



REVISED SUGGESTED AGENDA
FOR
REGULAR MONTHLY MEETING
in the
Armory Civic Center Meeting Room
501 US Hwy 158 Business, East
Warrenton, NC 27589

6:00 pm

Call Meeting to Order – Chairman or Designee
PRAYER & PLEDGE OF ALLEGIANCE

ITEM # 1 ADOPT SUGGESTED AGENDA

Conflict of Interest Disclosure Statement

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

- In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict.
- Does any Board member have any known conflict of interest or appearance of conflict with respect to any matter coming before this Board today?
- If so, please identify the conflict and refrain from any undue participation in the particular matter involved.

ITEM # 2 CITIZEN COMMENTS Time set aside to allow individuals to address the Board of Commissioners on issues of concern pertaining to Warren County.

Citizen Comments

- Time set aside to read aloud individual citizen comments submitted via email.
- Please submit your comments to WCGOV@warrencountync.gov by Monday, April 6th at 6 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.

Warren County Board of Commissioners

ITEM # 3 CONSENT AGENDA

- A. Approve minutes of March 9, 2020 regular monthly meeting and March 15, 2020 Emergency Joint meeting, (a copy has been provided to the Board in a separate e-mail).
- B. Tax Collector's Report for February 2020 presented for Board's information in accordance with NCGS 105-350 (John Preston, Tax Administrator.)
- C. Tax Release Requests (over & under \$100) in accordance with NCGS 105-381 "Taxpayer's Remedies" are presented for information only (J. Preston, Tax Admin.)
- D. Resolution - National Library Week April 19-25, 2020 – Cheryl Reddish, Librarian
- E. Resolution Supporting the Acquisition and Development of the Rail Corridors Referred to as the S-Line and SA-Ling for the Benefits of Improved Passenger Rail, Improved Freight Movement, Improved Commuting Options and Economic Development
- F. Board of Elections Report of 2020 Primary Election – Debbie Formyduval, Elections Director <https://www.warrencountync.com/AgendaCenter/ViewFile/Agenda/03032020-612>
- G. Resolution Supporting the Goals and Ideals of National Public Safety Telecommunications Week April 12-18, 2020

ITEM # 4 COUNTY MANAGER UPDATES by: Vincent Jones

- A. Emergency Services Update COVID-19 by Dr. Brake & D. Paschall, EM Director
- B. Approval of Health Insurance Plan Design and Open Enrollment FY 2020-2021
- C. Warren County Government Day May 2, 2020

ITEM # 5 AMENDMENT # 13 TO THE FY 2019-20 WARREN COUNTY BUDGET

Ordinance: General Fund Budget Amendment to appropriate funds for Termite Treatment and Asbestos Removal at the Health Dept; grant funds awarded by the Petco Foundation to Animal Control for Animal Sheltering & Adoptions; and additional funds received by DSS for the LIHEAP (Low Income Housing Energy Assistance Program) - Katherine Brafford, Finance Officer

ITEM # 6 PINNACLE SHORES CONVEYANCE DEED – Macon Robertson, Interim Director - Public Utilities

ITEM # 7 BOARD OF COMMISSIONERS' MEETING ADJUSTMENTS:

- A. Remote Participation Policy for Meetings of the Warren County Board of Commissioners. Upon adoption, authorize Chairman Davis to sign policy – Hassan Kingsberry, County Attorney
- B. Cancel April 15, 2020 Commissioners Work Session

ITEM # 8 AMENDMENT TO 3-15-20 STATE OF EMERGENCY ESTABLISHING A CURFEW EFFECTIVE APRIL 8, 2020 AT 9:00 PM, Authorize chairman to sign same

ITEM # 9 UPDATES FROM BOARD OF COMMISSIONERS

ITEM # 10 ADJOURN APRIL 6, 2020 BOARD MEETING

ITEM # 2

Citizen Comments

Please sign up to speak.

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

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

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

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

Order and decorum will be maintained.

This is not a question and answer session.

Your comments are being recorded.

Warren County Board of Commissioners

ITEM # 3-A
CONSENT AGENDA

Approve minutes of:

March 9, 2020
regular monthly meeting
and
March 15, 2020
Emergency Joint meeting.

A copy of the minutes have been provided to the Board in a separate e-mail.

ITEM # 3-B
CONSENT AGENDA

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

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

2019-2020

Current Year Collections

Tax Year	Charge	Collected in February	Collected to Date	Balance Outstanding	Percentage Collected
Feb 2020 FY20	\$18,349,853	\$261,725	\$17,127,667	\$1,222,185	93.34
Feb 2019 FY19	\$18,011,521	\$502,581	\$17,107,868	\$903,653	94.98

Delinquent Collections

2018	\$527,373	\$20,106	\$217,378	\$309,994	41.22
2017	236,270	5,020	36,565	\$199,704	15.48
2016	155,195	2,792	16,803	\$138,391	10.83
2015	115,796	2,870	10,727	\$105,068	9.26
2014	95,427	2,468	8,828	\$86,598	9.25
2013	118,118	353	5,909	\$112,207	5.00
2012	92,609	731	5,982	\$86,626	6.46
2011	71,800	100	4,937	\$66,863	6.88
2010	62,677	189	1,066	\$61,609	1.70
2009	50,449	-	800	\$49,649	1.59
Total Delinquent Years	\$1,525,714	\$34,629	\$308,995	\$1,216,709	

Other February Receipts

County Penalties	\$ 14,058	\$ 77,872
Landfill User Fees	\$ 54,520	\$ 1,369,646
Municipalities	\$ 15,708	\$ 634,464
Fire District Taxes	\$ 20,654	\$ 892,311
Advance Taxes	\$ 4,796	\$ 47,837

FEBRUARY GRAND TOTAL

\$908,671	\$37,566,660
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John Preston, Tax Administrator

3/16/2020

John Preston, Interim Tax Administrator

ITEM # 3-C-1
CONSENT AGENDA

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

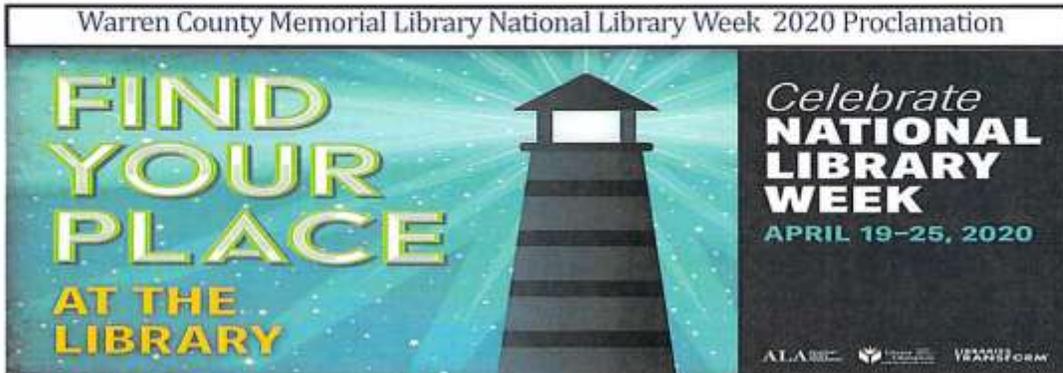
Over \$100	4/8/2020	CO MGR INITIALS: _____	Date: _____
<u>ERROR CORRECTION RELEASES:</u>			
A & W FARMS	2019 10849-303	M-25A	4957 \$188.76 PARCEL WAS RECOMBINED
AYSCUE NEIL	2017 41507-200	C10-1	32809 \$453.46 DOUBLE BILLED
AYSCUE NEIL	2018 41507-200	C10-1	28814 \$227.07 DOUBLE BILLED
AYSCUE NEIL	2018 41507-200	C10-1	32809 \$187.73 DOUBLE BILLED
AYSCUE NEIL	2019 41507-200	C10-1	27549 \$209.51 DOUBLE BILLED
LANDRISE LTD	2009 02267-109	K3C-43	14961 \$242.51 TAX SALE/COUNTY OWNED
LANDRISE LTD	2010 02267-110	K3C-43	14961 \$232.16 TAX SALE/COUNTY OWNED
LANDRISE LTD	2011 02267-111	K3C-43	14961 \$227.90 TAX SALE/COUNTY OWNED
LANDRISE LTD	2012 02267-112	K3C-43	14961 \$229.58 TAX SALE/COUNTY OWNED
LANDRISE LTD	2013 02267-435	K3C-43	14961 \$217.21 TAX SALE/COUNTY OWNED
LYNCH CHARLES EUGENE	2013 07068-200		48649 \$152.71 BANKRUPTCY/DISCHARGED
LYNCH CHARLES EUGENE	2014 07068-200		51273 \$596.11 BANKRUPTCY/DISCHARGED
LYNCH CHARLES EUGENE	2015 07068-200		54015 \$550.77 BANKRUPTCY/DISCHARGED
RIGGSBEE ROY L	2017 34595-301	D6-82	8290 \$2,509.74 OVER ASSESSED/CLERICAL ERROR
RIGGSBEE ROY L	2018 34595-301	D6-82	8290 \$2,438.50 OVER ASSESSED/CLERICAL ERROR
RIGGSBEE ROY L	2019 34595-301	D6-82	8290 \$2,213.80 OVER ASSESSED/CLERICAL ERROR
SCOTT MITCHELL ANNEX INC	2019 31252-300	B6-32 K5	22758 \$4,586.07 PROPERTY EXEMPT
TISDALE N B & OTHERS	2019 10670-303	E6B-203	8487 \$20,780.00 WRONG VALUE ON PROPERTY
WARREN COUNTY	2009 02267-109	B10-46E	11928 \$146.83 TAX SALE/COUNTY OWNED
WARREN COUNTY	2010 02267-110	B10-46E	11928 \$142.25 TAX SALE/COUNTY OWNED
WARREN COUNTY	2011 02267-111	B10-46E	11928 \$138.62 TAX SALE/COUNTY OWNED
WARREN COUNTY	2012 02267-112	B10-46E	11928 \$141.61 TAX SALE/COUNTY OWNED
WARREN COUNTY	2013 02267-113	B10-46E	11928 \$133.91 TAX SALE/COUNTY OWNED
WARREN COUNTY	2007 02267-107	B10-40-G1	15809 \$135.86 TAX SALE/COUNTY OWNED
WARREN COUNTY	2009 02267-109	B10-40-G1	15809 \$815.27 TAX SALE/COUNTY OWNED
WARREN COUNTY	2010 02267-110	B10-40-G1	15809 \$789.40 TAX SALE/COUNTY OWNED
WARREN COUNTY	2011 02267-110	B10-40-G1	15809 \$773.85 TAX SALE/COUNTY OWNED
WARREN COUNTY	2019 02267-438	C4-85B	137 \$194.86 TAX SALE/COUNTY OWNED
WARREN COUNTY	2014 02267-114	C7-55	10008 \$1,804.88 TAX SALE/COUNTY OWNED
WARREN COUNTY	2007 02267-107	D4D161	139 \$2,106.33 TAX SALE/COUNTY OWNED
WARREN COUNTY	2008 02267-108	D4D161	139 \$2,125.10 TAX SALE/COUNTY OWNED
WARREN COUNTY	2009 02267-109	D4D161	139 \$1,389.86 TAX SALE/COUNTY OWNED
WARREN COUNTY	2010 02267-110	D4D161	139 \$1,325.18 TAX SALE/COUNTY OWNED
WARREN COUNTY	2011 02267-111	D4D161	139 \$1,280.15 TAX SALE/COUNTY OWNED
WARREN COUNTY	2012 02267-112	D4D161	139 \$1,253.52 TAX SALE/COUNTY OWNED
WARREN COUNTY	2013 02267-113	D4D161	139 \$1,185.70 TAX SALE/COUNTY OWNED
WARREN COUNTY	2014 02267-114	D4D161	139 \$1,117.92 TAX SALE/COUNTY OWNED
WARREN COUNTY	2015 02267-115	D4D161	139 \$1,050.12 TAX SALE/COUNTY OWNED
WARREN COUNTY	2016 02267-116	D4D161	139 \$1,019.78 TAX SALE/COUNTY OWNED
WARREN COUNTY	2017 02267-117	D4D161	139 \$422.07 TAX SALE/COUNTY OWNED
WARREN COUNTY	2018 02267-118	D4D161	139 \$399.03 TAX SALE/COUNTY OWNED
WARREN COUNTY	2007 02267-107	I4B203	16445 \$183.10 TAX SALE/COUNTY OWNED
WARREN COUNTY	2008 02267-108	I4B203	16445 \$191.09 TAX SALE/COUNTY OWNED
WARREN COUNTY	2009 02267-109	I4B203	16445 \$304.00 TAX SALE/COUNTY OWNED
WARREN COUNTY	2010 02267-402	D6-28	11159 \$379.81 TAX SALE/COUNTY OWNED
WARREN COUNTY	2014 02267-442	E2-167	7867 \$2,253.77 TAX SALE/COUNTY OWNED
TOTAL ERROR CORRECTIONS:			\$69,545.08
<u>LANDFILL USER FEE RELEASES:</u>			
MASSENBURG CARRIE	2018 11225-300	D8-31E	11934 \$132.00 NO DWELLING ON PROP
MASSENBURG CARRIE	2017 11225-300	D8-31E	11934 \$150.00 NO DWELLING ON PROP
MASSENBURG CARRIE	2018 11225-300	D8-31E	11934 \$150.00 NO DWELLING ON PROP
MASSENBURG CARRIE	2019 11225-300	D8-31E	11934 \$150.00 NO DWELLING ON PROP
PFITNZER JENNIFER	2019 29873-300	L2C 11	8945 \$150.00 NOT HABITABLE
TOTAL LFUF RELEASES:			\$732.00
Total Releases			\$60,277.08

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

ITEM # 3-D

CONSENT AGENDA

**Resolution - National Library Week April 19-25, 2020,
Authorize Chairman Davis to sign same.**



WHEREAS, today’s libraries are less about what they have on the shelves and more about what they can do with and for their communities;

WHEREAS, libraries have long served as trusted and treasured institutions where people of all ages, interests and backgrounds can come together and learn alongside one another;

WHEREAS, libraries of all types are at the heart of their cities, towns, schools and campuses;

WHEREAS, libraries offer members of the community a welcoming space and opportunities to explore new passions through technology, programs and services;

WHEREAS, libraries and librarians help patrons find tools to help improve the quality of their life;

WHEREAS, libraries, which promote the free exchange of information and ideas for all, are cornerstones of democracy;

WHEREAS, libraries strive to develop and maintain programs and collections that are as diverse as the populations they serve;

WHEREAS, libraries and librarians work to create an equitable society by providing free access to accurate information to all people;

WHEREAS, libraries are a resource for all members of the community regardless of race, ethnicity, creed, ability, gender, or socio-economic status, by offering services and educational programming that transform lives and strengthen communities;

WHEREAS, libraries, librarians, library workers and supporters across America are celebrating National Library Week.

NOW, THEREFORE, be it resolved that the Warren County Board of Commissioners proclaim National Library Week, April 19-25, 2020. I encourage all residents to visit the library, a place where we can all belong and discover who we are. Because of you, Libraries Transform.

SIGNED: _____
Tare “T” Davis, Chairman

ATTEST: _____
Angelena Kearney-Dunlap, Clerk

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ITEM # 3-E

CONSENT AGENDA

Consider resolution discussed during March 9, 2020 regular board meeting and upon approval, authorize Chairman Davis to sign same.



WARREN COUNTY BOARD OF COMMISSIONERS

602 WEST RIDGEWAY STREET
POST OFFICE BOX 619
WARRENTON, NORTH CAROLINA 27589

County of Warren

State of 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

RESOLUTION SUPPORTING THE ACQUISITION AND DEVELOPMENT OF THE RAIL CORRIDORS REFERRED TO AS THE S-LINE AND SA-LINE FOR THE BENEFITS OF IMPROVED PASSENGER RAIL, IMPROVED FREIGHT MOVEMENT, IMPROVED COMMUTING OPTIONS AND ECONOMIC DEVELOPMENT

WHEREAS, the North Carolina Department of Transportation (NCDOT) has a long tradition of progressing successful passenger and freight rail projects and supporting the development of rail infrastructure; and

WHEREAS, NCDOT has worked with state, regional, and federal partners to develop plans for the federally-designated Southeast Corridor, a passenger and freight rail network extending from Washington, D.C. through North Carolina to Jacksonville, Fla.; and

WHEREAS, a Record of Decision to develop the Raleigh to Richmond portion of the Southeast Corridor was approved by the Federal Rail Administration (FRA) on March 2017, in accordance with the National Environmental Policy Act; and

WHEREAS, the development of the S-Line and SA-Line corridors support and promote economic development in communities along the corridor, including those in rural areas; and

WHEREAS, Warren County strongly encourages NC DOT to place the first North Carolina S-Line stop in Warren County, North Carolina; and

WHEREAS, Warren County requests that NC DOT partners with Warren County to ensure that there are direct economic development opportunities within Warren County due to the S-Line and SA-Line pathway directly through our community and increased freight and commuter rail traffic; and

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

WHEREAS, the developed S-Line and SA-Line would provide greater access to jobs, health care, and education and provide new options for the movement of both goods and people, especially the residents of Warren County; and

WHEREAS, the developed S-Line and SA-Line would provide efficient and reliable commuting options for residents of Warren County, as well as visitors;

WHEREAS, NCDOT anticipates pursuing federal grants to assist with the purchase of portions of the S-Line and the SA-Line in North Carolina and to study transit-oriented communities and development along the corridor.

NOW, THEREFORE, BE IT RESOLVED by the Warren County Board of Commissioners: That the Board supports the acquisition and development of the S-Line and SA-Line to provide for the full economic potential to be realized in the corridor, especially as it pertains to Warren County; and,

BE IT FURTHER RESOLVED that Warren County encourages appropriation of state funding for the non-federal share of any grants to support the acquisition and development of the S-Line and SA-Line, especially as it pertains to positive impacts within Warren County.

ADOPTED TIS THE 6TH DAY OF APRIL 2020.

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

ATTEST:

ITEM # 3-F
CONSENT AGENDA

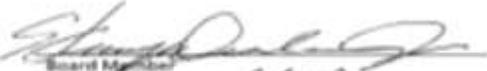
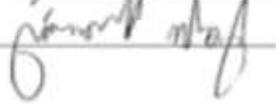
**Board of Elections report of Primary Election Results,
complete 78 paged report is available at:**

<https://www.warrencountync.com/AgendaCenter/ViewFile/Agenda/03032020-612>


2020 PRIMARY ELECTION
03/03/2020
ABSTRACT OF VOTES
FOR
WARREN COUNTY, NORTH CAROLINA

INSTRUCTIONS
The county board shall prepare abstracts of all the ballot items in triplicate originals. The county board shall retain one of the triplicate originals, and shall distribute one each to the clerk of superior court for the county and the State Board of Elections. The State Board of Elections shall forward the original abstract it receives to the Secretary of State (GS § 163A-11.73)

STATE OF NORTH CAROLINA
COUNTY OF WARREN
The County Board of Elections for said county, having opened, canvassed, and judicially determined the original returns of the election in the precincts in this county, held as above stated, do hereby certify that the attached is a true abstract thereof, and contains the number of legal ballots cast in each precinct for each office or referendum named, the name of each person or choice voted for, their party affiliation (where applicable), and the number of votes cast for each person or choice for the item named.
This is the 13th day of March, 2020.

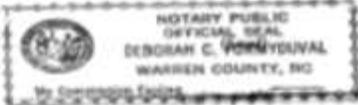
<p> Board Chair</p> <p> Board Secretary</p>	<p> Board Member</p> <p> Board Member</p> <p> Board Member</p>
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This day personally appeared before me, Esther Terry, Chairman of the County Board of Elections, who being duly sworn, says the abstract of votes herein contained is true and correct, according to the returns made to said Board.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal this the 13th day of March, 2020.

<p> Official Signature of Notary Public</p>	<p><u>Deborah C. Formyduval</u> Printed/Typed Name of Notary Public</p>
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My Commission Expires: 05-18-2024



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

ITEM # 3-G (1 of 2)
CONSENT AGENDA

**Resolution Supporting the Goals and Ideals of National Public Safety
Telecommunicators Week April 12-18, 2020**



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

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

Vincent Jones
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

County of Warren
State of North Carolina

**Resolution Supporting the Goals
And Ideals of National Public Safety
Telecommunicators Week
April 12-18, 2020**

Whereas the Association of Public-Safety Communications Officials (APCO) International and other organizations have declared the second week of April as National Public Safety Telecommunicators Week, and

Whereas there are over 6,000 public safety call centers, known as public safety answering points, in the United States; and

Whereas Warren County has a dedicated group that serve our local public safety call center; and

Whereas public safety communications professionals dedicate their lives to helping others;

Whereas public safety communications professionals work under challenging and stressful circumstances;

Whereas public safety communications professionals are an important part of the first responder community, providing critical support to the Nation's law enforcement, fire, and rescue personnel; and

ITEM # 3-G (2 of 2)

Resolution Supporting the Goals and Ideals of National Public Safety Telecommunicators Week April 12-18, 2020

Whereas public safety communications professionals are critical to helping preserve public safety and the general welfare:

Now, therefore, be it *Resolved by the Warren County Board of Commissioners*, That Warren County:

- (1) Supports the goals and ideals of National Public Safety Telecommunicators Week;
- (2) honors and recognizes the importance and contributions of the public safety communications professionals; and
- (3) encourages the people of warren County to remember the value of the work performed by public safety communications professionals.

Adopted this the 6th day of April 2020

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

ATTEST:

AGENDA ITEM # 4

**Update from
County Manager
Vincent Jones**

- A. Emergency Services Update COVID-19 by Dr. Brake & D. Paschall, EM Director**
- B. Approval of Health Insurance Plan Design and Open Enrollment FY 2020-2021**
- C. Warren County Government Day May 2, 2020**

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

Approval of Health Insurance Plan Design and Open Enrollment FY 2020-2021



WARREN COUNTY BOARD OF COMMISSIONERS

602 WEST RIDGEWAY STREET
POST OFFICE BOX 619
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Tare Davis, Chairman
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Walter Powell

Vincent Jones
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

TO: Warren County Board of Commissioners

From: Vincent Jones, County Manager

Date: April, 2020

Subject: Approval of Annual Plan Design and Open Enrollment

Background

Annually, Warren County offers employees a period of Open Enrollment, usually held in May. This open enrollment period is held before the upcoming budget for the next fiscal year is reviewed and approved by the Board of Commissioners.

Our current insurance carrier is Blue Cross Blue Shield of North Carolina (BCBSNC). Additionally, the County uses the services of Hill, Chesson and Woody, our insurance consultant. Their services provided includes negotiating annual renewal rates with BCBSNC. They also can solicit quotes from other insurance carriers in the market to insure the County is experiencing competitive insurance rates. For FY 21, BCBSNC predicted a 17% increase in rates for Warren County. However, through negotiations with Hill, Chesson and Woody on our behalf, the initial projected increase is now projected at 5.8% for FY 21 for medical insurance and 5% for dental coverage.

Our current expected costs for medical and dental insurance is approximately \$2.5 million, annually. The annual impact of these renewal rates amounts to approximately, \$141,253 for medical and dental insurance, with ultimate impact based on the number of employees selecting coverage.

AGENDA ITEM # 4-B (pg 2 of 2)

Approval of Health Insurance Plan Design and Open Enrollment FY 2020-2021

Recommendation

I am recommending that Warren County remain with our current insurance carrier, BCBSNC and maintain the same Plan Design for FY 21. Approval will allow us to move forward with Open Enrollment in May and to continue budget development for FY 21. We will come back to you separately for approval of our agreement with Hill, Chesson and Woody as the County's insurance consultant.

**C: Kathy Brafford, Finance Director
Kia Settles, Interim Human Resources Director**

AGENDA ITEM # 5 (pg 1 of 2)

Finance Officer, Katherine Brafford

MEMORANDUM

TO: Warren County Board of Commissioners

THROUGH: Vincent E. Jones, County Manager

FROM: Kathy Brafford, Finance Director

DATE: April 1, 2020

RE: Recommendation for Approval of Budget Ordinance Amendment #13 to the General Fund

Background

Three items are addressed in Budget Amendment #13 to the FY 2020 Budget Ordinance. These are as follows:

- 1) We are asking for an increase in appropriations to the Animal Control Budget in the amount of \$3,000 to budget the expenditures associated with the grant funds awarded to the department by the Petco Foundation.
- 2) We are asking for an increase in appropriations to the Health Dept budget to cover the cost of termite treatment and asbestos removal in the Health Dept building. The total cost of these processes is \$22,600. The Health Dept has indicated they have \$8,655 of funds to contribute towards this expense. The remainder, \$13,945, is being appropriated from Fund Balance – GF.
- 3) We are asking for an increase in appropriations to the DSS budget of \$7,942. This is the result of additional funding received for the Low Income Housing Energy Assistance Program (LIHEAP).

Recommendation

I am recommending that the Board approve Budget Amendment #13 to the FY 2020 Budget Ordinance.

AGENDA ITEM # 5 (pg 2 of 2)

Finance Office

**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE
2019/2020
Amendment No. 13**

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:

Animal Control	3,000
Health Department	13,945
DSS	7,942
Total	\$ 24,887

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 - DSS 1571	7,942
Restricted Intergovernmental - Other	3,000
Appropriated Fund Balance	13,945
Total	\$ 24,887

This amendment:

- Increases appropriations in the Animal Control budget by \$3,000 to budget the proceeds of a grant received from the Petco Foundation to be used towards the purposes outlined in the grant application submitted by the Animal Control staff.

Funding Source: The Petco Foundation

- Increases appropriations in the Health Dept by \$13,945 to cover the additional cost associated with termite treatment and asbestos removal in the Health Dept building. The Health Dept has \$8,655 available to spend towards this process. This appropriation will provide the additional funding needed to complete the process.

Funding Source: Appropriated Fund Balance - GF

- Increases appropriations in the DSS budget by \$7,942 for additional funding received for the Low Income Housing Energy Assistance Program (LIHEAP).

Funding Source: NCCHHS - Division of Social Services

Respectfully Submitted 4/6/2020

Katherine C. Brafford

Katherine C. Brafford, Finance Director

AGENDA ITEM # 6 (1 of 7)

Pinnacle Shores Conveyance Deed

**Macon Robertson, Interim Director
Warren County Public Utilities**



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

Memorandum

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

Vincent Jones
County Manager

Angelena Kearney-Duniap
Clerk to the Board

Date: March 26, 2020

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

From: Macon Robertson, Interim Director
Warren County Public Utilities

RE: Pinnacle Shores Conveyance Deed

Pinnacle Shores Subdivision is a newly developed area of northern Warren County located in Hawtree Township. This subdivision currently has 88 newly developed lots on beautiful Lake Gaston that are now available for new home construction.

In an attempt to provide quality living for the new home owners, the developer of Pinnacle Shores had foresight to develop the subdivision with public water.

A Public Water Supply in the State of North Carolina is required by general statute to be operated and maintained by a system operator certified and licensed by the State of North Carolina. In order to be compliant with the state, the developer is willing to convey the newly constructed water system to Warren County where it will become a Warren County asset as part of Warren County's Water and Sewer District II.

As outlined in the proposed conveyance deed, the water system and all associated revenues of The Pinnacle Shores water system, shall become Warren County's.

It is recommended by Public Utilities staff with the Warren County attorney's approval, that the Warren County Board of Commissioners acting as the governing body of Warren County Water and Sewer District II execute the presented Conveyance Deed.

AGENDA ITEM # 6 (2 of 7)

Pinnacle Shores Conveyance Deed

(Space Above for Recorder's Use)

Prepared By: _____
File: _____

NORTH CAROLINA
WARREN COUNTY

THIS EASEMENT AND CONTRACT, made and entered into this the _____ day of _____, _____, by and between Pinnacle Shores Subdivision , of Warren County, North Carolina, ("Developer"); and Warren County, ("Public Utilities");

WITNESSETH:

WHEREAS, The Developer is a subdivision by the name of Pinnacle Shores, located in Hawtree Township , Warren County, North Carolina, map of which is hereby attached and as more particularly described in **Exhibit A** hereto attached and made a part of this agreement (the "Subdivision"); and

WHEREAS, Warren County Public Utilities, upon application by Developer, has agreed to furnish water to the Subdivision subject to the conditions hereinafter set forth; and

WHEREAS, Developer is desirous of conveying to Warren County a permanent and exclusive water line easement on the property and street(s) located in the Subdivision and is desirous of reducing to writing an agreement between the parties hereto.

NOW, THEREFORE, for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration, the receipt of which is hereby acknowledged, Developer has given, granted and conveyed unto Warren County, its successors and assigns, perpetual right and exclusive easement to operate and maintain an underground water line for the conveyance of water and all equipment necessary for the purpose of inspecting, maintaining, and repairing said water lines, together with the perpetual right and easement of egress, ingress and

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Pinnacle Shores Conveyance Deed

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regress over and upon those road ways, certain tracts or parcels of land lying in Pinnacle Shores Subdivision and being in Warren County, State of North Carolina, and more particularly described as follows:

See Exhibit A attached hereto and incorporated herein by reference.

TO HAVE AND TO HOLD said right and exclusive water line easement to it, Warren County Public Utilities and its successors and assigns, in title, for the purpose of operating and maintaining water lines, meters, pipes, valves and hydrants and other related equipment along said street(s) at such locations as are most practical and convenient to Warren County Public Utilities with full and exclusive rights and authority to go upon said lands whenever the same is reasonably necessary for the purpose of installing water taps, inspecting, maintaining and repairing said pipelines and water system related equipment with full privilege to remove the same if the same becomes necessary, it being agreed that the right and easement hereby granted is appurtenant to and runs with the land now owned by Developer in perpetuity, for the benefit of Warren County. In addition to the granting of the easement as hereinabove set forth, the parties hereto mutually agree as follows:

(1) That Warren County Public Utilities shall furnish to Developer adequate water facilities for such consumers and customers as may be owners of the lots shown on the maps of the Subdivision attached hereto and made a part of this agreement, as well as any other potential consumers and customers of Warren County Public Utilities, on condition that said consumers and customers make application for membership and tapping onto the water system and paying to Warren County Public Utilities a necessary tapping fee under the approved methods of tapping and applying for water services and to pay at the approved rates as may be from time to time agreed upon the cost of such water furnished under the terms and conditions of the rules and regulations of Warren County Public Utilities

(2) It is agreed between the parties hereto that upon installation, testing and approvals of the new water lines, appurtenances and equipment as designed by John Kinnard (PE) with Brooks Engineering located in Ashville N.C., the newly installed water lines in the Pinnacle Shores Subdivision shall become a part of the overall water system of Warren County provided; however, the same shall be subject to the following conditions:

(a) That Developer shall pay the complete cost of the design, permitting, installation and construction of the water lines, hydrants and labor in the installation of the water system in the subdivision. The Developer shall install and construct the water lines, hydrants, and other related equipment, including the expense of all labor in the Subdivision in accordance with the plans and specifications approved by the engineer and Warren County Public Utilities.

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Pinnacle Shores Conveyance Deed

Easement and Contract
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(b) That the installation of said water lines, hydrants, and equipment must first receive full approval by the engineer and shall be in accordance with the approved plans and specifications of the facilities similar to those now presently existing in the Warren County's Water System.

(c) That Developer by the execution of this agreement and as a condition thereof does hereby convey all of its right, title, and interest in and to said extensions of the line or lines into the Subdivision along said street(s) as hereinabove named as shown on the map attached hereto and made a part hereof, which includes all the exclusive water easement rights above referred to, all rights to all taps made on the new line, exclusive rights to control and use of said line as the property of Warren County, with full rights of ingress and egress thereto as well as the right to install water lines and taps to any customers of Pinnacle Shores Subdivision served by this new line and that any rights to tapping fees or use of said water pipelines located on said street(s) hereinabove described and water easement rights shall be vested solely and exclusively by Warren County.

(d) That since the Developer is installing the new water line for improved Water Supply and firefighting purposes All customers shall establish a billing account with Warren County Public Utilities in order to pay a monthly water bill for consumption and to cover the cost of maintaining water quality that meets the same State standard of other water lines in the Warren County Water System. Warren County Public Utilities will retain the rights annually to review and adjust said fees to a reasonable level that covers cost of maintaining the subdivisions water lines covered in this agreement.

(e) It is agreed between the parties hereto that the installation of said pipelines, in addition to the approval of the engineer, shall require approval of the North Carolina State Board of Health and meet all requirements under the law.

(f) Warren County Public Utilities, upon receipt of the payment for the associated fees and other expenses thereof, shall grant permission to install said water pipelines in such areas agreed between the parties hereto. It is agreed that no other party shall be granted a water line easement without written consent of Warren County. Each owner of the buildable lots annotated on the Associates plat for Pinnacle Shores Subdivision shall connect to the newly installed water line where excisable as directed by County ordinance. All other lots not serviceable by the County water line have the option of connecting to an alternate water supply as approved by Warren County.

(g) It is understood and agreed between the parties hereto that none of the expenses incurred by Developer, including the payment in full of the installation of the water lines, and legal expenses incurred by Pinnacle Shores Subdivision, shall be refundable. It is also understood by the developer that they shall be responsible for the cost of wasted water used to maintain proper water quality in the subdivision until the time the subdivision has developed to the extent that excessive system flushing is not required for water quality.

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Pinnacle Shores Conveyance Deed

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Flushing amounts shall be determined by Warren County's standard formula of flushing calculation of (estimated) gpm X minutes of flow = total amount flushed. Current system cost / 1000 gallon will determine payment amount.

(h) It is understood and agreed between the parties hereto that if the street(s) in the subdivision are not designed for acceptance by the North Carolina Department of Transportation, Warren County shall not be responsible for future relocation of mains due to roadway/ditch relocation. Such cost shall be borne by Developer and/or its heirs, successors or assigns.

(i) Developer hereby grants to Warren County a twelve (12) month warranty to cover any defects developing from faulty materials or workmanship. The warranty shall cover damage caused to public and/or private property and shall begin at the date of acceptance by Warren County, and to that end Developer does hereby agree to save harmless Warren County from any claim, loss or damage, including reasonable attorney fees, by reason of any damage caused as herein provided.

(j) It is understood that the conveyance of water by Warren County into the Subdivision or property above mentioned, prior to the total acceptance of the water mains, does not constitute an acceptance by Warren County, nor does it relieve Developer from completing its acceptance requirements.

(3) For and in consideration of Warren County agreeing to furnish water to Developer in the Subdivision, Developer does agree to hold harmless Warren County or any of its officers or employees from any and all liens, claims, judgments, and any and all expenses including reasonable attorney's fees as a result of the installation of the water pipes, hydrants, valves and other like equipment in said subdivision, as per the agreement of easement and contract executed the day and year first above written.

(4) In the event the Developer by and through their Contractors shall pave over any waterlines installed in the above described street(s) of the Subdivision, so as to require Warren County to have to remove the pavement in order to service customers in the Subdivision, Developer agrees to bare any cost that it may incur in having to replace the pavement, which was removed for any reason by Warren County or in order to place a tap at any one lot located in the Subdivision.

(5) Developer, their heirs, successors and assigns reserves the right to use the land in and over the easement area described in **Exhibit A** (the "Easement Area") for purposes not inconsistent with the easement rights granted herein, except Developer, their heirs, successors and assigns, agrees that no buildings or permanent structures, wells, septic tanks, fences, trees, vegetation or any other obstruction (a "Prohibited Structure") which might interfere with the construction, maintenance, or operation of the Warren county water distribution facilities shall be placed within the Easement Area without the express written permission of Warren County. In the event that Developer, their heirs, successors and assigns places any Prohibited Structure within the Easement Area, then Warren County may notify Developer, its heirs, successors and assigns of the presence of the Prohibited Structure,

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and Developer agrees for himself, his heirs, successors and assigns that it shall remove the Prohibited Structure within thirty (30) days of receipt of written notice from Warren County to do so. In the event that the Prohibited Structure causes any damage to the water pipes, hydrants, valves and other water distribution facilities of Warren County located in the Easement Area, then Developer agrees for himself, his heirs, successors and assigns to reimburse and pay to Warren County the full cost of any repair required, and failure to pay said obligation shall entitle Warren County to institute suit immediately to recover the amount involved for which Developer, his heirs, successors and assigns shall be liable. In the event Developer fails to remove the Prohibited Structure within thirty (30) days of receipt of written notice from Warren County to do so, Warren County shall have the right to remove any Prohibited Structure located in the Easement Area which it determines, in its sole and absolute discretion, interferes with the construction, maintenance, or operation of its water distribution facilities or its use and enjoyment of the Easement Area. Developer agrees for himself, his heirs, successors, and assigns to reimburse and pay to Warren County the full cost of any removal of Prohibited Structures from the Easement Area, and failure to pay said obligation shall entitle Warren County to institute suit immediately to recover the amount involved for which Developer, his heirs, successors and assigns shall be liable. Warren County shall not be liable to Developer, his heirs, successors and assigns for the removal of any Prohibited Structure located within the Easement Area, and it shall have no obligation to repair or replace any Prohibited Structure which it removes pursuant to this section.

IN WITNESS WHEREOF, the parties have caused this instrument to be duly executed, the day and year first above written.

By: _____

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Pinnacle Shores Conveyance Deed

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STATE OF NORTH CAROLINA

COUNTY OF WARREN

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: _____

Witness my hand and Notary Seal this the ____ day of _____, _____.

Notary Public

My Commission Expires:

STATE OF NORTH CAROLINA

COUNTY OF WARREN

I, _____, a Notary Public in and for the aforesaid County and State, do hereby certify that _____ personally appeared before me this day and acknowledged that he is Secretary of _____, a North Carolina corporation, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its President, sealed with its corporate seal and attested by himself as its Secretary.

Witness my hand and Notarial Seal, this the ____ day of _____, _____.

Notary Public

My Commission Expires:

AGENDA ITEM # 7-A (pg 1 of 2)

Remote Participation Policy for Meetings of the Warren County Board of Commissioners. Authorize Chairman Davis to sign policy.

Hassan Kingsberry, County Attorney

**REMOTE PARTICIPATION POLICY
FOR MEETINGS OF THE
WARREN COUNTY BOARD OF COMMISSIONERS**

Members of the Warren County Board of Commissioners (Board) may remotely participate in briefings and official meetings of the Board, subject to the following rules and procedures:

1. Remote participation may be used only in limited circumstances. A Commissioner desiring to participate in a meeting remotely must assert one or more of the following four reasons for being physically unable to attend the meeting:
 - i. Personal illness or disability;
 - ii. Employment purposes;
 - iii. Family or other emergency; or
 - iv. To participate in other scheduled County related meetings which make it logistically impossible to attend the Board meeting.
2. Remote participation may be allowed only during open sessions when a quorum of the Board is physically present at the meeting and the Commissioner participating remotely is not necessary to establish a quorum.
3. Remote participation shall not be allowed during the following:
 - a. Quasi-judicial hearings; and
 - b. Closed sessions.
4. A Commissioner desiring to participate in a meeting remotely must notify the Clerk to the Board of the need for remote participation and request approval by the Chairman of his/ her remote participation at least 24 hours prior to the start of the meeting, unless advance notice is impractical.
5. At the start of the official meeting and prior to participating in deliberations, the Chairman of the Board shall announce that a Commissioner is participating remotely. Such Commissioner shall identify himself or herself and state the reason that he/she is participating remotely.
6. A Commissioner participating remotely shall be allowed to participate in all open session Board briefing discussions and open session official Board meeting discussions with the exception of quasi-judicial hearings. A Commissioner participating remotely shall be able to vote on matters allowed under the policy.
7. A Commissioner participating remotely shall be provided with all documents to be considered during the briefing session and the official meeting.

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

Remote Participation in Board Meetings Policy

8. A Commissioner participating remotely shall participate via simultaneous and/or electronic communication and must be fully heard and if possible, seen by other members of the Board and any other individuals in attendance at the official meeting. Use of telephone, internet, or satellite enabled audio or video conferencing, or any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another is necessary. If clear audio is not available, the Chairman may elect to disallow or discontinue the remote participation.

9. A Commissioner participating remotely shall provide a voice vote which can be heard and recorded if participating by telephone and shall provide a voice and hand vote if participating by video.

Adopted this 6th day of April, 2020.



ATTEST:

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

Angelena Kearney-Dunlap, Clerk

AGENDA ITEM # 7-B

Due to current COVID-19 circumstances and the Governor's Executive Order 121 effective March 30, 2020 at 5:00 PM, it is presented to cancel April 15, 2020 Board of Commissioners Work Session.

AGENDA ITEM # 8 (1 of 2)

**AMENDMENT TO MARCH 15, 2020 STATE OF EMERGENCY –
ESTABLISHING A CURFEW EFFECTIVE APRIL 8, 2020 AT 9:00
PM. Authorize Chairman Davis to sign same.**

**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 8, 2020 IN AN EFFORT TO
MITIGATE THREAT AND SPREAD OF CORONAVIRUS DISEASE 2019 (COVID -19)
PANDEMIC WITHIN WARREN COUNTY, NORTH CAROLINA**

WHEREAS, Warren County is experiencing public health impacts from the COVID-19 pandemic;

WHEREAS, on March 15, 2020, the Chairman and Warren County Board of Commissioners, authorized and empowered by the Warren County Code of Ordinances, and Chapter 166A of the North Carolina General Statutes, issued a public proclamation declaring the existence of a State of Emergency in Warren County, NC and within the corporate limits of the Towns of Macon and Norlina, thereby taking immediate actions to combat the spread of COVID-19 and to ensure residents and visitors remain safe and unharmed;

WHEREAS, as a result of the above described emergency, on Friday, March 27, 2020, State of North Carolina Executive Order No. 121, Stay-At-Home Order was issued, on March 13, 2020, a National State of Emergency was issued for the COVID-19 Pandemic, on March 10, 2020, North Carolina declared a State of Emergency to coordinate the State's response and protective actions to address the Coronavirus Disease 2019 (COVID-19), and on March 14, 2020, the State of North Carolina Executive Order No. 117, Prohibiting mass gatherings and directing the statewide closure of K-12 Public Schools to limit the spread of COVID-19; and impacts of COVID-19 could be inclusive of, but not limited to, increasing volumes of COVID-19 patients, additional demands on Emergency Services, through the continued need for Personal Protective Equipment (PPE) and decontamination solutions, workforce exposure to suspected patients and great demands placed on medical providers, Health Department, Law Enforcement, and Schools which could result in extended work hours for all County staff and impacted agencies having jurisdiction within the boundaries of Warren County. These overall impacts could be Countywide.

WHEREAS, the North Carolina Department of Health and Human Services (NCDHHS) has confirmed multiple instances of community spread of COVID-19 within the State and encourages steps to suppress the virus, such as social distancing which is deemed critical; and

WHEREAS, the Warren County Health Department has received notice of confirmed COVID-19 cases within Warren County, and local and State officials must use all preventative and mitigation measures to mitigate the spread of the life-threatening disease; and

WHEREAS, based upon guidance from the National Centers for Disease Control and Prevention (CDC) and the NCDHHS, additional actions must be taken immediately to ensure optimal mitigation of COVID-19 and inform residents of the urgent need for observing all appropriate mitigation techniques and social distancing to continue to remain safe and unharmed; and

AGENDA ITEM # 8 (2 of 2)

AMENDMENT TO MARCH 15, 2020 STATE OF EMERGENCY – ESTABLISHING A CURFEW EFFECTIVE APRIL 8, 2020 AT 9:00 PM

WHEREAS, the intent of this proclamation is to ensure the maximum number of people possible are kept well, while enabling essential services to continue, and to slow the spread of COVID-19 to the maximum extent possible;

WHEREAS, declaring a State of Emergency and imposing the restrictions and prohibitions ordered herein is necessary to maintain order and protect public health, safety, and welfare.

NOW, THEREFORE, pursuant to the authority vested in me as the Chairman of the Board of Commissioners of Warren County, North Carolina under Article 1A of Chapter 166A of the North Carolina General Statutes (NC GS 166A-19.3(19) and the Warren County State of Emergency Ordinance, hereby declare the need for the following additional preventative and mitigation measures:

1. Following a statewide declaration by the N.C. Governor and a countywide emergency declaration within Warren County, endorses Stay-At-Home directives and recommendations as suggested by the CDC, NCDHHS and neighboring communities; and

2. Declare a public safety curfew be imposed within Warren County daily from 9:00 pm until 6:00 am, beginning Wednesday, April 8, 2020 at 9:00 pm and extending through the effective dates of the Governor’s Stay at Home Order (Executive Order 121) and any extensions enacted for that order for all persons; and during such curfew, all persons except for those who are expressly exempt as essential businesses or operations as identified within the Governor’s Stay at Home Order (Executive Order 121), shall not be or travel upon any public street, alley or roadway or upon public property, unless in search of medical assistance, food or other commodity or service necessary to sustain the well-being of him/herself or his/her family.

NOW, THEREFORE, BE FURTHER RESOLVED, that the Proclamation of a State of Emergency issued on March 15, 2020 is hereby reaffirmed and amended, and will continue, as set forth herein, within the jurisdiction of Warren County and the Towns of Macon and Norlina. This addendum shall become effective beginning Tuesday, April 8, 2020 at 9:00 pm and will be regularly reviewed and evaluated and may be revised, amended, extended accordingly, based upon existing evidence and recommendations.

Adopted, this the 6th day of April, 2020.

ATTEST:

Tare Davis,
Chairman, Warren County Board of Commissioners

AGENDA ITEM # 9

**BOARD OF COUNTY
COMMISSIONERS**

Update to the Public

AGENDA ITEM # 10

ADJOURN

APRIL 6, 2020

BOARD MEETING