



SUGGESTED AGENDA
Regular Meeting in the
Armory Civic Center
501 US Hwy 158 Business E., Warrenton, NC

6:00 PM
January 8, 2024

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

Regular Meeting Agenda

1. SPECIAL RECOGNITION - WARREN COUNTY FINANCE OFFICE

2. PRESENTATION

- A. Charter Communications/Spectrum Broadband Update - Justin DeLancey, Senior Manager, Government Affairs

3. 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.

4. CITIZEN COMMENTS - REGULAR BOARD MEETING

Rules for Citizen Comments: Please sign up to speak. The maximum time allotted to each speaker will be FIVE (5) minutes; Clerk to the Board will keep time. Any group of people who support or oppose the same position should designate a spokesperson. Please address only those items which might not have been addressed by a previous speaker. If a response from the County Manager and/or Board is desired, leave a copy of your comment(s) with the Clerk to the Board. Order and decorum will be maintained. This is not a question and answer session.

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

5. CONSENT AGENDA

- A. Consider Approval of Minutes of the December 4, 2023 Regular Meeting and December 13, 2023 Work Session

- B. Tax Collectors Report for November 2023 Presented for Boards Information in Accordance with NCGS 105-350 (John Preston, Tax Administrator)
- C. Tax Release Requests (over & under \$100) in Accordance with NCGS 105-381 "Taxpayers Remedies" as Information Only (John Preston, Tax Administrator)

6. COUNTY MANAGER'S UPDATE – Vincent Jones

- A. Local Management Entity/Managed Care Organization (LME/MCO) Consolidation - Trillium Health Resources
- B. FY25 Budget Work Session
- C. Animal Control Update
- D. Organizational Updates
 - Citizen Comment Responses

7. FINANCE OFFICE – Nikki Dickerson

- A. Consider Approval of Budget Amendment #3 (see attached) to the FY 2024 Budget Ordinance is being presented for approval. This amendment does the following:

General Fund Balance for FY23 carry-over:

- 1. Appropriates \$ 2,900 from Library State Aid Grant unspent last FY.
- 2. Appropriates \$ 43,000 from IT Infrastructure for email migration invoice incurred last FY and paid in this FY.
- 3. Appropriates \$ 233,862 to Warren County Schools Capital Outlay budgeted last FY and unspent until this FY.

General Fund Balance for FY24 Expenses:

- 1. Appropriates \$26,000 from Equitable Sharing Fund for Sheriff Vehicle Purchase. These funds are kept in the General Fund Balance and budgeted as spent.
- 2. Appropriates \$27,500 to Finance for MUNIS Upgrades to adhere to strategic plan for technological advancement withing the County.

Revenue:

- 1. Reduces ROAP Grant Revenue and Expenditures by \$27,821 based on the Grant Funding received this FY. This is necessary to ensure categories are not over-spent.

Moving Funds Within Departments:

- 1. Moving \$70,000 from Courthouse major building repair that won't occur this year to a space assessment feasibility study as well as repairs on the Hendricks House as needed this FY.

8. FOLLOW UP TO DECEMBER 13, 2023 WORK SESSION

- A. Consider Approval of Wellness Day for Employees to be Used By June 30, 2024 - County Manager Vincent Jones
- B. Consider Approval of Additional Staff Due to Medicaid Expansion - Renae Alston, DSS Director
- C. Consider Approval of On-Call Pay Proposal for Child Protective Services and Adult Protective Services Employees - Renae Alston, DSS Director
- D. Consider Approval of Creating Outdoor Recreation Economies (CORE) Strategic Plan - Charla Duncan, Community & Economic Development Director

9. ACTION ITEMS

- A. Consider Approval of Resolution Authorizing Warren County to Request State Loan and/or Grant Assistance for Lead Service Line Inventory for the County Water System - Eric St. Sing, Public Utilities Director
- B. Consider Approval of Resolution Accepting Funds for the Eaton Ferry Sewer Project - Eric St. Sing, Public Utilities Director
- C. Consider Approval of Resolution Accepting Funds for the Kerr Lake Regional Water System - Eric St. Sing, Public Utilities Director
- D. Memorial Library Direct Digital Control Replacement - Marshall Brothers, Public Works Director
- E. Declare Surplus Property and Adopt Resolution Authorizing Disposal of Items Through Online Auction - Paula Pulley, Clerk to the Board
- F. Consider Approval of Memorandum of Agreement with North Carolina State University for Cooperative Extension - Paul McKenzie, Interim Cooperative Extension Director
- G. Consider Approval of Resolution Requesting for North Carolina Department of Commerce Rural Transformation Grant Fund Remaining Funds (\$75,000) to Support 429 West Ridgeway Street Project Phase 1: Farmers Market Pavilion

10. BOARD, COMMITTEE, COMMISSION APPOINTMENTS AND RE-APPOINTMENTS

- A. Consider Re-Appointment of Dr. Elton Brown (Optometrist) to a 5th Three-Year Term, and Cheryl Coffman (At-Large) to a 3rd Three-Year Term on the Board of Health Beginning January 1, 2024 and Ending December 31, 2027.
- B. Consider Approval of Appointment of Katherine Hilliard to the Macon Rural Fire Department Local Relief Fund Board of Trustees. This Appointment Replaces M.C. Clary Who is No Longer Able to Serve.

11. BOARD OF COUNTY COMMISSIONERS' UPDATES

12. CLOSED SESSION IN ACCORDANCE WITH NCGS 143-318.11(a)(4) FOR BUSINESS AND INDUSTRY EXPANSION

13. ADJOURN January 8, 2024 BOARD MEETING



Board of Commissioners Regular Meeting

December 4, 2023

MINUTES

1. ORGANIZATIONAL MEETING

A. Election of Chairman to the Board of Warren County Commissioners

Commissioner Walter Powell nominated Commissioner Jennifer Pierce for Chair. On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, nominations were closed and Commissioner Pierce was declared Chair of the Warren County Board of Commissioners.

B. Election of Vice-Chairman to the Board of Warren County Commissioners

Commissioner Walter Powell nominated Commissioner Tare "T" Davis for Vice-Chair but Commissioner Davis declined the nomination. Commissioner Pierce nominated Commissioner Hunt for Vice-Chair.

On motion of Commissioner Pierce, seconded by Commissioner Powell, and duly carried by unanimous vote, nominations were closed and Commissioner Hunt was declared Vice-Chair of the Warren County Board of Commissioners.

C. Appointment of County Attorney (Shiekell Richardson presently serving)

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, Shiekell Richardson was re-appointed as Warren County Attorney.

D. Appointment of Clerk to the Board (Paula Pulley presently serving)

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, Paula Pulley was re-appointed Clerk to the Board of Warren County Commissioners.

E. Appointment of Deputy Clerk (Monique Hinton presently serving)

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, Monique Hinton was re-appointed Deputy Clerk to the Board of Warren County Commissioners.

F. Appointment of Finance Officer (Nikki Dickerson presently serving)

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, Nikki Dickerson was re-appointed Finance Officer.

G. Appointment of Tax Collectors: Jane Wilson, Cherrina Neville, Joanna Dickerson, Tax Collection Specialist: Yvonne Sharps, and Delinquent Tax Collector: Karen Towns

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, Alma Jane Wilson, Cherrina Neville, and Joanna Dickerson were re-appointed as Deputy Tax Collectors.

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, Yvonne Sharps was re-appointed as Tax Collection Specialist.

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, Karen Towns was re-appointed as Delinquent Tax Collector.

H. Designation of Depositories for Warren County Funds

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, First Citizens Bank of Warrenton, NC, Truist Bank of Warrenton, NC, and NC Capital Management Trust of Charlotte, NC were designated as depositories for Warren County Funds.

I. Authorization to Honor Facsimile Signatures for Warren County Operating Accounts:

- 1. Warren County Operating Account, Warren County General Fund Payroll Account and Warren County Flexible Spending Account**

2. Warren County Department of Social Services Trust Fund Account

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, authorization to honor facsimile signatures for Warren County Operating Account, Warren County General Funds, Payroll Account, and Warren County Flexible Spending Account by County Finance Officer Nikki Dickerson, Chairman to the Board of Commissioners, and Clerk to the Board were approved.

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, authorization to honor facsimile signatures for Warren County Department of Social Services Trust Fund Account by Director Renae Alston, and/or County Manager Vincent Jones, and/or Finance Director Nikki Dickerson was approved.

2. PRESENTATION

A. Broadband Update - Eric Dickson, AccessOn

Eric Dixon of AccessOn Networks provided an update on the high speed internet project in Warren County. According to the report, 42 businesses, 1,234 residences, and 11 educational/government locations will be covered by AccessOn Networks service area. At this time, AccessOn is on track to break ground on fiber equipment huts in the first quarter of 2024.

3. ADOPT SUGGESTED AGENDA

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, the December 4, 2023 Suggested Agenda was approved.

4. CITIZEN COMMENTS - REGULAR BOARD MEETING

A. Rules for Citizen Comments: Please sign up to speak. The maximum time allotted to each speaker will be FIVE (5) minutes; Clerk to the Board will keep time. Any group of people who support or oppose the same position should designate a spokesperson. Please address only those items which might not have been addressed by a previous speaker. If a response from the County Manager and/or Board is desired, leave a copy of your comment(s) with the Clerk to the Board. Order and decorum will be maintained. This is not a question and answer session.

- Reinald Espinosa yielded time to Dwayne Hicks.
- Dwayne Hicks stated that Law Enforcement is using tactics to spy, jam phone lines, and break people down psychologically. He feels he has been targeted.
- Herman Alston stated he was unjustly placed in handcuffs by a Warrenton Police Department Officer outside of town and therefore, outside of the officers jurisdiction. Mr. Alston provided a written statement with details of the incident.

5. CONSENT AGENDA

A. Consider Approval of Minutes of the November 6, 2023 Regular Meeting

On motion of Commissioner Hunt, seconded by Commissioner Davis, and duly carried by unanimous vote, the minutes of the November 6, 2023 Regular Meeting were approved.



**Board of Commissioners Regular Meeting
November 6, 2023
MINUTES**

Vice Chairman Victor Hunt called the meeting to order and led a moment of silence and the Pledge of Allegiance. Vice Chairman Hunt expressed sympathy following the passing of Linette Crews, a dedicated employee of the Warren County Sheriff's Office for 24 years, and the passing of long-time District Attorney David Waters.

1. SPECIAL PRESENTATIONS

1. Congressman Don Davis
2. Representative Michael Wray

Joyah Bullock of Congressman Don Davis's office presented a powerpoint highlighting accomplishments and current projects. It was noted that Congressman Davis is one of the most bipartisan freshman in the House with an 85% bipartisan record on cosponsorship. Some of the projects Congressman Davis is involved in are constituent outreach, Congressional education opportunities for youth, and Federal Grant assistance.

Representative Michael Wray presented a check in the amount of \$3,000,000 to Dr. DeMarrias of Vance Granville Community College for the facility in Soul City that will house the CDL Training and Heavy Equipment Training Program. Representative Wray informed the Board money has been allocated to many local Fire Departments including \$500,000 to Warrenton Rural Volunteer Fire Department, and \$250,000 each to Macon Volunteer Fire Department, Norlina Volunteer Fire Department, and Ridgeway Volunteer Fire Department. The Warren County Sheriff's Office was awarded \$500,000 for radio equipment. Representative Wray presented a check to the Warren County Board of Commissioners in the amount of \$5,000,000 for water and sewer projects.

2. ADOPT SUGGESTED AGENDA

On motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote, the addition of Item 4F, Consider Approval of Resolution of Memoriam for David Waters, was approved.

On motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote, the Suggest Agenda with the addition of Item 4F was approved.

3. CITIZEN COMMENTS - REGULAR BOARD MEETING

1. Dr. Charmaine McKissick-Melton noted that on two occasions, Soul City has been referenced in the Warren Record as the Manson Community. Dr. McKissick-Melton highlighted the importance of Soul City and asked that credit be given to Floyd McKissick for the work he did to establish Soul City.
2. Former Congresswoman Eva Clayton addressed the Board to remind them of the marketing opportunities that exist in Soul City.
3. Konita Stevenson discussed the importance of providing support of local small businesses and entrepreneurs.
4. Reinaldo Espinosa stated that he feels District Voting for Commissioners is crucial for Warren County. Mr. Espinosa questioned why a new Senior Center can't be built now instead of waiting, stating that the Seniors deserve a new space. He also asked why the County has had so many Finance Officers, and why they keep leaving. Mr. Espinosa noted that there are real problems with the Warren County School System that need to be addressed. Lastly, Mr.

Espinosa stated that the County still only has one grocery store and stated that is a problem.
5. Michael Naughton addressed what he considers illegal dog hunting in Warren County. He stressed that people need to be taught the rules of hunting.

4. CONSENT AGENDA

A. Consider Approval of Minutes of the October 2, 2023 Regular Meeting and October 18, 2023 Work Session

On motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote, the minutes of the October 2, 2023 Regular Meeting and October 18, 2023 Work Session were approved.

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

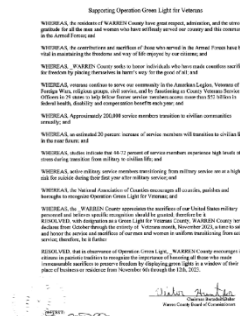
On motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote, the Tax Collectors Report for September 2023 was accepted as information in accordance with NCGS 105-350.

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 Pierce, and duly carried by unanimous vote, the Tax Release Requests (over & under \$100) were accepted as information in accordance with NCGS 105-381.

D. Consider Approval of Resolution Supporting Operation Green Light

On motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote, the Resolution Supporting Operation Green Light was approved.



E. Consider Approval of Resolution Declaring November 2023 as Native American Heritage Month

On motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote, the Resolution Declaring November 2023 as Native American Heritage Month was approved.



F. Consider Approval of Resolution of Memoriam for David Waters

On motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote, the Resolution in Memoriam for David Waters was approved.



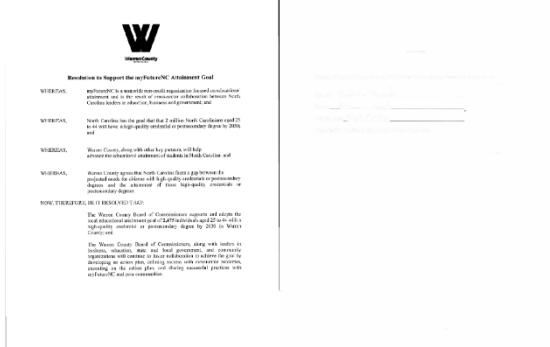
5. COUNTY MANAGER'S UPDATE – Vincent Jones

A. Operational Updates

1. County Manager Vincent Jones stated that a letter came in from a citizen complaining about the length of time it takes to get a septic permit. Mr. Jones spoke with staff and they are not aware of an instance where it has taken 10 to 12 weeks to get a permit. It was noted that, with the addition of more staff in Environmental Health, the turn-around time on septic permits is now two weeks.
2. County Manager Jones stated that Occupancy Tax for Warren County has passed.

B. Consider Approval of Resolution to Support for myFutureNC Attainment Goal for Warren County
This item is a follow-up to information provided at the June 21, 2023 Board of Commissioners Work Session

On motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote, the Resolution to Support myFutureNC Attainment Goal for Warren County was approved.



C. Consider Approval of Resolution of Support Seeking Additional State Funding for the Kerr Lake Regional Water System Plant Expansion Project

This item will be brought back before the Board at a later time.

6. FINANCE OFFICE – Nikki Dickerson

A. Consider Approval of Budget Amendment #2

Budget Amendment #2 (see attached) to the FY 2024 Budget Ordinance is being presented for approval. This amendment does the following:

General Fund Balance for FY23 carry-over:

1. Appropriates \$ 40,000 from Radios/Equipment to Upfit Vehicles purchased this FY but budgeted last FY.
2. Appropriates \$ 7,098 from General Fund Balance to Animal Control for donations unspent last FY.
3. Appropriates \$ 35,000 of General Funds to Board of Elections for roof repair budgeted

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

2023-2024

Current Year Collections

Tax Year	Charge	Collected in October	Collected to Date	Balance Outstanding	Percentage Collected
October 2023 FY 24	\$20,352,457	\$1,651,707	\$6,872,567	\$14,479,890	28.85
October 2022 FY 23	\$19,715,346	\$1,211,131	\$5,866,488	\$13,848,857	29.76

Delinquent Collections

2022	\$431,008	\$11,256	\$84,256	\$346,752	19.55
2021	201,032	3,154	20,261	\$180,771	10.08
2020	139,246	1,051	3,941	\$135,305	2.83
2019	152,376	495	2,980	\$149,396	1.96
2018	90,751	207	986	\$89,765	1.09
2017	89,462	61	783	\$88,679	0.89
2016	68,382	86	1,077	\$67,305	1.59
2015	57,188	79	122	\$57,066	0.21
2014	48,269	91	194	\$48,075	0.40
2013	76,712	335	1,322	\$75,390	1.72
Total Delinquent Years	\$1,354,426	\$16,815	\$115,922	\$1,238,504	

Other October Receipts

County Penalties	\$ 4,876	\$ 28,873
Landfill User Fees	\$ 97,925	\$ 399,800
Municipalities	\$ 36,317	\$ 162,670
Fire District Taxes	\$ 90,413	\$ 380,602
Advance Taxes	\$ 2,564	\$ 10,404

OCTOBER GRAND TOTAL

\$3,111,748	\$12,837,228
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John Preston, Tax Administrator
John Preston, Tax Administrator

11/15/2023

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

On motion of Commissioner Hunt, seconded by Commissioner Davis, and duly carried by unanimous vote, Tax Release Requests (over/under \$100) were approved.

Over \$100	12/4/2023	CO MGR INITIALS: <i>WJ</i> Date: <i>11/27/2023</i>
ERROR CORRECTION RELEASES:		
BOONE MARLYN G	2017 14941-200	28173 \$ 317.60 DECEASED
BOONE MARLYN G	2018 14941-200	57626 \$ 388.88 DECEASED
BOONE MARLYN G	2019 14941-200	53064 \$ 298.61 DECEASED
BOONE MARLYN G	2014 14941-200	51171 \$ 321.41 DECEASED
BOONE MARLYN G	2015 14941-200	48505 \$ 345.19 DECEASED
GARRARD DAVID D & MARY K	2022 28367-300	28938 \$ 151.45 SOLD 2 JET SKIS IN 2019
GARRARD DAVID D & MARY K	2022 28367-300	28938 \$ 268.63 SOLD 2 JET SKIS IN 2019
GARRARD DAVID D & MARY K	2021 28367-300	28938 \$ 275.30 SOLD 2 JET SKIS IN 2019
HARRISON RAYMOND & BETTY	2022 15163-200	28722 \$ 175.12 MH DESTROYED IN 2014
HARRISON RAYMOND & BETTY	2022 15163-200	29333 \$ 195.77 MH DESTROYED IN 2014
HARRISON RAYMOND & BETTY	2022 15163-200	28664 \$ 207.44 MH DESTROYED IN 2014
HARRISON RAYMOND & BETTY	2020 15163-200	28668 \$ 223.16 MH DESTROYED IN 2014
HARRISON RAYMOND & BETTY	2018 15163-200	28162 \$ 238.29 MH DESTROYED IN 2014
HARRISON RAYMOND & BETTY	2018 15163-200	28211 \$ 254.01 MH DESTROYED IN 2014
HARRISON RAYMOND & BETTY	2017 15163-200	28211 \$ 266.14 MH DESTROYED IN 2014
HARRISON RAYMOND & BETTY	2016 15163-200	57029 \$ 248.71 MH DESTROYED IN 2014
HARRISON RAYMOND & BETTY	2015 15163-200	57029 \$ 233.66 MH DESTROYED IN 2014
HARRISON RAYMOND & BETTY	2022 18028-302	28628 \$ 286.65 REMOVE 2 TRAILERS/DOUBLE LISTED
SHEARIN JEFFREY C	2022 14107-301	8993 \$ 160.28 BIR EXEMPT ERROR
WESTER KENNETH	2022 35846-200	27432 \$ 172.41 SOLD CAMPER 8 YRS AGO
WESTER KENNETH	2022 35846-200	30123 \$ 188.76 SOLD CAMPER 8 YRS AGO
WESTER KENNETH	2022 35846-200	27292 \$ 204.24 SOLD CAMPER 8 YRS AGO
WESTER KENNETH	2020 35846-200	27666 \$ 218.72 SOLD CAMPER 8 YRS AGO
WESTER KENNETH	2019 35846-200	28632 \$ 234.74 SOLD CAMPER 8 YRS AGO
WESTER KENNETH	2018 35846-200	28152 \$ 255.19 SOLD CAMPER 8 YRS AGO
TOTAL ERROR CORRECTIONS:		\$ 5,985.44
MOTOR VEHICLE RELEASES:		
PARRY MADONNE MAY	2023 KJP5577	V-60861 \$ 146.79 VEHICLE WAS REGISTERED IN VA
SUB-TOTAL MOTOR VEHICLE RELEASES:		\$ 146.79
SUB-TOTAL CORRECTION RELEASES:		\$ 5,985.44
Total Releases		\$ 6,132.23
LANDFILL USER FEE RELEASES:		
WHITNEY PRENE M	2023 43538-300	14880 \$ 150.00 NO LFUP
TOTAL LFUP RELEASES:		\$ 150.00
Total Releases		\$ 6,282.23

Under \$100	12/4/2023	CO MGR INITIALS: <i>WJ</i> Date: <i>11/27/2023</i>
ERROR CORRECTION RELEASES:		
NAME	Year	ACCT# MAP #
EVERSON TERRY	2023	943
HAWKS JAMES L	2023 18028-302	28929 \$ 90.34 REMOVED LATE LISTING
KINNIN COREY B	2022 21769-200	28914 \$ 15.80 SOLD BOAT IN 2018
KINNIN COREY B	2022 21769-200	29540 \$ 18.60 SOLD BOAT IN 2018
KINNIN COREY B	2021 21769-200	28644 \$ 22.62 SOLD BOAT IN 2018
KINNIN COREY B	2020 21769-200	26487 \$ 25.63 SOLD BOAT IN 2018
LUBBERS SHAWN	2022 32834-200	27118 \$ 40.60 SOLD PP IN 2022
SHEARIN JEFFREY C	2022 12811-200	28208 \$ 3.30 BOAT JUNKED 2013
SHEARIN JEFFREY C	2021 12811-200	28365 \$ 3.54 BOAT JUNKED 2013
SHEARIN JEFFREY C	2020 12811-200	28219 \$ 3.72 BOAT JUNKED 2013
SHEARIN JEFFREY C	2019 12811-200	28242 \$ 3.86 BOAT JUNKED 2013
SHEARIN JEFFREY C	2018 12811-200	32863 \$ 11.84 BOAT JUNKED 2013
SHEARIN JEFFREY C	2018 12811-200	32863 \$ 4.13 BOAT JUNKED 2013
SHEARIN JEFFREY C	2017 12811-200	33014 \$ 17.68 BOAT JUNKED 2013
SHEARIN JEFFREY C	2016 12811-200	57465 \$ 17.28 BOAT JUNKED 2013
SHEARIN JEFFREY C	2015 12811-200	54281 \$ 16.88 BOAT JUNKED 2013
SHEARIN JEFFREY C	2014 12811-200	51490 \$ 16.61 BOAT JUNKED 2013
THORNTON MARION ARTHUR JR	2023 07459-300	20254 \$ 4.12 NO LATE LISTING FEE
WESTER KENNETH	2017 35846-200	28162 \$ 32.76 CAMPER SOLD IN 2012
WESTER KENNETH	2016 35846-200	57521 \$ 35.24 CAMPER SOLD IN 2012
WESTER KENNETH	2015 35846-200	53889 \$ 34.73 CAMPER SOLD IN 2012
WESTER KENNETH	2013 35846-200	48802 \$ 50.23 CAMPER SOLD IN 2012
SUB-TOTAL ERROR CORRECTIONS:		\$ 947.85
MOTOR VEHICLE RELEASES:		
HASLUP ROBERT FRANKLIN	2019 CL43470	V-132071 \$ 94.64 VEHICLE NO LONGER IN WARREN CO
SUB-TOTAL MOTOR VEHICLE RELEASES:		\$ 94.64
SUB-TOTAL CORRECTION RELEASES:		\$ 947.85
Total Releases		\$ 947.85

NOV 27 2023

NOV 27 2023

6. COUNTY MANAGER'S UPDATE – Vincent Jones

A. Property Acquisition for Community Development

Community & Economic Development Director Charla Duncan discussed the sales agreement for property located on US Hwy 158 Business West. This property could be used for a community space, Senior Center, meeting space, and office space.

B. Operational Updates

- **Notice of Employee Holiday Luncheon, December 8, 2023**
 - **Ambulance Franchise Update**
 - **Organizational Updates**
-
- The Employee Holiday Luncheon will be held on Friday, December 8, 2023. Offices will close at 12:00 p.m. in order to allow all employees to attend.
 - County Manager Vincent Jones stated that Bertie Ambulance Service is no longer providing service in this area. Warren County Emergency Services has reached out to another ambulance service provider, but they are not willing to sign a Franchise Agreement at this time.
 - On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, Holiday Bonuses in the amount of \$500 for full time employees and \$250 for part time employees were approved.

7. FINANCE OFFICE – Nikki Dickerson

A. Consider Approval of Community Center Capital Project Ordinance in the Amount of \$600,000

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Community Center Capital Project Ordinance in the amount of \$600,000 was approved.

CAPITAL PROJECT ORDINANCE

WARREN COUNTY

Community Center – Fund 86

BE IT ORDAINED by the Warren County Board of Commissioners that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted:

Section 1. The project authorized is the Community Center.

Section 2. The officers of this unit are hereby directed to proceed with the project within the terms of the above statute and the budget contained within.

Section 3. The following revenues are anticipated to be available to complete the project:

Transfer from General Fund – Fund 86

\$600,000

Section 4. The following amounts are appropriated for the project:

Community Center Expenses

\$600,000

Section 5. The Finance Officer is hereby directed to maintain with the Capital Project Fund sufficient detailed accounting records required by federal and state regulations.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due.

Section 7. Copies of this project ordinance shall be entered into the minutes of the governing board and filed with the Finance Officer.

Adopted this 4th day of December 2023.

B. Consider Approval of Capital Project Ordinance for 429 W. Ridgeway Street (Farmers Market Project) in the Amount of \$1,050,000

On motion of Commissioner Hunt, seconded by Commissioner Davis, and duly carried by unanimous vote, the Capital Project Ordinance for 429 W. Ridgeway Street (Farmers Market Project) in the amount of \$1,050,000 was approved.

CAPITAL PROJECT ORDINANCE

WARREN COUNTY

Farmers Market – Fund 86

BE IT ORDAINED by the Warren County Board of Commissioners that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted:

Section 1. The project authorized is the Farmers Market.

Section 2. The officers of this unit are hereby directed to proceed with the project within the terms of the above statute and the budget contained within.

Section 3. The following revenues are anticipated to be available to complete the project:

Transfer from General Fund – Fund 86

\$1,050,000

Section 4. The following amounts are appropriated for the project:

Farmers Market Expenses

\$1,050,000

Section 5. The Finance Officer is hereby directed to maintain with the Capital Project Fund

sufficient detailed accounting records required by federal and state regulations.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due.

Section 7. Copies of this project ordinance shall be entered into the minutes of the governing board and filed with the Finance Officer.

Adopted this 4th day of December 2023.

C. Consider Approval of Reclassification of Accounting Technician II (Grade 18) to Accounting Specialist (Grade 19)

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, reclassification of Accounting Technician II (Grade 18) to Accounting Specialist (Grade 19) was approved.

8. ACTION ITEMS

A. Consider Approval of Resolution Designating David Wise (Planning/Zoning Director) and Erik Hilliard (GIS Technician) as Planning and Zoning Map Review Officers - David Wise, Planning/Zoning Director

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, the Resolution Designating David Wise (Planning Director) and Erik Hilliard (GIS Technician) as Planning and Zoning Map Review Officers was approved.

 Bertadean Baker, Chairman Victor Hunt, Vice Chairman Tara Davis Jennifer Pierce Walter Powell Vincent Jones County Manager Paula Pulley Clerk to the Board Phone: (252) 257-3115 Fax: (252) 257-5971 www.warrencountync.com	WARREN COUNTY BOARD OF COMMISSIONERS 602 WEST RIDGEWAY STREET POST OFFICE BOX 619 WARRENTON, NORTH CAROLINA 27589 RESOLUTION APPOINTING REVIEW OFFICERS WHEREAS, G.S. 47-30.2 authorizes the governing body of each county to designate an official(s) experience in mapping or land records management as a Review Officer to review each map and plat required to be submitted for review before said map/plat is presented to the Register of Deeds for recording; and WHEREAS, said Review Officer shall expeditiously review each map or plat prior to submission to the Register of Deeds for recording to ensure compliance with all statutory requirements for recording; and WHEREAS, the County of Warren wishes to notify the Land Records Management Division, NC Department of the Secretary of State of its designation as required by G.S. 47-30.2. NOW, THEREFORE, BE IT RESOLVED that the August 16, 2023 resolution appointing review officers be dissolved; and BE IT FURTHER RESOLVED that the following are hereby designated as the Review Officers for Warren County: David Wise (Planning/Zoning Director) and Erik Hilliard (GIS Technician). BE IT FURTHER RESOLVED that the certification of the Review Officer shall be in substantially the following form and must be affixed on each map/plat prior to recording. STATE OF NORTH CAROLINA COUNTY OF WARREN I, _____, Review Officer of Warren County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording. Review Officer Date: _____ *This institution is an equal opportunity provider and employer.*
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B. Consider Approval of Contract for Revaluation Services with Pearson's Appraisal Service in an Amount Not to Exceed \$652,922 - John Preston, Tax Administrator

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the contract for Revaluation Services with Pearson's Appraisal Service in an amount not to exceed \$652,922 was approved.

C. Consider Approval of Agreement with Rivers and Associates for Engineering Services for Bridge 126 Water Main Relocation (Perrytown Road Bridge) in an Amount Not to Exceed \$92,374

- Eric St. Sing, Public Utilities Director

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, agreement with Rivers and Associates for Engineering Services for Bridge 126 Water Main Relocation (Perrytown Road) in an amount not to exceed \$92,374 was approved.

D. Consider Approval of Purchase of 2023 Chevrolet Tahoe for the Warren County Sheriff's Office in an Amount Not to Exceed \$71,983.67 From LBJ Chevrolet (Note: Corresponding Budget Amendment Needed) - Sheriff John Branche

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the purchase of a 2023 Chevrolet Tahoe for the Warren County Sheriff's Office in an amount not to exceed \$71,983.67 was approved.

9. BOARD/COMMITTEE/COMMISSION APPOINTMENTS AND RE-APPOINTMENTS

A. Consider Appointment of James Arrington III to a three-year term on the Economic Development Commission (December 2023-December 2026) - Charla Duncan, Community and Economic Development Director

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, James Arrington, III was appointed to the Community & Economic Development Commission for a three-year term beginning December 2023 and ending November 2026.

B. Consider Appointment of Samuel R. Ross, and Re-Appointment of Stephen Pelfrey (Third Term) to the Warren County Fire Commission for a Three-Year Term Beginning December 2023 and Ending November 2026 as Recommended by the Warren County Fire Commission - Chris Tucker, Interim Emergency Services Director

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, Samuel R. Ross was appointed for a first three-year term, and Stephen Pelfrey was re-appointed for a third three-year term to the Warren County Fire Commission. Terms begin December 2023 and end November 2026.

10. BOARD OF COUNTY COMMISSIONERS' UPDATES

Commissioner Davis thanked all county staff for their hard work this year.

11. CLOSED SESSION IN ACCORDANCE WITH NCGS 143-318.11(a)(4) FOR BUSINESS AND INDUSTRY EXPANSION

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, the Board of Commissioners entered Closed Session in accordance with NCGS 143-318.11(a)(4) for Business and Industry Expansion.

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, the Board of Commissioners returned to open session.

12. ADJOURN December 4, 2023 BOARD MEETING

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the December 4, 2023 Warren County Board of Commissioners Regular Meeting was adjourned.

Paula Pulley, Clerk to the Board



Board of Commissioners Work Session

December 13, 2023

MINUTES

1. ADOPT SUGGESTED AGENDA

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, the December 13, 2023 Suggested Agenda was adopted with the removal of Item 4F.

2. BI-ANNUAL REPORTS

A. Community and Economic Development



Community & Economic Development, December 2023 Report

New and Existing Industries:

- Project Bridge (BridgeTech Global)
- Adding sites to the property database- led by Economic Development Specialist
- Answered multiple online inquiries about properties and business prospects in Warren County

Projects and Partnerships:

- Continued participation with Tri-COG FEEDS advisory committee
- EPA Brownfields program
- Farmers Market committee- attended by Economic Development Specialist

Business Assistance:

- Developing countywide online job board for employers and job seekers
- Ongoing marketing through social media and Visit NC- led by Economic Development Specialist
- Met with interested start-up wanting to locate in Soul City community
- COG and IEDC business visits and strategic planning (Working Landscapes, Rockin' E Ranch, Seven Springs, Doozie Boat Lifts)
- Finalizing pilot plan for BRE visits- led by Economic Development Specialist
- Attended round table event with the region and the NC Secretary of State

Strategy and Planning:

- Golden LEAF Site Identification program application
- NC Railroads Build Ready Sites program application
- NC Commerce Creating Outdoor Recreation Economies (CORE)- led by Economic Development Specialist
- Planning and feasibility work for greenways & trails initiative- team effort
- Met with housing developer- working with Community Development Division Manager
- Continued to meet with NC DOT (IMD) on mobility hub planning grant

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

Other:

- 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
- Released land management RFP for maintenance of newly acquired Hwy 1 industrial site- led by Community Development Division Manager

B. Sheriff's Office

The Warren County Sheriff's Office has been awarded \$500,000.00 by the North Carolina General Assembly, orchestrated through House of Representative member, Michael Wray.

As soon as these funds are available, we will be launching our body cameras to our law enforcement employees. We will also order new hand held radios to replace our soon to be obsolete hand held radios.

The new Motorola radio system should be installed in our E911 Center within the next 3 to 6 months.

The Warren County Sheriff's Office secured a K-9, currently in training, along with a new K-9 handler. The team should be operating in the Warren County Community sometime in January 2024.

There is a back order in for our new uniforms. We are awaiting parts to come in and once they do, we will be operating in a completely new look and feel.

Crime reports for the year 2022 and 2023 have been provided. The 2023 report is shy of the end of this year by about a month. Still, this gives you a pretty good comparison of crime in 2022 and 2023. It appears that not many of the numbers have increased or decreased.

WARREN COUNTY 911
132 RAFTERS LN WARRENTON, NC 27589

CFS By Department - Select Department By Date

For WARREN COUNTY SHERIFF OFFICE 01/01/2022 00:00 - 12/31/2022 23:59

WARREN COUNTY SHERIFF OFFICE	Count	Percent
10-50 PROPERTY DAMAGE	63	0.66%
911 HANGUP	638	6.67%
ASHOAKED (JUNK) VEHICLE	30	0.31%
ABDOMINAL PAIN	1	0.01%
ADVICE	1	0.01%
ALARM BANK	1	0.01%
ALARM FIRE	101	1.06%
ALARM FIRE (CARBON MONOXIDE)	2	0.02%
ALARM HOLD UP	12	0.13%
ALARM PANIC	83	0.87%
ALARMS BURGLAR	1003	10.49%
ALARMS MEDICAL	24	0.25%
ANIMAL DOGS/CATS	34	0.36%
ANIMAL/INSECT BITE	5	0.05%
ARMED ROBBERY	2	0.02%
ARSON	1	0.01%
ASSAULT/SEXUAL ASSAULT	103	1.08%
ASSIST OTHER AGENCY	117	1.22%
ASSIST PERSON	250	2.61%
B&E ATTEMPTED	11	0.12%
B&E VEHICLE ALREADY OCCURRED	10	0.10%
B&E VEHICLE IN PROGRESS	2	0.02%
B&E LARCENY ALREADY OCCURRED	66	0.69%
B&E LARCENY IN PROGRESS	19	0.20%
BOATING ACCIDENTS	1	0.01%
BOMB THREAT	2	0.02%
BREATHING PROBLEMS	23	0.24%
BRUSH WOODS AND GRASS FIRES	18	0.19%
BURNS	3	0.03%
CAD PROBLEMS	2	0.02%
CALL 10-21	1453	15.20%
CALL TRANSFER	172	1.80%
CARDIAC	51	0.53%
CARELESS AND WRECKLESS	27	0.28%
CHASE	18	0.19%
CHEST PAIN	13	0.14%
CHILD ABUSE	2	0.02%
CHILD CUSTODY	29	0.30%
CLEAR LOT OR PARKING LOT	22	0.23%
CONTROL BURN	2	0.02%
CONVULSIONS/SEIZURES	7	0.07%
DEATH NOTICE	4	0.04%

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WARREN COUNTY SHERIFF OFFICE	Count	Percent
DEBRIS IN ROAD	2	0.02%
DIABETIC	5	0.05%
DISPUTE	134	1.42%
DISTURBANCE	476	4.98%
DOA	8	0.08%
DOMESTIC	258	2.70%
DOMESTIC WEAPON	33	0.35%
DOOR OPEN	13	0.14%
DROWNING(near)/DIVING/SCUBA ACCIDENT	1	0.01%
DRUGS	16	0.17%
DRUNK DRIVER	10	0.10%
DRUNK PEDESTRIAN	5	0.05%
ELECTRICAL FIRE	1	0.01%
EMBARGO/PHONE PROBLEMS	6	0.06%
ESCORT	106	1.13%
FALLS (with Injury)	17	0.18%
FIGHT	39	0.41%
FIRE DRILL	1	0.01%
FORGERY	5	0.05%
FOUR WHEELERS	11	0.12%
FRAUD	17	0.18%
GAS DRIVE OFF	1	0.01%
GAS ODOOR	1	0.01%
GENERAL COMPLAINT	23	0.24%
GENERATOR TESTING	36	0.38%
HARRASSMENT	25	0.26%
HAZARDOUS MATERIALS/SPILL	1	0.01%
HEADACHE	2	0.02%
HEART PROBLEMS	4	0.04%
HEMMORHAGE/LACERATION	5	0.05%
HIT AND RUN	7	0.07%
HOMICIDE/MURDER	1	0.01%
HUNTERS	13	0.14%
ILLEGAL PARKING	1	0.01%
ILLEGAL TRASH DUMPING	12	0.13%
INDECENT EXPOSURE	2	0.02%
INFORMATION	502	5.25%
JUVENILE PROBLEMS	69	0.72%
KIDNAPPING	2	0.02%
LARCENY	136	1.42%
LIFTING ASSISTANCE	10	0.10%
LINES/DOWN UNKNOWN	6	0.06%
LIVESTOCK IN HWY	15	0.16%
LIVESTOCK ON PROPERTY	22	0.23%
LOUD MUSIC	55	0.58%
LOUD NOISE	19	0.20%
MAN WITH A GUN	21	0.22%
MENTAL PATIENT	185	2.54%

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WARREN COUNTY SHERIFF OFFICE	Count	Percent
MISSING PERSON	44	0.46%
No Call/Type	32	0.33%
OOPS!	50	0.52%
OVERDOSE/POISONING	25	0.26%
PERSON IN HIGHWAY	7	0.07%
POWER OUTAGE	5	0.05%
Property Check	7	0.07%
PROPERTY DAMAGE	28	0.29%
PSYCHIATRIC(Abnormal Behavior)/SUICIDE ATTEMPT	80	0.84%
RADIO PROBLEMS	6	0.06%
RADIO TEST	16	0.17%
RECOVERED PROPERTY	23	0.24%
REPORT	56	0.59%
REPOSSESSION	19	0.20%
ROBBERY	5	0.05%
RUNAWAY	6	0.06%
SHOPLIFTERS	10	0.10%
SHOTS FIRED	154	1.61%
SICK PERSON	30	0.31%
SKIN DOWN	1	0.01%
SPECIAL EVENT	1	0.01%
STAB/SHOT/PERFORATING TRAUMA	28	0.29%
STOLEN LIC PLATES	6	0.06%
STOLEN VEHICLE	53	0.56%
STRANDED MOTORIST	83	0.87%
STROKE/TRANSIENT ISCHEMIC ATTACK(TIA)	2	0.02%
STRUCTURE FIRES	55	0.58%
SUBJECT IN CUSTODY 10-72	15	0.16%
SUBJECT WITH A WEAPON	1	0.01%
SUSP PERSON	240	2.51%
SUSP VEHICLE	181	1.89%
TEST	29	0.30%
THREATS	74	0.77%
TRAFFIC STOP	402	4.20%
TRAFFIC/TRANSPORTATIONAL INCIDENTS	253	2.65%
TRANSFER/INTERFACILITY/PALLIATIVE CARE	7	0.07%
TRAUMATIC INJURY	10	0.10%
TREE DOWN	51	0.54%
TRESPASSING	215	2.25%
UNAUTHORIZED USE	14	0.15%
UNCONSCIOUS/FAINTING	16	0.17%
UNKNOWN POLICE	12	0.13%
UNKNOWN PROBLEM	34	0.36%
UNLOCKED VEHICLE	2	0.02%
VANDALISM ALREADY OCCURRED	63	0.66%
VANDALISM IN PROGRESS	2	0.02%
VEHICLE AND DUMPSTER FIRES	17	0.18%
VEHICLE LOCKED/CHILD OR ANIMAL INSIDE	13	0.14%

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WARREN COUNTY SHERIFF OFFICE	Count	Percent
WATER/SEWAGE	1	0.01%
WELFARE CHECK	216	2.29%
Total Records For WARREN COUNTY SHERIFF OFFICE	9561	Group/Total 100.00%
Total Records	9561	

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WARREN COUNTY 911 132 RAFTERS LN WARRENTON , NC 27589		
CFS By Department - Select Department By Date		
For WARREN COUNTY SHERIFF OFFICE 01/01/2023 00:00 - 12/31/2023 23:59		
WARREN COUNTY SHERIFF OFFICE	Count	Percent
10-50 PROPERTY DAMAGE	62	0.57%
911 HANGUP	953	8.83%
ABANDONED (JUNK) VEHICLE	30	0.28%
ABDOMINAL PAIN	1	0.01%
AIRPLANE CRASHES	1	0.01%
ALARM BANK	2	0.02%
ALARM FIRE	92	0.85%
ALARM FIRE (CARBON MONOXIDE)	2	0.02%
ALARM HOLD UP	15	0.14%
ALARM PANIC	53	0.49%
ALARMS BURGLAR	882	7.99%
ALARMS/MEDICAL	21	0.19%
ALLERGIES/ENVENOMATIONS	3	0.03%
ANIMAL DOGS/CATS	43	0.40%
ANIMAL/INSECT BITE	6	0.06%
ARMED ROBBERY	1	0.01%
ASSAULT/SEXUAL ASSAULT	105	0.97%
ASSIST OTHER AGENCY	121	1.12%
ASSIST PERSON	259	2.40%
B&E ATTEMPTED	10	0.09%
B&E VEHICLE ALREADY OCCURRED	10	0.09%
B&E/LARCENY ALREADY OCCURRED	51	0.47%
B&E/LARCENY IN PROGRESS	25	0.23%
BOATING ACCIDENTS	1	0.01%
BREATHING PROBLEMS	17	0.16%
BRUSH, WOODS, AND GRASS FIRES	8	0.07%
BURNS	3	0.03%
CAD PROBLEMS	3	0.03%
CALL 10-21	1470	13.62%
CALL TRANSFER	566	5.24%
CARDIAC	53	0.49%
CARELESS AND WRECKLESS	27	0.25%
CHASE	18	0.17%
CHEST PAIN	17	0.16%
CHILD ABUSE	5	0.05%
CHILD CUSTODY	28	0.26%
CLEAR LOT OR PARKING LOT	18	0.17%
CONTROL BURN	5	0.05%
CONVULSIONS/SEIZURES	9	0.08%
DCI PROBLEMS	1	0.01%
DEATH NOTICE	1	0.01%
DEBRIS IN ROAD	6	0.06%

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WARREN COUNTY SHERIFF OFFICE	Count	Percent
DIABETIC	6	0.06%
DISPUTE	108	1.01%
DISURBANCE	483	4.47%
DQA	6	0.06%
DOMESTIC	213	1.97%
DOMESTIC VIOLENCE	26	0.24%
DOOR OPEN	12	0.11%
DRAG RACING	1	0.01%
DROWNING/NEARLY DROWNING/SCUBA ACCIDENT	2	0.02%
DRUGS	21	0.19%
DRUNK DRIVER	5	0.05%
DRUNK PEDESTRIAN	6	0.06%
ELECTRICAL FIRE	2	0.02%
EMERGENCY PHONE PROBLEMS	13	0.12%
EQUIPMENT AND HEAVY MACHINERY	1	0.01%
ESCORT	117	1.08%
EXPLOSIONS	2	0.02%
EYE PROBLEMS	1	0.01%
FALLS (with injury)	16	0.15%
FIGHT	48	0.44%
FIRE DRILL	4	0.04%
FORGERY	3	0.03%
FOUR WHEELERS	8	0.07%
FRAUD	18	0.17%
GAS DRIVE OFF	2	0.02%
GAS ODOOR	2	0.02%
GENERAL COMPLAINT	30	0.28%
HARRASSMENT	20	0.19%
HEADACHE	3	0.03%
HEART PROBLEMS	10	0.09%
HEAT/COLD EXPOSURE	2	0.02%
HEMMORRHOID/ACERATION	12	0.11%
HIT AND RUN	9	0.08%
HOME INVASION	2	0.02%
HUNTERS	9	0.08%
ILLEGAL PARKING	1	0.01%
ILLEGAL TRASH DUMPING	11	0.10%
INACCESSIBLE INCIDENTS/OTHER ENTRAPMENTS	1	0.01%
INDECENT EXPOSURE	1	0.01%
INFORMATION	769	7.10%
JUVENILE PROBLEMS	84	0.78%
KIDNAPPING	2	0.02%
LARCENY	115	1.07%
LIFTING ASSISTANCE	7	0.06%
LINE(S) DOWN UNKNOWN	4	0.04%
LIVESTOCK IN HWY	24	0.22%
LIVESTOCK ON PROPERTY	11	0.10%
LOUD MUSIC	64	0.59%

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WARREN COUNTY SHERIFF OFFICE	Count	Percent
LOUD NOISE	26	0.24%
MAN WITH A GUN	31	0.29%
MENTAL PATIENT	215	1.99%
MISSING PERSON	35	0.32%
No Cell Type	20	0.19%
ODP	115	1.07%
OVERDOSE/POISONING	32	0.30%
PERSON IN HIGHWAY	11	0.10%
POWER OUTAGE	6	0.06%
PREGNANCY/CHILD BIRTH/MISCARRIAGE	1	0.01%
Property Check	72	0.67%
PROPERTY DAMAGE	28	0.26%
PSYCHIATRIC (Abnormal Behavior)/SUICIDE ATTEMPT	86	0.80%
RADIO PROBLEMS	5	0.05%
RADIO TEST	27	0.25%
RECOVERED PROPERTY	13	0.12%
REPORT	64	0.59%
REPOSSESSION	64	0.59%
ROBBERY	6	0.06%
RUNAWAY	4	0.04%
SECURITY CHECK	81	0.75%
SHOT/FIRED	14	0.13%
SHOTS FIRED	187	1.73%
SICK PERSON	32	0.30%
SIGN DOWN	1	0.01%
SMOKE	3	0.03%
STAB/GUNSHOT/PENETRATING TRAUMA	26	0.24%
STOLEN LIC PLATES	6	0.06%
STOLEN VEHICLE	34	0.31%
STRANDED MOTORIST	108	0.99%
STROKE/TRANSIENT ISCHEMIC ATTACK (TIA)	9	0.08%
STRUCTURE FIRES	42	0.39%
SUBJECT IN CUSTODY 10-72	19	0.18%
SUSP PERSON	268	2.48%
SUSP VEHICLE	155	1.44%
TEST	29	0.27%
THREATS	86	0.80%
TRAFFIC STOP	565	5.24%
TRAFFIC/TRANSPORTATIONAL INCIDENTS	296	2.74%
TRANSFER/INTERFACILITY/PALLIATIVE CARE	8	0.07%
TRAUMATIC INJURY	6	0.06%
TREE DOWN	35	0.32%
TRESPASSING	206	1.91%
UNAUTHORIZED USE	18	0.17%
UNCONSCIOUS/FAINTING	25	0.23%
UNKNOWN FIRE	1	0.01%
UNKNOWN POLICE	29	0.27%
UNKNOWN PROBLEM	24	0.22%

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WARREN COUNTY SHERIFF OFFICE	Count	Percent
UNLOCKED VEHICLE	6	0.06%
VANDALISM ALREADY OCCURRED	51	0.47%
VANDALISM IN PROGRESS	4	0.04%
VEHICLE AND DUMPSTER FIRES	19	0.18%
VEHICLE LOCKED/CHILD OR ANIMAL INSIDE	14	0.13%
WATERSERVADE	5	0.05%
WELFARE CHECK	223	2.07%
Total Records For WARREN COUNTY SHERIFF OFFICE	10794	Group/Total 100.00%

Total Records

10794

3. COUNTY MANAGER'S UPDATE

A. Property Aquisition for Community & Economic Development - Charla Duncan, Community & Economic Development Director and County Manager Vincent Jones

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

vote, the purchase of approximately 40 acres of land on US Hwy 158 Business West at the intersection with Reed Road at a price not to exceed \$241,440 was approved.

B. Consider Adding Employee Wellness Days as an Additional Benefit

County Manager Vincent Jones discussed a plan to add Wellness Days to the 2024 Holiday Schedule as an additional benefit to employees. This item will be placed on the January 8, 2024 Regular Meeting agenda.

C. Kerr Lake Regional Water System Update

County Manager Vincent Jones provided information on the progress of the Kerr Lake Regional Water System Upgrade Project. As a result of the upgrades, Warren County's capacity for treated water will grow from 2 million gallons per day to 4 million gallons per day. Jones recommended that the Board approve an acceptance resolution for a State Reserve Grant in the amount of \$3 million, accept a State Reserve Loan in the amount of \$2 million, consider approving the use of \$4 million of the funding provided in the State budget for Warren County water and sewer projects, and approve budget amendments to account for this project. More information will be provided at the January 8, 2024 Regular Meeting.

D. FY24 Capital Outlay Budget Amendment Request from Warren County Schools

County Manager Vincent Jones stated that the Warren County Board of Education has requested an amendment to the FY24 Capital Outlay Budget. More information will be provided at the January 8, 2024 Regular Meeting.

4. DISCUSSION ITEMS

A. Medicaid Expansion Update and Request for Additional Staff - Renae Alston, DSS Director

DSS Director Renae Alston stated that Medicaid Expansion has increased the work load for DSS employees, and there is a need to increase the number of staff. Alston stated there is a need for a Program Manager, Processing Assistant, and two Income Maintenance II positions. These positions will be funded by the State as long as Medicaid Expansion exists. This item will be discussed further at the January 8, 2024 Regular Meeting.

B. On-Call Pay Proposal for Child Protective Services and Adult Protective Services Employees - Renae Alston, DSS Director

DSS Director Renae Alston asked that staff in Adult Protective Services and Child Protective Services who perform after hour duties be compensated with over-time pay rather than compensatory time off. This matter will be discussed further at the January 8, 2024 Regular Meeting.

C. Ebony Volunteer Fire Department Agreement - Interim Emergency Services Director Chris Tucker and County Attorney Shiekell Richardson

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, the contract for Fire Service with Ebony Volunteer Fire Department was approved.

D. Greenways & Trails Initiative update - Charla Duncan, Community & Economic Development Director

Community & Economic Development Director Charla Duncan and members of Kittleson & Associates provided an update on the Greenways & Trails Initiative.

E. Creating Outdoor Recreation Economies (CORE) Strategic Plan - Charla Duncan, Community & Economic Development Director

Community & Economic Development Director Charla Duncan discussed the Creating Outdoor Recreation Economies (CORE) Strategic Plan. Duncan and the Economic Development Commission recommend the Board approve the plan as presented. This item will be discussed further at the January 8, 2024 Regular Meeting.

F. 429 W. Ridgeway Street Farmers Market Project Update - Crystal Smith, Senior Assistant to the County Manager

This item removed from agenda.

G. MUNIS Additional Services - Nikki Dickerson, Finance Director

Finance Director Nikki Dickerson discussed the need for an enhanced version of MUNIS that would

benefit the payroll process, Human Resources reporting, audit information retrieval, departmental access to reports and information, and reduce the environmental resource usage. These enhancements will require a budget amendment. This item will be discussed further at the January 8, 2024 Regular Meeting.

5. ADJOURN December 13, 2023 BOARD MEETING

With no further business to come before the Board, the December 13, 2023 Work Session was adjourned.

Paula Pulley, Clerk to the Board

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

2023-2024

Current Year Collections

Tax Year	Charge	Collected in November	Collected to Date	Balance Outstanding	Percentage Collected
November 2023 FY 24	\$20,263,503	\$5,009,326	\$10,881,893	\$9,381,610	53.70
November 2022 FY 23	\$19,729,030	\$5,024,117	\$10,890,606	\$8,838,424	55.20

Delinquent Collections

2022	\$430,728	\$12,289	\$96,545	\$334,183	22.41
2021	200,774	4,107	24,369	\$176,405	12.14
2020	138,969	1,818	5,759	\$133,210	4.14
2019	152,334	2,190	5,170	\$147,164	3.39
2018	90,701	1,782	2,768	\$87,933	3.05
2017	89,366	1,791	2,574	\$86,792	2.88
2016	68,286	1,129	2,206	\$66,080	3.23
2015	57,093	1,108	1,231	\$55,862	2.16
2014	48,206	753	946	\$47,260	1.96
2013	76,631	724	2,047	\$74,584	2.67
Total Delinquent Years	\$1,353,088	\$27,691	\$143,615	\$1,209,473	

Other November Receipts

County Penalties

Landfill User Fees

Municipalities

Fire District Taxes

Advance Taxes

\$	9,430	\$	38,303
\$	410,016	\$	809,816
\$	150,183	\$	312,753
\$	258,498	\$	639,100
\$	1,891	\$	12,295

RECEIVED
DEC 21 2023
Finance

NOVEMBER GRAND TOTAL

\$10,891,152	\$23,728,381
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John Preston, Tax Administrator

12/15/2023

John Preston, Tax Administrator

Over \$100

1/8/2024

CO MGR INITIALS: VJDate: 1/2/2023**ERROR CORRECTION RELEASES:**

HARGROVE ALICIA	2023 28172-200		27106 \$	180.26	VACANT
MOORE ROBERT & GILDA	2023 04339-200		27933 \$	221.38	SOLD IN MAY 2021
MOORE ROBERT & GILDA	2022 04339-200		30639 \$	244.07	SOLD IN MAY 2021
ONE DEVELOPMENT LLC	2023 40905-200		27774 \$	124.47	NO LATE PENALTY
PERKINSON CHRISTOPHER MARK	2023 2654-315	D9-14A	10324 \$	222.59	BIS ERROR
PERKINSON CHRISTOPHER MARK	2023 2654-312	D9-14B	14256 \$	229.88	BIS ERROR
SPRUIELL W E & BB&T CO TRUSTEES	2023 6306-307	G7-2	2019 \$	434.41	BIS ERROR/NO BLDG VALUE
SPRUIELL W E & BB&T CO TRUSTEES	2023 6306-306	G7-1	2018 \$	2,700.46	BIS ERROR/NO BLDG VALUE
THE HISTORIC MAGNOLIA MANOR	2023 49924-200		28805 \$	441.39	SOLD BUSINESS IN 2022
VAUGHAN FOREST E III	2022 43013-200		30635 \$	221.25	SOLD PP IN 2021
VAUGHAN FOREST E III	2023 43013-200		27929 \$	162.20	SOLD PP IN 2021
WRENN WALTER & LOU ELLEN KING	2023 48625-300	I10-13C	6967 \$	135.92	WRONG EXEMPTION APPLIED

TOTAL ERROR CORRECTIONS:

\$ 5,318.28

MOTOR VEHICLE RELEASES:

HAISLIP ROBERT F	2013 23452-113	V-48537	\$	139.50	SOLD 2012
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SUB-TOTAL MOTOR VEHICLE RELEASES:

\$ 139.50

SUB-TOTAL CORRECTION RELEASES:

\$ 5,318.28

Total Releases

\$ 5,457.78

LANDFILL USER FEE RELEASES:

REID REBIE S	2023 33203-307	L5-64	10462 \$	300.00	REMOVE LFUF
REID REBIE S	2023 33203-303	L5-54-1X	10141 \$	150.00	REMOVE LFUF

TOTAL LFUF RELEASES:

\$ 450.00

Total Releases

\$ 5,907.78

Under \$100

1/8/2024

CO MGR INITIALS: VJ Date: 1/2/2023**ERROR CORRECTION RELEASES:**

NAME	Year	ACCT#	MAP #	RECORD #	AMOUNT	REASON
COLLIER HERMAN L & REBECCA	2023	9036-344		28200	\$ 4.64	REMOVE LATE LISTING
FORD WILLIAM W	2015	14856-200		55182	\$ 85.91	SOLD PP
GAILLARD HARRIET H	2023	4522-300	A2B-158	10291	\$ 36.33	REMOVE LATE LISTING
GRANT RONALD W & VICKI R	2023	01561-301		9872	\$ 2.21	NO LATE LISTING FEE
HERITAGE HOUSE FLOWERS	2014	07886-114		51331	\$ 19.30	OUT OF BUSINESS
HERITAGE HOUSE FLOWERS	2015	07886-115		54074	\$ 18.34	OUT OF BUSINESS
HERITAGE HOUSE FLOWERS	2016	07886-116		57218	\$ 17.15	OUT OF BUSINESS
LOUIE LAURA	2023	01989-200		26854	\$ 31.73	REMOVE LATE LISTING
PERKINSON CHRISTOPHER MARK	2023	2654-313	D9-14F	5118	\$ 4.70	BIS ERROR
PERKINSON CHRISTOPHER MARK	2023	2654-303	D9-14C	12606	\$ 65.95	BIS ERROR
PERKINSON CHRISTOPHER MARK	2023	2654-311	D9-14E	14258	\$ 63.81	BIS ERROR
REHDER PAUL E & JANENE LYNN	2023	12399-300	J3B-46	5562	\$ 13.12	REMOVE LATE LISTING
WHITE ASHLEY & STUART	2023	43233-324	D5B-39	7811	\$ 3.17	REMOVE LATE LISTING
WHITE ASHLEY & STUART	2023	43233-327	E2-3A-1	18580	\$ 8.58	REMOVE LATE LISTING
WHITE ASHLEY & STUART	2023	43233-301	E3-125	13835	\$ 1.97	REMOVE LATE LISTING
WHITE ASHLEY & STUART	2023	43233-302	E1-20A	12285	\$ 2.72	REMOVE LATE LISTING
WHITE ASHLEY & STUART	2023	43233-334	E2-24	8897	\$ 0.91	REMOVE LATE LISTING
WHITE ASHLEY & STUART	2023	43233-326	E3-63A	24250	\$ 1.08	REMOVE LATE LISTING
WHITE ASHLEY & STUART	2023	43233-306	E2-17	7675	\$ 1.81	REMOVE LATE LISTING
WHITE ASHLEY & STUART	2023	43233-311	E3-7	9246	\$ 1.39	REMOVE LATE LISTING
WHITE ASHLEY & STUART	2023	43327-332	E1-7	13769	\$ 6.68	REMOVE LATE LISTING
WHITE HAL A JR & SHIRLEY H	2023	43327-337	E1-7A	24231	\$ 1.21	REMOVE LATE LISTING
WHITE HAL A JR & SHIRLEY H	2023	43327-338	E1-7B	24232	\$ 0.91	REMOVE LATE LISTING
WHITE HAL A JR & SHIRLEY H	2023	43327-339	E1-7C	24233	\$ 0.91	REMOVE LATE LISTING
WHITE HAL A JR & SHIRLEY H	2023	43327-340	E1-7D	24266	\$ 3.86	REMOVE LATE LISTING
WHITE HAL A JR & SHIRLEY H	2023	43327-330	D2-1	13771	\$ 3.88	REMOVE LATE LISTING
WHITE HAL A JR & SHIRLEY H	2023	43327-331	E1-1	13770	\$ 2.72	REMOVE LATE LISTING
WHITE HAL A JR & SHIRLEY H	2023	43233-330	E2-74	3576	\$ 1.99	REMOVE LATE LISTING
WILSON JANE C FAMILY LLC	2023	06657-315	F5-2F	24449	\$ 94.65	DUPLICATED PARCEL
YOUAKOM FRANCOIS	2023	49924		28668	\$ 96.31	SOLD PP IN 2022

SUB-TOTAL ERROR CORRECTIONS:

\$ 597.94

MOTOR VEHICLE RELEASES:

MARIONS CONSTRUCTION LLC	2017	JA8502		\$ 65.85	GAP BILL/CAR SOLD
RICHARDSON WILLIAM JR	2013	10274-113	V-47897	\$ 7.67	NO LONGER IN STATE
RICHARDSON WILLIAM JR	2013	39409-113	V-48386	\$ 14.92	NO LONGER IN STATE

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$ 88.44

SUB-TOTAL CORRECTION RELEASES:

\$ 597.94

Total Releases

\$ 686.38

MEMORANDUM

TO: Warren County Board of Commissioners

FROM: Nikki Dickerson, Finance Director

DATE: January 8, 2024

RE: Recommendation for Approval of Budget Ordinance Amendment #3

Background

Budget Amendment #3 (see attached) to the FY 2024 Budget Ordinance is being presented for approval. This amendment does the following:

General Fund Balance for FY23 carry-over:

1. Appropriates \$ 2,900 from Library State Aid Grant unspent last FY.
2. Appropriates \$ 43,000 from IT Infrastructure for email migration invoice incurred last FY and paid in this FY.
3. Appropriates \$ 233,862 to Warren County Schools Capital Outlay budgeted last FY and unspent until this FY.

General Fund Balance for FY24 Expenses:

1. Appropriates \$26,000 from Equitable Sharing Fund for Sheriff Vehicle Purchase. These funds are kept in the General Fund Balance and budgeted as spent.
2. Appropriates \$27,500 to Finance for MUNIS Upgrades to adhere to strategic plan for technological advancement withing the County.

Revenue:

1. Reduces ROAP Grant Revenue and Expenditures by \$27,821 based on the Grant Funding received this FY. This is necessary to ensure categories are not over-spent.

Moving Funds Within Departments:

1. Moving \$70,000 from Courthouse major building repair that won't occur this year to a space assessment feasibility study as well as repairs on the Hendricks House as needed this FY.

AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE
2023-2024
Amendment No. 3

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

<u>Increase/(Decrease) Expenditures:</u>	<u>Line Item #</u>		<u>Amount</u>
State Aid Grant FY23	106110-523203	\$	2,900
IT Infrastructure	104210-558071	\$	43,000
Capital Outlay - Schools	105900-563110	\$	233,862
Equitable Sharing - Sheriff for Vehicle Purchase	104310-529903	\$	26,000
MUNIS Upgrades for Technological Advances	104130-519900	\$	27,500
ROAP Grant Changes	105401-563004	\$	(21,578)
ROAP Grant Changes	105401-563008	\$	1,309
ROAP Grant Changes	105401-563009	\$	(7,552)
Space Assessment Feasibility		\$	50,000
Hendricks House Maintenance	104260-535137	\$	20,000
	TOTAL	\$	375,441

<u>Increase/(Decrease) Revenues:</u>	<u>Line Item #</u>		<u>Amount</u>
ROAP Revenue	100220-453092	\$	(27,821)
General Fund Balance	100000-391000	\$	333,262
Courthouse Major Building Repair	104160-558066	\$	70,000
	TOTAL	\$	375,441

This amendment:

- * This budget amendment recognizes some unspent balances from last year that should have carried over. The Sheriff Dept. is purchasing a vehicle from the equitable sharing fund. Finance is requesting funding for MUNIS upgrades presented at December work session. ROAP Grant was decreased by 27,821. This is to recognize that change. Moving \$85,000 from paving projects that won't occur this year to a feasibility study and repairs at the Jacob Holt House as needed.

Respectfully Submitted 1/8/2024

Nikki Dickerson

Nikki Dickerson, Finance Director



WARREN COUNTY BOARD OF COMMISSIONERS

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

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

Vincent Jones
County Manager

Paula Pulley
Clerk to the Board

TO: Warren County Board of Commissioners

FROM: Vincent Jones, County Manager

DATE: January 3, 2024

SUBJECT: Consider Approval of Employee Wellness/Administrative Leave Day Off

Background

As we continue recovery from the impact of the COVID-19 pandemic, research has shown that the importance of wellness and mental health well-being. During the pandemic we saw the rise of stressors related to health and safety, isolation, and changes in the way business is conducted. Recently, we have seen organizations across all occupational categories attempt to acknowledge and recognize the benefits of supporting employee well-being.

A positive impact of the pandemic has been the continued discussion around wellness and mental health. This means organizations are now focusing on addressing total employee well-being that includes: social, emotional, physical, community, financial and career. As a result, Warren County secured additional behavioral health resources for employees and organizations, such as local Boards of Education and universities are continuing to offer additional days of leave to employees and students as a small gesture toward recognizing the importance of considering wellness and mental health well-being.

Recommendation

I recommend that Board approve one day of Wellness/Administrative Leave for Warren County full-time employees. The approximate cost of one additional day of administrative leave for full-time employees is approximately \$55,000. The Administrative Leave is to be used by June 30th, 2023, with no exceptions. This approval will also provide an additional day of Wellness/Administrative Leave for Warren County full-time employees between July 1st and December 31st. Going forward it will be two (2) days annually to address wellness needs. All employees will have to coordinate leave with their Office, Department Directors and/or Supervisors and receive prior approval before using the Wellness Day, just as required of the County's regular leave options.

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Fax: (252) 257-5971
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To: Warren county Board of Commissioners

Through: Vincent Jones, County Manger

From: Warren Co DSS Director, Renae Alston

Date: 29 November 2023

Subject: Consider approval of Additional positions for Medicaid Expansion

Background

We are currently slated to have Medicaid expansion to come into effect on 1 December 2023. That will significantly increase the number of recipients eligible for Medicaid, with the change in the income limit where individuals that were once above the income limit, will now become eligible. We are anticipating that at least 1200 residents will become eligible for Medicaid. In order to address the influx anticipated we are asking for the following positions to manage the Medicaid expansion. **Program Manager**, this position will assist with training and oversight of the Medicaid program to ensure that guidelines are being followed therefore, lessening the opportunity for pay backs. **Processing assistant**, will assist with the anticipated increased calls and paper work and client interaction. **Two ICM II** positions that will do initial applications and re-certifications for the anticipated increase in Medicaid recipients.

Fiscal Impact

The positions that are being requested are 100% funded by the state as long as the Medicaid Expansion exist. Salaries will be absorbed by the state we have been given funding initially to assist with the preparation for this expansion.

Recommendation

I recommend that the board approves the additional positions for the Medicaid expansion. The positions are 100% funded from the state and will not add a hard ship to the county and it will assist the agency with serving the increase of recipients.

To: Warren County Board of Commissioners

Through: Vincent Jones, County Manager

From: Warren County DSS Director, Renae Alston

Date: 29 November 2023

Subject: Consider approval of Cash Payment for after hour on-call

Background

We have staff that have after hour duties of being on call for the Child Protective Services and Adult Protective Service. Currently they are compensated with comp time hours however with their continued busy schedule they often do not have to time actually use the hours. I am proposing that they be paid a flat rate per week for on-call hours vs the 8 hours of comp time that are currently receive for on call hours. All surrounding counties have converted to a payment system vs comp time this will also improve the willingness and morale of staff to be on call, which is a mandatory service provided by the agency to ensure the safety of the most vulnerable residents of our county.

Fiscal Impact

The approximate annual cost of the converting to a monetary payment system will actually provide a savings. Proposing that the Child protective on- call will be \$250.00/week break down of \$100.00/supervisor and 150.00/Social worker. 1,082.50/month that totals \$12,990.00 annual. Adult Protective on- call will be \$200.00/month including supervisor and social worker, which total \$2,400.00 annual. The combined CPS and APS cost will be \$15,390.00. We will not need a budget amendment the cost will be absorbed through the vacant part time position hours for an In-home aide position within the agency.

Recommendation

I recommend that the Board approve the monetary compensation for after hour on-call for Child protective services and Adult protective services. The approximate cost is \$15,390.00. However, staff will continue to receive comp time for actual/physical out in the field services and for holidays these instances will not be a monetary paid compensation.



TO: Warren County Board of Commissioners

FROM: Rose Ponton, Economic Development Specialist

THROUGH: Vincent Jones, County Manager

DATE: December 1, 2023

SUBJECT: Consider approval of Creating Outdoor Recreation Economies (CORE) Strategic Plan

Background

In the fall of 2022, the NC Department of Commerce's Main Street & Rural Planning Center announced a technical assistance program called Creating Outdoor Recreation Economies (CORE) to offer planning and asset development for communities to leverage the abundant outdoor recreation resources available across the state of North Carolina to bolster local economic vitality.

In October 2022 Warren County applied to participate in the new program and formalized that participation with a Memorandum of Understanding on February 6, 2023.

The program focuses on activities communities can do to:

- Increase tourism
- Encourage small business development
- Position communities to attract outdoor gear manufacturing industries
- Plan for outdoor recreation asset and infrastructure development
- Enhance quality of life improvements for residents

The CORE Work Group has met 5 times since March 2023 and reviewed the implementation plan with a recommendation to adopt. Community & Economic Development staff also coordinated a CORE Stakeholder Engagement breakfast to

gather additional input and facilitate conversation among local business owners and community leaders at Buck Spring Park on September 26, 2023.

The CORE final draft was presented to the Warren County Economic Development Commission at their regular meeting Nov 20, 2023 and received a unanimous vote in favor of recommendation to this board.

In North Carolina, outdoor recreation is a big economic driver, with \$11.8 billion in total outdoor recreation value-added economic impact to the state's annual GDP. This included employment for over 130,000 individuals that resulted in over \$5.9 billion in total compensation. Key industries within the outdoor recreation sector employ over 8,000 people in manufacturing; 44,000 in retail; 27,000 in accommodation and food service; and over 23,000 in arts, entertainment, and recreation.

Warren County has seen significant increases in tourism in recent years, with the highest percentage growth year over year in tourism in 2020 and \$2,292,000 in AirBnB host income in 2022; an income that would translate into \$114,600 in income for the county, for example, now that Senate Bill 154 has been ratified and the county is poised to levy an occupancy tax upon creation of a TDA.

Fiscal Impact

There is no fiscal impact in the county adopting the CORE strategic plan. There may be costs associated with action items, but the adoption of the plan itself has no fiscal impact.

Recommendation

I recommend that Board approve the Warren County Creating Outdoor Recreation Economies Strategic Plan. This is the recommendation from the Director of Warren County Economic Development, as well as the Economic Development Commission.

The stated priorities of fostering agritourism, agribusiness, and outdoor recreation as stated in the 2022 Warren County Comprehensive Development plan were considerations for this work. Continuing professional support from

both NC Commerce and the Main Street and Rural Planning Center will also provide county staff with expanded capacity in implementing the strategic plan.

TO: Warren County Board of Commissioners

THROUGH: Vincent Jones, County Manager

THROUGH: Eric St. Sing, Public Utilities Director



FROM: Lauren Fowler, Public Utilities Assistant Director



DATE: December 7, 2023

SUBJECT: DEQ Grant Application for Lead Service Line Replacement Projects

Background

On August 4, 2022, EPA released *Guidance for Developing and Maintaining a Service Line Inventory* to support water systems with their efforts to develop inventories and to provide states with needed information for oversight and reporting to EPA. The guidance provides essential information to help water systems comply with the Lead and Copper Rule Revisions requirement to prepare and maintain an inventory of service line materials by **October 16, 2024**.

EPA's new Lead and Copper Rule better protects children and communities from the risks of lead exposure by better protecting children at schools and child care facilities, getting the lead out of our nation's drinking water, and empowering communities through information. Improvements under the new rule.

Although, it is unlikely that Warren County has lead in their system, EPA is requesting all water suppliers provide proof there are no lead service line within their system and if there are, replacement is mandatory.

Fiscal Impact

The Utilities Department has obtained a Purchase Order in the amount of \$13,630 for 120Water. 120Water is assisting the department with meeting the EPA guidelines as to proving Warren County does not have any lead service lines in the system. 120Water will do this by reviewing our GIS maps and past work order to determine age of installation, material and condition of pipes and other details needed to provide proof.

Recommendation

I recommend that the Board approve Utilities to proceed with filing the grant application for a reimbursement of \$13,630 and submit all necessary documents to obtain funding for the County's Lead Service Line Inventory project.

RESOLUTION BY WARREN COUNTY BOARD OF COMMISSIONERS

WHEREAS, Warren County has need for and intends to construct, plan for, or conduct a study in a project described as Lead Service Line Inventory of the water system, and

WHEREAS, Warren County intends to request State loan and/or grant 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 loan and/or grant award.

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

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 and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of Warren County to make a scheduled repayment of the loan, to withhold from Warren County any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That Vincent Jones, County Manager, the **Authorized Representative** 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 loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Representative**, 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, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 8th day of January, 2024 in Warren County, North Carolina.

Jennifer Pierce, Chairman

FORM FOR CERTIFICATION BY THE 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 Warren County Board of Commissioners duly held on the 8th day of January, 2024; 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 _____, 20____.

(Signature of Recording Officer)

Clerk to the Board

(Title of Recording Officer)

TO: Warren County Board of Commissioners

THROUGH: Vincent Jones, County Manager

THROUGH: Eric St. Sing, Public Utilities Director *ES*

FROM: Lauren Fowler, Public Utilities Assistant Director *LF*

DATE: January 2, 2024

SUBJECT: DEQ Grant Funding Award – Eaton’s Ferry Sewer Extension

Background

Initial thoughts for upgrading and extending this sewer line began with the expansion plans and future developments impacting the Town of Littleton’s treatment plant. Town of Littleton Water/Sewer Department are working to upgrade their plant to accommodate these developments. These grant funds are to be used for the engineering design only. Construction funding will be sought for at a later date.

Fiscal Impact

The Utilities Department and Rivers and Associates, Inc. have collaborated on completing the project scope and application to obtain pre-construction planning grant funding. Warren County was awarded \$400,000 by NC DEQ.

Recommendation

I recommend that the Board approve Utilities to proceed with accepting this funding and continue working toward construction phase of this project.

RESOLUTION BY WARREN COUNTY BOARD OF COMMISSIONERS

- WHEREAS, the American Rescue Plan Act (ARPA), funded from the State Fiscal Recovery Fund, was established in Session Law (S.L.) 2021-180 to assist eligible units of local government with meeting their drinking water and/or wastewater needs, and
- WHEREAS, the North Carolina Department of Environmental Quality has offered Pre-construction Planning Grant ARPA funding in the amount of \$400,000 to perform the work detailed in the submitted application for the project described as Eaton's Ferry Sewer Extension (DWI Project No. SRP-W-ARP-0263), and
- WHEREAS, Warren County intends to preform said project in accordance with agreed scope of work,

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

That Warren County, the **Applicant**, does hereby accept the ARPA grant offer of \$400,000; and

That Warren County, the **Applicant**, does hereby give assurance to the North Carolina Department of Environmental Quality that any *Conditions* or *Assurances* contained in the *Funding Offer and Acceptance* (award offer) will be adhered to; has substantially complied, or will substantially comply, with all federal, State of North Carolina (State), and local laws, rules, regulations and ordinances applicable to the project; and to federal and State grants and loans pertaining thereto; and

That Vincent Jones, County Manager, the **Authorized Representative**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project; to make the assurances as contained above; and to execute such other document as may be required by the North Carolina Department of Environmental Quality, Division of Water Infrastructure.

Adopted this the 8th day of January, 2024 in Warren County, North Carolina.

Jennifer Pierce, Chairman

FORM FOR CERTIFICATION BY THE 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 Warren County Board of Commissioners duly held on the 8th day of January, 2024; 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 _____, 20____.

(Signature of Recording Officer)

Clerk to the Board

(Title of Recording Officer)



WARREN COUNTY BOARD OF COMMISSIONERS

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

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

Vincent Jones
County Manager

Paula Pulley
Clerk to the Board

TO: Warren County Board of Commissioners

FROM: Vincent Jones, County Manager

DATE: December 13, 2023

SUBJECT: KLRWS Update

Background

As you know the Kerr Lake Regional Water System is involved in a plant upgrade and expansion. The approximate cost for the project comes in at approximately \$79 million dollars. This is double initial estimates after supply chain issues were impacted by the COVID-19 pandemic. Additionally, there are approximately \$25 million dollars in deferred projects that need completion. The plant upgrades will allow KLRWS to continue to meet Federal guidelines and expand the capacity of the facility to provide treated water. The capacity of the plant will increase from 10MGD to 20MGD, at full build out. Warren County is a partner of KLRWS, and as such, is responsible for contributing to the costs of the project.

As part of the funding plan for the project, the KLRWS Advisory Board has approved a new water rate structure. The new structure is based partly on each partner paying for their capacity/allotment of the plant's production capacity. Warren County is a 20% partner and as such is responsible for 20% of the capital costs associated with the plant upgrades and expansion. As a result, our capacity for treated water will grow from 2MGD to 4MGD with implementation of some deferred items and upon full plant build out.

Here is a timeline:

- February 27, 2020, KLRWS Advisory Board approved adopting the Stantec Model
- March 9, 2020, City of Henderson Council (City of Henderson is the managing partner of the system) voted to adopt the Stantec Financial Model with implementation on July 1, 2020
- June 14, 2021, City of Henderson Council deferred its implementation until July 1, 2022
- August 14, 2023, City of Henderson Council implements the Financial Model retroactive to July 1, 2023

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Recommendation

1. 2017 Warren County was awarded \$5 million from the Drinking Water State Reserve Program (DWSRP).
 - State Reserve Grant - \$3 million
 - State Reserve Loan - \$2 million, 0% interest
 - Approve acceptance resolution
 - Budget amendment for closing costs
2. Consider approving the use of \$4 million of the funding provided in the State budget for Warren County water and sewer projects. The State has indicated they will award an additional \$10,890,172.
3. A revenue Bond was included in the financing. A budget amendment may be needed to cover these costs in FY 24. Warren County and Oxford are working with Henderson to make sure all partners have full understanding of the impacts of the revenue bond.

TO: Warren County Board of Commissioners

THROUGH: Vincent Jones, County Manager

THROUGH: Eric St. Sing, Public Utilities Director *ES*

FROM: Lauren Fowler, Public Utilities Assistant Director *LF*

DATE: January 2, 2024

SUBJECT: DEQ Grant Funding Award – Kerr Lake Regional Water Treatment Plant Upgrade

Background

Warren County, Town of Oxford, City of Henderson and Kerr Lake Regional Water System have continuously worked together to discuss upgrades needed to improve service for future growth and development. The system will be upgraded from a 10 million gallon a day (MGD) plant to a 20 MGD plant. CDM Smith have been the primary consultants in planning, designing and overseeing construction for this project.

Fiscal Impact

The Utilities Department was awarded funding by NC DEQ in the amount of \$5,000,000 (\$3,000,000 SRP Grant and \$2,000,000 SRP Loan.

Recommendation

I recommend that the Board approve Utilities to proceed with accepting this funding.

RESOLUTION BY WARREN COUNTY BOARD OF COMMISSIONERS

WHEREAS, Warren County has need for and intends to construct, plan for, or conduct a study in a project described as Kerr Lake Regional Water Treatment Plant Upgrades (DWI Project No. H-SRP-D-17-0152) of the water system, and

WHEREAS, Warren County intends to request State loan and/or grant 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 loan and/or grant award.

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

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 and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of Warren County to make a scheduled repayment of the loan, to withhold from Warren County any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That Vincent Jones, County Manager, the **Authorized Representative** 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 loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Representative**, 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, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 8th day of January, 2024 in Warren County, North Carolina.

Jennifer Pierce, Chairman

FORM FOR CERTIFICATION BY THE 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 Warren County Board of Commissioners duly held on the 8th day of January, 2024; 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 _____, 20____.

(Signature of Recording Officer)

Clerk to the Board

(Title of Recording Officer)



WARREN COUNTY BOARD OF COMMISSIONERS AGENDA ITEM REQUEST FORM

Updated 6-2019

This form must be completed and attached to all supporting documentation for items to be included in the Warren County Board of Commissioners Agenda. One (1) form per agenda item. One (1) form per agenda item.

Submitted By: Marshall Brothers Department: Public Works / Buildings & Grounds Division

Contact Phone #: (252) 257-3795 Date Submitted: December 29, 2023

Date of Board of Commissioners Meeting to consider this item: January 8, 2024
(Meetings are generally 1st Monday of each month.... confirm date with Clerk.)

Description (give short summary of topic, this is how item appears on the Agenda).
Memorial Library Direct Digital Control Replacement

Who will attend Commissioner's meeting able to respond to questions? Give name & title:
Marshall Brothers, Public Works Director

Where does this item need to appear? Check all that apply:

☒ X Action Agenda ☐ Consent Agenda ☐ Closed Session
☐ Presentation/Recognition ☐ Work session ☐ Schedule Public Hearing**
☐ Schedule joint meeting* ☐ Schedule joint work session*

* Board, commission, or group requesting joint meeting: _____

** If requesting a Public Hearing, provide an e-mail copy of sample ad to run in newspaper.

Supply General Statute or local ordinance that governs this item (attach copy):

Has this item been reviewed by County Attorney? Yes X No ☐ (attach recommendation)

For policy/procedure creation or revisions, has item been reviewed by:

County Manager Yes <u>X</u> No ☐	Human Resources Manager Yes ☐ No ☐	All departments concerned Yes ☐ No ☐
--	---	---

What action is requested of the Board? Approval

What action is requested of the Manager? Approval

Are County funds required? Yes / No \$41,000 Funding Source: 106110 – 535115

PLEASE PROVIDE: **One (1) paper copy and one (1) E-mail copy** of all attachments to go in the digital Agenda to the Clerk no later than stated Agenda Item due date for above referenced meeting.



Warren County

NORTH CAROLINA

Public Works Department

www.warrencountync.com

712 US Highway 158 Business West
Warrenton, North Carolina 27589

Phone: (252) 257-3795

Fax: (252) 257-3979

TO: Warren County Board of Commissioners

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

THROUGH: Vincent Jones, County Manager

DATE: December 29, 2023

SUBJECT: Consider Approval of the Memorial Library Heat/Air Direct Digital Controls (DDC) Replacement Project

Background

During the past couple of years, we have had considerable problems and downtime at the Memorial Library dealing with the heat/air. In FY 2023, Research Air Flo, Inc., conducted a Certified Test, Adjust and Balance report (retro-commissioning and balance). The test showed that a lot of components (induction fans and heaters) did not operate, cooling only, and controls were non-responsive. The heater would not engage, components inoperative, and controls were non-responsive. These inoperative components have led to hot summer days and cold fall days.

To address this issue, engineering firm, The Wooten Company, has recommended a total replacement of the direct digital controls and component that control and operate the system. An advertisement for bids was sent out the first of December, and a mandatory pre-bid conference was held at 2:00 p.m. on December 5, 2023, for those contractors interested in bidding on the project. Two bids were received before 2:00 p.m. local standard time on the 20th of December, 2023. Enclosed is a certified Bid Tabulation Sheet.

Fiscal Impact

The approximate cost of the project is One Hundred Twenty-Six Thousand Dollars (\$126,000.00) which includes the lowest bid and engineer's cost. In the Library capital line item number 106110-535115, there was One Hundred Thousand Dollars (\$100,000.00) allocated in the original budget with Eighty-Five Thousand (\$85,000.00) now available. We would need an additional Forty-One Thousand Dollars (\$41,000.00) to complete this project which is badly needed.

Recommendation

I recommend that the Board approve the Direct Digital Controls Replacement for the Memorial Library.

Enclosures

"A Partnership for a Cleaner Warren County"

This institution is an equal opportunity provider and employer.

December 21, 2023

Vincent Jones, County Manager
Warren County
119 Front Street
Warrenton, NC 27589

**Re: WARREN COUNTY MEMORIAL LIBRARY - DCC REPLACEMENT
BID OPENING CONFERENCE**

Dear Mr. Jones:

Enclosed for your review is the certified bid tabulation and low base bid contractor recommendation for the above referenced project.

The low single prime base bid for the Warren County Memorial Library Controls Replacement Project at The Warren County Memorial Library and associated controls work required in the Construction Documents:

Engineered Control Solutions

Total Base Bid.....\$109,840.00

The Wooten Company recommends awarding the contract to the apparent low bidder, Engineered Control Solutions, to include Base Bid for Owner preferred equipment.

Sincerely,



Scott L. Ennis, P.E.
THE WOOTEN COMPANY



12/21/2023

Bid Opening Wednesday, December 20, 2023, the stroke of 2:00 p.m.
TWC No. 3467-C

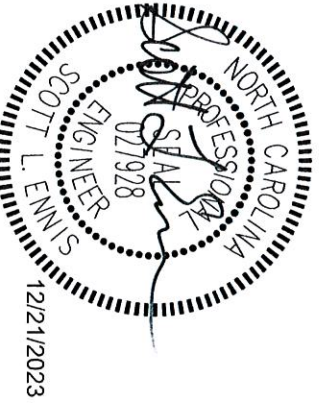
Contractor	License #	Addendum #1	MBE Documents	Base Bid (\$)	Remarks
Piedmont Service Group LLC Dba CMS Controls	U-24588	✓	✓	132,661.00	
Engineered Control Solutions	18347	✓	✓	109,840.00	

This is to certify that the bids tabulated herein were opened and read by the Owner, and observed by the Contractors, at the stroke of 2:00 p.m. on the 20th day of December 2023 at the Memorial Library, 119 Front St. Warrenton, NC 27589.

Remarks:

1. N/A
2. N/A
3. N/A

Scott L. Ennis, PE
The Wooten Company



ADVERTISEMENT FOR BIDS

TO: POTENTIAL BIDDERS

Your firm is invited to submit an offer under seal to Owner for construction of the Warren County Memorial Library Controls Replacement Project located at 119 Front St, Warrenton, NC 27589 before **2:00 pm** local standard time on the **20th day of December, 2023**, for:

Project: Warren County Memorial Library Controls Replacement

A Mandatory Pre-Bid Conference will be held at **2:00 p.m. on December 5, 2023**. Contractors interested in bidding shall attend at the Warren County Memorial Library, 119 Front Street, Warrenton, North Carolina, 27589.

The designer will issue complete Bid Documents electronically. Contact The Wooten Company, 120 N. Boylan Ave., Raleigh, North Carolina 27603 for complete bidding requirements. Contact Katrina Perry kperry@thewootencompany.com.

Bid Bond is not required. Certain MBE guidelines must be followed.

Single prime bids will be accepted in accordance with G.S. 143-128.

Requirements for bidding this project are as follows:

- 1 Three references from previously satisfied commercial customers.
- 2 **Furnish NC License Number** (G.S. Chapter 87 establishes licensing requirements for general, plumbing, heating, electrical, and refrigeration contractors for construction projects costing \$30,000 or more).
- 3 Insurance - The Contractor shall provide, as required by law, insurance for his employees. Warren County assumes no liability for injuries or accidents related to the Contractual Agreement. The Contractor shall furnish a certificate to the Owner (Warren County) as a Proof of Coverage. The Contractor shall maintain and pay the Insurance Coverage, refer to the General Provision for coverage requirements.
- 4 Recruitment of minority business participation in accordance with G.S. 143-128.

The Owner reserves the right to accept or reject any or all offers.

SIGNATURE

For: Warren County

SECTION 00 41 00.01
BIDDER'S CHECKLIST

Include this checklist as the first page of the submitted bidding documents. As listed in Article 2 of the Bid Form include the following items with the submitted Bid Documents:

- ☒ Properly Executed Bid Form (Including the acknowledgement of all Addenda)
- ☒ Identification of Minority Business Participation
- ☒ Affidavit A, Listing of Good Faith Efforts; or Affidavit B, Intent to Perform Contract with Own Workforce
- ☒ Guidelines for Recruitment and Selection of Minority Business for State Funded Projects Administered Through the Construction Grants and Loan Section
- ☒ E-Verify Affidavit

END OF SECTION

BID FORM

Warren County Memorial Library Controls Replacement

Warren County Public Works Department
Warrenton, North Carolina

The undersigned, as Bidder, hereby declares that the only person or persons interested in this Proposal as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this Proposal or in the contract to be entered into; that this proposal is made without connection with any other person, company or parties making a bid or proposal; and that it is in all respects fair and in good faith without collusion or fraud. The Bidder further declares that he has examined the site of the Work and the Contract Documents relative there to, and has read all special provisions furnished prior to the opening of bids; that he has satisfied himself relative to the work to be performed. The Bidder proposes and agrees if this Proposal is accepted to contract with Warren County, Warrenton, North Carolina, in the form of contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete the Warren County Memorial Library Controls Replacement in accordance with the plans, specifications, and contract documents to the full and entire satisfaction of Warren County, Warrenton, North Carolina with a definite understanding that no money will be allowed for extra work except as set forth in the General Conditions and the Contract Documents, for the sum of:

Project: Warren County Memorial Library Controls Replacement

Installation and sales taxes are included.

ADDENDA USED IN COMPUTING THIS BID

ADDENDUM NO. 1 X ADDENDUM NO. 2 X

TOTAL Base Bid: 109,840

Minority Status *: <u>N/A</u>	Form of Minority Certification**: <u>N/A</u>
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*Non-minority, Black, Hispanic, Asian/American, White Female, Socially and Economically Disadvantaged

**Not Applicable, Local Agency, Self-Identified, State of NC HUB, Federal Agency, State of NC DOT, Out of State Agency, Unknown (Note: In July 2009, businesses will be required to be certified through the State of NC HUB)

BID FORM

Warren County Memorial Library Controls Replacement

Warren County Public Works Department
Warrenton, North Carolina

The Bidder further proposes and agrees hereby to commence work under this contract and fully complete all work thereunder as specified in the Supplementary General Conditions. Applicable liquidated damages shall be stated in the Supplementary General Conditions.

Respectfully submitted this 20 day of December, 2023.

Engineered Control Solutions
(Name of firm or corporation making bid)

Witness:

By:

B LEE REVIS B Jm Rg

Title: PRESIDENT

(Proprietorship or Partnership)

(Owner/Partner/Corp. President or Vice President only)

Address: _____

License No.: _____

Federal ID No.: _____

(CORPORATE SEAL)

ATTEST:

By:

Mesa H. Washab

Title:

Corp. Secretary
(Corp. Sec. or Ass't Sec. only)



State of North Carolina AFFIDAVIT A – Listing of Good Faith Efforts

County of Harnett

(Name of Bidder)

Affidavit of Engineers Control Solutions

I have made a good faith effort to comply under the following areas checked:

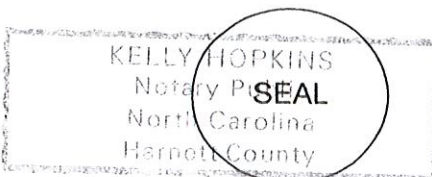
Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

- ☒ **1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- ☒ **2 --(10 pts)** Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- ☒ **3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- ☒ **4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- ☒ **5 – (10 pts)** Attended prebid meetings scheduled by the public owner.
- ☐ **6 – (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- ☐ **7 – (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- ☐ **8 – (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- ☐ **9 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- ☐ **10 - (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: 12/20/2023 Name of Authorized Officer: B LEE RENS
 Signature: B Lee Rens
 Title: PRESIDENT



State of N. Carolina, County of Harnett
 Subscribed and sworn to before me this 20 day of December 2023
 Notary Public Kelly Hopkins
 My commission expires 4/20/2024

GUIDELINES FOR RECRUITMENT AND SELECTION OF MINORITY BUSINESSES FOR PARTICIPATION IN STATE CONSTRUCTION CONTRACTS

In accordance with G.S. 143-128.2 (effective January 1, 2002) these guidelines establish goals for minority participation in single-prime bidding, separate-prime bidding, construction manager at risk, and alternative contracting methods, on State construction projects in the amount of \$300,000 or more. The legislation provides that the State shall have a verifiable ten percent (10%) goal for participation by minority businesses in the total value of work for each project for which a contract or contracts are awarded. These requirements are published to accomplish that end.

SECTION A: INTENT

It is the intent of these guidelines that the State of North Carolina, as awarding authority for construction projects, and the contractors and subcontractors performing the construction contracts awarded shall cooperate and in good faith do all things legal, proper and reasonable to achieve the statutory goal of ten percent (10%) for participation by minority businesses in each construction project as mandated by GS 143-128.2. Nothing in these guidelines shall be construed to require contractors or awarding authorities to award contracts or subcontracts to or to make purchases of materials or equipment from minority-business contractors or minority-business subcontractors who do not submit the lowest responsible, responsive bid or bids.

SECTION B: DEFINITIONS

1. Minority - a person who is a citizen or lawful permanent resident of the United States and who is:
 - a. Black, that is, a person having origins in any of the black racial groups in Africa;
 - b. Hispanic, that is, a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race;
 - c. Asian American, that is, a person having origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian subcontinent, the Pacific Islands;
 - d. American Indian, that is, a person having origins in any of the original peoples of North America; or
 - e. Female
2. Minority Business - means a business:
 - a. In which at least fifty-one percent (51%) is owned by one or more minority persons, or in the case of a corporation, in which at least fifty-one percent (51%) of the stock is owned by one or more minority persons or socially and economically disadvantaged individuals; and
 - b. Of which the management and daily business operations are controlled by one or more of the minority persons or socially and economically disadvantaged individuals who own it.
3. Socially and economically disadvantaged individual - means the same as defined in 15 U.S.C. 637. "Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities". "Economically disadvantaged individuals are those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged".
4. Public Entity - means State and all public subdivisions and local governmental units.
5. Owner - The State of North Carolina, through the Agency/Institution named in the contract.
6. Designer - Any person, firm, partnership, or corporation, which has contracted with the State of North Carolina to perform architectural or engineering, work.
7. Bidder - Any person, firm, partnership, corporation, association, or joint venture seeking to be awarded a public contract or subcontract.

8. Contract - A mutually binding legal relationship or any modification thereof obligating the seller to furnish equipment, materials or services, including construction, and obligating the buyer to pay for them.
9. Contractor - Any person, firm, partnership, corporation, association, or joint venture which has contracted with the State of North Carolina to perform construction work or repair.
10. Subcontractor - A firm under contract with the prime contractor or construction manager at risk for supplying materials or labor and materials and/or installation. The subcontractor may or may not provide materials in his subcontract.

SECTION C: RESPONSIBILITIES

1. Office for Historically Underutilized Businesses, Department of Administration (hereinafter referred to as HUB Office).

The HUB Office has established a program, which allows interested persons or businesses qualifying as a minority business under G.S. 143-128.2, to obtain certification in the State of North Carolina procurement system. The information provided by the minority businesses will be used by the HUB Office to:

- a. Identify those areas of work for which there are minority businesses, as requested.
- b. Make available to interested parties a list of prospective minority business contractors and subcontractors.
- c. Assist in the determination of technical assistance needed by minority business contractors.

In addition to being responsible for the certification/verification of minority businesses that want to participate in the State construction program, the HUB Office will:

- (1) Maintain a current list of minority businesses. The list shall include the areas of work in which each minority business is interested.
- (2) Inform minority businesses on how to identify and obtain contracting and subcontracting opportunities through the State Construction Office and other public entities.
- (3) Inform minority businesses of the contracting and subcontracting process for public construction building projects.
- (4) Work with the North Carolina trade and professional organizations to improve the ability of minority businesses to compete in the State construction projects.
- (5) The HUB Office also oversees the minority business program by:
 - a. Monitoring compliance with the program requirements.
 - b. Assisting in the implementation of training and technical assistance programs.
 - c. Identifying and implementing outreach efforts to increase the utilization of minority businesses.
 - d. Reporting the results of minority business utilization to the Secretary of the Department of Administration, the Governor, and the General Assembly.

2. State Construction Office

The State Construction Office will be responsible for the following:

- a. Furnish to the HUB Office a minimum of twenty-one days prior to the bid opening the following:
 - (1) Project description and location;
 - (2) Locations where bidding documents may be reviewed;
 - (3) Name of a representative of the owner who can be contacted during the advertising period to advise who the prospective bidders are;
 - (4) Date, time and location of the bid opening.
 - (5) Date, time and location of prebid conference, if scheduled.
- b. Attending scheduled prebid conference, if necessary, to clarify requirements of the general statutes regarding minority-business participation, including the bidders' responsibilities.

- c. Reviewing the apparent low bidders' statutory compliance with the requirements listed in the proposal, that must be complied with, if the bid is to be considered as responsive, prior to award of contracts. The State reserves the right to reject any or all bids and to waive informalities.
- d. Reviewing of minority business requirements at Preconstruction conference.
- e. Monitoring of contractors' compliance with minority business requirements in the contract documents during construction.
- f. Provide statistical data and required reports to the HUB Office.
- g. Resolve any protest and disputes arising after implementation of the plan, in conjunction with the HUB Office.

3. Owner

Before awarding a contract, owner shall do the following:

- a. Develop and implement a minority business participation outreach plan to identify minority businesses that can perform public building projects and to implement outreach efforts to encourage minority business participation in these projects to include education, recruitment, and interaction between minority businesses and non-minority businesses.
- b. Attend the scheduled prebid conference.
- c. At least 10 days prior to the scheduled day of bid opening, notify minority businesses that have requested notices from the public entity for public construction or repair work and minority businesses that otherwise indicated to the Office for Historically Underutilized Businesses an interest in the type of work being bid or the potential contracting opportunities listed in the proposal. The notification shall include the following:
 - 1. A description of the work for which the bid is being solicited.
 - 2. The date, time, and location where bids are to be submitted.
 - 3. The name of the individual within the owner's organization who will be available to answer questions about the project.
 - 4. Where bid documents may be reviewed.
 - 5. Any special requirements that may exist.
- d. Utilize other media, as appropriate, likely to inform potential minority businesses of the bid being sought.
- e. Maintain documentation of any contacts, correspondence, or conversation with minority business firms made in an attempt to meet the goals.
- f. Review, jointly with the designer, all requirements of G.S. 143-128.2(c) and G.S. 143-128.2(f) – (i.e. bidders' proposals for identification of the minority businesses that will be utilized with corresponding total dollar value of the bid and affidavit listing good faith efforts, or affidavit of self-performance of work, if the contractor will perform work under contract by its own workforce) - prior to recommendation of award to the State Construction Office.
- g. Evaluate documentation to determine good faith effort has been achieved for minority business utilization prior to recommendation of award to State Construction Office.
- h. Review prime contractors' pay applications for compliance with minority business utilization commitments prior to payment.
- i. Make documentation showing evidence of implementation of Owner's responsibilities available for review by State Construction Office and HUB Office, upon request

4. Designer

Under the single-prime bidding, separate prime bidding, construction manager at risk, or alternative contracting method, the designer will:

- a. Attend the scheduled prebid conference to explain minority business requirements to the prospective bidders.
- b. Assist the owner to identify and notify prospective minority business prime and subcontractors of potential contracting opportunities.
- c. Maintain documentation of any contacts, correspondence, or conversation with minority business firms made in an attempt to meet the goals.
- d. Review jointly with the owner, all requirements of G.S. 143-128.2(c) and G.S. 143-128.2(f) – (i.e. bidders' proposals for identification of the minority businesses that will be utilized with

corresponding total dollar value of the bid and affidavit listing Good Faith Efforts, or affidavit of self-performance of work, if the contractor will perform work under contract by its own workforce) - prior to recommendation of award.

- e. During construction phase of the project, review "MBE Documentation for Contract Payment" – (Appendix E) for compliance with minority business utilization commitments. Submit Appendix E form with monthly pay applications to the owner and forward copies to the State Construction Office.
- f. Make documentation showing evidence of implementation of Designer's responsibilities available for review by State Construction Office and HUB Office, upon request.

5. Prime Contractor(s), CM at Risk, and Its First-Tier Subcontractors

Under the single-prime bidding, the separate-prime bidding, construction manager at risk and alternative contracting methods, contractor(s) will:

- a. Attend the scheduled prebid conference.
- b. Identify or determine those work areas of a subcontract where minority businesses may have an interest in performing subcontract work.
- c. At least ten (10) days prior to the scheduled day of bid opening, notify minority businesses of potential subcontracting opportunities listed in the proposal. The notification will include the following:
 - (1) A description of the work for which the subbid is being solicited.
 - (2) The date, time and location where subbids are to be submitted.
 - (3) The name of the individual within the company who will be available to answer questions about the project.
 - (4) Where bid documents may be reviewed.
 - (5) Any special requirements that may exist, such as insurance, licenses, bonds and financial arrangements.

If there are more than three (3) minority businesses in the general locality of the project who offer similar contracting or subcontracting services in the specific trade, the contractor(s) shall notify three (3), but may contact more, if the contractor(s) so desires.

- d. During the bidding process, comply with the contractor(s) requirements listed in the proposal for minority participation.
- e. Identify on the bid, the minority businesses that will be utilized on the project with corresponding total dollar value of the bid and affidavit listing good faith efforts as required by G.S. 143-128.2(c) and G.S. 143-128.2(f).
- f. Make documentation showing evidence of implementation of PM, CM-at-Risk and First-Tier Subcontractor responsibilities available for review by State Construction Office and HUB Office, upon request.
- g. Upon being named the apparent low bidder, the Bidder shall provide one of the following: (1) an affidavit (Affidavit C) that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the applicable goal; (2) if the percentage is not equal to the applicable goal, then documentation of all good faith efforts taken to meet the goal. Failure to comply with these requirements is grounds for rejection of the bid and award to the next lowest responsible and responsive bidder.
- h. The contractor(s) shall identify the name(s) of minority business subcontractor(s) and corresponding dollar amount of work on the schedule of values. The schedule of values shall be provided as required in Article 31 of the General Conditions of the Contract to facilitate payments to the subcontractors.
- i. The contractor(s) shall submit with each monthly pay request(s) and final payment(s), "MBE Documentation for Contract Payment" – (Appendix E), for designer's review.
- j. During the construction of a project, at any time, if it becomes necessary to replace a minority business subcontractor, immediately advise the owner, State Construction Office, and the Director of the HUB Office in writing, of the circumstances involved. The prime contractor shall make a good faith effort to replace a minority business subcontractor with another minority business subcontractor.

- k. If during the construction of a project additional subcontracting opportunities become available, make a good faith effort to solicit subbids from minority businesses.
- l. It is the intent of these requirements apply to all contractors performing as prime contractor and first tier subcontractor under construction manager at risk on state projects.

6. Minority Business Responsibilities

While minority businesses are not required to become certified in order to participate in the State construction projects, it is recommended that they become certified and should take advantage of the appropriate technical assistance that is made available. In addition, minority businesses who are contacted by owners or bidders must respond promptly whether or not they wish to submit a bid.

SECTION 4: DISPUTE PROCEDURES

It is the policy of this state that disputes that involves a person's rights, duties or privileges, should be settled through informal procedures. To that end, minority business disputes arising under these guidelines should be resolved as governed under G.S. 143-128(g).

SECTION 5: These guidelines shall apply upon promulgation on state construction projects. Copies of these guidelines may be obtained from the Department of Administration, State Construction Office, (physical address) 301 North Wilmington Street, Suite 450, NC Education Building, Raleigh, North Carolina, 27601-2827, (mail address) 1307 Mail Service Center, Raleigh, North Carolina, 27699-1307, phone (919) 807-4100, Website: www.nc-sco.com

SECTION 6: In addition to these guidelines, there will be issued with each construction bid package provisions for contractual compliance providing minority business participation in the state construction program.

MINORITY BUSINESS CONTRACT PROVISIONS (CONSTRUCTION)

APPLICATION:

The **Guidelines for Recruitment and Selection of Minority Businesses for Participation in State Construction Contracts** are hereby made a part of these contract documents. These guidelines shall apply to all contractors regardless of ownership. Copies of these guidelines may be obtained from the Department of Administration, State Construction Office, (physical address) 301 North Wilmington Street, Suite 450, NC Education Building, Raleigh, North Carolina, 27601-2827, (mail address) 1307 Mail Service Center, Raleigh, North Carolina, 27699-1307, phone (919) 807-4100, Website: <http://www.nc-sco.com>

MINORITY BUSINESS SUBCONTRACT GOALS:

The goals for participation by minority firms as subcontractors on this project have been set at 10%.

The bidder must identify on its bid, the minority businesses that will be utilized on the project with corresponding total dollar value of the bid and affidavit (Affidavit A) listing good faith efforts or affidavit (Affidavit B) of self-performance of work, if the bidder will perform work under contract by its own workforce, as required by G.S. 143-128.2(c) and G.S. 143-128.2(f).

The lowest responsible, responsive bidder must provide Affidavit C, that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the applicable goal.

OR

Provide Affidavit D, that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, **with documentation of Good Faith Effort, if the percentage is not equal to the applicable goal.**

OR

Provide Affidavit B, which includes sufficient information for the State to determine that the bidder does not customarily subcontract work on this type project.

The above information must be provided as required. Failure to submit these documents is grounds for rejection of the bid.

MINIMUM COMPLIANCE REQUIREMENTS:

All written statements, affidavits or intentions made by the Bidder shall become a part of the agreement between the Contractor and the State for performance of this contract. Failure to comply with any of these statements, affidavits or intentions, or with the minority business Guidelines shall constitute a breach of the contract. A finding by the State that any information submitted either prior to award of the contract or during the performance of the contract is inaccurate, false or incomplete, shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option of the State whether to terminate the contract for breach.

In determining whether a contractor has made Good Faith Efforts, the State will evaluate all efforts made by the Contractor and will determine compliance in regard to quantity, intensity, and results of these efforts. Good Faith Efforts include:

- (1) Contacting minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor or available on State or local government maintained lists at least 10 days before the bid or proposal date and notifying them of the nature and scope of the work to be performed.
- (2) Making the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bid or proposals are due.
- (3) Breaking down or combining elements of work into economically feasible units to facilitate minority participation.
- (4) Working with minority trade, community, or contractor organizations identified by the Office for Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- (5) Attending any prebid meetings scheduled by the public owner.
- (6) Providing assistance in getting required bonding or insurance or providing alternatives to bonding or insurance for subcontractors.
- (7) Negotiating in good faith with interested minority businesses and not rejecting them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- (8) Providing assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisting minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- (9) Negotiating joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- (10) Providing quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

SECTION 00 41 19
E-VERIFICATION AFFIDAVIT

STATE OF NORTH CAROLINA

AFFIDAVIT

COUNTY OF Harnett

I, David Cotton (the individual attesting below), being duly authorized by and on behalf of Engineered Control Solutions (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hires employees pursuant to federal law in accordance with NCGS 64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCSG 64-25(a).
3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)
 - 3.1. YES X, or
 - 3.2. NO _____
4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This 20 day of December, 2023

Signature of Affiant David Cotton

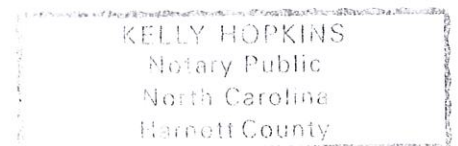
Print or Type Name: David Cotton

State of N. Carolina, County of Harnett

Signed and sworn to (or affirmed) before me, this
the 20th
day of Dec., 2023

My Commission Expires: 4/20/2024

Notary Public Kelly Hopkins



(Affix Official/Notarial Seal)

CONTRACT ADDENDUM
FOR CONTRACTS WITH ANY DEPARTMENT OF
WARREN COUNTY GOVERNMENT

CONTRACTOR: The Wooten Company

SUBJECT OF CONTRACT: Memorial Library Direct Digital Controls Replacement

DATE/TERM OF CONTRACT: January - June 2024

DEPARTMENT: Memorial Library (106110-535115)

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.

Israel Boycott Contracting Prohibition Certification. Contractor hereby certifies that Contractor, and all subcontractors, are not on the list of companies that are engaged in a boycott of Israel developed by the North Carolina State Treasurer under pursuant to N.C.G.S. 147-86.81(a)(1). Contractor shall not utilize any subcontractor that is identified on such list.

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

Uniform Guidance Procurement Policy Compliance Statement. Contracts funded with federal grant or loan funds have been procured in a manner that conforms with all applicable Federal laws, policies, standards, including those under the Uniform Guidance (2 C.F.R. Part 200)

For the CONTRACTOR: _____
Title: _____

For WARREN COUNTY: _____
Title: County Manager _____



WARREN COUNTY BOARD OF COMMISSIONERS

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

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

Vincent Jones
County Manager

Paula Pulley
Clerk to the Board

TO: Warren County Board of Commissioners
FROM: Paula Pulley, Clerk to the Board
RE: Surplus Property

BACKGROUND: The following items have been deemed to be surplus property:

Parcel ID# A4 32J, off of Burchette Road
Parcel ID# G8 58F, 120 Will Cheek Road
Computers (7) and Monitors (10) – Senior Center

Since these items are no longer needed, or no longer meet the standards for use by the respective Departments, they should be declared surplus.

FINANCIAL IMPACT: Funds gained from the sale of surplus property through GovDeals.com will be deposited into the Warren County General Fund.

RECOMMENDATION: Declare items listed above surplus and adopt the Resolution to offer items for auction on GovDeals.com.

Phone: (252) 257-3115
Fax: (252) 257-5971
www.warrencountync.com

"This institution is an equal opportunity provider and employer."



WARREN COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION SALE OF SURPLUS PROPERTY

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

Vincent Jones
County Manager

Paula Pulley
Clerk to the Board

WHEREAS, the County of Warren has certain properties which are no longer used by Warren County Departments and may lawfully dispose of such property through on-line auction or disposal.

NOW THEREFORE, BE IT RESOLVED THAT, pursuant to Article 12, NCGS 160A-270, the Warren County Board of Commissioners authorize the sale through on-line auction or disposal, of:

Parcel ID# A4 32J, Off Burchette Road
Parcel ID# G8 58F, 120 Will Cheek Road
Computers (7) and Monitors (10)

These items are being sold in "as is" condition with no warranties. Hard drives have been removed from all computers. The Warren County Board of Commissioners reserve the right to reject any or all bids, to waive informalities, and to award bid in the opinion of the Owner in its best interest.

BE IT FURTHER RESOLVED, the Warren County 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 bid opening be placed on the auction site, notice in the Warren Record Newspaper and otherwise appropriately advertised according to law.

ADOPTED this the 8th day of January, 2024 by the Warren County Board of Commissioners.

Jennifer Pierce, Chairman

ATTEST:

Paula Pulley, Clerk to the Board

Phone: (252) 257-3115
Fax: (252) 257-5971
www.warrencountync.com

"This institution is an equal opportunity provider and employer."

TO: Warren County Board of Commissioners

January 4, 2024

THROUGH: County Manager Vincent Jones

FROM: Paul McKenzie

A handwritten signature in black ink, appearing to read "P. McKenzie".

Interim Warren County Cooperative Extension Director

RE: Memorandum of Agreement with North Carolina State University

BACKGROUND:

I present for your consideration an updated Memorandum of Agreement between Warren County and North Carolina State University. The purpose of the Agreement is to detail the individual relationships and mutually agreed-upon responsibilities of each party. Currently we are operating under an agreement that was executed in 2006. The updated document is being executed with our County partners across the state. Major changes include:

- Outdated terminology is being replaced.
- The agreement only covers the relationship with NC State University. For staff that are employed jointly with NC A&T State University, there is an individual Memorandum of Agreement that covers that functional arrangement.
- The updated agreement specifies a "lock-in" arrangement for salary support, where the County is obligated to fund the same increases provided on the state portion of the salary and be automatically billed. If the County prefers, they may use the Addendum to opt out and continue the current arrangement ("send in").

Rest assured that there is no change to the way Cooperative Extension serves the people of Warren County. We will continue to provide high quality educational programs and technical assistance in the areas of agriculture, gardening, health and nutrition and more, as well as a vibrant 4-H program to serve Warren County youth.

JAN 4, 2024 MEMO FROM PAUL MCKENZIE TO WARREN CO. BOARD, P. 2 OF 2

FINANCIAL IMPACT

All current filled and vacant positions are included in the Cooperative Extension departmental budget, with the exception of the FCS (Family & Consumer Sciences) position. If the County and NC State decide to move forward, the County would provide approximately one-third of the salary.

RECOMMENDATION

I respectfully recommend that you approve the updated Memorandum of Agreement.

Should you need anything further, please contact me at paul_mckenzie@ncsu.edu, 252-257-3640 (office) or 252-213-6095 (cell).

NC STATE

EXTENSION

Memorandum of Agreement

Between
The Board of County Commissioners
Warren County
And
North Carolina State University

Preamble

North Carolina State Extension (NC State Extension) was established as a part of the College of Agriculture and Life Sciences of North Carolina State University (NCSU) by federal and state legislation for the specific purpose of “extending” the educational services of the University to the people of the state, on subjects related to agriculture and natural resources, family and consumer sciences, 4-H youth development, and community and rural development. The laws creating the Cooperative Extension Service were specifically designed to assure that the findings of research in these areas are communicated to the people of the State.

Under the Federal Appropriations Act of 1972, funds were provided to the 1862 land-grant universities (including NCSU) to enhance the extension outreach of the 1890 universities, which included North Carolina A & T State University (NCA&T). The Food and Agriculture Act of 1977 further stipulated that these funds be appropriated directly to the 1890 institutions, and formalized the North Carolina Cooperative Extension Program as an official part of the School of Agriculture and Environmental Sciences at NCA&T.

North Carolina Cooperative Extension (Cooperative Extension) provides the opportunity for North Carolina State Extension and North Carolina A & T Extension to work together to better serve the people of the State through the delivery of locally relevant programs, education and expertise.

The legislation further provided for a cooperative relationship among three levels of government – federal, state, and county – to ensure that the needs of all three levels are addressed. The primary purpose of Cooperative Extension is to provide the people of North Carolina with the most current and relevant unbiased research-based information – particularly that which is related to strengthening the economy through profitable, sustainable and safe food, forest and green industry systems; protecting the environment and natural resources; and empowering youth and families to lead healthier lives and become community leaders. These purposes are furthered by Cooperative Extension employees who are charged with carrying out the extension education programs of the universities and the U.S. Department of Agriculture.

Cooperative Extension has sufficient flexibility to permit attention to the special problems, needs, and interests of the citizens and leadership in each county. Therefore, the programmatic, personnel, and funding complement reflects the unique needs of each county. County Advisory Councils are consulted on a regular basis to assist in prioritizing the county educational program content. Program clientele or recipients of services include individuals, families, communities, municipalities, agricultural and seafood processing and marketing firms, other businesses and certain organizations. These services are delivered to adults and youth in both urban and rural settings.

To assure that educational programs offered by Cooperative Extension meet the needs of the local clientele, it is important that both elected and appointed decision makers at each level of government understand their respective responsibilities and relationships in conducting and funding this work. To this end, this Memorandum of Agreement will detail the individual relationships and mutually agreed-upon responsibilities of NCSU and each county or tribal community that signs this Memorandum of Agreement.

Part I.
NC State Extension will:

- 1.** Establish minimum requirements and qualifications for employment in Cooperative Extension work.
- 2.** Receive and examine applications for employment.
- 3.** Interview and screen applicants to determine their qualifications and availability.
- 4.** Consult with the Board of County Commissioners, or the County Manager as designee, regarding qualified applicants for appointment to vacant or new Cooperative Extension positions.
- 5.** Consult with the Board of County Commissioners, or the County Manager as designee, regarding the salaries and salary splits of all Cooperative Extension employees, including but not limited to County Extension Directors, Extension Agents, and County Operations Support Staff (COSS).
- 6.** Prepare and submit an annual budget to the Board of County Commissioners, or the County Manager as designee, for securing the county's share of funds for salaries and operating expenses each based on the state fiscal year.
- 7.** Provide funds for official travel necessary to conduct Cooperative Extension work and postage funds, to the extent that funds are available, and for purposes authorized by state and federal policies.
- 8.** Accept responsibility and provide the leadership for administration and supervision of Cooperative Extension programs and personnel, including compliance with affirmative action and equal employment opportunity requirements. NC State will investigate all cases of discrimination, harassment, or retaliation following applicable NC State policies.
- 9.** Investigate and manage all employee relations issues related to NC State employees housed in local offices. We will work collaboratively with local county government and NC A&T University when an issue impacts their employees.
- 10.** Develop and administer a personnel management plan that will provide the annual review of each employee's performance, counseling for job improvement where needed, and periodic county program reviews.
- 11.** Provide a staff of specialists to train agents in current technology and other changes affecting agriculture and natural resources, family and consumer sciences, 4-H and youth, and community and rural development, and to otherwise assist them in conducting work in these areas.

12. Provide Cooperative Extension professionals with training programs as needed to maintain effective program delivery.
13. Seek regular input from the County and maintain a County Advisory Leadership System to ensure that county Cooperative Extension programs are based on the particular needs of people in their respective county.
14. Prepare and submit a "Report to the People" to the Board of Commissioners, or the County Manager as designee, at least annually, informing the Board or Manager of Cooperative Extension programs and work accomplished.

Part II.
The Board of County Commissioners will:

1. Provide the County's share of salaries and benefits for Cooperative Extension personnel.
2. Comply with North Carolina's Workers Compensation Act, N.C. General Statute § 97-2(2).
3. Provide offices, equipment, utilities, telephones, office supplies, instructional materials and other items needed for efficient operation of the County Extension Center and its programs; and comply with the accessibility provisions of the Americans with Disabilities Act.
4. Review and consider the annual budget request from NCSU, and take appropriate action by July 1 of each fiscal year.
5. Provide regular input to the District and County Extension Directors on the particular needs of people in their respective county to help ensure that county Cooperative Extension programs are based on specific needs and meet county programming plans.

Part III.
NC State Extension and the Board of County Commissioners mutually agree:

1. That all county Cooperative Extension employment appointments and separations will be made in consultation between NCSU and the Board of County Commissioners, or the County Manager as designee, and that no official action related to such appointments or separations will be taken by either party regarding appointment or separation prior to discussion of the matter with the other party.
2. That the Board of County Commissioners and NCSU shall each be responsible for compliance with applicable laws and regulations relating to their respective operations.
3. To cooperate in implementing affirmative action and equal employment opportunity plans of NCSU.

4. The parties will work together to maintain an environment of high-quality cooperation and services. At the request of any party, a meeting or conference will promptly be held between the Parties' representatives to resolve any problems or develop any improvements.
5. That the policies established by the State of North Carolina under N.C. General Statute §126 and followed by the UNC System for SHRA employees be used in the granting and administration of leave related to the earning rates, transfer policies, payout computation and timing, and administration of vacation, sick, civil, community involvement, military, Family and Medical Leave, Family Illness Leave, leaves of absence, and other approved leave programs for Cooperative Extension personnel.
6. That Cooperative Extension employees will follow county policies relative to office hours, office closings for inclement weather, and holidays, and for the management and use of county property.
7. That personnel procedures are as follows:

(a) Establishing Accounts to Operationalize the Payroll Process.

- i. To operationalize the payroll arrangement, NCSU will establish a Trust Fund Account for the County at NCSU that will serve as the vehicle for the transfer of funds from the County to NCSU for use in paying the county's agreed-upon share of salary and benefits for Cooperative Extension personnel.
- ii. Procedure for Providing Funds to the Account. A State Treasurer's Electronic Payment System (STEPS) form will be completed and the original submitted to the Assistant Extension Director of HR and Operational Strategy via the appropriate District Extension Director. The County Finance Officer, or the designated County representative, will receive notification from the NCSU College of Agriculture and Life Sciences HR Office prior to the University's payroll date, generally the last working day of each month, advising the amount due for the current payroll. Within 5 business days following the payday, the respective University will draft against the County's established trust account in the amount communicated.
- iii. Administration of the Account. The trust account will be maintained in accordance with the respective NCSU accounting policies and procedures. The trust account will be audited and reconciled by the NCSU College of Agriculture and Life Sciences Business Office to ensure the month-end account balance remains zero.

(b) Employee Benefits.

- i. Retirement Benefits. All Extension Personnel will participate solely in either the North Carolina Teachers and State Employees Retirement System (TSERS) and accompanying North Carolina Disability Income Plan, or the Optional Retirement Plan, based on eligibility criteria established by the State. They will be eligible solely for respective NCSU employee benefits for which they qualify based on their appointment and FTE, and former federal appointees will maintain federal benefits, the employer-paid parts of which will be paid for solely by NCSU.

(c) Taxes and Fringe Benefits.

- i. The County will be responsible for providing their proportional share of fringe benefits for all Cooperative Extension personnel, including but not limited to the following:
 1. Employer contributions to all applicable Federal and State taxes.
 2. Employer contribution to TSERs per N.C. General Statute §135, or to ORP per N.C. General Statute §135-5.1.
 3. Employer contribution to the Health Insurance matching charges per N.C. General Statute §135.

(d) Workers' Compensation will be administered pursuant to N.C. General Statute §97-2(2). The County will provide full and direct coverage for those employees subject to the County workers' compensation insurance within the county insurance program. Employees for whom the County will maintain workers' compensation coverage are the following:

1. All administrative and any other positions designated as County Operations Support Staff (COSS); and
 - a. All Program Assistants/Associates who are not funded by directly allocated federal funds such as EFNEP, or Program Assistants/Associates who are paid in part by EFNEP funds but which account for less than 50% funding.
 - b. NCSU will provide full and direct coverage for their respective Cooperative Extension employees subject to NCSU's workers' compensation insurance. Cooperative Extension employees for whom NCSU will maintain workers' compensation coverage are the following:
 - i. All County Extension Directors and Extension Agents; and
 - ii. All Program Assistants or Associates who are funded by directly allocated federal funds such as EFNEP, or Programs Assistants or Associates who are paid in part by EFNEP funds at equal to or more than 50% funding.

(e) Employee Separation

1. NCSU will process severance pay for reductions-in-force (RIFs) as delineated in the COSS Employee Handbook for County Operations Support Staff (COSS).
2. Upon an employee's separation, the County will pay out its proportional share of annual/vacation leave, up to a maximum of 240 hours per the OSHR and/or UNC System guidelines, and any applicable bonus leave balance.

3. The County will pay its proportional share of state longevity for COSS employees upon an employee's service anniversary date.
4. The County will pay out its proportional share of any accrued "extra" time (hour-for-hour) or overtime (1.5 hour-for-hour) to Cooperative Extension employees that are subject to Fair Labor Standards Act or the North Carolina Wage and Hour Act upon an employee's earning anniversary date or as due to the employee at the time of separation.

(f) Optional County-paid Salary Increases or Bonuses to Cooperative Extension Personnel.

At their discretion, Counties may award additional permanent salary increases or one-time pay awards ("bonuses") to Cooperative Extension personnel. If such salary increases or bonuses are proposed by the County under the "non-lock-in" payroll arrangement, they must be communicated to the appropriate District Extension Director's office no later than the first day of any month in which the proposed increase or bonus is to be applied. Increases must be entered in the current fiscal year.

(g) Lock-In Provision

This section describes the preferred arrangement to support the salary agreement between the County and NCSU for Extension personnel. All counties will participate in the Lock-In provision unless designated on an Opt-Out Addendum the arrangement as Non Lock-In.

1. Salary Adjustments for Extension Employees under the Lock-In Provision. The full compensation plan for university employees as approved by the General Assembly and implemented by the Office of the President, University of North Carolina System, will serve as the basis for all compensation adjustments and both the County and NCSU will adhere to the plan's effective dates and implementation instructions. Cooperative Extension personnel receiving salary from grant funds will be governed by the terms and conditions of the applicable grant within the scope and applicability of NCSU personnel policies governing grants. These compensation components include, but are not limited to:

Across-the-board adjustments,
 Cost-of-living adjustments (COLA),
 Merit adjustments,
 Bonuses (in any form conveyed), and
 Promotion, classification, market, or equity adjustments.

Salary and Benefits. Salaries and benefits, as delineated above in 7(a-e), will be split according to the hiring agreement and will be detailed on an attached addendum. As both parties may provide increases, these percentages will change slightly from the original hire percentage.

2. County Increases in the Lock-In Provision

The County may elect to include NCSU employees in County increases, bonuses, etc. at any time. See 7(f) for more information on submitting county increases. Lock-In Provision indicates that all State adjustments will be honored and automatically drafted, but the County is not limited to just the State increases in this agreement.

Part IV.

DURATION, AMENDMENT, AND TERMINATION

The parties will conduct a periodic review of this collaboration and responsibilities to determine and evaluate whether the parties are achieving the goals and accomplishing the responsibilities activities herein. No amendment of the terms of this Agreement will be effective unless made in writing and signed by each Party's authorized signatory.

Signatures of the persons below authorize execution of this document, effective as of July 1, 2023, and continuing year-to-year, unless otherwise terminated in writing by either party under written notification to the other party no less than one-hundred twenty (120) days prior to the proposed termination date. Termination of this Memorandum of Agreement shall have the effect of terminating the Cooperative Extension activities and programs in the County.

Signature: _____ Date: _____

Chairperson or Designee Board of County Commissioners
Warren County

Signature: _____ Date: _____

Director
North Carolina Cooperative Extension
North Carolina State University

Signature: _____ Date: _____

Dean
College of Agriculture and Life Sciences
North Carolina State University

Addendum Attached Executed _____

EXTENSION**Addendum to Memorandum of Agreement
Warren County**

This addendum documents the current salary percentages provided by the County and by NCSU.

Salary Percentages for Warren County as of January 3, 2024.

Position Title	Salary Percentage County	Salary Percentage NCSU
County Extension Director (vacant)	50	50
Program Assistant – 4-H Way	100	0
Program Assistant – 4-H Youth Development	100	0
Administrative Assistant	49	51
Technician – Agriculture (part time)	100	0
Program Assisant – EFNEP NC A & T (shared with Vance Co.)	33	0
Area Agent – Agriculture (shared with Vance)	25.7	53.3
Agent – Family and Consumer Sciences (vacant)	33	34
Agent – 4-H Youth Development (vacant)	50	50
Farmers Market Manager (part time)	100	0

County Ag Add-On = .2

Any position added to this county's staff of Extension Personnel through mutual agreement between the County and NCSU subsequent to the effective date of this modification will have its funding splits documented in correspondence between this County and NCSU and will become part of this Agreement.

**Addendum to the Memorandum of Agreement
Change to Payroll Arrangement for Warren County**

Under a Lock-in agreement with NC Cooperative Extension, counties agree to fund salary adjustments, increases and bonuses and promotions earned according to the current percentage of employee salaries. Counties that are not lock-in are encouraged to fund state increases, bonus and promotions earned. In both scenarios, counties may include Extension employees in any county increases, longevity or raises at any time.

Non Lock-In Provisions of the Cooperative Arrangement

Enacting the Non Lock-in Provision. By signing this addendum, the County and NCSU shall adhere to the following provisions, guidelines, and procedures.

1. The county agrees to all provisions, guidelines, and procedures of the existing MOA with the exception of item 7(g) the Lock-in Provision.
2. Salary Adjustments for Extension Employees under the Non Lock-In Provision. The full compensation plan for university employees as approved by the General Assembly and implemented by the Office of the President, University of North Carolina System, will serve as the basis for all compensation adjustments for NCSU. The County may match the salary adjustments on their percentage of the employee salary. Cooperative Extension personnel receiving salary from grant funds will be governed by the terms and conditions of the applicable grant within the scope and applicability of NCSU personnel policies governing grants. These compensation components include, but are not limited to:

Across-the-board adjustments,
Cost-of-living adjustments (COLA),
Merit adjustments,
Bonuses (in any form conveyed), and
Promotion, classification, market, or equity adjustments.

Salary and Benefits. Salaries and benefits, as delineated above in 7(a-e), will be split according to the hiring agreement and will be detailed on an attached addendum. As both parties may provide increases, these percentages will change slightly from the original hire percentage.

Change from Lock-In Provision to Non Lock-in (formerly known as Send In)

The above named county wishes to change its payroll agreement with North Carolina Cooperative Extension, as initially approved on _____, to non Lock-in.

Signatures of the persons below authorize execution of this document, effective _____ (date), and continuing year-to-year, unless otherwise terminated in writing by either party under notification to the other party no less than one-hundred twenty (120) days prior to the desired termination date.

Chairperson or Designee – Board of County Commissioners

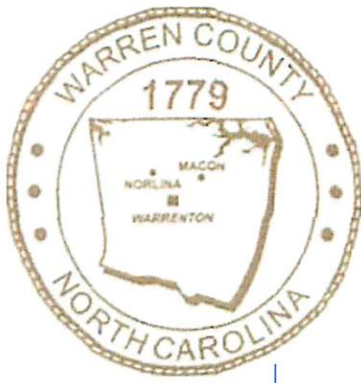
Signature: _____

Date: _____

Director, North Carolina Cooperative Extension Service, NC State University or Designee

Signature: _____

Date: _____



WARREN COUNTY GOVERNMENT

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

Crystal M. Smith
Sr. Assistant to the
County Manager
crystalsmith@warrencountync.gov

Phone: (252) 257-3115
Fax: (252) 257-5971
www.warrencountync.com

TO: Warren County Board of Commissioners
FROM: Vincent E. Jones, County Manager
THROUGH: Crystal M. Smith, Senior Assistant to the County Manager
DATE: January 4, 2024
RE: Approval of NC Department of Commerce Rural Transformation Grant Fund Rural Engagement & Investment Program Amendment

Background

Warren County Government was awarded \$300,000 from NC Department of Commerce Rural Transformation Grant Fund Rural Engagement & Investment Program to purchase the property located at 429 West Ridgeway Street, Warrenton, North Carolina. The property was purchased December 2022 for \$250,000.

The remaining funds (\$75,000) will support the phase 1 (Farmers Market Pavilion and required earth work) of the 429 West Ridgeway Street Project. If funds are not used; we will be required to return the \$75,000 to the grantor. We would like to submit an amendment to expend the remaining funds to support Farmers Market Pavilion.

Financial Impact

Proposed Phase 1: Farmers Market Pavilion and earth work; funds to be used towards the project.

Recommendation

I am recommending that the Board of Commissioners approve the resolution and submitting an amendment to NC Department of Commerce Rural Transformation Grant Fund Rural Engagement & Investment requesting the remaining grant funds of \$75,000 to support 429 Ridgeway Street Project.



Warren County Government Administration

602 West Ridgeway Street
Warrenton, NC 27589
252-257-3115 | <https://www.warrencountync.com/>

Warren County Government Resolution
Request for North Carolina Department of Commerce
Rural Transformation Grant Fund
Remaining Funds (\$75,000) to Support 429 West Ridgeway Street
Project Phase 1: Farmers Market Pavilion

WHEAREAS, Warren County Government's Board of Commissioners had indicated its desire to assist in development efforts withing Warren County Government; and,

WHEREAS the Board fully supports the proposed project by 429 West Ridgeway Street Project which will result in the Phase 1 (Farmers Market Pavilion) located at 429 West Ridgeway Street, Warrenton, North Carolina 27589.

WHEREAS the Board wished to pursue a formal amendment to the North Carolina Department of Commerce Rural Transformation Grant, Rural Engagement & Investment Program for the remaining grant funds of \$75,000; and

NOW, THEREFORE, BE IT RESOLVED, BY Warren County Board of Commissioners.

That Warren County Government is authorized to submit an amendment request to the North Carolina Department of Commerce, Rural Transformation Grant Fund, Rural Engagement & Investment Program to provide assistance to benefit 429 West Ridgeway Street Project (Phase 1: Farmers Market Pavilion).

That this Resolution shall take effect immediately upon its adoption.

Adopted this the 8th day of January 2024 in Warren County Government, North Carolina.

Jennifer Jordan Pierce, Chair

ATTEST:



Warren County Health Department

544 West Ridgeway Street

Warrenton, N.C. 27589

(252) 257-1185

Fax (252) 257-2897

Dr. Margaret Brake, DHA, MHA

Health Director

MEMORANDUM

TO: Paul Pulley
Clerk to the Board of County Commissioners

FROM: Dr. Margaret Brake
Health Director

DATE: November 22, 2023

RE: Statements of Interest to Serve on Health Board

The Warren County Board of Health at its November 21, 2023 meeting reviewed and approved the Statement of Interest to Serve from Cheryl Coffman and Dr. Elton Brown. They are recommending that Ms. Coffman and Dr. Brown be considered for re-appointment to the Warren County Board of Health to serve in the Member at Large and Optometrist roles.

Thanks for your assistance in this matter.

WCHD mission: To provide services to improve and protect the health of Warren County Citizens.

STATEMENT OF INTEREST TO SERVE

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Warren County Board of Commissioners
c/o Clerk to the Board
PO Box 619
Warrenton, NC 27589

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. BOARD OF HEALTH
2. _____
3. _____
4. _____

Your full name CHERYL EDITH COFFMAN

Date of Birth 1-11-46 Sex F Race W

Mailing Address 212 BREHON ST

City and Zip Code WARRENTON NC 27589

Street Address SAME

City and Zip Code _____

Home Phone _____ Work Phone 252-213-8046

Job Title RETIRED RN

Company or Agency WCHD

Email Address CHERYL COFFMAN46@YAHOO

Do you live in the county? Yes ☒ No ☐

Please list your County Commissioner District _____
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended _____

Name and Address of College Attended VGCC

Degree Received ADN

Please list any military experience _____

This "Statement of Interest to Serve" will remain active for six (6) months from date received in the County Manager's office.

If you are presently serving as an elected or appointed official, please explain: _____

Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications.

Work Experience WCHD RN

Volunteer Experience HABITAT FOR HUMANITY, CHURCH LEADER
PARKS AND RECREATION, SPECIAL OLYMPICS, ^{INTERNATIONAL} NATIONAL LEVEL

How did you become aware of Warren County volunteer opportunities? (Please circle appropriate response)

Newspaper Current Warren County Volunteer Other

If other, please explain: _____

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature Cheryl Coffman

Date 10-19-2023

Please feel free to attach a resume if so desired.

This "Statement of Interest to Serve" will remain active for six (6) months from date received in the County Manager's office.

STATEMENT OF INTEREST TO SERVE

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Warren County Board of Commissioners
c/o Clerk to the Board
PO Box 619
Warrenton, NC 27589

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Board of Health
2. _____
3. _____
4. _____

Your full name ELTON HOWARD BROWN, III
Date of Birth 7/4/44 Sex M Race Cauc
Mailing Address 311 S MAIN ST
City and Zip Code WARRENTON, NC 27589
Street Address 311 S MAIN ST
City and Zip Code WARRENTON, NC 27589
Home Phone 434-955-8414 Work Phone N/A
Job Title Optometrist
Company or Agency N/A
Email Address EYES@HB3@Gmail.com

Do you live in the county? Yes ☒ No ☐

Please list your County Commissioner District District 1
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended BORGER High School Borger, TX
Name and Address of College Attended SOUTHERN COLLEGE OF OPTOMETRY
Degree Received Memphis, TN BS, OD

Please list any military experience Retired LT. COL USAF

This "Statement of Interest to Serve" will remain active for six (6) months from date received in the County Manager's office.

If you are presently serving as an elected or appointed official, please explain: _____

CHAIRMAN WARREN COUNTY BOARD OF HEALTH

Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications.

Work Experience PRIVATE OPTOMETRY PRACTICE
42 years South Hill, VA

Volunteer Experience LONG TIME PRESIDENT
LAKE GUSTON WEED CONTROL COUNCIL

How did you become aware of Warren County volunteer opportunities? (Please circle appropriate response)

Newspaper

Current Warren County Volunteer

Other

If other, please explain: _____

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature

[Signature]

Date

11/17/23

Please feel free to attach a resume if so desired.

This "Statement of Interest to Serve" will remain active for six (6) months from date received in the County Manager's office.

**Macon Rural Fire Department
P.O. Box 103
Macon, NC 27551**

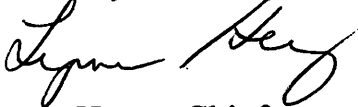
12/28/23

Warren County Board of Commissioners
602. W. Ridgeway St.
Warrenton, NC 27589

Dear Commissioners,

We would like to replace a member of our Local Relief Fund Board of Trustees. As you know, two members are approved by Local Government. Mr. M.C. Clary is no longer able to serve due to his health. We are asking he be replaced by Mrs. Katherine Hilliard of 143 Church St., Macon, NC. Thank you very much for your consideration in this matter.

Sincerely


Lynn Henry, Chief