

June 16, 2021 Warren County Board of Commissioners – Work Session



SUGGESTED AGENDA

Armory Civic Center
501 US Hwy 158 Business, East
Warrenton, NC 27589

5:00 p.m. Question & Answer Session

6:00 p.m. Call Work Session to Order – Chairman or Designee

- Item # 1 Moment of Silence, Prayer, and Pledge
- Item # 2 Department Head Reports:
Register of Deeds – Yvonne Alston (written)
County Attorney – Hassan Kingsberry (written)
Economic Development Report – Charla Duncan, Director (in person)
- Item # 3 Health Services Presentations
A. Vaya/Cardinal Innovations
B. Trillium Health Services
C. Eastpointe Health Services
- Item # 4 County Manager Updates – Vincent Jones
- Review of Capital Improvement Plan (CIP) and Countywide Goals
- Item # 5 Consider Appointment of Interim Emergency Services Captain Chris Pegram to the Community Child Protection/Fatality Team (CCPT/CFPT) as Representative of Emergency Service Operations as Recommended by CCPT/CFPT.
- Item # 6 Adjourn Work Session

ITEM # 1

MOMENT OF SILENCE

PRAYER

PLEDGE OF ALLEGIANCE

ITEM # 2

DEPARTMENT HEAD REPORTS:

- Register of Deeds – Yvonne Alston (written report)
- County Attorney – Hassan Kingsberry (written report)
- Economic Development Commission – Charla Duncan

CODE	DESCRIPTION	CATEGORY	NO. OF INSTRUMENTS AND/OR TRANSACTIONS	QTY	AMOUNT
105	Administrative Notice	RECFEE	4	4	0.00
205	Satisfaction / Cancellation	RECFEE	655	724	0.00
301	Plat - 1st Page	RECFEE	144	144	3,024.00
401	Marriage License	MARR	69	69	4,140.00
403	Marriage License Certified Copy	VITALS	159	185	1,850.00
404	Marriage Certificate	VITALS	1	4	40.00
501	Oath	NOTARY	58	58	580.00
601	Certified Copy of Birth Record	VITALS	224	262	2,620.00
607	Certified Copy of a Death Record	VITALS	174	757	7,570.00
701	UCC - 1 to 2 Pages	UCC	27	27	1,026.00
702	UCC - 3 to 10 Pages	UCC	10	10	108.00
802	Uncertified Copy (per page)	DEBIT	451	5,517	325.50
803	Copy from archives	DEBIT	1	112	28.00
804	Mailed Uncertified Copy	DEBIT	12	29	7.25
805	Copy Account	DEBIT	287	3,327	196.05
806	Fax Transmission	DEBIT	12	16	4.00
901	Certified Copy - 1st Page	CERCOP	14	25	125.00
902	Certified Copy - 2+ pages	CERCOP	11	81	162.00
1001	Excise Tax	EXCISE	643	643	234,052.00
1101	Non-Conforming Document	NSF	18	18	450.00
2101	Deed & Gen Instr - first 15 pages	RECFEE	1,676	1,676	43,576.00
2102	Deed & Gen Instr - add'l pages over 15	RECFEE	8	78	312.00
2103	Additional Names >20 (Eff. 10/1/2015)	RECFEE	2	30	60.00
2201	Deed of Trust - first 35 pages	RECFEE	632	632	40,448.00
2202	Deed of Trust - add'l pages over 35	RECFEE	1	4	16.00
Totals			5,293	14,432	340,719.80

INSTRUMENT TYPE COUNT REPORT

07/01/2019 - 06/30/2020

TYPE	DESCRIPTION	NO. OF DOCUMENTS	RECORDING FEE	EXCISE TAX
A/N AMEND	ASSUMED NAME AMENDMENT	2	52.00	0.00
A/N ORIG	ASSUMED NAME ORIGINAL	20	520.00	0.00
ADMT	AMENDMENT	6	181.00	0.00
AFFT	AFFIDAVIT	30	780.00	110.00
AGMT	AGREEMENT	16	416.00	0.00
APPMT	APPOINTMENT	3	78.00	0.00
ASGMT	ASSIGNMENT	147	3,897.00	25.00
BKCY	BANKRUPTCY	12	312.00	0.00
C/AFFT	CORRECTIVE AFFIDAVIT	8	208.00	0.00
C/D	CORRECTION DEED	5	130.00	0.00
CEM/D	CEMETERY DEED	1	26.00	0.00
CERT/TRUST	CERTIFICATION OF TRUST	17	442.00	0.00
COM/D	COMMISSIONERS DEED	12	372.00	739.00
D/T	DEED OF TRUST	631	40,560.00	0.00
D/T/MOD	DEED OF TRUST MODIFICATION	1	64.00	0.00
DECL	DECLARATION	34	884.00	0.00
DEED	DEED	958	24,982.00	226,105.00
ESMT	EASEMENT	32	857.00	0.00
ESMT/AGMT	EASEMENT AGREEMENT	4	104.00	0.00
INSTR	Instrument	1	26.00	0.00
JGMT	JUDGMENT	3	78.00	0.00
LEASE	LEASE	4	276.00	0.00
M/ACT	MEMORANDUM OF ACTION	1	26.00	0.00
M/AGMT	MEMORANDUM OF AGREEMENT	3	78.00	0.00
M/CONT	MEMORANDUM OF CONTRACT	1	26.00	0.00
M/LSE	MEMORANDUM OF LEASE	3	78.00	0.00
M/OPT	MEMORANDUM OF OPTION	1	26.00	0.00
MAP	MAP	144	3,024.00	0.00
MEMO	MEMORANDUM	5	130.00	400.00
MOD	MODIFICATION	5	130.00	0.00
MOD/A	MODIFICATION AGREEMENT	12	312.00	25.00
MOD/D/T	MODIFICATION OF A DEED OF TRUST	1	26.00	0.00
N/FCL	NOTICE OF FORECLOSURE	9	234.00	0.00
NOTCE	NOTICE	12	208.00	0.00
ORDER	ORDER	3	78.00	0.00
P/A	POWER OF ATTORNEY	93	2,558.00	0.00
P/REL	PARTIAL RELEASE	14	364.00	0.00
QCD	QUITCLAIM DEED	50	1,300.00	87.00
R/C	RESTRICTIVE COVENANTS	2	68.00	0.00
R/COM	REPORT OF COMMISSIONERS	1	26.00	0.00
R/M/A	ROAD MAINTENANCE AGREEMENT	4	104.00	0.00
R/P/A	REVOCATION OF POWER OF ATTORNEY	6	156.00	0.00
R/REF	RIGHT OF FIRST REFUSAL	1	26.00	0.00
R/W	RIGHT OF WAY	1	26.00	0.00
REAFF	Reaffirmation of DT	1	26.00	0.00
REL	RELEASE	5	130.00	0.00
REL/D	RELEASE DEED (DEED OF RELEASE)	9	234.00	0.00
RENUN	RENUNCIATION	1	26.00	0.00
REQ	REQUEST	20	545.00	0.00
RES	DOCUMENT OF RESCISSION	1	26.00	0.00
REVOC	REVOCATION	1	26.00	0.00
S/TR	SUBSTITUTION OF TRUSTEE	30	830.00	0.00
S/TR/D	SUBSTITUTE TRUSTEES DEED	1	26.00	62.00
SAT	SATISFACTION OF MORTGAGE	655	0.00	0.00
SEP/A	SEPARATION AGREEMENT	2	52.00	0.00
SUB/A	SUBORDINATION AGREEMENT	5	130.00	0.00
T/ESMT	TERMINATION OF EASEMENT	1	26.00	0.00
T/LEASE	TERMINATION OF LEASE	1	26.00	0.00
TERM/BKCY	TERMINATION OF BANKRUPTCY	24	624.00	0.00
TMB/D	TIMBER DEED	23	598.00	4,743.00
TR/D	TRUSTEE'S DEED	8	208.00	1,756.00
TRUST	TRUST	1	26.00	0.00
UCC	UNIFORM COMMERCIAL CODE	28	0.00	0.00
WVR	WAIVER	3	78.00	0.00
Totals		3,139	87,886.00	234,052.00

CODE	DESCRIPTION	CATEGORY	NO. OF INSTRUMENTS AND/OR TRANSACTIONS	QTY	AMOUNT
105	Administrative Notice	RECFEE	1	1	0.00
205	Satisfaction / Cancellation	RECFEE	977	1,066	0.00
301	Plat - 1st Page	RECFEE	179	179	3,759.00
401	Marriage License	MARR	98	98	5,880.00
403	Marrage License Certified Copy	VITALS	134	164	1,640.00
501	Oath	NOTARY	36	37	370.00
601	Certified Copy of Birth Record	VITALS	134	159	1,590.00
607	Certified Copy of a Death Record	VITALS	217	869	8,690.00
701	UCC - 1 to 2 Pages	UCC	25	25	950.00
702	UCC - 3 to 10 Pages	UCC	15	15	675.00
703	UCC - Over 10 Pages	UCC	1	1	45.00
704	UCC - Each Additional Page over 10	UCC	1	72	144.00
802	Uncertified Copy (per page)	DEBIT	416	6,530	374.20
804	Mailed Uncertified Copy	DEBIT	11	53	13.25
805	Copy Account	DEBIT	122	2,150	125.85
901	Certified Copy - 1st Page	CERCOP	10	22	110.00
902	Certified Copy - 2+ pages	CERCOP	10	76	152.00
1001	Excise Tax	EXCISE	920	920	405,279.04
1101	Non-Conforming Document	NSF	23	23	575.00
1102	Re-recording-ROD	RECFEE	1	1	25.00
2101	Deed & Gen Instr - first 15 pages	RECFEE	2,040	2,040	53,040.00
2102	Deed & Gen Instr - add'l pages over 15	RECFEE	9	213	852.00
2103	Additional Names >20 (Eff. 10/1/2015)	RECFEE	1	60	120.00
2201	Deed of Trust - first 35 pages	RECFEE	946	946	60,544.00
2202	Deed of Trust - add'l pages over 35	RECFEE	2	27	108.00
Totals			6,329	15,747	545,061.34

INSTRUMENT TYPE COUNT REPORT
07/01/2020 - 06/30/2021

TYPE	DESCRIPTION	NO. OF DOCUMENTS	RECORDING FEE	EXCISE TAX
A/N AMEND	ASSUMED NAME AMENDMENT	4	104.00	0.00
A/N ORIG	ASSUMED NAME ORIGINAL	32	832.00	0.00
ADDM	ADDENDUM	1	26.00	0.00
ADMT	AMENDMENT	6	181.00	0.00
AFFT	AFFIDAVIT	22	597.00	0.00
AGMT	AGREEMENT	22	572.00	0.00
APPMT	APPOINTMENT	1	26.00	0.00
ASGMT	ASSIGNMENT	116	3,041.00	50.00
BKCY	BANKRUPTCY	10	260.00	0.00
C/AFFT	CORRECTIVE AFFIDAVIT	19	532.00	0.00
C/D	CORRECTION DEED	7	366.00	0.00
C/D/T	CORRECTION DEED OF TRUST	3	154.00	0.00
CERT	CERTIFICATE	1	26.00	0.00
CERT/TRUST	CERTIFICATION OF TRUST	42	1,117.00	0.00
COM/D	COMMISSIONERS DEED	4	104.00	202.00
D/T	DEED OF TRUST	942	60,421.00	150.00
DECL	DECLARATION	37	962.00	0.00
DEED	DEED	1,287	33,870.00	392,784.04
ESMT	EASEMENT	25	666.00	2.00
ESMT/AGMT	EASEMENT AGREEMENT	6	156.00	0.00
INSTR	Instrument	3	78.00	0.00
JGMT	JUDGMENT	3	103.00	0.00
M/AGMT	MEMORANDUM OF AGREEMENT	2	52.00	0.00
M/OPT	MEMORANDUM OF OPTION	3	78.00	0.00
M/SEP	MEMORANDUM OF SEPARATION	1	26.00	0.00
M/TRUST	MEMORANDUM OF TRUST	1	26.00	0.00
MAP	MAP	179	3,759.00	0.00
MEMO	MEMORANDUM	5	130.00	0.00
MOD/A	MODIFICATION AGREEMENT	10	260.00	0.00
MOD/D/T	MODIFICATION OF A DEED OF TRUST	3	116.00	0.00
N/FCL	NOTICE OF FORECLOSURE	9	234.00	0.00
NOTCE	NOTICE	3	52.00	0.00
OTHER	Other	1	26.00	0.00
P/A	POWER OF ATTORNEY	109	3,134.00	0.00
P/REL	PARTIAL RELEASE	17	662.00	0.00
QCD	QUITCLAIM DEED	65	1,706.00	32.00
R/C	RESTRICTIVE COVENANTS	1	254.00	0.00
R/M/A	ROAD MAINTENANCE AGREEMENT	5	130.00	0.00
R/P/A	REVOCATION OF POWER OF ATTORNEY	9	234.00	0.00
R/W/AGMT	RIGHT OF WAY/AGREEMENT	1	26.00	0.00
REAFF	Reaffirmation of DT	1	26.00	0.00
REL	RELEASE	2	52.00	0.00
REL/D	RELEASE DEED (DEED OF RELEASE)	15	415.00	0.00
RENUN	RENUNCIATION	1	26.00	0.00
REQ	REQUEST	15	390.00	0.00
RESOL	RESOLUTION	1	26.00	0.00
S/IND	SUPPLEMENTAL INDENTURE	1	26.00	0.00
S/TR	SUBSTITUTION OF TRUSTEE	16	416.00	0.00
S/TR/D	SUBSTITUTE TRUSTEES DEED	5	130.00	624.00
SAT	SATISFACTION OF MORTGAGE	976	0.00	0.00
SEP/A	SEPARATION AGREEMENT	1	51.00	0.00
SUB/A	SUBORDINATION AGREEMENT	13	338.00	0.00
SUB/MTG	SUBORDINATION MORTGAGE	1	26.00	0.00
TERM/BKCY	TERMINATION OF BANKRUPTCY	18	468.00	0.00
TERM/CONT	TERMINATION OF CONTRACT	1	26.00	0.00
TMB/D	TIMBER DEED	43	1,118.00	10,618.00
TR/D	TRUSTEE'S DEED	8	208.00	817.00
UCC	UNIFORM COMMERCIAL CODE	41	0.00	0.00
WVR	WAIVER	7	182.00	0.00
Totals		4,183	119,023.00	405,279.04

County Attorney

Report of Activities

6/15/2021

Thank you for the opportunity to serve you for almost four years. During the past two years of my continuous service as County Attorney for Warren County, I have engaged in numerous activities including the following:

- Drafting, reviewing, assisting in the negotiation of contracts, leases, and other legal documents, and providing advice regarding transactions for the various departments of County government and for the County itself. Most notably, this includes the following:
 - Leases with DSS and other county properties;
 - Employee contracts and agreements (hiring, termination, and EOC complaints, Worker's Comp, FSLA, etc.);
 - State contracts with DSS;
 - Economic development project contracts including the Wise Interchange and Pleasant Hills subdivision;
 - Health department vendor contracts; and
 - Fire service contracts.
- Reviewing land records, transactions, and deeds; drafting deeds for conveyance for county property including tax foreclosures; releasing security interests for satisfied liens; and assisting the Sheriff's Office in execution sales and confessions of judgment;
- Assisting the Tax Office with various projects, particularly the assessment procedure for the Pleasant Hills Subdivision and tax collection for fire service districts;
- Researching, advising, compiling information for, assisting local counsel with, and keeping the Commissioners updated regarding the national Opioid litigation in which Warren County is involved and Noise Ordinance litigation issues;
- Reviewing, drafting, and keeping the County in compliance through the revision of County ordinances and policies, and making changes to land use ordinances per N.C.G.S. 160D, including the following:
 - Warren County Zoning Ordinance
 - Subdivision Ordinance
 - Historic Preservation Commission Ordinance
 - Road Naming and Addressing Ordinance
 - Flood Management Ordinance
 - Abandoned Mobile Home Ordinance
- Responding to various legal research requests of Board of Commissioner members and responding to various issues as asked, including issuing written responses and statements to Board members and citizens;
- Assisting the Town of Macon in enforcing its Minimum Housing Code and the County's Abandoned Mobile Home Ordinance;

- Assisting in County Government Day, Employee Service Recognitions, Christmas Banquets, and other community events;
- Assisting Public Utilities and the County Manager with and giving advice regarding the KLRWS and other water issues and agreements with other municipalities and local governments;
- Assisting the Board of Elections with compiling information for the State Board of Elections for state voting litigation and assisting the BOE as needed when the counsel they chose could not serve;
- Assisting and advising IT and staff with virtual meetings and advising on procedures and amending count policies related to remote meetings and COVID;
- Advising Board of Commissioner on the conveyance of school property from the Board of Education to Board of Commissioners;
- Training Board and Commission members, employees, and Board Members on the Ethics Policy and Board and Commission rules and procedures and making training available online.
- Investigating various community and employee issues and reporting to department heads and the Board on recommended action. Such areas include:
 - DSS employee issues;
 - Noise complaints and variance requests;
 - Animal welfare, neglect, and cruelty complaints and issues;
 - Wage and pay issues;
 - EEOC and misconduct;
- Serving on the Fire Commission and giving legal advice on various topics;
 - Assisting in the revision of rules and resolutions;
 - Researching fire and insurance district expansion, issues with DOT, and E-911/Fire response;
 - Reviewing and revising mutual aid agreements and contracts for services;
- Advising the Finance department in legal and budget matters as needed;
- Attending County Commissioner meeting and special meetings;
- Being familiar with and staying adept in Robert's Rules of Order;
- Attending trainings and conferences to maintain legal competency in various areas, including the Winter and Summer County Attorney's Conference and many UNC School of Government workshops related to Employment law, land use, and hot topics;
- Sitting in on quasi-judicial board meetings and advising on proper hearing procedure, particularly for the Board of Adjustment.
- Researching and advising in Emergency Management operations and drafting appropriate declarations and documents;
- Representing the County in litigation and reducing the need for litigation as necessary through negotiation and settlement of issues;
- Reviewing, revising, and drafting policies and procedures for the Warren County Sheriff's Office; and

- Meeting with and being on call to advise department heads and Board members in legal matters;
- Attending various regional meetings where legal counsel is needed such as KLRWS Board meetings, Courthouse facilities, and judicial district meetings;
- Engaging other legal counsel as needed in affairs where I need assistance.
- Serving on the Courthouse Square Committee as ex-officio legal member and making recommendations related to statute removal and law;
- Keeping the county staff and officials abreast of changes needing to be implemented due to COVID and its impact upon our provision of services;
- Serving as 2nd vice president of the NC County Attorney Association; and
- Being a mentor and public speaker to young people in my capacity as County Attorney.

This is not an exhaustive list, but it chronicles some of things that come immediately to mind as I have been in service. Again, thank you for the opportunity to serve you and Warren County. I am forever grateful.

/s/ Hassan T. Kingsberry, Esq.



Economic Development, June 2021 Report

New and Existing Industries:

- Heritage Mulch waterline extension project (6 jobs) in process
- Chateau at the Lake project discussions
- Project Bridge
- Project Y.E.P.
- Interstate 85 development discussions
- Attended groundbreaking ceremony for Jenny Cakes at the Lake; attended grand opening for Warren Animal Feed

Business Assistance:

- Worked with LKG Family Dollar property owner on expansion project; building expansion for store approved by BOA
- Worked with Pleasant Hills subdivision owner
- Worked with a Vance County business on site selection for a relocation to Warren

Projects and Partnerships:

- Continued work on countywide broadband initiative
- Attended RTRP Board of Directors meetings and State of the Region event
- Ongoing work with Warren County Public Facilities Company
- Continued work on S-Line initiative with NC DOT Rail Division
- Co-hosted community meeting with Frontier Natural Gas for natural gas expansion in Soul City
- Co-hosted 9th Annual Small Business Summit with VGCC and VGCC Small Business Center
- Ongoing discussions and partnership with the Town of Warrenton related to Frontier Warren
- Began discussion with the state about potential Air BnB pilot

Strategy and Planning:

- Continued work with Planning/Zoning Director on proposed Interstate Overlay District
- Talking with landowners along I-85 about potential land for development
- Worked with Capital B Creative Studios/WRAL Digital Solutions on marketing strategy
- Met with Triangle North Warren counties and the COG to discuss updates to the Triangle North website, as well as current status of sites and project inquiries
- Met with County Manager, COG Director, and Triangle North realtor on Triangle North Warren opportunities

ITEM # 3

Health Services Presentations

- Vaya/Cardinal Innovations
- Trillium Health Services
- Eastpoint Health Services

ITEM # 4

County Manager Updates

COUNTY MANAGER
VINCENT JONES

- Review of Capital Improvement Plan (CIP)
and Countywide Goals

ITEM # 5

Consider Appointment of Interim Emergency Services Captain Chris Pegram to the Community Child Protection/Fatality Team (CCPT/CFPT) as Representative of Emergency Service Operations as Recommended by CCPT/CFPT

ITEM # 6

**ADJOURN JUNE 16, 2021 WORK
SESSION**