

MINUTES FROM THE MONTHLY MEETING HELD BY THE BOARD OF COUNTY COMMISSIONERS FOR THE COUNTY OF WARREN IN THE WARREN COUNTY ARMORY CIVIC CENTER, MEETING ROOM ON MONDAY, MAY 4, 2020 AT 6:00 PM.

The meeting was called to order by Chairman Tare Davis. Other commissioners present: Victor Hunt and Jennifer Pierce. Commissioners attending by telephone: Bertadean Baker & Walter Powell. Others in attendance: County Manager Vincent Jones, Finance Director Katherine Brafford and County Attorney Hassan Kingsberry.

Chairman Davis conducted prayer and pledge to the flag.

On motion of Commissioner Hunt, which was seconded by Commissioner Baker and duly carried by unanimous vote, May 4, 2020 Revised Agenda was adopted.

Clerk to the Board of Commissioners read aloud the Conflict of Interest Disclosure Statement.

Citizen Comments were received via e-mail observing the Governors Stay at Home Order:

Citizen Comments

- Time set aside to read aloud individual citizen comments submitted via email.
- Please submit your comments to WCGOV@warrencountync.gov by Monday, April 6th at 3 pm. Citizens are allowed to submit one comment per person. Comments are not to exceed 350 words. Any comments submitted after 3 pm on April 6th will not be read aloud by the Clerk to the Board of Commissioners.
- If a response to your written comments are desire from 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 (Facebook Live @WarrenCountyNCOfficial).

Warren County Board of Commissioners

Citizen Comments are as follows:

Roger Griesinger – I wish it known that I am thankful for the Commissioners acting quickly in their efforts to protect our Citizens.

Keman46@aol.com - **Subject:** Fully support Chateau development; I believe that our county needs as much economic development as we can manage and fully support this project. Thank you for your hard work and support.

Juli Jenkins - After hearing the radio interview with the county manager and the health department this past week I have a question/concern. I realize a portion of Warren county and large revenue base is coming from the lake area. While people are under a stay at home order it seems everybody has decided to come to their lake house to “stay at home” but how do we protect ourselves and our communities while receiving many many people coming from everywhere. I keep my grandson for my daughter who is essential and on my way home Friday I passed food lion at the lake and it looked like it was July 4th food lion isn't counting people in the store or complying with the state executive orders as well as visitors are not complying with county curfew !! So with that being said I would like to know what the county can do to assist in handling this and protect our local year round residents?? Thanks for your time

Jane Ball-Groom – Citizens Comments - May 4, 2020. SR 1152, Duke Drive; Support is needed to heed the NC Department of Transportation to install yellow, traffic lane lines, speed signs, and road humps on SR 1152, Duke Drive. SR 1152 Duke Drive, runs parallel to the Warren County Park & Recreation, Magnolia-Ernest Park and the historic Soul City Green Duke Village residential complex. Traffic markings, road humps are needed for general driving safety and to prohibit persons using their dirt bike and ATV vehicles from racing on the SR 1152. NC Law prohibits - "Except as otherwise permitted by law, no person shall operate an all-terrain vehicle on any public street, road or highway except for purposes of crossing that street, road or highway." In an area heavily populated by children, adults, and senior citizens, dirt bike racing is injurious to the community's health, safety, and right to peaceful dwelling.

Donna Block – All That Glitters Is Not Gold - It is my understanding that the Board is considering a large, multi- purpose development project for Lake Gaston. While the potential revenue is tempting, I am not aware of any current use studies for traffic on the water as well as the road, the cost of increased security for adverse behavior, the analysis of whether the area will attract vacationers to support the venture, current empty, non- profitable healthcare clinics in the area, the additional cost of utility development, the potential for undesirable pathogens brought into the lake via outside boats and a substantial change to the current Lake Gaston brand. Will you be addressing these issues with each everyone in the county and on the lake? If so, I would like to see the details of how the project would meet your profitable objectives and the objectives of the current homeowners on the Lake.

Margaret Mills - We don't need a 5-story hotel / retirement home here at the lake. Littleton has a retirement center under construction. 300 boat slips is just stupid. There are at least 90 boat slips on the other side of the bridge that has never had one boat there. Traffic and more traffic on the road and lake isn't what full time residents want. Don't need to repeat Lake Norman in Charlotte NC Our vote is NO to this new construction. We enjoy the peaceful life at the lake that we have now

On motion of Commissioner Hunt, which was seconded by Commissioner Pierce and duly carried by unanimous vote, Minutes of April 6, 2020 meeting were approved.

On motion of Commissioner Hunt, which was seconded by Commissioner Pierce and duly carried by unanimous vote, Tax Collector's Report for March 2020 presented for Board's information in accordance with NCGS 105-350 was accepted.

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

2019-2020

Current Year Collections

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

Delinquent Collections

Year	Charge	Collected	Balance	Percentage
2018	\$524,944	\$35,383	\$252,761	48.15
2017	233,885	11,011	47,576	20.34
2016	154,507	3,565	20,369	13.18
2015	114,890	2,322	13,049	11.36
2014	94,263	1,561	10,390	11.02
2013	116,858	1,097	7,007	6.00
2012	91,502	1,394	7,376	8.06
2011	70,321	883	5,820	8.28
2010	61,251	600	1,667	2.72
2009	49,023	144	943	1.93
Total Delinquent Years	\$1,511,444	\$57,960	\$386,958	\$1,154,474

Other March Receipts

County Penalties	\$ 28,777	\$ 106,649
Landfill User Fees	\$ 86,737	\$ 1,456,383
Municipalities	\$ 29,664	\$ 664,128
Fire District Taxes	\$ 30,146	\$ 922,457
Advance Taxes	\$ 6,206	\$ 54,043

MARCH GRAND TOTAL **\$906,440** **\$38,455,652**

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

On motion of Commissioner Hunt, which was seconded by Commissioner Pierce and duly carried by unanimous vote, Tax Release Requests over \$100 in accordance with NCGS 105-381 "Taxpayer's Remedies" were approved as information only:

Over \$100	5/4/2020	CO MGR INITIALS:	Date:
ERROR CORRECTION RELEASES:			
BOOTH MYRTICE & ESSIE BOYD	2016 09308-300 16-149	16252	\$271.73 PARCEL NO LONGER EXISTS
COPELAND HAZEL H	2019 9508-200	27765	\$169.92 MH DOUBLE LISTED
COPELAND HAZEL H	2018 9508-200	26865	\$176.31 MH DOUBLE LISTED
MYERS CLYDIE H	2019 18204-300 J2B 69 1Z	6051	\$210.56 PARCEL DOUBLE BILLED
ROBINSON NANNIE B	2019 34816-300 F7-67	12026	\$137.32 PARCEL NO LONGER EXISTS
ROBINSON NANNIE B	2018 34816-300 F7-67	12026	\$146.94 PARCEL NO LONGER EXISTS
ROBINSON NANNIE B	2017 34816-300 F7-67	12026	\$153.79 PARCEL NO LONGER EXISTS
ROBINSON NANNIE B	2016 34816-300 F7-67	12026	\$138.41 PARCEL NO LONGER EXISTS
ROBINSON NANNIE B	2015 34816-300 F7-67	12026	\$138.73 PARCEL NO LONGER EXISTS
ROBINSON NANNIE B	2014 34816-300 F7-67	12026	\$145.67 PARCEL NO LONGER EXISTS
ROBINSON NANNIE B	2013 34816-300 F7-67	12026	\$154.42 PARCEL NO LONGER EXISTS
ROBINSON NANNIE B	2012 34816-300 F7-67	12026	\$163.21 PARCEL NO LONGER EXISTS
ROBINSON NANNIE B	2011 34816-300 F7-67	12026	\$159.85 PARCEL NO LONGER EXISTS
ROBINSON NANNIE B	2010 34816-300 F7-67	12026	\$163.14 PARCEL NO LONGER EXISTS
ROBINSON NANNIE B	2009 34816-300 F7-67	12026	\$171.06 PARCEL NO LONGER EXISTS
ROBINSON NANNIE B	2008 34816-300 F7-67	12026	\$187.02 PARCEL NO LONGER EXISTS
ROBINSON NANNIE B	2007 34816-300 F7-67	12026	\$178.68 PARCEL NO LONGER EXISTS
TOTAL ERROR CORRECTIONS:			\$2,888.76
SUB-TOTAL CORRECTION RELEASES:			\$171.06

County Manager approved releases under \$100 were presented for Board’s information.

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

ERROR CORRECTION RELEASES:

NAME	Year	ACCT#	MAP #	RECORD #	AMOUNT	REASON
BECHTOLD RICHARD	2018		288	32030	\$ 89.85	BOAT OVER ASSESSED
BECHTOLD RICHARD	2019		288	1908059	\$ 64.50	BOAT OVER ASSESSED
SUB-TOTAL ERROR CORRECTIONS:					\$154.15	
Total Releases					\$154.15	

On motion of Commissioner Hunt, which was seconded by Commissioner Pierce and duly carried by unanimous vote, Proclamation Clerk’s Week May 3-9, 2020, was adopted:



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

Vincent Jones
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

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

Proclamation

CLERKS WEEK MAY 3-9, 2020

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

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

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

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

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

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

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

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

Proclaimed this the 4th day of April 2020.

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

ATTEST:

On motion of Commissioner Hunt, which was seconded by Commissioner Pierce and duly carried by unanimous vote, Resolution May 7, 2020 National Day of Prayer, was adopted.



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

Vincent Jones
County Manager

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WARREN COUNTY
NORTH CAROLINA

A PROCLAMATION for National Day of Prayer

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

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

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

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

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

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

DAY OF PRAYER

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

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

Warren County Board of Commissioners

On motion of Commissioner Hunt, which was seconded by Commissioner Pierce and duly carried by unanimous vote, Proclamation National Nurses Week May 6–12, 2020 was adopted:



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

**WARREN COUNTY
 NORTH CAROLINA**

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

Vincent Jones
 County Manager

Angelena Kearney-Dunlap
 Clerk to the Board

**NATIONAL NURSES WEEK
 PROCLAMATION 2020**

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

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

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

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

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

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

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

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

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

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

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

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

and commends this observance to our citizens.

Adopted this 4th day of May, 2020.

On motion of Commissioner Hunt, which was seconded by Commissioner Pierce and duly carried by unanimous vote, Proclamation Older Americans Month 2020 was adopted:



**Older Americans Month 2020
A PROCLAMATION**

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

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

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

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

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

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

Dated this 4th day of May 2020

COUNTY MANAGER UPDATES; by Vincent Jones

*** COVID 19 Reports from Health Department and Emergency Services**

Emergency Services Situation Report – Dennis Paschall, Director:

Today's Operation Period – Is the 50th day - Since the County's declared a State of Emergency

Communications:	Dr. Brake (WCHD) and County Manager Jones, WARR Radio Interview (5-1-2020)
Firefighting	Requesting PPE – (Partially Filled Locally & EM Distribution)
Emergency Management	<ul style="list-style-type: none"> • Participation in approximately (30) conference calls related to COVID-19, Media Briefings Monitoring and weekly weather briefings. • Meeting with the Health Department's – (Liaison) with (OTP) – On Target Preparedness- Planning & Fit Testing Options for ES / EMS Staff • Management and Distribution of Shipments of PPE

Emergency Management	<p>Daily Situation Reports to State EM. Participation in approximately (30) conference calls related to COVID-19, Media Briefings Monitoring and weekly weather briefings. Meeting with the Health Department's – (Liaison) with (OTP) – On Target Preparedness- Planning & Fit Testing Options for ES / EMS Staff Management and Distribution of Shipments of PPE Feeding Coordination under the auspices Crystal Smith and Vickie Stokes is ongoing and striving to meet the needs in addition to filling identifiable gaps.</p>
Mass Care, Housing & Human Services	<p>DSS following from DHHS recommendation in providing community support with mandated site visits. Requesting PPE and hand sanitizer. (Partially Filled) The Warren County school system is providing meals to students. Halwa-Saponi providing meals to their students. Senior Center continues to provide home-delivered meals to their clients. (#HDM meals delivered ongoing weekly) Feeding Coordination Supported by Support of Non-Profits</p>
Health & Medical	<p>EMS Responses: Jan 1, 2019 to April 30, 2019 = 1103 Jan 1, 2020 to April 30, 2020 = 1107</p> <p>Congregate living facilities has enacted visitor restrictions. EMS effective April 2, 2020 – Taking temporal temperatures of all staff members arriving to work. EMS PPE - Protective Masks – WebEOC Request Submitted – (Partially Filled)</p>
Agriculture & Natural Resources	<p>Cooperative Extension – Postponement of schedule events. Engaged as Co-Chair as the Feeding Coordinator</p>
Public Safety	<p>Sheriff's Office – PPE Requests – WebEOC Request Submitted & W/Vendors (Partially Filled)</p>
Recovery	<p>Finance Director – Coordination of FEMA reimbursement. PA Contact name established by EM. EMP-G – Supplement Grant - \$12, 695.45 CARES Act - Potential EMS Funding</p>
Supply & Equipment Needs/Stock (Engaged)	<p>EMS, Health Department, Fire, DSS, Law Enforcement – Requested gloves, facemasks, and hand sanitizers. – (Partially Filled) Sheriff's Office, Face Masks, Gloves, Gowns, Hand Sanitizer, Bacterial Wipes – (Partially Filled) County Departments – Requested Hand Sanitizer – (Partially Filled) Non-Contact Infrared Thermometers - On Order – Unfilled KARTS – Masks, Gloves – (Partially Filled) Code Enforcement – Masks, Gloves – (Partially Filled) DSS- Masks, Gloves – (Partially Filled) Alpha Magnolia Garden – Redirected to the new ordering process. Requests Entered– (Partially Filled) Liberty Home Care and Hospice – N95, masks, gown, hand sanitizer – Unfilled – Redirected to the new ordering process. Animal Control – Gloves, N95, Germicidal Wipes – – (Partially Filled) Warren County Schools – Masks, Gloves – (Partially Filled) Norlina PD – Gloves, Masks, Gowns– (Partially Filled) Finance – Masks – (Partially Filled)</p> <p>Captain Chris Tucker has been working digitally in ordering PPE for various agencies. Hurricane Season (June 1st through November 30th)</p>

Health Department: COVID-19 Update by Dr. Brake, Health Director

*COVID-19 Case Counts for Warren County as of 5/4/2020:

- 17 confirmed positive cases
- 116 known residents have been tested
(Labs are only required to report positive tests immediately; so we know more residents may have been tested.)
- 99 known negative results
- 0 known results pending
- 6 recovered cases
- 0 Deaths

Last week we saw our first increases in Covid-19 positive cases since April 6th (only 3 cases). These cases are spread across the county; one individual is currently in the hospital and the rest are recovering at home. We have one incident in which individuals in one household tested positive and another where individuals in the same workplace were positive.

***Contact Tracing**

The health department does contact tracing on all positive COVID-19 cases. This means that we investigate close contacts (*within 6 ft for more than 10 minutes*) of anyone that screens positive for COVID-19; monitor those individuals daily for signs and symptoms; and if signs and symptoms develop to test these contacts. We also determine when a case has recovered and isolation orders can be lifted

At least 10 days since symptoms first appeared and at least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath).

These steps are taken immediately upon receipt of a positive case.

CDC Expanded List of COVID-19 Symptoms:

- Fever
- Cough
- Shortness of breath
- Chills
- Repeated Shaking with Chills
- Muscle Pain
- Headache
- Sore Throat
- New Loss of Taste or Smell

***Testing (What residents should do to get tested)**

- If you are experiencing symptoms or think you may be a contact to a positive case, call your primary care doctor first to determine if he/she recommends you for testing
- Health Department is working with our local providers to help get residents tested.
- We receive our tests through the State Lab which has prioritized using their tests for persons with COVID-19 symptoms who are:
 - Hospitalized patients;
 - Healthcare workers or first responders (e.g. EMS, law enforcement, fire department, military);
 - Patients who live in or have regular contact with a high-risk setting (e.g. long-term care facility, homeless shelter, correctional facility, migrant farmworker camp);
 - Persons who are at higher risk of severe illness and for whom a clinician has determined that results would inform clinical management; and
 - Post-mortem specimens from patients in whom COVID-19 was suspected but not confirmed prior to death.

I expect that we will continue to have positive cases as more residents get tested. We should not panic, but understand that we need to maintain our efforts in order to slow the spread of COVID-19.

What Do We Do Now

- Continue to follow current public health guidance – stay home unless you have to take care of essential needs. If you are sick or have mild symptoms –stay home. If you have a positive test or if you are under quarantine because you are a close contact to a positive case– stay home. The virus is highly contagious.
- The Governor’s Stay at Home Order is set to expire on May 8th. If the order is not extended, we must still continue practicing prevention measures:
 - frequent handwashing/use of hand sanitizer when handwashing is not an option
 - avoid touching eyes, nose, and mouth
 - cover your cough and sneeze with your elbow
 - personal/social distancing (encourage socialization via video chat, phone call, etc.)
 - wear a face mask or covering when out in public, particularly if you are not able maintain social distancing

This is especially important for vulnerable populations (our seniors >65 years old, people with underlying health conditions or chronic diseases, or have weakened immune systems). We know that community spread is here meaning people are getting sick with COVID-19 and don't know the source of their infection. We all must do our part to protect our loved ones from exposure to this virus. Residents can call the health department 257-1185 if they have questions or need additional information related to COVID-19.

*** Facilities Review Committee – It was recommended to dissolve committee and give responsibilities to the Planning Board by adoption of new Planning Board Bylaws.**

On motion of Commissioner Pierce, which was second by Commissioner Barker and duly carried by unanimous vote, it was ordered to dissolve Facilities Review Committee.

- * Department Heads written reports were received from:
 Economic Development Director Stacy Woodhouse,
 Memorial Library Director Cheryl Reddish, and
 Building & Grounds/Maintenance Director Terrance Williams.

On motion of Commissioner Baker, which was seconded by Commissioner Powell and duly carried by unanimous vote, Amendment # 14 to FY 2020 Warren County Budget Ordinance was approved.

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

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

Increase/(Decrease) Appropriations:

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

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

Increase/(Decrease) Revenues:

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

This amendment:

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

Funding Source: Appropriated Fund Balance

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

Funding Source: Restricted Intergovernmental - Health

Respectfully Submitted 5/4/2020

Katherine C. Brafford

 Katherine C. Brafford, Finance Director

On motion of Commissioner Pierce, which was seconded by Commissioner Baker and duly carried by unanimous vote, request from Habitat for Humanity for building fee waiver on construction of 5th home, fee amount \$455.80 was approved.

On motion of Commissioner Pierce, which was seconded by Commissioner Hunt and duly carried by unanimous vote, draft Keep Warren County Beautiful Committee Bylaws were adopted as presented. Chairman Davis was authorized to sign same.

BY-LAWS

**KEEP WARREN COUNTY BEAUTIFUL
 Keep America Beautiful Affiliate**

ARTICLE I - NAME, AUTHORITY AND PURPOSE

SECTION 1. Name

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

SECTION 2. Authority

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

SECTION 3. Purpose

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

ARTICLE II - MEMBERSHIP AND QUALIFICATIONS

SECTION 1. Membership

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

SECTION 2: Composition and Qualifications

The Committee shall consist of the following members:

One (1) - Representative from Administration

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

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

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

SECTION 3. Officers, Selection and Duties

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

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

1. The Committee members will elect the Chairperson on the first meeting date of each year. The Chairperson shall preside at all meetings and the hearings of the Board and shall decide all points of order and procedure at such meetings. The Chairperson shall cooperate with the Committee in planning the agenda for meetings, shall perform all duties incidental to the office, and shall suggest such actions as are deemed likely to increase the effectiveness of the Committee.
2. In the absence of the Chairperson or in the event of his/her inability to act or refusal to carry out a direction from the Board/Committee or a specific duty set forth herein, the Vice-Chairperson shall perform the duties of the Chairperson and when so acting shall have all the powers of and be subject to all the restrictions of the Chairperson. The Vice-Chairperson shall perform such other duties as from time to time may be assigned to him/her by the Chairperson or the Committee.
3. The Secretary shall be responsible for the preparation and maintenance of accurate minutes, papers, and records of all meetings of the Board, shall keep records in a centralized location, present minutes to the Board, and shall perform other duties customary to that office. The Secretary shall work with the Chairperson to ensure that there is wide distribution of these and other similar documents to interested groups and individuals. The Secretary shall give, or cause to be given, all notices required by law and by these by-laws.

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

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

SECTION 4. Meetings

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

1. Regular Meetings: Regular meetings of the Committee shall be held monthly for the first six months and every other month at the discretion of the Chairperson. Time and place of the meetings will be at the resolution of the Chairperson.
2. Special Meetings: Special Meetings may be called by the Chairperson, or at least four members of the Board when necessary to act upon matters, provided notice is given to each member forty-eight (48) hours in advance of the meeting. Said notice shall specify the time, place and nature of the meeting.
3. Notice: Written notice of each meeting, specifying the place, day and hour, shall be delivered to each member not less than ten (10) days nor more than thirty (30) days before the date of the meeting, either personally, by mail, by email, or by the direction of the Chairperson. The ten (10) day notice is not required for special meetings.

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

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

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

SECTION 5. Terms

Terms shall be for three (3) years.

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

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

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

SECTION 6. Removal

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

SECTION 7. Termination

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

SECTION 8. Vacancies

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

ARTICLE III – ATTENDANCE

SECTION 1 – Meetings

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

ARTICLE IV – PARLIAMENTARY PROCEDURE

SECTION 1 - Proceedings

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

ARTICLE V – AMENDMENTS

SECTION 1 – Amended By-laws

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

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

Adopted this the 4th day of May 2020.

====

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Laura Tucker of Manson, NC was appointed to the Keep Warren County Beautiful Committee for a first (1st) term expiring April 30, 2023.

On motion of Commissioner Pierce, which was seconded by Commissioner Baker and duly carried by unanimous vote, the following individuals were appointed to the Recreation Commission for a three-year term expiring February 1, 2023:

- Michele H. Stallings - 1st term
- Virginia Broach - 2nd term
- Derek Alston - 2nd term

On motion of Commissioner Hunt, which was seconded by Commissioner Baker and duly carried by unanimous vote, John E. Alston of A&S Pest Control, was appointed to a fourth (4th) term on the Kerr Tar Regional Council of Government’s Work Force Development Board, term expires April 1, 2023.

On motion of Commissioner Pierce, which was seconded by Commissioner Hunt and duly carried by unanimous vote, the following individuals were appointed to a first (1st) term on the Voluntary Agricultural District (VAD) Board for a three (3) year term, expiring February 28, 2023:

- | | |
|-------------------------------------|---------------------------------|
| Brenda Collier, Warrenton | Charles W. Lynch, Norlina |
| Robert S. Earnhardt, Jr., Warrenton | James C. Harris, Sr., Warrenton |
| Linda Knudson, Warrenton | Peter Thomas Hight, Macon |

On motion of Commissioner Hunt, which was seconded by Commissioner Pierce and duly carried by unanimous vote, Juvenile Crime Prevention Council (JCPC) FY 2021 Funding Plan was approved as presented. Chairman Davis was authorized to sign documentation.

Warren County
NC DPS - Community Programs - County Funding Plan

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

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

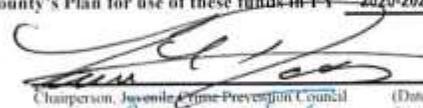
#	Program Provider	DPS-JCPC Funding	LOCAL FUNDING			OTHER	OTHER	Total	% Non-DPS-JCPC Program Revenues
			County Cash Match	Local Cash Match	Local In-Kind	State/Federal	Funds		
1	Boys and Girls Club - Positive Action Interpersonal Skill Building Program	\$28,586	\$3,529					\$32,115	11%
2	JCPC Administrative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

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

Amount of Unallocated Funds: _____

Amount of funds reverted back to DPS: _____

Discretionary Funds added: _____


 Chairman, Juvenile Crime Prevention Council (Date) 5/4/2020
Board of Commissioners

On motion of Commissioner Baker, which was seconded by Commissioner Pierce and duly carried by unanimous vote, Resolution to Declare Surplus Property and Authorize Auction of same was adopted: Parks & Recreation – (1) 2001 Ford F150 Truck; Health Department – (1) Treadmill, (1) Stepper, (2) desks, (2) 2001 Ford; Focus and (1) Ford Escort; Planning/Code Enforcement – (1) 2001 Ford Ranger; and Administration – One Touch PDF Scanner. Chairman Davis was authorized signatory.

RESOLUTION
SALE OF SURPLUS
WARREN COUNTY PROPERTY

WHEREAS, the County of Warren has certain property which has been determined to be of no necessity and may lawfully dispose of such property through auction or private sale,

NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to Article 12, North Carolina General Statute 160A-268, the Warren County Board of Commissioners will sell through auction and/or private sale, the following personal property:

- Parks & Recreation: 2001 Ford Truck ID # 8900 (139,943 miles)
- Health Department: Treadmill, Stepper, 2001 Ford Focus # 9336 (99,640 miles); 2001 Ford Focus # 8731 (152,582 miles); Ford Escort # 1752 (113,720 miles); and two (2) desks
- Planning/Code Enforcement: 2001 Ford Ranger ID # 4800 (119,208 miles);
- Administration Office: One Touch PDF Creation Scanner
- Panning/Code Enforcement: 2001 Ford ranger ID # 4800 (119,208 miles)

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 sale property; and that advertising, describing the property, the method for bidding and the date, time and place for the bid opening be placed with GovDeals.com online auction with notice in the Warren Record and otherwise appropriately advertised according to law.

The Warren County Board of Commissioners reserve the right to reject any or all offers, to waive informalities, and to sale in the opinion of the Owner in its best interest.

ADOPTED this the 4th day of May 2020.

WARREN COUNTY BOARD OF COMMISSIONERS
Tare "T" Davis, Chairman

ATTEST:

On motion of Commissioner Pierce, which was seconded by Commissioner Baker and duly carried by unanimous vote, bylaws for Warren County Planning Board were adopted.

Updates included: revised oath for membership, expanded conflict of interest statement and oversight of county facilities review:



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

BYLAWS
WARREN COUNTY PLANNING BOARD

ARTICLE I
NAME AND ORGANIZATION

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

ARTICLE II
PURPOSE AND DUTIES OF THE PLANNING BOARD

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

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

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

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

ARTICLE III
MEMBERSHIP

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

- A. Five members shall be appointed for three (3) year terms.
- B. Two members shall be appointed for two (2) year terms.

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

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

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

ARTICLE IV
ATTENDANCE

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

- A. Unexcused absences from three (3) consecutive meetings.
- B. Absence from five (5) meetings during a calendar year, whether such absences are excused or unexcused.
- C. Upon receipt of a letter of resignation from the member to the Warren County Board of Commissioners.
- D. Behavior found to be disruptive, threatening, or unethical and causing harm to the integrity of Warren County and its elected representatives, members of the Planning Board, or the citizens of Warren County.

ARTICLE V OFFICERS AND THEIR DUTIES

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

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

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

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

ARTICLE VI VOTING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE VII **MEETINGS**

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

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

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

ARTICLE VIII **CONDUCT OF MEETING**

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

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

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

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

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

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

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

ARTICLE IX **AMENDMENTS**

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

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

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

ARTICLE XI **EFFECTIVE DATE**

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

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

On motion of Commissioner Pierce, which was seconded by Commissioner Baker and duly carried by unanimous vote, Electronic Meetings Policy of Warren County Boards, Commissions, Committees and other Public Bodies (Inclusive of the Warren County Board of Commissioners) to be used only during National, N.C. or Local active State of Emergency; was adopted, effective immediately with Chairman Davis authorized to sign same.

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

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

1. Meetings to Which This Policy Applies

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

2. Conditions Necessary for Electronic Meetings

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

3. Definition of an Electronic Meeting

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

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

4. Notice of Electronic Meeting

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

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

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

The notice shall be provided in the manner required by Article 33C of Chapter 143 of the North Carolina General Statutes. If the Electronic Meeting is being used for any part of a regular meeting that is on the meeting schedule adopted by the Board, then the information required above shall be

provided in a separate notice to be provided in accordance with Article 33C of Chapter 143 of the North Carolina General Statutes. Any notice provided may also be posted on the County of Warren's bulletin board, website and social media accounts, if possible.

5. Quorum

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

6. Process of Opening Meeting

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

7. Voting and Discussion

Board members present for the meeting through electronic means are eligible to vote for all items considered by the Board during the meeting. Also, a Board member voting must indicate verbally with a "yes," "no," "yea," "nay," such that the Clerk to the Board, Secretary, or Recording Officer, or his or her designee may record the vote. Prior to taking a vote on any issue, the Chairman, or other presiding officer shall inquire of the Board members participating electronically if he or she has been able to adequately monitor the discussion, including comments from the public, if any, and shall allow those Board members to make any comments he or she desires, if they chose to not avail himself or herself of the opportunity to discuss the matter before the vote. However, it is the responsibility of the Board member to gain the attention of the Chairman or the presiding officer in order to be recognized for discussion. A Board member attending through electronic means that withdraws from the meeting without being excused from further attendance shall not be considered an affirmative vote on items before the Board. If a Board member attending through electronic means becomes disconnected from the meeting, the Board member will not be counted as an affirmative or negative vote.

8. Minute

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

9. Procedure and Law

All meetings conducted under this policy shall comply with the procedures and requirements set in North Carolina General Statute § 166A-19.24

On motion of Commissioner Pierce, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Planning Grant Application, with a twenty-five (25%) County match for US Department of Agriculture (USDA) Local Food Promotion Program was approved:

Grant Amount: \$45,000
County Match: \$15,000 (cash or in-kind)

County Manager Vincent Jones presented the FY 2020-21 proposed budget. By Board consensus, May 12, 2020, 9:00 am budget work session was rescheduled to 4:00 pm.

UPDATES FROM BOARD OF COMMISSIONERS

Victor Hunt – Ephraim Place Housing Development Project in Soul City, a 13-year CDBG Community project, has taken a while to get started, but now there are 13 houses up and other sites prepared for construction. Investments are paying off.

Tare Davis – Warren County has always had a conservative budget, proposed tax increase is related to worthy projects: increases to school funds, salary study and broadband project. Great work! Check your insurance, we are entering hurricane season. We celebrate: Teachers appreciation Week, Clerk's Appreciation Week and First

Responders and Health Care workers along with other employees responding to COVID-19.

Clerk to the Board Angelena Kearney-Dunlap was asked to give an update on 2020 CENSUS responses.

With no further business to discuss and on motion of Commissioner Pierce which was seconded by Commissioner Baker, the May 4, 2020 meeting was adjourned at 8:10 pm.

7



Angelena Kearney-Dunlap, Clerk

MINUTES FROM THE SPECIAL MEETING / BUDGET WORK SESSION HELD BY THE BOARD OF COUNTY COMMISSIONERS FOR THE COUNTY OF WARREN IN THE WARREN COUNTY ARMORY CIVIC CENTER, MEETING ROOM ON TUESDAY, MAY 12, 2020 AT 4:00 PM.

The meeting was called to order by Chairman Tare Davis. Other commissioners present: Victor Hunt and Jennifer Pierce. Commissioners attending by telephone: Bertadean Baker & Walter Powell. Others in attendance: County Manager Vincent Jones, Finance Director Katherine Brafford and County Attorney Hassan Kingsberry.

Chairman Tare Davis called the Special Meeting/Budget Work Session to order.



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

NOTICE

**Warren County Board of Commissioners
 Special Meeting**

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

Vincent Jones
 County Manager

Angelena Kearney-Dunlap
 Clerk to the Board

Notice is hereby given that the Warren County Board of Commissioners will hold a Special Meeting on Tuesday, May 12, 2020 during the 4 pm Budget Work Session in the Warren County Armory Civic Center Meeting Room, 501 US Highway 158 Business, East, Warrenton, NC 27589. The purpose of this Special Meeting is to consider:

- Resolution Rescinding Warren County’s 9:00 PM – 6:00 AM curfew;
- Acceptance of Coronavirus Relief Funds; and
- FY21 Budget Overview and Discussion.

Due to COVID-19 restrictions, the public is not able to attend this meeting in person. Therefore, the meeting will be live streamed on Facebook Live as well as YouTube. Interested persons are encouraged to view video of this meeting in real time via:

Facebook: <https://www.facebook.com/WarrenCountyNCOfficial/>
 YouTube: <https://youtu.be/upk2HuMBjMA>.

Footage will be made available after the live stream ends.

**Tare “T” Davis, Chairman
 Warren County Board of Commissioners**

On motion of Commissioner Hunt, which was seconded by Commissioner Pierce and duly carried by unanimous vote, Addendum to Emergency Declaration to Rescind Warren County’s 9pm to 6am Curfew was adopted.



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

Tare Davis, Chairman
Victor Hunt, Vice Chairman
Bertadean Baker
Jennifer Pierce
Walter Powell
Vincent Jones
County Manager
Angelena Kearney-Dunlap
Clerk to the Board

County of Warren
State of North Carolina

RESOLUTION
RESCINDING 9PM - 6AM
WARREN COUNTY CURFEW

WHEREAS, Warren County, NC Declared a Local State of Emergency during an emergency meeting of March 15, 2020, and

WHEREAS, Warren County Declaration of a Local State of Emergency Addendum to Endorse Stay-At-Home Order and to Enact a Public Safety Curfew (Daily 9pm - 6am) Beginning April 9, 2020 in an effort to Mitigate Threat and Spread of Coronavirus Disease 2019 (COVID-19) Pandemic Within Warren County, North Carolina was adopted April 6, 2020, and

WHEREAS, the Board of County Commissioners has undertaken measures to ensure the safety of the maximum number of people possible; and

WHEREAS, BY Executive Order #138, Easing Restrictions on Travel, Business Operations, and Mass Gatherings: Phase I, of opening the state of North Carolina was implemented on Friday, May 8, 2020; and

WHEREAS, it is appropriate that said resolution be rescinded.

NOW THEREFORE BE IT RESOLVED that Warren County Board of Commissioners "Declaration of a Local State of Emergency Addendum to Endorse Stay-At-Home Order and to Enact a Public Safety Curfew (Daily 9pm - 6am) Beginning April 9, 2020 in an effort to Mitigate Threat and Spread of Coronavirus Disease 2019 (COVID-19) Pandemic Within Warren County, North Carolina" is rescinded effective this the 12th day of May, 2020.

BE IT FURTHER RESOLVED that Warren County residents are continually reminded to practice social distancing, cover nose and mouth in public areas and wash hands often and thoroughly to promote health safety until COVID-19 Pandemic is resolved.



Attest:

Handwritten signature of Angelena Kearney-Dunlap
Angelena Kearney-Dunlap, Clerk
5/12/2020

Warren County Board of Commissioners

Handwritten signature of Tare Davis
Tare "T" Davis, Chairman

Acceptance of Coronavirus Relief Funds

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.

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 Year Census Bureau estimates (leaving out Guildford, Mecklenburg and Wake as they received funds directly from U.S. Treasury). Warren County is scheduled to receive \$571,030 to be used by December 30, 2020.

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, it was authorized to accept of Coronavirus Relief Funds.

On motion of Commissioner Pierce, which was seconded by Commissioner Baker and duly carried by unanimous vote, Budget Amendment #15 to the FY 2020 Warren County Budget Ordinance was adopted:

**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE
2019/2020
Amendment No. 15**

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:

Emergency Medical Services		45,551
Total	\$	45,551

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

Increase/(Decrease) Revenues:

Restricted Intergovernmental - Other		45,551
Total	\$	45,551

This amendment:

- Increases appropriations in the Emergency Medical Services (EMS) budget and revenues in the Restricted Intergovernmental - Other category by \$45,551 as a result of the receipt of a US HHS Stimulus Payment from the CARES Act Provider Relief Fund. These funds are to be used for expenses pertaining to COVID-19.

Funding Source: US HHS Stimulus Payment

Respectfully Submitted 5/12/2020

Katherine C. Brafford

Katherine C. Brafford, Finance Director

FY2020-2021 Budget Overview and Discussion was held:

- A. Budget Discussion**
- B. Warren County Classification & Pay Study Presentation**
- C. Broadband RFP Update**

With no further business to discuss the May 12, 2020 Special Meeting/Budget Work Session was adjourned by Chairman Davis at 5:21 pm.

/s/ Paula Pulley
Paula Pulley, Deputy Clerk