

**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, MARCH 2, 2015 AT 6:00 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.*

**Citizen Comments:**

**Dentis M. Shaw of Athletes of America Helping Americans, Inc. "Honorband" Thanked the Board and citizens for allowing him to speak. He is concerned with local school system and youth. Need to train young men in values, know what it takes to reach youth. He drives a pink car with "Stop the Violence" decal. He visited Virginia Tech after the terrible shooting took place, during the same time his wife had passed with cancer. Invited everyone to an event taking place March 6<sup>th</sup> at Solid Rock church focusing on "stopping the violence."**

**Ms. Jasmine Jackson, Warren County New Tech student, spoke regarding Consent Agenda Item 6E-Resolution in Recognition of Earth Day, April 22, 2015. Requested community support of the day.**

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Suggested Agenda Item # 7 **Finance Office Budget Items** was moved to **Agenda Item # 9** and former Agenda Item # 9 **Amendment # 2 to Owner-Engineer Agreement for the Water & Sewer District III, Phase II Eaton's Ferry Bridge Waterline Crossing Project** was moved to new **Agenda Item # 7**.

On motion of Commissioner Davis, which was seconded by Commissioner Baker and duly carried by unanimous vote, March 2, 2015 revised Agenda was adopted with the following amendments:

# Agenda Item # 7 **Finance Office Items** was moved to **Agenda Item # 9** and former

# Agenda Item # 9 **Amendment # 2 to Owner-Engineer Agreement for the Water & Sewer District III, Phase II Eaton's Ferry Bridge Waterline Crossing Project** was moved to new **Agenda Item # 7**.

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, minutes of February 2, 2015 Regular Monthly Meeting were approved.

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Interest Income Report for January 2015 was approved:

**INTEREST INCOME REPORT  
Month of January 2015**

FUND	DECEMBER INCOME	FISCAL YEAR TO - DATE
General	245.98	973.76
Revaluation	3.37	20.02
E 911 Telephone System	3.82	24.82
Buck Spring Project	2.71	17.66
Ambulance Storage Facility	0.42	2.77
Simulcast System Upgrade	1.78	5.05
Regional Water Enterprise Fund	10.41	48.42
District 1 Enterprise Fund	8.32	51.01
Solid Waste	0.17	2.77
District II Enterprise Fund	10.90	59.64
District III Phase II BANS	1.27	8.28
District III Enterprise Fund	3.05	9.38
Soul City Pump Station Improvements	0.35	2.28
District III Phase III	0.02	0.50
	292.57	1,226.36

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Tax Collector's Report for January 2015 was accepted in accordance with GS 105-350:

**Tax Collector's Report  
to the Warren County Board of Commissioners  
For the Month January 2015**

**Current Year Collections**

Tax Year	Charge	Collected in January	Collected to Date	Balance Outstanding	Percentage Collected
January 2015 FY15	\$16,392,810	\$2,345,762	\$14,876,533	\$1,516,277	90.75
January 2014 FY14	\$16,872,595	\$2,402,014	\$15,045,715	\$1,826,880	89.17

**Delinquent Collections**

Year	Charge	Collected in January	Collected to Date	Balance Outstanding	Percentage Collected
2013	\$658,535	\$18,493	\$280,570	\$377,965	42.61
2012	256,167	3,317	61,277	\$194,890	23.92
2011	156,837	1,626	20,417	\$136,420	13.02
2010	119,251	1,202	11,443	\$107,808	9.60
2009	101,361	773	7,329	\$94,032	7.23
2008	98,891	1,314	6,399	\$92,492	6.47
2007	105,028	423	4,456	\$100,572	4.24
2006	107,404	81	2,832	\$104,572	2.64
2005	91,434	354	3,577	\$87,857	3.91
2004	83,155	135	1,240	\$81,915	1.49
<b>Total Delinquent Years</b>	<b>\$ 1,778,063</b>	<b>\$27,718</b>	<b>\$ 399,540</b>	<b>\$ 1,378,523</b>	

**Other December Receipts**

County Penalties	\$ 9,309	\$ 56,649
Landfill User Fees	\$ 344,137	\$ 876,395
Municipalities	\$ 274,698	\$ 192,160
Fire District Taxes	\$ 292,463	\$ 637,809
Advance Taxes	\$ 573	\$ 2,184
<b>December GRAND TOTAL</b>	<b>\$ 3,294,660</b>	<b>\$17,041,270</b>

*Starlin L. Beatty, Tax Administrator*      1/28/2015  
Starlin L. Beatty, Tax Administrator      DATE

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

Over \$100	2/20/2015	Date: _____
<b>ERROR CORRECTION RELEASES:</b>		
DAVIS ANTHONY JR	2004 8931 104 F9 52 1X 33002	\$744.58 DW TORN DOWN IN 2003
DAVIS ANTHONY JR	2005 8931 105 F9 52 1X 35369	\$709.66 DW TORN DOWN IN 2003
DAVIS ANTHONY JR	2006 8931 106 F9 52 1X 37977	\$674.74 DW TORN DOWN IN 2003
DAVIS ANTHONY JR	2007 8931 107 F9 52 1X 40018	\$639.74 DW TORN DOWN IN 2003
DAVIS ANTHONY JR	2008 8931 108 F9 52 1X 42478	\$596.43 DW TORN DOWN IN 2003
DAVIS ANTHONY JR	2009 8931 109 F9 52 1X 45138	\$395.91 DW TORN DOWN IN 2003

DAVIS ANTHONY JR	2010 8931 110	F9 52 1X	48070	\$436.23	DW TORN DOWN IN 2003
DAVIS ANTHONY JR	2011 8931 111	F9 52 1X	51272	\$416.01	DW TORN DOWN IN 2003
DAVIS ANTHONY JR	2012 8931 112	F9 52 1X	55173	\$401.95	DW TORN DOWN IN 2003
DAVIS ANTHONY JR	2013 8931 113	F9 52 1X	59967	\$377.41	DW TORN DOWN IN 2003
DAVIS ANTHONY JR	2014 8931 200	F9 52 1X	26706	\$326.41	DW TORN DOWN IN 2003
FRANKLIN VANCE WARREN OPP	2014 7564 302	B6 32H	1138	\$688.29	PROPERTY EXEMPT
STANCIL BARBARA S	2014 22719 300	C5 2	10764	\$167.25	DWELLING VANDALIZED IN 2012

**SUB-TOTAL ERROR CORRECTIONS:** **\$6,574.61**

**SUB-TOTAL MOTOR VEHICLE RELEASES:** **\$0.00**

**SUB-TOTAL CORRECTION RELEASES:** **\$6,574.61**

**Total Releases** **\$ 6,574.61**

**LANDFILL USER FEE RELEASES:**

BRAXTON ALICE	2014 4532 300	G8 29	1512	\$	120.00	HOUSE NOT LIVEABLE
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**TOTAL LFUF RELEASES:** **\$ 120.00**

**Total Releases** **\$ 6,694.61**

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

Under \$100

2/20/2015

Date: 2/23/15

*Sw*

**ERROR CORRECTION RELEASES:**

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD</u>	<u>AMOUNT</u>	<u>REASON</u>
CANADY BRIAN F	2014	31496 200		27738	\$ 15.10	BOAT SOLD OUT OF COUNTY IN 2013
FRANKLIN VANCE WARREN OPP	2014	7564 304	B6 32 H1	18103	\$ 44.38	PROPERTY EXEMPT
FRANKLIN VANCE WARREN OPP	2014	7564 321	B6 32 H20	18505	\$ 44.38	PROPERTY EXEMPT
HARDISON STEVEN WAYNE	2014	39710 200		26589	\$ 35.68	BOAT CHARGED TWICE
LUDOVICI JOHN	2014	38591 200		29530	\$ 28.69	TRAVEL TRAILER LICENSED IN VA
MARTIN LOUIS C & ROSEMARY A	2014	5958 300	4A 35	3228	\$ 37.08	BUILDING REMOVED 2012
OSTENDORF MATTHEW D	2014	34479 200		29745	\$ 54.62	BOAT MOVED OUT OF COUNTY IN 2013
PRUITT BRIAN K	2012	13895 112		55476	\$ 58.75	SOLD BOAT IN 2011
PRUITT BRIAN K	2013	13895 113		60327	\$ 52.55	SOLD BOAT IN 2011
PRUITT BRIAN K	2014	13895 200		29697	\$ 43.96	SOLD BOAT IN 2011
VERIZON WIRELESS	2014	28473 205		27067	\$ 38.51	ASSESSED INCORRECTLY
WRENN RICHARD	2013	39251 113		60302	\$ 31.21	TRAVEL TRAILER LICENSED IN VA
WRENN RICHARD	2013	39251 113		59859	\$ 4.15	SOLD BOAT IN 2000
WRENN RICHARD	2014	39251 200		26349	\$ 54.29	SOLD BOATS
YOUNG BRIAN K	2009	2317 109		45229	\$ 5.48	MH DESTROYED IN 2008
YOUNG BRIAN K	2010	2317 110		48164	\$ 15.11	MH DESTROYED IN 2008
YOUNG BRIAN K	2011	2317 111		51395	\$ 17.57	MH DESTROYED IN 2008
YOUNG BRIAN K	2012	2317 112		55303	\$ 17.45	MH DESTROYED IN 2008
YOUNG BRIAN K	2013	2317 113		60161	\$ 16.13	MH DESTROYED IN 2008

**SUB-TOTAL ERROR CORRECTIONS:** **\$ 613.07**

**MOTOR VEHICLE RELEASES:**

EDWARDS LONNIE KARL	2010	16131 110	2E5163	48008	\$62.44	VEHCILE SOLD/PLATE TURNED IN
HICKS EDDIE	2014	3180 105	PTB2843	34743	\$21.79	VEHCILE SOLD
HICKS EDDIE	2014	3180 104	RRL4863	33072	\$45.39	VEHCILE SOLD

**SUB-TOTAL MOTOR VEHICLE RELEASES:** **\$119.62**

**SUB-TOTAL CORRECTION RELEASES:** **\$613.07**

**Total Releases** **\$ 732.69**

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, "Resolution in Recognition of County-Wide Celebration of Earth Day 2015" was adopted, with Chairman Richardson authorized to sign same.



**WARREN COUNTY BOARD OF COMMISSIONERS**  
 602 WEST RIDGEWAY STREET  
 POST OFFICE BOX 619  
 WARRENTON, NORTH CAROLINA 27589

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

County of Warren  
 State of North Carolina

**Resolution**

**In**

**Recognition of County-Wide Celebration Of Earth Day 2015**

**WHEREAS**, there is a need to come together as a county to recognize Earth day because it reminds us that we need to take action now to protect the environment.

**WHEREAS**, the Warren New Tech High School Knights will educate citizens about the consequences of our actions and suggest ways we can be eco-friendly.

**WHEREAS**, there is a need for citizen participation in an **hour without power** to create a drastic consumption decrease.

**WHEREAS**, there is a need for this county to join other countries around the world to help unite people in protecting the planet and saving energy in the respected hour.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, We the Warren County Board of Commissioners recognize this April 22, 2015 as Earth Day and encourages citizens of Warren County to participate in the festivities.

**Adopted on this 2<sup>nd</sup> day of March 2015.**



Phone: (252) 257-3115  
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*Barry Richardson*  
 Barry Richardson Chairman  
 Warren County, Board of Commissioners

Attest:  
*Angelena Kearney-Dunlap*  
 Angelena Kearney-Dunlap, Clerk

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

Macon Robertson, Director - Public Utilities, presented for approval Amendment #2 to the Owner-Engineer Agreement (Rivers & Associates, Inc.) for Water & Sewer District III, Phase II – Eaton’s Ferry Bridge Waterline Crossing Project. Modification deletes and replaces several paragraphs and adjusts the original amount from \$215,800 to \$143,327.04.

On motion of Commissioner Davis, which was seconded by Commissioner Baker and duly carried by unanimous vote, Amendment #2 to the Owner-Engineer Agreement for the Water & Sewer District III, Phase II – Eaton’s Ferry Bridge Waterline Crossing Project with Rivers and Associates, Inc. was adopted. Chairman Richardson was authorized to sign the amended agreement.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, in accordance with NCGS 18B-700(g2) annual request from the Warren County ABC Commission for authorization to use Warren County’s Travel Policy was approved.

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Amendment # 7 to the FY 2014-15 Warren County Budget Ordinance was adopted:

**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE  
 2014/2015  
 Amendment No. 7**

**Section 1** of the Warren County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

**Increase/(Decrease) Appropriations:**

Health Department	\$ 16,655
Senior Center	4,320
Building, Grounds & Maintenance - Contingency	(4,320)
<b>Total</b>	<b>\$ 16,655</b>

**Section 2** of the Warren County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

**Increase/(Decrease) Revenues:**

Restricted Intergovernmental - Health	\$ 16,655
<b>Total</b>	<b>\$ 16,655</b>

**This amendment:**

- appropriates additional funds to the Health Department budget to agree with state grant funding.

Source of Funding: NC Dept of Health and Human Services - Division of Public Health

- appropriates additional funds to the Senior Center budget for building repairs and maintenance (i.e., HVAC system)

Source of Funding: Building, Grounds & Maintenance - Contingency

Respectfully Submitted 3/2/2015

  
Gloria M. Edmonds, Finance Director

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Amendment # 2 to the Capital Project Ordinance for Warren County Water & Sewer District III, Eaton's Ferry Bridge Waterline Crossing was adopted.

**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE FOR  
WARREN COUNTY WATER & SEWER DISTRICT NO. III  
EATON'S FERRY BRIDGE CROSSING  
(Amendment No. 2)**

**Section 3** of the above-reference capital project ordinance shall be amended as follows:

**Increase/(Decrease) Revenues:**

NC Rural Center Grant	\$ (40,976)
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**Section 4** of the above-reference capital project ordinance shall be amended as follows:

**Increase/(Decrease) Appropriations:**

Legal & Administrative	(4,035)
Engineering/Bidding	(48)
Engineering/Construction Administration	6,056
Engineering/Inspections	(23,161)
Engineering/Additional Services	(720)
Construction Contract	(9,068)
Contingency	\$ (10,000)
<b>Total</b>	<b>\$ (40,976)</b>

**This amendment:**

adjusts project line items to the most recent costs estimates.

Respectfully Submitted 03/2/2015

Gloria M. Edmonds  
Finance Director

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Commissioner Tare Davis was appointed to replace former Commissioner Ulysses Ross on the Lake Gaston Stakeholder's Board. Term begins immediately and expires December 31, 2016.

On motion of Commissioner Baker, which was seconded by Commissioner Davis and duly carried by unanimous vote, Economic Development (EDC) Director Kenneth Bowman, was appointed to

replace former EDC Director Gabe Cumming on the Lake Gaston Stakeholder's Board. Term begins immediately and extends through Mr. Bowman's time of employment as Warren County EDC Director.

On motion of Commissioner Hunt, which was seconded by Commissioner Jordan and duly carried by unanimous vote, on recommendation of the Fire Commission, Philip Hicks (who completed an unexpired term for M. Pitzing) was appointed to his first full term on the Warren County Fire Commission. Term: January 2014 to June 30, 2017.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Economic Development Director Kenneth Bowman, was appointed to replace former EDC Director Gabe Cumming on the Kerr Tar Rural Transportation Coordination Committee (TCC). Term expires February 1, 2018.

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Economic Development Coordinator Margaret "Peggy" Richardson was appointed as Alternate to Warren County EDC Director on the Kerr Tar Rural Transportation Coordination Committee (TCC). Term expires February 1, 2018.

Having declared certain tax foreclosed property as surplus by Resolution adopted October 7, 2013, and unsuccessfully offering tax parcel ID E5-180B (115 Huntsville Rd., Warrenton) for auction on GovDeals.com web auction site, local bids were submitted for Board's review and award. The minimum bid advertised for the property was \$7,522 which included outstanding taxes and legal fees. The Warren County Tax Office assessed value of the property was \$4,560. Bids for said property were received as follows: Keishawn Mayes - \$4,000 and Rodney Hunt - \$3,000.

It was recommended to award bid to Keishawn Mayes in the amount of \$4,000 for tax parcel ID E5-180B (115 Huntsville Rd., Warrenton).

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, bid from Keishawn Mayes in the amount of \$4,000 for tax parcel ID E5-180B (115 Huntsville Rd., Warrenton) was accepted. Chairman Richardson and/or County Manager Worth were authorized to sign deed of transfer.

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Resolution declaring Nortel Telephone System previously used by Department of Social Services as surplus property and authorizing sale via on-line auction or conveyance if not sold was adopted. Chairman Richardson was authorized to sign same.



## WARREN COUNTY BOARD OF COMMISSIONERS

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Clerk to the Board

STATE OF NORTH CAROLINA  
COUNTY OF WARREN

### RESOLUTION

#### SALE OF SURPLUS WARREN COUNTY PROPERTY

WHEREAS, the County of Warren has certain items which are no longer used by the Department of Social Services and may lawfully dispose of such property through on-line auction or disposal.

NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to Article 12, North Carolina General Statute 160A-268, the Warren County Board of Commissioners authorize the sale through on-line auction or disposal of Nortel Telephone System (70 handsets and 3 routers).

This item is being sold in "as is" condition with no warranties.

The Warren County Board of Commissioners reserve the right to reject any or all bids, to waive informalities, and to award bid in the opinion of the Owner in its best interest.

**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 sell property; and that advertising, describing the property, the method for bidding and the date, time and place for the bid opening be placed with auction site, notice in the Warren Record Newspaper and appropriately advertised according to law.

ADOPTED this the 2<sup>nd</sup> day of March 2015.

WARREN COUNTY BOARD OF COMMISSIONERS

In accordance with Article 12, NCGS 160A-268, a Resolution conveying equipment previously used in various county offices to various area non-profits was presented for Board's review and action. Said equipment declared surplus by Resolution adopted January 5, 2015, had been offered at auction with no bids: Computers & printers from Memorial Library and map cabinets from Code Enforcement.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Resolution Conveying Personal Property by Private Sale to various area non-profits (equipment previously used in various county offices) was adopted as presented. Chairman Richardson was authorized to sign same.



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STATE OF NORTH CAROLINA  
 COUNTY OF WARREN

**Resolution Conveying Personal Property  
 By Private Sale**

**WHEREAS**, the County has the authority to convey property pursuant to N.C.G.S. § 159A-176, and;

**WHEREAS**, N.C.G.S. § 160A-279 states that a County may, in lieu of or in addition to an appropriation of funds, convey real or personal property it owns, by private sale, to any entity which carries out a public purpose, and;

**WHEREAS**, in such conveyance, the County shall attach covenants and/or conditions that assure that said property will be put to a public use by the recipient entity, and;

**WHEREAS**, notice of this private sale has been published pursuant to N.C.G.S. § 160A-267.

**NOW THEREFORE BE IT RESOLVED BY THE WARREN COUNTY BOARD OF COMMISSIONERS THAT:**

The Warren County Board of Commissioners hereby orders the County Manager to dispose of and convey, by private sale, the following property as designated to area non-profits for \$1.00.

- Epson C88 Inkjet Stylus Printer
  - 2 to Freedom House
  - 1 to Littleton Senior Center
  - 1 to Hollister REACH
- Dell Optiplex Computers
  - 3 to Freedom House
  - 3 to Littleton Senior Center

- HP Laser Jet Network Printer
  - 1 to Warren Family Institute
  - 1 to Lake Gaston Chamber of Commerce
- HP Laser Jet Wireless Printer to Warren County Training School & North Warren Alumni
- Map Cabinet to Lake Gaston Chamber of Commerce

Said property shall be used by the non-profit agencies for public purposes, in accordance with its mission statement in serving the public, as required by N.C.G.S. § 160A-279.

Adopted this 2<sup>nd</sup> day of March 2015.

Warren County Board of Commissioners

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, the regularly scheduled April 15, 2015 work session which conflicted with NC Association of County Commissioners District meeting in Durham, was rescheduled to April 22, 2015 at 6:00 pm.

A request from Murphy Doty, Project Manager with FLS Energy Inc. for permission to encroach Soul City Sanitary District Water & Sewer Easement in Soul City for a solar project was presented for Board's consideration.

County Attorney Karlene Turrentine; in the interest of full disclosure; informed the Board of Commissioners that an associate from her law firm represents FLS Energy, Inc. in tax matters. This should not pose a conflict of interest but could appear as such.

After discussion the following motion was entertained.

On motion of Commissioner Davis, which was seconded by Commissioner Baker and duly carried by unanimous vote, it was ordered to approve request from FLS Energy, Inc. for permission to encroach on Sewer Easement in Soul City for a solar project, contingent upon County Attorney's final review and recommendation. Chairman Richardson and/or County Manager Worth were authorized to sign documentation.

Commissioner Tare Davis opened a discussion on conducting an independent audit of the Recreation Department.

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, it was ordered to suspend the Board of Commissioner's Rules of Procedure in order to entertain discussion prior to a motion and vote.

Commissioner Davis read a prepared statement that he "has received complaints from citizens concerning Parks & Recreation" and requested the Board consider conducting an internal audit for this department.

After much discussion between all the Commissioners, Commissioner Davis withdrew his request for an independent audit.

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, discussion on conducting an independent audit of the Recreation Department was tabled to a later date to allow time for review and to determine if any action is warranted.

Having been authorized by the Board of Commissioners to approve contracts up to but not to exceed \$50,000, notice of contracts approved by County Manager Worth in February 2015 was submitted for the Board's information.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, County Manager approved contracts for February 2015 were accepted as information only:

**RE: Notice of Contract Approved by the County Manager**

Pursuant to the contracting authority granted to me by the Board of County Commissioners, please be advised that I approved the following contractual agreement in the month of February 2015 on behalf of Warren County:

**Peck Center for Added Value Enterprise (CAVE) Project**

Timmons Group  
1001 Boulders Parkway, Suite 300  
Richmond, VA 23225

A Letter of Agreement has been entered into with the Timmons Group to provide professional services for the Peck CAVE Project. Timmons Group will conduct a Property Condition Assessment of the structures situated on the former Peck Mfg. Plant property. The Golden LEAF Planning Grant in the amount of \$50,000 secured for the CAVE Project will pay the \$7,500 cost of this service.

On motion of Commissioner Baker, which was seconded by Commissioner Jordan and duly carried by unanimous vote, County Manager's Report of activities for February 2015 was approved as presented.

**RE:** February 2015 Status Report

Following is a recap of my work activities for the month of February 2015:

### **Administration**

- Met with County Attorney to discuss various legal matters (2/2/15)
- Prepared for and attended Board of Commissioners Regular Meeting (2/2/15)
- Mtg. to discuss Misdemeanant Diversion Program with Com. Jordan and others (2/3/15)
- Attended NWTS Alumni Association meeting with USDA and others (2/5/15)
- Attended monthly JCPC Meeting (2/9/15)
- Met with G. Cumming and G. Cohen, of Matson Consulting, to share information that will be used to prepare a Business Plan for the CAVE Project (2/10/15)
- Met with DSS Director and HR Manager to discuss DSS matters (2/10/15)
- Met with representative of Davenport & Company, Finance Director, & Public Utilities Director to discuss possible refunding opportunities for Public Utilities debt (2/10/15)
- Met with DSS Director to discuss budgetary matters (2/11/15)
- Met with T. Hallowell and Animal Control Director to discuss animal control related concerns (2/11/15)
- Attended NC DOT's Public Meeting to discuss I-85 Rehab Project (2/12/15)
- Met with representative of TSS Partners and Emergency Services Director to discuss Radio System Upgrades Project- Phase II (2/12/15)
- Participated in WARR Radio interview with J. Jackson, New Tech Student Volunteer, and Deputy Clerk to discuss Buck Spring Park Project (2/12/15)
- Met with Public Utilities Director and staff to discuss budgetary issues (2/16/15)
- County Offices Closed due to Winter Storm (2/17/15)
- Met with representatives of BB&T Insurance and Travelers Insurance to discuss insurance matters (2/18/15)
- Viewed with the HR Manager the "Maturing Workforce" Webinar sponsored by BB&T Insurance (2/19/15)
- Facilitated Domestic Violence/Sexual Assault Community Stakeholders Meeting with various community representatives (2/19/15)
- Participated in KTREDC Conference Call with EDC Director (2/20/15)
- Greeted participants in Peer Support Services Class held at VGCC Satellite Campus sponsored by Cardinal Innovations (2/23/15)
- Met with Buildings & Grounds Manager and EDC Director to discuss Peck Property (2/24/15)
- Planning to attend FEMA Board Meeting (2/26/15)
- Planning to conduct monthly Department Heads Meeting (2/26/15)

### **Other Activities**

- Attended Ribbon Cutting Ceremony for Carolina Images (2/4/15)
- Participated in Eaton's Ferry Bridge Waterline Crossing Project Valve Opening Ceremony (2/6/15)
- Attended Farm Bureau Legislative Reception and Dinner (2/10/15)
- Attended and participated in EDC sponsored Ribbon Cutting Ceremony for IP Warehouse Project (2/20/15)

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

Met with a representative of TSS Partners and the Emergency Services Director to discuss securing a proposal from TSS to provide project management services for Phase II of the Simulcast Radio System Upgrade Project. TSS Partners provided project management services for Phase I of this project. Services to be rendered by TSS for Phase II will consist of providing project management services for the SHP Manson Radio Tower upgrades to make the tower structurally capable of supporting Warren County's Phase II radio system equipment and to provide project management services for the Phase II Simulcast upgrade. Once the Manson Tower has been upgraded, we can begin work on the Simulcast upgrade. The tower upgrade is anticipated to take approximately eight months to complete, and the simulcast upgrade approximately 12 months.

**Buck Spring Project**

We are currently preparing the RFQ for the selection of an Architect/Engineering Firm to provide project management for the Phase I Buck Spring Project. Once an Architect or Engineering Firm is selected, we will be in a position to move Phase I of this project forward.

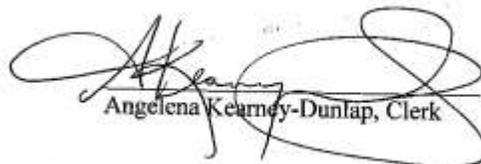
**2011 Scattered Site CDBG Project**

All work has been completed in the Scattered Site CDBG Project, and the close-out public hearing for the Project was held on 1/5/15. We are continuing to complete the necessary close-out paperwork to finally close this project.

**Golden LEAF Community-Based Grantsmaking Initiative**

A contract was signed with the Timmons Group and they are currently conducting a property condition assessment of the buildings situated on the Peck property. We are also finalizing a contractual agreement with Matson Consulting to have a Business Plan and Facility Utilization Plan prepared for the CAVE project as required by the Golden LEAF Grant Agreement. Both of these agreements for professional services for the CAVE Project are funded by the \$50,000 Golden LEAF Planning grant.

With no further business to discuss and on motion of Commissioner Jordan which was seconded by Commissioner Baker and duly carried, the March 2, 2015 Board of Commissioners meeting was adjourned.



Angelena Kearney-Dunlap, Clerk

**RECORD OF A WORK SESSION HELD BY THE BOARD OF COUNTY COMMISSIONERS FOR THE COUNTY OF WARREN IN THE ARMORY CIVIC CENTER MEETING ROOM ON WEDNESDAY – MARCH 18, 2015 AT 6:00 PM.**

The March 18, 2015 Work Session was opened by Chairman Barry Richardson. Other Commissioners present: Victor Hunt, Jennifer Jordan, Bertadean Baker, and Tare Davis. Others in attendance: County Manager Linda T. Worth and County Attorney Karlene Turrentine.

Chairman Richardson asked the Board to allow two citizens to speak during the work session and the Board agreed. Stacey Woodhouse of So Edible Farm addressed the Board with information about his farm and classes for children during the summer. Robert Espinosa of the NC Coyotes thanked the Board for their support. Mr. Espinosa asked what the policy is for usage of John Graham Gym and he was told to contact County Manager Linda Worth for more information.

Department Head Reports were given as follows:

Marshall Brothers, Public Works

Johnny Williams, Sheriff/Detention/Telecommunications

The North Carolina Association of County Commissioners Update Video was shown.

Warrenton Mayor Walter Gardner and Warrenton Commissioner Mary Hunter addressed the board asking that the Town of Warrenton and the Town of Norlina receive 15% of ABC profits. Chairman Richardson called for a vote from the Board if they wished to put this on the April 6, 2015 Board of Commissioners Meeting agenda – the results of the vote were two in favor of placing the item on the agenda and three against. Commissioner Hunt and Commissioner Davis cast the votes in favor, with Commissioner Jordan, Commissioner Baker, and Commissioner Richardson voting no.

The Board heard a request from Health Director Andy Smith for approval of the Health Department's Tobacco Free Grounds Policy. This policy will be placed on the April 6, 2015 Board of Commissioners Meeting agenda for approval.

William Kearney of Environmental Action Team addressed the Board asking for support. A Resolution in support of Environmental Action Team will be presented for approval at the April 6, 2015 Board of Commissioners Meeting.

As follow-up to a discussion at the Budget Goals Setting Work Session, County Manager Linda Worth presented information regarding Aycock Recreation Center's Aquatic Center. The Board asked that Mrs. Worth also get information from Roanoke Rapids regarding their aquatic center. It was suggested that Mrs. Worth work with the Recreation Commissioner to survey citizens' interest for an aquatic center in Warren County.

Discussion was held regarding the revised Warren County Salary Administration Policy, Proposed Salary Progression Policy, and Proposed Longevity Policy presented by Human Resource Director Lisa Alston. After some discussion the Board asked that a committee including Commissioner Hunt, Commissioner Davis, County Manager Linda Worth, and Human Resources Director Lisa Alston meet to discuss these policies and then bring recommendations back to the Board at a future meeting.

Discussion of need for Policies and Procedures for Recreation Department Facility Usage: Commissioner Davis made motion to enter closed session under 143-318.11 A 6 to hear charge or complaint against an employee or public official concerning the Recreation Department. Commissioner Hunt seconded the motion with all votes in favor.

Following the closed session, the Board resumed open session.

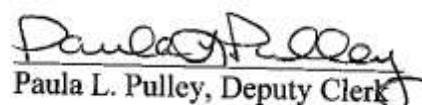
The County Manager was directed to work with the Recreation Commission to develop policies and procedures for Recreation Department Facility Usage.

Commissioner Davis requested that American Legion Memorial Post 547 be allowed to use the Armory for their monthly meetings free of charge. After some discussion concerning time and frequency of meetings, Chairman Richardson asked that more information regarding the meetings be obtained and information brought back to the Board at another time.

County Manager Linda Worth presented proposed revisions to "Rule 32 - Appointments". The Board agreed that the proposed revisions should be on the April 6, 2015 Board of Commissioners Meeting agenda.

County Manager Linda Worth asked that the Board schedule a Special Work Session to discuss Potential Refunding Opportunities for Public Utilities Debt. The Special Meeting will be scheduled for April 6, 2015 at 5:00 p.m.

Following the discussion of all business coming before the Board, the work session was adjourned by Chairman Barry Richardson.

  
Paula L. Pulley, Deputy Clerk