

**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 MONDAY, JANUARY 5, 2015 AT 6:10 PM.**

The meeting was called to order by Chairman Barry Richardson. Other Commissioners present: Bertadean Baker, Tare Davis, Victor Hunt and Jennifer Jordan. Others in attendance: County Manager Linda T. Worth, Finance Director Gloria Edmonds and County Attorney Karlene Turrentine.

A moment of silence was 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.*

**There were no Citizen Comments.**

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, January 5, 2015 Suggested Agenda was adopted.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, minutes of December 1, 2014 Organizational Meeting and Regular Monthly Meeting were approved.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Interest Income Report for November 2014 was approved:

**INTEREST INCOME REPORT  
Month of November 2014**

<b>FUND</b>	<b>NOVEMBER INCOME</b>	<b>FISCAL YEAR TO - DATE</b>
General	126.15	566.38
Revaluation	2.61	13.29
E 911 Telephone System	3.38	17.17
Buck Spring Project	2.40	12.24
Ambulance Storage Facility	0.38	1.93
Simulcast System Upgrade	0.30	1.53
Regional Water Enterprise Fund	9.01	27.64
District 1 Enterprise Fund	6.77	34.51
Solid Waste	0.09	2.43
District II Enterprise Fund	7.43	37.90
District III Phase II BANS	1.13	5.74
District III Enterprise Fund	0.65	3.34
Soul City Pump Station Improvements	0.31	1.58
District III Phase III	0.02	0.46
	<b>160.63</b>	<b>726.14</b>

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Tax Collector's Report for November 2014 was accepted in accordance with GS 105-350:

**Tax Collector's Report  
to the Warren County Board of Commissioners  
For the Month NOVEMBER 2014**

**Current Year Collections**

Tax Year	Charge	Collected in NOVEMBER	Collected to Date	Balance Outstanding	Percentage Collected
NOVEMBER 2014 FY15	\$16,392,323	\$3,399,379	\$6,970,311	\$9,422,012	42.52
NOVEMBER 2013 FY14	\$16,863,498	\$320,483	\$4,896,192	\$11,967,305	29.03

**Delinquent Collections**

Year	Charge	Collected	Collected to Date	Balance Outstanding	Percentage Collected
2013	\$661,224	\$13,031	\$240,753	\$420,471	36.41
2012	257,344	2,403	47,915	209,429	18.62
2011	157,562	784	14,673	142,888	9.31
2010	122,033	302	8,261	113,772	6.77
2009	101,650	204	5,582	96,068	5.49
2008	99,361	165	4,506	94,855	4.54
2007	114,966	193	3,825	111,141	3.33
2006	107,628	108	2,374	105,255	2.21
2005	91,910	133	2,626	89,284	2.86
2004	83,437	42	991	82,446	1.19
<b>Total Delinquent Years</b>	<b>\$ 1,797,115</b>	<b>\$17,365</b>	<b>\$ 331,506</b>	<b>\$ 1,465,610</b>	

**Other NOVEMBER Receipts**

County Penalties	\$ 3,260	\$ 47,340
Landfill User Fees	\$ 223,457	\$ 532,258
Municipalities	\$ 76,554	\$ 192,160
Fire District Taxes	\$ 155,765	\$ 345,346
Advance Taxes	\$ 433	\$ 1,611
<b>NOVEMBER GRAND TOTAL</b>	<b>\$ 3,876,213</b>	<b>\$8,420,532</b>

*Starlin L. Beatty, Tax Administrator*      12/16/2014  
Starlin L. Beatty, Tax Administrator      DATE

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Tax Release Requests (Over \$100) was approved:

Over \$100	1/5/2015	Date: _____
<b>ERROR CORRECTION RELEASES:</b>		
CLARY LOLA V	2013 6844 113	60396 \$139.83 M/HOME SOLD IN 2012
COLEMAN WILLIAM G & DAWN	2014 9011 301 H10 2A2	16647 \$4,676.78 MACHINERY PUT ON WRONG ACC
DAVIS MICHELLE & WM TERRY	2008 25074 108 D6 75H	43054 \$812.23 COUNTY OWNED
DAVIS MICHELLE & WM TERRY	2009 25074 109 D6 75H	45772 \$329.85 COUNTY OWNED
DAVIS MICHELLE & WM TERRY	2010 25074 110 D6 75H	48815 \$323.31 COUNTY OWNED
EDMONDS JESSE/LOVETT DEBRA	2014 39678 300 J3A 2	3608 \$1,798.12 PROP VALUE INCORRECTLY ASSESSED
FIELDS PHILLIP	2004 3079 104	32625 \$310.91 ADDRESS NOT FOUND
FIELDS PHILLIP	2005 3079 105	34983 \$286.11 ADDRESS NOT FOUND
FIELDS PHILLIP	2006 3079 106	37551 \$262.78 ADDRESS NOT FOUND
FIELDS PHILLIP	2007 3079 107	40000 \$240.80 ADDRESS NOT FOUND
FIELDS PHILLIP	2008 3079 108	42460 \$226.15 ADDRESS NOT FOUND
FIELDS PHILLIP	2009 3079 109	45116 \$175.48 ADDRESS NOT FOUND
FIELDS PHILLIP	2010 3079 110	48049 \$176.18 ADDRESS NOT FOUND
FIELDS PHILLIP	2011 3079 111	51237 \$165.64 ADDRESS NOT FOUND
FIELDS PHILLIP	2012 3079 112	55137 \$153.25 ADDRESS NOT FOUND
FIELDS PHILLIP	2013 3079 113	58898 \$147.27 ADDRESS NOT FOUND
FIELDS PHILLIP	2014 3079 200	26423 \$133.79 ADDRESS NOT FOUND
FIRST CITIZENS BANK & TRUST	2014 2018 200	27077 \$842.32 ASSESSED INCORRECTLY
FIRST CITIZENS BANK & TRUST	2014 2018 203	26619 \$112.73 ASSESSED INCORRECTLY
FIRST CITIZENS BANK & TRUST	2014 2018 204	26837 \$123.88 ASSESSED INCORRECTLY
GRISSOM BENNIE L HEIRS	2014 16531 300 G7 29	5824 \$586.36 SURVEY MISSED/REBILLED
GRISSOM BENNIE L HEIRS	2014 16531 300 G7 30	5821 \$746.98 SURVEY MISSED/REBILLED
HENDERSON JOHNNIE M	2014 19512 315 A5 49	6788 \$182.64 VETERANS DISCOUNT
KOEHN BRIAN M	2014 37384 300 I9 42G	24506 \$174.92 PUV APPLICATION MISSED
VERIZON WIRELESS	2014 1481 200	30935 \$1,379.26 INCORRECTLY ASSESSED
VERIZON WIRELESS	2014 1481 201	26356 \$1,606.78 INCORRECTLY ASSESSED
VERIZON WIRELESS	2014 1481 202	30935 \$1,097.62 INCORRECTLY ASSESSED
VERIZON WIRELESS	2014 28473 200	26080 \$1,966.58 INCORRECTLY ASSESSED
VERIZON WIRELESS	2014 28473 202	28263 \$1,668.49 INCORRECTLY ASSESSED
VERIZON WIRELESS	2014 28473 203	28282 \$1,609.66 INCORRECTLY ASSESSED
VERIZON WIRELESS	2014 28473 204	28308 \$2,767.27 INCORRECTLY ASSESSED
<b>SUB-TOTAL ERROR CORRECTIONS:</b>		<b>\$25,223.99</b>

**MOTOR VEHICLE RELEASES:**

ALSTON FRED	2004 1003 104	SRK6574	32075	\$383.08	DECEASED
BULLOCK SAMUEL J II	2008 22932 108	VWH1474	36665	\$382.71	DECEASED
ROGERS EDIE MARIE	2004 24225 104	TSM5078	33597	\$122.77	STOLEN IN 2005

<b>SUB-TOTAL MOTOR VEHICLE RELEASES:</b>	<b>\$383.08</b>
<b>SUB-TOTAL CORRECTION RELEASES:</b>	<b>\$25,223.99</b>
<b>Total Releases</b>	<b>\$ 25,607.07</b>

**LANDFILL USER FEE RELEASES:**

ALLEN ROBERT V & PEGGY C	2014 613 315	E4 35	193 \$	120.00	NO ELECTRICITY
BROWN ALLEN E & MARY P	2014 4821 300	F7 24B	1537 \$	120.00	PRIVATE HAULER
DAVIS WILBUR	2014 11428 300	C5 32A	1204 \$	120.00	PRIVATE HAULER
DOWNEY PERCELL HEIRS	2014 8975 200		26868 \$	120.00	MH NOT LIVEABLE/TEARING DOWN
CABINESS PATRICK	2014 39470 300	L2D 111	1261 \$	120.00	PRIVATE HAULER
CAMPBELL ALLEN JR	2014 6533 333	C4 4	2184 \$	120.00	PRIVATE HAULER
CAMPBELL JACOB	2014 37599 300	C4 4 1X	24527 \$	120.00	PRIVATE HAULER
CARTER DEREK	2014 14094 300	K5 43	2337 \$	120.00	PRIVATE HAULER
GHEE THOMAS	2014 29506 301	D7 10D1	22964 \$	120.00	PRIVATE HAULER
HARRIS W J/CE & OTHERS	2014 18338 338	G5D 68	6160 \$	100.00	HOUSE NOT LIVEABLE
HAWKINS LILLIE G	2014 18820 300	F8 149	6410 \$	120.00	PRIVATE HAULER
HENDERSON JOHN JEROME	2014 19511 301	B6 18	13957 \$	120.00	HSE NOT LIVEABLE
HOLTZMAN BARBARA W	2014 20504 305	C4 18	7579 \$	120.00	PRIVATE HAULER
HOLTZMAN GARY DEAN	2014 20510 300	C4 18A	17966 \$	120.00	PRIVATE HAULER
HOLTZMAN LAURA & RANDY	2014 3173 200		26910 \$	120.00	PRIVATE HAULER
JOHNSON EFFIE C	2014 22488 300	F9 25C	22518 \$	120.00	NO ELECTRICITY
JORDAN MARY E	2014 7784 300	C5 21	14163 \$	120.00	PRIVATE HAULER
ROBERTSON N J JR	2014 34611 311	H5 9	11721 \$	120.00	MHOME NOT LIVEABLE
STONEHOUSE TIMBER LODGE	2014 17355 316	K3D 191	9795 \$	120.00	PRIVATE HAULER
STONEHOUSE TIMBER LODGE	2014 17355 315	K3D 193	9822 \$	120.00	PRIVATE HAULER
STONEHOUSE TIMBER LODGE	2014 17355 314	K3D 201	4365 \$	120.00	PRIVATE HAULER
STONEHOUSE TIMBER LODGE	2014 17355 313	K3D 200A	16196 \$	120.00	PRIVATE HAULER
STONEHOUSE TIMBER LODGE	2014 17355 312	K3D 173	8043 \$	120.00	PRIVATE HAULER
STONEHOUSE TIMBER LODGE	2014 17355 311	K3D 172	8042 \$	120.00	PRIVATE HAULER
STONEHOUSE TIMBER LODGE	2014 17355 303	K3D 196	7715 \$	480.00	PRIVATE HAULER
STONEHOUSE TIMBER LODGE	2014 17355 302	K3D 194/195	10343 \$	120.00	PRIVATE HAULER
WICENSKI LORRAINE	2014 29096 300	L2C 36	19889	\$120.00	PRIVATE HAULER
WILLIAMS JOHN R	2014 38611 300	K3C 100	12895	\$120.00	PRIVATE HAULER

<b>TOTAL LFUF RELEASES:</b>	<b>\$ 3,700.00</b>
<b>Total Releases</b>	<b>\$ 29,307.07</b>

County Manager approved Tax Release Requests (Under \$100) were accepted:

*LDW*  
Date: 12/29/14

Under \$100		1/5/2015		Date: <u>12/29/14</u>		
<b>ERROR CORRECTION RELEASES:</b>						
NAME	Year	ACCT#	MAP #	RECORD	AMOUNT	REASON
DELL EQUIPMENT FUNDING	2014	4202 200		28818	\$ 7.79	INCORRECTLY ASSESSED/REBILLED
DELL EQUIPMENT FUNDING	2014	4202 201		30800	\$ 65.27	INCORRECTLY ASSESSED/REBILLED
FAULKNER WILL HEIRS OF	2014	14107 308	G5B 11	3558	\$ 48.00	DOUBLED TAX
FIRST CITIZENS BANK	2014	2018 201		26835	\$ 41.57	ASSESSED INCORRECTLY
FIRST CITIZENS BANK	2014	2018 202		26836	\$ 56.71	ASSESSED INCORRECTLY
GRIFFIN BESSIE M	2014	35815 301	J2A 14	11883	\$ 7.25	HOUSE DEMOLISHED IN 2012
MEYER WILLIAM D	2013	1483 113		60148	\$ 12.00	NO DOGS FOR 2 YRS
MEYER WILLIAM D	2014	1483 113		80148	\$ 12.00	NO DOGS FOR 2 YRS
ROOKER EDWARD E	2014	6831 300	E3 84 2X	19050	\$ 87.00	BULK BARN SOLD IN 2013
VERIZON WIRELESS	2014	28473 205		27067	\$ 44.32	INCOREECTLY ASSESSED
WILSON KATHY LYNN	2014	32463 113	K3D 191	59999	\$ 32.94	DISCOVERY/SHOULD BE NO INTEREST
<b>SUB-TOTAL ERROR CORRECTIONS:</b>				<b>\$</b>	<b>414.85</b>	
<b>MOTOR VEHICLE RELEASES:</b>						
ALSTON FRED	2004	1003 104	SXV2988	32338	\$50.12	PLATE TURNED IN
ALSTON FRED	2004	1003 104	PYC7978	32475	\$19.69	PLATE TURNED IN
BAKER FRANK JR	2007	2312 107	SXT8142	93538	\$22.32	REGISTERED IN VANCE CO
BAKER FRANK JR	2008	2312 108	SXT8142	36710	\$18.94	REGISTERED IN VANCE CO
BASKETT JOSEPH CARLTON	2008	42295	SRK3618	42295	\$83.79	SOLD
DAVIS CHARLES	2004	10818 104	TSM5370	32532	\$7.93	DECEASED
ELLIS JEANICE	2014	13590 108	WNK1364	37177	\$25.45	SOLD OUT OF COUNTY
FIELDS PHILLIP	2004	3079 104	SXT5304	32290	\$15.56	ADDRESS NOT FOUND
RICHARDSON DOROTHY ALSTON	2010	839 110	YVT1916	47488	\$14.95	PLATE TURNED IN
RICHARDSON DOROTHY ALSTON	2010	839 110	SXT4341	47518	\$8.22	PLATE TURNED IN
RICHARDSON DOROTHY ALSTON	2010	839 110	WNJ6723	47614	\$7.08	PLATE TURNED IN
RICHARDSON DOROTHY ALSTON	2008	839 108	WNK4242	37375	\$33.79	PLATE TURNED IN
<b>SUB-TOTAL MOTOR VEHICLE RELEASES:</b>				<b>\$305.84</b>		
<b>SUB-TOTAL CORRECTION RELEASES:</b>				<b>\$414.85</b>		
<b>Total Releases</b>				<b>\$</b>	<b>720.69</b>	

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Community Development Block Grant (CDBG) # 11-C-2328 fourth (4<sup>th</sup>) Quarter Performance Status Report for Scattered Sites Housing Project was accepted.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Resolution recognizing the outstanding accomplishments of our local youth participating in the Warren County High School Band was adopted. Chairman Richardson or his designee was directed to present the Resolution to the Band Members in conjunction with the Board of Education during a January 2015 meeting at Warren County High School Theater.



**WARREN COUNTY BOARD OF COMMISSIONERS**

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

STATE OF NORTH CAROLINA  
 COUNTY OF WARREN

Barry Richardson, Chairman  
 Jennifer Jordan, Vice Chairman  
 Bertadean Baker  
 Tara Davis  
 Victor Hunt

Linda T. Worth  
 County Manager

Angelena Kearney-Dunlap  
 Clerk to the Board

**RESOLUTION IN RECOGNITION  
 Of  
 Outstanding Accomplishments of the  
 Warren County High School Marching Band**

**WHEREAS**, the Warren County High School "Dynamic Marching Machine" Band, under the leadership of Mr. Taylor L. Whitehead, Band Director, and Senior Drum Major Taiya Boyd, has excelled in numerous categories of competition over several years; and

**WHEREAS**, the 61-member Band is comprised of students from Warren County Middle School, Warren County New Tech High School, Warren Early College High School, and Warren County High School; and

**WHEREAS**, three Warren County High School Band students are National Honor Society Members; twenty-five students are on the Honor Roll; and fourteen students are on the Principal's List; and

**WHEREAS**, the Band competed in sixteen performances during the Fall of 2014, eight of which were competitions in three states including North Carolina, Virginia, and Georgia as well as Washington, DC; and

**WHEREAS**, during the fall of 2014, the Band won fifty-eight total trophies of which thirty-eight were 1<sup>st</sup> Place, fifteen were 2<sup>nd</sup> Place, and five were 3<sup>rd</sup> place; and

**WHEREAS**, in 2014 the Band won the following competitions: Class A North Carolina High Stepping State Championship for the 4<sup>th</sup> consecutive year; Class A Mid-Atlantic Regional Championship; Class A National High Stepping Championship for the 4<sup>th</sup> consecutive year; the Band's "Steel Stix" Drumline won the National Drumline Championship for the 6<sup>th</sup> consecutive year and had the highest overall High Stepping Marching Percussion score in the Nation; the "Platinum Ice" Danceline

won the National Danceline Championship; and the Band had the highest overall High Stepping General Effect score in the State of North Carolina.

**NOW, THEREFORE**, be it ordained by the Warren County Board of Commissioners on behalf of the entire County of Warren that recognition for a job well done is hereby expressed to the members of the Warren County High School "Dynamic Marching Machine" Band, Mr. Taylor Whitehead, Band Director, and Drum Major Taiya Boyd for their ongoing dedication to excellence in the classroom and for their exemplary performance and representation of Warren County on the local, state, and national stage.

**RESOLUTION DULY ADOPTED** this the 5th day of January, 2015.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Employee Performance Bond for Gloria Edmonds, Finance Director was approved with a bond premium cost of \$200 for \$50,000 coverage.

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

Motion was amended by Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote to approve Employee Performance Bond for Gloria Edmonds, Finance Director effective January 15, 2015 to January 14, 2016.

Action items discussed during December 10, 2014 work session were scheduled as follows:

- A. Voluntary Shared Leave Policy – Lisa Alston, HR Manager
- B. Select Health, Dental & Pharmacy Discount Card Program – Clerk to the Board

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Warren County Voluntary Shared Leave Policy was adopted as presented, effective January 1, 2015. Chairman Richardson was authorized to sign same.

### **Warren County, NC Voluntary Shared Leave Policy**

#### **Purpose:**

It is the intent of this policy to allow one or more employee(s) to assist another employee by voluntarily donating leave in cases of extremely serious and prolonged health conditions where personal illness or injury requires the employee to be away from work to the point of exhausting all forms of paid leave.

This policy will not apply to incidental, normal, and/or short-term medical conditions such as, but not limited to short-term sporadic conditions such as colds, stomach viruses, flu, allergies, or similar conditions unless they require inpatient care or continuing treatment by a health care provider. Absences from work resulting from Worker's Compensation claims are also excluded. The County Manager, with input from the Human Resources Manager, shall have the final authority to make determinations on a case-by-case basis of when this policy may be applied.

#### **Definitions:**

##### **Health Condition:**

For the purposes of this policy, health condition pertains to the health condition of an employee, spouse or child that is likely to require an employee's absence from duty for a prolonged period of time. Health condition means an illness, injury or impairment, or physical or mental condition that involves any period of incapacity. The period of incapacity may be as a result of inpatient care due to, but not limited to, pregnancy; in connection with the treatment of a chronic condition such as asthma, diabetes, epilepsy; or that which is long-term or permanent in nature, such as cancer.

##### **Prolonged Period of Time:**

A prolonged period of time is considered to be a minimum of 15 consecutive workdays.

##### **Extremely Serious and Prolonged Health Conditions:**

Extremely serious and prolonged health conditions shall include, but are not limited to: conditions associated with life threatening injury or illness, serious complications arising from medically necessary surgery, or the treatment of chronic conditions such as asthma, diabetes,

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or epilepsy. Such extremely serious and prolonged health conditions also include treatment of conditions that are long-term or permanent in nature such as cancer or AIDS.

##### **Health Care Provider:**

The following qualify as health care providers. This list is not exhaustive.

- Licensed doctors of medicine, optometry, ophthalmology, or podiatry;
- Clinical psychologists;
- Chiropractors (in certain cases);
- Nurse-midwives;
- Official Christian Science practitioners;
- Dentists;
- Nurse practitioners;
- Clinical social workers.

**Spouse:**

Spouse means a husband, wife, or partner as defined or recognized under North Carolina state law for the purposes of marriage.

**Child:**

Child means a biological, adopted, legal ward, or step or foster son or daughter. The child must be under the age of 18, or age 18 and older and incapable of self-care due to a mental or physical disability at the time that voluntary shared leave is requested. This term does not include sons or daughters "in-law."

**Voluntary Shared Leave:**

Voluntary shared leave may be in the form of sick leave and vacation leave accrued to any regular full-time employee of Warren County Government.

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**Eligibility for Donated Leave:**

Regular full-time employees who have successfully completed the county determined probationary period of six (6), nine (9), twelve (12) or twenty-four (24) months shall be eligible for consideration to receive voluntary shared leave. The employee must have exhausted all available forms of paid leave such as sick leave and vacation leave, as well as any accrued compensatory time before requesting consideration for receipt of voluntary shared leave.

Use of voluntary shared leave must be for the sickness or injury of the employee, spouse or child.

Sick leave or vacation leave may be voluntarily donated by full-time employees. After the donation, the donating employee must still have a minimum of forty (40) hours of sick leave if the donation is to be taken from the donating employee's accrued sick leave balance. After the donation, the donating employee must still have a minimum of forty (40) hours of vacation leave if the donation is to be taken from the donating employee's accrued vacation leave balance.

**Guidelines:**

1. Leave must be donated on an individual basis from one eligible employee to another eligible employee in accordance with the provisions of this policy.
2. The employee donating leave cannot receive any form of remuneration for the leave donated. Only sick leave and vacation leave can be donated.
3. Voluntary shared leave may not be used without prior written approval of the County Manager, or the Human Resources Manager with the approval of the County Manager.
4. If the recipient employee separates from employment due to resignation, termination, retirement, or death, participation in the program ends immediately, and the donated leave balance reverts to zero (0).
5. Leave can only be donated in whole day increments (7.5 or 8 hours).
6. Leave balances will be verified by the Human Resources Department in conjunction with the Finance Office.
7. Donated leave will be retained by the recipient employee until such time that it is applied to the recipient employee's approved period of absence resulting from his or her current, ongoing health condition. If the recipient employee separates from employment or dies while employed with Warren County, the remaining unused donated leave will revert to the donor employee(s) whose donated leave has not yet been applied to the recipient employee's leave balance.

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8. Once leave is shared, it cannot be retracted by the donor employee. All approved and completed donations are final and will not be reassigned except as provided in Section 7 above.
9. Voluntary Shared Leave is NOT job protected leave and in no way conveys any guarantees above and beyond those provided by the Family and Medical Leave Act.
10. It shall be the County Manager's responsibility to review the facts of each request for Voluntary Shared Leave and to make a fair and impartial determination, with input from the Human Resources Manager, regarding approval or denial of the request. If the request for Voluntary Shared Leave is denied, the employee may not file a grievance or appeal the determination, as the County Manager's decision is final.

**Procedure to Request and Approve Voluntary Shared Leave:**

1. A written Voluntary Shared Leave Request Form (Attachment A) must be obtained from and returned to the Human Resources Department. The employee or the employee's immediate family member (in the case of an emergency which has rendered the employee unable to make the request him/herself), shall make the request for voluntary shared leave to the employee's Department Head. The Department Head shall have the authority to request voluntary shared leave on behalf of the employee under exceptional circumstances. The Department Head shall forward the request, along with his/her recommendation to the Human Resources Manager for review.
2. Completed request forms must be signed by the employee requesting voluntary shared leave, or an immediate family member in the case of an emergency which has rendered the employee unable to make the request him/herself, and the Department Head. Partial or incomplete forms will not be accepted.
3. Medical certification from a qualified health care provider is required. The date upon which the medical certification is received by the Human Resources Manager shall be considered the initial date of request for consideration to receive donated leave.
4. Donating employees must complete a Voluntary Shared Leave Authorization form (Attachment B) designating the number of days, type of leave being donated, and to whom the leave is being donated. The donating employee must sign the authorization form to authorize the transfer.
5. The County Manager, with input from the Human Resources Manager, shall have the final authority to approve or deny the request. Requests for eligibility to receive voluntary shared leave shall be approved or denied within 5 working days of the request. The employee may not file a grievance if the request to receive donated leave is denied. The employee receiving donated leave may be given information on the

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amount of time donated, but will not receive information such as the names of donating employees. Leave time will be donated to the employee anonymously.

6. Upon approval to receive donated leave, the Human Resources Manager shall distribute a notice to all departments with the purpose of notifying staff of an employee's need for donated leave. The requesting employee's name will remain confidential unless the requesting employee provides written authorization to release his/her name. The donated leave program shall apply to all County departments. Therefore, leave may be donated by an eligible employee in any County department to an eligible employee in any other County department.
7. Donated leave will be available for use on a current basis or may be retroactive to the first day of leave without pay as a result of a serious and prolonged medical condition. Donated leave may not be used on an intermittent basis. Donated leave may not accrue to the employee's benefit after his/her return to work. Unused donated leave shall be forfeited upon the employee's return to work. Establishment of a leave "bank" for unnamed employees is expressly prohibited.
8. No employee may directly or indirectly intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce any other employee for the purpose of interfering with any privilege which such employee may have with respect to donating, receiving, or using leave under this policy. An employee may not solicit leave from other County employees for donation to an employee in need. Such action by any employee shall be grounds for disciplinary action.
9. Solicitation of donated leave shall be undertaken only by the Human Resources Manager as outlined in this section.

Attachment A

**Voluntary Shared Leave Request Form****Instructions:**

Please complete the information below and submit this form to the Warren County Human Resources Department, 602 West Ridgeway Street, Warrenton, NC 27589. Attach medical certification completed by the treating qualified health care provider if not already on file with the Human Resources Department. If you have already provided a current Family and Medical Leave Act (FMLA) Certification Form, you are not required to obtain another Certification Form.

Requesting Employee's Name: \_\_\_\_\_

Requesting Employee's Department: \_\_\_\_\_

Years of Service: \_\_\_\_\_

Estimated Dates of Absence:

From: \_\_\_\_\_ To: \_\_\_\_\_

Reason: \_\_\_\_\_

Accrued Sick Leave Balance: \_\_\_\_\_  
Accrued Vacation Leave Balance: \_\_\_\_\_  
Accrued Compensatory Time Balance: \_\_\_\_\_

**Employee Statement:**

This is to request participation in Warren County's Voluntary Shared Leave Program. The need for leave is based on medical necessity as certified by the attached medical certification (if applicable). This is not the result of a non-qualifying condition. I am not receiving Worker's Compensation benefits, nor do I plan to seek subrogation from a third party for the leave. I anticipate a leave of absence of at least fifteen (15) consecutive workdays due to this condition. I have exhausted all forms of accrued leave such as sick and vacation leave as well as any accrued compensatory time. I am requesting Voluntary Shared Leave for the dates specified above.

\_\_\_\_\_ I authorize the Human Resources Department to release my name when announcing the request for Voluntary Shared Leave.

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\_\_\_\_\_ I do not authorize the Human Resources Department to release my name when announcing the request for Voluntary Shared Leave.

Requesting Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<u>County Manager's Determination</u>	
Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Denied:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dates approved:	
From:	_____ To: _____
Medical Certification received:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date received:	_____
_____	_____
County Manager's Signature	Date

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**Attachment B**

**Donated Leave Authorization Form**

Donated leave is for: \_\_\_\_\_

(Employee to receive donated leave)

of the \_\_\_\_\_ Department.

(Employee's department)

Number of days (7.5 or 8 hrs.) to be donated: \_\_\_\_\_.

Type of leave to be donated: \_\_\_\_\_.

Leave is donated by: \_\_\_\_\_ of the  
(Employee donating the leave)

\_\_\_\_\_ Department.  
(Donating employee's department)

Current Accrued Sick Leave Balance: \_\_\_\_\_  
Current Accrued Vacation Leave Balance: \_\_\_\_\_

\_\_\_\_\_  
Donating Employee's Signature\*

\_\_\_\_\_  
Date

\*The signature above gives authorization to the Warren County Finance Office to transfer leave to the designated employee. Upon the employee's return to work, any unused donated leave will be returned to the donating employee's leave balance.

On motion of Commissioner Baker, which was seconded by Commissioner Jordan and duly carried by unanimous vote, it was authorized to participate in the NACo Prescription, Health and Dental Discount Program.

Having held a required public hearing on Monday, January 5, 2015 at 5:30 pm to hear citizen comments regarding request to:

re-zone 2.87 (+/-) acres from Residential to Neighborhood Business on Tax Map L2B-88C located on Highway 903 (Lizard Creek Road) at Quail Ridge Road in Roanoke Township.

The following action was taken.

On motion of Commissioner Jordan, which was seconded by Commissioner Davis and duly carried by unanimous vote; request to re-zone Lot 1 (2.87 acres) from [R] Residential to [NB] Neighborhood Business on Tax Map L2B-88C located on Lizard Creek Road at Quail Ridge Road in Roanoke Township, was approved.

Having held a required public hearing on Monday, January 5, 2015 at 5:45 pm to hear citizen comments regarding Close-out of Community Development Block Grant (CDBG) # 11-C-2328 Scattered Sites Housing Project, the following action was taken.

On motion of Commissioner Hunt, which was seconded by Commissioner Jordan and duly carried by unanimous vote, it was authorized to Close-out CDBG Grant #11-C-2328 Scattered Sites Housing Project. Chairman Barry Richardson and/or County Manager Linda T. Worth were authorized to sign close-out documentation.

Franklin-Vance-Warren Opportunity, Inc. made a request for Warren County Board of Commissioners' consent to submit Community Services Block Grant (CSBG) Application in the amount of \$320,514 to the Office of Economic Opportunity by the January 30, 2015 deadline. FUNDING SOURCE: Office of Economic Opportunity Grant.

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Franklin-Vance-Warren Opportunity, Inc.'s request for Warren County Board of Commissioners' consent to submit Community Services Block Grant (CSBG) Application to the Office of Economic Opportunity was approved with Chairman Richardson and County Manager Worth authorized to sign related documentation.

Robert Davie, Town of Warrenton Administrator, came before the Board with a request for permission to use the County Courthouse as an ongoing backdrop for a digital display of lights as

part of a unique project designed to generate tourism. Project is contingent upon the Town's receiving Grant funds from the National Endowment for the Arts.

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Town of Warrenton's request for permission to use the County Courthouse as an ongoing backdrop for a digital display of lights as part of a unique project designed to generate tourism was approved.

On motion of Commissioner Baker, which was seconded by Commissioner Jordan and duly carried by unanimous vote, Change Order No. 1-Final to decrease the Contract Cost by \$9,067.55 for Water & Sewer District III, Phase II, Eaton's Ferry Bridge Waterline Crossing Project was approved. Chairman Richardson and/or County Manager Worth were authorized to sign the necessary documentation.

Charles Williams, Director of Building & Grounds Maintenance presented bids received December 3, 2014 for replacement of the Health Department's Chiller:

**PROJECT: HEALTH DEPARTMENT CHILLER**

**BID TABULATION**

<b>VENDOR / CONTRACTOR</b>	<b>BASE BID</b>	<b>REMARKS</b>
Gupton Services, Inc.	\$54,400.00	Disconnect, remove and dispose of existing chiller and freon. Install a 60 ton chiller to match capacity of existing chiller. Carrier Chiller 1 year parts and labor warranty by manufacturer. 5 year compressor parts warranty by manufacturer
	\$750.00	Add for 5 year Compressor Warranty
<b>TOTAL</b>	<b>\$55,150.00</b>	
AllRed Mechanical Services		Disconnect, remove and dispose of existing chiller and freon. Install a 60 ton chiller to match capacity of existing chiller. Carrier Chiller 1 year parts and labor warranty by manufacturer. 5 year compressor parts warranty by manufacturer.
<b>TOTAL:</b>	<b>\$53,500.00</b>	

Building & Grounds Department Director recommended the bid be awarded to AllRed Mechanical Services in the amount of \$53,500.

On motion of Commissioner Baker, which was seconded by Commissioner Jordan and duly carried by unanimous vote, bid for replacement of the Chiller at the Health Department was awarded to AllRed Mechanical Services at a cost of \$53,500 to be paid from the Buildings & Grounds Maintenance Department Budget. Chairman Richardson and/or County Manager Worth were authorized to sign documentation.

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, RESOLUTION SALE OF SURPLUS WARREN COUNTY PROPERTY (computer equipment), was adopted. Chairman Richardson was authorized to sign same.

**STATE OF NORTH CAROLINA**

**COUNTY OF WARREN**

**RESOLUTION  
SALE OF SURPLUS  
WARREN COUNTY PROPERTY**

**WHEREAS**, the County of Warren has certain property which is no longer needed and may lawfully dispose of such property through declaring "Surplus Property" and convey or sale by auction, via electronic advertisement.

**NOW, THEREFORE, BE IT RESOLVED THAT**, pursuant to Article 12, North Carolina General Statute 160A-268, the Warren County Board of Commissioners will convey or sell various electronic equipment as follows:

Items	Used By:
5 - Computer CPUs	Health Department
6 - Epson Inkjet Stylus Printers	Memorial Library
12 - Dell Optiplex Computers	Memorial Library
2 - HP Laser Jet Network Printers	Memorial Library
1 - HP Laser Jet Wireless Printer	Memorial Library
1 - Cannon Flatbed Scanner	Memorial Library

**BE IT FURTHER RESOLVED**, The Board of Commissioners authorizes the County Manager (or designee) to dispose of this property and incur those costs incidental to convey or sell property; and that advertising, describing the property, the method of transfer (by conveyance, sale or auction) and the date, time and place for the award of bid will be placed in the Warren Record and publicly displayed, otherwise appropriately advertised according to law.

**ADOPTED this the 5<sup>th</sup> day of January 2015.**

**WARREN COUNTY BOARD OF COMMISSIONERS**  
Barry Richardson, Chairman

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On motion of Commissioner Baker, which was seconded by Commissioner Davis and duly carried by unanimous vote, RESOLUTION SALE OF SURPLUS WARREN COUNTY PROPERTY (miscellaneous items), was adopted. Chairman Richardson was authorized to sign same.

**STATE OF NORTH CAROLINA**  
**COUNTY OF WARREN**

**RESOLUTION**  
**SALE OF SURPLUS**  
**WARREN COUNTY PROPERTY**

**WHEREAS**, the County of Warren has certain property which is no longer needed and may lawfully dispose of such property through declaring "Surplus Property" and convey or sale by auction, via electronic advertisement.

**NOW, THEREFORE, BE IT RESOLVED THAT**, pursuant to Article 12, North Carolina General Statute 160A-268, the Warren County Board of Commissioners will convey or sell various equipment as follows: **sinks, toilet, map cabinet, exam table, wood doors, etc.**

**BE IT FURTHER RESOLVED**, The Board of Commissioners authorizes the County Manager (or designee) to dispose of this property and incur those costs incidental to convey or sell property; and that advertising, describing the property, the method of transfer (by conveyance, sale or auction) and the date, time and place for the award of bid will be placed in the Warren Record and publicly displayed, otherwise appropriately advertised according to law.

**ADOPTED this the 5<sup>th</sup> day of January 2015.**

**WARREN COUNTY BOARD OF COMMISSIONERS**  
Barry Richardson, Chairman

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On motion of Commissioner Hunt, which was seconded by Commissioner Jordan and duly carried by unanimous vote, 2015-16 Budget Calendar was adopted:

***WARREN COUNTY FY 2015-16 BUDGET CALENDAR***

**Please note that all dates are subject to change per direction of the Board of County Commissioners. All meetings will be held in the Armory Civic Center Meeting Room.**

DATE	TIME	ACTIVITY
May 4, 2015 - Monday	6:00 pm	Annual Budget Presentation to Board. Department Heads required to attend.

<b>DATE</b>	<b>TIME</b>	<b>ACTIVITY</b>
<b>May 20, 2015 - Wednesday</b>	<b>9:00 am</b>	<b>Work Session</b>
<b>May 27, 2015 - Wednesday</b>	<b>1:00 pm - 4 pm</b>	<b>Work Session</b>
<b>June 17 2015 - Wednesday</b>	<b>6:00 pm</b>	<b>Budget Public Hearing in accordance with NC General Statutes to receive citizens' comments (immediately before regularly scheduled work session)</b>
<b>June 22, 2015 - Monday</b>	<b>1:00 pm - 4 pm</b>	<b>Work Session</b>
<b>June 25, 2015 - Thursday</b>	<b>7:00 pm</b>	<b>Special Meeting to Adopt FY 2015-2016 Budget Ordinance.</b>

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It was presented to approve Department of Social Services Director's annual salary of \$61,951 as recommended by the Social Services Board for newly appointed Director Natalie Brayboy.

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, annual salary of Department of Social Services Director Natalie Brayboy was approved in the amount of \$61,951, effective January 15, 2015. Funding source: DSS Administration Budget.

On motion of Commissioner Hunt, which was seconded by Commissioner Jordan and duly carried by unanimous vote, Walter E. Powell was re-appointed to the Recreation Commission, on recommendation of Parks & Recreation Director and Recreation Commission, for a third (3<sup>rd</sup>) term expiring February 28, 2017.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, County Commissioners were appointed to various boards/committees/commissions as follows. Two year terms commence January 1, 2015 and expire December 31, 2016.

<b><u>Board/Committee/Commission</u></b>	<b><u>Commissioner Appointed</u></b>
Employee Benefits	Hunt
Council of Governments	Jordan & Richardson
Economic Development Commission (EDC)	Hunt
EMS Peer Review Advisory Board	Baker
Equalization & Review (E&R)	Richardson
E-911 Commission	Richardson
F-V-W Opportunity, Inc. Board of Directors	Hunt & Davis
Finance Committee (2 members)	Richardson & Davis
Fire Commission	Richardson
Five County Mental Health Community Oversight Council	Baker
Halifax Warren Smart Start	N/A
Health, Board of	Baker
Historic Preservation Commission	Davis
Home & Community Care	Baker
Juvenile Crime Prevention Council (JCPC)	Jordan
Kerr Area Rural Transportation Authority (KARTS)	Davis
Kerr-Tar HUB Triangle North Bd. of Directors	Richardson & (Davis at-large)
Kerr-Lake Regional Water System Advisory Board	Hunt
Kerr-Tar Rural Transportation Planning Committee (RPO)	Davis & (Baker as alternate)
Lake Gaston Weed Control Council	Davis
Local Emergency Planning Committee (LEPC)	Baker
Personnel Committee (2 members)	Jordan & Richardson
Recreation Commission	Jordan
Resource Conservation & Development	

Council (RC&D)	Richardson
Senior Center	Hunt
Social Services Board	Jordan
Vance Granville (VGCC) Board of Trustees	Baker
Warren County DOT Planning Committee	Hunt
Water Committee	Hunt

Having been authorized by the Board of Commissioners to approve contracts up to but not to exceed \$50,000, notice of contracts approved by the County Manager in December 2014 was submitted for the Board's information.

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, County Manager approved contracts for December 2014 were accepted as information only:

**RE: Notice of Contracts 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 in the month of December 2014 on behalf of Warren County:

Senior Center

Long Creek Coach Line  
250 Welcome Ave.  
Henderson, NC 27536

A contract was entered into with Long Creek Coach Line to provide transportation for Senior Center participants to travel to Raleigh, NC. Fees charged for participation are used to pay the \$650 charge for this service.

General County

Time Warner Cable  
101 Innovation Ave.  
Morrisville, NC 27560

A Service Agreement has been entered into to upgrade the Static IP and Switch for the new County e-mail server. Funds are budgeted in the IT departmental budget to pay for the installation and monthly fee for this service.

Department of Social Services

ExecLink, LLC  
P.O. Box 78421  
Charlotte, NC 28271

Amendment #1 to the Independent Contractor Agreement with ExecLink, LLC was entered into effective 12/12/14 to extend the services of the Interim DSS Director through 1/15/15. Lapsed salaries in the DSS Administration budget will be used to pay the fees associated with this agreement.

Economic Development Commission

Evolution Design Concepts  
134 Lynch Road  
Macon, NC 27551

An agreement for Website Design services has been entered into on behalf of the Economic Development Commission office at a cost of \$1,050. Funds are budgeted in the Economic Development Commission budget to pay for this expense.

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, County Manager's Report of activities for December 2014 was approved as presented.

**RE:** December 2014 Status Report

Following is a recap of my work activities for the month of December 2014:

#### **Administration**

- Participated in Scattered Site Community Development Block Grant Monitoring Meeting with Division of Community Assistance Staff, COG Staff, and County Staff (12/1/14)
- Prepared for and attended Board of Commissioners Organizational and Regular Meeting (12/1/14)
- Attended EDC Industry Breakfast Meeting at Warren Correctional Facility (12/2/14)
- Participated in DSS Director interviews with DSS Board (12/3/14)
- Met with EDC Director and EDC Consultant to discuss Peck Project (12/4/14)
- Attended Kerr Lake Regional Water System Advisory Board Meeting (12/8/14)
- Attended meeting to discuss county broadband infrastructure (12/10/14)
- Prepared for and attended Board of Commissioners Work Session (12/10/14)
- Attended Department Heads' Holiday Luncheon (12/11/14)
- Met with EDC Director and Warrenton Town Manager to discuss a Town tourism project (12/15/14)
- Met with EDC Director and EDC Consultant to discuss Peck Project (12/19/14)
- Annual Leave (12/22-23/14)
- Telephone conference with Kerr-Tar COG Staff re: Triangle North Project (12/23/14)
- Christmas Holidays (12/24-26/14)
- Meeting with Planning/Zoning Administrator to discuss citizen complaint (12/29/14)
- Interview with L. Rodwell, Graduate Student (12/30/14)
- Agenda Preparation for 1/5/15 Board of Commissioners Meeting (12/30-31/14)

#### **Other Activities**

- Attended and participated in 4-H Leaders Banquet hosted by Cooperative Extension (12/8/14)
- Attended Warrenton Christmas Parade (12/13/14)
- Attended and participated in Retirement Reception for Cecile Renn, Accounting Specialist, in the Finance Department (12/18/14)
- Participated in the DSS Angel Tree Gift Project (12/19/14)
- Attended Soul City VFD Holiday Dinner (12/19/14)

#### **Project Updates**

##### **Simulcast Radio System Upgrade Project – Phase II**

A consultant is currently performing a structural analysis of two State Highway Patrol Towers to determine if they are structurally capable of supporting Warren County's proposed Phase II radio equipment. It is anticipated the study will be completed in six to eight weeks. The outcome of the study will be shared with the Board of Commissioners as it will determine how we proceed to implement Phase II of this project, i.e. if the County is able to utilize SHP towers, or if we will need to consider constructing a tower(s) to accommodate the Phase II radio equipment.

##### **Buck Spring Project**

The Buck Spring Project Committee's recommendation of a proposed capital project for the Buck Spring property was formally adopted by the Board at their November 3, 2014 regular monthly meeting. Staff will proceed to begin work on Phase I of the project which will include extending public water lines into the property, removing above-ground utilities and replacing them with underground utilities, and constructing the Buck Spring Cabin where the current dilapidated 4-H Building now sits. Copies of all project plans and documents are on file in the County Manager's Office.

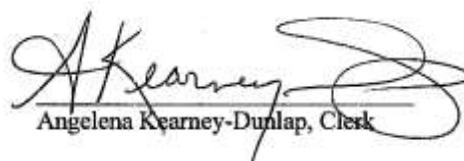
##### **2011 Scattered Site CDBG Project**

All work has been completed in the Scattered Site CDBG Project, and the close-out public hearing is scheduled for 1/5/15.

##### **Golden LEAF Community-Based Grantsmaking Initiative**

The Interim Report for the Golden LEAF \$50,000 Planning Grant for the Warren County CAVE project has been submitted as required by Golden LEAF. Our CAVE Team is exploring other vendors other than the Development Finance Institute to facilitate the required work funded by the grant, i.e. the preparation of a CAVE Business Plan, Facility Utilization Plan, and pre-construction planning documents.

With no further business to discuss and on motion of Commissioner Baker which was seconded by Commissioner Jordan and duly carried, the January 5, 2015 Board of Commissioners meeting was adjourned at 7:15 pm.



Angelena Kearney-Dunlap, Clerk