

Warren County Board of Commissioners

FY 2013-2014

Budget Special Meeting

June 27, 2013 at 7:00 pm

**Warren County Armory Civic Center
Warrenton, NC**

Prepared by: Angelena Kearney-Dunlap, Clerk to the Board
NC Certified County Clerk

Agenda

**FY 2013-2014
Budget Special Meeting
7:00 pm**

**Chairman or Designee Call Special Meeting to Order
Moment of Silence
Clerk read Conflict of Interest Disclaimer
Clerk read Notice of Special Meeting**

- Item # 1 Appoint Voting Delegate and Alternate to National Association of County's Annual Conference**
- Item # 2 Application for FY 2013-2014 Home & Community Care Block Grant for Older Adults**
- Item # 3 Extension of Contract for Caterer Services for Senior Center Meals Program**
- Item # 4 Debarment Certifications for Warren County CDBG Grants: 10-C-2227 and 11-C-2328.**
- Item # 5 Adopt Amendment # 13 to the FY 2012-2013 Warren County Budget Ordinance to close-out current Budget Year**
- Item # 6 Adopt Amendment # 6 to the CDBG 03-C-1187 Ephraim Place Housing Development Grant Project Ordinance**
- Item # 7 Adopt FY 2013-2014 Warren County Budget Ordinance.**
- Item # 8 Adjourn Special Meeting**

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Chairman or Designee Call Special Meeting to Order

Moment of Silence

**Clerk read
Conflict of Interest Disclaimer**

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- *“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.**

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Clerk read
Notice of Special
Meeting

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NOTICE

Warren County Board of Commissioners
Budget Special Meeting

Notice is hereby given that the Warren County Board of Commissioners will hold a Special Meeting on Thursday, June 27, 2013 at 7:00 pm in the Warren County Armory Civic Center, 501 US Hwy 158 Bus, East, Warrenton, NC.

The purpose of this Special Meeting is to consider:

- 1 - Appoint Voting Delegate and Alternate to National Association of County's Annual Conference**
- 2 - Application for FY 2013-2014 Home & Community Care Block Grant for Older Adults**
- 3 - Extension of Contract for Caterer Services for Senior Center Meals Program**
- 4 - Debarment Certifications for Warren County CDBG Grants: 10-C-2227 and 11-C-2328**
- 5 - Adopt Amendments to the FY 2012-2013 Warren County Budget to close-out current Budget Year**
- 6 - Adopt FY 2013-2014 Warren County Budget Ordinance.**

All interested citizens are urged to attend this special meeting.

Bertadean W. Baker, Chairman
Warren County Board of Commissioners

Meeting Date: June 27, 2013

Agenda Item # 1

**SUBJECT: Appoint Voting Delegate and Alternate to National Association
 of County's Annual Conference**

**SUMMARY: Chairman Baker and Commissioner Downey are registered to attend
 July 19-21, 2013 NACo Annual Conference. Therefore, it is presented to designate
 Chairman Baker as Primary and Commissioner Downey as alternate Voting Delegate
 to said Conference.**

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

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NACo 2013
Credentials (Voting) Form



▶ Please complete and **RETURN FORM BY JUNE 28, 2013** to:
 Credentials Committee / NACo / Attn: Alex Koroknay-Palicz
 25 Massachusetts Avenue, NW, Suite 500 / Washington, DC 20001

▶ You may also fax this form to **202.393.2630** ... or scan and e-mail this form to: **akpalicz@naco.org** ... or have the voting delegate(s) carry it with him/her to the conference and present it at the Credentials Desk.

▶ If you do not plan on registering for the 2013 Annual Conference, **there is no need to fill out and return this form.** Your county/parish/borough **MUST** have at least one paid conference registration to be able to vote.

▶ If you are registering for credentials onsite, you **MUST** have authorization **IN WRITING** from your chief elected official that you are the county's designee.

▶ If your ballot is not picked up at the 2013 Annual Conference the President of your State Association will pick up and cast your county's votes unless you check the box below.

If my ballot is not picked up, **I DO NOT AUTHORIZE** my state association to pick up or cast my county's vote. I understand that my county's votes will NOT be cast if I select this option.

Please type or print in block letters.

County / Parish / Borough WARREN County State NC

Name your county/parish/borough's delegate(s)
 Please assign a delegate from your county/parish/borough.

Designated County Delegate

First Name BERTADEAN Last Name BAKER
 Job Title/Position CHAIRMAN Brd of Commissioners

County Alternate

First Name Ruby Last Name Downey
 Job Title/Position County Commissioner

Please note: This form must be signed by the **CHIEF ELECTED OFFICIAL** from your county.
Submissions without an appropriate signature will not be accepted.

Signature of Chief Elected Official _____ Date _____ Cell Number 252-213-2598
 (Board President/Chair/elected County Executive/Judge/Mayor)
Bertadean Baker Chairman Warren County Board of Commissioners
 Print Name Title

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MEMORANDUM

ELECTION OF SECOND VICE PRESIDENT

To: County Board Chairpersons, Parish Presidents, Borough Mayors,
County Judges and Elected County Executives
From: Chris Rodgers, NACo President
Date: June 19, 2013
Subject: Voting Credentials – 2013 Annual Conference

NACo is preparing for the 78th Annual Conference to be held July 19-22, 2013, in Tarrant County, TX. It is important that your county participates in the association's annual election of officers and policy adoption. In order to participate, a county must have paid its membership dues and have one paid registrant for the conference according to NACo bylaws.

Please read the enclosed information carefully. Indicate on the credentials form the name of the county voting delegate and alternate authorized to pick up your county's voting materials.

A checklist is enclosed to assist you in filling out the voting credentials form. Additionally, the chief elected official of your county must sign the form. A chief elected official may include the following:

- board chair/president
- mayor
- county judge
- elected county executive

Please fill out this form in advance and mail, fax or scan and e-mail the enclosed form by FRIDAY, JUNE 28.

If you are not planning to register for the conference, you do not have to turn in the credentials form.

Alex Koroknay-Palicz - Fax (202) 393-2630

Credentials Committee
Attn: Alex Koroknay-Palicz
National Association of Counties
25 Massachusetts Ave, NW, Suite 500
Washington, DC 20001

AKPalicz@naco.org

Membership Coordinator, Alex Koroknay-Palicz, can be reached at 888.407.NACo (6226) x291, his direct line at 202.942.4291 or akpalicz@naco.org. We look forward to seeing you in Tarrant County!

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2013 General Voting Frequently Asked Questions

On what issues or for which candidates do counties/parishes/boroughs vote?

Counties vote on resolutions that set NACo legislative and association policy for the coming year. Delegates also elect NACo officers for the coming year. The position of second vice president is usually the one position that is contested.

How can my county vote?

A county must be a NACo member “in good standing” in order to vote. This means your county’s dues for 2013 must be paid before the voting occurs. **Also, the county must have at least one paid registration for the annual conference and have proper credentials.**

What are credentials?

Credentials attest to a county’s eligibility to vote. Credentials contain information on the number of votes a county is eligible to cast, as well as the identity of the delegate that is authorized to cast the county’s vote.

How is the credentials form distributed?

The form is mailed to the chief elected official of member counties so that the county can provide the name of the voting delegate to NACo. Only counties that have paid their 2013 NACo dues will receive a credentials form. This form is mailed in May. Please return this form by Friday, June 28, 2013.

My county has misplaced the credentials form. What should I do?

The credentials form will be available in the Elections and Voting Credentials section of the NACo website (www.naco.org/credentials) shortly after it is mailed. A member login is required to download and print the form. After you download, print, and fill out the form correctly, you can return it to NACo. Please call Alex Koroknay-Palicz at 888.407.NACo (6226) x291 if you need assistance.

If my county is not registering for the Annual Conference, does my county have to send in the credentials form?

No. Only counties who register are able to vote. Please do not return the credentials form to the NACo office if your county does not plan to register for the Annual Conference.

What is a voting delegate?

A voting delegate is someone authorized by your county/parish/borough board to pick up a ballot and cast your county’s votes at the annual conference. The delegate must have a paid registration to the conference.

Who may be a voting delegate?

Any elected or appointed official or staff member from your county/parish/borough may be a voting delegate. That decision is up to your county board.

What is an alternate?

An alternate is another elected or appointed official or staff member from the county delegated by the county to pick up and cast its ballot. The alternate must have a paid registration to the conference.

- The delegate OR alternate listed on the credentials form may pick up your county’s ballot.

My county has only one person attending the conference. Does my county have to designate an alternate?

No. It is not necessary to list an alternate if a delegate is named.

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Whose ballots may the state associations of counties/parishes/boroughs receive?

Your state association of counties/parishes/boroughs is allowed to pick up any unclaimed ballots from counties/parishes/boroughs that have registered delegates. The pick-up for state associations is Sunday afternoon during the conference. The state association may then cast those ballots in the election.

My county does not want our state association to pick up our votes. How does my county go about indicating this decision?

You must check the box that says *“If my ballot is not picked up, I DO NOT AUTHORIZE my state association to pick up or cast my county’s vote. I understand that my county’s votes will NOT be cast if I select this option.”*

- Remember that your county’s votes will not be cast at all with this option if your delegate does not pick up the ballot.

What does “vote by proxy” mean?

A county may designate a conference attendee from another county within that state or its state association to cast its ballot as long as BOTH are registered conference attendees.

Why would a county vote by proxy?

Counties may vote by proxy for a number of reasons. One example would be a county official who needs to leave the conference before the vote is taken and would want another county to vote on his/her behalf.

How would my county vote by proxy?

In order to vote by proxy:

- Your county and the county you give your vote to must have paid their 2013 dues
- Your county must have at least one paid conference registration for the conference, even if no officials are attending
- After your delegate picks up your county’s ballot, your delegate and the other county’s delegate must both sign the back of the ballot for the transfer to be valid

If I do not get my credentials form into the NACo office by June 28, may I become credentialed on site at the conference?

Yes. You must either bring the original credentials form signed by your chief elected official with you or a letter from your chief elected official designating you as his/her designee to be able to vote in the election.

My county won’t be attending this year’s Annual Conference, can we still vote?

Yes. Your county can still have its votes counted without attending the conference, but one person from your county still needs to register. You must have at least one person registered by 8:30 AM EDT on July 16. If you register, do not plan to attend and wish to vote, you MUST designate your state association president as your delegate on the Credentials Form. Your state association president or his/her designee will pick up and cast your ballot.

How does NACo determine the number of votes each county receives?

The number of votes is determined by the amount of dues a county pays. Dues are based on population. All counties are entitled to at least one vote. Members with more than \$499 in dues are entitled to one additional vote for each additional \$500 in dues or fraction thereof paid in the year the meeting is held.

- Counties with dues of \$400 to \$499 receive one vote.
- Counties with dues of \$500 to \$999 receive two votes.
- Counties with dues of \$1000 to \$1,499 receive three votes, and so on.
- The maximum number of votes a county can receive is 112.

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My county has 10 votes. How can our 25 commissioners divide or share the votes?

That is up to your county. NACo has no rule as to how counties decide to allocate their votes. Counties may split their vote amongst the candidates running for second vice president if it is desired.

I've heard the term "unit vote" used. What is that?

Some states, by custom or policy, cast all of their votes as a block or "unit." State associations typically have a meeting before the election to determine how they will handle the voting process.

- Check with your state association regarding the time, date and location of this meeting.
- NACo bylaws permit each county to cast its vote as it chooses. Your county does not have to vote with your state association should you so choose.

When does the voting take place?

This year's election will be held on Monday, July 22, 2013 at 10:30 am at the NACo Annual Business Meeting.

How does the voting occur?

Votes are cast by state, not by state association. Counties from a state sit together as a delegation. The reading clerk will call out states at random. A state appointed representative will approach the microphone and call out that state's vote. This will continue until one of the candidates has a majority (fifty percent plus one – 50% + 1) of the total number of votes being cast. Voting may still continue after the fifty percent plus one mark has been reached.

What is a roll call?

Roll call is a way of voting for NACo resolutions to be passed. If a roll call is necessary, the names of the states will be read out in alphabetical order by the reading clerk. A state appointed representative will approach the microphone and call out that state's vote as "yes" or "no." A weighted vote will be used. This will continue until all votes have been cast.

Meeting Date: June 27, 2013

Agenda Item # 2

SUBJECT: Application for FY 2013-2014 Home & Community Care Block Grant for Older Adults

SUMMARY: FY 2013-14 HCCBG application & funding allocation is presented for Board's adoption, with Chairman Baker authorized to sign same.

FY 2013-2014 HCCBG FUNDING ALLOCATIONS FOR PLANNING PURPOSES
(Subject to change pending final notification from NCDAAAS)

COUNTY	Total H&CCBG	Local Match	Grand Total
FRANKLIN	406,716	45,191	451,907
GRANVILLE	389,894	43,322	433,216
PERSON	339,286	37,698	376,984
VANCE	339,712	37,746	377,458
WARREN	260,393	28,933	289,326
TOTAL FOR REGION K	1,736,001	192,889	1,928,890

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of application and authorize Chairman Baker to sign the necessary documents.

Funding Source for County Match: FY 14 General Fund Budget

NOTES:

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Home and Community Care Block Grant for Older Adults

FY JULY 1, 2013 THRU JUNE 30, 2014

WARREN COUNTY PLAN

**Entire 33 paged
document has
been provided by
Board of
Commissioners by
e-mail**



**SENIOR CENTER
&
DEPARTMENT OF SOCIAL SERVICES**

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DOA -730
(Rev. 2/12)

**Home and Community Care Block Grant for Older Adults
County Funding Plan**

Identification of Agency or Office with Lead Responsibility for County Funding Plan

County WARREN July 1, 2013 through June 30, 2014

The agency or office with lead responsibility for planning and coordinating the County Funding Plan recommends this funding plan to the Board of Commissioners as a coordinated means to utilize community-based resources in the delivery of comprehensive aging services to older adults and their families.

WARREN COUNTY SENIOR CENTER
(Name of agency/office with lead responsibility)

Alicia R. Giddiens ^{5/31/13}
Authorized signature (date)

Alicia R. Giddiens, Director
(Type name and title of signatory agent)

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WARREN COUNTY HOME AND COMMUNITY CARE BLOCK GRANT
ADVISORY COMMITTEE

2012-2015

**Entire 33 paged
document has
been provided by
Board of
Commissioners by
e-mail**

Alicia Giddiens Warren County Senior Center 435 W Franklin St Warrenton, NC 27589 252-257-3111	Alice Clayton 1114 Eaton Ferry Road Littleton, NC 27850 252-586-3559
Andy Smith Warren County Health Department 540 W Ridgeway St Warrenton, NC 27589 252-257-1185	Michelle Winstead Warren County Dept of Social Services 307 N Main St Warrenton, NC 27589 252-257-2202 (work)
Charles Jefferson 368 Russell Union Rd Norlina, NC 27563 252-456-4731 (home)	Commissioner Bertadean Baker 6743 Vicksboro Road Henderson, NC 27537 252-430-8357
Diane Cox Kerr-Tar Regional COG P O Box 709 Henderson, NC 27536 252-436-2040 (work)	Judith Forrest Warrenton, NC 252-586-2181
Jennie Johnson-Franklin 314 W Franklin St Warrenton, NC 27589 252-257-3984 (home)	Portia Hawes 318 W. Franklin St. Warrenton, NC 252-257-9194

Meeting Date: June 27, 2013

Agenda Item # 3

SUBJECT: Extension of Contract for Caterer Services for Senior Center Meals Program

SUMMARY: Contract between Warren County Senior Center (The Agency) and Bluedog Associates, Inc. (Caterer) for meals program entered into July 1, 2012 is due to expire July 1, 2013. The Senior Center still requires and desires services for catered meals for its participants. Therefore, it is presented to extend current contract with the Caterer for FY 2013-2014 to begin July 1, 2013 and expiring July 1, 2014. Authorize Chairman Baker to sign same.

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Contract Extension with Bluedog Associates, Inc. for Caterer Services, and authorize the Chairman to sign same. Funding Source: FY 14 General Fund Budget

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Extension of Contract for Caterer Services

This EXTENSION OF CONTRACT FOR CATERER SERVICES (hereinafter, "Extension") is entered into this ___ day of June, 2013, by and between **Warren County Senior Center** (hereinafter "the Agency") and **Bluedog Associates, Inc.** (hereinafter, "Caterer") for the sole purpose of extending the Contract for Caterer Services (hereinafter, "Original Contract").

WITNESSETH:

WHEREAS, on or about July 1, 2012, the parties hereto entered into the Original Contract, a copy of which is hereto attached and fully incorporated herein by reference, for the purpose of Caterer to provide meals to Agency for consumption within the Warren County Senior Center's Congregate and Home Delivered Meals Programs by eligible individuals under the provisions of the Home and Community Care Block Grant and the Older Americans Act of 1965, as amended, including Federal and State regulations and policies relating thereto, and;

WHEREAS, said Original Contract was for a term of one fiscal year from July 1, 2012 through June 30, 2013, and; thus, is due to expire on July 1, 2013, and;

WHEREAS, the Agency still requires and desires services of Caterer for fiscal year 2013-2014 to begin July 1, 2013, and;

WHEREAS, Caterer still desires to provide the needed services to the Agency;

NOW THEREFORE, in consideration of the promises, covenants and agreements herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. **Incorporation of Recitals.** The above and foregoing recitals are fully incorporated into and made a part of this Extension.
2. **Amended Terms.** Upon the effective date hereof, the terms of the parties' Original Contract shall be amended as hereinafter provided. All other terms not otherwise specifically amended herein, shall remain the same.
3. **Amendment to Original Contract.** The Original Contract shall be amended as follows:
 - a) The following sentence shall be added to the Original Contract: "**By its authorized signature below, Caterer hereby certifies that is properly authorized to do business in the State of North Carolina and that it is fully regulated and inspected and no food processing or preparation occurs within any facility in the State of North Carolina.**"
 - b) Paragraph 24 of the Original Contract shall be amended as follows:
"Notice to Agency shall be forwarded to: Alicia Giddiens, Director; Warren County Senior Center, 435 W. Franklin Street, Warrenton, NC 27589."
 - c) Paragraph 25 of the Original Contract shall be amended to read as follows:

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“This Agreement shall remain in effect until terminated by Caterer giving the Agency sixty (60) days prior written notice of intention to terminate as of the date therein specified, or by the Agency giving Caterer sixty (60) days prior written notices of intention to terminate as of the date therein specified. This Agreement shall remain in full force and effect thru June 30, 2014 or until terminated as allowable hereunder.”

d) This Extension shall reflect its having been preaudited in the manner required by the Local Government Budget and Fiscal Control Act as required for the new fiscal year term.

4. **Reaffirmation.** To the extent that any term(s) or condition(s) in the Original Contract are found to contradict or be in conflict with the amended terms of this Extension, such terms and conditions are hereby deemed modified and amended accordingly, upon the effective date hereof, to reflect the terms and intent of the Original Contract as so amended in this Extension. All terms of the Original Contract, not hereby amended, shall be and remain in full force and effect and shall constitute the legal, valid, binding, and enforceable obligations of the parties hereto. Upon the effective date hereof, the parties herein restate, ratify and reaffirm each and every term and condition set forth in the Original Contract as amended herein.
5. **Binding Effect.** The terms, provisions and conditions of this Extension shall be binding upon and inure to the benefit of each respective party and their respective legal representatives, successors and assigns.
6. **Effectiveness.** The amendments set forth in this Extension shall become effective as of July 1, 2014.

IN WITNESS WHEREOF, the parties hereto have caused this Extension to be executed by their duly authorized representatives.

Attest:

WARREN COUNTY

Angelena Kearney-Dunlap, Clerk

(SEAL)

By _____
Bertadean Baker, Board of Commissioners Chair

Attest:

BLUEDOG ASSOCIATES, Inc.

Caterer's Nutrition Director

By _____
Daniel Johnson, President

Meeting Date: June 27, 2013

Agenda Item # 4-A

**SUBJECT: Debarment Certification for Warren County CDBG Grant:
10-C-2227 Water Hook-Up**

**SUMMARY: Current Debarment Certification for Warren County expires July 1st.
Therefore, it is presented to approve attached and authorize Chairman
Baker to sign same.**

COUNTY MANAGER'S RECOMMENDATION:

**Recommend approval of Debarment Certification for CDBG 10-C-2227 and authorize Chairman to
sign the necessary documents.**

NOTES:

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**CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS**

Applicants should refer to the regulations cited below. Applicants should also review the instructions for certification included in the regulations before completing this form, signature on this form provides for compliance with certification requirements implementing Federal Executive Order 12549 and guidance issued in the *Federal Register*, Volume 70, No. 168, pages 51863 through 51880 for "Government wide Debarment and Suspension (Non-procurement)." The certification shall be treated as a material representation of fact upon which reliance will be placed when the Department of Commerce determines to award the covered transaction, grant or cooperative agreement.

DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, for prospective participants in primary covered transactions:

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).

Name of Applicant/Grantee Warren County	Grant Number and Project Name 10-C-2227 Infrastructure/Contingency Grant
Printed Name and Title of Authorized Representative Bertadean W. Baker	
Signature	Date

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Instructions for Debarment Certifications

1. By signing and submitting this form, the prospective participant is providing the certification set out on the "Certification Regarding Debarment, Suspension and Other Responsibility Matters" in accordance with these instructions.
2. Consequences of False Certification - The certification is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. Errors in Certifying. - The prospective participant shall provide immediate written notice to the person to which this proposal is submitted if, at any time, the prospective participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. Definitions and Further Guidance - The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause have the meanings set out in the Definitions and Coverage section of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations or you may refer to the *Federal Register*, Vol. 70, No. 168, pages 51863 –51880.
5. Certification Extends to Subcontractors - The prospective participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. Certification Included in Subcontracts - The prospective participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. Reliance on Certification - A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transition, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it

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determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. New System of Records Not Required - Nothing contained in the foregoing should be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Consequences for Use of Ineligible Subgrantees - Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies including suspension and/or debarment

Meeting Date: June 27, 2013

Agenda Item # 4-B

**SUBJECT: Debarment Certification for Warren County CDBG Grant: 11-C-2328
Scattered Sites Housing Project**

**SUMMARY: Current Debarment Certification for Warren County expires July 1st.
Therefore, it is presented to approve attached and authorize Chairman
Baker to sign same.**

COUNTY MANAGER'S RECOMMENDATION:

**Recommend approval of Debarment Certification for CDBG 11-C-2328, and authorize the Chairman
to sign the necessary documents.**

NOTES:

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**CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS**

Applicants should refer to the regulations cited below. Applicants should also review the instructions for certification included in the regulations before completing this form, signature on this form provides for compliance with certification requirements implementing Federal Executive Order 12549 and guidance issued in the *Federal Register*, Volume 70, No. 168, pages 51863 through 51880 for "Government wide Debarment and Suspension (Non-procurement)." The certification shall be treated as a material representation of fact upon which reliance will be placed when the Department of Commerce determines to award the covered transaction, grant or cooperative agreement.

DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, for prospective participants in primary covered transactions:

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).

Name of Applicant/Grantee Warren County	Grant Number and Project Name 11-C-2328 SSH
Printed Name and Title of Authorized Representative Bertadean W. Baker	
Signature	Date

Meeting Date: June 27, 2013

Agenda Item # 5

SUBJECT: Amendment #13 to the FY 2012-2013 Warren County Budget Ordinance

SUMMARY: Amendment #13 to the FY 2012-2013 Warren County Budget Ordinance to close-out current Budget Year is presented for the Board's consideration and approval.

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment #13 to the FY 2013 Warren County Budget Ordinance.

NOTES:

FY 2013-2014
Budget Special Meeting
7:00 pm

AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE
2012/2013
Amendment No. 13

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 Commissioners	3,000
County Manager	3,000
Court Facilities	5,000
Board of Elections	10,000
Buildings, Grounds and Maintenance - Contingency	(2,700)
Child Support Officer	500
Warren County School	349,890
Fire Protection	500
Medical Examiner	7,000
Cooperative Extension 4-H Program	2,000
Soil Conservation	3,000
Area Mental Health	1,500
Juvenile Crime Prevention Council	7,719
Senior Center	2,700
Youth Services Bureau	(10,329)
Total	\$ 382,780

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

Sales Taxes	34,000
Restricted Intergovernmental - Other	351,390
Fund Balance Appropriated	(2,610)
Total	382,780

Section 4 of the Warren County Budget Ordinance, pertaining to the Fire Service Districts of the County, shall be amended as follows:

Ridgeway	2,000
Roanoke Wildwood	1,000
Longbridge	1,000
Total	\$ 4,000

Section 5 of the Warren County Budget Ordinance, pertaining to the Fire Service

FY 2013-2014
Budget Special Meeting
7:00 pm

Districts of the County, shall be amended as follows:

Ridgeway		2,000
Roanoke Wildwood		1,000
Longbridge		1,000
		4,000
Total	\$	4,000

This amendment:

- appropriates funds to County Commissioners to prevent overspending in the General Fund Budget in accordance with G.S. 159-28.
 Funding Source: Sales Taxes
- appropriates funds to County Manager to prevent overspending in the General Fund Budget in accordance with G.S. 159-28.
 Funding Source: Sales Taxes
- appropriates funds to Court Facilities to prevent overspending in the General Fund Budget in accordance with G.S. 159-28.
 Funding Source: Sales Taxes
- appropriates funds to Board of Elections to prevent overspending in the General Fund Budget in accordance with G.S. 159-28.
 Funding Source: Sales Taxes
- appropriates funds to Child Support Officer to prevent overspending in the General Fund Budget in accordance with G.S. 159-28.
 Funding Source: Sales Taxes
- appropriates funds to Warren County Schools for Middle School roof repair.
 Funding Source: Lottery Funds
- appropriates funds to Fire Protection to prevent overspending in the General Fund Budget in accordance with G.S. 159-28.
 Funding Source: Sales Taxes
- appropriates funds to Medical Examiner to prevent overspending in the General Fund Budget in accordance with G.S. 159-28.
 Funding Source: Sales Taxes

FY 2013-2014
Budget Special Meeting
7:00 pm

- appropriates funds to Cooperative Extension 4-H Program to prevent overspending in the General Fund Budget in accordance with G.S. 159-28.

Funding Source: Sales Taxes

- appropriates funds to Soil Conservation to prevent overspending in the General Fund Budget in accordance with G.S. 159-28.

Funding Source: Sales Taxes

- appropriates funds to Area Mental Health to prevent overspending in the General Fund Budget in accordance with G.S. 159-28.

Funding Source: Nickel a Bottle

- appropriates funds to JCPC to match State allocation.

Funding Source: Youth Services Bureau

- appropriates funds to Senior Center to grade and direct water flow in parking area and driveway.

Funding Source: Buildings, Grounds Maintenance - Contingency

- adjust funding for Youth Services Bureau to match State allocation. This adjustment reduces the County appropriation, thus reducing Fund Balance.

Funding Source: Fund Balance

- appropriates funds to Fire Services Districts to prevent overspending in the General Fund Budget in accordance with G.S. 159-28.

Funding Source: Fire District Taxes

Respectfully Submitted 06/27/2013

Barry J. Mayo

Barry J. Mayo, Finance Director

Meeting Date: June 27, 2013

Agenda Item # 6

SUBJECT: Amendment # 6 to the CDBG 03-C-1187 Ephraim Place Housing Development Grant Project Ordinance

SUMMARY: Amendment # 6 to the CDBG 03-C-1187 Ephraim Place Housing Development Grant Project Ordinance is presented for the Board's consideration and approval.

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment #6 to the CDBG 03-C-1187 Ephraim Place Housing Development Grant Project Ordinance.

NOTES:

FY 2013-2014
Budget Special Meeting
7:00 pm

CAPITAL PROJECT ORDINANCE
WARREN COUNTY
AMENDMENT TO THE GRANT PROJECT ORDINANCE FOR THE
EPHRAIM PLACE HOUSING DEVELOPMENT PROJECT
(Amendment No. 6)

Section 4 The following amounts are appropriated for the project:

Closing Cost/Down Payment Assistance	(20,000)
Debt Service / Grant Repayment	20,000
	<hr/>
Total	\$ -

Explanation:

This amendment reallocates funds in the Ephraim Place Housing Development Project budget. As established in the agreement dated June 4, 2013 with NC Department of Commerce Community Assistance, Warren County will repay grant funds totaling \$190,000 over a 10 year period.

Respectfully Submitted 06-27-2013

Barry J. Mayo
Barry J. Mayo, Finance Director

Meeting Date: June 27, 2013

Agenda Item # 7

SUBJECT: Adopt FY 2013-2014 Warren County Budget Ordinance.

SUMMARY: FY 2013-2014 Warren County Budget Ordinance is presented for the Board's consideration and adoption.

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of the FY 2013-14 Warren County Budget Ordinance as presented.

NOTES:

**WARREN COUNTY BUDGET ORDINANCE
FISCAL YEAR 2013-2014**

**BE IT ORDAINED BY THE Board of County Commissioners of Warren County,
North Carolina:**

SECTION 1. APPROPRIATIONS: The following amounts are hereby appropriated in the General Fund for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

<u>ITEM</u>	<u>\$AMOUNT</u>
County Commissioners	\$ 118,739
County Manager	202,700
Human Resources	136,576
Fleet Service	36,229
Finance Office	447,128
Tax Assessor	265,367
Revaluation	5,000
Tax Collection	331,255
County Attorney	102,325
Court Facilities	42,530
Board of Elections	279,786
Register of Deeds	220,531
Miscellaneous Appropriations	8,590
Information Technology	96,863
Buildings, Grounds & Maintenance	519,740
Sheriff's Department	2,359,391
Child Support Enforcement	48,392
Central Communications	643,064
Detention Facility	1,182,972
Emergency Services	157,690
Fire Protection	330,815
Code Enforcement	180,356
Medical Examiner	6,000
Emergency Medical Services	2,451,140
Halifax County EMS	92,449
Animal Control	268,515
KARTS Transportation	34,299
Lake Gaston Weed Control	116,000
Forestry Program	120,000
Planning	174,719
Economic Development Commission	173,780
Kerr Tar HUB	36,000
Cooperative Extension Service	201,104
Buck Spring Camp Development	55,468

Cooperative Ext 4-H Program	4,000
Soil Conservation	175,843
Health Department	3,002,954
Area Mental Health	59,146
Juvenile Crime Prevention Council	3,664
Emergency Shelter Care	7,291
Infinite Possibilities	10,639
DSS Administration	3,669,922
DSS Public Assistance	1,439,697
DSS Local Funds	7,700
DSS Child Support	394,551
Rural Operating Assistance Program	112,197
Senior Center	449,692
Veteran's Service Office	80,840
Warren County Public Schools	4,100,000
SEMAA	130,866
VGCC Satellite Campus	404,712
Libraries	458,665
Recreation Program	431,032
Youth Services Bureau	167,979
Armory	32,000
Debt Services	854,621
Insurance & Fringes	532,000
Transfer To Other Funds: Revaluation Fund	169,000
Contingency	315,000
TOTAL GENERAL FUND APPROPRIATIONS	\$28,459,524

SECTION 2. REVENUES: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

<u>ITEM</u>	<u>\$AMOUNT</u>
Ad Valorem Taxes	17,082,609
Sales Taxes	2,001,600
Other Taxes & Licenses	55,000
Unrestricted – Intergovernmental	117,200
Restricted Intergovernmental – Health	668,715
Restricted Intergovernmental – DSS	1,138,954
Restricted Intergovernmental – DSS 1571	2,151,823
Restricted Intergovernmental – Other	924,391
Permits and Fees	228,575
Sales and Services	1,878,222
Investment Earnings	5,000
Miscellaneous Revenue	299,420

Transfers from Other Funds	5,000
Fund Balance Appropriated	1,903,015
TOTAL GENERAL FUND REVENUES	\$28,459,524

SECTION 3. There is hereby levied a tax rate of \$.66 per one hundred dollars valuation of property listed for taxes as of January 1, 2013 for the purpose of raising the revenue listed as "ad valorem taxes" in the General Fund of this ordinance.

This rate is based upon an estimated total valuation of property for the purposes of taxation of \$2,596,400,669 and an estimated collection rate of 95%. The estimated rate of collection is based on the fiscal year 2012-13 collection rate that is estimated to be 95%. The rate of \$.66 per one hundred dollars valuation of property is levied in support of the General Fund.

SECTION 4. EXPENDITURES: There is appropriated to the fourteen (14) Fire Service Districts, in the amounts listed below proceeds of the service district tax for use by the Fire Service Districts in such a manner and for such expenditures as are permitted by law from the proceeds of these taxes. In the event the actual proceeds from the tax levies exceed or fall short of the appropriated amounts, the actual net proceeds from the taxes shall constitute the appropriation from the tax levy.

Churchill Five Forks	\$ 141,045.00
Central Warren	127,330.00
Macon	41,332.00
Ridgeway	33,559.00
Afton Elberon	84,404.00
Roanoke Wildwood	84,856.00
Hawtree	41,228.00
Littleton	60,841.00
Long Bridge	78,808.00
Arcola	21,456.00
Drewry	51,517.00
Smith Creek	51,893.00
Soul City	29,895.00
Inez	23,159.00
Total	\$ 871,323.00

SECTION 5. REVENUES: There is hereby levied a tax at the rate shown below, per one hundred dollars (\$100.00) valuation of property listed for taxes as of January 1, 2013, located within the listed special fire districts for generating revenue for said special districts. These rates of tax are based on a ninety-five percent (95%) collection rate. Estimated total of valuation of property for each special fire district for the purpose of taxation are as follows:

Fire Department Valuation and Tax Rate FY 14

Department	Est. Tax Base	FY 14 Tax Rate
Churchill Five Forks	402,463,174	0.0350
Central Warren	162,050,010	0.0790
Macon	80,467,030	0.0500
Ridgeway	65,335,781	0.0500
Afton Elberon	124,551,446	0.0700
Roanoke Wildwood	421,529,175	0.0200
Hawtree	63,312,805	0.0650
Littleton	158,196,405	0.0380
Long Bridge	391,491,343	0.0200
Arcola	81,745,105	0.0260
Drewry	102,432,882	0.0500
Smith Creek	84,449,194	0.0600
Soul City	48,789,224	0.0600
Inez	55,020,270	0.0400
Total	2,241,833,844	

It is estimated that the following revenues will be available in the Fire Service District Special Reserve Fund for the fiscal year beginning July 1, 2013, and ending June 30, 2014:

Fire Department	Current Taxes	Delinquent Taxes	Total Revenue
Churchill Five Forks	\$138,045.00	\$ 3,000	\$141,045.00
Central Warren	115,330.00	12,000	127,330.00
Macon	37,832.00	3,500	41,332.00
Ridgeway	28,359.00	5,200	33,559.00
Afton Elberon	77,404.00	7,000	84,404.00
Roanoke Wildwood	82,156.00	2,700	84,856.00
Hawtree	37,528.00	3,700	41,228.00
Littleton	58,341.00	2,500	60,841.00
Long Bridge	75,808.00	3,000	78,808.00
Arcola	18,956.00	2,500	21,456.00
Drewry	48,517.00	3,000	51,517.00
Smith Creek	47,893.00	4,000	51,893.00
Soul City	27,195.00	2,700	29,895.00
Inez	20,159.00	3,000	23,159.00
Total	\$813,523.00	\$57,800.00	\$871,323.00

SECTION 6. EXPENDITURES: There is appropriated to the Solid Waste Enterprise Fund for the operation of the County's comprehensive solid waste program for fiscal year beginning July 1, 2013, and ending June 30, 2014:

Solid Waste Program **\$1,588,983**

SECTION 7. REVENUES: It is estimated that the following revenues will be available in the Solid Waste Enterprise Fund for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

Other Taxes & Licenses	\$1,563,026
Restricted Intergovernmental – Other	3,500
Investment Earnings	100
Miscellaneous	1,000
Fund Balance Appropriated	21,357

TOTAL **\$1,588,983**

SECTION 8. There is hereby levied for the fiscal year 2013-2014, a Solid Waste Fee of \$120.00 per household or business not subject to municipal taxation to be deposited in the Solid Waste Enterprise Fund.

SECTION 9. EXPENDITURES. The following amount is hereby appropriated in the Regional Water System Enterprise Fund for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

Regional Water System **\$1,000,573**

SECTION 10. REVENUES. It is estimated that the following revenues will be available in the Regional Water System Enterprise Fund for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

Permits & Fees	\$ 200
Sales & Service	961,405
Investment Earnings	200
Misc. Revenue	38,768

TOTAL **\$1,000,573**

SECTION 11. EXPENDITURES. The following amount is hereby appropriated in the District I Water System Enterprise Fund for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

District I Water System **\$491,641**

SECTION 12. REVENUES. It is estimated that the following revenues will be available in the District I Water Enterprise Fund for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

Permits & Fees	\$ 1,200
Sales & Service	489,100
Investment Earnings	300
Misc. Revenue	1,041
TOTAL	\$491,641

SECTION 13. EXPENDITURES. The following amount is hereby appropriated in the District II Water System Enterprise Fund for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

District II Water System	\$518,878
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SECTION 14. REVENUES. It is estimated that the following revenues will be available in the District II Water Enterprise Fund for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

Permits & Fees	\$ 700
Sales & Service	505,000
Investment Earnings	300
Misc. Revenue	12,878
TOTAL	\$518,878

SECTION 15. EXPENDITURES. The following amount is hereby appropriated in the District III Water System Enterprise Fund for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

District III Water System	\$773,257
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SECTION 16. REVENUES. It is estimated that the following revenues will be available in the District III Water Enterprise Fund for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

Permits & Fees	\$ 800
Sales & Service	701,600
Investment Earnings	200
Fund Balance Appropriated	70,657
TOTAL	\$773,257

SECTION 17. EXPENDITURES. The following amounts are hereby appropriated for the Enhanced 911 System Fund for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

Transfer to Other Funds	\$238,368
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SECTION 18. REVENUES. It is estimated that the following revenues will be available for the Enhanced 911 Fund for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

E911 Surcharge	\$238,368
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TOTAL	\$238,368
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SECTION 19. EXPENDITURES. The following amounts are hereby appropriated for the Octennial Revaluation Fund for the operation of the County revaluation process for fiscal year beginning July 1, 2013 and ending June 30, 2014:

TOTAL	\$55,090
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SECTION 20. REVENUES. It is estimated that the following revenue will be available in the Octennial Revaluation Fund for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

Investment Earnings	90
Transfers from Other Funds	50,000
Fund Balance Appropriated	5,000

TOTAL	\$55,090
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SECTION 21. There is hereby levied on each marriage license issued during the fiscal year 2013-2014, a tax of \$60.00. The proceeds of such tax shall be deposited in the General Fund.

SECTION 22.

A. Funds belonging to Warren County and deposited to the credit of the Warren County Operating Account and the Warren County Payroll Account may be withdrawn on signatures of Barry Mayo, Warren County Finance Director; Bertadean W. Baker, Chairman, Warren County Board of Commissioners; and Angelena Kearney-Dunlap, Clerk to the Board of Commissioners.

B. All funds belonging to Warren County and deposited to the credit of the Warren County Department of Social Services (DSS) Trust Fund Accounts shall be withdrawn only by checks signed by the Warren County Director of Social

Services or the Warren County Manager and counter-signed by the Administrative Officer in the Department of Social Services. Michelle Winstead is authorized to sign such checks as Director of the Department of Social Services; Linda T. Worth is authorized to sign such checks as the Warren County Manager and Mary Ann Roberson is authorized to counter-sign such checks as DSS Administrative Officer.

C. All funds belonging to Warren County deposited to the Public School Building Capital Fund Disbursing Account may be withdrawn on signature of Barry Mayo, Finance Director and Linda T. Worth, County Manager.

D. All funds belonging to Warren County deposited to the Flexible Spending Account (FSA) may be withdrawn on signature of Bertadean W. Baker, Chairman, Warren County Board of Commissioners; Barry Mayo, Finance Director and Linda T. Worth, County Manager.

SECTION 23. There is hereby levied for the fiscal year 2013-2014, a license fee of \$2.00 on each dog of the age of six months or older. The proceeds of such taxes shall be deposited in the General Fund.

SECTION 24. Copies of this ordinance shall be furnished to the Budget Officer and the Finance Director for direction in carrying out their duties.

This budget is prepared on a departmental basis, and need not be amended unless expenditures exceed department appropriations.

Adopted this the 27th day of June 2013.

Angelena Kearney-Dunlap, Clerk to the Board of Commissioners

FY 2013-2014
Budget Special Meeting
7:00 pm

Agenda Item # 8

Adjourn

June 27, 2013
Special Meeting