

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, JUNE 1, 2020 AT 6:00 PM.

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

Prayer and pledge to the US flag was followed by *Special Recognition of Warren County Emergency Services Personnel and Volunteer Fire Fighters.*

On motion of Commissioner Hunt, which was seconded by Commissioner Baker and duly carried by unanimous vote, June 1, 2020 Suggested Agenda was adopted.

Deputy Clerk to the Board read the 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.

Chairman Davis opened the FY 2020-2021 Budget Public Hearing, in accordance with NCGS 159-12 at 6:10 pm. Deputy Clerk to the Board Paula Pulley read the Notice of Public Hearing.

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

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

Tare Davis, Chairman
Warren County Board of Commissioners

Affidavit of Printer's Proof
NORTH CAROLINA
WARREN COUNTY

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

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

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

5120, 2020,
Leah M. Lewis
Office Manager

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

21 day of May, 2020
Russelle Sue Weldon
Notary Public

My commission expires: 1-16-25



Public Comments were as follows:

Betty Mazor sent in a comment by email stating that COVID-19 has affected the revenue of Warren County negatively, but it has also affected the citizens own budgets. Ms. Mazor stated that the burden of the County's loss of revenue should not be put on county residents that are already struggling. She suggested that programs be rescheduled, cancelled, or re-worked just as residents have had to recalculate their own budgets.

Chip King sent in a comment by email stating he is retired and living on a fixed income. He stated he moved to Lake Gaston because of the low tax rate. Mr. King does not understand why taxes are now so high with new million dollar and up mega homes being built on Lake Gaston.

Comments by Commissioners:Commissioner Pierce:

Asked that County Manager look into starting the salary increase for the Sheriff's Office earlier, rather than waiting until January as is proposed for all employees. Commissioner Pierce further stated that she feels we should go ahead and decide now that there will not be a holiday bonus for employees in FY21. She than asked that County Manager talk with Lake Gaston Weed Control to see if we could hold off on paying them in FY21.

Commissioner Davis:

Lake Gaston is an asset to the County and the money paid to Lake Gaston Weed Control is much needed to control noxious weeds and protect Lake Gaston.

Comments by County Manager Vincent Jones:

At the request of Commissioner Pierce, Jones stated he will work with the Sheriff to determine what other agencies are doing to attract and maintain officers. He stated that he has spoken with Lake Gaston Weed Control previously and further stated that there have been years when the money budgeted was not needed by Lake Gaston Weed Control and they informed the County 2018 is an example.

On motion of Commissioner Pierce, which was seconded by Commissioner Baker and duly carried, the Budget Public Hearing was adjourned at 6:40 pm.

Recognition of Warren County's extraordinary staff and the successes they have had in recent months as it relates to cardiac arrest outcomes.

In our profession, providers have both systemically, locally, and nationally improved the outcome of patients suffering from cardiac arrests. This is largely due to improved technology, tools, and training. Within the realm of EMS, when a patient regains a pulse after a cardiac arrest event, we refer to this instance as ROSC or return of spontaneous circulation. ROSC, while an acknowledgeable success, is not always definitive and can often still result in relapse and the ultimate and unfortunate demise of a patient. However, when a patient sustains a return of circulation and goes on to make a recovery, and is discharged from the hospital, we refer to such incidence as a "save". It is in these moments that providers should be recognized and celebrated.

On the morning of October 31st, 2019, Warren County EMS, Warrenton Rural Fire Department, and Warrenton Police Department were dispatched to an address in the downtown area of Warrenton. Upon the arrival of responders, it was determined that the patient was unconscious, not breathing, and no pulse. Responders provided advanced life support care to the patient, who later on was discharged from Maria Parham Hospital and made a full recovery. It is for actions of professionalism and clinical excellence that tonight we recognize the following personnel and present them with the WCEMS Life Saving Award: **Sergeant D'Arcey Wright; Paramedic Robert Hughes; Lieutenant Cameron Newhouse; and Captain Tyson Satterwhite.** As well as responders from Warrenton Rural Fire Department and Warrenton Police Department, both of which will be recognized at upcoming events.

On the morning of April 20th, 2020, Warren County EMS and Norlina Vol. Fire Department were dispatched. Upon arrival, responders found a patient with agonal respirations and no pulse. Responders initiated CPR and worked cohesively to provide advanced life support care to the patient, what was later discharged from Maria Parham Hospital and made a full recovery. It is for actions of professionalism and clinical excellence that tonight we recognize the following personnel and present them with the WCEMS Life Saving Award: **EMT Melissa Fitts, EMT Jonathan Carroll, Paramedic Travis Faulcon, Sergeant Aaron Elliott and from Norlina Vol. Fire Department: Dominique Trotman, Zachary Short and Joshua Terry.**

DEPARTMENT HEAD REPORT was received from Macon Robertson, Interim Director of Warren County Public Utilities:

Warren County Public Utilities

Departmental Report
June 1st 2020

Kerr Lake Regional Water System:

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

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

Wise Interchange Sewer Project:

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

Covid #19 Impact:

As you are aware, Warren County Public Utilities fell under an Executive Order issued by Governor Cooper where by public utilities were directed beginning in March 2020 not to charge account late fees for nonpayment on the accounts or to execute any disruption of service for nonpayment of their water & sewer bills. Beginning in March to current date of this report (May 20, 2020) we have followed the E.O. directions. Our latest billing cycle ended for the period above with Public Utilities carrying delinquent accounts for 244 water and sewer customers.

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

Credit Card Payments:

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

NCDOT Bridge Projects:

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

Water System Expansion and growth:

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

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

Operational Plans:

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

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

Pleasant Hill Pump Station:

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

Capital Improvement Plan: (CIP)

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

Rules for Citizen Comments for the June 1st Warren County Board of Commissioners Meeting.
 Time set aside to read aloud individual citizen comments submitted via email.
 Please submit your comments to WCGOV@warrencountync.gov by Monday, June 1st at 3:00 pm.
 Citizens are allowed to submit one comment per person. Comments are not to exceed 350 words. Any comments submitted after 3 pm on June 1st will not be read aloud by the Clerk to the Board of Commissioners.
 If you desire a response to your written comments from the County Manager and/or a particular Board member, indicate to whom your comments are addressed.
 Board of Commissioners' Meetings are recorded, therefore comments will be read into the record.
 Video of this meeting will be live streamed in real time via:
 Facebook Live @WarrenCountyNCOfficial and YouTube at <https://youtu.be/o00oGM-p-MY>
 footage will be made available after the live stream ends.

Comment by Ron Skow indicated he wanted to make his comments in public for the final time and requested Board members make a report on the February/March 2020 trip to Washington, DC to attend the National Association of Counties (NACo) legislative goals conference.

On motion of Commissioner Pierce, which was seconded by Commissioner Powell and duly carried by unanimous vote, May 4th Regular meeting & May 12th Special Meeting/Budget Work Session minutes were approved.

On motion of Commissioner Pierce, which was seconded by Commissioner Powell and duly carried by unanimous vote, Tax Collectors Report from John Preston, Tax Administrator for April 2020 was approved:

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

2019-2020

Current Year Collections

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

Delinquent Collections

2018	\$524,615	\$10,733	\$263,209	\$261,406	60.17
2017	233,774	3,908	51,485	\$182,288	22.02
2016	154,097	1,945	22,314	\$131,782	14.48
2015	114,678	1,235	14,285	\$100,392	12.46
2014	84,177	625	11,015	\$83,161	11.70
2013	116,773	600	7,607	\$109,164	6.52
2012	91,417	512	7,888	\$83,527	8.63
2011	70,241	525	6,345	\$63,895	9.03
2010	61,174	450	2,118	\$59,055	3.46
2009	48,945	521	1,465	\$47,479	2.99
Total Delinquent Years	\$1,509,891	\$21,054	\$387,731	\$1,122,149	

Other April Receipts
 County Penalties
 Landfill User Fees
 Municipalities
 Fire District Taxes
 Advance Taxes

\$ 10,329	\$ 116,978
\$ 26,430	\$ 1,482,613
\$ 3,385	\$ 667,513
\$ 8,798	\$ 931,265
\$ 8,661	\$ 62,704

APRIL GRAND TOTAL

\$283,672	\$36,730,021
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John Preston, Tax Administrator
 John Preston, Tax Administrator

5/14/2020

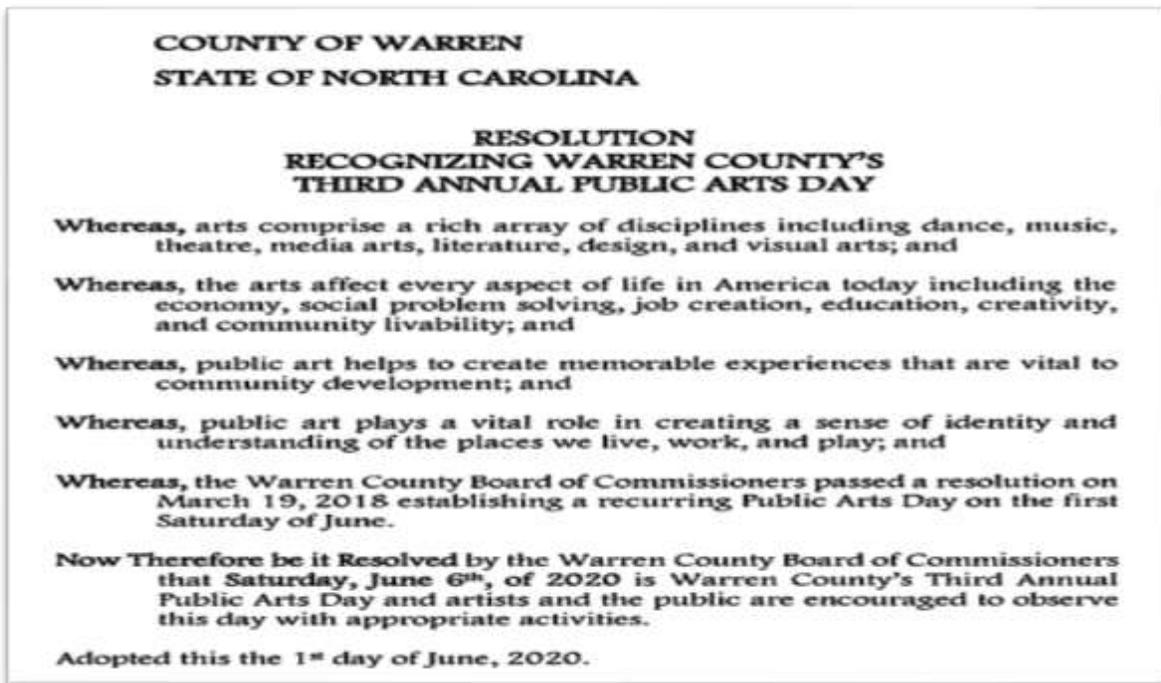
On motion of Commissioner Pierce, which was seconded by Commissioner Powell and duly carried by unanimous vote, Tax Release Requests Over \$100 were adopted as presented:

Over \$100	6/1/2020	CO MGR INITIALS: _____	Date: _____
<u>ERROR CORRECTION RELEASES:</u>			
CARROLL JONATHAN L	2016 40422-200	57238	\$202.73 BOAT REPOSSESSED
CARROLL JONATHAN L	2018 40422-200	27824	\$178.98 BOAT REPOSSESSED
CARROLL JONATHAN L	2019 40422-200	26996	\$152.83 BOAT REPOSSESSED
JEFFERSON BEN HEIRS OF	2007 21626-300 E5-134	6031	\$157.85 PARCEL NO LONGER EXISTS
JEFFERSON BEN HEIRS OF	2008 21626-300 E5-134	6031	\$184.71 PARCEL NO LONGER EXISTS
JEFFERSON BEN HEIRS OF	2009 21626-300 E5-134	6031	\$245.48 PARCEL NO LONGER EXISTS
JEFFERSON BEN HEIRS OF	2010 21626-300 E5-134	6031	\$234.08 PARCEL NO LONGER EXISTS
JEFFERSON BEN HEIRS OF	2011 21626-300 E5-134	6031	\$228.50 PARCEL NO LONGER EXISTS
JEFFERSON BEN HEIRS OF	2012 21626-300 E5-134	6031	\$234.14 PARCEL NO LONGER EXISTS
JEFFERSON BEN HEIRS OF	2013 21626-300 E5-134	6031	\$221.49 PARCEL NO LONGER EXISTS
JEFFERSON BEN HEIRS OF	2014 21626-300 E5-134	6031	\$208.90 PARCEL NO LONGER EXISTS
JEFFERSON BEN HEIRS OF	2015 21626-300 E5-134	6031	\$198.75 PARCEL NO LONGER EXISTS
JEFFERSON BEN HEIRS OF	2016 21626-300 E5-134	6031	\$198.24 PARCEL NO LONGER EXISTS
JEFFERSON BEN HEIRS OF	2017 21626-300 E5-134	6031	\$189.15 PARCEL NO LONGER EXISTS
JEFFERSON BEN HEIRS OF	2018 21626-300 E5-134	6031	\$161.71 PARCEL NO LONGER EXISTS
JEFFERSON BEN HEIRS OF	2019 21626-300 E5-134	6031	\$150.89 PARCEL NO LONGER EXISTS
TOTAL ERROR CORRECTIONS:			\$3,108.43

On motion of Commissioner Pierce, which was seconded by Commissioner Powell and duly carried by unanimous vote, County Manager Approved Tax Release Requests Under \$100 were presented for information only:

Under \$100	6/1/2020	CO MGR INITIALS: <u>VJ</u>	Date: <u>5/22/2020</u>
<u>ERROR CORRECTION RELEASES:</u>			
NAME	Year ACCT#	MAP #	RECORD # AMOUNT REASON
CARROLL JONATHAN L	2015 40422-200		54090 \$ 53.80 BOAT REPOSSESSED
DORTCH BARBARA	2019 25902-200		26511 \$ 35.52 DOUBLE BILLED
SUB-TOTAL ERROR CORRECTIONS:			\$89.12

On motion of Commissioner Pierce, which was seconded by Commissioner Powell and duly carried by unanimous vote, Resolution – Recognizing Warren County’s Third (3rd) Annual Public Arts Day was adopted:



COUNTY MANAGER’S UPDATE was given as follows:

- # COVID-19 Updates by Dennis Paschall, EM Director and Dr. Margaret Brake, Health Director: 66 cases, 2 in-hospital, 49 recovered, 2 deaths.
- # Approval of Short-Term Agreement for Freezer and Cooler Space for Food Storage Needed to Provide Pandemic Relief Through Loaves and Fishes
- # Approval of Contract with Advance One Development, LLC for Landfill Gas Remediation Project in an Amount Not-to-Exceed \$51,200 and Authorize County Manager to sign same.

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

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

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

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

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

Approval of Coronavirus Relief Fund Plan

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On motion of Commissioner Pierce, which was seconded by Commissioner Powell and duly carried by unanimous vote, County Manager was authorized to enter into a short-term agreement for use of freezer and cooler space for food storage needed to provide pandemic relief through Loaves and Fishes.

On motion of Commissioner Baker, which was seconded by Commissioner Pierce and duly carried by unanimous vote, County Manager was authorized to Contract with Advance One Development, LLC for Landfill Gas Remediation Project in an Amount Not-to-Exceed \$51,200.

On motion of Commissioner Pierce, which was seconded by Commissioner Baker and duly carried by unanimous vote, Coronavirus Relief Fund Plan was approved.

Recommendation

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

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

Warren County Finance Director Katherine Brafford presented the following items to the Warren County Board of Commissioners for consideration:

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| <ul style="list-style-type: none"> A. Amendment # 16 to the FY 2020 Warren County Budget Ordinance - General Fund: Increases HR \$5,000; Elections \$11,000; Area Mental Health \$1,500, DSS \$4,580 B. Amendment # 17 to the FY 2020 - Fund 69 - Water & Sewer District II: Process two transfers approved in 2019 for Wise I-85 Exit 233 for \$221,295 C. Recommendation of Approval of FY 2020 Audit Contract (2nd year of 3-year contract.) Gross fee: \$67,000 plus \$3,350 per single audit program and \$1,000 additional “all other non-attest services”. Authorize appropriate signatory. D. Recommendation for Approval of Reimbursement Resolution for Expenditures with Proceeds of Debt Financing. Authorize appropriate signatory. |
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- E. Recommendation for Approval of Installment Purchase Financing Contract with First Citizens Bank. Authorize appropriate signatory.

On motion of Commissioner Hunt, which was seconded by Commissioner Pierce and duly carried by unanimous vote, Amendment # 16 to the FY 2020 Warren County Budget Ordinance - General Fund: Increases HR \$5,000; Elections \$11,000; Area Mental Health \$1,500, DSS \$4,580 was adopted:

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

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

Increase/(Decrease) Appropriations:

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

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

Increase/(Decrease) Revenues:

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

This amendment:

- Increases appropriations in the Human Resources budget by \$5,000 to cover potential budget overruns, primarily due to the vacation payouts of two employees.

Increases appropriations in the Board of Elections budget by \$11,000 for the payment to Elections Systems & Software which was budgeted in FY 2019 but not invoiced and paid until FY 2020.

Funding Source: Appropriated Fund Balance
- Increases appropriations in the Area Mental Health budget by \$1,500 to cover the cost of the payments to Cardinal Innovations for the nickel a bottle taxes that are received by the County and passed through to Cardinal Innovations. Collections (and subsequent payments) are expected to be a little more than originally budgeted.

Funding Source: Collections from Warren County ABC Board
- Increases appropriations in the DSS budget by \$4,580 as a result of additional funding received for the LIHEAP/Low Income Energy program.

Funding Source: Federal Low Income Home Energy Assistance Funds

Respectfully Submitted 5/27/2020

Katherine C. Brafford

Katherine C. Brafford, Finance Director

On motion of Commissioner Pierce, which was seconded by Commissioner Baker and duly carried by unanimous vote, Amendment # 17 to the FY 2020 - Fund 69 - Water & Sewer District II: Process two transfers approved in 2019 for Wise I-85 Exit 233 for \$221,295 was adopted:

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

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

Increase/(Decrease) Appropriations:

Transfer to Other Funds - Fund 89	\$ 168,675
Transfer to Other Funds - Fund 89	52,620
Total	\$ 221,295

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

Increase/(Decrease) Revenues:

Fund Balance Appropriated	168,675
Fund Balance Appropriated	52,620
Total	\$ 221,295

This amendment:

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

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

Funding Source: District II Enterprise Fund fund balance

Respectfully Submitted 5/27/2020

Katherine C. Brafford

Katherine C. Brafford, Finance Director

On motion of Commissioner Pierce, which was seconded by Commissioner Baker and duly carried by unanimous vote, FY 2020 Audit Contract (2nd year of 3-year contract.) with a gross fee of \$67,000 plus \$3,350 per single audit program and \$1,000 additional “all other non-attest services” was approved with appropriate signatories authorized.

On motion of Commissioner Baker, which was seconded by Commissioner Powell and duly carried by unanimous vote, Reimbursement Resolution for Expenditures with Proceeds of Debt Financing was adopted with appropriate signatory authorized.

COUNTY OF WARREN
STATE OF NORTH CAROLINA

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

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

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

1. The Project is the purchase of new vehicles and elections equipment in FY 20 for the following departments at the following estimated costs:
Sheriff’s Office – 2 Dodge Chargers and 1 Ford Explorer - \$79,566
Detention Center – Chevrolet Transit Van & Parts - \$45,000
Parks & Recreation – 2020 Ford F250 Pickup Truck - \$26,175
Public Utilities – 2020 Ford F150 Pickup Truck - \$29,099
Economic Development Comm – 2016 Jeep Cherokee - \$18,000
Emergency Medical Services – 2014 Chevrolet Ambulance Remount-
\$100,000
Board of Elections – Voter Equipment & Software - \$356,730
2. The County intends to advance funds for initial Project costs, and then reimburse itself from financing proceeds. The expected type of financing for the Project is installment financing under Section 160A-20. The expected maximum amount of the obligation to be issued or contracted for the Project (including allowances for financing costs) is approximately \$654,570.
3. Funds for the early Project expenditures may come from the County’s General Fund.
4. The County intends for the adoption of this resolution to be a declaration of its official intent to reimburse itself from financing proceeds for the Project cost expenditures.

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

Dated this 1ST day of June, 2020.




Angelena Kearney-Dunlap, Clerk
Warren County Board of Commissioners

On motion of Commissioner Pierce, which was seconded by Commissioner Powell and duly carried by unanimous vote, Installment Purchase Financing Contract with First Citizens Bank was approved with appropriate signatory authorized.

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

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

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

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

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

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

This resolution is effective upon its adoption this 1st day of June, 2020. The motion to adopt this resolution was made by Commissioner Pierce, seconded by Commissioner Powell, and was passed by a vote of 5 to 0.

Tare Davis, Chairman
Warren County Board of Commissioners

On motion of Commissioner Hunt, which was seconded by Commissioner Baker and duly carried by unanimous vote, NC Association of County Commissioners Insurance Pool Workers Compensation Quote for FY 21 renewal in the amount of \$180,255 was accepted. County Manager Jones was authorized to sign same.

On motion of Commissioner Pierce, which was seconded by Commissioner Baker and duly carried by unanimous vote, NC Association of County Commissioners Insurance Pool Property & Liability Insurance quote for FY 21 renewal in the amount of \$177,750 was accepted. County Manager Jones was authorized to sign same.

On motion of Commissioner Pierce, which was seconded by Commissioner Powell and duly carried by unanimous vote, Resolution authorizing auction and chairman's signature on documentation for sale surplus property was adopted:

**RESOLUTION
SALE OF SURPLUS
WARREN COUNTY PROPERTY**

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

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

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

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

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

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

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

ADOPTED this the 1st day of June 2020.

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

On motion of Commissioner Pierce, which was seconded by Commissioner Powell and duly carried by unanimous vote, bid for Tax Property ID E5-132 in the amount of \$500 from Louis Ray Harrison of Apex was accepted.

On motion of Commissioner Pierce, which was seconded by Commissioner Powell and duly carried by unanimous vote, revised Juvenile Crime Prevention Council (JCPC) Bylaws were adopted:

Warren County Juvenile Crime Prevention Council By-Laws

I. Preamble

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

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

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

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

Councils are required on an ongoing basis to:

- Assess the needs of juveniles in the community, evaluate available resources and develop or propose ways to address unmet needs.
- Evaluate the performance of juvenile services and programs in the community.
- Increase public awareness of the causes of delinquency and strategies to reduce the problem.

- Provide funds for services, treatment, counselling or rehabilitation for juveniles and their families, including court-ordered parenting responsibility classes.
- Plan for the establishment of a permanent funding stream for delinquency prevention services.

1. Voting Membership

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

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

- D. Term of Membership – members will serve staggered, renewable two-year terms. All members will be expected to take their membership seriously. If a member is no longer able to or no longer interested in continuing on the council, it is expected that he/she will inform the Chairman or Secretary so another member may be appointed. A statement of interest to serve is required for each new member or renewal. Voting members who miss three (3) consecutive meetings shall be asked by the Chairperson or Secretary if they intend to continue as an active member of the prevention council. If an answer of yes is not received by the regular meeting following request of intent, the member's position will be declared vacant and a new member appointed. All voting members are governed by Warren County Volunteer Policy.
- E. Method of Appointment – When a vacancy exists on the council, it shall be announced at the next scheduled meeting and filled in the meeting subsequent to the announcement. Vacancies in slots designated for a specific agency shall ordinarily be filled in consultation with the head of said agencies. Vacancies for at-large or more general slots shall be filled after recommendation of any council member and election by voting membership. All membership is subject to the approval of the Board of Commissioners. Ordinarily, this approval will be given in the Commissioner's meeting following the council meeting. The Board of Commissioners may, however, review newly appointed members at their discretion.
- F. Voting By Proxy – Will be allowed by approved designee. Designee must be included on membership listing.

II. Meetings

A. Schedule of Meetings

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

B. Special Meetings

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

C. Advisory Members

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

III. Officers

The following officers shall be elected:

A. Chairperson

Responsibilities

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

B. Vice Chairperson

Responsibilities:

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

A. Secretary

Responsibilities:

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

B. Terms of Office

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

C. Elections

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

IV. Committees:

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

A. Monitoring Committee

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

B. Nominating Committee

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

C. Funding/Budget Committee

Whose purpose shall be:

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

D. Comprehensive Strategy Planning/Needs Assessment Committee

Whose purpose shall be to:

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

E. Special Events/Publicity Committee as a standard committee

Whose purpose shall be to:

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

F. By-Laws Review Committee

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

G. Subcommittee's will be created as needed

V. Conflict of Interest

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

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

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

WHEREAS, Warren County JCPC desires to require its members to avoid conflicts of interest or the appearance of impropriety in the disbursement of State funds;
PROVIDED, no member of the Warren County JCPC shall be deemed to benefit directly or indirectly from any contract or grant funded in whole or in part by State funds if he/she receives only the salary or stipend due to him/her in the normal course of employment with, or service to, said JCPC.

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

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

1. Is related to a program staff member;
2. Is related to another JCPC members;
3. Has/may have personal, financial, professional, and/or political gain at the expense or benefit of the JCPC, other than the benefit of therapeutic intervention for the juveniles and families served by JCPC funded programs;
4. Or a council member's family member participates in activities of, is a member of, or is an employee of a business entity that may be viewed as having direct or indirect influence over the JCPC's business;
5. Or a council member's family member may be viewed as having direct or indirect financial gain from personal or business investments/interest in real property held by that council member;
6. Received honorarium or other compensation outside of the scope of employment and operations that creates or appears to create bias;
7. Secured employment with a competing applicant for JCPC funding; and
8. Has a relationship other than professional with a JCPC funded program or applicant for funding, or any staff member or volunteer working for the program/applicant.

Amended: This 10th day of February, 2020

On motion of Commissioner Pierce, which was seconded by Commissioner Hunt and duly carried by unanimous vote, appointments to the Juvenile Crime Prevention Council (JCPC) for a two-year term expiring June 30, 2022 were as follows:

Member At-Large	Jean Steverson	1 st term
Chief of Warrenton Police	Goble Lane	3 rd term, and
Clerk of Superior Court	Lisa Blalock	2 nd term.

On motion of Commissioner Hunt, which was seconded by Commissioner Pierce and duly carried by unanimous vote, Juvenile Crime Prevention Council (JCPC) FY2020-2021 Certification to NC Department of Juvenile Justice & Delinquency Prevention was adopted:



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

Fiscal Year: 2020 - 2021

County: Warren	Date:
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CERTIFICATION STANDARDS

STANDARD #1 - Membership

- A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners? Yes
- B. Is the membership list attached? Yes
- C. Are members appointed for two year terms and are those terms staggered? Yes
- D. Is membership reflective of social-economic and racial diversity of the community? Yes
- E. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-846? No

If not, which positions are vacant and why?
Parks & Recreation is vacant due to limited staffing in that department.

STANDARD #2 - Organization

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

STANDARD #3 - Meetings

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

STANDARD #4 - Planning

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

STANDARD #5 - Public Awareness

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

STANDARD #6 - No Overdue Tax Debt

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

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

Having complied with the Standards as documented herein, the Juvenile Crime Prevention Council may use up to \$15,500 of its annual Juvenile Crime Prevention fund allocation to cover administrative and related costs of the council. *Form JCPC/OP 002 (b) JCPC Certification Budget Pages* detailing the expenditure budget must be attached to this certification.
The JCPC Certification must be received by June 30, 2020.

**JCPC Administrative Funds
SOURCES OF REVENUE**

DPS JCPC			
Only list requested funds for JCPC Administrative Budget.		\$5,262	
Local			
Other			
Total		\$5,262	

Cathy Abston Kearney

JCPC Chairperson

[Signature]

Chairman, Board of County Commissioners

5/12/20

Date

6/1/20

Date

On motion of Commissioner Pierce, which was seconded by Commissioner Baker and duly carried by unanimous vote, Beth Wethington was appointed to the Warren County Aging Advisory Council (WCAAC) for a term of June 1, 2020 to February 28, 2023.

Updates from Warren County Board of Commissioners:

Chairman Davis commended the staff and County Manager Jones for work done during COVID-19 Pandemic.

On motion of Commissioner Hunt, which was seconded by Commissioner Pierce the regular meeting of June 1, 2020 was adjourned at 7:50 pm.

_____/s/ Paula Pulley_____
Paula Pulley, Deputy Clerk