



SUGGESTED AGENDA
Regular Meeting in the
Warren County Memorial Library
119 Front Street, Warrenton, NC

6:00 PM
September 11, 2023

Call to Order Regular Meeting – Chairman or Designee
Moment of Silence, Prayer & Pledge

Regular Meeting Agenda

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.

2. CITIZEN COMMENTS - REGULAR BOARD MEETING

Time set aside to allow individuals to address the Board of Commissioners on issues of concern pertaining to the County.

3. CONSENT AGENDA

- Consider Approval of Minutes of August 16, 2023 Regular Meeting and August 16, 2023 Work Session - Paula Pulley, Clerk to the Board
- Tax Collectors Report for July 2023 Presented for Board's Information in Accordance with NCGS 105-350 (John Preston, Tax Administrator)
- Tax Release Requests (over & under \$100) in Accordance with NCGS 105-381 "Taxpayer's Remedies" as Information Only (John Preston, Tax Administrator)
- Consider Approval of Proclamation Declaring September 25 Through October 1, 2023 as Environmental Public Health Week - Dr. Margaret Brake, Health Director
- Consider Approval of Proclamation Declaring September 2023 as Warren County Preparedness Month - Joel Bartholomew, Emergency Services Director

- F. Consider Approval of Proclamation Declaring September 15 Through October 15, 2023 as National Hispanic Heritage Month - Paula Pulley, Clerk to the Board

4. COUNTY MANAGER'S UPDATE – Vincent Jones

- A. Vance Granville Community College Update
- B. Operational Update
- C. Property Acquisition

5. ACTION ITEMS

- A. Appoint Brady Martin, Jim Whitley, and Angelena Kearny-Dunlap as Warren County representatives on the Research Triangle Regional Partnership (RTRP) board of directors with Angelena Kearney-Dunlap also serving on the RTRP's Executive Committee - Charla Duncan, Community and Economic Development Director
- B. Consider Approval of Renewal of Contract with A+ Commercial Cleaning for Cleaning Services at an Annual Cost of \$129,600 and Authorize County Manager to Execute Documents - Marshall Brothers, Public Works Director
- C. Consider Approval to Seek Recompete Pilot Program Funding from the Economic Development Administration (EDA) - Charla Duncan, Community and Economic Development Director
- D. Consider Approval of Resolution Authorizing Warren County to Apply for State Revolving Funds to Assist with Payment of Expansion and Upgrades to the Kerr Lake Regional Water System - Eric St. Sing, Public Utilities Director
- E. Consider Approval of Department of Social Services In-Home Aide Reclassification - Renae Alston, Department of Social Services Director
- F. Consider Approval of Property Acquisition for the Purpose of Economic Development in the Amount of \$522,000 and Authorize the Chair or Designee and County Manager to Execute Purchase Documents - Charla Duncan, Community and Economic Development Director
- G. Consider Approval of Purchase of MCC7500E Radio Console System From Motorola Solutions, Inc. for the Warren County Sheriff's Office in the Amount of \$552,715.35, with \$191,702.62 paid by NC911 Board and \$361,012.73 paid by Warren County, and Authorize County Manager to Execute Related Documents - Sheriff John Branche

6. BOARD OF COUNTY COMMISSIONERS' UPDATES

7. CLOSED SESSION IN ACCORDANCE WITH NCGS 143-318.11(a)(3) FOR ATTORNEY-CLIENT PRIVELEGE AND NCGS 143-318.11(a)(5) FOR PERSONNEL MATTERS AND PROPERTY ACQUISTION

8. ADJOURN September 11, 2023 BOARD MEETING

Board of Commissioners REVISED AGENDA



Regular Meeting

POSTPONED UNTIL AUGUST 16, 2023

August 16, 2023

MINUTES

The August 16, 2023 Board of Commissioners Meeting was called to order by Vice Chair Victor Hunt. Commissioners present were Jennifer Pierce, Walter Powell, and Tare Davis. Chair Bertadean Baker was unable to attend. Others present include County Manager Vincent Jones, County Attorney Shiekell Richardson, and Interim Finance Director Nikki Dickerson.

Vice Chair Hunt led a moment of silence, followed by the Pledge of Allegiance.

1. PUBLIC HEARING

Warren County Board of Commissioners will hold a public hearing on Monday, August 7, 2023 at 6:00 PM - POSTPONE TO AUGUST 16, 2023 in the Warren County Armory Civic Center (501 US Highway 158 Business E. Warrenton, NC 27589). The purpose of this hearing is to receive citizen's comments regarding:

Petition for a Text Amendment to the Zoning Ordinance: Increasing the existing built upon area maximum for industrial zoned properties from 36% to 75% in Section I(F) and Section II(F) of the adopted zoning ordinance.

Becca Mountz provided an overview of the petition for a Text Amendment to the Zoning Ordinance: Increasing the existing built upon area maximum for industrial zoned properties from 36% to 75% in Section I(F) and Section II(F) of the adopted Zoning Ordinance.

Citizen Comments:

Community and Economic Development Director Charla Duncan expressed support of the text amendment.

With no further comments, the Public Hearing was closed by motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote.

2. PUBLIC HEARING

Warren County Board of Commissioners will hold a public hearing on Wednesday, August 16, 2023 at 6:00 PM in the Warren County Armory Civic Center (501 US Highway 158 Business E. Warrenton, NC 27589). The purpose of this hearing is to receive citizen's comments regarding:

Petition for a Text Amendment to the Zoning Ordinance: To change the wording of the definition for lot width, building setbacks, and setback. This is for clarity and to further define lot width in the RL district and on cul-de-sacs in all residential districts.

Becca Mountz provided an overview of the petition for a Text Amendment to the Zoning Ordinance: To change the wording of the definition for lot width, building setbacks, and setback. This is for clarity and to further define lot width in the RL district and cul-de-sacs in all residential districts.

Citizen Comments:
None

With no further comments, the Public Hearing was closed by motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote.

3. ADOPT SUGGESTED AGENDA

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly passed by unanimous vote, the Suggested Agenda with the addition of Item 7K, Consider Approval to Cancel the Roanoke-Wildwood Volunteer Fire Department Extended Service District and Authorize Warren County Tax Office to Release Roanoke-Wildwood Volunteer Fire Department Tax from the Affected Tax Bills Within the Extended Service District, was approved.

4. CITIZEN COMMENTS - REGULAR BOARD MEETING

John Plummer spoke in support of Shavon Russell Jones and her school.

Joey Andrews thanked the Board of Commissioners for providing more funding for paid Firefighters in the FY24 Budget. He stated he plans to request funding for all Volunteer Fire Departments in the County to have paid Firefighters in the FY25 Budget. Mr. Andrews also informed the Board that Firemens Day activities, including a parade and festival on Courthouse Square, will take place on September 23, 2023.

Reinaldo Espinosa stated that he has discussed issues of concern at the Senior Center previously, and noted that Commissioner Davis stated there is money available for the Center, but County Manager doesn't respond. He further stated that he sent public records requests to the Clerk to the Board but has not received a response.

Shavon Russell Jones stated that she hopes the Commissioners are keeping up with recent General Assembly meetings. She further stated that she plans to hold a Culture Day to focus on fine arts and would like to have support from the County. A proposal will be sent to the Commissioners.

Shrounda Douglas Riddick notified the Board that she is heading up the Warren County Middle School Parent-Teacher Association and she looks forward to partnering with the County on events such as Career Day.

5. CONSENT AGENDA

A. Approve Minutes: July 10, 2023 Regular Meeting

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the minutes of the July 10, 2023 Regular Meeting were approved.

B. Tax Collectors Report for June 2023 Presented for Board's Information in Accordance with NCGS 105-350 (John Preston, Tax Administrator)

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Tax Collector's Report for June 2023 presented for Board's information in accordance with NCGS 105-350 by Tax Administrator John Preston was approved.

**Tax Collector's Report
to the Warren County Board of Commissioners
For the Month June 2023**

2022-2023

Current Year Collections

Tax Year	Charge	Collected in June	Collected to Date	Balance Outstanding	Percentage Collected
June 2023 FY 23	\$19,769,811	\$61,858	\$19,386,115	\$383,695	98.06
June 2022 FY 22	\$19,162,328	\$80,784	\$18,842,913	\$319,415	98.33

Delinquent Collections

2021	\$375,891	\$7,925	\$176,191	\$199,700	46.87
2020	193,849	2,209	55,692	\$138,158	28.73
2019	187,204	1,579	35,552	\$151,652	18.99
2018	104,846	598	14,275	\$90,571	13.62
2017	101,355	629	12,057	\$89,299	11.90
2016	78,842	380	10,511	\$68,331	13.33
2015	64,103	135	6,915	\$57,188	10.79
2014	53,143	131	4,874	\$48,269	9.17
2013	81,643	208	4,930	\$76,713	8.04
2012	63,289	141	6,616	\$56,673	10.45
Total Delinquent Years	\$1,304,166	\$13,935	\$327,613	\$976,554	

Other June Receipts

County Penalties	\$ 7,729	\$ 146,992
Landfill User Fees	\$ 16,003	\$ 157,267
Municipalities	\$ 6,183	\$ 689,517
Fire District Taxes	\$ 5,325	\$ 1,168,942
Advance Taxes	\$ 39,896	\$ 171,722

JUNE GRAND TOTAL

\$231,713	\$40,891,081
------------------	---------------------

John Preston, Tax Administrator
John Preston, Tax Administrator

7/14/2023

C. Tax Release Requests (over & under \$100) in Accordance with NCGS 105-381 "Taxpayer's Remedies" as Information Only (John Preston, Tax Administrator)

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, Tax Release Requests (over & under \$100) in accordance with NCGS 105-381 "Taxpayer's Remedies" were approved.

6. COUNTY MANAGER'S UPDATE – Vincent Jones

A. County Operations Update

County Manager Vincent Jones introduced Sierra Thomas. Ms. Thomas was hired as the Assistant Human Resources Director but is currently serving as Interim Human Resources Director.

Recruitment of a Planning Director is a difficult process. The County is currently in contract for Planning services until a Director is named and the impact will be additional expenses to the FY24 Budget.

There is a large meeting taking place in the Warren County Armory Civic Center on September 11, 2023, therefore the Board of Commissioners were asked their preference for whether the meeting set for that date will be moved to alternate location. The consensus of the Board was to move the meeting to an alternate location.

7. ACTION ITEMS

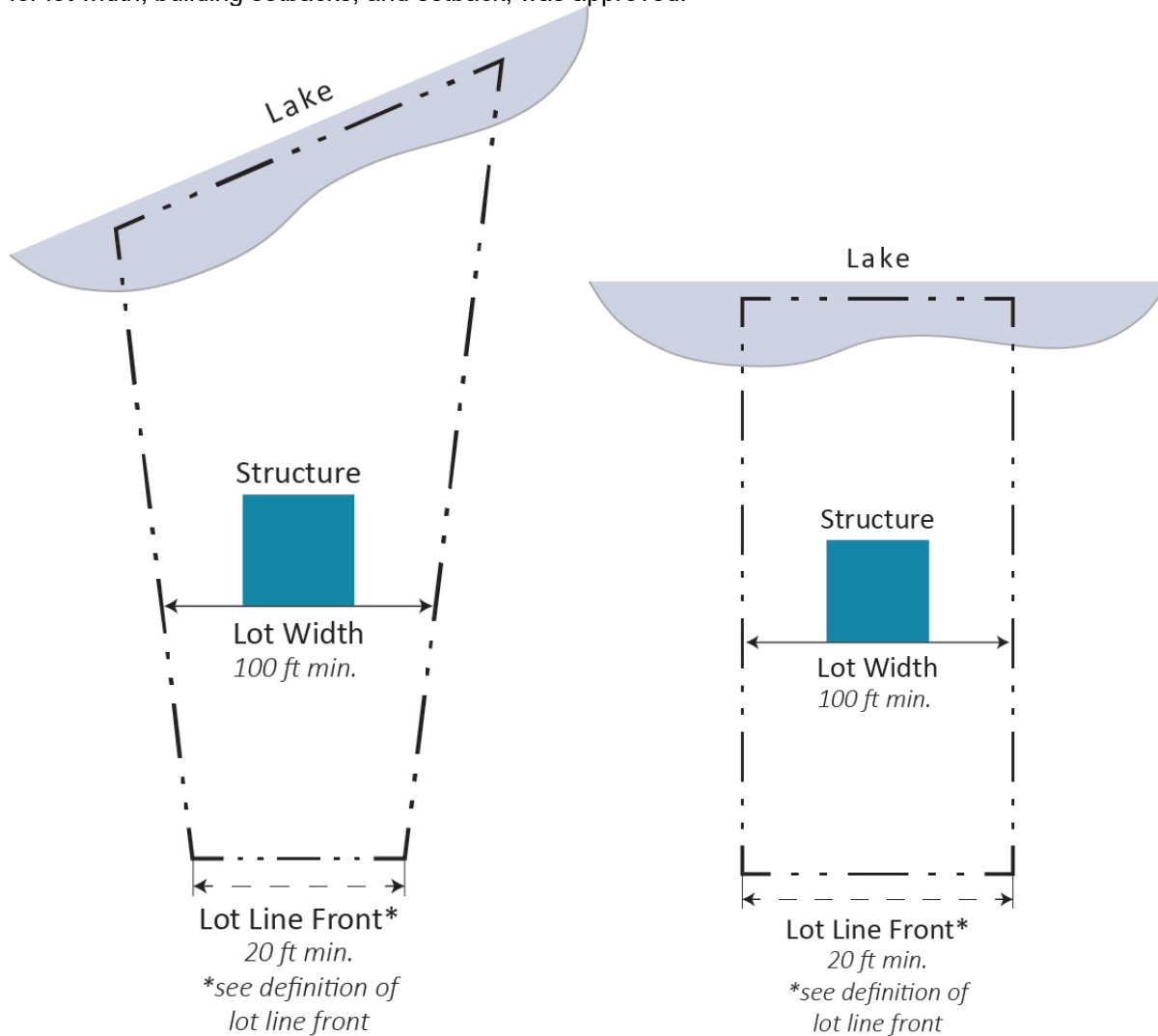
A. Consider Approval of Application for Grant From Southeast Crescent Regional Commission in an Amount up to \$500,000, with up to \$100,000 Local Match, for the Vance Granville Community College Transportation Training Hub Design Work, and Authorize County Manager to Execute All Related Documents - Charla Duncan, Community and Economic Development Director

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the application for grant from Southeast Crescent Regional Commission in an amount up to \$500,000, with up to \$100,000 local match, for the Vance Granville Community College Transportation Training Hub Design Work was approved, and County Manager was authorized to execute all related

documents.

B. Consider Approval of Petition for a Text Amendment to the Zoning Ordinance: To change the wording of the definition for lot width, building setbacks, and setback. This is for clarity and to further define lot width in the RL district and on cul-de-sacs in all residential districts - Becca Mountz, Planning/Zoning Staff Consultant

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the petition for text amendment to the Zoning Ordinance, to change the wording of the definition for lot width, building setbacks, and setback, was approved.



C. Consider Approval of Petition for a Text Amendment to the Zoning Ordinance: Increasing the existing built upon area maximum for industrial zoned properties from 36% to 75% in Section I(F) and Section II(F) of the adopted zoning ordinance - Becca Mountz, Planning/Zoning Staff Consultant

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, petition for text amendment to the Zoning Ordinance, increasing the existing built upon area maximum for industrial zoned properties from 36% to 75% in Section I(F) and Section II(F) of the adopted zoning ordinance, was approved.



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

TO: Warren County Board of Commissioners, County Manager and County Attorney
FROM: Rebecca Mountz - Planning Consultant, Stewart
DATE: May 31st, 2023
RE: Planning Board recommendation to Amend the Zoning Ordinance

This memo outlines results from the May 2, 2023 Warren County Planning Board to the following Petition to Amend the Zoning Ordinance:

- ❖ Petition to Amend the Zoning Ordinance: Located on page 7 and page 10 of the current zoning ordinance to be changed from:
1. Residential Development - maximum of 25% impervious surface area.
 2. Non-Residential Development - maximum of 36% impervious surface area.
- To:
1. Residential Development - maximum of 25% impervious surface area.
 2. Non-Residential Development (Except Light Industrial and Heavy Industrial)- maximum of 36% impervious surface area.
 3. Industrial Districts – maximum of 75% impervious surface area.

Planning Board took action to recommend the proposed Petition to Amend the Zoning Ordinance as submitted (approved for recommendation to the Board of Commissioners for consideration by a vote of 4 to 1 with quorum met):

- ❖ At the conclusion of discussion and with no added comments from Board, Interim Chair William Landis entertained a motion:
- A. Motion was made by Sid Cutts to approve the text amendment as submitted and recommend to the Board of Commissioners to set a public hearing.
 - B. Second was made by Ted Echols, on call for a vote by Interim Chair William Landis and 4 of the 5 present Members voted to approve the text amendment as submitted and recommend to the Board of Commissioners to set a public hearing.

Recommendation: The Planning Board recommends that the Board of Commissioners set a Public Hearing for August 7, 2023 at 6:00 p.m. for the Amendment to the Zoning Ordinance

D. Consider Approval of Master Agreement Between BI-TEK, LLC and Warren County for Computer Aided Mass Appraisal (CAMA) Software for Warren County Tax Office in the Amount of \$85,224 and Authorize County Manager to Execute Documents - John Preston, Tax Administrator

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Master Agreement between BI-TEK, LLC and Warren County for Computer Aided Mass Appraisal (CAMA) Software for Warren County Tax Office in the amount of \$85,224 was approved and the County Manager was authorized to execute related documents.

E. Consider Approval of Updated Paid Firefighter Contract - Joel Bartholomew, Emergency Services Director

On motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote, the updated Firefighter Contract was approved.

F. Consider Approval of Purchase of Human Resources Information System (HRIS) NEOGOV in an Amount Not to Exceed \$93,000 and Authorize County Manager to Execute Agreement - Sierra Thomas, Interim Human Resources Manager

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the purchase of Human Resources Information System (HRIS) NEOGOV in an amount not to exceed \$93,000 was approved and the County Manager was authorized to execute related documents.

G. Consider Approval of Purchase of 39 Gammatech Durabooks for Warren County Sheriff's Office in an Amount Not to Exceed \$92,576.25 from GovConnection Under State Contract and Authorize County Manager to Execute Documents - Sheriff John Branche

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the purchase of 39 Gammatech Durabooks for Warren County Sheriff's Office in an amount not to exceed \$92,576.25 was approved and County Manager was authorized to execute related documents.

H. Consider Approval of Purchase of Two Dodge Chargers for Warren County Sheriff's Office in an Amount Not to Exceed \$70,604 From Ilderton Dodge Under North Carolina Sheriff's Association Contract and Authorize County Manager to Execute Documents - Sheriff John Branche

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous

vote, the purchase of two Dodge Chargers for Warren County Sheriff's Office in an amount not to exceed \$70,604 from Ilderton Dodge under North Carolina Sheriff's Association Contract was approved and County Manager was authorized to execute related documents.

I. Consider Approval of Resolution Authorizing Warren County to Request State Grant Assistance for the Asset Inventory Assessment Project for the Existing Wastewater Collection System - Eric St. Sing, Public Utilities Director

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, authorization to request State Grant Assistance for the Asset Inventory Assessment Project for the existing Wastewater Collection System was approved.

J. Consider Approval of Fee Waiver for the Use of the Warren County Armory Civic Center by Warren County NAACP for a Community Forum on September 12, 2023 - Paula Pulley, Clerk to the Board

On motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote, the Fee Waiver Request for use of the Warren County Armory Civic Center by Warren County NAACP for a Community Forum on September 12, 2023 was approved.

K. Consider Approval of Cancellation of the Roanoke-Wildwood Volunteer Fire Department Extended Service District and Authorize the Tax Office to Release the Roanoke-Wildwood Volunteer Fire Tax from the Affected 2023 Property Tax Bills Within the Extended Service District

On motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote, the cancelation of the Roanoke-Wildwood Volunteer Fire Department Extended Service District and authorization for Warren County Tax Office to release Roanoke-Wildwood Volunteer Fire Department Tax from the affected 2023 tax bills within the extended service district was approved.

8. BOARD/COMMITTEE/COMMISSIONS APPOINTMENT AND REAPPOINTMENTS

A. Consider the Appointment of Joanne Thompson to the Library Board of Trustees for a Three-Year Term Beginning July 1, 2023 and Ending June 30, 2026

On motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote, the appointment of Joanne Thompson to the Library Board of Trustees for a three-year term beginning July 1, 2023 and ending June 30, 2026 was approved.

B. Consider the Appointment of Stormie Wiggins to the Potentially Dangerous Dog Appeals Board Representing a Member of Law Enforcement for a Three-year Term Beginning June 1, 2023 and Ending May 31, 2026

On motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote, the appointment of Stormie Wiggins to the Potentially Dangerous Dog Appeals Board representing a member of Law Enforcement for a three-year term beginning June 1, 2023 and ending May 31, 2026 was approved.

C. Consider Re-appointment of Mary Catherine Harris to the Jury Commission for a Term Beginning July 1, 2023 and ending June 30, 2025

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the re-appointment of Mary Catherine Harris to the Jury Commission for a two-year term beginning July 1, 2023 and ending June 30, 2025 was approved.

9. BOARD OF COUNTY COMMISSIONERS' UPDATES

10. CLOSED SESSION IN ACCORDANCE WITH NCGS 143-318.11(a)(5) FOR PROPERTY ACQUISITION AND PERSONNEL MATTERS

On motion of Commissioner Pierce, seconded by Commissioner Powell, and duly carried by unanimous vote, the Board entered Closed Session in accordance with NCGS 143-318.11(a)(5) for Property Acquisition and Personnel Matters.

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Board returned to Open Session.

11. ADJOURN AUGUST 16, 2023 BOARD MEETING

With no further business, on motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the August 16, 2023 Regular Meeting was adjourned.

Paula Pulley, Clerk to the Board



Board of Commissioners REVISED Work Session

Agenda

August 16, 2023

MINUTES

Immediately following the August 16, 2023 Regular Meeting, the August 16, 2023 Work Session was opened by Vice Chair Victor Hunt.

1. ADOPT SUGGESTED AGENDA

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the suggested agenda for the August 16, 2023 Work Session was approved.

2. DEPARTMENTAL REPORTS

A. Community and Economic Development (Written and In Person) - Charla Duncan, Community and Economic Development Director

Community and Economic Development Director Charla Duncan provided a bi-monthly report of activities.



Community & Economic Development, August 2023 Report

New and Existing Industries:

- Project Bridge (BridgeTech Global)
- Project Y.E.P. (Glen Raven expansion)
- Project White Oak
- Project Jason

Projects and Partnerships:

- Continued participation with Tri-COG FEEDS advisory committee
- EPA Brownfields program
- Attended June RPO meeting
- Attended quarterly Triangle North meeting

Business Assistance:

- Ongoing marketing through social media and Visit NC (led by Rose Ponton)

Strategy and Planning:

- Golden LEAF Site Identification program next steps
- NC Commerce Creating Outdoor Recreation Economies (CORE) – (led by Rose Ponton)
- Planning and feasibility work for multi-modal greenway/sidepath with steering committee kick-off meeting, walk audit, and meeting #2
- Met with local industrial property owner in partnership with Town of Warrenton; recruitment project to build out acreage
- Informal kick-off with NC DOT IMD for RAISE grant (mobility hub planning)

Grants in Progress:

- NC DOT Paved Trails and Sidewalks Feasibility Study Grant Program- \$175,000
- Partner with NC DOT RAISE grant (mobility hub planning: \$190,000 match from county)
- OneNC grant- \$1,000,000 (Glen Raven)
- Building Reuse grant- \$500,000 (Glen Raven)
- EPA Brownfields Assessment grant- \$500,000
- Rural Transformation Grant- \$300,000

Workforce Development:

- Continued work around VGCC transportation hub/CDL training facility in Warren County
- Training received on new jobs/workforce data software

Other:

- Advertising for new Community Development Division Manager
- Appointed to the EDPNC Economic Development Advisory Council
- Beginning certification course on Retail as an Economic Catalyst
- Attended annual NC Economic Development Association conference
- Continued work with Wooten on fairgrounds site and farmers market plans
- ARPA match program for small business marketing campaign with Capital B Studios/WRAL
- Continued in ECU/NC EDA Certified Economic Developer coursework
- Continued work in county's broadband expansion efforts
- Met with head of RTP Foundation, Scott Levitan

3. ACTION ITEMS

A. Consider Approval of Home and Community Care Block Grant for Older Americans Agreement for Provision of County Based Services between Warren County and Kerr Tar Regional Council of Governments and authorize the Chair or designee to execute the agreement

On motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous

vote, the Home and Community Block grant for Older Americans Agreement for Provision of County Based Services between Warren County and Kerr Tar Council of Governments was approved and the Chair was authorized to execute documents.

B. Consider Approval of Resolution Appointing Becca Mountz, Jennifer Ganser, and Erik Hilliard as Map Review Officers

On motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote, Resolution Appointing Becca Mountz, Jennifer Ganser, and Erik Hilliard as Map Review Officers was approved.

4. DISCUSSION ITEMS

A. Warren County Sheriff's Update - Sheriff John Branche

Sheriff John Branche provided an update on current projects and operations at the Sheriff's Office.

Sheriff Branche stated that some vacancies have been filled. He further stated that Warren County Sheriff's Office is currently working closely with the Norlina Police Department to provide assistance until they are at full staff. The Sheriff's Department is also working with Warrenton Police Department as needed. Norlina Police Chief Tony Marrow addressed the Board with updates on current situations in Norlina, and to thank the Warren County Sheriff's Office and Sheriff Branche for their assistance.

B. County Operations Update - Vincent Jones, County Manager

1. Updates to Board of Commissioners Rules of Procedure

County Manager Vincent Jones stated that there may need to be a revision to the Board of Commissioner Rules of Procedure to allow Commissioners to attend meetings virtually if they are unable to attend in person. A recommendation on that and any other possible revisions will be presented to the Board at a later date.

2. Planning - Hours of Operation

County Manager Vincent Jones noted that due to staffing issues, it may be necessary to limit walk-in hours at the Planning/Zoning and Code Enforcement Office.

3. County Facilities

County Manager Vincent Jones stated that we have received word that Whole Med will be moving out of the former EMS building. This space could be used by another department in the near future. Further, there are many departments that are in need of additional space. Mr. Jones recommends that an assessment be done to determine the space needs of all County departments.

4. Site Selection for County Projects

County Manager Vincent Jones stated that site selections need to be done for the Vance Granville Community College Transportation Center, a Community Center, and EMS Substation 3. By consensus, the Board of Commissioners directed Mr. Jones to find options for sites for those projects.

5. Kerr Lake Regional Water System Update

County Manager Vincent Jones stated that the Kerr Lake Regional Water System project will require the County to use joint representation with the other entities involved.

5. ADJOURN August 16, 2023 BOARD MEETING

With no further business, motion was made by Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote to adjourn the August 16, 2023 Work Session.

Paula Pulley, Clerk to the Board

**Tax Collector's Report
to the Warren County Board of Commissioners
For the Month July 2023**

2023-2024

Current Year Collections

Tax Year	Charge	Collected in July	Collected to Date	Balance Outstanding	Percentage Collected
July 2023 FY 24	\$21,081,786	\$153,198	\$153,198	\$20,928,588	0.73
July 2022 FY 23	\$19,153,856	\$171,789	\$171,789	\$18,982,067	0.90

Delinquent Collections

2022	\$433,755	\$28,178	\$28,178	\$405,577	6.50
2021	201,801	3,878	3,878	\$197,923	1.92
2020	139,556	978	978	\$138,578	0.70
2019	152,637	951	951	\$151,686	0.62
2018	90,919	427	427	\$90,492	0.47
2017	89,634	382	382	\$89,252	0.43
2016	68,420	629	629	\$67,791	0.92
2015	57,224	-	-	\$57,224	0.00
2014	48,305	-	-	\$48,305	0.00
2013	76,712	-	-	\$76,712	0.00
Total Delinquent Years	\$1,358,963	\$35,423	\$35,423	\$1,323,540	

Other July Receipts

County Penalties	\$ 7,540	\$ 7,540
Landfill User Fees	\$ 15,516	\$ 15,516
Municipalities	\$ 10,929	\$ 10,929
Fire District Taxes	\$ 53,661	\$ 53,661
Advance Taxes	\$ 1,176	\$ 1,176

JULY GRAND TOTAL

\$449,232	\$449,232
------------------	------------------

John Preston, Tax Administrator

8/14/2023

John Preston, Tax Administrator

Over \$100

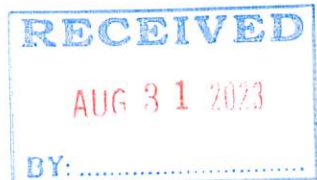
9/11/2023

CO MGR INITIALS: VQ

Date:

8/31/2023**ERROR CORRECTION RELEASES:**

BENDER PATRICK	2023 41680-200	27894 \$	205.12	SOLD PP IN 2022
BOYD COSLYN D	2023 51696	24662 \$	407.25	EXEMPTION WAS NOT APPLIED
CASHION DEBORAH M	2023 50209 D5-2A	4051 \$	760.69	OVERASSESSED VALUE
COCKRELL FLORENCE H	2023 16044-300 K4B-13	8972 \$	702.79	DWELLING ONLY 40% COMPLETE
COOPER MILTON W	2023 19857-300 C6-32-D1	20441 \$	693.86	MOVED DW IN 2021 W/O PERMIT
COOPER MILTON W	2022 19857-300 C6-32-D1	20441 \$	745.82	MOVED DW IN 2021 W/O PERMIT
DUNLEVY DRAFFIN LINDA R	2023 12323-304 K3C167E	18081 \$	464.34	EXEMPTION WAS NOT APPLIED
HARGROVE ERICA	2023 30229-200	27204 \$	186.71	SOLD MH IN 2019/NEVER NOTIFIED
HARGROVE ERICA	2022 30229-200	29855 \$	200.24	SOLD MH IN 2019/NEVER NOTIFIED
HARGROVE ERICA	2021 30229-200	27020 \$	217.04	SOLD MH IN 2019/NEVER NOTIFIED
HARGROVE ERICA	2020 30229-200	26805 \$	233.84	SOLD MH IN 2019/NEVER NOTIFIED
HARGROVE ERICA	2019 30229-200	26521 \$	249.38	SOLD MH IN 2019/NEVER NOTIFIED
HASTINGS CHARLES R	2023 00722-200	28600 \$	269.03	MOVED TO FL IN 2021
J & J LOGGING & CHIPPING LLC	2023 23338-200	26949 \$	524.36	REMOVED LATE LISTING
JOLLY CHRISTOPHER E	2023 41221-200	27848 \$	176.72	SOLD PP IN 2022
JONES BEVERLY	2023 41183-200	27839 \$	106.10	BOAT SOLD IN 2022
KRAUSS JOHNNY	2023 212541-200	28999 \$	794.57	LISTED IN NORTHAMPTON CO
LIGHT FRANCES H	2023 49470	28506 \$	103.36	BOAT SOLD AUG 2022
MACON METHODIST CHURCH	2023 52502 G5D-28	18133 \$	2,390.09	EXEMPTION WAS NOT APPLIED
MOORE JOHNATHON D & CONNIE S	2023 31045-300	27238 \$	107.03	SOLD BOAT IN 2021
MOORE JOHNATHON D & CONNIE S	2022 31045-300	27238 \$	127.53	SOLD BOAT IN 2021
PFEFFERLE A JR & GREENGROVE	2023 28536-300 J2C-74	6894 \$	601.16	DW WAS REMOVED OCT 2022
ROBINSON OCTAVIA	2023 32833-200	27307 \$	177.49	MH SOLD 2022
TAR RIVER LAND CONSERVACY	2023 48807 I12-12	8595 \$	1,633.86	BIS ERROR/EXEMPT PROP
THOMPSON RICHARD JR	2023 39843-200	27684 \$	159.10	DOUBLE CHARGED
THOMPSON RICHARD JR	2022 39843-200	30373 \$	170.61	DOUBLE CHARGED
THURSTON GUESS LLC	2023 52064 B8-19F	15057 \$	929.72	OVERASSESSED/BIS ERROR
UPTON DOUG	2023 33528-200	28988 \$	150.81	MOVED TO FL IN 2021
UPTON DOUG	2022 33528-200	31755 \$	161.74	MOVED TO FL IN 2021
WALKER EVELYN	2023 50547 D6-46	19737 \$	117.82	DOUBLE BILLED
WATSON ANTHONY	2023 02525-200	26993 \$	163.27	NO LONGER OWNS MH
WATSON ANTHONY	2022 02525-200	26993 \$	223.52	NO LONGER OWNS MH
WATSON ANTHONY	2021 02525-200	26993 \$	240.07	NO LONGER OWNS MH
WATSON ANTHONY	2018 02525-200	26993 \$	293.99	NO LONGER OWNS MH
WATSON ANTHONY	2017 02525-200	26993 \$	309.14	NO LONGER OWNS MH
WILSON JEAN	2023 00881-301 I2C-52	15489 \$	1,197.00	BIS ERROR/POWERLINE ADJ
WRIGHT AMEIS R	2023 42411-300 D4D268	5771 \$	300.13	INCORRECT TAX BILL/REBILLED
YANCEY BETTI REID	2022 327741298	31698 \$	102.88	DOUBLE CHARGED
YANCEY BETTI REID	2021 327741298	28993 \$	111.52	DOUBLE CHARGED
ZION CHURCH NORLINA INC	2023 52475 C4-98	18205 \$	4,510.83	EXEMPT PROPERTY/NO BILL
ZION CHURCH NORLINA INC	2023 1725-303 C4-81	6958 \$	148.87	EXEMPT PROPERTY/NO BILL

TOTAL ERROR CORRECTIONS:**\$ 21,369.40**

Under \$100

9/11/2023

CO MGR INITIALS: VJ Date: 8/31/2023**ERROR CORRECTION RELEASES:**

NAME	Year	ACCT#	MAP #	RECORD #	AMOUNT	REASON
ANDREWS ALOHONSO	2023	20263-300	D5-119	581	\$ 45.41	NO MH ON PROPERTY
COPELAND ANTHONY	2023	39784-200		28841	\$ 50.07	SOLD 2 BOATS
COREY DAVID L & MARY A	2023	35464-300		27434	\$ 48.81	SOLD BOAT IN 2022
CHUPKA MICHAEL J & LELA D	2023	09062-300		21975	\$ 32.83	LATE LISTING CHARGED IN ERROR
CHUPKA MICHAEL J & LELA D	2023	09062-300		28205	\$ 0.88	LATE LISTING CHARGED IN ERROR
DIMARINO III NICHOLAS J	2023	33587-200		28938	\$ 6.87	CHARGED LATE LISTING IN ERROR
GARNER LARRY E SR & BRENDA L	2023	17784-300		9813	\$ 13.16	CHARGED LATE LISTING IN ERROR
HARGROVE SHANDREA	2023	52155	D4-17J	26417	\$ 91.80	WRONG VALUE/REBILLED
HART WILLIAM	2023	49429-200		28880	\$ 3.74	SOLD BOAT IN 2022
HUNN ROBERT J & DONNA R	2023	18773-300		26822	\$ 91.59	SOLD PP IN 2022
JOHNSON STEPHEN F & LOUANN N	2023	48926		23814	\$ 37.57	NO LATE LISTING FEE
KEY DONALD DEAN	2022	32091-300		29930	\$ 31.91	SW LOST IN DIVORCE IN 2018
KEY DONALD DEAN	2021	32091-300		27078	\$ 34.55	SW LOST IN DIVORCE IN 2018
KEY DONALD DEAN	2020	32091-300		26878	\$ 37.19	SW LOST IN DIVORCE IN 2018
KEY DONALD DEAN	2019	32091-300		1907712	\$ 74.69	SW LOST IN DIVORCE IN 2018
LAPIKAS MARIANNE	2023	00738-200		28610	\$ 44.79	SOLD BOAT 6/4/2022
LARRY BLEDSOE	2023	11738-200		23901	\$ 83.45	SOLD BOATS IN 2022
LAWTON MANER	2023	537		28485	\$ 75.74	SOLD BOAT IN 2022
LOOMIS ARMORED US LLC	2023	137		28285	\$ 4.00	REMOVE LATE LISTING
MACON METHODIST CHURCH	2023	52502	G5B-31	8014	\$ 70.49	EXEMPTION NOT APPLIED
MORGAN EDWARD R	2023	35827-200		28858	\$ 5.35	NO LATE LISTING FEE
MORRISEY JAMES	2023	34500-300		15219	\$ 33.57	NO LATE LISTING FEE
OLSEN ROBERT E	2023	602		28519	\$ 16.81	REMOVE LATE LISTING
OXFORD JONATHAN C & LEE ANNE M	2023	50047		13179	\$ 33.55	BOATS OVERASSESSED
PLEASANT ANNIE MAE	2023	202		28311	\$ 63.12	SOLD BOAT IN 2022
PORTER CLAY	2023	956		28756	\$ 11.02	NO LATE LISTING FEE
SCHRAEDLEY ROBERT	2023	38863-200		27606	\$ 21.55	MOVED AWAY IN 2022
SMITH JOHN HOWARD	2023	40873-300		27766	\$ 56.10	MOVED TO TX NOV 2022
SWEET DELIGHTS COOKIES & THINGS	2023	3804259		29000	\$ 12.27	REMOVED LATE LISTING
TRIPP GLENN R & MARIA C	2023	40831-300		21586	\$ 13.92	REMOVED LATE LISTING
VANDIFORD THOMAS A	2023	21503-200		28524	\$ 16.03	CHARGED LATE LISTING IN ERROR
WHITEHURST JOHN & CINDY	2023	10859-300		18949	\$ 65.79	REMOVED LATE LISTING
YANCEY BETTI REID	2023	327741298		28936	\$ 95.92	DOUBLE CHARGED

SUB-TOTAL ERROR CORRECTIONS: \$ 1,324.54

MOTOR VEHICLE RELEASES:

ALLEN JOANNA WOODLEY	2017	HD45843	V-33535	\$ 28.03	TAXPAYER DECEASED
----------------------	------	---------	---------	----------	-------------------

SUB-TOTAL MOTOR VEHICLE RELEASES: \$ 28.03

SUB-TOTAL CORRECTION RELEASES: \$ 1,324.54

Total Releases \$ 1,352.57



PROCLAMATION
ENVIRONMENTAL PUBLIC HEALTH WEEK
SEPTEMBER 25- OCTOBER 1, 2023

- WHEREAS: The management of environmental conditions is an essential element of protecting the health, safety, and well-being of people in Warren County and North Carolina; and
- WHEREAS: Environmental public health is the discipline concerned with the management of environmental conditions to prevent disease and injury to humans; and
- WHEREAS: The people who serve in the North Carolina environmental public health field are experienced and dedicated public health professionals improving the quality of life of North Carolinians and the people who visit here; and
- WHEREAS: The Warren County Health Department's Environmental Health staff consists of a team of five professionals serving the citizens and businesses of Warren County by issuing hundreds of septic permits, dozens of well permits, inspecting more than eighty-seven permitted establishments that include food & lodging establishments, child care centers, public pools, and nursing/assisted living facilities; and
- WHEREAS: Warren County Environmental Health and the North Carolina Division of Public Health's Environmental Health Section are working together with private businesses and public agencies to meet the public health needs of our communities; and
- WHEREAS: Warren County Government recognizes the importance of the essential services provided by environmental health professionals

NOW, THEREFORE we do hereby proclaim September 25 – October 1, 2023 as

Environmental Public Health Week

Bertadean Baker, Chairperson

Paula Pulley, Clerk to Board

WARREN COUNTY PREPAREDNESS MONTH 2023

A PROCLAMATION

WHEREAS, all North Carolinians should be prepared for natural and man-made disasters as well as disease outbreaks; and

WHEREAS, North Carolina is traditionally an active state for tornadoes and severe thunderstorms, with tornado touchdowns and straight-line winds causing severe damage in parts of the state this year; and

WHEREAS, in 2022 the state experienced 21 tornado touchdowns, 74 flood incidents and 951 severe thunderstorms with damaging wind and hail; and

WHEREAS, last year the National Weather Service in North Carolina issued 107 tornado warnings and 752 severe thunderstorm warnings, with an average warning time of 18 minutes; and 82 flash flood warnings, with an average warning time of 53 minutes; and

WHEREAS, communities across the state have borne the impacts from wildfires, severe weather, damaging hail, high winds and flooding; and

WHEREAS, Warren County had a Wind Storm on May 9, 2023 which resulted in 16 houses were damaged; and residents lost power for up to 72 hours.

WHEREAS, every community, business, family and individual in Warren County must be ready for natural and man-made disasters including tornadoes, flooding, hurricanes and public disturbances that might disrupt normal daily activities; and

WHEREAS, all Warren County residents can take a few simple steps – making a family disaster plan, creating an emergency supply kit and staying informed – to help make preparedness and personal responsibility a priority; and

WHEREAS, Warren County residents should know the risks for their area and plan accordingly; and

WHEREAS, Warren County residents should help the elderly and those who cannot help themselves; and

WHEREAS, Warren County residents should include the safety of their pets and/or livestock in their emergency plans; and

WHEREAS, Warren County, North Carolina Emergency Management and the State of North Carolina have collaborated to recognize September as North Carolina Preparedness Month to encourage Warren County residents to be disaster ready;

NOW THEREFORE, we, the Warren County Board of Commissioners, do hereby proclaim the month of September 2023, as **PREPAREDNESS MONTH** in Warren County, and encourage all county residents to plan and prepare weather-related and man-made disasters by assembling their emergency supply kits and updating their emergency plans.

Bertadean Baker, Chairman

ATTEST:

Paula Pulley, Clerk to the Board

Resolution September 15TH – October 15TH
National Hispanic Heritage Month
Proclamation
September 15 – October 15, 2023
National Hispanic Heritage Month

WHEREAS, during National Hispanic Heritage Month, we honor all American citizens of Hispanic descent and celebrate their rich and vibrant traditions of faith, family, hard work, and patriotism. We are grateful for the innumerable contributions they make to our society, which are vital to our thriving Nation. We are especially grateful for the Hispanic-American men and women who have decided to make Warren County their home. Warren County administration is continuing to create an environment in which all our citizens have the opportunity to achieve their Dream.

WHEREAS, for generations, Hispanic Americans have played a pivotal role in our country's strength and prosperity. Their spirit, energy, and leadership are woven into the culture of America, and enrich all our lives. To honor the achievements of Hispanic Americans, the Congress, by Public Law 100-402, as amended, has authorized and requested the President to issue annually a proclamation designating September 15 through October 15 as "National Hispanic Heritage Month."

NOW, THEREFORE, the Warren County Board of Commissioners, do hereby proclaim: September 15 through October 15, 2023 National Hispanic Heritage Month and call upon public officials, educators, librarians, and all Americans to observe this month with appropriate ceremonies, activities, and programs.

IN WITNESS WHEREOF, I have hereunto set my hand this 11th day of September, 2023.

BERTADEAN BAKER, CHAIRMAN
WARREN COUNTY BOARD OF COMMISSIONERS

ATTEST:

PAULA PULLEY, CLERK TO THE BOARD

To: Warren County Board of Commissioners

Through: Vincent Jones, County Manager

From: Charla Duncan, Community & Economic Development Director

Re: Appointments to the Research Triangle Regional Partnership board of directors

Background

Warren County is a member county of the Research Triangle Regional Partnership (RTRP) which is an economic development organization with a primary goal to market the region to external audiences on why the Research Triangle Region is the best place to live and do business. As a part of its membership, Warren County is allowed three representatives on the board of directors with one of those three individuals also serving on the executive committee. The RTRP board bylaws do not specify term lengths for board members.

Recommendation

The members of the Economic Development Commission unanimously voted to recommend to the Board of Commissioners that Brady Martin, Jim Whitley, and Angelena Kearney-Dunlap represent Warren County on the RTRP board of directors with Angelena Kearney-Dunlap providing Executive Committee representation.

TO: Warren County Board of Commissioners

FROM: Marshall Brothers, Public Works Director – Buildings & Grounds Division

THROUGH: Mr. Vincent Jones, County Manager

DATE: August 21, 2023

SUBJECT: Renewal of Existing Contract for A+ Commercial Cleaning Service

Background

During June, 2022, four (4) Request for Proposals (RFPs) from qualified contractors interested in providing cleaning services for all County buildings were received.

The Proposal included a Selection Process and Evaluation Criteria. The County evaluated each vendor's reliability, experience, availability, expertise, and cost in determining the responsible and responsive Proposer best able to meet the County's requirements. The method by which the County selected a successful Proposer for this RFP is as follows:

Each submittal was judged based on the Vendor's capabilities and experience to perform custodial services. Selection was based upon 100-point criteria as follows:

- | | |
|-------------|---|
| (30 points) | Capabilities, Experience and Past Performance: Each Vendor was evaluated on their demonstrated capabilities and experience to provide the services. |
| (40 points) | Proposed Approach: Each Vendor was evaluated on the quality, staffing plan, and their ability to meet the scope of services of the project. |
| (30 points) | Cost of Service: Each vendor was evaluated based upon the quantity of the proposed cost of service and the quality of service they provide. |

We received four (4) replies from qualified contractors interested in providing cleaning services for all County buildings. The Proposals were reviewed and rated based upon the criteria noted above, and the Contractors were interviewed to discuss the key items of their Proposal. Based upon the submittals and interviews, a Contractor was recommended to the County Manager for a Service Contract.

Recommendation

A+ Commercial Cleaning Service was selected by the Board of Commissioners for a service contract renewal for a period of one (1) year with the option to renew for one additional year, which will total two (2) years. The County shall pay Contractor for the work at an annual rate of One Hundred Twenty-Nine Thousand Six Hundred Dollars (\$129,600). It is recommended that we extend the contract beginning October 1, 2023 and ending September 30, 2025.

CONTRACT FOR CLEANING SERVICES

BETWEEN WARREN COUNTY and A+ COMMERCIAL CLEANING SERVICE 4625 WARRENTON ROAD, HENDERSON, NC 27537

This contract is made and entered into as of the ____ day of September, 2023, by the County of Warren, North Carolina ("County") and A+ Commercial Cleaning, 4625 Warrenton Road, Henderson, North Carolina 27537 ("Contractor"), a business, organized and existing under the laws of the State of North Carolina.

Sec. 1. Background and Purpose.

- A. The County is of the opinion that the Contractor has the necessary qualifications, experience and abilities to provide cleaning services to the County.
- B. The Contractor is agreeable to providing such cleaning services to the County on the terms and conditions set out in the agreement.

Sec. 2. Services Provided. The County hereby agrees to engage the Contractor to provide the County with the following cleaning services (the "services"):

- **Cleaning of the following County Government Buildings**
 - o Buildings and Grounds
 - o Public Works Building
 - o County Administrative Building (County Manager's Office)
 - o Finance Office Building and Information Technology (Basement)
 - o Detective Office (Basement of Finance Building)
 - o Health Department Building
 - o Department of Social Services
 - o Board of Elections Building
 - o Courthouse Building
 - o Tax Office Building
 - o Warren County Library
 - o Senior Center Building and Cafeteria
 - o Law Enforcement and Jail Office Areas
 - o Animal Shelter Building
 - o Soil Conservation Building and Child Support
 - o Economic Development and three (3) Public Restrooms
 - o Cooperative Extension
 - o Armory/Veteran Services only
 - o John Graham Gym-Administrative Offices
- **Cleaning Services will include the following:**
- **OFFICES**
 - A. Daily
 - o Emptying wastebaskets
 - o Dust mopping all composition floors
 - o Spot mopping all composition floors
 - o Vacuuming carpets

OFFICES *(continued)*

B. Weekly

- o Low dust horizontal surfaces to (70")
- o Damp clean baseboards
- o Damp clean window ledges
- o Remove fingerprints from doors, frames, light switches, kick-plates, handles, and railings

C. Monthly

- o High dust all horizontal surfaces, including ceilings, shelves, moldings, ledges, pipes, ducts, heating outlets, etc.

D. Annually

- o Wash all glass partitions (both sides)

• LOUNGES

A. Daily

- o Empty wastebaskets
- o Spot clean windows to hand height
- o Damp clean counter tops
- o Damp clean vending machines
- o Dust mop all composition floors
- o Spot mop all composition floors
- o Vacuum carpet

B. Weekly

- o Low dust all horizontal surfaces to hand height (70")
- o Damp clean baseboards
- o Damp clean window ledges
- o Remove fingerprints from doors, frames, light switches, kick-plates, handles and railings

C. Monthly

- o High dust all horizontal surfaces, including shelves, ceiling, moldings, pipes, ducts, etc.
- o Dust venetian blinds

D. Annually

- o Refinish all composition floors
- o Damp clean all washable furniture

• CORRIDORS

A. Daily

- o Spot clean all partitions and doors
- o Clean and sanitize water fountains
- o Dust mop composition floors
- o Spot mop composition floors
- o Vacuum carpet
- o Vacuum walk-off mats
- o Clean under entrance mats
- o Empty trash receptacles

B. Weekly

- o Damp clean baseboards
- o Damp clean window ledges
- o Scrub and buff composition floors
- o Dust interior window ledges

- C. Monthly
 - o High dust (above 70") all horizontal surfaces, including shelves, moldings, ceilings, ledges, pipes, ducts, etc.
- RESTROOMS
 - A. Daily
 - o Empty wastebaskets
 - o Clean, sanitize, and polish all vitreous fixtures, including toilet bowls, urinals, and hand basins
 - o Clean and polish chrome fixtures
 - o Clean and sanitize toilet seats
 - o Clean and polish glass and mirrors
 - o Sweep floors
 - o Damp mop floors with germicidal disinfectant
 - B. Weekly
 - o Low dust horizontal surfaces to hand height (70")
 - o Damp clean baseboards
 - o Remove fingerprints from doors, frames, light switches, kick-plates, handles, railings, etc.
 - C. Monthly
 - o High dust above horizontal surfaces, including shelves, ceilings, moldings, ledges, pipes, etc.
 - o Wash and sanitize metal partitions
- OUTSIDE ENTRANCE AREAS (10 feet out from doors)
 - A. Daily
 - o Pick up litter
 - o Clean glass doors
 - o Sweep concrete

In addition to the outlined cleaning schedule, It is required that the Animal Control Department and the Senior Center undergo weekly mopping.

Cleaning Supplies will be provided as follows:

- Warren County will provide the following supplies:
 - o Paper towels
 - o Bathroom Tissue
 - o Trash bags
 - o Soap
- A+ Commercial Cleaning Service will provide the following supplies:
 - o Bathroom Cleaner
 - o Glass Cleaner
 - o All Purpose Cleaner
 - o Bathroom Disinfectants

In this contract, "services" means the services that the Contractor is required to perform pursuant to this contract and all of the Contractor's duties to the County that arise out of this contract. Any amendments, corrections, or change orders by either party must be made in writing signed in the same manner as the original. The County reserves the right to refuse payment for any work outside that authorized herein or pursuant to a duly approved amendment or change order.

Sec. 3. Compensation. The County shall pay the Contractor for the Work as follows:

- Paid monthly at a rate of Ten Thousand Eight Hundred Dollars (\$10,800.00).

The County shall not be obligated to pay the Contractor any payments, fees, expenses, or compensation other than those authorized by this contract.

Sec. 4. Insurance. Contractor shall maintain insurance policies at all times with minimum limits as follows:

<u>Coverage</u>	<u>Minimum Limits</u>
Workers' Compensation	Statutory Limits

Sec. 5. Performance of Work by Contractor. All material is guaranteed as specified. All services to be completed in workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written agreement and will become an extra charge over and above those agreed to in this contract. The Contractor will provide services Monday through Friday between 5:30 p.m. and 12:00 midnight unless special detail cleaning is necessary and approved.

Sec. 6. Term, Renewal, and Cancellation. This contract shall commence on the 1st day of October, 2023, and continue until September 30, 2024. Thereafter, the Contractor may continue on a month-to-month basis upon mutual agreement of both parties. In the event that either party wishes to terminate this agreement, that party will be required to provide 30 days written notice to the other party.

In the event that either party breaches a material provision under this agreement, the non-defaulting party may terminate this agreement immediately and require the defaulting party to indemnify the non-defaulting party against all reasonable damages. This agreement may be terminated at any time by mutual agreement of the parties.

Sec. 7. Attachments. The following attachment is made a part of this contract and incorporated herein by reference.

Attachment - Contract Addendum for Contracts with Any Department of Warren County Government: In case of conflict between an attachment and the text of this contract excluding the attachment, the text of this contract shall control.

Sec. 8. Indemnification. To the maximum extent allowed by law, the Contractor shall defend, indemnify, and save harmless the County, its agents, officers, and employees, from and against all charges that arise in any manner from, in connection with, or out of this contract as a result of the acts or omissions of the Contractor or subcontractors or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable except for damage or injury caused solely by the negligence of the County, its agents, officers, or employees. In performing its duties under this section, the Contractor shall at its sole expense defend the County, its agents, officers, and employees with legal counsel reasonably acceptable to County. As used in this subsection - "Charges" means claims, judgments, costs, damages, losses, demands, liabilities, duties, obligations, fines, penalties, royalties, settlements, expenses, interest, reasonable attorney's fees, and amounts for alleged violations of sedimentation pollution, erosion control, pollution, or other environmental laws, regulations, ordinances, rules, or orders. Nothing in this section shall affect any warranties in favor of the County that are otherwise provided in or arise out of this contract. This section is in addition to and shall be construed separately from any other indemnification provisions that may be in this contract. This section shall remain in force despite termination of this contract (whether by expiration of the term or otherwise) and termination of the services of the Contractor under this contract.

Sec. 9. Miscellaneous.

(a) Waiver. No action or failure to act by the County shall constitute a waiver of any of its rights or remedies that arise out this contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed in writing.

(b) Performance of Government Functions: Nothing contained in this contract shall be deemed or construed so as to in any way estop, limit, or impair the County from exercising or performing any regulatory, policing, legislative, governmental, or other powers or functions.

(c) Severability. If any provision of this contract shall be unenforceable, the remainder of this contract shall be enforceable to the extent permitted by law.

(d) Assignment, Successors and Assigns. Without the County's written consent, the Contractor shall not assign (which includes to delegate) any of its rights (including the right to payment) or duties that arise out this contract. Unless the County otherwise agrees in writing, the Contractor and all assigns shall be subject to all of the County's defenses and shall be liable for all of the Contractor's duties that arise out of this contract and all of the County's claims that arise out of this contract. Without granting the Contractor the right to assign, it is agreed that the duties of the Contractor that arise out of this contract shall be binding upon it and its heirs, personal representatives, successors, and assigns.

(e) Compliance with Law. In performing all of the work, the Contractor shall comply with all applicable law.

(f) Confidential Information. Contractor agrees that, at all times during or subsequent to the performance of this agreement, he will keep confidential and not divulge, communicate, or use the County's confidential information. Contractor agrees not to cause the transmission, removal or transport of tangible embodiments of, or electronic files containing, or verbal transmission of the County's confidential information.

(g) No Third Party Right Created. This contract is intended for the benefit of the County and the Contractor and not any other person:

(h) Principles of Interpretation. In this contract, unless the context requires otherwise: (1) The singular includes the plural and the plural the singular. The pronouns "it" and "its" include the masculine and feminine. Reference to statutes or regulations include all statutory or regulatory provisions consolidating, amending, or replacing the statute or regulation. References to contracts and agreements shall be deemed to include all amendments to them. The word "person" includes natural persons, firms, companies, associations, partnerships, trusts, corporations, governmental agencies and units, and any other legal entities.

(i) Modifications, Entire Agreement. A modification of this contract is not valid unless signed by both parties and otherwise in accordance with requirements of law. Further, a modification is not enforceable against the County unless the County Manager or other duly authorized official signs it for the County. This contract contains the entire agreement between the parties pertaining to the subject matter of this contract. With respect to that subject matter, there are no promises, agreements, conditions, inducements, warranties, or understandings, written or oral, expressed or implied, between the parties, other than as set forth or referenced in this contract.

IN WITNESS WHEREOF, the County and the Contractor have caused this contract to be executed under seal by their respective duly authorized agents or officers.

WARREN COUNTY:

CONTRACTOR:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

CONTRACT ADDENDUM
FOR CONTRACTS WITH ANY DEPARTMENT OF WARREN COUNTY GOVERNMENT

CONTRACTOR: A+ Commercial Cleaning Service

SUBJECT OF CONTRACT: Warren County Facilities Cleaning Services

DATE/TERM OF CONTRACT: October 1, 2023 – September 30, 2024

DEPARTMENT: County Manger's Office

Notwithstanding any provision contained in the above referenced Contract or Agreement which may be to the contrary, the following provisions are incorporated and shall apply, supplant and control:

Pre-Audit. This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Non-appropriation clause. Contractor acknowledges that Warren County is a governmental entity, and the contract validity is based upon the availability of public funding under the authority of its statutory mandate. In the event that public funds are unavailable and not appropriated for the performance of Warren County's obligations under this contract, then this contract shall automatically expire without penalty to Warren County thirty (30) days after written notice to Contractor of the unavailability and non-appropriation of public funds. It is expressly agreed that Warren County shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this contract, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its governmental operations. In the event of a change in the Warren County's statutory authority, mandate and mandated functions, by state and federal legislative or regulatory action, which adversely affects Warren County's authority to continue its obligations under this contract, then this contract shall automatically terminate without penalty to Warren County upon written notice to Contractor of such limitation or change in Warren County's legal authority.

Dispute Resolution/Jurisdiction Venue. Any dispute arising under this Agreement may be settled by mediation in the State of North Carolina in accord with such procedures as may be available to units of local government under state law. No other dispute resolution procedures shall apply. Jurisdiction for any legal proceedings concerning this contract or agreement shall be state courts in the State of North Carolina. Venue for such proceedings shall be Warren County.

No pledge of taxing authority. The taxing power of the Warren County is not pledged directly or indirectly to secure any monies due under this contract.

No waiver of governmental immunity; Violation of law. Except for waiver of governmental immunity resulting from the execution of a valid contract, Warren County makes no other waiver of governmental immunity. If any provision of the Contract or Agreement is in violation of any legal, statutory or state constitutional prohibition, then such provision(s) shall be unenforceable against Warren County.

Conflict of Interest: If this is a contract for design, engineering, contract administration or similar services, the Contractor will not enter into contracts or agreements with third parties that may present a potential for conflict of interest between Warren County and the third parties regarding the subject matter of this Contract or Agreement.

Compliance with E-Verify requirements: The Contractor and any of its subcontractors shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, if applicable, which requires employers to verify the work authorization of each newly hired employee through the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies.

Iran Divestment Act Certification. Contractor hereby certifies that Contractor, and all subcontractors, are not on the Iran Final Divestment List ("List") created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58. Contractor shall not utilize any subcontractor that is identified on the List.

Public Record. This Contract or Agreement is subject to disclosure under the public records laws of the State of North Carolina.

WARREN COUNTY:

CONTRACTOR:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Addendum to A+ Commercial Cleaning Service

Contractor agrees to perform cleaning services for the County as provided in the attached Contract, the same is considered incorporated herein by reference as if fully set forth herein;

Further, Contractor agrees to devote all necessary time and attention, within reason, to the performance of the duties outlined in the aforementioned Contract;

If the County is not completely satisfied with any part of the duties and services, Contractor shall return to the impacted site(s) to re-clean the area within 24-hours of notice by the County;

Contractor shall provide its Services and meet its obligations under this Contract in a timely and workmanlike manner, using knowledge and recommendations for performing the Services which meet generally acceptable standards in the commercial cleaning industry, and will provide a stand of care equal to, or superior to, care used by similar service providers;

If here is an item that is believed to be damaged by one of the Contractor's leaning professionals, it must be reported to the company within 24 hours form the completion of the service in efforts to properly investigate the issue. If the Contractor or its agents damage anything during the service being provided, the Contractor will notify the County immediately. In the event an item is damaged or broken, Contractor shall have the option to repair or replace the item; and

The failure to make available or deliver the Services in the time and manner provided for in this Contract after giving 24-hour notice of noncompliance, below standard expectation of cleaning services, or complaint of failure or perform shall constitute a material default under this contract.

WARREN COUNTY:

Title: _____

Date: _____

CONTRACTOR:

Title: _____

Date: _____



September 5, 2023

To: Warren County Board of Commissioners

Through: Vincent Jones, County Manager

From: Rose Ponton, Community & Economic Development

Re: Recompete Pilot Program Grant Application

Background

The Economic Development Administration (EDA) is an agency in the United States Department of Commerce that provides grants and technical assistance to economically distressed communities in order to generate new employment, help retain existing jobs and stimulate industrial and commercial growth through a variety of investment programs.

The EDA has announced the Phase 1 Recompete Pilot Program notice of funding opportunity to support economic revitalization in distressed communities across the country. Specifically, this program targets areas where prime-age (25-54 years) employment significantly trails the national average, with the goal to close this gap through flexible, bottom-up strategy development and implementation investments. In Phase 1, Warren County may apply for a Strategy Development Grant for up to \$500,000 (no local match required.) Applying now for a Strategy Development Grant makes Warren County eligible to apply for Recompete Plan funding in later cycles; Recompete Plans are necessary for some future EDA funding sources including construction and implementation for economic development projects.

Warren County has a prime age employment gap (PAEG) of 10.39, which is above the grant's eligibility minimum of 5% for local communities. The county's prime age population is 5,994; however, of that population only 4,076 are employed. This prime age employment rate of 68% sits between neighboring Vance County's rate of 74% and the micropolitan statistical area of Halifax and Northampton which is at 65%.

This project works toward the following goals in the county's strategic plan:

Strategy 3.1: Develop economic and community development strategies to recruit new business and expand existing business in Warren County

Strategy 3.4: Create, attract, and retain a more resilient, diverse, marketable workforce

Recommendation

The Director of Community & Economic Development recommends applying for a Recompete Strategy Development Grant for up to \$500,000 for the assessment of the county's prime age employment gap and the development of a comprehensive workforce development strategy for Warren County and authorize County Manager to execute all related documentation.

RESOLUTION BY WARREN COUNTY BOARD OF COMMISSIONERS

WHEREAS, Warren County has need for and intend to submit an application for State Revolving Funds to help in the cost of funding the Kerr Lake Regional Water System Expansion and upgrade, and

WHEREAS, Warren County intends to request SRF Funding assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF WARREN COUNTY:

That Warren County, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State grant award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system.

That the **Applicant** will provide for efficient operation and maintenance of the project upon completion thereof.

That Vincent Jones, County Manager, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 11th day of September, 2023 in Warren County, North Carolina.

Bertadean Baker, Chairman

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting Clerk to the Board of Warren County does hereby certify:
That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of
an application with the State of North Carolina, as regularly adopted at a legally convened meeting of
the Board of Commissioners duly held on 11th day of September, 2023; and, further, that such
resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS
WHEREOF, I have hereunto set my hand this ____ day of _____, 2023.

Paula Pulley
Clerk to the Board



Warren County Public Utilities
712 Highway 158 Business West
P.O. Box 577
Warrenton, NC 27589
252-257-3645



TO: Warren County Board of Commissioner's

THROUGH: Vincent Jones, County Manager

FROM: Eric St. Sing Public Utilities Director

DATE: July 28, 2023

SUBJECT: State Revolving Funds (SRF)

Background:

Warren County, Town of Oxford, and City of Henderson are partners that make up the Kerr Lake Regional Water System. The partners, along with CDM Smith, plan to apply for SRF funds to aid in covering the expense of the plant expansion and upgrade.

Fiscal Impact

There will be a matching component based on the total amount awarded.

Recommendation

I recommend that the Board approve of the resolution authorizing Warren County to Apply for SRF funds to help cover expenses associated with expansion and upgrades to Kerr Lake Regional Water System plant.



**WARREN COUNTY
DEPARTMENT OF SOCIAL SERVICES
307 N. MAIN STREET
WARRENTON, NORTH CAROLINA 27589**

**Phone 252-257-5000
Fax 252-257-5610**

**Renae Alston, Director
252-257-2202**

To: Warren County Board of Commissioners

Through: Vincent Jones, County Manager

From: Renae Alston, DSS Director

Subject: Consider approval of reclassification of In-home positions from part-time to full-time positions.

Background

The in-home aid program was to be transferred to the Senior Center and with that proposed transition the vacant In-Home aide positions were then reclassified to part time positions. However the proposed transfer of the In-Home program was reconsidered and the decision was made to have the In-Home program remain at DSS with that decision I am requesting that the vacant In-home aide positions be reclassified to the original classification of full time.

Fiscal Impact

There is no fiscal impact to the 2023-2024 budget for DSS. The 2 vacant In-home aide positions that were posted as part-time at \$10.25 per hour with the max of 26 hr. per week for the Senior Center. The 2 vacant positions have remained as full time positions for the In-home aide program 2 vacant full time positions funding has remained allocated during our budgeting process (at the salary of \$30,000.00 per positions with county benefits) in the anticipation of the full time positions returning to DSS.

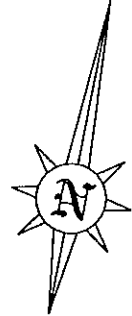
Recommendation

I recommend that the Board approve the reclassification of the 2 vacant In-Home Aide positions to the original classification of full time positions. Consequently, the positions being posted as part time with only an hourly wages, we were unable to fill the vacant positions. Thereby, causing needs to go unmet for our vulnerable population, the elderly and disabled residents. With the vacant positions we were at a disadvantage by the inability to provide needed services to the elderly citizens of our county.

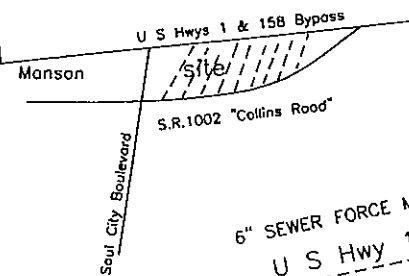


**WARREN COUNTY
DEPARTMENT OF SOCIAL SERVICES
307 N. MAIN STREET
WARRENTON, NORTH CAROLINA 27589**

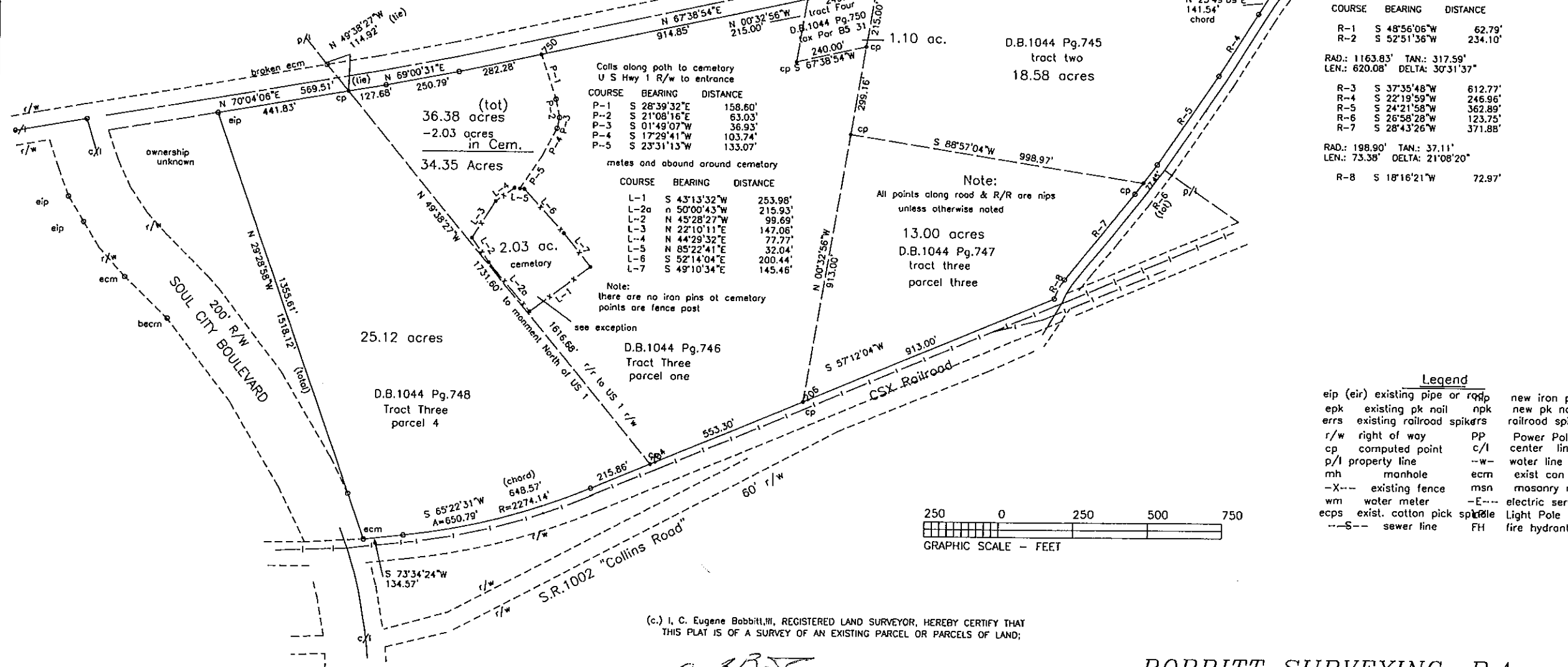
NC Grid North per GPS
NAD 83



vicinity map (not to scale)



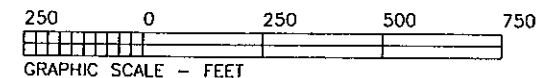
6" SEWER FORCE MAIN RUNS ALONG U.S. HWY 1 (NOT LOCATED)
U.S. Hwy 1 100' r/w



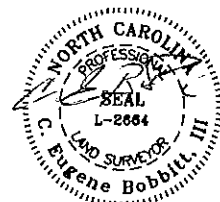
COURSE	BEARING	DISTANCE
R-1	S 48°56'06"W	62.79'
R-2	S 52°51'36"W	234.10'
RAD.: 1163.83' TAN.: 317.59'		
LEN.: 620.08' DELTA: 30°31'37"		
R-3	S 37°35'48"W	612.77'
R-4	S 22°19'59"W	246.96'
R-5	S 24°21'58"W	362.89'
R-6	S 26°58'28"W	123.75'
R-7	S 28°43'26"W	371.88'
RAD.: 198.90' TAN.: 37.11'		
LEN.: 73.38' DELTA: 21°08'20"		
R-8	S 18°16'21"W	72.97'

Legend

eip (eir)	existing pipe or r/w	new iron pipe
epk	existing pk nail	new pk nail
errs	existing railroad spikers	railroad spike
r/w	right of way	PP Power Pole
cp	computed point	c/l center line
p/l	property line	-w- water line
mh	manhole	ecm exist con mon
-X-	existing fence	msn masonry nail
wm	water meter	-E- electric service
ecps	exist. cotton pick spike	Light Pole
-S-	sewer line	FH fire hydrant



(c.) I, C. Eugene Bobbitt, III, REGISTERED LAND SURVEYOR, HEREBY CERTIFY THAT THIS PLAT IS OF A SURVEY OF AN EXISTING PARCEL OR PARCELS OF LAND;



NOTES :

- ONLY THE NOTES MARKED WITH AN (*) APPLY TO THIS PLAT, AND THE SUBJECT PROPERTY SHOWN.
- () 1.) TO THE BEST OF MY KNOWLEDGE THE SUBJECT PROPERTY IS NOT LOCATED WITHIN 2000 FEET OF A STATE GRID STATION.
 - (*) 2.) THE COORDINATE METHOD WAS USED TO COMPUTE THE AREA(S) SHOWN.
 - (*) 3.) THERE IS A NEW 1/2" IRON PIPE ON ALL PROPERTY CORNERS THAT ARE NOT LABELLED, UNLESS OTHERWISE NOTED, SEE SYMBOL LEGEND.
 - (*) 4.) THIS SURVEY WAS DONE WITHOUT THE BENEFIT OF A TITLE REPORT AND DOES NOT NECESSARILY INDICATE ALL ENCUMBRANCES ON THE PROPERTY.
 - (*) 5.) THIS PLAT IS SUBJECT TO ALL EASEMENTS, AGREEMENTS, AND RIGHTS-OF-WAY OF RECORD PRIOR TO DATE OF THIS PLAT.
 - () 6.) SUBJECT PROPERTY SHOWN IS LOCATED WITHIN 2000 FEET OF A STATE GRID STATION, BUT DUE TO THE LACK OF DESCRIPTIVE, AND PHYSICAL EVIDENCE, GRID STATION(S) COULD NOT BE LOCATED.
 - (*) 7.) ALL DISTANCES SHOWN ARE HORIZONTAL GROUND DISTANCES, IN U.S. FEET.

I, C. EUGENE BOBBITT, III, P.L.S., L-2664, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION, RECORDED IN DEED BOOKsee, PAGE ref, ETC.; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOKsee, PAGE ref; THAT THE RATIO OF PRECISION AS CALCULATED IS 110 000+; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S.47-30 AS AMENDED.

WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL
THIS THE 01 DAY OF July, A.D., 2023

C. EUGENE BOBBITT, III, P.L.S.

LICENSE NUMBER - L-2664

BOBBITT SURVEYING, P.A.

CERTIFICATE No. - C-595

P.O. BOX 952/443 DABNEY DRIVE, HENDERSON, N.C., 27536

Phone 252-438-5162

property of

Conrad B. Benderm, Thomas G. Bender,
Samuel J. Bender, and
Jennifer Bender-Rothen

as tenants in Common in equal degree

Nutbush Township

Warren County, North Carolina

Scale 1"= 250 feet July 31, 2023

Plot File 23 W 16 L

wrncly8 usb7

To: Warren County Board of Commissioners

Through: Vincent Jones, County Manager

From: Charla Duncan, Community & Economic Development Director

Re: Property acquisition for community and economic development

Background

Warren County has a sale agreement in place for approximately 98 acres of land in the Manson community (map numbers B5 32, B5 31, B5 30, B5 101, and B5 29) located along US Hwy 1 situated between Soul City Boulevard and Collins Road. The land neighbors International Paper, Heritage Mulch, and Swing Trucking. With approximately 4,100 feet in road frontage along US Hwy 1, this property is located within an office and industry district in the county's future land use map. This site is adjacent to the CSX S-Line (along the back of the site); the site is located within the county's federal opportunity zone. This site can be served by public water and sewer, as well as be served by the county's natural gas provider. Spectrum communications has telecommunications capacity at the site as well.

In FY 23, Warren County participated in the Golden LEAF SITE Identification program where this site was identified as a prime site for industrial development within Warren County primarily due to its proximity to major transportation thoroughfares and the CSX rail line; utility infrastructure near the site; and its location in the county's future land use map. The Golden LEAF site identification process was led by site selection firm Strategic Development Group (SDG) and the civil and engineering firm WithersRavenel

This site is the location of the Ridgeway Baptist Church cemetery. The cemetery will not be disturbed as a result of this acquisition or any future development plans. The cemetery site is approximately 2 acres.

The sale agreement outlines a sale price of \$522,000. While the county has not finalized any plans on site development, possibilities for the site include the future home of the Vance Granville Community College transportation training hub as well as marketing the land for industrial development in alignment with the county's 2022 Comprehensive Development Plan and strategic development plan goal 3.0.

Recommendation

The County Manager and the Director of Community & Economic Development recommend that the Board of Commissioners acquire the 98

acres along Hwy US 1 at the sale price of \$522,000 for the purpose of economic development and authorize the County Manager and Chair of the Board of Commissioners to execute all documents to finalize the sale.



Office of the Sheriff
Sheriff JOHN A. BRANCHE
Warren County

P. O. BOX 678 • 132 Ruffers Lane
WARRENTON, NC 27589
Office: (252) 257-3364



TO: Board of Commissioners
THROUGH: County Manager Vincent Jones
FROM: Sheriff John Branche

RE: Radio Console upgrade

Background:

Currently, Warren County E-911 Communications utilizes the Motorola MCC5500 Dispatch Radio Console. There is need to upgrade the radio system to a newer model console, namely the Motorola 7500E IP Dispatch Radio Console. As it stands now, the Motorola MCC5500 is at end of life and support ended on 12/31/2021.

Fiscal Impact: The NC911 Board will provide \$191,702.62 to this project's funding, with the County of Warren contributing the remaining \$361,012.73.

Recommendation: It is recommended that we purchase a new Radio Console that would allow us to be better prepared for future technological developments, obtain a more beneficial service agreement, and integrate our communications platform between field units, telecommunicators and the Communications Center itself.