

MINUTES FROM A 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, APRIL 4, 2016 AT 6:00 P.M.

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

Clerk to the Board read the "Conflict of Interest Disclaimer."

"Members of the County Board of Commissioners are advised, hereby, of their duty under the State Government Ethics Act to avoid conflicts of interest and the appearance of such conflict; and, further, are instructed to refrain from participating in any matter coming before this Board of County Commissioners with respect to which there is a conflict of interest or appearance of such conflict."

In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of such conflict.

Does any Board member have any known conflict of interest or appearance of conflict with respect to any matter coming before this Board today?

If so, please identify the conflict and refrain from any undue participation in the particular matter involved.

Citizen Comments were as follows:

Dr. Dieckman, Chairman, Warren County Board of Elections - is pleased that the Board of Commissioners allowed Elections to contract with an outside attorney. Protest was filed regarding March election and Attorney Wright was available. A second protest was also filed by Mr. Miles, the State Board of Elections will handle this complaint. Attorney's fee is larger than expected because we had a hearing, Wright did not bill for time or travel.

Robert Moore, Citizen – questioned; what can be done about getting a road paved? He lives in a private subdivision and roads are in bad condition. Questioned; why he has a Masters' Degree but is only paid \$23,000 a year?

Crystal Smith, Director - Warren County Cooperative Extension Service – Thanked the Board for supporting Cooperative Extension. Introduced Dominique Simmons, new Family Consumer Science agent covering Franklin and Warren counties.

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, the April 4, 2016 Agenda was adopted as presented.

On motion of Commissioner Jordan, which was seconded by Commissioner Davis and duly carried by unanimous vote, Consent Agenda Item 6A –Minutes of March 7, 2016 regular monthly meeting were approved.

On motion of Commissioner Jordan, which was seconded by Commissioner Davis and duly carried by unanimous vote, Consent Agenda Item 6B – Interest Income Report for February 2016 was approved:

**INTEREST INCOME REPORT
MONTH OF FEBRUARY 2016**

FUND	FEBRUARY INCOME	FISCAL YEAR TO - DATE
General	3,333.05	9,652.43
Revaluation	95.34	359.74
E 911 Telephone System	109.02	406.48
Buck Spring Project	72.47	285.22
Simulcast System Upgrade	106.37	410.44
Regional Water Enterprise Fund	167.20	959.44

District I Enterprise Fund	276.44	995.33
Solid Waste	55.80	113.95
District II Enterprise Fund	285.85	1,211.93
District III Enterprise Fund	106.08	556.18
District III Phase III	1.49	7.36
Emergency Services Headquarters	27.92	113.32
Recreation Complex Phase III	0.19	25.46
	4,637.22	15,097.28

On motion of Commissioner Jordan, which was seconded by Commissioner Davis and duly carried by unanimous vote, Consent Agenda Item 6C – Tax Collector’s Report for February 2016 was accepted in accordance with NCGS 105-350.

**Tax Collector’s Report
to the Warren County Board of Commissioners
For the Month February 2016**

Current Year Collections

Tax Year	Charge	Collected in February	Collected to Date	Balance Outstanding	Percentage Collected
February 2016 FY16	\$16,399,771	\$314,563	\$15,214,161	\$1,185,610	92.77
February 2015 FY15	\$16,380,555	\$480,317	\$15,356,850	\$1,023,706	93.75

Delinquent Collections

Year	Charge	Collected	Balance Outstanding	Percentage Collected
2014	\$499,511	\$18,405	\$197,888	39.62
2013	271,139	6,856	66,030	24.35
2012	169,571	2,362	28,707	16.93
2011	121,312	1,496	16,205	13.36
2010	100,033	59	9,793	9.79
2009	89,873	405	8,789	9.78
2008	85,797	572	6,766	7.89
2007	95,037	80	4,214	4.43
2006	98,902	450	2,592	2.62
2005	84,152	415	2,915	3.46
Total Delinquent Years	\$ 1,615,327	\$31,100	\$ 343,899	\$ 1,271,428

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

\$ 14,377	\$ 85,209
\$ 51,982	\$ 1,080,990
\$ 23,256	\$ 625,773
\$ 22,894	\$ 806,254
\$ 9,818	\$ 20,643

FEBRUARY GRAND TOTAL

\$ 467,990	\$18,176,929
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Starlin Beatty, Tax Administrator 3/15/2016
Starlin L. Beatty, Tax Administrator DATE

On motion of Commissioner Jordan, which was seconded by Commissioner Davis and duly carried by unanimous vote, Consent Agenda Item 6D – Request for Tax Releases Over \$100 was approved in accordance with NCGS 105-381-TAXPAYER REMEMDIES:

Over \$100	4/4/2016	Date: _____
<u>ERROR CORRECTION RELEASES:</u>		
BOOTH MYRTICE & ESSIE BOYD	2005 9306 105 I6 149	34192 \$124.09 PARCEL DOES NOT EXIST/RECOMBINED
BOOTH MYRTICE & ESSIE BOYD	2006 9306 106 I6 149	36676 \$118.33 PARCEL DOES NOT EXIST/RECOMBINED
BOOTH MYRTICE & ESSIE BOYD	2007 9306 107 I6 149	39105 \$112.58 PARCEL DOES NOT EXIST/RECOMBINED
BOOTH MYRTICE & ESSIE BOYD	2008 9306 108 I6 149	41476 \$115.97 PARCEL DOES NOT EXIST/RECOMBINED
BOOTH MYRTICE & ESSIE BOYD	2009 9306 109 I6 149	44054 \$279.41 PARCEL DOES NOT EXIST/RECOMBINED
BOOTH MYRTICE & ESSIE BOYD	2010 96306 110 I6 149	46905 \$263.45 PARCEL DOES NOT EXIST/RECOMBINED
BOOTH MYRTICE & ESSIE BOYD	2011 96306 111 I6 149	48429 \$255.00 PARCEL DOES NOT EXIST/RECOMBINED
BOOTH MYRTICE & ESSIE BOYD	2012 9306 112 I6 149	52048 \$252.61 PARCEL DOES NOT EXIST/RECOMBINED
BOOTH MYRTICE & ESSIE BOYD	2013 9306 113 I6 149	56185 \$235.20 PARCEL DOES NOT EXIST/RECOMBINED
BOOTH MYRTICE & ESSIE BOYD	2014 9306 114 I6 149	59979 \$217.81 PARCEL DOES NOT EXIST/RECOMBINED
BOOTH MYRTICE & ESSIE BOYD	2015 9306 300 I6 149	16252 \$200.41 PARCEL DOES NOT EXIST/RECOMBINED
CAPPS MALVIN D	2015 6922 326 D5B 20A	17695 \$306.63 BOAT OVER PRICED
GRIFFIN ROBERT D	2015 3865 301 L4A 49A 4X	4132 \$459.07 DOUBLE LISTED ALSO ON REC 21048
PROSE GREGORY	2015 40321 200	27678 \$143.44 BOAT DOUBLE BILLED
STANCL BARBARA S	2015 22719 300 C5 2	10764 \$287.25 DWELLING VANDALIZED/NOT LIVEABLE
SUB-TOTAL ERROR CORRECTIONS:		\$3,371.25
<u>LANDFILL USER FEE RELEASES:</u>		
ALSTON SADIE	2015 1531 331 D11 20	17155 \$120.00 DW NOT LIVEABLE
VANPELT FRED A	2015 37330 300 D3 72E	24500 \$126.20 PRIVATE HAULER
TOTAL LFUF RELEASES:		\$246.20
Total Releases		\$3,617.45

Increase/(Decrease) Revenues:

Transfers from Other Funds	\$	460,340
Fund Balance Appropriated	\$	2,151
Restricted Intergovernmental - Health		7,079
Total	\$	469,570

Section 19 of the Warren County Budget Ordinance, pertaining to the Revaluation Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Appropriations:

Revaluation	\$	121,813
Total	\$	121,813

Section 20 of the Warren County Budget Ordinance, pertaining to the Revaluation Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Revenues:

Investment Income		359
Fund Balance Appropriated		121,454
Total	\$	121,813

This amendment:

- appropriates an additional \$4,579 to the Health Department budget to agree with the most recent state grant allocations.
Funding Source: N.C. Department of Health & Human Services
- appropriates an additional \$2,500 to the Health Department budget for K B Reynolds grant funding.
Funding Source: Division of Community Health
- appropriates funds to the Court Facilities budget for building repairs and maintenance (i.e., install aluminum framing wall partitions in magistrates office at Law Enforcement Center).
Funding Source: Building, Grounds & Maintenance - Contingency
- transfers fund from the General Fund to the Recreation Complex Phase III Project to correctly budget the purchase of land for the project.
Funding Source: Fund Balance Appropriated
- appropriates funds to the General Fund for expenses related to the refinancing of Limited Obligation Bonds (Warren District General Obligation Bonds), Series 2015 refinanced November 1, 2015.
Funding Source: District I Enterprise Fund \$ 61,982
District II Enterprise Fund \$ 98,478
District II Enterprise Fund \$ 299,880
- appropriates funds to the Revaluation Fund for the 2017 Revaluation.
Funding Source: Fund Balance Appropriated - Revaluation Fund

Respectfully Submitted 4/4/2016

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Amendment #4 to the Buck Spring Regional Leadership Center for Excellence Project Ordinance was adopted:

**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE
FOR THE
BUCK SPRING REGIONAL LEADERSHIP CENTER FOR
EXCELLENCE**
(Amendment No. 4)

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

Increase/(Decrease) Revenues

Investment Income	13,975
Private Contributions	(13,830)
Loan Proceeds	<u>48,713</u>
Total	\$ 48,858

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

Increase/(Decrease) Appropriations

Architectural Fees	42,466
Demolition	5,000
Site Development	(30,000)
Construction	20,000
Contingency	<u>11,392</u>
Total	\$ 48,858

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

Respectfully Submitted 4/4/2016

Gloria M. Edmonds

Gloria M. Edmonds
Finance Director

On motion of Commissioner Hunt, which was seconded by Commissioner Baker and duly carried by unanimous vote, Budget Amendment No. 2 to the Recreation Complex Phase III Project Ordinance was adopted:

**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE
WARREN COUNTY
RECREATION COMPLEX
PHASE III**
(Amendment No. 2)

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

Survey	\$ (112)
Contingency	<u>2,294</u>
Total	\$ 2,182

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

Transfers from Other Funds - General Fund	\$ 2,151
Investment Earnings	<u>31</u>
Total	\$ 2,182

This amendment corrects budget Amendment No. 1, adopted at the September 14, 2015 Board of Commissioners Meeting, and correctly budgets the actual costs of the project as of 3/24/2016. Amendment No. 1 appropriated funds from contingency when it should have been appropriated from Transfers from Other Funds - General Fund.

Respectfully Submitted 4/4/16

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

Approval of the Audit Contract with Winston, Williams, Creech, Evans & Co, LLP in the amount of \$59,000 for the Year Ending June 30, 2016 was presented for Board's action. Acceptance of the bid for a three year contract was approved during the March 7, 2016 regular Board of Commissioners meeting.

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Audit Contract with Winston, Williams, Creech, Evans & Co, LLP in the amount of \$59,000 for the Year Ending June 30, 2016 was approved. Chairman Richardson was authorized to sign same.

Having held a required public hearing on Monday, April 4, 2016 at 5:45 pm to hear citizen comments regarding financing Simulcast Radio System Project – Phase II, Resolution Declaring Official Intent to Reimburse Expenditures with Proceeds of Debt Pursuant to United States Department of Treasury Regulations for the Simulcast System Upgrade Project was presented for Board’s action.

On motion of Commissioner Davis, which was seconded by Commissioner Hunt and duly carried by unanimous vote, “Resolution Declaring Official Intent to Reimburse Expenditures with Proceeds of Debt Pursuant to United States Department of Treasury Regulations for the Simulcast System Upgrade Project – Phase II” was adopted with Clerk to the Board authorized to sign certification.

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**RESOLUTION
DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES WITH PROCEEDS OF DEBT
PURSUANT TO UNITED STATES DEPARTMENT OF TREASURY REGULATIONS**

BE IT RESOLVED, by the Board of Commissioners for Warren County, North Carolina:

Section 1. The Board hereby finds, determines and declares as follows:

- (a) Treasury Regulations Section 1.150-2 (the “Regulations”), promulgated by the United States Department of Treasury on June 18, 1993, prescribes certain specific procedures applicable to certain obligations issued by the County after June 30, 1993, including, without limitation, a requirement that the County timely declare its official intent to reimburse certain expenditures with the proceeds of debt to be issued thereafter by the County.
- (b) The County has advanced and/or will advance its own funds to pay certain capital costs (the “Original Expenditures”) associated with the County’s VHF Radio Communications System (the “Project”).
- (c) The funds heretofore advanced or to be advanced by the County to pay the Original Expenditures are or will be available only on a temporary basis, and do not consist of funds that were otherwise earmarked or intended to be used by the County to permanently finance the Original Expenditures.
- (d) As of the date hereof, the County reasonably expects that it will reimburse itself for such Original Expenditures with the proceeds of debt to be incurred by the County, and the maximum principal amount of debt to be incurred with respect to the Project is expected to be \$750,000.
- (e) All Original Expenditures to be reimbursed by the County were paid no more than 60 days prior to, or will be paid on or after the date of, this declaration of official intent. The County understands that such reimbursement must occur not later than 18 months after the later of (i) the date the Original Expenditure was paid; or (ii) the date the Project is placed in service or abandoned, but in no event more than 3 years after the Original Expenditure was paid.

Section 2. Effective Date. This resolution shall take effect upon its passage.

Upon motion of Commissioner Tare Davis, seconded by Commissioner Victor Hunt, the foregoing resolution entitled: “RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES WITH PROCEEDS OF DEBT PURSUANT TO UNITED STATES DEPARTMENT OF TREASURY REGULATIONS” was passed by the following vote:

Ayes: Baker, Davis, Hunt, Jordan & Richardson.
Noes: None.

The motion carried.

* * * * *

I, Angelena Kearney-Dunlap, Clerk to the Board of Commissioners for Warren County, North Carolina, DO HEREBY CERTIFY that the foregoing is a true copy of so much of the proceedings of said Board at a meeting held on April 4, 2016, as relates in any way to the declaration of intent to reimburse expenditures with the proceeds of debt and that said proceedings are recorded in Minute Book No. 11 of the minutes of said Board, beginning at page ___ and ending at page ___.

I DO HEREBY FURTHER CERTIFY that a schedule of regular meetings of said Board providing dates, locations and times is kept on file in my office, in accordance with G.S. §143-318.12.

WITNESS my hand and the corporate seal of said County, this 5th day of April, 2016.

Angelena Kearney-Dunlap
Clerk to the Board of Commissioners
Warren County, North Carolina

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On motion of Commissioner Davis, which was seconded by Commissioner Baker and duly carried by unanimous vote, “Resolution Authorizing the Filing of an Application for Approval of a Financing Agreement Authorized by NCGS 160A-20” with the Local Government Commission (LGC) for the Simulcast System - Phase II Project, was adopted. Chairman Richardson and Clerk to the Board were authorized to sign documentation.

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**RESOLUTION
AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF A FINANCING
AGREEMENT AUTHORIZED BY NORTH CAROLINA GENERAL STATUTE 160A-20**

WHEREAS, the Board of Commissioners of Warren County, North Carolina desires to upgrade the County’s VHF Radio Communications System (the “Project”); and

WHEREAS, the Board of Commissioners of Warren County, North Carolina desires to finance the Project by the use of an installment contract authorized under North Carolina General Statute 160A, Article 3, Section 20; and

WHEREAS, findings of fact by this governing body must be presented to enable the North Carolina Local Government Commission to make its findings of fact set forth in North Carolina General Statute 159, Article 8, Section 151 prior to approval of the proposed contract;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Warren County, North Carolina, meeting in regular session on the 4th day of April, 2016, make the following findings of fact:

1. The proposed contract is necessary or expedient to facilitate the financing of the necessary upgrades to the County’s VHF Radio Communications System to ensure adequate frequencies to the emergency services responders of the County and to ensure the best emergency response times to the citizens of Warren County.
2. The proposed contract is preferable to a bond issue for the same purpose because of the favorable interest rates offered through installment contract financing and the low fixed costs compared to a bond issue. The cost of the undertaking is approximately \$750,000 which exceeds the amount that can prudently be raised through appropriation of available fund balance in light of other capital needs the county anticipates meeting in the near future.
3. The cost of financing under the proposed contract is believed to be less than the cost of issuing general obligation bonds, considering expenses relating to special referendum and bond counsel.
4. The sums to fall due under the contract are adequate and not excessive for the proposed purposes due to the County’s diligence to provide services at a level previously not available while being conservative in design.
5. The County of Warren’s debt management procedures and policies are in compliance and the County is well below its debt margin with no defaults on debt service payments.
6. The increase in taxes necessary to meet the sums to fall due under the proposed contract will be less than one cent per \$100 valuation and is not deemed to be excessive.
7. The County of Warren is not in default in any of its debt service obligations.
8. The attorney for the County of Warren will render an opinion that the proposed Project is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of North Carolina.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Finance Director is hereby authorized to act on behalf of the County of Warren in filing an application with the North Carolina Local Government Commission for approval of the Project and the proposed financing contract and other actions not inconsistent with this resolution.

This resolution is effective upon its adoption this 4th day of April, 2016.

The motion to adopt this resolution was made by Commissioner Tare Davis, seconded by Commissioner Bertadean Baker and passed by a vote of 5 to zero.

Barry Richardson, Chairman
Warren County Board Of Commissioners

This is to certify that this is a true and accurate copy of the Resolution adopted by the Warren County Board of Commissioners on the 4th day of April, 2016.

Angelena Kearney-Dunlap Date
Clerk to the Board 4/5/2016

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Bids were received for the Manson Tower Upgrade on March 14, 2016 from three vendors, to upgrade the tower to be used for the Simulcast System – Phase II Project. TSS Partners, Project Consultant, recommended bid be awarded to Sink Tower Erection Co., Inc. at bid price of \$127,600. Also, requested approval of John Goins of Tower Engineering Professionals, to provide construction inspections at a cost not to exceed \$4,000.

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, bid was awarded to Sink Tower Erection Co., Inc. for Manson Tower Upgrade at bid price of \$127,600 as recommended by TSS Partners, Project Consultant. County Manager Linda T. Worth was authorized to negotiate contract and sign related documentation. Funding Source: Simulcast System – Phase II Project.

On motion of Commissioner Davis, which was seconded by Commissioner Hunt and duly carried by unanimous vote, John Goins of Tower Engineering Professionals, was selected to provide construction inspections for the Manson Tower Upgrade at a cost not to exceed \$4,000. Funding Source: Simulcast System – Phase II Project.

On motion of Commissioner Davis, which was seconded by Commissioner Baker and duly carried by unanimous vote, on recommendation of Kerr-Tar Regional Ombudsman Kimberly Hawkins,

Linda Byrd-Russ was appointed to a first (1st) one-year term on the Kerr Tar Regional COG, Nursing Home Community Advisory Committee; term expires January 1, 2017.

The Board of Commissioners suspended their meeting procedures to allow discussion of appointments to the Tax “Board of Equalization and Review” (E&R):

Commissioner Hunt made the point that even though individuals submitted for reappointment to the Board of Equalization & Review (E&R) had served six (6) and seven (7) consecutive terms, they had not served the maximum allowed years according to “Policy Statement for Board Appointment/Re-Appointment for Warren County” adopted March 2016, because the E&R terms were for one year each.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Dr. Russell C. King was reappointed to the Board of Equalization & Review for a 7th term, expiring December 31, 2016. (Seven terms equal seven (7) years.)

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Joel W. Febel was reappointed to the Board of Equalization & Review for an 8th term, expiring September 30, 2016. (Eight terms equal eight (8) years.)

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Lawrence R. Carver was reappointed to the Board of Equalization & Review for an 8th term, expiring June 30, 2016. (Eight terms equal eight (8) years.)

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Oscar L. Meek was reappointed to the Board of Equalization & Review for an 8th term, expiring July 31, 2016. (Eight terms equal eight (8) years.)

On motion of Commissioner Davis, which was seconded by Commissioner Jordan and duly carried by unanimous vote, on recommendation of Dr. Elton Brown, President of the Lake Gaston Weed Control Council (LGWCC), Peter J. Deschenes, Sr. was reappointed to the LGWCC for a 5th term: June 30, 2016 to June 30, 2019.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, request from Canecca Mayes, Director of College Services & GEER Up Programs of Warren County School System; for use of the Armory Civic Center on April 26, 2016 (alternate date May 4th) to conduct a community outreach was approved, with the customary \$300 cleaning/damage fee required.

The former Peck Property was declared surplus during a regular monthly meeting of the Board of Commissioners on August 2, 2010. Property was listed for auction on several occasions with no bids received. December 2015 an offer was submitted to the Economic Development Office to purchase said property at \$50,000. The Board of Commissioners authorized the sale of said property by Upset-Bid process in accordance with NC General Statute Section 160A-269 “Negotiated Offer, Advertisement and Upset Bids”. The standing offer was advertised in the Warren Record newspaper with copies of the ad posted and distributed by e-mail throughout the County. A local group expressed interest, arranged to view the facility, but did not submit an offer by the March 28th – 9:00 am deadline. Therefore, it was presented to consider an offer to purchase the former Peck Property from Ted Echols of Cast Stone System for \$50,000.

On motion of Commissioner Hunt, which was seconded by Commissioner Jordan and duly carried by unanimous vote, offer to purchase the former Peck Property received from Ted Echols of Cast Stone System in the amount of \$50,000 was accepted.

Tax ID: E5D45 – 500 Harper Street
Tax ID E5D55 - Connell Street

Items declared surplus during prior Board meetings that had been offered for auction with no response from the public, were presented for Board’s authorization to convey to Warren County High School Science Engineering Mathematics and Aerospace Academy program for a dollar (\$1).

On motion of Commissioner Jordan, which was seconded by Commissioner Davis and duly carried by unanimous vote, "Resolution of Conveyance to Warren County High School Science Engineering Mathematics and Aerospace Academy (SEMAA) program was adopted, transferring surplus items: printers, computers, TV and barrels from former Peck Building to the SEMAA Program for \$1. Chairman Richardson was authorized to sign same.

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**Resolution Conveying Personal Property
By Private Sale**

WHEREAS, Warren 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 non-profit entity (Agency) 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 Agency, 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 (or designee) to dispose of and convey, by private sale the following surplus items: printers, computers, TV and barrels from former Peck Building to Warren County High School Science Engineering Mathematics and Aerospace Academy (SEMAA) Program. Agency shall pay Warren County \$1.00 for said items.

Said property shall be used by 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 the 4th day of April 2016.

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

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On motion of Commissioner Davis, which was seconded by Commissioner Hunt and duly carried by unanimous vote, bid was awarded in the amount of \$300 to Christina Messier of Norlina, NC for storage trailer previously used by Department of Social Services (DSS), with the understanding that purchaser is to bear the cost of removing the trailer from County property.

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, a Public Hearing was scheduled for Monday - May 2, 2016 at 5:15 pm to hear citizen comments regarding amending Warren County Zoning Ordinance, Section II – District Regulations.

On motion of Commissioner Jordan, which was seconded by Commissioner Davis and duly carried by unanimous vote, a Public Hearing was scheduled for Monday - May 2, 2016 at 5:30 pm to hear citizen comments regarding adopting Warren County Ordinance Managing Solar Farm Development in Un-Zoned Areas of the County.

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, a Public Hearing was scheduled for Monday - May 2, 2016 at 5:45 pm to hear citizen comments regarding USDA Rural Development Loan to finance Emergency Services Headquarters facility construction.

Having been authorized by the Board of Commissioners to approve contracts up to but not to exceed \$50,000, notice of contracts approved by the County Manager in March 2016 was submitted for the Board's information.

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, County Manager's report of contracts approved in March 2016 was 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 agreement in the month of March 2016 on behalf of Warren County:

Public Works Department

I have approved a Lease Agreement with James Kenneth Pernell for the use of a 0.448 acre parcel of land in Sandy Creek Township upon which is situated a solid waste convenience center. Funds are budgeted in the Solid Waste Enterprise Fund budget to pay the monthly fee of \$320 to lease this property.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, County Manager's monthly status report for March 2016 was accepted as information.

Following is a recap of my work activities for the month of March 2016:

Administration

- Meeting with Finance Director, staff of DSS and Health Departments with Maximus representative to review preliminary Cost Allocation Plan (3/1/16)
- Prepared for and met with the Roads Sub-Committee (3/2/16)
- Participated in Emergency Services Director Interviews (3/3/16)
- Met with Buildings & Grounds Manager to discuss several projects (3/7/16)
- Prepared for and attended Board of Commissioners Regular Meeting (3/7/16)
- Meeting with Com. Baker and representatives from Cardinal Innovations to discuss mental health issues in the Five County Area (3/9/16)
- Prepared for and conducted pre-bid conference for Buck Spring Phase I Project (3/9/16)
- Attended Recreation Commission Meeting (3/10/16)
- Attended Mental Health Crisis & Stepping Up Work Group Meetings (3/14/16)
- Radio System Upgrades Project - Manson Tower Upgrade Bid Opening (3/14/16)
- Attended Community Center Board of Trustees Meeting (3/14/16)
- Meeting with Tax Administrator to discuss Assessed Valuation of property for FY 17 Budget (3/15/16)
- Meeting with Com. Hunt and representatives of HCW to discuss BCBS FY 17 renewal (3/16/16)
- Prepared for and attended Roads Sub-Committee Meeting (3/17/16)
- Budget meetings with Department Heads (3/21-22/16)
- Good Friday (Easter Holiday) (3/25/16)
- Meeting with Emergency Services Director to discuss FY 17 Budget Requests (3/28/16)
- Prepared for and attended Roads Committee Meeting (3/29/16)
- Radio System Upgrades Project Bid Opening (3/31/16)

Other Activities

- Attended Solar Workshop at Halifax Community College with EDC Director and Planning/Zoning Administrator (3/3/16)
- Participated in Warren Community Health Clinic Radio-thon (3/4/16)
- Attended Lake Gaston Association 5-County Forum along with Com. Baker and EDC Director (3/17/16)
- Attended Ribbon Cutting for Rest EZ at Lake Gaston with EDC Director (3/18/16)
- Attended Warrenton Town Café Follow-Up Meeting (3/22/16)
- Attended Annual Easter Egg Hunt at Warren County Recreation Complex (3/26/16)
- Attended Retirement Reception for R. Henderson-Wiley, at Freedom House (3/29/16)
- Attended NCACC District Meeting in Granville County (3/31/16)

Project Updates**Buck Spring Project**

We received the hazardous materials assessment report performed by Terratech Engineers, Inc. of the old house on the Buck Spring property which indicated asbestos in the roof coating material. We are soliciting proposals for asbestos abatement of the roof which must be done before the house is demolished. Bids are also being solicited for the house demolition.

The bid opening date for the construction of the multi-purpose use cabin is scheduled for 4/5/16 at 2 pm EST.

I am preparing a request to Halifax EMC for a zero interest loan to fund this project.

Simulcast Radio System Upgrade Project – Phase II

The bid opening for the Manson Tower Upgrade was held on 3/14/16 at which time three bid proposals were received. TSS Partners, Project Engineering Consultant, is reviewing the bid proposals to make a recommendation to the Board of County Commissioners on 4/4/16. The Radio System Equipment bid opening is scheduled for 3/31/16 at 4:30 pm EST. A Public Hearing will be held on April 4, 2016 at 5:45 pm to provide information to the public on the County's plans to seek bank financing to supplement county funding of \$412,990 for this project.

Emergency Services Headquarters Facility

The proposed Architect Services contract with Oakley Collier Architects of Rocky Mount, NC has been reviewed by the County Attorney who has made several revisions to the document. Once the document is finalized, it will be forwarded to USDA for concurrence prior to it being signed by all parties. We are moving forward to have a topographical survey prepared of the 45 acre tract of land.

Ephraim Place CDBG Project

Mrs. C. Alston-Kearney, Grant Administrator, is working to identify potential home buyers for the three homes we must construct in order to meet the County's obligations for the CDBG grant received through NC Rural Development for the Ephraim Place Housing Development Project.

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

On motion of Commissioner Davis, 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 April 4, 2016 Board of Commissioners Meeting was adjourned.



Angelena Kearney-Dunlap, Clerk

RECORD OF A WORK SESSION HELD BY THE BOARD OF COUNTY COMMISSIONERS FOR THE COUNTY OF WARREN IN THE ARMORY CIVIC CENTER MEETING ROOM ON WEDNESDAY – APRIL 20, 2016 AT 6:00 PM.

The April 20, 2016 Work Session was opened by Chairman Barry Richardson. Other Commissioners present: Bertadean Baker, Tare Davis, Victor Hunt and Jennifer Jordan. Others in attendance: County Manager Linda T. Worth and Finance Officer Gloria Edmonds.

A moment of silence was followed by Department Head Reports from Charles Williams, Director-Building & Grounds Maintenance and Cheryl Reddish, Librarian.

Items of Discussion:

1. **Review of Warren County Public Utilities Rules & Regulations**
2. **Recommended Policies, Procedures & Forms for Warren County Roads Improvement Program. (Item was referred to the May 2, 2016 meeting agenda for consideration.)**

Commissioner Davis listed items of concern he had that should be addressed at work session.

Work Session adjourned at 7 pm.



Angelena Kearney-Dunlap, Clerk