plumbing at the free clinic beside it that is not occupied at the moment. Explored re-plumbing the faucet and icemaker but would be something I would need to evaluate further.
- Upstairs due for a paint job.

AGENDA ITEM # 4-C-3 **(pg 6 of 10)**

DEPARTMENT HEAD APRIL 2020 REPORT TO THE BOARD

8. Health Dept. Complex

- Just recently finished repairs to the chiller. I have inquired about a service plan and will be following up with my findings.
- Recently received quotes to replace floor from Ab Hair carpet and tile company. Going to acquire two more in the future to cover the federal procurement guidelines. The flooring in this building is terrible.
- Windows leaking have been an ongoing issue. Have made plans to address the issue this fall. Once we have stopped the water the building is in need of some "TLC" on a lot of its exterior walls.
- Other occasional minor issues with old pipes.

9. Library

- Recently experienced a busted pipe in the sprinkler system. Situation was repaired by Carolina Fire Protection. This is the second occurrence of its kind at the library. Due to this and the condition of the pipe that was removed, I am waiting on a quote from Carolina Fire Protection to replace the whole segment of pipe. As well as, inspect our system and make sure it's draining properly, because it is supposed to be a 'dry' system.
- The community room was painted a couple of months ago in-house. The rest could use a coat as well.

10. Public Utilities/ Public Works

- Recently received work order about moisture around a vent.
- Not much action at either site. Landfill is mostly self-sufficient other than light bulbs.

11. Recreation

- Dickie and his staff are great at taking care of their building issues. We have to fix the occasional plumbing or carpentry situation. Other than that they handle it themselves

12. Register of Deeds/ Clerk of Court/ DA/ VA Affairs(COURTHOUSE)

- Boiler was initially budgeted to be repair. Once it was taking apart it was found that replacing the gaskets wouldn't repair the issue and it would need to be replaced. The initial allotment was $15,000. The invoice to figure out we needed it to be replaced

AGENDA ITEM # 4-C-3 **(pg 7 of 10)**

DEPARTMENT HEAD APRIL 2020 REPORT TO THE BOARD

$7,577.37 leaving us with $7,422.63 to go toward the $30,943 it costs to replace the boiler. Leaving us $23,520.37 to replace the boiler.-COMPLETED

- I have received two mold remediation quotes. The lowest right now came from a local company A&S Pest control at $22,800. I have given the tour for the third required quote. I'm just waiting to receive it then we can move forward accordingly.-COMPLETED
- The elevator, which is from 1992, has always had minor issue that a hard reset usually fixes. Twice in the last couple of months I've had to get it serviced and was told it had lost its memory and had to be reprogrammed. I was planning to get some upgrades done but with the recent issues I have held off.

13. Senior Center

- Has minor issues due to the age of the building.
- Water seeps with a hard rain in the cafeteria
  New roof on cafeteria-COMPLETED

14. Sheriff/ Detention Center/ 911 Communications/ Probation Parole

- Few minor leaks that we have been patching.-COMPLETED
- Caulked bottom of building that was I was informed has been leaking since it was built. Windows also leaking, have been working on them as the times permits.-COMPLETED
- Could use a paint job in the near future.
- Detention Center always has some plumbing situation going on but there is also a full time maintenance worker there Monday thru Friday. He works closely with me to keep both buildings in good order.

15. Social Services

- Have received a quote to fix the mortar joints over the water table that have deteriorated from DLT Roofing INC at $14,500. In the process the director decided to put an ad in the paper to cover our bases on procurement. The water is seeping through the joints onto the roof decking until it finds a way onto the ceiling tiles.
- The floors in this building are also pretty bad. This was going to be one of the first floors addressed when we decide on our cleaning situation.-COMPLETED

16. Soil & Water/ Child Support

- This is a rental building so we are just responsible for light bulbs and having the building cleaned

AGENDA ITEM # 4-C-3 **(pg 8 of 10)**

DEPARTMENT HEAD APRIL 2020 REPORT TO THE BOARD

17. Tax Administration

- There are some sump pumps in the basement we keep a check on.
- Probably our next mold problem. Basement takes on water.

18. Buck Springs

- Recently the building was experiencing high humidity levels, causing boards to swell and fall out the ceiling. It was caused by a damper failing and staying open. -COMPLETED
- Contractor is getting back to me on the other issues with flooring and hardware.

Services provided to the County:

GROUNDS

- Cut lawns and trim weeds
- Trim Bushes
- Weed flower beds
- Landscaping at new sites
- Plant flowers
- Mulch flower beds
- Keep yards clear of debris (leaves, tree limbs, and trash)
- Plant grass (re-seed and establish new lawns)
- Water flowers and grass (as needed)
- Spray glyphosate to prevent weeds in parking lots and other unsightly areas
- Establish parking lots (gravel, parking curbs, etc...)
- Cut down trees and dispose of fallen trees(fish them out of ponds if necessary)
- Cut limbs back
- Remove snow from parking lots and entrances
- Operate machinery (backhoe, bobcat, etc...)

AGENDA ITEM # 4-C-3 **(pg 9 of 10)**

DEPARTMENT HEAD APRIL 2020 REPORT TO THE BOARD

BUILDINGS

▯ HVAC

- Change filters quarterly
- Clean coils between heating and cooling seasons
- Clean cooling tower
- Clean condensation lines and put algae preventer in trays
- Change belts, grease motors, and other pm bi-annual
- Change fan motors, fan sequencers, capacitors, and transformers as needed
- Troubleshoot and repair minor issues to cut down on price of outside contractors

▯ ELECTRICAL

- Change light ballast in fixtures
- Change receptacles
- Change light fixtures when needed ▯ Troubleshoot problems as they arise.

▯ PLUMBING

- Repair indoor/outdoor water leaks
- Unclog toilets, sinks, and drains
- Replace and repair toilets, sinks, and faucets
- Troubleshoot and repair any and all plumbing in-house if possible

▯ Carpentry

- Interior/Exterior Painting
- Drywall (New and Repair)
- Minor woodwork and framing
- Porch building and repair
- Hang and repair doors
- Fix roof leaks
- Address any building carpentry need as they arise.

▯ MISCELLANEOUS

- Put up county road signs
- Inspect and clean vehicles
- Inspect and service equipment
- Deliver paper to each individual department as ordered
- Run data wires/cables

AGENDA ITEM # 4-C-3 **(pg 10 of 10)**

DEPARTMENT HEAD APRIL 2020 REPORT TO THE BOARD

- Fix sound equipment
- Fix parking lots and driveways
- Move furniture (within and from office to office)
- Move boxes
- Move file cabinets
- Clean Armory
- Clean Buck Springs Building and Shelter
- Set up for commissioner's meetings
- Set up for department head meetings
- Assist in set up of some departmental functions
- Set up office cubicles
- Change light bulbs
- Monitor alarm systems in various buildings
- Repair potholes in asphalt
- Repair concrete cracks and blemishes
- Change batteries in paper towel dispensers
- Demo concrete and asphalt and dispose of the waste
- Clean roof tops and roof drains
- Monitor numerous storm drains
- Clean up "accidents" as they occur
- Hang white boards
- Hang TVs
- Supervise community service workers
- Supervise contractors and inspect work upon completion
- Assist other departments in tasks as needed
- Someone always on call
- Other duties as deemed necessary

The Mission of the Buildings & Grounds department is to support the overall county mission by maintaining a healthy, safe, pleasant and functioning environment.

AGENDA ITEM # 5 (pg 1 of 2)

Amendment # 14 to the FY 2020 Budget Ordinance

By: Katherine Brafford, Finance Director

MEMORANDUM

TO: Warren County Board of Commissioners

THROUGH: Vincent E. Jones, County Manager

FROM: Kathy Brafford, Finance Director

DATE: April 26, 2020

RE: Recommendation for Approval of Budget Ordinance Amendment #14 to the General Fund

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Background

Two items are addressed in Budget Amendment #14 to the FY 2020 Budget Ordinance. They are as follows:

1) We are asking for an increase in appropriations to the Fire Protection Budget in the amount of $3,000 to re-appropriate the reimbursement to Ridgeway VFD for grant matching funds initially budgeted in FY 2017 to assist with the purchase of new radio equipment. Funds were budgeted for thirteen (13) VFDs at a maximum reimbursement of $3,000 per VFD. Ridgeway VFD did not purchase their equipment until December of 2017. The BOCC re-appropriated the reimbursement in FY 2018; however, the reimbursement did not get processed in FY 2018. The Fire Department did not realize that they had not received their reimbursement until they received their FY 2018 audit in late FY 2019. Chief Tucker has asked if the County could process this reimbursement.

2) We are asking for an increase in appropriations to the Health Dept budget to cover the cost of additional funds received from the NCDHHS – Division of Public Health in the amount of $59,912 for COVID-19 Crisis Response.

Recommendation

I am recommending that the Board approve Budget Amendment #14 to the FY 2020 Budget Ordinance.

AGENDA ITEM # 5 (pg 2 of 2)

Amendment # 14 to the FY 2020 Budget Ordinance
By: Katherine Brafford, Finance Director

AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE
2019/2020
Amendment No. 14

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:

Fire Protection	3,000
Health Department	59,912
Total	$ 62,912

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 - Health	59,912
Appropriated Fund Balance	3,000
Total	$ 62,912

This amendment:

- Increases appropriations in the Fire Protection budget by $3,000 to re-appropriate the reimbursement to Ridgeway VFD for grant matching funds initially budgeted in FY 2017 to assist with the purchase of new radio equipment. Ridgeway VFD did not purchase their equipment until December of 2017. The BOCC re-appropriated the reimbursement in FY 2018; however, the reimbursement did not get processed in FY 2018. The Fire Department did not realize that they had not received their reimbursement until they received their FY 2018 audit in late FY 2019. Chief Tucker has asked if the County could process this reimbursement.

  Funding Source: Appropriated Fund Balance

- Increases appropriations in the Health Dept by $59,412 to cover the cost associated with funds received from the NCDHHS - Division of Public Health for COVID-19 Crisis Response.

  Funding Source: Restricted Intergovernmental - Health

Respectfully Submitted 5/4/2020

Katherine C. Brafford

Katherine C. Brafford, Finance Director

ITEM # 6 **(pg 1 of 2)**

Request from Habitat for Humanity for Building Fees Waiver for Construction of 5th House. Fees in the amount of $455.80

Warren County Habitat for Humanity
Post Office Box 413
Warrenton, NC 27589

March 3, 2020

Warren County Board of Commissioners
603 West Ridgeway St.
P.O. Box 619
Warrenton, N.C., 27589

Dear Commissioners

Warren County Habitat for Humanity is requesting that you waive the building permit and inspection fees related to construction of the fifth Habitat home in the Northwoods Subdivision in Norlina, N.C. This is a practice you have done on the twelve previous homes we have build and we appreciate passing on the savings of this to the home owners.

We thank you for your consideration on this matter.

Sincerely,

Mike Hairston R. Bruce Rogers signed

Mike Hairston
President, Warren County Habitat for Humanity

ITEM # 6 (pg 2 of 2)

Request from Habitat for Humanity for Building Fees Waived for Construction of 5th House. Fees in the amount of $455.80

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
DATE: March 30, 2020
RE: Habitat for Humanity request for fee waiver

This memo is in reference to a request submitted by the Warren County Habit for Humanity, the local organization is requesting a waiver of my department's fees for building permits as well as related inspections. They are seeking to construct a 1,204 SF stick-built home (house # 5) in Northwoods Development, Walker Street, Norlina, NC. Per my department's fee schedule the breakout is as follows:

- Plan Review: $25.00
- *Town of Norlina Zoning Permit: (N/A – not a County Permit)*

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

- Electrical: $50.00
- Mechanical: $50.00
- Plumbing: $50.00
- Deck: $30.00
- Building Permit ($0.20 per SF/1, 204): $240.80
- HOA Fee: $10.00

Total: $455.80

The above figures are per the adopted, revised fee schedule July 1, 2016 – please contact me if you have any further questions *(NOTE: Any fee waiver for the zoning permit must go through the Town of Norlina as the site is located in the Town's ETJ).*

AGENDA ITEM # 7 (pg 1 of 29)

CONSIDER BYLAWS, APPOINTMENTS & RE-APPOINTMENTS TO BOARDS/COMMITTEES/COMMISSIONS

A.	**Keep Warren County Beautiful Committee, draft Bylaws presented for consideration and adoption** **(Item 8 pages 2 - 5)**	
B-1.	**Keep Warren County Beautiful Committee Member Appointment:** **Laura Tucker to a first (1st) term** **(Item 8 pages 6 - 7)**	**May 4, 2020 to Jan. 31, 2023**
2.	**Recreation Commission Member Appointment and Reappointments:** **Michelle Stallings – 1st term begins May 4, 2020** **Virginia Broach – 2nd term begins February 1, 2020** **Derek Alston – 2nd term began February 1, 2020** *** Also received a Statement of Interest to serve from Mary K. Anstead *** **(Item 8 pages 8 - 12)**	**All terms expire Feb. 1, 2023**
3.	**Workforce Development Member Reappointment:** **John E. Alston – 4th term** **(Item 8 pages 13 - 14)**	**April 2020 To April 1, 2023**
4.	**Voluntary Agricultural District Member Initial Appointments (1st terms):** **Brenda Collier Linda Krudson** **Charles W. Lynch Robert S. Earhardt, Jr.** **Peter T. Hight James C. Harris** **(Item 8 pages 15 - 29)**	**May 1, 2020 To Feb. 28, 2023**

Vacancies are advertised in Warren Record and Lake Gaston Gazette newspapers on a quarterly basis, last ad ran February 2020.

Video of this meeting will be live streamed in real time via Facebook Live @WarrenCountyNCOfficial, footage will be made available after the live stream ends

AGENDA ITEM # 7-A (pg 2 of 29)

Consider Draft Keep Warren County Beautiful Committee Bylaws, presented for consideration and adoption

BY-LAWS

KEEP WARREN COUNTY BEAUTIFUL
Keep America Beautiful Affiliate

ARTICLE I - NAME, AUTHORITY AND PURPOSE

SECTION 1. Name

The name of the organization shall be KEEP WARREN COUNTY BEAUTIFUL.

SECTION 2. Authority

This organization shall be an operating division of Warren County under the direct authority of the Warren County Board of Commissioners.

SECTION 3. Purpose

To empower the citizens of Warren County to take greater responsibility for enhancing their quality of life and community pride through changing attitudes and behavior, as well as promote recycling, education and volunteer participation.

ARTICLE II - MEMBERSHIP AND QUALIFICATIONS

SECTION 1. Membership

The Committee shall be comprised of seven (7) members.

SECTION 2: Composition and Qualifications

The Committee shall consist of the following members:

One (1) - Representative from Administration
Six (6) - Representatives from various backgrounds interested in addressing issues of litter reduction and beautification efforts in Warren County; example: highway maintenance, landscaping, etc.

The Public Works Director shall be the staff person and facilitator for the committee and serve as non-voting ex-officio manager.

Each member of the Committee, except for the ex-officio member, shall have one vote on each voting matter to come before the committee.

SECTION 3. Officers, Selection and Duties

The seven (7) members shall be recommended by the Keep Warren County Beautiful Committee and appointed by the Warren County Board of Commissioners.

The officers of the Committee shall be Chairperson, Vice-Chairperson, and Secretary.

AGENDA ITEM # 7-A (pg 3 of 29)

Consider Draft Keep Warren County Beautiful Committee Bylaws, presented for consideration and adoption

1. The Committee members will elect the Chairperson on the first meeting date of each year. The Chairperson shall preside at all meetings and the hearings of the Board and shall decide all points of order and procedure at such meetings. The Chairperson shall cooperate with the Committee in planning the agenda for meetings, shall perform all duties incidental to the office, and shall suggest such actions as are deemed likely to increase the effectiveness of the Committee.

2. In the absence of the Chairperson or in the event of his/her inability to act or refusal to carry out a direction from the Board/Committee or a specific duty set forth herein, the Vice-Chairperson shall perform the duties of the Chairperson and when so acting shall have all the powers of and be subject to all the restrictions of the Chairperson. The Vice-Chairperson shall perform such other duties as from time to time may be assigned to him/her by the Chairperson or the Committee.

3. The Secretary shall be responsible for the preparation and maintenance of accurate minutes, papers, and records of all meetings of the Board, shall keep records in a centralized location, present minutes to the Board, and shall perform other duties customary to that office. The Secretary shall work with the Chairperson to ensure that there is wide distribution of these and other similar documents to interested groups and individuals. The Secretary shall give, or cause to be given, all notices required by law and by these by-laws.

   The minutes of meetings of the Committee, as certified by the Secretary and approved by the Committee shall be the official record of all activities undertaken thereat.

   Staff and Facilities: The Clerk to the Board shall assist the Committee with questions regarding proper legal notification and scheduling of meetings. Other County staff may be invited to meetings periodically to assist as needed.

SECTION 4. Meetings

Meetings shall be held the second Thursday of each month for the first six (6) months; and every other month thereafter. The Committee will establish the time and place of its meetings and give proper notice in accordance with the North Carolina Open Meetings Law.

1. Regular Meetings: Regular meetings of the Committee shall be held monthly for the first six months and every other month at the discretion of the Chairperson. Time and place of the meetings will be at the resolution of the Chairperson.

2. Special Meetings: Special Meetings may be called by the Chairperson, or at least four members of the Board when necessary to act upon matters, provided notice is given to each member forty-eight (48) hours in advance of the meeting. Said notice shall specify the time, place and nature of the meeting.

3. Notice: Written notice of each meeting, specifying the place, day and hour, shall be delivered to each member not less than ten (10) days nor more than thirty (30) days before the date of the meeting, either personally, by mail, by email, or by the direction of the Chairperson. The ten (10) day notice is not required for special meetings.

   A tentative agenda shall accompany each written notice of a meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United State mail, addressed to the committee member at his/her address as it appears on the records of the committee with postage pre-paid.

   Timely and effective prior public notice of all meetings shall be given as required in the Open Meetings Act of the North Carolina General Statues.

4. Quorum: A quorum shall consist of at least four of the seven members present.

AGENDA ITEM # 7-A (pg 4 of 29)

Consider Draft Keep Warren County Beautiful Committee
Bylaws, presented for consideration and adoption

SECTION 5. Terms

Terms shall be for three (3) years.

The fiscal year of the Committee shall be the same as that designated by the County Commissioners.

When a position becomes vacant at the end of the term, the member occupying such position shall continue to serve until a successor is duly selected.

Of the initial Committee members, three (3) shall serve a term of two years (youth), and three (3) a term of three years. Thereafter, selection shall be for a term of three (3) years.

SECTION 6. Removal

The Committee by vote of two-thirds (2/3) of the members present at a meeting where there is a quorum may remove any member from the Board for misconduct, lack of commitment to and/or service to the basic objectives of the Committee, or three (3) consecutive unexplained absences at regular meetings within any fiscal year. Removal determination shall be decided on by vote of the Committee members. Notice that a removal vote may be taken must be included in the written notice and on the agenda of the next meeting.

SECTION 7. Termination

Any member of the Committee may resign upon written notice to the Chairperson and to the County Commissioners.

SECTION 8. Vacancies

When a vacancy occurs on the Committee due to a member departing during his/her term, the Committee members shall nominate the member(s) for vacant position(s) within sixty (60) days and submit the name(s) to the County Commissioners for appointment. Board member vacancies shall be advertised in accordance with Warren County Board/Commissions Policy.

ARTICLE III – ATTENDANCE

SECTION 1 – Meetings

Failure to attend three (3) consecutive meetings of the Board shall put the membership of the individual into automatic review by the Committee. The member shall be removed from membership upon approval from the Board.

ARTICLE IV – PARLIAMENTARY PROCEDURE

SECTION 1 - Proceedings

The latest edition of the "Robert's Rules of Order" shall govern the proceedings of the "Keep Warren County Beautiful Board."

AGENDA ITEM # 7-A (pg 5 of 29)

Consider Draft Keep Warren County Beautiful Committee
Bylaws, presented for consideration and adoption

ARTICLE V – AMENDMENTS

SECTION 1 – Amended By-laws

These By-laws may be amended by the Keep Warren County Beautiful Board at any meeting of the Board at which a quorum is present, provided that the proposed amendment(s) be inserted in writing, in the notice of such meeting; then it will be presented to Warren County Board of Commissioners at a specified time.

Once the Committee has acted by vote on a matter, the members shall not undertake to undermine the authority of the Committee individually or in concert through appeals to external political organization or otherwise.

Adopted this _____ day of March, 2020.

_____
Tare Davis, Chairman
Warren County Board of Commissioners

_____
Angelena Kearney-Dunlap, Clerk
Warren County Board of Commissioners

_____
Chairperson to
Keep Warren County Beautiful Committee

_____
Secretary
Keep Warren County Beautiful Committee

AGENDA ITEM # 7-B-1 (pg 6 of 29)

CONSIDER APPOINTMENT OF LAURA TUCKER TO KEEP WARREN COUNTY BEAUTIFUL COMMITTEE

Term May 4, 2020 to April 30, 2023.

Statement of Interest to Serve

List in order of preference the Board/Committee/Commission for which you would be willing to serve. Select one:	Keep Warren County Beautiful 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	ABC Commission
Applicants Name	Laura Tucker
Alternate Number	*Field not completed.*
Birthdate	03/25/1985
Race	Caucasian
Sex	Female
Do you live in Warren County?	Yes, No
Job title	IMC II, Warren County DSS
Are you presently serving in an elected or appointed position? Please explain:	*Field not completed.*

ITEM # 7-B-1 (pg 7 of 29)

Laura Tucker (cont'd)

Company / Agency & Address	307 North Main Street, Warrenton, NC 27589
Military experience?	No Military Experience
List your Commissioner district, info available at Elections (252) 257-2114.	III - Nutbush, Smith Creek & Hawtree
Educational Background:	
Name & address of High School	Warren County High School
Name & address of College attended	VGCC
Degree earned	some college
List all past employment and/or volunteer experience you have had which may be beneficial in evaluating your qualifications.	*Field not completed.*
Work experience	*Field not completed.*
Volunteer experience	*Field not completed.*
How did you become aware of Warren County volunteer opportunities?	Other
Date this form completed	3/5/2020
I certify by my typed initials that all information given is correct to the best of my knowledge.	LAT
NOTE TO APPLICANT: This form is active for six (6) months from date of submission.	

ITEM # 7-B-2 (8 of 29)

Recreation Commission Member Appointments / Re-Appointments

WARREN COUNTY
PARKS & RECREATION DEPARTMENT

P.O. Box 835
Warrenton, NC 27589

Dickie Williams, Director
(252) 257-2272

3-26-20

To: Warren County Board of Commissioners

Warren County Parks and Recreation Commission appointed Michelle Stallings to the Parks and Recreation Commission at their March 12th meeting. Virginia Broach and Derek Alston have agreed to serve another term and both were re-appointed to Parks and Recreation Commission.

Thank you

Dickie Williams
Parks and Recreation Director

ITEM # 7-B-2 (9 of 29)

Recreation Commission Member Appointment:
Michelle Stallings – 1st term begins May 4, 2020

Statement of Interest to Serve

List in order of preference the Board/Committee/Commission for which you would be willing to serve. Select one:	Recreation Commission
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	Michele Hodge Stallings
Alternate Number	*Field not completed.*
Birthdate	04/23/1972
Race	Caucasian
Sex	Female
Do you live in Warren County?	Yes
Job title	School Principal
Are you presently serving in an elected or appointed position? Please explain:	N/A
Company / Agency & Address	KIPP Gaston College Preparatory 320 Pleasant Hill Rd Gaston, NC 27832
Military experience?	*Field not completed.*

ITEM # 7-B-2 (10 of 29)

Michelle Stallings (Cont'd)

List your Commissioner district, info available at Elections (252) 257-2114.	I - West & East Warrenton
Educational Background:	
Name & address of High School	Struthers High School 111 Euclid Ave Struthers, Ohio 44471
Name & address of College attended	Marietta College 215 5th Street Marietta, Ohio 45750 National-Louis University 122 S Michigan Ave Chicago, IL 60603
Degree earned	BS Chemistry; MEd School Administration
List all past employment and/or volunteer experience you have had which may be beneficial in evaluating your qualifications.	*Field not completed.*
Work experience	Adult and Youth Sports Director-Cleveland Street YMCA, Greenville, SC
Volunteer experience	Youth Program Volunteer; Youngstown YMCA, Youngstown, Ohio Youth Sports Coach, Referee, Umpire, Volunteer; Marietta YMCA, Marietta, Ohio Youth Camp Counselor and Program Volunteer; Sheridan YMCA; Sheridan Wyoming Youth Director Summer Intern; Embarcadero YMCA; San Francisco, CA T-Ball and Softball Coach and All-star Coach; Warrenton, NC
How did you become aware of Warren County volunteer opportunities?	Other
Date this form completed	02/09/2020
I certify by my typed initials that all information given is correct to the best of my knowledge.	MHS

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

Email not displaying correctly? View it in your browser.

ITEM # 7-B-2 (11 of 29)

Recreation Commission Member Appointment – Statement of Interest to Serve was also received from M. K. Anstead, with no recommendation made.

Statement of Interest to Serve

List in order of preference the Board/Committee/Commission for which you would be willing to serve. Select one:	Recreation Commission
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	Mary Katherine Anstead
Alternate Number	*Field not completed.*
Birthdate	03/26/1987
Race	Caucasian
Sex	Female
Do you live in Warren County?	Yes
Job title	Paramedic
Are you presently serving in an elected or appointed position? Please explain:	No
Company / Agency & Address	Warren County EMS 890 US Highway 158 Bypass Warrenton, NC 27589
Military experience?	*Field not completed.*
List your Commissioner district, info available at Elections (252) 257-2114.	III - Nutbush, Smith Creek & Hawtree
Educational Background:	

ITEM # 7-B-2 (12 of 29)

M. K. Anstead (cont'd)

Name & address of High School	Northern Vance High School 293 Warrenton Road Henderson, NC 27537
Name & address of College attended	Louisburg College--General classes 501 N Main Street Louisburg, NC 27549 Vance Granville Community College--Associates Degree in Radiography 200 Community College Road Henderson, NC 27536 Pitt Community College--Mammography Program and MRI Program 1986 Pitt Tech Road Winterville, NC 28590 Edgecombe Community College--General Classes 2009 W Wilson Street Tarboro, NC 27886 Wake Tech Community College--Cat Scan Program 9101 Fayetteville Road Raleigh, NC 27603 Lenoir Community College--Paramedic Program 231 North Carolina Hwy 58 Kinston, NC 28504
Degree earned	Associates in Radiography
List all past employment and/or volunteer experience you have had which may be beneficial in evaluating your qualifications.	*Field not completed.*
Work experience	Assistant softball coach at Kerr Vance 2009-2011. I currently work full-time and part-time in EMS with Warren County and Vance County and I used to work for Henderson Rec Dept for many years as a Lifeguard prior to EMS.
Volunteer experience	Volunteered as a recreation soccer coach in Warren County. Volunteered as a softball coach for Vance County rec dept for years in different age groups--6-9, 10-12, 16 & under. Assistant softball coach at Kerr Vance 2009-2011. My father is the Head Softball Coach at Oxford Prep and I have volunteered as an assistant coach with him. Active participant in Adult Softball in Warrenton and other organizations. Completed the "Concussion in Sports" and the "Fundamentals of Coaching" courses on NFHSLearn.com
How did you become aware of Warren County volunteer opportunities?	Newspaper - Warren Record
Date this form completed	2/9/2020
I certify by my typed initials that all information given is correct to the best of my knowledge.	MKA

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

ITEM # 7-B-3 (13 of 29)

Kerr Tar Regional Workforce Development Member Re-appointment: John E. Alston – 4th term – Expires April 1, 2023

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. Work Force Development 3. _____
2. _____ 4. _____

Your full name John Earl Alston

Date of Birth 11-30-55 Sex male Race Black

Job Title Owner

Company or Agency Ads Pest Control Inc

Email Address Bugman27563@earthlink.net

Do you live in the county? Yes ☑ No ☐

Please list your County Commissioner District 3
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended Norlina High Norlina, N.C.

Name and Address of College Attended North Carolina State Raleigh N

Degree Received Associate in Agriculture

ITEM # 7-B-3 (14 of 29)

John Alston (cont'd)

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 Warren Family Insitute
Pastor: New Birth outreach Ministry

Volunteer Experience Kerr-Tar Bee club, Norlina Christian School, EDC Board

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

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

If other, please explain: _____

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 John E Alston
Date 3-12-20

ITEM # 7-B-4 (15 of 29)

Voluntary Agricultural District Member Appointments
These 1st terms expire February 28, 2023

NC COOPERATIVE EXTENSION

N.C. Cooperative Extension
Warren County Center

158 Rafters Lane
Warrenton, NC 27589
P: 252-257-3640

Matthew Place
March 27, 2020
Warren County Center
158 Rafters Ln. Warrenton, NC 27589

In regard to: Warren County Board of Commissioners
c/o Vincent Jones, Warren County Manager
PO 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 instatement as Advisory Board members of the Warren County Voluntary Agricultural District:

Brenda Collier
Charles W. Lynch
Robert Earnhardt
James C. Harris
Linda Knudson

These individuals have showed great interest in serving on the VAD and will carry out its mission into the future.

Sincerely,

Matthew Place
Warren County Ag Agent

N.C. A&T STATE UNIVERSITY NC STATE UNIVERSITY

Video of this meeting will be live streamed in real time via Facebook Live @WarrenCountyNCOfficial, footage will be made available after the live stream ends

ITEM # 7-B-4 (16 of 29)

Voluntary Agricultural District Member Appointment Brenda Collier
1st term expires February 28, 2023

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. Voluntary Agricultural District (VAD) 3. _____
2. _____ 4. _____

Your full name Brenda Collier

Job Title Admin Asst

Company or Agency NC Cooperative Extension, Franklin County

Email Address blocollier2016@gmail.com

Do you live in the county? Yes ☒ No ☐

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

Educational Background

Name and Address of High School Attended Vance Sr. High

Name and Address of College Attended _____

Degree Received _____

Please list any military experience _____

Video of this meeting will be live streamed in real time via Facebook Live @WarrenCountyNCOfficial, footage will be made available after the live stream ends

ITEM # 7-B-4 (17 of 29)

Brenda Collier (cont'd)

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 NCSU Cooperative Extension, Onslow & Franklin County, Warren County Emergency Services,

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: Asked to serve

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 Brenda Collier

Date 1·28·2020

Please feel free to attach a resume if so desired.

ITEM # 7-B-4 (18 of 29)

Voluntary Agricultural District Member Appointment Linda Krudson
1st term expires February 28, 2023

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. Voluntary Ag District Advisory Board
2.
3.
4.

Your full name Linda R. Krudson

Job Title

Company or Agency

Email Address linda@fireoaks.farm

Do you live in the county? Yes ☑ No ☐

Please list your County Commissioner District 003
(This information can be obtained from the Board of Elections at (252) 257-3114).

Educational Background

Name and Address of High School Attended Wilcox High Santa Clara, CA

Name and Address of College Attended West Valley College Saratoga, CA

Degree Received

Please list any military experience

ITEM # 7-B-4 (19 of 29)

Linda Krudson (cont'd)

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: Software development raising cattle

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: NC Cooperative Livestock Assn

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: Linda R Krudson

Date: 2/6/2020

Please feel free to attach a resume if so desired.

ITEM # 7-B-4 (20 of 29)

Voluntary Agricultural District Member Appointment Charles W. Lynch
1st term expires February 28, 2023

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. VAD
2.
3.
4.

Your full name Charles William Lynch

Job Title

Company or Agency

Email Address

Do you live in the county? Yes ☑ No ☐

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

Educational Background

Name and Address of High School Attended Norlina High School

Name and Address of College Attended

Degree Received

Please list any military experience

ITEM # 7-B-4 (21 of 29)

Charles W. Lynch (cont'd)

If you are presently serving as an elected or appointed official, please explain: Soil-Water

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

Work Experience Farmer

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:

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 Charles Lynch

Date 1-24-20

Please feel free to attach a resume if so desired.

ITEM # 7-B-4 (22 of 29)

Voluntary Agricultural District Member Appointment
Robert S. Earhardt, Jr. – 1st term expires February 28, 2023

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. VAD
2.
3.
4.

Your full name Robert S Earnhardt, Jr

Job Title President

Company or Agency Superior Tooling, Inc.

Email Address rearnhardt@sti-nc.com

Do you live in the county? Yes ☑ No ☐

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

Educational Background

Name and Address of High School Attended Millbrook High School, Raleigh, NC

Name and Address of College Attended Louisburg Colleger, Louisburg, NC

Degree Received None

Please list any military experience None

Video of this meeting will be live streamed in real time via Facebook Live @WarrenCountyNCOfficial, footage will be made available after the live stream ends

ITEM # 7-B-4 (23 of 29)

Robert S. Earhardt, Jr. (cont'd)

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~~ VOLUNTEER NCTAP (NORTH CAROLINA APPRENTICE PROGRAM)
WAKE & JOHNSTON COUNTY WORK FORCE DEVELOPMENT "BOD"
NC APPRENTICESHIP COUNCIL "BOD", WAKE NEW HOPE VOLUNTEER FIRE DEPT.
AMGA (AMERICAN MOTO BOATING ASSO. "BOD", WAKE FOREST CHAMBER "BOD"

~~Volunteer Experience~~ WORK EXP. PRESIDENT/OWNER SUPERIOR TOOLING INC.
BLACK & DECKER (TOOL MAKER)

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

Newspaper Current Warren County Volunteer Other X

If other, please explain: Contacted by Field Crop Agent

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 Robert S. Earhardt Jr.

Date 1-31-2020

Please feel free to attach a resume if so desired.

ITEM # 7-B-4 (24 of 29)

Voluntary Agricultural District Member Appointment Peter T. Hight
1st term expires February 28, 2023

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. Voluntary Agricultural District
2. _____ 4. _____

Your full name Peter Thomas Hight

Job Title Retired

Company or Agency _____

Email Address phight27551@gmail.com

Do you live in the county? Yes ☑ No ☐

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

Educational Background

Name and Address of High School Attended John Graham High, Warrenton, NC

Name and Address of College Attended NCSU, Raleigh, NC

Degree Received BS Horticulture, Master's Crop Science

Please list any military experience _____

Video of this meeting will be live streamed in real time via Facebook Live @WarrenCountyNCOfficial, footage will be made available after the live stream ends

ITEM # 7-B-4 (25 of 29)

Peter T. Hight (cont'd)

If you are presently serving as an elected or appointed official, please explain: Serve on Board of Supervisors for Warren Soil and Water District

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

Work Experience Environmental health specialist
Agricultural extension agent
Regional agronomist
Fertilizer administrator

Volunteer Experience Macon fire district board
Farm Bureau board of directors

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

Newspaper Current Warren County Volunteer Other

If other, please explain:

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 Peter T. Hight

Date 1-15-2020

Please feel free to attach a resume if so desired.

ITEM # 7-B-4 (26 of 29)

Voluntary Agricultural District Member Appointment James C. Harris – 1st term expires February 28, 2023

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. VAL Ag District
2. Equalization + Review
3.
4.

Your full name James C Harris Jr

Job Title Owner

Company or Agency Harris Equipment Co Inc

Email Address Jch@harrisEQ.com

Do you live in the county? Yes ☑ No ☐

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

Educational Background

Name and Address of High School Attended John Graham

Name and Address of College Attended NCSU

Degree Received BS - Animal Science

Please list any military experience 8 yrs NC National Guard

Video of this meeting will be live streamed in real time via Facebook Live @WarrenCountyNCOfficial, footage will be made available after the live stream ends

ITEM # 7-B-4 (27 of 29)

James C. Harris (Cont'd)

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: 40 years as General Contractor
50 years Farming

Volunteer Experience: (1) EMS committee most recently
(2) Vice to Public Facilities Comm
(3) Warren Co Historic Assn
(4) Warren Baptist Church

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

Newspaper Current Warren County Volunteer Other Matthew Pierce NC Extension

If other, please explain:

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

Date 1-20-20

Please feel free to attach a resume if so desired.

ITEM # 7-B-5 (28 of 29)

Juvenile Crime Prevention Council (JCPC)
FY 2020-21 Funding Plan

Warren County Juvenile Crime Prevention Council (JCPC)

Cathy Alston-Kearney, **Chair** – cakearney@warrenk12nc.org

Goble Lane, Vice-Chair – chiefofpolice@warrenton.nc.gov

Ruthie Davis, JCPC Program Coordinator (252-678-3397) – ruthiedavis@warrencountync.gov

JCPC Review Committee recommendation for funding of Admin, 4-H WAY and Boys & Girls Club Programs are as follows:

$64,329 – 4-H Warren Advocating for Youth

$28,586 – Boys & Girls Club

$5,262 – Admin Budget

$98,177 Total 2020-2021 Budget

ITEM # 7-B-5 (29 of 29)

Juvenile Crime Prevention Council (JCPC) FY 2020-21 Funding Plan

Warren County

NC DPS - Community Programs - County Funding Plan

Available Funds: $ $98,177 Local Match: $ $103,529 Rate: 10%

DPS JCPC funds must be committed with a Program Agreement submitted in NC Allies and electronically signed by authorized officials.

#	Program Provider	DPS-JCPC Funding	LOCAL FUNDING			OTHER	OTHER	Total	% Non DPS-JCPC Program Revenues
			County Cash Match	Local Cash Match	Local In-Kind	State/ Federal	Funds		
1	Boys and Girls Club - Positive Action Interpersonal Skill Building Program	$28,586	$3,529					$32,115	11%
2	JCPC Administrative Fund	$5,262						$5,262	
3	Warren County Cooperative Extension - 4H WAY (Community Service and Teen Court Programs)	$64,329	$100,000					$164,329	61%
4									
21									
22									
	TOTALS:	$98,177	$103,529					$201,706	51%

The above plan was derived through a planning process by the Warren County Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 2020-2021.

Amount of Unallocated Funds _____

Amount of funds reverted back to DPS _____

Discretionary Funds added _____

check type ☐ initial plan ☐ update ☐ final

----DPS Use Only----

Reviewed by _____ Area Consultant _____ Date

Reviewed by _____ Program Assistant _____ Date

Verified by _____ Designated State Office Staff _____ Date

_____
Chairperson, Juvenile Crime Prevention Council (Date)

_____
Chairperson, Board of County Commissioners or County Finance Officer (Date)

ver 03/04/2016 ext

Video of this meeting will be live streamed in real time via Facebook Live @WarrenCountyNCOfficial, footage will be made available after the live stream ends

ITEM # 8 (pg 1 of 4)

*** Declare Surplus Property by adopting a Resolution.**

*** Authorize the Chairman to sign resolution, and**

*** Authorize County Manager or his designee to auction and/or discard surplus items.**

Parks & Recreation
2001 Ford Truck ID # 8900 (139,943 miles)

Health Department
Treadmill, Stepper, 2001 Ford Focus # 9336 (99,640 miles); 2001 Ford Focus # 8731 (152,582 miles); Ford Escort # 1752 (113,720 miles)
Two (2) desks

Planning/Code Enforcement
2001 Ford Ranger ID # 4800 (119,208 miles)

Administration Office
One Touch PDF Creation Scanner

By
Angelena Kearney-Dunlap
Clerk to the Board

AGENDA ITEM # 8 (pg 2 of 4)

Resolution Declaring Surplus Property and authorizing auction and/or discard.

= = = =

AGENDA ITEM # 8 (pg 3 of 4)

Resolution Declaring Surplus Property and authorizing auction and/or discard.

Panning/Code Enforcement:
2001 Ford Ranger ID # 4800

Administration Office
One Touch PDF Creation Scanner

Health Department:
Treadmill & Stepper

Health Department:
Ford Escort Ford Focus

Video of this meeting will be live streamed in real time via Facebook Live @WarrenCountyNCOfficial, footage will be made available after the live stream ends

AGENDA ITEM # 8 (pg 4 of 4)

Resolution Declaring Surplus Property and authorizing auction and/or discard.

Health Department
Two (2) desks

Parks & Recreation
2001 Ford Truck ID # 8900

ITEM # 9 **(pg 1 of 5)**

CONSIDER UPDATES TO PLANNING BOARD BYLAWS

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

BYLAWS
WARREN COUNTY PLANNING BOARD

ARTICLE I
NAME AND ORGANIZATION

The Warren County Planning Board shall be governed by North Carolina General Statutes Chapter 153A Article 18 (Repealed effective August 1st, 2021) Chapter 160D Article 3 (Effective August 1st, 2021) and other general and special acts pertaining to planning and related activities in Warren County as well as policies established by the Planning Board and the Board of County Commissioners.

ARTICLE II
PURPOSE AND DUTIES OF THE PLANNING BOARD

The Planning Board is charged with protecting the public health, safety and welfare as it pertains to the orderly growth and development of land and water resource stewardship in Warren County North Carolina.

The Planning Board is further charged with considering each and every application for residential subdivision development in order to determine the consistency of applications with all applicable local ordinances, public restrictions and regulations. If any application is found to be inconsistent, such finding shall be made a part of the permanent record of the proceedings of the Planning Board. No application shall be denied approval without a finding of fact establishing an inconsistency.

The Planning Board may make suggestions and recommendations to the Warren County Board of Commissioners as to changes, modifications, revisions and development of local ordinances relating to land use issues and the development of property in Warren County, the Planning Board may encourage the study and documentation of physical, social and economic characteristics of Warren County in order to facilitate decision making by both the Planning Board and the County Commissioners.

The Planning Board shall review with the county officials and report as recommendations to the Warren Board of County Commissioners upon the extent, location, design of all public structures and facilities. However, in the absence of a recommendation from the Planning Board, the Warren County Board of County Commissioners may, if it deems wise, after the expiration of thirty (30) days, or any other time period set, from the date on which the question has been submitted in writing to the Planning Board for review and recommendation, take final action.

ITEM # 9 (pg 2 of 5)

CONSIDER UPDATES TO PLANNING BOARD BYLAWS

ARTICLE III
MEMBERSHIP

Section 1 – The membership of the Planning Board shall consist of seven (7) voting members.

A. Five members shall be appointed for three (3) year terms.

B. Two members shall be appointed for two (2) year terms.

Section 2 – All members shall be appointed by the Warren County Board of Commissioners.

Section 3 – Members shall serve at the pleasure of the Warren County Board of Commissioners. The Board of Commissioners at its discretion may consider a waiver of the limitation on term limits to allow service beyond the three consecutive full terms when the Board deems it in the best public interest of Warren County.

Section 4 – All members shall take an oath of office as required taking an oath of office as required by G.S. 153A-26.

ARTICLE IV
ATTENDANCE

Faithful attendance at the meetings of the Board is considered a pre-requisite for the maintenance of membership on the Board. A member of the Board may be removed for the following reasons:

A. Unexcused absences from three (3) consecutive meetings.

B. Absence from five (5) meetings during a calendar year, whether such absences are excused or unexcused.

C. Upon receipt of a letter of resignation from the member to the Warren County Board of Commissioners.

D. Behavior found to be disruptive, threatening, or unethical and causing harm to the integrity of Warren County and its elected representatives, members of the Planning Board, or the citizens of Warren County.

ARTICLE V
OFFICERS AND THEIR DUTIES

Section 1 – Election of Officers: The Planning Board shall elect a Chairman and Vice-Chairman from its membership. Election of officers shall be by majority vote of the quorum in attendance. The officers shall serve a one (1) year term; however, no officer may serve in the same capacity for more than three (3) consecutive terms. The election of officers shall take place at the regular monthly meeting in January of each year.

Section 2 – Chairman: Shall preside over all meetings and shall conduct all meetings in an orderly manner while providing for public participation and open debate of all matters appearing on the agenda for consideration.

Section 3 – Vice-Chairman: The Vice-Chairman shall serve as acting Chairman in the absence of the Chairman and shall have the same powers and duties as the Chairman when presiding.

Section 4 – Recording Secretary: The Planning Board shall appoint a Recording Secretary who shall be a member of the Planning Department staff. The Recording Secretary shall keep the minutes of all Planning Board proceedings; keep records of attendance, resolutions and votes and notify the membership, news media and the public of the meetings of the Planning Board. Copies of minutes of the Planning Board shall be forwarded to the County Managers office on a monthly basis.

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CONSIDER UPDATES TO PLANNING BOARD BYLAWS

ARTICLE VI
VOTING

Section 1 – It shall be the duty and responsibility of each member of the Planning Board who has been duly appointed by the Warren County Board of Commissioners to vote on each and every issue unless a conflict of interest exists.

No member of the Board shall seek to influence a decision, participate in any action or cast a vote involving any advisory decision or matter that is before the Board where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. An appointed board member shall not vote on any matter if the landowner of the property subject to action by the Planning Board is a person with whom the member has a close familial, business, or other associational relationship.

A member of the Planning Board shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.

Resolution of Objection. - If an objection is raised to a board member's participation at or prior to the hearing or vote on a particular matter and that member does not recuse himself or herself, the remaining members of the board shall by majority vote rule on the objection.

Familial Relationship. - For purposes of this section, a "close familial relationship" means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships.

A member of the Planning Board may abstain from voting if he or she is excused by a majority of the remaining Planning Board members upon a determination of sufficient grounds for such abstention. If an abstention request is denied, an abstention shall be considered a vote with the majority vote of the Planning board so recorded. The recording Secretary of the Planning Board shall record an abstention as such with explanation.

Section 2 – Four (4) members of the Planning Board shall constitute a quorum.

Section 3 – Official business shall not be conducted unless a quorum is present.

Section 4 – A minimum of a simple majority of the quorum present and voting in the affirmative shall be necessary to pass a motion.

Section 5 – Members of the Board shall not commit themselves on any question scheduled to be considered by the Board, prior to a consideration of the matter at a duly authorized meeting. Members shall use discretion in discussing with individuals scheduled agenda items, which are later to be voted upon by the Planning Board.

Section 6 – Alternates and Conference Calls: The Planning Board shall have two (2) alternate members appointed by the Warren County Board of Commissioners and serving at the pleasure of the Warren County Board of Commissioners. **They shall be designated Primary Alternate and Secondary Alternate to attend meetings as necessary, in the event they are unavailable and regular Members are unable to attend the conference calls as noted in this section shall apply.**

Alternate members will receive notice of all Planning Board meetings and shall be expected to regularly attend such meetings. Alternate members shall be called upon to participate in only those meetings at which one or more regular members are absent or are unable to participate in hearing a case due to a conflict of interest. At any meeting in which an alternate member is

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CONSIDER UPDATES TO PLANNING BOARD BYLAWS

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replacing a regular member, the alternate member shall have the same powers and privileges as the regular member.

Should a Planning Board Member be unable to attend a meeting, but still able to call in to the meeting on a conference call and where action items are on the agenda, this shall count as attendance at that meeting and for that meeting's agenda. Conference calls shall only be allowed when the Planning Board Member has no other alternative and shall not be considered as a replacement for meeting attendance per the requirements set forth in the Planning Board Bylaws.

ARTICLE VII
MEETINGS

Section 1 – The Planning Board shall hold a monthly meeting at a place and time it designates and shall keep minutes of its proceedings.

Section 2 – Special meetings of the Planning Board may be called by the Chairman or by majority of the Planning Board at any time. Notice of any special meeting shall be given at least two days (48 hours) in advance and shall state the purpose thereof and the time and place of said meeting. Notice of a meeting shall be posted and mailed, e-mailed, or delivered at least 48 hours before the time of the meeting in accordance with

Section 3 – The place at which meetings shall be held shall be stated in the notice and calendar of all meetings. Notice of the time and place of regular meetings of the members may be given by emailing, mailing or delivering written notice. Notice of all regular meetings shall be emailed, mailed, or delivered to each Planning Board member so that he or she receives said notice not less than two (2) days before the meeting. Notice of all regular meetings shall contain a proposed agenda of business to be transacted. Notice of all meetings shall be given to the news media and the public in accordance with the North Carolina Open Meetings Law. Meetings may be canceled by like notice.

ARTICLE VIII
CONDUCT OF MEETING

Section 1 – The order of business in regular meetings should be, but are not limited to:

1. Approval of minutes
2. Zoning affairs
3. Subdivision development review
4. Old and new business
5. Correspondence
6. Report of the Planning Director
7. Staff reports
8. Adjournment

The order of business for special meetings shall be set out in the meeting call.

Section 2 – All meetings shall be open to the public.

Section 3 – The Chairman at his discretion may impose time limits upon those desiring to speak.

Section 4 – At the close of discussion on matters heard in public hearings the Chairman may:

A. Call for a formal motion, a second and a vote by the members for or against the motion.

B. Call for a formal motion, a second and a vote by the members to table or continue the matter being heard until such time as additional necessary information may be obtained.

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CONSIDER UPDATES TO PLANNING BOARD BYLAWS

ARTICLE IX
AMENDMENTS

Section 1 – The Warren County Board of Commissioners reserves the right to amend these bylaws as is deemed to be in the best interest of Warren County.

Section 2 – Requests for amendments to these bylaws may be initiated by the Planning Board or the Board of Commissioners; however, when such amendment is initiated by the Board of Commissioners, it may, at its discretion, submit the proposed amendment to the Planning Board for review and comment.

Section 3 – An affirmative vote of a majority of the full membership shall be required on any proposed amendment, which is initiated by the Planning Board

ARTICLE XI
EFFECTIVE DATE

"An Ordinance To Establish A Planning Board For Warren County," which was duly adopted by the Warren County Board of Commissioners on October 3, 1960 and amended in 2003, is hereby repealed.

These bylaws adopted on the 4th day of May, 2020 and effective May 5th, 2020 supersede and replace all prior bylaws for the Warren County Planning Board.

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

Date Adopted

Victor Hunt, Vice-Chairman
Warren County Board of Commissioners

Attest:

Angelena Kearney-Dunlap, Clerk to the Board
Warren County Board of Commissioners

Anthony Moran, Chairman
Warren County Planning Board

ITEM # 10 **(pg 1 of 4)**

Electronic Meetings Policy of Warren County Boards, Commissions, Committees and other Public Bodies (Inclusive of the Warren County Board of Commissioners)

ELECTRONIC MEETINGS POLICY OF Warren County Boards, Commissions, Committees, and other Public Bodies (Inclusive of the Warren County Board of Commissioners)

The Warren County Board of Commissioners recognizes that Article 33C of Chapter 143 of the North Carolina General Statutes contemplates that official meetings of public bodies may take place by electronic means as authorized by §143-318.10(d). This Electronic Meetings Policy is a guide for how the Warren County Board of Commissioners and the Commissions, Committees, Councils, Authorities, or other Public Bodies created by the Warren County Board of Commissioners intends to conduct meetings featuring electronic participation.

1. Meetings to Which This Policy Applies

   This Policy shall apply to meetings of the Warren County Board of Commissioners, and to the Commissions, Committees, Councils, Authorities, or other Public Bodies created by the Warren County Board of Commissioners and any other public bodies existing under the authority of Warren County (hereinafter referred to as "Board" or "Boards"). This Policy supplements any Rule(s) of Procedure, Policy or Policies approved by the Warren County Board of Commissioners for the meetings of its Boards. Electronic Meetings can take place for any regular, special, or emergency meeting, subject to the conditions governing the use of Electronic Meetings.

2. Conditions Necessary for Electronic Meetings

   The Warren County Board of Commissioners agrees that electronic meetings will only be permitted when any of the following entities declare that a state of emergency or a disaster exists in an area including Warren County: the federal government of the United States of America; the Government of the State of North Carolina through the Governor of the State of North Carolina or other method permitted by Chapter 166A of the North Carolina General Statutes; or the Warren County Board of Commissioners or the Chairman thereof. The state of emergency declaration or disaster declaration must be related to a distinct event that reasonable persons can agree directly affects the County of Warren.

3. Definition of an Electronic Meeting

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Electronic Meetings Policy of Warren County Boards, Commissions, Committees and other Public bodies (Inclusive of the Warren County Board of Commissioners)

An Electronic Meeting is any meeting where one or more members of the Board participates through telephonic communication, or a telecommunications application which allows simultaneous communication by multiple parties (such as Zoom Ring Central, Uber Conference, Cisco Webex, or other virtual or teleconferencing platforms), or other similar means that allows the members of the Board to hold a meeting without all members being physically present in the same room. It includes the following situations:

- Board members meet solely by electronic means. The Board makes a room available where members of the public can go to listen to (or watch and listen to) the meeting.
- Board members meet solely by electronic means. The Board streams the meeting live online or provides a phone number that people can call to listen to the meeting.
- Some or all Board members meet in person, but the Board (1) limits the number of other attendees in response to social distancing guidelines or restrictions on mass gatherings or (2) completely bans the public from attending the meeting in-person. The Board livestreams the meeting or gives out a number people can call to listen to the meeting.

4. Notice of Electronic Meeting

If an Electronic Meeting is necessary, a public notice of the electronic meeting shall be sent as part of any notice required by North Carolina General Statutes §143-318.12. The public notice, in addition to the information required by North Carolina General Statutes §143-318.12, shall provide:

a. The location of the physical meeting; and

b. The location of where a member of the public, member of the media, or others, may listen to the Electronic Meeting in accordance with §143-318.13 of the North Carolina General Statutes.

This requirement is subject to limitations on the number of people that can physically attend a gathering, if restricted by proper governing authority. In such case, the public shall be given reasonable notice of listening/ participation in the meeting.

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Electronic Meetings Policy of Warren County Boards, Commissions, Committees and other Public bodies (Inclusive of the Warren County Board of Commissioners)

The notice shall be provided in the manner required by Article 33C of Chapter 143 of the North Carolina General Statutes. If the Electronic Meeting is being used for any part of a regular meeting that is on the meeting schedule adopted by the Board, then the information required above shall be provided in a separate notice to be provided in accordance with Article 33C of Chapter 143 of the North Carolina General Statutes. Any notice provided may also be posted on the County of Warren's bulletin board, website and social media accounts, if possible.

5. Quorum

Board members present in person or electronically, shall be included in the calculation for determining if a quorum exists. If a Board member who participates electronically withdraws from the meeting, the rest of the meeting may be completed provided there is still a quorum of the Board members present either in person or electronically. Any Board member withdrawing from the meeting shall no longer be included for purposes of the quorum calculation.

6. Process of Opening Meeting

Immediately prior to opening the meeting, the Chairman or Vice Chairman, or other presiding officer shall communicate with the Board member(s) who is (are) participating electronically and ensure that he/she is prepared to go forward. From that time forward until the adjournment of the meeting, the communication line or application shall be kept open. At the start of the meeting, the Chairman or Vice Chairman, or presiding official shall state which Board members are participating electronically.

7. Voting and Discussion

Board members present for the meeting through electronic means are eligible to vote for all items considered by the Board during the meeting. Also, a Board member voting must indicate verbally with a "yes," "no," "yea," "nay," such that the Clerk to the Board, Secretary, or Recording Officer, or his or her designee may record the vote. Prior to taking a vote on any issue, the Chairman, or other presiding officer shall inquire of the Board members participating electronically if he or she has been able to adequately monitor the discussion, including comments from the public, if any, and shall allow those Board members to make any comments he or she desires, if they chose

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Electronic Meetings Policy of Warren County Boards, Commissions, Committees and other Public bodies (Inclusive of the Warren County Board of Commissioners)

to not avail himself or herself of the opportunity to discuss the matter before the vote. However, it is the responsibility of the Board member to gain the attention of the Chairman or the presiding officer in order to be recognized for discussion. A Board member attending through electronic means that withdraws from the meeting without being excused from further attendance shall not be considered an affirmative vote on items before the Board. If a Board member attending through electronic means becomes disconnected from the meeting, the Board member will not be counted as an affirmative or negative vote.

8. Minutes

The minutes of the meeting shall designate the name of each Board member who participated electronically, the nature of the electronic communication, and the duration of the Board member's participation.

9. Procedure

For additional guidance on necessary procedures and practices, consult https://canons.sog.unc.edu/electronic-meetings-during-the-covid-19-emergency-recommended-practices/.

Adopted this the 4th day of May, 2020.

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

ATTEST:

ITEM # 11

FY 2021 Budget Presentation

Budget Calendar

May 12th	9 am	Work Session
May 19th	5 pm	Work Session
June 1st	6 pm	Budget Public Hearing
June 17th	2 pm	Work Session (if needed)
June 23rd	6 pm	Special Meeting to Adopt Budget

Video of this meeting will be live streamed in real time via Facebook Live @WarrenCountyNCOfficial, footage will be made available after the live stream ends

ITEM # 12

Board of Commissioners Updates

ITEM # 13

Adjourn

May 4, 2020
Regular Board Meeting

Video of this meeting will be live streamed in real time via Facebook Live @WarrenCountyNCOfficial, footage will be made available after the live stream ends