

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, MAY 4, 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 Warren 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:

Reinaldo Espinosa of Second Chance Basketball program, stated that one person will not allow him to use the County High School for basketball program with youth. Requesting board to assist him to get into the school system.

Deidre Taborn, Paradise Landing I, started crisis line in October and signed lease with Marty Rooker November 2014. She has been providing services to the homeless, has received 300 calls on the crisis line; everything done has been out of pocket. Crisis line receives 5 to 8 calls per day, great services for clients from Warrenton. Mayor Gardner assisted with finding a location for the office. Her service has assisted domestic violence victims by putting them up in a hotel, out of pocket from Paradise Landing.

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On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, May 4, 2015 Suggested Agenda was adopted as presented.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, minutes of April 6, 2015 Special Meeting & Regular Monthly Meeting were approved.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, minutes of April 22, 2015 Special Meeting & Public Hearing were approved.

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

	INTEREST	INCOME	REPORT
	Month of March 2015		
FUND	FEBRUARY	FISCAL YEAR	
	INCOME	TO - DATE	
General	311.35	1,433.59	
Revaluation	7.47	30.34	
E 911 Telephone System	8.49	36.55	
Buck Spring Project	6.01	25.97	
Ambulance Storage Facility	0.94	4.07	
Simulcast System Upgrade	3.94	10.50	
Regional Water Enterprise Fund	23.11	80.35	
District 1 Enterprise Fund	18.47	76.53	

Solid Waste	0.62	3.55
District II Enterprise Fund	24.29	93.18
District III Phase II BANS	2.83	12.19
District III Enterprise Fund	6.77	18.73
Soul City Pump Station Improvements	0.78	3.36
District III Phase III	0.04	0.55
	415.11	1,829.46

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

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

Current Year Collections

Tax Year	Charge	Collected in February	Collected to Date	Balance Outstanding	Percentage Collected
March 2015 FY15	\$16,393,156	\$210,280	\$15,567,130	\$826,026	94.96
March 2014 FY14	\$16,762,315	\$249,766	\$15,619,376	\$1,142,939	93.18

Delinquent Collections

2013	\$660,476	\$24,050	\$334,896	\$325,579	50.71
2012	256,812	5,215	72,526	\$184,286	28.24
2011	157,146	2,066	25,218	\$131,929	16.05
2010	121,232	1,584	15,332	\$105,900	12.65
2009	101,056	97	8,271	\$92,784	8.18
2008	97,949	323	8,284	\$89,665	8.46
2007	104,463	275	6,438	\$98,025	6.16
2006	106,497	699	5,360	\$101,138	5.03
2005	90,735	713	5,264	\$85,471	5.80
2004	82,296	697	2,161	\$80,135	2.63
Total Delinquent Years	\$ 1,778,662	\$35,719	\$ 483,750	\$ 1,294,912	

Other March Receipts

County Penalties	\$ 15,578	\$ 107,924
Landfill User Fees	\$ 24,224	\$ 1,149,322
Municipalities	\$ 11,823	\$ 631,831
Fire District Taxes	\$ 18,162	\$ 801,723
Advance Taxes	\$ 7,138	\$ 16,440

MARCH GRAND TOTAL

\$ 322,924	\$18,758,120
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Starlin L. Beatty, Tax Administrator

4/20/2015

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

Over \$100	6/4/2015	Date:
ERROR CORRECTION RELEASES:		
YOU MANS JAMES C & LINDA	2014 2445 300 J3A102 24752	\$445.83 GARAGE APT ONLY 55% ON 1/1/14
WARREN COUNTY	2007 40248 107 E5 180B 40291	\$1,237.98 SOLD FOR LESS THAN TAXES OWED
WARREN COUNTY	2008 40248 108 E5 180B 42778	\$1,264.34 SOLD FOR LESS THAN TAXES OWED
WARREN COUNTY	2009 40248 109 E5 180B 45447	\$321.86 SOLD FOR LESS THAN TAXES OWED
WARREN COUNTY	2010 40248 110 E5 180B 48438	\$316.21 SOLD FOR LESS THAN TAXES OWED
WARREN COUNTY	2011 40248 111 E5 180B 51679	\$300.41 SOLD FOR LESS THAN TAXES OWED
SUB-TOTAL ERROR CORRECTIONS:		\$3,886.63
SUB-TOTAL CORRECTION RELEASES:		\$3,886.63
Total Releases		\$ 3,886.63
LANDFILL USER FEE RELEASES:		
REID JAMES THOMAS	2014 581 300 16 139A 15742	\$ 120.00 DWELLING VACANT FOR 2 YRS/DECEASED
TOTAL LFUF RELEASES:		\$ 120.00
Total Releases		\$ 4,006.63

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



WARREN COUNTY BOARD OF COMMISSIONER

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

*County of Warren
State of North Carolina*

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

Linda T. Worth
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

**Resolution Requesting the NC General Assembly Remove Part 35,
Section 35.1 Date of Presidential Primary from House Bill 589**

WHEREAS, Part 35 Section 35.1 Date of Presidential Primary in House Bill 589 establishes a separate Presidential Preference Primary by party ahead of the regularly scheduled North Carolina Presidential Preference Primary; and

WHEREAS, the addition of a separate Presidential Primary by Party would require County Boards of Elections to operate and staff all polling sites; and

WHEREAS, for small, rural counties like Warren County, running an additional election without funding support from the State would cause financial hardship; and

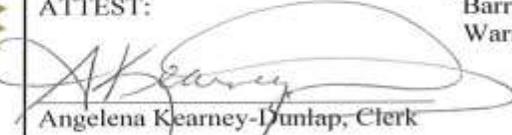
WHEREAS, the Warren County Board of Commissioners believes an additional Presidential Preference Primary by party undermines the true spirit of the electoral process and might cause complacency among potential voters ahead of the scheduled primary election and presidential election.

BE IT RESOLVED that the Warren County Board of Commissioners respectfully requests the North Carolina State Legislature consider striking the language from Part 35 Section 35.1 of House Bill 589 that causes counties to hold an additional Presidential Preference Primary.

Adopted this the 4th day of May 2015.



ATTEST:


Angelena Kearney-Dunlap, Clerk


Barry Richardson, Chairman
Warren County Board of Commissioners

SEAL

In follow-up to April 2015 meetings, the following items were presented for consideration:

1. **Consider adoption of Criminal History Check Ordinance, regulating criminal background searches for non-criminal purposes. A public hearing was held Wednesday, April 22nd at 5:45 pm.**

Commissioner Davis expressed concern with adopting resolution covering both potential employee and non-employee requests. Extensive discussion followed.

2. **Request for in-kind office space at Law Enforcement Center to house staff of Infinite Possibilities, Domestic Violence/Sexual Assault (DV/SA) Service Provider as long as the agency is sanctioned and funded by the NC Council for Women as Warren County's designated DV/SA service provider.**

Commissioner Davis voiced his concern that what we do for one agency, we must do for another that provides the same services.

Commissioner Hunt had concerns with wording, agency has long term unending use as long as it is sanctioned by Women's Council.

County Attorney Turrentine stated that the County cannot sanction an agency that is not certified by the state. Receiving Council for Women Grant funds obligates the County to support Infinite Possibilities in some way.

Chairman Richardson – questioned if we want to give Infinite possibilities office space free of rent?

3. **Revised Armory Civic Center Facility Use Fee Exemption Policy presented for the Board's consideration: Section 2 of the policy would permit certain veterans organizations located within and serving veterans in Warren County to apply for exemption from user fees to use certain meeting rooms within the Armory for once per month regular monthly business meetings for 12-month periods.**

County Manager Worth pointed out that revised policy included a \$180 non-refundable annual fee.

Commissioner Davis stated, he could not believe charging veterans \$180. At the end of the year the \$180 should be reimbursed to the group. At work session it was discussed there are only two posts within the County, they should be listed in the policy.

Commissioner Jordan was concerned that meetings are not open to the public, not all veterans are going to make the meetings. Provide minutes for public record.

Commissioner Hunt stated the \$180 should be refunded at end of the year – amend to take out non-refundable deposit.

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by a majority vote, it was ordered to adopt Warren County Criminal History Check Ordinance.

Votes were as follows: Ayes: Jordan, Hunt, Baker & Richardson
 Nay: Davis

Motion carried, proposed Warren County Criminal History Check Ordinance will be presented on June 1, 2015 regular meeting agenda, at which time a vote in the majority is required for Ordinance to pass, in accordance with NC GS 153A-45.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by a majority vote, it was approved to provide in-kind office space at Law Enforcement Center to house staff of Infinite Possibilities, Domestic Violence/Sexual Assault Service Provider as long as the agency is sanctioned and funded by the NC Council for Women as Warren County's designated domestic violence/sexual assault service provider, with an Agreement drawn up to include terms of occupancy.

Votes were as follows: Ayes: Baker, Hunt, Jordan & Richardson
 Nay: Davis

Motion carried, In-kind office space will be provided at Law Enforcement Center to house staff of Infinite Possibilities, Domestic Violence/Sexual Assault Service Provider as long as the agency is sanctioned and funded by the NC Council for Women as Warren County's designated domestic violence/sexual assault service provider, with an Agreement drawn up to include terms of occupancy.

On motion of Commissioner Hunt, which was seconded by Commissioner Davis and duly carried by a majority vote, Revised Warren County Armory Civic Center Facility Use Fee Exemption Policy was adopted as amended: Section 2 of the policy would permit certain veterans organizations located within and serving veterans in Warren County to apply for exemption from user fees to use certain meeting rooms within the Armory for once per month regular monthly business meetings for 12-month periods. Chairman Richardson was authorized to sign same.

Votes were as follows: Ayes: Baker, Hunt, Jordan & Richardson
 Nay: Davis

Motion carried, revised Warren County Armory Civic Center Facility Use Fee Exemption Policy was adopted as amended, with Chairman Richardson authorized to sign same.

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, it was ordered to enter into Closed Session for discussion of *Attorney-Client Privilege and Property Acquisition* in accordance with NCGS §143-318.11(a)(1)&(5) City of Oxford –vs- City of Henderson and Warren County.

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, it was ordered to return to the regular monthly meeting.

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, it was ordered to add Agenda Item 8-A: Purchase of 45.38 +/- acres (Tax ID F5-49), to the May 4, 2015 meeting agenda.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, it was ordered to add Resolution Sale of Warren County – Middleburg

Water System to the City of Henderson Water Distribution System (Pursuant to NCGS 160A-274) to agenda item 9F.

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, purchase of 45.38 +/- acres at \$3,800 per acre (Tax ID F5-49) from Mark Perry Carroll, Jr. was authorized. Funding source: fund balance & Emergency Services Headquarters Capital Fund.

On motion of Commissioner Baker, which was seconded by Commissioner Davis and duly carried by unanimous vote, Amendment # 9 to the Warren County FY 2014-15 Budget Ordinance was approved:

**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE
2014/2015
Amendment No. 9**

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:

Sheriff's Office	\$ 7,566
Court Facilities	11,811
Cooperative Ext. 4-H Program	6,300
Miscellaneous Appropriations	2,300
Board of Elections	4,800
Transfer to Other Funds - EMS Base Facility	100,000
Transfer to Other Funds - Ambulance Storage Facility	(100,000)
Transfer to Other Funds - Recreation Complex Phase III	136,000
Building Grounds & Maintenance - Contingency	(1,573)
Building Grounds & Maintenance - Major Building Repairs	(16,611)
Total	\$ 150,593

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:

Miscellaneous Revenue	\$ 5,993
Sales & Services	\$ 6,300
Fund Balance Appropriated	138,300
Total	\$ 150,593

This amendment:

- appropriates additional funds to the Sheriff's Office budget for vehicle repairs.
Source of Funding: Miscellaneous Revenue - Insurance Claims
- appropriates additional funds to the Sheriff's Office for building repairs and maintenance (i.e., evaporator fan assembly).
Source of Funding: Building, Grounds & Maintenance - Contingency
- appropriates additional funds to the Court Facilities budget for building repairs and maintenance (i.e., carpet).
Source of Funding: Building, Grounds & Maintenance - Major Bldg. Repairs
- appropriates additional funds to the Cooperative Ext. 4-H Program budget for summer programs.
Source of Funding: 4-H Activity Fees
- appropriates additional funds to the Miscellaneous Appropriations budget for a refund due North Carolina Department of Public Safety (i.e., funds received in FY14 for Juvenile Crime Prevention Council but not spent).
Source of Funding: Fund Balance Appropriated
- appropriates additional funds to the Board of Elections budget for building repairs and maintenance (i.e., covered sidewalk roof repairs).
Source of Funding: Building, Grounds & Maintenance - Major Bldg. Repairs
- reappropriate Transfer to Other Funds - General Fund from the Ambulance Storage Facility Capital Project to the EMS Base Facility Capital Project. Funds for this transfer are already appropriated in Transfer to Other Funds in the General Fund.
Source of Funding: Transfer to Other Funds - General Fund
- transfers funds to the Recreation Complex Phase III Capital Project.
Source of Funding: Fund Balance Appropriated

Respectfully Submitted 5/4/2015

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

On motion of Commissioner Baker, which was seconded by Commissioner Davis and duly carried by unanimous vote, Amendment # 5 to the Warren County Simulcast System Upgrade Capital Project Ordinance was adopted:

**CAPITAL PROJECT ORDINANCE
WARREN COUNTY
SIMULCAST SYSTEM UPGRADE
(Amendment No. 5)**

Section 4 of the above-reference capital project ordinance shall be amended as follows:

Increase/(Decrease) Appropriations:

Engineering/General	\$12,060
Construction Contract	-14,750
Legal & Administrative	<u>2,690</u>
Total	\$ -

This amendment adjust the budget to the most recent costs estimates.

Respectfully Submitted 5/4/2015

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

On motion of Commissioner Baker, which was seconded by Commissioner Davis and duly carried by unanimous vote, Amendment #10 to the Warren County Ambulance Storage Facility Capital Project Ordinance was adopted:

**CAPITAL PROJECT ORDINANCE
WARREN COUNTY
AMBULANCE STORAGE FACILITY PROJECT
(Amendment No. 10)**

Section 3 of the Warren County Budget Ordinance pertaining to the Ambulance Storage Facility funds shall be amended as follows:

Increase/(Decrease) Revenues

Investment Income	\$ 3,617
Total	\$ 3,617

Section 4 of the Warren County Budget Ordinance pertaining to the Ambulance Storage Facility funds shall be amended as follows:

Architectural Fees	\$ 4,520
Legal and Administrative	(3,116)
Survey	(1)
Furniture/Fixtures - Generator	(3,600)
Telephone System	3,929
Site Preparation	(37,676)
Construction - In House	(5,040)
Transfer to Other Funds - EMS Base Facility	45,601
Contingency	<u>(1,000)</u>
Total	\$ 3,617

This amendment adjust the budget to the final cost of the project and transfers remaining funds to the EMS Base Facility Capital Project.

Respectfully Submitted 5/4/2015

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

On motion of Commissioner Davis, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Capital Project Ordinance for Warren County Emergency Services Headquarters was adopted:

**CAPITAL PROJECT ORDINANCE
WARREN COUNTY
EMERGENCY SERVICES HEADQUARTERS**

BE IT ORDAINED by the Warren County Board of Commissioners that, pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted:

Section 1. The project authorized is the Warren County Emergency Services Headquarters.

Section 2. The officers of this unit are hereby directed to proceed with the project within the terms of the above statute and the budget contained within.

Section 3. The following revenues are anticipated to be available to complete the project:

Transfer from Other Funds - General Fund	\$ 100,000
Transfer from Other Funds - Ambulance Storage Facility	<u>45,601</u>
Total Revenues	\$ 145,601

Section 4. The following amounts are appropriated for the project:

Architectural Fees	\$ 15,000
Legal and Administrative	1,000
Survey	2,000
Land	38,000
Soil Investigation	5,000
Contingency	<u>84,601</u>
Total Appropriations	\$ 145,601

Section 5. The Finance Director is hereby directed to maintain with the Capital Project Fund, sufficient detailed accounting records required by federal and state regulations.

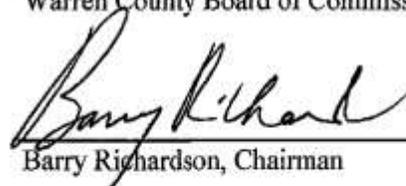
Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due.

Section 7. The Finance Director is directed to report monthly to the Board of County Commissioners on the financial status of each project element in Section 4.

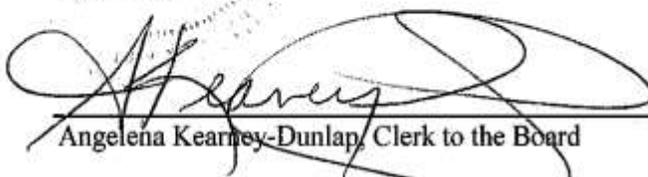
Section 8. Copies of this project ordinance shall be entered into the minutes of the governing board and filed with the Finance Director.

Adopted this 4th day of May 2015.

Warren County Board of Commissioners


Barry Richardson, Chairman

ATTEST:


Angelena Kearney-Dunlap, Clerk to the Board

On motion of Commissioner Baker, which was seconded by Commissioner Davis and duly carried by unanimous vote, Capital Project Ordinance for Warren County Recreation Complex Phase III was adopted:

**CAPITAL PROJECT ORDINANCE
WARREN COUNTY
RECREATION COMPLEX
PHASE III**

BE IT ORDAINED by the Warren County Board of Commissioners that, pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted:

Section 1. The project authorized is Phase III of the Warren County Recreation Complex.

Section 2. The officers of this unit are hereby directed to proceed with the project within the terms of the above statute and the budget contained within.

Section 3. The following revenues are anticipated to be available to complete the project:

Transfer from Other Funds - General Fund	\$ 136,000
Total Revenues	\$ 136,000

Section 4. The following amounts are appropriated for the project:

Legal and Administrative	1,000
Survey	2,000
Land	133,000
Total Appropriations	\$ 136,000

Section 5. The Finance Director is hereby directed to maintain with the Capital Project Fund, sufficient detailed accounting records required by federal and state regulations.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due.

Section 7. The Finance Director is directed to report monthly to the Board of County Commissioners on the financial status of each project element in Section 4.

Section 8. Copies of this project ordinance shall be entered into the minutes of the governing board and filed with the Finance Director.

Adopted this 4th day of May 2015.

Warren County Board of Commissioners

With a negotiated sales price of \$60,000 agreed upon for the sale of the Warren County - Middleburg Water System to the City of Henderson Water Distribution System, final documents to consummate the sale will be drafted by Attorneys for Warren County and the City of Henderson. A request was made to approve the sale of the Middleburg Water System to the City of Henderson at the negotiated sales price of \$60,000. Request was also made to authorize the Chairman and/or County Manager to sign the necessary documentation to finalize the sale.

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, it was approved to adopt resolution authorizing the sale the Warren County - Middleburg Water System to the City of Henderson Water Distribution System at the negotiated sales price of \$60,000. Chairman Richardson and/or County Manager Worth were authorized to sign necessary documentation to finalize the sale.

**RESOLUTION SALE OF
WARREN COUNTY - MIDDLEBURG WATER SYSTEM
TO THE CITY OF HENDERSON WATER DISTRIBUTION SYSTEM
(Pursuant to N.C.G.S. 160A-274)**

WHEREAS, the Warren County Board of Commissioners has determined that the "Warren County - Middleburg Water System" is no longer needed for operation within Warren County's public water system; and

WHEREAS, the Warren County Board of Commissioners has determined that the aforementioned property has value as follows:

- 1) Estimated depreciated present value of the Middleburg Water System Infrastructure: \$62,141; and

2) Estimated value of ten years of lost revenue associated with the Middleburg Water System: \$140,361.

WHEREAS, the City of Henderson Water Distribution System desires to purchase and utilize said water system to service citizens of Vance County, North Carolina, and;

WHEREAS, the Warren County Board of Commissioners desires to sell the aforementioned property pursuant to Article 12, N.C.G.S. 160A-274 "Sale...of Governmental Property" to the City of Henderson Water Distribution System at the negotiated sales price of \$60,000.

THEREFORE, BE IT HEREBY RESOLVED that the Warren County Board of Commissioners authorizes the sale of Warren County's Middleburg Water System including all assets associated with the water system, whether real or personal, to the City of Henderson Water Distribution System at the negotiated sales price of \$60,000, pursuant to Article 12, N.C.G.S. 160A-274.

IT IS FURTHER RESOLVED that Chairman Barry Richardson and/or Linda T. Worth, County Manager, are authorized to execute the necessary documentation (including any deed necessary) to effectuate the transfer and sale of Warren County's Middleburg Water System to the City of Henderson Water Distribution System.

BE IT FURTHER RESOLVED that a notice summarizing the contents of this resolution shall be published and the sale shall be consummated ten (10) days after such publication.

Adopted this the 4th day of May 2015.

Barry Richardson, Chairman
Warren County Board of Commissioners

Per discussions during April 6th special work session, agencies will submit letters of agreement to provide related services for Public Utilities Bond Refunding. Letters were submitted as follows:

1. Davenport & Company LLC Letter of Agreement to Provide Financial Advisory Services at a fee of \$85,000 plus customary direct out-of-pocket expenses and 4% charge for reimbursement of indirect costs pending the closing of the refinancing.
2. Stephen L. Cordell, Bond Counsel, Letter of Agreement to provide legal services for Warren County Public Utilities Bond Refunding at a fixed legal fee of \$52,500 plus reimbursement for certain reasonable expenses pending the closing of the refinancing.
3. Robert W. Baird & Company, Inc. Letter of Agreement to provide Bond Underwriting Services for Public Utilities Bond Refunding at a fee/spread not to exceed \$5/\$1,000 par amount of the issue plus a structuring fee of \$30,000 pending the closing of the refinancing.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, pending approval of the County Attorney, Davenport & Company LLC Letter of Agreement to provide Financial Advisory Services to Warren County for Public Utilities Bond Refunding at a fee of \$85,000 plus customary direct out-of-pocket expenses and 4% charge for reimbursement of indirect costs pending the closing of the refinancing was approved. County Manager Worth was authorized to sign same. Funding Source: Bond Refunding Proceeds.

On motion of Commissioner Baker, which was seconded by Commissioner Jordan and duly carried by unanimous vote, pending approval of the County Attorney, Stephen L. Cordell, Bond Counsel, Letter of Agreement to provide legal services for Warren County Public Utilities Bond Refunding at a fixed legal fee of \$52,500 plus reimbursement for certain reasonable expenses pending the closing of the refinancing was approved. County Manager Worth was authorized to sign same. Funding Source: Bond Refunding Proceeds.

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, pending approval of County Attorney, Robert W. Baird & Company, Inc. Letter of Agreement to provide Bond Underwriting Services for Public Utilities Bond Refunding at a fee/spread not to exceed \$5/\$1,000 par amount of the issue plus a structuring fee of \$30,000 pending the closing of the refinancing was approved. County Manager Worth was authorized to sign same. Funding Source: Bond Refunding Proceeds.

Soul City Volunteer Fire Department (VFD) after holding a required public hearing on April 7, 2015 at 6pm, requested authorization to enter into loan agreement with Vance Finance to purchase a first responder vehicle: 2001 Chevy Tahoe at \$7,200. Public hearing sign-in sheet, minutes and affidavit of publication were provided.

On motion of Commissioner Hunt which was seconded by Commissioner Jordan and duly carried by unanimous vote, Soul City Volunteer Fire Department's request for authorization to enter into loan agreement with Vance Finance to purchase a first responder vehicle: 2001 Chevy Tahoe at \$7,200 was approved.

On motion of Commissioner Davis, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Resolution declaring 1999 Ford Explorer surplus property and authorizing conveyance to Soul City VFD for \$1, with the requirement that the property be put to public use was adopted. Chairman Richardson was authorized to sign the Resolution.



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
Tare Davis
Victor Hunt

Linda T. Worth
County Manager

Angelena Kearney-Duniap
Clerk to the Board

**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 Soul City Volunteer Fire Department for \$1.00: **1999 Ford Explorer Vehicle (ID 4207)**.

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

Adopted this 4th day of May 2015.

Warren County Board of Commissioners

Having been authorized, during April 6, 2015 Board meeting, to trade in six (6) Zoll Defibrillators; representatives of Warren County Emergency Services requested authorization to enter into lease/purchase of six (6) Lifepak 15 Monitor/Defibrillators and accessories through Physio Control at list price of \$267,578.04, with a \$28,000 discount for trade-ins, and a \$57,698.93 cash discount. Total amount to be financed: \$184,808.12. Contract also includes training, software and 3 year comprehensive coverage, financed for 60 months at \$3,452.76 per month.

On motion of Commissioner Jordan, which was seconded by Commissioner Davis and duly carried by unanimous vote, it was approved to enter into a sixty (60) month lease/purchase agreement through Physio Control to purchase six Lifepak 15 Monitor/Defibrillators and accessories at a financed cost of \$184,808.12. Chairman Richardson and County Manager Worth were authorized signatories for necessary documentation.

On motion of Commissioner Baker, which was seconded by Commissioner Jordan and duly carried by unanimous vote, on recommendation of Pete Deschenes, Chairman Roanoke Wildwood VFD Fire Tax Board, John Krysa was appointed to the Roanoke Wildwood VFD Fire Tax Board for a three year term effective May 1, 2015 through April 30, 2018.

On motion of Commissioner Baker, which was seconded by Commissioner Jordan and duly carried by unanimous vote, on recommendation of William A. Kearney, Chairman – Warren County Juvenile Crime Prevention Council (JCPC), Teresa Wimbrow of the Girl Scouts was reappointed to a fifth (5th) term on the JCPC, term expires January 1, 2017.

On motion of Commissioner Jordan, which was seconded by Commissioner Davis and duly carried by unanimous vote, on recommendation of William A. Kearney, Chairman – Warren County Juvenile Crime Prevention Council (JCPC), the following individuals were appointed to the JCPC for a first (1st) term expiring April 30, 2017.

Crystal Smith, Director - Cooperative Extension
Barbara Brayboy, Board of Education

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, on recommendation of William A. Kearney, Chairman – Warren County Juvenile Crime Prevention Council (JCPC), the following individuals were appointed to the JCPC. Terms run concurrent with employment due to holding a mandated slot:

Dianna Talley, Department of Social Services
Hilda Baskerville, Health Department
Anthony Davis, Sheriff's Deputy

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, on recommendation of William A. Kearney, Chairman – Warren County Juvenile Crime Prevention Council (JCPC), the following individuals were appointed to the JCPC as alternates, with full voting privilege. Terms run concurrent with employment due to serving as alternate to a mandated slot:

Rhonda Mushaw, Alternate – Health Department
Shirley Robinson-Flood, Alternate – Area Mental Health
Angelena Kearney-Dunlap, Alternate – Co. Manager's Office

Commissioner Davis discovered a conflict of interest in serving on the Kerr Area Rural Transportation (KARTs) Board. Therefore, reconsideration of appointment was presented for Board's action per Commissioner Davis' request. Term expires December 31, 2016.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Commissioner Victor Hunt was appointed to KARTs Board to fill term of Com. Davis. Term expires December 31, 2016.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Commissioner Tare Davis was appointed to Warren County DOT Planning Committee to fill term of Com. Hunt. Term expires December 31, 2016.

It was submitted by Human Resources Manager Lisa Alston, to consider reclassifying positions in the Planning/Zoning & Code Enforcement Offices as follows:

1. Administrative Assistant I position in Planning & Zoning Department to Senior Administrative Assistant and increase the current Administrative Assistant's salary by \$5,000 to compensate for additional duties/responsibilities required by the position reclassification.
2. Vacant Planner/Zoning Officer position in Planning & Zoning Department to Geographical Information Systems (GIS) Technician. Reclassified position would be at the same Grade in the Job Classification Schedule as the current position which is Grade 24.

On motion of Commissioner Davis, which was seconded by Commissioner Baker and duly carried by unanimous vote, Administrative Assistant I position was reclassified to a Senior Administrative Assistant position, effective May 1, 2015 at Grade 14 in the Warren County Job Classification Schedule.

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, \$5,000 annual salary increase was approved for Shawn Burton, current Administrative Assistant I, effective May 1, 2015 required by the reclassification of the position to Senior Administrative Assistant. Funding Source: Lapsed Salary/Benefits in the Planning & Zoning Department. It was noted that salary will be split between Planning/Zoning & Code Enforcement budgets.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Planner/Zoning Officer position was reclassified to Geographical Information Systems (GIS) Technician, effective May 1, 2015 at Grade 24 in the Warren County Job Classification Schedule.

As required by NC Department of Commerce, Division of Community Assistance in relation to Community Development Block Grants (CDBG) received by Warren County, adoption of Certification Regarding Debarment, Suspension and Other Responsibility Matters Primary Covered Transactions was presented for Board's action related to 10-C-2227 Infrastructure Hook-Up and 11-C-2328 Scattered Sites Housing Projects.

On motion of Commissioner Davis, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Certification Regarding Debarment, Suspension and Other Responsibility Matters Primary Covered Transactions related to 10-C-2227 Infrastructure Hook-Up and 11-C-2328 Scattered Sites Housing Projects was approved with Chairman Richardson authorized to sign same.

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, it was ordered to schedule a public hearing to hear citizen comments regarding Public Utilities Bond Refunding for Monday, June 1, 2015 at 5:45 pm, Warren County Armory Civic Center.

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, it was ordered to schedule a public hearing to hear citizen comments regarding FY 2016 Home & Community Care Block Grant Funding Plan for Wednesday, June 17, 2015 at 5:45 pm.

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 April 2015 was submitted for the Board's information.

On motion of Commissioner Baker, which was seconded by Commissioner Jordan and duly carried by unanimous vote, County Manager approved contracts for April 2015 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 April 2015 on behalf of Warren County:

Economic Development

**Working Landscapes
Gabriel Cumming, Associate Director
108-C South Main St.
Warrenton, NC 27589**

I have approved the First Extension to Economic Development Commission Contractor Service Agreement with Working Landscapes for economic development consulting services. Funds are budgeted the Economic Development Departmental budget to cover the cost of this consulting agreement.

Telecommunications

**CenturyLink Sales Solutions, Inc.
665 Lexington Avenue
Mansfield, OH 44907**

Products and Services Agreement with CenturyLink has been approved for the E-911 Center annual moducom radio maintenance through Granville Communications. E-911 funds in the amount of \$12,216.77 will be used to pay the cost of this agreement.

Public Utilities

GeoTechnologies, Inc.
3200 Wellington Ct., Suite 108
Raleigh, NC 27615

I have approved GeoTechnologies, Inc.'s proposal for Subsurface Investigation to perform a bore location near Airport Road, Warrenton. Funds in the Public Utilities budget will be used to pay the \$2,455 cost of this service.

Department of Social Services

MAXIMUS Consulting Services, Inc.
2400 Corporate Exchange Drive, Suite 240
Columbus, OH 43231

I have approved the Professional Consulting Agreement for the TEC and QUIC Systems in DSS. Funds are budgeted in the DSS departmental budget to cover the \$1,875 annual fee for this service agreement.

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

RE: April 2015 Status Report

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

Administration

- Mtg. with Animal Control Director to discuss animal control matters (4/2/15)
- Good Friday Holiday (4/3/15)
- Prepared for and attended Board of Commissioners Special Work Session and Regular Meeting (4/6/15)
- Mtg. with Dr. R. Spain to discuss Warren County Schools FY 16 Budget Request (4/7/15)
- Mtg. with Finance Director and Tax Administrator to discuss VFD assessed valuations (4/7/15)
- Attended monthly Recreation Commission Meeting (4/7/15)
- Mtg. with Emergency Services Director and EMS Coordinator to discuss EMS matters (4/8/15)
- Mtg. with Finance Director (4/10/15)
- Mtg. with Finance Director, Public Utilities Director and T. Cole, bond refunding Financial Advisor (4/10/15)
- Mtg. with EDC Director and EDC Consultant to discuss Peck Project (4/14/15)
- Prepared for and facilitated Domestic Violence Stakeholders' Meeting (4/16/15)
- Attended Customer Service Committee Meeting (4/16/15)
- Conference call with Finance Director and Bond Counsel (4/17/15)
- Attended Economic Development Commission meeting (4/20/15)
- Mtg. with Recreation Director (4/21/15)
- Prepared for and attended Board of Commissioners Special Meeting and Work Session (4/22/15)
- Annual Leave (4/23-24/15)
- Prepared for and conducted Noise Control Board Meeting (4/27/15)
- Mtg. with Finance Director to discuss bond refunding (4/28/15)
- Participated in conference call to discuss bond refunding schedule with Finance Director and others (4/28/15)
- Attended and participated in KLRWS Law Suit Mediation with Chairman and Attorney (4/29/15)
- Prepared for and conducted monthly Department Heads Meeting (4/30/15)

Other Activities

- Attended and participated in DSS Prevent Child Abuse Program at the Warren County Recreation Complex (4/1/15)
- Attended County Celebration in Conjunction with Annual Health Fair (4/7/15)
- Attended Kerr-Tar COG sponsored Luncheon with Chris Chung (4/8/15)
- Attended Meet & Greet with Department of Cultural Resources Secretary Klutz along with the Town of Warrenton Officials (4/9/15)
- Attended Ribbon Cutting Ceremony for Fred's Boats at Lake Gaston (4/10/15)
- Attended NCACC District Meeting in Durham, NC (4/15/15)
- Attended Senior Games at John Graham Gym (4/16/15)
- Attended Nurse L. John's Retirement Reception at the Health Department (4/22/15)
- Attended Earth Day Celebration: Hour Without Power on Courthouse Square (4/22/15)
- Participated in Prevent Child Abuse Program in Vance County (4/29/15)

Project Updates

Simulcast Radio System Upgrade Project – Phase II

At their 4/6/15 meeting, the Board of Commissioners approved the TSS Partners proposal to provide consulting services for the Phase II Simulcast Radio system Upgrade Project. Services to be rendered by TSS for Phase II will consist of providing oversight 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. We are currently waiting to hear back from the SHP relative to the Council of State's approval of the lease agreement to place our equipment on the Manson and Hosley Forest Towers. The decision should be made in May. The structural drawings for the Manson Tower upgrade are being prepared by Tower Engineering Professionals.

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.

Golden LEAF Community-Based Grantsmaking Initiative

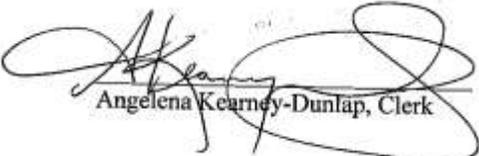
The Timmons Group has conducted a property condition assessment of the buildings situated on the Peck property. We have requested additional assessments on the property as it relates to up-fitting portions of the buildings. We have also received the preliminary business plan and facility utilization report from Matson Consulting for the Cave Project. Both of these agreements for professional services for the CAVE Project are funded by the \$50,000 Golden LEAF Planning grant.

County Manager Linda T. Worth presented the FY 2015-2016 proposed budget.

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, it was ordered to enter into Closed Session for discussion of *Personnel Matters* in accordance with NCGS §143-318.11(a)(6).

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, it was ordered to return to the regular monthly meeting.

With no further business to discuss and on motion of Commissioner Jordan which was seconded by Commissioner Hunt and duly carried, the May 4, 2015 Board of Commissioners meeting was adjourned.


Angelena Kearney-Dunlap, Clerk