

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, JULY 6, 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 Chuck Kitchen.

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:

Bill Heflin, gave compliments regarding the services rendered by the County’s Veteran Services Office personnel.

Mr. Espenosa, Founder of 2nd Chance Basketball League, spoke as a concerned citizen. He used Parks & Recreations’ gym for 2 months and had to pay while others used it without paying. Wants to know who did not have to pay for use, he needs this information in order to get a refund. Gyms condition is poor, county is replacing seats and should be fixing the floors.

On motion of Commissioner Davis, which was seconded by Commissioner Baker and duly carried by unanimous vote, July 6, 2015 Suggested Agenda was adopted with an addition: 13-C – Schedule Special Meeting; RE: Kerr Lake Regional Water System.

On motion of Commissioner Davis, which was seconded by Commissioner Baker and duly carried by unanimous vote, minutes were approved as follows:

- June 1, 2015 Bond Refunding Public Hearing & Regular Monthly Meeting**
- June 17, 2015 Budget Public Hearing and**
- June 25, 2015 Budget Special Meeting.**

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

**INTEREST INCOME REPORT
Month of May 2015**

FUND	MAY INCOME	FISCAL YEAR TO - DATE
General	385.58	2,188.49
Revaluation	11.32	51.12
E 911 Telephone System	13.13	60.43
Buck Spring Project	9.11	42.70
Ambulance Storage Facility	1.43	6.69

Simulcast System Upgrade	6.19	21.68
Regional Water Enterprise Fund	34.66	144.28
District I Enterprise Fund	28.34	128.26
Solid Waste	1.06	5.39
District II Enterprise Fund	37.17	161.10
District III Phase II BANS	4.29	20.06
District III Enterprise Fund	11.33	38.64
Soul City Pump Station Improvements	1.18	5.53
District III Phase III	0.48	1.08
EMS Base Headquarters	0.37	0.37
Recreation Complex Phase III	0.50	0.50
	546.14	2,876.32

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

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

Current Year Collections

Tax Year	Charge	Collected in May	Collected to Date	Balance Outstanding	Percentage Collected
May 2015 FY15	\$16,401,499	\$102,201	\$15,786,174	\$615,325	96.25
May 2014 FY14	\$16,762,597	\$163,433	\$15,936,335	\$826,262	95.06

Delinquent Collections

Year	Charge	Collected	Collected to Date	Balance Outstanding	Percentage Collected
2013	\$660,053	\$16,213	\$373,257	\$286,796	56.55
2012	256,636	5,113	82,857	\$173,779	32.29
2011	156,799	2,989	31,716	\$125,083	20.23
2010	120,975	2,390	19,300	\$101,675	15.95
2009	100,801	520	9,882	\$90,919	9.80
2008	97,245	780	10,145	\$87,100	10.43
2007	103,796	438	7,892	\$95,904	7.60
2006	106,055	556	6,767	\$99,288	6.38
2005	90,410	249	5,733	\$84,677	6.34
2004	82,231	409	3,030	\$79,201	3.68
Total Delinquent Years	\$ 1,775,001	\$29,657	\$ 550,579	\$ 1,224,422	

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

\$ 13,216	\$ 138,725
\$ 26,517	\$ 1,221,915
\$ 5,803	\$ 658,295
\$ 10,153	\$ 821,473
\$ 5,452	\$ 31,005

MAY GRAND TOTAL

\$ 192,999	\$19,205,166
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Starlin L. Beatty, Tax Administrator 6/24/2015
Starlin L. Beatty, Tax Administrator DATE

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

Over \$100	7/6/2015	Date:
ERROR CORRECTION RELEASES:		
FAITH ASSEMBLY CHRISTIAN	2014 35133 300 B6 1 3020	\$101.75 EXEMPTION FOR 14 NOT APPLIED IN ERROR
FLEMING WILSON & BETTY	2010 14814 110 A4 3 48548	\$490.70 OVER BILLED/RELEASE NEVER DONE
JONES NURISHA V	2012 19111 301 H6 54A 8489	\$693.95 DWELLING INTERIOR GUTTED/WATER DAMAGE
JONES NURISHA V	2013 19111 113 H6 54A 81082	\$673.15 DWELLING INTERIOR GUTTED/WATER DAMAGE
JONES NURISHA V	2014 19111 300 H6 54A 8489	\$898.95 DWELLING INTERIOR GUTTED/WATER DAMAGE
KEARNEY ARTHUR HEIRS	2009 23435 109 D4D 228A 45509	\$194.27 DOUBLE BILLED/ALSO TO E BRAXTON
KEARNEY ARTHUR HEIRS	2010 23435 110 D4D 228A 48509	\$182.83 DOUBLE BILLED/ALSO TO E BRAXTON
KEARNEY ARTHUR HEIRS	2011 23435 111 D4D 228A 51761	\$173.51 DOUBLE BILLED/ALSO TO E BRAXTON
KEARNEY ARTHUR HEIRS	2012 23435 112 D4D 228A 55850	\$166.60 DOUBLE BILLED/ALSO TO E BRAXTON
KEARNEY ARTHUR HEIRS	2013 23435 113 D4D 228A 81056	\$154.66 DOUBLE BILLED/ALSO TO E BRAXTON
KEARNEY ARTHUR HEIRS	2014 23435 300 D4D 228A 8355	\$142.55 DOUBLE BILLED/ALSO TO E BRAXTON
RUSSELL REGINALD B	2012 167 112 B8 55F 58175	\$275.94 OVER BILLED/RELEASE NEVER DONE
SHEARIN WILLIE	2010 39489 110 A4 3 50898	\$146.13 OVER BILLED/RELEASE NEVER DONE
WADDELL ROBERT	2014 39252 200 26350	\$393.35 SOLD BOAT 2013
SUB-TOTAL ERROR CORRECTIONS:		\$4,488.23
MOTOR VEHICLE RELEASES:		
ROWLETT CHARLES L	2014 36789 200 MM1394 27431	\$112.05 TRUCK BILLED TWICE IN ERROR
WHITE ESTELLE OTLEY	2013 7906 113 CD72196 59557	\$196.39 VALUED INCORRECTLY
SUB-TOTAL MOTOR VEHICLE RELEASES:		\$308.44
SUB-TOTAL CORRECTION RELEASES:		\$4,488.23
Total Releases		\$ 4,796.67

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

250
Date: 6/29/15

Under \$100	7/6/2015					
ERROR CORRECTION RELEASES:						
NAME	Year	ACCT#	MAP #	RECORD	AMOUNT	REASON
ADMIRE PROPERTIES INC	2014	13509 200		26797	\$83.44	HAVE NOT LISTED SINCE 2008
CARAWAN JOAN S	2014	30646 200		27195	\$57.26	SOLD BOATS IN 2010
CARAWAN JOAN S	2013	30646 113		60078	\$88.38	SOLD BOATS IN 2010
CARAWAN JOAN S	2012	30646 112		55242	\$73.78	SOLD BOATS IN 2010
CARAWAN JOAN S	2011	30646 111		51339	\$82.21	SOLD BOATS IN 2010
CEDAR CREEK LAND CO LLC	2012	40086 112	D2 12H	24653	\$22.63	CLERICAL ERROR
CEDAR CREEK LAND CO LLC	2014	40086 300	D2 12H	24648	\$3.55	CLERICAL ERROR
KEARNEY ARTHUR HEIRS	2004	23435 104	D4D 228A	32851	\$54.79	DOUBLE BILLED/ALSO TO E BRAXTON
KEARNEY ARTHUR HEIRS	2004	23435 104	D4D 228A	37513	\$51.33	DOUBLE BILLED/ALSO TO E BRAXTON
KEARNEY ARTHUR HEIRS	2005	23435 105	D4D 228A	35215	\$52.27	DOUBLE BILLED/ALSO TO E BRAXTON
KEARNEY ARTHUR HEIRS	2005	23435 105	D4D 228A	37514	\$57.31	DOUBLE BILLED/ALSO TO E BRAXTON
KEARNEY ARTHUR HEIRS	2006	23435 106	D4D 228A	37512	\$38.94	DOUBLE BILLED/ALSO TO E BRAXTON
KEARNEY ARTHUR HEIRS	2006	23435 106	D4D 228A	37810	\$49.75	DOUBLE BILLED/ALSO TO E BRAXTON
KEARNEY ARTHUR HEIRS	2007	23435 107	D4D 228A	40350	\$80.82	DOUBLE BILLED/ALSO TO E BRAXTON
KEARNEY ARTHUR HEIRS	2008	23435 108	D4D 228A	42834	\$80.57	DOUBLE BILLED/ALSO TO E BRAXTON
PUBLIC SER CO OF NC INC	2014	36070 200		27176	\$50.68	BPP DOUBLE BILLED
RICHARDSON HERBERT JR	2014	33829 300	J10 88 1X	17982	\$43.79	SHOP BILLED TO L RICHARDSON FOR 14
SUB-TOTAL ERROR CORRECTIONS:				\$	961.50	
MOTOR VEHICLE RELEASES:						
HILLARD HENRY F JR	2014	13420 201	LZ2381	27645	\$82.36	TRUCK BILLED TWICE IN ERROR
RUDD CARLTON G JR	2006	8745 106	VRJ4670	36814	\$11.89	DOUBLE BILLED/ALSO IN CEDRIC RUDD
RUDD CARLTON G JR	2009	8745 109	ZNA2944	44860	\$30.70	DOUBLE BILLED/ALSO IN CEDRIC RUDD
RUDD MARY G	2004	21342 104	MRT8759	32184	\$71.06	TOTAL LOSS
RUDD MARY G	2005	21342 105	MRT8759	34436	\$67.18	TOTAL LOSS
SMOKE HOUSE LUMBER CO INC	2014	25436 203	MM1846	27647	\$97.65	TRUCK BILLED TWICE IN ERROR
THOMPSON SAMUEL JR	2014	9093 202	ML8345	27646	\$57.96	TRUCK BILLED TWICE IN ERROR
SUB-TOTAL MOTOR VEHICLE RELEASES:					\$418.80	
SUB-TOTAL CORRECTION RELEASES:					\$961.50	
Total Releases				\$	1,380.30	

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Amendment # 1 to the Warren County FY 2015-16 Budget Ordinance was adopted:

**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE
2015/2016
Amendment No. 1**

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:

Fire Protection	\$	(2,000)
Warren County Public Schools		204,446
Total	\$	202,446

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:

Fund Balance Appropriated	\$	(2,000)
Restricted Intergovernmental - Other		204,446
Total	\$	202,446

This amendment:

- adjust the Fire Protection Budget for Inez Fire Department which no longer has first responders. This reduction is at the request of Inez Fire Department and Warren County Fire Marshall, Doug Young.
- additional funds are appropriated to the Warren County Schools Budget for capital outlay (i.e., window replacements at Northside Elementary School). These funds were requisitioned in FY 14 but were not drawn down from the Lottery Disbursing Account.

Funding Source: Public School Building Funds/Lottery

Respectfully Submitted 07/06/2015

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

In follow-up to prior meetings the following items were presented for Board's review and action:

- A. Consider Re-Opening Community Development Block Grant (CDBG) 03-C-1187 Ephraim Place Housing Development Project**
- B. Proposed County Policies:**
 - 1. Longevity Pay Policy**
 - 2. Salary Progression Policy &**
 - 3. Salary Administration Policy**
- C. Consider Amended "PUBLIC HEARING PROCEDURES"**

After holding a required public hearing on Monday, July 6, 2015 at 5:45 pm to hear citizen comments regarding re-opening Community Development Block Grant (CDBG) 03-C-1187 Ephraim Place Housing Development Project, the following action was taken.

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, it was authorized to re-open Community Development Block Grant (CDBG) 03-C-1187 Ephraim Place Housing Development Project.

Discussions were held during June 17, 2015 work session regarding proposed Warren County Longevity Pay, Salary Progression and amended Salary Administration Policies.

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Warren County Longevity Pay Policy was adopted with Chairman Richardson authorized to sign same:

Warren County, NC Longevity Pay Policy

Purpose: Longevity pay is intended to reward employees whose service with Warren County is enhanced through the experience they have gained as a local government employee.

Scope: All full-time and permanent part-time employees.

Objective: The objective of the Longevity Pay Policy is to encourage the continued service of quality employees with Warren County.

Definitions:

Service – Employment with Warren County.

Continuous – Without a break in service.

Break in service – Not being employed with Warren County for a period of at least thirty one (31) consecutive calendar days. Periods of leave with or without pay within an overall period of employment do not constitute a break in service. Periods of less than thirty one (31) days do not constitute a break in service.

Anniversary date – Date of hire.

Eligibility: All full-time and permanent part-time employees who have successfully completed two (2) years of continuous employment with Warren County shall be eligible to receive longevity pay.

Guidelines:

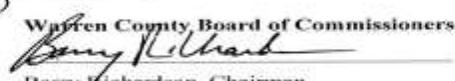
1. Longevity pay will be disbursed to an employee during the pay period following the anniversary date.
2. Service with other local government or state agencies cannot be applied to service with Warren County for the purpose of increasing longevity.
3. Disbursal of longevity pay shall be contingent upon the Warren County Board of Commissioners' approval of funds in the annual budget.
4. Longevity pay shall be granted in the following increments:

Years of Service	Amount Received
2 to 5 years	\$200
6 to 10 years	\$300
11 to 15 years	\$400
16 to 20 years	\$500
21 years plus	\$600

Policy Adoption:

Adopted this the 10th day of July, 2015.

Attest: 
 Angelena Kearney-Dunlap, Clerk to the Board

Warren County Board of Commissioners

 Barry Richardson, Chairman



On motion of Commissioner Baker, which was seconded by Commissioner Jordan and duly carried by unanimous vote, Warren County Salary Progression Policy was adopted with Chairman Richardson authorized to sign same:

Warren County Salary Progression Policy

- Purpose:** It is the intent of this policy to provide career employees an opportunity for salary progression within the designated salary grades dependent upon the completion of County service.
- Scope:** All full-time employees and permanent part-time employees.
- Objectives:** The objectives of the Salary Progression Policy are as follows:
- To maintain fair and competitive salaries consistent with the general labor market.
 - To provide a mechanism to move career employees from the minimum hiring salary through the salary range.
 - To motivate and reward employees who achieve performance objectives.
 - To encourage the continued service of quality employees with Warren County.
- Definition:** Service – Employment with Warren County.
- Eligibility:** Permanent employees who have successfully completed a minimum of two (2) consecutive years of service with Warren County shall be eligible for consideration to receive an initial salary progression increase. The increase shall be granted on the anniversary date during the fiscal year within which the anniversary falls. Permanent employees will be eligible for salary progression every other year thereafter within the fiscal year during which the anniversary falls. Fiscal year is defined as July 1st through June 30th.
- Employees must have achieved a minimum overall performance appraisal score of 3.0 on the previous annual performance evaluation in order to be eligible for salary progression during the initial consideration period or during any subsequent consideration period. Employees whose salaries are at or above the salary grade maximum for their job classifications are not eligible for a salary progression increase.

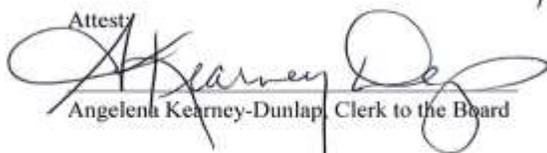
Guidelines: All permanent employees covered by this policy are eligible for a salary increase in an amount up to 2.5% of the base salary dependent upon individual job performance, continued service with Warren County, and the pool of funds approved for salary progression by the Warren County Board of Commissioners and funded in the annual budget.

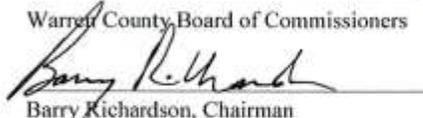
Permanent employees who have completed two (2) to four (4) years of service will receive an increase up to one percent (1%). Employees who have completed five (5) to seven (7) years of service will receive an increase up to one and a half percent (1.5%). Permanent employees who have completed eight (8) to ten (10) years of service will receive an increase up to two and a half percent (2.5%). Employees who have completed more than ten (10) years of service will receive an annual increase up to two percent (2%) per year for the duration of employment with the County. Employees whose salaries are at or above the salary grade maximum for their job classifications are not eligible for a salary progression increase.



Policy Adoption:

Adopted this the 6th day of July, 2015.

Attest:

 Angelena Kearney-Dunlap, Clerk to the Board

Warren County Board of Commissioners

 Barry Richardson, Chairman

On motion of Commissioner Baker, which was seconded by Commissioner Jordan and duly carried by unanimous vote, revised Warren County Salary Administration Policy was adopted with Chairman Richardson authorized to sign same:

**Warren County
 Salary Administration Policy**

Policy Warren County’s policy is to promote and ensure competitive and equitable salaries for all employees.

Scope All full-time employees and permanent part-time employees.

GUIDELINES

Objectives The objectives of the Salary Administration Policy are as follows:

- To maintain fair and competitive salaries and ranges, consistent with the general labor market and the County’s ability to pay.
- To maintain a salary schedule that will attract, retain, reward, and motivate the high quality employees needed by the County to achieve its goals and objectives.
- To ensure internal equity and consistency within and between departments.
- To provide the opportunity for salary increases for employees through cost-of-living adjustments (COLA’s), increases resulting from salary progression increases, and longevity pay, or a combination of the three, dependent upon approval of funds in the annual budget by the Warren County Board of Commissioners.

Definitions **Demotion** – Involuntary downward movement into a lower salary grade.

Down-bid – Voluntary downward movement into a lower salary grade.

Lateral Transfer – Move from one job to another in the same salary grade.

Promotion – Advancement from one salary grade job into a higher salary grade position.

Cost-of-Living Adjustment (COLA) – Annual adjustment in base salary granted to all employees covered by this policy.

Salary Progression Pay – Adjustment in base salary granted in order to advance eligible permanent employees through their respective salary grades.

Longevity Pay – Incremental lump sum payment based upon years-of-service granted in order to encourage continued service of quality employees.

Salary Structure Adjustment – Adjustment to the Job Classification Schedule Salary Range Structure (Minimum, Midpoint, and Maximum) which must be approved by the Warren County Board of Commissioners.

New Jobs Before a new job may be filled, a job description must be written and assigned to a salary grade. The Warren County Board of Commissioners must approve both the job description and salary grade.

New Hires New hires must be paid a base salary at least equal to the established salary grade minimum but should normally not exceed the first quartile (25%) of the salary grade. To avoid internal inequities, the salaries of other employees in the same job will be reviewed.

Special Note: Employees who are subject to the State Human Resources Act and are hired in a Trainee status will be paid twelve dollars (\$12) less annually than the salary grade minimum. Employees hired in a work against status shall be appointed to the salary grade which coincides with their job classification and level of qualification as determined by the Office of State Human Resources.

Salary Increases During the annual budget process, the Warren County Board of Commissioners will determine which type of salary increase, if any, will be utilized. The Board will consider COLA's, salary progression increases, longevity pay, or a combination of the three types.

Employees who are at or above the salary grade maximum for their job classification are not eligible for any increase in salary.

Cost-of-Living Adjustment (COLA) – All employees covered by this policy are eligible for a COLA increase based on the percentage or amount approved by the Warren County Board of Commissioners and funded in the annual budget.

Employees who are serving in a probationary period are eligible for any COLA increase granted by the Warren County Board of Commissioners.

Salary Progression Increase – All permanent employees covered by this policy are eligible for a salary increase based on individual job performance, continued service with Warren County, and the pool of money approved for salary progression increases by the Warren County Board of Commissioners and funded in the budget. Employees will be considered for salary progression increases beginning on the second anniversary of employment with Warren County and every other year thereafter. Employees must have achieved a minimum overall performance appraisal score of 3.0 on the previous annual performance evaluation in order to be eligible for a salary progression increase.

Promotions The amount of the promotional increase should be based upon and computed as follows:

- The number of grade levels promoted.
- The relationship of the employee's new salary to others in the same job with similar amounts of skill and experience in the performance of the assigned duties.

- The percentage increase for promotions is determined by multiplying the percentage difference between the grades in the approved Warren County Job Classification Schedule (currently 5%) times the number of grades promoted.
- If, after the initial percentage increase per grade calculation, the incumbent's rate is below the new grade minimum, the new rate of pay will be the grade minimum.
- The percentage difference between the grades in the approved Warren County Job Classification Schedule to compute promotional increases is a maximum and smaller amounts should be used to avoid creating internal inequities.

Job Reclassification When a substantial change in current job duties within a job category merits reclassification, in consultation with the Human Resources Manager, the job description may be revised and the job category assigned to the proper pay grade.

If, as a result of reclassification, a job is changed to a **higher** salary grade, incumbents who are below the new salary grade minimum will be moved to the minimum. If an incumbent's salary falls within the new pay grade, no salary treatment will be initiated.

If, as a result of reclassification, a job is changed to a **lower** salary grade, incumbents who are at or above the new salary maximum will receive no salary increase.

All requests for Job Reclassification must be approved by the Warren County Board of Commissioners.

Licensure and Certification Advancement

Licensure or certification advancement should not be confused with promotions or job reclassification as defined above. Licensure or certification advancement focuses on an employee's potential to secure advanced license(s) or certification(s) while maintaining the same position number. It is the intent of this form of advancement to encourage professional growth and progression as it pertains to a particular profession. For example, Emergency Medical Technicians-Basic are encouraged to seek advanced training to the Emergency Medical Technicians-Paramedic level in order to provide the highest level of care possible to citizens of the County.

Upon presentation of the official advanced license or certification from an accredited institution of higher learning or prior approved program or course of study, licensure or certification advancement requests will be approved by the County Manager, and the position will be upgraded as necessary.

Lateral Transfer If an employee moves from one job to another in the same salary grade, no salary treatment will be initiated. The previous supervisor must collaborate with the new supervisor concerning the employee's performance when performance appraisals are completed.

Down-bid Salary reductions for employees who down-bid will be computed by multiplying the percentage difference between the grades in the approved Warren County Job Classification Schedule times the number of grades down-bid. The resulting decreased salary should not exceed the range maximum, in which case the salary will be reduced to the range maximum.

Employees who down-bid are eligible to receive the full portion of any salary increase, regardless of the timing of the down-bid, provided that the increase does not exceed the salary range maximum.

Demotion Employees who are demoted will receive a salary reduction equal to the percentage difference between the grades in the approved Warren County Job Classification Schedule times the number of grades demoted. This resulting decreased salary should not exceed the range maximum, in which case the salary will be reduced to the range maximum.

Employees who are demoted are eligible to receive the full portion of any salary increase, regardless of the timing of the demotion, provided that the increase does not exceed the salary range maximum.

Exceptions Exceptions to the guidelines of this policy are discouraged. All exception requests must be submitted in writing to the Human Resources Department. The Human Resources Manager will make a recommendation to the County Manager. If the County Manager recommends approval of an exception request, the request will be submitted to the Warren County Board of Commissioners for final approval.

Exceptions to this policy must be approved prior to any salary information being communicated to the employee.

This revised Warren County Salary Administration Policy is adopted the 6th day of July 2015.

WARREN COUNTY BOARD OF COMMISSIONERS

 Barry Richardson, Chairman

ATTEST:

 Angelina Kearney-Dunlap, Clerk to the Board



Amended “Public Hearing Procedures”; initially, no questions were allowed during a public hearing; a prior board ruled to allow two questions per person. It was submitted to remove limitations during public hearings to allow free flow of Q&A, for the public’s benefit.

On motion of Commissioner Hunt, which was seconded by Commissioner Jordan and duly carried by unanimous vote, revised “Public Hearing Procedures” to remove limitation of two questions per speaker was approved.

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, the following individuals were appointed to the Juvenile Crime Prevention Council (JCPC) for their first, two (2) year term: July 1, 2015 to June 30, 2017:

<u>Name</u>	<u>Representing</u>
Col. Theodore Page	Warren County High School (WCHS) Jr. ROTC
LaFredda West-Bey	WCHS Student
Chakelah Goode	WCHS Student

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, the following individuals were re-appointed to the Juvenile Crime Prevention Council (JCPC) for an additional two (2) year term: January 1, 2015 to December 31, 2017:

<u>Name</u>	<u>Representing</u>	<u>Terms Served</u>
William A. Kearney	Community Representative	5 th
Willie Boyd, Jr.	Faith Community Representative	3 rd

On motion of Commissioner Davis, which was seconded by Commissioner Hunt and duly carried by unanimous vote, in accordance with NC General Statute 47-30.2, Resolution appointing Ken Krulik, Planner/Zoning Administrator and Shawn Burton, Senior Administrative Assistant, as Warren County Plat Review Officers, effective July 6, 2015 was adopted. Chairman Richardson was authorized to sign same.

**STATE OF NORTH CAROLINA
COUNTY OF WARREN**

**RESOLUTION
APPOINTING REVIEW OFFICERS**

WHEREAS, G.S. 47-30.2 authorizes the governing body of each county to designate an official(s) experienced in mapping or land records management as a Review Officer to review each map and plat required to be submitted for review before said map/plat is presented to the Register of Deeds for recording; and

WHEREAS, said Review Officer shall expeditiously review each map or plat prior to submission to the Register of Deeds for recording to insure compliance with all statutory requirements for recording; and

WHEREAS, the County of Warren wishes to notify the Land Records Management Division, NC Department of the Secretary of State of its designation as required by G.S. 47-30.2.

NOW, THEREFORE, BE IT RESOLVED that the Chief Planner/Zoning Administrator Ken Krulik and/or Senior Administrative Assistant Shawn Burton, are hereby designated as the Review Officers for Warren County.

BE IT FURTHER RESOLVED that the certification of the Review Officer shall be in substantially the following form and must be affixed on each map/plat prior to recording.

STATE OF NORTH CAROLINA	
COUNTY OF WARREN	
I, _____, Review Officer of Warren County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.	
Date: _____	_____ Review Officer

Adopted this the 6th day of July, 2015.

Warren County Board of Commissioners

In order to establish representation and proceed with business at hand during Kerr Tar Regional Council of Governments (COG) Board of Directors' meetings, it was presented to appoint alternates with voting rights to represent Chairman Richardson and Commissioner Jordan when they are not able to attend meetings.

Alternate for Chairman Richardson:	Linda T. Worth, County Manager
Alternate for Commissioner Jordan:	Ken Bowman, EDC Director.

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, the following alternates were appointed with voting rights to the Kerr Tar Regional Council of Governments' Board of Directors:

Linda T. Worth, County Manager	Alternate for Chairman Richardson
Ken Bowman, Economic Development Director.	Alternate for Commissioner Jordan.

On motion of Commissioner Hunt, which was seconded by Commissioner Davis and duly carried by unanimous vote, Vice Chairman Jordan was designated voting delegate to the North Carolina Association of County Commissioners (NCACC) 108th Annual Conference scheduled for August 20-23, 2015.

Annual request for approval of Detention Center meals contract between Warren County and NC Department of Public Safety was presented for Board review and approval. Contract is effective July 1, 2015 through June 30, 2016, for \$2 per meal and \$2.60 special dietary menu per meal. Request authorization for Sheriff Williams and County Manager Worth to sign same.

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Detention Center meals contract between Warren County and NC Department of Public Safety at \$2 per meal and \$2.60 special dietary menu per meal was approved with Sheriff Williams and County Manager Worth authorized to sign same.

**NORTH CAROLINA
WARREN COUNTY**

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING is made and entered into this the **29th day of June, 2015** by and between the **WARREN COUNTY DETENTION CENTER** (hereinafter, "WCDC") and the **NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY**, a duly authorized Department of the State of North Carolina (hereinafter, "DPS").

The parties have come to agreement, and desire to confirm the same in this Memorandum of Understanding (MOU), with respect to the provision of meals by the DPS to the WCDC. The terms of this Memorandum of Understanding are as follows:

1. In order to feed inmates housed in the WCDC, the DPS agrees it will provide meals to the WCDC in accordance with the following requirements:
 - (a) Meals will be provided and prepared in accordance with the standard DPS FMS menus and meal preparation regulations.
 - (b) WCDC will give DPS advanced notice by telephone as to the number of meals required each day. Such notice shall be given not later than the following times each day:
 - i. Breakfast: 3:00 a.m.
 - ii. Lunch: 8:00 a.m.
 - iii. Dinner: 12:00 p.m.
 - (c) WCDC will, at its own expense, provide the necessary transportation and equipment for delivery and receiving of meals;
 - (d) WCDC will bear the full cost and responsibility to provide all eating utensils and other necessary supplies for meals being consumed by the inmates in its facility;
 - (e) As a DPS facility, Warren Correctional Institution and the Warren County Detention Center will mutually agree on times for pickup of meals so as not to conflict with Warren Correctional Institution's normal meal preparation operations and applicable food service regulations.
2. DPS will keep accurate records of the meals it delivers to WCDC. Such records should reflect the number of meals delivered per day for proper auditing and invoicing, utilizing the DC-873 REPORT ON MEALS DELIVERED report. WCDC staff picking up meals will be responsible to confirm the number of meals being delivered to WCDC (as provided by DPS), and to sign the DC-873 acknowledging that meals were picked up/delivered.
3. WCDC shall pay to DPS the amount of \$2.00 (plus tax) per meal on or before the 15th day of the month following its receipt of DPS's invoice. In addition:
 - (a) WCDC may request, in writing, a DPS-standard therapeutic dietary meal for a particular inmate or inmates. However, in order to do so, such request shall be considered and granted *only* if accompanied by the written order of a treating medical provider (physician, dentist, physician extender) at a cost of \$ 2.60 (plus tax) per meal.

DPS Invoices (and/or Notices) shall be mailed to:
Warren County Detention Center
ATTN: Shawn Bridges, Detention Center Administrator
P.O. Box 449
Warrenton, NC 27589
 - (b) Payment (and/or Notices) by WCDC shall be mailed to:

North Carolina Department of Public Safety
ATTN: Marlo Faulk – Accounting
4220 Mail Service Center
Raleigh, NC 27699-4220
 - (c) DPS reserves the right to increase the cost of meals upon 30-days written notification to WCDC.
4. Both parties agree to comply with all federal, state, and local laws, ordinances, rules and regulations with regard to food service for inmates in a correctional facility.
5. This Memorandum of Understanding may be terminated at any time by either party, with or without cause, upon thirty (30) days written notice to the other party. Notices shall be forwarded to the applicable address as listed under Paragraph 3 above.
6. Unless otherwise terminated pursuant to the terms outlined herein, this Memorandum of Understanding shall be in effect **from July 1, 2015 through June 30, 2016.**

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding under the above stated date.

NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY

By: [Signature] Date: 6/29/15
Oliver Washington, Administrator I

Mailing Address: P. O. Box 728, Norlina, NC 27563
Physical Address: 379 Collins Road, Manson, NC 27553
Telephone: (252) 456-3400, ext. 5301
Fax: (252) 456-4300

WARREN COUNTY DETENTION CENTER

By: _____ Date: _____
Johnny Williams, Sheriff

Address: P.O. Box 449, Warrenton, NC 27589
Telephone: (252) 257-3364
Fax: (252) 257-7013

By: _____ Date: _____
Linda T. Worth, County Manager

604 W. Ridgeway St. (LJW)
Address: ~~105 E. Front Street~~, Warrenton, NC 27589
Telephone: (252) 257-3115
Fax: (252) 257-5971

Detention Center Health Services Agreement between Warren County and Southern Health Partners was presented for Board review and action. Contract effective July 1, 2015 through June 30, 2016, increased by 2% (\$116.99 per month) on the base fee and per diem rate to offset rising costs. Requested authorization for County Manager Worth to sign same.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Detention Center Health Services Agreement between Warren County and Southern Health Partners was approved, effective July 1, 2015 through June 30, 2016 with County Manager Worth authorized to sign same.

Contract period:	July 1, 2015, through June 30, 2016
Base annualized fee:	\$71,599.68 (\$5,966.64 per month)
Per diem greater than 40:	\$2.48
Annual outside cost pool limit:	\$15,000.00

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Resolution declaring surplus property and authorizing auction was adopted with Chairman Richardson authorized to sign the resolution.

State of North Carolina

County of Warren

RESOLUTION

**SALE OF SURPLUS
WARREN COUNTY PROPERTY**

WHEREAS, the County of Warren has certain properties which are no longer used 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 items formerly used by Warren County Health Department: Radiator Heaters (2), Mobile File Cabinet, Lobby chairs (2-green), Computer Desk, Metal Stools (3), Rolling Cart and Office Chairs (1-gray, 1-black, 1 burgundy). These items are being sold in "as is" condition with no warranties.

The Warren County Board of Commissioners reserves 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 otherwise appropriately advertised according to law.

ADOPTED this the 6th day of July 2015.

WARREN COUNTY BOARD OF COMMISSIONERS

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Resolution declaring 2007 GMC Savana Type III Cut-Away

Ambulance Chassis (ID # 1GDJG316X71245831) surplus property and authorizing auction or disposal, was approved with Chairman Richardson authorized to sign the Resolution.



WARREN COUNTY BOARD OF COMMISSIONERS

802 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
 SALE OF SURPLUS
 WARREN COUNTY PROPERTY**

WHEREAS, the County of Warren has certain property which is no longer used by Emergency Medical Services (EMS) and may lawfully dispose of such property through online 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 authorizes the sell through online auction or disposal of a 2007 GMC Savana Type III Cut-Away Ambulance Chassis vehicle ID # 1GDJG316X71245831.

The property 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 sale 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 with notice in the Warren Record and otherwise appropriately advertised according to law.

ADOPTED this the 6th day of July 2015.

WARREN COUNTY BOARD OF COMMISSIONERS

Having authorized Warren County’s participation in Houston-Galveston Area Council (H-GAC) Cooperative Purchase Program during a February 3, 2014 regular Board meeting in accordance with NC GS 143-129(e)(3), authorization was requested to purchase a 2015-16 Chevrolet G4500 Chassis for a Type III Ambulance remount with modifications from Northwestern Emergency Vehicles of Jefferson, NC, at a cost not to exceed \$101,955. Grant authorization to the County Manager to sign the required documents. FUNDING SOURCE: FY 2015-2016 Emergency Medical Services (EMS) Budget.

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, purchase of a 2015-16 Chevrolet G4500 Chassis for a Type III Ambulance remount with modifications from Northwestern Emergency Vehicles at a cost not to exceed \$101,955 was approved with authorization granted to the County Manager to sign the required documents. Funding Source: FY 16 EMS Budget.

On motion of Commissioner Davis, which was seconded by Commissioner Jordan and duly carried by unanimous vote, 2016 Warren County Holiday Schedule was adopted:

**Warren County
 2016 Holiday Schedule**



Holiday	Observance	Day of Week
	January 1 st	Friday
ML King Jr. Birthday	January 18 th	Monday
Good Friday	March 25 th	Friday

Memorial Day	May 30th	Monday
Independence Day	July 4th 	Monday
Labor Day	September 5th	Monday
Veteran's Day	November 11th	Friday
Thanksgiving	November 24th & 25th	Thursday & Friday
Christmas 	December 23rd, 26th & 27th	Friday, Monday & Tuesday

This schedule is identical to the State's Holiday schedule.

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 June 2015 was submitted for the Board's information.

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

Senior Center

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

I have approved two contracts with Long Creek Coach Line to provide transportation for seniors to participate in Warren County Senior Center-sponsored trips to Virginia Beach on 6/29/15, and Manteo, NC on 7/15/15. Funds to cover these trips will be collected from the participants who pay a fee to take part in the trips.

911 Center

Wireless Communications, Inc.
4800 Reagan Drive,
Charlotte, NC 28206

I have approved a maintenance contract renewal with Wireless Communications, Inc. for maintenance of 911 Center equipment. Funds received from the 911 telephone sur-charge are used to pay this contract cost.

Solid Waste Fund

Smith Gardner Engineers
14 N. Boylan Avenue
Raleigh, NC 27603

I have accepted a proposal from Smith Gardner Engineers to perform landfill gas and water quality monitoring at the County's closed sanitary landfill. This is a supplemental agreement to the Master Services Agreement between Warren County and Smith Gardner, Inc. dated 10/8/14. Smith Gardner Engineers installed gas monitoring wells at the sanitary landfill under the Master Services Agreement. Funds are budgeted in the Solid Waste Fund to pay for these necessary and required services.

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

RE: June 2015 Status Report

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

Administration

- Prepared for and attended Board of Commissioners Regular Meeting (6/1/15)
- Mtg. with Recreation Director to discuss recreation matters (6/1/15)
- Attended meeting with C. Alston-Kearney, Grant Administrator, and G. Vitale, USDA Area Director, re: Ephraim Place CDBG Project (6/3/15)
- Mtg. with Emergency Services Director, Finance Director, and USDA representative to discuss EMS Base Project (6/4/15)
- Participated in conference call to discuss bond refunding (6/4/15)
- Submitted CAVE Project Interim Report to Golden LEAF (6/4/15)
- Mtg. with citizen to discuss complaint (6/9/15)
- Attended meeting with Emergency Services Director and TSS Partners representative to discuss Radio System Upgrades Project (6/9/15)
- Mtg. with Health Director and DSS Director to review and evaluate non-profit funding applications (6/10/15)
- Participated in conference call with representatives of the NC Department of Commerce to give input on the newly restructured department (6/12/15)
- Mtg. with EDC Director and EDC Consultant to discuss Peck Property and CAVE Project (6/16/15)
- Prepared for and attended BOC Budget Public Hearing and Regular Work Session (6/17/15)
- Prepared for an attended Domestic Violence/Sexual Assault Stakeholders' Meeting (6/18/15)
- Annual Leave (6/19/15)
- Prepared for and attended Radio System Upgrades Project Kick-Off Meeting with Stakeholders (6/23/15)
- Budget Review with Finance Director and Staff (6/23/15)
- Prepared for and conducted monthly Department Heads' Meeting (6/25/15)
- Prepared for and attended BOC Special Meeting to Adopt the FY 16 Budget (6/25/15)
- Attended FEMA Board meeting (6/29/15)
- Interviewed by Clerk for WARR Radio "Warren County Report" (6/29/15)
- Attended Industry Round Table hosted by Glen Raven Mills (6/30/15)
- Prepared for and attended Warren County Roads Committee Meeting (6/30/15)

Other Activities

- Attended United Way Annual Meeting and Luncheon (6/17/15)
- Attended E-911 Luncheon with Sheriff & Dispatchers Celebrating EMD approval (6/18/15)

Project Updates

Simulcast Radio System Upgrade Project – Phase II

In conjunction with TSS Partners, Consultants, conducted Radio System Upgrades Project Kick-Off meeting with Stakeholders on June 23, 2015. We are moving forward with the simulcast system upgrades component of the project using the Hosley Forest, Elam, and Hwy. 158 Bypass Towers. The structural drawings for the Manson Tower upgrade are being prepared by Tower Engineering Professionals. We have been advised by the State Highway Patrol that it may be 12 months or more before the state prepares the Lease Agreement for us to upgrade the Manson Tower so that we can use it to mount our equipment as part of the simulcast system. It is anticipated this project will take approximately 20 months to complete due to the delayed lease agreement approval for the Manson tower.

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.

Ephraim Place CDBG Project

A public hearing will be held on July 6, 2015 to receive citizens' input on re-opening the Ephraim Place CDBG Project. The Division of Community Assistance has granted the County's request to build three homes for LMI individuals in lieu of re-paying the grant funds. Ms. C. Alston-Kearney, Grant Administrator, and I met with representatives of USDA to discuss this project due to the Agency having participated in the project by funding the infrastructure. USDA is on board with our moving forward to re-open the project and construct the required number of homes.

Golden LEAF Community-Based Grantsmaking Initiative

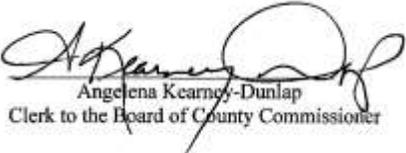
The EDC Director, EDC Consultant and I have met with two individuals interested in the Peck Property to discuss a possible public-private partnership to develop the property. We are in the process of having a local Building Contractor evaluate the buildings on the property to develop cost estimates on renovation and/or demolition. We are also working on a preliminary business plan for the CAVE project.

On motion of Commissioner Davis, which was seconded by Commissioner Baker and duly carried by unanimous vote, a special meeting was scheduled for Thursday, July 9, 2015 at 3:00 pm to discuss issues related to Kerr Lake Regional Water System.

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Agenda Item 13-D "Appoint Alternate Voting Delegate to the 108th NCACC Annual Conference" was added to the July 6, 2015 regular meeting agenda.

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Commissioner Bertadean Baker was designated as alternate voting delegate to the NC Association of County Commissioners Annual Conference, August 20-23, 2015 in Pitt County.

With no further business to discuss and on motion of Commissioner Jordan which was seconded by Commissioner Hunt and duly carried, the July 6, 2015 Board of Commissioners meeting was adjourned.



Angelena Kearney-Dunlap
Clerk to the Board of County Commissioners