

MINUTES FROM THE WORK SESSION HELD BY THE BOARD OF COUNTY COMMISSIONERS FOR THE COUNTY OF WARREN IN THE WARREN COUNTY ARMORY CIVIC CENTER, MEETING ROOM ON MONDAY, FEBRUARY 17, 2020 AT 6:00 PM.

The meeting was called to order by Chairman Tare Davis. Other Commissioners present virtually through Zoom: Victor Hunt, Walter Powell, Jennifer Pierce and Baker. Others in attendance virtually: County Manager Vincent Jones, Senior Assistant Charla Duncan, Human Resources Manager Beverly Foster, Sheriff's Office Major John Branche, Interim DSS Director Emma Perry, and County Attorney Hassan Kingsberry.

Chairman Davis conducted prayer and pledge to the flag.

ITEM 2 - DEPARTMENT HEAD REPORTS:

Paula Pulley, Clerk to the Board, provided written report:

**WARREN COUNTY CLERK TO THE BOARD
DEPARTMENTAL REPORT TO COMMISSIONERS
REPORT FOR 2020/2021**

Thank you for the opportunity to serve as the Clerk to the Board of Warren County Commissioners. Although my appointment was just made on February 1, 2021, I have been acting in the position since Angelena Kearney Dunlap's last day in office on November 24, 2020. Below are a few of the things I have been working on since assuming the position of Clerk to the Board

AGENDA AND MINUTE DEVELOPMENT:

I am actively researching programs for agenda and meeting minutes development. The program I am looking at right now is through CivicPlus so it would tie in with the county website. The program will allow for a much more streamlined agenda development process, as well as development of searchable minutes. I hope to provide further information as well as a recommendation during the FY22 Budget Cycle.

WEBSITE INFORMATION:

I am currently going through Board/Commission/Committee information on the County website to ensure all information is current. In the process, I am updating meeting dates and verifying member terms and communicating with Departments to notify them of terms that are expiring.

BOARDS/COMMITTEES/COMMISSIONS MEMBERSHIPS:

Safety Committee member
Local Emergency Planning Committee member
County Liaison to Courthouse Square Memorial Committee
Acting Administrative Assistant for JCPC
Keep Warren County Beautiful Committee member
Thank you,
Paula Pulley
Clerk to the Board

Marshall Brothers, Public Works Director provided written report:



**Warren
County**

NORTH CAROLINA

Public Works Department

www.warrencountync.com

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Phone: (252) 257-3795

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TO: Warren County Board of Commissioners and County Manager

FROM: Marshall Brothers – Public Works Director *MB*

DATE: February 3, 2021

SUBJECT: Departmental Report to Commissioners

The Warren County Public Works department has as its mission/long-range vision to provide disposal capacity, waste collection services, and a waste reduction program to meet the needs of our citizens in a cost-effective manner. The elimination of improper disposal of waste and expanded waste reduction opportunities are included in the vision. To achieve this vision, the following long-range goals are listed:

- To manage all aspects of solid waste disposal in a manner that will protect the public's health and maintain a clean and attractive environment.
- To provide everyone in the County with waste disposal capacity, waste reduction opportunities, and to decrease improper waste disposal.
- To increase the efficiency and cost-effectiveness of the waste disposal program and promote recycling.

The majority of Warren County's residents live in unincorporated predominately rural areas and dispose of their trash and recyclables at the Convenience Centers located throughout the county.

Completed Capital Improvements

- The Landfill methane gas Corrective Action Plan - Phase 3 was completed in June 2020 (photo is attached). It consisted of the following:

Based on the information learned during the Phase 2 investigation, a Corrective Action Plan was prepared for Warren County and NCDEQ (NC Department of Environmental Quality) with the best remedial strategy options. This plan included passive vent wells in the area near LFG-2, LFG-3, and LFG-4. Seven (7) passive landfill gas vent wells were installed. Each vent well was constructed to a depth of approximately 30 feet below grade or to groundwater, whichever was encountered first.

We anticipate the system will be effective in preventing landfill gas migration. The system is monitored on a monthly basis for the duration of the corrective action or until such a time as NCDEQ approves a reduced monitored schedule.

Current Capital Improvements

There are no current capital improvements. However, future capital improvements may be needed should additional action be necessary to facilitate Landfill gas remediation; the following technologies will be evaluated for application at the site:

- Expansion of LFG collection with additional passive vent wells or passive vent trenches; and/or
- Modification of the passive system to an active system.

The type of additional remedial action will be evaluated based on site specific parameters on an as-needed basis. Any modification to the Corrective Action Plan will have to be submitted to NCDEQ for approval prior to implementation.

Capital Improvement FY 2021-22

- Repair Transfer Station retainer wall where we load the tractor trailers going to Brunswick County, Virginia.
- Pave the entrance road to Convenience Site 1, Eaton's Ferry.

"A Partnership for a Cleaner Warren County"
This institution is an equal opportunity provider and employer.

Funding Sources

- Tipping Fees
- Tire Tax
- Availability/Household User Fee Grant – Scrap Tire
- Solid Waste Disposal Tax
- Sale of Recyclables

The Majority of the Public Works Services are Contract Driven

Services – Contractor/Company

- Waste Disposal/Waste Collection at Convenience Centers – GFL Environmental, Inc., Henderson, NC
- Scrap Tire Disposal – Central Carolina Holding, LLC, Cameron, NC
- White Goods Disposal – C. J. Auto Used Parts, LLC, Macon, NC
- Electronics Recycling – MeTech Recycling, Inc., Creedmoor, NC
- Truck Scale Service Agreement – Fairbanks Scale Company, Charlotte, NC
- Closed MSW Gas and Ground Water Monitoring – Smith+Gardner Engineering, Inc., Raleigh, NC

Recycling & Trash Disposal – Tonnage FY 19-20

- Commingle: 411.83 tons / 168 Hauls
- White Goods: 90.02 tons
- Tires: 253.79 tons
- Trash Tonnage from Warren County Transfer Station for Period July 2019-December 2020: 6,902.77
- Trash Tonnage from Site 9 – Manson/Drewry to Vance County Transfer Station: 960.77
- Gallons of Used Oil Filters: 1,250
- Gallons of Used Motor Oil: 2,725
- Gallons of Used Cooking Oil: 1,430

Disposal Tonnage for Period July 2019 - December 2020

| Site Tonnage Comparison | | | | | | | |
|-------------------------|----------------|----------------|----------------|----------------|-----------------|----------------|-----------------|
| | July-Sept 2019 | Oct-Dec 2019 | Jan-Mar 2020 | Apr-June 2020 | July-Sept 2020 | Oct-Dec 2020 | Total |
| Site 1 - Eaton's Ferry | 292.90 | 166.89 | 185.22 | 295.51 | 279.41 | 208.12 | 1,428.05 |
| Site 2 - Ridgeway | 343.86 | 300.28 | 291.42 | 367.76 | 332.71 | 342.30 | 1,978.37 |
| Site 3 - Afton | 97.35 | 119.44 | 110.87 | 121.89 | 116.18 | 105.01 | 670.74 |
| Site 4 - Arcola | 91.24 | 102.76 | 109.09 | 137.3 | 110.28 | 98.54 | 649.21 |
| Site 5 - Five Forks | 97.92 | 57.05 | 71.78 | 113.19 | 93.76 | 72.96 | 506.66 |
| Site 6 - Macon/Vaughan | 44.14 | 50.07 | 54.01 | 43.56 | 50.18 | 41.89 | 283.85 |
| Site 7 - Inez | 43.82 | 45.62 | 33.52 | 53.72 | 52.47 | 47.51 | 276.66 |
| Site 8 - Wise | 110.54 | 95.92 | 97.13 | 103.43 | 94.47 | 86.27 | 587.76 |
| Site 9 - Drewry | -- | -- | -- | -- | -- | 32.28 | 32.28 |
| Town of Macon | 12.99 | 12.71 | 12.21 | 10.12 | 10.73 | 12.40 | 71.16 |
| Town of Norlina | -- | -- | -- | -- | -- | 1.99 | 1.99 |
| Town of Warrenton | 69.44 | 64.28 | 62.95 | 73.33 | 71.41 | 74.50 | 415.91 |
| Total | 1204.22 | 1015.02 | 1028.10 | 1319.83 | 1,211.60 | 1,124.0 | 6,902.77 |

Factors Affecting Disposal Rates and Operation Cost

- Regional Landfill Disposal Rates (where our waste is disposed of in Brunswick County, Virginia)
- Fuel surcharge on fuel cost (no fuel surcharge to date and I do not anticipate any for the near future)
- Consumer Price Index (CPI)

Key Points

- Keep Warren County Beautiful: KWCB Committee was established and approved by Warren County Board of Commissioners July 2019. Debbie Formyduval serves as Chair and Angela Hyson serves as Vice-Chair. The KWCB By-laws were approved by Warren County Board of Commissioners on May 4, 2020.
- Over the past several years, the Facility Compliance Inspection Reports conducted by DNER on the Transfer Station and Closed MSW Landfill has indicated no Notice of Violations (NOVs) noted on any inspection forms.

Installation Photo – Vent Wells (June 2020)



Current Photo – Vent Wells (2021)



Charla Duncan provided the Department Head Report for Economic Development:

**Economic Development, February 2021 Report
Current EDC Office Operations**

The Economic Development office is still managed by appointment only and/or handling business over the phone; some meetings are happening in person and some virtually

Office support on M, W, F from 9am-1pm from the National Caucus and Center on Black Aging; this person is answering the phone and assisting with department tasks such as updating the VisitNC database, sales tax data tracking, filing and organization, and social media updates

New and Existing Industries:

Project Mulch- waterline extension project (6 jobs)

Chateau at the Lake project discussions

Working with land owner and housing development company to explore options around road improvements in existing but undeveloped subdivision

Submitted site proposals for RFI's sent out by the Economic Development Partnership of NC

(Triangle North Warren site)

Consultant Connect event with RTRP

Business Assistance:

Submitted resolution and MOU to participate in the Community Economic Recovery and Resiliency Initiative with NC Commerce

Continued work with VGCC on 2021 Small Business Summit (currently scheduled at Seven

Springs Farm & Vineyard on May 20th with a May 27th rain date; focus: agriculture & agritourism, diversity in agriculture, and legacy farms)

Met with Frontier Natural Gas about strategic planning for the future and current business needs

Projects and Partnerships:

Continued work with NC DIT and the Friday Institute on pilot broadband program with Warren County Schools (one of three counties in the state asked to participate)

Frontier Warren: coordinator position vacant; currently posted with NC Works

Fidelity Investments partnership to support virtual learning and Boys & Girls Clubs

Continued work on countywide broadband initiative

Working with new Economic Development Disaster Recover Coordinator at the Kerr-Tar COG on data research for projects and marketing efforts for local businesses

Attended RTRP Board of Directors meeting

Strategy and Planning:

Started mailings to landowners along I-85 about potential land for development

Meetings with NC DOT on S-Line development

Meet with Triangle North Warren counties and the COG to discuss updates to the Triangle

North website

Workforce Development:

Quarterly meeting with VGCC and VGCC Small Business Center

ITEM 3 – UPDATE ON NCDOT RALEIGH TO RICHMOND (S-LINE) Interim EDC Director Charla Duncan and County Manager Vincent Jones provided information they received regarding the S-Line. At this time there is not a plan to have a stop in Warren County, however one has been requested.

ITEM 4 – KEEP WARREN COUNTY BEAUTIFUL:

Paula Pulley provided an update on upcoming events and activities. The Committee is reaching out to various organizations and churches to get participation in this spring's Litter Sweep. There are also plans to provide signage and educational materials to hopefully encourage people not to litter.

ITEM 5 – REVIEW OF HAZARD PAY POLICY:

Human Resources Manager Beverly Foster and County Manager Vincent Jones have received requests for Hazard Pay from various Departments. The total for the allowable

requests is approximately \$133,000.00. These recommendations, along with the County Manager's recommended updates to the policy, will be on the March 1, 2021 agenda.

ITEM 6 – CONSIDER APPROVAL OF PURCHASE OF 3 VEHICLES FOR SHERIFF'S OFFICE AT A TOTAL COST OF \$81,297.00 AND AUTHORIZE COUNTY MANAGER TO EXECUTE PURCHASE AGREEMENT:

On motion of Commissioner Hunt, which was seconded by Commissioner Pierce and duly carried by unanimous vote the purchase of 3 vehicles for the Sheriff's Office at a total cost of \$81,297.00 was approved and County Manager was authorized to sign Purchase Agreement.

ITEM 7 – OVERVIEW OF CARDINAL INNOVATIONS COUNTY ACTION PLAN: Interim DSS Director Emma Perry went over the information. She stated that Cardinal Innovations will extend a modified action plan so Ms. Perry recommends the Board not approve the agreement until receipt of additional foster care resources and revised agreements are reviewed.

ITEM 8 – UPDATE ON ONLINE CASHIERING SOLUTIONS FOR COUNTY CUSTOMERS AND EMPLOYEES:

Senior Assistant to the County Manager Charla Duncan provided information on costs and next steps towards an online cashiering platform, along with various IT projects impacting the County internally and for better resident access. A budget amendment will be needed to go forward with the project. Commissioners each expressed desire for this to be used by all departments.

ITEM 11 – ADJOURN WORK SESSION