



***WARREN COUNTY
BOARD OF COMMISSIONERS***

Monday, May 6, 2013

6:00 pm Regular Meeting

***WARREN COUNTY ARMORY CIVIC CENTER
WARRENTON, NORTH CAROLINA***

Prepared by:

***Angelena Kearney-Dunlap
NC Certified County Clerk***



**Call to Order May 6, 2013
Monthly Meeting
By
Chairman or Designee**

**Agenda Item # 2
Moment of Silence**

**Agenda Item # 3
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.**



Agenda Item # 4

Citizen Comments

Rules for Citizen Comments

Please sign up to speak.

The maximum time allotted to each speaker will be ____ (__) minutes;
Clerk to the Board will keep time.

Any group of people who support or oppose the same position should
designate a spokesperson.

Please address only those items which might not have been addressed
by a previous speaker.

If response from Manager and/or Board is desired, please leave a copy
of your comment(s) with the Clerk to the Board.

Order and decorum will be maintained. This is not a question and
answer session.

*Warren County
Board of Commissioners*

Meeting Date: May 6, 2013

Agenda Item # 5

SUBJECT: Adopt Suggested Agenda

REQUESTED BY: Clerk / Deputy Clerk to the Board

SUMMARY: None

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

SUGGESTED AGENDA
FOR
May 6, 2013 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
Armory Civic Center
WARRENTON, NORTH CAROLINA

1. **Call to Order Regular Monthly Meeting – 6:00 pm by Chairman**
2. **Moment of Silence**
3. **Conflict of Interest Disclaimer**
4. **Citizen Comments**
5. **Adopt May 6, 2013 Suggested Agenda**
6. **Consent Agenda**
 - A. **Approve Minutes:**
 - April 1, 2013 Regular Monthly Meeting**
 - April 8, 2013 Special Meeting with Legislative Delegates**
 - B. **Interest Income Report – Finance Director Barry Mayo**
 - C. **Tax Collector’s Report – Interim Tax Administrator Bonnie Andrews**
 - D. **Tax Release Requests (Over \$100) – Interim Tax Administrator Bonnie Andrews**
Tax Release Requests (Under \$100) - “ “ “ “
 - E. **Proclamation: May 2013 – Older Americans Month**
 - F. **Resolution: May 2013 - Fair Housing Month**
 - G. **CDBG Monthly Performance Status Reports:**
 - 1. CDBG 11-C-2328 April 2013 Scattered Sites Housing – Kerr Tar COG**
 - 2. CDBG 10-C-2227 April 2013 Infrastructure Hook-Up – Kerr Tar COG**
7. **Finance Office – Barry Mayo**
 - A. **Amendment # 10 to Warren County FY 2012-13 Budget Ordinance**
 - B. **Proposed Fraud Policy**
 - C. **Amendment # 5 to Water & Sewer District III, Phase III Project**
 - D. **Award Bid for Proposed Audit Services**

8. **Boards/Commissions/Committees**
 - A. **Department of Juvenile Justice and Delinquency Prevention FY 14 Funding Allocation - William Kearney, JCPC Chairman**
 - B. **Re-Appointments to Home & Community Care Block Grant Advisory Committee: A.Giddiens, A.Smith, C.Jefferson, D.Cox, J.Johnson-Franklin, A.Clayton, M.Winstead, R.Downey, J.Forrest & P.Hawes**
9. **Follow-up To April 17, 2013 Board of Commissioners Work Session**
 - A. **Citizens Against Domestic Violence Request for Assistance - S. O'Neal Exec Director**
 - B. **Warren County Free Clinic Request for Assistance - Dr. Cosmos George, Medical Director**
 - C. **ABC Commission Requests for Assistance - Larry Spruill & Karl Hehl**
10. **Public Utilities**
 - A. **Request from Vance County Water District to Extend Waterlines Along Tower Rd (SR 1125) - Jerry Ayscue, Vance County Manager**
 - B. **Designate Macon Robertson Voting Delegate to NC Rural Water Association Annual Meeting**
11. **Kerr Tar Regional Council of Governments Request for Special Assessment - Bryan Pfohl, Chairman - COG Board of Directors**
12. **Community Development Block Grant**
 - A. **03-C-1187 CDBG Monthly Performance Status Reports for February, March, April 2013 - Cathy Alston-Kearney, Warren Family Institute, Grant Administrator**
 - B. **CDBG 10-C-2227 Environmental Review Record - Karen Foster, COG Grants Administrator**
13. **Resolution - Declaration of Surplus Property & Transfer of Ownership of Police Canine "Jasso" - Sheriff Johnny Williams**
14. **Award Contract for Simulcast Radio System Upgrade Project - Phase I - F. Marum, TSS Partners & D. Young, Emergency Services Director, & L. Worth, County Manager**
15. **County Manager's Report**
 - A. **Contracts Approved for April 2013**
 - B. **County Manager's April 2013 Status Report**
16. **FY 14 Budget Presentation - Linda T. Worth, Warren County Manager**
17. **Closed Session - In accordance with NCGS §143-318.11(a)(3)(6) - Attorney-Client Privileged and Personnel Matters**
18. **Adjourn - May 6, 2013 Board Meeting**

Meeting Date: May 6, 2013

Consent Agenda Item # 6A

SUBJECT: Approve Minutes

REQUESTED BY: Clerk to the Board

SUMMARY: Minutes have been provided via e-mail to Board Members for review as follows: April 1, 2013 Regular Monthly Meeting and April 8, 2013 Special Meeting With Legislative Delegates

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



**Minutes have been provided via e-mail to Board
Members for review as follows:**

**April 1, 2013
Regular Monthly Meeting**

**April 8, 2013
Special Meeting With Legislative Delegates**

Meeting Date: May 6, 2013

Consent Agenda Item # 6B

SUBJECT: Interest Income Report

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Interest Income Report for the month of March 2013 is submitted for the Board's information.

FUNDING SOURCE: Various

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

INTEREST INCOME REPORT
Month of March 2013

FUND	MARCH INCOME	FISCAL YEAR TO - DATE
General	712.88	4,480.93
Revaluation	12.92	100.29
E 911 Telephone System	13.26	103.10
Buck Spring Project	13.81	113.17
Ambulance Storage Facility	1.17	61.83
National Guard Armory	0.56	7.24
Simulcast System Upgrade	3.48	34.81
Regional Water Enterprise Fund	18.95	177.90
District 1 Enterprise Fund	43.73	355.14
Solid Waste	13.58	56.38
District II Enterprise Fund	36.41	285.04
District III Capital Project Fund	0.00	30.12
District III Phase II BANS	0.18	1.47
District III Enterprise Fund	24.30	157.40
Soul City Pump Station Improvements	0.18	1.46
District III Phase III	2.74	53.86
	898.15	6,020.14

Meeting Date: May 6, 2013

Consent Agenda Item # 6C

SUBJECT: Tax Collector's Report

REQUESTED BY: Bonnie Andrews, Interim Tax Administrator

SUMMARY: Tax Collector's Report for the month of March 2013 is presented for the Board's information.

FUNDING SOURCE: Various

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: G.S. 105-350 Tax Collection Report is supplied for Board's information

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

**Tax Collector's Report
to the Warren County Board of Commissioners
For the Month MARCH 2013**

Current Year Collections

Tax Year	Charge	Collected in MARCH	Collected to Date	Balance Outstanding	Percentage Collected
MARCH 2013 FY13	\$16,877,536	\$249,744	\$15,815,745	\$1,061,791	93.71
MARCH 2012 FY12	\$15,203,734	\$267,605	\$14,150,961	1,052,773	93.08

Delinquent Collections

2011	\$752,052	\$28,235	\$428,981	\$323,071	57.04
2010	265,445	9,078	92,907	172,538	35.00
2009	160,291	1,774	31,682	128,610	19.76
2008	134,011	627	19,274	114,737	14.38
2007	133,660	331	9,252	124,408	6.92
2006	123,296	389	6,207	117,089	5.03
2005	104,042	561	3,827	100,214	3.68
2004	93,450	734	3,621	89,828	3.88
2003	80,255	207	3,399	76,855	4.24
2002	102,895	326	3,455	99,440	3.36
Total Delinquent Years	\$ 1,949,397	\$42,262	\$ 602,605	\$ 1,346,790	

Other MARCH Receipts

County Penalties	\$ 17,527	\$ 125,254
Landfill User Fees	\$ 42,437	\$ 1,126,651
Municipalities	\$ 11,763	\$ 640,795
Fire District Taxes	\$ 19,442	\$ 768,198
Advance Taxes	\$ 3,270	\$ 13,150

MARCH GRAND TOTAL

\$ 386,445	\$ 19,092,398
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BONNIE ANDREWS

Bonnie Andrews Interim Tax Assessor

4/24/2013

DATE

Meeting Date: May 6, 2013

CONSENT AGENDA Item # 6D

SUBJECT: Request for Approval of Tax Releases

REQUESTED BY: Bonnie Andrews, Interim Tax Administrator

**SUMMARY: Tax releases over \$100 are presented for Board approval.
Tax releases under \$100 approved by the County Manager are presented
for the Board's information.**

FUNDING SOURCE: N/A

APPLICABLE STATUTE: NCGS 105-381. TAXPAYER'S REMEDIES

FOLLOW-UP REQUIRED:

**COUNTY MANAGER'S RECOMMENDATION:
Recommend approval.**

NOTES:

**Request
For Tax
Releases
Over \$100**

Over \$100

5/6/2013

Date: _____

ERROR CORRECTION RELEASES:

HUNT FAWN	2006 21196 106	B1 25	40756	\$206.45 SOLD MH IN 2005
HUNT FAWN	2007 21196 107	B1 25	42979	\$191.38 SOLD MH IN 2005
HUNT SCOTT	2012 27679 200	B1 25	26911	\$329.60 DW SOLD IN 2011/PORCH REMOVE

SUB-TOTAL ERROR CORRECTIONS:

\$727.43

MOTOR VEHICLE RELEASES:

CARTER JULIAN A	2012 22404 2379	ZWW2675	78944	\$167.60 SOLD
FLETCHER RANDOLPH M	2010 4586 110	GOBRAVEZ	51674	\$168.55 RELEASED TO DURHAM CO
FLETCHER RANDOLPH M	2012 4586 2474	GOBRAVEZ	75915	\$122.41 RELEASED TO DURHAM CO
HARRIS HEAVY HAULING LLC	2012 9198 111	CA1793	53959	\$134.78 SOLD TO DAVID ROBERTSON

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$593.34

SUB-TOTAL CORRECTION RELEASES:

\$727.43

Total Releases

\$ 1,320.77

Request For Tax Releases Under \$100

Under \$100

5/6/2013

Date: ²⁰⁰ 4/29/13

ERROR CORRECTION RELEASES:

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD</u>	<u>AMOUNT</u>	<u>REASON</u>
BROWN CLAUDE W HEIRS	2012	4836 336	C5 63A 2Z	1549	\$ 24.58	UNABLE TO LOCATE PROPERTY
BROWN DEMPSEY B & OTHERS	2010	4904 110	C5 63A 1Z	52824	\$ 74.10	UNABLE TO LOCATE PROPERTY
BROWN DEMPSEY B & OTHERS	2011	4904 111	C5 63A 1Z	60021	\$ 71.68	UNABLE TO LOCATE PROPERTY
BROWN DEMPSEY B & OTHERS	2012	4904 305	C5 63A 1Z	1557	\$ 69.74	UNABLE TO LOCATE PROPERTY
HUNT STEPHEN SCOTT	2012	27679 200		42979	\$ 85.93	BOAT LISTED TWICE
YANCEY LINWOOD	2011	6977 112		59804	\$ 3.90	NO LONGER HAVE THIS MH
YANCEY LINWOOD	2012	6977 112		59804	\$ 3.41	NO LONGER HAVE THIS MH

SUB-TOTAL ERROR CORRECTIONS:

\$ 333.34

MOTOR VEHICLE RELEASES:

BAGBY DONALD W	2012	35247 1871	ZSW8470	75312	\$20.30	SOLD
BEDUSSI KATHY	2012	37667 2187	BCH2592	75628	\$33.62	REPOED
BOLTON DAVID EARL	2012	17565 1651	BCH2744	75092	\$25.80	SOLD
BRANCH WILLIAM H	2012	9339 2244	BCH4988	80236	\$5.76	SOLD
BROWN SALLYE H	2012	4936 1092	YWZ4563	76152	\$8.12	SOLD
CAROLINA TELEPHONE	2012	1748 2526	DW1486	63501	\$79.59	DMV ERROR
COLLYMORE BEY C	2012	24556 2108	HD76528	75549	\$3.20	TRADED
COTTON TRINA	2012	34164 1906	BCH1373	78471	\$20.16	TURNEO IN
DAVIS WILLIAM S JR	2012	11621 1899	TXK3970	75340	\$8.80	SOLD
EVANS EARL C	2012	14864 1403	A1590A	80692	\$14.64	CAR WRECKED
EVANS TAMPATHIA F	2012	27740 1635	TRD3887	79627	\$79.03	SOLD
FERRUCIO DEBORAH L	2012	14210 2059	BEK1693	75500	\$26.40	SOLD
FOSTER CLARA M	2012	15036 2993	YSK4122	69169	\$88.59	DMV ERROR
HARGROVE JAMES CLANTON	2012	24256 2160	SRK3785	68336	\$15.70	DMV ERROR
HARRIS CLARA MAE	2012	17721 1018	WTX5356	74459	\$1.40	WRECKED
HARRIS ESTEEN S	2012	38129 2083	WNK2206	81372	\$53.88	RELEASED TO GRANVILLE CO
HAWKINS TERESA A	2012	10040 100	BAJ2248	68310	\$17.46	SOLD
HAWLEY JOSEPH	2012	34088 1904	VWX2455	76964	\$11.05	SOLD
HEDGEPEETH TIMOTHY I	2012	29444 1902	ZRD8245	73673	\$68.32	SOLD
HUNT STACY	2012	8236 3279	ALL4071	69455	\$20.55	REPOED
JONES GLADYS R	2012	5970 2091	PNY2378	77151	\$22.23	SOLD
KEARNEY ERVIN DONTA JR	2012	23521 3218	WNK3762	69394	\$21.99	DMV ERROR
KEARNEY JOHN H SR	2012	11574 1152	RRL6048	62127	\$1.21	SOLD
LIMER JOHN ROBERT	2012	25522 1729	BCF9376	75170	\$3.25	SOLD
MITCHELL PHILLIP N	2012	13994 1784	ZWS3093	79776	\$48.80	SALVAGED
NEUER COLLEEN E	2012	1850 1785	ZANA1406	76845	\$57.47	SOLD
OBRIEN PATRICK JOSEPH	2012	37618 1968	WYY9776	78533	\$47.12	RELEASED TO HALIFAX CO
OBRIEN PATRICK JOSEPH	2012	37618 1631	WYY9775	79623	\$21.85	RELEASED TO HALIFAX CO
OBRIEN PATRICK JOSEPH	2012	37618 1001	PSR9631	74442	\$6.68	RELEASED TO HALIFAX CO

Request For Tax Releases Under \$100

PASCHALL MELVIN G	2012 30206 1521	TSM7474	66002	\$3.18	GAVE AWAY
PIRON SUSAN	2012 19651 1640	3709IC	79632	\$55.40	SOLD
POWELL CARLIE W	2012 3143 1175	NNJ3301	79167	\$4.74	SOLD
RICHARDSON BETTY MARIE	2012 33412 1363	BCF9240	74804	\$13.32	SOLD
RICHARDSON WANEECHEE C	2012 4455 1262	BCH1031	77827	\$15.73	DOES NOT OWN
ROBINSON LAKRISHA L	2012 34193 1959	WYS7569	75400	\$54.48	TRADED
SHEARIN DAVID A	2012 2556 2390	ZTN2776	68566	\$30.12	SOLD
SOMERVILLE LEKEISHA S	2012 20047 2426	ABW2381	66907	\$7.52	SOLD
TEAGUE CHACON L	2012 4937 3011	ZNR6612	69187	\$32.66	DMV ERROR
VITALE VITO A	2012 26083 1744	BHH1030	81033	\$15.74	SALVAGEABLE CAR
WATSON FONDA V	2012 37762 2046	ZXW2008	77106	\$9.38	RELEASED TO HALIFAX CO
WELLS MICHAEL A	2012 23255 1737	SNX1112	78302	\$71.06	SOLD
YANCEY JUANITA	2012 20419 1938	XVW6350	78502	\$30.45	MOVED OUT OF STATE
YATES NOVELLA D	2012 375 1735	PTS5942	67911	\$2.18	SOLD

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$1,178.93

SUB-TOTAL CORRECTION RELEASES:

\$333.34

Total Releases

\$ 1,512.27

Meeting Date: May 6, 2013

CONSENT AGENDA Item # 6E

SUBJECT: May 2013 "Older American Month Proclamation"

REQUESTED BY: Alicia Giddiens, Director - Senior Center

SUMMARY: Submitted for Board review and adoption.

FUNDING SOURCE: N/A

APPLICABLE STATUTE:

FOLLOW-UP REQUIRED:

**COUNTY MANAGER'S RECOMMENDATION:
Recommend approval and adoption of Proclamation.**

NOTES:

Older Americans Month 2013 Proclamation

Whereas, Warren County, North Carolina is a community that includes approximately 3,900 citizens aged 60 and older, which is about 19% of Warren County's population; and

Whereas, the older adults in Warren County, North Carolina are the roots from which our community grows, who bestow gifts of wisdom and insight upon younger generations, and strengthen the bonds between neighbors to create a better place to live; and

Whereas, our society can be enhanced by older adults aging peacefully in their communities; and

Whereas, the older adults in Warren County, North Carolina should be commended for their role in creating and bolstering the fiber of our community and nation; and

Whereas, our community can provide that recognition and respect by enriching the quality of life for older Americans by:

Increasing their opportunities to remain in their communities as active and engaged citizens

Providing services, technologies, and support systems that allow seniors to foster and maintain connections within the community

Emphasizing the value of elders by publicly recognizing their contributions to the diversity, strength, and unity of our community

Now Therefore, We the Warren County Board of Commissioners do hereby proclaim May 2013 to be Older Americans Month. We urge every citizen to take time this month to engage with our older citizens through enjoyable social interactions such as sports, games, contests, and other forms of play. The theme this year is "Never Too Old to Play."

Dated this 6th day of May, 2013

Warren County Board of Commissioners

Bertadean W. Baker, Chairman
Warren County Board of Commissioners

Meeting Date: May 6, 2013

CONSENT AGENDA Item # 6F

SUBJECT: May 2013 "Fair Housing Month Resolution"

REQUESTED BY:

SUMMARY: Submitted for Board review and adoption.

FUNDING SOURCE: N/A

APPLICABLE STATUTE:

FOLLOW-UP REQUIRED:

**COUNTY MANAGER'S RECOMMENDATION:
Recommend approval and adoption of Resolution**

NOTES:

State of North Carolina

County of Warren

***MAY 2013 FAIR HOUSING MONTH
RESOLUTION***

WHEREAS, the County of Warren, North Carolina has been allocated funds under Title I of the Housing and Community Development Act of 1974; and

WHEREAS, the County has adopted a Fair Housing Plan complying with Title VIII of the Civil Rights Act of 1968, 942 USC 3601, and 42 USC 5308b. as amended, known as the Fair Housing Law, which prohibits discriminatory housing practices with regard to race, color, sex, national origin, physical and/or mental disabilities, or familial status, and

WHEREAS, it is the objective, spirit, and intent of the Community Development Block Grant Program, through neighborhood revitalization for low and moderate income citizens to promote practices detailed in the Fair Housing Law; and

WHEREAS, it is the intent of the County to foster such objectives in regard to promoting Fair Housing, to ensure that equal opportunity is observed in housing practices and that availability of safe, decent, and sanitary dwellings is a right enjoyed by all individuals,

THEREFORE, BE IT RESOLVED that the County of Warren does hereby adopt May as Fair Housing Month.

Approved by the Warren County Board of Commissioners in their regular session this 6th day of May 2013.

Bertadean W. Baker, Chairman
Warren County Board of Commissioner

Meeting Date: May 6, 2013

CONSENT AGENDA Item # 6G - 1

SUBJECT: CDBG Grant 11-C-2328 Monthly Performance Status Report

REQUESTED BY: Karen Foster, Kerr Tar Regional Council of Governments

SUMMARY: Monthly Performance Status Report for Community Development Block Grant # 11-C-2328 as required by Division of Community Assistance is submitted by Karen Foster for approval.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of monthly performance status report for CDBG Grant 11-C-2328.

NOTES:

Monthly Performance Status Report

(Due on 15th of each month)

Grantee Name: Warren County Grant Number: 11-C-2328 Month: April Year: 2013

Submitted May 2013

<u>Activity</u>	<u>Performance Schedule (On/Off)</u>	<u>Current Performance Status (If Off Schedule)</u>	<u>Remedy to get back on Schedule (If Off Schedule)</u>
Administration	On		
Planning	On		
Rehabilitation	On		
Clearance	On		
Reconstruction	On		
Temporary Relocation	On		

Prepared By: Karen Foster

Approved and Emailed By: *Linda J. Watt*

Board or Council Update:

Title: Community Development Planner

Title: *County Manager* (City/County Manager or Clerk)

Date: *5/6/13*

Performance Schedule
(Based on *Performance Based Contract*)
On/Off Schedule

- ❖ *On* Performance Schedule: Stop and submit report, no current performance status or remedy to get back on schedule is required
- ❖ *Off* Performance Schedule: Provide current performance status and remedy to get back on schedule and submit report

Meeting Date: May 6, 2013

CONSENT AGENDA Item # 6G - 2

SUBJECT: CDBG Grant 10-C-2227 Monthly Performance Status Report

REQUESTED BY: Karen Foster, Kerr Tar Regional Council of Governments

SUMMARY: Monthly Performance Status Report for Community Development Block Grant # 10-C-2227 as required by Division of Community Assistance is submitted by Karen Foster for approval.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of monthly performance status report for CDBG Grant 10-C-2227.

NOTES:

Meeting Date: May 6, 2013

Item # 7-A

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

**SUMMARY: Amendment # 10 to the Warren County FY 2012-2013
Budget Ordinance**

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

**Recommend approval Amendment #10 to the Warren County FY 13 Budget
Ordinance**

NOTES:

AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE

2012/2013

Amendment No. 10

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:

Buildings, Grounds & Maintenance	(15,820)
Emergency Services	1,160
Senior Center	16,615
DSS Administration	11,875
Youth Services Bureau	625
Armory	300
DSS Public Assistance	27,158
Cooperative Extension	806
Total	\$ 42,719

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

Miscellaneous Revenue	806
Restricted Intergovernmental - Other	1,160
Restricted Intergovernmental - DSS 1571	18,533
Restricted Intergovernmental - DSS	27,158
Fund Balance Appropriated	(4,938)
Total	42,719

This amendment:

- appropriates funds to Emergency Services to provide citizens with helpful information in disaster situations this program is titled the CERT Program Grant.

Funding Source: NC Department of Public Safety

- appropriates funds to the Senior Center for insurance claims on A/C unit, fund were received in FY12.

Funding Source: Fund Balance Appropriated

- appropriates funds to the Senior Center HVAC installation and pad.

Funding Source: Buildings, Grounds & Maintenance - Contingency

- appropriates funds to DSS Administration for building repairs and maintenance.

Funding Source: Buildings, Grounds & Maintenance - Contingency

- appropriates funds to Youth Services Bureau for building repairs and maintenance.

Funding Source: Buildings, Grounds & Maintenance - Contingency

- appropriates funds to Armory for building repairs and maintenance.

Funding Source: Buildings, Grounds & Maintenance - Contingency

- appropriates funds to DSS Public Assistance for the Special Children Adoption Fund, these funds were received in a prior fiscal year but were not expended.

Funding Source: NC Department of Health and Human Services

- appropriates funds to Cooperative Extension for the replacement of stolen items.

Funding Source: Miscellaneous Revenue - Argonaut Great Central Insurance

- budgets State allocation of \$18,533 received for Temporary Assistance for Needy Families Transferred to Social Services Block Grant.

Funding Source: NC DHHS - Division of Social Services

Respectfully Submitted 05/06/2013

Barry J. Mayo

Barry J. Mayo, Finance Director

Meeting Date: May 6, 2013

Item # 7-B

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: As discussed during the April 17, 2013 Board work session, proposed Revised "Warren County Fraud Policy" is presented with recommended revisions for Board's adoption.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Warren County Fraud Policy effective 5/6/13.

NOTES:

Warren County Fraud Policy



Purpose

Warren County is committed to the highest standards of moral and ethical behavior by its employees, administrators, and elected officials. Thus, the purpose of this policy is to prohibit dishonest acts and /or fraudulent activity, to establish and facilitate the development of controls that will aid in the detection and prevention of fraud against Warren County, and to advise employees, administrators, and elected officials of their responsibility to report suspected fraudulent activity to the appropriate County Office. Further, this policy affirms that fraud and corruption will not be tolerated, assigns responsibility for the development of adequate internal controls and performance of investigations relating to fraud, and defines the consequences of fraud and/or corruption discovered within County government.

It is the intention of Warren County to: 1) promote consistent organizational behavior by providing guidelines for reporting and investigations; 2) assign responsibility for oversight; and, 3) limit the County's liability and risk of loss.

Scope of Policy

This policy applies to any fraud, or suspected fraud, involving employees, administrators, and elected officials, as well as consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or other parties with a business relationship with Warren County. This policy also applies to employees and appointed members of local boards, agencies and commissioners over which the Warren County Board of Commissioners has authority to require general policies to be followed.

Policy

Warren County administration and all levels of management are responsible for the prevention and detection of fraud, misappropriations, and other inappropriate conduct. Fraud is defined, in this policy as : 1) a willful or deliberate act or failure to act with the intention of obtaining an

unauthorized benefit; 2) an intentional deception put forth for the purpose of obtaining unauthorized benefit and/or an unlawful advantage, or; 3) a breach of confidence, perpetrated for profit and /or gain some unfair or dishonest advantage.

Actions Constituting Fraud including but not limited to the following:

- Any dishonest or fraudulent act;
- Forgery or alteration of a check, bank draft, or any other financial document;
- Forgery or alteration of any document or account belonging to the County;
- Theft of a check or any other intentional and wrongful diversion of a payment not rightfully belonging to the person or entity to which it was diverted;
- Misappropriation of funds, securities, supplies, or other assets;
- Impropriety in the handling or reporting of money or financial transactions;
- Accepting or seeking anything of material value from vendors, contractors, or other persons or entities which provide or are in process of bidding to provide services and/or materials to the County;
- Profiteering as a result of insider knowledge of agency operations;
- Confidential information sold or used to conduct an outside business activity;
- Selling information maintained by the County for personal gain while employed by the County;
- Disclosing confidential activities engaged in or contemplated by the agency,
- Disclosing confidential information to outside parties;
- Taking advantage of a title/position in such a way as to gain a profit that otherwise would be unattainable.
- Destruction, removal or inappropriate use of County records, furniture, fixtures, and /or equipment.
- Authorizing or receiving compensation for hours not worked;
- Any similar or related inappropriate conduct.

Other actions Constituting Fraud and Covered by this Policy include, but are not limited to Waste, Abuse and Theft.

Waste is defined as: the loss or misuse of County resources that results from intentionally deficient practices, system controls, or decisions. Examples of waste are:

- Not taking advantage of discounts, or early registrations and inefficiently using County resources.
- The purchase of unnecessary items at County expense.

Abuse is defined as: the intentional, wrongful, or improper use of resources or misuse of rank, position, or authority that causes the loss or misuse of resources. Examples of abuse include:

- Using county equipment or supplies to conduct personal business;

- An employee using non-confidential taxpayer information to acquire new customers for his/her outside business.

Theft is defined as: the act of taking something from someone unlawfully. An example of theft is:

- Taking a printer belonging to the agency and keeping it for personal use.
- Failing to return County property to the County after the employees has resigned or been terminated.

Other Inappropriate Conduct

Suspected improprieties concerning an employee's moral, ethical, or behavioral conduct should be resolved by departmental management and Human Resources. If there is a question as to whether an action constitutes fraud, the Fraud Review Panel should be contacted for guidance.

Fraud Review Panel

A Fraud Review Panel made up of the two (2) Commissioners assigned to the Board of Commissioner' Personnel Committee, along with the Warren County Manager shall review and analyze all reports of fraud received by the County. This Panel will report and make recommendations to the Warren County Board of Commissioners on a regular basis.

Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to Warren County and without deference to race, color, religion or national origin, in keeping with the Civil Rights Act of 1964 as amended.

The County of Warren will:

- Institute and maintain effective measures and procedures to deter fraud and corruption within Warren County Government.
 - The effective measures and procedures are County policies i.e. purchasing policy, auditing timesheets, following guidelines for grants and contracts, using the fleet policy, using personnel policies, using the cash management plan, using the bid process.
- Take firm and vigorous action against any individual or group perpetrating fraud against the County.
 - The Board's fraud review panel will be responsible for making reports and recommendations to the Board on any allegations

- Encourage employees to be vigilant and to report any suspicion of fraud and corruption, and provide suitable channels of communication and ensure sensitive information is treated appropriately. However, reports based on mere gossip and innuendo will not be tolerated.
 - By creating this policy employees should be aware they can communicate any issues they may want to report without retaliation.
- Investigate instances of alleged fraud and corruption.
 - Take appropriate actions and to seek restitution of any County asset fraudulently obtained together with the recovery of costs
- Assist law enforcement and all other appropriate authorities in the investigation and prosecution of those suspected of fraud or corruption
 - The county will provide any information necessary in review of a case of suspected fraud.

Procedures for Reporting Fraud

Any employee of Warren County who has a reasonable basis for believing a fraudulent act has occurred, or is occurring, has a responsibility to promptly notify their supervisor, department head, the County Manager or the Finance Director. Administrators, supervisors, elected officials, department heads, and/or locally appointed board members have a responsibility to immediately notify the County Manager or the County Finance Director of fraudulent activity reported to them by employees or observed by them directly. In addition, the general public is also an important element in the County's fight against fraud and corruption. They are encouraged to raise any concerns they may have about fraud and corruption via any of the following methods:

- Department Manager / Department Head
- Immediate Supervisors
- Finance Director
- Human Resources Director
- Fraud Hotline
- County Manager
- County Board of Commissioners Members

Note: The Fraud Hotline will be checked and reviewed by a Fraud Review Panel at intervals determined by the Fraud Review Panel. However, reports based on mere gossip and innuendo will not be investigated. There must be some good faith basis upon which the report is being made.

To the extent permitted by law, reports of fraud and corruption will be treated in confidence and taken seriously. Reports will be properly investigated. Retaliation against any employee who files a report or voices a concern under this policy is strictly prohibited.

No person acting on behalf of the County shall:

- Dismiss or threaten to dismiss any employee;
- Discipline, suspend, or threaten to discipline or suspend an employee;
- Impose any penalty upon any employee; or,
- Intimidate or coerce an employee,

because the employee has acted in compliance with the requirements of this policy. However, it shall be a violation of this policy for any informant to make a baseless allegation of fraudulent activity that is made with reckless disregard for truth and this is intended to be disruptive or to cause harm to another individual. Any employee who feels that he or she has been subjected to any behavior that violates this policy should immediately report such behavior to his or her supervisor, Human Resources Director, Finance Director, or the County Manager. Any violation of this section will result in disciplinary action up to and including termination.

Note: Employee's whom knowingly file misleading or false fraud or corruption reports or file reports without a reasonable belief as to truth or accuracy, will not be protected by this policy and will be subject to appropriate disciplinary actions as recommended by the Fraud Review Panel, as well as any other remedy available to the reportee under the law.

Persons reporting suspected fraudulent activity should refrain from confrontation with the suspect and should not discuss the matter with others unless specifically asked to do so by the County Manager, Internal Investigator/Auditor and/or County Attorney.

Investigative Procedures

The Fraud Review Panel shall have the primary responsibility for investigating (or assigning for investigation) the reported fraudulent activity. Thus the Panel may assign one or more other individuals such as the Human Resources Director, the County Manager, the County Attorney, etc, as deemed appropriate to act as Internal Investigator/Auditor's to investigate the suspected fraudulent activity.

The Internal Investigator/Auditor and/or members of the investigation team, as allowed by law, shall have: a) free and unrestricted access to all County records and premises, whether owned or rented; and, b) when accompanied by the Sheriff or any of his designees, the authority to examine, copy, and/or photograph all or any portion of the contents of files, desks, cabinets, and other storage facilities on County premises and/or belonging to the County within the scope of their investigation.

The results of the investigation conducted by the Panel and /or Internal Investigator/Auditor shall be communicated orally to the Board of Commissioners in closed session, pursuant to N.C.G.S

143-318.11 (a)(6), “to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.”

In any instance in which the investigation indicates the presence of possible criminal activity, the investigation shall be turned over to the County Sheriff’s office for further investigation and criminal charges if deemed appropriate.

When the outcome of an audit or law enforcement investigation indicates improper conduct by an employee, the County’s disciplinary process will be utilized by the Department Head of the affected Department, regardless of the disposition of any criminal charges. When the outcome of an audit/investigation or law enforcement investigation indicates improper conduct by a Department Head, the County’s disciplinary process shall be utilized by the County Manager, regardless of the disposition of any criminal charges. When the outcome of any audit/investigation or law enforcement investigation indicates improper conduct by the County Manager, an appointed or elected official, the Warren County Board of Commissioners shall address such conduct as required and allowed by law. Furth, “final action making an appointment or discharge or removal by the Board of Commissioners having final authority for the appointment or discharge or removal shall be taken in an open meeting, pursuant to N.C.G.S 143-318.11(6).

All matters requiring the recovery of lost funds or property shall be referred to the County Attorney’s office for handling.

When and if, at any time, it is determined that the fraud or corruption has occurred due solely to the breakdown or lack of County systems or procedures, it shall be the responsibility of the pertinent Department Head/s, Managers and County Administration - to ensure that appropriate improvements in the effectiveness of internal controls are implemented in accordance with any audit recommendations and pertinent investigative findings.

Duties and Responsibilities

Employees, supervisors, department heads, and administrators at all levels, as well as all appointed and elected officials of the County are responsible for setting the appropriate tone of intolerance for fraudulent acts by complying with all laws, rules, regulations and policies.

Department heads, supervisors, administrators, and elected officials should be aware of the types of fraud that could occur within their area of responsibility and should be alert for any indication of fraud. Department heads, supervisors, and elected officials are responsible for establishing and maintaining proper internal controls that will provide for the security and accountability of the resources entrusted to them.

Disciplinary Action

Failure to comply with any part of this policy could result in disciplinary action, up to and including termination.

An employee who:

- Has engaged in any form of fraud, waste, or abuse;
- Suspects or discovers fraudulent activity and fails to report his or her suspicions as required by this policy; or
- Intentionally reports false or misleading information,

shall be subject to disciplinary action, including termination.

Any employee who does not follow the reporting procedures for fraud is subject to disciplinary action, up to and including termination.

Sanctions

Employees and/or administrators suspected of participating in fraudulent activity may be suspended without pay during the course of investigation, in accordance with the County's Personnel Policy.

Employees and/or administrators found to have participated in fraudulent activity will be subject to disciplinary action, including termination, criminal prosecution or civil action.

Employees and administrators found to have knowledge of fraudulent activity and who knowingly failed to report the activity will be subject to disciplinary action up to and including termination.

If disciplinary action is warranted, such action will be taken after consultation between the County Manager, Human Resources Director, County Attorney, and other offices as deemed necessary and appropriate.

Consultants, vendors, contractors, outside agencies, and /or any other party/ties having a business relationship with Warren County

The relationship of individuals or entities associated with Warren County found to have participated in fraudulent activity as defined by this policy will be subject to review, with the possible consequence of modification and/or termination of the business relationship. If such action is warranted, the County Attorney and other appropriate parties will be consulted prior to the action being taken. Criminal or civil action may also be taken against such individuals or entities.

Confidentiality

All participants in a fraud investigation on behalf of the County, shall keep the details and results of the investigation confidential. Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know, except as allowed by law, in order to protect the reputations of persons suspected of fraudulent activity but subsequently found innocent of wrongdoing and to protect the County from potential civil liability.

Media

Any person within the County that is contacted by the media in regards to an investigation into fraudulent activity shall refer the media to the County Manager. The suspected fraud or audit investigation shall not be discussed with the media by any person other than through the County Manager, in consultation with the Internal Auditor and or/County Attorney.

Adopted this __ day of _____, 2013

Bertadean Baker, Chairman
Warren County Board of Commissioners

**ACKNOWLEDGEMENT
OF RECEIPT OF WARREN COUNTY FRAUD POLICY**

I, _____, hereby acknowledge the receipt of the Warren County Fraud Policy.

____ I agree to read and familiarize myself with the contents and I understand I will be responsible for adhering to this Policy.

____ I agree to abide by the Warren County rules and procedures as outlined in the Policy.

Employee Signature

Date

Printed Name

Meeting Date: May 6, 2013

Item # 7-C

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Amendment # 5 to the Warren County Water & Sewer District No. III, Phase III Project

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval Amendment # 5 to the Warren County Water & Sewer District No. III, Phase III Project

NOTES:

**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE FOR
WARREN COUNTY WATER & SEWER
DISTRICT NO. III PHASE III PROJECT**

(Amendment No. 5)

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

Increase/(Decrease) Appropriations:

Engineering / Preliminary	2,000
Engineering / Design	28,000
Engineering / Construction Admin	12,000
Engineering / Inspection	29,000
Engineering / Additional Services	2,500
Construction Contract	144,751
Equipment Capital	24,000
Radio Read Meters	93,637
Contingency	\$ <u>(335,888)</u>
Total	\$ 0

This amendment:

adjust the budget to the most recent cost estimates in accordance with Change Order #2, approved at April 1, 2013 Commissioners meeting.

Respectfully Submitted 05-06-2013

Barry J. Mayo

Barry J. Mayo
Finance Director

Meeting Date: May 6, 2013

Item # 7-D

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Award bids for Audit Services. Request for proposals was sent to five (5) auditing firms, only one (1) bid was received as a result. Williams, Winston, Creech, Evans & Company bid for a three year period: 2013 - \$46,800, 2014 - \$48,200, 2015 - \$49,650. Presented for Board's review and award.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

**COUNTY OF WARREN
FINANCE OFFICE**

**548 West Ridgeway Street
WARRENTON, NC 27589**

Telephone: (252) 257-1778 Fax: (252) 257-6523

Barry J. Mayo
Finance Director

MEMO

To: County Commissioners
County Manager
Clerk to the Board

From: Barry J. Mayo
Finance Director

Date: May 6, 2013

Re: Request for Proposal – Audit Services

Please find attached the bid tabulations for Request for Proposal for Audit Services. During the FY 12 Audit Presentation to the Finance Committee, it was suggested that Audit Services be bid as the Williams, Winston, Creech, Evan & Company contract comes to a close.

A Request for Proposal was sent to 5 auditing firms who are accustomed to auditing counties of similar size and monetary threshold. The auditing firms that were contacted were a mix of large and small firms no more than a 3 hour drive from Warren County. The auditing firms were supplied with information about the County, the types of audit services needed, requirements, time frames, and other service requirements.

As a result of the Request for Proposal, only one auditing firm responded. The firm of Williams, Winston, Creech, Evans & Company was the only firm to place a bid. I would like to recommend the Board accept the bid from Williams, Winston, Creech, Evans & Company.

Thank you.

WARREN COUNTY FINANCE OFFICE

**PROPOSALS FOR AUDIT SERVICES
BID TABULATION**

April 16, 2013

Auditing Firms	Location	Completed overview of firms experience and personnel profile	Cost estimates and other necessary cost information	Estimated Cost 6-30-2013	Estimated Cost 6-30-2014	Estimated Cost 6-30-2015
Cobb, Ezekial, Loy & Company	Graham	No Bid				
Phillips, Dorsey, Thomas, Waters & Brafford	Henderson	No Bid				
Williams, Winston, Creech, Evans & Company	Oxford	X	X	46,800.00	48,200.00	49,650.00
Cherry, Bekaert & Holland	Raleigh	No Bid				
Barrow, Parris & Davenport	Kinston	No Bid				

I certify that the above is true and accurate tabulation of the bids received at the above referenced dates.

Barry J. Mayo

Signature

Gloria M. Edmonds

Witness

Meeting Date: May 6, 2012

Agenda Item # 8-A

SUBJECT: Boards & Commissions

REQUESTED BY: William A. Kearney, JCPC Chairman

SUMMARY: Annual allocation from Department of Juvenile Justice and Delinquency Prevention to fund local programs is submitted for Board's review and approval. Total FY 14 allocation is \$89,890 with a county match of \$8,171. Authorize Chairman Bertadean Baker to sign related documentation.

FUNDING SOURCE: General Fund & DJJDP Grant Funds

APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of DJJDP FY 14 Funding Allocation.

NOTE

Warren County Commissioners
602 W. Ridgeway Street
Warrenton, NC 27589

Dear Commissioners:

The Warren County Juvenile Crime Prevention council issued a request for proposals earlier this year. There was a good response. Each proposal received was reviewed by the Budget Committee. Each program requesting funding for the FY13/14 was requested to be present during the committee meeting.

Two programs who have been previously funded are requesting funding this year. They are the Central Children's Home in Oxford, NC and Warren County Youth Services. There also was a new program requesting funding. It is called Infinite Possibilities.

After hearing each presentation, the Budget Committee recommended to the full council that DJJ funding be allocated in the following manner:

Central Children's Home \$6,628

Warren County Youth Services Bureau \$60,120

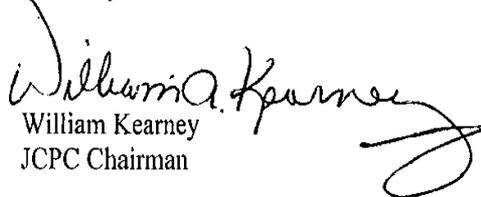
Infinite Possibilities \$9,673 (with agreement that they obtain an office in Warrenton)

JCPC Administration \$3,663

Unallocated 2% \$1,635 (in anticipation of state funding cuts)

Each of these amounts requires at least a 10% local match. After being approved by the full council, these amounts are being submitted for your review and approval. On behalf of the Juvenile Crime Prevention Council, I would like to say thank you for your consideration of this request.

Sincerely,


William Kearney
JCPC Chairman

Warren County
Department of Public Safety- Division of Juvenile Justice Funding Allocation

Available Funds: \$ 81,719 Local Match: \$ 8,171 Rate: 10%

A Program Agreement Form for each program listed below is included as an attachment to the Community Prevention and Intervention Plan.

#	Program Provider	DJJDP Funding	LOCAL FUNDING		OTHER	OTHER	Total	% Non-DJJDP Program Revenues
			Local Cash Match	Local In-Kind	State/Federal	Funds		
1	JCPC Administrative	\$3,663	\$366				\$4,029	9%
3	Central Children's Home	\$6,628	\$663				\$7,291	9%
4	Warren County Youth Servicers	\$60,120	\$6,012				\$66,132	9%
5	Unallocated (Infinite Possibilities) 1/2 of Central CH and Conflict Management prior funding level monies combined.	\$9,673	\$967				\$10,640	9%
6	2% Unallocated	\$1,635	\$163				\$1,798	9%
7							\$0	#DIV/0!
8							\$0	#DIV/0!
9							\$0	#DIV/0!
10							\$0	#DIV/0!
11							\$0	#DIV/0!
12							\$0	#DIV/0!
13							\$0	#DIV/0!
14							\$0	#DIV/0!
15							\$0	#DIV/0!
16							\$0	#DIV/0!
17							\$0	#DIV/0!
18							\$0	#DIV/0!
TOTALS:		\$81,719	\$8,171	\$0	\$0	\$0	\$89,890	9%

The above plan was derived through a planning process by the Warren County
 Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 2013-14

JCPC Approval: 4-8-13
 County Approval:

 Chairperson, Juvenile Crime Prevention Council (Date)

 Chairperson, Board of County Commissioners (Date)

Meeting Date: May 6, 2013

Agenda Item # 8-B

SUBJECT: Boards/Commissions/Committees

REQUESTED BY: Alicia Giddiens, Senior Center Director

SUMMARY: It is presented to appoint (re-appoint) the following individuals to serve on the Home & Community Care Block Grant Advisory Committee for a three year term expiring March 2016.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of slate of appointees to serve on the HCCBG Advisory Committee for a 3-year term expiring March 2016.

NOTES:

Member	Position	Term
Michelle Winstead	Social Services Director	No Term
Alicia Giddiens	Senior Center Director	No Term
Andy Smith	Health Director	No Term
Diane Cox	Kerr Tar Regional COG Interim Director	No Term
Jennie Johnson-Franklin	Appointed 4 th term At-Large	March 2012-March 2015
Charles Jefferson	Appointed 2 nd term	April 08-Mar 2012 Mar12-March 2015
Alice Clayton	Appointed 1 st term	March 2013-March 2016
Judith Forrest	Appointed 1 st term	March 2013-March 2016
Portia Hawes	Appointed 1 st term	March 2013-March 2016

Meeting Date: May 6, 2013

Agenda Item # 9-A

SUBJECT: Follow-up To April 17, 2013 Work Session

REQUESTED BY: Scott O'Neal, Executive Director
Citizens Against Domestic Violence

SUMMARY: During said Work Session, CADV a 501c3 non-profit organization, requested Warren County's consideration to:

- 1) Administer approximately \$260,000 in grant funds as pass through funding to assist CADV in remaining a viable entity in the county; or
- 2) Provide 20% of the awarded grants required match of up to \$52,000 in funding for the agency to assist them in drawing down grant funds.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend the Board consider making a one-time funding appropriation to CADV in the amount of \$52,000 to assist with up front funding required to draw-down grant funds for the agency with a requirement that the CADV provide Warren County a copy of its audited financial statements annually. Funding Source: Fund Balance

NOTES:



CITIZENS AGAINST DOMESTIC VIOLENCE, INC.

123 South Main Street
Post Office Box 938
Warrenton, North Carolina 27589
www.cadvofnc.org

January 31, 2012

RECEIVED
252-257-6781
Fax 252-257-6784

FEB 19 2012

WARREN COUNTY MANAGER'S OFFICE

Dear Mrs. Worth:

On behalf of the Board of Directors of Citizens Against Domestic Violence, Inc, I would like to ask for assistance from Warren County. The organization is a 501©3 non-profit corporation and has served the residents of Warren County since 1996 by providing service to victims of Domestic Violence and Sexual Assault. The agency serves one hundred percent (100%) of the citizens without regard to gender, age or nationality that request our assistance for court advocacy, shelter, emergency transportation and related services. Last year we provided education and outreach to over six thousand (6,000) residents via a Good Touch Bad Touch program in Grades K-3; Safe Date Programs for the Middle and High School Students; and community programs. Last year we were awarded a Displaced Homemakers Grant to provide services for clients that worked in his/her own home and provided unpaid household services; and was unable to secure gainful employment due to the lack of required training, age, or experience; or is unemployed or underemployed; and has been a dependent on the income of another household member but is no longer adequately supported by income, or is receiving support but is within two years of losing the support, or has been supported by public assistance as the parent of minor children but is no longer eligible, or is within two years of losing the eligibility.

We receive funding from the North Carolina Council of Women for the Displaced Homemakers Grant, Sexual Assault Grant, Domestic Violence Grant, Marriage License Fees and Divorce Filing Fees. Funds are awarded from the NC Governors Crime Commission and the Family Violence Prevention Division of the NC Department of Social Services. We are awarded more than \$260,000 per annum from the aforesaid sources. Additional funding comes from FEMA and commodities are provided via the NC Department of Agriculture. The agency employs four (4) full-time staff including the Executive Director, Shelter Manager, Displaced Homemaker Coordinator, and Domestic Violence Coordinator. The Sexual Assault Advocate, Community Outreach/Education/Prevention Specialist and shelter staff provide the county with up to eight contracted and part-time positions.

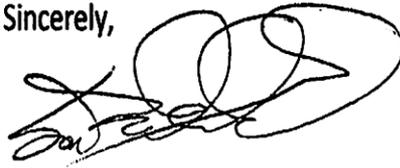
In the upcoming year, we have been able to reduce the office rent by nearly fifty percent (50%) and the utilities by nearly eighty percent (80%). We have suspended operations of the Thrift Store due to relocating the agency to 136 South Main Street from 123 South Main Street. We have added a resource room, a multipurpose room and a training room for Displaced Homemaker clients.

We would like to ask the county to handle the \$260,000 in grant funds as pass through funding to assist in remaining a viable entity in the county by providing us with up to twenty percent of the awarded grants required match of up to \$52,000 per year in appropriated funds. The request would

offset any shortfall that would not be realized by donations of cash and in-kind items from the community. As part of the arrangement we would like to request that the full-time employees be allowed to participate in the health insurance program(s) provided to county employees.

We would like to thank you for your consideration of our request and if warranted we would offer a formal proposal and any other information that may be needed. Please contact any member of the Board of Directors (Ms. Susan Thompson, Ms. Alicia Giddens, Ms. Nydia Olivero, Mr. Clarence Gayles, Ms. Jackie Robinson, Ms. Wynoma Anstead, Mr. Scott Brinkley or Ms. Alice Abbott) or myself at (252) 257-6781.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott O'Neal", with a large, stylized flourish above the name.

Scott O'Neal, Executive Director

Meeting Date: May 6, 2013

Agenda Item # 9-B

SUBJECT: Follow-up To April 17, 2013 Work Session

**REQUESTED BY: Dr. Cosmos George, Medical Director
Warren County Free Clinic (WCFC)**

SUMMARY: During said Work Session, WCFC a non-profit, requested the County allocate emergency funds in the amount of \$50,000 to supplement grant funds and fundraising efforts.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend the Board consider making a one-time funding appropriation to WCFC in the amount of \$50,000 to assist with operating expenses, with a requirement that the WCFC provide Warren County a copy of its audited financial statements annually. Funding Source: Fund Balance

NOTES:

WARREN COUNTY FREE CLINIC
BUDGET 2013-2014

	Title	BUDGET FOR 2014		
EMPLOYEE SALARIES:				
	Executive Director	\$48,509.76		
	Director of Operations/ Med. Asst.	\$ 20,160.00		
	Case Coordinator- Komen	\$ 20,048.02		
	1 NP	\$ 68,640.00		
	2 C N A'S	\$ 24,603.81		
	LPN	\$ 22,458.66		
	MARP	\$ 21,110.51		
TOTAL SALARIES:		\$225,530.76		
		\$ 20,636.06		
PAYROLL TAXES:				
		\$ 246,166.83		
TOTAL TAXES AND SALARIES				
EXPENSES:				
Contractual	MD/PA & RN	\$ 17,840.00		
	NP	\$ 68,640.00		
	Accountant	\$ 7,680.00		
	Cleaning	\$ 1,974.00		
TOTAL CONTRACTUAL:		\$ 96,134.00		
Facilities:				
	Rent			
	Utilities			
	Water	\$ 1,850.14		
	Electricity	\$ 3,000.66		
	Gas	\$ 819.00		
Other Expenses:				
	Copier	\$ 2,709.77		
	Software	\$ 2,291.77		
	Postage	\$ 504.00		
	Office supplies	\$ 5,460.00		
	Medical supplies	\$ 8,400.00		
	Communication/ Internet	\$ 5,358.47		
	Insurance - Building	\$ 200.00		
	Conferences	\$ 588.00		
	Travel & Hotel	\$ 10,680.00		
	Meals & Entertainment	\$ 420.00		
	Miscellaneous Expenses	\$ 1,920.00		
Total Expenses:		\$ 44,201.81		
		\$ 386,502.64		
Total 2014 Budget:				
Projected Income:				
Grants:				
	Komen	\$ 65,000.00		
	Free Clinic Association	\$ 15,000.00		
	MARP	\$ 34,000.00		
Fund Raisers:				
	Radio-Thon	\$ 50,000.00		
	Churches	\$ 20,000.00		
	Phil Ford Foundation	\$ 25,000.00		
	Dinner/Raffles	\$ 25,000.00		
	Champion Entertainment	\$ 20,000.00		
Total Grants/Fund Raisers:		\$ 254,000.00		

WARREN RECORD

Radio-Thon raises \$48k for Free Clinic

By Luci Weldon | Posted: Wednesday, April 24, 2013 9:00 am

Warren County Free Clinic's first annual fundraising Radio-Thon raised \$48,000 for the medical facility, which provides care for uninsured residents of Warren and Vance counties.

While the fundraiser did not meet its announced goal of \$150,000, it surpasses what Free Clinic Executive Director Mary Somerville described as a "more realistic" goal of \$30,000. She added that the Radio-Thon was necessary because the grant funding resources that the clinic relied on in the past have become scarce.

"I am thrilled to know that the community actually was and is concerned (about the Free Clinic)," she said. "We will continue to seek grant dollars and (support) from the community." The Radio-Thon was broadcast on Warrenton radio station WARR from 2-8 p.m. April 19-21 from five locations: the Free Clinic and WARR in Warrenton, Roanoke-Wildwood Volunteer Fire Department in Littleton, and Maria Parham Medical Center and Davis Chapel Baptist Church in Henderson. The fundraiser also was aired on WIZS-Henderson and WLHC-Sanford.

Somerville said that 70 volunteers manned the phones at the Radio-Thon.



Warren County Free Clinic, Inc.
Mary Somerville, Executive Director
546 W. Ridgeway Street
Warrenton, NC 27589
Phone: 252-257-1904/Fax: 252-257-1142
E-Mail: warrenfreeclinic@embarqmail.com
Web Site: www.warrencountyfreeclinic.org



Dr. James Kenney, Medical Director

Dr. Cosmos George, Board Chairman

February 28, 2013

Dear Ms. Baker,

Warren County Free Clinic (WCFC) hereby request emergency funding in the amount of \$50,000.00. We are fully aware of the policy of this board not to fund non-profit entities. However, WCFC is unique in many respects and deserves an exception to this rule. Permit me, as chairman of WCFC, to present the case for the clinic.

WCFC opened in 2006 with a mission, **“To provide free primary health care and health access services to the uninsured residents of Warren County”**. WCFC provides free medical examinations, basic lab evaluations, management of basic and common medical diagnoses like Diabetes and Hypertension. WCFC has a referral arrangement with our partners for specialty care (Appendix A) and operates a Breast Health Awareness /Education program providing teaching, breast exams and screening mammograms(Appendix B). WCFC operates a Medication Assistance Program (MAP) which provides free medication to patients who qualify and currently over \$2 M of free medication is given to our patients.

Over the last 7 years, its patient enrollment has grown significantly from 80 in year one to over 4500 at this time. WCFC currently enrolls 450 patients annually. This trend will continue because NC has chosen not to participate in the Affordable Care Act’s Medicaid expansion.

The best investment that a community can make is in its people. Key to this investment is the health of its people. Let me illustrate with an example how health matters. A young lady was screened in our Breast Health Program and a mass was detected. A referral was made to our specialty partners who treated the patient for free. Early intervention resulted in a cure. Today, this lady is gainfully employed and adds to the revenue of the county (Appendix D –D2).

WCFC exist because of the generous donations and grants from organizations and individuals throughout North Carolina. Over the last few years, many of our donors have changed their funding policies and sadly funding is no longer available (Appendix F1, F2). MPH sold out to a national group and is no longer able to partner with us for grant writing. A large group of physicians are no longer able to volunteer with us. Funding from the state, feds and free clinic association are no longer available. Currently, we are negotiating an agreement with the Phil Ford, James Worthy and the Ford Group for long term funding (Appendix).

In 1983, I was recruited by Warren General Hospital to help in providing healthcare to the citizens of Warren County. As we all know, the hospital closed in1985 and a major player in healthcare in Warren County was lost. At that time, local health care was provided by Drs. Trivedi, Gardner, George and Coffman, HealthCo and the Health Department. Currently, although the population has increased, local health care is provided by a smaller group of providers: Beckford Medical Center, the Health Department, the Rural Health Group and the Warren County Free Clinic (WCFC).

WCFC is now facing a financial cliff. We run the risk of being unable to provide our services to the un-insured population of Warren County. We ask that you consider your obligation to the health and well being of the citizens of the county and reconsider your policy of not funding non-profit entities.

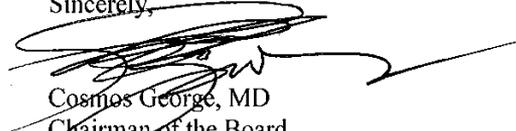
Our services are unique. WCFC provides a free service to 27% (not including un-documented residents) of the population who are at 200% poverty level. WCFC provide over \$2M of free medication to its patients and seniors who do not qualify for Medicare part D. WCFC provides free specialty referrals where our patients can also receive free care.

WCFC is federally qualified as a primary care provider in a shortage area and partners with colleges and universities to provide clinical training of their students. (Appendix C – C4)

NC has opted out of the **Affordable Care Act's Medicaid** expansion. The segment of patients who require our services the most will grow making our services needed even more.

Closure of our clinic will not only create a massive void in local health care and increase insurance cost to our working class but can also lead to the demise of some of our clients as expressed in the testimonial. Thus, we ask that you do your best to prevent our closure.

Sincerely,



Cosmos George, MD
Chairman of the Board
Warren County Free Clinic

CC: Jennifer Jordan, Ulysses Ross, Barry Richardson, Ruby Downey.

Enclosures: 16

Meeting Date: May 6, 2013

Agenda Item # 9-C

SUBJECT: Follow-up To April 17, 2013 Work Session

**REQUESTED BY: Karl Hehl, Chairman – ABC Commission
Larry Spruill, Executive Director, ABC Stores**

SUMMARY: During said Work Session, Mr. Spruill requested the County to consider:

- 1) Allowing three full-time ABC employees to participate in Warren County’s employee health insurance programs, with County reimbursed 100% monthly for all expenses.**
- 2) Allow the ABC Commission to retain its profits for a period of six years to assist in building a cash reserve to meet expenses during new ABC store construction/design phase.**

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend Board consider : 1) Allowing three full-time ABC employees to participate in the County’s group health insurance plan with 100% monthly reimbursement from the ABC Commission; 2) Consider deferring payment of ABC profits to the County for a period of three years to assist the ABC Commission’s efforts to build a cash reserve to meet expenses during new ABC store construction/design phase. At the end of the three year deferral period come back to the table to consider any additional deferral periods that may be needed to complete the building project.

NOTES:

**Warren County ABC Board
305B East Macon Street
Warrenton, North Carolina 27589**

Memo To: Warren County Board of Commissioners
From: Karl Hehl, Chairman *KH/SB*
RE: Proposals Affecting the 2013-14 Annual Budget
Date: April 19, 2013

The Warren County ABC Board has been exploring the possibility of constructing a new ABC store to replace the two stores located in the "Just Save" and "Food Lion" Shopping Centers located in Warrenton and Norlina. We believe that closing these two stores and replacing them with a newly-constructed, Board-owned store will result in substantial savings to the ABC System and will provide to the County's citizens a modern, state-of-the-arts facility in which to shop.

In order to finance the project, we are asking two things of the Board of Commissioners:

1. That the County allow the full-time employees of the ABC system that receive health insurance benefits to be carried under the County's group policy. It is our understanding from the State ABC Commission, that this is a typical practice among the smaller ABC Boards within the state. The number of ABC employees receiving this benefit is three. The ABC Board would reimburse the County monthly for the actual costs of the ABC Board employees.

2. Allow the ABC Board to forward to the county a percentage of profits less than the current rate of 100% for a number of years. This percentage, and the number of years to be negotiated between the two boards.

(When the ABC Board located it's store at Lake Gaston, the Board of Commissioners forwent 100% of the ABC Board profits for a period of three years from 2005 – 2008.)

Attached is pertinent information regarding the above requests and the proposed new building. We believe that the consolidation of two of our three stores, located three miles apart, is an economically sound decision. The savings in operating costs plus an anticipated increase in sales will ultimately translate into greater profit distribution to the county and will be an asset to the community.

Meeting Date: May 6, 2013

Agenda Item # 10-A

SUBJECT: Public Utilities

REQUESTED BY: Jerry Ayscue, Vance County Manager

SUMMARY: Memorandum of Agreement Between the City of Henderson, Vance County, Vance County Water District, and Warren County is presented for Board's review and approval providing for the extension of waterlines from Vance County into Warren County on Tower Road (SR 1125), lines up to 2,500 feet to serve customers currently not being served by Warren County's Public Water System.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval pending review of the MOA by the County Attorney.

NOTES:

Vance County Board of Commissioners

Vance County Administration Building

122 Young Street, Suite B

Henderson, N.C. 27536

RECEIVED

APR 22 2013

WARREN COUNTY MANAGER'S OFFICE

Jerry L. Ayscue
County Manager

Telephone (252) 738-2001
Fax (252) 738-2039



Kelly H. Grissom
Clerk to Board

Telephone (252) 738-2001

April 19, 2013

Ms. Linda Worth
Warren County Manager
PO Box 619
Warrenton, NC 27589

Re: Extension of Vance County Water Line into Warren County

Dear Ms. Worth:

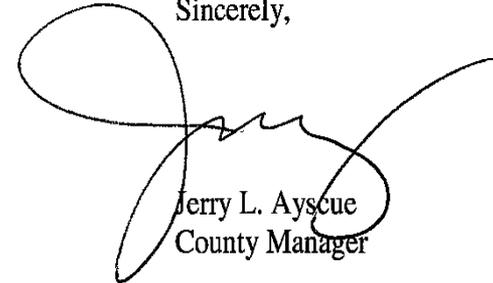
As part of the Vance County water project (Phase 1A), a water line is being constructed currently along Tower Road within Vance County. As currently planned, the line will be ending at the Vance/Warren County line. In conjunction with this, a request has been made from several property owners on the Warren County side to allow a short extension of the line into Warren County in order for them to receive public water from the Vance County system. This extension would be no greater than 2,500 feet and would serve five (5) total properties.

In order to provide public water to these individuals, the Vance County Board of Commissioners would like to respectfully request permission from Warren County to allow this extension. In addition to needing permission from Warren County, we are required to also receive authority from the City of Henderson as per our water purchase agreement with them. We will be seeking a separate agreement with them. I have included a sample memorandum of agreement that should be suitable for both parties, but we are receptive to whatever means you deem necessary and appropriate in order to allow us to serve these five families.

As you are likely aware, a precedent of this nature was established about twenty years ago, as Warren County ran a water line into the northeastern corner of Vance County to serve a small pocket of our residents. Our Board of County Commissioners was pleased to work with Warren County then and now welcomes this opportunity to further collaborate with you. We are very eager to complete this water line extension as construction is currently taking place within this area. Should you desire additional information, please feel free to contact me.

Your cooperation in this matter is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Jerry L. Ayscue". The signature is stylized with large loops and a long horizontal stroke extending to the right.

Jerry L. Ayscue
County Manager

c: Vance County Board of Commissioners
Ray Griffin, Henderson City Manager

**AGREEMENT
BETWEEN THE VANCE COUNTY WATER DISTRICT, WARREN
COUNTY, and the CITY OF HENDERSON
RELATIVE TO SALE OF WATER ALONG A LIMITED PORTION
OF S.R. 1125 IN WARREN COUNTY**

WHEREAS, the Vance County Water District is currently constructing a water line in Phase 1A along Vance County SR 1513 (Tower Road) which turns into Warren County SR 1125 (also known locally as Tower Road) with plans to end the line at the county line of Vance and Warren Counties; and,

WHEREAS, several property owners directly across the county line within Warren County and along Tower Road beyond the point of planned termination of the newly constructed water line have expressed an interest in being able to receive water from a public water supply system such as the one being constructed; and,

WHEREAS, Warren County Public Utilities is not in a position to serve this area and does not currently have any future plans to be able to serve this area; and

WHEREAS, pursuant to the water purchase agreement between the City of Henderson, Vance County and Vance County Water District, official approval of the Henderson City Council is required to construct water lines and sell water to customers outside of Vance County; and,

WHEREAS, Vance County Water District has requested Warren County to enter into an agreement to permit the installation and operation of a water line along SR 1513 in Vance County and portions located in Warren County along SR 1125 subject to obtaining approval from the City of Henderson.

NOW, THEREFORE, the parties agree as follows:

1. Vance County Water District may extend a waterline up to 2,500 feet crossing the border into Warren County for the purpose of providing public water to residents, customers and property owners along Warren County SR 1125 and located within 300 feet of the installed Vance County Water District water line. No such construction shall occur until this Agreement is fully executed by all parties hereto.
2. Vance County Water District shall not extend the water line main beyond the 2,500 feet to provide water to customers located outside of this area, and in no event will it overlap the current Warren County Public Utility line located further down said road.
3. Vance County Water District may charge fees, rates or charges and set water service policies for property owners, customers and residents within this area that are equal to those that are consistent with such charges and policies applicable

to the other property owners, customers and residents that are being served public water through the Vance County Water District.

4. Warren County shall retain all rights to develop its water system as it desires outside of this designated area without any approval or interference from Vance County Water District.
5. It is understood that installation is contingent upon Vance County Water District obtaining any required approvals and funding sources, and this agreement does not commit the Vance County Water District to construct or install any amount of water line within Warren County. In the event the aforesaid line is not constructed by the Vance County Water District within five (5) years of the date of this Agreement, this Agreement shall then become null and void.
6. Vance County joins in the execution of this Agreement as a party to the said Water Sales Agreement with the City of Henderson. Vance County will not be involved in the construction, installation and/or operation of the water line or water sales.
7. The City of Henderson joins in the execution of the Agreement to evidence its consent pursuant to the Water Sales Agreement with Vance County and the Vance County Water District together with the Regional Water Agreement to which both the City of Henderson and Warren County are parties
8. This Agreement may be amended or changed only by a written amendment signed by all parties. Further, no additional extensions of said approved line shall take place without the written consent of the Warren County Board of Commissioners.

Effective this the ___ day of _____, 2013.

CITY OF HENDERSON

ATTEST:

BY: _____
James D. O'Geary, Mayor

City Clerk

(MUNICIPAL SEAL)

Approved as to legal form:

John H. Zollicoffer, Jr.
City Attorney
City of Henderson

Attest:	VANCE COUNTY
Kelly H. Grissom, Secretary to the Board of Commissioners	By: Thomas S. Hester, Jr., Chairman of the Board of Commissioners
Attest:	VANCE COUNTY WATER DISTRICT
Kelly H. Grissom, Secretary	By: Thomas S. Hester, Jr., Chairman
Attest:	WARREN COUNTY
Angelena Kearney-Dunlap, Clerk	By: Bertadean W. Baker, Chairman Warren County Board of Commissioner

Meeting Date: May 6, 2013

Agenda Item # 10-B

SUBJECT: Public Utilities

**REQUESTED BY: Macon Robertson, Director
Warren County Public Utilities**

SUMMARY: It is presented to designate Macon Robertson as Warren County voting delegate to the NC Rural Water Association's Annual Conference, May 15, 2013.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Macon Robertson as Warren County's voting delegate to the NC Rural Water Association's Annual Conference.

NOTES:

DELEGATE FORM FOR NCRWA MEMBERSHIP MEETINGS

According to the By-Laws of the North Carolina Rural Water Association, Inc.®, each System Member shall select a delegate, and may select an alternate delegate, to represent the member at meetings of the association. Please complete the form below and return it to the NCRWA office by May 6, 2012 or bring the form to the registration desk by 11:00 AM on May 15, 2013. If the delegate certification is not completed including the attachment of the System Member's corporate seal, your representative cannot vote at the annual meeting. If you have any questions please call the NCRWA office at (336 731-6963. Thank you for your cooperation.

CERTIFICATION OF DELEGATES

As duly elected Bernadine Baker: Chair to The Warren County Board of Commissioners (Mayor, Chair, or President of the Board)

of The Warren County Water System ,
(System Member name)

I hereby certify the individuals listed below as designated official voting delegate and alternate delegate to the North Carolina Rural Water Association Membership meetings for one year beginning at the date of authorization.

Delegate: Macon Robertson

Alternate
Delegate _____

Mayor, Chair, or President

Date of Authorization

And

Secretary

Affix Seal (required)

Meeting Date: May 6, 2013

Agenda Item # 11

SUBJECT: Kerr-Tar Regional Council of Governments

**REQUESTED BY: Bryan Pfohl, Chairman
Kerr-Tar Regional Council of Governments**

SUMMARY: Kerr-Tar COG requests a one-time special assessment of it's membership at \$1.39 per capita to help fully replenish the COG's Revolving Loan Fund. Warren County's special assessment is in the amount of \$26,233.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval to pay the Kerr-Tar COG a one-time special assessment at the rate of \$1.39 per capita for a total assessment of \$26,233 to be used to help fully replenish the COG's Revolving Loan Fund. Funding Source: Fund Balance

NOTES:

Diane Cox
Interim Executive Director

April 26, 2013

**Member
Governments**

Ms. Linda Worth
PO Box 619
Warrenton, NC 27589

COUNTIES

Franklin
Granville
Person
Vance
Warren

MUNICIPALITIES

Bunn
Butner
Creedmoor
Franklinton
Henderson
Kittrell
Louisburg
Macon
Middleburg
Nortlina
Oxford
Roxboro
Stem
Stovall
Warrenton
Youngsville

Dear Ms. Worth:

The Kerr-Tar Regional Council of Governments respectfully request a one-time special assessment of our member governments. The request is that each member government pay an additional \$1.39 per capita contribution to the COG before May 31, 2013. This special assessment request is required to fully replenish the Revolving Loan Fund.

During the audit review for 2011-2012, it was discovered that there were certain receivables which were budgeted that did not come in as projected or deemed uncollectible. Some of these receivables had been carried on the COG balance sheet for more than 12 months. Those audit adjustments caused a significant impairment of the fund balance in the General Fund.

The COG utilized a General Fund checking account as the central depository for all its funds. While an overdraft situation did not occur, the inappropriate and inadvertent use of restricted funds from the Revolving Loan Fund did occur and was a compliance finding in the 2011-2012 audit. At the time of discovery the COG Board of Directors took many steps to not only correct the situation, but to make the COG a financially stable organization.

The Economic Development Administration informed the Kerr-Tar COG last Friday that the funds owed to the Revolving Loan Funds were to be paid back in full immediately. The COG is statutorily prohibited from borrowing money and, as a result, there is no quicker mechanism for obtaining the funds.

The COG Board of Directors has carefully reviewed this matter and has found no evidence of any intentional wrongdoing. Management and the board are fully aware of the internal control problems that led to this situation and are committed to ensuring that policies are implemented which make a reoccurrence impossible.

We fully acknowledge the gravity of this situation. We hope, however, that each member government will recognize that the COG has provided valuable services to this region for many years. The problems that led to this situation have been addressed through new management and new internal control mechanisms.

Attached you will find a copy of the proposed assessments for the member governments. Also, attached is a "draft" Return on Investment (ROI) analysis for the past five fiscal years of programs and services provided to member governments in our region.

Please let me know if I can provide any further information or if you have any questions.

Sincerely,



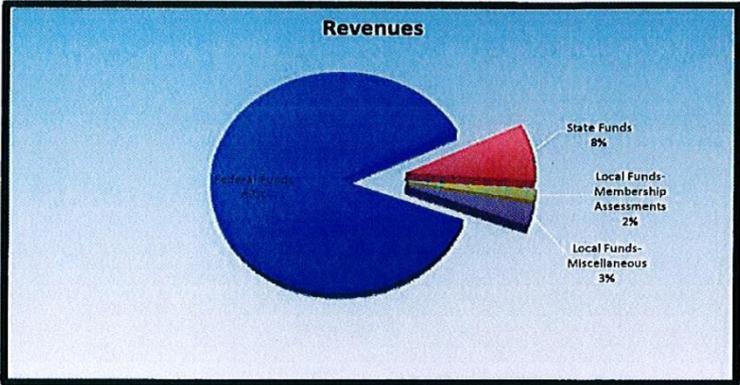
Bryan Pfohl, Chairman
Kerr-Tar Regional Council of Governments
Board of Directors

**KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS
2012/2013**

Analysis of Population and Assessment for Budget Purposes

UNIT	2010 by County	2010 by Unit	2012/2013 at \$1.39
Franklin County	60,619	53,736	\$ 74,693
Bunn		344	\$ 478
Franklinton		2,023	\$ 2,812
Louisburg		3,359	\$ 4,669
Youngsville		1157	\$ 1,608
			\$ -
Granville County	57,529	36,472	\$ 50,696
Butner		7,591	\$ 10,551
Creedmoor		4,124	\$ 5,732
Oxford		8,461	\$ 11,761
Stem		463	\$ 644
Stovall		418	\$ 581
			\$ -
Person County	39,464	31,102	\$ 43,232
Roxboro		8,362	\$ 11,623
			\$ -
Vance County	45,422	29,454	\$ 40,941
Henderson		15,368	\$ 21,362
Kittrell		467	\$ 649
Middleburg		133	\$ 185
			\$ -
* Warren County	20,972	18,873	\$ 26,233 *
Macon		119	\$ 165
Norlina		1118	\$ 1,554
Warrenton		862	\$ 1,198
TOTAL	224,006	224,006	\$ 311,367

**KERR TAR REGIONAL COUNCIL OF GOVERNMENTS
RETURN ON INVESTMENT
FY 2008-FY 2012**

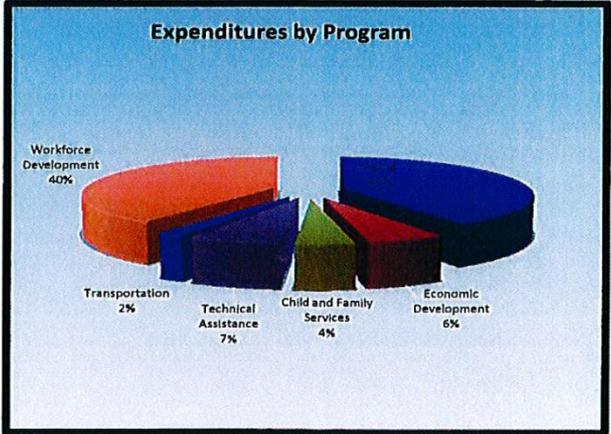


Revenues By Funding Source		
Funding Source	Revenue	Percentage
Federal Funds	\$ 26,808,175	86.75%
State Funds	\$ 2,633,806	8.52%
Local Funds- Membership Assessments	\$ 501,064	1.62%
Local Funds- Miscellaneous	\$ 960,074	3.11%
Total	\$ 30,903,118	100.00%

Membership Assessments of \$501,064 were 1.6% of total revenues

ROI of \$61 in federal and state grants for every \$1 in membership assessments

Percentage of Expenditures by Category		
Aging	\$ 12,702,638	41.01%
Economic Development	\$ 1,799,518	5.81%
Child and Family Services	\$ 1,368,196	4.42%
Technical Assistance	\$ 2,037,313	6.58%
Transportation	\$ 589,178	1.90%
Workforce Development	\$ 12,480,518	40.29%
Total	\$ 30,977,359	100.00%



Kerr-Tar COG assists member governments by writing grant applications, administering grants funds, monitoring for federal and state compliance, facilitating discussions and organizing coalitions to address regional concerns.

Below is an analysis of services and programs delivered by the COG for FY2008-FY 2012

Aging:

- **\$9,000,000** in Home and Community Care Block Grant to fund aging services in the region which have served 11,598 seniors with Home Delivered Meals, In-Home Aide, Transportation, etc.
- Manage and administer Region K Senior Games with an average of 260 seniors participating annually.
- Long-Term Care Ombudsman Program provides advocacy and assistance to the residents of 46 long-term care facilities in the region. The Regional Ombudsman responds to over 450 requests for Technical Assistance annually.
- Provided outreach and/or application assistance to 3000 seniors and their caregivers who might be eligible for federal Low Income Subsidy and Medicare Savings Programs.
- In FY2008, the COG completed a Senior Center Needs Assessment for Granville County.
- In FY2009, the COG managed and operated the Warren County Senior Center.
- In FY2010, the COG managed and operated the Person County Senior Center.
- In FY2012, the COG was awarded a **\$400,000** NCDOT grant to provide transportation to elderly and/or disabled citizens in the region. 329 citizens have received grant funded transportation services.

Community Development Technical Assistance:

- The COG has assisted its members by applying for and/or administering over **\$7,000,000** in Community Development grants including:
 - Scattered Site projects in Granville, Person, Vance and Warren counties
 - Single Family Rehabilitation programs in Granville, Person and Vance counties
 - Infrastructure Hook-Up projects in Warren County and the City of Henderson
 - Neighborhood Stabilization Project and Community Revitalization Project in Vance County
 - Economic Recovery Project in Granville County.

Economic Development:

- The COG has assisted its members by applying for over **\$1,500,000** in grants to support economic development activities including:
 - Rural Center grants for the Town of Louisburg, Town of Youngsville, Town of Franklinton, Town of Warrenton, Town of Bunn and the County of Franklin.
 - Received a USDA Rural Business Center Service Enterprise Grant (RBEG) and Rural Business Opportunity Grant (RBOG) for the region.
 - NCDENR grant to assist in the administration and coordination of the Roanoke River Bi-State Commission and North Carolina Roanoke River Basin Advisory Committee
- Prepared grant applications totaling **\$734,000** to the US Department of Homeland Security for fire departments in Vance County and Franklin County.
- Assisted Franklin County and the Route 401 Action Committee in preparation of a **\$67 million** grant application to the USDOT. While the grant was not funded, the process created a large groundswell of support and collaborative spirit in the county.
- Assisted Vance County with the administration of a **\$750,000** CDBG Building Re-Use Grant for Semiprius Corporation.
- Coordinated and administered a **\$50,000** CDBG grant for NC Tomorrow to develop a regional Comprehensive Economic Development Strategy.
- Assisted Franklin County in the preparation and administration of a **\$1,743,000** grant from EDA and **\$900,000** from NCDOT for the construction of an access road from Route 401 into the Triangle North Business Park.

- Administered a Revolving Loan Program that over the past 25 years has loaned over \$4,500,000 to 66 businesses throughout the region which has leveraged a total of \$7,425,000 in private investment and resulted in 1,050 jobs created or maintained.

Workforce Development:

- The Kerr-Tar Workforce Development Board received **\$9,195,000** in Workforce Investment Act (WIA) funds to provide a range of activities and services to unemployed and underemployed adults, dislocated workers and youth through contracts with local providers. 3,148 individuals received services including assistance with job search and job placement, skills assessments, resume writing, and work experience.
- Received and administered **\$200,230** in Incumbent Workforce Development Program grants that provides training to help avert layoffs through skills enhancement.
- For the past two years, COG has entered into On-The-Job Training contracts with 13 companies, placing 46 people in employment. These companies are reimbursed up to 50% of their training costs for the dislocated workers they hire.
- Rapid Response Services to Employees at the following companies were offered:
 - Franklin County- Apogee Medical and HON Company
 - Granville County - Maysteel, LLC and Flextronics
 - Person County -Georgia Pacific Wood Products and Loxcreen Company
 - Vance County- Clayton Homes, Purolator Products and Harper Prints

Transportation and Land Use Planning:

- The COG Rural Transportation Planning Organization completed for the following:
 - Comprehensive Transportation Plans (CTP) for the counties of Franklin, Granville, Person, Vance and Warren and the municipalities within those counties.
 - Coordinated a Camp Butner Joint Land Use Study
 - Requested and received ARRA funding to resurface US1 in Franklin County and funding for a comprehensive corridor study for NC 50 in Granville County.
 - Assisted with CMAQ grant applications for projects in non-attainment counties.
 - Assisted the Town of Franklinton to update and enhance the Town's Code of Ordinances
 - Awarded a NCDOT grant to create a Lakes District Bike and Pedestrian Plan
 - Completed a comprehensive housing survey for Warren County
 - Updated Hazard Mitigation Plans for the City of Roxboro and Franklin County

Child and Family Services:

- System of Care Community Collaborative awarded **\$240,000** to various agencies to strengthen the availability of community based mental health services for at-risk youth and their families.
- Served as a collaborative partner in the North Central Alliance for Youth which provided 874 days of emergency shelter care to 42 youth who were under the supervision of the Department of Juvenile Justice.
- Completed Gang Assessment Initiatives in Granville and Vance counties.
- Spearheaded an initiative in Franklin and Vance counties, Project R.I.D.E (Reducing Impaired Driving Everywhere) to reduce the incidence of drunk driving and underage drinking.

Other Initiatives:

- Kerr-Tar Regional Economic Development Corporation is a non-profit entity that provides organization for **Triangle North**, a multi county collaboration of four economic development sites. The COG provides management and administrative support for the Corporation.
- Region K Community Assistance Corporation is a non-profit organization that currently manages the **Person County Senior Center**. The COG provides management and administrative support for the Corporation.

Meeting Date: May 6, 2013

Agenda Item # 12-A

SUBJECT: CDBG Housing Development Project

**REQUESTED BY: Cathy Alston-Kearney, Executive Director
Warren Family Institute**

**SUMMARY: February, March and April 2013 Monthly Performance Status
Reports for CDBG Grant 03-C-1187 Ephraim Place Housing Development
Project as required by DCA are submitted by Ms. Alston-Kearney for approval.**

FUNDING SOURCE: CDBG Grant

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

**Recommend approval of February, March and April 2013 Monthly Performance Status
Reports for CDBG Grant 03-C-1187.**

NOTES:

**March
2013**

Monthly Performance Status Report

(Due on 15th of each month)

Grantee Name: Warren County Grant Number: 03-C-1187 Month: March Year: 2013

<u>Activity</u>	<u>Performance Schedule (On/Off)</u>	<u>Current Performance Status (If Off Schedule)</u>	<u>Remedy to get back on Schedule (If Off Schedule)</u>
Acquisition	ON		
Sewer Improvements	ON		
Street Improvements	ON		
Water Improvements	ON		
Construct 4 homes of benefit to LMI buyers	Off	Two other families completing mortgage qualification; process of qualifying buyers and readying for construction is ongoing; two additional applicants referred for mortgage financing	Additional incentives will be offered to first four qualifying buyers; expanded and intensified advertising

Prepared By: Cathy Alston-Kearney
 Approved and Emailed By: *Julia J. Waters*
 Board or Council Update:

Title: Project Manager
 Title: County Manager (City/County Manager or Clerk)
 Date: 5/6/2013

Performance Schedule

Monthly Performance Status Report

(Due on 15th of each month)

**April
2013**

Grantee Name: Warren County Grant Number: 03-C-1187 Month: April Year: 2013

<u>Activity</u>	<u>Performance Schedule (On/Off)</u>	<u>Current Performance Status (If Off Schedule)</u>	<u>Remedy to get back on Schedule (If Off Schedule)</u>
Acquisition	ON		
Sewer Improvements	ON		
Street Improvements	ON		
Water Improvements	ON		
Construct 4 homes of benefit to LMI buyers	Off	The process of qualifying buyers and readying for construction is ongoing; two additional applicants referred for mortgage financing; one applicant referred last month has preliminary approval; a second applicant has been invited to submit a full application based on her prequalification data	Additional incentives will be offered to first four qualifying buyers; expanded and intensified advertising; contractors completing System Vision certification to provide additional subsidy incentive to all buyers

Prepared By: Cathy Alston-Kearney
 Approved and Emailed By: *Linda J. Worth*

Title: Project Manager
 Title: *County Manager* (City/County Manager or Clerk)

Meeting Date: May 6, 2013

Agenda Item # 12-B

SUBJECT: CDBG Water Hook-Up Project

**REQUESTED BY: Karen Foster, Grants Administrator
Kerr Tar Regional Council of Governments**

**SUMMARY: Environmental Review for CDBG Grant 10-C-2227 Contingency
Infrastructure Hook-Up Project is presented for Board's review and approval.
Authorize Chairman of the Board to sign related documentation.**

FUNDING SOURCE: CDBG Grant

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

**Recommend approval of Environmental Review for CDBG Grant 10-C-2227 Contingency
Infrastructure Hook-Up Project, and authorize the Chairman to sign related
documentation.**

NOTES:

**North Carolina Department of Commerce
Small Cities Community Development Block Grant Program (CDBG)**

**Environmental Review Record at the Community Level for
Exempt and CENST Projects**

1. Grantee (Responsible Entity) Name [24 CFR 58.2]: Warren County		2. Grant Number: 10-C-2227	
3. Responsible Entity Mailing Address: Warren County 602 W. Ridgeway Road Warrenton, NC 27589		4. Project Name and Location (City and County): Contingency Infrastructure Hook-Up (IFHU) Warren County	
5. Local Government Project Representative Name: Linda Worth Title: County Manager		Email: lworth@co.warren.nc.us Telephone: 252-257-3115	
6. Preparer Contact Information Name/Title/Organization: Gwen Wright, Kerr-Tar Regional COG Address: P. O. Box 709, 174 Graham Avenue City/State/ZIP: Henderson, NC 27536		Phone: 252-436-2040 E-mail: gwright@kerrtarco.org Date: Signature:	
7. Responsible Entity Certifying Officer [24 CFR 58.2] Name: Bertadean W. Baker Title: Chairman of Board of County Commissioners		Date: Signature:	
8. Grant Category: Contingency Infrastructure Hook-up		9. Checklists Included: <input checked="" type="checkbox"/> Exempt [24 CFR 58.34] <input type="checkbox"/> Categorical excluded (not subject to 58.5) [24 CFR 58.35(a)]	
10. Project Activities:		CDBG Funds Budgeted:	
Water connections		\$150,000	Other Funds Budgeted:
Urgent Repairs		75,000	
Administration		25,000	
Total:			
11. Project Description: (Briefly describe the project. Include all contemplated actions which logically are either geographically or functionally a composite part of the project, regardless of the source of funding. [24 CFR 58.32, 40 CFR 1500.25]). Please include a project map. If the project is occurring in multiple places, identify all sites and provide addresses. Please provide labeled photos of all project sites. The proposed project involves urgent repairs to 5 single family homes on a scattered site basis in Warren County. (See the attached list.)			
12. Additional Studies Performed, if any (Attach studies or summaries): none			

DETERMINATION OF EXEMPTION [24 CFR 58.34]

Responsible Entity Name: Warren County_____
Project Name :Contingency Infrastructure Hook-Up (IFHU)_____
Grant Number: 10-C-2227_____

Except for the applicable requirements of § 58.6, the responsible entity does not have to comply with the requirements of this part or undertake any environmental review, consultation or other action under NEPA and the other provisions of law or authorities cited in § 58.5 for the activities exempt by this section or projects consisting solely of the exempt activities listed in 24 CFR 58.34 (a). In accordance with 24 CFR 58.34 (b), no further approval from HUD or the State is necessary for the drawdown of funds to implement these activities. However, the responsible entity must still document in writing its compliance with and/or applicability of the "other requirements" listed at § 58.6 and the Environmental Review Record (ERR) must contain a well organized written record of the process and determinations made under this section.

- (1) Environmental and other studies, resource identification and the development of plans and strategies;
- (2) Information and financial services;
- (3) Administrative and management activities;
- (4) Public services that will not have a physical impact or result in any physical change, including but not limited to services concerned with employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation and welfare or recreational needs;
- (5) Inspections and testing of properties for hazard or defects;
- (6) Purchase of insurance;
- (7) Purchase of tools;
- (8) Engineering or design cost;
- (9) Technical assistance and training;
- (10) Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair or restoration activities necessary only to control or arrest the effects from disasters, imminent threats or physical deterioration;
- (11) Payment of principal and interest on loans made or obligations guaranteed by HUD;
- (12) Any of the categorical exclusions listed in 58.35(a) provided that there are not circumstances which require compliance with any other federal laws and authorities cited in 58.5.

I hereby certify that the activities selected above comprising the Contingency Infrastructure Hook-Up Program have been reviewed and determined exempt per 24 CFR 58.34(a):

Responsible Entity Certifying Official Name and Title (Please Print)

Responsible Entity Certifying Official Signature and Date

COMPLIANCE DOCUMENTATION CHECKLIST [24 CFR Part 58.6]

Responsible Entity Name: Warren County _____
Project Name: Contingency Infrastructure Hook-Up (IFHU) _____
Grant Number: 10-C-2227 _____

The Environmental Review Record (ERR) must contain a well organized written record of the process and determinations made under this section.

The Flood Disaster Protection Act of 1973

1. Does the project involve acquisition, construction or rehabilitation of structures located in a FEMA-identified Special Flood Hazard Area as designated on a current FEMA Flood Map?
 No - Source Documentation: Identify and attach the FEMA flood map used to make your finding.
 Yes - Continue to Question 2. Note: The property of 289 Kimball Point is about 1,000 yards from a 100 year flood plain; however, the house itself is not in the flood plain. No ground disturbance is proposed, just emergency repairs. No flood insurance and no mitigation are needed.
2. Is the community participating in the National Flood Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?
 Yes - Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration is to be obtained as a condition of the approval of financial assistance to the property owner and must be in file.
 No - Federal assistance may not be used in the Special Flood Hazards Area unless the community is participating in the National Flood Insurance Program.

The Coastal Barrier Resources Act

1. Is the project located in a coastal barrier resource area?
 Not Applicable - Non-Coastal County (attach source documentation)
 No - Coastal counties must identify and attach the source documentation:
 Yes - Federal assistance may not be used in such an area.

Runway Clear Zones and Clear Zones

1. Is the project located within 3,000 feet from the end of the runway at a civil airport? Is the project located within 2.5 miles from the end a runway at a military airfield?
 No - Attach Source Documentation:
 Yes - Continue to Question 2.
2. Does the project involve the sale or acquisition of existing property within a Civil Airport's Runway Clear Zone or a Military Installation's Clear Zone?
 No - Attach Source Documentation: (Project complies with 24 CFR 51.303[a][3]).
 Yes - A disclosure statement must be provided to buyer and a copy of the signed disclosure must be maintained in this Environmental Review Record

In all cases involving HUD assistance, subsidy, or insurance for the purchase or sale of an existing property in a runway Clear Zone or Clear Zone, the responsible entity shall advise the buyer that the property is in a runway clear zone or clear zone, what the implications of such a location are, and that there is a possibility that the property may, at later date, be acquired by the airport. The buyer must sign a statement acknowledging receipt of this information.

Responsible Entity Certifying Official Name and Title (Please Print)

Responsible Entity Certifying Official Signature and Date

Division of Coastal Management



CAMA Counties

The following counties are subject to the rules and policies of the Coastal Resources Commission, which administers the Coastal Area Management Act. If you are planning to develop in one of these counties, check to see whether your project is also in an Area of Environmental Concern. If it is, you may need a CAMA permit.

CAMA Counties

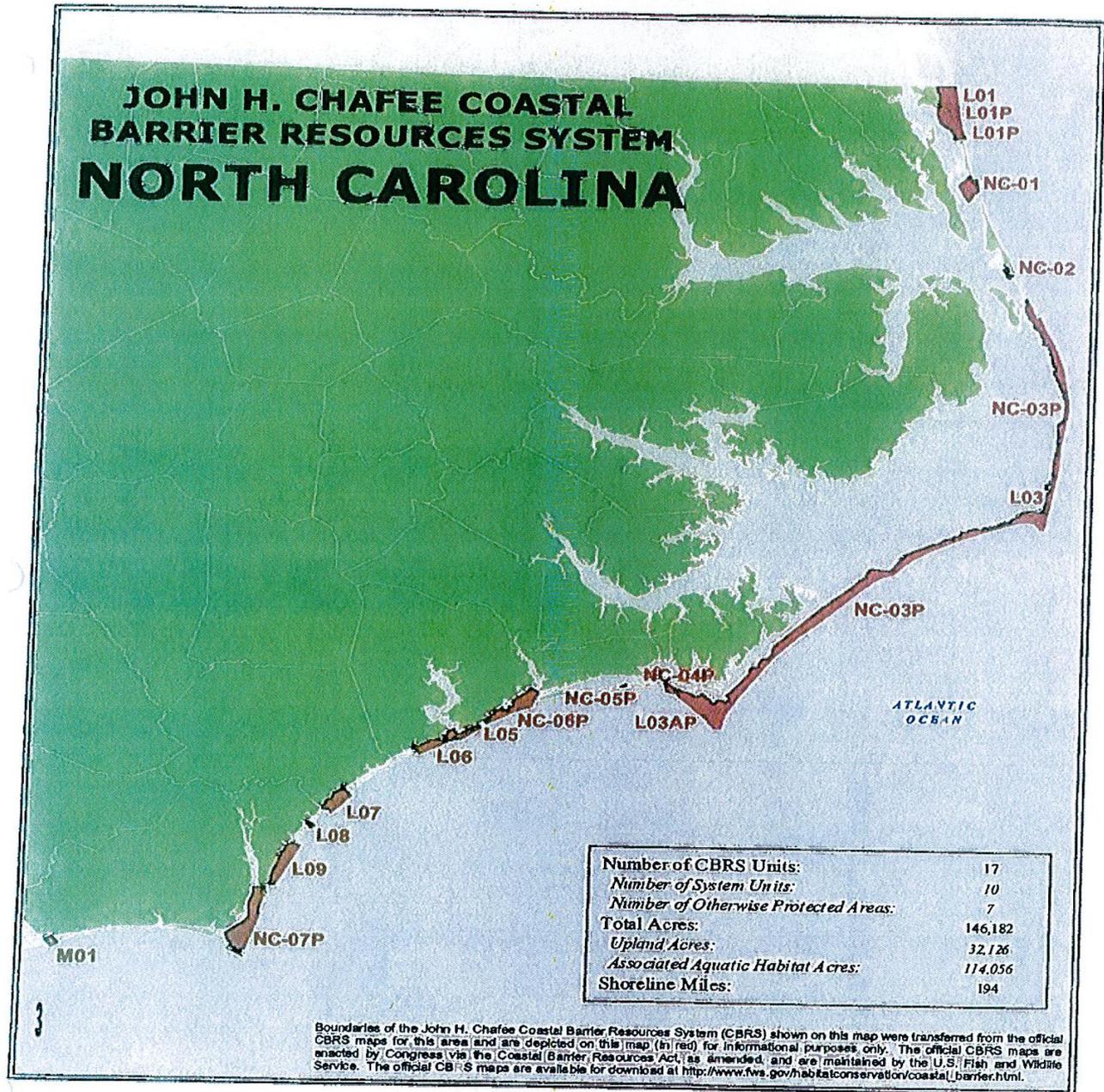
Beaufort	Hertford
Bertie	Hyde
Brunswick	New Hanover
Camden	Onslow
Carteret	Pamlico
Chowan	Pasquotank
Craven	Pender
Currituck	Perquimans
Dare	Tyrrell
Gates	Washington



Last Modified: October 19, 2007

N.C. Division of Coastal Management • 400 Commerce Ave • Morehead City, NC 28557
1-888-4RCOAST • [Email Us](#)

JOHN H. CHAFEE COASTAL BARRIER RESOURCES SYSTEM NORTH CAROLINA



Number of CBRS Units:	17
Number of System Units:	10
Number of Otherwise Protected Areas:	7
Total Acres:	146,182
Upland Acres:	32,126
Associated Aquatic Habitat Acres:	114,056
Shoreline Miles:	194

Boundaries of the John H. Chafee Coastal Barrier Resources System (CBRS) shown on this map were transferred from the official CBRS maps for this area and are depicted on this map (in red) for informational purposes only. The official CBRS maps are enacted by Congress via the Coastal Barrier Resources Act, as amended, and are maintained by the U.S. Fish and Wildlife Service. The official CBRS maps are available for download at http://www.fws.gov/habitatconservation/coastal_barrier.html.

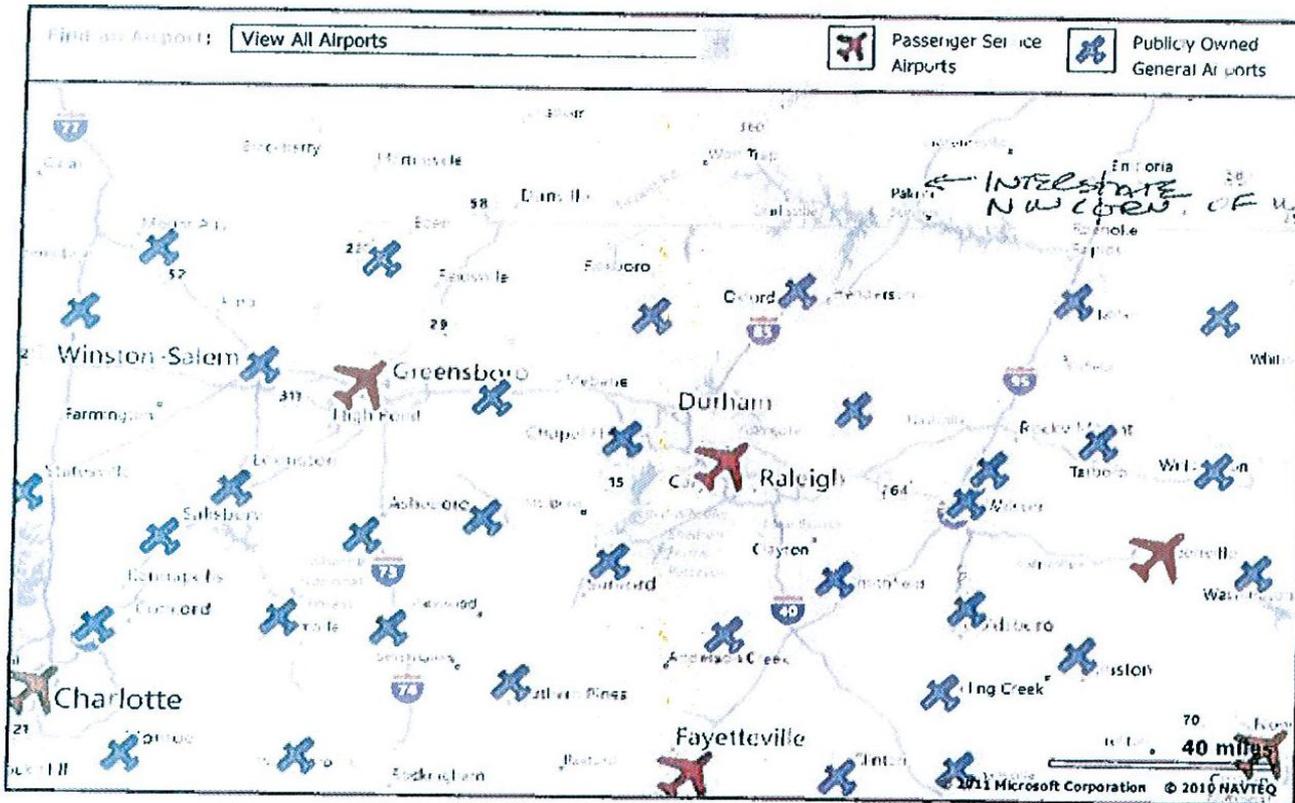
#16
#18

NCDOT - North Carolina Department of Transportation

Home » Travel & Maps » Maps & Publications » Airport Locations

Airport Locations

Listed below are airports from around North Carolina. For more information regarding aviation in North Carolina check out the [Aviation Division](#).



Was this page helpful?

**20 PAGED DOCUMENT HAS
BEEN PROVIDED IN
SEPARATE E-MAIL.**



Meeting Date: May 6, 2012

Agenda Item # 13

SUBJECT: Resolution Declaring Surplus Property

REQUESTED BY: Sheriff Johnny Williams

SUMMARY: Resolution declaring Police K-9 "Jasso" as surplus property and documentation transferring the dog to handler Nicholas Bankert for continual care.

FUNDING SOURCE: N/A

APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Resolution declaring Police K-9 Jasso as surplus property and approval of Memorandum of Understanding transferring ownership of the dog to handler Nicholas Bankert for continual care.

NOTE

JOHNNY M. WILLIAMS

Sheriff of Warren County

P. O. BOX 678

WARRENTON, N.C. 27589

TELEPHONE 252-257-3364

March 21, 2013

Linda T. Worth, County Manager
602 W. Ridgeway Street
Warrenton, NC 27589

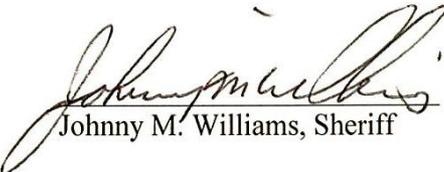
Mrs. Worth:

Our K9 Jasso has faithfully and effectively served the Warren County Sheriff's Office during his tenure. At this time, he has reached nine years of age and is experiencing medical issues. Therefore, he is not able to perform his law enforcement duties as he has done in prior years.

I, respectfully request that K9 handler, Nicholas Bankert, be allowed to assume responsibility of Jasso as his new owner, so that he will be properly taken care of as he lives out his remaining years.

If you have any questions, please feel free to contact me.

Sincerely,


Johnny M. Williams, Sheriff



WARREN COUNTY BOARD OF COMMISSIONERS

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

State of North Carolina
County of Warren

Bertadean Baker, Chairman
Jennifer Jordan, Vice Chairman
Ruby Downey
Barry Richardson
Ulysses S. Ross

Linda T. Worth
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

Resolution Conveying Personal Property By Private Sale

WHEREAS, G.S. 1601-279 states that a county may in lieu of or in addition to an appropriation, convey by private sale, real or personal property to any public or private entity that 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, said conveyance must be in accordance with the procedural provisions set forth in G.S. 160A-267.

NOW, THEREFORE BE IT RESOLVED, that the Warren County Board of Commissioners hereby orders the County Manager to dispose of and convey by private sale to Nicholas Bankert (Handler):

“Jasso” Retired Police K-9

BE IT FURTHER RESOLVED that a notice summarizing the contents of the Resolution shall be published in the local newspaper upon its adoption with final conveyance occurring at least ten (10) days after said publication.

Adopted this 6th day of May 2013.

WARREN COUNTY BOARD OF COMMISSIONERS

Bertadean W. Baker, Chairman

ATTEST:

Angelena Kearney-Dunlap, Clerk to the Board

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

“This institution is an equal opportunity provider and employer.”

MEMORANDUM OF UNDERSTANDING FOR TRANSFER OF OWNERSHIP OF POLICE CANINE “JASSO”

Police canine “Jasso” is no longer useful or necessary for law enforcement purposes and is of no economic value to the County of Warren. Thus, Jasso shall be retired from active service at the Warren County Sheriff’s Office as of May 6, 2013. Ownership and possession of Jasso is hereby transferred to **Nicholas Bankert** (handler) in consideration of his agreement to the following conditions:

- **Nicholas Bankert** assumes full responsibility for Jasso’s welfare, including but not limited to providing adequate shelter, food, grooming and veterinary care; and

- **Nicholas Bankert** is aware of the general background, training and utilization of Jasso by the Warren County Sheriff’s Office and, being so informed, is fully cognizant of any and all risks associated with assuming ownership and possession of said animal. **Nicholas Bankert** does hereby release, forever discharge and covenant not to sue the County of Warren, the Warren County Sheriff’s Office, and all past, present and future employees, elected and appointed officials, contractors, agents and representatives of the County from any and all claims, demands, damages, causes of action, liabilities and judgments arising from or related in any way to the ownership, possession, use, condition, actions, activities, transfer or sale of Jasso; and does hereby further agree to defend, indemnify, hold and save the County of Warren, the Warren County Sheriff’s Office, and all past, present and future employees, elected and appointed officials, contractors, agents and representatives of the County free and harmless from any and all claims, demands, damages, causes of action, liabilities and judgments arising from or related in any way to the ownership, possession, use condition, actions, activities, transfer or sale of Jasso.

- The County of Warren and the Warren County Sheriff’s Office, with this transfer, relinquishes all rights of ownership and responsibility of Canine Jasso.

Sheriff Johnny Williams Date

Nicholas Bankert Date

Bertadean W. Baker, Chairman Date
Warren County Board of Commissioners

Linda T. Worth Date
Warren County Manager

Meeting Date: May 6, 2013

Agenda Item # 14

SUBJECT: Simulcast Radio System Upgrade Capital Project – Phase I

REQUESTED BY: Linda T. Worth, County Manager

SUMMARY: Bids were solicited and two were received on 2/22/13 for this project (Bid Tab attached). After in-depth review of the two proposals received, the County's Engineering Consultant, Frank Marum of TSS Partners, is recommending a contract be awarded to Granville Communications/Wireless Communications of Oxford, NC in the amount of \$118,816.11 to construct an 18 Ghz microwave radio system solution to facilitate completion of Phase I of this project.

FUNDING SOURCE: Capital Project Ordinance Warren County Simulcast System Upgrade

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend authorization be given to the County Manager to contract with Granville Communications/Wireless Communications of Oxford, NC to provide the necessary equipment to construct an 18 Ghz microwave radio system solution at a cost of \$118,816.11 to complete Phase I of the Simulcast Radio System Upgrade Project.

NOTES:



May 1st, 2013

Ms Linda T Worth,
Warren County Manager,
602 W. Ridgeway Street,
Warrenton, NC. 27589

Re: Recommendation of award for VHF Phase I Radio program upgrade.

Ms Worth,

Warren County solicited bids for the VHF Phase I program and the County received proposals on February 22, 2013 from the following companies;

1. Granville Communications/Wireless Communications \$90,137.97
2. RCC Communications \$91,940.00

Responses to the RFP were analyzed to determine compliance with the Phase I requirements and the result of this exercise is shown in the Compliance Matrix provided with this letter. The Compliance Matrix shows that Granville had the most compliant response. Based on this analysis, Granville Communications was selected to determine if it can fully meet the needs of the County.

Negotiations with Granville Communications were initiated to secure a fully compliant Phase I offering that would also provide the County with the most cost effective upgrade to simulcast in the future. The 5.8Ghz microwave solution proposed in the Granville Base Bid will meet Phase I, however, to meet the high performance needs of simulcast, the 5.8Ghz system would have to be replaced with an 18Ghz sytem. 18Ghz systems have narrower beamwidths than 5.8Ghz systems that can fully clear the tree line in the path between the 911 Center and the new State Highway Patrol tower on US 158. My recommendation is that the County should deploy an 18Ghz system in Phase I to avoid the cost of replacing the Base Bid 5.8Ghz system in future. Granville Communications revised Phase I price that includes an 18Ghz system is \$118,816.11. Granville also supplied a Civil Engineer's report that confirmed the 911 tower has the loading capacity to support the 18Ghz microwave dish.

I contacted references provided by Granville Communications/Wireless Communications and I am pleased to report that all references were highly satisfied with their performance and recommended them highly for your consideration.

I respectfully recommended that Warren County Board of Commissioners award a contract to Granville Communications/Wireless Communications in the amount of \$118,816.11.

Sincerely,

Frank Marum
Partner, TSS Partners
Phone 919 601 4697 email: frank.m@tsspartners.com

VII. PROJECT PRICING

A. EQUIPMENT

	Quantity	Unit Price	Extended Price
US 158 Site Equipment			
Repeaters, (w/dplx)	2	\$ 11,983.19	\$ 23,966.38
Antennas,	2	958.74	1,917.48
Feedline cabling	850	2.54	2,159.00
Combiner/multicoupler	0	0	0
Lightning protection	2	57.49	114.98
Connectivity to Dispatch			
Repeater Site equipment	1	\$ 18,119.90	\$ 18,119.90
Dispatch Site equipment	1	17,409.32	17,409.32
Antennas	0	0	0
Spares	1	\$ 15,252.05	\$ 15,252.05
Installation	1	\$ 39,877.00	\$ 39,877.00
TOTAL			\$ 118,816.11

1. Spares List

The following is a list of the spare equipment provided with the Granville/Wireless proposal to Warren County

PART NUMBER	DESCRIPTION
DLN1376	FRU: VHF (136-174 MHZ) XCVR
DLN1377	FRU: VHF (136-174 MHZ) PA
DLN6781	FRU POWER SUPPLY
DLN6821	FRU: GTR ANALOG 4W E&M SIMULCST KIT
DLN1338	FAN MODULE
FLN0001	FRU KIT, MLC8000
3DB18326AC	MICROWAVE – CORE ENHANCED MODULE
3DB18206AC	MICROWAVE – ETHERNET ACCESS MODULE
3DB20432BA	MICROWAVE – MPT-HC 18GHz 17700-18140
3DB20433BA	MICROWAVE – MPT-HC 18GHz 19260-19700
3CC50129AA	MICROWAVE – DC INJECTOR

PROJECT NAME: VHF Radio System Upgrade-Phase 1 DATE: February 22, 2013

BID TABULATION

	VENDOR/CONTRACTOR	BASE BID	REMARKS
2:18pm	<u>Erannville Communications / Wireless Communications</u>	<u>90,131.97</u>	<u>4 Hand copies, bound & Electronic</u> Includes Post-warranty Maint. in document. Opt. equip. service listed
4:19pm	<u>Radio Communications Company</u>	<u>91,940.00</u>	<u>4 Bound & electronic</u> warranty Maint.
	<u>Infinity Technology Distributors & Consulting</u>	<u>Ø</u>	<u>Statement of NO Bid</u>

This is to certify that the bids tabulated herein were publicly opened and read aloud at 4:30 pm on the 22 day of February, of 2013, at the County Manager's Office, Warren County, Warrenton, NC.

Paula Polay
Witness

Leanne J. Wirtz
Signature

COMPLIANCE MATRIX

A SUMMARY OF VENDOR RESPONSES

RFP REQUIREMENT	MOTOROLA		RCC	
	RFP Compliance	Comments	RFP Compliance	Comments
Section 3- SYSTEM REQUIREMENTS				
<i>General Requirements</i>	Comply		Comply	
<i>Multiphase Coverage Improvement</i>	Comply	Proposal includes Phase I and a Long Term network solution.	Partial compliance	Proposal includes Phase I solution. No Long Term Network solution provided.
- Phase I	- Comply		- Comply	
- Long Term Network solution	- Comply	The Long term includes recommended tower sites as well as coverage maps. The solution is predicted to deliver 97% in-building coverage for pagers.	- Non-compliant	A high level concept was described for the Long Term solution but no predicted coverage or site recommendations was supplied.
<i>Technical overview</i>	Comply		Comply	
<i>Repeater equipment at US 158 site</i>	Comply		Comply	
<i>Connectivity between 911 center and US 158 site</i>	Partial compliance		Non-Compliant	
- Microwave solution	- Comply		- Comply	
- Vendor assumes responsibility for tower loading	- Partial compliance	Tower loading certification assumed by the bidder and the certification costs are included but any tower upgrade costs not included.	- Non-compliant	Tower loading responsibility was not assumed by the Bidder.

- Path profile map	Comply	- Non compliant	Path profile map shows ground level terrain only and does not show obstructions in such as trees. It is industry standard practice to show impact of obstructions such as buildings and trees
Space for equipment at US 158 site	Comply	Comply	
Power for new equipment at US 158 site	Comply	Comply	
Space for equipment at dispatch	Comply	Comply	
Power for new equipment at Dispatch Center	Comply	Comply	
Product Roadmap and Lifecycle	Comply	Comply	
Equipment upgrade requirements	Comply	Comply	
Spares kit	Comply	Comply	
Project Plan	Comply	Comply	
Documentation	Comply	Comply	
Training	Comply	Comply	
Coverage Maps	Comply	Comply	
Final Acceptance	Comply	Comply	
- Coverage maps	- Comply	- Comply	
- Coverage validation	- Comply	- Comply	
	Coverage testing will be in accordance with the EIA TSB - 88 specification. Typically this requires about 100 test locations for a geography that matches the size of Warren County.		Complied with the text of the RFP. However, the number of coverage locations typically selected is about 100 as opposed to 20 locations in the proposal.

<i>Warranty Period</i>	Comply		Comply	
<i>Post Warranty Maintenance Support</i>	Comply		Comply	
<i>Warranty Extension - Optional Proposal</i>	Comply		Comply	
SECTION 4 – TERMS AND CONDITIONS				
<i>General Terms</i>	Comply		Understood - Note 1	
<i>Rejection/Acceptance of proposals</i>	Comply		Understood - Note 1	
<i>Validity period of the offer</i>	Comply		Understood - Note 1	
<i>Proposal Award</i>	Comply		Understood - Note 1	
<i>Payment Schedule</i>	Comply		Non-Compliant	Proposed alternative payment plan that reduces final payment holdback from 40% to 25%. Also proposed increasing contract signature payment from 5% to 25%.
<i>Invoicing</i>	Comply		Understood - Note 1	
<i>Equipment Standards and Performance</i>	Comply		Understood - Note 1	
<i>Permits</i>	Comply		Understood - Note 1	
<i>Responsibilities of the vendor</i>	Comply		Understood - Note 1	
<i>Change Orders</i>	Comply		Understood - Note 1	
<i>Insurance</i>	Comply		Understood - Note 1	
PRICING WORKSHEET	Comply			
<i>Phase I Equipment</i>	Comply	\$90,131.97	Comply	\$91,940.00
<i>Post Warranty Maintenance Support (year 2, 3, 4, and 5)</i>	Comply	\$22,419.00	Comply	\$33,000.00

Note 1: Industry standard response is Comply, Partial comply or Non-comply. Understood indicates that vendor has read the text but not declared degree of compliance

Meeting Date: May 6, 2013

Agenda Item # 15-A

SUBJECT: Contracts Approved by the County Manager

REQUESTED BY: County Manager - Linda T. Worth

SUMMARY: Having been granted authority to enter into contracts up to but not to exceed \$50,000; contracts executed by the County Manager are presented for the Board's information.

FUNDING SOURCE: Various

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LJW*
DATE: April 30, 2013
RE: Notice of Contracts/Agreements 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 on behalf of Warren County:

Tax Assessor's Office

Turner Business Appraisers
P.O. Box 1857
Matthews, NC 28106-1857

I have entered into an Agreement for Business Personal Property Audit Services with Turner Business Appraisers. Funds to facilitate the cost of this agreement will be budgeted in the Tax Assessor's FY 14 departmental budget.

Economic Development Commission

Hargrove International, Inc.
62 Maxwell Avenue
St. Simons Island, GA 31522

I have approved a Consulting Contract with Hargrove International, Inc. to provide the EDC with tourism and marketing assistance at a cost of \$14,000. This agreement was also recommended by the Economic Development Commission Board of Directors. Funds to pay the fee of \$14,000 are budgeted in the EDC departmental budget.

Applied Marketing Sciences, LLC
13295 Illinois St., Suite 303
Carmel, IN 46032

I have entered into an agreement with Applied Marketing to provide business development services to the EDC at a cost of \$11,000. Funds to pay this fee are budgeted in the EDC departmental budget.

MEMORANDUM

Page 2

April 30, 2013

General County

BlueCross BlueShield of NC

Hill, Chesson & Woody Benefit Services, LLC

I have entered into an Agent Fees Collection Agreement with BCBS of NC and Hill, Chesson & Woody Benefit Services, LLC (HCW) for HCW to provide benefits consulting services to the County at a cost of \$10 per month per employee enrolled in the County's group health insurance plan effective 7/1/13. Funds to pay these costs will be included in the FY 14 General Fund and Enterprise Funds budgets.

Please advise if there are any questions or concerns regarding these agreements.

Attachments

**20 PAGED DOCUMENT HAS
BEEN PROVIDED IN
SEPARATE E-MAIL.**



Meeting Date: May 6, 2013

Agenda Item # 15-B

SUBJECT: County Manager's April 2013 Report

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: Manager's April Monthly Status Report is submitted for the Board's information.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Following is a recap of my work activities for the month of April 2013:

Administration

- Meeting with Senior Center Director (4/1/13)
- Prepared for and attended Board of Commissioners Regular Meeting (4/1/13)
- Met with representatives of the Customer Service Committee to discuss fundraising activity (4/2/13)
- Worked on FY 14 proposed budget with Finance Office staff (4/2/13)
- Attended Environmental Action Team meeting (4/2/13)
- Met with JCPC Budget Committee (4/4/13)
- Met with representatives of HC&W, Benefits Consultants; HR Manager and Com. Downey to discuss FY 14 employee health insurance renewal (4/4/13)
- Annual Leave (4/5/13)
- Facilitated Board of Commissioners Special Meeting with Legislators (4/8/13)
- Meeting with Emergency Services Director (4/10/13)
- Meeting with Animal Control Director (4/10/13)
- Met with Insurance Representative to discuss FY 14 Property & Casualty and Workers Compensation insurance renewals (4/10/13)
- Attended Department Heads Meeting with Springsted representative (4/11/13)
- Attended WWTP Phase 1 Rehab Project close-out meeting (4/11/13)
- Meeting with EDC Director (4/11/13)
- Worked on FY 14 proposed budget with Finance Office staff (4/12/13)
- Meeting with IT Administrator (4/16/13)
- Meeting with Animal Control Director and County Attorney (4/17/13)
- Meeting with EDC Director (4/17/13)

- Prepared for and attended Board of Commissioners Work Session (4/17/13)
- Prepared for and conducted monthly Department Head's meeting (4/18/13)
- Attended KLRWS Advisory Board meeting with Com. Downey (4/22/13)
- Prepared for and Chaired Buck Spring Planning Committee meeting (4/23/13)
- Meeting with Health Director and County Attorney (4/24/13)
- Annual Leave (4/25-26/13)
- Meeting with Congresswoman E. Clayton and J. Mitchell of Senator Hagan's Office to discuss funding opportunities for Buck Spring (4/30/13)

Other Activities

- Attended Cooperative Extension Service Annual Report to the People (4/1/13)
- Attended NCACC District Meeting with Clerk and County Commissioners (4/18/13)
- Participated in Subway Ribbon Cutting Ceremony with Com. Downey and others Officials (4/24/13)

Project Updates

Simulcast Radio System/Radio Tower Project

Bid proposals for radio equipment for this project were received from Motorola and Radio Communications Company (RCC) on 2/22/13. The recommended vendor will be presented to the Board of Commissioners at the 5/6/13 meeting to move this project forward. The State Highway Patrol is moving forward with the construction phase of the Radio Tower on Warren County property located off of Hwy. 158 Bypass.

CDBG Projects

2011 Scattered Site Housing Project

Bids have been awarded for several water hook-ups and urgent housing repairs that are part of this project. All required documentation has been submitted to Community Investment and Assistance to move this project forward.

Ephraim Place Subdivision CDBG Housing Project

This project is scheduled for close-out on 4/30/13. To my knowledge the four families needed to construct homes in the Ephraim Place Subdivision have not been identified; therefore, the County will be required by the State to repay the \$190,000 CDBG funds received for this housing development project. Repayment must begin on 7/1/13. Funds will be budgeted in the County Manager's proposed FY 14 budget to begin the repayment process.

**Agenda
Item # 16**

*Presentation
of
Recommended
FY 2014 Budget
By
County Manager
Linda T. Worth*

**Agenda
Item # 17**

Closed Session

**In accordance with
NC GS § 143-318.11(A)(3)(6)
To Discuss Attorney-Client Privileged
And
Personnel Matters**

Agenda
Item # 18

Adjourn

May 6, 2013
Regular Meeting