

*WARREN COUNTY
BOARD OF COMMISSIONERS*

Monday, June 3, 2013

5:00 pm Budget Work Session

6:00 pm Regular Meeting

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

Prepared by:

Angelena Kearney-Dunlap, NC Certified County Clerk

&

Paula Pulley, Deputy Clerk



5:00 pm

**FY 2013-2014
Budget Work Session**

6:00 pm

Call to Order June 3, 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: June 3, 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
June 3, 2013 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
Armory Civic Center
WARRENTON, NORTH CAROLINA

5:00 pm Budget Work Session

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 June 3, 2013 Suggested Agenda**
6. **Consent Agenda**
 - A. **Approve Minutes of:**
 - May 6, 2013 Regular Monthly Meeting
 - May 15, 2013 Special Meeting
 - B. **Interest Income Report – Finance Director Barry Mayo**
 - C. **Tax Collector’s Report – Tax Administrator Starlin L. Beatty**
 - D. **Tax Release Requests (Over \$100) – Tax Administrator Starlin L. Beatty**
Tax Release Requests (Under \$100) - “ “ “ “
 - E. **CDBG May Monthly Performance Status Reports: 11-C-2328 & 10-C-2227**
 - F. **Resolution in Support of Continued State Funding for NC Rural Economic Development Center – Macon Robertson**
7. **Finance Officer – Barry Mayo**
 - A. **Amendment #11 to FY 2012-13 Budget Ordinance**
 - B. **Amendment #12 to FY 2012-13 Budget Ordinance**
 - C. **Approve Audit Contract with Winston, Williams, Creech, Evans & Co. LLP**

8. **Boards, Committees & Commissions:**
 - A. **Lake Gaston Weed Control Council – P.Deschenes, L.Robinson & A.Moran**
 - B. **Zoning Board of Adjustment– O.Meek, R.Kelly, G.Midyette, H.Bobbitt, P.Bernard & E.Woodard**
 - C. **Work 1st Planning Committee: A.Abbott, M.Winstead, L.Worth, L.Andrews, A.Williams, A.Parrish, S.O’Neal, H.Baskerville, J.Jones, S.Peoples, M.Boone, D.Seward, A.West, S.Williams, S.Branche, J.Batts, S.Burchette, K.Cerventes, E.Fields, & K.Mayfield**
 - D. **Social Services Board of Directors: M.Richardson**
 - E. **Warren County Child Protection & Child Fatality Prevention Team: G.Evans, F.Harris, M.Vanhorne, J.Branch, C.Terry, A.Evans, L.Rowlett, T.Overstreet, J.Jordan, O.Fuller, D.Paschall, A.Williams, L.Andrews, H.Foxworth, D.Talley, A.Smith & M.Winstead**
 - F. **Library Board of Trustees: A.Terry, C.White, E.Malone, F.Boyd, L.Boyd, M.Clanton, & M.Johnson**
 - G. **Nursing & Adult Care Home Community Advisory Committee: C.Jefferson, M.Wilkerson, & O.Meek**
 - H. **Juvenile Crime Prevention Council (JCPC): C.Davis & J.Beck**
 - I. **JCPC FY 2014 Certification – William Kearney, JCPC Chairman**
9. **Longbridge VFD Request to Waive Fireworks Permit Fee related to 4th of July Celebration**
10. **Appoint Margaret Richardson as Interim EDC Director - Brady Martin, EDC Chair**
11. **Revisions to Board Meeting Schedule**
 - A. **Schedule Zoning Ordinance Public Hearing for July 1st – Ken Krulik**
 - B. **Reschedule Budget Special Meeting**
12. **County Manager – Linda T. Worth**
 - A. **Contracts Approved in May 2013**
 - B. **Professional Insurance Renewals**
 - C. **May 2013 Status Report**
13. **Closed Session – In accordance with NC GS § 143-318.11(A)(5) land acquisition**
14. **Adjourn June 3, 2013 Regular Meeting**

Meeting Date: June 3, 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:

**May 6, 2013 Regular Monthly Meeting
May 15, 2013 Special Meeting**

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:**

**May 6, 2013 Regular Monthly Meeting
May 15, 2013 Special Meeting**

Meeting Date: June 3, 2013

Consent Agenda Item # 6B

SUBJECT: Interest Income Report

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Interest Income Report for the month of April 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:

**COUNTY OF WARREN
FINANCE OFFICE
P. O. BOX 185**

WARRENTON, NC 27589

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

**Barry J. Mayo
Finance Officer**

**INTEREST INCOME REPORT
Month of April 2013**

FUND	APRIL INCOME	FISCAL YEAR TO - DATE
General	457.26	4,938.19
Revaluation	8.35	108.64
E 911 Telephone System	8.59	111.69
Buck Spring Project	8.95	122.12
Ambulance Storage Facility	0.76	62.59
National Guard Armory (Closed)	0.00	7.24
Simulcast System Upgrade	2.20	37.01
Regional Water Enterprise Fund	12.11	190.01
District 1 Enterprise Fund	28.33	383.47
Solid Waste	7.73	64.11
District II Enterprise Fund	23.59	308.63
District III Capital Project Fund (Closed)	0.00	30.12
District III Phase II BANS	0.12	1.59
District III Enterprise Fund	15.75	173.15
Soul City Pump Station Improvements	0.11	1.57
District III Phase III	1.78	55.64
	575.63	6,595.77

Meeting Date: June 3, 2013

Consent Agenda Item # 6C

SUBJECT: Tax Collector's Report

REQUESTED BY: Starlin L. Beatty, Tax Administrator

SUMMARY: Tax Collector's Report for the month of April 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 April 2013**

Current Year Collections

Tax Year	Charge	Collected in APRIL	Collected to Date	Balance Outstanding	Percentage Collected
APRIL 2013 FY13	\$16,940,264	\$208,747	\$16,024,492	\$915,772	94.59
APRIL 2012 FY12	\$15,780,442	\$138,459	\$14,853,895	926,547	94.13

Delinquent Collections

2011	\$752,019	\$18,578	\$447,559	\$304,460	59.51
2010	265,410	87,102	96,180	169,230	36.24
2009	160,276	1,354	33,036	127,240	20.61
2008	133,985	398	19,672	114,313	14.68
2007	133,634	320	9,572	124,062	7.16
2006	123,296	148	6,355	116,942	5.15
2005	104,042	187	4,014	100,028	3.86
2004	93,450	49	3,670	89,779	3.93
2003	80,255	299	3,698	76,557	4.61
2002	102,895	400	3,855	99,040	3.75
Total Delinquent Years	\$ 1,949,262	\$108,835	\$ 627,611	\$ 1,321,651	

Other APRIL Receipts

County Penalties

\$ 31,024	\$ 156,278
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Landfill User Fees

\$ 20,243	\$ 1,146,894
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Municipalities

\$ 11,671	\$ 652,466
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Fire District Taxes

\$ 14,656	\$ 782,854
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Advance Taxes

\$ 14,964	\$ 24,844
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APRIL GRAND TOTAL

\$ 410,140	\$ 19,415,439
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Starlin L. Beatty
Starlin L. Beatty, Tax Administrator

5/23/2013

DATE

Meeting Date: June 3, 2013

CONSENT AGENDA Item # 6D

SUBJECT: Request for Approval of Tax Releases

REQUESTED BY: Starlin L. Beatty, 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: General Fund

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

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Request For Tax Releases Over \$100

Over \$100

6/3/2013

Date: _____

ERROR CORRECTION RELEASES:

CAROLINA TELEPHONE	2012 1748 205		27605	\$156.63 COUNTY TAX CHARGED IN ERROR
CAROLINA TELEPHONE	2012 1748 205		28123	\$5,918.19 COUNTY TAX CHARGED IN ERROR
CAROLINA TELEPHONE	2012 1748 205		28350	\$10,384.48 COUNTY TAX CHARGED IN ERROR
MAHONEY JUSTICE JOSEPH JR	2012 996 300	A4 22A	11181	\$123.83 MH WAS DESTROYED

SUB-TOTAL ERROR CORRECTIONS:

\$16,583.13

MOTOR VEHICLE RELEASES:

CATON BARBARA WORTHAM	2012 35918 100	AFS4356	28815	\$113.61 PAID IN FRANKLIN CO/RESIDENT
DICKENS WINFORD B	2012 37845 1910	ZWS3186	79902	\$187.04 TRANSFERRED TO HALIFAX CO
EVANS MARK C	2012 7481 2137	BFT4304	82704	\$200.48 TRADED
HARRIS THOMAS A	2012 6052 9999	TOMAA	29230	\$318.92 DISCOVERED TWICE IN ERROR
HUNT STEPHEN SCOTT	2012 27679 2179	BCH4885	80171	\$210.07 SOLD
PIERCE RICKY O	2012 38191 2218	WPX1131	82785	\$113.43 RELEASED TO HALIFAX CO
SALMON JESSE ADAM	2012 37649 2199	AAH2536	82766	128.08 RELEASED TO HALIFAX CO
TRIPP JEFFREY L	2012 8963 9999	DX8052	29188	\$106.16 DISCOVERED TWICE IN ERROR
WATKINS FREDERICK D	2012 7504 2440	BCY3056	77500	\$189.75 SOLD

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$1,567.54

SUB-TOTAL CORRECTION RELEASES:

\$16,583.13

Total Releases

\$ 18,150.67

LANDFILL USER FEE RELEASES:

BULLOCK JOHN W HEIRS	2012 5629 300	B1 7	1826	\$ 115.00 NO ELECTRICITY PER HALIFAX ELE
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TOTAL LFUF RELEASES:

\$115.00

Total Releases

\$ 18,265.67

Request For Tax Releases Under \$100

Under \$100

6/3/2013

Date: *ZJW*
5/23/13

ERROR CORRECTION RELEASES:

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD</u>	<u>AMOUNT</u>	<u>REASON</u>
TEACHOUT ZEPHYR R	2012	33309 300	L2A 56 1X	18019 \$	13.41	SOLD IN 2009

SUB-TOTAL ERROR CORRECTIONS:

\$ 13.41

MOTOR VEHICLE RELEASES:

BLODGETT DAVID M	2012	17692 2152	DT4534	81441	\$10.40	SOLD
BURCHETTE PATRICIA A	2012	32916 1876	XSB4150	68052	\$16.32	DMV ERROR
BURKE TIMOTHY A	2012	37760 1887	1911JMB	76947	\$49.91	RELEASED TO LINCOLN CO
CAHILL JAMES F	2012	32857 2000	YPS7717	82567	\$25.13	RELEASED TO HALIFAX CO
CAMP WILLOW RUN	2012	2398 1296	AAJ8137	81863	\$29.04	CAMP VEHICLES ARE EXEMPT
CARTER RUFUS A	2012	7850 2472	CANDYAM	74243	\$4.46	SOLD
CROWE GLADYS	2012	9912 1938	YRN7386	78503	\$3.62	CAR WAS WRECKED
DAVIS FELECIA L	2012	20278 1661	WNM1184	82228	\$35.84	TRANSFERRED TO GUILFORD CO
DICKENS WINFORD B	2012	37845 1068	R71075	77633	\$2.54	TRANSFERRED TO HALIFAX CO
FESSENDEN DUANE F	2012	16515 1957	AAH5125	66438	\$14.56	SOLD
GEAR JASON T	2012	9962 1963	BP54571	81252	\$1.52	SOLD
HALE FELICIA ANN	2012	36947 2484	5A8272	75925	\$10.78	TURNED CAR IN
HARGROVE DEBORAH C	2012	21728 2210	ZPW5878	68386	\$52.22	DMV ERROR
HARRINGTON EDWARD L	2012	730 2055	WTX4633	73826	\$4.04	SOLD
HEEMAN CRYSTAL	2012	28956 2481	BCH3231	77541	\$1.68	TRADED
HEEMAN ROBERT E	2012	28950 1698	BY17077	67874	\$2.64	DMV ERROR
JOMO THERESA ANNE	2012	26115 1436	SXT8797	80725	\$22.59	JUNKED
JONES CLARA A	2012	16761 1413	AHM7861	76473	\$6.37	SOLD
JONES VANESSA O	2012	34175 2010	AMH6242	72075	\$12.90	TRADED
KEARNEY JOHN H SR	2012	11574 1188	BCH5138	80477	\$3.01	SOLD
MANLEY DAVID ELLIS JR	2012	31605 1109	ZPH2031	67285	\$4.28	DMV ERROR
MAYFIELD JENNIE S	2012	27108 1608	ZSW6930	82175	\$15.50	SALVAGED
MILLER CANDIS DAVIS	2012	27428 1893	NWL5227	66374	\$50.43	DOES NOT LIVE IN CITY LIMITS
MONROIG BARRETT A	2012	36151 2371	AEH2449	72436	\$13.05	SOLD
OBRIEN PATRICK JOSEPH	2012	37618 2356	WTT7562	75797	\$19.37	RELEASED TO HALIFAX CO
PENDERGRASS EDWARD PHILLIP	2012	37851 2013	WNJ8798	77928	\$38.65	CAR BILLED THROUGH VANCE CO
PIERCE RICKY O	2012	38191 1193	AJJB667	81761	\$5.10	RELEASED TO HALIFAX CO
PIERCE RICKY O	2012	38191 1126	MXB1172	81693	\$23.81	RELEASED TO HALIFAX CO
PUCCI MICHAEL C	2012	11472 2046	ZPM3201	81335	\$23.80	HIGH MILEAGE
RICHARDSON LORA D	2012	18498 1114	ADE7045	71179	\$6.45	SOLD
SANDERS ERIC R	2012	31585 1918	ZSW8050	73689	\$22.64	TOTAL LOSS
SOMERVILLE EULA DAVIS	2012	38210 1507	ZWS3156	79499	\$20.80	GAVE TO DAUGHTER
TEAGUE CHACON L	2012	4937 3011	ZNR6812	69187	\$32.66	DMV ERROR
WATSON FONDA V	2012	37762 2046	ZXW2008	77106	\$9.38	RELEASED TO HALIFAX CO
WILSON ROBERT W	2012	26452 1798	TSM4665	82365	\$28.20	SOLD
WYCHE CARDELL	2012	45810 2154	XRP2931	68330	\$19.56	DMV ERROR
WYCHE MICHAEL	2012	4479 1525	AEH2767	73296	\$7.92	SOLD

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$651.17

SUB-TOTAL CORRECTION RELEASES:

\$13.41

Total Releases

\$ 664.58

Meeting Date: June 3, 2013

CONSENT AGENDA Item # 6E

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

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

SUMMARY: Monthly Performance Status Reports for Community Development Block Grants # 10-C-2227 Water Hook-Up & 11-C-2328 Scattered Sites Housing as required by Division of Community Assistance will be presented by Karen Foster at the meeting for Board approval.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



**Monthly Performance Status Reports for
Community Development Block Grants # 10-
C-2227 Water Hook-Up & 11-C-2328 Scattered
Sites Housing go here.**

Will be presented at meeting.

Meeting Date: June 3, 2013

Agenda Item # 6F

**SUBJECT: Resolution in Support of Continued State Funding for
NC Rural EDC Center**

REQUESTED BY: Macon Robertson, Director - Public Utilities

**SUMMARY: Having received numerous financial benefits through NC Rural
Center funding, Resolution in support of continued funding is presented
for Boards review and action.**

FUNDING SOURCE:

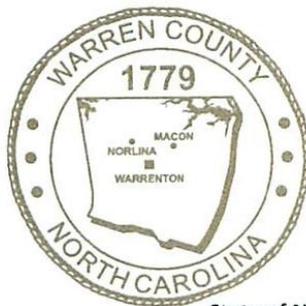
APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

**Recommend approval to adopt Resolution and forward same to Warren County's North
Carolina Legislative Delegation.**

NOTES:



WARREN COUNTY BOARD OF COMMISSIONERS

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

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

State of North Carolina

County of Warren

Resolution of Support For Continued Funding of the

North Carolina Rural Economic Development Center

WHEREAS, the North Carolina General Assembly is considering its 2013-2014 Budget; and

WHEREAS, the Governor's Budget Calls for a \$10 million reduction in the appropriation to the North Carolina Rural Economic Development Center (hereafter called Rural Center) for fiscal Year 2013-2014; and

WHEREAS, Warren County and its municipalities have received many millions from the Rural Center since 1987 for economic development and public infrastructure;

WHEREAS, reduced investment by the Rural Center in Warren County's water, sewer, and economic development projects would make us less competitive in attracting new business and industry to our area;

NOW THEREFORE BE IT RESOLVED that the Warren County Board of Commissioners do hereby object to any reduction in funding to the Rural Center; and

BE IT FURTHER RESOLVED that the members of the General Assembly representing Warren County are urged to support a full restoration of funding for the Rural Center.

ADOPTED THIS 3RD DAY OF JUNE, 2013

WARREN COUNTY BOARD OF COMMISSIONERS

By: _____
Bertadean Baker, Chairman

Meeting Date: June 3, 2013

Item # 7-A

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

**SUMMARY: Amendment # 11 to the Warren County FY 2012-2013
Budget Ordinance**

FUNDING SOURCE: Various

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment #11 to the FY 13 Budget Ordinance.

NOTES:

AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE

2012/2013

Amendment No. 11

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:

County Attorney	110,000
Animal Control	1,917
Miscellaneous Appropriations	128,233
Juvenile Crime Prevention Council	1,500
DSS Administration	99,556
Youth Services Bureau	217
Total	\$ 341,423

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

Miscellaneous Revenue	6,258
Restricted Intergovernmental - Other	1,500
Restricted Intergovernmental - DSS 1571	95,432
Fund Balance Appropriated	238,233
Total	341,423

This amendment:

- appropriates funds to the County Attorney for legal services through June 30, 2013.
Funding Source: Fund Balance Appropriated
- appropriates funds to Animal Control for spay / neuter and animal care.
Funding Source: Private Contributions
- appropriates funds to the Kerr-Tar Regional Council of Governments to replenish COG's Revolving Loan Fund as approved at the May 15, 2013 Commissioners meeting.
Funding Source: Fund Balance Appropriated
- appropriates funds to the Citizens Against Domestic Violence for a one-time appropriation as approved at the May 6, 2013 Commissioners meeting.
Funding Source: Fund Balance Appropriated
- appropriates funds to the Warren County Free Clinic for a one-time appropriation. as approved at the May 6, 2013 Commissioners meeting.
Funding Source: Fund Balance Appropriated

- appropriates grant funds to the Juvenile Crime Prevention Council for prevention services.

Funding Source: Youth Empowered Solutions Yes

- appropriates funds to DSS Administration to agree with state allocations.

Funding Source: DHHS - Division of Social Services

- appropriates funds to DSS Administration for window replacement.

Funding Source: Insurance Claims

- appropriates funds to the Youth Services Bureau for window replacement.

Funding Source: Insurance Claims

Respectfully Submitted 06/03/2013

Barry J. Mayo

Barry J. Mayo, Finance Director

Meeting Date: June 3, 2013

Item # 7-B

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Amendment # 12 to the Warren County FY 2012-2013 Budget Ordinance will be presented at the meeting by Barry Mayo, Finance Director.

FUNDING SOURCE: Various

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: June 3, 2013

Item # 7-C

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Approve contract for Audit Services with Winston, Williams, Creech, Evans & Company, LLP of Oxford, NC. Bid award was approved during the regular May board meeting, therefore contract is presented for Board's review and approval: 2013 - \$46,800, 2014 - \$48,200 & 2015 - \$49,650.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Contract for Audit Services with Winston, Williams, Creech, Evans & Company, LLP, and authorize Chairman to sign the contract.

NOTES:

CONTRACT TO AUDIT ACCOUNTSOf Warren County

Governmental Unit

On this 8th day of May, 2013

Auditor

Winston, Williams, Creech, Evans & Company, LLP

Mailing Address

PO Box 1366, Oxford NC 27565, hereinafter referred to as

the Auditor, and Board of Commissioners of Warren County, hereinafter referred
 as the Governing Board of Warren County Governmental Unit, agree as follows:

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit for the period beginning July 1, 2012, and ending June 30, 2013. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate discretely presented component units, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB Circular A-133 and the State Single Audit Implementation Act, the auditor shall perform a Single Audit. This audit and all associated workpapers may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the LGC. If the audit and/or workpapers are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners.
3. This contract contemplates an unqualified opinion being rendered. If financial statements are not prepared in accordance with generally accepted accounting principles (GAAP), or the statements fail to include all disclosures required by GAAP, please provide an explanation for that departure from GAAP in an attachment.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, July 2007 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the Local Government Commission prior to the execution of the audit contract. (See Item 22) If the audit firm received a peer review rating other than pass, the auditor shall not contract with any Local Government Units without first contacting the Secretary of the Local Government Commission for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards*, the Auditor shall provide an explanation as to why in an attachment.
6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the SLGFD within four months of fiscal year end. Audit report is due on: October 31, 2013. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the Secretary of the Local Government Commission for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as the systems relate to accountability of funds, adherence to budget requirements, and adherence to law requirements. In addition, the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU 325 of the *AICPA Professional Standards*. The Auditor shall file a copy of that report with the Secretary of the Local Government Commission.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the Local Government Commission. This includes annual or special audits, agreed upon procedures related to Internal Control, bookkeeping or other assistance necessary to prepare the Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the Local Government Commission. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] The process for invoice approval has changed. All invoices for Audit work must be submitted by email in PDF format to the Secretary of the Local Government Commission for approval. The invoices must be emailed to: lgc.invoices@nctreasurer.com

Email Subject line should read "unit name – invoice. The PDF invoice marked approved with approval date will be returned by email to the Auditor for them to present to the Local Government Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. In consideration of the satisfactory performance of the provisions of this agreement, the Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the Local Government Commission, the following fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts:

Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] _____

Audit _____ **\$40,400**

Preparation of the annual financial statements _____ **\$ 6,400**

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) auditors may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee. ~~The 75% cap for interim invoice approval for this audit contract is \$ 35,100~~

10. The auditor working with a local governmental unit that has outstanding revenue bonds will include in the notes to the audited financial statements, whether or not required by the revenue bond documents, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the Local Government Commission simultaneously with the local government's audited financial statements unless otherwise specified in the bond documents.
11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include but not be limited to the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the governmental unit and all of its component units prepared in accordance with generally accepted accounting principles, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the Local Government Commission to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Unit of Government will not be billed for the pre-issuance review. The pre-issuance review must be performed prior to the completed Audit being submitted to the Local Government Commission. The pre-issuance report must accompany the audit report upon submission to the Local Government Commission.
13. The Auditor shall electronically submit the report of audit to the Local Government Commission when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the Local Government Commission, becomes a matter of public record for inspection and review in the offices of the Secretary by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the Local Government Commission. These audited financial statements are used in the preparation of Official Statements for debt offerings (the auditors' opinion is not included), by municipal bond rating services, to fulfill secondary market disclosure requirements of the Securities and Exchange Commission, and other lawful purposes of the government, without subsequent consent of the auditor. If it is determined by the Local Government Commission that corrections need to be made to the unit's financial statements they should be provided within three days of notification unless, another time frame is agreed to by the Local Government Commission.

The Local Government Commission's process for submitting contracts, audit reports and Invoices are subject to change. Auditors should use the submission process in effect at the time of submission.

In addition, if the North Carolina Office of the State Auditor designates certain programs to be audited as major programs, a turnaround document and a representation letter addressed to the State Auditor shall be submitted to the Local Government Commission.

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the Local Government Commission, this agreement may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor.
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, signed and dated by all parties and pre-audited if the change includes a change in audit fee. This document and a written explanation of the change must be submitted by email in PDF format to the Secretary of the Local Government Commission for approval. The portal address to upload your amended contract and Letter of explanation documents is <http://nctreasurer.slgfd.leapfile.net> No change shall be effective unless approved by the Secretary of the Local Government Commission, the Governing Board, and the Auditor.

16. Whenever the Auditor uses an engagement letter with the client, Item 17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 22 of this contract. Engagement letters containing indemnification clauses will not be approved by the Local Government Commission.
17. Special provisions should be limited. Please list any special provisions in an attachment.
18. A separate contract should not be made for each division to be audited or report to be submitted. A separate contract must be executed for each component unit which is a local government and for which a separate audit report is issued.
19. The contract must be executed, pre-audited, physically signed by all parties and submitted in PDF format including unit and auditor signatures to the Secretary of the Local Government Commission. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net>. Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of March 5, 2012. These instructions are subject to change. Please check the NC Treasurer's web site at www.nctreasurer.com for the most recent instructions.
20. The contract is not valid until it is approved by the Local Government Commission. The staff of the Local Government Commission shall notify the unit and auditor of contract approval by email. The audit should not be started before the contract is approved.
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the Local Government Commission.
22. All of the above paragraphs are understood and shall apply to this agreement, except the following numbered paragraphs shall be deleted: (See Item 16.)
23. **All communications regarding Audit contract requests for modification or official approvals will be sent to the email Addresses provided in the following areas.**

Audit Firm Signature:
 Firm Winston, Williams, Creech, Evans & Company, LLP

By James P. Winston, II CPA
 (Please type or print name)

James P. Winston II
 (Signature of authorized audit firm representative)

Email Address of Audit Firm:
winston@wwcecpa.com

Date 5-8-13

Unit Signatures:
 By Bertadean Baker, Chairman
 (Please type or print name and title)

(Signature of Mayor/Chairperson of governing board)

Date _____

Date Governing Body Approved Audit Contract - G.S. 159-34(a)

Unit Signatures (continued):
 By N/A
 (Chair of Audit Committee- please type or print name)

 (Signature of Audit Committee Chairperson)

Date N/A
 (If unit has no audit committee, this section should be marked "N/A.")

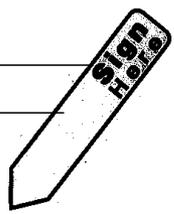
This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

Barry Mayo
 Governmental Unit Finance Officer (Please type or print name)

Barry Mayo
 (Signature)

Email Address of Finance Officer
bmayo@co.warren.nc.us

Date 5-20-13
 (Preaudit Certificate must be dated.)



Steps to Completing the Audit Contract

1. Complete the Header Information
2. Item No. 1 - Complete the period covered by the audit
3. Item No. 6 – Fill in the Audit due date. For all units, the contract due date can be no later than 4 months after the end of the fiscal year, even though amended contracts may not be required until a later date.
4. Item No. 8 – The process for invoice approval changed during 2011, so make sure you and your administrative staff are familiar with the new process.
5. Item No. 9 – Complete the fee section as in the past but please note:
 - New language has been inserted into the contract that specifies the cap on interim payments to 75% of the current audit fee for services rendered if the contracted fee amount is a fixed amount. If any part of the fee is variable, interim payments are limited to 75% of the prior year total audit fee. If the contract fee is in any part variable we will compare the authorized interim payment on the contract to 75% of last year's actual approved total audit fee amount according to our records. There is a report of audit fees paid by each Local Government Unit on our web site:
<http://www.nctreasurer.com/dsthome/StateAndLocalGov/AuditingAndReporting/>
- Auditors and Audit Fees. Please call our office at 919-807-2350 if you have any questions about the fees on this list.
 - For variable fees for services, are the hourly rates or other rates clearly stated in detail? If issued separately in an addendum, has the separate page been acknowledged in writing by the government?
 - For fees for services that are a combination of fixed and variable fees, are the services to be provided for the fixed portion of the fee clearly stated? Are the hourly rates or other rates clearly stated for the variable portion of the fee? See previous bullet point regarding variable fees.
6. Item No. 18- If there is a reference to an engagement letter or other document, has the engagement letter or other document been acknowledged by the governmental unit and attached to the contract submitted to the SLGFD?
 - a. Does the engagement letter contain an indemnification clause? The audit contract will not be approved if there is an indemnification clause – refer to Memo # 986.
7. Signature Area – Make sure all signatures have been obtained. **The contract must be approved by your governing board.** Please place the date the Board approved the Audit Contract in the space provided.
 - a. Please make sure that you provide email addresses for the audit firm and finance officer as these will be used to communicate official approval of the contract.
 - b. Has the pre-audit certificate been Signed and Dated by the appropriate party?

- c. Has the name and title of the Mayor or Chairperson of the governing board been typed or printed on the contract and has he/she signed in the correct area directly under the Auditor's signature?
8. If the auditor is performing an audit under the yellow book or single audit rules, has year-end bookkeeping assistance been limited to those areas permitted under the revised GAO Independence Standards? Although not required, we encourage units and auditors to disclose the nature of these services in the contract or an engagement letter. Fees for these services should be shown in the space indicated in Item 9 of the contract.
9. Has the most recently issued peer review report for the audit firm been included with the contract? (This is required if the audit firm has received a new peer review report that has not yet been forwarded to us. The audit firm is not required to send the report multiple times.)
10. After all the signatures have been obtained and the contract and is complete, please convert contract and all other supporting documentation to be submitted for approval into a PDF copy. Peer Review Reports should be submitted in a separate PDF file. These documents should be submitted using the most current submission process which can be obtained at the NC Treasurer's web site –
<http://www.nctreasurer.com/DSTHome/StateAndLocalGov/AuditingAndReporting/LGC+Resources>
- Contract and Audit Forms

Meeting Date: June 3, 2013

Agenda Item # 8-A

SUBJECT: Boards, Committees & Commissions

REQUESTED BY:

SUMMARY: It is presented to appoint the following individuals to serve on the Lake Gaston Weed Control Council for terms expiring June 30, 2016: Larry W. Robinson, Anthony B. Moran, and Peter J. Deschenes, Sr.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Lake Gaston Weed Control Council

Term of Office: 3 years, expire July
Authority: GS Chapter 55A
Membership: Appointed
Responsibilities:
Meeting Schedule: As needed

Member	Position	Term
Larry W. Robinson	Re-Appointed to 2nd Term	Expires June 30th 2016
Anthony B. Moran	Appointed to 1st Term	Expires June 30th 2016
Peter J. Deschenes, Sr.	Re-Appointed to 4th term	Expires June 30th 2016

STATEMENT OF INTEREST TO SERVE

MAY 20 2013

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Warren County Board of Commissioners
c/o Clerk to the Board
PO Box 619
Warrenton, NC 27589

WARREN COUNTY MANAGER'S OFFICE

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

- 1. Lake Gaston Land Control Council
- 2. _____
- 3. _____
- 4. _____

Your full name ANTHONY B MORAN
 Date of Birth 5/28/44 Sex M Race W
 Mailing Address 113 Beech Ct.
 City and Zip Code hittleton, NC 27850
 Street Address SAME
 City and Zip Code SAME
 Home Phone 252-586-6045 Work Phone NA
 Job Title Retired
 Company or Agency _____
 Email Address watermanbigt@aol.com

Do you live in the county? Yes No

Please list your County Commissioner District U. Ross
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended Holy Cross HS, Flushing N.Y
 Name and Address of College Attended ST JOHN'S Univ. Fresh Meadows NY
 Degree Received B.A.

Please list any military experience US Army 1968-1970
2nd Inf. Div.

This "Statement of Interest to Serve" will remain active for six (6) months from date received in the County Manager's office.

If you are presently serving as an elected or appointed official, please explain: Warren County
Planning Board
RWVFD TAX Board

Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications.

Work Experience Reichhold Chemical, RTP, NC
Sales Mgr.
Laurel Valley Premium Water Co
Fayetteville, NC President

Volunteer Experience Fayetteville Economic Development
Corp.

How did you become aware of Warren County volunteer opportunities? (Please circle appropriate response)

Newspaper Current Warren County Volunteer Other
If other, please explain: Ref by Mr. Pete DesChene

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature Christy B Moran
Date 5/16/13

Please feel free to attach a resume if so desired.

STATEMENT OF INTEREST TO SERVE

MAY 14 2013

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

WARREN COUNTY MANAGER'S OFFICE

Warren County Board of Commissioners
c/o Clerk to the Board
PO Box 619
Warrenton, NC 27589

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

- 1. LAKE GASTON WOOD CONTROL BOARD
2. ECONOMIC DEVELOPMENT COMMISSION
3.

Your full name Peter J. Deschenes
Date of Birth 6/9/45 Sex MALE Race CAUCASIAN
Mailing Address 136 HOLLY PT
City and Zip Code LITTLETON, N.C. 27850
Street Address SAME
City and Zip Code SAME
Home Phone 252-586-3144 Work Phone N/A
Job Title RETIRED
Company or Agency N/A
Email Address STUGAVILLE@EMBARGMAIL.COM

Do you live in the county? Yes [X] No []

Please list your County Commissioner District RIVER
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended SALEM HIGH SCHOOL, SALEM, MASS
Name and Address of College Attended UNIV OF MAINE
Degree Received BACH OF ARTS & SCIENCE

Please list any military experience N/A.

If you are presently serving as an elected or appointed official, please explain: EDC, E'
LGWCC

Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications.

Work Experience Director Global Procurement
AT&T, Western Elect / Lucent Technologies

Volunteer Experience Past Pres Cities In Schools, Past Pres Lake Gaston
Assoc & Lake Gaston Water Safety Council

How did you become aware of Warren County volunteer opportunities? (Please circle appropriate response)

Newspaper Current Warren County Volunteer Other

If other, please explain: _____

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature Peter J. Deschenes
Date 5/13/2013

Please feel free to attach a resume if so desired.

Meeting Date: June 3, 2013

Agenda Item # 8-B

SUBJECT: Boards, Committees & Commissions

REQUESTED BY: Ken Krulik, Planner/Zoning Administrator

SUMMARY: It is presented to appoint the following to serve on the Warren County Zoning Board of Adjustment for terms expiring as indicated: Oscar (Butch) Meek, Robert Kelly, Gene Midyette, Henry Bobbitt, Paul Bernard, & Elaine Woodard (Alternate).

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Planning/Zoning and Code Enforcement Department

542 West Ridgeway Street

Warrenton, NC 27589

(PH) 252-257-7027 (FX) 252-257-1083

To: Warren County Board of Commissioners, County Manager
From: Ken Krulik, AICP CZO - Planning and Zoning Administrator
Date: May 28, 2013 (for June 3, 2013 BOC Meeting)
Re: Board of Adjustment recommendations for re-appointment to Board
(Current member's terms ending June 2013)

At the May 20, 2013 Board of Adjustment meeting, it was presented to the current Board that their terms were due to expire June 2013. All were asked if they wished to continue serving for the next term. By unanimous consensus all Members agreed to continue serving:

Oscar (Butch) Meek

Robert Kelly

Gene Midyette

Henry Bobbitt

Paul Bernard

Elaine Woodard (Alternate)

Terms for the Board of Adjustment Members as noted shall run June 2013 to June 2016.

Respectfully,

A handwritten signature in black ink, appearing to read "Ken Krulik", is written over a faint, vertical watermark that reads "WARREN COUNTY" and "NORTH CAROLINA".

Ken Krulik, AICP CZO

Planning and Zoning Administrator

Warren County Planning/Zoning and Code Enforcement

Zoning Board of Adjustment

Term of Office: Three (3) years, expires in June
Authority: Warren County Zoning Ordinance Section IV-

1, NCGS

Membership: Appointed

Responsibilities:

Meeting Schedule: 3rd Monday of each month

Staff Liaison: Planner / Zoning Administrator

Member	Position	Term Expires
Elaine Woodard	Alternate (2nd term)	June 2015
Gene Midyette	Appointed 5th term	June 2016
Henry Bobbitt, III	Appointed 5th term	June 2016
Oscar Butch Meek	Appointed 5th term	June 2016
Paul Bernard	Appointed 5th term	June 2016
Robert C. Kelly	Appointed 4th term	June 2016

Meeting Date: June 3, 2013

Agenda Item # 8-C

SUBJECT: Boards, Committees & Commissions

REQUESTED BY: Michelle Winstead, DSS Director

**SUMMARY: It is presented to appoint the following individuals to serve
on the Warren County Work First Planning Committee for term of 2013-2015
(see attached):**

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



WARREN COUNTY
DEPARTMENT OF SOCIAL SERVICES
307 N. MAIN STREET
WARRENTON, NORTH CAROLINA 27589

(252) 257-5000

May 6, 2013

Michelle D. Winstead
Director

To: Board of Commissioners
From: Michelle D. Winstead, DSS Director

We recommend that the following citizens, county and state employees who have shown an interest in serving on the Work First Planning Committee be appointed for a term of three years (2013-2015):

Lakolta Andrews	WC School Social Worker
April D. Williams	WC Social Worker
Ashley Parrish	KARTS Transportation
Scott O'Neal	Citizen Against Domestic Violence Program
Hilda Baskerville	Health Educator at WC Health Department
Jennifer Jones	ESC Branche Manager
Sonny Peoples	Business Owner
Marilyn Boone	Employment Consultant ESC
Danielle C. Seward	Warren County Citizen
Acreesia S. West	Warren County Citizen
Sandra Williams	Business Owner
Linda Worth	County Manager
Alice Abbott	DSS Work First Program Supervisor
Sherenia Branche	DSS Transportation Program Supervisor
Jamie Batts	DSS In-Home Aide
Sharon Burchette	DSS Child Care Coordinator
Kristie Cerventes	DSS IMC Lead Worker
Essie Fields	DSS Work First Employment Coordinator
Kristie Mayfield	DSS Child Support Supervisor
Michelle Winstead	DSS Director

Work 1st 2013-2015 Planning Committee
Terms Expire 2015

Member	Position	Term of Service
Alice Abbott	Work 1st Supervisor - DSS	Term of Service
Michelle Winstead	DSS Director	Term of Service
Linda T. Worth	Warren County Manager	Term of Service
Lakolta Andrews	School Social Worker	1 st term
April D. Williams	Social Worker	2 nd term
Ashley Parrish	KARTS Transportation	
Scott O'Neal	Citizens Against Domestic Violence Program (CADV)	
Hilda Baskerville	Health Educator, WC Health Department	2 nd term
Jennifer Jones	Employment Security Commission, Branch Manager	
Sonny Peoples	Business Owner	3 rd term
Marilyn Boone	Employment Consultant ESC	
Danielle C. Seward	Warren County Citizen	
Acreeasia S. West	Warren County Citizen	
Sandra Williams	Business Owner	
Sherenia Branche	DSS Transportation Program Supervisor	2 nd term
Jamie Batts	DSS In-Home Aide	2 nd term
Sharon Burchette	DSS Child Care Coordinator	3 rd term
Kristie Cerventes	DSS IMC Lead Workers	2 nd term
Essie Fields	DSS Work First Employment Coordinator	Term of Service
Kristie Mayfield	DSS Child Support Supervisor	

Meeting Date: June 3, 2013

Agenda Item # 8-D

SUBJECT: Boards, Committees & Commissions

REQUESTED BY: Michelle D. Winstead, DSS Director

SUMMARY: It is presented on recommendation of the Department of Social Services Director, to re-appoint Michael Richardson to serve on DSS Board of Directors for a second term: July 2013 – June 2016.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



WARREN COUNTY
DEPARTMENT OF SOCIAL SERVICES
307 N. MAIN STREET
WARRENTON, NORTH CAROLINA 27589

(252) 257-5000

May 10, 2013

Michelle D. Winstead
Director

To: Board of Commissioners

From: Michelle D. Winstead, DSS Director

Re: Reappointment of Michael Richardson to the DSS Board

We have received a new Statement of Interest to Serve for Mr. Michael Richardson and I have reviewed the statement. Therefore, I would like to recommend that Mr. Michael Richardson be reappointed to the Department of Social Services Board of Directors to serve for the period of July 2013 – June 2016.

Sincerely,

Michelle Winstead
Michelle Winstead
DSS Director

STATEMENT OF INTEREST TO SERVE

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Warren County Board of Commissioners
c/o Clerk to the Board
PO Box 619
Warrenton, NC 27589

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Department of Social Services 3. _____
2. _____ 4. _____

Your full name Michael Richardson
Date of Birth 04/11/1955 Sex Male Race Amer. Indian
Mailing Address 280 REDMAN TRAIL
City and Zip Code WARRENTON NC 27589
Street Address (Same As Above)
City and Zip Code _____
Home Phone 252/257-4185 Work Phone 919/497-7392
Job Title Pastor
Company or Agency Benn Chapel Baptist Church
Email Address mrich2@centurylink.net

Do you live in the county? Yes No

Please list your County Commissioner District District V
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended John Graham, N. Main St. Warrenton
Name and Address of College Attended _____
Degree Received _____

Please list any military experience _____

If you are presently serving as an elected or appointed official, please explain: Currently serving
third year as D.S.S. Board member

Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications.

Work Experience Pastor - Bunn Chapel Baptist Church of
Bunn NC - 06/1995 to present. US Census Enumerator
04/2010 - 08/2010. Construction Superintendent - Clancy E'
Thays Const. Co. + Brodie Contractors - 1998 to 2002

Volunteer Experience Board of Directors Hollister REACH 1993-2008,
2010-present Warren Co. D.S.S. Board of Directors 1994-1995
Special Voter Registrar 1980-1982 Chairman of Emergency
Relief Committee Reedy Creek Missionary Baptist Association

How did you become aware of Warren County volunteer opportunities? (Please circle appropriate response)

Newspaper

Current Warren County Volunteer

Other

If other, please explain: _____

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature Michael Richardson

Date 05/05/2013

Please feel free to attach a resume if so desired.

Meeting Date: June 3, 2013

Agenda Item # 8-E

SUBJECT: Boards, Committees & Commissions

REQUESTED BY: Michelle D. Winstead, DSS Director

SUMMARY: It is presented on recommendation of the Department of Social Services Director, to appoint the following individuals to serve on the Warren County Community Child Protection & Child Fatality Prevention Team.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Warren County Community Child Protection and Child Fatality Prevention Team Members

Meeting Schedule: Every Other Month on the Second Thursday of the Month

Giannelli Evans, Kerr Tar Regional Council of Government
PO Box 709 Henderson, NC 27563
(252) 436-2046 (work)
(252) 436-2055 (fax)
gevans@kerrtarco.org

Freddie Harris, Warren County DSS CPS Supervisor
307 N. Main Street Warrenton, NC 27589
(252) 257-5007 (work)
(252) 257-5610 (fax)
fharris@co.warren.nc.us

Mary Jo Vanhorne, Guardian Ad-Litem Supervisor
PO Box 673 Louisburg, NC 27549
(919) 497-3010 (work)
(919) 497-5504 (fax)
mary.j.vanhorne@nccourts.org

Lt. John Branche, Warren County Sheriff Department
PO Box 678 (123 Rafters Lane) Warrenton, NC 27589
(252) 257-3364 (work)
jbranche@co.warren.nc.us

Carmen Terry, Warren County Health Department (Review Coordinator)
544 W. Ridgeway Street Warrenton, NC 27589
(252) 257-1185 (work)
(252) 257-6024 (o)
cterry@co.warren.nc.us

Anita Evans, Warren County DSS Foster Care Supervisor
307 N. Main Street Warrenton, NC 27589
(252) 257-5850 (work)
aevans@co.warren.nc.us

La'Toya Rowlett, Warren County DSS Child Care Social Worker
307 N. Main Street Warrenton, NC 27589
(252) 257-5003
lrowlett@co.warren.nc.us

Tina M. Overstreet, Citizens Against Domestic Violence
123 S. Main Street Warrenton, NC 27589
(252) 257-6781 (work)
toverstreet.nc@gmail.com

Jennifer Jordan, Warren County DSS Board Member
474 Snow Hill Road Warrenton, NC 27589
jenjord25@hotmail.com

Onica Fuller, Warren County District Attorney's Office
109 S. Main Street Warrenton, NC 27589
(252) 257-2032
onica.f.fuller@nccourts.org

Dennis Paschall, Warren County Department Emergency Medical Services
540 W. Ridgeway Street Warrenton, NC 27589
(252) 257-1191 (work)
dmpaschall@nc.rr.com

April D. Williams, Warren County Schools, School Social Worker
PO 110 (109 Cousin Lucy's Lane) Warrenton, NC 27589
(252) 257-3751 x 6228 (work)
(252) 257-4532 (fax)
awilliams@warrenk12nc.org

Lakola Andrews, Warren County Schools, School Social Worker
PO Box 110 (109 Cousin Lucy's Lane) Warrenton, NC 27589
(252) 257-3751 x 5331 (work)
(252) 257-4532 (fax)
landrews@warrenk12nc.org

Heart Foxworth, Five County Mental Health, System of Care Coordinator
(252) 430-3044 (work)
heart.foxworth@cardinalinnovations.org

Dianna Talley, Warren County DSS Adult Service Supervisor
307 N. Main Street Warrenton, NC 27589
(252) 257-5000 (work)
dtalley@co.warren.nc.us

Andy Smith, Warren County Health Department Director
544 W. Ridgeway Street Warrenton, NC 27589
(252) 257-1185 (work)
asmith@co.warren.nc.us

Michelle Winstead, Warren County Department of Social Services Director
307 N. Main Street Warrenton, NC 27589
(252) 257-5000 (work)
mwinstead@co.warren.nc.us

Meeting Date: June 3, 2013

Agenda Item # 8-F

SUBJECT: Boards, Committees & Commissions

REQUESTED BY: Cheryl Reddish, Library Director

SUMMARY: It is presented on recommendation of Cheryl Reddish, Director to appoint the following individuals to serve on the Library Board of Trustees for terms expiring June 2016: Arnetra Terry, Candice W. White, Elmer T. Malone, Fern L. Boyd, Lawrence L. Boyd, Magnolia W. Clanton, & Mildred S. Johnson

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Memorial Library, Warren County

Term of Office: 3 years, expires June
 Authority: NCGS Chapter 153A, Article 14
 Membership: Appointed
 Responsibilities: § 153A-266. Powers and duties of trustees; board of trustees shall elect a chairman and may elect other officers; governing body may delegate to trustees the following powers: (1) form & adopt programs, policies, and regulations for government of libr
 Meeting Schedule: 2nd Thursday bi-monthly
 Staff Liaison: Chief Librarian (252) 257-4990

Member	Position	Term Expires
Candice W. White	2 nd Term	June 30, 2016
Elmer T. Malone, Jr.	3 rd Term	"
Fern L. Boyd	2 nd Term	"
Lawrence L. Boyd	2 nd Term	"
Magnolia W. Clanton	2 nd Term	"
Mildred S.C. Johnson	3 rd Term	"
Arnetra Terry	1 st Term	"
Vacancy		
Vacancy		

Meeting Date: June 3, 2013

Agenda Item # 8-G

SUBJECT: Boards, Committees & Commissions

**REQUESTED BY: Kimberly Hawkins, Kerr-Tar COG
Regional Ombudsman**

SUMMARY: It is presented to re-appoint the following individuals to serve on the Warren County Nursing Home Community Advisory Committee for a three year term expiring January 2016: Charles Jefferson, Mary Wilkerson & Oscar Meek.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

MAY - 8 2013

Diane Cox
Interim Executive Director

WARREN COUNTY MANAGER'S OFFICE

Member
Governments

MEMORANDUM

COUNTIES

Franklin
Granville
Person
Vance
Warren

MUNICIPALITIES

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

To: Ms. Linda Worth, Warren County Manager
From: Kimberly Hawkins, Regional Ombudsman
Date: May 7, 2013
Re: Warren County Nursing and Adult Care Home Community Advisory Committees (Regional Long Term Care Ombudsman Program Volunteers)

Please review the requested actions listed below on behalf of the Warren County Nursing Home Community Advisory Committee (NCGS§131E-128) and the Adult Care Home Community Advisory Committee (NCGS§131D-31).

I am requesting the Warren County Board of County Commissioners take the following actions on the above referenced committees.

A. Replace The Following Member:

Nursing Home CAC
Kathy Harris
1083 Richardson Road
Warrenton, NC 27589
(252) 257 - 2700

Term:
January 1, 2013

B. Reappoint

Nursing Home CAC
Charles Jefferson, Member
Mary Wilkerson, Member
Oscar Butch Meek

Term:
Three years
Three years
Three years

Thank you for your continued support of the Ombudsman Program. Feel free to contact me with any questions or comments.

cc: Angelena Kearney-Dunlap, Warren County Clerk to the Board

Nursing Home Advisory Council

Term of Office: Three years, expire in January
 Authority: Chapter 88, Senate Bill 18
 Membership: Appointed
 Responsibilities:
 Meeting Schedule: Random
 Staff Liaison: Kimberly Hawkins, Kerr Tar Council of
 Government (252) 436-2040

Member	Position	Term
Charles Jefferson	1 st full term	January 2016
Mary Wilkerson	Appointed 4 th term	January 2016
Oscar Butch Meek	Appointed 4 th term	January 2016

Meeting Date: June 3, 2013

Agenda Item # 8-H

SUBJECT: Boards, Committees & Commissions

REQUESTED BY: William A. Kearney, JCPC Chairman

SUMMARY: It is presented to appoint (re-appoint) the individuals to serve on the Juvenile Crime Prevention Council (JCPC) for two year terms per attached.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Juvenile Crime Prevention Council (JCPC)

Term of Office: 2 years, expire in January
Authority: Juvenile Justice Reform Act
Membership: Appointed
Responsibilities:
Meeting Schedule: 2nd Monday of each month
Staff Liaison: County Manager

Member	Position	Term Expires
Charles Walton Member of Community	1st Term As Member of Community	January 2014
Teresa Wimbrow Girl Scouts	4th Term	January 2015
William A. Kearney Representing Parks & Recreation (Recommended by Dickie Williams)	4th Term	January 2015
Willie A. Boyd, Jr. Faith Community	2nd Term	January 2014
John Beck Area Mental Health	1st Term	January 2015
Canecca Davis Warren County School System	1st Term	January 2015

Meeting Date: June 3, 2013

Agenda Item # 8-1

SUBJECT: Certification of 2014 Juvenile Crime Prevention Council

REQUESTED BY: William A. Kearney, JCPC Chairman

SUMMARY: FY 2014 Annual Certification for JCPC is presented for Board's review and approval. Authorize Chairman Baker to sign related documents.

FUNDING SOURCE: NC Dept of Public Safety & local match

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:



**NC Department of Public Safety
Juvenile Crime Prevention Council Certification**

Fiscal Year: 2013 -2014

County: Warren	Date: 5/24/13
-----------------------	----------------------

CERTIFICATION STANDARDS

STANDARD #1 - Membership

- | | |
|---|-----------|
| A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners? | Yes _____ |
| B. Is the membership list attached? | Yes _____ |
| C. Are members appointed for two year terms and are those terms staggered? | Yes _____ |
| D. Is membership reflective of social-economic and racial diversity of the community? | Yes _____ |
| E. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-846? | Yes _____ |
- If not, which positions are vacant and why?

STANDARD #2 - Organization

- | | |
|--|-----------|
| A. Does the JCPC have written Bylaws? | Yes _____ |
| B. Bylaws are <input type="checkbox"/> attached or <input checked="" type="checkbox"/> on file (Select one.) | |
| C. Bylaws contain Conflict of Interest section per JCPC policy and procedure. | Yes _____ |
| D. Does the JCPC have written policies and procedures for funding and review? | Yes _____ |
| E. These policies and procedures <input type="checkbox"/> attached or <input checked="" type="checkbox"/> on file. (Select one.) | |
| F. Does the JCPC have officers and are they elected annually? | Yes _____ |
- JCPC has: Chair; Vice-Chair; Secretary; Treasurer.

STANDARD #3 - Meetings

- | | |
|--|-----------|
| A. JCPC meetings are considered open and public notice of meetings is provided. | Yes _____ |
| B. Is a quorum defined as the majority of membership and required to be present in order to conduct business at JCPC meetings? | Yes _____ |
| C. Does the JCPC meet bi-monthly at a minimum? | Yes _____ |
| D. Are minutes taken at all official meetings? | Yes _____ |
| E. Are minutes distributed prior to or during subsequent meetings? | Yes _____ |

STANDARD #4 - Planning

- | | |
|---|-----------|
| A. Does the JCPC conduct an annual planning process which includes a needs assessment, monitoring of programs and funding allocation process? | Yes _____ |
| B. Is this Annual Plan presented to the Board of County Commissioners and to DPS? | Yes _____ |
| C. Is the Funding Plan approved by the full council and submitted to Commissioners for their approval? | Yes _____ |

Juvenile Crime Prevention Council Certification (cont'd)

STANDARD #5 - Public Awareness

- A. Does the JCPC communicate the availability of funds to all public and private non-profit agencies which serve children or their families and to other interested community members? (RFP, distribution list, and article attached) Yes
- B. Does the JCPC complete an annual needs assessment and make that information available to agencies which serve children or their families, and to interested community members? Yes

STANDARD #6 - No Overdue Tax Debt

- A. As recipient of the county DPS JCPC allocation, does the County certify that it has no overdue tax debts, as defined by N.C.G.S. §105-243 (1), at the Federal, State, or local level? Yes

Briefly outline the plan for correcting any areas of standards non-compliance.

Having complied with the Standards as documented herein, the Juvenile Crime Prevention Council may use up to \$15,500 of its annual Juvenile Crime Prevention fund allocation to cover administrative and related costs of the council. Attach Line Item Budget Information and Budget Narrative sheets detailing the expenditure budget. The JCPC Certification **must be received by June 30, 2013.**

**JCPC Administrative Funds
SOURCES OF REVENUE**

DPS JCPC	3663
Local	366
Other	
Total	4029

William A. Kearney 5/24/13
JCPC Chairperson Date

Chairman, Board of County Commissioners Date

Authorizing Official, DPS Date

Juvenile Crime Prevention Council Certification (cont'd)

Instructions: N.C.G.S. § 143B-846 specifies suggested members be appointed by county commissioners to serve on local Juvenile Crime Prevention Councils. In certain categories, a designee may be appointed to serve. Please indicate the person appointed to serve in each category and his/her title. Indicate appointed members who are designees for named positions. Indicate race and gender for all appointments.

County	Warren		FY:	13-14	
Specified Members (G.S. 147-33.61)	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	Canecca Davis		<input checked="" type="checkbox"/>	B	F
2) Chief of Police			<input type="checkbox"/>		
3) Local Sheriff or designee	Johnny Williams		<input type="checkbox"/>	B	M
4) District Attorney or designee	Onica Fuller	Assistant District Attorney	<input checked="" type="checkbox"/>	B	F
5) Chief Court Counselor or designee	David Carter		<input type="checkbox"/>	W	M
6) Director, AMH/DD/SA, or designee	John Beck		<input checked="" type="checkbox"/>	W	M
7) Director DSS or designee	Freddie Harris	CPS Supervisor	<input checked="" type="checkbox"/>	B	F
8) County Manager or designee	Linda Worth		<input type="checkbox"/>	B	F
9) Substance Abuse Professional	Sallie Howell	Drop Out Prevention/Substance Abuse	<input type="checkbox"/>	B	F
10) Member of Faith Community	Willie Boyd, Jr.		<input type="checkbox"/>	B	M
11) County Commissioner	Jennifer Jordan		<input type="checkbox"/>	B	F
12) Two Persons under age 18 (State Youth Council Representative, if available)			<input type="checkbox"/>		
13) Juvenile Defense Attorney			<input type="checkbox"/>		
14) Chief District Judge or designee			<input type="checkbox"/>		
15) Member of Business Community			<input type="checkbox"/>		
16) Local Health Director or designee	Larissa Mills	Health Promotion Coordinator	<input checked="" type="checkbox"/>	B	F
17) Rep. United Way/other non-profit	Teresa Wimbrow		<input checked="" type="checkbox"/>	W	F
18) Representative/Parks and Rec.	William Kearney		<input checked="" type="checkbox"/>	B	M
19) County Commissioner appointee	Eunice Royster	Clerk of Court	<input type="checkbox"/>	B	F
20) County Commissioner appointee	Charles Walton	Member of Community	<input type="checkbox"/>	B	M
21) County Commissioner appointee			<input type="checkbox"/>		
22) County Commissioner appointee			<input type="checkbox"/>		

SECTION VI

LINE ITEM BUDGET

Program: Juvenile Crime Prevention Council

Fiscal Year	2013-2014	Number of months		12
	Cash	In-Kind	Total	
I. Personnel Services				
	\$2,610		\$2,610	
120	Salaries & Wages			
180	Fringe Benefits			
190	Professional Services	\$2,610		\$2,610
II. Supplies & Materials				
	\$1,169		\$1,169	
210	Household & Cleaning			
220	Food & Provisions	\$1,000		\$1,000
230	Education & Medical			
240	Construction & Repair			
250	Vehicle Supplies & Materials			
260	Office Supplies & Materials			
280	Heating & Utility Supplies			
290	Other Supplies & Materials	\$169		\$169
III. Current Obligations & Services				
	\$250		\$250	
310	Travel & Transportation			
320	Communications			
330	Utilities			
340	Printing & Binding			
350	Repairs & Maintenance			
370	Advertising	\$250		\$250
380	Data Processing			
390	Other Services			
IV. Fixed Charges & Other Expenses				
410	Rental of Real Property			
430	Equipment Rental			
440	Services & Maint. Contracts			
450	Insurance & Bonding			
490	Other Fixed Charges			
V. Capital Outlay				
510	Office Furniture & Equipment			
530	Educational Equipment			
540	Motor Vehicle			
550	Other Equipment			
580	Buildings, Structures & Improv.			
Total	\$4,029		\$4,029	

Meeting Date: June 3, 2013

Agenda Item # 9

SUBJECT: Annual Request for Fireworks Permit Waiver

REQUESTED BY: Longbridge VFD

SUMMARY: It is requested to waive the \$25 permit fee to hold an annual fireworks display for Independence Day celebration on 7/6/13. Longbridge VFD's proof of liability coverage is provided . (NOTE: Lawful fireworks displays on holidays are exempt from the Warren County Noise Ordinance requirements.)

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend the \$25 permit fee be waived for the annual Longbridge VFD fireworks display to be held on 7/6/13.

NOTES:



LONGBRIDGE VOLUNTEER FIRE DEPARTMENT

Warren County Station # 14
1678 Eaton Ferry Road
Littleton, NC 27850
Telephone: (252) 586-2480

May 24, 2013

Warren County Board of Commissioners
Warrenton, N.C. 27589

To Whom It May Concern:

The Longbridge Volunteer Fire Department is hosting its' 15th Annual Independence Day Fireworks Display on July 6, 2013 at South Shore Realty. As in the past we would ask that our special use permit fee for the fireworks display be waived. Thank you for your assistance with this matter and your support of our fireworks display.

Best Regards,

Bruce W. Dunlevy, Chief
Mobile: 252-532-5225



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/24/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Britton Gallagher One Cleveland Center, Floor 30 1375 East 9th Street Cleveland OH 44114	CONTACT NAME: PHONE (A/C, No. Ext): 216-658-7100 FAX (A/C, No.): 216-658-7101 E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED East Coast Pyrotechnics Inc. P. O. Box 209 Catawba SC 29704	INSURER A: Lexington Insurance Co.	
	INSURER B: Granite State Insurance Co. 23809	
	INSURER C: Maxum Indemnity Company 26743	
	INSURER D: Riverport Insurance Co.	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 469001216 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		33056803-03	9/30/2012	9/30/2013	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$50,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/POP AGG \$2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		CA98568593	9/30/2012	9/30/2013	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		EXC6020405	9/30/2012	9/30/2013	EACH OCCURRENCE \$4,000,000 AGGREGATE \$4,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	WC3984013151 (MASTER)	9/30/2012	9/30/2013	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 FIREWORKS DISPLAY DATE: JULY 6, 2013
 ADDITIONAL INSURED: 1)LONG BRIDGE FIRE DEPARTMENT, 2)WARREN COUNTY, 3)SOUTH SHORES REALTY, 4)SANDRA SHEARIN (PROPERTY OWNER)

CERTIFICATE HOLDER LONG BRIDGE FIRE DEPARTMENT PO BOX 593 LITTLETON NC 27850	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

A portion of the Warren County Noise Ordinance

You may find the entire
ordinance on the County
web site at:

[http://www.warrencountync.com/fileUploads/forms/501 Noise%20Ordinance%20adopted%201-3-2011.pdf](http://www.warrencountync.com/fileUploads/forms/501%20Noise%20Ordinance%20adopted%201-3-2011.pdf)

SECTION 7: NUISANCE NOISES & NOISE POLLUTION.

- A. (1) It shall be unlawful for any person to cause or allow the emission of any unreasonable loud, disturbing and unnecessary noise in the county. Specifically, it shall be unlawful to create or emit noise of the character, intensity or duration as to be detrimental to the health of any individual or that is above the sound emission decibel limits set forth herein.
- (2) It shall be unlawful to play any radio, music player, television, audio system or musical instrument in the manner or at the volume as to annoy or disturb the quiet, comfort or repose of neighboring inhabitants or at a volume which is plainly audible to persons other than those who are in the premises in which the device or instrument is played and who are voluntary listeners thereto.
- (3) Except for organized events which have received any type of permit required in conjunction with the event, it shall be unlawful to play any radio, music player, television or audio system upon a public right-of-way or upon other public property in the manner or at the volume as to disturb the quiet, comfort or response of other persons.
- B. No person shall play any radio, music player or audio system in a motor vehicle at the volume as to disturb the quiet, comfort or repose of other persons or at a volume which is plainly audible to persons other than the occupants of the vehicle.
- C. (1) No sound magnifying device mounted on a vehicle shall be operated between the hours of 8:00 p.m. and 10:00 a.m. or at any time within 500 feet of any school, church or hospital in the manner or at a volume which is plainly audible to persons other than the occupants of the vehicle.
- (2) No sound magnifying device mounted on a vehicle shall be operated on a Sunday; provided that, any such device may be operated in substitution for a band as part of a parade held after 1:00 p.m. on Sunday under the auspices of any organization authorized to hold the parade, if the permit issued for the parade so indicates.
- (3) The provisions of this section do not apply to sound magnifying devices controlled by any governmental entity or to private ambulances which are engaged in responding to emergency calls.
- D. In addition to any other violation of this Ordinance, the acts enumerated below are specifically declared to be nuisance noises or unreasonably loud, disturbing and annoying or unnecessary noise, the creation or emission of which shall be unlawful. Such enumeration shall not be deemed to be exclusive:
- 1) Yelling, shouting, whistling or singing.
 - 2) Noisy parties.
 - 3) Loading operations, i.e. loading, unloading, opening or otherwise handling boxes, crates, containers, garbage cans, or other similar objects.
 - 4) Repair of motor vehicles, i.e. the repair, rebuilding, or testing of any motor vehicle.
 - 5) Sound amplification equipment, television, stereos, boom boxes, or other musical

instrument(s).

- 6) Horns and signaling devices (except as a warning of a safety hazard, danger or emergency).
- 7) Vehicles not operating with original manufacturer-provided muffler, or equivalent, in good working order.
- 8) Motorized Watercrafts. No motor shall be used on any watercraft unless it is equipped with an efficient muffler, underwater exhaust or other device which at all times adequately muffles or suppresses the sound of the exhaust of the motor so as to prevent excessive or unusual noise, and no motor shall be equipped with any cutout. It is not the intent of this section to prohibit the use of any type exhaust system or device, including those systems and devices that do not discharge water with the exhaust gases.
- 9) Exterior and mobile loud speakers.
- 10) Power equipment including but not limited to power tools, generators, and garden equipment.
- 11) Explosives: The use or firing of explosives, firearms or similar devices which create impulsive sound.
- 12) Security alarms: The sounding of a security alarm for more than twenty (20) minutes after the owner or responsible party has been notified by law enforcement personnel.
- 13) It shall be unlawful to operate a vehicle sound system on public or private property, or a boom box on public or private property in such a manner that the sound emanating from such equipment is detectable at a distance of thirty (30) feet from the source.
- 14) The creation of any excessive noise on any street adjacent to any school, institution of learning, church or court while the same are in session, or within one hundred fifty (150) feet of any hospital which unreasonably interferes with the working of such institution or which disturbs or duly annoys patients in the hospital, provided conspicuous signs are displayed in such streets indicating that the same is a school, church, court or hospital street.
- 15) The keeping of any bird, livestock, dogs or other animal which by causing frequent or long continued noise disturbs the comfort or repose of individuals in the vicinity.
- 16) HILU Facilities outlined in Section 3.9 herein are determined to be nuisance noises or unreasonably loud, disturbing and annoying or unnecessary noise, the creation or emission of which shall be unlawful if determined to have occurred outside of the permissible HILU Daytime Hours set out herein.

E. Exemptions.

The following are exempt from the provisions of this section:

- 1) Sound emanating from regularly scheduled outdoor athletic events or recreational activities on the grounds of local schools or parks.
- 2) Construction operations from 7:00 a.m. to 9:00 p.m. on weekdays and 8:00 a.m. to 9:00 p.m. on weekends for which proper and valid building permits have been issued, and/or; construction operations not requiring permits due to ownership of the project by an agency of government. Such exemption presumes that: all equipment is operated in accordance with the manufacturer's (or equivalent) specifications, and that all standard equipment has manufacturer's (or equivalent) mufflers and noise-reducing equipment in use, and that all equipment utilized is in properly operating condition.
- 3) Legally used noises of safety signals, warning devices, emergency pressure relief valves, and all church bells.

- 4) Sound resulting from any authorized emergency vehicle when responding to any emergency call or acting in time of emergency.
- 5) All noise coming from the normal operations of properly equipped aircraft (not including scale model aircraft) which are specifically preempted by the Federal Aviation Administration.
- 6) Noises of vehicles travelling on public rights-of-way properly equipped with the manufacturer's standard (or equivalent) mufflers and noise-reducing equipment, *unless* such vehicle is stopped and producing sound by use of a bell, loudspeaker, or other device for the purpose of attracting attention (for other than an emergency warning) or for the entertainment of the occupant/s or owner of the vehicle and/or a user of the vehicle whether the user is located within or outside of the vehicle.
- 7) Noise from lawful fireworks and noisemakers on holidays, at religious ceremonies, and/or as part of or during a municipal celebration or parade.
- 8) Musical accompaniment or firearm discharge related to military ceremonies.
- 9) Noise resulting from a citizen's careful, lawful, and proper use of firearms on his/her own property (and/or on the property of another who has given the user *express* authorization for such entry) for the purpose of target practice and/or lawful hunting during the hours of 7:00 a.m. to 9:00 p.m. on weekdays and 8:00 a.m. to 9:00 p.m. (This exemption does *not in any way* extend or change the legal hunting times and season/s but must be read congruent with such.)
- 10) Emergency work necessary to maintain public safety, or to restore property to a safe condition following an accident or natural disaster, or to restore public utilities and infrastructure following an accident or natural disaster, or to protect persons or property from an imminent danger.
- 11) Noises resulting from the provision of government services necessary to maintain the public infrastructure.
- 12) Noises resulting from work performed by non-governmental agencies, provided that such work is necessary to maintain the public infrastructure and that a permit for the work has been issued by the County.
- 13) Agricultural and horticultural operations conducted in a reasonable manner on property classified as bona fide farms for ad valorem tax purposes.
- 14) Noises resulting from lawn care equipment used between 7:00 a.m. to 9:00 p.m. on weekdays and 8:00 a.m. to 9:00 p.m., provided fuel engines of any type are equipped with a functioning muffler.
- 15) Music produced by school bands while practicing or performing on school property and/or as part of a municipal celebration.
- 16) Non-amplified crowd noises resulting from activities such as those planned by student, governmental, or community groups, as well as those noises resulting from a bona fide business event that lasts not longer than four (4) hours in a twenty-four (24) hour period.
- 17) Noises resulting from any activities of temporary duration for which a permit allowing exemption from this Section has been granted by the County pursuant to Section 12 of this Ordinance. Regulation of noises emanating from operations under such permit shall be according to the conditions and limits stated on the permit.
- 18) HILU Facilities outlined in Section 3.9 herein are hereby made exempt during HILU Daytime Hours *only*.

Meeting Date: June 3, 2013

Agenda Item # 10

SUBJECT: Personnel Item

REQUESTED BY: Brady Martin, Chairman – Economic Development Commission

SUMMARY: EDC Chairman submits a request to appoint Margaret Richardson (current EDC Senior Administrative Assistant) to the position of Interim EDC Director effective May 1, 2013. A \$5,000 increase to Ms. Richardson’s base salary of \$33,366 is requested to compensate her for additional duties and responsibilities while serving in this capacity.

FUNDING SOURCE: EDC lapsed salary

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of appointment of Margaret Richardson to serve as EDC Interim Director effective 5/1/13 with an increase of \$5,000 to her base salary as compensation for additional duties and responsibilities while serving in the Interim capacity.

NOTES:

Meeting Date: June 3, 2013

Agenda Item # 11-A

SUBJECT: Revision to Board of Commissioners Meeting Schedule

REQUESTED BY: Ken Krulik, Planner/Zoning Administrator

SUMMARY: It is presented to schedule a public hearing to hear citizen comments regarding recommended amendments to the official Zoning Ordinance. Suggested date and time:

Date: Monday - July 1, 2013

Time: 5:45 pm

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: June 3, 2013

Agenda Item # 11-B

SUBJECT: Revision to Board of Commissioners Meeting Schedule

REQUESTED BY:

SUMMARY: It is presented to reschedule FY 2014 Special Meeting to adopt the FY 14 Budget from June 19, 2013 to:

Date: Thursday - June 27, 2013

Time: 7:00 pm

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

**Warren County Board of Commissioners
FY 2014 Budget Schedule**

All meetings are in the Armory Civic Center Meeting Room

*June 10, 2013 - Monday
6:00 pm - Budget Public Hearing*

*June 13, 2013 - Thursday
9am to Noon - County Commissioners Budget Work Session*

Revised Date & Time

***June 27, 2013 - Thursday - 7:00 pm
Special Meeting to adopt FY 2013-14 Budget***

Meeting Date: June 3, 2013

Agenda Item # 12-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:

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:

General County

NC Rural Economic Development Center, Inc.
4021 Carya Drive
Raleigh, NC 27610

I have entered into a Memorandum of Understanding with the Rural Economic Development Center to participate in the State Employee's Credit Union Foundation Public Internship Program. This program was created to foster a new generation of community leaders. The selected student intern will be placed in the Cooperative Extension Service and will be paid \$2,500 by the NC Rural Economic Development Center. Warren County will also receive \$2,500 to pay for travel expenses for the intern and the mentor, office supplies, training materials, mentor's time spent with the intern, matching payroll taxes and other expenses associated with facilitating the internship. There is no cost to the county to participate in this program.

Central Communications (E-911 Center)

CenturyLink Sales Solutions, Inc.
665 Lexington Avenue
Mailstop: OHMANB0107
Mansfield, OH 44907

I have entered into a Products & Services (Maintenance) Agreement with CenturyLink for maintenance of the E-911 Position Electronics at a cost of \$10,228.62. Funds to pay these costs are budgeted in the E-911 Fund.

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

Attachments

Memorandum of Understanding

This Memorandum of Understanding (MOU) is entered by and between **Warren County** and the **Rural Economic Development Center, Inc.** for the purpose of payment related to the State Employees' Credit Union Foundation Public Internship Program. Created to foster a new generation of community leaders, the program has placed 47 college students in their home rural county governments for four to six weeks of service. The student interns shall explore career options through job shadowing experiences, participate in community meetings and contribute to community projects. Participants and their county mentors will also attend an orientation session in Raleigh and a one-day bus tour to study innovation in rural communities.

The North Carolina Rural Economic Development Center shall make payable to the county the sum of \$5,000.00 in two installments as follows:

- The first installment in the amount of \$3,750.00 will be issued within fifteen business days following receipt of this signed MOU.
- The second installment in the amount of \$1,250.00 will be issued within 15 business days following receipt of the county's final report.

The undersigned county shall:

- be responsible for payment of a \$2,500.00 stipend to the intern and all matters pertaining to the intern's county employment;
- use the \$2,500.00 stipend payable to the county to pay for travel expenses for the intern and mentor (including, but not limited to travel expenses related to the orientation session and closing session in Raleigh), office supplies, training materials, mentor's time spent with the intern, matching payroll taxes and any other expense associated with facilitating the internship;
- appoint a committed, experienced county employee to act as the local internship sponsor;
- attend the orientation session/bus tour with the intern in Raleigh on June 4 and 5;
- work closely with the intern to develop a "Plan of Action" and assist the intern in finding a project to contribute to that is meaningful to both the county and the student;
- help the intern connect to the community;
- monitor intern's time and verify that the intern works 160 hours between June 2, 2013 and August 2, 2013;
- monitor intern's progress and help solve any problems;
- provide ongoing moral support and encouragement to intern;
- cooperate in a site visit by the Rural Center staff;
- act as a liaison to the Rural Center staff; and
- submit a final report on the outcomes of the internship, lessons learned, status of the community project, and recommendations for strengthening future internship experiences for both the county partner and intern.

The Rural Center shall:

- serve as fiscal agent for the program by issuing checks to the county as set forth in this MOU;
- provide an orientation session for the intern and county mentor at the Rural Center's training facility in Raleigh;
- conduct a rural bus tour learning experience for the intern and mentor;
- monitor and evaluate intern based on direct communication with the intern as well as the county mentor;
- solicit feedback from intern and county mentor at end of internship through surveys and verbal communication;
- submit a final report on overall achievement of internship program.

This MOU shall begin on date of fully executed agreement and end on September 2, 2013.

Susan E. Dunn
Susan Dunn
Vice President of Finance and Administration
Rural Economic Development Center, Inc.

5/20/13
Date

Linda J. Worth
Signature (County Manager)
Linda T. Worth
Printed Name

5/29/13
Date

Warren County

Products and Services Agreement

This Products and Services Agreement ("Agreement") between CENTURYLINK SALES SOLUTIONS, INC., as contracting agent on behalf of the applicable affiliated entities providing the Products and Services ("CenturyLink") and E911 WARREN COUNTY ("Customer") sets forth the terms and conditions for CenturyLink's provision of those Products and Services to Customer.

1. **SERVICES.** CenturyLink will sell to Customer the Services listed on the Services List, attached and incorporated by this reference. This Agreement is effective on the date all parties have signed below ("Effective Date") and continues for the longest Order Term listed on the Services List.
2. **PURCHASE ORDERS.** This Agreement controls over any Customer-issued purchase order, and any terms or conditions contained in a Customer-issued purchase order or other Customer ordering document will have no force or effect.
3. **UNIFORM RESOURCE LOCATORS (URLS).** References to URLs in this Agreement include any successor URLs designated by CenturyLink.
4. **ENTITY.** For an interim period until all work is completed to update systems and platforms related to the combination of EMBARQ and CenturyTel, and the acquisition of Qwest, the names EMBARQ and CenturyTel may be used in association with the products and services provided by CenturyLink in this Agreement and Qwest products and services will be sold under a separate agreement.

AGREED:

CENTURYLINK SALES SOLUTIONS, INC.

By: *V. Reynolds*
 Printed: Vincent L. Reynolds
 Title: BSM III
 Date: 5-16-13

Address for Notices: Sales Administration
 665 Lexington Avenue
 Mailstop: OHMANB0107
 Mansfield, OH 44907

And if related to a dispute to:
 CenturyLink - Attn: Sr. Assistant
 General Counsel, Commercial Law
 5454 W. 110th Street
 Overland Park, KS 66211

E911 WARREN COUNTY

By: *Linda J. Worth*
 Printed: Linda J. Worth
 Title: County Manager
 Date: 5/15/13

Customer Address: 132 RAFTERS LN
 WARRENTON, NC 27589-8798

Address for Notices (if different from above):

Sales Rep: Donna Pair
 Sales Rep Phone: (252) 212-3609

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act

[Signature]

SERVICES LIST

1. **SERVICES.** CenturyLink will provide to Customer those Services identified in the CenturyLink Price Quotes, attached and incorporated by this reference (each, a "Price Quote"). The name of the local operating company providing Services to Customer is listed on each Price Quote. Services are purchased on either a month-to-month basis or for a specific term for the particular Service ordered (each, an "Order Term"), as listed in each Price Quote. Each Order Term begins on the first day of the first billing month after CenturyLink installs and makes that Service available to Customer. If Customer continues to receive a Service after expiration of the Service's applicable Order Term, CenturyLink will provide that Service on a month-to-month basis at its then-current list pricing and then-current terms and conditions, unless the parties otherwise agree in writing. CenturyLink will make the Services available only after its compliance with any state-specific regulatory filing requirements.

CenturyLink Price Quote Number(s): 13-017634

2. **PRICING.**
 - 2.1 **Monthly Recurring Charges ("MRC") or Monthly Recurring Rates ("MRRs").** CenturyLink will charge Customer the MRCs or MRRs for the Services described in each Price Quote. For purposes of this Agreement, MRCs and MRRs have the same meaning and may be used interchangeably.
 - 2.2 **Non-recurring Charges ("NRC") or Non-recurring Rates ("NRRs").** CenturyLink will charge Customer NRCs or NRRs related to the Services described in each Price Quote. For purposes of this Agreement, NRCs and NRRs have the same meaning and may be used interchangeably.
 - 2.3 **Additional Charges.** Rates do not include applicable local, state, or federal taxes, fees, or surcharges that CenturyLink may bill Customer.
 - 2.4 **Additional Payment Requirements.** If Customer is not able to establish a satisfactory credit rating with CenturyLink, CenturyLink, in its sole discretion, may require Customer to submit a deposit or make an advance payment in connection with obtaining or maintaining the Services.
3. **TERMS AND CONDITIONS.** CenturyLink provides Services under the applicable terms and conditions listed and incorporated by reference on each Price Quote. Except for Services provided under Tariffs, in the event of any inconsistencies or conflicts between this Agreement and the applicable terms and conditions, this Agreement will take precedence.
4. **TERMINATION.** If Customer gives notice of cancellation or termination, disconnects any portion of a Service or otherwise breaches this Agreement resulting in the termination of a Service prior to the end of the applicable Order Term, termination liability will apply as calculated and set forth in the applicable terms and conditions listed and incorporated by reference on each Price Quote. If no termination liability is specified for Services in these terms and conditions, Customer will be liable for 50% of the monthly payments that would otherwise remain in the applicable Order Term.
5. **RELATED PRODUCT PURCHASES.** Customer may purchase Products related to the Services at the CenturyLink then-current list pricing and subject to the then-current Standard Terms and Conditions for Communications Services, the Equipment Sales Product Annex, and other applicable annexes based on Customer's selection of Products, all as posted to http://about.centurylink.com/legal/rates_conditions.html.

SFDC Build Number:	-
Customer Legal Name:	E911 WARREN COUNTY
Customer Billing Name:	E911 WARREN COUNTY
Site Address 1:	132 RAFTERS LN
Site Address 2:	
City:	WARRENTON
State:	NC
Zip:	27589-8798

Contact Name:	Linda Worth
Phone Number:	-
E-Mail:	

Account Manager:	Donna Pair
Sales Engineer Name:	James McLeod
Sales Engineer E-Mail:	james.mcleod@centurylink.com

Quote Number:	13-017634
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CENTURYLINK
CenturyLink CenturyLink Maintenance

Customer Legal Name: E911 WARREN COUNTY
 Customer Billing Name: E911 WARREN COUNTY
132 RAFTERS LN
WARRENTON
NC, 27589-8798
 Quote-Build #: 13-017634--

Valid Until June 29, 2013

Contract Term: 12 Months

All Services listed on this Quote are governed by the Standard Terms and Conditions for Communications Services and the CenturyLink™ CenturyLink Maintenance Service Annex, both posted to http://about.centurylink.com/legal/rates_conditions.html.

Engineer Selected

Item	Description	Quantity	Annual Rate	
			Unit	Total
-	-	-	\$	-
-	POSITION ELECTRONICS (3 POSITIONS)	1	\$ 10,228.62	\$ 10,228.62
-	-	-	\$	-
-	-	-	\$	-
-	-	-	\$	-
-	-	-	\$	-
-	-	-	\$	-
-	-	-	\$	-
-	-	-	\$	-
-	-	-	\$	-
-	-	-	\$	-
-	-	-	\$	-
TOTAL: ANNUAL RECURRING EQUIPMENT COVERAGE			\$	10,228.62
TOTAL: ANNUAL ON SITE TECHNICIAN COVERAGE			\$	-
12 MONTH RECURRING COVERAGE CHARGES			\$	10,228.62
12 MONTH RECURRING COVERAGE CHARGES			\$	10,228.62

Meeting Date: June 3, 2013

Agenda Item # 12-B

SUBJECT: Professional Insurance Renewals

REQUESTED BY: County Manager - Linda T. Worth

SUMMARY: It is recommended to accept the quote from Companion Commercial Insurance Company in the amount of \$177,983 for Property, General Liability, Pub Officials, Law Enforcement, Inland Marine, Auto, Crime & Umbrella coverage; and the renewal quote from Key Risk Insurance Company in the amount of \$217,662 for Worker's Compensation insurance coverage. Funds are budgeted in the FY 14 budget proposal to pay these premiums.

FUNDING SOURCE: General Fund

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

See above summary and attached memorandum for recommendation.

NOTES:



WARREN COUNTY BOARD OF COMMISSIONERS

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

MEMORANDUM

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

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LW*
DATE: May 30, 2013
RE: Warren County Professional Insurance Renewals

Attached are the FY 14 renewal quotes for the following professional insurance coverages for Warren County:

1. Property, General Liability, Public Officials, Law Enforcement, Inland Marine, Auto, Crime & Umbrella
2. Worker's Compensation

After comparing the quote for Property/General Liability, etc. received from our current insurance carrier, Argonaut Great Central Insurance Company, in the amount of \$189,139, with the quote received from Companion Commercial Insurance Company in the amount of \$177,983, I am respectfully requesting the Board's approval to accept the quote from Companion Commercial Insurance Company that not only represents an \$11,156 annual savings, but also offers a \$1,000 deductible for property claims as compared to a \$5,000 deductible with our current carrier.

It is my recommendation to continue with Key Risk Insurance Company for our Worker's Compensation coverage at a cost of \$217,662. This quote represents an increase in premium from our current year due to our claims history and the fact that there are very few carriers in the market offering this type of insurance coverage to public entities.

Please feel free to contact me if there are any questions or concerns.

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

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

Premium Summary

WARREN COUNTY

2013

Coverage	Renewal	Companion
PROPERTY	61,539	88,695
GENERAL LIABILITY	22,261	Inc
PUBLIC OFFICIALS/EPLI	14,346	Inc
LAW ENFORCEMENT	23,182	32,899
INLAND MARINE	2,941	Inc
AUTO	49,513	48,736
CRIME	4,401	Inc
UMBRELLA	10,956	7,653
Total	189,139	177,983

Coverage	Renewal	
WORKERS COMP	217,662	
Total	217,662	

DIFFERENCES

	<u>ARGONAUT</u>	<u>COMPANION</u>
Property Ded	\$5,000.	\$1,000
Property	SCADA Included in Property Limit	SCADA Included in IM Limit
General Liability	\$2 Mil Ag	\$3 Mil Ag
Auto	500/500 ded except Ambulances 1000/1000 ded on Ambulances	500/500 ded on all units
Umbrella	No SIR	\$10,000 SIR
Auto	No Charge for units added During policy term	No Charge for adding less than 10 vehicles at 1 time; No Charge for adding equip or property valued less than \$250,000.

EXPOSURE CHANGES

	<u>2012</u>	<u>2013</u>
Property Values	\$42,014,449	\$44,783,903
Inland Marine (Computers, Communications, Equipment)	1,944,247	2,095,749
Auto	116 Units	131 Units
Payroll	9,718,989	10,109,409



Insurance Services

Global Resources — Client Focused

SUMMARY:

Policy Period: JULY 1, 2013 to JULY 1, 2014

Quotation X No cover given. All requests to bind coverage must be made in writing.

Carrier: Companion Commercial Insurance Company Underwriters at Lloyd's, London

Insured name and address:
 WARREN COUNTY
 602 WEST RIDGEWAY STREET
 WARRENTON, NC 27589

Summary of Terms, see detail pages for specific terms:

	Limit	Deductible	Premium
Property, equipment breakdown, inland marine and crime			
Buildings and Personal Property Total Insured Values	\$ 44,293,417	\$ 1,000	Included
General Liability, Occurrence Form			
Each Occurrence Limit	\$ 1,000,000	NONE	Included
Annual Aggregate	\$ 3,000,000		
Public Officials Liability, Claims Made Form			
Each Wrongful Act Limit	\$ 1,000,000	\$ 5,000	Included
Annual Aggregate	\$ 2,000,000		
Employment Practices Liability, Claims Made Form			
Each Wrongful Act Limit	\$ 1,000,000	\$ 5,000	Included
Annual Aggregate	\$ 2,000,000		
			\$ 88,695
Automobile Liability, Occurrence Form			
Combined Single Limit	\$ 1,000,000	None	
			\$ 48,736
Umbrella Liability, Follow Form Excess Coverage A / Coverage B umbrella Occurrence Form			
Each Occurrence Limit	\$ 1,000,000	\$ 10,000	
Annual Aggregate	\$ 1,000,000		
			\$ 7,653
Law Enforcement Liability, Occurrence Form			
Each Occurrence Limit	\$ 1,000,000	\$ 5,000	\$ 30,924
Annual Aggregate	\$ 2,000,000		
Carrier: National Fire Ins. Company of Hartford		National Sheriff's Asso Membership Fee	\$ 1,975
			\$ 32,899
✓ Premium:			
TRIA/Property	\$ 177,983		
TRIA/General Liability	\$ 1,028		
TRIA/Umbrella	\$ 666		
TRIA/Umbrella	\$ 132		
State Fees/Surcharge/Tax	\$ -		
Total:	\$ 179,809.00		

4/24/2013

Argonaut Great Central Insurance Company

INSURANCE PROPOSAL
FOR:

Warren County, NC

PRESENTED BY:

Millennium Insurance Group

EFFECTIVE DATE:

07/01/2013 – 07/01/2014

This quotation is valid until the inception date of the policy.

PREMIUM SUMMARY

Warren County, NC

07/01/2013 – 07/01/2014

<u>Line of Coverage</u>	<u>Premium (without terrorism)</u>	<u>Premium (with terrorism)</u>
General Liability	\$22,261	\$22,929
Public Officials Liability	14,346	14,346
Employment Practices Liability	Included	Included
Law Enforcement Liability	23,182	23,182
Automobile Liability	25,837	25,837
Automobile Physical Damage	23,676	23,676
Property	61,539	63,385
Inland Marine	2,941	3,029
Crime	4,401	4,533
Excess Liability	10,956	11,285
TOTAL PREMIUM	✓ \$189,139	\$192,202

Commission is 8% for all lines.

RENEWAL QUOTE

Key Risk Insurance Company

P.O. Box 19606
Greensboro, NC 27419

For Period: July 01, 2013 to July 01, 2014

Quote Reference: 950000000096113

Division: 00000

Proposal Date: April 11, 2013

Rating State: NC

Warren County
P. O. Box 619
Warrenton, NC 27589

Class Code	Ext	Class Description	Rate	Payroll	Manual Premium
7520		WATERWORKS OPERATION (7/01/2013 - 7/01/2014)	5.31	259,029.00	13,754
7705		AMBULANCE SRV & EMS PROV & DRV (7/01/2013 - 7/01/2014)	9.63	1,010,347.00	97,296
7720		POLICE OFFICERS & DRIVERS (7/01/2013 - 7/01/2014)	3.52	1,801,784.00	63,423
8810		CLERICAL OFFICE EMPLOYEES NOC (7/01/2013 - 7/01/2014)	.26	2,895,200.00	7,528
8832		PHYSICIAN & CLERICAL (7/01/2013 - 7/01/2014)	.51	880,472.00	4,490
8835		NURSING - HOME HEALTH, PUBLIC (7/01/2013 - 7/01/2014)	3.96	524,106.00	20,755
9015		BUILDINGS: OPERATIONS BY OWNER (7/01/2013 - 7/01/2014)	4.35	397,909.00	17,309
9102		PARK NOC - ALL EMPLOYEES (7/01/2013 - 7/01/2014)	3.93	193,315.00	7,597
9403		GARBAGE, ASHES OR REFUSE COLLE (7/01/2013 - 7/01/2014)	11.26	129,742.00	14,609
9410		MUNICIPAL, TOWNSHIP, COUNTY OR (7/01/2013 - 7/01/2014)	3.76	2,017,505.00	75,858

Serviced by: Key Risk Insurance Company (KRIC)
P.O. Box 18746
Greensboro, NC 27419-8746
(800) 366-1511

Agent:
00275

Sheila L Warner
Millennium Insurance Group
P. O. Box 2005
Thomasville, NC 27361
(336) 476-0010

RENEWAL QUOTE

Key Risk Insurance Company

P.O. Box 19606
Greensboro, NC 27419

For Period: July 01, 2013 to July 01, 2014

Quote Reference: 950000000096113

Division: 00000

Proposal Date: April 11, 2013

Rating State: NC

Warren County
P. O. Box 619
Warrenton, NC 27589

Class Code	Ext	Class Description	Rate	Payroll	Manual Premium
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Premium Breakdown			Experience Modifiers:	
Manual Premium		322,619.00	.8900	7/01/2013
Inc Limits: 1000/1000/1000	1.100%	3,549.00+		
Subject Premium		326,168.00		
Experience Modifier	0.8900	290,290.00		
Scheduled Credit	0.8400	46,446.00-		
Standard Premium		243,844.00		
Premium Discount	11.68%	28,479.00-		
Normal Premium		215,365.00		
Expense Constant		275.00+		
Foreign Terrorism		1,011.00+		
Domestic Terrorism Charge		1,011.00+		
Estimated Premium		217,662.00		
			Balance	
			Premium	217,387.00
			Expense Constant	275.00
			Premium Paid	
			Balance	<u>217,662.00</u>
Installments:				
Due July 1, 2013		217,662.00		
Amount Due July 1, 2013				\$217,662.00

MAKE CHECKS PAYABLE TO KEY RISK INSURANCE COMPANY

Serviced by: Key Risk Insurance Company (KRIC)
P.O. Box 18746
Greensboro, NC 27419-8746
(800) 366-1511

Agent:
00275

Sheila L Warner
Millennium Insurance Group
P. O. Box 2005
Thomasville, NC 27361
(336) 476-0010

Meeting Date: June 3, 2013

Agenda Item # 12-C

SUBJECT: County Manager's May 2013 Report

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: Manager's May 2013 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:

Administration

- Interview with SECU Intern Applicant (5/2/13)
- In office working on finalizing the Manager's Budget Message (5/5/13)
- Mtg. with Springsted Representative (5/7/13)
- Participated in ESC Telephone Hearing with HR Manager & County Attorney (5/7/13)
- Attended Environmental Action Team Meeting (5/7/13)
- Sick Leave (5/8/13)
- Attended FEMA Advisory Board Meeting (5/9/13)
- Conducted Noise Control Board Meeting (5/10/13)
- Attended JCPC Advisory Board Meeting (5/13/13)
- Mtg. with Pastor Jones, H. Durham & A. Giddiens, Senior Center Director to discuss issues concerning Senior Center (5/14/13)
- Mtg. with JCPC Board Chair (5/14/13)
- Prepared for and attended BOC Budget Work Session (5/15/13)
- Mtg. with Springsted Representative (5/16/13)
- Mtg. with Tax Administrator (5/16/13)
- Attended Department Heads In-House Training (5/23/13)
- Annual Leave (5/24/13)
- Memorial Day Holiday (5/27/13)
- Prepared for and attended Buck Spring Planning Committee Meeting (5/28/13)
- Mtg. with BB&T Insurance Representative (5/29/13)

Other Activities

- Attended NCACC County Assembly Day in Raleigh, NC with Com. Downey (5/22/13)
- Attended Farm Bureau Ribbon Cutting/Open House (5/28/13)

Project Updates

Simulcast Radio System/Radio Tower Project

The Board of Commissioners selected Granville Communications, LLC/Wireless Communications, Inc. as the vendor for Phase I Simulcast Radio System Upgrades at the contract price of \$118,816.11. We are working with the Project Engineer to finalize the contract with the selected Vendor to move this project forward.

CDBG Projects

2011 Scattered Site Housing Project

Bids are continuing to be awarded for water hook-ups and urgent housing repairs that are part of this project. We are working diligently to move this project forward.

Ephraim Place Subdivision CDBG Housing Project

This project is scheduled for close-out on 4/30/13. 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 grant funds received for this housing development project. We are in communication with Community Investment & Assistance to determine how we will be required to repay the grant funds. Funds are budgeted in the County Manager's proposed FY 14 budget to make the first annual installment on 7/1/13 to begin the repayment.



Agenda Item # 13

Closed Session

**In accordance with
NC GS § 143-318.11(A)(5)
land acquisition**



Adjourn

June 3, 2013
Regular Meeting