

***WARREN COUNTY
BOARD OF COMMISSIONERS***

January 6, 2014

6:00 PM – Regular Meeting

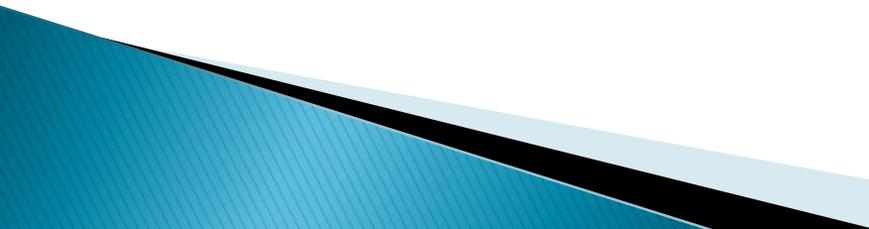
***WARREN COUNTY ARMORY CIVIC CENTER
COMMISSIONERS' MEETING ROOM
WARRENTON, NORTH CAROLINA***

6:00 pm
Call to Order January 6, 2014
Regular Monthly Meeting
By
Chairman or Designee

Agenda Item # 2
Moment of Silence

Agenda Item # 3
Conflict of Interest Disclaimer



- ▶ *“Members of the Warren County Board of Commissioners are advised, hereby, of their duty under the State Government Ethics Act to avoid conflicts of interest and the appearance of such conflict; and, further, are instructed to refrain from participating in any matter coming before this Board of County Commissioners with respect to which there is a conflict of interest or appearance of such conflict”.*
 - ▶ In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict.
 - ▶ Does any Board member have any known conflict of interest or appearance of conflict with respect to any matter coming before this Board today?
 - ▶ If so, please identify the conflict and refrain from any undue participation in the particular matter involved.
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Agenda Item # 4

Citizen Comments



Rules for Citizen Comments

Please sign up to speak.

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

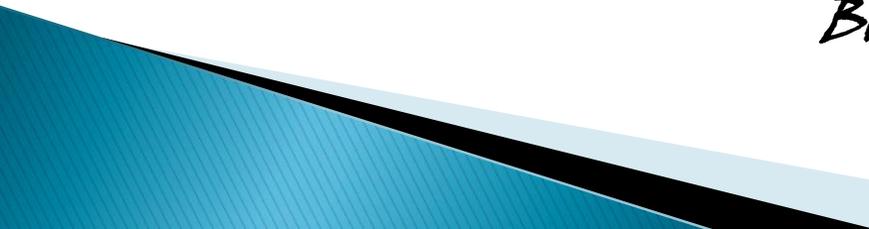
Any group of people who support or oppose the same position should
designate a spokesperson.

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

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

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

*Warren County
Board of Commissioners*



Meeting Date: January 6, 2014

Agenda Item # 5

SUBJECT: Adopt January 6, 2014 Suggested Agenda

REQUESTED BY: Clerk / Deputy Clerk to the Board

SUMMARY: None

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



***SUGGESTED AGENDA
FOR
January 6, 2014 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
Armory Civic Center - Meeting Room
WARRENTON, NORTH CAROLINA***

1. Call to Order Regular Monthly Meeting – 6:00 pm by Chairman
2. Moment of Silence
3. Conflict of Interest Disclaimer
4. Citizen Comments
5. Adopt January 6, 2014 Suggested Agenda
6. Consent Agenda
 - A. Approve Minutes – December 2, 2013:
 - * Organizational Meeting
 - * Regular Monthly Meeting
 - B. Interest Income Report – Finance Director
 - C. Tax Collector’s Report – Starlin Beatty, Tax Administrator
 - D. Tax Release Requests (Over \$100) – Starlin Beatty, Tax Administrator
Tax Release Requests (Under \$100) - “ “ “ “
 - E. CDBG December Monthly Performance Status Reports: 11-C-2328 & 10-C-2227

7. Finance Office
 - A. Request from Personnel Committee to Appoint Finance Director – G. Edmonds
 - B. Employee Performance Bond Renewal for Finance Director (Officer)
 - C. Budget Amendment #6 to Capital Project Ordinance for Water & Sewer Dist III, Phase III
 - D. Budget Amendment #6 to 2013-14 Warren County Budget Ordinance
8. Re-appointment to the Senior Center Advisory Council: C. Jefferson
9. Consider Economic Development Incentive Policy Documents – Gabe Cumming & Peggy Richardson
10. Franklin-Vance-Warren Opportunity, Inc. Request for Consent to Submit Community Services Block Grant (CSBG) Application - Felicia Coleman-Gregory, CSBG Director
11. Resolution in Support of the Creation of a Local Food Promotion Council – Paul McKenzie, Ag Agent
12. Resolutions - Surplus Property
 - A. Conveyance to Non-Profits
 - B. Declare Surplus Property
13. Request Permission to Grant Individual Extensions of Time for the Listing of Real & Personal Property – Starlin Beatty, Tax Administrator
14. County Manager's Status Report for December 2013
15. Adjourn January 6, 2014 Meeting

Meeting Date: January 6, 2014

Consent Agenda Item # 6A

SUBJECT: Approve Minutes of December 2013 meetings

REQUESTED BY: Clerk to the Board

SUMMARY: December 2, 2013 Minutes have been provided via e-mail to Board Members for review:

- # Organizational Meeting &**
- # Regular Monthly Meeting**

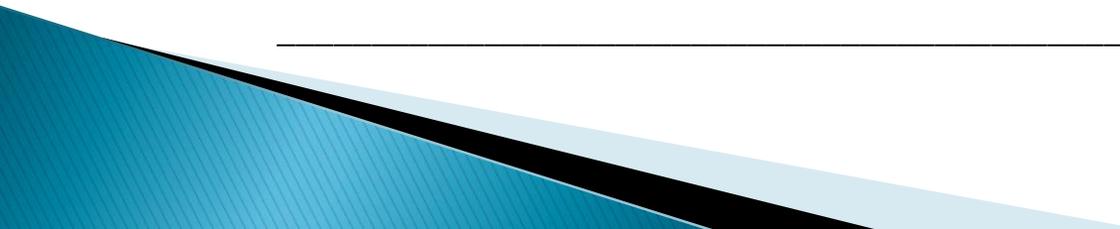
FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Minutes of December 2, 2013 meetings have been provided by e-mail:

Organizational Meeting

Regular Monthly Meeting

Meeting Date: January 6, 2014

Consent Agenda Item # 6B

SUBJECT: Interest Income Report

REQUESTED BY: Finance Director

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

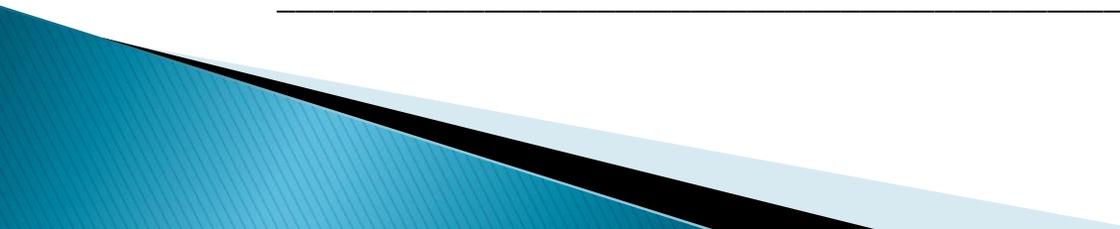
FUNDING SOURCE: Various

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



INTEREST INCOME REPORT
Month of November 2013

FUND	NOVEMBER INCOME	FISCAL YEAR TO - DATE
General	197.47	778.86
Revaluation	2.65	13.52
E 911 Telephone System	2.69	13.92
Buck Spring Project	2.40	13.17
Ambulance Storage Facility	0.45	2.49
Simulcast System Upgrade	1.29	5.40
Regional Water Enterprise Fund	3.23	18.63
District 1 Enterprise Fund	7.93	42.95
Solid Waste	0.43	2.01
District II Enterprise Fund	6.77	36.25
District III Phase II BANS	0.03	0.16
District III Enterprise Fund	2.35	12.91
Soul City Pump Station Improvements	0.31	1.70
District III Phase III	0.47	2.60
	228.47	944.57

Meeting Date: January 6, 2014

Consent Agenda Item # 6C

SUBJECT: Tax Collector's Report

REQUESTED BY: Starlin Beatty, Tax Administrator

SUMMARY: Tax Collector's Report for the month of November 2013 is presented for the Board's information. Please see memo from Tax Administrator addressing the November 2013 collections.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: G.S. 105 350 Tax Collection Report and Interest Income Report are supplied for Board's information

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Starlin L. Beatty
Tax Administrator



117 S. Main Street
Post Office Box 240
Warrenton, N. C. 27589
Phone: (252) 257-3337
Fax: (252) 257-9369

**COUNTY OF WARREN
OFFICE OF THE TAX ADMINISTRATOR**

Memorandum

To: Warren County Board of Commissioners
From: Starlin L. Beatty
Date: December 30, 2013
Re: Collection rate for November 2013

This memo is to address the collection rate for the month ending November 30, 2013. The rate listed as collected was low due to the process of automating the electronic payment postings received from the mortgage companies.

The payments were posted as of 12/19/2013. The rate as of that date shows the catch-up for the period. The collection rate for 12/19/2012 was 56.44%. The rate for the corresponding date this year is 56.82%. The money that was unapplied to the individual accounts was deposited in the bank as of the date received and did generate interest for the County.

If there are any other questions or concerns, please do not hesitate to contact me.

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

Current Year Collections

Tax Year	Charge	Collected in November	Collected to Date	Balance Outstanding	Percentage Collected
NOVEMBER 2013 FY14	\$16,863,498	\$320,483	\$4,896,192	\$11,967,305	29.03
NOVEMBER 2012 FY13	\$16,636,482	\$6,597,940	\$7,311,098	\$9,325,384	43.95

Delinquent Collections

2012	\$640,762	\$24,683	\$228,926	\$411,837	35.73
2011	262,589	6,325	65,403	197,186	24.91
2010	153,815	1,569	17,228	136,586	11.20
2009	119,175	350	6,670	112,505	5.60
2008	111,539	403	5,592	105,946	5.01
2007	122,176	167	3,234	118,942	2.65
2006	114,958	108	2,970	111,988	2.58
2005	98,352	194	2,574	95,778	2.62
2004	88,428	53	2,117	86,311	2.39
2003	76,023	108	2,488	73,535	3.27
Total Delinquent Years	\$ 1,787,817	\$33,960	\$ 337,202	\$ 1,450,614	

Other November Receipts

County Penalties
Landfill User Fees
Municipalities
Fire District Taxes
Advance Taxes

\$ 6,564	\$ 53,627
\$ 84,746	\$ 293,878
\$ 40,212	\$ 158,856
\$ 57,464	\$ 250,034
\$ 92	\$ 529

November GRAND TOTAL

\$ 543,521	\$ 5,990,318
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Starlin L. Beatty
Starlin L. Beatty, Tax Administrator

12/17/2013
DATE

Meeting Date: January 6, 2014

CONSENT AGENDA Item # 6D

SUBJECT: Request for Tax Releases

REQUESTED BY: Sterlin Beatty, Tax Administrator

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

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of tax releases over \$100, including release requests from Argand Rooftop 4 LLC and Strata West Fund 2, LLC (see memo attached from the Tax Administrator.)

NOTES:

Request For Tax Releases Over \$100 1 of 3

Over \$100

1/6/2014

Date: _____

ERROR CORRECTION RELEASES:

ARGAND ENERGY SOLUTIONS LLC	2013 37607 200		28722	\$5,297.44	SOLAR EXEMPTION
COAN CHARLOTTE A TRUSTEE	2013 28553 301	G10 10	7845	\$246.93	WRONG VALUE
DAVIS JAMES B	2013 31257 113	D6 75H	27635	\$199.95	MH NOT ON PROP SINCE 2009
DAVIS JAMES B	2012 31257 112	D6 75H	61475	\$221.75	MH NOT ON PROP SINCE 2009
DAVIS JAMES B	2011 31257 111	D6 75H	54184	\$239.01	MH NOT ON PROP SINCE 2009
DAVIS JAMES B	2010 31257 110	D6 75H	50451	\$261.16	MH NOT ON PROP SINCE 2009
DAVIS JAMES B	2009 31257 109	D6 75H	47185	\$234.42	MH NOT ON PROP SINCE 2009
FIRST CITIZENS BANK	2013 2018 200		27077	\$1,474.29	MACHINERY OVER ASSESSED
FOOD LION LLC 1390	2013 3369 200		27003	\$20,219.00	MACHINERY OVER ASSESSED
FOOD LION LLC 1390	2013 3369 201		29478	\$15,301.00	MACHINERY OVER ASSESSED
HARRISON ALICE K	2013 1972 112		28657	\$164.22	DOUBLE BILLED
HARRISON ALICE K	2012 1972 112		61304	\$175.49	DOUBLE BILLED
HARRISON ALICE K	2011-1972 111		54043	\$186.21	DOUBLE BILLED
HARRISON ALICE K	2010 1972 110		50345	\$198.67	DOUBLE BILLED
HARRISON ALICE K	2009 1972 109		47088	\$192.60	DOUBLE BILLED
HARRISON ALICE K	2008 1972 108		44202	\$239.61	DOUBLE BILLED
HARRISON ALICE K	2007 1972 107		41584	\$256.25	DOUBLE BILLED
ISLES WILFRED E JR	2013 13288 300	L4C 4	6972	\$307.12	BUSINESS CLOSED 2009
ISLES WILFRED E JR	2012 13288 300	L4C 4	6972	\$406.93	BUSINESS CLOSED 2009
ISLES WILFRED E JR	2011 13288 300	L4C 4	6972	\$463.23	BUSINESS CLOSED 2009
ISLES WILFRED E JR	2010 13288 300	L4C 4	6972	\$533.37	BUSINESS CLOSED 2009
J M F B T F LLC	2012 27139 302	F6 72 J2	22959	\$113.37	DOESN'T OWN/REBILLED CORRECT OWNER
J M F B T F LLC	2013 27139 302	F6 72 J2	22959	\$105.25	DOESN'T OWN/REBILLED CORRECT OWNER
MULCHI F W & C L MULCHI	2013 36744 300		7838	\$158.16	BOATS KEPT IN VA
PASO BARTON C	2013 22793 300		18967	\$227.36	BOATS SOLD & REPOED
RICHARDSON MAXINE	2013 33922 200		28395	\$127.00	MH MOVED IN 2002
RICHARDSON MAXINE	2012 33922 112		61514	\$134.56	MH MOVED IN 2002
RICHARDSON MAXINE	2011 33922 111		54210	\$145.87	MH MOVED IN 2002
RICHARDSON MAXINE	2010 33922 110		50475	\$156.88	MH MOVED IN 2002
RICHARDSON MAXINE	2009 33922 109		47209	\$153.75	MH MOVED IN 2002
RICHARDSON MAXINE	2008 33922 108		44317	\$169.31	MH MOVED IN 2002
RICHARDSON MAXINE	2007 33922 107		41704	\$178.15	MH MOVED IN 2002
RICHARDSON MAXINE	2006 33922 106		39012	\$187.90	MH MOVED IN 2002
RICHARDSON MAXINE	2005 33922 105		36265	\$198.22	MH MOVED IN 2002
RICHARDSON MAXINE	2004 33922 104		33796	\$208.54	MH MOVED IN 2002
RICHARDSON MAXINE	2003 33922 103		32679	\$218.64	MH MOVED IN 2002
SPAIN NANCY & AMY S NORWOOD	2013 13834 300	A2C 26	12102	\$2,187.16	DEFERRED KEYED IN INCORRECTLY
STRATA WEST FUND 2 LLC	2013 37603 200		28214	\$94,783.83	SOLAR EXEMPTION
UNITED FRIENDSHIP HOLY CHURCH	2012 35265 112	C6 58	16251	\$328.00	PERCENT OF COMPLETION OVER ESTIMATED
UNITED FRIENDSHIP HOLY CHURCH	2013 35265 300	C6 58	16257	\$333.00	PERCENT OF COMPLETION OVER ESTIMATED

SUB-TOTAL ERROR CORRECTIONS:

\$146,933.40

MOTOR VEHICLE RELEASES:

DANIEL SAMUEL W	2013 10417 2629	CAS2181	75747	\$175.85	DMV ERROR BILLED TWICE
LEARN RUSSELL	2013 39366 2631	BDL2364	75749	\$158.03	RELEASED TO HALIFAX CO
MARQUETTE ALLAN J JR	2013 29466 2604	CAZ5254	75722	\$141.55	BILLED & PAID AT DMV
RICHARDSON CHRISTOPHER JAMES	2005 24170 105	TYB1241	35634	\$203.93	DID NOT OWN
SHIRK GAIL E	2013 16083 2588	BMJ7866	75706	\$121.72	DOUBLE BILLED

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$801.08

SUB-TOTAL CORRECTION RELEASES:

\$146,933.40

Total Releases

\$ 147,734.48

LANDFILL USER FEE RELEASES:

BOLTON IVEY A JR	2013 3730 302	F5 50	4621	\$	120.00	NO DWELLING
BROWN ALLEN JR HEIRS	2013 5123 300	F7 24M	20419	\$	120.00	NO ELECTRICITY
BROWN ALLEN E & MARY P	2013 4821 300	F7 24B	1537	\$	120.00	PRIVATE HAULER
BROWN BANZET & DOROTHY M	2013 37264 300	D6 30B	16577	\$	120.00	PRIVATE HAULER
BROWN VOYETTE P H	2013 21108 300	B6A 51	7919	\$	120.00	PRIVATE HAULER

Request For Tax Releases Over \$100 2 of 3

BULLOCK JOSEPHINE	2013 19610 311	A4 14 1X	6809 \$	120.00	HSE IN POOR COND/NO LFUF
CAMPBELL ALLEN E JR & BONNIE G	2013 6533 333	C4 4	2184 \$	120.00	PRIVATE HAULER
CARTER DEREK	2013 14094 300	K5 43	2337 \$	120.00	NO ELECTRICITY
CHOPLIN B E & J D SHORT	2013 35835 301	B7 148	20550 \$	120.00	PRIVATE HAULER
DAVIS ENDIA DORTCH	2013 21829 301	C5 73	5145 \$	120.00	NO ELECTRICITY
DAVIS WILBUR & PATRICIA	2013 11428 300	C5 32A	1204 \$	120.00	PRIVATE HAULER
ENGEL MARTIN	2013 1890 300	C1 8A	6166 \$	120.00	PRIVATE HAULER
FOLKES NAOMI E	2013 1371 300	C4 43C	16771 \$	120.00	PRIVATE HAULER
FREEMAN THOMAS H & BETSY A	2013 15229 300	L4A 36	4640 \$	120.00	PRIVATE HAULER
GHEE THOMAS & GLENDA GHEE	2013 29506 301	D710D1	22964 \$	120.00	PRIVATE HAULER
GREEN ELEANOR M	2013 16224 302	C7 69A	18891 \$	120.00	NO ELECTRICITY
HARMON ORA MAE	2013 17504 300	D4 75	5362 \$	360.00	PRIVATE HAULER
HARMON ROBBY L & TAMMIE C	2013 17509 300	D4 75B	17392 \$	120.00	PRIVATE HAULER
HOLTZMANN BARBARA	2013 20504 305	C4 18	7579 \$	120.00	PRIVATE HAULER
HOLTZMANN GARY DEAN	2013-20510-300	C4 18A	17966 \$	120.00	PRIVATE HAULER
HOLTZMANN LAURA & RANDY	2013 3173 200	C4 18	26910 \$	120.00	PRIVATE HAULER
HOURIGAN BRIAN/RICHARD/SCOTT	2013 37615 300	J2C 12 13	12717 \$	120.00	PRIVATE HAULER
JONES BESSIE F	2013 22425 300	K5 73	6340 \$	120.00	PRIVATE HAULER
JONES MICHAEL A & JOAN R	2013 3498 300	C4 38	12158 \$	120.00	PRIVATE HAULER
JONES S R HEIRS	2013 23001 301	K2 22	7021 \$	120.00	NO ELECTRICITY
KING MAGGIE E	2013 2499 301	D6 92C	20445 \$	120.00	PRIVATE HAULER
MARLIN ROBERT H	2013 26703 300	E6B546	8606 \$	120.00	LIVES IN TOWN/NO LFUF
N C F INVESTMENTS LLC	2013 9042 300	E3 4	12642 \$	120.00	PRIVATE HAULER
N C F INVESTMENTS LLC	2013 9042 303	C1 8B	12960 \$	120.00	PRIVATE HAULER
N C F INVESTMENTS LLC	2013 9042 301	C1 8	6941 \$	240.00	PRIVATE HAULER
PHELPS HENRY F	2013 31538 300	I3D305	9580 \$	120.00	PRIVATE HAULER
POWELL ROOSEVELT/MARGARET BOWE	2013 7878 300	E5 146	6968 \$	120.00	NO ELECTRICITY
PRESSER BEVERLY T & ERICH	2013 14646 300	H1C168	10154 \$	120.00	PRIVATE HAULER
RICHARDSON DEBORAH L	2013 33510 300	K9 4H	10503 \$	120.00	NO ELECTRICITY
RICHARDSON WILLIE L & DEBORAH	2013 33510 302	I9 2A	19029 \$	120.00	NO ELECTRICITY
STIMMEL PATRICIA H	2013 36287 300	J3B 19	10795 \$	120.00	PRIVATE HAULER
TOLLEY SONYA JEAN	2013 19663 300	H1C137	558 \$	120.00	PRIVATE HAULER
VAUGHAN FRANK SR	2013 41735 200	C4 37	27079 \$	120.00	PRIVATE HAULER
VAUGHAN LARRY	2013 48402 200	C4 37	27081 \$	120.00	PRIVATE HAULER
WILKINS ALFRED	2013 43707 200		28907 \$	120.00	NO ELECTRICITY
WILLIAMS ANTOINE F	2013 31601 302	G13 28	15678 \$	120.00	NO ELECTRICITY
WINSLOW JACK R & AMY	2013 18708 301	L3D 80	21223 \$	120.00	PRIVATE HAULER

TOTAL LFUF RELEASES:

\$ 5,400.00

Total Releases

\$ 153,134.48

Starlin L. Beatty
Tax Administrator



117 S. Main Street
Post Office Box 240
Warrenton, N. C. 27589
Phone: (252) 257-3337
Fax: (252) 257-9369

**COUNTY OF WARREN
OFFICE OF THE TAX ADMINISTRATOR**

12/16/2013

**Request
For Tax
Releases
Over \$100
3 of 3**

Honorable Board,

This memo is to address request for exemption for two solar energy companies.

1. ARGAND ROOFTOP 4 LLC Account # 37607 200
2. STRATA WEST FUND 2, LLC Account # 37603 200

These requests for exemption are allowed under General Statute 105-275(45) titled "Solar energy electric system".

The request for exemption from Argand Rooftop 4 was not a timely request. I as the Assessor cannot honor this exemption request. You as commissioners are given the authority approve this request for exemption under GS 105-282.1(a1). I request that you allow this late application to be approved by this office. This value was included in the amount used to calculate the rate for this FY.

The request for exemption from Strata West Fund 2 was a timely request. I have the authority to grant the exemption. The amount is such that I want you to be aware of it. This value was not included in the amount used to calculate the budget this FY.

These requests will not have to be addressed in the future as we have them properly coded for future listing periods. This is a new industry and all are learning what needs to be done to have them properly tax. There will be additional sites being developed by these companies as they grow. We hope they bring their business to our county as they see that we are pro business and are willing to help them grow as we grow.

Starlin L Beatty

A handwritten signature in black ink that reads "Starlin L. Beatty".

Tax Administrator

County
 Manager
 approved
 Tax Releases
 Under \$100
 1 of 2

Under \$100

1/6/2014

Date: *JW*
1/20/13

ERROR CORRECTION RELEASES:

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD#</u>	<u>AMOUNT</u>	<u>REASON</u>
ALBERT LEWIS B	2013	33858 300		18362	\$ 91.18	BOATS WERE OVERASSESSED
ALBOUGH WILLIAMS	2013	31491 300		11691	\$ 30.97	BOAT LISTED ON RECN 3336
BELL W DAVID	2013	1577 300	ISA 24	14769	\$ 34.50	WRONG VALUE ON BOATS
BRANAN TIMOTHY N	2013	39169 200		26259	\$ 32.91	BOAT ALSO LISTED ON ACCT 15952 300
CAMACHO DAVID P	2013	9355 300		12592	\$ 75.77	DISCOVERED TWICE/ON RECN 12592
FIRST CITIZENS BANK	2013	2018 201		26835	\$ 26.01	MACHINERY OVER ASSESSED
GARRETT JAMES & OTHERS	2013	26906 300	L2C 34	4776	\$ 75.79	MH DESTROYED IN 2011
MARKHAM V Y & T N BRANAM SR	2012	15952 300	H1C 18	10088	\$ 39.55	VALUE CHANGE PER PTC
MOBILE MINI INC	2013	38080 200		29065	\$ 21.97	BUSINESS DOUBLE ASSESSED
MUNSON BARRY R	2013	39189 200		26312	\$ 39.70	BOAT ASSESSED IN HALIFAX CTY
PIEDMONT COCA COLA	2013	9563 200		27874	\$ 22.27	INCORRECTLY ASSESSED
PIEDMONT COCA COLA	2013	9563 200		27116	\$ 9.39	INCORRECTLY ASSESSED
SANDERS JERRY ALLEN JR	2013	31109 200		27356	\$ 16.39	SOLD BOAT IN 2011
STEVENS THEODORE	2013	39244 200		26342	\$ 50.33	BOAT LISTED ON 18389 300
WALKER ROBERT L	2013	39253 200		26351	\$ 19.68	DOUBLE BILLED/ALSO ON RECN 13064
WARING BIRAN L	2013	39139 200		26357	\$ 11.59	BOAT DOESN'T RUN/KEPT IN MARYLAND
WATERS MICHAEL	2013	39255 200		26358	\$ 26.11	BOAT KEPT IN VA
WHITLOW ELIGAH K	2013	37828 300	K2C 131	10505	\$ 4.00	DOES NOT OWN A DOG

SUB-TOTAL ERROR CORRECTIONS:

\$ 628.11

MOTOR VEHICLE RELEASES:

ALLEN SHELBY D	2013	26689 1913	YMZ1668	70011	\$62.88	MOVED TO VA
ALLEN SHELBY D	2013	26689 2217	YMZ1669	70315	\$34.68	MOVED TO VA
ALSTON JOSEPH RAY	2013	35467 1286	BLT8928	76070	\$39.86	DMV ERROR BILLED TWICE
BEAZLEY DONALD F	2013	2928 9999	LYC1182	29113	\$3.78	SOLD
BROWN ARTHUR RAY	2013	2059 2348	BBN6110	75466	\$33.30	SOLD
BULLOCK CURTIS	2013	3955 9999	XZJ3423	26293	\$8.99	VEHICLE NOT DEPRECIATED CORRECTLY
C ALLEN CONSTRUCTION INC	2013	26689 2281	CT8028	72085	\$43.26	MOVED TO VA
CESAR STEPHEN C	2013	10620 2293	MAXPWR	73733	\$65.44	MOVED TO VA
DAVIS SHENA R	2013	8907 112	YYW4932	58709	\$83.70	SOLD
DEJESU FRANCIS J	2013	11734 1805	ZVX5144	74923	\$12.73	DMV ERROR SAME VALUE AS 2012
DEROSA LOUIS JOHN	2008	16386 108	NXR5264	43505	\$36.97	DOUBLE BILLED ON DISCOVERY
DILLARD GREGORY L	2013	35919 1360	DM8425	64185	\$12.64	TOTALED
FITTS JOHNNIE JR	2013	6335 2081	ACY2801	71885	\$68.32	SOLD
FLOYD SANDRA L	2013	5375 1687	YYX5009	74805	\$9.90	SOLD
GILBERTSON GARY D	2013	4688 2311	AEH2415	72115	\$9.24	WRECKED
GUSTKEY FRANK R JR	2013	1494 112	AJR4424	60155	\$76.50	TRADED
HALL JASON W	2013	34948 112	BFF6661	60196	\$42.78	SOLD
HAYWOOD GERRARD A	2013	29172 1101	BCF9063	74219	\$4.72	SOLD
HARDY JUDITH M	2013	24215 1357	BHH1044	80646	\$2.73	TURNED IN
HARGROVE LISA	2013	2761 2569	BMD5935	72373	\$78.75	REPOED
HARGROVE SAMANTHA C	2013	35950 2139	AAH4803	68453	\$10.60	REPOED
HARRISON TIEARA	2013	18437 2563	AMH4940	68877	\$84.43	TOTALED
HENDERSON TAMMY COOPER	2013	6031 2432	YVT4490	73872	\$57.33	TOTALED
HOUSTON JANET M	2013	12770 1289	WTT7883	74407	\$1.22	DMV ERROR SAME VALUE AS LAST YR
HOUSTON JANET M	2013	12770 2446	6201C	75460	\$14.90	DMV ERROR SAME VALUE AS LAST YR
HUDDIGS JOHN A JR	2013	20820 2212	WVB9952	75330	\$109.56	DESCASED/SOLD
JEFFERSON QUEEN E	2013	39294 1245	BLJ2952	74363	\$6.36	RELEASED TO HALIFAX CO
JOHNSON TERESA A	2013	4663 112	XWH1084	55530	\$30.20	SOLD
JONES CHERIL D	2013	39316 1741	BLT8081	74859	\$69.60	DMV ERROR
JONES CLARA D	2013	39289 1072	XYZ5680	74190	\$3.42	RELEASED TO HALIFAX CO
JONES LEATHA	2013	5821 108	WTX2494	43573	\$12.63	SOLD
JONES LEATHA	2013	5821 109	WYY8780	46727	\$5.41	GAVE AWAY
JONES OSHEA D	2013	28984 108	VRJ5321	43449	\$47.65	SOLD
LEWIS CAROLINA ANN	2013	37293 2098	WNK4385	70196	\$69.42	RELEASED TO VANCE CO
MURPHY CARL	2013	3425 1589	SRK2604	80878	\$5.73	TOTAL LOSS
NELSON MATT D III	2013	28730 1790	RXY5473	74908	\$6.06	DMV ERROR SAME VALUE AS LAST YR
NELSON MATT DAVID III	2013	28730 1157	YNC6321	74275	\$7.28	HIGH MILEAGE

**County
Manager
approved
Tax Releases
Under \$100
2 of 2**

OVERBY KAY T	2013 29617 2047	YNC6883	75488	\$12.12	DMV ERROR SAME VALUE AS LAST YR
REED RICKY	2013 2976 2703	BLT5536	69017	\$6.16	SOLD
REED RICKY	2013 2976 1924	A473DV	68238	\$66.48	SOLD
RICHARDSON CHRISTOPHER JAMES	2012 24170 112	BBN4432	57825	\$26.90	DID NOT OWN
RICHARDSON CHRISTOPHER JAMES	2012 24170 112	BBN6648	58584	\$10.34	DID NOT OWN
RICHARDSON CHRISTOPHER JAMES	2011 24170 111	ZZA8819	53445	\$24.98	DID NOT OWN
RICHARDSON CHRISTOPHER JAMES	2011 24170 111	YPS6215	53571	\$26.57	DID NOT OWN
RICHARDSON CHRISTOPHER JAMES	2008 24170 108	RSH886	43919	\$32.43	DID NOT OWN
RICHARDSON JESSIE	2013 4858 112	WPT9139	59327	\$82.40	SOLD
SANDERSON CATHERINE LANE	2013 23760 1235	BLT6471	71039	\$6.48	SOLD
SOMERVILLE LARRY H	2013 38237 2053	AEB5662	71857	\$82.32	SOLD
SUGG JAMES M	2013 9935 2386	BJY3526	70484	\$56.70	TRADED
TAYLOR ROSA R	2013 29202 112	ZPW4946	59861	\$9.12	TOTALED
VITALE VITO A	2013 26083 2454	BLT8071	75572	\$79.90	SOLD
WAHRMAN RUSSELL A	2013 23972 1008	BK56530	69106	\$7.10	SOLD
WEST WILLIAM A	2013 43133 1249	XWF7974	69347	\$4.90	SOLD
WETHINGTON MARK W	2013 8790 2253	YWH8547	73693	\$27.72	TRADED
WILLIAMS LUTHER	2013 33481 2259	ZWR9884	75377	\$9.68	SOLD
WILSON MICHAEL J	2013 39340 2179	CAW1501	75297	\$82.13	DOUBLE BILLED
YOUNGMAN JAMES LEE	2013 13240 1610	LYC820	82177	\$2.17	SOLD

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$1,929.57

SUB-TOTAL CORRECTION RELEASES:

\$628.11

Total Releases

\$ 2,557.68

Meeting Date: January 6, 2014

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:

Monthly Performance Status Report

(Due on 15th of each month)

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

Submitted: January 2014

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

Prepared By: Karen Foster

Approved and Emailed By: *Linda J. Wate*

Board or Council Update:

Title: Community Development Planner

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

Date: _____

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: January 6, 2014

Agenda Item # 7-A

SUBJECT: Appoint Finance Director

REQUESTED BY: County Manager & Personnel Committee

SUMMARY: Request is submitted by the County Manager and Personnel Committee to promote Gloria Edmonds from her current position of Accounting Manager in the Finance Office to fill the vacant position of Finance Director. Ms. Edmonds has served Warren County 21 years in the Finance Office.

Effective Date: January 1, 2014

Annual Salary: \$70,000

FUNDING SOURCE: N/A

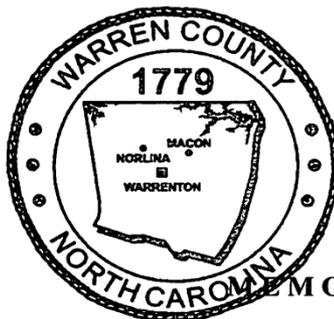
APPLICABLE STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend appointment of Gloria Edmonds to fill the vacant Finance Director position effective January 1, 2014 at an annual salary of \$70,000.

NOTES:



WARREN COUNTY BOARD OF COMMISSIONERS

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

M E M O R A N D U M

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

Linda T. Worth
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LW*
DATE: December 30, 2013
RE: Appointment of Finance Director

I am respectfully requesting the Board's consideration and approval of the following personnel action:

The Personnel Committee is pleased to submit the name of Ms. Gloria Edmonds, Accounting Manager in the Warren County Finance Office, to fill the vacant Finance Director position. Ms. Edmonds has served 21 years in the Warren County Finance Office and brings a wealth of knowledge and on-the-job experience to the position. Ms. Edmonds' resume' is attached for your review.

The Personnel Committee is recommending Ms. Edmonds be promoted from her current position to the Finance Director position effective January 1, 2014, at an annual salary of \$70,000. There are sufficient funds budgeted in the Finance Office's departmental budget to cover this recommended salary.

Your favorable consideration of this request is greatly appreciated. Should you have any questions or concerns in the interim, please do not hesitate to contact me.

cc: Lisa Alston, HR Manager
Attachment

Gloria M. Edmonds
668 Limertown Rd.
Warrenton, N.C. 27589
(252) 257-3597

RECEIVED

DEC 10 2013

December 10, 2013

WARREN COUNTY MANAGER'S OFFICE

Mrs. Linda Worth
Warren County Manager
P. O. Box 619
Warrenton, NC 27589

Dear Mrs. Worth:

Since Barry Mayo, Finance Director, has tendered his resignation as Warren County Finance Director effective December 27, 2013, I would like to express my interest in the position.

My interest and work experiences have resulted in a career in public service having served twenty one years in the Warren County Finance Office from which I have gained extensive knowledge of The Local Government Budget and Fiscal Control Act and the day to day operations of the Warren County local government. In my current position as Accounting Manager I am responsible for overseeing a staff of three and assisting with the operations of accounts payable and accounts receivable. Other duties include assisting the Finance Director with planning, management, budgeting and the annual audit. In 2006 I served as Interim Finance Officer for a ten month period. During this time, the County obtained Local Government Commission approval to proceed with the Recreation Complex - Phase II and also obtained financing for the project.

Attached is a copy of my resume which further details my qualifications for the position.

Thank you for your time and consideration.

Sincerely,



Gloria Edmonds

Gloria M. Edmonds
668 Limertown Rd.
Warrenton, NC 27589
252-257-3597

Summary of Qualifications and Skills

- 21 years experience in the local government finance and accounting field.
- Advanced knowledge of The Local Government Budget and Fiscal Control Act.
- Thorough knowledge of governmental accounting principal, procedures and processes at the local level.
- Strong computer skills and experience the Munis Accounting System, Microsoft Word, Microsoft Excel and Internet
- Ability to analyze and develop procedures and systems in relationship to the development of other systems and sub-systems.
- Strong verbal and written communication skills
- Ability to communicate with County Management, outside agencies and the community/citizens.
- Ability to perform tasks with minimal supervision
- Strong skills in governmental budgeting
- Strong leadership ability and management skills
- Ability to set priorities and manage time effectively

Work Experience

County of Warren:

Accounting Manager – 2007- Present

- Supervise and assist staff of three with the day to day operations of accounts payable, accounts receivable and general ledger.
- Assist Department Heads as needed with budget issues.
- Train new Department Heads and Administrative Staff on budget tracking.
- Assist Finance Officer and County Manager with preparation of the budget and budget amendments.
- Assist Finance Officer and External Auditors with annual audit.
- Prepare monthly general ledger reports for Department Heads, County Commissioners, County Manager and Finance Director.
- Audit and approve purchase requisitions and line item transfers.
- Maintain files on contracts, fixed assets and grants received by Warren. County ensuring grant guidelines are followed.
- Seek financing for vehicles and capital equipment purchase.
- Prepare Annual Sales and Use Tax Report.
- Any other duties as needed.

Interim Finance Officer – 2006-2007

- Performed duties in the Finance Office in accordance with the Budget and Fiscal Control Act in the absence of a Finance Officer.

Accounts Payable Supervisor – 1997-2006

- Supervised and assisted staff of three with the day to day operations of accounts payable, accounts receivable and general ledger.
- Assisted Department Heads as needed with budget issues.
- Assisted Finance Officer with the development of the budget tracking system and held training sessions for Department Heads and administrative staff on budget tracking.
- Assisted Finance Officer with preparation of the budget.
- Assisted Finance Officer and External Auditors with annual audit.
- Any other duties as needed.

Clerk to the Board – 1996-1997

- Performed duties as directed by Warren County Manager and Warren County Board of Commissioners.
- Prepared meeting agendas, meeting minutes, advertisements for meetings, coordinated travel arrangements for County Manager and Board of Commissioners and any other duties as needed.

Accounting Technician – 1992-1996

- Performed accounting task related to the processing of invoices, issuance of checks, balancing general ledger, receipting funds, bank deposits, filing and any other duties as needed.

Rose's Stores, Inc.

Secretary to Audit Director – 1984-1992

- Performed secretarial duties for the Director of Internal Audit and 12 Internal Auditors, making travel arrangements, preparing and proofing audit reports, communicating with store personnel and any other duties as needed.

Warren County Clerk of Superior Court

Deputy Clerk - 1980-1984

- Performed duties as Deputy Clerk of District and Superior Court attending court, processing warrants, forfeitures, traffic violations, orders for arrest and any other duties as needed.

Rose's Stores, Inc.

Secretary to Director of Data Processing – 1972-1980

- Performed day to day secretarial duties for the Director of Data Processing and five program analysts.

Education

Hardbarger Business College – 1970-1971

Meeting Date: January 6, 2014

Agenda Item # 7-B

SUBJECT: Employee Performance Bond Renewal

REQUESTED BY: Warren County Finance Director (Officer)

**SUMMARY: Bond renewal for Finance Officer
Term: 1-24-2014 to 1-24-2015
\$50,000 coverage
\$175 premium**

FUNDING SOURCE: General Fund

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

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of annual bond renewal for \$50,000 coverage at a premium cost of \$175 for the County Finance Officer.

NOTES:

Meeting Date: January 6, 2014

Item # 7-C

SUBJECT: Finance Office

REQUESTED BY: Finance Director

SUMMARY: Amendment # 6 to the Capital Project Ordinance for Warren County Water & Sewer District III, Phase III Project is submitted for Board's approval.

FUNDING SOURCE: Capital Project

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment #6 to the Capital Project Ordinance for Warren County Water & Sewer District III, Phase III Project.

NOTES:

**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE FOR
WARREN COUNTY WATER & SEWER
DISTRICT NO. III PHASE III PROJECT
(Amendment No. 6)**

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

Increase/(Decrease) Appropriations:

Engineering / Preliminary	2,000
Engineering / Design	12,300
Engineering / Construction Admin	8,200
Engineering / Inspection	(8,325)
Engineering / Additional Services	73
Construction Contract	(33,292)
Materials and Supplies	81,230
Contingency	\$ <u>(62,186)</u>
Total	\$ 0

This amendment:

adjust the budget to the most recent cost estimates provided by River's and Associates

Respectfully Submitted 01-06-2014

Barry J. Mayo

Barry J. Mayo
Finance Director

Meeting Date: December 2, 2013

Item # 7-D

SUBJECT: Finance Office

REQUESTED BY: Finance Director

SUMMARY: Amendment # 6 to the Warren County FY 2013-14 Budget Ordinance is submitted for Board's approval.

FUNDING SOURCE: General Fund

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment #6 to the FY 2013-14 Warren County Budget Ordinance.

NOTES:

AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE

2013/2014

Amendment No. 6

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:

Court Facilities	1,806
Buildings, Grounds and Maintenance	(1,328)
Sheriff's Department	18,750
Total	\$ 19,228

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 - Other	18,750
Miscellaneous Revenue	478
Total	\$ 19,228

This amendment:

- funds are appropriated to the Court Facility for floor coverings.
Funding Source: Buildings, Grounds & Maint. major building repairs
- funds are appropriated to the Sheriff's Department for cameras in vehicles.
Funding Source: Governor's Crime Commission

Respectfully Submitted 01/06/2014

Barry J. Mayo

Barry J. Mayo, Finance Director

Meeting Date: January 6, 2014

Agenda Item # 8

SUBJECT: Board/Commission Re-appointment

REQUESTED BY: Alicia Giddiens, Director - Warren County Senior Center

SUMMARY: It is submitted to re-appoint Charles Jefferson to the Senior Center Advisory Council for a second, three (3) year term that expires December 31, 2016:

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Good Afternoon,

During our advisory council meeting on last Wednesday, December 18th, 2013 our council voted in another term for Mr. Charles Jefferson. He is currently our council chairperson.

Thanks and Merry Christmas,

Alicia R. Giddiens, MSW

Warren County Senior Center Director

435 W. Franklin St.

Warrenton, NC 27589

(252) 257-3111



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. Senior Center Advisory Council
2. _____
3. _____
4. _____

Your full name Charles Jefferson

Date of Birth 9/22/37 Sex _____ Race _____

Mailing Address 368 Russell Union Rd.

City and Zip Code Norlina, NC 27563

Street Address Same as above

City and Zip Code _____

Home Phone 252 456 4731 Work Phone _____

Job Title Activities Coordinator, RAPIDD

Company or Agency Warren County Senior Center

Email Address Jeffers2cha@aol.com

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended _____

Name and Address of College Attended _____

Degree Received _____

Please list any military experience _____

If you are presently serving as an elected or appointed official, please explain: _____

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

Work Experience _____

Volunteer Experience _____

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

Date

Charles [Signature]
2/21/13

Please feel free to attach a resume if so desired.

Meeting Date: January 6, 2014

Agenda Item # 9

SUBJECT: Proposed Economic Development Incentive Policy Documents

**REQUESTED BY: Gabe Cumming – EDC Consultant
Peggy Richardson – Interim EDC Director**

SUMMARY: Having discussed proposed Economic Development Incentive Policy during October 2013 Board work session, the following Incentive Policy documents are presented for the Board's review and adoption:

- 1. Warren County Economic Development Incentive Policy;**
- 2. Warren County Economic Development Incentive Policy Definitions and Standards;**
- 3. Economic Incentive Agreement Between Warren County and (Company).**

FUNDING SOURCE: Annual Property Taxes Paid by the Company

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of the following Economic Development Incentive Policy documents presented by the Economic Development Commission and reviewed by the County Attorney: 1) Warren County Economic Development Incentive Policy; 2) Warren County Economic Development Incentive Policy Definitions and Standards; & 3) Economic Incentive Agreement Between Warren County and (Company).

NOTES:

Warren County

Economic Development Incentive Policy

Warren County Economic Development Incentive Policy

The Warren County Economic Development Incentive Policy provides a framework for evaluating economic development projects including, but not limited to, establishment of new businesses in the county and expansions of existing businesses. By utilizing a point system to grade each development project, the number of points that a project scores shall be used to determine the value of the financial incentive grant that the County may award to that specific project.

Thus, the monetary value of each financial incentive grant shall be directly determined by the amount of annual property taxes paid by the company. For each year of the grant, the company will receive an award based on a percentage of property taxes paid that year. The percentage is determined by the project's score, as detailed below. Grant awards are only made after the company has paid its annual property tax.

Under this incentive policy, companies may qualify for, but are not guaranteed, a financial incentive grant. The County reserves complete discretion in determining which eligible projects warrant a financial incentive grant. The County will use criteria outlined in this document and other policy documents to accept, reject or modify the grant amount.

This policy only addresses one form of incentive that the County may offer: financial grant awards determined by property tax amounts. The County may, at its discretion, offer other kinds of incentives to companies in addition to—or instead of—this type of financial incentive.

Warren County
Economic Development Incentive Policy

JOBS	Points
<p>Number of jobs created</p> <p style="text-align: right;">5-15 12 16-25 14 26-35 16 36-45 18 46 and above 20</p> <p style="text-align: right;"><i>Maximum points</i> 20</p>	
<p>Hiring Warren County residents (number of positions company seeks to fill in county through approved local hiring process)</p> <p style="text-align: right;">5-9 5 10-14 7 15-19 9 20 and above 11</p> <p style="text-align: right;"><i>Maximum points</i> 11</p>	
<p>Wage level of new jobs</p> <p style="text-align: right;">100% of county average or more 5 Greater than county average but less than state average 7 State average or more 9</p> <p style="text-align: right;"><i>Maximum points</i> 9</p>	
<p>Quality of new jobs</p> <p style="text-align: right;">Partial employer paid health insurance 2 Total employer paid health insurance 4 Retirement benefits 2 Paid vacation 2</p> <p style="text-align: right;"><i>Maximum points</i> 8</p>	

Warren County

Economic Development Incentive Policy

CAPITAL INVESTMENT		Points
Level of capital investment	\$250,000 - \$500,000	7
	\$500,001 - \$750,000	9
	\$750,001 - \$1,000,000	11
	Above \$1,000,000	13
<i>Maximum points</i>		<i>13</i>
INDUSTRY CLUSTERS AND BUSINESS TYPE		Points
Company's in-county purchases and/or sales as percentage of total purchases and/or sales	10-20%	7
	20-30%	9
	30% and above	11
	<i>Maximum points</i>	
Woman/minority owned business		6
Target clusters		4
Company headquarters located in county		4
ENVIRONMENTAL IMPACT		Points
Environmental features	Green facility	3
	Green operations	3
	<i>Maximum points</i>	
Building re-use		5
Location in target area		3

Warren County

Economic Development Incentive Policy

Category	Number of points available
Jobs	48
Capital Investment	13
Industry Cluster/Business Type	25
Environmental impact	14
Total points	100

Number of points needed for each incentive level

Total points	Incentive Level
40-49	1
50-59	2
60-69	3
70-79	4
80 and above	5

Incentive award as percentage of property tax

Year	Level 1	Level 2	Level 3	Level 4	Level 5
Year 1	70%	75%	80%	90%	90%
Year 2	60%	65%	70%	80%	80%
Year 3	50%	55%	60%	70%	75%
Year 4	40%	45%	50%	60%	75%
Year 5	30%	35%	40%	50%	60%

Warren County Economic Development Incentive Policy

Definitions and Standards

Definitions and Standards

Number of jobs created

- Each business agrees to create a specific number of jobs (“new jobs”).
- Definition: unless otherwise specified, “new jobs” are new, permanent employment positions held by full-time employees.
 - A “new job” is new only if it is created after the County approves the incentive agreement.
 - To be considered permanent, a “new job” must be retained for at least the period of the incentive agreement.
 - Full-time employees work at least 35 hours/week, year-round.
 - Part-time positions may be combined into full-time equivalent positions in order to qualify for points, as long as the part-time positions are retained for at least the period of the incentive agreement.
 - The number of full-time equivalent positions shall be calculated by adding the number of part-time hours per each newly created job and dividing by 40. Part-time positions must require employees to work at least 20 hours/week.
 - Permanent, seasonal positions can be combined into full-time equivalent positions using a 12/12 computation (e.g. a six-month position would equate to 6/12 of a year-round full-time position; it could be combined to with another six-month position to equal a full time position).
 - So long as an incentivized company creates a new job as defined by the agreement between the County and the company, the company may replace the employee filling such position at its discretion.
- For the purposes of this policy, temporary employees may be eligible, at the discretion of the County, to fill new jobs.
- If company has pre-existing jobs in the County created prior to the date of its agreement with the County, it must retain these jobs in addition to creating new jobs for the period of the incentive agreement.
- *Monitoring data sources:* The County shall use and the company shall grant the County access to any and all North Carolina Department of Commerce Division of Employment Security’s Employer’s Quarterly Tax and Wage Reports (NCUI 101), company payroll records and/or other documentation which the County may request.

Hiring Warren County residents

- Each business completes the following process, representing a good-faith effort to hire Warren County residents:
 - Company meets with Kerr-Tar Workforce Development Board (“Kerr-Tar WDB”) to define hiring goals, training needs, and local hiring process.
 - Company commits to local hiring process in the incentive agreement and signs agreement between Kerr-Tar WDB and company.

Definitions and Standards

- Company provides Kerr-Tar WDB with job announcements and description of skill sets needed
- Kerr-Tar WDB carries out agreed-upon local hiring process, which may include collecting and screening applications, sending company resumes of qualified applicants, and/or organizing hiring events.
- Company interviews qualified Warren County applicants identified through local hiring process. Positions for which company does not hire Warren County resident are then advertised elsewhere.
- If a customized training would enable Warren County job applicants to successfully fill positions in the business, the company agrees to consider customized training through Vance-Granville Community College as part of its local hiring process.¹
- *Monitoring data sources:* The County shall utilize a Report from the Kerr-Tar WDB documenting company compliance with conditions outlined in agreement between Kerr-Tar WDB and company. The county shall also utilize company documentation (W-2s, company payroll records).

Wage level of new jobs

- Applies to average wage, excluding benefits, for all new jobs.
- Peg to Bureau of Labor Statistics average weekly wage in Warren County (ENU3718540010) and NC (ENU3700040010) for most recent quarter available (to obtain latest wage information, visit <http://www.bls.gov/cew/#databases>, click the Series Reports link at the bottom of the page and plug in the numbers above).
- *Monitoring data sources:* The County shall utilize the North Carolina Department of Commerce Division of Employment Security's Employer's Quarterly Tax and Wage Report (NCUI 101). The county shall also utilize company documentation.

Quality of new jobs

Monitoring data sources: The County shall use and the company shall grant the County access to Company benefit documentation (including but not limited to employees' W-2s for health insurance).

Level of capital investment

- Increase in ad valorem tax value of real or personal property located in Warren County and owned directly by the company. Baseline is assessed tax value prior to agreement. Assessed value both before and after agreement to be determined by County Tax Assessor.
- Capital investment made before the County Commissioners approve the incentive agreement does not qualify and the County will not consider it during the application process.

¹ If it is the County's intent that the company be responsible to pay for the customized training of these individuals, then the policy needs to specify that.

Definitions and Standards

- Capital investment includes new machinery, equipment and other items taxed as business personal property. New machinery and equipment must not be currently taxed in the County and must not be installed to replace existing business personal property in the County.
- Capital investment in the incentivized project must be subject to County property taxes from installation and/or construction for the full term of the incentive agreement.
- *Monitoring data sources:* The County shall utilize tax records.

Company's in-county purchases and/or sales as percentage of total purchases and/or sales

- Comprised of two measures:
 - 1) Percentage of total goods and materials purchased by incentivized company that are grown or produced in county or that are purchased from a business located in county ("local purchases") and/or
 - 2) Percentage of total goods and materials sold by incentivized company to other businesses in county ("local sales").
- A company can calculate its percentage level by totaling either local purchases or local sales alone or by combining the two categories.
- Company must be able to track local purchases and local sales and --- be able to verify figures.
- *Monitoring data sources:* The County shall use and the company shall grant the County access to company's accounts/records.

Woman/minority owned business

- Definition: A business enterprise in which 51% or more of the business is owned, operated and controlled by citizens or permanent resident aliens who are women and/or ethnic/racial minorities.
- *Monitoring data sources:* The County shall use and the company shall grant the County access to company records, as well as MWBE certification (for online record of certification, visit mwbe.com/dir/directory.htm), DBE certification (for online record of certification, visit: <https://partner.ncdot.gov/VendorDirectory/default.html>).

Target clusters

- Targeted clusters are those within the food/agriculture, fiber (wood/textile), and renewable energy industries, and/or other clusters defined by the Warren County Economic Development Commission.
- Does not require monitoring.

Company headquarters located in county

- Company headquarters must be located within physical boundaries of Warren County to earn points.

Definitions and Standards

- Headquarters have been defined variously as the company's principle place of business, center of operations or "the actual center of direction, control and coordination, i.e., the 'nerve center,'" of the company.
- Does not require monitoring.

Environmental features

- Two categories of points:
 - 1) Green facility—determined by achieving number of points necessary to attain either: A) LEED certification according to the most recent guidelines issued by the U.S. Green Building Council; B) Bronze level certification according to the most recent High Performance Building Guidelines issued by the Triangle J Council of Governments; or C) The Green Building Initiative's Green Globes certification (thegbi.org/green-globes/)
 - Certification considered for the appropriate construction type (i.e., new construction or existing building).
 - Actual certification is not required, but company must complete measures from certification checklist it pledged to undertake.
 - 2) Green operations—determined on a case-by-case basis. Can include measures taken to reduce waste and energy consumption/increase efficiency, the use of sustainable materials, and material reuse and recycling. Examples of possible measures eligible for consideration include (but are not limited to):
 - Installation of solar panels, fuel cells, small wind turbines, geothermal systems, microturbines, combined heat and power (CHP) and other renewable technologies as defined in the Business Energy Investment Tax Credit ([26 USC § 48](#)) or NC's Renewable Energy Tax Credit ([N.C. Gen. Stat. § 105-129.15 et seq.](#))
 - Installation of geothermal heat pumps, photovoltaic (PV) systems, solar water heating systems, and gray/rain water collection for flushing fixtures in commercial buildings.
 - Installation of equipment that allows for reuse or recycling of materials.
 - Establishment a systematic re-use/recycling program.
 - Commitment to purchase recycled/reused/sustainable materials on regular basis.
 - Existing businesses can show percentage reduction in waste or increase in efficiency.
 - Company meets Underwriter's Laboratory Environment sustainability standards or is MBDC Cradle to Cradle Certified (mbdc.com/cradle-to-cradle-certified-program/)
 - Compliance with industry standards for environmental practices (ASTM for manufacturing, ISO 14000 for environmental management systems, Oeko-Tex/bluesign for textile manufacturing, Forest Stewardship Council for forestry and wood product manufacturers, etc.)
- A company that agrees to install equipment as a condition of acquiring "green facility" points may not claim points for installation of the same equipment under "green operations."
 - *Monitoring data sources:* will vary depending on measures implemented.

Building re-use

- Company reuses a vacant building.
- Does not require monitoring.

Location in target area

- Determined by map.
- Does not require monitoring.

ECONOMIC INCENTIVE AGREEMENT BETWEEN [COMPANY NAME] AND
WARREN COUNTY

ECONOMIC INCENTIVE AGREEMENT BETWEEN [COMPANY NAME] AND
WARREN COUNTY

THIS AGREEMENT (the “Agreement”), is made, dated and entered into as of the _____ day of _____, 20____, by and between Warren County, a political subdivision of the State of North Carolina (the “County”) and [*Company name*], a corporation [*description, e.g., organized and existing under the laws of North Carolina*] (the “Company”).

WHEREAS, the parties agree that the purpose of this Agreement is to aid and encourage economic development in the County through the use of an economic development incentive grant (“Grant”) as authorized by North Carolina General Statute § 158-7.1 and pursuant to Warren County’s Economic Development Incentive Policy, and;

WHEREAS, the County has developed [*Name of Specific Project*] for the specific purpose of improving the County’s economic development outlook, and;

WHEREAS, the Company desires to participate in [*Name of Specific Project*], and;

WHEREAS, the Warren County Board of Commissioners (“BOC”) has determined that [*project and related activities*] is likely to have a significant effect on the economic development of the County by enlarging the tax base, stimulating business activity in the County, and/or providing additional employment and new economic opportunities for the County’s residents;

NOW THEREFORE, based on the above recitations, which are hereby fully incorporated into the Parties’ terms of agreement below, the Parties do hereby agree to the following:

1. Definitions:

Average Weekly Wage: the average weekly compensation paid New Employees in New Jobs, before payroll deductions and excluding benefits such as health insurance and retirement benefits.

Certification of Compliance: a statement written on Company letterhead and signed and dated by the Company’s Chief Executive Officer or Board of Directors’ Chairperson, certifying under oath [*under the penalty of perjury*] that the Company has satisfied all of the Grant Conditions and paid all applicable County taxes associated with the Project for the past year.

Continuous Operation: the ongoing operation of [*project*] after [*completion of construction or specific date*] with Customary Hours throughout the Grant Term.

Customary Hours: the hours of operation ordinarily maintained by [*project or*

facility] in the regular course of business.

Fulltime Permanent Job: a job that requires employees to work on average a minimum of 35 hours per week year-round and that lasts for the longer of the term of this Agreement or five years. *[Note: this definition will change if using FTE in place of full-time and if temp employees are allowed.]*

Incentive Grant/s: refers to payments the Company is eligible to receive if the Company meets the Grant Conditions specified in Section 3.

New Employees: Employees interviewed and hired by the Company any time after the effective date of this Agreement and thus employed in a New Job with the Company.

New Job: A new, full-time *[or full-time equivalent]*, permanent job, created by the Company after the effective date of this Agreement, filled by a Company employee. (Where a “new job” is filled by a Company employee who was employed by the Company prior to the effective date of this Agreement, the Company acknowledges and agrees that the job formerly filled by that employee (that is, the “pre-existing job”) must *also* now be filled by a “new employee” in order for the “new job” to qualify toward the incentive/s outlined herein.)

New Machinery and Equipment: machinery, equipment, and items treated as business personal property by the relevant taxing authorities, purchased after the effective date of this Agreement, **and** installed and used at *[facility]* for the purpose of *[describe]* for the Company. New Machinery and Equipment: a) must be new additions to the Company’s business personal property tax listing with Warren County; b) must not have been installed to replace existing personal property in the County (in that it must not replace other business personal property on the Company’s business personal property tax listing with Warren County, and; c) shall not count toward the incentive/s outlined herein until *after* the Company has been billed for and paid the associated taxes for the business personal property tax listing on which the New Machinery and/or Equipment appears.

Pre-existing Jobs: jobs held by employees of *[Company]* *[and temporary employees if counted]* that are employed at an existing facility prior to this Agreement’s effective date.

2. Grant Conditions:

In order to qualify for the Grant, the Company shall comply with the following requirements:

[Note: these terms lay out possible conditions for each of the incentive categories that should be included in a contract but may not capture all possible variations.]

a. Creation of New Jobs. The Company must create at least *[number of jobs]*

ECONOMIC INCENTIVE AGREEMENT BETWEEN [COMPANY NAME] AND
WARREN COUNTY

New Jobs by [date]. The Company must retain New Jobs for the entire term of this Agreement (“Grant Term”) or for 5 (five) years, whichever is longer. **In addition** to any and all new jobs created hereafter, the Company acknowledges and agrees that it must retain the same number of pre-existing jobs as it had prior to entering into this Agreement for the entire term of this Agreement.

The Company, therefore, represents that at the time of its executing this Agreement, the Company currently employs _____ people fulltime. This is the baseline number of Pre-existing Jobs that exists as of [date prior to the effective date of this Agreement]. Thus, it is agreed that so long as Company creates and fills New Jobs (beyond the baseline number of jobs) to the extent required by this Agreement, Company may replace any employee filling any such position at the Company’s discretion.

b. Hiring Warren County Residents. The Company shall make a good faith effort to hire County residents for at least [number of jobs] of the New Jobs created in the County. A “good faith effort” shall measured by the Company’s compliance with terms of its agreement with *Kerr-Tar WDB* as outlined in Attachment A which is hereby fully incorporated herein by reference.

c. Wage Requirements. The Average Weekly Wage for New Employees must meet or exceed 100% of Average Weekly Wage for County as determined by the most recent quarter available from the U.S. Bureau of Labor Statistics.

d. Benefit Requirements. Company agrees to provide health insurance for all New Employees and pay to a minimum of 50% of premiums for each New Employee’s health insurance policy.

e. Capital Investment Requirements. As part of the [project name], on or before [date], the Company shall invest [sum] in [real property/New Machinery and Equipment], as defined by this Agreement, at the [project facility]. All New Machinery and Equipment must remain in Warren County for the Grant Term, as set out in Section 4 below.

f. Local Purchasing and/or Sales Requirements. Company agrees to [purchase and/or sell] [x%] of the [raw material/finished products] [required by/produced by] its Warren County operations from/to local businesses.

g. Environmental Features/Requirements. Company will [implement agreed upon environmental measures, as verified by appropriate data source]. In addition, the Company warrants that is shall do all that is necessary to meet and/or exceed the environmental standards, if any, for its particular type of business as required by any and all State and federal regulatory agencies.

h. Building Re-use Requirements. Company agrees to [renovate/use] the [name of building], located at [address] for [project].

i. Commencement and Completion of [construction/rehabilitation]. Company shall begin [construction/rehabilitation] by [date or within specified period]. The Company shall complete [construction/rehabilitation] by [date].

j. Continuous Operations. In order to remain eligible for the Grant for [Project name], the Company shall remain in the County and operate during Customary Hours throughout the Grant Term described in Section 3.

k. Compliance with Law. The Company shall operate in compliance with all applicable statutes, laws, rules, regulations, ordinances, codes, standards, and orders of any and all governmental bodies, agencies, authorities, and courts having jurisdiction.

l. Payment of Local Taxes. The County will be obligated to pay out the Grant as described in Section 3 below *only if* the Company is current on its payment of all taxes, charges and fees owed to the County.

m. Workforce Development Plan. The Company shall comply with the Workforce Development Plan (“Attachment B”), hereto attached and fully incorporated herein by reference, to the extent allowed by law.

3. Effective Date, Grant Term and Amount of Grant:

a. Effective Date and Grant Term. This Agreement shall become effective on _____ [date] so long as both Parties have fully executed it. Otherwise, the Agreement shall become effective upon the date of the last Parties’ execution hereof—which execution shall be the County’s. As long as all Grant Conditions are met, the County will make one Incentive Grant payment per year for five years. Unless this Agreement is terminated earlier, the Grant Term will end on the first business day after the County’s fifth and final payment to Company.

b. Grant Amount. The amount of each year’s payment shall be determined by the following schedule:

[Note: Sample percentages based on Level One incentive. Actual percentages will vary depending on specific incentive deal.]

- Year One: An amount equal to 70% of ad valorem tax paid by Company on capital investments made by Company on Project
- Year Two: An amount equal to 60% of ad valorem tax paid by Company on capital investments made by Company on Project
- Year Three: An amount equal to 50% of ad valorem tax paid by Company on capital investments made by Company on Project
- Year Four: An amount equal to 40% of ad valorem tax paid by Company on capital investments made by Company on Project
- Year Five: An amount equal to 30% of ad valorem tax paid by Company on capital investments made by Company on Project

c. Timing. Once it has met all Grant Conditions for each year, the Company shall submit its request for that year's payment of the Incentive Grant to the County. In connection with its request for payment, Company shall deliver all documentation required by this Agreement along with any other documentation required by the County and/or Kerr-Tar WDB. The Company shall also deliver a **Certification of Compliance**—a written statement on Company letterhead, signed by the Company's Chief Executive Officer or Board of Directors' Chairperson, certifying under oath that the Company has satisfied all of the Grant Conditions and paid all applicable County taxes associated with the Project for the past year. Upon receipt, the County shall make that year's grant payment to the Company within sixty (60) days thereafter.

4. Monitoring and Compliance:

a. Annual Reports [and all other documentation]. The Company shall provide the County with [*form of documentation*], including the Certification of Compliance, as described in Section 3c above, every year this Agreement is in effect showing its compliance with the Grant Conditions. [*Documentation*] shall be submitted with the Company's annual request for payment.

b. Compliance Audits. Grant payments will continue throughout the term of this Agreement *only if* the Company continues to satisfy all conditions of the Grant. The Company shall provide such data as may be required by the County to verify and substantiate the Company's initial and ongoing compliance with the Grant conditions. The County reserves the right to randomly audit the Company to ensure compliance. In the event of an audit, the Company agrees to cooperate with the County by providing such information as may be necessary for the County to establish compliance with the Grant Conditions. Upon reasonable request, the Company will also provide the County access to such Company records necessary to demonstrate compliance.

c. Non-disclosure of confidential and proprietary information. If Company records contain confidential or proprietary information, such records shall be **BOLDLY** marked as confidential trade secrets and excepted from disclosure under the Public Records Law of the State, Chapter 132 of the State's General Statutes. The County shall maintain such records in total confidence, and will agree to any reasonable measures requested by the Company to maintain the confidential nature of such records.

d. Notice requirement. The Company must notify the BOC within ten (10) days of any developments that materially affect its compliance with this Agreement. Such developments may include, but are not limited to, changes in the implementation of the project, project delays, cancellation of the project, withdrawal or removal of the Company's Chief Executive (and/or Operations) Officer, and/or the bankruptcy or insolvency of the Company.

5. Default and Remedies:

The Company agrees it shall be in default under the terms of this Agreement upon the occurrence of any one of the following events:

- a. Failure or refusal of Company to comply with any one or more condition or requirement of the Grant;
- b. Failure or refusal of Company to supply any documentation required pursuant to Section 4 above.
- c. Failure to provide proper Certification of Compliance as outlined in Sections 3 and 4 above, and/or upon a finding that the Company's Certification of Compliance or any other documentation submitted to the County has been falsified.
- d. The filing of bankruptcy or insolvency of the Company.

Upon the occurrence of any event of default by the Company, the County—in its sole discretion—may terminate this Agreement and take any other legal or equitable action or remedy available to it under the law. Should the County terminate this Agreement on the basis of a default by the Company, the County shall be immediately released from any and all obligation to the Company for any grant payment not yet paid the Company. Further, within ten (10) business days of such termination of this Agreement and upon the County's written demand, the Company shall reimburse the County the entire amount of any and all grant award/s already paid the Company by the County, pursuant to this Agreement.

In addition, if the County has conveyed property to the Company for this Grant project, the Company shall also immediately transfer the property back to the County within ten (10) business days of the Agreement's termination. The County shall further have the right to recover from the Company any and all reasonable and direct expenses (and fees) incurred by the County as a result of the Company's default, including reasonable attorneys' fees actually incurred at customary hourly rates.

6. Cure Period:

Except with regard to a termination based on the falsification of records and/or the Company's bankruptcy or insolvency, no other default by either Party shall result in termination of this Agreement *unless* the injured Party notifies the defaulting Party in writing of said default. Thereafter, the defaulting party shall have a period of ten (10) business days to cure the specified deficiency. If the defaulting party fails to correct the deficiency within the required period of time, the other Party may then elect to immediately terminate this Agreement.

7. General Terms:

a. Entire Agreement. This Agreement (along with all Attachments) constitutes the entire agreement between the Parties. All prior negotiations, discussions, correspondence, and/or understandings between the Parties—unless memorialized by this writing—are superseded by this Agreement. This Agreement may only be amended, altered or revoked by written instrument signed by the County and the Company.

b. Attachments. The following attachments are made a part of this Agreement: Attachment A: “Company’s Agreement with *Kerr-Tar WDB*” to be fully executed either prior to or in conjunction with this Agreement, containing X pages, and; Attachment B: “Workforce Development Plan,” containing X pages. In case of conflict between any Attachment and the text of this Contract excluding the attachment, the text of this Contract shall control.

c. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns.

d. Assignment. The Company may not assign any of its rights and/or obligations to a third party without the prior written approval of the County, which approval shall not be unreasonably withheld or delayed.

e. Notice. Any notice required or permitted to be delivered hereunder shall be deemed delivered if service is made: i) by hand-delivery (with the delivering party receiving a receipt therefore; ii) by facsimile with receipt of confirmation; iii) by overnight delivery made by a reputable overnight delivery company with delivery confirmation, or; iv) by depositing the same with the United States Postal Service, via first class certified mail, return receipt requested, with postage prepaid, addressed to the appropriate party at the following addresses:

[Company Name]:
Address

Warren County:
Address

h. Waiver. No action or failure to act by the County shall constitute a waiver of any of its rights or remedies granted by this Agreement, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder.

i. Choice of Law and Forum. This Agreement shall be deemed made in Warren County, North Carolina. This Agreement shall be governed by and construed in accordance with the laws of North Carolina. The exclusive forum and venue for all actions arising out of this Agreement shall be the North Carolina General Court of Justice, in Warren County. Such actions shall neither be commenced in nor removed to

ECONOMIC INCENTIVE AGREEMENT BETWEEN [COMPANY NAME] AND
WARREN COUNTY

federal court.

j. Severability. If any provision of this Agreement shall be deemed unenforceable, the remainder of this Agreement shall be enforceable to the full extent permitted by law.

l. Amendments. No modification or amendment of this Agreement shall be valid unless fully executed by both Parties with the same formality as this original Agreement.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the County and Company have caused this Agreement to be executed under seal themselves or by their respective duly authorized agents or officers. *(Note: The County's execution hereof shall be invalid UNLESS the Company has attached its fully executed agreement with Kerr-Tar WDB.)*

ATTEST:

COUNTY OF WARREN

Clerk to the Board

By: _____
[County Manager or Chair of County Commission]

ATTEST:

[COMPANY NAME]

Secretary

By: _____
Title of Officer: _____

NORTH CAROLINA

County of _____

I, _____, a Notary Public in and for the aforesaid County and State certify that _____ personally appeared before me this day, and acknowledged that he or she is the [County Clerk] of the County of Warren, a political subdivision of the State of North Carolina, and that by authority duly given and as the act of the County, the foregoing Agreement was signed by its [County Manager/Chair of Board], sealed with its County Seal, and attested by its said [County Clerk].

This the _____ day of _____, 20_____.

Notary Public

My commission expires: _____

ECONOMIC INCENTIVE AGREEMENT BETWEEN [COMPANY NAME] AND
WARREN COUNTY

NORTH CAROLINA
County of _____

I, _____, a Notary Public in and for the aforesaid
County and State, certify that _____
personally appeared before me this day and stated that he or she is [role or officer
position] of [company name], a corporation, and that by authority duly given and as the
act of the corporation, he or she signed the foregoing Agreement with the County of
Warren and the corporate seal was affixed thereto.

This the _____ day of _____, 20_____.

Notary Public

My commission expires: _____

This document has been pre-audited in the manner required by the North Carolina Local
Government Budget and Fiscal Control Act.

[name], Chief Financial Officer
Warren County

Approved as to form:

[name]
Warren County Attorney

Meeting Date: January 6, 2014

Agenda Item # 10

SUBJECT: Franklin-Vance-Warren Opportunity, Inc. Request for Consent to Submit CSBG Application

**REQUESTED BY: Sara Coffey, F-V-W Board Chairman
Sara S. Rudolph, F-V-W Executive Director**

SUMMARY: Board of Commissioners are requested to give consent for submission of Community Services Block Grant Application to the Office of Economic Opportunity by the January 31, 2014 deadline. Goal of project is to help individuals gain skills necessary for employment. Authorize appropriate signatures on documentation.

FUNDING SOURCE: Office of Economic Opportunity Grant

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of F-V-W Opportunity, Inc.'s request to submit CSBG Application to the Office of Economic Opportunity & authorize appropriate signatures on related documentation.

NOTES:

**Community Services Block Grant [CSBG]
Documentation of Submission to County Commissioners**

Background: The North Carolina Administrative Code [10A NCAC 97C.0111 (b)(1)(A)] requires that each CSBG grant recipient submit its Community Anti-Poverty Plan [grant application] to each County Commissioner Board that it serves.

Instructions: This form is to be completed and notarized by the Clerk to the Board.

Agency Name: Franklin-Vance-Warren Opportunity, Inc.

County: Warren

Date of Application Submission: 12/19/2013

[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due to OEO **January 31, 2014.**

Clerk to the Board should initial all items below.

_____ The agency submitted a complete grant application for Commissioner review.

_____ The Clerk to the Board will be responsible for assuring that the application is distributed to the Commissioners.

_____ Commissioners' comments provided those to the agency. (If applicable)

Clerk to the Board

Date

Witness/Notary

Date

29 paged document has been provided in a separate E-mail.

North Carolina Department of Health and Human Services

Division of Social Services/Economic and Family Services



Community Services Block Grant Program

**Fiscal Year 2014-15 Application for Funding
Project Period July 1, 2014 – June 30, 2015
Application Due Date: January 31, 2014**

Applicant Information	
Agency:	Franklin-Vance-Warren Opportunity, Inc.
Federal I.D.	56-0861261
DUNS Number:	159658236
Administrative Office Address:	180 S. Beckford Drive, Henderson, NC 27536
Mailing Address:	P. O. Box 1453, Henderson, NC 27536
Telephone Number:	252-492-0161
Fax Number:	252-492-6250
Board Chairperson:	Sara Coffey
Board Chairperson's Address: (where communications should be sent)	P. O. Box 1453, Henderson, NC 27536
Board Chairperson's Term of Office:	2 years
Executive Director:	Sara S. Rudolph
Executive Director Email Address:	srudolph@fvwopp.com
Agency Fiscal Officer:	Juwanda Latta
Fiscal Officer Email Address:	juwandalatta@fvwopp.com
CSBG Program Director:	Felicia C. Gregory
CSBG Program Director Email Address:	feliciacoleman@fvwopp.com
Counties Served with CSBG funds:	Franklin, Granville, Vance and Warren

North Carolina Department of Health and Human Services
Office of Economic Opportunity - Verna P. Best, Director
2420 Mail Service Center / Raleigh, North Carolina 27699-2420
<http://www.ncdhhs.gov/oeo/>

29 paged document has been provided in a separate E-mail.

As of December 5, 2013, there were a reported 6,850 unemployed workers in Franklin, Granville, Vance and Warren counties; representing an average unemployment rate of 8.8%. Individual county data is listed below:

<u>County</u>	<u>Unemployed (Dec/2013)</u>	<u>Unemployment Rate (Dec/2013)</u>
Franklin	1,996	7.0%
Granville	2,086	7.7%
Vance	1,995	10.5%
Warren	773	10.0%
Total/Averages	6,850	8.8%

(Source: NC Employment Security website, retrieved December 12, 2013)

Section I: Project Identification							
1. Project Name:	Career-Up						
2. Poverty Cause Name:	Inability to obtain employment due to a lack of education and skills						
3. Long-Range Goal:	Provide comprehensive case management which will result in 36 individuals obtaining employment that will raise them above the poverty level for their respective family size by June 30, 2017.						
4. Selected Strategy:	Provide Comprehensive career coaching, job preparation, placement and retention case management services along with appropriate supportive services to 300 families and to enable 36 families to rise above the poverty level for their family size during a three year period.						
5. Project Period:	July 1, 2014	To	June 30, 2015	Plan Year	1	of	3
6. CSBG Funds Requested for this Project:	\$504,476						
7. Total Number Expected to Be Served:	150						
a. Expected Number of New Clients	100						
b. Expected Number of Carryover Clients	50						
8. Number expected to be moved above Federal Poverty Guidelines this year (Self-Sufficiency Projects):							12
9. Percent of Long-Range Goal Expected to be Met this Year (For projects other than Self-Sufficiency):							

Meeting Date: January 6, 2014

Agenda Item # 11

SUBJECT: Warren County Local Food Policy Council

REQUESTED BY: Paul McKenzie, Agriculture Extension Agent

SUMMARY: Having discussed a proposal to create a Warren County Local Food Policy Council during December 2013 Board work session, it is now presented for Board's consideration to adopt a Resolution creating a Local Food Promotion Council.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Resolution creating a Warren County Local Food Promotion Council under the leadership of the Cooperative Extension Service, and authorize the Chairman to sign same.

NOTES:

**NORTH CAROLINA
WARREN COUNTY**

**RESOLUTION
IN SUPPORT OF THE CREATION
OF
A LOCAL FOOD PROMOTION COUNCIL**

WHEREAS, Agriculture is a vibrant industry in Warren County and a major driver of the local economy; and,

WHEREAS, There appears to be a disconnect between local farmers and local consumers when locally produced agricultural products are shipped to distant markets and local grocery stores stock food grown and processed in distant states and nations; and,

WHEREAS, When consumers purchase locally-grown foods, those dollars and resulting employment opportunities remain in our county and help support our local farming community; and,

WHEREAS, Warren County has made numerous strides towards reinvigorating a local food economy as evidenced by a vibrant Farmers Market; locally grown food products featured on the menus at local restaurants and local and regional school systems; school gardens; and the implementation of Food Corps programs; and,

WHEREAS, Greater coordination of these efforts and improved communication among the diverse interests and parties could potentially magnify the impact; and,

WHEREAS, There is great potential for farmers to increase local sales of their products, often eliminating “middlemen” and increasing profit margins; and,

WHEREAS, There are significant barriers to a “local food economy” that could more easily be overcome through more comprehensive and cooperative efforts;

NOW, THEREFORE, BE IT RESOLVED, that Warren County Cooperative Extension is charged with taking leadership of the development and implementation of a Local Food Promotion Council. The purpose of the Council will be to promote policies and conduct activities that help bring locally grown and raised farm products to the plates of Warren County residents. Cooperative Extension will seek to include a broad representation with diverse interests on the Council, including representatives from the farming community, public school system, restaurants, local governments, community leaders, non-profits, the general public, and others. The Council will present an annual report of activities to the Board of County Commissioners. The goals of the Council will include, but not be limited to the following:

- Identify opportunities for farmers to sell their products to local restaurants, school systems, grocery stores, institutions and directly to consumers.
- Facilitate communication between producers and buyers.
- Identify barriers and promote policies that help to remove such barriers.
- Develop strategies to promote locally grown and raised farm products.
- Facilitate opportunities for local charities and food pantries to utilize locally grown products in their service to the food insecure.
- Conduct educational and/or local and regional outreach efforts that further these goals.

Adopted this the 6th day of January, 2014.

WARREN COUNTY BOARD OF COMMISSIONERS
Bertadean W. Baker, Chairperson

PROPOSAL:

Create a Warren County Local Food Policy Council

PURPOSE:

Promote policies and conduct activities that help bring Warren County farm products to the plates of Warren County residents.

RATIONALE:

- Agriculture is a vibrant industry in Warren County and major driver of the economy.
- There is a disconnect between farmers and consumers. Warren County farm products are shipped to distant markets, while local residents purchase food products that have been raised in faraway states and countries.
- When consumers purchase locally-raised food, those dollars stay right here in our community and support our local farmers.

POTENTIAL TASKS:

- Identify opportunities for farmers to sell their products to local restaurants, school systems, grocery stores, institutions and directly to consumers.
- Facilitate communication between producers and buyers.
- Identify barriers and promote policies that help to remove such barriers.
- Develop a strategy to promote Warren County grown products.
- Facilitate opportunities for local charities and food pantries to utilize locally grown products in their service to the food insecure.
- Conduct educational and/or outreach efforts that further these goals.

STRUCTURE:

- The Warren County Food Policy Council will operate under the guidance of the local Cooperative Extension office.
- Membership will represent diverse interests including charities, farmers, food buyers, consumers, school system, restaurants, agribusiness, and others.
- The Council will make periodic reports to the Board of Commissioners on their activities and to make recommendations.

RECOMMENDATION:

Adopt a resolution at an upcoming Board of Commissioners meeting that establishes the Council. Staff will draft a resolution for consideration by the Board.

Meeting Date: December 2, 2013

Item # 12-A

SUBJECT: Surplus Property

REQUESTED BY: Clerk to the Board

SUMMARY: The following surplus property is presented to be conveyed for \$1.00 by Resolution to area non-profits to be used in public service:

Freedom House, Norlina, NC	4 high-back chairs & Sofa set
Warren County Community Center	15 low-back chairs & Sofa Set

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Resolution conveying by private sale for \$1.00 the following items to local non-profit organizations: Freedom House, Norlina, NC – 4 high-back chairs & sofa set; and Warren County Community Center – 15 low-back chairs & sofa set, and authorize the Chairman to sign same.

NOTES:

**State of North Carolina
County of Warren**

***Resolution Conveying Personal Property
By
Private Sale***

WHEREAS, G.S. 1601-279 states that a county may in lieu of or in addition to an appropriation, convey by private sale, real or personal property to any public or private entity that carries out a public purpose; and

WHEREAS, in such conveyance, the County shall attach covenants and/or conditions that assure that said property will be put to a public use by the recipient entity; and

WHEREAS, said conveyance must be in accordance with the procedural provisions set forth in G.S. 160A-267.

NOW, THEREFORE BE IT RESOLVED, that the Warren County Board of Commissioners hereby orders the County Manager to dispose of and convey by private sale for \$1.00 to:

Freedom House of Norlina, NC	4-high back chairs & Sofa set
Warren County Community Center	15-low back chairs & Sofa Set

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

Adopted this 6th day of January 2014.

**WARREN COUNTY BOARD OF COMMISSIONERS
Bertadean W. Baker, Chairman**

ATTEST:

 <small>A Liquidity Services Marketplace</small>	<p>Warren County, NC timeout in 59:39 Angelena Kearney-Dunlap</p>	<p>Log Out</p> <div style="border: 1px solid black; padding: 2px; text-align: center;"> Site consultant OFFLINE LEAVE YOUR MESSAGE </div> 
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[HOME](#) [ASSETS](#) [MAINTENANCE](#) [TIERS](#) [SECURITY](#) [REPORTS](#) [INFORMATION](#) [HELP](#)
[Blank Asset](#) [Q & A](#)

Asset Search Results
Keyword like 'chair'

Items 1 through 4 of
4

ID ▼	INV#	Photo	Short Desc	Status	Start Date	End Date	Shortcuts
137			Office Chair	Closed No Bids	02/11/2013 4:53 PM	02/18/2013 10:00 AM	
132			2 BRICK rolling chairs	Closed No Bids	11/07/2012 12:30 PM	11/14/2012 1:30 PM	
85	Chair		Rolling Chair	Inactive	08/03/2010 2:45 PM	08/12/2010 2:45 PM	
80	Rolling Chairs		4 BRICK rolling chairs	Inactive	07/26/2010 1:30 PM	08/02/2010 1:30 PM	

Items 1 through 4 of
4

Meeting Date: January 6, 2014

Agenda Item # 12-B

SUBJECT: Surplus Property

REQUESTED BY: Clerk to the Board

SUMMARY: The County has certain property which is no longer needed and may lawfully dispose of such property through declaring "Surplus Property" and conveyance or sale by auction, bid, and/or electronic advertisement pursuant to Article 12, NCGS 160A-268, therefore, it is requested to declare surplus property and convey or sell at auction: HP LaserJet 1320 Printer and Doppler (formerly used for maternal health care) that is no longer used by the Health Department.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Resolution declaring certain property formerly used by the Health Department surplus and lawfully disposing of said property pursuant to Article 12, NCGS 160A-268, and authorize the Chairman to sign same.

NOTES:

*STATE OF NORTH CAROLINA
COUNTY OF WARREN*

*RESOLUTION
SALE OF SURPLUS
WARREN COUNTY PROPERTY*

WHEREAS, the County of Warren has certain property which is no longer needed and may lawfully dispose of such property through declaring "Surplus Property" and convey or sale by auction, bid, and/or electronic advertisement.

NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to Article 12, North Carolina General Statute 160A-268, the Warren County Board of Commissioners will convey or sell:

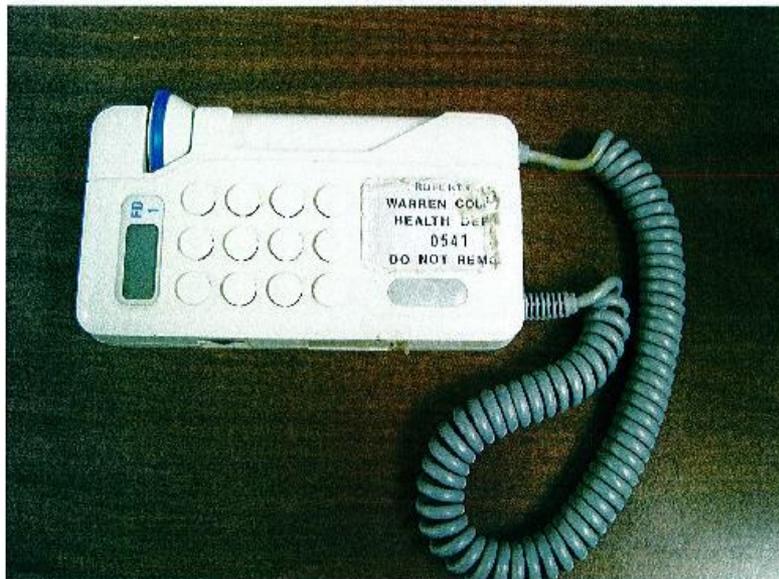
HP LaserJet 1320 Printer & Doppler (formerly used for maternal healthcare)

These items formerly used by the Health Department shall be declared surplus.

BE IT FURTHER RESOLVED, The Board of Commissioners authorizes the County Manager (or designee) to dispose of this property and incur those costs incidental to convey or sell property; and that advertising, describing the property, the method of transfer (by conveyance, sale or auction) and the date, time and place for the award of bid will be placed in the Warren Record and displayed electronically, otherwise appropriately advertised according to law.

ADOPTED this the 6th day of January 2013.

*WARREN COUNTY BOARD OF COMMISSIONERS
Bertadean W. Baker, Chairman*



Meeting Date: January 6, 2014

Agenda Item # 13

SUBJECT: Request Permission to Grant Individual Extensions of Time for the Listing of Real & Personal Property

REQUESTED BY: Starlin Beatty, Tax Administrator

SUMMARY: In accordance with NCGS 105-307, an annual request is presented from the Tax Administrator for the Board's permission to grant individual extensions of time for the listing of real and personal property to April 15, 2014 upon written request and for good cause shown.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: GS 105-307

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend Board's permission be granted to the Tax Administrator to extend the deadline for individual tax listing of real and personal property to April 15, 2014 upon written request and for good cause shown.

NOTES:

Starlin L. Beatty
Tax Administrator



117 S. Main Street
Post Office Box 240
Warrenton, N. C. 27589
Phone: (252) 257-3337
Fax: (252) 257-9369

**COUNTY OF WARREN
OFFICE OF THE TAX ADMINISTRATOR**

Memorandum

To: Warren County Board of Commissioners

From: Starlin L. Beatty, Tax Administrator

Date: December 30, 2013

Re: Request for permission to grant individual Extensions of time to for the Listing of Real and Personal Property

The annual tax listing period will commence on **January 2, 2014 and end January 31, 2014.** To accommodate taxpayers who are unable to list their property during the regular listing period, I hereby request permission from the Board to be allowed to grant individual extensions of time for the listing of real and personal property upon written request and for good cause shown. The authority to grant such extensions can be delegated by the Board of County Commissioners to the Tax Assessor Pursuant to G.S. 105-307 entitled, "Length of listing period, extension, preliminary work". Extensions granted under this statute shall not extend beyond April 15, 2014.

Thank you for your consideration of this request. If there are any questions or concerns, please do not hesitate to contact me.

§ 105-307. Length of listing period; extension; preliminary work.

(a) Listing Period. – Unless extended as provided in this section, the period during which property is to be listed for taxation each year begins on the first business day of January and ends on January 31.

(b) General Extensions. – The board of county commissioners may, by resolution, extend the time during which property is to be listed for taxation as provided in this subsection. Any action by the board of county commissioners extending the listing period must be recorded in the minutes of the board, and notice of the extensions must be published as required by G.S. 105-296(c). The entire period for listing, including any extension of time granted, is considered the regular listing period for the particular year within the meaning of this Subchapter.

- (1) In nonrevaluation years, the listing period may be extended for up to 30 additional days.
- (2) In years of octennial appraisal of real property, the listing period may be extended for up to 60 additional days.
- (3) If the county has provided for electronic listing of personal property under G.S. 105-304, the period for electronic listing of business personal property may be extended up to June 1.

(c) Individual Extensions. – The board of county commissioners shall grant individual extensions of time for the listing of real and personal property upon written request and for good cause shown. The request must be filed with the assessor no later than the ending date of the regular listing period. The board may delegate the authority to grant extensions to the assessor. Extensions granted under this subsection shall not extend beyond April 15. If the county has provided for electronic listing of personal property under G.S. 105-304, the period for electronic listing of business personal property is as provided in subsection (b) of this section.

(d) Preliminary Work. – The assessor may conduct preparatory work before the listing period begins, but may not make a final appraisal of property before the day as of which the value of the property is to be determined under G.S. 105-285. (1939, c. 310, s. 905; 1971, c. 806, s. 1; 1973, cc. 141, 706; 1975, c. 49; 1977, c. 360; 1987, c. 43, s. 5; c. 45, s. 1; 2001-279, s. 2; 2006-30, s. 2.)

Meeting Date: January 6, 2014

Agenda Item # 14

SUBJECT: County Manager's December 2013 Report

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: Manager's Monthly Report for December 2013 is submitted for the Board's approval.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of the County Manager's monthly status report.

NOTES:

Administration

- Prepared for and attended Board of Commissioners Organizational and Regular Meeting (12/2/13)
- Met with J. Harrison to discuss Solid Waste issues (12/4/13)
- Met with Cooperative Extension Director to discuss staffing issues (12/4/13)
- Attended KLRWS Advisory Board Meeting (12/9/13)
- Met with Tax Administrator to discuss tax matters (12/9/13)
- Participated in interview with VGCC Staff for college promotional purposes (12/9/13)
- Met with Animal Control Director to discuss animal control departmental matters (12/11/13)
- Participated in NACo Community & Economic Development Steering Committee Conference Call (12/11/13)
- Prepared for and attended Board of Commissioners Work Session (12/11/13)
- Annual Leave (12/13/13)
- Attended EDC Personnel Committee Meeting (12/16/13)
- Attended Senior Center Advisory Board meeting (12/18/13)
- Participated in conference call with County's Attorney in Oxford Law Suit (12/18/13)
- Met with Representative of RTRP, EDC, and others (12/19/13)
- Met with Emergency Services Director to discuss EMS matters (12/19/13)
- Participated in Oxford Law Suit Mediation all day in Raleigh with Chairman Baker (12/20/13)
- Annual Leave (12/23/13)
- Christmas Holidays (12/24-26/13)
- Annual Leave (12/27/13)

Other Activities

- Attended Cooperative Extension Service Listening Session in Rocky Mount with Warren County Delegation (12/5/13)
- Participated in Annual Service Awards Program for County Employees (12/10/13)
- Hosted Annual Department Heads Holiday Luncheon (12/12/13)
- Attended Farewell Reception for Barry Mayo, Finance Director (12/19/13)

Project Updates

Simulcast Radio System Upgrade Project

The radio system upgrades were turned-on on 11/20/13. The Vendor, Emergency Services Director and the County's Consultant are monitoring the upgraded VHF communications system to determine if there are any areas not working properly. We will keep you posted as we progress through the acceptance period.

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 and the County's matching funds.

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

Letters of Inquiry (LOI) were submitted by the 12:00 noon deadline on 12/2/13 for Warren County's three project submissions. I was recently contacted by a Golden LEAF representative with a request to meet to further discuss the County's CAVE Project submission. That meeting will take place on 1/13/14.

Adjourn

January 6, 2014
Regular Meeting