

***WARREN COUNTY
BOARD OF COMMISSIONERS***

Monday - October 6, 2014

***5:45 pm – Rural Operating Assistance Program
(ROAP) Public Hearing***

6:00 PM – Regular Monthly Meeting

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

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

October 6, 2014
5:45 PM – Public Hearing

2014-15
Rural Operating Assistance
Program (ROAP) Application

ROAP Public Hearing Agenda

- Chairman or Designee call Public Hearing to Order
- Clerk read Notice of Public Hearing

(Circulate Citizen Participation Forms)

- Comments from Gloria Edmonds, Finance Director and/or
Alicia Giddiens, Senior Center Director
- Clerk read Rules for Citizen Comments
- Citizen Comments
- County Manager and/or Commissioner Comments
- Adjourn Public Hearing

October 6, 2014
5:45 PM – Public Hearing

Chairman or designee call public hearing to order

Clerk read Public Hearing Notice

Circulate Citizen Participation Forms

Public Notice

Affidavit of Printer's Proof

NORTH CAROLINA
WARREN COUNTY

I, JANIE MILLER, Office Manager of The Warren Record, a weekly newspaper publication in the town of Warrenton, Warren County, and state of North Carolina, do so solemnly swear that a legal action entitled:

ROAP - notice

a true copy of which is made a part of this affidavit, did appear in the said The Warren Record in the following consecutive issues:

9/24, 2014
Janie Miller
Office Manager

Sworn to and subscribed before me this 26 day of September, 2014.

Lucille Lee Weldon

Notary Public

My commission expires: 12-6-14

Public Hearing Notice

This is to inform the public of the opportunity to attend a public hearing on the proposed Rural Operating Assistance Program (ROAP) application to be submitted to the North Carolina Department of Transportation no later than **October 24, 2014** by the county of Warren. The public hearing will be held on **Monday, October 6, 2014** at 5:45 pm at the Warren County Board of Commissioners meeting in the Armory Civic Center Meeting Room, 501 US Hwy 158 Business East, Warrenton, NC. Warren County will provide auxiliary aids and services under the ADA for disabled persons who wish to participate in the hearing. Anyone requiring special services should contact Angelica Kearney-Dunlap, Clerk to the Board, as soon as possible so that arrangements can be made.

The programs included in the Rural Operating Assistance Program application are:

1. Elderly & Disabled Transportation Assistance (EDTAP) Program provides operating assistance for the public transportation of elderly and disabled citizens.
2. Employment Transportation Assistance Program provides operating assistance for the public transportation of persons with employment related transportation needs.
3. Rural General Public (RGP) Program provides operating assistance for the public transportation of persons living in non-urban areas of the county.

The period of performance for Rural Operating Assistance Program funds is July 1, 2014 through June 30, 2015. The FY 2015 ROAP individual program totals are:

PROGRAM	TOTAL
EDTAP	\$53,775
EMPL	\$10,078
RGP	\$47,076
TOTAL	\$110,929

This application may be inspected at the **Warren County Finance Office** located at 548 W. Ridgeway St. Warrenton, NC from 9:00 a.m. to 4:30 p.m., Monday through Friday. Written comments should be directed to Gloria Edmonds, Finance Director, at 548 W. Ridgeway Street, Warrenton, NC 27589, before Friday, October 3, 2014 at 5 p.m.

Interested citizens are encouraged to attend this public hearing.

Bertadean W. Baker, Chairman
Warren County Board of Commissioners



Comments from

**Finance Director
Gloria Edmonds**

and/or

**Senior Center Director
Alicia Giddiens**

Application for Transportation Operating Assistance

FY 2015 Rural Operating Assistance Program Funds

Name of Applicant (County)	Warren
County Manager	Linda T. Worth
County Manager's Email Address	<u>lworth@co.warren.nc.us</u>
County Finance Officer	Gloria Edmonds
CFO's Email Address	<u>gedmonds@co.warren.nc.us</u>
CFO's Phone Number	252-257-1778
Person Completing this Application	Alicia R. Giddiens
Person's Job Title	Warren County Senior Center Director
Person's Email Address	<u>agiddiens@co.warren.nc.us</u>
Person's Phone Number	252-257-3111
Community Transportation System	Kerr Area Transportation Authority
Name of Transit Contact Person	Rob Brink
Transit Contact Person's Email Address	<u>rbrink@kartsnc.com</u>

Application Completed by: _____ Date: _____
Signature

I certify that the content of this application is complete and accurately describes the county's administration of the ROAP Program, and the use of the ROAP funds in accordance with applicable state guidelines.

County Manager: _____ Date: _____
Signature – Linda T. Worth

County Finance Officer: _____ Date: _____
Signature – Gloria M. Edmonds

Application Instructions

County officials should read the ROAP Program State Management Plan which contains guidance on the administration of the ROAP Program and information about the preparation of grant applications.

- The application must be completed by an official of the county or his/her designee.
- Click on the **gray rectangle** and type each answer. If needed, the text will automatically wrap to the next row. The answer may wrap to the next page if necessary.
- If the county wishes to explain their response to any questions or provide more information, the county may include additional pages with this application form. All the pages of the application and any pages added by the applicant should be scanned into the same file.
- If there are questions regarding this application, contact the NCDOT-PTD Mobility Development Specialist assigned to the area served by the transit system.

FY2015 ROAP Program Schedule

ROAP funds will be disbursed based on which deadline the applicant meets.

Pre-Deadline Disbursement (25%)	September 26, 2014
Application Deadline	October 24, 2014
Final Disbursement (75%)	November 14, 2014

The 25% disbursement must be returned to the state if a ROAP application is not received by the application deadline. The Final Disbursement will occur only after review and approval of this ROAP application.

County's Management of ROAP Funds

All counties are eligible to receive Rural Operating Assistance Program (ROAP) funding from the State of North Carolina. As a recipient of ROAP funds, the county must implement administrative processes that will ensure the following:

- ROAP funds are expended on needs identified through a public involvement and/or planning process.
- ROAP funds are expended on eligible activities only.
- Supporting documentation of expenditures is maintained.
- Service recipients meet eligibility requirements and their eligibility is documented.
- Trips funded with ROAP funding are monitored and evaluated throughout the period of performance.
- An accounting of trips and expenditures is provided in a semi-annual report to NCDOT.
- ROAP funds received and expended are included in the local annual audit.

Transportation Needs and Public Involvement in Funding Decisions	Yes or No
A. Did the county ask the Community Transportation Advisory Board (TAB), which is affiliated with the community transit system, to recommend how the ROAP funds should be sub-allocated?	No
B. In addition to the public hearing notice and the public hearing, were other outreach efforts conducted to inform the public about the availability of ROAP funds and to discuss transportation needs BEFORE the county decided to sub-allocate the ROAP funds?	Yes
C. Does the federally funded Community Transportation System operating in the county have a Community Transportation Service Plan (CTSP) or Community Transportation Improvement Plan (CTIP) that was developed in the last five years or being completed at this time? <i>Date of the plan: 2/22/2007</i>	New plan has been requested from NCDOT
D. Does your county have a Coordinated Public Transit-Human Services Transportation Plan (LCP) that provides a list of unmet transportation needs and/or gaps in transportation services? <i>Date of the plan: 4/2013</i>	YES
E. Does the county have other transportation plans that address public transportation needs?	No
If yes, list and describe these plans.	
F. How did the county decide who would receive the ROAP funds? List the names of anyone who participated in the decision to suballocate the ROAP funds and their role in the community. Committee consists of the County Finance Officer, Department of Social Services Director and Accountant, Senior Center Director, and RGP Representative	
G. How did the county decide on the amount of ROAP funds to sub-allocate to a subrecipient? By population served and prior use	

Financial Management of ROAP Funds	Yes or No
H. Does the county disburse/allocate ROAP funds to any county governmental departments?	Yes
I. If yes, how does the county account for these funds within the county's accounting system? ROAP funds are in a separate departmental budget line item in the county's budget.	
J. Does the county pass through any ROAP funds to agencies or organizations that are not county governmental departments or agencies?	Yes
K. If yes, does the county have a written agreement with these agencies that addresses the proper use and accountability of these funds? <i>(Include a sample agreement with application)</i>	Yes
L. ROAP funds cannot be used instead of using the existing transportation funding an agency or organization receives from any other funding source. If any of the departments, agencies or organizations receiving ROAP funding from the county get transportation funding from other Federal, State or Local funding sources, list those funding programs: HCCBG and Medicaid Transportation	
M. Do any subrecipients receive ROAP funds before any trips are provided, and refund the unused portion at the end of the period of performance?	Yes
N. Are ROAP funds being deposited in an interest bearing account?	Yes
If no, then why aren't ROAP funds deposited in an interest bearing account?	
O. What does the county do with the interest from the ROAP funds? Funds are combined and used with the ROAP allocations	
P. Does the county provide any local funds for transportation operating assistance to any of the ROAP sub-recipients in addition to the state ROAP funds?	Yes
Q. Is supporting documentation maintained for all ROAP grant financial transactions for five years? IMPORTANT: Yes is the only correct answer.	Yes
Monitoring and Oversight Responsibilities	Yes or No
R. The Finance Officer OR the Executive Director of an eligible transportation authority will be responsible for the oversight and evaluation of the transportation services provided with the ROAP funding? IMPORTANT: Yes is the only correct answer.	Yes
S. Does the county require the subrecipients of ROAP funds to provide progress reports and statistical data about the trips provided with ROAP funds?	Yes
T. If progress reports and/or operating statistical reports are required by the county, how frequently are these provided to the county for evaluation? Quarterly Reports	
U. Does the county require the subrecipients of ROAP funds to use the transportation services of the federally funded Community Transit System operating in the county?	Yes
V. Are subrecipients of ROAP funds coordinating transportation services with other subrecipients in the county therefore reducing any duplication of effort?	YES

Accountability to North Carolina Taxpayers	Yes or No
W. Is the method used to sub-allocate the ROAP funds fair and equitable? Open and transparent?	Yes
X. Is the county prepared to provide documentation that an eligible citizen was provided an eligible service or trip on the billed date, by whatever conveyance, at the specified cost?	Yes
Y. A semi-annual ROAP Report must be completed and sent to NCDOT. Who will be designated to complete these reports in FY2014? <i>(name, title, employer)</i> Gloria Edmonds, Warren County Finance Officer	

Elderly and Disabled Transportation Assistance Program

The Elderly and Disabled Transportation Assistance Program (EDTAP), originally enacted by legislation in the 1989 Session of the North Carolina General Assembly (Article 2B, 136-44.27), provides operating assistance funds for the transportation of the state's elderly and disabled citizens. This transportation assistance allows the elderly and disabled to reside for a longer period in their homes, thereby enhancing their quality of life.

Elderly and Disabled Transportation Assistance Program Questions	Yes or No
A. What will be the purposes of the trips provided with EDTAP funds? <i>(Check all that apply)</i> <input checked="" type="checkbox"/> Personal care activities, medical appointments, pharmacy pick-up, shopping, bill paying, meetings, classes, banking <input checked="" type="checkbox"/> Job interviews, job fair attendance, job readiness activities or training, GED classes <input checked="" type="checkbox"/> Transportation to workplace <input checked="" type="checkbox"/> Group field trips/tours to community special events (Federal charter regulations apply to transit.) <input checked="" type="checkbox"/> Overnight trips to out-of-county destinations (Federal charter regulations apply to transit) <input checked="" type="checkbox"/> Human service agency appointments	
B. How will the transportation service be provided? <i>(Check all that apply)</i> <input checked="" type="checkbox"/> Public Transportation System <input checked="" type="checkbox"/> Private Provider <input checked="" type="checkbox"/> Taxi Service <input checked="" type="checkbox"/> Agency Staff Driver <input checked="" type="checkbox"/> Volunteer Driver Program	
C. Are any of the EDTAP services you are funding, listed as an unmet need or gap in service in the Public Transit-Human Service Coordination Plan or any other transportation plan for your county? <i>See these page numbers in the plan:</i> Plan Title:	No
D. Does the federally funded Community Transit System operating in your county receive a sub-allocation of EDTAP funds?	NO
If yes, does the county dictate which agencies and organizations will receive transportation services with any of the EDTAP funds the transit system receives?	
Can the Community Transit System use any of the EDTAP funds it receives to provide transportation for elderly and disabled citizens of the county who do not have a human service agency or organization to pay for the service?	

Elderly and Disabled Transportation Assistance Program Questions (cont)	Yes or No
<p>If the transit system's Community Transportation Service Plan (CTSP) is less than six years old, does it describe and evaluate the services the transit system is providing for the elderly and disabled? <i>See these page numbers in the plan:</i> Plan Title:</p>	
<p>Does the CTSP recommend any new EDTAP funded services for FY2014? <i>See these page numbers in the plan:</i> Plan Title:</p>	
<p>E. Will any of the subrecipients use their EDTAP sub-allocation as matching funds for any of the following programs? <i>(Matching funds for operating assistance only.)</i> 5310 – Elderly Individuals and Individuals with Disabilities Program 5311 - Non-urbanized Area Formula Program 5316 – Job Access and Reverse Commute Program (JARC) 5317 – New Freedom Program</p>	No
<p>F. Will any of the subrecipients of EDTAP funds charge a fare for an EDTAP funded trip?</p>	No
<p>If yes, how much will the fare be?</p>	
<p>If yes, how will the fare revenue be used?</p>	
<p>G. Do any of the subrecipients of EDTAP funds restrict EDTAP funded trips based on the origin, timing or destination of the trip?</p>	No
<p>H. Is there a process or policy for determining when it is appropriate to transfer EDTAP funds from one sub-recipient to another to prevent there being unspent funds at the end of the period of performance?</p>	Yes
<p>I. EDTAP funded trips are expected to be provided throughout the entire year. If the EDTAP funds are expended in less than a year, will the county provide county funds to prevent the discontinuation of transportation trips?</p>	Yes

Employment Transportation Assistance Program

The Employment Transportation Assistance Program (EMPL) is intended to help DSS clients that transitioned off Work First or TANF in the last 12 months, Workforce Development Program participants and/or the general public to travel to work, employment training and/or other employment related destinations.

Employment Transportation Program Questions	Yes or No
<p>A. What will be the purposes of the transportation services provided with EMPL funds? <i>(Check all that apply)</i></p> <p><input checked="" type="checkbox"/> Job interviews, job fair attendance, job readiness activities or training, GED classes <input checked="" type="checkbox"/> Transportation to workplace (Scheduled by the individual only. No agency scheduled trips.) <input checked="" type="checkbox"/> Child(ren) of working parent transported to Child Care</p>	
<p>B. How will the transportation service be provided? <i>(Check all that apply)</i></p> <p><input checked="" type="checkbox"/> Public Transportation System <input checked="" type="checkbox"/> Private Provider <input checked="" type="checkbox"/> Taxi Service <input checked="" type="checkbox"/> Agency Staff Driver <input checked="" type="checkbox"/> Volunteer Driver Program</p>	

Employment Transportation Program Questions (con't)	Yes or No
C. Describe the eligibility criteria to be used in this county to determine who will be provided EMPL funded trips. Client has employment and/or employment offer and needs transportation to secure and maintain employment	
D. Are any of the EMPL services you are funding, listed as an unmet need or gap in service in the Public Transit-Human Service Coordination Plan or any other transportation plan for your county? <i>See these page numbers in the plan:</i> <i>Plan title:</i>	Yes
E. Does the federally funded Community Transit System operating in your county receive a sub-allocation of EMPL funds?	NO
If yes, does the county dictate which agencies and organizations will receive transportation services with any of the EMPL funds the transit system receives?	
Can the Community Transit System use any of the EMPL funds it receives to provide transportation for citizens in the county who need transportation to a job or employment related destination and who do not have a human service agency or organization to pay for the service?	
If the transit system's Community Transportation Service Plan (CTSP) is less than six years old, does it describe and evaluate the services the transit system is providing for the employed or unemployed? <i>See these page numbers in the plan:</i> <i>Plan title:</i>	
Does the CTSP recommend any new EMPL funded services for FY2014? <i>See these page numbers in the plan:</i> <i>Plan title:</i>	
F. Will any of the subrecipients of EMPL funds charge a fare for an EMPL funded trip?	No
If yes, how much will the fare be?	
If yes, how will the fare revenue be used?	
G. Do any of the subrecipients of EMPL funds restrict EMPL funded trips based on the origin, timing or destination of the trip?	No
H. Is there a process or policy for determining when it is appropriate to transfer funds from one sub-recipient to another to prevent there being unspent funds at the end of the period of performance?	Yes
I. Has the county transferred any EMPL funds to EDTAP or RGP in the last two years?	Yes
J. Will any of the subrecipients use their EMPL sub-allocation as matching funds for any of the following programs? (<i>Matching funds for operating assistance only.</i>) 5310 – Elderly Individuals and Individuals with Disabilities Program 5311 - Non-urbanized Area Formula Program 5316 – Job Access and Reverse Commute Program (JARC) 5317 – New Freedom Program	No
K. EMPL funded trips are expected to be provided throughout the entire year. If the EMPL funds are expended in less than a year, will the county provide county funds to prevent the discontinuation of transportation services?	Yes

Rural General Public Program

The Rural General Public Program assistance funds are intended to provide transportation services for individuals from the county who do not have a human service agency or organization that will pay for the transportation service. The county, in consultation with the Community Transportation System, must determine the RGP services to be provided with the RGP funds.

Rural General Public Transportation Program Questions	Yes or No
<p>A. What will be the trip purposes of the transportation services provided with RGP funds? (Check all that apply)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Personal care activities, medical appointments, pharmacy pick-up, shopping, bill paying, meetings, classes, banking <input checked="" type="checkbox"/> Job interviews, job fair attendance, job readiness activities or training, GED classes <input checked="" type="checkbox"/> Transportation to workplace (Scheduled by the individual only. No agency scheduled trips.) <input checked="" type="checkbox"/> Child(ren) of working parent transported to child care <input type="checkbox"/> Group field trips/tours to community special events (Federal charter regulations apply to transit.) <input type="checkbox"/> Overnight trips to out-of-county destinations (Federal charter regulations apply to transit.) <input checked="" type="checkbox"/> Human service agency appointments 	
<p>B. How will the transportation service be provided? (Check all that apply)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Public Transportation System <input type="checkbox"/> Private Provider <input type="checkbox"/> Taxi Service <input type="checkbox"/> Volunteer Driver Program 	
<p>C. Are any of the RGP funded services the transit system will provide listed as an unmet need or gap in service in the Public Transit-Human Service Coordination Plan or any other transportation plan for your county? <i>See these page numbers in the plan:</i> <i>Plan title:</i></p>	NO
<p>D. If the transit system's Community Transportation Service Plan (CTSP) is less than six years old, does it describe and evaluate the general public services the transit system does in the county for citizens who need transportation but don't have a human service agency or organization to pay for the service? <i>See these page numbers in the plan:</i> <i>Plan title:</i></p>	NO
<p>E. Does the CTSP recommend any new RGP funded services for FY2013-14? <i>See these page numbers in the plan:</i> <i>Plan title:</i></p>	NO
<p>F. Will RGP trips be provided to citizens who need transportation but don't have a human service agency or organization to pay for the trip?</p>	YES
<p>G. Will any of the RGP funded trips be restricted based on origin, timing or destination of the trip to control the expenditure of funds overtime?</p>	NO
<p>H. Since the subrecipient can only use RGP funds to pay for 90% of the cost of a trip, will the Community Transit System use fare revenue to generate the local 10% match requirement for RGP funds?</p>	YES
<p>If yes, how much will the fare be? \$4, \$5, \$6 Depending on Trip Distance</p>	
<p>If yes, how will the fare revenue be used? 10 % Match/Operating</p>	

Rural General Public Transportation Program Questions (con't)	Yes or No
If no, describe the source of the required matching funds? N/A	
I. Will RGP funded trips be coordinated with human service agency trips?	YES
J. How will the Community Transit System market the proposed RGP funded services? Services will be advertised through local agencies and media outlets.	
K. Will the Community Transit System use any of their RGP sub-allocation as matching funds for any of the following programs? (<i>Matching funds for operating assistance only</i>) 5310 – Elderly Individuals and Individuals with Disabilities Program 5311 - Non-urbanized Area Formula Program 5316 – Job Access and Reverse Commute Program (JARC) 5317 – New Freedom Program	YES
L. Is any part of the county in an urbanized area according to the 2010 census?	NO
M. RGP funded trips are expected to be provided throughout the entire year. If the RGP funds are expended in less than a year, will the county provide county funds to prevent the discontinuation of transportation services?	NO

FY2015 ROAP Sub-Allocation Worksheet

Agencies Receiving Sub-Allocation	Elderly and Disabled Transportation Assistance		Employment Transportation Assistance Program		Rural General Public Transportation	
	Proposed		Proposed		Proposed	
	Amount of request to be	Number of One Way Passenger	Amount of request to be	Number of One Way	Amount of request to be	Number of One Way
Kerr Area Transportation Authority	\$0		\$0		\$47,076	1934
Warren County DSS (Work First)	\$0		\$5,892	780	\$0	
Warre County Senior Center	\$53,775	4302	\$0		\$0	
Community Workforce Solutions	\$0		\$4,186	120	\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
TOTAL AMOUNT	\$53,775	4302	\$10,078	900	\$47,076	1934

Agencies Receiving Sub-Allocation	EDTAP	EMPL	RGP
	Avg Cost of Trip	Avg Cost of Trip	Avg Cost of Serv
Kerr Area Transportation Authority	\$0.00	\$0.00	\$24.33
Warren County DSS (Work First)	\$0.00	\$11.00	\$0.00
Warre County Senior Center	\$12.50	\$0.00	\$0.00
Community Workforce Solutions	\$0.00	\$12.50	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00

Initials - MDS Reviewer

Warren

Name of Applicant (County)

Signature - County Finance Director
Gloria M. Edmonds

Revised 2014-2015 ROAP Allocations

COUNTIES	Revised EDTAP 15	Revised EMPL 15	Revised RGP 15	Revised TOTAL 2015
Rowan	\$91,683	\$24,507	\$88,561	\$204,751
Rutherford	\$71,925	\$22,969	\$73,222	\$168,116
Sampson	\$64,474	\$17,293	\$71,131	\$152,898
Scotland	\$57,331	\$20,603	\$55,791	\$133,725
Stanly	\$62,998	\$19,066	\$69,039	\$151,103
Stokes	\$58,629	\$13,863	\$61,718	\$134,210
Surry	\$70,625	\$18,003	\$76,360	\$164,988
Swain	\$45,020	\$5,229	\$39,058	\$89,307
Transylvania	\$55,714	\$13,390	\$54,048	\$123,152
Tyrrell	\$41,294	\$3,337	\$0	\$44,631
Union	\$87,943	\$58,923	\$150,615	\$297,481
Vance	\$67,535	\$12,799	\$60,672	\$141,006
Wake	\$240,565	\$188,542	\$250,319	\$679,426
Warren	\$53,775	\$10,078	\$47,076	\$110,929
Washington	\$46,316	\$13,153	\$42,892	\$102,361
Watauga	\$54,078	\$10,196	\$54,745	\$119,019
Wayne	\$83,582	\$32,313	\$84,726	\$200,621
Wilkes	\$70,795	\$39,763	\$74,268	\$184,826
Wilson	\$70,447	\$23,678	\$53,699	\$147,824
Yadkin	\$53,601	\$10,670	\$56,837	\$121,108
Yancey	\$48,584	\$5,939	\$45,333	\$99,856
TOTALS	\$7,207,285	\$2,628,073	\$6,972,170	\$16,807,528

PUBLIC HEARING PROCEDURES

This hearing is being held to hear any persons who wish to be heard relative to FY 2014-15 Rural Operating Assistance Program Application (ROAP).

RULES:

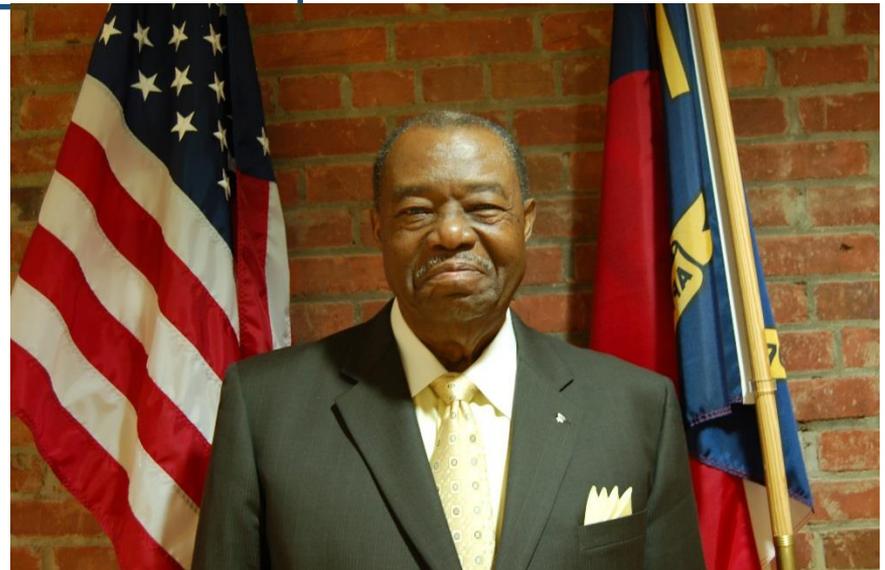
- Please sign up to speak
- The maximum time allotted to each speaker will be ____ (__) minutes.
The Clerk to the Board will keep time.
- Any group of people who support or oppose the same position should designate a spokesperson.
- Please address only those items which might not have been addressed by a previous speaker
 - Order and decorum will be maintained during this hearing.
 - Two questions are permitted by each speaker.

Warren County
Board of Commissioners

**County Manager
and/or
Board Member Comments**

Adjourn Public Hearing

**Kerr-Tar Regional Council of
Governments
Region K 2014 Outstanding
Elected Official
Com. Ulysses S. Ross**



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

Moment of Silence

Conflict of Interest Disclaimer

- ▶ *“Members of the Warren County Board of Commissioners are advised, hereby, of their duty under the State Government Ethics Act to avoid conflicts of interest and the appearance of such conflict; and, further, are instructed to refrain from participating in any matter coming before this Board of County Commissioners with respect to which there is a conflict of interest or appearance of such conflict”.*

- ▶ **In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict.**

- ▶ **Does any Board member have any known conflict of interest or appearance of conflict with respect to any matter coming before this Board today?**

- ▶ **If so, please identify the conflict and refrain from any undue participation in the particular matter involved.**

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: October 6, 2014

Agenda Item # 5

SUBJECT: Adopt October 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
October 6, 2014 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
WARREN COUNTY ARMORY CIVIC CENTER
WARRENTON, NORTH CAROLINA***

5:45 pm – ROAP Public Hearing

**Recognize Com. Ulysses S. Ross
Kerr-Tar Regional Council of Governments
Region K 2014 Outstanding Elected Official**

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 October 6, 2014 Suggested Agenda
6. Consent Agenda
 - A. Approve Minutes of September 8, 2014 Regular Monthly Meeting
September 12, 2014 Special Meeting
 - B. Interest Income Report August 2014 – Finance Director, Gloria Edmonds
 - C. Tax Collector’s Report August 2014 – Starlin Beatty, Tax Administrator
 - D. Tax Release Requests (Over \$100) – “ “ “ “
Tax Release Requests (Under \$100) - “ “ “ “
 - E. Third (3rd) Quarter Report on CDBG 11-C-2328 – Karen Foster, COG Community Development Planner
 - F. National Breast Cancer Awareness Month & Pink Ribbon Week 2014
7. Finance Office - Gloria Edmonds, Finance Director
 - A. Amendment #3 to the FY 2014-15 Warren County Budget Ordinance
 - B. Amendment #3 to the Capital Project Ordinance for the Warren County Simulcast System Upgrade Project
8. Consider ROAP Application

9. **Department of Social Services – Interim Director Wilbert R. Morris**
 - A. **Designate Facsimile Signature Authority for Warren County Department of Social Services Trust Fund Account**
 - B. **Re-appointments to Social Services Board of Directors: Constance Davis & Com. Jennifer Jordan**
10. **Warren County Dental Discount Program**
11. **NC Cooperative Extension Request for Additional Funding – Crystal Smith, CED**
12. **Consider Adoption of Resolutions:**
 - A. **Resolution Exempting NC State Highway Patrol Tower Mapping & Structural Analysis Project from GS 143-64.31**
 - B. **Resolution Exempting Warren County Solid Waste Landfill Gas Monitoring Plan and Gas Monitoring Well Installation Project from GS 143-64.31**
 - C. **Resolution Declaring Surplus Property and Authorize Auction – Clerk to the Board**
13. **Award Bid for Health Department Roof – Charles Williams, Buildings & Grounds Manager**
14. **County Manager’s Reports**
 - A. **Contracts Executed**
 - B. **Manager’s September 2014 Monthly Report**
15. **Closed Session - In accordance with NCGS §143-318.11(a)(3) - *Attorney Client Privileged Information***
16. **Adjourn Meeting**

Meeting Date: October 6, 2014

CONSENT AGENDA Item # 6A

**SUBJECT: Approve Minutes of September 8, 2014 Regular Monthly Meeting
and September 12, 2014 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:

NOTES:

Minutes of:

September 8, 2014

**Regular Monthly Meeting
and**

September 12, 2014

Special Meeting

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

Meeting Date: October 6, 2014

CONSENT AGENDA Item # 6B

SUBJECT: Approve Interest Income Report for August 2014

REQUESTED BY: Gloria M. Edmonds, Finance Director

SUMMARY: Interest Income Report is supplied for the Board's information.

FUNDING SOURCE: Various Funds

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

**COUNTY OF WARREN
FINANCE OFFICE
548 West Ridgeway Street
Warrenton, NC 27589
Telephone: (252) 257-1778 Fax: (252) 257-6523**

**Gloria M. Edmonds
Finance Officer**

**INTEREST INCOME REPORT
Month of August 2014**

FUND	AUGUST INCOME	FISCAL YEAR TO - DATE
General	118.08	231.01
Revaluation	2.69	5.38
E 911 Telephone System	3.47	6.94
Buck Spring Project	2.48	4.96
Ambulance Storage Facility	0.39	0.78
Simulcast System Upgrade	0.31	0.62
Regional Water Enterprise Fund	3.21	6.42
District 1 Enterprise Fund	6.99	13.98
Solid Waste	0.76	1.48
District II Enterprise Fund	7.68	15.36
District III Phase II BANS	1.16	2.32
District III Enterprise Fund	0.68	1.36
Soul City Pump Station Improvements	0.32	0.64
District III Phase III	0.14	0.28
	148.36	291.53

Meeting Date: October 6, 2014

CONSENT AGENDA Item # 6C

SUBJECT: Approve Tax Collector’s Report for August 2014

REQUESTED BY: Starlin Beatty, Tax Administrator

SUMMARY: Tax Collector’s Report is supplied for the Board's information.

FUNDING SOURCE: Various

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

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

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

Current Year Collections

Tax Year	Charge	Collected in AUGUST	Collected to Date	Balance Outstanding	Percentage Collected
AUGUST 2014 FY15	\$15,837,123	\$14,030,157	\$1,761,863	\$14,075,260	11.12
AUGUST 2013 FY14	\$16,834,574	\$1,550,773	\$1,630,108	\$14,453,365	10.14

Delinquent Collections

2013	\$662,401	\$49,662	\$172,735	\$489,666	26.08
2012	257,432	10,806	30,945	226,487	12.02
2011	157,717	3,252	6,800	150,917	4.31
2010	122,132	1,755	3,887	118,245	3.18
2009	101,716	2,079	3,404	98,311	3.35
2008	99,449	1,772	3,030	96,420	3.05
2007	115,027	1,577	2,263	112,764	1.97
2006	107,784	839	1,371	106,413	1.27
2005	91,928	581	1,945	89,983	2.12
2004	83,457	371	697	82,760	0.83
Total Delinquent Years	\$ 1,799,043	\$72,694	\$ 227,077	\$ 1,571,966	

Other AUG Receipts

County Penalties	\$ 11,786	\$ 28,766
Landfill User Fees	\$ 133,708	\$ 162,936
Municipalities	\$ 55,226	\$ 63,063
Fire District Taxes	\$ 89,009	\$ 101,272
Advance Taxes	\$ 74	\$ 74

AUGUST GRAND TOTAL

\$ 14,392,654	\$2,345,051
----------------------	--------------------

Starlin L. Beatty, Tax Administrator 9/30/2014

Starlin L. Beatty, Tax Administrator

DATE

Meeting Date: October 6, 2014

CONSENT AGENDA Item # 6D

SUBJECT: Request for Tax Releases

REQUESTED BY: Starlin Beatty, Tax Administrator

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

FUNDING SOURCE: General Fund

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

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Tax Releases over \$100 as requested by the Tax Administrator.

NOTES:

Releases Over \$100

Page 1 of 1

Over \$100

10/6/2014

Date: _____

ERROR CORRECTION RELEASES:

KOLB DENNIS SR	2014 34523 300	D10 50C	20008	\$218.81	DID NOT RECEIVE AGEX/DID QUALIFY
LOWES FOOD OF WARRENTON	2014 6420 321		2073	\$37,659.52	ASSESSED INCORRECTLY/REBILLED CORRECTLY
PULLEY WALTER H & JOYCE S	2014 10674 301	D4D441	8350	\$260.00	DWELLING IN VP COND
SOUTHERLAND TINA	2014 781 300	C10 79A1	13841	\$260.76	MH DOUBLE LISTED/ALSO ON REC 28508
THRIFT CHRISTOPHER	2014 21247 300	D7 52G1	23112	\$206.67	MH SOLD OUT OF THE COUNTY 12/2013
TIME WARNER CABLE INTERNET	2014 18709.204		29704	\$2,370.94	ASSESSED INCORRECTLY
WESTERVELT PETER H & JULIA	2014 36782 300	I2 15	26810	\$563.64	DWELLING OVER ASSESSED
WILLIAMS ELIZABETH,CUSTODIAN	2014 11770 200	G12 26K	24651	\$181.46	SWMH OVER ASSESSED

SUB-TOTAL ERROR CORRECTIONS:

\$41,721.80

SUB-TOTAL CORRECTION RELEASES:

\$41,721.80

Total Releases

\$ 41,721.80

LANDFILL USER FEE RELEASES:

ARCHER KITTY S & OTHERS	2014 39234 300	L2B 3	12800	\$ 120.00	PRIVATE HAULER
BELL CHERYL	2014 32136 300	H6 30B	22980	\$ 120.00	PRIVATE HAULER
BOYD SADIE L	2014 4017 300	C5 99	1283	\$ 120.00	PRIVATE HAULER
BROWN BANZET & DOROTHY	2014 37264 301	D6 30B	16577	\$ 120.00	PRIVATE HAULER
CLARY R CLINTON JR	2014 10353 300	J2A 2A	19324	\$ 120.00	PRIVATE HAULER
COATS DAVID L	2014 30752 300	K2A 94	10708	\$ 120.00	PRIVATE HAULER
DOWNEY RUBY	2014 37930 300	D2 7A	5168	\$ 120.00	PRIVATE HAULER
DUSENBERRY LINDA L	2014 20070 300	I2D115	18670	\$ 120.00	PRIVATE HAULER
FIELDS ANNIE G	2011 18966 300	A5 1	3648	\$ 120.00	DWELLING VACANT SINCE 2008
FIELDS ANNIE G	2013 18966 300	A5 1	3648	\$ 120.00	DWELLING VACANT SINCE 2008
FIELDS ANNIE G	2014 18966 300	A5 1	3648	\$ 120.00	DWELLING VACANT SINCE 2008
HARRIS CLYDE P III & OTHERS	2014 35614 300	L3B 1A 2A	6097	\$ 120.00	PRIVATE HAULER
HARRIS W DENNIS JR	2014 18325 300	E8 8A	6137	\$ 240.00	PRIVATE HAULER
HICKERSON DONNA K	2014 23879 300	B7 139	20540	\$ 120.00	PRIVATE HAULER
HUX C L	2014 5695 300	J2A 86	8110	\$ 120.00	PRIVATE HAULER
INGLEDUE JANICE L	2014 21309 300	K3A 64	5509	\$ 120.00	PRIVATE HAULER
KENNEDY RALPH	2014 16110 300	K2A 109	15699	\$ 120.00	PRIVATE HAULER
LAMBERT CASSANDRA & R K DAVIS	2014 25005 300	C5 189 B1	5502	\$ 120.00	DWELLING BURNED IN 2013
MARTIN BRADY A	2014 17768 300	L4C 29	11198	\$ 120.00	PRIVATE HAULER
MUSTIAN HOWARD M JR	2014 28407 311	D3 65	10546	\$ 120.00	NO ELECTRICITY
PADGETT THOMAS B	2014 29046 300	L3B 13A	8872	\$ 120.00	PRIVATE HAULER
POWELL FRED H JR & PATRICIA B	2014 19819 300	E2 27	3575	\$ 120.00	MH VACANT SINCE 2008/NO LFUF
POWELL WALTER HEIRS	2014 32323 300	J11 14	10237	\$ 120.00	DWELLING NOT LIVABLE
ROBERTSON RICHARD MASON	2014 34615 301	L2D 287	7390	\$ 120.00	PRIVATE HAULER
SHACKELFORD C C JR	2014 18052 300	K2A 131	15159	\$ 120.00	PRIVATE HAULER
SLATE GEORGE W & EDNA S	2014 39472 300	L3C 13	15607	\$ 120.00	PRIVATE HAULER
THOMAS BRADLEY L	2014 8698 300	H1C 130	6915	\$ 120.00	PRIVATE HAULER
VAUGHAN FRANK	2014 41735 200		27079	\$ 120.00	PRIVATE HAULER
WILLIAMS JACQUELINE	2014 14678 200		27097	\$ 120.00	PRIVATE HAULER
WINSLOW JACK R & AMY	2014 18708 301	L3D 80	21223	\$ 120.00	PRIVATE HAULER
WOLFE DANIEL G	2014 30484 300	L3D 59	15308	\$ 120.00	PRIVATE HAULER
ZIMMERMAN BOBBY DEAN	2014 26461 302	D6 75	13436	\$ 120.00	NO ELECTRICITY

TOTAL LFUF RELEASES:

\$ 3,960.00

Total Releases

\$ 45,681.80

**County
Manager
Approved
Releases
Under
\$100**

Under \$100

10/6/2014

Date:

LJW
9/25/14

ERROR CORRECTION RELEASES:

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD:</u>	<u>AMOUNT</u>	<u>REASON</u>
BRANCH JEFF	2014	38063 200		29034 \$	30.06	ASSESSED INCORRECTLY
JOHNSON JOE S & VIVIAN M MCNC	2014	37001 300	K3C 71	15566 \$	28.28	PORCH NOT COMPLETE FOR 1-1-14
MITCHELL BILLY	2014	39397 201		26466 \$	5.52	ASSESSED INCORRECTLY
SUBURBAN PROPANE LP	2014	38593 200		29533 \$	34.90	MOVED FROM OUTDOOR WORLD IN 2013
SUBURBAN PROPANE LP	2014	28556 200		26821 \$	8.00	ASSESSED INCORRECTLY
SUBURBAN PROPANE LP	2014	28556 201		26819 \$	54.75	ASSESSED INCORRECTLY
WARREN COUNTY	2014	2267 433	E6 54E	1046 \$	34.55	TAX EXEMPT
SUB-TOTAL ERROR CORRECTIONS:					\$	196.06

MOTOR VEHICLE RELEASES:

HENDERSON EUGENE T	2007	19418 107	TSM5615	39943	\$59.72	DECEASED
HENDERSON EUGENE T	2008	19418 108	XWH1999	41889	\$15.06	DECEASED
WATLEY CLARENCE W	2011	72711 111	XWH3764	50656	\$84.23	DECEASED

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$84.23

SUB-TOTAL CORRECTION RELEASES:

\$196.06

Total Releases

\$ 280.29

Meeting Date: October 6, 2014

CONSENT AGENDA Item # 6E

SUBJECT: CDBG Third (3rd) Quarter Report – 11-C-2328 Scattered Sites Housing

REQUESTED BY: Karen Foster, COG Community Development Planner

SUMMARY: Third (3rd) Quarter Report on CDBG 11-C-2328 is presented for Board's review and adoption.

FUNDING SOURCE: N/A

APPLICABLE STATUTE: N/A

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

CDBG QUARTERLY PROGRESS REPORT

Grantee: WARREN COUNTY Grant No: 11-C-2329 Amount Awarded: \$400,000
 Period Covered: JULY - SEPT. 2014 PBC Quarter: 3rd Date Prepared: SEPT. 29, 2014
 Prepared By: KAREN FOSTER Title: LD PLANNER
 Endorsed By: _____ Title: _____

Activity	LF, #Properties #Units Proposed	# Completed This Quarter	# Completed To Date	# Persons Proposed	# Persons AMI	# Persons MI	# Persons LMI	# Persons VLI
C-1 REHABILITATION	1			1	0	0	0	1
C-1 DECONSTRUCTION	3			10	0		4	6
C-1 CLEARANCE	3				0			
C-1 TEMP RELOCATION								
C-1								
C-1								
C-1								
L-1								
L-1								
TOTAL								

Activity	Activity Code	Budget	Expended This Quarter	Expended To Date	Amt. Req This Quarter	Amt. Req To Date	Gender	Race
REHABILITATION		128,785	0	0	0		F-2	AA-4
DECONSTRUCTION		200,215	23,553.58	23,553.58	23,553.58		M-2	
CLEARANCE		16,000	0	1,129.49	0			
TEMP. RELOCATION		15,000	0	0	0			
PLANNING		7,000.-	0	0	0			
ADMINISTRATION		33,000.-	14,666.40	16,852.53	14,666.40			
TOTAL								

Notes: All properties are currently under construction with an expected completion date for Nov 30, 2014.

Prepared By: Karen Foster Title: CD Planner

Endorsed By: _____ Title: _____

Signature: _____ Date: _____

Meeting Date: October 6, 2014

CONSENT AGENDA Item # 6F

SUBJECT: Proclamation – National Breast Cancer Awareness Month and Pink Ribbon Week 2014

REQUESTED BY: Margaret Clayton, Administrative Assistant, Public Works

SUMMARY: It is presented to consider adopting the above-referenced Proclamation.

FUNDING SOURCE: N/A

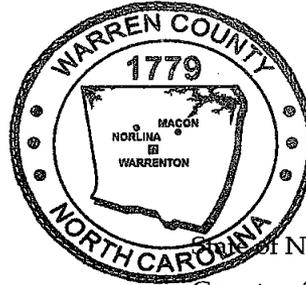
APPLICABLE STATUTE: N/A

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of the Proclamation for National Breast Cancer Awareness Month and Pink Ribbon Week 2014 as presented.

NOTES:



WARREN COUNTY BOARD OF COMMISSIONERS

602 WEST RIDGEWAY STREET
POST OFFICE BOX 819
WARRENTON, NORTH CAROLINA 27589

County 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

Proclamation

National Breast Cancer Awareness Month and Pink Ribbon Week 2014 by Warren County Board of Commissioners

WHEREAS, breast cancer is the most commonly diagnosed cancer and the second leading cause of cancer deaths amongst women in North Carolina and the United States;

WHEREAS, more or less than 6,330 North Carolina women will be diagnosed with breast cancer and more or less than 1,210 North Carolina women will die from the disease in 2014;

WHEREAS, every woman is at risk for breast cancer even if she has no family history of the disease, but women over the age of 50 are at the greatest risk for being diagnosed with breast cancer;

WHEREAS, a mammogram is the single most effective method of detecting breast changes, long before physical symptoms that may be cancer can be seen or felt;

WHEREAS, October is designated as National Breast Cancer Awareness Month;

WHEREAS, the pink ribbon is the internationally recognized symbol of breast cancer awareness symbolizing "hope for a cure;"

WHEREAS, county government agencies, community organizations, churches, synagogues and other places of worship, and work sites can play a special role in educating their members or employees about breast cancer;

NOW THEREFORE we, the Warren County Board of Commissioners, do hereby recognize October 2014 as National Breast Cancer Awareness Month and proclaim October 19 through 25, 2014, as Pink Ribbon Week in Warren County by wearing and or/ displaying pink ribbons in recognition of breast cancer and in honor of women who are now courageously fighting the battle with breast cancer. We further encourage women to consult with their health care providers concerning regular screening and to promote early detection of breast cancer by having regular clinical breast examinations, getting regular mammograms, and practicing monthly breast self-examination.

Signed this 6th day of October 2014

Bertadean w. Baker, Chairman
Warren County Board of Commissioners

Angelena Kearney-Dunlap, Clerk

Attest

Meeting Date: October 6, 2014

Item # 7-A

SUBJECT: Finance Office

REQUESTED BY: Gloria M. Edmonds, Finance Director

SUMMARY: Amendment # 3 to the FY 2014-15 Warren County Budget Ordinance.

FUNDING SOURCE: Various

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment #3 to the FY 2014-15 Warren County Budget Ordinance as presented by the Finance Director.

NOTES:

**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE
2014/2015
Amendment No. 3**

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:

Detention Facility	\$	47,466
Finance Office		8,050
Parks and Recreation		900
DSS Public Assistance		43,200
Health Department		6,926
Sheriff's Office		44,438
Contingency		(8,050)
Building, Grounds and Maintenance - Major Building Repairs		(47,466)
		95,464
Total	\$	95,464

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:

Miscellaneous Revenue	\$	900
Restricted Intergovernmental - Health		6,926
Restricted Intergovernmental - Other		44,438
Fund Balance Appropriated		43,200
		95,464
Total	\$	95,464

This amendment:

- appropriates additional funds to the Detention Facility budget for a new roof.

Funding Source:	Building, Grounds and Maintenance - Major Building Repairs
-----------------	--

- appropriates additional funds to the Finance Office budget for additional audit requirements. This appropriation was approved at the September 8th Board of Commissioners Meeting.

Funding Source:	Contingency
-----------------	-------------

- appropriates additional funds to the Parks and Recreation budget for program supplies.

Funding Source: Private Contributions

- appropriates additional funds to the DSS Public Assistance budget for Special Adoption Assistance. These funds were received in FY 14 but were not spent.

Funding Source: Fund Balance Appropriated

- appropriates additional funds to the Health Department budget to agree with state grants.

Funding Source: NC Department of Health and Human Services

- appropriates additional funds to the Sheriff's Office budget to purchase radio equipment.

Funding Source: NC Department of Public Safety - Governor's Crime Commission

Respectfully Submitted 10/06/2014

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

Meeting Date: October 6, 2014

Item # 7-B

SUBJECT: Finance Office

REQUESTED BY: Gloria M. Edmonds, Finance Director

SUMMARY: Amendment # 3 to the Capital Project Ordinance for the Warren County Simulcast System Upgrade Project to adjust the budget to the most recent cost estimates for Phase II.

FUNDING SOURCE: General Fund & Other

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment #3 to the Capital Project Ordinance for the Warren County Simulcast System Upgrade Project as presented by the Finance Director.

NOTES:

**CAPITAL PROJECT ORDINANCE
WARREN COUNTY
SIMULCAST SYSTEM UPGRADE
(Amendment No. 3)**

Section 3. The following revenues are anticipated to be available to complete the project:

Investment Income	\$ 116
Proceeds Installment Purchase	750,000
Transfer from Other Funds - General Fund	155,000
Total	\$ 905,116

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

Increase/(Decrease) Appropriations:

Legal & Admin	\$ (127)
Engineering	19,006
Land	(12)
Construction Contract	214,724
System Equipment Contract	700,000
Equipment/Capital	(5,942)
Contingency	(22,533)
Total	\$ 905,116

This amendment adjust the budget to the most recent costs estimates.

Respectfully Submitted 10/6/2014

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

Meeting Date: October 6, 2014

Item # 8

SUBJECT: Consider 2014-15 ROAP Application

REQUESTED BY: Linda T. Worth, County Manager

SUMMARY: Having held a required public hearing on Monday, October 6, 2014 at 5:45 pm, to hear citizen comments regarding same, it is now presented to consider approval of FY 15 Rural Operating Assistance Program funding application.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of the FY 15 Rural Operating Assistance Program (ROAP) funding application as presented.

NOTES:

FY2015 ROAP Sub-Allocation Worksheet

Agencies Receiving Sub-Allocation	Elderly and Disabled Transportation Assistance		Employment Transportation Assistance Program		Rural General Public Transportation	
	Proposed		Proposed		Proposed	
	Amount of request to be	Number of One Way Passenger	Amount of request to be	Number of One Way	Amount of request to be	Number of One Way
Kerr Area Transportation Authority	\$0		\$0		\$47,076	1934
Warren County DSS (Work First)	\$0		\$5,892	780	\$0	
Warre County Senior Center	\$53,775	4302	\$0		\$0	
Community Workforce Solutions	\$0		\$4,186	120	\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
TOTAL AMOUNT	\$53,775	4302	\$10,078	900	\$47,076	1934

Agencies Receiving Sub-Allocation	EDTAP	EMPL	RGP
	Avg Cost of Trip	Avg Cost of Trip	Avg Cost of Serv
Kerr Area Transportation Authority	\$0.00	\$0.00	\$24.33
Warren County DSS (Work First)	\$0.00	\$11.00	\$0.00
Warre County Senior Center	\$12.50	\$0.00	\$0.00
Community Workforce Solutions	\$0.00	\$12.50	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00
0	\$0.00	\$0.00	\$0.00

Initials - MDS Reviewer

Warren

Name of Applicant (County)

Signature - County Finance Director
Gloria M. Edmonds

Meeting Date: October 6, 2014

Item # 9-A

SUBJECT: Designation of positions/individuals with Facsimile Signature Authority

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

SUMMARY: It is submitted to designate Interim DSS Director – Wilbert Ray Morris as authorized signatory for DSS Trust Fund Account along with the County Manager and DSS Administrative Officer II.

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

**Warren County Department of Social Services Trust Fund
Account:**

- a) Interim Director of Social Services Wilbert Ray
Morris or County Manager Linda T. Worth**

- b) Administrative Officer II – Mary Ann Roberson**

Meeting Date: October 6, 2014

Item # 9-B

SUBJECT: Boards/Commissions/Committee Member Appointments

REQUESTED BY: Wilbert R. Morris, Interim - DSS Director

SUMMARY: It is submitted on recommendation of Social Services Board of Directors to re-appoint Constance Davis and Com. Jennifer Jordan to the Social Services Board of Directors.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

September 25, 2014

To the Board of Commissioners and Angelena Kearney-Dunlap, Secretary

The Warren County Department of Social Services met on June 16, 2014 for their regular monthly meeting. Ms. Constance Davis was re-appointed to serve a 2nd term, which will end June 30th, 2017.

Ms. Jennifer Jordan agreed to serve a 2nd term and was reappointed on July 1, 2013 to serve through June 30, 2016.

Both ladies are Commissioner's Appointee.

A handwritten signature in black ink, reading "Wilbert R. Morris". The signature is written in a cursive style with a large, prominent initial "W".

Wilbert R. Morris

SUBJECT: My County Cares Dental Discount Plan

REQUESTED BY: Mark Roberts, Careington International Corp.

SUMMARY: As of 10/25/14 Careington's agreement with NACo for the Discount Dental Program will expire, therefore Careington has proposed an identical plan with Warren County to maintain the integrity and continuity of the current plan. If Letter of Understanding (LOU) is approved by the County and an acceptable agreement is negotiated to continue the program, the 10% revenue share will be distributed to Warren County rather than NACo.

a. Careington will provide a dental program to residents who currently have a discount dental program.

b. Careington will offer a new dental program to county residents, and pay a revenue share to Warren County of 10% of the membership fees paid by residents to join the new My County Cares Dental Plan.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of the Letter of Understanding between Careington International Corp. and Warren County to proceed with efforts to negotiate an agreement to continue the Discount Dental Program at no cost to the County for Warren County Residents.

NOTES:

RE: Letter of Understanding (“LOU”) Between Warren County, NC, and Careington International Corporation Regarding County Dental Program

As you may know, Careington International Corp. (“Careington”) will be discontinuing its participation as administrator of the NACo Dental Program effective 10/25/2014. The purpose of this Letter of Understanding (“LOU”) is to set forth certain key terms of the proposed arrangement between Careington and Warren County. This LOU is intended to set forth the framework for the replacement of the current dental program administered by Careington.

This is a non-binding LOU. No contract, agreement or legal obligation relating to the matters described herein shall exist or be deemed to exist unless and until a final and definitive agreement in form and substance fully satisfactory to each Party has been executed and delivered by the Parties. At any time prior to the execution and delivery of such definitive agreement, either Party may elect to discontinue further negotiations hereunder for any reason (or no reason) without liability to the other Party.

1. **Background.** Careington maintains and distributes certain networks and services which include discount health and lifestyle products with over 70,000 current unique dental providers, and serves as a nationwide discount medical plan organization (DMPO) and administrator. Warren County offers its residents a discount dental program on a countywide basis. Likewise, Warren County seeking to expand services to its residents and views a partnership with Careington, as described in this LOU, as a means of doing so. Both parties seek a mutually profitable binding partnership.
2. **Intent of Proposal.** Effective upon completion of the final agreement between the parties, Careington and Warren County agree to negotiate the following opportunities:
 - a. Careington will provide a dental program to residents who currently have a discount dental program.
 - b. Careington will offer a new dental program to county residents, and pay a revenue share to Warren County of 10% of the membership fees paid by residents to join the new My County Cares Dental Plan.

3. **Timing and Communications.** The Parties intend to negotiate diligently and in good faith to execute an agreement to effectuate this LOU within the next ninety (90) days, subject to completion of definitive documentation fully satisfactory to each Party. The Parties intend to provide public communications regarding the Parties' relationship to be approved by the other party shortly after execution of the agreement.

By signing this LOU, both Parties indicate their intention and desire to proceed with the joint efforts necessary to pursue the negotiation and execution of a definitive agreement, based upon the terms contained herein and incorporating such additional terms and conditions as may be mutually agreed.

Very Truly Yours,

CAREINGTON INTERNATIONAL CORP.

By: _____

**Charles R. Misasi
Senior Vice President**

Warren County, NC

By: _____

Print Name: _____

Print Title: _____

Agreed and accepted this _____ day of _____, 2014:

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



MyCountyCares Proposal

Administered by:  **Careington**
Promoting Health and Well-Being

Meeting Date: October 6, 2014

Item # 11

SUBJECT: Funding Consideration for Cooperative Extension

**REQUESTED BY: Crystal Smith, Director
Warren County Cooperative Extension Service**

SUMMARY: As a result of Vance County's decision to no longer fund a shared full-time EFNEP Program Assistant position, Cooperative Extension is requesting an additional \$975.07 funding allocation from Warren County to cover short-fall in salaries/fringes through the remainder of FY 15.

FUNDING SOURCE: General Fund

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of appropriating \$975.07 from General Fund Contingency to fund salaries/fringes for a full-time EFNEP Program Assistant position in Cooperative Extension through the remainder of FY 15.

NOTES:

NC STATE UNIVERSITY

College of Agriculture and Life Sciences
North Carolina Cooperative Extension Service
Warren County Center
158 Rafters Lane
Warrenton, NC 27589
Phone: (252) 257-3640
Fax: (252) 257-5616

August 29, 2014

Linda T. Worth, County Manager
Warren County Government
602 W. Ridgeway Street
Warren County, NC 27589

Dear Mrs. Worth,

North Carolina Cooperative Extension prides itself on the outcomes and impacts the Expanded Foods Nutrition Education Program (EFNEP) provides to limited-resource youth and families throughout North Carolina. We are also proud of the great work EFNEP provides for the youth and families of Warren County.

Research indicates families who participated in EFNEP increased their consumption of fruits and vegetables, and also increased their physical fitness activities (see attachment). Families also learned how to select healthier food choices while on a budget.

For the past decade, Warren County has partnered with Franklin and Vance Counties in providing financial support for a shared full-time EFNEP Program Assistant (Arnetta Wilson) to plan, implement and evaluate nutritional programs for the local school systems, faith-based communities, Department of Social Services and Health Departments. Unfortunately, effective **December 31, 2014**, Vance County will no longer serve as a partner. As a result of Vance County's decision, if additional funding is not secured, the position will no longer be full-time after December 31st.

Due to Vance County's decision, I am requesting an additional **\$975.07** from Warren and Franklin Counties to keep the position full-time. **The current salary and benefits are: \$6,956 with the desired salary and benefits to \$7,931.07.** Through the support of Franklin and Warren counties financial increases, we will be able to sustain our EFNEP position full-time.

Thank you in advance for your consideration and support of keeping the EFNEP Program Assistant full-time to serve Franklin and Warren Counties.

Sincerely,



Crystal M. Smith
County Extension Director

RECEIVED

SEP - 9 2014



EFNEP

EXPANDED FOOD AND NUTRITION
EDUCATION PROGRAM



2013 NC Cooperative Extension Franklin, Vance and Warren Counties Report

59 families participated in EFNEP

- 37% of EFNEP participants were also WIC participants.
- 76% of EFNEP participants enrolled in one or more food assistance programs.

EFNEP Makes a Real Difference for Limited Resource Adults

- 77% improved in one or more food safety practices
- 100% improved in one or more nutrition practices
- 96% improved in one or more food resource management practices
- 46% of participants increased the amount of daily physical activity
- 100% of participants improved their diet
 - 69% increased fruit consumption
 - 62% increased vegetable consumption
 - 58% increased consumption of calcium-rich foods

EFNEP Makes a Real Difference for 514 Limited Resource Youth

Participants who showed improvement in one or more core areas:

- 100% of children in grades K-2
- 100% of children, grades 3-5



What Is EFNEP?

EFNEP serves limited-resource families with young children, school-age youth, and pregnant teens through a series of lessons offered by paraprofessionals and volunteers, many of whom are indigenous to the population.

Using "hands-on" experiences, participants are taught to: make wise choices with their food dollars, improve eating habits, and practice food safety principles.

EFNEP is offered through North Carolina Cooperative Extension as a part of university outreach at NC State University and NC A&T State University. In 2013, North Carolina EFNEP served 50 counties.

Food Insecurity, Chronic Disease and Economic Implications for North Carolina

Food insecurity and chronic disease affect both the health of our population and our economy. Children living in food insecure households are at greater risk of developmental and academic problems as well as nutritional deficiencies and nutrition-related illnesses. Addressing this issue in North Carolina is essential to the preparation of our future workforce and economic growth in our state. The challenges are great.

Between 2008 and 2012, North Carolina saw a rise from 22% to 24% in the number of working low-income families with children. This 2% increase accounts for 27,000 additional families with children earning incomes at or below the poverty level. During the same time frame, the number of children living in poverty in North Carolina increased from 20% to 26%.¹

When compared to other states, North Carolina ranks poorly in health. 29.6% of adults in North Carolina are obese. What is even more alarming is that 15.4% of 2-4-year olds living in North Carolina are obese, making our children the 7th most obese in the nation. Additionally, North Carolina has the 18th highest rate of diabetes and the 17th highest rate of hypertension.²

References

1. Population Reference Bureau, analysis of data from the U.S. Census Bureau, 2008-2012 American Community Survey. Population Reference Bureau, analysis of data from the U.S. Census Bureau, Census 2000 Supplementary Survey, 2001 Supplementary Survey, 2002 through 2012 American Community Survey.
2. Trust for America's Health and Robert Wood Johnson Foundation. F as in Fat: How Obesity Threatens America's Future [PDF]. Washington, D.C.: 2013.

Distributed in furtherance of the acts of Congress of May 8 and June 30, 1914. North Carolina State University and North Carolina A&T State University commit themselves to positive action to secure equal opportunity regardless of race, color, creed, national origin, religion, sex, age, or disability. In addition, the two Universities welcome all persons without regard to sexual orientation. North Carolina State University, North Carolina A&T State University, U.S. Department of Agriculture, and local governments cooperating.



2013 NC Cooperative Extension Warren, Vance and Franklin Counties



Students Create Club to Promote Healthy Eating

Children today snack an average of three times a day, and they are mostly consuming sugary beverages, cookies, cake, candy, salty snacks and other high-calorie junk food.¹ These snacks can contribute to the increasing prevalence of childhood obesity. Cooperative Extension's 4-H Expanded Food and Nutrition Education Program (EFNEP) in Warren County is working to reverse this unhealthy and dangerous trend in young people by providing them with the knowledge and skills to make healthy choices.

At a local elementary school, teachers noticed that their students were bringing unhealthy snacks, such as cookies and candy, to school. They sought the assistance of the 4-H EFNEP Program Assistant to talk with the 4th grade students about making healthy choices, especially when choosing snacks.

During the series of EFNEP lessons, the students learned how to make healthy choices from each of the food groups on *MyPlate* and ways to stay active throughout the day. As part of the first lesson, the students in the class decided to create a "Good Snacks Club" to encourage each other to choose healthy snacks.

With help from their teacher, the students created a chart to log their daily snacks and physical activity. Each day the students wrote down their snacks and activity on the chart. If a student reported an unhealthy snack, the class would discuss a healthier snack the student could choose instead. The teacher said that this activity served as a reminder for everyone in the class to make healthy choices and that the students encouraged each other, especially during lunch, to choose fruits and vegetables.

Through EFNEP, these students learned the importance of healthy snacks and physical activity and how to make healthier eating choices. They used what they learned and put it to practice each day. Not only did they make positive changes, they formed their own support group to help each other stay on track.

Mother Learns to Defrost Meats Safely, Reduces Family Illnesses

Each year \$6.9 billion in costs are associated with five bacterial pathogens. These costs are associated with medical expenses, lost productivity, and even death.² Approximately 48 million illnesses, 128,000 hospitalizations, and 3,000 deaths in this country each year can be traced to foodborne pathogens.³ Foodborne illnesses can be reduced by following safe food handling and cooking procedures.

During a series of lessons, the EFNEP program assistant in Warren County taught a group of participants about the importance of preparing foods safely. Participants learned how to follow the Fight BAC principles of "Clean, Separate, Cook, and Chill" so that they could prepare more meals at home safely. Following the lesson, one participant shared that prior to the lesson she would defrost meat on the countertop. She shared that her family ended up at the hospital after one meal she prepared and said she now thought it most likely resulted from leaving the meat on the counter to thaw at an unsafe temperature.

The EFNEP program assistant reviewed safe methods for thawing meat and how planning meals can help provide time to thaw meats in the refrigerator. During a later lesson in the series, the participant shared that she has now learned to plan her meals so that she knows ahead of time to defrost a food item safely in the refrigerator. Also, the participant shared when she does need to defrost something for the same day, she follows the safe procedures she learned from the EFNEP program assistant. Because of what this mother learned through EFNEP, she now feels confident that the food she serves will be safe for her family to eat.

EFNEP helps address the challenges limited resource families face when introducing healthy changes through nutrition education, cooking classes, exercise strategies, and shopping on a limited budget.

1. Trends In Snacking Among U.S. Children. Carmen Piernas and Barry M. Popkin. *Health Affairs*, 29, no.3 (2010):398-404.

2. <http://www.fightbac.org/about-foodborne-illness/costs-to-society>

3. <http://www.fightbac.org/about-foodborne-illness>

Distributed in furtherance of the acts of Congress of May 8 and June 30, 1914. North Carolina State University and North Carolina A&T State University commit themselves to positive action to secure equal opportunity regardless of race, color, creed, national origin, religion, sex, age, or disability. In addition, the two Universities welcome all persons without regard to sexual orientation. North Carolina State University, North Carolina A&T State University, U.S. Department of Agriculture, and local governments cooperating.



Meeting Date: October 6, 2014

Item # 12-A

SUBJECT: Resolution

REQUESTED BY: County Manager Linda T. Worth

SUMMARY: Resolution Exempting NC State Highway Patrol Tower Mapping & Structural Analysis Project from G.S. 143-64.31 is presented for Board's review and action. This project is estimated to cost under \$10,000 to complete. Authorize Chairman Baker to sign the Resolution.

FUNDING SOURCE: Simulcast Radio System Upgrades Capital Project

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Resolution Exemptiong NC State Highway Patrol Mapping & Structural Analysis Project from G.S. 143-64.31, and authorize Chairman Baker to sign the Resolution.

NOTE:

**NORTH CAROLINA
WARREN COUNTY**

**RESOLUTION EXEMPTING
NC STATE HIGHWAY PATROL TOWER MAPPING & STRUCTURAL
ANALYSIS PROJECT
FROM G.S. 143-64.31**

WHEREAS, G.S. 143-64.31 requires the initial solicitation and evaluation of firms to perform architectural, engineering, surveying, construction management-at-risk services, and design-build services (collectively “design services”) to be based on qualifications and without regard to fee; and

WHEREAS, Warren County proposes to enter into a contract for design services to facilitate a tower mapping and structural analysis of two towers owned by the NC State Highway Patrol to determine the load bearing capacity of the towers to support radio equipment identified as necessary to complete Phase II of the Simulcast System Upgrade Project; and

WHEREAS, G.S. 143-64.32 authorizes units of local government to exempt contracts for design services from the qualifications-based selection requirements of G.S. 143-64.31 if the estimated fee for services is less than \$50,000; and

WHEREAS, the estimated fee for design services for the above-described project is less than \$50,000; and

**NOW, THEREFORE, THE WARREN COUNTY BOARD OF
COMMISSIONERS RESOLVES:**

Section 1. The above described project is hereby made exempt from the provisions of G.S. 143-64.31.

Section 2. This Resolution shall be effective upon adoption.

Resolved this the 6th day of October, 2014.

WARREN COUNTY BOARD OF COMMISSIONERS

Bertadean W. Baker, Chairman

GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2013
SESSION LAW 2013-401
HOUSE BILL 857

The General Assembly of North Carolina enacts:

SECTION 1. G.S. 143-64.31 reads as rewritten:

"§ 143-64.31. Declaration of public policy.

(a) It is the public policy of this State and all public subdivisions and Local Governmental Units thereof, except in cases of special emergency involving the health and safety of the people or their property, to announce all requirements for architectural, engineering, ~~surveying and surveying~~, construction management at risk ~~services, services, design-build services, and public-private partnership construction services~~ to select firms qualified to provide such services on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee other than unit price information at this stage, and thereafter to negotiate a contract for those services at a fair and reasonable fee with the best qualified firm. If a contract cannot be negotiated with the best qualified firm, negotiations with that firm shall be terminated and initiated with the next best qualified firm. Selection of a firm under this Article shall include the use of good faith efforts by the public entity to notify minority firms of the opportunity to submit qualifications for consideration by the public entity.

(a1) A resident firm providing architectural, engineering, surveying, ~~or construction management at risk services—services, design-build services, or public-private partnership construction services~~ shall be granted a preference over a nonresident firm, in the same manner, on the same basis, and to the extent that a preference is granted in awarding contracts for these services by the other state to its resident firms over firms resident in the State of North Carolina. For purposes of this section, a resident firm is a firm that has paid unemployment taxes or income taxes in North Carolina and whose principal place of business is located in this State.

(b) Public entities that contract with a construction manager at ~~risk-risk, design-builder, or private developer~~ under a public-private partnership under this section shall report to the Secretary of Administration the following information on all projects where a construction manager at ~~risk-risk, design-builder, or private developer~~ under a public-private partnership is utilized:

- (1) A detailed explanation of the reason why the particular construction manager at ~~risk-risk, design-builder, or private developer~~ was selected.
- (2) The terms of the contract with the construction manager at ~~risk-risk, design-builder, or private developer~~.
- (3) A list of all other firms considered but not selected as the construction manager at ~~risk-risk, design-builder, or private developer~~, and the amount of their proposed fees for services.
- (4) A report on the form of bidding utilized by the construction manager at ~~risk-risk, design-builder, or private developer~~ on the project.
- (5) A detailed explanation of why the particular delivery method was used in lieu of the delivery methods identified in G.S. 143-128(a1) subdivisions (1) through (3) and the anticipated benefits to the public entity from using the particular delivery method.

(c) The Secretary of Administration shall adopt rules to implement the provisions of this subsection including the format and frequency of reporting.

(d) A public body letting a contract pursuant to any of the delivery methods identified in subdivisions (a1)(4), (a1)(6), (a1)(7), or (a1)(8) of G.S. 143-128 shall submit the report required by G.S. 143-64.31(b) no later than 12 months from the date the public body takes beneficial occupancy of the project. In the event that the public body fails to do so, the public body shall be prohibited from utilizing subdivisions (a1)(4), (a1)(6), (a1)(7), or (a1)(8) of G.S. 143-128 until such time as the public body completes the reporting requirement under this this section. Contracts entered into in violation of this prohibition shall not be deemed ultra vires and shall remain valid and fully enforceable. Any person, corporation or entity, however, which has submitted a bid or response to a request for proposals on any construction project previously advertised by the public body shall be entitled to obtain an injunction against the public body compelling the public body to comply with the reporting requirements of this section and from commencing or continuing a project let in violation of this subdivision until such time as the public body has complied with the reporting requirements of this section. The plaintiff in such cases shall not be entitled to recover monetary damages caused by the public body's failure to comply with this reporting requirements section, and neither the plaintiff nor the defendant shall be allowed to recover attorneys fees except as otherwise allowed by G.S. 1A-11 or G.S. 6-21.5. An action seeking the injunctive relief allowed by this subdivision must be filed within four years from the date that the owner took beneficial occupancy of the project for which the report remains due.

(e) For purposes of this Article, the definition in G.S. 143-128.1B and G.S. 143-128.1C shall apply."

SECTION 2. G.S. 143-64.32 reads as rewritten:

"§ 143-64.32. Written exemption of particular contracts.

Units of local government or the North Carolina Department of Transportation may in writing exempt particular projects from the provisions of this Article in the case of:

- (a) ~~Proposed of proposed~~ projects where an estimated professional fee is in an amount less than ~~thirty thousand dollars (\$30,000), or fifty thousand dollars (\$50,000).~~
- (b) ~~Other particular projects exempted in the sole discretion of the Department of Transportation or the unit of local government, stating the reasons therefor and the circumstances attendant thereto."~~

Meeting Date: October 6, 2014

Item # 12-B

SUBJECT: Resolution

REQUESTED BY: County Manager Linda T. Worth

SUMMARY: Resolution Exempting Warren County Solid Waste Landfill Gas Monitoring Plan and Gas Monitoring Well Installation Project from G.S. 143-64.31 is presented for the Board's review and action. This project is estimated to cost under \$20,000 to complete. Authorize Chairman Baker to sign the Resolution.

FUNDING SOURCE: Public Works Enterprise Fund Budget

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Resolution Exempting Warren County Solid Waste Landfill Gas Monitoring Plan and Gas Monitoring Well Installation Project from G.S. 143-64.31, and authorize Chairman Baker to sign the Resolution.

NOTE:

**NORTH CAROLINA
WARREN COUNTY**

**RESOLUTION EXEMPTING
WARREN COUNTY SOLID WASTE LANDFILL GAS MONITORING PLAN
AND GAS MONITORING WELL INSTALLATION PROJECT
FROM G.S. 143-64.31**

WHEREAS, G.S. 143-64.31 requires the initial solicitation and evaluation of firms to perform architectural, engineering, surveying, construction management-at-risk services, and design-build services (collectively “design services”) to be based on qualifications and without regard to fee; and

WHEREAS, Warren County proposes to enter into a contract for design services to facilitate the preparation of a Solid Waste Landfill Gas Monitoring Plan and the installation of gas monitoring wells as required by the NC Department of Environmental and Natural Resources; and

WHEREAS, G.S. 143-64.32 authorizes units of local government to exempt contracts for design services from the qualifications-based selection requirements of G.S. 143-64.31 if the estimated fee for services is less than \$50,000; and

WHEREAS, the estimated fee for design services for the above-described project is less than \$50,000; and

NOW, THEREFORE, THE WARREN COUNTY BOARD OF COMMISSIONERS RESOLVES:

Section 1. The above described project is hereby made exempt from the provisions of G.S. 143-64.31.

Section 2. This Resolution shall be effective upon adoption.

Resolved this the 6th day of October, 2014.

WARREN COUNTY BOARD OF COMMISSIONERS

Bertadean W. Baker, Chairman

Meeting Date: October 6, 2014

Item # 12-C

SUBJECT: Declare Surplus Property and Authorize Auction

REQUESTED BY: Clerk to the Board

SUMMARY: Resolution declaring certain County property as surplus and authorizing sale by auction (or authority to discard if not sold), is presented for Board's review and adoption.

Authorize Chairman Baker to sign the Resolution.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Resolution declaring certain County property as surplus and authorize sale by on-line auction or disposal if not sold, and authorize Chairman Baker to sign the Resolution.

NOTE:

RESOLUTION

SALE OF SURPLUS WARREN COUNTY PROPERTY

WHEREAS, the County of Warren has certain properties which are no longer used by Public Utilities Department and may lawfully dispose of such property through on-line 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 authorize the sale through on-line auction or disposal of:

***John Deere Ridemower LX 280
1997 Proline Utility Trailer***

These items are being sold in “as is” condition with no warranties.

The Warren County Board of Commissioners reserves 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 sell 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, notice in the Warren Record Newspaper and otherwise appropriately advertised according to law.

ADOPTED this the 6th day of October 2014.

ATTEST:

WARREN COUNTY BOARD OF COMMISSIONERS
Bertadean W. Baker, Chairman



Utility Trailer



John Deere LX 280

Meeting Date: October 6, 2014

Item # 13

SUBJECT: Health Department

REQUESTED BY: Charles Williams, Buildings & Grounds Manager

SUMMARY: Bids for repairs to the Health Department Roof were solicited and recorded as indicated on the attached Bid Tabulation. It is recommended to accept the bid from Baker Roofing Company of Raleigh, NC to complete this roofing project at a cost of \$57,256. Funds are budgeted in the FY 15 Buildings & Grounds Maintenance Department budget. Request to authorize the County Manager to sign the necessary documents.

FUNDING SOURCE: Buildings & Grounds Maintenance Department Budget

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend bid award to Baker Roofing Company of Raleigh, NC in the amount of \$57,256 for the roofing repair contract for the Health Department, and authorize the County Manager to sign the necessary documents.

NOTES:

WARREN COUNTY
NORTH CAROLINA

DEPARTMENT:

BUILDINGS & GROUNDS

DATE: OCT. 1, 2014

PROJECT:

HEALTH DEPARTMENT ROOF

BID TABULATION

VENDOR / CONTRACTOR	BASE BID	REMARKS
Baker Roofing Company	\$57,256.00	New white .060 TPO with a 20 year labor and materials warranty. Provide a Baker Roofing Company 2 yr contractors warranty against defects in workmanship.
Gupton Services, Inc.	\$61,400.00	New white .060 TPO membrane with a 15 year Mfg material warranty and 10 year labor warranty.

This is to certify the bids tabulated herein were publicly opened and read aloud at BUILDINGS & GROUNDS MAINTENANCE on the 1st day of October 2014 at 9:00 am in Warren County, Warrenton, North Carolina 27589

Charles Williams
Witness
Charles Williams

Julia J. Waters
Signature
10/1/14

QUOTATION # 9165

GUPTON SERVICES, INC.
P.O. Box 90 - 134 Horner St.
Henderson, NC 27536
252-492-5131
Fax 252-492-5248

09/04/14

252-257-6014

State License No. 10286 H-1,2 & 3 Class I Fax 252-257-2897

CUSTOMER# 303
Charles Williams
Warren County - Health Department
C/O Warren Co. Facilities Dir.
712 US Highway 158 Business West
Warrenton, NC 27589

Charles Williams/C/O Warren Co. Facil Quote by W. IRV GUPTON

QUANTITY	UNITS	DESCRIPTION	PRICE	EXTENSION
1.00		Warren Cty Health New Roof - 104 SQS	61400.00	61400.00
		> Sweep Loose Debris from Existing Roof. Remove Loose or Blistered Roofing to Provide a Smooth Working Surface.		
		> Install .5" Iso Rigid Insulation Over Substrate Using Low Adhered to Attached to Existing Roof.		
		> Install a New White .060 TPO Membrane Roof Fully Adhered to New Insulation.		
		> Install New 1/4 Taper Iso to Reduce Ponding Water at Low Areas & 1.5" of Iso at the Back Section Only.		
		> Install New Pre-Finished Metal Edge Flashing at Roof Perimeter to Lap Water Into Existing Gutters.		
		> Re-Use Existing Gutters & Downspouts		
		> Install New Flashing at All Roof Curbs and Penetrations		
		> Provide Owner with 15 Year Mfg Material Warranty and 10 Year Labor Warranty		
		Add:for 1.5" of Iso vs .5" of Iso	1500.00	
		Add:for Self Adhered Modifet Bitumet Roof Warranty 20 Yr vs 15 Yr	11200.00	
		QUOTE TOTAL		61400.00

Thank you for the opportunity of making this proposal and we hope to be of service to you. Terms: Full payment of invoice, whether partial or final is due within 15 days of invoice date. Interest at 18% APR is due on all invoices not paid within 15 days of invoice. This quotation is valid for 30 days.

GUPTON SERVICES, INC.:

W. Irvin Gupton

Authorized Signature

ACCEPTED BY THE OWNERS:

Date _____



CONTRACTUAL AGREEMENT

AGREEMENT made this September 8, 2014 by and between **Baker Roofing Company**, hereinafter called the "CONTRACTOR", **Warren County Buildings & Grounds**, hereinafter called the "OWNER".

SCOPE OF WORK

The Contractor agrees to provide all tools, labor, materials, equipment and supervision necessary to perform roof project on discussed property in accordance to the following specifications:

PROJECT:

**Warren County Health Department
544 W Ridgeway St
Warrenton, NC 27589**

Scope of Work: Option 1 - Adhered TPO

1. Perform pre-construction meeting to discuss set up, staging area for equipment and loading of the roof, appropriate work hours, safety and production projections
2. Set up equipment, materials, safety lines at all roof perimeters and ground loading/dumpster area
3. Provide a moisture scan to identify any wet insulation in the existing roof system to satisfy the manufacture's requirements for warranty. Replace any damaged or wet insulation with new insulation at a unit cost of \$3.00 per square foot.
4. Remove and dispose existing flashings, and metal edges. Gutters and downspouts to remain in place.
5. Fabricate and install wood blocking curb divider to separate reroof section from remaining roof section. Curb height to accommodate the existing roof system and new insulation and roofing for adequate flashing.
6. Adhere a .5" HD polyisocyanurate insulation board with low rise foam adhesive over the existing roof per manufacturer's specifications. Install a small cricket at new roof divider and penthouse wall to promote drainage towards gutter edge.
7. Install new wood blocking at the gutter edge to accommodate the additional insulation height.
8. Install new .045 white TPO fully adhered membrane system with heat welded seams in accordance with manufacturer's specification and details. Membrane to be terminated below existing concrete coping cap on external parapet wall.
9. Custom fabricate and install new 24 gauge pre-finished counter flashing (color to be selected by owner from standard color chart).
10. Custom fabricate and install new 24 gauge coated metal drip edge.
11. Provide manufacture's 15-year labor and materials warranty
12. Provide a Baker Roofing Company 2-year contractor's warranty against defects in workmanship.

Total - \$54,876.00

Add Alternates:

Membrane and Warranty Upgrades

Add \$2,380 to upgrade to .060 TPO with a 20 year labor and materials warranty

Scope of Work: Option 2 - Adhered FleeceBACK TPO

1. Perform pre-construction meeting to discuss set up, staging area for equipment and loading of the roof,

- appropriate work hours, safety and production projections
- 2. Set up equipment, materials, safety lines at all roof perimeters and ground loading/dumpster area
- 3. Provide a moisture scan to identify any wet insulation in the existing roof system to satisfy the manufacture's requirements for warranty. Replace any damaged or wet insulation with new insulation at a unit cost of \$3.00 per square foot.
- 4. Remove and dispose existing flashings, metal edges, gutters and downspouts.
- 5. Fabricate and install wood blocking curb divider to separate reroof section from remaining roof section. Curb height to accommodate the existing roof system and new roofing for adequate flashing.
- 6. Install a small cricket at new roof divider and penthouse wall to promote drainage towards gutter edge.
- 7. Install a new white FleeceBACK 100 TPO adhered membrane system with heat welded seams with low rise foam adhesive in accordance with manufacturer's specification and details. Membrane to be terminated below existing concrete coping cap on external parapet wall.
- 8. Custom fabricate and install new 24 gauge pre-finished counter flashing (color to be selected by owner from standard color chart).
- 9. Custom fabricate and install new 24 gauge coated metal drip edge.
- 10. Custom fabricate and install new 24 gauge pre-finished gutters and downspouts to replace existing (color to be selected by owner from standard color chart).
- 11. Provide manufacture's 15-year labor and materials warranty
- 12. Provide a Baker Roofing Company 2-year contractor's warranty against defects in workmanship.

Total - \$54,179

Add Alternates:

Membrane and Warranty Upgrades

Add \$2,452 to upgrade to FleeceBACK 115 TPO with a 20 year labor and materials warranty

Scope of Work: Option 3 - Adhered FiberTite

- 1. Perform pre-construction meeting to discuss set up, staging area for equipment and loading of the roof, appropriate work hours, safety and production projections
- 2. Set up equipment, materials, safety lines at all roof perimeters and ground loading/dumpster area
- 3. Provide a moisture scan to identify any wet insulation in the existing roof system to satisfy the manufacture's requirements for warranty. Replace any damaged or wet insulation with new insulation at a unit cost of \$3.00 per square foot.
- 4. Remove and dispose existing flashings, metal edges, gutters and downspouts.
- 5. Fabricate and install wood blocking curb divider to separate reroof section from remaining roof section. Curb height to accommodate the existing roof system and new roofing for adequate flashing.
- 6. Install a small cricket at new roof divider and penthouse wall to promote drainage towards gutter edge.
- 7. Install a new white 36-mil FiberTite-FB adhered membrane system with heat welded seams with low rise foam adhesive in accordance with manufacturer's specification and details. Membrane to be terminated below existing concrete coping cap on external parapet wall.
- 8. Custom fabricate and install new 24 gauge pre-finished counter flashing (color to be selected by owner from standard color chart).
- 9. Custom fabricate and install new 24 gauge coated metal drip edge.
- 10. Custom fabricate and install new 24 gauge pre-finished gutters and downspouts to replace existing (color to be selected by owner from standard color chart).
- 11. Provide manufacture's 15-year labor and materials warranty
- 12. Provide a Baker Roofing Company 2-year contractor's warranty against defects in workmanship.

Total - \$64,595

Add Alternates:

Membrane and Warranty Upgrades

Add \$2,801 to upgrade to 45-mil FiberTite-SM-FB with a 20 year labor and materials warranty

ROOF TOP EQUIPMENT

Mechanical equipment / penetrations that will need to be raised, shifted or moved to allow the installation of the new roof system shall be the sole responsibility of the owner. The owner and/or tenants shall be responsible for all work associated and the cost thereof including but not limited to disconnects, reconnects, and/or recalibrations. The contractor will coordinate all work with owners and/or tenants as required. Contractor is not responsible for the watertight integrity of the skylight, once the original watertight integrity of the skylight has been disturbed.

SCHEDULE

The standard operating procedure for project start is within (6) weeks of contract approval and signature by Owner. Other scheduling arrangements will be considered on a case-by-case basis.

WEATHER CONDITIONS

Inclement weather such as high winds (exceeding 20 MPH), snow or ice accumulations, and or rainfall will negatively effect production. The owner may at their option elect to pay extra labor charges at \$38.00 per hour for dealing with such conditions. Baker Roofing Company Inc. will not remove excessive accumulations of water, snow, or ice unless so directed by the owner. Baker Roofing Company Inc. will not incur additional labor to fight high winds as described above.

MOLD DISCLAIMER, RELEASE AND WAIVER

We, the contractor, will not be held responsible for any damages caused by mold or some other agent that may be associated with our construction and or pre-existing conditions. Owner hereby releases Contractor from all claims losses damages risks or causes of action ("Claims") whether now known or unknown, arising now or in the future directly or indirectly from Contractor's services which result in any damages or injuries or claims either to property or person caused by mold or mold related issues. Owner expressly intends and agrees to indemnify, reimburse and hold harmless Contractor with respect to any and all claims for injury or death to any person or injury to any property arising out of, directly or indirectly, from any and all mold and claims resulting from the Contractor's services, even if caused by the actions or inaction of the Contractor.

STANDING WATER DISCLAIMER

Standing water is typical in roofing situations where 100% positive drainage and slope does not exist. Most manufacturer's warranties do not exclude standing water. Added drainage and or total positive drainage is recommended. Baker Roofing Company is not responsible for providing 100% positive drainage.

POSITIVE OR NEGATIVE BUILDING PRESSURES

We, the contractor, will not and can not be responsible for any damages caused by positive or negative internal building pressures that may be associated with our construction and or pre-existing conditions. Owner hereby releases Contractor from all claims losses damages risks or causes of action ("Claims") whether now known or unknown, arising now or in the future directly or indirectly from Contractor's services which result in any damages or injuries or claims either to property or person caused by pressure related issues. Owner expressly intends and agrees to indemnify, reimburse and hold harmless Contractor with respect to any and all claims for injury or death to any person or injury to any property arising out of, directly or indirectly, from any and all mold and claims resulting from the Contractor's services, even if caused by the actions or inaction of the Contractor.

UN-FORESEEN ELECTRICAL MECHANICAL OR WATER LINES

We, the contractor, will not and can not be responsible for any damages caused by mechanical fasteners penetrating existing electrical lines that can not be seen or are installed against the existing deck. Owner hereby releases Contractor from all claims losses damages risks or causes of action ("Claims") whether now known or unknown, arising now or in the future directly or indirectly from Contractor's services which result in any damages or injuries or claims either to property or person caused by mold or mold related issues. Owner expressly intends and agrees to indemnify, reimburse and hold harmless Contractor with respect to any and all claims for injury or death to any person or injury to any property arising out of, directly or indirectly, from any and all mold and claims resulting from the Contractor's services, even if caused by the actions or inaction of the Contractor.

ASBESTOS AND LEAD CONTAINING MATERIALS DISCLAIMER, RELEASE AND WAIVER

We, the contractor, will not be held responsible for any damages caused by asbestos or some other agent that may be associated with our construction and or pre-existing conditions. Owner hereby releases Contractor from all claims losses damages risks or causes of action ("Claims") whether now known or unknown, arising now or in the future directly or indirectly from Contractor's services which result in any damages or injuries or claims either to property or person caused by Asbestos and or Lead related issues. Owner expressly intends and agrees to indemnify, reimburse and hold harmless Contractor with respect to any and all claims for injury or death to any person or injury to any property arising out of, directly or indirectly, from any and all Asbestos and or Lead claims resulting from the Contractor's services, even if caused by the actions or inaction of the Contractor. All new materials shall be free of lead and asbestos.

Designation of a Lien Agent

Effective April 1, 2013 the North Carolina General Assembly enacted new legislation which requires the designation of a "Lien Agent" by a property owner on any construction project over \$30,000.00 before work can begin; the designation of a "Lien Agent" does not in and of itself place a lien on the property. The owner of the real property can designate the "Lien Agent" at LiensNC.com or can choose to use the Contractor's preferred "Lien Agent".

Must choose one:

- I elect to designate the Contractor's preferred "Lien Agent", First American Title Insurance Company, as the designated "Lien Agent" for this project **and** I authorize a Baker representative to register this information on my behalf at LiensNC.com.
- I elect to designate my own "Lien Agent"
Name of "Lien Agent" Company: _____

CONTRACTOR: Baker Roofing Company
P.O. BOX 26057
Raleigh, NC 27611

Owner/ Authorized Manager

Signature: _____
Name & Title: _____, Contract Mgr.
Date: _____

Signature: _____
Name and Title: _____
Date: _____

CONTRACT PRICE

Customer: Warren County Buildings & Grounds
710 US Hwy 158 Business West
Warrenton, NC 27589

Location: Warren County Health Department

Total: ✓ - Option 1 - \$ 54,876.00

Add Alternates:

✓ Membrane and Warranty Upgrades

✓ - a. \$ 2,380.00 (.060 TPO w/ 20 yr warranty)

 - Option2 - \$ 54,179.00

Add Alternates:

Membrane and Warranty Upgrades

 - a. \$ 2,452.00 (FleeceBACK 115 TPO w/20 yr warranty)

 - Option 3 - \$ 64,595.00

Add Alternates:

Membrane and Warranty Upgrades

 - a. \$ 2,801.00 (45ml FiberTite SM FB w/ 20 yr warranty)

TERMS OF PAYMENT

Owner agrees to pay Contractor 40% due upon delivery of materials, monthly progress billings through substantial completion totaling 55% and 5% due upon final completion and issuance of warranty. Terms net 10 days. Finance charges at an 18% annual percentage or .05% per day plus reasonable attorney charges will apply should terms not be followed.

CONTRACT ACCEPTANCE

The above prices, terms, specifications, and conditions are satisfactory and are hereby accepted. Contractor is authorized to do the work as specified. Payment will be made as outlined above.

The Owner confirms that by signing this agreement, no existing contract / warranty to which the customer is a party is, or will be, breached. This agreement is not binding on Baker Roofing until executed by an authorized officer of Baker Roofing.

The above contract may be withdrawn by Contractor if not accepted within 30 days of the Contractor's signing date.

CONTRACTOR: Baker Roofing Company
P.O. BOX 26057
Raleigh, NC 27611

Authorized Manager
Baker Roofing Company

Signature: Peter Williams

Signature: _____

Name & Title: Peter Williams, Contract Mgr.

Name & Title: _____

Date: 8/14/2014

Date: _____

Owner: _____

Address: _____

Signature: _____

Name & Title: _____

Date: _____

Total: \$ _____

Billing Instructions Must Be Filled Out: (please indicate your choice below)

Bill To Owner

Bill To Other

Name Address Phone Number

Special Instructions

Meeting Date: October 6, 2014

Item # 14-A

SUBJECT: County Manager's Reports

REQUESTED BY: Linda T. Worth, Warren County Manager

SUMMARY: County Manager has been granted authorization to approve contracts up to but not to exceed \$50,000. Contract approved in September 2014 is submitted for the Board's information.

FUNDING SOURCE: Various

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LJW*
DATE: September 30, 2014
RE: Notice of Contract 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 agreement in the month of September 2014 on behalf of Warren County:

Senior Center

Barn Dinner Theatre
120 Stage Coach Trail
Greensboro, NC 27409-1896

Contract for Senior Center trip to the Barn Dinner Theatre on 12/3/14 has been approved. Funds to pay for this trip will come from ticket sales to participants.

Please advise if there are any questions or concerns regarding this contract.

Attachment



Group Sales Policies & Procedures

All group payments are **NON-REFUNDABLE**
FAILURE TO MEET PAYMENT DEADLINES WILL RESULT IN CANCELLATION
FAILURE TO RETURN SIGNED CONTRACT PROPERLY WILL RESULT IN CANCELLATION
FAILURE TO ENDORSE CHECKS AS INDICATED HERE WILL CAUSE THEM TO NOT POST, SEE ABOVE

Payments accepted: Cash, Check, Visa, MasterCard, American Express or Discover card.
Personal Checks must have current address, valid phone number and valid license number on them. Group leader should collect funds and SEND ONLY ONE CHECK FOR FINAL BALANCE.
No starter checks accepted.
Please DO NOT have all members of your party make separate checks to The Barn.

NO credit will be given for non-attendees after your final headcount has been given.

- A \$100 non-refundable deposit and signed contract must be returned by deposit due date.
- We are not able to offer extensions. Cancelled orders may only be rebooked with full payment.
- Any reduction in head count must be finalized by your final payment date.
- Your group's final head count and final payment is due **3 weeks** before your reservation date unless booking closer than 3 weeks to attendance date, then **payment in full is due to reserve.**
- FOR CHRISTMAS BOOKINGS**, your group's final headcount and final payment is due by the **LAST MONDAY OF OCTOBER.**
- A group reservation requires **20 or more adult priced seats**. If your count falls below 20 adult priced seats, you must pay regular price plus gratuity immediately to retain the seats.
- Group discount price includes: the **traditional buffet, coffee, tea, the show, gratuity, and taxes.**
- Please plan arrival as close to time printed on contract as possible. It is not necessary to arrive any earlier as all seats are reserved.**

Dress to impress! The Barn Dinner Theatre's dress code is business casual.
We ask for **no T-shirts, shorts, ball caps, jeans or sneakers** in the theatre, please.

INCLEMENT WEATHER NOTICE:

If The Barn cancels a performance we will reschedule the reservation for another performance or apply an account credit to the account, good for 6 months; the group must re-book within 90 days and attend within 180 days following the cancelled performance date. **If the Group cancels** due to weather, the group leader must notify The Barn by 9:00am on the day of the show and follow the same procedure stated above. If the group leader does not notify The Barn that they are canceling due to weather, the reservation will be **treated as a "no-show" and NO exchanges or account credits will be issued.**

We appreciate your patronage!

barndinner.com

(800) 668-1764 (336) 292-2211 (336) 294-8663 Fax
120 Stage Coach Trail Greensboro, N.C. 27409-1896



Barn Dinner Theatre Greensboro, NC
Group Booking Procedure

For groups of 20 or more paying adults, the Barn offers a group discount, with a signed contract and a deposit.

Call and request a group reservation. At that time, the Group Sales Representative will set up an account for you, reserve your seats and send you a contract. Find out if anyone is going to be sitting in a wheelchair, as there are a limited number of tables that can accommodate their needs and those must be known at the times the seats are reserved.

Book for the highest number of guests expected. Make sure to include any bus drivers in the head count. To confirm the booking requires a \$100.00 non-refundable deposit and a signed contract. The deposit is due 2 weeks after the phone reservation is made. The final count is due 3 weeks prior to the show date, except for Christmas shows. Final payments for ALL Christmas shows are due the last Monday in October.

The due dates are written on your contract. Send only one check or charge for the final payment. DO NOT have members of your group send separate checks. Once the final count is given, that is the number you will be charged for. There are no deletions allowed after that time; you will have to fill the seats if members in your group cancel. You may add seats, if seats are available, at the group discount price. If the guest count falls below 20 seats, the price will change to the "adult plus tip" price and full payment is then due immediately.

Only the group contact person who booked the reservation may add, delete or otherwise revise the group contract.

Group prices include: Full buffet with coffee, iced tea and water, the show, tax and gratuity
Extra costs: Mixed drinks, soft drinks and gourmet desserts-available through your server
Dress is business casual- No T-shirts, shorts, ball caps or sneakers, please.

Inclement Weather Policy: If the BARN cancels a performance, we will reschedule the reservation for another performance or apply an account credit to the account, good for 6 months; the group must re-book within 90 days and attend within the next 180 days following the cancelled performance date. If the GROUP cancels due to weather, the group leader must notify the Barn by 9:00am on the day of the show and follow the same procedures stated above. If the group leader does not call, it will be treated as a "NO SHOW" and no exchanges or credits will be issued.

Meeting Date: October 6, 2014

Item # 14-B

SUBJECT: County Manager's Reports

REQUESTED BY: Linda T. Worth, Warren County Manager

SUMMARY: County Manager's Report of activities for September 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 the County Manager's report of activities for the month of September 2014.

NOTES:

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

Administration

- Labor Day Holiday (9/1/14)
- Viewed Part 1 of 2014 Local Government Legislative Review Webinar at Kerr-Tar COG Office (9/3/14)
- Participated in Table Top Emergency Management Training Exercise (9/4/14)
- Mtg. with Oxford City Manager to discuss KLRWS matters (9/5/14)
- Attended monthly JCPC Advisory Board Meeting (9/8/14)
- Prepared for and attended Board of Commissioners Regular Meeting (9/8/14)
- Viewed Part 2 of 2014 Local Government Legislative Review Webinar at Kerr-Tar COG Office (9/9/14)
- Attended Special Meeting of DSS Board (9/10/14)
- Prepared for and attended Board of Commissioners Special Meeting (9/12/14)
- Participated in conference call with EDC Director and Development Finance Institute Staff re: CAVE Project (9/19/14)
- Met with EDC Director and Consultant at Buck Spring to discuss conceptual development phase (9/23/14)
- Prepared for and attended Buck Spring Committee Meeting (9/23/14)
- Met with Ms. P. Allen, Domestic Violence service provider (9/24/14)
- Attended meeting with EMS Staff, Medical Directors and others (9/25/14)
- Prepared for and conducted monthly Department Heads Meeting (9/25/14)

Other Activities

- Attended Brunch for M. Winstead, outgoing DSS Director (9/11/14)
- Attended Reception and Ribbon Cutting Ceremony for WCHS NC OJT Academy (9/17/14)
- Attended and participated in new ABC Store Ribbon Cutting Ceremony (9/18/14)
- Attended Heritage Quilters Open House at the Hendrick House (9/19/14)

- Attended African American Cultural Celebration on Courthouse Square (9/20/14)
- Attended Soil Conservation District's Annual Ecology Day at WCMS (9/23/14)
- Attended Kerr-Tar COG Annual Awards Banquet (9/25/14)
- Attended Warren Correctional Facility Annual Awards Program & Luncheon (9/26/14)

Project Updates

Simulcast Radio System Upgrade Project – Phase II

We are reviewing options for radio towers for Phase II of the Radio System Upgrade Project and fine tuning the capital project budget. We will keep the Board posted as we move forward to finalize the proposed plan and costs associated with Phase II of this project.

Buck Spring Project

The Buck Spring Project Committee is finalizing its proposed recommendation of a proposed capital project for the Buck Spring property that will be presented at the Board's Work Session scheduled for 10/15/14. Work at Buck Spring financed by the PARTF grant and county matching funds has been completed.

CDBG Projects

2011 CDBG Grants

Work is ongoing as we make every effort to complete work in the 2011 Scattered Site CDBG Grant Project.

Golden LEAF Community-Based Grantsmaking Initiative

The Golden LEAF Grant Agreement for the \$50,000 Planning Grant for the Warren County CAVE project has been executed and returned. Our CAVE Team is currently working with the School of Government's Development Finance Institute to develop a scope of work to facilitate the preparation of required work products, i.e. pre-development phase (business plan, facility utilization plan; and pre-construction phase (engineering/architectural review, facility design, etc.) to satisfy the GL grant requirements.

October 6, 2014

Closed Session

**In accordance with
NCGS §143-318.11(a)(3)
*Attorney Client Privileged
Information***

Adjourn

October 6, 2014
Regular Meeting