

***WARREN COUNTY  
BOARD OF COMMISSIONERS***

Amended  
Agenda  
Closed  
Session  
Added.

***February 2, 2015  
6:00 PM – Regular Meeting***



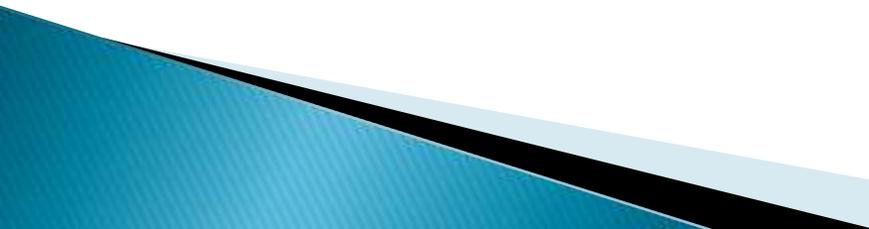
***WARREN COUNTY ARMORY CIVIC CENTER  
COMMISSIONERS' MEETING ROOM  
WARRENTON, NORTH CAROLINA***

**Call to Order February 2, 2015**  
**Regular Monthly Meeting**  
**By**  
**Chairman or Designee**

**Agenda Item # 2**  
**Moment of Silence**

**Agenda Item # 3**  
**Conflict of Interest Disclaimer**



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

# **Citizen Comments**



# Rules for Citizen Comments

Please sign up to speak.

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

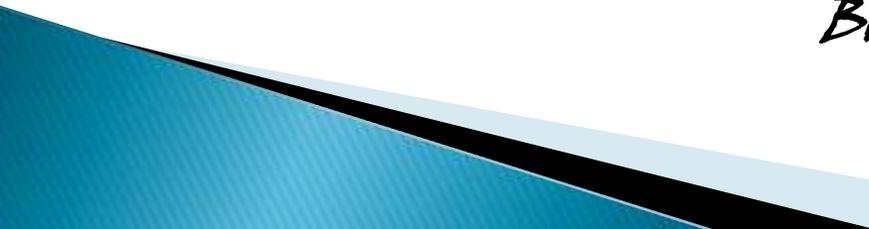
Any group of people who support or oppose the same position should  
designate a spokesperson.

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

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

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

*Warren County  
Board of Commissioners*



**Meeting Date: February 2, 2015**

**Agenda Item # 5**

**SUBJECT: Adopt February 2, 2015 Suggested Agenda**

**REQUESTED BY: Clerk / Deputy Clerk to the Board**

**SUMMARY: None**

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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# **Amended – Closed Session Added**

## **SUGGESTED AGENDA FOR February 2, 2015 REGULAR MONTHLY MEETING OF THE WARREN COUNTY BOARD OF COMMISSIONERS Armory Civic Center Commissioners' Meeting Room WARRENTON, NORTH CAROLINA**

1. Call to Order Regular Monthly Meeting – 6:00 pm by Chairman or Designee
2. Moment of Silence
3. Conflict of Interest Disclaimer
4. Citizen Comments
5. Adopt February 2, 2015 Suggested Agenda
6. Consent Agenda
  - A. Approve Minutes: January 5, 2015 Public Hearings & Regular Meeting Minutes
  - B. Interest Income Report – Finance Director Gloria Edmonds
  - C. Tax Collector's Report – Starlin Beatty, Tax Administrator
  - D. Tax Release Requests (Over \$100) – Starlin Beatty, Tax Administrator  
Tax Release Requests (Under \$100) - “ “ “ “
  - E. Proclamation – Black History Month – February 2015

7. Finance Office - Gloria Edmonds, Finance Director
  - A. Installment Purchase Financing – Seven (7) County Vehicles
  - B. Amendment # 6 to the FY 14-15 Warren County Budget Ordinance
8. Authorization to Honor Facsimile Signatures for Department of Social Services
9. Adopt Records Retention Schedules – Clerk to the Board
  - A. County Management
  - B. Register of Deeds
  - C. Sheriff's Office
  - D. Veterans Services
  - E. Tax Administration
10. Report of Unpaid 2014 Taxes and Order to Advertise – Starlin Beatty, Tax Admin
11. County Manager's Reports
  - A. Contracts Approved
  - B. Manager's Status Report for January 2015

**ADDED: Closed Session - Attorney Client Privilege & Property Acquisition**

**In accordance with NCGS §143-318.11(a)(1)&(5)**

12. Adjourn February 2, 2015 Meeting

**Meeting Date: February 2, 2015**

**Consent Agenda Item # 6A**

**SUBJECT: Approve Minutes**

**REQUESTED BY: Clerk to the Board**

**SUMMARY: Minutes presented for approval from January 5, 2015  
Public Hearing – Rezoning Request  
Public Hearing – CDBG 11-C-2328 SSH Close-Out  
Regular Monthly meeting**

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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*The following Minutes, which have been provided by e-mail shall be considered for approval:*

**January 5, 2015**

**Public Hearing – Rezoning Request**

**Public Hearing – CDBG 11-C-2328 SSH Close-Out**

**Regular Monthly meeting**

**Meeting Date: February 2, 2015**

**Consent Agenda Item # 6B**

**SUBJECT: Interest Income Report**

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

**SUMMARY: Interest Income Report for the month of December 2014 is submitted for the Board's information.**

**FUNDING SOURCE: Various**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**INTEREST INCOME REPORT**  
**Month of December 2014**

FUND	DECEMBER INCOME	FISCAL YEAR TO - DATE
General	161.40	727.78
Revaluation	3.36	16.65
E 911 Telephone System	3.83	21.00
Buck Spring Project	2.71	14.95
Ambulance Storage Facility	0.42	2.35
Simulcast System Upgrade	1.74	3.27
Regional Water Enterprise Fund	10.37	38.01
District 1 Enterprise Fund	8.18	42.69
Solid Waste	0.17	2.60
District II Enterprise Fund	10.84	48.74
District III Phase II BANS	1.27	7.01
District III Enterprise Fund	2.99	6.33
Soul City Pump Station Improvements	0.35	1.93
District III Phase III	0.02	0.48
	207.65	933.79

**Meeting Date: February 2, 2015**

**Consent Agenda Item # 6C**

**SUBJECT: Tax Collector's Report**

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

**SUMMARY: Tax Collector's Report for the month of December 2014 is presented for the Board's information.**

**FUNDING SOURCE: Various**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: G.S. 105-350  
Tax Collector's Report is supplied for Board's information**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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

**Current Year Collections**

Tax Year	Charge	Collected in December	Collected to Date	Balance Outstanding	Percentage Collected
December 2014 FY15	\$16,395,747	\$5,560,460	\$12,530,771	\$3,864,976	76.43
December 2013 FY14	\$16,875,350	\$7,747,509	\$12,643,701	\$4,231,649	74.92

**Delinquent Collections**

2013	\$661,176	\$21,324	\$262,077	\$399,099	39.64
2012	257,337	10,045	57,960	199,377	22.52
2011	157,546	4,118	18,791	138,755	11.93
2010	122,018	1,980	10,241	111,777	8.39
2009	101,645	974	6,556	95,089	6.45
2008	99,352	579	5,085	94,268	5.12
2007	105,325	208	4,033	101,292	3.83
2006	107,620	377	2,751	104,869	2.56
2005	91,638	597	3,223	88,415	3.52
2004	83,427	114	1,105	82,322	1.32
<b>Total Delinquent Years</b>	<b>\$ 1,787,084</b>	<b>\$40,316</b>	<b>\$ 371,822</b>	<b>\$ 1,415,263</b>	

**Other December Receipts**

County Penalties

\$ 9,309	\$ 56,649
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Landfill User Fees

\$ 344,137	\$ 876,395
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Municipalities

\$ 274,698	\$ 192,160
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Fire District Taxes

\$ 292,463	\$ 637,809
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Advance Taxes

\$ 573	\$ 2,184
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**December GRAND TOTAL**

<b>\$ 6,521,956</b>	<b>\$14,667,790</b>
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*Starlin L. Beatty, Tax Administrator*

1/28/2015

Starlin L. Beatty, Tax Administrator

DATE

**Meeting Date: February 2, 2015**

**CONSENT AGENDA Item # 6D**

**SUBJECT: Request for Approval of Tax Releases**

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

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

**FUNDING SOURCE: 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 presented by the Tax Administrator.**

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**NOTES:**

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# Request For Tax Releases Over \$100

1 of 2

Over \$100

2/2/2015

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

**ERROR CORRECTION RELEASES:**

BRYANT RICKY L	2014 5303 300	G8 47	18574	\$187.88	WRONG YEAR ON MH
DAVIS VIRGINIA	2004 1151 104	B6 3A 1X	33052 \$	1,278.09	MH DOUBLE LISTED AS PP & REAL
DAVIS VIRGINIA	2005 1151 105	B6 3A 1X	35418 \$	1,222.98	MH DOUBLE LISTED AS PP & REAL
DAVIS VIRGINIA	2006 1151 106	B6 3A 1X	38034 \$	1,162.86	MH DOUBLE LISTED AS PP & REAL
DAVIS VIRGINIA	2007 1151 107	B6 3A 1X	40020 \$	1,053.64	MH DOUBLE LISTED AS PP & REAL
DAVIS VIRGINIA	2008 1151 108	B6 3A 1X	42480 \$	981.24	MH DOUBLE LISTED AS PP & REAL
DAVIS VIRGINIA	2009 1151 109	B6 3A	45140 \$	630.89	MH DOUBLE LISTED AS PP & REAL
DAVIS VIRGINIA	2010 1151 110	B6 3A	48072 \$	655.50	MH DOUBLE LISTED AS PP & REAL
DAVIS VIRGINIA	2011 1151 111	B6 3A	51274 \$	352.39	MH DOUBLE LISTED AS PP & REAL
DAVIS VIRGINIA	2012 1151 112	B6 3A	55175 \$	325.43	MH DOUBLE LISTED AS PP & REAL
DAVIS VIRGINIA	2013 1151 113	B6 3A	59670 \$	294.29	MH DOUBLE LISTED AS PP & REAL
DAVIS VIRGINIA	2014 1151 200	B6 3A	26710 \$	246.62	MH DOUBLE LISTED AS PP & REAL
DURHAM EVA A	2004 4298 104		32645	\$250.93	MH DESTROYED IN 2003
DURHAM EVA A	2005 4298 105		35002	\$234.40	MH DESTROYED IN 2003
DURHAM EVA A	2007 4298 107		40069	\$204.33	MH DESTROYED IN 2003
DURHAM EVA A	2008 4298 108		42533	\$192.84	MH DESTROYED IN 2003
DURHAM EVA A	2009 4298 109		45199	\$170.92	MH DESTROYED IN 2003
DURHAM EVA A	2010 4298 110		48134	\$196.53	MH DESTROYED IN 2003
DURHAM EVA A	2011 4298 111		51355	\$182.12	MH DESTROYED IN 2003
DURHAM EVA A	2012 4298 112		55255	\$168.58	MH DESTROYED IN 2003
DURHAM EVA A	2013 4298 113		60094	\$161.54	MH DESTROYED IN 2003
DURHAM EVA A	2014 4298 200		27308	\$146.09	MH DESTROYED IN 2003
FITTS EDNA	2004 14421 104		32637	\$219.54	MH DESTROYED IN 2003
FITTS EDNA	2005 14421 105		34993	\$209.22	MH DESTROYED IN 2003
FITTS EDNA	2006 14421 106		38567	\$198.90	MH DESTROYED IN 2003
FITTS EDNA	2007 14421 107		40026	\$188.68	MH DESTROYED IN 2003
FITTS EDNA	2008 14421 108		42487	\$178.16	MH DESTROYED IN 2003
FITTS EDNA	2009 14421 109		45148	\$163.80	MH DESTROYED IN 2003
FITTS EDNA	2010 14421 110		48061	\$184.97	MH DESTROYED IN 2003
FITTS EDNA	2011 14421 111		51285	\$173.84	MH DESTROYED IN 2003
FITTS EDNA	2012 14421 112		55187	\$163.09	MH DESTROYED IN 2003
FITTS EDNA	2013 14421 113		59987	\$156.16	MH DESTROYED IN 2003
FITTS EDNA	2014 14421 200		26785	\$139.70	MH DESTROYED IN 2003
HICKS TAMMIE R	2012 19521 112		55399	\$200.06	MH REPOSSESSED IN 2011
HICKS TAMMIE R	2013 19521 113		60144	\$222.61	MH REPOSSESSED IN 2011
HICKS TAMMIE R	2014 19521 200		27620	\$189.98	MH REPOSSESSED IN 2011
PAYNTER KEVIN RAY	2014 21599 111		49693	\$195.63	DEFERRED FLAG TAKEN OUT IN ERROR
STEFURA JOHN J JR	2014 2871 302	J3B 101	24731	\$1,322.75	DISCOVERY DONE ON WRONG PARCEL
WILLIAMS DEVELOPMENT NC	2014 34922 301	J2A 102	10178	\$660.00	BILLING ERROR/PARCELS RECOMBINED IN 2012

**SUB-TOTAL ERROR CORRECTIONS:**

**\$15,066.98**

**MOTOR VEHICLE RELEASES:**

DAVIS VIRGINIA	2006 1872 106	VWW7910	36907	\$183.21	VEHICLE SOLD
DAVIS VIRGINIA	2008 1872 108	QUANNA	42331	\$126.33	TOTAL LOSS

**SUB-TOTAL MOTOR VEHICLE RELEASES:**

**\$183.21**

**SUB-TOTAL CORRECTION RELEASES:**

**\$15,066.98**

**Total Releases**

**\$ 15,250.19**

**LANDFILL USER FEE RELEASES:**

HARDSON MASAGER T TRUSTEE	2014 38763 300	J10 80	11100 \$	120.00	VACANT DWELLING/UNDER CONSTRUCTION
KEARNEY JERRY L	2011 29761 111	G12 42C	52231 \$	115.00	CHARGED 2 LFUF IN ERROR/MH UNLIVEABLE
KEARNEY JERRY L	2012 29761 112	G12 42C	56547 \$	115.00	CHARGED 2 LFUF IN ERROR/MH UNLIVEABLE
KEARNEY JERRY L	2013 29761 113	G12 42C	62628 \$	120.00	CHARGED 2 LFUF IN ERROR/MH UNLIVEABLE
KEARNEY JERRY L	2014 29761 301	G12 42C	23436 \$	120.00	CHARGED 2 LFUF IN ERROR/MH UNLIVEABLE

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

**2 of 2**

KEARNEY JERRY L	2010 29761 110	G12 42D	60283 \$	115.00	CHARGED LFUF IN ERROR/NO DWELLING
KEARNEY JERRY L	2011 29761 300	G12 42D	23437 \$	115.00	CHARGED LFUF IN ERROR/NO DWELLING
KEARNEY JERRY L	2012 29761 112	G12 42D	56548 \$	115.00	CHARGED LFUF IN ERROR/NO DWELLING
KEARNEY JERRY L	2013 29761 113	G12 42D	62629 \$	120.00	CHARGED LFUF IN ERROR/NO DWELLING
KEARNEY JERRY L	2014 29761 300	G12 42D	23437 \$	120.00	CHARGED LFUF IN ERROR/NO DWELLING
RIGGAN EDWARD D	2014 34229 329	F5 10	11310 \$	120.00	MH NOT LIVEABLE
TATE ANN WHITE	2014 22685 301	H1D 78	13776 \$	120.00	VACANT DWELLING

**TOTAL LFUF RELEASES:**

**\$ 1,415.00**

**Total Releases**

**\$ 16,665.19**

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

Under \$100

2/2/2015

Date: *LJW*  
1/26/15

**ERROR CORRECTION RELEASES:**

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD</u>	<u>AMOUNT</u>	<u>REASON</u>
BOAT LIFT STORE INC	2014	14227 200		30307 \$	72.88	MACHINERY LISTED ON TIME
CAMACHO DAVID P	2013	9355 113		12592 \$	84.13	BOAT LISTED TWICE
DURHAM EVA A	2006	4298 106		37574 \$	2.82	MH ABANDONED PER LANDOWNER
FITZGERALD PATRICK T & DONNA	2014	22178 300	I3B 28	15463 \$	23.52	ASSESSED INCORRECTLY
P & A ROOFING LLC	2014	2018 204	D9 51	28837 \$	3.70	OUT OF BUSINESS SINCE 2010
P & A ROOFING LLC	2013	29549 113	D9 51	61819 \$	3.70	OUT OF BUSINESS SINCE 2010
P & A ROOFING LLC	2012	29549 300	D9 51	13882 \$	3.70	OUT OF BUSINESS SINCE 2010
P & A ROOFING LLC	2011	29549 300	D9 51	13882 \$	3.70	OUT OF BUSINESS SINCE 2010
QUALLS TRACY	2014	32702 303	L2C 69	9780 \$	43.78	BOAT SOLD IN 2013
THOMAS YVONNE ELAM	2014	13119 300	B8 45	6382 \$	43.80	BLDG REMOVED 2012
VAN DOREN JOHN W	2014	32895 300	K3A 7	1391 \$	37.95	WRONG VALUE PUT ON BOAT

**SUB-TOTAL ERROR CORRECTIONS:**

**\$ 323.68**

**MOTOR VEHICLE RELEASES:**

DAVIS VIRGINIA	2010	1872 110	ZPW5396	47846	\$74.62	VEHICLE SOLD
DAVIS VIRGINIA	2011	1872 111	ZSW4316	48888	\$13.04	VEHICLE SOLD
EDMONDS JERRY RAY	2007	12268 107	WTX5745	39546	\$20.51	VEHICLE SOLD
EDMONDS JERRY RAY	2006	12268 106	2M2364	36857	\$35.19	VEHICLE SOLD
HARRIS STEPHANIE M	2013	25572 113	BLT6105	58522	\$6.96	GAVE AWAY
MORTON KARLETTE Y	2013	25676 113	AMH6001	58668	\$25.46	SOLD
ROSE CONNIE WATSON	2013	2068 113	YVT1099	58467	\$60.30	TRADED

**SUB-TOTAL MOTOR VEHICLE RELEASES:**

**\$236.08**

**SUB-TOTAL CORRECTION RELEASES:**

**\$323.68**

**Total Releases**

**\$ 559.74**

**Meeting Date:** February 2, 2015

**Consent Agenda Item # 6E**

**SUBJECT:** Adopt Proclamation

**REQUESTED BY:** Clerk to the Board

**SUMMARY:** Proclamation – Black History Month – February 2015 submitted for Board’s review and adoption.

**FUNDING SOURCE:** N/A

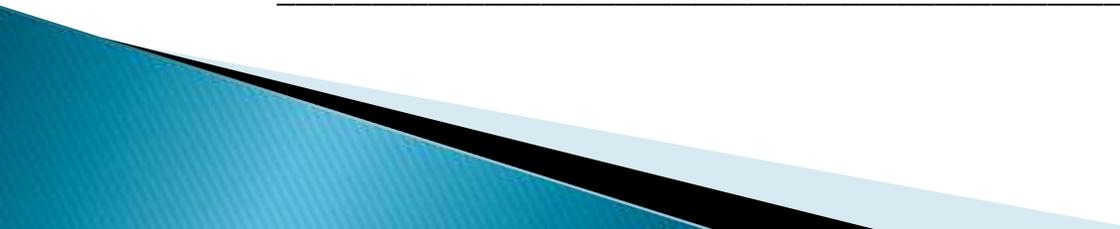
**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:** N/A

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

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend adoption of Proclamation as presented, and authorize Chairman to sign same.

**NOTES:**





# WARREN COUNTY BOARD OF COMMISSIONERS

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

Barry Richardson, Chairman  
Jennifer Jordan, Vice Chairman  
Bertadean Baker  
Tare Davis  
Victor Hunt

Linda T. Worth  
County Manager

Angelena Kearney-Dunlap  
Clerk to the Board

## State of North Carolina County of Warren

### PROCLAMATION

**WHEREAS**, February has been designated as Black History Month and will be observed in many area communities; and

**WHEREAS**, this observance affords special opportunity to become more knowledgeable about black heritage, and to honor the many black leaders who have contributed to the progress of our nation; and

**WHEREAS**, such knowledge can strengthen the insight of all our citizens regarding the issues of human rights, the great strides that have been made in the crusade to eliminate the barriers of equality for minority groups, and the continuing struggle against racial discrimination and poverty;

**NOW, THEREFORE, BE IT RESOLVED**, that the Warren County Board of Commissioners, do hereby proclaim the month of February, 2015 as:

### BLACK HISTORY MONTH 2015

In the County of Warren and express special commendation to those throughout the County who have labored so diligently to make this observance a reality in our area; and encourage it's citizenry to become actively involved in the "Monument to Equality Committee" tasked with designing and financing a monument to recognize progress in this area.

Phone: (252) 257-3115  
Fax: (252) 257-5971  
[www.warrencountync.com](http://www.warrencountync.com)

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that I urge all residents to make special note of the various community activities and celebrations, and join together in making this a period of rededication to the principles of justice and equality for all people.

This the 2<sup>nd</sup> day of February 2015.

**Warren County Board of Commissioners**

ATTEST:

\_\_\_\_\_  
Barry Richardson, Chairman

\_\_\_\_\_  
Angelena Kearney-Dunlap  
Clerk to the Board

**Meeting Date: February 2, 2015**

**Item # 7-A**

**SUBJECT: Finance Office**

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

**SUMMARY: Adopt Resolution authorizing award of bid for Installment Purchase Financing for six (6) vehicles and one (1) ambulance in the amount of \$245,967 to First Citizens Bank at a fixed interest rate of 1.52%, total interest of \$5,806.56, for a three-year term, and authorize Chairman to sign the Resolution.**

**FUNDING SOURCE: General Fund**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval to adopt Resolution Authorizing the County of Warren to Execute an Installment Purchase Contract with First Citizens Bank to finance the purchase of seven vehicles in an amount not to exceed \$245,967 at a fixed interest rate of 1.52%, for a three year term, and authorize the Chairman to sign the Resolution.

**NOTES:**

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- 2015 Ford F-250 Truck
- 2015 Chevrolet Suburban
- 2014 Dodge Charger
- 2014 Chevrolet G4500 Type III Ambulance remount
- 2014 Ford F-150 Truck
- 2015 Ford Explorer (2)

**COUNTY OF WARREN  
 FINANCE OFFICE  
 548 W. RIDGEWAY STREET  
 WARRENTON, NC 27589  
 Telephone: (252) 257-1778 Fax: (252) 257-6523**

Gloria M. Edmonds  
 Finance Director

- 2015 Ford F-250 Truck
- 2015 Chevrolet Suburban
- 2014 Dodge Charger
- 2014 Chevrolet G4500 Type III Ambulance remount
- 2014 Ford F-150 Truck
- 2015 Ford Explorer (2)

**TO:** Warren County Board of Commissioners  
**FROM:** Gloria Edmonds  
 Finance Director  
**DATE:** January 21, 2015  
**Re:** Installment Purchase Financing

Warren County solicited bids from five financial institutions for the installment purchase financing of six vehicles and one ambulance remount budgeted in the FY 15 budget. Financing was requested for \$245,967.00 for a term of 3 years with payments in arrears. The following bids were received:

Financial Institution	Interest Rate	Total Interest	Costs	Total Costs
Branch Banking & Trust	1.73	6,615.12	non specified	6,615.12
First Citizens	1.52	5,806.56	non specified	5,806.56
Union Bank	No Bid Received			-
PNC	No Bid Received			-
Bank of America	No Bid Received			-

As noted above, First Citizens Bank has submitted the bid with the lowest costs to the County; therefore, it is my recommendation that we accept this bid with an interest rate of 1.52%.

**State of North Carolina**

**County of Warren**

**A RESOLUTION AUTHORIZING THE COUNTY OF WARREN TO EXECUTE AN INSTALLMENT PURCHASE CONTRACT** to finance the purchase of one (1) 2015 Ford F-250, one (1) 2015 Chevrolet Suburban, (1) 2014 Dodge Charger, one (1) 2014 Chevrolet G4500 Type III Remount Conversion, one (1) 2014 Ford F-150 and two (2) Ford Explorers with the total amount financed not to exceed \$245,967.00.

**WHEREAS**, the County of Warren solicited and received competitive proposals from financial institutions to finance the purchase of one (1) 2015 Ford F-250, one (1) 2015 Chevrolet Suburban, (1) 2014 Dodge Charger, one (1) 2014 Chevrolet G4500 Type III Remount Conversion, one (1) 2014 Ford F-150 and two (2) Ford Explorers with the total amount financed not to exceed \$245,967.00;

**WHEREAS**, First Citizens Bank offers the lowest fixed interest rate of 1.52% for a three year term for this purchase;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the County of Warren, that the Warren County Board of

Commissioners authorizes Linda T. Worth, Warren County Manager to enter into a contract with First Citizens Bank on behalf of the County of Warren to finance the purchase of one (1) 2015 Ford F-250, one (1) 2015 Chevrolet Suburban, (1) 2014 Dodge Charger, one (1) 2014 Chevrolet G4500 Type III Remount Conversion, one (1) 2014 Ford F-150 and two (2) Ford Explorers with the total amount financed not to exceed \$245,967.00.

**BE IT FURTHER RESOLVED** that the aforesaid contracts by and between the County of Warren, various State contracts and other vendors, and First Citizens Bank, together with the amounts to be paid thereunder, be and the same are hereby designated as qualified tax-exempt obligations of the County of Warren for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

**BE IT FURTHER RESOLVED** that the Warren County Board of Commissioners does not reasonably expect that the Purchaser (and any subordinate entities) will issue more than \$10,000,000 in qualified tax-exempt obligations pursuant to such Sections 265(b)(3)(ii) during the current calendar year.

This resolution is effective upon its adoption this **2<sup>nd</sup> day of February, 2015**. The motion to adopt this resolution was made by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and was passed by a vote of \_\_\_\_\_ to \_\_\_\_\_.

(Affix Seal of Government Unit)

\_\_\_\_\_  
Barry Richardson, Chairman, Board of  
Warren County Commissioners

Attest:

This is to certify that this is a true and accurate copy of a Resolution, adopted by the Board of County Commissioners of the County of Warren on the 2<sup>nd</sup> day of February, 2015.

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

\_\_\_\_\_, 2015  
Date

**Meeting Date: February 2, 2015**

**Item # 7-B**

**SUBJECT: Finance Office**

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

**SUMMARY: Amendment # 6 to the FY 2014-15 Warren County Budget Ordinance, submitted for Board's review and approval.**

**FUNDING SOURCE: General Fund**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval of Amendment #6 to the FY 2014-15 Warren County Budget Ordinance as requested by the Finance Director.

**NOTES:**

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**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE  
2014/2015  
Amendment No. 6**

**Section 1** of the Warren County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

**Increase/(Decrease) Appropriations:**

Health Department	\$	47,615
Code Enforcement		3,478
Planning		2,407
DSS Administration		29,244
Court Facilities		49,450
Register of Deeds		6,900
Veterans Services		1,150
Child Support Enforcement		3,557
County Commissioners		7,500
Economic Development Commission		50,000
Building, Grounds & Maintenance - Major Building Repairs		(138,744)
Building, Grounds & Maintenance - Contingency		(1,500)
		(1,500)
<b>Total</b>	<b>\$</b>	<b>61,057</b>

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

**Increase/(Decrease) Revenues:**

Restricted Intergovernmental - Other	\$	50,000
Miscellaneous Revenue	\$	3,557
Fund Balance Appropriated		7,500
		7,500
<b>Total</b>	<b>\$</b>	<b>61,057</b>

**This amendment:**

- appropriates additional funds to the Health Department budget for maintenance (i.e., installation of a Carrier Chiller).  
     Source of Funding:      Building, Grounds & Maintenance - Major Building Repairs
  
- appropriates additional funds to the Code Enforcement budget for maintenance (i.e., installation of a Carrier Chiller).  
     Source of Funding:      Building, Grounds & Maintenance - Major Building Repairs
  
- appropriates additional funds to the Planning budget for maintenance (i.e., installation of a Carrier Chiller).

Source of Funding: Building, Grounds & Maintenance - Major Building Repairs

- appropriates additional funds to the DSS Administration budget for maintenance (i.e., remove and replace carpet).

Source of Funding: Building, Grounds & Maintenance - Major Building Repairs

- appropriates additional funds to the Court Facilities budget for maintenance (i.e., installation of a Carrier Chiller).

Source of Funding: Building, Grounds & Maintenance - Major Building Repairs and Contingency

- appropriates additional funds to the Register of Deeds budget for maintenance (i.e., installation of a Carrier Chiller).

Source of Funding: Building, Grounds & Maintenance - Major Building Repairs and Contingency

- appropriates additional funds to the Veteran Services budget for maintenance (i.e., installation of a Carrier Chiller).

Source of Funding: Building, Grounds & Maintenance - Major Building Repairs and Contingency

- appropriates funds to the Child Support Enforcement budget for vehicle repairs.

Source of Funding: Insurance Claims

- appropriates additional funds to the County Commissioners budget for travel expenses.

Source of Funding: Fund Balance Appropriated

- appropriates grant funds to the Economic Development Commission budget to support planning efforts for the potential renovation of two (2) warehouses at the former Peck Manufacturing Plant and establish a Center for Agricultural and Value-Added Enterprise (CAVE).

Source of Funding: The Golden LEAF Foundation

Respectfully Submitted 2/2/2015

  
Gloria M. Edmonds, Finance Director

Meeting Date: February 2, 2015

Item # 8

**SUBJECT: Authorization to Honor Facsimile Signatures for DSS**

**REQUESTED BY: Natalie Brayboy, Director – Warren County Social Services**

**SUMMARY: Request is presented to authorize signatories for Warren County Department of Social Services Trust Fund Account as follows:**

- 1 - Director of Social Services Natalie Brayboy and/or County Manager Linda T. Worth**
- 2 - Administrative Officer II – Mary Ann Roberson**

**FUNDING SOURCE: Department of Social Services Trust Fund**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: NC GS 105-369**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval to authorize signatories for Warren County Department of Social Services Trust Fund Account as noted.**

**NOTES:**

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**Meeting Date: February 2, 2015**

**Agenda Item # 9-A**

**SUBJECT: Adopt Amended Records Retention Schedule – County Management**

**REQUESTED BY: Clerk to the Board of Commissioners**

**SUMMARY: The NC Division of Archives & Records, Department of Cultural Resources periodically makes recommendations on retention schedules for essential governmental records. These retention schedules are then submitted to local governments for adoption. Therefore, the amended retention schedule for “County Management” is presented for Board of Commissioners review and adoption. Authorize Chairman to sign.**

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of amended Records Retention Schedule for County Management as recommended by the Division of Archives & Records, NC Department of Cultural Resources, and authorize the Chairman to sign the necessary documentation.**

**NOTES:**

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**County Management  
Records Retention Schedule Amendment**

**STANDARD 17. YOUTH HOME RECORDS**

Adding Standard 17, items 1 – 5, Youth Home Records, as shown on page 116.

**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Director  
Youth Home

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

**APPROVED**

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

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

October 17, 2014

County \_\_\_\_\_

**STANDARD-17. YOUTH HOME RECORDS**

Records received and created by the Durham County Youth Home necessary to meet all statutory requirements. Comply with applicable provisions of G.S. §7B-3100 regarding confidentiality of juvenile records.

ITEM #	STANDARD-17: YOUTH HOME RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<b>COMPLAINT RECORDS (YOUTH HOME)</b> Records include name of juvenile and specifics of complaints/charges brought.	Destroy in office when juvenile reaches 28 years of age.	
2.	<b>OUT OF COUNTY DETENTION</b> Records concerning juveniles committed to home from outside the county. Includes detention orders, invoices and related records.	Destroy in office when juvenile reaches 28 years of age.	
3.	<b>STATISTICAL REPORTS (YOUTH HOME)</b> Reports compiled on a regular basis detailing statistical and demographic information concerning juveniles admitted to the facility.	Destroy in office after 3 years.	
4.	<b>YOUTH HOME ADMITTING RECORDS</b> Includes petitions, court orders, progress reports, and other records relating to specific juveniles admitted to the facility.	Destroy in office when juvenile reaches 28 years of age.	
5.	<b>YOUTH HOME COMMITMENT RECORDS</b> Resident case files and other records compiled on a regular basis concerning specific juveniles admitted to the facility.	Destroy in office when juvenile reaches 28 years of age.	

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

**SUBJECT:** Adopt Amended Records Retention Schedule – Register of Deeds

**REQUESTED BY:** Clerk to the Board of Commissioners

**SUMMARY:** The NC Division of Archives and Records, Department of Cultural Resources periodically makes recommendations on retention schedules for essential governmental records. These retention schedules are then submitted to local governments for adoption. Therefore the amended retention schedule for “County Register of Deeds” is presented for Board of Commissioners review and adoption. Authorize Chairman to sign.

**FUNDING SOURCE:** N/A

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval of amended Records Retention Schedule for County Register of Deeds as recommended by the Division of Archives & Records, NC Department of Cultural Resources, and authorize the Chairman to sign the necessary documentation.

**NOTES:**

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**Register of Deeds  
Records Retention Schedule Amendment**

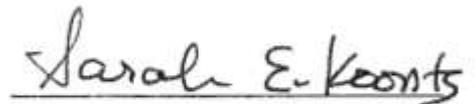
Amending the Register of Deeds Records Retention and Disposition Schedule published October 10, 2012.

**STANDARD 5. PERSONNEL RECORDS**

Amending item 18 **Employee Eligibility Records** as shown on substitute page 39.

**APPROVAL RECOMMENDED**

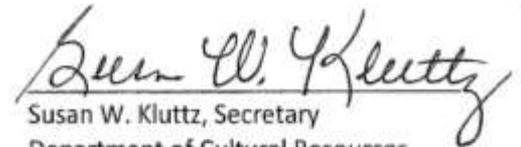
\_\_\_\_\_  
Register of Deeds



Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

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



Susan W. Kluttz, Secretary  
Department of Cultural Resources

November 7, 2014

\_\_\_\_\_  
County

ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.	<p><b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.</p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.</p>	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
18.	<p><b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	Mandatory retention throughout the duration of an individual's employment. After separation, destroy records in office 3 years from date of hire or 1 year from separation, whichever occurs later.	8 USC 1324a(b)(3)
19.	<p><b>EMPLOYEE EXIT INTERVIEW RECORDS</b></p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.</p>	Destroy in office after 1 year.	
20.	<p><b>EMPLOYEE HEALTH CERTIFICATES</b> Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.</p> <p>b) Destroy in office all other records 2 years after resolution of all actions.</p>	29 CFR 1602.31

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

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

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

**Register of Deeds  
Records Retention Schedule Amendment**

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

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

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

**STANDARD 5. PERSONNEL RECORDS**

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

*SUPERSEDED November 7, 2014*

**APPROVAL RECOMMENDED**

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

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

**APPROVED**

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

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

August 29, 2013

\_\_\_\_\_  
County

**Nov. 2014  
Amendment  
supersedes  
pages 39, 45 to  
47 per attached**

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

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

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

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

**STANDARD-5. PERSONNEL RECORDS**

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

SUPERSEDED  
November 7, 2014

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

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

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

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

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

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

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

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

**Meeting Date: February 2, 2015**

**Agenda Item # 9-C**

**SUBJECT: Adopt Amended Records Retention Schedule – Sheriff’s Office**

**REQUESTED BY: Clerk to the Board of Commissioners**

**SUMMARY: The NC Division of Historical Resources, Department of Cultural Resources periodically make recommendations on retention period for essential governmental records. These retention schedules are then submitted to local governments for adoption. Therefore the amended retention schedule for “County Sheriff’s Office” is presented for Board of Commissioners review and adoption. Authorize Chairman to sign.**

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of amended Records Retention Schedule for the County Sheriff’s Office as recommended by the Division of Historical Resources, NC Department of Cultural Resources, and authorize the Chairman to sign the necessary documentation.**

**NOTES:**

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# RETENTION AND DISPOSITION SCHEDULE AMENDMENT

## COUNTY SHERIFF'S OFFICE

Amend the records retention and disposition schedule for County Sheriff's Office by amending item 89, Sexual Offender Records, as shown on new page 64 and 64a dated September 17, 2009.

### APPROVAL RECOMMENDED

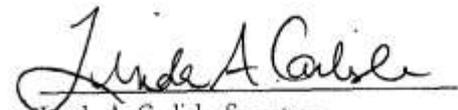
\_\_\_\_\_  
County Sheriff



David Brook, Director  
Division of Historical Resources

### APPROVED

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



Linda A. Carlisle, Secretary  
Department of Cultural Resources

ITEM #	STANDARD-6: PROGRAM OPERATIONAL RECORDS: SHERIFF RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
89.	<b>SEXUAL OFFENDER RECORDS</b> Records concerning sexual offenders living within jurisdiction.	a) Destroy in office records of persons registered in the "Sex Offender and Public Protection Program" after court petition and review by the State; or after 30 years or length of court order, whichever is greater; or when individual is known dead.  b) Destroy in office records of persons registered in the "Sexually Violent Predator Program" when individual is known dead or after 90 years.	
90.	<b>SHIFT ASSIGNMENT RECORDS</b> Schedules assigning officers to the shifts they will be working. May include special assignments for extra work.	Destroy in office when superseded or obsolete.	
91.	<b>SPECIAL ORDER RECORDS</b> Special orders issued by sheriff concerning the adoption or revision of policy and established procedures on department, division, section, or individual level.	a) Retain records with historical value permanently.  b) Destroy in office remaining records when superseded or obsolete.	
92.	<b>STATISTICAL REPORTS</b> Statistical reports and summaries of all law enforcement activities undertaken by sheriff's office. May include copies of uniform crime reports submitted to the N.C. Department of Justice.	Follow disposition instructions for <b>REPORTS AND STUDIES (INTERNAL ADMINISTRATION)</b> item 42, page 8.	
93.	<b>TELETYPES FILE</b> Teletype notices received from or sent to various law enforcement agencies concerning lost property, wanted persons, arrests, missing persons, and other related topics.	Destroy in office when administrative value ends.	

ITEM #	STANDARD-6: PROGRAM OPERATIONAL RECORDS: SHERIFF RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
94.	<b>TOWED/SEIZED VEHICLE INVENTORIES</b> Inventories of towed and seized vehicles.	Destroy in office after 1 year.	

**Meeting Date: February 2, 2015**

**Agenda Item # 9-D**

**SUBJECT: Adopt Amended Records Retention Schedule – Veterans Services**

**REQUESTED BY: Clerk to the Board of Commissioners**

**SUMMARY: The NC Division of Archives, Department of Cultural Resources periodically makes recommendations on retention periods for essential governmental records. These retention schedules are then submitted to local governments for adoption. Therefore, the amended retention schedule for “County Veterans Services” is presented for Board of Commissioners review and adoption. Authorize Chairman to sign.**

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of amended Records Retention Schedule for County Veterans Services as recommended by the Division of Archives & Records, NC Department of Cultural Resources, and authorize the Chairman to sign the necessary documentation.**

**NOTES:**

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**County Veterans Services  
Records Retention Schedule Amendment**

Amending the County Veterans Services Records Retention and Disposition Schedule published November 1, 2004.

**STANDARD 4. PERSONNEL RECORDS**

Amending item 20 **Employee Eligibility Records** as shown on substitute page 22.

**APPROVAL RECOMMENDED**

\_\_\_\_\_  
County Veterans Services Officer

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

**APPROVED**

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

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

November 7, 2014

\_\_\_\_\_  
County

ITEM #	STANDARD 4. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.	<b>EDUCATIONAL LEAVE AND REIMBURSEMENT FILE</b>	a) Destroy in office records concerning approved requests when released from all audits.  b) Destroy in office records concerning disapproved requests 6 months after disapproval.	Comply with applicable provisions of 20 USC 1232g regarding the confidentiality of student records.
16.	<b>EMPLOYEE CERTIFICATION AND QUALIFICATION RECORDS</b> Records concerning certification or qualification as required for employment, continued employment, or promotion.	Destroy in office when superseded or obsolete.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
17.	<b>EMPLOYEE DIRECTORIES, ROSTERS OR INDEXES</b> Includes records listing employees, their job titles, work locations, phone numbers, e-mail address, and similar information.	Destroy in office when superseded or obsolete.	
18.	<b>EMPLOYEE BENEFITS REGISTER</b>	Destroy in office after 3 years.	
19.	<b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.	Destroy in office 3 years after completion, denial, repayment, and removal from program or until audited, whichever is later.	
20.	<b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.	Mandatory retention throughout the duration of an individual's employment. After separation, destroy records in office 3 years from date of hire or 1 year from separation, whichever occurs later.	8 USC 1324a(b)(3)
21.	<b>EMPLOYEE EXIT INTERVIEW RECORDS</b>	Destroy in office when administrative value ends or 3 years, whichever occurs first.	

*\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

**SUBJECT: Adopt Amended Records Retention Schedule – Tax Administration**

**REQUESTED BY: Clerk to the Board of Commissioners**

**SUMMARY: The NC Division of Archives, Department of Cultural Resources periodically makes recommendations on retention periods for essential governmental records. These retention schedules are then submitted to local governments for adoption. Therefore the amended retention schedule for “County Tax Administration” is presented for Board of Commissioners review and adoption. Authorize Chairman to sign.**

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of amended Records Retention Schedule for Tax Administration as recommended by the Division of Archives & Records, NC Department of Cultural Resources, and authorize the Chairman to sign the necessary documentation.**

**NOTES:**

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**Tax Administration  
Records Retention Schedule Amendment**

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

**STANDARD 5. PERSONNEL RECORDS**

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

**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Tax Assessor/Collector

*Sarah E. Koonts*

Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

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

*Susan W. Kluttz*

Susan W. Kluttz, Secretary  
Department of Cultural Resources

November 7, 2014

\_\_\_\_\_  
County

ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<p><b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.</p> <p>See also <u>PERSONNEL RECORDS (OFFICIAL COPY)</u> item 45, page 43.</p>	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
19.	<p><b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	Mandatory retention throughout the duration of an individual's employment. After separation, destroy records in office 3 years from date of hire or 1 year from separation, whichever occurs later.	8 USC 1324a(b)(3)
20.	<p><b>EMPLOYEE EXIT INTERVIEW RECORDS</b></p> <p>See also <u>PERSONNEL RECORDS (OFFICIAL COPY)</u> item 45, page 43.</p>	Destroy in office after 1 year.	
21.	<p><b>EMPLOYEE HEALTH CERTIFICATES</b> Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to <u>PERSONNEL RECORDS (OFFICIAL COPY)</u> item 45, page 43.</p> <p>b) Destroy in office all other records 2 years after resolution of all actions.</p>	29 CFR 1602.31

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

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

**Tax Administration  
Records Retention Schedule Amendment**

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

**SUPERSEDED**  
STANDARD 5. PERSONNEL RECORDS

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

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

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

Nov. 2014  
Amendment  
supersedes  
pages 36, 72  
& 73 per  
attached

**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Tax Assessor/Collector/Administrator

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

**APPROVED**

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

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

September 3, 2013

\_\_\_\_\_  
County

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

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

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

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

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

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

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

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

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

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

**Meeting Date: February 2, 2015**

**Item # 10**

**SUBJECT: Report of Unpaid 2014 Taxes & Order to Advertise**

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

**SUMMARY: In accordance with NC GS 105-369, each year the Tax Collector shall report to the Board the total amount of unpaid taxes for the current fiscal year that are liens on real property. It is requested the Board order the Tax Collector to advertise such tax liens totaling \$1,486,488.**

**FUNDING SOURCE: General Fund**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: NC GS 105-369**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**In accordance with NCGS 105-369, recommend approval of the Tax Collector's Report of Unpaid 2014 Taxes that are liens on real property and authorize the Tax Collector to advertise the tax liens totaling \$1,486,488.**

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**NOTES:**

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# Memorandum

To: Board of Commissioners

From: Starlin L. Beatty, Tax Collector

Date: 01/27/2014

Re: Report of Unpaid 2014 Taxes That Are Liens on Real Property And  
Order To Advertise

North Carolina General Statute 105-369 states that each year the Tax Collector shall report to the Board of Commissioners the total amount of unpaid taxes for the current fiscal year that are liens on real property, and that the Board shall thereupon order the Collector to advertise such tax liens.

The Total amount of unpaid taxes, which constitute a lien on real property, is \$1,486,488. Upon your order, these liens will be advertised in the month of March. A detailed listing is available for your inspection if you so wish.



**Meeting Date: February 2, 2015**

**Agenda Item # 11-A**

**SUBJECT: Contracts Approved by the County Manager**

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

**SUMMARY: Having been granted authority to enter into contracts up to but not to exceed \$50,000; contracts executed by the County Manager are presented for the Board's information.**

**FUNDING SOURCE: Various**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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

Pursuant to the contracting authority granted to me by the Board of County Commissioners, please be advised that I have approved the following contractual agreements in the month of January 2015 on behalf of Warren County:

Senior Center

Long Creek Coach Line  
250 Welcome Ave.  
Henderson, NC 27536

A contract was entered into with Long Creek Coach Line to provide transportation for Senior Center participants to travel to Greensboro, NC. Fees charged for participation are used to pay the \$950 charge for this service.

General County

Intercomp Systems  
3901 Barrett Drive, Suite 205  
Raleigh, NC 27609

An IT Support Contract has been entered into with Intercomp Systems for the period of January 1 – June 30, 2015 to provide IT support services to all County agencies and departments as described in Attachment A to the contract. Funds are budgeted in the IT departmental budget to pay for these services.

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

Attachments

# Long Creek Coach Line

RECEIVED

250 Welcome Avenue, Henderson, NC 27536  
 252-492-4054 800-559-4054 Fax 738-0101  
 www.longcreekcoachline.com  
 Home # 252-492-2114 Cell 252-767-4148

JAN 5 2015

## CONTRACT

DATE 12/29/2014 Contract# 8307

**BILL TO**  
 Warren Co. Senior Center  
 Danetta Mcknight

**WARREN COUNTY MANAGER'S OFFICE** Phone Numbers  
 257-3111  
 danettamcknight@warrencountync.gov

Deposit Required 200.00  
 Balance Due 2/18/2015

Item	Description	Amount
Greensboro	Trip To Greensboro, NC and Return Civil Rights Museum/Four Season Mall departing@8:30am from the center Feb. 18, 15 returning same day by 5pm. 47 passenger bus. Group must pay all parking fees.	950.00
Deposit	This contract is not confirmed until it is signed and returned to Long Creek Coach Line with deposit. If final payment is by check, it must be received 14 days before trip date (BUS COST ONLY) IF GROUP HAS TICKETS, ROOMS, OR OTHER COST INVOLVED GROUP WILL BE NOTIFIED OF OTHER COST DUE DATES	0.00T
Driver	Each driver can only operate a commercial vehicle for 10 hours during a 24-hour period. The driver must return to home terminal within 15 hours, during a one day trip.	0.00T
	Sales Tax	0.00

**This instrument has been preaudited in the Manner required by the Local Government Budget and Fiscal Control Act.**

*Stevie M. Edmonds*  
 Finance Director 1/2/15

Looking Forward to Serve You!  
 Thank You.

**Total 950.00**

Any variation in mileage, passengers(including children), time, or routing may change the cost. Your reservation will be computed and billed, or refunded because of changes made to the above reservation/s. This company is not liable for the handling or loss of personal items inside nor around the vehicle, underneath or in the luggage compartment nor overhead compartment. Any damage to the vehicle, caused by charter party, will be charged to the charter party. Long Creek Coach Line is not responsible for any delays because of mechanical failure, traffic conditions, acts of God, falling due to movement while bus is in motion, nor any condition beyonds carrier's control. A cancellation charge for trips cancelled less than 45 days prior to departure time shall be \$200.00 per bus. CHARTER PARTY PROVIDES DRIVER LODGING.

Client Signature: *Paul J. Warr* Date: *1/6/15*  
 Harold A. Reyster *Harold A. Reyster* Date: *2/2/14*

Please sign

*Paul J. Warr* 1/2/15

Intercomp Systems

IT Support Contract

CONTRACT #:	010115
DATE:	01/01/2015
CUSTOMER:	Warren County, NC
ADDRESS:	602 W. Ridgeway Street
CITY, STATE, ZIP:	Warrenton, NC 27589
CONTACT:	Linda Worth

Intercomp Systems to provide IT Support Services per Schedule below:

SCHEDULE

Contracted Support Services	Per Mth	Mths	Contract
See attached (Attachment A) - Average (3) scheduled "on-site" visits per month - Unlimited Telephone, Remote and Email Support	\$1,260	6	\$7,560
Optional: - Weekend Coverage – Sheriff's Department Inc: Coverage-8AM-8PM Sat/Sun as defined: (Attachment A)	\$ 185	6	\$1,110
Less: 5% Prepayment Discount			\$ -434
<b>Total Contract</b>			<b>\$8,236</b>

Payment Terms: Net 10  
 Contract Period: 01/01/15- 06/30/15  
 Coverage: Per Attachment A

CUSTOMER

Customer: Warren County  
 By: Linda J. Worth  
 Title: County manager  
 Date: 1/12/15

Intercomp Systems

By: [Signature]  
 Title: owner  
 Date: 1/13/15

This instrument has been preaudited in the  
 Manner required by the Local Government  
 Budget and Fiscal Control Act.

[Signature]  
 Finance Director 1/8/15

## Intercomp Systems

### IT Support Contract

#### Attachment A

Contract#: 010115

Date: 01/01/2015

Customer: Warren County, NC

Product: IT Support Services – All County Departments

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#### IT Support Coverage: (Billing: Fixed monthly support charge)

- Coverage: (8-5 – 5 Days)
- Average 2 Hour response via Telephone (Toll Free#)
- Average 1 Hour Email Support via [support@intercompsys.com](mailto:support@intercompsys.com)
- County email Support via County Exchange Server (Add/Modify/Delete) email accounts
- Monitor County Servers via "Remote Software" - Dashboard
- Utilize "Remote Support PC Software" – Provides immediate access to address PC Desktop issues
- Consulting regarding IT related Projects/Activities
- 15% discount on hrly rates for identified IT Projects
- Travel time and expenses to site are included – (Scheduled visits)

#### Computer Hardware Support Coverage: (Billing: Time and Materials)

- Coverage: (8-5 – 5 Days)
  - Average 2 Hour response via Telephone (Toll Free#)
  - Average 1 Hour Email Support via [support@intercompsys.com](mailto:support@intercompsys.com)
  - Work with manufacturer to determine Warranty Status and assist to resolve issue
  - Guaranteed "on-site" next day coverage to repair/replace defective component as required. Best effort for "same day" response – (Ref: Critical Hardware)
  - Turnaround for hardware repair/replacement – Up to (3) business days. Loaner hardware provided as required. (Critical Hardware will receive priority)
  - Travel time and expenses not included
-

**Meeting Date: February 2, 2015**

**Agenda Item # 11-B**

**SUBJECT: County Manager's January 2014 Status Report**

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

**SUMMARY: Manager's Monthly Status Report is submitted for the Board's information.**

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**RE:** January 2015 Status Report

Following is a recap of my work activities for the month of January 2015:

### **Administration**

- Prepared for and attended Board of Commissioners Special Work Session, Public Hearings, and Regular Meeting (1/5/15)
- Meet with Emergency Services Director to discuss Radio System Upgrades Project (1/6/15)
- Met with Interim DSS Director, DSS Staff, and Finance Director, to discuss Social Services budget (1/7/15)
- Met with Hill, Chesson & Woody reps and HR Manager to begin health insurance renewal process (1/8/15)
- Attended Joint meeting of the Economic Development Commission and the Board of County Commissioners (1/12/15)
- Attended Finance Committee meeting with Auditors (1/13/15)
- Met with County Attorney to discuss various legal matters (1/15/15)
- Met with Dr. J. Kenney to discuss potential office space (1/15/15)
- Dr. M. L. King, Jr. Holiday (1/19/15)
- Participated in Community Service Event at WCHS sponsored by Warren Food Corps, Cooperative Extension, and Working Landscapes on King Day (1/19/15)
- Attended Board of Education meeting with BOC members to present Resolution to WCHS Band members (1/20/15)
- Prepared for and attended Board of Commissioners Budget Goals Setting Work Session (1/21/15)
- Met with Division of Community Assistance representatives, BOC Chair, Finance Director, and WFI representative to discuss Ephraim Place CDBG Project (1/26/15)
- Met with Public Utilities Director and staff re: water/sewer rates (1/27/15)
- Attended Joint Meeting of the Board of County Commissioners and Board of Education (1/27/15)
- Prepared for and attended monthly Department Heads Meeting (1/29/15)

### **Other Activities**

- Attended Retirement Reception for Jerry Ayscue, Vance County Manager (1/22/15)
- Attended SOG Course: Essentials of County Government with Coms. Davis and Hunt in Chapel Hill, NC (1/23-24/15)

- Attended and participated in Eaton's Ferry Bridge Water Line Project Completion Celebration sponsored by Warren County Public Utilities (1/28/15)
- Served as a Judge in the Warren County Schools' District Science Fair (1/30/15)

### **Project Updates**

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

The structural analysis of two State Highway Patrol Towers to determine if they are structurally capable of supporting Warren County's proposed Phase II radio system equipment has been completed. The Hosley Forrest tower located in Franklin County is structurally sufficient to support additional equipment; however, the Manson tower is not, which means we will be required to upgrade the tower at significant cost to the County if we are to use it for the Phase II radio equipment. We are in discussions with the SHP to have leases drawn up for the two towers, after which, we will determine the next step needed to make the structural upgrades to the tower.

#### **Buck Spring Project**

The Buck Spring Project Committee's recommendation of a proposed capital project for the Buck Spring property was formally adopted by the Board at their November 3, 2014 regular monthly meeting. Staff will proceed to begin work on Phase I of the project which will include extending public water lines into the property, removing above-ground utilities and replacing them with underground utilities, and constructing the Buck Spring Cabin where the current dilapidated 4-H Building now sits. Copies of all project plans and documents are on file in the County Manager's Office.

#### **2011 Scattered Site CDBG Project**

All work has been completed in the Scattered Site CDBG Project, and the close-out public hearing for the Project was held on 1/5/15. We are continuing to complete the necessary close-out paperwork to finally close this project.

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

We are finalizing a contractual agreement with the Timmons Group to have a structural assessment performed of the various buildings on the Peck property to determine their re-usability. We are also finalizing a contractual agreement with Matson Consulting to have a Business Plan and Facility Utilization Plan prepared for the CAVE project as required by the Golden LEAF Grant Agreement.

**ADDED:**

***Closed Session***  
***For***  
***Attorney Client Privilege***  
***&***  
***Property Acquisition***  
**In accordance with**  
**NCGS §143-318.11(a)(1)&(5)**

*Adjourn*

*February 2, 2015*  
*Regular Meeting*