



***SUGGESTED AGENDA***  
*For*  
***FY 20-21 Budget Public Hearing***  
***&***  
***Regular Monthly Meeting***  
*in the*  
***Armory Civic Center Meeting Room***  
***501 US Hwy 158 Business E., Warrenton, NC***

**6:00 pm**

**Call to Order Regular Monthly Meeting – Chairman or Designee**

***Prayer & Pledge***

***Emergency Services – Special Recognition***

**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 FY 2021 BUDGET PUBLIC HEARING:**

In accordance with NCGS 159-12

- A. Chairman or Designee call public hearing to order;
- B. Clerk read notice of public hearing;
- C. Comments from the Public, Board Members and/or Manager; and
- D. Adjourn Public Hearing.

**ITEM # 3 DEPARTMENT HEADS REPORT: Public Utilities - Macon Robertson**

**ITEM #4 CITIZEN COMMENTS - REGULAR BOARD MEETING**

Due to COVID-19 restrictions, the public will be limited in attending the June 1<sup>st</sup> Warren County Board of Commissioners Meeting. No more than 15 individuals will be admitted on a first come first serve basis. Face coverings will be required and social distancing will be observed. The meeting will be live streamed on Facebook Live, as well as YouTube, and citizens may follow the guidelines below to submit Citizen Comments. The agenda for the meeting is available on the County's web site at: <https://www.warrencountync.com/AgendaCenter>

Rules for Citizen Comments for the June 1<sup>st</sup> Warren County Board of Commissioners Meeting.  
Time set aside to read aloud individual citizen comments submitted via email.

Please submit your comments to [WCGOV@warrencountync.gov](mailto:WCGOV@warrencountync.gov) by Monday, June 1<sup>st</sup> at 3:00 pm. Citizens are allowed to submit one comment per person. Comments are not to exceed 350 words. Any comments submitted after 3 pm on June 1<sup>st</sup> will not be read aloud by the Clerk to the Board of Commissioners.

If you desire a response to your written comments 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.

Video of this meeting will be live streamed in real time via:

Facebook Live @WarrenCountyNCOfficial and YouTube at <https://youtu.be/o00oGM-p-MY>  
footage will be made available after the live stream ends.

*Warren County Board of Commissioners*

**ITEM # 5 CONSENT AGENDA**

- A. Minutes: May 4<sup>th</sup> Regular meeting & May 12<sup>th</sup> Special Meeting/Budget Work Session
- B. Tax Collectors Report – John Preston, Tax Administrator
- C. Tax Release Requests Over \$100 – For Board's Approval
- D. Tax Release Requests Under \$100 – County Manager Approved
- E. Resolution – Recognizing Warren County's Third (3<sup>rd</sup>) Annual Public Arts Day

**ITEM # 6 COUNTY MANAGER'S UPDATE – Vincent Jones**

- A. COVID-19 Updates Dennis Paschall, EM Director and Dr. Margaret Brake, Health Director
- B. Approval of Short-Term Agreement for Freezer and Cooler Space for Food Storage Needed to Provide Pandemic Relief Through Loaves and Fishes
- C. Approval of Contract with Advance One Development, LLC for Landfill Gas Remediation Project in an Amount Not-to-Exceed \$51,200 and Authorize County Manager to sign same.
- D. Approval of Coronavirus Relief Fund Plan

**ITEM # 7 FINANCE OFFICE, Katherine Brafford, Finance Director**

- A. Amendment # 16 to the FY 2020 Warren County Budget Ordinance - General Fund: Increases HR \$5,000; Elections \$11,000; Area Mental Health \$1,500, DSS \$4,580
- B. Amendment # 17 to the FY 2020 - Fund 69 - Water & Sewer District II: Process two transfers approved in 2019 for Wise I-85 Exit 233 for \$221,295
- C. Recommendation of Approval of FY 2020 Audit Contract (2<sup>nd</sup> year of 3-year contract.) Gross fee: \$67,000 plus \$3,350 per single audit program and \$1,000 additional “all other non-attest services”. Authorize appropriate signatory.
- D. Recommendation for Approval of Reimbursement Resolution for Expenditures with Proceeds of Debt Financing. Authorize appropriate signatory.
- E. Recommendation for Approval of Installment Purchase Financing Contract with First Citizens Bank. Authorize appropriate signatory.

**ITEM # 8 FY 20-2021 INSURANCE POOL POLICY RENEWALS**

Authorize County Manager to sign both contracts.

- A. Workers Comp Quote for FY 21 renewal \$180,255
- B. Liability Insurance quote for FY 21 renewal \$177,750  
Note: Upon acceptance of quotes, the cost will be reduced by \$12,250 for participating in both pools.

**ITEM # 9 SURPLUS PROPERTY - Clerk to the Board Kearney-Dunlap**

- A. Authorize Auction and Chairman's signature on documentation for sale of: Tax Foreclosed Property ID # H1A-38 (1 lot on Nocarva Rd) \$5,035.37; Health Dept Desks, Ultrasound Machine, Podium with microphone, Computer monitors and 2 vehicles
- B. Consider bid for Tax Property ID E5-132 in the amount of \$500 from Louis Ray Harrison of Apex. This property was deeded to Warren County July 2016 after auction attempts by Tax Office were not successful.

**ITEM # 10 BOARDS/COMMITTEES/COMMISSIONS**

- A. Adopt Revised Juvenile Crime Prevention Council (JCPC) Bylaws – Cathy Alston-Kearney, Chairperson**
- B. Appointments to JCPC: Jean Steverson (1<sup>st</sup> term), Goble Lane (3<sup>rd</sup> term) and Lisa Blalock (2<sup>nd</sup> term); terms expire June 30, 2022**
- C. Approve JCPC FY20-21 Certification to NC Department of Juvenile Justice & Delinquency Prevention**
- D. Warren County Aging Advisory Council: Beth Wethington; term of June 1, 2020 to February 28, 2023**

**ITEM # 11 BOARD OF COUNTY COMMISSIONERS' UPDATES**

**ITEM # 12 ADJOURN JUNE 1, 2020 BOARD MEETING**

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

**FY 2020-21 BUDGET PUBLIC HEARING**  
**In accordance with NCGS 159-12**

\* Chairman or Designee call public hearing to order

\* Clerk read notice of public hearing

**FY 2020-21 WARREN COUNTY BUDGET & NOTICE OF PUBLIC HEARING**

Pursuant to NC General Statute 159-12, notice is hereby given that the Warren County Budget Estimate for FY 2020-21 has been submitted by the County Manager to the Warren County Board of Commissioners. A Public Hearing on the proposed budget for FY 2020-21 will be held in the Warren County Armory Civic Center, 501 US Hwy 158 Business East, Warrenton, NC 27589 on Monday, June 1, 2020 during 6:00 pm regular monthly meeting. The public is reminded that the budget is proposed by the County Manager, and as such, may change following final actions of the Board of County Commissioners which may also include changes in the proposed tax rate. At the time of the Public Hearing, all interested citizens shall have the right and reasonable opportunity to provide written comments concerning the proposed budget and to submit questions regarding the entire budget, or any component thereof. The proposed budget totals \$33,084,903, and the proposed tax rate is \$.81/\$100 property valuation. The County Manager's Budget Message and proposed budget are available for public inspection in the Warren County Memorial Library, 119 S. Front Street, Warrenton, NC, to schedule an appointment call (252) 257-4990 Monday through Friday between the hours of 8:30 a.m. to 5:00 p.m. (hours are subject to change because of COVID-19) or proposed budget can be viewed on Warren County's official Web Site at: <https://www.warrencountync.com/CivicAlerts.aspx?AID=137>. Due to COVID-19 restrictions, the public is not able to attend the June 1, 2020 Public Hearing in person. The meeting will be live streamed, and citizens may follow the guidelines below to submit Citizen Comments. The agenda for the meeting will be available on Wednesday, May 27, 2020. Rules for Citizen Comments for the June 1, 2020 Warren County Public Hearing - Please submit your comments to WCGOV@warrencountync.gov until Tuesday, June 2nd at 6:00 pm. Citizens are allowed to submit one comment per person. Not to exceed 350 words. Any comments submitted after 3 pm on June 1st will not be read aloud by the Clerk to the Board of Commissioners. If a response to your written comments is 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. **Video of this meeting will be live streamed in real time via Facebook Live at <https://www.facebook.com/WarrenCountyNCOfficial/> and YouTube at <https://youtu.be/o00oGM-p-MY>, footage will be made available after the live stream ends.** All interested citizens are encouraged to attend this meeting remotely.

Tare Davis, Chairman  
Warren County Board of Commissioners

Affidavit of Printer's Proof

NORTH CAROLINA  
WARREN COUNTY

I, LEAH LEWIS, Office Manager of The Warren Record, a weekly newspaper publication in the town of Warrenton, Warren County, and state of North Carolina, attest that a legal action entitled:

FY 2020-21 Warren County Budget & Notice of Public Hearing

a true copy of which is made a part of this affidavit, did appear in the said The Warren Record in the following consecutive issues:

5120, 2020.  
Leah M. Lewis  
Office Manager

Warren County, North Carolina  
I certify that the above person personally appeared before me this day, acknowledging to me that she signed the foregoing document.

21 day of May, 2020  
Shielle Lee Walden  
Notary Public

My commission expires: 1-16-2025



**ITEM # 2** (2 of 2)

**FY 2020-21 BUDGET PUBLIC HEARING**  
In accordance with NCGS 159-12

**\* Comments from:  
the Public, Board Members  
and/or  
County Manager**

**\* Adjourn - Public Hearing**

**FY 2021 Budget Schedule**

**June 17<sup>th</sup>**

**2pm - Work Session (if needed)**

**June 23<sup>rd</sup>**

**6pm - Special Meeting to Adopt Budget**

**ITEM # 3** (pg 1 of 3)

**DEPARTMENT HEAD REPORT**  
**Macon Robertson, Interim Director**

**Warren County Public Utilities**

Departmental Report  
June 1<sup>st</sup> 2020

**Kerr Lake Regional Water System:**

The Kerr Lake Regional Water System continues to move forward with the proposed Water Plant Upgrade & Expansion increasing plant capacity from 10 MGD to 20 MGD. While Plant upgrades will increase water quality needs associated with the current disinfection by-product issues at the plant, the expansion will double water allocations to all partners and address our long term water needs deep into the future.

In an attempt to lessen the financial impact of debt payment for the plant expansion on our current water customers, we are actively seeking bulk water sales to potential customers in our surrounding area.

**Wise Interchange Sewer Project:**

We are currently in the process of providing waste water service for the Wise Interchange along a section of US #1 highway on the south side of Interstate 85. This project has secured funding, completed design, and is currently in the bidding process. Bid opening is scheduled for June 2<sup>nd</sup> 2020 at 2:00 PM. Waste water service in this area will offer a great opportunity for economic growth at the interchange.

**Covid #19 Impact:**

As you are aware, Warren County Public Utilities fell under an Executive Order issued by Governor Cooper where by public utilities were directed beginning in March 2020 not to charge account late fees for nonpayment on the accounts or to execute any disruption of service for nonpayment of their water & sewer bills. Beginning in March to current date of this report (May 20, 2020) we have followed the E.O. directions. Our latest billing cycle ended for the period above

ITEM # 3 (Pg 2 of 3)

DEPARTMENT HEAD REPORT

Public Utilities - Macon Robertson, Interim Director

with Public Utilities carrying delinquent accounts for 244 water and sewer customers.

Customer service personal have taking the initiative to look at our current Rules and Regulations for payment plans and have derived a plan moving forward to work with these delinquent accounts in an attempt to hopefully lesson their financial burden and still stay within our rules and regulations.

**Credit Card Payments:**

One of Warren County Government goals moving forward is to offer a more feasible and convenient payment programs for County Citizens to do business with county government. Public Utility is proud to announce that with the support and the assistance of the County Manager office we are on the threshold of being able to provide a revised on line and in house credit card payment plan. Our goal is to be the model program for other county departments to follow suite

**NCDOT Bridge Projects:**

To date all of the current NCDOT bridge water Line replacement projects have been completed.

**Water System Expansion and growth:**

Warren County's water system continues to grow on a moderate basis across each district. Recently in our District II service area we activated Pinnacle Shores Subdivision's water service lines that will eventually serve 88 lots.

We have also began to get inquiries around the Lake Gaston area for service in to private subdivisions. As interest increases in these areas we will need to look a possible funding and serving these areas based on feasibility of service and dedicated easement conveyances.

**Operational Plans:**

The following water system plans have been revised and updated as required annually by The North Carolina Department of Water Resources (Public Water Supply).

- Annual Local Water Supply Plan
- Annual Consumer Confidence Report
- Water System Operation & Maintenance Plan
- Water System Emergency Response Plan

ITEM # 3 (Pg 3 of 3)

DEPARTMENT HEAD REPORT

Public Utilities - Macon Robertson, Interim Director

**Pleasant Hill Pump Station:**

The Pleasant Hill Pump Station continues to run under our guarded daily maintenance care. No major repair costs have accrued to date in the FY 20 budget but please be mindful that this is a project that will need to be addressed as the 50 year old pump station continues to be impacted by a harsh environment.

**Capital Improvement Plan: (CIP)**

As the County water system grows and becomes more complex, it is becoming more relevant that system wide storage needs are increasing. Recent events like unexpected water line breaks and increasing annual maintenance procedures have strained the system's capability to store an adequate amount of water for any extended period of time. As proposed in the County wide CIP, we need to be preparing to meet our needs by adding additional water storage to the County's Regional service area serving all of our water districts as well as the Town of Norlina and The Town of Warrenton. A hydraulic analysis by the County's civil engineering group would determine the actual storage facility size.

**ITEM #4**

**CITIZEN COMMENTS**

Due to COVID-19 restrictions, the public will be limited in attending the June 1<sup>st</sup> Warren County Board of Commissioners Meeting. No more than 15 individuals will be admitted on a first come first serve basis. Face coverings will be required and social distancing will be observed. The meeting will be live streamed on Facebook Live, as well as YouTube, and citizens may follow the guidelines below to submit Citizen Comments. The agenda for the meeting is available on the County's web site at:

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**Rules for Citizen Comments for the June 1<sup>st</sup> Warren County Board of Commissioners Meeting.**

Time set aside to read aloud individual citizen comments submitted via email. Please submit your comments to [WCGOV@warrencountync.gov](mailto:WCGOV@warrencountync.gov) by Monday, June 1<sup>st</sup> at 3:00 pm.

Citizens are allowed to submit one comment per person. Comments are not to exceed 350 words. Any comments submitted after 3 pm on June 1<sup>st</sup> will not be read aloud by the Clerk to the Board of Commissioners.

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footage will be made available after the live stream ends.

*Warren County Board of Commissioners*

**ITEM # 5-A**

**CONSENT AGENDA**

**Approve minutes of:**

**May 4<sup>th</sup> regular monthly meeting**

**&**

**May 12<sup>th</sup> Special Meeting / Budget Work Session.**

**Minutes have been provided to Board of  
Commissioners in a separate e-mail.**

**ITEM # 5-B**

**CONSENT AGENDA**

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

**J. Preston, Tax Administrator**

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

2019-2020

**Current Year Collections**

Tax Year	Charge	Collected in April	Collected to Date	Balance Outstanding	Percentage Collected
April 2020 FY20	\$18,356,355	\$111,849	\$17,660,365	\$695,990	96.21
April 2019 FY19	\$18,016,929	\$93,166	\$17,420,662	\$596,267	96.69

**Delinquent Collections**

Year	Charge	Collected	Collected to Date	Balance Outstanding	Percentage Collected
2018	\$524,615	\$10,733	\$263,209	\$261,406	50.17
2017	233,774	3,908	51,485	\$182,288	22.02
2016	154,097	1,945	22,314	\$131,782	14.48
2015	114,678	1,235	14,285	\$100,392	12.46
2014	94,177	625	11,015	\$83,161	11.70
2013	116,773	600	7,607	\$109,164	6.52
2012	91,417	512	7,888	\$83,527	8.63
2011	70,241	525	6,345	\$63,895	9.03
2010	61,174	450	2,118	\$59,055	3.46
2009	48,945	521	1,465	\$47,479	2.99
<b>Total Delinquent Years</b>	<b>\$1,509,891</b>	<b>\$21,054</b>	<b>\$387,731</b>	<b>\$1,122,149</b>	

**Other April Receipts**

County Penalties	\$ 10,329	\$ 116,978
Landfill User Fees	\$ 26,430	\$ 1,482,813
Municipalities	\$ 3,385	\$ 667,513
Fire District Taxes	\$ 8,798	\$ 931,255
Advance Taxes	\$ 8,661	\$ 62,704

**APRIL GRAND TOTAL**

<b>\$283,672</b>	<b>\$38,730,021</b>
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*John Preston, Tax Administrator*

5/14/2020

John Preston, Tax Administrator

**ITEM # 5-C**

**CONSENT AGENDA**

**Tax Release Requests over \$100 in accordance with NCGS 105-381  
“Taxpayer’s Remedies” as information only**

**John Preston, Tax Admin.**

<b>Over \$100</b>	<b>6/1/2020</b>	<b>CO MGR INITIALS: _____</b>	<b>Date: _____</b>
<b><u>ERROR CORRECTION RELEASES:</u></b>			
CARROLL JONATHAN L	2016 40422-200	57238	\$202.73 BOAT REPOSSESSED
CARROLL JONATHAN L	2018 40422-200	27824	\$178.98 BOAT REPOSSESSED
CARROLL JONATHAN L	2019 40422-200	26996	\$152.83 BOAT REPOSSESSED
JEFFERSON BEN HEIRS OF	2007 21626-300 E5-134	6031	\$157.85 PARCEL NO LONGER EXISTS
JEFFERSON BEN HEIRS OF	2008 21626-300 E5-134	6031	\$164.71 PARCEL NO LONGER EXISTS
JEFFERSON BEN HEIRS OF	2009 21626-300 E5-134	6031	\$245.48 PARCEL NO LONGER EXISTS
JEFFERSON BEN HEIRS OF	2010 21626-300 E5-134	6031	\$234.08 PARCEL NO LONGER EXISTS
JEFFERSON BEN HEIRS OF	2011 21626-300 E5-134	6031	\$228.50 PARCEL NO LONGER EXISTS
JEFFERSON BEN HEIRS OF	2012 21626-300 E5-134	6031	\$234.14 PARCEL NO LONGER EXISTS
JEFFERSON BEN HEIRS OF	2013 21626-300 E5-134	6031	\$221.49 PARCEL NO LONGER EXISTS
JEFFERSON BEN HEIRS OF	2014 21626-300 E5-134	6031	\$208.90 PARCEL NO LONGER EXISTS
JEFFERSON BEN HEIRS OF	2015 21626-300 E5-134	6031	\$198.75 PARCEL NO LONGER EXISTS
JEFFERSON BEN HEIRS OF	2016 21626-300 E5-134	6031	\$198.24 PARCEL NO LONGER EXISTS
JEFFERSON BEN HEIRS OF	2017 21626-300 E5-134	6031	\$169.15 PARCEL NO LONGER EXISTS
JEFFERSON BEN HEIRS OF	2018 21626-300 E5-134	6031	\$161.71 PARCEL NO LONGER EXISTS
JEFFERSON BEN HEIRS OF	2019 21626-300 E5-134	6031	\$150.89 PARCEL NO LONGER EXISTS
<b>TOTAL ERROR CORRECTIONS:</b>			<b>\$3,108.43</b>

**ITEM # 5-D**

**CONSENT AGENDA**

**Tax Release Requests under \$100, approved by the County Manager, in accordance with NCGS 105-381 "Taxpayer's Remedies" are presented as information only.**

**J. Preston, Tax Admin.**

Under \$100

6/1/2020

CO MGR INITIALS: VG Date: 5/22/2020

**ERROR CORRECTION RELEASES:**

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD #</u>	<u>AMOUNT</u>	<u>REASON</u>
CARROLL JONATHAN L	2015	40422-200		54090	\$ 53.60	BOAT REPOSSESSED
DORTCH BARBARA	2019	25902-200		26511	\$ 35.52	DOUBLE BILLED

**SUB-TOTAL ERROR CORRECTIONS:**

**\$89.12**

**ITEM # 5-E**

**CONSENT AGENDA**

**RESOLUTION  
Recognizing Warren County's  
Third (3<sup>rd</sup>) Annual Public Arts Day - June 6, 2020**

**COUNTY OF WARREN  
STATE OF NORTH CAROLINA**

**RESOLUTION  
RECOGNIZING WARREN COUNTY'S  
THIRD ANNUAL PUBLIC ARTS DAY**

**Whereas**, arts comprise a rich array of disciplines including dance, music, theatre, media arts, literature, design, and visual arts; and

**Whereas**, the arts affect every aspect of life in America today including the economy, social problem solving, job creation, education, creativity, and community livability; and

**Whereas**, public art helps to create memorable experiences that are vital to community development; and

**Whereas**, public art plays a vital role in creating a sense of identity and understanding of the places we live, work, and play; and

**Whereas**, the Warren County Board of Commissioners passed a resolution on March 19, 2018 establishing a recurring Public Arts Day on the first Saturday of June.

**Now Therefore be it Resolved** by the Warren County Board of Commissioners that Saturday, June 6<sup>th</sup>, of 2020 is Warren County's Third Annual Public Arts Day and artists and the public are encouraged to observe this day with appropriate activities.

Adopted this the 1<sup>st</sup> day of June, 2020.

Attest:

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

**ITEM # 6**

**Updates from  
County Manager  
Vincent Jones**

- A. COVID-19 Updates Dennis Paschall, EM Director and Dr. Margaret Brake, Health Director**
- B. Approval of Short-Term Agreement with Just Save to Use Freezer and Cooler Space for Food Storage Needed to Provide Pandemic Relief Through Loaves and Fishes**
- C. Approval of Contract with Advance One Development, LLC for Landfill Gas Remediation Project in an Amount Not-to-Exceed \$53,700 and Authorize County Manager to sign same.**
- D. Approval of Coronavirus Relief Fund Plan**

**ITEM # 6-A**

**COVID-19 Updates**

**Dennis Paschall, Director  
Emergency Services**

**&**

**Dr. Margaret Brake,  
Health Director**

**ITEM # 6-B**

**Approval of Short-Term Agreement for  
Freezer and Cooler Space for Food Storage  
Needed to Provide Pandemic Relief Through  
Loaves and Fishes**

**ITEM # 6-C** (Pg 1 of 4)

**Approval of Contract with Advance One Development, LLC for Landfill Gas Remediation Project in an Amount Not-to-Exceed \$51,200 and Authorize County Manager to sign same.**

 <p><b>WARREN COUNTY BOARD OF COMMISSIONERS</b> 602 WEST RIDGEWAY STREET POST OFFICE BOX 619 WARRENTON, NORTH CAROLINA 27589</p>	
<p>Tare Davis, Chairman Victor Hunt, Vice Chairman Bertadean Baker Jennifer Pierce Walter Powell</p> <p>Vincent Jones County Manager</p> <p>Angelena Kearney-Dunlap Clerk to the Board</p>	<p><b>TO:</b> Warren County Board of Commissioners</p> <p><b>From:</b> Vincent Jones, County Manager <i>V. Jones</i></p> <p><b>Date:</b> May 26, 2020</p> <p><b>Subject:</b> Approval of Contract for Landfill Gas Remediation Project</p> <hr/> <p><b><u>Background</u></b></p> <p>Warren County has a closed municipal solid waste landfill (MSWLF). The closed landfill is monitored by the North Carolina Department of Environmental Quality (DEQ). Under the County's approved Corrective Action Plan, a gas remediation project, consisting of installing passive vent wells, is required. The Public Works Department has conducted a public bid process, coordinated by Project Engineer, Smith Gardner, Inc.</p> <p><b><u>Recommendation</u></b></p> <p>I am recommending that the Board of Commissioners approve a contract with Advance One Development, LLC in an amount not-to-exceed \$51,200 for the landfill methane vents remediation project and authorize the County Manager to execute the agreement.</p> <p>C: Marshall Brothers, Public Works Director Kathy Brafford, Finance Director</p> <p>Attachments</p>

**ITEM # 6-C (Pg 2 of 4)**

**Approval of Contract with Advance One Development, LLC for Landfill Gas Remediation Project in an Amount Not-to-Exceed \$51,200 and Authorize County Manager to sign same.**



Warren  
County

NORTH CAROLINA

Public Works Department

[www.warrencountync.com](http://www.warrencountync.com)

712 US Highway 158 Business West  
Warrenton, North Carolina 27589

Phone: (252) 257-3795  
Fax: (252) 257-3979

**To:** Vincent Jones  
County Manager

**From:** Marshall Brothers  
Public Works Director *MB*

**Date:** May 21, 2020

**Subject:** Closed MSW Landfill Methane Vents Remediation Progress

Following is a progress report on Methane Remediation at the Landfill:

- April 16, 2020: Smith+Gardner Engineer Spencer Hollomon, Contractor Bolton Backhoe Service, and I dug tests pits at Landfill.
- April 22, 2020: Smith+Gardner Engineers issued bid contract documents for Landfill Gas Remediation. Documents were listed in three local papers and also the Raleigh newspaper (attached).
- April 30, 2020: Pre-bid meeting was held at the Closed MSW Landfill for prospective bidders (two contractors attended / attached).
- May 1, 2020: Addendum No. 1 to the contract documents for Landfill Gas Remediation was issued (attached).
- May 14, 2020: Bids were received at the Public Works building, opened and read aloud (attached).
- May 18, 2020: Smith+Gardner Engineers submitted a Certified Bid Tabulation & Recommendation for Contractor Selection to Public Works (attached).
- May 19,, 2020: Received Notice of Award sheet from Smith+Gardner Engineers (attached).
- May 21, 2020: Met with County Manager Vincent Jones for him to review and select contractor.

**ITEM # 6-C (Pg 3 of 4)**

**Approval of Contract with Advance One Development, LLC for Landfill Gas Remediation Project in an Amount Not-to-Exceed \$51,200 and Authorize County Manager to sign same.**

**SMITH : GARDNER**  
ENGINEERS

ADDRESS: 14 N. Boylan Avenue, Raleigh NC 27603 TEL: 919.828.0577 WEB: www.smithgardnerinc.com

May 18, 2020

Mr. Marshall Brothers  
Public Works Director  
712 US Highway 158 Business West  
Warrenton, NC 27589

RE: Closed Warren County MSW Landfill – Landfill Gas Remediation  
Certified Bid Tabulation & Recommendation for Contractor Selection

Dear Marshall:

Smith Gardner, Inc. (S+G) is pleased to present you with the results of the bidding for the Closed Warren County MSW Landfill – Landfill Gas Remediation project, which bid on May 14, 2020 at 2:00 p.m. The results of the bid are as follows below. There was one (1) bid alternate, landfill gas collection trenches.

Bidder	Total Base Bid		Total Alternate Bid	
Advance One Development, LLC	1.	\$48,600.00	3.	\$125,000.00
Product Recovery Management	2.	\$62,049.98	1.	\$ 65,489.67
Piedmont Industrial Services, Inc.	3.	\$74,503.00	4.	\$188,251.00
SCS Field Services	4.	\$78,200.00	2.	\$ 90,000.00

Based on the bid results, Advance One Development (A1) is the clear low bidder for the base bid, and Product Recovery Management (PRM) is the clear low bidder for the alternate bid. Per instruction from the County, stone for this project will be provided by the County. S+G estimates the Base Bid requires approximately \$2,500 worth of stone, and the Alternate Bid Work requires approximately \$43,000 worth of stone. Based upon the submitted base and alternate bids, and the estimated stone costs, S+G recommends the Base Bid be selected.

Based upon information provided by A1 with their bid, S+G finds their submittal to be complete. Further, based on positive experience working with A1 on past projects, we recommend this project (Base Bid) be awarded to Advance One Development, LLC of Charlotte, North Carolina.

S+G further recommends and additional \$2,600 (5%) be budgeted as contingency to account for any additional work which might be needed or any unexpected conditions which may arise during the project. Thus, our recommended construction budget is as follows:

ITEM # 6-C (Pg 4 of 4)

**Approval of Contract with Advance One Development, LLC for Landfill Gas Remediation Project in an Amount Not-to-Exceed \$51,200 and Authorize County Manager to sign same.**

DocuSign Envelope ID: FB8DB467-AC94-40EB-B451-7EA92D2D3196

Mr. Marshall Brothers  
May 18, 2020  
Page 2 of 2

Base Bid:	\$48,600.00
Stone:	\$2,500.00
Contingency (5%):	\$2,600.00
<b>Total:</b>	<b>\$53,700.00</b>

Please find **attached** a certified bid tabulation of each bid received.

Sincerely,  
SMITH GARDNER, INC.

DocuSigned by:  
*Spencer W. Hollomon*  
5B13721B7E5F468...

Spencer W. Hollomon, P.E.  
Project Engineer  
[spencer@smithgardnerinc.com](mailto:spencer@smithgardnerinc.com)



DocuSigned by:  
*Joan Smyth*  
98771EBA711F488...

Joan A. Smyth, P.G.  
Vice President, Senior Hydrogeologist  
[joan@smithgardnerinc.com](mailto:joan@smithgardnerinc.com)

Attachment: Certified Bid Tabulation

**ITEM # 6-D** (1 of 3)

**Approval of Coronavirus Relief Fund Plan**



**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-Duntap  
 Clerk to the Board

**TO:** Warren County Board of Commissioners

**From:** Vincent Jones, County Manager

**Date:** May 27, 2020

**Subject:** Approval of Warren County Coronavirus Relief Fund (CRF) Plan

**Background**

The Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law on March 27, 2020. This law directed \$150 billion to states and territories via the Coronavirus Relief Fund (CRF) to be used for expenses related to addressing the COVID-19 pandemic. NC received a total of \$4.066 billion but approximately \$481M went directly to local governments with populations greater than 500,000. Session Law 2020-4 placed \$300 million in a local government CRF reserve fund and appropriated \$150 million of those funds to be distributed to counties across NC who were not eligible for direct funding.

Warren County's allocation is \$571,030, which has to be used by December 30, 2020. There are two criteria to assess to determine if an expense is allowed: (1) Is the expense a necessary expenditure incurred between March 1 and December 30, 2020 and (2) is the expense related to COVID-19. If both of these criteria are met, and the expense was not included in your most recently authorized budget, it is an allowable CRF expense.

**Recommendation**

I am recommending that the Board of Commissioners approve the Warren County Plan for using CRF funds in the following categories:

Spending Category	Proposed Budget
Personal Protective Equipment (PPE)	\$100,000
Building Safety Improvements, Sanitization and Food Distribution needs	\$175,000
Technology Upgrades	\$200,000
Hazardous Duty Compensation/Overtime	\$43,499
Municipal Allocation	\$52,531

**ITEM # 6-D** (2 of 3)

**Approval of Coronavirus Relief Fund Plan**

**Coronavirus Relief Fund – County Distributions**

The Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law on March 27, 2020. This law directed \$150 billion to states and territories via the Coronavirus Relief Fund (CRF) to be used for expenses related to addressing the COVID-19 pandemic. NC received a total of \$4.066 billion but approximately \$481M went directly to local governments with populations greater than 500,000. Session Law 2020-4 placed \$300 million in a local government CRF reserve fund and appropriated \$150 million of those funds to be distributed to counties across NC who were not eligible for direct funding.

**Allocation Method**

The allocation percentages are determined in S.L. 2020-4. The allocation includes:

- Base allocation of \$250,000
- Additional pro-rata allocation based on county population according to 2019 Vintage Year Census Bureau estimates (leaving out Guilford, Mecklenburg, and Wake as they received funds directly from U.S. Treasury)

**Potential Uses of the Coronavirus Relief Funds**

[Guidance](#) and [FAQs](#) received from the federal government suggests that eligible spending must be directly related to expenditures incurred to address the COVID-19 pandemic. The funds must be spent on purposes that were not accounted for in the government's most recently approved budget as of March 27, 2020 and must be used for expenditures incurred between March 1, 2020 and December 30, 2020. Money from the Coronavirus Relief Fund cannot be used for revenue replacement purposes.

The broad categories include:

- Medical expenses including the COVID-19 related expenses of public hospitals and clinics, establishment of temporary medical facilities, COVID-19 testing, and public telemedicine capabilities.
- Public health expenses such as the acquisition of personal protective equipment and other medical supplies, disinfection of public areas and other facilities such as nursing homes, and expenses for public safety measures, including expenses for quarantining.
- Payroll expenses for public safety or healthcare employees whose services are substantially dedicated to responding to the COVID-19 emergency.
- Expenses of actions that facilitate compliance with COVID-19 related public health measures such as teleworking, distance learning, food delivery paid sick and family and medical leave for public employees, expenses for maintaining prisons, and expenses for protecting the homeless population.
- Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency.
- Other expenses incurred to address the COVID-19 public health emergency

**ITEM # 6-D (3 of 3)**

**Approval of Coronavirus Relief Fund Plan**

Local Government Coronavirus Relief Fund County Allocations					
Alamance	3,007,967	Franklin	1,383,798	Orange	2,665,753
Alexander	860,089	Gaston	3,903,161	Pamlico	457,056
Alleghany	431,203	Gates	438,118	Pasquotank	897,950
Anson	647,744	Graham	387,338	Pender	1,276,007
Ashe	692,602	Granville	1,233,427	Perquimans	469,047
Avery	535,658	Greene	592,800	Person	892,515
Beaufort	1,014,608	Guilford*	-	Pitt	3,190,732
Bertie	558,274	Halifax	1,063,679	Polk	587,186
Bladen	782,398	Harnett	2,462,374	Randolph	2,587,509
Brunswick	2,573,728	Haywood	1,263,918	Richmond	979,383
Buncombe	4,499,663	Henderson	2,160,413	Robeson	2,375,312
Burke	1,722,221	Hertford	635,233	Rockingham	1,730,763
Cabarrus	3,771,761	Hoke	1,148,675	Rowan	2,561,818
Caldwell	1,587,063	Hyde	330,327	Rutherford	1,340,584
Camden	426,810	Iredell	3,208,043	Sampson	1,283,670
Carteret	1,380,349	Jackson	964,886	Scotland	816,582
Caswell	617,775	Johnston	3,656,014	Stanly	1,271,874
Catawba	2,845,947	Jones	403,250	Stokes	991,781
Chatham	1,461,651	Lee	1,255,165	Surry	1,417,933
Cherokee	715,527	Lenoir	1,160,309	Swain	482,194
Chowan	476,857	Lincoln	1,651,054	Transylvania	809,455
Clay	432,732	Macon	994,465	Tyrrell	315,342
Cleveland	1,843,630	Madison	833,421	Union	4,152,585
Columbus	1,153,133	Martin	603,961	Vance	974,599
Craven	1,911,835	Mcdowell	615,106	Wake*	-
Cumberland	5,708,842	Mecklenburg*	-	Warren	571,030
Currituck	701,713	Mitchell	493,469	Washington	438,410
Dare	852,149	Montgomery	692,114	Watauga	1,164,018
Davidson	2,977,053	Moore	1,891,351	Wayne	2,253,382
Davie	947,118	Nash	1,784,259	Wilkes	1,363,086
Duplin	1,205,735	New Hanover	4,064,953	Wilson	1,580,929
Durham	5,480,715	Northampton	566,995	Yadkin	862,854
Edgecombe	1,087,466	Onslow	3,470,516	Yancey	543,989
Forsyth	6,470,065				

\* Already received funding directly from the U.S. Treasury.

**ITEM # 7-A** (1 of 2)

**FINANCE OFFICE**  
**Katherine Brafford, Finance Officer**

**Amendment # 16 to the FY 2020 Warren County Budget Ordinance - General Fund:  
Increases HR \$5,000; Elections \$11,000; Area Mental Health \$1,500, DSS \$4,580**

***MEMORANDUM***

**TO:** Warren County Board of Commissioners  
**FROM:** Kathy Brafford, Finance Director  
**DATE:** May 27, 2020  
**RE:** Recommendation for Approval of Budget Ordinance Amendment #16

---

**Background**

Budget Amendment #16 to the FY 2020 Budget Ordinance is being presented for approval. This amendment does the follow:

- 1) Increases appropriations in the Human Resources budget by \$5,000 to cover potential cost overruns, primarily due to the vacation payouts of two former employees.
- 2) Increases appropriations in the Board of Elections budget by \$11,000 for the payment to Elections Systems & Software which was budgeted in FY 2019 but not invoiced and paid until FY 2020.
- 3) Increases appropriations in the Area Mental Health budget by \$1,500 to cover the cost of the payments to Cardinal Innovations for the nickel a bottle taxes that are received by the County and passed through to Cardinal Innovations. Collections (and subsequent payments) are expected to be a little more than originally budgeted.
- 4) Increases appropriations in the DSS budget by \$4,580 as a result of additional funding received for the LIHEAP/Low Income Energy Assistance program.

**Recommendation**

I am recommending that the Board approve Budget Amendment #16 to the FY 2020 Budget Ordinance.

**ITEM # 7-A** (2 of 2)

**FINANCE OFFICE**

**Amendment # 16 to the FY 2020 Warren County Budget Ordinance - General Fund**

**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE  
2019/2020  
Amendment No. 16**

**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:**

Human Resources	5,000
Board of Elections	11,000
Area Mental Health	1,500
DSS	4,580
<b>Total</b>	<b>\$ 22,080</b>

**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 Inergovernmental - DSS 1571	4,580
Restricted Intergovernmental - Other	1,500
Appropriated Fund Balance	16,000
<b>Total</b>	<b>\$ 22,080</b>

**This amendment:**

- Increases appropriations in the Human Resources budget by \$5,000 to cover potential budget overruns, primarily due to the vacation payouts of two employees.  
  
Increases appropriations in the Board of Elections budget by \$11,000 for the payment to Elections Systems & Software which was budgeted in FY 2019 but not invoiced and paid until FY 2020.  
  
Funding Source:           Appropriated Fund Balance
- Increases appropriations in the Area Mental Health budget by \$1,500 to cover the cost of the payments to Cardinal Innovations for the nickel a bottle taxes that are received by the County and passed through to Cardinal Innovations. Collections (and subsequent payments) are expected to be a little more than originally budgeted.  
  
Funding Source:           Collections from Warren County ABC Board
- Increases appropriations in the DSS budget by \$4,580 as a result of additional funding received for the LIHEAP/Low Income Energy program.  
  
Funding Source:           Federal Low Income Home Energy Assistance Funds

Respectfully Submitted 5/27/2020

*Katherine C. Brafford*

Katherine C. Brafford, Finance Director

**ITEM # 7-B** (1 of 2)

**FINANCE OFFICE**  
**Katherine Brafford, Finance Officer**

**Amendment # 17 to the FY 2020 - Fund 69 - Water & Sewer District II:  
Process two transfers approved in 2019 for Wise I-85 Exit 233 for \$221,295**

***MEMORANDUM***

**TO:** Warren County Board of Commissioners  
**FROM:** Kathy Brafford, Finance Director  
**DATE:** May 27, 2020  
**RE:** Recommendation for Approval of Budget Ordinance Amendment #17

---

**Background**

Budget Amendment #17 to the FY 2020 Budget Ordinance is being presented for approval. This amendment does the follow:

- 1) Re-budgets two transfers from Fund 69 (Water & Sewer District II) to fund the Wise I-85 Exit 233 Interchange Sewer Extension Project. Two transfers were budgeted in fiscal year 2019 to fund that project; however, the transfers were not processed. In order to process those transfers, the transfers need to be re-budgeted.

**Recommendation**

I am recommending that the Board approve Budget Amendment #17 to the FY 2020 Budget Ordinance.

**ITEM # 7-B** (2 of 2)

**Katherine Brafford, Finance Officer**  
**Amendment # 17 to the FY 2020 - Fund 69 - Water & Sewer District II**

**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE**  
**2019/2020**  
**Amendment No. 17**

**Section 13** of the Warren County Budget Ordinance, pertaining to the District II Water System Enterprise Fund, shall be amended as follows:

**Increase/(Decrease) Appropriations:**

Transfer to Other Funds - Fund 89	\$ 168,675
Transfer to Other Funds - Fund 89	<u>52,620</u>
<b>Total</b>	<b>\$ 221,295</b>

**Section 14** of the Warren County Budget Ordinance, pertaining to the District II Water System Enterprise Fund, shall be amended as follows:

**Increase/(Decrease) Revenues:**

Fund Balance Appropriated	168,675
Fund Balance Appropriated	<u>52,620</u>
<b>Total</b>	<b>\$ 221,295</b>

**This amendment:**

- appropriates 221,295 of fund balance in the District II Enterprise Fund to the Warren County Water & Sewer District No. II Wise I-85 Exit 233 Interchange Sewer Extension Project

Note: A \$52,620 transfer from Fund 69 was approved to be budgeted in the initial Capital Project Ordinance for the Wise I-85 Exit 233 Interchange Sewer Extension Project on November 5, 2018. However, the Fund 69 side of this transfer was not budgeted. A subsequent transfer was approved to be budgeted in a Budget Ordinance Amendment which was approved by the BOCC at its meeting on March 11, 2019. This Budget Ordinance Amendment will re-budget those transfers so that they can be processed in the current fiscal year.

Funding Source: District II Enterprise Fund fund balance

Respectfully Submitted 5/27/2020

*Katherine C. Brafford*

Katherine C. Brafford, Finance Director

**ITEM # 7-C** (1 of 3)

**FINANCE OFFICE**  
**Katherine Brafford, Finance Officer**

**Recommendation of Approval of FY 2020 Audit Contract 2<sup>nd</sup> year of 3-year contract. Authorize appropriate signatory.**

**RE:** Recommendation for Approval of FY 2020 Audit Contract

**Background**

At their regular meeting on March 5, 2019, the Board of County Commissioners approved an audit contract with Winston, Williams, Creech, Evans, & Company, LLP for a three-year term. That three-year term included audits for FY 2019, 2020 and 2021.

**A separate contract is submitted for each fiscal year's audit. This is the second year of the "three-year contract" and, correspondingly, a contract for completion of the FY 2020 audit is being submitted for approval, as required by the North Carolina Local Government Commission. In accordance with the three-year contract agreement, the FY 2020 contract reflects a gross fee of \$67,000, plus \$3,350 per Single Audit programs greater than three. Additionally, an "All Other Non-Attest Services" section has been added, which reflects a fee of \$1,000 per group of 10 errors found, greater than 15, during the compliance audit.**

The auditors also brought to my attention that the contract reflects a completion date of December 31, 2020. Historically, this date has been October 31<sup>st</sup>. Per their email, their goal is to have the audit completed "definitely before that," however they already know that the state is not letting them start Medicaid audits until very late compared to when they normally begin, and there are "many other expected delays due to the COVID-19 impacts on the audits." I have attached a copy of their email for further reference.

Additionally, the Local Government Commission has extended the deadline for June 30, 2020 audits, both financial and compliance, to January 31, 2021. As long as our audit is submitted on or before January 31, 2021, it will be considered "timely." A copy of their correspondence is attached as well.

**Recommendation**

I am recommending that the Board approve the Audit Contract for FY 2020.

**ITEM # 7-C** (2 of 3)

**FINANCE OFFICE**  
**Katherine Brafford, Finance Officer**

**Recommendation of Approval of FY 2020 Audit Contract**  
**(2<sup>nd</sup> year 3 year contract)**

**Brafford, Katherine**

---

**From:** Tara Roberson <roberson@wwcecpa.com>  
**Sent:** Friday, May 8, 2020 9:21 AM  
**To:** Brafford, Katherine  
**Subject:** Audit Contract and Engagement Letter  
**Attachments:** Attachments.html

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Citrix Attachments

Expires November 4, 2020

WC 2020 CONTRACT002.PDF

1.5 MB

[Download Attachments](#)

Tara Roberson uses Citrix Files to share documents securely.

Hi Kathy,

Attached is the audit contract and engagement letter for the 2020 audit. I just wanted to bring to your attention that we have put the completion date as December 31, 2020. Our goal is definitely before that but we already know that the state is not letting us start Medicaid audits until very late compared to what we normally begin and there are many other expected delays due to the COVID-19 impacts on the audits. The federal government has already delayed the Single Audit submission by 6 months and the State is currently looking at what that means to state required due dates. I have discussed the date with Sharon Edmundson and she told me to put what we thought might be a realistic date and they would approve the contracts. I don't know what the CAFR people are planning so we stayed with the 12/31 date. If the County is not accepting of the December date, let me know and we can modify the date but just letting you know that there may be circumstances out of our control this year.

Thanks,

Tara

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

**ITEM # 7-C (3 of 3)**

**FINANCE OFFICE**  
**Katherine Brafford, Finance Officer**

**Recommendation of Approval of FY 2020 Audit Contract**

**The entire 19 paged contract is available by clicking this link:**  
<https://www.warrencountync.com/Admin/AgendaCenter/Category/Detail/2>

LGC-205	<b>CONTRACT TO AUDIT ACCOUNTS</b>	Rev. 9/2019
The	Governing Board <b>BOARD OF COMMISSIONERS</b>	
of	Primary Government Unit (or charter holder) <b>WARREN COUNTY</b>	
and	Discretely Presented Component Unit (DPCU) (if applicable) <b>N/A</b>	
	<i>Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)</i>	
and	Auditor Name <b>WINSTON, WILLIAMS, CREECH, EVANS &amp; COMPANY, LLP</b>	
	Auditor Address <b>P O BOX 1366, OXFORD, NC 27565</b>	
	<i>Hereinafter referred to as Auditor</i>	
for	Fiscal Year Ending <b>06/30/20</b>	Audit Report Due Date <b>12/31/20</b>
	<i>Must be within four months of FYE</i>	

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

**ITEM # 7-D** (1 of 2)

**FINANCE OFFICE**  
**Katherine Brafford, Finance Officer**

**Recommendation for Approval of Reimbursement Resolution For  
Expenditures with Proceeds of Debt Financing.  
Authorize Appropriate signatory.**

Attached are the following documents pertaining to financing several vehicles for various County departments and some voter equipment & software for the Board of Elections:

- 1) Copy of RFP that was sent out. I attempted to send to four (4) banks via email; however two of my emails were returned as "undeliverable." I believe that the banking contacts had changed since the last RFP was sent out – and, I did not follow up to get new contacts. First Citizens Bank and BB&T were the only two banks which received the RFPs. The County has used First Citizens and BB&T for the past several years for its Installment Purchase Financing Contracts.
- 2) Memo to the BOCC recommending awarding of the Installment Purchase Contract to First Citizens Bank.
- 3) Reimbursement Resolution
- 4) Resolution authorizing the County Manager to execute an Installment Purchase Contract with First Citizens Bank.
- 5) Copy of Proposal from First Citizens Bank – requesting signature if accepted and approved.

**ITEM # 7-D** (2 of 2)

**Recommendation for Approval of Reimbursement Resolution For Expenditures with Proceeds of Debt Financing. Authorize Appropriate signatory.**

**RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES WITH PROCEEDS OF DEBT PURSUANT TO UNITED STATES DEPARTMENT OF TREASURY REGULATIONS**

**WHEREAS**, Warren County intends to purchase a Project (as described below), use its own funds to pay initial costs, and then reimburse itself from financing proceeds for these early expenditures. Finance Director, Kathy Brafford, has advised the Board that it should adopt this resolution to document the County's plans for reimbursement, in order to comply with federal tax rules (i.e., Treasury Regulation 1.150-2) relating to reimbursement from financing proceeds.

**BE IT RESOLVED** by the Board of Commissioners of Warren County, North Carolina, as follows:

The Project is the purchase of new vehicles and elections equipment in FY 20 for the following departments at the following estimated costs:

Sheriff's Office – 2 Dodge Chargers and 1 Ford Explorer - \$79,566  
Detention Center – Chevrolet Transit Van & Parts - \$45,000  
Parks & Recreation – 2020 Ford F250 Pickup Truck - \$26,175  
Public Utilities – 2020 Ford F150 Pickup Truck - \$29,099  
Economic Development Comm – 2016 Jeep Cherokee - \$18,000  
Emergency Medical Services – 2014 Chevrolet Ambulance Remount- \$100,000  
Board of Elections – Voter Equipment & Software - \$356,730

The County intends to advance funds for initial Project costs, and then reimburse itself from financing proceeds. The expected type of financing for the Project is installment financing under Section 160A-20. The expected maximum amount of the obligation to be issued or contracted for the Project (including allowances for financing costs) is approximately \$654,570.

Funds for the early Project expenditures may come from the County's General Fund.

The County intends for the adoption of this resolution to be a declaration of its official intent to reimburse itself from financing proceeds for the Project cost expenditures.

\*\*\*\*\*

I certify as follows: that the forgoing resolution was properly adopted at a meeting of the Board of Commissioners of Warren County, North Carolina; that this meeting was properly called and held on June 1, 2020; that a quorum was present and acting throughout this meeting; and that this resolution has not been modified or amended, and remains in full effect as of today.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**ITEM # 7-E** (1 of 4)

**FINANCE OFFICE**  
**Katherine Brafford, Finance Officer**

**Recommendation for Approval of Installment Purchase Financing Contract with First Citizens Bank. Authorize appropriate signatory.**

**COUNTY OF WARREN**  
**FINANCE OFFICE**  
**548 W. RIDGEWAY STREET**  
**WARRENTON, NC 27589**  
**Telephone: (252) 257-1778 Fax: (252) 257-6523**

Katherine C. Brafford  
Finance Director

---

**TO:** Warren County Board of Commissioners  
**FROM:** Katherine C. Brafford  
Finance Director  
**DATE:** May 19, 2020  
**Re:** Installment Purchase Financing

Warren County solicited bids from two financial institutions for the installment purchase financing of seven vehicles, one ambulance, and voter equipment & software budgeted in the FY 20 budget. Financing was requested for \$654,570 for a term of 3 years with payments in arrears. The following bids were received:

Financial Institution	Interest Rate	Total Interest	Costs	Total Costs
Branch Banking & Trust	1.63%	16,579.08	none	16,579.08
First Citizens Bank	1.49%	15,144.86	none	15,144.86

As noted above, First Citizens Bank has submitted the bid with the lowest costs to the County; therefore, it is my recommendation that we accept this bid with an interest rate of 1.49%.

**ITEM # 7-E** (2 of 4)

**Recommendation for Approval of Installment Purchase Financing Contract with First Citizens Bank**



May 15, 2020

To: Katherine Brafford, Finance Director

Re: Proposal for 2020 Installment Purchase Financing, County of Warren, North Carolina

Following is our offer for the financing requested in the amount of \$654,570 (prepayable in whole):

Interest Rate	Final Maturity	Proposed Payment Structure
1.49% BQ	36 months	See Attached Exhibit

This transaction can be closed using draft documents provided by First-Citizens Bank & Trust Company. There will be no closing costs or ongoing fees due to the Bank. In addition to executed transaction documents in form satisfactory to the Bank, you must provide an opinion of your attorney addressing certain matters, including, but not limited to:

1. The Installment Purchase Financing is valid, legal, binding, and enforceable;
2. The tax status of the interest component of payments due under the financing. The attorney's opinion must state that the borrowing is designated as a "qualified tax-exempt obligation" under Section 265(b)(3)(B) of the Internal Revenue Code of 1986, as amended.

The borrowing entity must also designate the obligation as a "qualified tax-exempt obligation" prior to closing. It is recommended that this designation be included or recited in the borrowing ordinance/resolution. You or your advisors will be responsible for preparing and filing any IRS required documents.

The rate contained in this proposal is subject to change unless the loan is closed within 45 days of the date hereof. If you have any questions, please contact Courtney Dunlap at 803-931-1721 or me at 803-931-1723.

Thank you for the opportunity to submit this proposal.

**First-Citizens Bank & Trust Company**

By: Steve Groth  
Director of Government Lending

The foregoing proposal is accepted and approval of rate and funding is requested:

County of Warren, North Carolina

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ITEM # 7-E** (3 of 4)

**Recommendation for Approval of Installment Purchase Financing Contract with First Citizens Bank**

**COUNTY OF WARREN  
FINANCE OFFICE  
548 W. RIDGEWAY STREET  
WARRENTON, NC 27589  
Telephone: (252) 257-1778 Fax: (252) 257-6523**

**Katherine C. Brafford  
Finance Director**

April 23, 2020

To Whom It May Concern:

Warren County is seeking proposals for installment purchase financing in the amount of \$654,570 for a term of three (3) years with monthly payments in arrears. Your proposal must include an amortization schedule. Financing is for the following vehicles and/or equipment:

2020 Dodge Charger	2	\$23,591	\$ 47,182
2020 Ford Explorer	1	32,384	32,384
2020 Chevrolet Transit Van & Parts	1	45,000	45,000
2020 Ford F250 Pickup	1	26,175	26,175
2020 Ford F150 Pickup	1	29,099	29,099
2016 Jeep Cherokee	1	18,000	18,000
2014 Remount Type III Ambulance Chevrolet Chassis to new Chassis	1	100,000	100,000
Voter Equipment & Software		<u>356,730</u>	<u>356,730</u>
			\$ 654,570

Your proposal should be mailed to the Warren County Finance Office, 548 W. Ridgeway St., Warrenton, NC 27589, faxed to (252) 257-6523 or emailed to the following email address: [katherinebrafford@warrencountync.gov](mailto:katherinebrafford@warrencountync.gov). Proposals must be received no later than 12:00 noon on Friday, May 15, 2020.

If you have any questions, please contact our office.

Sincerely,

**Katherine C. Brafford  
Finance Director**

**ITEM # 7-E** (4 of 4)

**Recommendation for Approval of Installment Purchase Financing Contract with First Citizens Bank**

**A RESOLUTION AUTHORIZING WARREN COUNTY MANAGER TO EXECUTE AN INSTALLMENT PURCHASE CONTRACT TO FINANCE THE PURCHASE OF TWO (2) 2020 DODGE CHARGERS, ONE (1) 2020 FORD EXPLORER, ONE (1) 2020 CHEVROLET TRANSIT VAN, ONE (1) 2020 FORD F-250 PICK-UP TRUCK, ONE (1) 2014 CHEVROLET TYPE III REMOUNT CONVERSION, ONE (1) 2020 FORD F-150 PICK-UP TRUCK, ONE (1) 2016 JEEP CHEROKEE, AND VOTER EQUIPMENT AND SOFTWARE IN THE AMOUNT OF \$356,730 WITH THE TOTAL AMOUNT FINANCED NOT TO EXCEED \$654,570.**

**WHEREAS**, the County of Warren solicited and received competitive proposals from financial institutions to finance the purchase the above referenced vehicles and/or equipment, with the total amount financed not to exceed \$654,570;

**WHEREAS**, First Citizens Bank offers the lowest fixed interest rate of 1.49% for a three-year term for this purchase;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Warren County Commissioners, that the Board of County Commissioners authorizes the County Manager to enter into a contract with First Citizens Bank on behalf of the County of Warren to finance the purchase of the vehicles and equipment as set forth above.

**BE IT FURTHER RESOLVED** that the aforesaid contracts by and between the County of Warren, various State contracts and other vendors, and First Citizens Bank, together with the amounts to be paid thereunder, be and the same are hereby designated as qualified tax-exempt obligations of the County of Warren for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

**BE IT FURTHER RESOLVED** that the Board of Warren County Commissioners does not reasonably expect that the Purchaser (and any subordinate entities) will issue more than \$10,000,000 in qualified tax-exempt obligations pursuant to such Sections 265(b)(3)(ii) during the current calendar year.

This resolution is effective upon its adoption this 1st day of June, 2020. The motion to adopt this resolution was made by \_\_\_\_\_, seconded by \_\_\_\_\_, and was passed by a vote of \_\_\_\_\_ to \_\_\_\_\_.

SEAL

\_\_\_\_\_  
Tare Davis, Chairman  
Warren County Board of Commissioners

ATTEST:

This is to certify that this is a true and accurate copy of a Resolution, adopted by the Board of County Commissioners of the County of Warren on the 1<sup>st</sup> day of June, 2020.

\_\_\_\_\_  
Angelena Kearney-Dunlap, Clerk

\_\_\_\_\_, 2020  
Date

**ITEM # 8-A**

**FY 20-2021 NC ASSOCIATION OF COUNTY COMMISSIONERS**  
**Insurance Pool Policy Renewals**

**Workers Comp Quote for FY 21 renewal \$180,255.**

**Authorize County Manager to sign same.**

**(Note: Total cost will be reduced by \$12,250 for participating in both pools.)**



**NCACC Risk Management Pools  
 Workers Compensation**

RENEWAL ESTIMATE JULY 1, 2020 TO JULY 1, 2021

Quoted on: **5/22/2020**

Member: **WARREN COUNTY**

Limits Coverage A : Workers Compensation: Statutory  
 Coverage B: Employer's Liability: \$2,000,000

Class Code	Description	Annual Remuneration	Modified Rate	Modified Contribution
7520	WATERWORKS OPERATIONS	\$211,391	3.137	\$6,631
7705	AMBULANCE & E.M.T./E.M.S.	\$1,437,831	3.984	\$57,278
7720	SHERIFF'S DEPT. OFFICERS & DRIVERS	\$1,865,859	2.881	\$53,760
8810	CLERICAL	\$4,729,113	0.256	\$12,090
8820	ATTORNEY	\$85,500	0.244	\$208
8831	HOSPITAL VETERINARY & DRIVERS	\$151,788	1.121	\$1,702
8832	PHYSICIAN	\$633,235	0.317	\$2,007
8835	NURSING- HOME HEALTH , PUBLIC & TRAVELING ALL EMPLOY	\$102,625	2.546	\$2,613
8868	SCHOOL-PROFESSIONAL EMPLOYEES & CLERICAL	\$124,164	0.390	\$484
9015	BUILDINGS - NOC	\$165,006	3.265	\$5,387
9063	YMCA, YWCA - ALL EMPLOYEES AND CLERICAL	\$128,039	0.719	\$921
9102	PARK NOC ALL EMPLOYEES/DRIVERS	\$121,081	1.998	\$2,419
9403	ASHES GARBAGE OR REFUSE COLLECTION & DRIVERS	\$75,816	6.718	\$5,094
9410	MUNICIPAL TOWNSHIP COUNTY OR STATE EMPLOYEES NOC	\$1,565,093	1.675	\$26,215
9999	VOLUNTEERS (NCACC designated class)	\$11,947	28.854	\$3,447

**Total Estimated Payroll**

*Subject to audit.*

**\$11,408,488**

**2020-2021 Contribution: \$180,255**

*Please return this document with your signed proposal.*

**ITEM # 8-B**

**FY 20-2021 NC ASSOCIATION OF COUNTY COMMISSIONERS**  
**Insurance Pool Policy Renewals**

**Liability Insurance quote for FY 21 renewal \$177,750.**

**Authorize County Manager to sign same.**

(Note: Total cost will be reduced by \$12,250 for participating in both pools.)



**NCACC Risk Management Pools**  
**Liability and Property**

County: <b>WARREN COUNTY</b>					
RENEWAL ESTIMATE		JULY 1, 2020 TO JULY 1, 2021		Date of Quote	5/20/2020
Coverage	Contract Limit	Deductible	Renewal Exposure		Contribution
Property	Insured Values	\$1,000	Total Property Values	\$58,853,400	43,981
Named Storm		\$1,000	Total Inland Marine Values	\$2,437,320	1,816
		\$1,000			
Flood, NFIP		\$500,000			
Flood/Earthquake		\$25,000		Total	\$45,797
General Liability	\$2,000,000	\$0	Population	20,068	5,606
			Number of EMTs	37	1,400
			Total		\$7,006
Automobile Liability	\$2,000,000	\$0	Total # of Vehicles (Liability)	163	44,290
Excess Auto Liability					0
Physical Damage	Actual Cash Value	\$1,000	Total # of Vehicles (PD)	163	22,146
Replacement Cost	\$150,000		Value of Selected Veh.	\$150,000	\$1,056
			Total		\$67,492
Crime	\$250,000	\$1,000	Money on Premises	1	\$968
			Great than \$250,000	0	\$0
			Total		\$968
Public Officials Liability	\$2,000,000	\$5,000	Population	20,068	6,424
			Total		\$6,424
Law Enforcement Liability	\$2,000,000	\$5,000	Class A Employees	67	38,507
			Class B Employees	16	5,122
			Class C Employees	14	1,528
			Total		\$45,157
Employment Practices Liability	\$2,000,000	\$5,000	Population	20,068	4,906
			Total		\$4,906
Employee Benefits Liability	\$2,000,000	\$5,000			Included
Environmental Impairment Liability	\$250,000 aggregate	\$0			Included
Cyber Liability	\$1,000,000	\$5,000	Population		Included
			Total		Included
<b>Annual Estimated Contribution</b>					<b>\$177,750</b>

*Please return this document with your signed proposal.*

**ITEM # 9-A**      pg 1 of 5

**ADOPT RESOLUTION DECLARING SURPLUS PROPERTY &  
Authorizing Auction of:**

**Health Dept – (8) Acer computer monitors’ (8) Dell Computer monitors;  
Podium with Microphone; Ultrasound Machin, various desks and 2 vehicles.**

**Tax - Foreclosed Property ID H1A 38, 1 lot on Nocarva Rd at Oakwood  
Intersection in Six Pound Township - outstanding \$5,035.37**

**Resolution declaring surplus property and authorizing County  
Manager or designee to sale items and/or tax foreclosed properties.**

**The Surplus Property Process:**

1. Once the property taxes on a particular property have been determined to be non-collectable, the property information is sent to the County’s foreclosure attorney.
2. The attorney does the necessary title work and goes through the process of contacting the owners.
3. During notification through the certified mail process the owners are given the opportunity to pay the delinquent taxes and retain ownership.
4. If the owners do not pay the delinquent taxes the attorney goes before the court to get permission to sale the property.
5. After a judge approves the sale, it is auctioned on the courthouse steps to the highest bidder.
6. If there are no bidders the County becomes the owner by having a lien against the property.
7. The property can then be declared surplus by the Commissioners and authorized to be sold.

ITEM # 9-A    pg 2 of 5

**ADOPT RESOLUTION DECLARING SURPLUS PROPERTY & Authorizing Auction of:  
Tax - Foreclosed Property ID H1A 38, 1 lot on Nocarva Rd at Oakwood Intersection in Six  
Pound Township - outstanding \$5,035.37**

**Memorandum**

Date:     May 22, 2020

To:       Board of Warren County Commissioners  
Thru:     Vincent Jones, County Manager

From:     Angelena Kearney-Dunlap, Clerk  
           Warren County Board of Commissioners

RE:       Surplus Property

In accordance with Article 12 NCGS 160A when a County (department) has items it no longer needs the County can dispose of said items by these means:

**§ 160A-266. Methods of sale; limitation.**

(a) Subject to the limitations prescribed in subsection (b) of this section, and according to the procedures prescribed in this Article, disposal of real or personal property:

- (1) Private negotiation and sale;
- (2) Advertisement for sealed bids;
- (3) Negotiated offer, advertisement, and upset bid;
- (4) Public auction; or
- (5) Exchange.

Therefore, it is recommended to adopt resolution declaring surplus property and authorize public auction; per NCGS 160A-266(a)(4).

AKD

ITEM # 9-A    pg 3 of 5

**ADOPT RESOLUTION DECLARING SURPLUS PROPERTY & Authorizing Auction of:  
Tax - Foreclosed Property ID H1A 38, 1 lot on Nocarva Rd at Oakwood Intersection in Six Pound  
Township - outstanding \$5,035.37**



ITEM # 9-A    pg 4 of 5

**ADOPT RESOLUTION DECLARING SURPLUS PROPERTY & Authorizing Auction of:  
Health Dept – (8) Acer computer monitors’ (8) Dell Computer monitors; Podium with Microphone;  
Ultrasound Machine and desk.**

**Health Dept  
Podium with Microphones**



**Health Dept  
(8) Acer computer monitors’**



**Health Dept  
(8) Dell Computer monitors**



**Health Dept  
Ultrasound Machine (1 of 2)**



**Health Dept  
Desk**



**Health Dept  
Ultrasound Machine**



**ITEM # 9-A      pg 5 of 5**

**ADOPT RESOLUTION DECLARING SURPLUS PROPERTY & Authorizing Auction.**

<p style="text-align: center;"><b>Health Dept 2001 Ford Taurus (ID 9334)</b></p> 	<p style="text-align: center;"><b>Health Dept 1988 Ford Escort LX (ID 5080)</b></p> 
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**RESOLUTION  
SALE OF SURPLUS  
WARREN COUNTY PROPERTY**

**WHEREAS**, the County of Warren has certain property which in no longer needed and/or has been foreclosed for delinquent taxes and may lawfully dispose of such property through on-line auction.

**NOW, THEREFORE, BE IT RESOLVED THAT**, pursuant to Article 12, North Carolina General Statute 160A-268, 160A-270, the Warren County Board of Commissioners will sell through online auction the following:

**Health Dept: (8) Acer computer monitors' (8) Dell Computer monitors; Podium with Microphone; Ultrasound Machine and desk.; '01 Ford Taurus (ID 9334) and 1998 Ford Escrot (ID 5080)**

**Tax Office: Foreclosed Real Property ID H1A 38, 1 lot on Nocarva Rd at Oakwood Intersection in Six Pound Township - outstanding \$5,035.37**

The property will not be open for inspection and is being sold in **“as is” condition** with no warranties.

A minimum bid has been established per property. The Warren County Board of Commissioners reserves the right to reject any or all bids, to waive informalities, and to award bid in the opinion of the Owner’s best interest. All questions should be directed to: Vincent Jones, Warren County Manager (252) 257-3115 (8:30 am to 5:00 pm, Monday through Friday) or e-mailed to [vincentjones@warrencountync.gov](mailto:vincentjones@warrencountync.gov).

**BE IT FURTHER RESOLVED**, The Board of Commissioners authorizes the County Manager (or designee) to dispose of this property and incur those costs incidental to sell property; and that advertising, describing the property, the method for bidding and the date, time and place for the bid opening be placed with auction site, notice in the Warren Record Newspaper and otherwise appropriately advertised according to law.

**ADOPTED this the 1<sup>st</sup> day of June 2020.**

**WARREN COUNTY BOARD OF COMMISSIONERS  
Tare Davis, Chairman**

**ITEM # 9-B** pg 1 of 4

**Consider bid for Tax Property ID E5-132 in the amount of \$500  
from Louis Ray Harrison of Apex**

**Memorandum**

Date: May 26, 2020

To: Board of Warren County Commissioners  
Thru: Vincent Jones, County Manager

From: Angelena Kearney-Dunlap, Clerk  
Warren County Board of Commissioners

RE: Consider Bid for Surplus Property

According to “Warren County Real Property Surplus Auction Policies & Procedures” Section III. Paragraph a.ii, adopted January 2017, real property offered via online auction, after second (2<sup>nd</sup>) listing on auction site and does not receive a bid is then authorized to receive bids “in house”. Therefore, bid from L.R. Harrison of Apex, NC is submitted in the amount of \$500 for tax property E5-132. This property has been listed with online auction site: March, April, July & August 2017. In addition, the property has been posted on Courthouse, Tax Office and Post Office bulletin boards since 2017.

This property was deeded to Warren County July 2016, after auction attempts by Tax Office were not successful.

This bid is submitted for Board of Commissioners consideration. Minimum auction bid was set at \$4,644, which consists of outstanding taxes and attorney fees.

AKD

ITEM # 9-B      pg      2 of 4

**Consider bid for Tax Property ID E5-132 in the amount of \$500 from Louis Ray Harrison of Apex**

**Description of E5 132**

**Lynch Street, Warrenton, NC**

The following described tracts or parcels of land in Warrenton Township, Warren County, North Carolina, to-wit:

TRACT NO. 1: Beginning at Richard R. Davis' corner on an unnamed street, thence along said unnamed street North 23 1/4 degrees East 171.3 feet to an intersection of streets, thence along a street South 89 1/2 degrees East 93 feet to a new corner for Roselle Wright, thence with a new line for Wright South 23

BK:00998 PG:0854

degrees West 182.7 feet to corner in Richard R. Davis' line, thence with Davis North 83 1/2 degrees West 92 feet to the place of beginning, containing .36 acre, more or less, according to survey of Charles J. Ball under the supervision of Joe N. Ellis, Registered Land Surveyor, August 22, 1964, and being a parcel of that certain tract of land which was conveyed to Macy Wright by Basil B. Harris by deed dated May 11, 1935, recorded in the office of Register of Deeds of Warren County, North Carolina, in Book 132, Page 360 and devised by Macy Wright to Roselle Wright by Will recorded in the office of the Clerk of Superior Court of Warren County, North Carolina, in Book of Wills No. 55, Page 578, reference to said public instruments being hereby given for other and further description and source and chain of title.

TRACT NO. 2: Beginning at the Southeast corner of Floyd A. Myrick in the line of Richard R. Davis and Roselle Wright and running thence with the line of Myrick North 23 degrees East 183.7 feet to Myrick's Northeast corner with Roselle Wright on the South side of an unnamed street, thence with the lines of Wright South 5 1/2 degrees East 179 feet and North 83 1/2 degrees West 90.9 feet to the place of beginning, containing .18 acre, more or less, according to survey of Charles J. Ball under the supervision of Joe N. Ellis, Registered Land Surveyor, August 27, 1964, and being a triangle of land lying immediately East of that parcel of land conveyed by Roselle Wright to Floyd A. Myrick, et ux, by deed dated August 26, 1964, and being a parcel of that certain tract of land which was conveyed to Macy Wright by Basil B. Harris by deed dated May 11, 1935, recorded in the office of the Register of Deeds of Warren County, North Carolina, in Book 132, Page 360, and devised by Macy Wright to Roselle Wright by Will recorded in the office of the Clerk of Superior Court of Warren County, North Carolina, in Book of Wills No. 55, Page 578, reference to said public instruments being hereby given for other and further description and source and chain of title. The above described tracts or parcels of land are the identical lands conveyed to Erasmus Christmas Carter by deed dated July 15, 1966, from Floyd A. Myrick and wife, Lena C. Myrick, recorded in Book 224, Page 781, Warren Registry.

Subject to restrictive covenants and easements of record.

**Parcel Identification Number: E5 132**

ITEM # 9-B    pg 3 of 4

Consider bid for Tax Property ID E5-132 in the amount of \$500 from Louis Ray Harrison of Apex



ITEM # 9-B pg 4 of 4

**Bid for Tax Property ID E5-132 in the amount of \$500 from Louis Ray Harrison of Apex**

**Procedure to Receive Bids on Tax Foreclosed Properties  
Being Sold by Board of Commissioners**

Please refer all questions regarding sell of Tax Properties to the Tax Office.

The tax office should give the individual: 1) a picture of the property they are interested in bidding on; 2) tax property card showing (tax ID # & property address) and 3) amount outstanding.

**The bidder should forward this form to:**

*Warren County Manager's Office, PO Box 619, Warrenton, NC 27589*

- or -

*hand deliver to the Clerk to the Board, 602 W. Ridgeway Street, Warrenton, NC*

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**Bid for Tax Foreclosed Property:**

Name Louis Ray Harrison

Address 108 Feathercrest Lane Apex, NC 27539

Contact telephone #'s (719) 559-3610 Alternate #

(513) 503-0613

-Or- e-mail address: Tomesah1@gmail.com

Property Tax ID # E5 132

Bid amount \$ \$500

**ITEM # 10-A** pg 1 of 7

**BOARD / COMMITTEE / COMMISSION (RE)APPOINTMENTS**

**CONSIDER REVISED BYLAWS FOR  
Juvenile Crime Prevention Council (JCPC)**

**Warren County  
Juvenile Crime Prevention Council  
By-Laws**

**I. Preamble**

The Warren County Juvenile Crime Prevention Council (Warren County JCPC) is made up of interested citizens, professionals working with youth and the youth themselves. The council endeavors to stimulate interest in the problems of youth, assist agencies in planning designed to prevent juvenile delinquency.

The Prevention Council is created by and responsible to the Warren County Board of Commissioners. An important function of the council is to make recommendations to the commissioners regarding the expenditure of funds for programs related to the Warren County youth and the prevention of juvenile delinquency.

The duties of the Warren County JCPC as enumerated in the state juvenile code are as follows:

1. Annually review the needs of juveniles in the county who are at risk of delinquency of who have been adjudicated, undisciplined or delinquent and the resources available to address the needs.
2. Develop and advertise a request for proposal process and submit a written plan of action for the expenditure of juvenile justice funds to the Board of County Commissioners for its approval and submission to the Department of Juvenile Justice and Delinquent Prevention.
3. Ensure that appropriate intermediate disposition options are available; council may consider joint program development between counties within the same judicial district.

Councils are required on an ongoing basis to:

- Assess the needs of juveniles in the community, evaluate available resources and develop or propose ways to address unmet needs.
- Evaluate the performance of juvenile services and programs in the community.
- Increase public awareness of the causes of delinquency and strategies to reduce the problem.
- Provide funds for services, treatment, counselling or rehabilitation for juveniles and their families, including court-ordered parenting responsibility classes.

ITEM # 10-A    pg 2 of 7

**CONSIDER REVISED BYLAWS FOR  
Juvenile Crime Prevention Council (JCPC)**

- Plan for the establishment of a permanent funding stream for delinquency prevention services.

1. Voting Membership

- A. Number – The Chairperson will vote when an even number of voting member are present. The service providers or agencies receiving JCPC funds are not voting members.
- B. Quorum – The quorum shall be 50% plus 1 of membership. Program members shall not vote.
- C. Representation – The voting membership shall include, but not limited to the following (each shall have one vote):
  1. School Superintendent (or designee)
  2. Police Chief (or designee)
  3. Local Sheriff (or designee)
  4. District Attorney (or designee)
  5. Chief Court Counselor (or designee)
  6. Director of Area Mental Health, Developmental Disabilities and Substance Abuse Authority (or designee)
  7. Social Services (or designee)
  8. County Manager (or designee)
  9. Substance Abuse Professional
  10. Member of the faith community
  11. County Commissioner
  12. Person under the age of 21
  13. Juvenile Defense Attorney
  14. Chief District Court Judge (or designee)
  15. Member of the business community
  16. Local Health Director (or designee)
  17. Representative from United Way (or other non-profit agency)
  18. Precreation Department representative
  19. Up to seven members of the public

Members in the council shall, as much as possible, conform to the above recommendations. Agencies shall be given the opportunity to fill the slot allotted to them. If agency is unable to fill a slot, another person can occupy the slot with said agency given first choice to recommend a member at the time of the next available opening. The council membership will reflect the racial and socioeconomic diversity of the community.

- D. Term of Membership – members will serve staggered, renewable two-year terms. All members will be expected to take their membership seriously. If a member if no longer able to or no longer interested in continuing on the council, it is expected that he/she will inform the Chairman or Secretary so another member may be appointed.

ITEM # 10-A    pg 3 of 7

**CONSIDER REVISED BYLAWS FOR  
Juvenile Crime Prevention Council (JCPC)**

A statement of interest to serve is required for each new member or renewal. Voting members who miss three (3) consecutive meetings shall be asked by the Chairperson or Secretary if they intend to continue as an active member of the prevention council. If an answer of yes is not received by the regular meeting following request of intent, the member's position will be declared vacant and a new member appointed. All voting members are governed by Warren County Volunteer Policy.

E. Method of Appointment – When a vacancy exists on the council, it shall be announced at the next scheduled meeting and filled in the meeting subsequent to the announcement. Vacancies in slots designated for a specific agency shall ordinarily be filled in consultation with the head of said agencies. Vacancies for at-large or more general slots shall be filled after recommendation of any council member and election by voting membership. All membership is subject to the approval of the Board of Commissioners. Ordinarily, this approval will be given in the Commissioner's meeting following the council meeting. The Board of Commissioners may, however, review newly appointed members at their discretion.

F. Voting By Proxy – Will be allowed by approved designee. Designee must be included on membership listing.

II. Meetings

A. Schedule of Meetings

The Council shall meet monthly a minimum of six times a year at a time and place to be established. All meetings should be open to the public. The membership shall be notified of all meetings in writing or by phone at least seven days prior to the meeting. Before votes may be taken a quorum will be necessary. A quorum will be a simple majority of the current membership. Minutes shall be taken at every meeting and distributed prior to or at subsequent meeting.

B. Special Meetings

The Chairperson may call such special meetings as deemed necessary to carry out the duties of the council. Notice of such special meetings shall be given to all members of the council in writing or by phone at least three (3) days in advance of the meeting.

C. Advisory Members

All meetings of the prevention council shall be open to the public. Any interested individual can be listed as advisory members. Advisory members shall have equal voice with voting members. However, they will not be allowed to vote.

ITEM # 10-A    pg 4 of 7

**CONSIDER REVISED BYLAWS FOR  
Juvenile Crime Prevention Council (JCPC)**

**III. Officers**

The following officers shall be elected:

**A. Chairperson**

**Responsibilities**

1. Chair council meetings.
2. Set the agenda for each meeting in consultation with the regional consultant and other council members.
3. Represent the council before the County Commissioners and other agencies and groups.
4. Inform members of attendance regulations.
5. Form sub-committees and appoint sub-committee members as are necessary

**B. Vice Chairperson**

**Responsibilities:**

1. Assume the duties of the Chairperson when it is necessary for him/her to be absent.

**A. Secretary**

**Responsibilities:**

1. Take the minutes for each meeting and record the attendance.
2. Make the minutes available to council members by the next meeting.
3. Send notices regarding the meeting dates and times.
4. Inform Chairperson of accumulated absences.

**B. Terms of Office**

The Chairperson shall be superseded by the Vice Chairperson and a new Vice Chairperson elected. Any officers of the council are expected to serve a one-year term with no limit on the number of terms served. (Although members shall keep in mind the wisdom of sharing responsibilities.)

**C. Elections**

Officer elections will be conducted annually at the June meeting with a one-year term of office beginning on July 1 of each year.

**IV. Committees:**

Committees will be appointed as deemed necessary to handle council affairs. The Chairperson shall appoint at least two (2) members to each of the following committees:

ITEM # 10-A    pg 5 of 7

**CONSIDER REVISED BYLAWS FOR  
Juvenile Crime Prevention Council (JCPC)**

**A. Monitoring Committee**

Whose purpose shall be to gather information about existing programs and monitor the performance of those programs.

**B. Nominating Committee**

Whose purpose shall be to nominate membership of the JCPC for the following year, as well as nominate officers for the following year.

**C. Funding/Budget Committee**

Whose purpose shall be:

1. Review requests for funding.
2. To ensure that appropriate intermediate dispositional options are available in the community
3. Ensure that the identification of risk factors are addressed in the risk and needs assessment compiled by the comprehensive strategy planning committee to meet DJJDP (Department of Juvenile Justice and Delinquency Prevention) dispositional grid guidelines.

**D. Comprehensive Strategy Planning/Needs Assessment Committee**

Whose purpose shall be to:

1. Review the needs of juveniles who are “at-risk” of delinquency or who have been adjudicated undisciplined or delinquent.
2. Ensure that resources are available to address those needs.
3. Ensure that a community assessment be completed yearly to assess the risk and needs of youth in the community. This assessment will be compiled by using both primary and secondary research.

**E. Special Events/Publicity Committee as a standard committee**

Whose purpose shall be to:

1. Handle special events activities for the council.
2. Handle media and public announcements for the council.
3. Increase public awareness of programs relating to the Warren County youth and prevention of juvenile delinquency.

**F. By-Laws Review Committee**

Whose purpose shall be to review the existing by-laws and regulations of the council and recommend necessary amendments and/or changes.

ITEM # 10-A    pg 6 of 7

**CONSIDER REVISED BYLAWS FOR  
Juvenile Crime Prevention Council (JCPC)**

**G. Subcommittee's will be created as needed**

V.      Conflict of Interest

Warren County JCPC members are public officers and as such, N.C. General Statute 14-234 requires the following:

- (1) No public officer or employee who is involved in making or administering a contract on behalf of a public agency may derive a direct benefit from the contract except as provided in this section, or as otherwise allowed by law;
- (2) A public officer or employee who will derive a direct benefit from a contract with the public agency he or she serves, but who is not involved in making or administering the contract, shall not attempt to influence any other person who is involved in making or administering the contract; and
- (3) No public officer or employee may solicit or receive any gift, reward, or promise of reward in exchange for recommending, influencing, or attempting to influence the award of a contract by the public agency he or she serves.
- (4) Each member is required to complete and submit annually a conflict of interest disclosure form for JCPC.

Accordingly, no Warren County JCPC member or managing staff may receive directly or indirectly, any funds disbursed from the State of North Carolina, except for duly, authorized staff compensation and benefits, and reimbursement for expenses actually incurred in connection with the Council's business and in accordance with final approved grant agreements.

WHEREAS, Warren County JCPC desires to require its members to avoid conflicts of interest or the appearance of impropriety in the disbursement of State funds;

PROVIDED, no member of the Warren County JCPC shall be deemed to benefit directly or indirectly from any contract or grant funded in whole or in part by State funds if he/she receives only the salary or stipend due to him/her in the normal course of employment with, or service to, said JCPC.

FURTHERMORE, said Warren County JCPC has written conflict of interest policies and reporting procedures applicable to members who have any interest or any authority regarding the resources of JCPC. These policies have been communicated to member as full disclosure has been provided for any possible appearance of conflict of interest that may exist.

Council members shall not use their official affiliation with the JCPC to secure preferential treatment for any juvenile. Council members shall not use confidential information regarding juveniles or their families, JCPC agencies or other council members for personal gain or benefit. Council members must disclose a (potential) conflict of interest when the council member:

1. Is related to a program staff member;
2. Is related to another JCPC members;



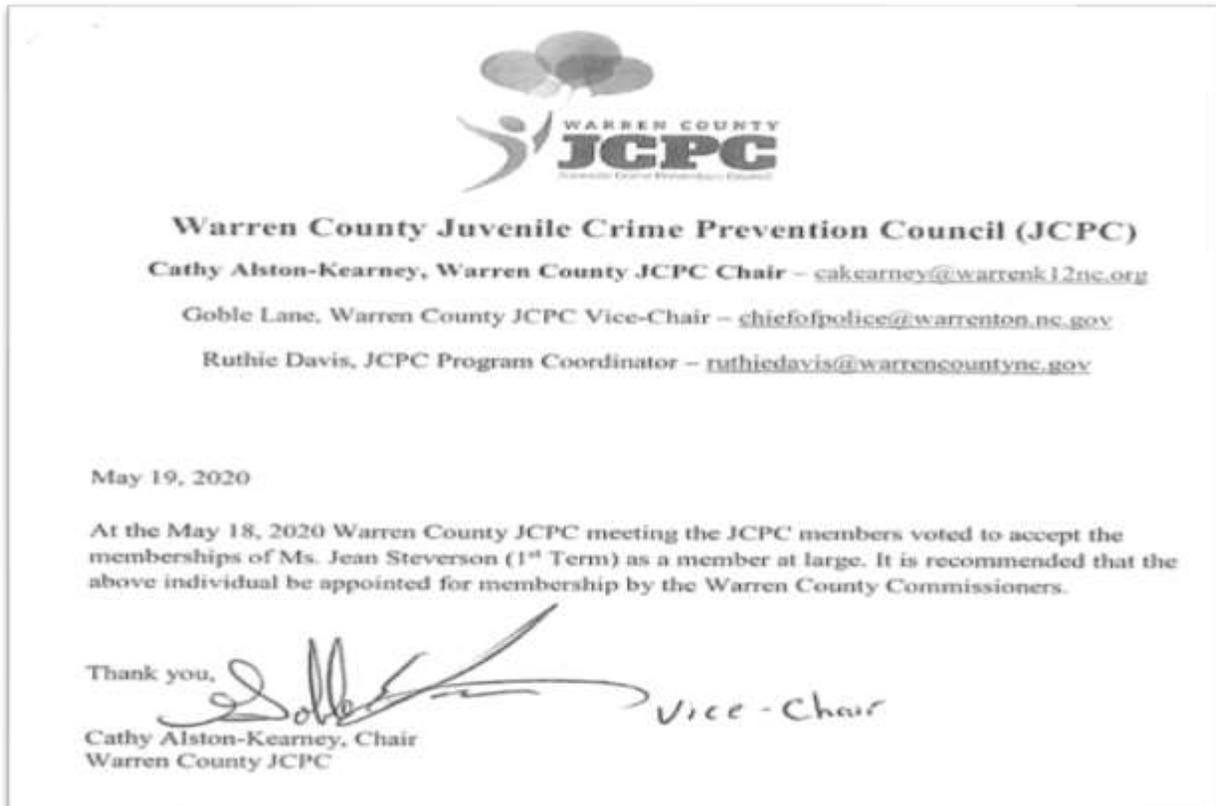
**ITEM # 10-B** (1 of 4)

**BOARD / COMMITTEE / COMMISSION (RE)APPOINTMENTS**

**Consider appointments to Juvenile Crime Prevention Council (JCPC):**

<b>Jean Steverson, At-Large</b>	<b>1<sup>st</sup> term</b>
<b>Police Chief Goble Lane</b>	<b>3<sup>rd</sup> term</b>
<b>Clerk of Court Lisa Blalock</b>	<b>2<sup>nd</sup> term</b>

**All terms expire June 30, 2022**



**ITEM # 10-B** (2 of 4)

**BOARD / COMMITTEE / COMMISSION (RE)APPOINTMENTS**

**Juvenile Crime Prevention Council (JCPC)**

**Appointment to At-Large Membership: Jean Steverson - Term: 6-1-2020 to 6-30-2022**

**Statement of Interest to Serve**

List in order of preference the Board/Committee/Commission for which you would be willing to serve. Select one:	Juvenile Crime Prevention Council (JCPC)
Give Name of "Fire Tax Board" of Interest. You must reside in tax district to be appointed.	<i>Field not completed.</i>
Only complete this blank if you are applying for appointment to a Fire Tax Board.	
Select one	Child Fatality Board
Applicants Name	Dr. Jean Bullock-Steverson
Email Address	<a href="mailto:Thebullockfarm@gmail.com">Thebullockfarm@gmail.com</a>
City	Warrenton
State	NC
Zip Code	27589
Alternate Number	<i>Field not completed.</i>
Birthdate	
Race	African American
Sex	Female
Do you live in Warren County?	Yes
Job title	Retired
Are you presently serving in an elected or appointed position? Please explain:	Strategic Planning Council for Cooperative Extension at NCA&TSU
Military experience?	No Military Experience
List your Commissioner district, info available at Elections (252) 257-2114.	I - West & East Warrenton

Vacancy was advertised in February 2020 issue of the Warren Record Newspaper

**ITEM # 10-B** (3 of 4)

**Juvenile Crime Prevention Council (JCPC)**

**Appointment to At-Large Membership: Jean Steverson - Term: 6-1-2020 to 6-30-2022**

**Educational Background:**

<b>Name &amp; address of High School</b>	John Graham High
<b>Name &amp; address of College attended</b>	North Carolina State University, Raleigh, NC -PhD Bucknell University, Lewisburg, PA-Master's North Carolina Central University, Durham, NC-Bachelors
<b>Degree earned</b>	PhD
<b>List all past employment and/or volunteer experience you have had which may be beneficial in evaluating your qualifications.</b>	<i>Field not completed.</i>
<b>Work experience</b>	Retired Asst Supt for Instructional Support Services, Rockingham County Schools : Multiple roles over 34 years -School psychologist, Director of Curriculum and Instruction, Director of Personnel, High School Principal, Assistant Superintendent –Served on many community agencies and groups, including JCPC
<b>Volunteer experience</b>	Cooperative Extension, Golden Journeys L.E.A.D., EJI Coalition, Voter Registration Drives
<b>How did you become aware of Warren County volunteer opportunities?</b>	Other
<b>Date this form completed</b>	03/03/20
<b>I certify by my typed initials that all information given is correct to the best of my knowledge.</b>	JBS
<b>NOTE TO APPLICANT: This form is active for six (6) months from date of submission.</b>	

**ITEM # 10-B** (4 of 4)

**Juvenile Crime Prevention Council (JCPC)  
Re-appoint Police Chief Goble Lane & Clerk of Court Lisa Blalock  
for two (2) year terms expiring 6-30-2022.**



**Warren County Juvenile Crime Prevention Council (JCPC)**

Cathy Alston-Kearney, Warren County JCPC Chair – [cakearney@warrenk12nc.org](mailto:cakearney@warrenk12nc.org)

Goble Lane, Warren County JCPC Vice-Chair – [chiefofpolice@warrenton.nc.gov](mailto:chiefofpolice@warrenton.nc.gov)

Ruthie Davis, JCPC Program Coordinator – [ruthiedavis@warrencountync.gov](mailto:ruthiedavis@warrencountync.gov)

May 27, 2020

At the March 9, 2020 Warren County JCPC meeting the JCPC members voted to accept the memberships of Ms. Lisa Blalock (2<sup>nd</sup> Term) as Clerk of Court Designee to Attorney and Goble Lane (3<sup>rd</sup> Term) as Chief of Police . It is recommended that the above individual be appointed for membership by the Warren County Commissioners.

Thank you,

Cathy Alston-Kearney, Chair  
Warren County JCPC

**ITEM # 10-C** (1 of 2)

**BOARD / COMMITTEE / COMMISSION (RE)APPOINTMENTS**

**Approve Juvenile Crime Prevention Council (JCPC) FY 2020-2021  
Certification to NC Department of Juvenile Justice**



**NC Department of Public Safety  
Juvenile Crime Prevention Council Certification**

Fiscal Year: 2020 - 2021

County: <b>Warren</b>	Date:
-----------------------	-------

**CERTIFICATION STANDARDS**

**STANDARD #1 - Membership**

- A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners? Yes
  - B. Is the membership list attached? Yes
  - C. Are members appointed for two year terms and are those terms staggered? Yes
  - D. Is membership reflective of social-economic and racial diversity of the community? Yes
  - E. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-846? No
- If not, which positions are vacant and why?  
Parks & Recreation is vacant due to limited staffing in that department.

**STANDARD #2 - Organization**

- A. Does the JCPC have written Bylaws? Yes
  - B. Bylaws are  attached or  on file (Select one.) Yes
  - C. Bylaws contain Conflict of Interest section per JCPC policy and procedure. Yes
  - D. Does the JCPC have written policies and procedures for funding and review? Yes
  - E. These policies and procedures  attached or  on file. (Select one.) Yes
  - F. Does the JCPC have officers and are they elected annually? Yes
- JCPC has:  Chair;  Vice-Chair;  Secretary;  Treasurer.

**STANDARD #3 - Meetings**

- A. JCPC meetings are considered open and public notice of meetings is provided. Yes
- B. Is a quorum defined as the majority of membership and required to be present in order to conduct business at JCPC meetings? Yes
- C. Does the JCPC meet bi-monthly at a minimum? Yes
- D. Are minutes taken at all official meetings? Yes
- E. Are minutes distributed prior to or during subsequent meetings? Yes

**STANDARD #4 - Planning**

- A. Does the JCPC conduct an annual planning process which includes a needs assessment, monitoring of programs and funding allocation process? Yes
- B. Is this Annual Plan presented to the Board of County Commissioners and to DPS? Yes
- C. Is the Funding Plan approved by the full council and submitted to Commissioners for their approval? Yes

**ITEM # 10-C** (2 of 2)

**BOARD / COMMITTEE / COMMISSION (RE)APPOINTMENTS**

**Approve Juvenile Crime Prevention Council (JCPC) FY 2020-2021  
Certification to NC Department of Juvenile Justice**

**Juvenile Crime Prevention Council Certification (cont'd)**

**STANDARD #5 - Public Awareness**

- A. Does the JCPC communicate the availability of funds to all public and private non-profit agencies which serve children or their families and to other interested community members? ( RFP, distribution list, and article attached) Yes
- B. Does the JCPC complete an annual needs assessment and make that information available to agencies which serve children or their families, and to interested community members? Yes

**STANDARD #6 – No Overdue Tax Debt**

- A. As recipient of the county DPS JCPC allocation, does the County certify that it has no overdue tax debts, as defined by N.C.G.S. §105-243.1, at the Federal, State, or local level? Yes

Briefly outline the plan for correcting any areas of standards non-compliance.

Having complied with the Standards as documented herein, the Juvenile Crime Prevention Council may use up to \$15,500 of its annual Juvenile Crime Prevention fund allocation to cover administrative and related costs of the council. *Form JCPC/ OP 002 (b) JCPC Certification Budget Pages* detailing the expenditure budget must be attached to this certification.

The JCPC Certification must be received by June 30, 2020.

**JCPC Administrative Funds  
SOURCES OF REVENUE**

<b>DPS JCPC</b>	
Only list requested funds for JCPC Administrative Budget.	\$5,262
<b>Local</b>	_____
<b>Other</b>	_____
<b>Total</b>	\$5,262

Cathy Alston-Kearney 5/12/20  
JCPC Chairperson Date

\_\_\_\_\_  
Chairman, Board of County Commissioners Date

\_\_\_\_\_  
DPS Designated Official Date

**ITEM # 10-D** (pg 1 of 3)

**BOARD / COMMITTEE / COMMISSION (RE)APPOINTMENTS**

**Consider appointment of Beth Wethington to the Warren County Aging Advisory Council for a three (3) year term: June 1, 2020 – February 28, 2023**



Warren County Senior Center  
435 W. Franklin Street  
Warrenton, NC 27589  
(252) 257-3111  
Fax (252) 257-0154



To: Warren County Board of Commissioners  
From: Vicky C. Stokes, Director  
Date: May 26, 2020  
Re: Recommendation to appoint Beth Wethington to the Warren County Aging Advisory Council

**RECOMMENDATION:**

The Warren County Aging Advisory Council (WCAAC) would like to recommend that Beth Wethington be appointed to the WCAAC board, to serve a three-year term beginning June 1, 2020.

Beth Wethington, 315 S. Main St., Warrenton

Thank you for your time and consideration of this matter.

ITEM # 10-D (pg 2 of 3)

BOARD / COMMITTEE / COMMISSION (RE)APPOINTMENTS

Consider appointment of Beth Wethington to the Warren County Aging Advisory Council for a three (3) year term: June 1, 2020 – February 28, 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:	Juvenile Crime Prevention Council (JCPC)
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	Child Fatality Board
Applicants Name	Dr. Jean Bullock-Steverson
Email Address	<a href="mailto:Thebullockfarm@gmail.com">Thebullockfarm@gmail.com</a>
City	Warrenton
State	NC
Zip Code	27589
Alternate Number	Field not completed.
Birthdate	
Race	African American
Sex	Female
Do you live in Warren County?	Yes
Job title	Retired
Are you presently serving in an elected or appointed position? Please explain:	Strategic Planning Council for Cooperative Extension at NCA&TSU
Military experience?	No Military Experience
List your Commissioner district, info available at Elections (252) 257-2114.	1 - West & East Warrenton

Vacancy was advertised in February 2020 issue of the Warren Record Newspaper

ITEM # 10-D (pg 3 of 3)

BOARD / COMMITTEE / COMMISSION (RE)APPOINTMENTS

Consider appointment of Beth Wethington to the Warren County Aging Advisory Council for a three (3) year term: June 1, 2020 – February 28, 2023

<b>Educational Background:</b>	
Name & address of High School	John Graham High
Name & address of College attended	North Carolina State University, Raleigh, NC -PhD Bucknell University, Lewisburg, PA-Master's North Carolina Central University, Durham, NC- Bachelors
Degree earned	PhD
List all past employment and/or volunteer experience you have had which may be beneficial in evaluating your qualifications.	<i>Field not completed.</i>
Work experience	Retired Asst Supt for Instructional Support Services, Rockingham County Schools : Multiple roles over 34 years -School psychologist, Director of Curriculum and Instruction, Director of Personnel, High School Principal, Assistant Superintendent --Served on many community agencies and groups, including JCPC
Volunteer experience	Cooperative Extension, Golden Journeys L.E.A.D., EJI Coalition, Voter Registration Drives
How did you become aware of Warren County volunteer opportunities?	Other
Date this form completed	03/03/20
I certify by my typed initials that all information given is correct to the best of my knowledge.	JBS
<b>NOTE TO APPLICANT: This form is active for six (6) months from date of submission.</b>	

**ITEM # 11**

**Updates from  
Warren County  
Board of  
Commissioners**

**ITEM # 12**

**ADJOURN**

**JUNE 1, 2020  
BOARD MEETING**