

***WARREN COUNTY  
BOARD OF COMMISSIONERS***

***July 7, 2014***

***6:00 pm – Regular Meeting***

***Warren County Armory Civic Center  
Meeting Room***

***Prepared by***

***Angelena Kearney-Dunlap  
Clerk to the Board of Warren County Commissioners***



**6:00 pm**

**Call to Order July 7, 2014  
Regular Monthly Meeting  
By  
Chairman or Designee**

**Moment of Silence**

**Conflict of Interest Disclaimer**



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

# 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*



# Citizen Comments

**Meeting Date: July 7, 2014**

**Agenda Item # 5**

**SUBJECT: Adopt July 7, 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:**

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**NOTES:**

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***SUGGESTED AGENDA***  
***FOR***  
***July 7, 2014 REGULAR MONTHLY MEETING***  
***OF THE WARREN COUNTY BOARD OF COMMISSIONERS***  
***Warren County Armory Civic Center Meeting Room***  
***WARRENTON, NORTH CAROLINA***

1. Call to Order Regular Monthly Meeting – 6:00 pm by Chairman or Designee
2. Moment of Silence
3. Conflict of Interest Disclaimer
4. Citizen Comments
5. Adopt July 7, 2014 Suggested Agenda
6. Consent Agenda
  - A. Approve Minutes of:
    - June 2, 2014 - Regular Board Meeting
    - June 18, 2014 – Home & Community Care Block Grant (HCCBG) Public Hearing
    - June 18, 2014 – FY 2014-15 Budget Public Hearing
    - June 25, 2014 - Budget Special meeting
  - B. Interest Income Report May 2014 – Finance Director Gloria Edmonds
  - C. Tax Collector’s Report May 2014 – Tax Administrator Starlin Beatty
  - D. Tax Release Requests (Over \$100) – Tax Administrator  
Tax Release Requests (Under \$100) - “ “ “ “
  - E. CDBG 11-C-2328 June Monthly Performance Status Report – Karen Foster Kerr Tar COG
  - F. CDBG 11-C-2328 Recapture Period Revisions – Karen Foster, Kerr Tar COG
7. Reserved for Finance Director – Gloria M. Edmonds

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8. Boards and Commissions Member Appointments:
    - A. Aging Advisory Council: E. Kearney, R.S.Williams, C.Jefferson, V.Broach & A.B. Wade
    - B. Board of Equalization and Review: J.Febel, L.Carver & R.King
  9. Emergency Services – Doug Young, Emergency Services Director
    - A. Purchase of 2014-15 Chevrolet Ambulance Chassis for Type III Ambulance Remount
    - B. Resolution Declaring Surplus 2008 Cut-Away Chassis
  10. Resolutions Declaring Surplus Property – Clerk to the Board
    - A. Authorize Auction and/or Disposal of 27 Computers from Social Services
    - B. Authorize Conveyance of SEMAA Inventory to the Warren County Public School System
  11. Human Resources Matters – Lisa Alston, Human Resources Manager
    - A. Approve 2014-15 Job Classification Schedule
    - B. 2014-15 Salary Plan Reporting Form with Salary Schedule Tables
    - C. Youth Services Bureau Personnel Action Request
  12. Designate Voting Delegate to NCACC Annual Conference
  13. Adopt 2015 Holiday Schedule
  14. County Manager’s Report:
    - A. Contracts Executed
    - B. Monthly Report
  15. **Closed Session - In accordance with NCGS §143-318.11(a)(3)(6) – Personnel Matters**
  16. Adjourn Meeting

**Meeting Date: July 7, 2014**

**CONSENT AGENDA Item # 6A**

**SUBJECT: Approve Minutes of:**

June 2, 2014 - Regular Board Meeting

June 18, 2014 – Home & Community Care Block Grant (HCCBG) Public Hearing

June 18, 2014 – FY 2014-15 Budget Public Hearing

June 25, 2014 - Budget Special Meeting

**REQUESTED BY: Clerk to the Board**

**SUMMARY: None**

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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## *Minutes of*

June 2, 2014 - Regular Board Meeting

June 18, 2014 – Home & Community Care Block Grant  
(HCCBG) Public Hearing

June 18, 2014 – FY 2014-15 Budget Public Hearing

June 25, 2014 - Budget Special meeting

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



**Meeting Date: July 7, 2014**

**CONSENT AGENDA Item # 6B**

**SUBJECT: Interest Income Report for May 2014**

**REQUESTED BY: Gloria M. Edmonds, Finance Director**

**SUMMARY: The monthly Interest Income Report is presented for the Board's information.**

**FUNDING SOURCE: Various**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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## INTEREST INCOME REPORT

### Month Of May 2014

FUND	MAY INCOME	FISCAL YEAR TO - DATE
General	135.82	2,046.60
Revaluation	2.69	29.38
E 911 Telephone System	3.29	31.31
Buck Spring Project	2.48	27.73
Ambulance Storage Facility	0.39	4.96
Simulcast System Upgrade	0.31	9.94
Regional Water Enterprise Fund	3.76	38.72
District 1 Enterprise Fund	7.65	90.49
Solid Waste	1.52	13.72
District II Enterprise Fund	7.64	80.63
District III Phase II BANS	1.16	4.76
District III Enterprise Fund	4.19	37.99
Soul City Pump Station Improvements	0.32	3.58
District III Phase III	0.14	5.14
	171.36	2,424.95

**Meeting Date: July 7, 2014**

**CONSENT AGENDA Item # 6C**

**SUBJECT: Tax Collector's Report**

**REQUESTED BY: Tax Administrator**

**SUMMARY: The Tax Collector's Report for the month of May is presented for the Board's information.**

**FUNDING SOURCE: Various**

**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:**

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**NOTES:**

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**Tax Collector's Report  
to the Warren County Board of Commissioners  
For the Month MAY 2014**

**Current Year Collections**

Tax Year	Charge	Collected in MAY	Collected to Date	Balance Outstanding	Percentage Collected
MAY 2014 FY14	\$16,762,597	\$163,433	\$15,936,335	\$826,262	95.06
MAY 2013 FY13	\$17,000,696	\$165,773	\$16,190,265	\$810,431	95.23

**Delinquent Collections**

2012	\$638,064	\$23,534	\$363,714	\$274,350	57.00
2011	260,777	5,627	98,133	162,644	37.63
2010	152,252	1,301	28,064	124,189	18.43
2009	118,671	1,072	16,152	102,518	13.61
2008	110,784	748	11,131	99,653	10.05
2007	121,606	525	6,473	115,132	5.32
2006	114,534	637	6,652	107,882	5.81
2005	97,860	396	5,836	92,024	5.96
2004	87,935	446	4,310	83,625	4.90
2003	75,651	388	4,609	71,042	6.09
<b>Total Delinquent Years</b>	<b>\$ 1,778,134</b>	<b>\$34,674</b>	<b>\$ 545,074</b>	<b>\$ 1,233,059</b>	

**Other MAY Receipts**  
**County Penalties**  
**Landfill User Fees**  
**Municipalities**  
**Fire District Taxes**  
**Advance Taxes**

\$ 19,572	\$ 146,796
\$ 28,348	\$ 1,179,835
\$ 6,031	\$ 660,881
\$ 13,833	\$ 797,591
\$ 4,539	\$ 32,678

**MAY GRAND TOTAL**

<b>\$ 270,430</b>	<b>\$ 19,299,190</b>
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*Starlin L. Beatty, Tax Administrator*

Starlin L. Beatty, Tax Administrator

6/24/2014

DATE

**Meeting Date: July 7, 2014**

**CONSENT AGENDA Item # 6D**

**SUBJECT: Request for Tax Releases**

**REQUESTED BY: Tax Administrator**

**SUMMARY: Tax Releases over \$100 are submitted for the Board's approval and Releases under \$100 approved by the County Manager are submitted 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 as presented by the Tax Administrator.**

**NOTES:**

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# Over \$100

Over \$100

7/7/2014

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

**ERROR CORRECTION RELEASES:**

BULLOCK JOHN W HEIRS	2011 5629 300	B1 7	54461	\$179.59 DWMH DOUBLE BILLED
BULLOCK JOHN W HEIRS	2013 5629 300	B1 7	1826	\$196.32 DWMH DOUBLE BILLED
MCMULLEN CHERYL A	2013 8016 200		16765	\$109.46 BOAT DOUBLE LISTED

**SUB-TOTAL ERROR CORRECTIONS:**

**\$485.37**

**MOTOR VEHICLE RELEASES:**

CAMERON JOHN DANIEL	2012 6526 112	VST1427	57684	\$114.67 DECEASED/CAR SOLD
FITTS ROBERT LEE	2013 4875 2591	BLH5415	73941	\$146.96 TURNED IN TAGS

**SUB-TOTAL MOTOR VEHICLE RELEASES:**

**\$114.67**

**SUB-TOTAL CORRECTION RELEASES:**

**\$485.37**

**Total Releases**

**\$ 600.04**

**LANDFILL USER FEE RELEASES:**

HICKERSON DONNA K	2013 23879 300	B7 139	20540	\$ 128.94 CLERICAL ERROR/PRIVATE HAULER
MATTHEWS JACQUELINE E	2013 26937 300	L2D 59	9037	\$128.94 CLERICAL ERROR/PRIVATE HAULER

**TOTAL LFUF RELEASES:**

**\$ 257.88**

**Total Releases**

**\$ 857.92**

# Under \$100

Under \$100

7/7/2014

Date:

ZJW  
6/30/14

## ERROR CORRECTION RELEASES:

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD</u>	<u>AMOUNT</u>	<u>REASON</u>
BOYD GEORGE	2013	21143 300		1273	\$ 26.42	MH ALSO LISTED ON REC 30189
BULLOCK JOHN W HEIRS	2012	5629 300	B1 7	62015	\$ 75.83	DWMH DOUBLE BILLED
HARRISON WARNETTA	2013	10812 300	C2 40M	18714	\$ 40.82	CHECK LOST IN MAIL/NO INTEREST
HARRISON WARNETTA	2013	10812 300	C2 40M	18714	\$ 41.11	WEBSITE AMOUNT INCORRET
HELLAN SAMUEL WYATT	2013	30470 300	B2 28G	19266	\$ 6.88	INTEREST FROM WEBSITE
LONG GAYLE PROPERTIES LLC	2013	28681 302	E6B265	28681	\$ 47.89	PAID ON LINE AMOUNT

## **SUB-TOTAL ERROR CORRECTIONS:**

\$ 238.95

## MOTOR VEHICLE RELEASES:

BOYD CORA V	2013	25951 1433	ZSW6202	69531	\$2.64	SOLD
CHAMPION JAMES F	2013	1508 112	XNB4766	59920	\$12.75	SOLD
COLTRANE CARL W JR	2013	26749 1794	ZWS1676	74912	\$21.09	SOLD
CRUTE GERTIE W	2013	36900 111	AJR5719	53800	\$20.90	SOLD
EDWARDS SHANDA E	2013	38105 1499	RWY1593	74617	\$49.34	RELEASED TO NASH CO
FIELD THOMAS C	2013	29243 1788	WPW9130	81077	\$12.92	SOLD
LEE RODNEY W	2013	7057 1634	AAH5180	69732	\$1.86	WRECKED
LINCOLN WILLIAM H	2013	31569 2470	BCH2722	75588	\$62.23	SOLD
LINCOLN WILLIAM H	2013	31569 1822	YVT3443	71626	\$2.73	SOLD
REAVIS BENNIE L III	2013	4921 112	TTX2988	58116	\$59.90	SOLD
RICHARDSON PATRICIA ANN	2013	4858 1849	BLH4543	73289	\$5.46	SOLD
ROBINSON ARTHUR G	2013	12801 100	WTX2202	69274	\$2.40	SOLD
RODRIGUEZ RUBI	2013	12215 1726	BBN5101	73166	\$20.28	MOVED TO FL
WILLIAMS HARRY M III	2013	44130 1594	AP2062	71398	\$5.85	SOLD

## **SUB-TOTAL MOTOR VEHICLE RELEASES:**

\$280.35

## **SUB-TOTAL CORRECTION RELEASES:**

\$238.95

## **Total Releases**

\$ 519.30

**SUBJECT: CDBG Monthly Performance Status Reports**

**REQUESTED BY: Karen Foster, Kerr Tar Regional COG**

**SUMMARY: Monthly Performance Status Report for Community Development Block Grant 11-C-2328 Scattered Sites Housing as required by Division of Community Assistance is presented by Karen Foster, Kerr-Tar COG CDBG Grants Specialist for Board's approval.**

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Monthly Performance Status Report for CDBG 11-C-2328 Scattered Sites Housing as presented by Karen Foster, Kerr-Tar COG CDBG Grants Specialist.**

**NOTES:**

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# Monthly Performance Status Report

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

Grantee Name: Warren County Grant Number: 11-C-2328 Month: June Year: 2014

Submitted: July 2014

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

Prepared By: Karen Foster

Approved and Emailed By: Linda J. Worth

Board or Council Update:

Title: Community Development Planner

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

Date: 7/7/14

**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

**SUBJECT:** Revised CDBG Recapture Schedule 11-C-2328

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

**SUMMARY:** Revised CDBG Recapture Schedule for Scattered Sites Housing Grant # 11-C-2328 as required by Division of Community Assistance is presented by Karen Foster, Kerr-Tar COG CDBG Grants Specialist for Board's approval. Authorize Chairman Baker to sign same.

**FUNDING SOURCE:** N/A

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval of revised CDBG Recapture Schedule for CDBG 11-C-2328 as required by NC Division of Community Assistance, and authorize Chairman Baker to sign related documentation.

**NOTES:**

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# WARREN COUNTY BOARD OF COMMISSIONERS

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

July 7, 2014

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

Linda T. Worth  
County Manager

Angelena Keamey-Dunlap  
Clerk to the Board

Ms. Vanessa Alexander  
NC Department of Commerce  
Division of Community Assistance  
100 E Six Forks Rd, 2<sup>nd</sup> Floor  
Raleigh, NC 27609

Dear Ms. Alexander,

By this letter, we are requesting to amend our current financial design for Grant # 11-C-2328 in accordance with the requirements set forth by DCA. Effective immediately, we will incorporate the following recapture provisions for participants in the current CDBG Scattered Site project.

<u>CDBG Assistance</u>	<u>Recapture Period</u>
Less than \$12,000	5 years
\$12,001-\$16,000	6 years
\$16,001-\$20,000	7 years
\$20,000 or more	8 years

Sincerely,

Bertadean Baker  
Chairperson, Warren County Board of Commissioners

**Meeting Date: July 7, 2014**

**Item # 7**

**SUBJECT: Reserved for Finance Office**

**REQUESTED BY:**

**SUMMARY:**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Meeting Date: July 7, 2014**

**Item # 8-A**

**SUBJECT: Boards & Commissions Member Appointments**

**REQUESTED BY: Rhonda Adams Smith, COG Area Agency on Aging**

**SUMMARY: On recommendation of Ms. Smith, it is requested to appoint the following individuals to serve three year terms on the Kerr-Tar Regional COG's Aging Advisory Council.**

- |                               |                        |                    |
|-------------------------------|------------------------|--------------------|
| <b>1) Elsie Kearney</b>       | <b><u>Expires:</u></b> | <b>12-31-2017</b>  |
| <b>2) Robin S. Williams</b>   |                        | <b>12-31, 2017</b> |
| <b>3) Charles Jefferson</b>   |                        | <b>12-31-2016</b>  |
| <b>4) Virginia Broach</b>     |                        | <b>12-31-2015</b>  |
| <b>5) Antha Buchanan Wade</b> |                        | <b>12-31-2016</b>  |

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Diane Cox**  
Executive Director

June 26, 2014

Mrs. Bertadean Baker Chairman, Warren County Board of Commissioners

**Member**  
**Governments**

Dear Mrs. Baker:

**COUNTIES**

Franklin  
Granville  
Person  
Vance  
Warren

The Kerr-Tar Regional Council of Governments' Aging Program has an Aging Advisory Council consisting of thirty members- six from each of the five counties in the region. The Advisory Council advises the Area Agency on Aging to: 1.) develop and administer the Area Plan, 2.) conduct public hearings, 3.) represent the interest of older persons, and 4.) review and comment on all community policies, programs, and activities which affect older persons.

**MUNICIPALITIES**

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

According to the Aging Advisory Council Bylaws, appointments to fill vacancies on the Council are made by the Standing Nominating Committee of the Aging Advisory Council and are subject to approval by the County Commissioners and the Council.

It is within this framework of these circumstances that we request the Warren Board of Commissioners to endorse and designate Ms. Elsie Kearney to serve a three year term as a member of the Aging Advisory Council representing Warren County. Terms will commence on January 1, 2014 and expire December 31, 2017.

Your continued support for the Aging Program and for elderly citizens of Warren County is greatly appreciated.

Best Regards,

A handwritten signature in black ink that reads "Rhonda Adams Smith". The signature is written in a cursive, flowing style.

Rhonda Adams Smith  
Area Agency on Aging Director  
Kerr-Tar Regional Council of Governments  
252-436-2040 (p)  
985-789-2077 (c)  
rsmith@kerrtarog.org

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. \_\_\_\_\_ 3. \_\_\_\_\_
2. \_\_\_\_\_ 4. \_\_\_\_\_

Your full name Elsie Kearney
Date of Birth 3/8/1953 Sex F Race B
Mailing Address 102 Koonce Drive
City and Zip Code Warrenton NC 27589
Street Address 5/a
City and Zip Code
Home Phone (252) 257-4560 Work Phone N/a
Job Title retired/WCS
Company or Agency Warren County School
Email Address emk82000@yahoo.com

Do you live in the county? Yes [X] 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 John Graham High
Name and Address of College Attended Vance Granville CC
Degree Received AAS Education

Please list any military experience none

**Robin S. Williams**

**Kerr-Tar**  
Regional Council  
Of Governments

Diane Cox  
Executive Director

June 26, 2014

Mrs. Bertadean Baker Chairman, Warren County Board of Commissioners

Member  
Governments

Dear Mrs. Baker:

**COUNTIES**

Franklin  
Granville  
Person  
Vance  
Warren

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**MUNICIPALITIES**

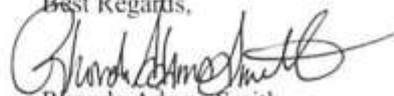
Bunn  
Butner  
Creedmoor  
Franklinton  
Henderson  
Kittrell  
Louisburg  
Macon  
Middleburg  
Norlina  
Oxford  
Roxboro  
Stem  
Stovall  
Warrenton  
Youngsville

According to the Aging Advisory Council Bylaws, appointments to fill vacancies on the Council are made by the Standing Nominating Committee of the Aging Advisory Council and are subject to approval by the County Commissioners and the Council.

It is within this framework of these circumstances that we request the Warren Board of Commissioners to endorse and designate Ms. Robin S. Williams to serve a three year term as a member of the Aging Advisory Council representing Warren County. Terms will commence on January 1, 2014 and expire December 31, 2017.

Your continued support for the Aging Program and for elderly citizens of Warren County is greatly appreciated.

Best Regards,



Rhonda Adams Smith  
Area Agency on Aging Director  
Kerr-Tar Regional Council of Governments  
252-436-2040 (p)  
985-789-2077 (c)  
rsmith@kerrtar.org

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. Region K Advisory Council on Aging
2.
3.
4.

Your full name Robin S Williams

Date of Birth 3/8/1961 Sex female Race Black

Mailing Address 768 Vine Rd, (Nashua)

City and Zip Code Jordan, NC 27563

Street Address Same as mailing

City and Zip Code

Home Phone (252) 456-4333 Work Phone N/A

Job Title Retired

Company or Agency Retired - NC Dept of Public Safety - Juvenile Services

Email Address Williams.Robin@outlook.com

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

Please list your County Commissioner District District 3
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended Frankfurt American High School

Name and Address of College Attended University of North Carolina - Greensboro, Greensboro, NC

Degree Received BA Sociology

Please list any military experience None

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

If you are presently serving as an elected or appointed official, please explain: N/A

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

Work Experience Case Manager Dept of Public Safety  
Case Manager - Mental Health  
Social Worker - Warren County DSS

Volunteer Experience Caregiver - Johnson Family Home  
Medication Manager Johnson Family Home  
Respite Services Volunteer - WC Senior Center  
Volunteer Warren County Senior Center

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 Robin S. Williams  
Date 06/25/14

Please feel free to attach a resume if so desired.

Charles Jefferson

**Kerr-Tar**  
Regional Council  
Of Governments

RECEIVED

JUN 23 2014

Diane Cox  
Executive Director

June 19, 2014

Mrs. Bertadean Baker Chairman, Warren County Board of Commissioners

Member  
Governments

Dear Mrs. Baker:

**COUNTIES**

Franklin  
Granville  
Person  
Vance  
Warren

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**MUNICIPALITIES**

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

According to the Aging Advisory Council Bylaws, appointments to fill vacancies on the Council are made by the Standing Nominating Committee of the Aging Advisory Council and are subject to approval by the County Commissioners and the Council.

It is within this framework of these circumstances that we request the Warren Board of Commissioners to recommission Mr. Charles Jefferson to serve a three year term as a member of the Aging Advisory Council representing Warren County. Terms will commence on January 1, 2014 and expire December 31, 2016.

Your continued support for the Aging Program and for elderly citizens of Warren County is greatly appreciated.

Best Regards,



Rhonda Adams Smith

Area Agency on Aging Director  
Kerr-Tar Regional Council of Governments  
252-436-2040 (p)  
985-789-2077 (c)  
rsmith@kerrtarcog.org

# Virginia Broach

## Kerr-Tar Regional Council Of Governments

Diane Cox  
Executive Director

June 2, 2014

Mrs. Bertadean Baker Chairman, Warren County Board of Commissioners

Dear Mrs. Baker:

### COUNTIES

Franklin  
Granville  
Person  
Vance  
Warren

The Kerr-Tar Regional Council of Governments' Aging Program has an Aging Advisory Council consisting of thirty members- six from each of the five counties in the region. The Advisory Council advises the Area Agency on Aging to: 1.) develop and administer the Area Plan, 2.) conduct public hearings, 3.) represent the interest of older persons, and 4.) review and comment on all community policies, programs, and activities which affect older persons.

### MUNICIPALITIES

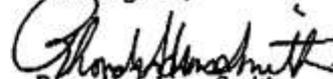
Bunn  
Burner  
Creedmoor  
Franklinton  
Henderson  
Kittrell  
Louisburg  
Macon  
Middleburg  
Norlina  
Oxford  
Roxboro  
Stem  
Stovall  
Warrenton  
Youngsville

According to the Aging Advisory Council Bylaws, appointments to fill vacancies on the Council are made by the Standing Nominating Committee of the Aging Advisory Council and are subject to approval by the County Commissioners and the Council.

It is within this framework of these circumstances that we request the Warren Board of Commissioners to endorse and designate Ms. Virginia Broach to serve a three year term as a member of the Aging Advisory Council representing Warren County. Terms will commence on January 1, 2012 and expire December 31, 2015

Your continued support for the Aging Program and for elderly citizens of Warren County is greatly appreciated.

Best Regards,



Rhonda Adams Smith

Area Agency on Aging Director  
Kerr-Tar Regional Council of Governments  
252-436-2040 (p)  
985-789-2077 (c)  
rsmith@kerrtarco.org

RECEIVED

JUN 13 2014



WARREN COUNTY MANAGER'S OFFICE

Diane Cox  
Executive Director

June 11, 2014

Mrs. Bertadean Baker Chairman, Warren County Board of Commissioners

Member  
Governments

Dear Mrs. Baker:

**COUNTIES**

Franklin  
Granville  
Person  
Vance  
Warren

The Kerr-Tar Regional Council of Governments' Aging Program has an Aging Advisory Council consisting of thirty members- six from each of the five counties in the region. The Advisory Council advises the Area Agency on Aging to: 1.) develop and administer the Area Plan, 2.) conduct public hearings, 3.) represent the interest of older persons, and 4.) review and comment on all community policies, programs, and activities which affect older persons.

**MUNICIPALITIES**

Bunn  
Bulmer  
Creedmoor  
Franklinton  
Henderson  
Kittrell  
Louisburg  
Macon  
Middleburg  
Norlina  
Oxford  
Roxboro  
Stem  
Stovall

According to the Aging Advisory Council Bylaws, appointments to fill vacancies on the Council are made by the Standing Nominating Committee of the Aging Advisory Council and are subject to approval by the County Commissioners and the Council.

It is within this framework of these circumstances that we request the Warren Board of Commissioners to endorse and designate Mrs. Anthia Buchanan Wade to serve a three year term as a member of the Aging Advisory Council representing Warren County. Terms will commence on January 1, 2014 and expire December 31, 2016.

Your continued support for the Aging Program and for elderly citizens of Warren County is greatly appreciated.

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. Regional Aging Advisory Council
2.
3.
4.

Your full name Anthia Buchanan Wade
Date of Birth 1-8-1947 Sex F Race W
Mailing Address 126 Rose Hill Rd.
City and Zip Code Manson, NC 27553
Street Address same as above
City and Zip Code
Home Phone (252) 456-2257 Work Phone N/A
Job Title N/A
Company or Agency
Email Address sunnieann65@gmail.com

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

Please list your County Commissioner District District 3 Victor Hunt
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended York High, Yorktown, VA
Name and Address of College Attended N/A
Degree Received

Please list any military experience N/A

If you are presently serving as an elected or appointed official, please explain: N/A

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

Work Experience I worked at Williamsburg Comm. Hospital in acct's payable and then acct's receivable. I also worked in a dental clinic at a nursing home.

Volunteer Experience Playing games and making crafts with the elderly at a nursing home in VA.

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

Newspaper  Current Warren County Volunteer  Other

If other, please explain: Blonda Smith

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 Anthia B. Wade

Date 6-4-14

Please feel free to attach a resume if so desired.

**Meeting Date: July 7, 2014**

**Item # 8-B**

**SUBJECT: Boards & Commissions Member Appointments**

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

**SUMMARY: On recommendation of the Board of Equalization and Review (E&R), the following individuals are presented for re-appointment to the Board of E&R for an additional one (1) year term, expiring March 31, 2015:**

- 1) Joel Febel, 2) Lawrence Carver and 3) Russell King.

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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# memo

## Warren County Tax Administration

To: Board of County Commissioners

From: Starlin L. Beatty

CC: Angelena Kearney-Dunlap, Clerk to the Board

Date: 7/2/2014

Re: Larry Carver, Joel Febel, and Russell King

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It is my recommendation that the above listed individuals be allowed to serve on the Board of Equalization and review for the term of July 1 2014 thru June 30 2015

Sincerely,

Starlin L. Beatty  
Tax Administrator  
Warren County NC

# Joel Febel

## 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. Board of Equalization & Review
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name Joel W. Febel  
Date of Birth Feb 7, 1938 Sex M Race W  
Mailing Address 112 E. Maple Pointe Drive  
City and Zip Code Littleton, NC 27850  
Street Address (same as mail)  
City and Zip Code 27850  
Home Phone 252/586-6107 Work Phone 252/955-4048  
Job Title retired  
Company or Agency Febel Associates  
Email Address joelfebel@centurylink.net

Do you live in the county? Yes  No

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

### Educational Background

Name and Address of High School Attended Niles Township, Skokie, IL  
Name and Address of College Attended U.S. Naval Academy, Annapolis, MD & Harvard Business School, Cambridge, MA  
Degree Received BS (USNA 1960), MBA (Harvard Business School, Cambridge, MA)

Please list any military experience U.S. Naval Aviator (jets) 1960-1969

If you are presently serving as an elected or appointed official, please explain: n.a.

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

Work Experience US NAVY -  
1960-1969; Martin Marietta Corp, 1969-1975; Corning Glass  
Works, 1975-1983; Masonite Corp 1983-1990; Febel Associates  
1990 - Present.

Volunteer Experience Naval Academy Alumni Assn, Harvard Business  
School Club of Chicago, Washington D.C.; Guatemala, C.A.;

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

Newspaper  Current Warren County Volunteer  Other

If other, please explain: Rotary Club of W. Warren, NC

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 Joel W. Febel

Date June 11, 2014

Please feel free to attach a resume if so desired.

## 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. BOEN 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

Your full name LAWRENCE R. CARVER  
Date of Birth 11-26-49 Sex M Race W  
Mailing Address 128 PET BARROW Rd.  
City and Zip Code WARRENTON, NC 27589  
Street Address SAME  
City and Zip Code SAME  
Home Phone 252-257-6055 Work Phone SAME  
Job Title RETIREE  
Company or Agency \_\_\_\_\_  
Email Address LMILKEDENS@

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 NO. DURHAM HIGH SCHOOL H.S. (145)  
Name and Address of College Attended LOUVA  
Degree Received BS BUSINESS ADMINISTRATION

Please list any military experience NONE

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

NO

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

Work Experience MGR, TOWN OF LEANINGTON, N.J.  
TOWN OF FRIELINGTON, BOARD MEMBER WARREN  
COUNTY CHAMBER OF COMMERCE

Volunteer Experience CHAMBER OF COMMERCE, N.J.C.C.  
BOARD OF ADVISORS COMPUTER TECHNOLOGY

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

Newspaper  Current Warren County Volunteer  Other

If other, please explain: COURTNEY SEWING

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 Lawrence Carver

Date 6/10/14

*Please feel free to attach a resume if so desired.*

## 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. BOER
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name RUSSELL C. KING  
Date of Birth 1-12-48 Sex M Race C  
Mailing Address 2442 U.S. 1 N.  
City and Zip Code NORLINA, N.C. 27563  
Street Address SAME  
City and Zip Code \_\_\_\_\_  
Home Phone 252-456-3480 Work Phone \_\_\_\_\_  
Job Title RETIRED  
Company or Agency \_\_\_\_\_  
Email Address RUSSELL\_KING@NCSU.EDU

Do you live in the county? Yes  No

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

### Educational Background

Name and Address of High School Attended NORLINA  
Name and Address of College Attended NC STATE  
Degree Received B.S. M.S. EDU.

Please list any military experience MARINES

If you are presently serving as an elected or appointed official, please explain: NO

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

Work Experience AG. EXTENSION

Volunteer Experience BOARD, S.C.S.

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

Newspaper

Current Warren County Volunteer

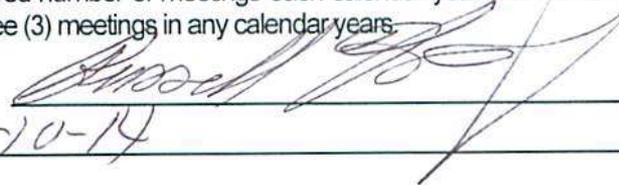
Other

If other, please explain:

WORD OF MOUTH

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

8-10-14

*Please feel free to attach a resume if so desired.*

Meeting Date: July 7, 2014

Item # 9-A

**SUBJECT:** Purchase of 2014-15 Chevrolet Ambulance Chassis

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

**SUMMARY:** Having authorized Warren County's participation in Houston-Galveston Area Council (H-GAC) Cooperative Purchase Program during Feb. 3, 2014 regular Board meeting (in accordance with NC GS 143-129(e)(3), it is requested to authorize the purchase of a 2014-15 Chevrolet G4500 Chassis for a Type III Ambulance remount with modifications from Northwestern Emergency Vehicles, of Jefferson, NC, at a cost not to exceed \$88,176 is presented for Board's approval. Authorize the County Manager to sign the required documents.

**FUNDING SOURCE:** FY 15 EMS Budget

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:** NC GS 143-129(e)(3)

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of purchase of a 2014-15 Chevrolet G4500 Chassis for a Type III Ambulance remount with modifications from Northwestern Emergency Vehicles at a cost not to exceed \$88,176, and authorize the County Manager to sign the required documents. Funding Source: FY 15 EMS Budget**

**NOTES:**

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# COUNTY OF WARREN, NC

## DEPARTMENT OF EMERGENCY SERVICES

Emergency Management • Emergency Medical Services • Fire Marshal's Office • Safety Office

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

Douglas R. Young, CEM  
Director/Chief  
Dennis Paschall, EMT-P  
EMS Division Chief

### MEMO

TO: Linda Worth, County Manager  
Angelena Kearney- Dunlap, Clerk to the Board  
Warren County Board of Commissioners

FROM: Douglas R. Young, CEM Director/ Chief 

DATE: June 26, 2014

REF: EMS Unit Purchase and Remount of Unit

Cc: Dennis Paschall, Division Chief

After reviewing options and vendor's information related to the replacement of the 2008 Chevrolet Type III ambulance VIN number 1GBJG316581150152. County of Warren is a member of the Houston-Galveston Area Council (H-GAC) Cooperative Purchase Program (ILC: 14-3840) as the method for securing the vehicle replacement / remount for Emergency Services (EMS Division).

I am making the following recommendation to purchase a 2014-2015 Chevrolet G4500 chassis for a Type III Ambulance Remount with modifications thru the co-operate purchase as allowed within **G.S. 143-129 (e) ( 3 )** from Northwestern Emergency Vehicles in Jefferson, NC for a cost not to exceed \$ 88,176.00.

In addition, I recommend that the 2008 cut-away chassis be declared surplus and disposed of at gov.deal with-in 90 days of the vendor receiving the 2008 Chevrolet for remount to the new chassis.

Entire document has been provided in a separate e-mail.

Meeting Date: July 7, 2014

Item # 9-B

**SUBJECT:** Declare Surplus – 2008 Cut-Away Ambulance Chassis

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

**SUMMARY:** It is requested to declare by Resolution, a 2008 Cut-Away Ambulance Chassis surplus property and authorize sale by auction and/or other method of disposal. Authorize Chairman Baker to sign resolution.

**FUNDING SOURCE:**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:** *Article 12, North Carolina General Statute 160A-268*

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend adoption of Resolution declaring a 2008 Cut-Away Ambulance Chassis surplus property and authorize it be sold by auction and/or other method of disposal, and authorize Chairman Baker to sign the Resolution.**

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**NOTES:**

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# WARREN COUNTY BOARD OF COMMISSIONERS

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

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

Linda T. Worth  
County Manager

Angelena Kearney-Dunlap  
Clerk to the Board

*STATE OF NORTH CAROLINA  
COUNTY OF WARREN*

## *RESOLUTION SALE OF SURPLUS WARREN COUNTY PROPERTY*

*WHEREAS, the County of Warren has certain property which is no longer used by Emergency Medical Services (EMS) and may lawfully dispose of such property through online auction or disposal.*

*NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to Article 12, North Carolina General Statute 160A-268, the Warren County Board of Commissioners authorizes the sell through online auction or disposal of a 2008 Cut-Away Ambulance Chassis vin # 1GBJG316581150152.*

*The property is being sold in "as is" condition with no warranties.*

*The Warren County Board of Commissioners reserve the right to reject any or all bids, to waive informalities, and to award bid in the opinion of the Owner in its best interest.*

*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 sale property; and that advertising, describing the property, the method for bidding and the date, time and place for the bid opening be placed with auction site with notice in the Warren Record and otherwise appropriately advertised according to law.*

*ADOPTED this the 7<sup>th</sup> day of July 2014.*

*WARREN COUNTY BOARD OF COMMISSIONERS*

*Bertadean W. Baker, Chairman*

*ATTEST:*

Meeting Date: July 7, 2014

Agenda Item # 10-A

**SUBJECT:** Surplus Property – Authorize Auction and/or Disposal

**REQUESTED BY:** Clerk to the Board

**SUMMARY:** Twenty-seven (27) computers formerly used by Department of Social Services are presented to be declared surplus and authorize auction and/or other method of disposal. Authorize Chairman Baker to sign resolution.

**FUNDING SOURCE:**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:** *Article 12, NC General Statute 160A-268*

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend adoption of Resolution declaring 27 computers formerly used by the Department of Social Services as surplus property and authorize auction and/or other method of disposal, and authorize Chairman Baker to sign the Resolution.**

**NOTES:**

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# WARREN COUNTY BOARD OF COMMISSIONERS

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

STATE OF NORTH CAROLINA  
COUNTY OF WARREN

## RESOLUTION SALE OF SURPLUS WARREN COUNTY PROPERTY

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

Linda T. Worth  
County Manager

Angelena Kearney-Dunlap  
Clerk to the Board

*WHEREAS, the County of Warren has certain property which is no longer used by Department of Social Services (DSS) and may lawfully dispose of such property through online auction, conveyance to a local Non-Profit or disposal.*

*NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to Article 12, North Carolina General Statute 160A-268, the Warren County Board of Commissioners authorizes the sell through online auction, conveyance to a local Non-Profit or disposal of Twenty-Seven (27) Dell Computers (ID #'s attached).*

*The property is being sold in "as is" condition with no warranties.*

*The Warren County Board of Commissioners reserve the right to reject any or all bids, to waive informalities, and to award bid in the opinion of the Owner in its best interest.*

*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 sale and/or convey property; and that advertising, describing the property, the method for bidding and the date, time and place for the bid opening be placed with auction site with notice in the Warren Record and otherwise appropriately advertised according to law.*

ADOPTED this the 7<sup>th</sup> day of July 2014.

WARREN COUNTY BOARD OF COMMISSIONERS

*Bertadean W. Baker, Chairman*

ATTEST:

Serial #	Asset Tag#	Computer
1	G1GD6C 1328	DELL OPTIPLEX 320
2	9X0QHD 1338	DELL OPTIPLEX 320
3	FW0QHC 1340	DELL OPTIPLEX 320
4	C1GD6C 1368	DELL OPTIPLEX 320
5	33ZPHD 1373	DELL OPTIPLEX 320
6	20ZPHD 1381	DELL OPTIPLEX 320
7	HX0QHC 1375	DELL OPTIPLEX 320
8	F1ZPHD 1399	DELL OPTIPLEX 320
9	HNV7J3 664	DELL INSPIRION 1100 LAPTOP
10	2FGZL01663	DELL DIMENSION 8100 P4DELL D
11	9BD5P4 1311	DELL OPTIPLEX 170L 170L
12	75JW87 661	DELL OPTIPLEX 170L
13	CY0QHC 1331	DELL OPTIPLEX 320
14	71GD6C 1357	DELL OPTIPLEX 320
15	J1GD6C 1351	DELL OPTIPLEX 320
16	G0ZPHD 1356	DELL OPTIPLEX 320
17	H2ZPHD 1330	DELL OPTIPLEX 320
18	22ZPHD 1352	DELL OPTIPLEX 320
19	72GD6C 1489	DELL OPTIPLEX 320
20	D2ZPHD 1349	DELL OPTIPLEX 320
21	4X0QHD 1350	DELL OPTIPLEX 320
22	C3ZPHD 1362	DELL OPTIPLEX 320
23	BZYPHD 1354	DELL OPTIPLEX 320
24	40ZPHD 1358	DELL OPTIPLEX 320
25	70ZPHD 1387	DELL OPTIPLEX 320 - DAYCARE
26	GZYPHC 1392	DELL OPTIPLEX 320 - DAYCARE
27	51GD6C 1397	DELL OPTIPLEX 320 - WORKFIR

**Meeting Date: July 7, 2014**

**Agenda Item # 10-B**

**SUBJECT: Surplus Property – Authorize Conveyance**

**REQUESTED BY: Clerk to the Board**

**SUMMARY: Inventory from SEMAA’s AEL Lab is submitted to be declared surplus and authorize conveyance by Resolution to the Warren County Public School System for \$1. Authorize Chairman Baker to sign resolution.**

**FUNDING SOURCE:**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: NCGS § 159A-176,  
NCGS § 160A-279 and NCGS § 160A-267**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend adoption of Resolution declaring inventory from SEMAA’s AEL Lab surplus property and authorize its conveyance to the Warren County Public School System for \$1 for the continued operation of the SEMAA AEL Lab, and authorize Chairman Baker to sign the Resolution.**

**NOTES:**

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# WARREN COUNTY BOARD OF COMMISSIONERS

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

## STATE OF NORTH CAROLINA COUNTY OF WARREN

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

Linda T. Worth  
County Manager

Angelena Kearney-Dunlap  
Clerk to the Board

### Resolution Conveying Personal Property By Private Sale

**WHEREAS**, the County has the authority to convey property pursuant to N.C.G.S. § 159A-176, and;

**WHEREAS**, N.C.G.S. § 160A-279 states that a County may, in lieu of or in addition to an appropriation of funds, convey real or personal property it owns, by private sale, to any entity which 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**, notice of this private sale has been published pursuant to N.C.G.S. § 160A-267.

### **NOW THEREFORE BE IT RESOLVED BY THE WARREN COUNTY BOARD OF COMMISSIONERS THAT:**

The Warren County Board of Commissioners hereby orders the County Manager to dispose of and convey, by private sale, the following property used by the Science Engineering Mathematics and Aerospace Academy (SEMAA) as designated per attached to the Warren County Public School System for \$1.

Said property shall be used by the Public School System for the continual operation of the SEMAA AEL Lab, in accordance with its mission statement in serving the public, as required by N.C.G.S. § 160A-279.

**Adopted this 7<sup>th</sup> day of July 2014.**

**Warren County Board of Commissioners**

BY: \_\_\_\_\_  
Bertadean W. Baker, CHAIRMAN

ATTEST:

SEMAA  
INVENTORY LIST

Quantity	ITEM	DESCRIPTION
1	Copy Machine	Toshiba 453 / 48019
2	Telephones	AT&T 2 Line 982
1	Telephone	Uniden 900 MHz
1	Answering Machine	GE Digital
1	Printer	HP Deskjet 3050(print, copy Scan)
1	External Hard Drive	My Book WD
1	Laminator & Stand	Laminex
2	Cassette Recorder	Schoolmate HA-802 MPC 785
1	Electric Stapler	Stanley Bostitch
1	Electric Pencil Sharpner	Bostitch
1	Fax Machine (surplus)	Panasonic KX-FP121
1	Fax Machine (All-In-One)	HP Officejet 4620
1	Printer (ALL-IN-ONE)	HP Officejet 6500
1	PA System	Hamilton 85PA
1	Projector	Epson Pwerlite 77C Projector
1	Microwave	Haier
1	Compact Refrigerator	Haier Welbit
1	Zip Drive	External iomega Zip 100
1	Large Refrigerator	Hotpoint
2	Desk Top Computer	Dell Percision 390/monitor & keyboard
1	Desk top Computer	Dell Optiplex GX 289 / Veiw Sonic Monitor
2	Floor Fan (AEL)	
2	Desk	5 Drawer Metal Desk
3	Utility Carts	
1	Heavy Duty Stapler	Stanley Bostitch B310HDS
1	Binder Stapler	Stanley Bostitch
1	TV/VCR Combo	Sony
1	VCR/Player-Recorder	.
1	File Cabinet	4 Drawer Standard (Anderson Hickey Co.)
1	File Cabinet	4 Drawer Standard (HON)
1	File Cabinet	4 Drawer Legal (HON)
3	Utility Stands	
1	Book Shelf	Metal 4 Shelf (HON)
10	Supply Cabniet (white)	Full of Student Supplies

SEMAA  
INVENTORY LIST

Quantity	ITEM	DESCRIPTION
1	Flight Simulator TV	Sharp 60 Inch Flat Screen
1	Shortwave Radio	Drake SW8 World Band
1	Weather Monitor	Davis Weather Monitor II
	Office Supplies	Staplers, paper clips, folders, ect.
	Student Supplies	
2	Calendar	Dry Eraser Calendar
1	Bullentin Board	Cork Bullentin Board
10	Head Phones (AEL)	
10	Desk Top Computer (AEL)	Vostro 420 / Monitor & Keyboard
20	Speakers (AEL)	External Computer Speakers
1	Desk Top Computer	Dell Percision 390 (Back Up)
1	Wind Tunnel	Flotex 360
2	Desk Top Computer	Dell Dimension V400
1	Monitor	Dell Trinitron
1	Key Board	Dell Quiet Key
1	Pencil Sharpner	Sanford Electric
7	Joy Sticks	Logitech ATK3
1	Flight Simulator Computer	Xforce
1	Flight Simulator Monitor	ASUS
1	File Cabinet	2 Drawer Standard (HON)
1	Portable Computer Desk	

Meeting Date: July 7, 2014

Agenda Item # 11-A

**SUBJECT:** 2014-15 Job Classification Schedule

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

**SUMMARY:** It is requested that the Board consider approval of the attached 2014-15 Job Classification Schedule for employees working 1950 hours and 2080 hours. The schedule reflects the 1% COLA approved in the FY 15 Budget. Adoption of the Schedule will be effective July 1, 2014. **NOTE:** SEMAA positions have been deleted from the Schedule.

**FUNDING SOURCE:** Various

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval of the 2014-15 Job Classification Schedule for employees working 1950 and 2080 hours which reflects the 1% COLA approved in the FY 15 Budget, effective July 1, 2014.

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**NOTES:**

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Entire document has been provided in a separate e-mail.



Telephone:  
252-257-7132

Fax:  
252-257-5971

[www.warrencountync.com](http://www.warrencountync.com)

## WARREN COUNTY HUMAN RESOURCES DEPARTMENT

P.O. Box 619

Warrenton, NC 27589

**Lisa Alston**

*Human Resources Manager*

[lisaalston@co.warren.nc.us](mailto:lisaalston@co.warren.nc.us)

### *MEMORANDUM*

**TO:** Warren County Board of Commissioners

**FROM:** Lisa Alston, Human Resources Manager *LA*

**DATE:** June 17, 2014

**RE:** 2014-2015 Job Classification Schedule

I am requesting that the Board consider and approve the attached 2014-2015 Job Classification Schedules for employees working 1950 hours and 2080 hours. The 2014-2015 Schedules include a 1% increase over the Job Classification Schedules that became effective January 1, 2014. The 1% increase has been applied to the minimum, midpoint, and maximum salary amounts within the respective salary grades. The requested effective date of the Schedules is July 1, 2014.

Thank you in advance for your consideration and approval.

**Meeting Date: July 7, 2014**

**Agenda Item # 11-B**

**SUBJECT: Local Salary Plan Reporting Form**

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

**SUMMARY: It is requested that the Board consider approval of the following:**

- 1- 2014-15 Local Salary Plan Reporting Form:**
- 2- Salary Plan with Warren County's Class Titles, Minimum, Maximum and Average Salaries**
- 3- Job Classification Schedule Effective July 1, 2014**

**FUNDING SOURCE:**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of the 2014-15 Local Salary Plan Reporting Form and Job Classification Schedule effective July 1, 2014, and authorize submission to the Office of State Personnel.**

**NOTES:**

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**The following have been provided in separate e-mail  
for Board's review.**

- 1. 2014-15 Local Salary Plan Reporting Form**
- 2. Salary Plan with Warren County's Class Titles, Minimum, Maximum and Average Salaries**
- 3. Job Classification Schedule Effective July 1, 2014**

Meeting Date: July 7, 2014

Item # 11-C

**SUBJECT:** Youth Services Bureau

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

**SUMMARY:** It is requested to consider compensating Euneka Kelley, YSB Coordinator, for assuming the responsibilities of Interim YSB Director in the absence of the YSB Director who is on extended medical leave, by increasing Ms. Kelley's base salary by \$5,000 effective 4/15/14 until the Director returns full-time to her position. Funding Source: Contingency – Salary Pool Line Item 10-9910-991004.

**FUNDING SOURCE:** Contingency – Salary Pool Line Item

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval of increasing Euneka Kelley's base salary by \$5,000 to compensate her for serving as YSB Interim Director, effective 4/15/14 until the Director returns full-time from extended medical leave. Funding Source: Contingency – Salary Pool Line Item

**NOTES:**

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# WARREN COUNTY BOARD OF COMMISSIONERS

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

## MEMORANDUM

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

Linda T. Worth  
County Manager

Angelena Keamey-Dunlap  
Clerk to the Board

**TO:** Warren County Board of Commissioners  
**FROM:** Linda T. Worth, County Manager *LW*  
**DATE:** June 30, 2014  
**RE:** Personnel Action Request

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

### Youth Services Bureau

Request is made to consider compensating Ms. Euneka Kelley, YSB Coordinator, for assuming the responsibilities associated with the ongoing operation of the Youth Services Bureau during the extended medical leave absence of Ms. Debbie Scott, Director. Ms. Kelley has assumed the extra duties and responsibilities of Interim YSB Director since April 15, 2014. To compensate Ms. Kelley for the extra job duties and responsibilities, I am recommending that effective April 15, 2014, her base salary be increased by \$5,000 until such time as Ms. Scott returns full-time to her position.

Funds remaining in the Contingency – Salary Pool Line Item 10-9910-991004 can be used to fund the additional salary and fringes to facilitate this request. Thank you in advance for your consideration and approval. Please advise if there are any questions or concerns regarding this matter.

cc: Lisa Alston, HR Manager  
Debbie Scott, YSB Director  
Euneka Kelley, YSB Coordinator

**Meeting Date: July 7, 2014**

**Item # 12**

**SUBJECT: Designate Voting Delegate**

**REQUESTED BY: NC Association of County Commissioners (NCACC)**

**SUMMARY: It is submitted to appoint a voting delegate to the August 14-17, 2014 NCACC annual conference to be held in Buncombe County. Chairman Baker, Vice-Chairman Jordan and Commissioner Downey have indicated their intent to attend the conference.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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## Designation of Voting Delegate to NCACC Annual Conference

I, \_\_\_\_\_, hereby certify that I am the duly designated voting delegate for \_\_\_\_\_ County at the 107<sup>th</sup> Annual Conference of the North Carolina Association of County Commissioners to be held in Buncombe County, N.C., on August 14-17, 2014.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

### Article VI, Section 2 of our Constitution provides:

“On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its county commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the board of county commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year's dues.”

Please return this form to Sheila Sammons by: **Friday, August 1, 2014:**

NCACC  
215 N. Dawson St.  
Raleigh, NC 27603  
Fax: (919) 719-1172  
[sheila.sammons@ncacc.org](mailto:sheila.sammons@ncacc.org)  
(p) (919) 715-4365

**Meeting Date: July 7, 2014**

**Item # 13**

**SUBJECT: Adopt 2015 Holiday Calendar**

**REQUESTED BY: Angelena Kearney-Dunlap, Clerk to the Board**

**SUMMARY: It is submitted to adopt 2015 Holiday Schedule identical to the State of North Carolina's 2015 schedule.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend adoption of 2015 Holiday Schedule for County Offices as presented.**

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**NOTES:**

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# Warren County 2015 Holiday Schedule

Holiday	Observance	Day of Week
New Year's Day	January 1 <sup>st</sup>	Thursday
Martin Luther King Jr's Birthday	January 19 <sup>th</sup>	Monday
Good Friday	April 3 <sup>rd</sup>	Friday
Memorial Day	May 25 <sup>th</sup>	Monday
Independence Day	July 3 <sup>rd</sup>	Friday
Labor Day	September 7 <sup>th</sup>	Monday
Veteran's Day	November 11 <sup>th</sup>	Wednesday
Thanksgiving	November 26 <sup>th</sup> & 27 <sup>th</sup>	Thursday & Friday
Christmas	December 23 <sup>rd</sup> , 24 <sup>th</sup> & 25 <sup>th</sup>	Wednesday-Friday



**Meeting Date: July 7, 2014**

**Item # 14-A**

**SUBJECT: Contracts Approved by County Manager**

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

**SUMMARY: County Manager has been granted authorization to approve contracts up to but not to exceed \$50,000, as well as contracts over \$50,000 with Board authorization. Approved contracts are submitted for Board's information.**

**FUNDING SOURCE: Various**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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

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

Pursuant to the contracting authority granted to me by the Board of County Commissioners, please be advised that I have approved the following contractual agreements in the month of June 2014 on behalf of Warren County:

Senior Center

Long Creek Coach Line  
250 Welcome Avenue  
Henderson, NC 27536

A contract with Long Creek Coach Line was entered into for transportation for a trip sponsored by the Senior Center for seniors. The seniors participating in the trip pay a fee to participate in the trip which is in turn used to pay the cost of this contract.

Animal Control Department

Boehringer Ingelheim Vetmedica, Inc.  
2820 North Normandy Drive  
Petersburg, VA 23805

The 2014 Pet Pricing Agreement for medications/vaccines for the Animal Control Department has been entered into with Boehringer Ingelheim Vetmedica, Inc. Funds are budgeted in the FY 15 Animal Control Department budget to pay this expense.

Economic Development

Community Voice Consulting  
Gabriel Cumming  
108 S. Main St.  
Warrenton, NC 27589

The fifth extension to Economic Development Commission Contractor Service Agreement has been executed which takes G. Cumming's, Economic Development Consultant's, services through June 30, 2014. Lapsed salaries in the FY 14 Economic Development Department budget are being used to pay this contract.

MEMORANDUM

Page 2

June 30, 2014

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

Emergency Medical Services

VIGILINT Protective Health Solutions, LLC

J. Bennet Waters, MPH, DHA

1335 Environ Way

Chapel Hill, NC 27517

The Agreement for the provision of an EMS Medical Director and Assistant Medical Director along with quality management and training for Warren County EMS has been executed with VIGILINT Protective Health Solutions, LLC. The agreement is effective 6/20/14. Funds are budgeted in the EMS FY 15 budget to accommodate this expense.

**Meeting Date: July 7, 2014**

**Item # 14-B**

**SUBJECT: County Manager's Report**

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

**SUMMARY: County Manager's Report of activities for June 2014 is presented for the Board's review and approval.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of County Manager's Report of Activities for June 2014 as presented.**

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**NOTES:**

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**RE:** June 2014 Status Report

Following is a recap of my work activities for the month of June 2014:

### **Administration**

- Attended special called JCPC Committee Meeting (6/2/14)
- Prepared for and attended Board of Commissioners Regular Meeting (6/2/14)
- Mtg. with Buildings & Grounds Manager and State Energy Office representative (6/4/14)
- Attended KTREDC Meeting with other County reps (6/5/14)
- Attended KLRWS Advisory Committee Meeting (6/9/14)
- Attended JCPC Monthly Committee Meeting (6/9/14)
- Attended Triangle North-Warren Committee Meeting (6/11/14)
- Attended CAVE Project Team Meeting (6/12/14)
- Mtg. with C. Norwood of Working Landscapes (6/13/14)
- Mtg. with K. Bowman, EDC Director (6/16/14)
- Participated in NCACC telephone interview for CountyLines article (6/16/14)
- Prepared for and attended BOC regular Public Hearing and Budget Public Hearing (6/18/14)
- Prepared for and attended Budget Work Session (6/23/14)
- Attended USDA Strike Force Meeting at VGCC with other county staff (6/25/14)
- Prepared for and attended Budget Special Meeting (6/25/14)
- Prepared for and conducted monthly Department Heads Meeting (6/26/14)
- Mtg. with J. Groom of Pier View (6/27/14)
- Attended Golden LEAF Grants Work Shop with G. Cumming (6/30/14)

### **Other Activities**

- Attended Senior Center Juneteenth Celebration @ the Armory (6/19/14)
- Attended Senior Center RAPIID Annual Cookout at Bullocksville Park on Kerr Lake (6/27/14)

## **Memorandum**

**Page 2**

**June 30, 2014**

### **Project Updates**

#### **Simulcast Radio System Upgrade Project – Phase II**

Funding options are included in the Manager's proposed FY 15 budget to move forward with Phase II of the Radio System Upgrade Project.

#### **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. Work on upgrades funded by the PARTF grant and County matching funds is 98% complete at this time.

The Committee will be making a field trip to Pittsylvania County, VA on Tuesday, 7/1/14, to visit a commercial meeting facility that was built utilizing an old tobacco barn to get some ideas to consider for Buck Spring.

### **CDBG Projects**

#### **2010 and 2011 CDBG Grants**

We are working diligently with Kerr-Tar COG Grant Administrators to close-out the 2010 Infrastructure Hook-Up Grant Project. Work is ongoing in the 2011 Scattered Site CDBG Grant Project.

#### **Golden LEAF Community-Based Grantsmaking Initiative**

In lieu of funding the full project as requested, the Golden LEAF Board of Directors voted to fund a \$50,000 planning grant for Warren County's CAVE project to be used to further define the project to get it ready for potential future grant funding. Warren County staff and consultant will be attending Golden LEAF Grant Workshops on June 30<sup>th</sup> and July 1<sup>st</sup> as required by the Grant Agreement.



July 7, 2014  
Closed Session



In accordance with  
NCGS §143-318.11(a)(3)  
Personnel Matters



*Adjourn*

*July 7, 2014 Meeting*

