

MINUTES FROM THE REGULAR MONTHLY MEETING HELD BY THE BOARD OF COUNTY COMMISSIONERS FOR THE COUNTY OF WARREN IN THE WARREN COUNTY ARMORY CIVIC CENTER MEETING ROOM ON JULY 1, 2013 AT 6:00 PM.

The meeting was called to order by Chairman Bertadean W. Baker. Other Commissioners present: Ruby Downey, Jennifer Jordan, Barry Richardson and Ulysses S. Ross. Others in attendance: County Manager Linda T. Worth, Finance Officer Barry Mayo and County Attorney Karlene Turrentine.

A moment of silence was observed followed by the Clerk to the Board reading the "Conflict of Interest Disclaimer."

"Members of the 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.

Citizen Comments were as follows:

Oscar Meek, President, Warren County Public Facilities Co., introduced representatives of International Paper located in Manson who were in attendance related to agenda item 9-A: Resolution of Support & Waiver of Fees Relative to Warehouse Construction Project.

On motion of Commissioner Jordan, which was seconded by Commissioner Downey and duly carried by unanimous vote, July 1, 2013 Suggested Agenda was adopted with the following amendments:

Revised Agenda Item 9-A: Added revised "Resolution of Support & Waiver of Fees Relative to Warehouse Construction Project."

Added Agenda Item # 7: Consider Proposed Amendment to the County's Official Zoning Ordinance.

Added Agenda Item 14-A: Consider 2nd Amendment to Water Tower Lease Agreement

On motion of Commissioner Jordan, which was seconded by Commissioner Ross and duly carried by unanimous vote, Consent Agenda Item 6A: Minutes of June 3, 2013 Regular Board Meeting & June 10, 2013 Budget Public Hearing were approved.

On motion of Commissioner Jordan, which was seconded by Commissioner Ross and duly carried by unanimous vote, Consent Agenda Item 6B Interest Income Report for May 2013 was accepted:

**INTEREST INCOME REPORT
Month of May 2013**

FUND	MAY INCOME	FISCAL YEAR TO - DATE
General	472.83	5,411.02
Revaluation	8.54	117.18
E 911 Telephone System	9.64	121.33
Buck Spring Project	9.15	131.27
Ambulance Storage Facility	1.55	64.14
National Guard Armory (Closed)	0.00	7.24
Simulcast System Upgrade	2.25	39.26
Regional Water Enterprise Fund	12.86	202.87

District 1 Enterprise Fund	30.99	414.46
Solid Waste	6.19	70.30
District II Enterprise Fund	26.25	334.88
District III Capital Project Fund (Closed)	0.00	30.12
District III Phase II BANS	0.12	1.71
District III Enterprise Fund	17.40	190.55
Soul City Pump Station Improvements	0.12	1.69
District III Phase III	1.81	57.45
	599.70	7,195.47

On motion of Commissioner Jordan, which was seconded by Commissioner Ross and duly carried by unanimous vote, Consent Agenda Item 6C - Tax Collector's Report for May 2013 was accepted:

**Tax Collector's Report
to the Warren County Board of Commissioners
For the Month MAY 2013**

Current Year Collections

Tax Year	Charge	Collected in MAY	Collected to Date	Balance Outstanding	Percentage Collected
MAY 2013 FY13	\$17,000,696	\$165,773	\$16,190,265	\$810,431	95.23
MAY 2012 FY12	\$15,838,674	\$146,884	\$15,000,779	837,895	94.71

Delinquent Collections

Year	Charge	Collected	Collected to Date	Balance Outstanding	Percentage Collected
2011	\$750,536	\$14,858	\$462,417	\$288,118	61.61
2010	265,032	7,017	103,197	161,835	38.94
2009	159,924	2,666	35,702	124,222	22.32
2008	133,564	1,899	21,371	112,194	16.00
2007	133,613	909	10,481	123,132	7.84
2006	123,274	1,338	7,693	115,581	6.24
2005	104,022	1,148	5,162	98,860	4.96
2004	93,434	1,064	4,734	88,700	5.07
2003	80,237	257	3,955	76,283	4.93
2002	102,895	117	3,972	98,923	3.86
Total Delinquent Years	\$ 1,946,531	\$31,073	\$ 658,684	\$ 1,287,848	

Other MAY Receipts
County Penalties
Landfill User Fees
Municipalities
Fire District Taxes
Advance Taxes

\$ 16,198	\$ 172,476
\$ 20,129	\$ 1,167,023
\$ 13,317	\$ 665,783
\$ 13,723	\$ 796,577
\$ 5,893	\$ 30,736

MAY GRAND TOTAL

\$ 266,106	\$ 19,681,544
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On motion of Commissioner Jordan, which was seconded by Commissioner Ross and duly carried by unanimous vote, Consent Agenda Item 6D – Request for Tax Releases over \$100 was approved:

Over \$100

7/1/2013

Date: _____

ERROR CORRECTION RELEASES:

KEARNEY HAYWOOD HEIRS	2002 23533 102	H8 5	32778	\$316.41	PARCEL DOES NOT EXIST
KEARNEY HAYWOOD HEIRS	2003 23533 103	H8 5	33881	\$301.89	PARCEL DOES NOT EXIST
KEARNEY HAYWOOD HEIRS	2004 23533 103	H8 5	35064	\$294.28	PARCEL DOES NOT EXIST
KEARNEY HAYWOOD HEIRS	2005 23533 105	H8 5	37621	\$279.40	PARCEL DOES NOT EXIST
KEARNEY HAYWOOD HEIRS	2006 23533 106	H8 5	40490	\$264.52	PARCEL DOES NOT EXIST
KEARNEY HAYWOOD HEIRS	2007 23533 107	H8 5	43322	\$255.07	PARCEL DOES NOT EXIST
KEARNEY HAYWOOD HEIRS	2008 23533 108	H8 5	46117	\$261.18	PARCEL DOES NOT EXIST
KEARNEY HAYWOOD HEIRS	2009 23533 109	H8 5	49236	\$152.22	PARCEL DOES NOT EXIST
KEARNEY HAYWOOD HEIRS	2010 23533 110	H8 5	53043	\$142.04	PARCEL DOES NOT EXIST
KEARNEY HAYWOOD HEIRS	2011 23533 111	H8 5	60473	\$135.88	PARCEL DOES NOT EXIST
KEARNEY HAYWOOD HEIRS	2012 23533 300	H8 5	6468	\$132.81	PARCEL DOES NOT EXIST
MORGANO LOUS P HEIRS	2012 924 301	G5 103A	18793	\$137.98	CLERICAL ERROR
TAYLOR NORMA & QIANA TAYLOR	2012 39801 300	K7 33H	24002	\$107.18	CLERICAL ERROR

SUB-TOTAL ERROR CORRECTIONS:

\$2,780.86

MOTOR VEHICLE RELEASES:

NORWOOD CURTIS WAYNE	2012 4334 1988	BMB888	83846	\$115.74	SOLD
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SUB-TOTAL MOTOR VEHICLE RELEASES:

\$115.74

SUB-TOTAL CORRECTION RELEASES:

\$2,780.86

Total Releases

\$ 2,896.60

County Manager approved request for Tax Releases Under \$100 are as follows:

ERROR CORRECTION RELEASES:

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD</u>	<u>AMOUNT</u>	<u>REASON</u>
TAYLOR NORMA & QIANA TAYLOR	2011	39801 300	K7 33H	24002	\$ 94.45	CLERICAL ERROR
TAYLOR NORMA & QIANA TAYLOR	2010	39801 110	K7 33H	60327	\$ 88.09	CLERICAL ERROR
TAYLOR NORMA & QIANA TAYLOR	2009	39801 109	K7 33H	24002	\$ 63.20	CLERICAL ERROR

SUB-TOTAL ERROR CORRECTIONS: \$ **94.45**

MOTOR VEHICLE RELEASES:

BELLO LOUIS PATRICK JR	2012	16840 2092	XZP5551	83950	\$6.90	CAR BILL WAS OVER ASSESSED
BENEDICT LOREN C	2012	23886 1751	CC9072	79743	\$43.01	SOLD
BOYD JOYCE LAVERNE	2012	5146 1400	YRP2028	67576	\$10.55	DMV ERROR
CARROLL EDWARD R	2012	1476 111	4H6480	53816	\$44.36	DMV ERROR
CARTER ASHLEY DENISE	2012	38392 2528	BHC8181	84386	\$20.87	RELEASED TO HALIFAX CO
CONTRERAS ADAN G	2012	31185 1244	ZPH1773	81811	\$12.33	SOLD
CREWS JULIA D	2012	10341 2142	ZPW5611	68318	\$6.43	DMV ERROR
DESHIELDS CALVIN EUGENE	2012	16699 1740	CB52089	78305	\$2.56	RELEASED TO NORTHAMPTON CO
DIAMOND WILLIAM J	2012	7409 1671	LSL2519	67847	\$1.42	GAVE AWAY
DIXON THOMOSA CARR	2012	26945 2574	AAH1511	68750	\$20.28	SOLD
HALL JASON W	2012	34938 2665	DB7078	72730	\$52.68	SOLD
HAMPTON JOE E III	2012	2154 3198	ZPW5825	69374	\$11.35	CLERICAL ERROR/LIVES IN RALEIGH
HAYWARD JAMES E	2012	16089 2329	BS37212	84187	\$43.28	SOLD
HILLIARD GILBERT LEE	2012	20108 1437	YRN9926	83295	\$16.40	SOLD
HUTTON KENNETH S	2012	23283 1839	YWZ4907	76899	\$18.95	SOLD
LEATH JACQUELINE W	2012	45612 1675	AAP4172	83533	\$13.95	TOTAL LOSS
OWENS CLIFFORD	2012	6367 9999	SNW4517	29135	\$4.20	SOLD
POWELL THOMSA C JR	2012	8113 1735	AFS4991	81024	\$9.05	SOLD
TALLEY KENYATTA A	2012	15639 2436	ALV3533	84294	\$27.99	DOES NOT LIVE IN TOWN OF NORLINA
WALKER BARBARA P	2012	35356 1720	SSS9344	82287	\$75.44	GAVE AWAY
WHITMORE KENNETH J	2012	43529 1673	5470DU	83531	\$16.56	SURRENDERED
WORKMAN ROBERT B JR	2012	38195 1762	SNW5060	82329	\$86.70	RELEASED TO HALIFAX CO
WORKMAN ROBERT B JR	2012	38195 1433	XRN5836	82000	\$24.63	RELEASED TO HALIFAX CO
YOUNG JASON A	2012	34971 1528	WNK2887	82095	\$7.45	TRUCK SALVAGEABLE

SUB-TOTAL MOTOR VEHICLE RELEASES: \$ **577.34**

SUB-TOTAL CORRECTION RELEASES: \$ **94.45**

Total Releases \$ **671.79**

Consent Agenda Item 6E - Monthly Reports for Community Development Block Grants # 10-C-2227 Water Hook-Up Project and # 11-C-2328 Scattered Sites Housing Project, as required by Division of Community Assistance (DCA) were considered as follows:

On motion of Commissioner Jordan, which was seconded by Commissioner Ross and duly carried by unanimous vote, Monthly Performance Status Report for CDBG # 10-C-2227 Water Hook-Up Project was approved.

On motion of Commissioner Jordan, which was seconded by Commissioner Ross and duly carried by unanimous vote, Monthly Performance Status Report for CDBG # 11-C-2328 Scattered Sites Housing Project was approved.

Having held a required public hearing on Monday, July 1, 2013 at 5:45 pm to hear citizen comments regarding proposed amendments to the County's Official Zoning Ordinance, the following action was taken.

On motion of Commissioner Jordan, which was seconded by Commissioner Ross and duly carried by unanimous vote, amendments to Warren County's Official Zoning Ordinance, as presented by Ken Krulik, Planner/Zoning Administrator were adopted on first reading.

On motion of Commissioner Richardson, which was seconded by Commissioner Ross and duly carried by unanimous vote, Clarence A. Jones was reappointed to the ABC Commission for a second term expiring June 2016.

On motion of Commissioner Richardson, which was seconded by Commissioner Ross and duly carried by unanimous vote, Michelle Winstead, Director-Department of Social Services, was appointed to serve on the Kerr Tar Region K Workforce Development Board. Term expires September 2016.

On motion of Commissioner Richardson, which was seconded by Commissioner Ross and duly carried by unanimous vote, Heather Curtis, representing Private Industry, was appointed to serve on the Kerr Tar Region K Workforce Development Board. Term expires September 2016.

On motion of Commissioner Ross, which was seconded by Commissioner Downey and duly carried by unanimous vote, Peter J. Deschenes, Sr. was reappointed to the Economic Development Commission (EDC). This fourth term expires June 2016.

On motion of Commissioner Jordan, which was seconded by Commissioner Downey and duly carried by unanimous vote, Sallie D. White was reappointed to the Economic Development Commission (EDC). This third term expires June 2016.

In follow-Up to a June 19, 2013 Board of Commissioner's Work Session, the following actions were taken:

On motion of Commissioner Richardson, which was seconded by Commissioner Ross and duly carried by unanimous vote, "Resolution of Support & Waiver of Fees Relative to Warehouse Construction Project" International Paper of Manson, as presented by Peggy Richardson, Interim EDC Director and Oscar Meek, Chair, Public Facilities Company was adopted:



WARREN COUNTY BOARD OF COMMISSIONERS

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

Bertadean Baker, Chairman
Jennifer Jordan, Vice Chairman
Ruby Downey
Barry Richardson
Ulysses S. Ross

Linda T. Worth
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

County of Warren
State of North Carolina

RESOLUTION SUPPORTING WARREN COUNTY PUBLIC FACILITIES COMPANY'S PLANNED CONSTRUCTION OF AN EXPANDED WAREHOUSE FOR LEASE TO INTERNATIONAL PAPER

WHEREAS International Paper's Manson Container Plant is one of Warren County's largest industrial employers; and

WHEREAS International Paper's container operation contributes \$129,058.88 in tax revenue to the county annually; and

WHEREAS the Manson Container Plant lacks sufficient warehouse space, requiring the company to lease warehouse space in Vance County; and

WHEREAS the construction of an expanded warehouse will enable International Paper to consolidate its warehousing operations in Manson; and

WHEREAS meeting International Paper's warehouse needs supports the retention of this major employer in our county; and

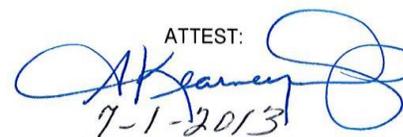
WHEREAS Warren County Public Facilities Company, Inc., is charged with leasing property to companies in order to advance the economic development of Warren County;

NOW, THEREFORE, BE IT RESOLVED by the Warren County Board of Commissioners:

That the Warren County Board of Commissioners supports the Warren County Public Facilities Company in constructing an expanded warehouse for lease to International Paper in Manson.

Adopted this, the 1st day of July, 2013


Bertadean Baker, Chairman
Warren County Board of Commissioners

ATTEST:

7-1-2013
Angelena Kearney-Dunlap
Clerk to the Board



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

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

On motion of Commissioner Richardson, which was seconded by Commissioner Ross and duly carried by unanimous vote, construction permit fees not to exceed \$11,575 were waived related to International Paper's Warehouse Construction Project in Manson, NC.

On motion of Commissioner Richardson, which was seconded by Commissioner Jordan and duly carried by a majority vote, request from Jane Connell Wilson (represented by Attorney Al Thompson) for easement across the Armory Civic Center complex property was tabled to the August 5, 2013 regular Board of Commissioners meeting.

Votes were as follows: Ayes: Richardson, Jordan, Baker & Downey
 Nay: Ross

Motion carried, request from Jane Connell Wilson for easement across property at Armory Civic Center Complex was tabled to the August 5, 2013 Board meeting.

On motion of Commissioner Richardson, which was seconded by Commissioner Jordan and duly carried by unanimous vote, proposed Playground Safety Policy as recommended by the Parks and Recreation Commission was adopted. Chairman Baker was authorized to sign the document.

On motion of Commissioner Richardson, which was seconded by Commissioner Downey and duly carried by unanimous vote, revised two (2) year Community Development Block Grant (CDBG) Language Access Plan (LAP) as presented by Gwen Wright, Kerr-Tar COG Grants Specialist was approved. Chairman Bertadean W. Baker was authorized to sign the documentation.

Language Access Plan

Warren County

The purpose of this Plan is to ensure compliance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 that require that recipients of federal funds take responsible steps to ensure meaningful access to programs by persons with limited English proficiency (LEP persons). A Limited English Proficient person is a person who does not speak English as their primary language and who have limited ability to read, speak, write or understand English.

To ensure meaningful access to its programs Warren County has developed a Language Access Plan. In order to develop the plan, Warren County had to conduct several activities, the first of which is a four factor analysis. The other considerations are language assistance services to be provided, if requested or needed; staff training; the LEP contact person; and the process for addressing complaints.

A. Four Factor Analysis

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient.

Based on the information provided by the U.S. Census, 2005-2009 American Community Survey, Warren County has total population of 55,670. Of this number 3,987 (7.6%) of the population speak a language other than English at home (population 5 years and over). There are 3,603 (6.5) Hispanic or Latino (of any race) in the County and 297 (0.5) Asian.

2. The Frequency with which LEP individuals come in contact with the program

Community Development Block Grant funds are available for housing and public facilities services on a regular funding cycle. Warren County has not had any request or response to public notices in which housing rehabilitation and water hook-up applications are solicited.

3. The nature and importance of the program, activity, or service provided by the program to people's lives. The programs under consideration are federally funded housing rehabilitation programs—Scattered Site Housing Rehabilitation and Water Hook-up using Community Development Block Grant (CDBG) funds. The Housing Rehabilitation Program is a very important program in that it is one of the two major sources of funds used to bring privately owned dwelling units for low-to moderate income persons up to decent, safe, and sanitary living standards. It is the goal of Warren County to provide assistance in these programs to all eligible individuals regardless of race, color, national origin or English proficiency.

In order to determine if an individual is eligible to participate in the programs, an application/household survey form, the total household income, and proof of ownership of property must be submitted to the County upon request and in a timely fashion.

4. The resources available to the recipient and costs. CDBG administrative funds will be used to implement all LAP requirements. Translation and interpretation assistance will be provided to LEP individuals free of charge.

B. Language Assistance Services to Be Provided

1. On an as needed basis Warren County will provide oral interpretation and written translation of all vital documents required to provide housing rehabilitation services to LEP individuals.
2. HUD's I Speak Cards will be available at the receptionist desk for LEP walk-ins. A LAP sign will be hung near the receptionist desk.
3. Warren County Health Department and the Social Service Department both have a Spanish bilingual person on staff available to provide translation and interpreting services.
4. Warren County will post a statement in Spanish at the end of CDBG public notices and other related documents which says "this information is available in Spanish or any other language upon request. Please contact a certain name and a phone number for accommodations for this request."
5. An organization which provides translation and interpreting services will be contacted to provide reasonable services on an as needed basis if a request is made for interpretations other than Spanish.
6. Warren County will maintain a record of all services provided and will complete an annual compliance report and send this report to CI.

C. Staff Training

Warren County will provide training to the existing receptionist on LEP individuals and the LAP that will be utilized to assist the LEP access housing rehabilitation services for which they may be eligible. The receptionist will be trained on how to use HUD's I speak card, document the request in writing, and forward the request to the County Manager who shall follow through on the necessary assistance.

D. LEP Contact Persons

Linda Worth, County Manager
 P. O. Box 906
 Warrenton, NC 27589
 252-257-3115

E. Process for Addressing Complaints

1. Warren County will provide assistance to LEP individuals if they indicate that they would like to file a complaint. A complaint will be filed in writing, contain the name and address of the person filing it or his/her designee and briefly describe the alleged violation of this policy.
2. Records will be maintained of any complaints filed, the date of filing, actions taken and resolutions.
3. The County will notify CI of the complaint filed, the date of filing, actions taken and resolution. This information will be provided within 30 days of resolution.
4. CI will conduct an investigation. If the investigation indicates a failure to comply with the Act, County will inform the individual and the matter will be resolved by informal means whenever possible within 60 days.
5. If the matter cannot be resolved by informal means, then the individual will be informed of his or her right to appeal further to the Department of Justice. This notice will be provided in the primary language of individual with Limited English Proficiency.
6. If not resolved by DCA, then complaint will be forwarded to DOJ, HUD Field Office.

On motion of Commissioner Jordan, which was seconded by Commissioner Ross and duly carried by unanimous vote, it was ordered to schedule a public hearing to hear citizen comments regarding Close-Out of Community Development Block Grant (CDBG) #03-C-1187 Ephraim Place Housing Development Project for August 5, 2013 at 5:45 pm.

On motion of Commissioner Richardson, which was seconded by Commissioner Ross and duly carried by unanimous vote, Employee Performance Bond to cover current Tax Administrator, Starlin Beatty was approved, for the period: July 10, 2013 to July 10, 2014 at a premium of \$200; Bond amount of \$20,000; funding source: General Fund.

On motion of Commissioner Richardson, which was seconded by Commissioner Ross and duly carried by unanimous vote, FY 2013-14 KARTS Transportation Contract with Warren County Senior Center was approved with Chairman Baker authorized to sign same. Funding source: Home and Community Care Block Grant and Elderly & Disabled Transportation Assistance Program (EDTAP) Funding.

On motion of Commissioner Richardson, which was seconded by Commissioner Ross and duly carried by unanimous vote, Voting Delegates to the NC Association of County Commissioners (NCACC) August 22-25, 2013 Annual Conference to be held in Guilford County were appointed as follows:

Primary - Chairman Bertadean W. Baker
Alternate - Commissioner Ruby Downey

On motion of Commissioner Richardson, which was seconded by Commissioner Ross and duly carried by unanimous vote, 2014 Holiday Calendar was adopted as follows:

**Warren County
2014 Holiday Schedule**

Holiday	Observance	Day of Week
New Year's Day	January 1 st 	Wednesday
Martin Luther King Jr's Birthday	January 20 th	Monday
Good Friday	April 18 th	Friday
Memorial Day	May 26 th	Monday
Independence Day	July 4 th 	Friday
Labor Day	September 1 st	Monday
Veteran's Day	November 11 th	Tuesday
Thanksgiving	November 27 th & 28 th	Thursday & Friday
Christmas 	December 24 th , 25 th & 26 th	Wednesday, Thursday & Friday

NOTE: This schedule is identical to NC State's 2014 schedule.

On motion of Commissioner Richardson, which was seconded by Commissioner Ross and duly carried by unanimous vote, Second Amendment to Water Tower Lease Agreement between Warren County and CELLCO partnership was approved. Chairman Baker was authorized to sign related documentation.

On motion of Commissioner Richardson, which was seconded by Commissioner Jordan and duly carried by unanimous vote, re-negotiated Convenience Center & Transfer Station Operation Agreement with Waste Industries, LLC effective July 1, 2013 through June 30, 2016 was approved; funding source: Solid Waste Fund. Chairman Baker was authorized to sign same.

Having been granted authorization to approve contracts up to but not to exceed \$50,000, as well as contracts over \$50,000 with Board authorization, County Manager approved contracts for June 2013 were submitted for Board's information.

On motion of Commissioner Richardson, which was seconded by Commissioner Ross and duly carried by unanimous vote, June 2013 contracts approved by County Manager Linda T. Worth,

up to but not to exceed \$50,000, as well as contracts over \$50,000 with Board authorization were accepted as information:

RE: Notice of Contracts/Agreements Approved by the County Manager

Pursuant to the contracting authority granted to me by the Board of County Commissioners, please be advised that I have approved the following contractual agreements on behalf of Warren County:

General County

Tyler Technologies, Inc.
1 Cole Haan Dr.
Yarmouth, Maine 04096

I have approved an Amendment to Application Service Provider Agreement for the County's MUNIS financial management software system for a term of 9/1/13 – 8/31/16. Funds to pay the associated costs for the upcoming fiscal year are budgeted in the FY 2014 General Fund budget.

Radio System Upgrades Capital Project

Granville Communications, LLC/Wireless Communications, Inc.
103 Belle St.
Oxford, NC 27565

I have executed an agreement, as authorized by the Board of County Commissioners, with the Granville Communications, LLC/Wireless Communications, Inc. at a cost of \$118,816.11. Funds are budgeted in the capital project ordinance to pay the cost of this project.

Warren County EDC

EnviroSmart, Inc.
2097 Mount Pleasant
Charleston, SC 29403

I have accepted a proposal with EnviroSmart, Inc. to remove the 20 drums of potentially hazardous waste from the former Peck Mfg. site at a cost not to exceed \$13,400. Funds were appropriated by the Board of Commissioners to the EDC department in the current fiscal year to pay for this service.

Warren County EDC cont'd

Community Voice Consulting
108 S. Main St.
Warrenton, NC 27589

A contractor service agreement has been executed with Gabriel Cumming d/b/a Community Voice Consulting to provide consulting services to the EDC Department and Commission. Funds are budgeted in the current year's budget and the FY 14 budget to pay for these services that commenced on 6/1/13 and will end on 9/1/13.

General County

Hill, Chesson & Woody (HCW)
4819 Emperor Blvd., Suite 200
Durham, NC 27703

The Service Agreement with HCW has been executed for the provision of employee benefit services for FY 2014. Funds to pay for these services are budgeted in the FY 2014 budget.

On motion of Commissioner Richardson, which was seconded by Commissioner Ross and duly carried by unanimous vote, County Manager's Report of activities for June 2013 was accepted.

RE: June 2013 Status Report

Following is a recap of my work activities for the month of June 2013:

Administration

- Prepared for and attended the Warren County Board of Commissioners Budget Work Session (6/3/13)
- Prepared for and attended the Warren County Board of Commissioners regular monthly meeting (6/3/13)
- Attended EEOC proceeding with County Attorney (6/5/13)
- Met with Atty. A. Thompson to discuss request for easement across Armory property (6/5/13)
- Attended County Employee's mandatory Benefits Fair (6/6/13)

- Attended Warren County Public Facilities Company Bid Opening (6/6/13)
- Met with Finance Officer and HR Manager (6/10/13)
- Attended JCPC Advisory Board meeting (6/10/13)
- Prepared for and attended Warren County Board of Commissioners Budget Public Hearing (6/10/13)
- Attended meeting at Kerr-Tar COG (6/12/13)
- Met with Clerk and Finance Officer to discuss 2014 County Celebration (6/12/13)
- Prepared for and attended Warren County Board of Commissioners Budget Work Session (6/13/13)
- Annual Leave (6/14/13)
- Met with Heritage Quilters reps, B&G Manager, and Code Enforcement Administrator to discuss Hendrick House (6/17/13)
- Prepared for and attended Warren County Board of Commissioners Regular Work Session (6/19/13)
- Attended Radio System Upgrades Project Kick-Off meeting (6/20/13)
- Annual Leave (6/21/13)
- Attended Kerr-Tar REDC Board Meeting (6/25/13)
- Participated in HR Manager interviews with Personnel Committee (6/26/13)
- Meeting with Executive Director of Warren County Chamber of Commerce (6/27/13)
- Conducted monthly Department Heads meeting (6/27/13)
- Prepared for and attended Warren County Board of Commissioners Special Meeting to Adopt the FY 2014 Budget (6/27/13)

Other Activities

- Participated in Customer Service Committee Flea Market Fundraiser (6/1/13)
- Attended Futrell Pharmacy Ribbon Cutting and Open House (6/19/13)
- Office Farewell Reception for HR Manager (6/28/13)

Project Updates

Simulcast Radio System Upgrade Project

The contract with Granville Communications, LLC/Wireless Communications, Inc. has been signed and the kick-off meeting has been held to move forward with implementing the upgrades to Warren County's VHF radio system. The project should be completed within the next five months, commencing on 6/10/13 and ending on 11/11/13.

CDBG Projects

2011 Scattered Site Housing Project/Infrastructure Hook-Up Project

Bids are continuing to be awarded for water hook-ups and urgent housing repairs that are part of this project. We are working diligently with the Kerr-Tar COG Grant Administrator to move this project forward to completion.

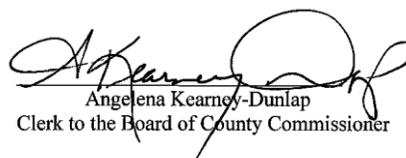
Ephraim Place Subdivision CDBG Housing Project

Close-out documents are being prepared by the Grant Administrator for this project. A close-out public hearing will be scheduled by the Board at the 7/1/13 Regular Meeting. The first \$19,000 repayment installment was mailed to the NC Department of Commerce, Division of Community Investment on 6/25/13.

On motion of Commissioner Richardson, which was seconded by Commissioner Ross and duly carried by unanimous vote, it was ordered to enter into Closed Session in accordance with NCGS §143-318.11(a)(3)(6) for Attorney-Client Privileged and Personnel Matters.

On motion of Commissioner Richardson, which was seconded by Commissioner Downey and duly carried by unanimous vote, it was ordered to return to the July 1, 2013 regular meeting.

With no further business to discuss and on motion of Commissioner Richardson which was seconded by Commissioner Ross and duly carried by unanimous vote, the July 1, 2013 Board of Commissioners meeting was adjourned.


 Angelena Kearney-Dunlap
 Clerk to the Board of County Commissioner