

MINUTES FROM THE MONTHLY MEETING HELD BY THE BOARD OF COUNTY COMMISSIONERS FOR THE COUNTY OF WARREN IN THE WARREN COUNTY ARMORY CIVIC CENTER, MEETING ROOM ON MONDAY, MARCH 1, 2021 AT 6:00 PM.

The meeting was called to order by Chairman Tare Davis. Other Commissioners present: Bertadean Baker, Victor Hunt, Jennifer Pierce and Walter Powell. Others in attendance: County Manager Vincent Jones, Senior Assistant Charla Duncan, Finance Director Lee Faines and County Attorney Hassan Kingsberry.

Chairman Davis conducted prayer and pledge to the flag.

On motion of Commissioner Hunt, which was seconded by Commissioner Baker and duly carried by unanimous vote, the March 1, 2021 Suggested Agenda was adopted.

PUBLIC HEARING:

Proposed text amendments to the Warren County Zoning Ordinance (Table II-1 Dimensional Requirements) to maintain the setbacks in the LB, NB, HB, LI and HI districts as currently stated and under PUD-CR conditional use permit provisions establish a required setback of seventy-five (75) from all exterior property lines.

PUBLIC HEARING CITIZEN COMMENTS:

- Joe Johnson informed the Board that there needs to be more time for the Planning Board to review this issue before making a decision.

Ken Krulik, Planning/Zoning Administrator stated the Eaton's Ferry Subdivision has presented a new proposal that has not yet been seen by the Planning Board. This item will be sent back to the Planning Board for review and submitted to County Commissioners at another time. On motion of Commissioner Baker, which was seconded by Commissioner Powell, and duly carried by unanimous vote the Public Hearing was closed.

AUDIT REPORT:

Tara Roberson of Winston, Williams, Creech, Evans & Co., LLP presented the FY20 Audit Report.

CITIZEN COMMENTS:

- Written comment received and read from Shaniqua Jones concerning the need for a grocery store in Warrenton.
- Written comment received and read from Felecia Alston-Singleton regarding Warren County Hazard Policy.
- Milo Alston addressed the Board with concerns about the creation of the Courthouse Square Memorial Committee.
- Dwayne Hicks addressed the Board to ask why citizens have to pay for water connections.

On motion of Commissioner Hunt, which was seconded by Commissioner Powell, and duly carried by unanimous vote, the minutes of the February 1, 2021 Regular Meeting and February 17th Work Session were approved.

On motion of Commissioner Hunt, which was seconded by Commissioner Powell, and duly carried by unanimous vote the Tax Collector's Report for January 2021 was accepted as presented in accordance with NCGS 105-350.

**Tax Collector's Report
to the Warren County Board of Commissioners
For the Month January 2021**

2020-2021

Current Year Collections

Tax Year	Charge	Collected in January	Collected to Date	Balance Outstanding	Percentage Collected
January 2021 FY21	\$18,840,235	\$2,623,541	\$17,479,385	\$1,360,850	92.78
January 2020 FY20	\$18,329,939	\$3,065,341	\$16,865,942	\$1,463,997	92.01

Delinquent Collections

Year	Charge	Collected	Collected to Date	Balance Outstanding	Percentage Collected
2019	\$632,732	\$27,503	\$187,837	\$444,894	29.69
2018	232,081	5,853	39,234	\$192,847	16.91
2017	162,728	2,002	16,383	\$146,345	10.07
2016	121,012	1,533	13,060	\$107,952	10.79
2015	91,334	951	5,858	\$85,476	6.41
2014	76,808	406	4,749	\$72,059	6.18
2013	105,901	414	6,389	\$99,512	6.03
2012	81,602	251	4,326	\$77,276	5.30
2011	62,473	532	1,952	\$60,521	3.12
2010	57,735	173	1,813	\$55,922	3.14
Total Delinquent Years	\$1,624,406	\$39,618	\$281,601	\$1,342,804	

Other January Receipts

County Penalties	\$ 16,377	\$ 67,690
Landfill User Fees	\$ 237,111	\$ 1,370,557
Municipalities	\$ 116,351	\$ 645,140
Fire District Taxes	\$ 139,050	\$ 882,940
Advance Taxes	\$ 5,831	\$ 15,576

JANUARY GRAND TOTAL **\$6,243,220 \$37,608,831**

John Preston, Tax Administrator **2/15/2021**
John Preston, Tax Administrator

On motion of Commissioner Hunt, which was seconded by Commissioner Powell, and duly carried by unanimous vote, Tax Release Requests over \$100 were approved in accordance with NCGS 105-381:

Over \$100 3/1/2021

ERROR CORRECTION RELEASES:

**STEVENSON PETER & TRACEY 2020 03670-200 27114 \$100.09 MH DOUBLE LISTED
TOTAL ERROR CORRECTIONS: \$100.09**

County Manager approved Releases Under \$100 were presented for informational purposes only:

Under \$100 ERROR CORRECTION RELEASES:	3/1/2021	CO MGR INITIALS: _____ Date: _____
NAME	Year ACCT# MAP #	RECORD # AMOUNT REASON
MYERS JASON	2020 49725	2000429 73.95\$ TRAILER OVERASSESSED
SUB-TOTAL ERROR CORRECTIONS:		\$73.95

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, the Resolution Declaring Surplus Property & Authorizing Auction of Items from Warren County Sheriff's Office: 2008 Ford Crown Victoria, 2010 Ford Crown Victoria, and 2010 Ford Crown Victoria, was approved.

UPDATES FROM COUNTY MANAGER Vincent Jones

1. Dr. Margaret Brake provided an updated on COVID-19 Pandemic and Vaccines.
2. County Manager Jones reported that Warren County Parks and Recreation has approved a plan to restart Recreation Sports Programming.

FINANCE OFFICE Lee Faines, Finance Officer

On motion of Commissioner Hunt, which was seconded by Commissioner Powell, and duly carried by unanimous vote, Amendment #10 to the FY 2020-21 Warren County Budget Ordinance was adopted:

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote the recommendation from the DSS Board to appoint Emma Perry a

AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE			
2020/2021			
Amendment No. 10			
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) Appropriations:</u>			
Sheriffs Department			(534,659)
Miscellaneous Appropriations			534,659
DSS			30,589
Veterans Service			2,084
Total			\$ 32,673
Section 2 of the Warren County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:			
<u>Increase/(Decrease) Revenues:</u>			
Restricted DSS-1571			30,589
Miscellaneous Revenue			2,084
Total			\$ 32,673
This amendment:			
<ul style="list-style-type: none"> • Decreases appropriations in the Sheriffs Department budget by the amount of salaries for Public Safety officers that were reimbursed from the CRF (Coronavirus Relief Funds) which the County received. The savings from these funds are being rebudgeted in Miscellaneous Appropriations - to be used for subsequent needs. 			
Funding Source:	Sheriffs Department budget		
<ul style="list-style-type: none"> • Increase appropriations in the DSS budget by \$30,000 for additional allocations for the Low-Income Energy Assistance (\$15,000) and Crisis Intervention (\$15,000) program received from the NC Department of Human and Health Services 			
Funding Source:	DHHS		
<ul style="list-style-type: none"> • Increase appropriations in the DSS budget by \$589 for additional allocations from the Department of Human and Health Services for Duke Energy Progress-Energy Neighbor Funds 			
Funding Source:	DHHS		
<ul style="list-style-type: none"> • Increase appropriations in the Veterans Services budget by \$2,084 for a grant they received from NC Dept of Military and Vet Affairs. 			
Funding Source:	NC Dept. of Military and Vet Affairs.		
Respectfully Submitted 2/23/2021			
<i>Lee Faines</i>			
Lee A. Faines Jr.			

On motion of Commissioner Pierce, seconded by Commissioner Baker, and duly carried by unanimous vote, the DSS Child Support Lease in the amount of \$34,668 per year for three years was approved and the County Manager was authorized to execute.

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, the Hazard Pay Policy updates, including the addition of Tier III, were approved as presented. A copy of the updated policy is attached to these minutes.

On motion of Commissioner Pierce, seconded by Commissioners Hunt, and duly carried by unanimous vote, the Hazard Pay recommendations in the amount of \$147,900, which includes payment for the newly approved Tier III, were approved as presented.

On motion of Commissioners Hunt, seconded by Commissioner Baker, and duly carried by unanimous vote, bids for Basketball Court Renovation in the amount of \$116,644 and Tennis Court resurfacing in the amount of \$35,135 at Magnolia Ernest Recreation Park were approved. The funding source is PARTF Funding.

On motion of Commissioner Baker, seconded by Commissioner Hunt, and duly carried by unanimous vote, the Board approved support of the bill before the NC General Assembly to authorize an occupancy tax in Warren County.

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, the following re-appointments/appointments were made to the Macon Fire District Tax Board:

**Re-appoint M. E. Turner, T. P. Wagner, and P. T. Hunt
Appoint Gladys Durham and Thomas Ross**

On motion of Commissioner Hunt, seconded by Commissioner Baker, and duly carried by unanimous vote, the following were appointed to the Norlina Fire District Tax Board:

**Stephanie Aycock – Three year term
Robert Newell – Two year term
Danny Owen – One year term
Amy Barber – Three year term
Anthony Tyler – Two year term**

On motion of Commissioner Hunt, seconded by Commissioner Baker, and duly carried by unanimous vote, the following re-appointments were made to the Recreation Commission for three year terms:

**Tyrone Simes – 3rd Term beginning March 2021 and ending February 2024
Ihsan Abdin (MERP) – 2nd Term beginning March 2021 and ending February 2024
Reinaldo Espinosa – 2nd Term beginning March 2021 and ending February 2024
Calvin Boyd – 3rd Term beginning March 2021 and ending February 2024**

On motion of Commissioner Baker, seconded by Commissioner Hunt, and duly carried by unanimous vote, Candace White was appointed to her first term on the Warren County Board of Health as recommended.

BOARD OF COUNTY COMMISSIONERS' UPDATES:

Chairman Davis thanked the Board, County Manager Vincent Jones and staff, County Attorney, and citizens for their efforts throughout the pandemic.

With no further business to discuss and on motion of Commissioner Pierce which was seconded by Commissioner Powell and duly carried, the Board of Commissioners meeting was adjourned.

Paula Pulley, Deputy Clerk



Warren County Hazard Pay Policy

Purpose: Government organizations are considered Essential Operations. As a result, many employees continue to perform their normal duties and responsibilities during times of emergencies. Their responsibilities are such that teleworking or alternative schedules are not possible and/or work site conditions do not allow for adequate social distancing.

Scope: This policy establishes a special pay allowance for employees who are directly involved in responding to public safety related incidents, emergencies or who must continue to perform their regular duties and responsibilities outside an office or public-facing work locations where employees have limited control over their environment and limited ability to social distance. Eligible employees will receive Allowance Pay (the "Allowance"). This Allowance Pay can be one-time or an hourly rate increase to regular pay, depending on the declared emergency and the availability of funding. While a large number of employees can work remotely, many jobs are public-facing and present some risks to employees. The Allowance was developed to acknowledge service beyond regularly scheduled duties and risks associated with public interactions.

Effective Dates: The Hazard Pay Policy addresses work performed by essential Warren County employees during the States of Emergency declared by the State of North Carolina or Warren County.

Definitions: Service—Employment with Warren County

Eligibility for Hazard Pay:

- A. Full- and part-time regular employees (both exempt and non-exempt) are eligible for Allowance Pay if the employee is:
 1. Performing regular duties in the field and/or at a public-facing work site where social distancing cannot be achieved. Social distancing is defined as maintaining a physical distance from other persons of six (6) feet or more for 15 minutes or less; or
 2. Engaged directly in the emergency response, are directly required to perform activities directly related to emergency response and are assigned duties directly or through County Manager designated departments will receive compensation per this policy.

- B. Employees not eligible for Allowance Pay are:
1. Employees who are teleworking and/or using staggered schedules or not in public facing emergency related public health response work, when in the office.
 2. Employees who are not working in public-facing departments
 3. Employees who are not working and are on approved, long-term leave, such as FMLA or Military Leave
 4. Employees not explicitly identified for the Allowance.
 5. Department Directors not explicitly identified for the Allowance
 6. Employees not currently employed by the County during the pay out period.
- C. Department Heads will identify employees meeting eligibility requirements and submit to the Human Resources Manager and County Manager for review.

Guidelines: All eligible Full- and Part-time Warren County employees who worked in their normal work environment during the States of Emergency will be considered for Hazard Pay. The following is the allocation of Hazard Pay:

- 1st Tier – Those bearing the most **regular/daily** risk to their individual health status providing **direct patient care and/or interaction** to those potentially affected by the emergency. Full-time employees will receive the bonus determined for the emergency and Part-time employees will receive 50% of the determined bonus amount. This tier includes, for example purposes, but is not limited to, public safety workers serving the public, i.e. the Health Department, Sheriff's Office, Emergency Services, Buildings and Grounds, Department of Social Services, etc.
- 2nd Tier – Those spending a full-time work week (weekends and evenings and holidays) on emergency related **public health response work** (contact tracing, case investigation, data management, etc.) and those in the line of duty who could potentially be exposed with their daily work, but with proper PPE or staggered schedules, i.e. administrative functions. Full-time employees will receive the bonus determined for the emergency and Part-time employees will receive 50% of the determined bonus amount.
- 3rd Tier— Those spending a full-time work week operating in public facing departments and interacting with the public directly that could potentially be exposed to a hazard with their daily work. Tier III encompasses employees who do not fall under Tier I or Tier II, but could face limited instances of potentially hazardous conditions. Full-time employees will receive the bonus at a 50% rate of the amount approved for full-time Tier II employees and Part-time employees will receive 50% of the determined bonus amount. This Tier is a limited category as recommended by the County Manager and approved by the Board of Commissioners.

Policy Responsibility and Management: The Board of Commissioners will approve the Hazard Policy Allocation upon recommendation from the County Manager due to the emergency event that is eligible for Hazard Pay. Allowance pay amounts can vary by department and will be determined based on funding availability. The Human Resources Manager in conjunction with the Department Heads and County Manager are responsible for the enforcement and management of this policy. The Finance Department is responsible for the Allowance Administration and timesheet maintenance.