

***WARREN COUNTY  
BOARD OF COMMISSIONERS***

***November 4, 2013***

***6:00 PM – Regular Meeting***

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

***Prepared by***

***Angelena Kearney-Dunlap, NC Certified Clerk  
Warren County Board of County Commissioners***

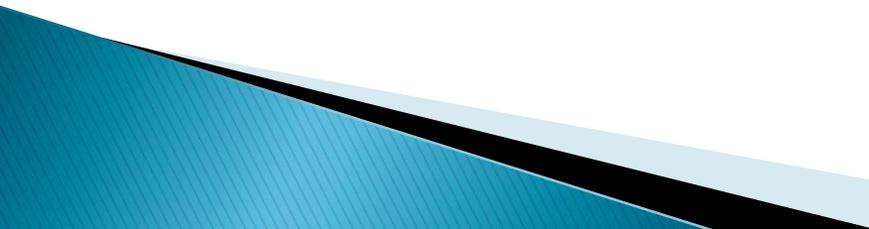
**6:00 PM**

**Call to Order**

**November 4, 2013**  
**Regular Monthly Meeting**  
**By**  
**Chairman or Designee**

**Moment of Silence**

**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.
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# **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.

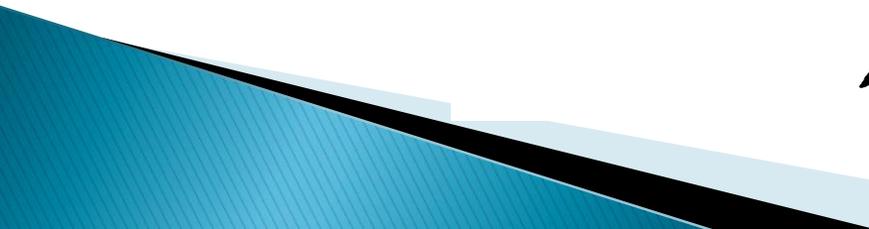
Any group of people who support or oppose the same position should  
designate a spokesperson.

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: November 4, 2013**

**Agenda Item # 5**

**SUBJECT: Adopt November 4, 2013 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:**

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**NOTES:**

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Revised  
Consent Agenda  
Item 6I added

***SUGGESTED AGENDA  
FOR  
November 4, 2013 REGULAR MONTHLY MEETING  
OF THE WARREN COUNTY BOARD OF COMMISSIONERS  
Warren County Armory Civic Center, Meeting Room  
WARRENTON, NORTH CAROLINA***

1. Call to Order Regular Monthly Meeting – 6:00 pm by Chairman or Designee
2. Moment of Silence
3. Conflict of Interest Disclaimer
4. Citizen Comments
5. Adopt November 4, 2013 Suggested Agenda
6. Consent Agenda
  - A. Approve Minutes of:  
October 7, 2013 Public Hearing – Rural Operating Assistance Program (ROAP)  
October 7, 2013 Regular Monthly Meeting  
October 18, 2013 Special Meeting
  - B. Interest Income Report September 2013 – Finance Director Barry Mayo
  - C. Tax Collector’s Report September 2013 – Tax Administrator Starlin Beatty
  - D. Tax Release Requests (Over \$100) – Tax Administrator Starlin Beatty  
Tax Release Requests (Under \$100) - “ “ “ “
  - E. CDBG October Monthly Performance Status Reports: 11-C-2328 & 10-C-2227
  - F. Proclamation – Veterans Day
  - G. Employee Performance Bond Renewal - Sheriff Johnny M. Williams, Sr.
  - H. Employee Performance Bond Renewal - Register of Deeds
  - I. Resolution in Memorium – Rev. Francis L. Alston
7. Amendment # 4 to the Warren County FY 2013-14 Budget Ordinance – Barry Mayo, Finance Officer

8. Appointment to Boards/Committees/Commissions:
  - A. Fire Commission: M.Silver
  - B. Home Health Advisory Board: E.G.Coleman, W.Mills, W.W.Paynter, & Sheriff Williams
  
9. Human Resources – Lisa Alston, Manager
  - A. Approval of FY 14 Warren County Local Salary Plan
  - B. Authorize Submission of Warren County Local Salary Plan Reporting Form
  
10. Follow-Up to October 16<sup>th</sup> Board Work Session
  - A. Consider Adopting Revised Job Classification Schedule Effective 1/1/14 – County Manager Worth
  - B. Consider Selection of Salary Study Implementation Option Effective 1/1/14 – County Manager Worth
  
11. Agreement Between Owner & Engineer for Professional Services for Water & Sewer District 3, Phase II Eaton's Ferry Bridge Crossing Project – Macon Robertson
  
12. Revised Records Retention Schedules:
  - A. Tax Administration
  - B. Register of Deeds
  - C. County Administration
  
13. County Manager's Report
  - A. Contracts Approved
  - B. Manager's Monthly Report
  
14. *Closed Session – Discuss Attorney-Client Privileged Information in accordance with GS 143-318.11(a)(3)*
  
15. Adjourn Meeting

**Meeting Date: November 4, 2013**

**Agenda Item # 6A**

**SUBJECT: Approve Minutes of:**  
**October 7, 2013**  
**October 18, 2013**

**Public Hearing – Rural Operating Assistance Program (ROAP)**  
**Regular Monthly Meeting**  
**Special Meeting**

**REQUESTED BY: 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:**

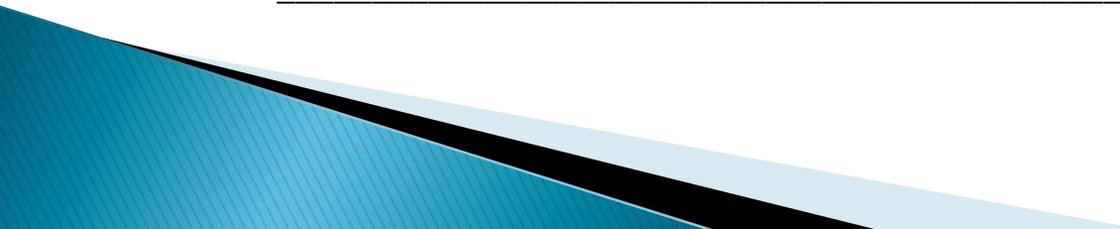
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**NOTES:**

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Minutes of:

**October 7, 2013 Public Hearing  
Rural Operating Assistance Program (ROAP)**

**October 7, 2013 Regular Monthly Meeting**

**&**

**October 18, 2013 Special Meeting**

*Have been provided by separate E-mail prior to the meeting.*



**Meeting Date: November 4, 2013**

**Agenda Item # 6B**

**SUBJECT: Approve Interest Income Report for September 2013**

**REQUESTED BY: Barry Mayo, Finance Director**

**SUMMARY: None**

**FUNDING SOURCE: Various Funds**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

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**NOTES:**

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**INTEREST INCOME REPORT**  
**Month of Septmeber 2013**

FUND	SEPTEMBER INCOME	FISCAL YEAR TO - DATE
General	123.32	460.93
Revaluation	2.65	8.17
E 911 Telephone System	2.63	8.46
Buck Spring Project	2.40	8.29
Ambulance Storage Facility	0.45	1.57
Simulcast System Upgrade	1.29	2.78
Regional Water Enterprise Fund	3.39	12.06
District 1 Enterprise Fund	7.93	26.82
Solid Waste	0.39	1.18
District II Enterprise Fund	6.74	22.52
District III Phase II BANS	0.03	0.10
District III Enterprise Fund	2.35	8.13
Soul City Pump Station Improvements	0.31	1.07
District III Phase III	0.47	1.64
	154.35	563.72

**Meeting Date: November 4, 2013**

**CONSENT AGENDA Item # 6C**

**SUBJECT: Tax Collector's Report for September 2013**

**REQUESTED BY: Starlin Beatty, Tax Administrator**

**SUMMARY: Tax Collection Report supplied for Board's information.**

**FUNDING SOURCE:**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: G.S. 105 350**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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

**Current Year Collections**

Tax Year	Charge	Collected in SEPT	Collected to Date	Balance Outstanding	Percentage Collected
SEPTEMBER 2013 FY14	\$16,085,787	\$1,072,988	\$2,703,096	\$13,382,691	16.80
SEPTEMBER 2012 FY13	\$16,442,104	\$1,744,681	\$2,779,956	\$13,662,147	16.91

**Delinquent Collections**

2012	\$641,017	\$37,908	\$158,024	\$482,992	24.65
2011	262,650	13,287	44,217	218,433	16.83
2010	153,893	5,085	12,912	140,981	8.39
2009	119,253	1,128	5,186	114,067	4.35
2008	111,549	987	3,878	107,671	3.48
2007	122,176	908	2,561	119,615	2.10
2006	114,958	896	2,365	112,592	2.06
2005	98,352	743	1,840	96,512	1.87
2004	88,428	695	1,697	86,731	1.92
2003	760,223	415	1,908	74,114	2.51
<b>Total Delinquent Years</b>	<b>\$ 2,472,499</b>	<b>\$62,052</b>	<b>\$ 234,588</b>	<b>\$ 1,553,708</b>	

**Other SEPTEMBER Receipts**

County Penalties  
Landfill User Fees  
Municipalities  
Fire District Taxes  
Advance Taxes

\$ 10,850	\$ 35,332
\$ 79,481	\$ 223,440
\$ 27,473	\$ 84,147
\$ 61,282	\$ 145,429
\$ 25	\$ 412

**SEPTEMBER GRAND TOTAL**

<b>\$ 1,314,151</b>	<b>\$ 3,426,444</b>
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*Starlin L. Beatty*  
Starlin L. Beatty, Tax Administrator

10/14/2013  
DATE

**Meeting Date: November 4, 2013**

**CONSENT AGENDA Item # 6D**

**SUBJECT: Request for Tax Releases**

**REQUESTED BY: Starlin Beatty, Tax Administrator**

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

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of tax releases over \$100.**

**NOTES:**

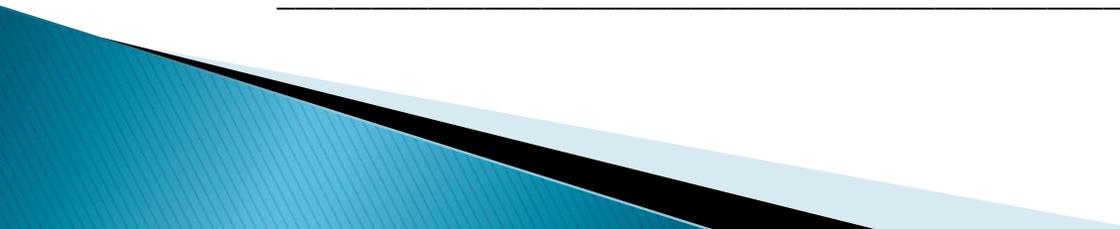
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# Over \$100

Page 1 of 2

Over \$100

11/4/2013

Date: \_\_\_\_\_

**ERROR CORRECTION RELEASES:**

ALSTON ELHAJJ	2010 23489 110	C4 144	50510	\$303.84	MH NOW LISTED BY ACCT 8148
ALSTON ELHAJJ	2011 23489 111	C4 144	54244	\$279.96	MH NOW LISTED BY ACCT 8148
ALSTON ELHAJJ	2012 23489 112	C4 144	61618	\$257.78	MH NOW LISTED BY ACCT 8148
ALSTON ELHAJJ	2013 23489 200	C4 144	29083	\$233.88	MH NOW LISTED BY ACCT 8148
ENGEL ALLAN D & CONNIE A	2013 38037 300	J3A 7A 1	24493	\$956.94	PROPERTY INCORRECTLY ASSIGNED
FITTS ELMO R JR	2012 6357 301	J3 20	3743	\$276.35	HOUSE TORN DOWN IN 2011
FITTS ELMO R JR	2013 6357 301	J3 20	3743	\$281.35	HOUSE TORN DOWN IN 2011
GARRETT JAMES M & OTHERS	2013 26906 300	L2C 34	4776	\$129.36	LOT VACANT
HOWARD EDWARD L	2008 20630 108	F2 18	44633	\$151.85	DWELLING TRANSFERRED TO ACCT 35473
HOWARD EDWARD L	2009 20630 109	F2 18	47538	\$142.08	DWELLING TRANSFERRED TO ACCT 35473
HOWARD EDWARD L	2010 20630 110	F2 18	50899	\$145.25	DWELLING TRANSFERRED TO ACCT 35473
HOWARD EDWARD L	2011 20630 111	F2 18	54731	\$314.69	DWELLING TRANSFERRED TO ACCT 35473
HOWARD EDWARD L	2012 20630 112	F2 18	62481	\$300.06	HOUSE BURNED
HOWARD EDWARD L	2013 20630 300	F2 18	7663	\$282.78	HOUSE BURNED
HUNT JOHNNY & CLARENCE	2009 21009 109	E2 167	47544	\$174.41	HOUSE BURNED IN 2008
HUNT JOHNNY & CLARENCE	2010 21009 110	E2 167	50907	\$178.25	HOUSE BURNED IN 2008
HUNT JOHNNY & CLARENCE	2011 21009 111	E2 167	54741	\$172.43	HOUSE BURNED IN 2008
HUNT JOHNNY & CLARENCE	2012 21009 112	E2 167	62495	\$167.72	HOUSE BURNED IN 2008
HUNT JOHNNY & CLARENCE	2013 21009 300	E2 167	7867	\$165.32	HOUSE BURNED IN 2008
MEDLIN RICHARD/TIMOTHY DALTON	2013 18620 300	L4A 56 2X	1230	\$101.63	SHOULD BE CHARGED TO REC 24324
SHORE J MEADE & COLLEEN B	2011 26691 300	E6B 33A	19760	\$251.38	ADJUST VALUE PER PTC
SHORE J MEADE & COLLEEN B	2012 26691 300	E6B 33A	19760	\$251.38	ADJUST VALUE PER PTC
SHORE J MEADE & COLLEEN B	2013 26691 300	E6B 33A	19760	\$251.38	ADJUST VALUE PER PTC
STONEHOUSE TIMBER LODGE	2013 17355 200		27487	\$808.64	BOATS OVER ASSESSED
TUCKER CHRISTOPHER M	2013 8580 301	B4 28J	23959	\$872.93	HSE ON WRONG PARCEL
YANCEY JOHN JR & SALLY D	2012 36099 300	C6 58A	24330	\$438.48	NO BUILDINGS ON PROPERTY
YANCEY JOHN JR & SALLY D	2013 36099 300	C6 58A	24330	\$503.89	NO BUILDINGS ON PROPERTY

**SUB-TOTAL ERROR CORRECTIONS:**

**\$8,394.01**

**MOTOR VEHICLE RELEASES:**

ALSTON ASHLEY C	2013 24876 112	ALT9432	60806	\$147.39	RELEASED & PAID IN DURHAM CO
COX KENNETH R	2013 38836 2184	BLT6454	71988	\$123.99	SOLD
MOSLEY ELLEN R	2013 27189 2091	XWH5247	71089	\$100.17	SOLD
NIELSEN ELIZABETH WALKER	2013 38368 112	MXT5478	60737	\$146.30	RELEASED TO HALIFAX CO
ROBSON RALPH R JR	2013 24608 2201	STE4131	73972	\$127.60	MOVED TO VA
SHERMAN RICHARD HENRY	2013 38366 112	AJJ6759	60699	\$115.53	RELEASED TO HALIFAX CO

**SUB-TOTAL MOTOR VEHICLE RELEASES:**

**\$760.98**

**SUB-TOTAL CORRECTION RELEASES:**

**\$8,394.01**

**Total Releases**

**\$ 9,154.99**

*Over  
\$100  
Page 2 of 2*

**LANDFILL USER FEE RELEASES:**

BEDDINGFIELD NIKITIA HEIRS	2013 3002 200		31302 \$	120.00	NO ELECTRICITY
BROWN SHELIA	2013 2343 300	B6 22	239 \$	120.00	NO DWELLING ON PROPERTY
CAMPBELL SYLVIA E & GEORGE L	2013 6097 301	H4 5F1	19434 \$	120.00	PRIVATE HAULER
CHILDRESS JAMES E LIVING TRUST	2013 35851 301	H1B 82	6132 \$	120.00	NO ELECTRICITY
DOWNEY PRUCELL HEIRS	2013 8975 200	D2 7	26868 \$	120.00	NO ELECTRICITY
DURHAM LOUISE V	2013 12512 300	C6 56	5430 \$	120.00	NO ELECTRICITY
ELLINGTON BONNIE S	2013 14876 300	I9 18A	9787 \$	120.00	NO ELECTRICITY
JOHNSON ELVERTIE HEIRS OF	2013 22018 300	F7 39	5666 \$	120.00	NO ELECTRICITY
MARTIN TONEY L & BENNIE V	2013 26819 324	K4A 17	1442 \$	120.00	NO ELECTRICITY
POWELL WALTER HEIRS	2013 32323 300	J11 14	10237 \$	120.00	NO ELECTRICITY
PRIVETT C D SR & GWENDOLYN D	2013 10544 302	F6 153	6860 \$	120.00	NO ELECTRICITY
STONEHOUSE TIMBER LODGE INC	2013 17355 302	K3D194 195	10343 \$	120.00	PRIVATE HAULER
STONEHOUSE TIMBER LODGE INC	2013 17355 303	K3D196	7715 \$	480.00	PRIVATE HAULER
STONEHOUSE TIMBER LODGE INC	2013 17355 311	K3D172	8042 \$	120.00	PRIVATE HAULER
STONEHOUSE TIMBER LODGE INC	2013 17355 312	K3D173	8043 \$	120.00	PRIVATE HAULER
STONEHOUSE TIMBER LODGE INC	2013 17355 313	K3D200A	16196 \$	120.00	PRIVATE HAULER
STONEHOUSE TIMBER LODGE INC	2013 17355 314	K3D201	4365 \$	120.00	PRIVATE HAULER
STONEHOUSE TIMBER LODGE INC	2013 17355 315	K3D193	9822 \$	120.00	PRIVATE HAULER
STONEHOUSE TIMBER LODGE INC	2013 17355 316	K3D191	9795 \$	120.00	PRIVATE HAULER
WILSON PETER JR	2013 45327 300	C6 46	14285 \$	120.00	NO ELECTRICITY
ZIMMERMAN BOBBY DEAN & HERBERT	2013 26461 302	D6 75	13436 \$	120.00	NO ELECTRICITY

**TOTAL LFUF RELEASES:**

**\$ 2,880.00**

**Total Releases**

**\$ 12,034.99**

**Under  
\$100**

Page 1-1

Under \$100

11/4/2013

Date: *LJW*  
10/25/13

**ERROR CORRECTION RELEASES:**

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD#</u>	<u>AMOUNT</u>	<u>REASON</u>
ACCOUNTING & CONSULTING	2013	19788 200		30875	\$ 0.71	DOES'NT HAVE A BUSINESS IN CO
BENSON AMUSEMENT CO	2013	5079 200		27464	\$ 19.68	SOLD 8/2012
GE CAPITAL INFORMATION TECH	2013	16118 203		27945	\$ 4.14	MACHINERY WAS OVER ASSESSED
HAYNES BRIAN J & TRACEY M	2013	31365 300	D9 153	19534	\$ 4.02	SOLD BOAT IN 2012
SAMPSON TIMOTHY & LARRY	2013	28911 300	J2C 70	10492	\$ 2.75	BOAT OVERASSESSED

**SUB-TOTAL ERROR CORRECTIONS:**

\$ 31.30

**MOTOR VEHICLE RELEASES:**

ALSTON ERIC R	2013	6600 2048	4A5196	64873	\$81.97	SOLD
BURNETTE TAMARA M	2013	29262 1803	BEE3730	81092	\$37.80	TURNE IN TAGS
CAMPBELL RODNEY GENE	2013	8898 2526	BBN5612	75967	\$5.82	SOLD
CAROLINA TELEPHONE	2013	1748 2433	DWW1486	65258	\$73.10	SHOULD NOT HAVE BEEN BILLED
CLARK JAMES THOMAS	2013	8506 1538	ASE7161	71342	\$30.90	SOLD
COULTER RUFUS G	2013	9627 2398	PSR9999	70496	\$44.88	TRADED
COULTER RUFUS G	2013	9627 1545	WVPW8568	80834	\$12.09	TRADED
DAVIS MELODY W	2013	11621 1647	YVS8304	71451	\$14.85	SOLD
DEVANEY DONALD REED	2013	11822 112	TXY4376	60159	\$81.83	RELEASED TO WAKE COUNTY
DIANIS SUSAN M	2013	11833 1323	SNW3925	79315	\$4.60	TRADED
GEAR JASON T	2013	9962 2584	ZPW5996	65409	\$74.80	SOLD
GOODE REGINALD	2013	24513 1939	ACX9802	71743	\$76.32	SOLD
HARDEE MICHAEL D	2013	30797 2538	BHH3580	65363	\$46.08	SOLD
HARRISON JEROME	2013	38930 1962	STZ4808	71766	\$6.80	RELEASED TO NASH COUNTY
HUNTER THERESA J	2013	21106 112	YRP2495	60831	\$9.64	SOLD
JOHNS LINDA SUE	2013	11388 2251	NXJ6892	65076	\$36.08	DOES'NT LIVE IN TOWN OF MACON
JONES PORSHEL LEMAY	2013	37642 112	ZWS2944	58972	\$61.81	RELEASED TO VANCE COUNTY
LASSITER JOSHUA J	2013	31445 2276	AEH2124	72080	\$85.90	TRADED
LEATH JACQUELINE W	2013	45612 2474	BCS6824	72278	\$87.20	REPO
LIMER STEVEN E	2013	37547 2134	VXZ9132	71938	\$25.01	HIGH MILEAGE PER SLB
LYNCH MYRANDA	2013	22574 112	BCP7649	59284	\$15.00	TURNE IN TAGS
MARQUETTE ALLAN J JR	2013	29466 2084	VWH2769	71888	\$54.90	SOLD
MATHENY KATHLEEN A	2013	31359 1909	YWZ4934	76969	\$4.82	SOLD
MEYER LEROY F JR	2013	894 1654	MZV5107	71456	\$32.04	SOLD
NEAL JESSE COOPER	2013	27224 2349	VWW2339	72153	\$70.08	RELEASED TO FRANKLIN CO
PACHALL MELVIN G	2013	30206 1798	BHH1217	81087	\$17.76	SOLD
PERRY DIANA	2013	31238 1840	WTJ6713	69939	\$67.40	SOLD
PINNELL CARL J	2013	31715 1297	PYC6081	69395	\$22.08	SOLD
REINHARDT LEE R	2013	16125 1295	ZNA2622	79287	\$4.12	SOLD
RICHARDSON TONY M	2013	27891 108	AI9006	44131	\$28.96	SOLD
RICHARDSON TONY M	2013	27891 112	AI648C	55504	\$5.52	SOLD
RICHARDSON TONY M	2013	27891 107	RWY4723	41127	\$12.30	SOLD
ROBSON RALPH R JR	2013	24608 2500	XWR5761	68814	\$49.86	MOVED TO VA
SCOTT GEORGE R	2013	23263 2168	AJJ6044	81457	\$48.76	SOLD
SHERMAN RICHARD HENRY	2013	38366 2093	B883VV	71897	\$66.00	RELEASED TO HALIFAX COUNTY
SPRINGS THELMA B	2013	26112 106	VRJ6769	38052	\$33.86	REPO
STEWART MICHELE F	2013	33836 2289	WXC7365	72093	\$49.98	RELEASED TO WAKE COUNTY
TOWNSEND TIMOTHY L	2013	24097 1825	TYB4794	78390	\$35.49	HIGH MILEAGE ON VEHICLE
VARDJIAN CHARLES	2013	28360 2460	ZRA9580	65285	\$29.96	GAVE AWAY
VARDJIAN CHARLES	2013	28360 2490	BLH9921	72294	\$12.46	DONATED
WAGNER THOMAS P	2013	42019 1966	XXW8084	70064	\$4.00	TAX PAYER RECEIVED LATE
WARRENTON FURNITURE EXCHANGE	2013	42440 1736	TSM8309	68050	\$21.12	SOLD
WHARTON BRUCE L	2013	13463 112	BHH2327	60708	\$27.08	SOLD
WILLIAMS CLAYTON	2013	3618 112	BCH3404	58725	\$9.48	SOLD
WILSON JOHN C	2013	45301 2617	NWL4614	65442	\$4.50	SOLD

**SUB-TOTAL MOTOR VEHICLE RELEASES:**

\$1,625.01

**SUB-TOTAL CORRECTION RELEASES:**

\$31.30

**Total Releases**

\$ 1,656.31

**Meeting Date: November 4, 2013**

**CONSENT AGENDA Item # 6E**

**SUBJECT: CDBG Monthly Performance Status Reports**

**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 are presented by Karen Foster, Kerr-Tar COG CDBG Grant Administrator, for Board's approval.**

**FUNDING SOURCE: CDBG Grants**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Monthly Performance Status Reports for CDBG Grants 10-C-2227 and 11-C-2328.**

**NOTES:**

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# Monthly Performance Status Report

(Due on 15<sup>th</sup> of each month)

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

Submitted: November 2013

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

Prepared By: Karen Foster

Approved and Emailed By: Karla J. White

Board or Council Update:

Title: Community Development Planner

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

Date: 11/4/13

## Performance Schedule

(Based on *Performance Based Contract*)

On/Off Schedule

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

*Off* Performance Schedule: Provide current performance status and remedy to get back on schedule and submit report

# Monthly Performance Status Report

(Due on 15<sup>th</sup> of each month)

Grantee Name: Warren County Grant Number: 10-C-2227 Month: October Year: 2013

Submitted: November 2013

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

Prepared By: Karen Foster

Approved and Emailed By: Kisha J. Waters

Board or Council Update:

Title: Community Development Planner

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

Date: 11/4/13

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

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

*Off* Performance Schedule: Provide current performance status and remedy to get back on schedule and submit report

**Meeting Date: November 4, 2013**

**CONSENT AGENDA Item # 6F**

**SUBJECT: Proclamation – Veterans Day – November 11, 2013**

**REQUESTED BY:**

**SUMMARY: Resolution urging all citizens to honor our Veterans and call upon all Veterans to wear their medals in observance of Veterans Day so that all will have the opportunity to express appreciation, presented for Board’s review and adoption.**

**FUNDING SOURCE: N/A**

**APPLICABLE STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend adoption of Resolution as presented.**

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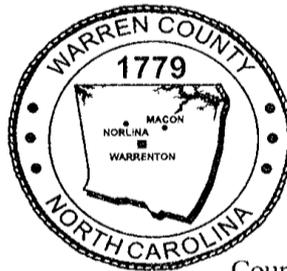
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**NOTES:**

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# WARREN COUNTY BOARD OF COMMISSIONERS

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

County of Warren

State of North Carolina

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

## PROCLAMATION VETERANS DAY

**WHEREAS**, the freedoms we enjoy as Americans have been purchased and maintained at a high price throughout our history; and

**WHEREAS**, since the establishment of the original 13 states, Americans have been willing to fight and die to preserve their individual rights as guaranteed in the United States Constitution and the Bill of Rights; and

**WHEREAS**, we owe a great debt to those who have served in defense of this nation; and

**WHEREAS**, throughout the generations, their sacrifices have preserved our unique form of government dedicated to human rights and respect for the individual; and

**WHEREAS**, for many, that sacrifice has ended in permanent injury or death, yet their spirit remains in the continued preservation of our freedoms and the promise of liberty established as an example for all the oppressed persons of the world; and

**WHEREAS**, in honor of these dedicated men and women, we pledge our continued defense of our nation so that their sacrifice will stand before the entire world as a tribute to the spirit and determination of people dedicated to the principles of freedom and democracy.

**NOW, THEREFORE, We the Warren County Board of Commissioners**, by virtue of the authority vested in us, do hereby urge all citizens to honor our Veterans and call upon all Veterans to wear their medals in observance of Veterans Day so that all will have the opportunity to express appreciation for their service.

**IN WITNESS WHEREOF** the Great Seal of the County of Warren is affixed this 4<sup>th</sup> day of November 2013.

Warren County Board of Commissioners

Attest

\_\_\_\_\_  
Bertadean W. Baker, Chairman

\_\_\_\_\_  
Angelena Kearney-Dunlap, Clerk

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

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

**Meeting Date: November 4, 2013**

**CONSENT AGENDA Item # 6G**

**SUBJECT: Employee Performance Bond Renewal – Sheriff Johnny Williams**

**REQUESTED BY:**

**SUMMARY: Bond renewal for the following is presented for Board’s review and approval: Sheriff Johnny M. Williams for period Dec. 5, 2013 to Dec. 5, 2014; coverage - \$20,000 with premium of \$100.**

**FUNDING SOURCE: Sheriff’s Department FY 13-14 Budget**

**APPLICABLE STATUTE:**

**FOLLOW-UPREQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of bond renewal for Sheriff Johnny M. Williams for the period 12/5/13 – 12/5/14 with \$20,000 coverage at a premium of \$100.**

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**NOTES:**

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**NOTICE OF PREMIUM DUE**  
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Phone: 1-888-866-2666  
Fax: 1-605-335-0357  
Email: [uwservices@cnaSurety.com](mailto:uwservices@cnaSurety.com)  
Company#: 0601  
Bond/Policy#: 68560315  
Billing Date: 10/04/2013  
Due Date: 12/05/2013

Premium: \$100.00

Dept. No. \_\_\_\_\_  
Line Item No. 4310  
Cost Less Tax 5453-00  
Approved [Signature]  
Date 10/10/2013

JOHNNY MYRON WILLIAMS SR.  
% WARREN COUNTY  
548 W. RIDGEWAY ST.  
WARRENTON, NC 27589

**Amount Due: \$100.00**

Company#: 0601  
Bond/Policy#: 68560315  
Effective Date: 12/05/2013      Anniversary Date: 12/05/2014  
Bond amount: \$20,000.00  
Name: JOHNNY MYRON WILLIAMS SR.  
Description: NC SHERIFF COUNTY OF WARREN

Written By: WESTERN SURETY COMPANY

Your agent has requested that we bill your bond/policy directly from our office. PLEASE PAY THE AMOUNT INDICATED to CNA Surety. If this is a renewal, please submit payment at least two weeks prior to the due date to ensure proper and timely renewal of your bond/policy coverage.

If you have any questions, please contact your agent with whom the bond/policy was written.

Phone: (252)257-3104  
Agency Code: 32-02393

**Warrenton Insurance Agency, Inc.**  
P. O. Box 633  
Warrenton, NC 27589-0633

**YOU CAN PAY ONLINE BY VISITING [ONLINEPAY.CNASURETY.COM](http://ONLINEPAY.CNASURETY.COM)**

Please detach and return the coupon below with your payment. Please send payment to the address below. For overnight payments please call 1-888-866-2666.

**CNA Surety**  
Company#: 0601  
Bond/Policy#: 68560315      Effective Date: 12/05/2013  
Name: JOHNNY MYRON WILLIAMS SR.  
Description: NC SHERIFF COUNTY OF WARREN  
Written By: WESTERN SURETY COMPANY  
Agency Code: 32-02393      Warrenton Insurance

**Amount Due: \$100.00**

Check here if changes needed and explain below.

**Make Check Payable To CNA Surety**

CNA Surety  
P.O. Box 802876  
Chicago, IL 60680-2876

**Meeting Date: November 4, 2013**

**CONSENT AGENDA Item # 6H**

**SUBJECT: Employee Performance Bond Renewal – Register of Deeds  
Yvonne Alston**

**REQUESTED BY:**

**SUMMARY: Bond renewal for the following is presented for Board’s review and approval: Register of Deeds – Yvonne D. Alston for period Dec. 1, 2013 to Dec. 1, 2014; coverage - \$10,000 with premium of \$100.**

**FUNDING SOURCE: Register of Deeds’ Department FY 13-14 Budget**

**APPLICABLE STATUTE:**

**FOLLOW-UPREQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of bond renewal for Register of Deeds Yvonne Alston for the period 12/1/13 – 12/1/14 with \$10,000 coverage at a premium of \$100.**

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**NOTES:**

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**Meeting Date: November 4, 2013**

**ADDITION**

**CONSENT AGENDA Item # 6I**

**SUBJECT: Resolution in Memorium – Rev. Francis L. Alston**

**REQUESTED BY:**

**SUMMARY: Resolution is presented for Board’s consideration and adoption.  
Authorize Clerk to sign same.**

**FUNDING SOURCE:**

**APPLICABLE STATUTE:**

**FOLLOW-UPREQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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# WARREN COUNTY BOARD OF COMMISSIONERS

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

## *RESOLUTION IN MEMORIAM*

### The Late Reverend Francis L. Alston Former Warren County Commissioner

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

*Whereas*, The Rev. Francis L. Alston served faithfully as a Warren County Commissioner for eight (8) years from 1982 to 1990; and

*Whereas*, The Rev. Francis L. Alston performed his duties as Warren County Commissioner with true dedication and integrity, diligently serving the citizens of Warren County and contributing significantly to the vitality and strengths of our community; and

*Whereas*, having attained the privilege to be honored by serving the community tirelessly, he shall be acknowledged, remembered, and celebrated as one that truly made a positive difference in Warren County.

Now, therefore, be it declared that the Warren County Manager and Board of County Commissioners express sincere condolences and acknowledge a great loss within the community in the passing of one such as The Rev. Francis L. Alston, a dedicated citizen, public servant, business and community leader.

Let it be further declared that the Warren County Manager and the Board of County Commissioners express sincere appreciation to the family of The Rev. Francis L. Alston and support the Alston Family in their loss.

Resolution duly adopted and recorded in Warren County's official records, this 4<sup>th</sup> day of November, 2013.

Warren County Board of Commissioners  
Bertadean W. Baker, Chairman  
Jennifer Jordan, Vice Chairman  
Ruby Downey  
Ulysses S. Ross  
Barry Richardson  
Warren County Manager Linda T. Worth

SEAL

Angelena Kearney-Dunlap, Clerk

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

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

**Meeting Date: November 4, 2013**

**Item # 7**

**SUBJECT: Amendment # 4 to the Warren County FY 2013-14 Budget Ordinance**

**REQUESTED BY: Barry Mayo, Finance Director**

**SUMMARY: Amendment # 4 presented for board's review and approval.**

**FUNDING SOURCE:**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Amendment #4 to the Warren County FY 2013-14 Budget Ordinance.**

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**NOTES:**

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AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE

2013/2014

Amendment No. 4

**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	25,000
Court Facilities	1,750
Buildings, Grounds and Maintenance	(1,750)
Sheriff's Office	13,355
Cooperative Extension	1,707
Health Department	15,686
Senior Center	1,000
<b>Total</b>	<b>\$ 56,748</b>

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

Increase/(Decrease) Revenues:

Restricted Intergovernmental - Health	15,686
Restricted Intergovernmental - Other	13,355
Sales and Services	(78,700)
Miscellaneous Revenue	1,000
Fund Balance Appropriated	105,407
<b>Total</b>	<b>\$ 56,748</b>

**This amendment:**

- funds are appropriated to the County Attorney budget for legal services.  
Funding Source: Fund Balance
- funds are appropriated to Court Facilities for building repairs.  
Funding Source: Buildings, Grounds and Maint - Major Building Repairs
- funds are appropriated to the Sheriff's Office for vehicle equipment.  
Funding Source: Federal Drug Forfeitures
- funds are appropriated to Cooperative Extension, this amendment budgets SECU Grant funds received in the prior fiscal year but not spent.  
Funding Source: Fund Balance Appropriated
- funds are appropriated to the Health Department to agree with State allocation.

Funding Source: NC Division of Public Health

- funds are appropriated to the Senior Center for transportation expenses.

Funding Source: Private Contributions

- The Medicaid Cost Settlement receipts are reclassified to Health Reserve Fund Balance for Health Department reporting purposes.

Funding Source: Health Reserved Fund Balance Appropriated

Respectfully Submitted 11/04/2013

*Barry J. Mayo*

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Barry J. Mayo, Finance Director

**Meeting Date: November 4, 2013**

**Item # 8-A**

**SUBJECT: Appointments to Boards/Commissions/Committees**

**REQUESTED BY: Douglas Young, Emergency Services Director**

**SUMMARY: It is presented to re-appoint McConnel Silver to the Warren County Fire Commission. This second (2<sup>nd</sup>) term expires June 30, 2016.**

**FUNDING SOURCE: N/A**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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# COUNTY OF WARREN, NC

## DEPARTMENT OF EMERGENCY SERVICES

Emergency Management \* Emergency Medical Services \* Fire Marshal's Office

PO Box 619  
540 W. Ridgeway St.  
Warrenton, NC 27589

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Douglas R. Young, CEM / VPEM  
Director / Fire Marshal

Office 252-257-1191 ext 237  
Fax 252-257-9458

October 1, 2013

To: Angelena Kearney-Dunlap  
Clerk, Warren County Board of Commissioners  
From: Doug Young, Director

Re: Re-appointment to Fire Commission

The Warren County Fire Commission submits this memo to recommend to the Board of Commissioners for approval of McConnel Silver to be re-appointed to the Warren County Fire Commission with a term to expire in June 2016.

Please let me know if you have any questions or concerns.

## 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. Fire Commission
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name McConnel Silver  
Date of Birth 8-14-1956 Sex m Race A/I  
Mailing Address 1373 NC Hwy 43  
City and Zip Code Warrenton, NC 27589  
Street Address 1373 NC Hwy 43  
City and Zip Code Warrenton, NC 27589  
Home Phone (252) 257-4804 Work Phone (252) 467-5102  
Job Title Owner/Operator - Logistics  
Company or Agency Silver's Transport Services  
Email Address macksilver@live.com

Do you live in the county? Yes  No

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

### Educational Background

Name and Address of High School Attended Eastman, Enfield, NC  
Name and Address of College Attended Nash Community, Nashville, NC  
Degree Received Professional Driving Certificate - CDL

Please list any military experience N/A

If you are presently serving as an elected or appointed official, please explain: Currently serving  
on Fire Commission Board

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

Work Experience Barcalounger Furniture Company 33 yrs,  
U.S. Census 2010  
Owner/operator of Services Transport Services 3 yrs.

Volunteer Experience Arcola Fire Dept since 1993 to present,  
Board of Director President, Halliwa-Saponi Tribe  
past vice Chief + Tribal Council, Currently Chairman  
of Deacon Board (Mt. Bethel church.)

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

Mc Connell Silver

Date

9-23-2013

**Meeting Date: November 4, 2013**

**Item # 8-B**

**SUBJECT: Appointments to Boards/Commissions/Committees**

**REQUESTED BY: Linda Johns, Home Health Nurse**

**SUMMARY: It is presented by Linda Johns staff liaison to the Home Health Advisory Board, to re-appoint the individuals on the following page to the Home Health Advisory Board for three (3) year terms, expiring October 31, 2016.**

**FUNDING SOURCE: N/A**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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## Home Health Advisory Board

<i>Member</i>	<i># of Terms</i>	<i>Term Expiration</i>
<b>Elaine G. Coleman</b>	<b>5<sup>th</sup> term</b>	<b>These terms will expire October 31<sup>st</sup> 2016</b>
<b>Sheriff Johnny Williams</b>	<b>3<sup>rd</sup> term</b>	
<b>Wayne Paynter</b>	<b>8<sup>th</sup> term</b>	
<b>Wenona Mills</b>	<b>4<sup>th</sup> term</b>	

Warren County

Board/Commission Membership Maintenance

Board/Commission Name: Home Health Advisory Board

Board Advisor: Linda Johns

Board Advisor's Phone # 252-257-4081

Board member with term expiring:

Elaine G. Coleman

Number terms served: \_\_\_\_\_ Filling an unexpired term \_\_\_\_\_ 1st term \_\_\_\_\_  
2nd term \_\_\_\_\_ 3rd term

Does this individual choose to be re-appointed? Yes  No \_\_\_\_\_

If present member does not choose to be reappointed, please supply name of recommendation for appointment:

Citizen's name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Is "Statement of Interest to Serve" attached? Yes \_\_\_\_\_ No \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RECEIVED

Warren County

Board/Commission Membership Maintenance

Board/Commission Name: Home Health Advisory Board  
Board Advisor: Linda Johns  
Board Advisor's Phone # 252-257-4081

Board member with term expiring:

Johnny Williams

Number terms served: Filling an unexpired term \_\_\_\_\_ 1st term \_\_\_\_\_  
2nd term \_\_\_\_\_ 3rd term

Does this individual choose to be re-appointed? Yes  No \_\_\_\_\_

If present member does not choose to be reappointed, please supply name of recommendation for appointment:

Citizen's name: Johnny M. Williams  
Address: 768 Oine Rd. Norlina, N.C. 27563  
Home Phone 252-456-4333 Work Phone 252-257-3364

Is "Statement of Interest to Serve" attached? Yes  No \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Warren County

Board/Commission Membership Maintenance

Board/Commission Name: Home Health Advisory Board

Board Advisor: Linda Johns

Board Advisor's Phone # 252-257-4081

Board member with term expiring:

Walter Wayne Paynter

Number terms served: \_\_\_\_\_ Filling an unexpired term \_\_\_\_\_ 1st term \_\_\_\_\_

2nd term \_\_\_\_\_ 3rd term

Does this individual choose to be re-appointed? Yes  No \_\_\_\_\_

If present member does not choose to be reappointed, please supply name of recommendation for appointment:

Citizen's name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Is "Statement of Interest to Serve" attached? Yes  No \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RECEIVED

Warren County

Board/Commission Membership Maintenance

Board/Commission Name: Home Health Advisory Board

Board Advisor: Linda Johns

Board Advisor's Phone # 252-257-4081

Board member with term expiring:

Wenona Mills

Number terms served: Filling an unexpired term \_\_\_\_\_ 1st term \_\_\_\_\_

2nd term \_\_\_\_\_ 3rd term

Does this individual choose to be re-appointed? Yes  No \_\_\_\_\_

If present member does not choose to be reappointed, please supply name of recommendation for appointment:

Citizen's name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Is "Statement of Interest to Serve" attached? Yes \_\_\_\_\_ No \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RECEIVED

**Meeting Date: November 4, 2013**

**Item # 9-A**

**SUBJECT: Local Salary Plan Reporting Package**

**REQUESTED BY: Lisa Alston, Human Resources Manager**

**SUMMARY: Warren County's FY 2013-14 Local Salary Reporting Form, Local Salary Plan, and Job Classification Schedule with titles, salary minimums, maximums & averages effective July 1, 2013 are submitted for Board's review and approval. Authorize Chairman Baker to sign related documentation.**

**FUNDING SOURCE: N/A**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

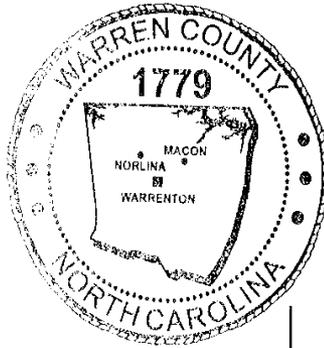
**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Warren County's FY 2013-14 Local Salary Reporting Form, Local Salary Plan, and Job Classification Schedule effective July 1, 2013, and authorize Chairman Baker to sign related documentation.**

**NOTES:**

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**WARREN COUNTY  
HUMAN RESOURCES DEPARTMENT**

P.O. Box 619  
Warrenton, NC 27589  
**Lisa Alston**  
*Human Resources Manager*  
lisaalston@co.warren.nc.us

**2013-2014  
Salary  
Schedule  
Tables  
have been  
supplied in a  
separate e-  
mail.**

Telephone:  
252-257-7132

Fax:  
252-257-5971

www.warrencountync.com

**MEMORANDUM**

**TO:** Warren County Board of Commissioners  
**FROM:** Lisa Alston, Human Resources Manager  
**DATE:** October 24, 2013  
**RE:** Local Salary Plan Reporting Package

I am requesting that the Board consider and approve the 2013-14 local salary plan reporting package which includes the following:

- 2013-14 Salary Plan Reporting Form.
- 2013-14 Salary Plan with Warren County's class titles, minimum, maximum, and average salaries.
- Job Classification Schedule Effective July 1, 2013.

Positions in Health and Social Services Departments are subject to the State Personnel Act. Although the County can establish the salary ranges for jobs that are subject to the State Personnel Act, the North Carolina Office of State Personnel must review the County's pay plan to ensure that the County maintains specified grade differences between levels that are within the same class (i.e. Social Worker I, Social Worker II, and Social Worker III). The specified grade difference between the County classes must correlate to the grade differences in the State classes for comparable class titles.

Thanks in advance for your consideration and approval.

Salary Plan Reporting Form

**Office of State Personnel  
2013-2014 Salary Plan Reporting Form**

Name of Jurisdiction Warren County  
 Name of Individual Completing Form Lisa Alston  
 Title Human Resources Manager  
 Phone Number (252) 257-7132  
 E-Mail Address of Pay Plan Contact Person lisaalston@co.warren.nc.us  
 Effective Date of Pay Plan 1. July 1, 2013  
 Amount of Increase in Schedule 2. 0  
 Amount of Increase given to Employees 3. 0

4. Agencies covered by this salary plan:	Social Services	<u>X</u>	Total # DSS Positions	<u>70</u>
	Public Health	<u>X</u>	Total # PH Positions	<u>48</u>
	Mental Health	<u>N/A</u>	Total # MH Positions	<u>N/A</u>

5. With the exception of employees in trainee status, the salaries of all SPA employees must be between the minimum and the maximum of the assigned range.  
 Does your jurisdiction meet this requirement? ( X ) Yes ( ) No  
 If "No", please explain. \_\_\_\_\_
6. Are the salaries of all employees in trainee status below the minimum rate for the full class? ( X ) Yes ( ) No
7. Has your Area, District Board, or Board of Commissioners approved the plan? ( X ) Yes ( ) No
8. Do all pay rates reflected on your salary schedule meet the State minimum wage of \$7.25? ( X ) Yes ( ) No
9. Have you attached a copy of your approved salary schedule? ( X ) Yes ( ) No

**You must answer "Yes" to questions 6, 7, 8 and 9, before submitting your form.**

**2013-2014 LOCAL SALARY PLAN**

Please enter the salary grade you have assigned your jurisdiction's SPA classes in the block labeled "County Grade." Only those classes in use, or which you anticipate needing this fiscal year should be included.

Please verify that the required pay grade relationships have been maintained within Occupational Groupings. This can be done by subtracting the number in the State SG column from the number in the County SG column. If you have entered your salary schedule information in the Local Government Salary Plan spreadsheet these numbers will populate automatically. **The numbers in the "Rel Dif" column must be identical for each class you are reporting within the same occupational grouping.** The separate occupational groups are differentiated by bold lines to assist you in identifying classes having required relationships.

Salary Plan Reporting Form

The following sections should be completed, listing salary grades (or minimum salary rates) assigned to your **County Social Services, Local Health and Area Mental Health Directors**, and **Human Services Deputy Director** positions:

**Social Services Jurisdictions**

10. Title of the highest level class supervised by County Social Services Director, excluding Human Services Deputy Director and the Attorney series: \_\_\_\_\_  
Social Work Supervisor III
11. Grade of highest level supervised 29 12. Minimum Rate \$47,982
13. Grade of County Social Services Director (if app) 34 14. Minimum Rate \$61,238
15. Subtract line 12 from line 14. \$13,256 16. Divide by line 12. 28 %
17. Is the resulting answer between 20% and 60% ( X ) Yes ( ) No  
**You must answer "Yes" to question 17 before submitting your form.**

**Single and Multi-County District Health Jurisdictions**

18. Title of the highest level class supervised by Local Health Director, excluding Physicians, Physician Extenders, Pharmacists, Dentists and Human Services Deputy Director: \_\_\_\_\_  
Public Health Nurse Director I
19. Grade of highest level supervised 30 20. Minimum Rate \$50,381
21. Grade of Local Health Director (if app) 34 22. Minimum Rate \$61,238
23. Subtract line 20 from line 22. \$10,857 24. Divide by line 20. 22 %
25. Is the resulting answer between 20% and 60% ( X ) Yes ( ) No  
**You must answer "Yes" to question 25 before submitting your form.**

**Single and Multi-County Area Mental Health Jurisdictions** N/A

26. Title of the highest level class supervised by Dir. of MH, excluding Physicians, Physician Extenders, Pharmacists and Human Services Deputy Director. (Jurisdictions have the option of also excluding Psychology classes for which a Ph.D. in Psychology is required): \_\_\_\_\_
27. Grade of highest level supervised \_\_\_\_\_ 28. Minimum Rate \_\_\_\_\_
29. Grade of Mental Health Director (if app) \_\_\_\_\_ 30. Minimum Rate \_\_\_\_\_
31. Subtract line 28 from line 30. \_\_\_\_\_ 32. Divide by line 28. \_\_\_\_\_ %
33. Is the resulting answer between 20% and 60% ( ) Yes ( ) No

**Social Services, Public Health and Area Mental Health Jurisdictions:**

34. Title of the Director class under which **Human Services Deputy Director** serves:  
N/A
35. Grade of highest level supervised by Director \_\_\_\_\_ 36. Minimum Rate \_\_\_\_\_
37. Grade of HSDD \_\_\_\_\_ 38. Minimum Rate \_\_\_\_\_
39. Subtract line 36 from line 38. \_\_\_\_\_ 40. Divide by line 36. \_\_\_\_\_ %
41. Is the resulting answer between 10% and 40% ( ) Yes ( ) No  
**You must answer "Yes" to question 41 before submitting your form.**

**CERTIFICATION OF SALARY PLAN**

**Single Reporting Jurisdictions**

I hereby certify that the attached salary plan submitted for Warren County, is complete and compliant with all the relevant provisions in NCGS 126, the State Personnel Act. Furthermore, the salary plan was completed in accordance with the instructions that have been provided and is deemed accurate at the time of submission. I further certify that I am the authorized official. (Electronic signatures are acceptable.)

Signature of Authorized Official \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_



**Multi-County Area Mental Health AND District Health Jurisdictions**

42. Does your pay plan exceed the highest paying member county in your Area? ( ) Yes ( ) No

43. If "yes", have you received authorization from all counties in the area to exceed? ( ) Yes ( ) No

**You must answer "Yes" to question 43 before submitting your form.**

If you answered "No" to question 42, please complete as follows: I hereby certify that the attached salary plan submitted for \_\_\_\_\_ Area Mental Health or District Health, is complete and compliant with all the relevant provisions in NCGS 126, the State Personnel Act. Furthermore, the salary plan was completed in accordance with the instructions that have been provided and is deemed accurate at the time of submission. (Electronic signatures are acceptable.)

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

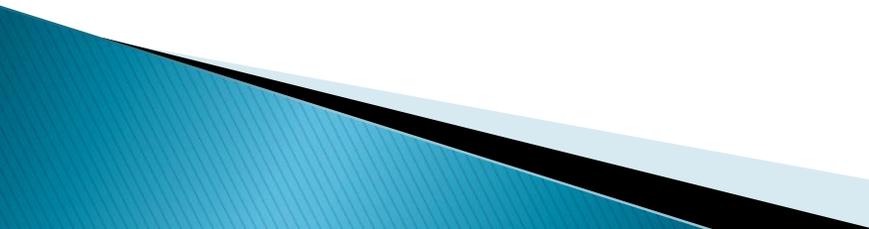
If you answered "Yes" to questions 42 and 43, please complete as follows: We, the Area Mental Health or District Health Board Chairperson, and the Chairperson of the Board of County Commissioners of each member county; or the County Commissioner Representative on the Area Mental Health or District Health Board (acting on behalf of their respective Boards of County Commissioners in authorizing that the Area or District Health pay plan may exceed that of the highest paying county); hereby certify that the attached salary plan submitted for \_\_\_\_\_ Area Mental Health or District Health is complete and compliant with all the relevant provisions in NCGS 126, the State Personnel Act. Furthermore, the salary plan was completed in accordance with the instructions that have been provided and is deemed accurate at the time of submission. (Electronic signatures are acceptable.)

Jurisdiction \_\_\_\_\_ County \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Title Area Board Chairperson Title \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_



Salary Plan Reporting Form

**2013-2014  
Salary  
Schedule  
Tables  
have been  
supplied in a  
separate  
e-mail.**

County \_\_\_\_\_ County \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

County \_\_\_\_\_ County \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

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If you need assistance, please contact your assigned HR Consultant (see LG Contacts Listing on OSP website).

**PLEASE E-MAIL THIS COMPLETED REPORTING FORM WITH THE ELECTRONIC SIGNATURES BY JULY 5, 2013 TO:**

e-mail: [localsalary.plans@osp.nc.gov](mailto:localsalary.plans@osp.nc.gov)

Early submission of salary plan reports will be appreciated.

**Warren County  
Job Classification Schedule  
Effective July 1, 2013**

NOTE: Positions with \* are subject to the State Personnel Act

Grade	Salary Range			Job Title	OSP Code	
	Minimum	Midpoint	Maximum			
1	12,239	15,940	19,640			
2	12,851	16,737	20,623			
3	13,495	17,575	21,654			
4	14,169	18,455	22,739			
5	14,878	19,375	23,873			
6	15,622	20,344	25,066			
7	16,402	21,361	26,319			
8	17,223	22,429	27,635			
9	18,084	23,552	29,020			
10	18,989	24,728	30,469	Human Resources Aide*	5345	
11	19,938	25,966	31,994	Animal Shelter Attendant	6514	
				General Utility Worker*		
				Office Assistant (General County)		
				Office Assistant III (OSSOG Level 57)*		
12	20,933	27,263	33,593	Processing Assistant III (OSSOG Level 57)*	403	
				Community Health Assistant*	440	
					5346	
13	21,982	28,627	35,273	Accounting Clerk	470	
				Accounting Clerk IV (OSSOG Level 59)*		
				Administrative Assistant I		
				Deputy Register of Deeds		
				Office Assistant IV (OSSOG Level 59)*		404
				Medicare Specialist		441
14	23,080	30,057	37,034	Processing Assistant IV (OSSOG Level 59)*	5347	
				Program Assistant IV		
				Building and Grounds Maintenance Worker I		
				Community Health Technician*		
				Deputy Elections Director		
				Deputy Tax Assessor		
				Deputy Tax Collector		
				Foreign Language Interpreter		
				Library Aide		
Revaluation Clerk						
15	24,234	31,561	38,889	Weighmaster		
				Accounting Technician (General County)		
				Administrative Assistant II		
				Animal Control Officer I		
				Assistant Register of Deeds		
				Library Clerk		
				Nutrition Site Manager		
				Recreation Maintenance Specialist		
				Telecommunicator		
				Utility Service Technician		
Teen Court Coordinator						
Youth Services Program Assistant						

**Warren County  
Job Classification Schedule  
Effective July 1, 2013**

NOTE: Positions with \* are subject to the State Personnel Act

16	25,446	33,139	40,832	Computing Support Technician I* Detention Officer Detention Transportation Officer Emergency Medical Technician - Basic Human Resources Placement Specialist Human Resources Technician Income Maintenance Caseworker I* Recreation Assistant Recreation Coordinator Senior Center Activity Coordinator Solid Waste Operator	2296      9910
17	26,719	34,796	42,875	Accounting Specialist Administrative Assistant I* Animal Shelter Technician Chief Telecommunicator Child Support Officer Practical Nurse II* Senior Administrative Assistant	1601     5328
18	28,053	36,536	45,019	Accounting Technician IV* Animal Control Officer II Building & Grounds Maintenance Worker II Chore Service Supervisor II* Delinquent Tax Specialist Emergency Medical Technician - Intermediate Income Maintenance Caseworker II* Income Maintenance Investigator I* Library Computer Lab Technician Library Technical Assistant Nutritionist I* Public Health Educator I* Tax Mapper/Exemption Specialist Utilities Customer Service Coordinator Utility Crew Leader	129   9952   9911 9996   5241 2961
19	29,457	38,364	47,271	Administrative Assistant II* Building & Grounds Maintenance Supervisor Deputy Sheriff Detention Sergeant Medical Laboratory Technician II* SEMAA Parent Coordinator Social Worker I* Solid Waste Supervisor Utility Office Coordinator	       4612 4011
20	30,931	40,283	49,636	Accounting Manager Code Enforcement Officer Code Enforcement Officer/Planning Technician Emergency Medical Technician - Paramedic Income Maintenance Caseworker III* Soil and Water District Technician Veterans Administrator	    9995

**Warren County  
Job Classification Schedule  
Effective July 1, 2013**

NOTE: Positions with \* are subject to the State Personnel Act

21	32,477	42,296	52,116	Administrative Officer I* Assistant Detention Center Administrator Deputy Sheriff Investigator Deputy Sheriff Sergeant Executive Assistant Nutritionist II* Tax Collection Supervisor	1605     5242
22	34,101	44,411	54,722	Deputy Sheriff Sergeant/Detective Elections Director Emergency Medical Technician Supervisor Human Services Coordinator II* Income Maintenance Supervisor II* Public Health Educator II* Senior Center Director	4054 9999 2962
23	35,806	46,632	57,459	Assistant Building & Grounds Maintenance Manager Child Support Agent II Clerk to the Board Computer Systems Administrator I* Daycare Services Coordinator I* Deputy Sheriff Lieutenant Detention Center Administrator Public Health Nurse I* Social Work Supervisor I Social Worker II* Utilities Superintendent/ORC	2268 9856 9856  5007 4012
24	37,597	48,965	60,334	Administrative Officer II* Animal Control Director E-911 Coordinator Environmental Health Specialist* Planner/Zoning Officer SEMAA AEL Coordinator Soil and Water Conservation Director	1606   5356
25	39,476	51,412	63,348	Child Support Supervisor I Code Enforcement Administrator Deputy Sheriff Captain Emergency Medical Services Coordinator Parks and Recreation Director Public Health Nurse II* SEMAA Director Social Worker III* Youth Services Program Director	5014 4033
26	41,451	53,983	66,515	Information Technology Administrator Public Health Educator III* Public Health Nurse III* Social Work Supervisor II* Social Worker Investigative/Assessment & Treatment*	5016 4016 35074
27	43,521	56,681	69,840	Environmental Health Supervisor I* Public Health Nurse Supervisor I* Register of Deeds	5676 5038
28	45,699	59,515	73,332		

**Warren County  
Job Classification Schedule  
Effective July 1, 2013**

NOTE: Positions with \* are subject to the State Personnel Act

29	47,982	62,489	76,997	Economic Development Director Emergency Services Director/Fire Marshal Human Resources Manager Library Director Planning/Zoning Administrator Public Health Nurse Supervisor II* Social Work Supervisor III*	5039 4085
30	50,381	65,614	80,847	Building & Grounds Maintenance Manager Public Health Nurse Director I* Public Utilities Director Public Works Director	5087
31	52,900	68,894	84,889	Tax Administrator	
32	55,545	72,339	89,133	Finance Director Sheriff	
33	58,323	75,958	93,591		
34	61,238	79,753	98,268	Director of Social Services* Local Health Director*	9929 9928
35	64,300	83,742	103,182		
36	67,516	87,928	108,342	County Manager	
37	70,891	92,325	113,759		

**2013–2014  
Salary Schedule  
Tables  
have been supplied  
in a separate e-  
mail.**

**Meeting Date: November 4, 2013**

**Item # 9-B**

**SUBJECT: Local Salary Plan Reporting Package**

**REQUESTED BY: Lisa Alston, Human Resources Manager**

**SUMMARY: Authorization is requested to submit Warren County's FY 2013-14 Local Salary Plan Reporting Form to the NC Office of State Personnel.**

**FUNDING SOURCE: N/A**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval to submit Warren County's FY 2013-14 Local Salary Plan Reporting Form to the NC Office of State Personnel.**

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**NOTES:**

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**Meeting Date: November 4, 2013**

**Item #10-A**

**SUBJECT: FOLLOW-UP TO OCTOBER 16, 2013 WORK SESSION**

**REQUESTED BY: Linda T. Worth County Manager**

**SUMMARY: In follow-up to October 16, 2013 work session, the Board is requested to consider approving the revised Job Classification Schedule for Warren County employees effective January 1, 2014. This schedule was developed as part of the Job Classification/Salary Study that was recently completed by Springsted, Inc.**

**FUNDING SOURCE:**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of revised Job Classification Schedule for Warren County employees effective January 1, 2014.**

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**NOTES:**

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**Warren County  
Job Classification Schedule  
Effective January 1, 2014**

Grade	Salary Range			Department	Job Title
	Minimum	Midpoint	Maximum		
1	12,260	15,938	19,615		
2	12,873	16,734	20,596		
3	13,516	17,571	21,626		
4	14,192	18,450	22,707		
5	14,902	19,372	23,843		
6	15,647	20,341	25,035		
7	16,429	21,358	26,286		
8	17,251	22,426	27,601		
9	18,113	23,547	28,981		
10	19,019	24,724	30,430	Social Services	Human Resources Aide
11	19,970	25,961	31,951	Animal Control Health	Animal Shelter Attendant General Utility Worker
12	20,968	27,259	33,549	Health OSP OSP	Community Health Assistant Processing Assistant III Office Assistant III
13	22,017	28,621	35,226	Senior Center	Medicare Specialist
14	23,117	30,053	36,988	Animal Control Board of Elections Global Health Health Health Library OSP Public Works Register of Deeds Tax Office Tax Office	Animal Shelter Technician Elections Technician Administrative Assistant I Accounting Clerk IV Community Health Technician Processing Assistant IV Library Clerk Office Assistant IV Weighmaster Deputy Register of Deeds Deputy Tax Assessor Deputy Tax Collector
15	24,273	31,555	38,837	Buildings and Grounds Detention Finance Global Health Library Parks and Recreation Public Utilities Senior Center Youth Services Youth Services	Building and Grounds Maintenance Worker I Detention Transportation Officer Accounting Technician Administrative Assistant II Foreign Language Interpreter Library Assistant Recreation Maintenance Specialist Utility Service Technician Nutrition Site Manager Youth Services Program Assistant Teen Court Coordinator
16	25,487	33,133	40,779	Animal Control Detention Emergency Services Global Health Health Parks and Recreation Parks and Recreation Senior Center Social Services	Animal Control Officer Detention Officer EMT Basic Senior Administrative Assistant Computer Support Technician I Program Assistant IV Recreation Assistant Recreation Coordinator Senior Center Activity Coordinator Income Maintenance Caseworker I
17	26,761	34,790	42,818	Communication Center Finance Health Public Works Sheriff's Office	Telecommunicator Accounting Specialist Nutritionist I Solid Waste Operator Child Support Officer

**Warren County  
Job Classification Schedule  
Effective January 1, 2014**

18	28,099	36,529	44,959	Buildings and Grounds Emergency Services Health Health Human Resources Library Public Utilities Public Utilities Social Services Social Services Social Services Tax Office Tax Office Youth Services	Building and Grounds Maintenance Worker II EMT Intermediate Public Health Educator I Licensed Practical Nurse II Human Resources Technician Library Technical Assistant Utility Crew Leader Utility Customer Service Coordinator Chore Services Supervisor II Income Maintenance Caseworker II Income Maintenance Investigator I Delinquent Tax Specialist Tax Mapper/Exemption Specialist Youth Services Program Coordinator
19	29,504	38,355	47,207	Board of Elections Buildings and Grounds Communication Center Detention Detention Health Public Utilities SEMAA Sheriff's Office Social Services	Deputy Elections Director Building and Grounds Maintenance Supervisor Telecommunicator Shift Supervisor Detention Sergeant Detention Transportation Sergeant Medical Laboratory Technician II Utility Office Coordinator SEMAA Parent Coordinator Deputy Sheriff Social Worker I
20	30,979	40,273	49,567	Emergency Services Public Works Social Services Soil and Water	EMT Paramedic Solid Waste Supervisor Income Maintenance Caseworker III Soil and Water Conservationist
21	32,528	42,287	52,045	Communication Center County Manager's Office Detention Emergency Services Health Planning/Code Enforcement	Senior Telecommunicator Supervisor Executive Assistant/Deputy Clerk to the Board Assistant Detention Center Administrator Lieutenant Emergency Services Sergeant Nutritionist II Code Enforcement Officer
22	34,155	44,401	54,648	Economic Development Emergency Services Finance Health Planning/Code Enforcement Sheriff's Office Sheriff's Office Social Services	Economic Development Coordinator Emergency Services Lieutenant Accounting Manager Administrative Officer I Assistant Fire Marshal/Code Enforcement Officer Deputy Sheriff Investigator Deputy Sheriff Sergeant Human Services Coordinator II
23	35,863	46,621	57,380	Child Support County Manager's Office Emergency Services OSP Public Utilities Sheriff's Office Social Services Social Services Social Services Social Services Tax Office	Child Support Agent II Clerk to the Board Emergency Services Captain Social Worker II Utility Superintendent/ORC Deputy Sheriff Investigator Sergeant Computer Systems Administrator I Day Care Services Coordinator I Income Maintenance Supervisor II Social Work Supervisor I Tax Collection Supervisor
24	37,656	48,952	60,249	Communication Center Health Planning/Code Enforcement SEMAA Sheriff's Office Social Services	E-911 Coordinator Environmental Health Specialist Planner/Zoning Officer SEMAA AEL Coordinator Deputy Sheriff Lieutenant Administrative Officer II

**Warren County  
Job Classification Schedule  
Effective January 1, 2014**

25	39,538	51,400	63,262	Animal Control Board of Elections Buildings and Grounds Child Support Detention Emergency Services SEMAA Senior Center Sheriff's Office Social Services Soil and Water Veterans Services Youth Services	Animal Control Director Elections Director Building and Grounds Maintenance Director Child Support Supervisor I Detention Center Administrator Emergency Services Division Chief SEMAA Director Senior Center Director Deputy Sheriff Investigator Lieutenant Social Worker III Soil and Water Conservation Director Veterans Administrator Youth Services Program Director
26	41,515	53,970	66,425	Health Health Planning/Code Enforcement Sheriff's Office Social Services Social Services	Public Health Educator III Public Health Nurse II Code Enforcement Administrator Deputy Sheriff Captain Social Worker Investigation/Assessment & Treatment Social Work Supervisor II
27	43,591	56,669	69,746	Health Health Information Technology Parks and Recreation Register of Deeds	Public Health Nurse III Environmental Health Supervisor I Information Technology Administrator Parks and Recreation Director Register of Deeds
28	45,771	59,502	73,233	Health	Public Health Nurse Supervisor I
29	48,059	62,477	76,895	Economic Development Emergency Services Health Human Resources Planning/Code Enforcement Sheriff's Office Social Services	Economic Development Director Emergency Services Director/Fire Marshal Public Health Nurse Supervisor II Human Resources Manager Planning/Zoning Administrator Chief Deputy Sheriff Major Social Work Supervisor III
30	50,462	65,601	80,740	Health Library Public Utilities Public Works	Public Health Nurse Director I Library Director Public Utilities Director Public Works Director
31	52,985	68,881	84,777		
32	55,635	72,325	89,015	Finance Tax Office	Finance Director Tax Administrator
33	58,416	75,941	93,466		
34	61,337	79,738	98,139	Health Sheriff's Office Social Services	Local Health Director Sheriff Director of Social Services
35	64,404	83,725	103,046	County Manager's Office	Assistant County Manager
36	67,624	87,911	108,199		
37	71,005	92,307	113,609	County Manager's Office	County Manager

**Meeting Date: November 4, 2013**

**Item #10-B**

**SUBJECT: FOLLOW-UP TO OCTOBER 16, 2013 WORK SESSION**

**REQUESTED BY: Linda T. Worth, Warren County Manager**

**SUMMARY: In follow-up to October 16, 2013 work session, the Board is requested to consider selecting an Option (1, 2 or 3) for Salary Study Implementation, effective January 1, 2014.**

**FUNDING SOURCE: FY 2014 General & Enterprise Funds Budgets**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Salary Study Implementation Option #3, effective January 1, 2014, at a cost of \$257,012 (salary and fringes) for one-half year . Funds are appropriated in the FY 14 General Fund and Enterprises Funds budgets for this expense. NOTE: Option #3 will move employees currently below the proposed salary grade minimum to the minimum and also gives employees .5% increase for each year of service since the last salary study was implemented (7 years ago). The FY 15 budget will be impacted by the full cost (\$514,024) if Option #3 is implemented in the current fiscal year.**

**NOTES:**

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**Warren County NC Project Summary(MinMax) to client 10 15 2013  
Impact**

<b>Option 1 - Move to Min</b>					
	<b># of Staff</b>	<b>Current Salary</b>	<b>Proposed Salary</b>	<b>Difference</b>	<b>% Increase</b>
Totals	300	9,609,767	9,849,820	240,053	2.50%
Employee Below Min	170	4,802,246	5,042,299	240,053	5.00%
Employee Within Range	130	4,807,521	4,807,521		
Employee Above Max	0	-	-		

<b>Option 2 - At Least a 2% Increase</b>					
	<b># of Staff</b>	<b>Current Salary</b>	<b>Proposed Salary</b>	<b>Difference</b>	<b>% Increase</b>
Totals	300	9,609,767	9,961,999	352,232	3.67%
Employee Below Min	170	4,802,246	5,079,698	277,452	5.78%
Employee Within Range	130	4,807,521	4,882,301	74,780	1.56%
Employee Above Max	0	-	-		

<b>Option 3 - Move to Min + .5% increase per YOS</b>					
	<b># of Staff</b>	<b>Current Salary</b>	<b>Proposed Salary</b>	<b>Difference</b>	<b>% Increase</b>
Totals	300	9,609,767	10,052,929	443,162	4.61%
Employee Below Min	170	4,802,246	5,137,590	335,344	6.98%
Employee Within Range	130	4,807,521	4,915,338	107,817	2.24%
Employee Above Max	0	0	0		

**Warren County, NC Project Summary (MinMax) 10-15-2013  
Impact Including Fringes**

<b>Option 1 - Move to Min</b>				
	<b>Salaries</b>	<b>FICA (7.65)</b>	<b>Retirement (7.07)</b>	<b>401K (5.00) (Law Enforcement)</b>
General	153,555	11,746	10,856	
Law Enforcement	<u>86,498</u>	<u>6,617</u>	<u>6,115</u>	<u>4,324</u>
<b>Totals</b>	<b>240,053</b>	<b>18,363</b>	<b>16,971</b>	<b>4,324</b>
<b>Total Cost Full Year:</b>	<b>\$279,711</b>		<b>Total Cost 1/2 Year:</b>	<b>\$139,856</b>

<b>Option 2 - At Least a 2% Increase</b>				
	<b>Salaries</b>	<b>FICA (7.65)</b>	<b>Retirement (7.07)</b>	<b>401K (5.00) (Law Enforcement)</b>
General	263,359	20,146	18,619	
Law Enforcement	<u>88,873</u>	<u>6,798</u>	<u>6,283</u>	<u>4,443</u>
<b>Totals</b>	<b>352,232</b>	<b>26,944</b>	<b>24,902</b>	<b>4,443</b>
<b>Total Cost Full Year:</b>	<b>\$408,521</b>		<b>Total Cost 1/2 Year:</b>	<b>\$204,261</b>

<b>Option 3 - Move to Min + .5% Increase per YOS</b>				
	<b>Salaries</b>	<b>FICA (7.65)</b>	<b>Retirement (7.07)</b>	<b>401K (5.00) (Law Enforcement)</b>
General	330,559	25,287	23,370	
Law Enforcement	<u>112,603</u>	<u>8,614</u>	<u>7,961</u>	<u>5,630</u>
<b>Totals</b>	<b>443,162</b>	<b>33,901</b>	<b>31,331</b>	<b>5,630</b>
<b>Total Cost Full Year:</b>	<b>\$514,024</b>		<b>Total Cost 1/2 Year:</b>	<b>\$257,012</b>

# Option 1

## Warren County NC Project Summary (MinMax) to client 10 15 2013 Impact

Option 1 - Move to Min					
	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	300	9,609,767	9,849,820	240,053	2.50%
Employee Below Min	170	4,802,246	5,042,299	240,053	5.00%
Employee Within Range	130	4,807,521	4,807,521		
Employee Above Max	0	-	-		

### Warren County, NC Project Summary (MinMax) 10-15-2013 Impact Including Fringes

Option 1 - Move to Min				
	Salaries	FICA (7.65)	Retirement (7.07)	401K (5.00) (Law Enforcement)
General	153,555	11,746	10,856	
Law Enforcement	<u>86,498</u>	<u>6,617</u>	<u>6,115</u>	<u>4,324</u>
Totals	240,053	18,363	16,971	4,324
<b>Total Cost Full Year:</b>	<b>\$279,711</b>		<b>Total Cost 1/2 Year:</b>	<b>\$139,856</b>

# Option 2

## Warren County NC Project Summary (MinMax) to client 10 15 2013 Impact

Option 2 - At Least a 2% Increase					
	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	300	9,609,767	9,961,999	352,232	3.67%
Employee Below Min	170	4,802,246	5,079,698	277,452	5.78%
Employee Within Range	130	4,807,521	4,882,301	74,780	1.56%
Employee Above Max	0	-	-	-	-

## Warren County, NC Project Summary (MinMax) 10-15-2013 Impact Including Fringes

Option 2 - At Least a 2% Increase				
	Salaries	FICA (7.65)	Retirement (7.07)	401K (5.00) (Law Enforcement)
General	263,359	20,146	18,619	
Law Enforcement	<u>88,873</u>	<u>6,798</u>	<u>6,283</u>	<u>4,443</u>
Totals	352,232	26,944	24,902	4,443
<b>Total Cost Full Year:</b>	<b>\$408,521</b>		<b>Total Cost 1/2 Year:</b>	<b>\$204,261</b>

# Option 3

## Warren County NC Project Summary (MinMax) to client 10 15 2013 Impact

Option 3 - Move to Min + .5% increase per YOS					
	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	300	9,609,767	10,052,929	443,162	4.61%
Employee Below Min	170	4,802,246	5,137,590	335,344	6.98%
Employee Within Range	130	4,807,521	4,915,338	107,817	2.24%
Employee Above Max	0	0	0		

## Warren County, NC Project Summary (MinMax) 10-15-2013 Impact Including Fringes

Option 3 - Move to Min + .5% Increase per YOS				
	Salaries	FICA (7.65)	Retirement (7.07)	401K (5.00) (Law Enforcement)
General	330,559	25,287	23,370	
Law Enforcement	<u>112,603</u>	<u>8,614</u>	<u>7,961</u>	<u>5,630</u>
Totals	443,162	33,901	31,331	5,630
<b>Total Cost Full Year:</b>	<b>\$514,024</b>		<b>Total Cost 1/2 Year:</b>	<b>\$257,012</b>

**Meeting Date: November 4, 2013**

**Item # 11**

**SUBJECT: Water & Sewer District 3, Phase II Eaton's Ferry Bridge**

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

**SUMMARY:** Agreement Between Owner & Engineer for professional services associated with Water & Sewer District 3, Phase II - Eaton's Ferry Bridge Crossing Project at a cost of \$215,800 (See Appendix 3 to Exhibit C – Summary of Engineering Fees) is presented for Board's review and approval, and authorize Chairman Baker to sign related documentation. Agreement is contingent upon the Department of Transportation's (DOT) rating of the Eaton's Ferry Bridge and final approval of the pipe attachment by the State and DOT, and the availability of sufficient local funding in the Capital Project budget.

**FUNDING SOURCE: District III, Phase II Capital Project & Rural Center Grant Funds**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Agreement Between Owner & Engineer for professional services associated with Water & Sewer District 3, Phase II – Eaton's Ferry Bridge Crossing at a cost of \$215,800, and authorize Chairman Baker to sign related documentation. Approval is contingent upon the Department of Transportation's (DOT) rating of the Eaton's Ferry Bridge and final approval of the pipe attachment by the State and DOT, and the availability of sufficient local funding in the Capital Project Budget.**

**NOTES:**

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Entire 60 paged  
document  
has been provided  
in separate e-mail.

## AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES

THIS IS AN AGREEMENT effective as of November 4, 2013 ("Effective Date") between  
Warren County ("Owner") and  
Rivers & Associates, Inc. ("Engineer").

Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as follows:

Water & Sewer District No. 3 Phase II – Eaton's Ferry Bridge Crossing ("Project").  
Engineer's services under this Agreement are generally identified as follows:  
Study and Report Phase, Final Design Phase, Bidding or Negotiating Phase, Construction Phase,  
Additional Services and Resident Project Representative Services.

Owner and Engineer further agree as follows:

### ARTICLE 1 – SERVICES OF ENGINEER

#### 1.01 *Scope*

- A. Engineer shall provide, or cause to be provided, the services set forth herein and in Exhibit A.

### ARTICLE 2 – OWNER'S RESPONSIBILITIES

#### 2.01 *General*

- A. Owner shall have the responsibilities set forth herein and in Exhibit B.
- B. Owner shall pay Engineer as set forth in Exhibit C.
- C. Owner shall be responsible for, and Engineer may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by Owner to

Engineer pursuant to this Agreement. Engineer may use such requirements, programs, instructions, reports, data, and information in performing or furnishing services under this Agreement.

### **ARTICLE 3 – SCHEDULE FOR RENDERING SERVICES**

#### *3.01 Commencement*

- A. Engineer is authorized to begin rendering services as of the Effective Date.

#### *3.02 Time for Completion*

- A. Engineer shall complete its obligations within a reasonable time. Specific periods of time for rendering services are set forth or specific dates by which services are to be completed are provided in Exhibit A, and are hereby agreed to be reasonable.
- B. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer's services is impaired, or Engineer's services are delayed or suspended, then the time for completion of Engineer's services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.
- C. If Owner authorizes changes in the scope, extent, or character of the Project, then the time for completion of Engineer's services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.
- D. Owner shall make decisions and carry out its other responsibilities in a timely manner so as not to delay the Engineer's performance of its services.
- E. If Engineer fails, through its own fault, to complete the performance required in this Agreement within the time set forth, as duly adjusted, then Owner shall be entitled, as its sole remedy, to the recovery of direct damages, if any, resulting from such failure.

### **ARTICLE 4 – INVOICES AND PAYMENTS**

#### *4.01 Invoices*

- A. *Preparation and Submittal of Invoices:* Engineer shall prepare invoices in accordance with its standard invoicing practices and the terms of Exhibit C. Engineer shall submit its invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt.

#### *4.02 Payments*

- A. *Application to Interest and Principal:* Payment will be credited first to any interest owed to Engineer and then to principal.
- B. *Failure to Pay:* If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, then:

1. amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day; and
  2. Engineer may, after giving seven days written notice to Owner, suspend services under this Agreement until Owner has paid in full all amounts due for services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension.
- C. *Disputed Invoices:* If Owner contests an invoice, Owner shall promptly advise Engineer of the specific basis for doing so, may withhold only that portion so contested, and must pay the undisputed portion.
- D. *Legislative Actions:* If after the Effective Date any governmental entity takes a legislative action that imposes taxes, fees, or charges on Engineer's services or compensation under this Agreement, then the Engineer may invoice such new taxes, fees, or charges as a Reimbursable Expense to which a factor of 1.0 shall be applied. Owner shall reimburse Engineer for the cost of such invoiced new taxes, fees, and charges; such reimbursement shall be in addition to the compensation to which Engineer is entitled under the terms of Exhibit C.

## **ARTICLE 5 – OPINIONS OF COST**

### *5.01 Opinions of Probable Construction Cost*

- A. Engineer's opinions of probable Construction Cost are to be made on the basis of Engineer's experience and qualifications and represent Engineer's best judgment as an experienced and qualified professional generally familiar with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from opinions of probable Construction Cost prepared by Engineer. If Owner requires greater assurance as to probable Construction Cost, Owner must employ an independent cost estimator as provided in Exhibit B.

### *5.02 Designing to Construction Cost Limit - Deleted*

- A. If a Construction Cost limit is established between Owner and Engineer, such Construction Cost limit and a statement of Engineer's rights and responsibilities with respect thereto will be specifically set forth in Exhibit F, "Construction Cost Limit," to this Agreement.

### *5.03 Opinions of Total Project Costs*

- A. The services, if any, of Engineer with respect to Total Project Costs shall be limited to assisting the Owner in collating the various cost categories which comprise Total Project Costs. Engineer assumes no responsibility for the accuracy of any opinions of Total Project Costs.

## ARTICLE 6 -- GENERAL CONSIDERATIONS

### 6.01 *Standards of Performance*

- A. *Standard of Care:* The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services.
- B. *Technical Accuracy:* Owner shall not be responsible for discovering deficiencies in the technical accuracy of Engineer's services. Engineer shall correct deficiencies in technical accuracy without additional compensation, unless such corrective action is directly attributable to deficiencies in Owner-furnished information.
- C. *Consultants:* Engineer may employ such Consultants as Engineer deems necessary to assist in the performance or furnishing of the services, subject to reasonable, timely, and substantive objections by Owner.
- D. *Reliance on Others:* Subject to the standard of care set forth in Paragraph 6.01.A, Engineer and its Consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- E. *Compliance with Laws and Regulations, and Policies and Procedures:*
  - 1. Engineer and Owner shall comply with applicable Laws and regulations.
  - 2. Prior to the Effective Date, Owner provided to Engineer in writing any and all policies and procedures of Owner applicable to Engineer's performance of services under this Agreement, provided to Engineer in writing. Engineer shall comply with such policies and procedures, subject to the standard of care set forth in Paragraph 6.01.A, and to the extent compliance is not inconsistent with professional practice requirements.
  - 3. This Agreement is based on Laws and Regulations and Owner-provided written policies and procedures as of the Effective Date. Changes after the Effective Date to these Laws and Regulations, or to Owner-provided written policies and procedures, may be the basis for modifications to Owner's responsibilities or to Engineer's scope of services, times of performance, or compensation.
- F. Engineer shall not be required to sign any documents, no matter by whom requested, that would result in the Engineer having to certify, guarantee, or warrant the existence of conditions whose existence the Engineer cannot ascertain. Owner agrees not to make resolution of any dispute with the Engineer or payment of any amount due to the Engineer in any way contingent upon the Engineer signing any such documents.
- G. The general conditions for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract" as prepared by the Engineers Joint

**Entire 60 paged  
document  
has been provided  
in separate e-mail.**

Contract Documents Committee (EJCDC C-700, 2007 Edition *or C-710 2002 Edition*) unless both parties mutually agree to use other general conditions by specific reference in Exhibit J.

- H. Engineer shall not at any time supervise, direct, control, or have authority over any contractor work, nor shall Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the Site, nor for any failure of a contractor to comply with Laws and Regulations applicable to such contractor's furnishing and performing of its work.
- I. Engineer neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the Work in accordance with the Contract Documents.
- J. Engineer shall not provide or have any responsibility for surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements.
- K. Engineer shall not be responsible for the acts or omissions of any Contractor, Subcontractor, or Supplier, or of any of their agents or employees or of any other persons (except Engineer's own agents, employees, and Consultants) at the Site or otherwise furnishing or performing any Work; or for any decision made regarding the Contract Documents, or any application, interpretation, or clarification, of the Contract Documents, other than those made by Engineer.
- L. While at the Site, Engineer's employees and representatives shall comply with the specific applicable requirements of Contractor's and Owner's safety programs of which Engineer has been informed in writing.

#### 6.02 *Design Without Construction Phase Services*

- A. Engineer shall be responsible only for those Construction Phase services expressly required of Engineer in Exhibit A, Paragraph A1.05. With the exception of such expressly required services, Engineer shall have no design, Shop Drawing review, or other obligations during construction and Owner assumes all responsibility for the application and interpretation of the Contract Documents, review and response to Contractor claims, contract administration, processing Change Orders, revisions to the Contract Documents during construction, construction surety bonding and insurance requirements, construction observation and review, review of payment applications, and all other necessary Construction Phase engineering and professional services. Owner waives all claims against the Engineer that may be connected in any way to Construction Phase engineering or professional services except for those services that are expressly required of Engineer in Exhibit A, Paragraph A1.05.

#### 6.03 *Use of Documents*

- A. All Documents are instruments of service in respect to this Project, and Engineer shall retain an ownership and property interest therein (including the copyright and the right of reuse at the discretion of the Engineer) whether or not the Project is completed. Owner shall not rely in any way on any Document unless it is in printed form, signed or sealed by the Engineer or one of its Consultants.

**Meeting Date: November 4, 2013**

**Item # 12-A**

**SUBJECT: Amendment to Records Retention Schedules**

**REQUESTED BY: Department of Cultural Resources, Division of Archives & Records**

**SUMMARY: Tabled from October 7, 2013 regular meeting, Amendment to Records Retention Schedule for Tax Administration is presented for Board review and adoption. Authorize the County Manager Worth and Chairman Baker to sign related documents.**

**FUNDING SOURCE: N/A**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Tax Administration Records Retention Schedule Amendment and authorize the Chairman of the Board and County Manager to sign related documents.**

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**NOTES:**

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**Tax Administration  
Records Retention Schedule Amendment**

Amending the Tax Administration Records Retention and Disposition Schedule published April 17, 2013.

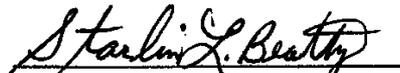
**STANDARD 5. PERSONNEL RECORDS**

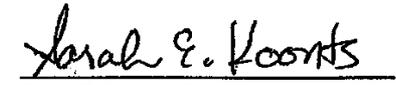
Amending item 19 Employee Eligibility Records as shown on substitute page 36.

**STANDARD 12. PROGRAM RECORDS: BUSINESS AND OTHER TAX RECORDS**

Adding Item 3 Excise Tax Records as shown on substitute pages 72 and 73.

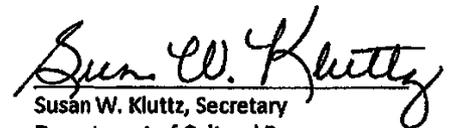
**APPROVAL RECOMMENDED**

  
Tax Assessor/Collector/Administrator

  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Chairman, Bd. County Commissioners

  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

September 3, 2013

\_\_\_\_\_  
County

**Tax Administration  
Records Retention Schedule Amendment**

Amending the Tax Administration Records Retention and Disposition Schedule published April 17, 2013.

**STANDARD 5. PERSONNEL RECORDS**

Amending Item 19 Employee Eligibility Records as shown on substitute page 36.

**STANDARD 12. PROGRAM RECORDS: BUSINESS AND OTHER TAX RECORDS**

Adding Item 3 Excise Tax Records as shown on substitute pages 72 and 73.

**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Chief Administrative Officer/  
County Manager

*Sarah E. Koonts*  
\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Chairman, Bd. County Commissioners

*Susan W. Kluttz*  
\_\_\_\_\_  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

September 3, 2013

\_\_\_\_\_  
County/Region

ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<p><b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.</p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 43.</p>	<p>Destroy in office 3 years after completion, denial, repayment, or removal from program.*</p>	
19.	<p><b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	<p>a) Destroy in office certificates, I-9 forms, and statements, 3 years after individual was hired or 1 year from date of separation, whichever occurs later.</p> <p>b) Destroy in office registers after 2 years.</p>	8 USC 274a.2
20.	<p><b>EMPLOYEE EXIT INTERVIEW RECORDS</b></p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 43.</p>	<p>Destroy in office after 1 year.</p>	
21.	<p><b>EMPLOYEE HEALTH CERTIFICATES</b> Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 43.</p> <p>b) Destroy in office all other records 2 years after resolution of all actions.</p>	29 CFR 1602.31

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

**STANDARD-12. PROGRAM OPERATIONAL RECORDS: BUSINESS AND OTHER TAX RECORDS.** Records received and created by county tax offices in order to meet all statutory requirements. Comply with applicable provisions of G.S. §153A-148.1 regarding confidentiality of local tax records that contain information about a taxpayer's income or gross receipts.

ITEM #	STANDARD-12: PROGRAM RECORDS: BUSINESS AND OTHER TAX RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<b>ANIMAL LICENSE RECORDS</b> Records concerning the payment of license fees.	Destroy in office after 3 years.*	
2.	<b>BEER AND WINE LICENSE TAX RECORDS</b> Issuance and payment records concerning licenses to sell alcohol.	Destroy in office 3 years after expiration.*	G.S. §105-113.78 G.S. §105-113.88
3.	<b>EXCISE TAX RECORDS</b> Records concerning the assessing and collecting of excise taxes, including land transfer taxes.	Destroy in office after 3 years.*	
4.	<b>GOING-OUT-OF-BUSINESS LICENSES</b> Licenses granted to business to hold going out of business, water and smoke damage, and distress sales.	Destroy in office 1 year after expiration.	G.S. §66-77
5.	<b>HEAVY EQUIPMENT TAX</b>	Destroy in office after 3 years.*	
6.	<b>MOTOR VEHICLE RENTAL TAX</b>	Destroy in office after 3 years.*	
7.	<b>PREPARED FOOD AND BEVERAGE TAX</b>	Destroy in office after 3 years.	G.S. §160A-480.3

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-12: PROGRAM RECORDS: BUSINESS AND OTHER TAX RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.	<b>PRIVILEGE LICENSE CITATION RECORDS</b> Records documenting citations issued by license inspectors for non-compliance with business license requirements.	Destroy in office after 3 years.	
9.	<b>PRIVILEGE LICENSES</b> Records documenting the county's issuance of business privilege and license renewal notices, receipts, and periodic reports.	Destroy in office 3 years after license expires.	G.S. §105-33 G.S. §105-37.1 G.S. §105-38.1 G.S. §105-40 G.S. §105-105
10.	<b>ROOM OCCUPANCY TAX</b>	Destroy in office after 3 years.	G.S. §160A-480.3

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

**Meeting Date: November 4, 2013**

**Item # 12-B**

**SUBJECT: Amendment to Records Retention Schedules**

**REQUESTED BY: Department of Cultural Resources, Division of Archives & Records**

**SUMMARY: Tabled from October 7, 2013 regular meeting, Register of Deeds Records Retention Schedule Amendment is presented for Board's review and adoption. Authorize Chairman Baker to sign same.**

**FUNDING SOURCE: N/A**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Register of Deeds Records Retention Schedule Amendment and authorize Chairman of the Board to sign related documentation.**

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**NOTES:**

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**Register of Deeds  
Records Retention Schedule Amendment**

Amending the Register of Deeds Records Retention and Disposition Schedule published October 10, 2012.

**STANDARD 2. BUDGET, FISCAL, AND PAYROLL RECORDS**

Amending item 26 Escheat and Unclaimed Property File as shown on substitute page 17.

**STANDARD 5. PERSONNEL RECORDS**

Amending item 18 Employee Eligibility Records as shown on substitute page 39.  
Amending Items 36 Family Medical Leave Act (FMLA) Records, 45 Leave File, and 46 Leave Without Pay File as shown on substitute pages 45 and 47.

**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Register of Deeds

Sarah E. Koonts  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Chairman  
Board of County Commissioners

Susan W. Kluttz  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

August 29, 2013

WARREN  
County

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<b>CREDIT CARD AND DEBIT SLIPS</b> Records of payments received from customers in the transaction of county business.	Destroy in office after 3 years.*	
19.	<b>CREDIT CARD USE FILE</b>	Destroy in office after 1 year.*	
20.	<b>DAILY CASH REPORTS</b> Daily status of cash. Reports include receipts, disbursements, cash and invested balances.	Destroy in office after 1 year.*	
21.	<b>DAILY DETAIL REPORTS</b>	Destroy in office after 1 year.*	
22.	<b>DEPOSITS</b>	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	G.S. § 159-32
23.	<b>DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)</b>	a) Destroy in office annual reports after 3 years.* b) Destroy in office all other reports after 1 year.	
24.	<b>DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS</b> Includes related records such as bank account numbers and routing numbers.	Destroy in office when superseded or obsolete.	Comply with applicable confidentiality provisions of G.S. §132-1.10(b)(5) regarding personal identifying information.
25.	<b>DISTRICT INVESTMENT RECORDS</b>	Destroy in office after 3 years.*	
26.	<b>ESCHEAT AND UNCLAIMED PROPERTY FILE</b>	a) Destroy in office after 10 years if report was filed prior to July 16, 2012.* b) Destroy in office after 5 years if report was filed after July 16, 2012.*	Comply with applicable provisions of G.S. §116B-60 and §116B-73.

\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 30.

\*\*Records in this series that are more than 60 years old, or have severe conservation concerns, may be offered to the State Archives of North Carolina for Permanent transfer.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.	<p><b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.</p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.</p>	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
18.	<p><b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	<p>a) Destroy in office certificates, I-9 forms, and statements, 3 years after individual was hired or 1 year from date of separation, whichever occurs later.</p> <p>b) Destroy in office registers after 2 years.</p>	8 USC 274a.2
19.	<p><b>EMPLOYEE EXIT INTERVIEW RECORDS</b></p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.</p>	Destroy in office after 1 year.	
20.	<p><b>EMPLOYEE HEALTH CERTIFICATES</b> Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.</p> <p>b) Destroy in office all other records 2 years after resolution of all actions.</p>	29 CFR 1602.31

\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 30.

\*\*Records in this series that are more than 60 years old, or have severe conservation concerns, may be offered to the State Archives of North Carolina for Permanent transfer.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
35.	<b>EQUAL PAY RECORDS</b> Includes reports, studies, aggregated or summarized data, and similar documentation compiled to comply with the Equal Pay Act.	Destroy in office after 2 years.	29 CFR 1620.32
36.	<b>FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS</b> Records concerning leave taken, premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over FMLA and other related records.	Item discontinued. See <b>LEAVE FILE</b> , item 45, page 47.	
37.	<b>FRINGE BENEFITS FILE</b>	Destroy in office when administrative value ends. † Agency Policy: Destroy in office after _____	
38.	<b>GRIEVANCE FILE</b> Includes initial complaint, investigations, actions, summary, and disposition. May include disciplinary correspondence, including email.  See also <b>DISCIPLINARY FILE</b> item 10, page 36 and <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.	Destroy in office after 2 years.	

\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see *Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 30.*

\*\*Records in this series that are more than 60 years old, or have severe conservation concerns, may be offered to the State Archives of North Carolina for Permanent transfer.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
45.	<b>LEAVE FILE</b> Records concerning employee leave, including requests for and approval of sick, vacation, overtime, buy-back, shared, donated, military, etc. Includes premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over the Family Medical Leave Act (FMLA), and other related records.	Destroy in office 3 years after return of employee or termination of employment.*	29 CFR 825.110(b)(2)(i) 29 CFR 825.500(b)
46.	<b>LEAVE WITHOUT PAY FILE</b>	Item discontinued. See <b>LEAVE FILE</b> , item 45, page 47.	
47.	<b>LONGEVITY PAY REQUESTS</b>	Destroy in office when released from all audits.	
48.	<b>MERIT AND SENIORITY SYSTEM RECORDS</b>	a) Destroy in office employee-specific records after 3 years.  b) Destroy in office system and plan records 1 year after no longer in effect.	29 CFR 1627.3
49.	<b>PERSONNEL ACTION NOTICES</b> Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, position or job title, name change and leave.	a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.  b) Destroy in office all remaining records 2 years from date record was created, received, or the personnel action involved.	

\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 30.

\*\*Records in this series that are more than 60 years old, or have severe conservation concerns, may be offered to the State Archives of North Carolina for Permanent transfer.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

**Meeting Date: November 4, 2013**

**Item # 12-C**

**SUBJECT: Amendment to Records Retention Schedules**

**REQUESTED BY: Department of Cultural Resources, Division of Archives & Records**

**SUMMARY: Tabled from October 7, 2013 Board meeting, County Management Records Retention & Disposition Schedule and Records Retention Schedule Amendment are presented for Board's review and adoption. Authorize Chairman Baker and County Manager to sign same.**

**FUNDING SOURCE:**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of County Management Records Retention & Disposition Schedule and Records Retention Schedule Amendment, and authorize Chairman of the Board and County Manager to sign related documentation.**

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**NOTES:**

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**County Management  
Records Retention and Disposition Schedule**

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provision of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. The local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. *Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.*

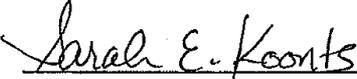
This local government agency and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow these records to be destroyed when "*administrative value ends.*" The local government agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "*destroy when administrative value ends.*" If a county does not establish internal policies and retention periods, the county is not complying with the provisions of this retention schedule and is not authorized by the Department of Cultural Resources to destroy the records with the disposition instruction "*destroy when administrative value ends.*"

The local government agency and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The agency agrees to comply with all policies, standards, and best practices published by the Department of Cultural Resources regarding the creation and management of electronic records.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Chief Administrative Officer/  
County Manager

  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Chairman, Bd. County Commissioners

  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

County: \_\_\_\_\_

April 15, 2013

**County Management  
Records Retention Schedule Amendment**

Amending the County Management Records Retention and Disposition Schedule published April 15, 2013.

**STANDARD 4. BUDGET, FISCAL AND PAYROLL RECORDS**

Amending item 32 Escheat and Unclaimed Property File as shown on substitute page 25.

**STANDARD 11. PERSONNEL RECORDS**

Amending item 19 Employee Eligibility Records as shown on substitute page 76.

**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Chief Administrative Officer/  
County Manager

*Sarah E. Koonts*  
\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Chairman, Bd. County Commissioners

*Susan W. Kluttz*  
\_\_\_\_\_  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

August 28, 2013

\_\_\_\_\_  
County/Region

ITEM #	STANDARD-4. BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
26.	<b>DEBT FINANCING RECORDS</b> Includes bank statements, reconciliation records, requisitions, and notices of principal and interest due.	Destroy in office 3 years after entire issuance has been satisfied.*	26 CFR 1.148-5(d)(6)(iii)(E)
27.	<b>DEPOSITS</b>	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	G.S. § 159-32
28.	<b>DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)</b>	a) Destroy in office annual reports after 3 years.* b) Destroy in office all other reports after 1 year.	
29.	<b>DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS</b> Includes related records such as bank account numbers and routing numbers.	Destroy in office when superseded or obsolete.	Comply with applicable confidentiality provisions of G.S. §132-1.10(b)(5) regarding personal identifying information.
30.	<b>DISTRICT INVESTMENT RECORDS</b>	Destroy in office after 3 years.*	
31.	<b>DONATIONS AND SOLICITATIONS</b>	Destroy in office after 1 year.	
32.	<b>ESCHEAT AND UNCLAIMED PROPERTY FILE</b>	a) Destroy in office after 10 years if report was filed prior to July 16, 2012.* b) Destroy in office after 5 years if report was filed after July 16, 2012.*	Comply with applicable provisions of G.S. §116B-60 and §116B-73.
33.	<b>EXPENDITURE REPORTS</b>	Destroy in office after 3 years.*	

\*See *AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS*, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-11. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<p><b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.</p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 83.</p>	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
19.	<p><b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	<p>a) Destroy in office certificates, I-9 forms, and statements, 3 years after individual was hired or 1 year from date of separation, whichever occurs later.</p> <p>b) Destroy in office registers after 2 years.</p>	8 USC 274a.2
20.	<p><b>EMPLOYEE EXIT INTERVIEW RECORDS</b></p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 83.</p>	Destroy in office after 1 year.	
21.	<p><b>EMPLOYEE HEALTH CERTIFICATES</b> Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 83.</p> <p>b) Destroy in office all other records 2 years after resolution of all actions.</p>	

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

**Meeting Date: November 4, 2013**

**Item # 13-A**

**SUBJECT: County Manager's Report**

**REQUESTED BY: Linda T. Worth, Warren County Manager**

**SUMMARY: Having been granted authority to approve contracts up to but not to exceed \$50,000, County Manager's Report of contracts approved is presented for the Board's information.**

**FUNDING SOURCE: Various**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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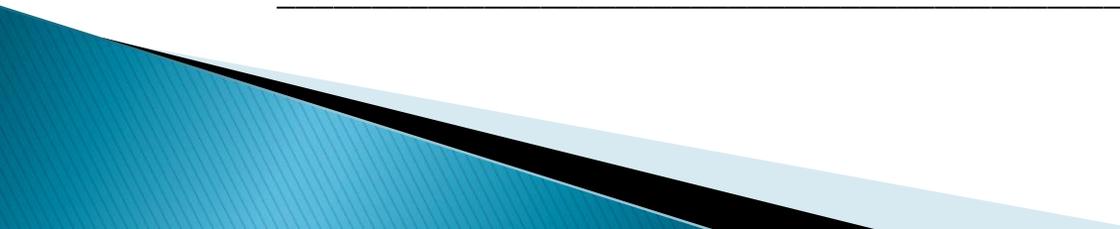
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**NOTES:**

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**RE:** Notice of Contracts Approved by the County Manager

Pursuant to the contracting authority granted to me by the Board of County Commissioners, please be advised that I have approved the following contractual agreements on behalf of Warren County:

Public Works

Mr. & Mrs. Harry M. Williams, III  
P.O. Box 827  
Warrenton, NC 27589

The Lease Agreement with Mr. and Mrs. Harry M. Williams, III for the Solid Waste Convenience Center site located in the Inez Community has been renewed for the period of November 1, 2013 through October 31, 2016 at a monthly cost of \$285. Funds are budgeted in the Public Works Enterprise Fund budget to cover this expense.

Demetria N. Goode  
119 Herndon Mill Circle  
Herndon, VA 20170

The Lease Agreement with Ms. Demetria N. Goode for the Solid Waste Convenience Center site in Sixpound Township has been renewed for the period of November 1, 2013 through November 1, 2015 at a monthly cost of \$325. Funds are budgeted in the Public Works Enterprise Fund budget to cover this expense.

MEMORANDUM

Page 2

October 30, 2013

CDBG Program

Norlina Plumbing  
P.O. Box 955  
Norlina, NC 27563

A contract for water connection to the County water system for property located at 218 Reddy Creek Rd., Macon for a resident being served in CDBG Infrastructure Hook-Up program has been entered into with Norlina Plumbing. This work was bid with the lowest bidder being awarded the contract. CDBG funds are being used to pay the expenses associated with this work.

VHF Radio System Upgrades Project

Granville Communications, LLC/Wireless Communications, Inc.  
103 Belle St.  
Oxford, NC 27565

Due to equipment delivery delays, the project completion date in the VHF Radio System Upgrades Project Agreement has been mutually extended to December 31, 2013 at no additional cost to the County. Funding for this project has been appropriated in a duly adopted capital project ordinance.

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

Attachments

# **County Manager's Report of contracts approved**

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**Entire 19 paged document  
has been provided in  
separate e-mail.**

**Meeting Date: November 4, 2013**

**Item # 13-B**

**SUBJECT: County Manager's Report**

**REQUESTED BY: Linda T. Worth, Warren County Manager**

**SUMMARY: County Manager's Report of activities for October 2013 is presented for the Board's review and approval.**

**FUNDING SOURCE: N/A**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of County Manager's Report of Activities for October 2013.**

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**NOTES:**

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**RE:           October 2013 Status Report**

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

**Administration**

- Participated in debt refinancing loan closing (10/1/13)
- Mtg. with Health Director to discuss departmental matters (10/1/13)
- Mtg. with Springsted reps to discuss Job Class/Salary Study meetings with Department Heads (10/1/13)
- Mtg. with Finance Director and Tax Administrator to discuss implementation of DMV Tax/Tags Program (10/2/13)
- Conference call with COG reps and others to discuss potential Golden LEAF CBGI project (10/3/13)
- Annual Leave (10/4/13)
- Prepared for and attended Board of Commissioners Public Hearing and Regular Meeting (10/7/13)
- Worked on Golden LEAF Request for Invitation to participate in 2013 Community-Based Grantsmaking Initiative (10/8-14/13)
- Participated in NCACC Conference Call re: Federal Government Shutdown with Finance Office Staff, Health Director, Senior Center and DSS Staff (10/10/13)
- Attended Kerr Lake Regional Water System Advisory Board Meeting (10/14/13)
- Met with Dr. D. Sullivan of NC Broadband to discuss County broadband needs (10/16/13)
- Mtg. with Department Heads & Finance Office staff to get update on impact of Federal Government shutdown on County operations (10/16/13)
- Prepared for and attended Board of Commissioners Work Session (10/16/13)
- Prepared for and attended Board of Commissioners Special Meeting (10/18/13)

- Prepared for and conducted Buck Spring Planning Committee Meeting (10/22/13)
- Participated in Cancer Prevention Study 3 (10/22/13)
- Mtg. with Emergency Services Director to discuss fire department matters (10/24/13)
- Attended meeting with Public Utilities Staff, Finance Staff & Engineer to discuss public utilities project (10/30/13)
- Attended FEMA Advisory Board meeting (10/31/13)

#### **Other Activities**

- Attended Soil & Water Conservation Ecology Field Day at Warren County Middle School (10/2/13)
- Coordinated and participated in meeting with Commerce Secretary Decker with Warren & Vance Community & Business Leaders (10/9/13)
- Coordinated and participated in VHF Radio System Stakeholders Meeting (10/15/13)
- Guest Speaker for Warren County Chamber of Commerce Annual Meeting & Banquet (10/17/13)
- Attended and participated in Cardinal Innovations Mental Health Forum with Warren County Stakeholders (10/24/13)

#### **Project Updates**

##### **Simulcast Radio System Upgrade Project**

The meeting with stakeholders to discuss project implementation was held on October 15, 2013 at 6:30 p.m. at the Armory Civic Center. Information on the proposed system upgrades was provided to users of the system. The meeting was well attended and the question/answer session was very informative.

Due to equipment delivery delays, the project completion date has been changed from 11/11/13 to 12/31/13. A formal extension to the original agreement with the Vendor has been signed off on by the County and forwarded to the Vendor, Granville Communications, LLC/Wireless Communications, Inc. for signature.

**Buck Spring Project**

The Buck Spring Project Committee is meeting monthly and continuing to work on developing a recommendation for the Board of Commissioners of a proposed capital project for the Buck Spring property. Warren County has begun work on the upgrades to be funded by the PARTF grant funding and the County's matching funds. Local Boy Scouts who volunteered their time to help clean up the nature trail have completed their work. They will be recognized at a future Board of Commissioners meeting for their outstanding public service to Warren County.

**CDBG Projects**

**2010 and 2011 CDBG Grants**

Bids are continuing to be awarded for water hook-ups and urgent housing repairs that are part of the 2010 Infrastructure CDBG project. We are working diligently with Kerr-Tar COG Grant Administrators to move these projects forward to completion.

**Golden LEAF Community-Based Grantsmaking Initiative**

County Managers are responsible for recommending up to three projects for consideration in the Golden LEAF Community-Based Grantsmaking Initiative (CBGI). The 21 counties in the Northeast Prosperity Zone are competing for approximately \$1.5 million per county. The completed Request for Invitation (RFI) for Warren County's participation in the initiative was submitted on 10/15/13 before the noon deadline. Warren County's RFI included three projects totaling \$1,498,785. After all RFI's are reviewed by Golden LEAF, we should receive notification by 11/8/13 of whether Warren County's projects have been selected to move to the next step in the process, the submission of Letters of Inquiry (LOI).

**Meeting Date: November 4, 2013**

**Item # 14**

## **Closed Session**

**in accordance with GS 143-318.11(a)(3)**

**Discussion of Attorney-Client Privileged Information**

*Adjourn*

*November 4, 2013*

*Meeting*

