

***WARREN COUNTY
BOARD OF COMMISSIONERS***

June 1, 2015

5:45 PM - Public Hearing

&

6:00 PM - Regular Meeting

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

PREPARED BY

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

***WARREN COUNTY
BOARD OF COMMISSIONERS***

June 1, 2015

***5:45 PM
Public Hearing***

PREPARED BY

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

5:45 Public Hearing

Agenda

1. Chairman or designee call Public Hearing to Order
2. Clerk to the Board Read Notice of Public Hearing
3. Overview of Public Utilities Bonds Refinancing - Financial Advisor and/or Bond Counsel
4. Citizens Comments
5. County Manager and/or Commissioner Comments
6. Adjourn Public Hearing

June 1, 2015

Public Hearing

5:45 pm

Chairman or designee call Public Hearing to Order

Clerk to the Board
Read Notice of Public Hearing

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Board of County Commissioners (the "Board") of the County of Warren, North Carolina (the "County") (acting in such capacity and as the governing body of certain water districts created by the County (collectively, the "Districts")), will conduct a public hearing on June 1, 2015 concerning a proposed plan of refinancing of all or a portion of certain existing obligations of one or more of the Districts.

The proposed plan of refinancing would involve the entry by the County into one or more installment financing contracts (the "County Refunding Contracts") with a third party in an aggregate principal amount not exceeding \$13,000,000, the proceeds of which would be used to refinance all or a portion of general obligation bonds (the "Prior District Bonds") previously issued by one or more of said Districts through the purchase of refunding general obligation bonds to be issued by one or more of said Districts (the "District Refunding Bonds").

The County's obligations under the County Refunding Contracts are authorized by North Carolina General Statutes Section 160A-20, as amended, and will be secured by a security interest in or lien upon all or some portion of the District Refunding Bonds.

The obligations of the County under the County Refunding Contracts will not be deemed to be a pledge of the faith and credit of the County within the meaning of any constitutional debt limitation and the County Refunding Contracts will not directly or indirectly or contingently obligate the County to make any payments beyond those appropriated in the sole discretion of the County for any fiscal year in which the County Refunding Contracts are in effect. No deficiency judgment may be rendered against the County in any action for breach of the County Refunding Contracts and the taxing power of the County is not and may not be pledged directly or indirectly or contingently to secure any moneys due under the County Refunding Contracts.

The Districts include: Warren County Water and Sewer District I; Warren County Water and Sewer District II; and Warren County Water and Sewer District III.

PLEASE TAKE NOTICE THAT THE BOARD WILL HOLD A PUBLIC HEARING CONCERNING THE PLAN OF REFINANCING AT 5:45 P.M., OR AS SOON THEREAFTER AS THE HEARING CAN BE HELD, ON MONDAY, JUNE 1, 2015, IN THE COMMISSIONER'S MEETING ROOM IN THE WARREN COUNTY ARMORY CIVIC CENTER, WARRENTON, NORTH CAROLINA, AT WHICH ANY PERSON MAY BE HEARD CONCERNING THE PLAN OF REFINANCING. ANY PERSON WISHING TO COMMENT IN WRITING ON THE PLAN OF REFINANCING MAY DO SO BY DELIVERING SUCH COMMENTS TO THE UNDERSIGNED AT 602 WEST RIDGEWAY STREET, WARRENTON, NORTH CAROLINA, 27589, WITHIN 5 DAYS FROM THE DATE OF PUBLICATION OF THIS NOTICE.

Angelena Kearney-Dunlap
Clerk to the Board of Commissioners

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:

Notice of
Public Hearing

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:

5/6, 2015

Janie Miller

Office Manager

Sworn to and subscribed before me this

15 day of May, 2015.

Lucille Lee Weldon

Notary Public

My commission expires: 12-6-19



Overview of Public Utilities Bond Refinancing

**Ted Cole, Financial Advisor, Davenport & Company, LLC
and/or
Steve Cordell, Bond Counsel, Nexsen Pruet, PLLC**

Clerk to the Board Read

**Rules
For
Citizens Comments**

PUBLIC HEARING PROCEDURES

This public hearing is being held to hear citizens' comments regarding
Bond Refinance for Warren County Water & Sewer Districts I, II & III.

RULES:

- ▶ Please sign up to speak
- ▶ The maximum time allotted to each speaker will be 5 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*

**Comments from
Warren County Manager and/or
Commissioners**

Adjourn Public Hearing

***WARREN COUNTY
BOARD OF COMMISSIONERS***

June 1, 2015

***6:00 PM
Regular Monthly Meeting***

PREPARED BY

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

**Call to Order June 1, 2015
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.**

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: June 1, 2015

Agenda Item # 5

SUBJECT: Adopt 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
June 1, 2015 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
Armory Civic Center
WARRENTON, NORTH CAROLINA**

5:45 PM Public Hearing

1. Call to Order Regular Monthly Meeting – 6:00 pm by Chairman
2. Moment of Silence
3. Conflict of Interest Disclaimer
4. Citizen Comments
5. Adopt June 1, 2015 Suggested Agenda
6. Consent Agenda
 - A. Approve Minutes of May 4, 2015 Regular Monthly Meeting
 - B. Interest Income Report – Finance Director Gloria Edmonds
 - C. Tax Collector’s Report – Tax Administrator Starlin Beatty
 - D. Tax Release Requests (Over \$100) – Tax Administrator Starlin Beatty
Tax Release Requests (Under \$100) - “ “ “ “
 - E. CDBG Certification Regarding Debarment, etc. 03-C-1187 Ephraim Place Housing Project
 - F. Resolution In Opposition to Proposed Legislation That Would Transfer Wildlife Resources Commission Captive Cervid Program to Dept of Agriculture & Consumer Services
7. Finance Office – Gloria Edmonds, Director
 - A. Amendment # 10 to the FY 2014-15 Budget Ordinance
 - B. Amendment # 13 to the Capital Project Ordinance for Water & Sewer District III, Phase II
 - C. Amendment # 8 to Capital Project Ordinance for the Soul City Pump Station Improvements
 - D. Amendment # 2 to Waste Water Treatment Plant Phase I Rehab Project

7. Finance Continued
 - E. Amendment # 2 to Warren County Energy Efficiency ARRA Grant
 - F. Senior Center Congregate & Home-Delivered Meals Contract Extension – Alicia Giddiens, Director
 - G. JCPC FY 2015-16 Funding Allocation – William A. Kearney, Chairman
 - H. Consider Contract to Audit Accounts with Winston, Williams, Creech, Evans & Company
8. Follow-Up to Public Hearings:
 - A. Ordinance Regulating Criminal Background Searches for Non-Criminal Purposes (2nd reading)
 - B. Introduce and adopt general obligation bond orders authorizing the refunding of outstanding general obligation bonds of Water and Sewer Districts I, II & III
 - C. Selection of Trustee for Water & Sewer District I, II & III Bond Refinancing
9. Tax Assessor/Collector – Starlin Beatty
 - A. Appoint/Re-Appoint Tax Assessor for 2 or 4 years
 - B. Approve Tax Collector Employee Performance Bond
10. Consider Requests for Permit Fee Waivers
 - A. Longbridge VFD for July 4th Fireworks Display \$25 special use permit fee
 - B. Warren County Northside Elementary School modular units \$1,851.20 building permit fee
11. DSS Trust Account Authorize Signatories: Ryan Whitson, Linda T. Worth & Mary Ann Roberson
12. Appointments/Re-appointments to Boards/Committees/Commissions
 - A. ABC Commission: Com. Victor Hunt
 - B. EDC Commission: Jane Ball-Groom, Brady Martin and Ray Spain
 - C. Consider Revised Economic Development Commission By-Laws
13. Schedule Public Hearing for CDBG 03-C-1187 Ephraim Place Housing Dev Grant for July 6, 2015 at 5:45 pm
14. County Manager's Report
 - A. Contracts Approved for May 2015
 - B. County Manager's May 2015 Status Report
 - C. Kerr Tar COG – Consortium Agreement – Vincent Gilreath
 - D. Designate Delegate & Alternate Voting Delegate to National Assoc of Counties Annual Conf. - Clerk
15. Closed Session: *Personnel Matters* in accordance with NCGS §143-318.11(a)(6)
16. Adjourn June 1, 2015 Board Meeting

Meeting Date: June 1, 2015

Consent Agenda Item # 6A

SUBJECT: Approve Minutes

REQUESTED BY: Clerk to the Board

SUMMARY: Minutes from May 4th meeting have been provided to the Board of Commissioners for review and now presented for action.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Minutes of:
May 4th Regular Monthly Meeting

**have been provided via e-mail to
Board Members for review.**

Meeting Date: June 1, 2015

Consent Agenda Item # 6B

SUBJECT: Interest Income Report

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Interest Income Report for the month of April 2015 is submitted for the Board's information.

FUNDING SOURCE: Various Funds

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

INTEREST INCOME REPORT
Month of April 2015

FUND	APRIL INCOME	FISCAL YEAR TO - DATE
General	369.32	1,802.91
Revaluation	9.46	39.80
E 911 Telephone System	10.75	47.30
Buck Spring Project	7.62	33.59
Ambulance Storage Facility	1.19	5.26
Simulcast System Upgrade	4.99	15.49
Regional Water Enterprise Fund	29.27	109.62
District 1 Enterprise Fund	23.39	99.92
Solid Waste	0.78	4.33
District II Enterprise Fund	30.75	123.93
District III Phase II BANS	3.58	15.77
District III Enterprise Fund	8.58	27.31
Soul City Pump Station Improvements	0.99	4.35
District III Phase III	0.05	0.60
	500.72	2,330.18

Meeting Date: June 1, 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 April 2015 is presented for the Board's information.

FUNDING SOURCE: Various Funds

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

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

**Tax Collector's Report
to the Warren County Board of Commissioners
For the Month April 2015**

Current Year Collections

Tax Year	Charge	Collected in April	Collected to Date	Balance Outstanding	Percentage Collected
April 2015 FY15	\$16,393,493	\$116,843	\$15,683,973	\$709,520	95.67
April 2014 FY14	\$16,762,464	\$153,526	\$15,772,902	\$989,562	94.10

Delinquent Collections

2013	\$660,185	\$22,148	\$357,044	\$303,141	54.08
2012	256,636	5,218	77,744	\$178,892	30.29
2011	156,799	3,509	28,727	\$128,072	18.32
2010	120,975	1,578	16,910	\$104,066	13.98
2009	100,801	1,091	9,362	\$91,439	9.29
2008	97,245	1,081	9,365	\$878,880	9.63
2007	103,796	1,016	7,454	\$96,342	7.18
2006	106,055	851	6,211	\$99,844	5.86
2005	90,571	220	5,484	\$85,087	6.05
2004	82,231	460	2,621	\$79,610	3.19
Total Delinquent Years	\$ 1,775,294	\$37,172	\$ 520,922	\$ 2,045,373	

Other April Receipts

County Penalties
Landfill User Fees
Municipalities
Fire District Taxes
Advance Taxes

\$ 14,585	\$ 122,509
\$ 46,076	\$ 1,195,398
\$ 20,661	\$ 652,492
\$ 9,597	\$ 811,320
\$ 9,113	\$ 25,553

APRIL GRAND TOTAL

\$ 254,047	\$19,012,167
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Starlin L. Beatty, Tax Administrator

Starlin L. Beatty, Tax Administrator

5/20/2015

DATE

Meeting Date: June 1, 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 105-38i. TAXPAYER'S REMEDIES

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

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

NOTES:

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

Over \$100

6/1/2015

Date: _____

ERROR CORRECTION RELEASES:

BULLOCK JOHN W HEIRS	2014 5629 300	B1 7	1826	\$553.00	DWMH DOUBLE LISTED
CONSOLIDATED SALES & SVC.	2014 22174 301		17917	\$120.04	OUT OF BUSINESS SINCE 2006

SUB-TOTAL ERROR CORRECTIONS:

\$673.04

MOTOR VEHICLE RELEASES:

WILKINS JOHNNIE M	2005 36640 105	NWL3134	34315	\$183.29	VEHICLE TOTAL LOSS IN 2006
WILKINS JOHNNIE M	2005 36640 105	PTS6068	34301	\$135.20	VEHICLE TOTAL LOSS IN 2006

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$318.49

SUB-TOTAL CORRECTION RELEASES:

\$673.04

Total Releases

\$ 991.53

LANDFILL USER FEE RELEASES:

BAKER ROSA HEIRS	2014 39251 200	D10 52	27673	\$ 120.00	ONLY ONE LFUF
BAKER ROSA HEIRS	2013 36478 113	D10 52	60145	\$120.00	ONLY ONE LFUF

TOTAL LFUF RELEASES:

\$ 240.00

Total Releases

\$ 1,231.53

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

LW
Date: 5/28/15

Under \$100

6/1/2015

Date:

ERROR CORRECTION RELEASES:

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD:</u>	<u>AMOUNT</u>	<u>REASON</u>
HARRIS MARY S HEIRS	2013	18122 113	H7 24	61028 \$	66.95	UNKNOWN OWNER PE PLAT
HARRIS MARY S HEIRS	2014	18122 323	H7 24	5986 \$	61.68	UNKNOWN OWNER PE PLAT
SEISHER HYGIENE USA OPERATIONS	2013	36754 200		60044 \$	16.38	NO LONGER IN BUSINESS

SUB-TOTAL ERROR CORRECTIONS:

\$ 145.01

MOTOR VEHICLE RELEASES:

WILLIAMS MICHAEL DION	2013	37558 113	BDL3526	59508	\$97.86	INCORRECTLY PD TWICE DUE TO BLOCK
WILLIAMS MICHAEL DION	2013	37558 113	BDL3526	59508	\$80.37	PRORATED FOR 1 MONTH

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$178.23

SUB-TOTAL CORRECTION RELEASES:

\$145.01

Total Releases

\$ 323.24

Meeting Date: June 1, 2015

CONSENT AGENDA Item # 6E

SUMMARY: CDBG Certification Regarding Debarment, etc.

REQUESTED BY: Clerk to the Board of Commissioners

SUMMARY: Adoption of Certification Regarding Debarment, etc. as required by NC Department of Community Assistance in relation to CDBG 03-C-1187 Ephraim Place Housing Development Grant (re-opened) is presented for Board's action.

FUNDING SOURCE: CDBG Grants

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Certification Regarding Debarment, Suspension and Other Responsibility Matters Primary Covered Transactions as required by the NC Department of Community Assistance and authorize the Chairman to sign same.

NOTES:



**Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
- (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name w County of Warren, Ephraim Place Housing Development

Grant # 03-C-1187

Date June 1, 2015

By Barry Richardson, Chairman Board

Name and Title of Authorized Representative

of County
Commissioners

Signature of Authorized Representative

CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS.

Applicants should refer to the regulations cited below. Applicants should also review the instructions for certification included in the regulations before completing this form, signature on this form provides for compliance with certification requirements implementing Federal Executive Order 12549 and guidance issued in the *Federal Register*, Volume 70, No. 168, pages 51863 through 51880 for "Government wide Debarment and Suspension (Nonprocurement)." The certification shall be treated as a material representation of fact upon which reliance will be placed when the Department of Commerce determines to award the covered transaction, grant or cooperative agreement.

DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, for prospective participants in primary covered transactions:

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).

Meeting Date: June 1, 2015

CONSENT AGENDA Item # 6F

SUMMARY: Proposed Legislation Senate Bill 513, Section 12

REQUESTED BY: County Manager Linda T. Worth

SUMMARY: Adoption of Resolution In Opposition to Proposed Legislation that would transfer Wildlife Resources Commission Captive Cervid Program to Department of Agriculture & Consumer Services is presented for Board's action.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Resolution In Opposition to Proposed Legislation Senate Bill 513, Section 12 that would transfer Wildlife Resources Commission Captive Cervid Program to Dept of Agriculture & Consumer Services, and authorize the 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

County of Warren
State of North Carolina

RESOLUTION IN OPPOSITION TO PROPOSED LEGISLATION THAT WOULD TRANSFER THE WILDLIFE RESOURCES COMMISSION CAPTIVE CERVID PROGRAM TO THE DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

WHEREAS, pursuant to G.S. 106-549.97(a), the regulation of the production and sale of farmed cervids is delegated to the North Carolina Department of Agriculture and Consumer Services; and

WHEREAS, pursuant to G.S. 106-549.97(b), the regulation of the possession, transportation, importation and exportation of all cervids is delegated to the North Carolina Wildlife Resources Commission; and

WHEREAS, pursuant to G.S. 106-549.97(c)(3), the term "cervid" is defined as "all animals in the family Cervidae (deer and elk)"; and

WHEREAS, pursuant to G.S. 106-549.97(c)(4), the term "farmed cervid" is defined as "any member of the Cervidae family other than white-tailed deer, elk, mule deer, or black-tailed deer, that is bought or sold for commercial purposes"; and

WHEREAS, legislation is currently pending in the North Carolina General Assembly under Senate Bill 513, Section 12, which would expand the definition of farmed cervids to include white-tailed deer, elk, mule deer, or black-tailed deer, and which would transfer the regulation of possession, transportation, importation and exportation of farmed cervids from the Wildlife Resources Commission to the Department of Agriculture and Consumer Services; and

WHEREAS, it has been demonstrated that the captivity of cervids increases the spread of Chronic Wasting Disease, a highly infectious disease which is always fatal to an infected cervid, and it is known that once an area is impacted by Chronic Wasting Disease, it is impossible to contain or eradicate; and

WHEREAS, although prevalent in many states, Chronic Wasting Disease has not been detected in any samples from cervids tested from within North Carolina, thus the Wildlife Resources Commission has a proven track

record of maintaining control over the spread of Chronic Wasting Disease in non-captive cervids, including white-tailed deer, within our state; and

WHEREAS, the proposed expansion of farmed cervids to include captivity of white-tailed deer will greatly increase the likelihood of Chronic Wasting Disease in the non-captive population of white-tailed deer in our state; and

WHEREAS, the transfer of the regulation of the possession and transportation of farmed cervids away from the Wildlife Resources Commission is unnecessary and unfounded given the proven record of the Commission; and

WHEREAS, the hunting of white-tailed deer has a substantial history in both the culture and economy of northeastern North Carolina generally, and Warren County in particular; and

WHEREAS, the introduction of Chronic Wasting Disease in the population of white-tailed deer in our region would have a tremendous impact on deer hunting as a pastime and as a source of tourism for our area;

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

1. That we wholeheartedly oppose the passage of any legislation that would expand the practice of farmed cervids to include the white-tailed deer;
2. That we wholeheartedly oppose the passage of any legislation that would transfer the regulation of possession and transportation of farmed cervids away from the North Carolina Wildlife Resources Commission;
3. That this resolution be forwarded to our legislative delegation and to the leadership of both houses in the General Assembly; and
4. That this resolution shall be effective upon passage.

Adopted this 1st day of June 2015.

ATTEST:

Barry Richardson, Chairman
Warren County Board of Commissioners

Angelena Kearney-Dunlap, Clerk

You Are About to Lose Your Property!

Robert D. Brown

North Carolina citizens have taken little notice of the impending loss of some of their own property. But our Legislature is taking something that belongs to you and giving it to someone else. It's not your car, your house or your land – but just the same, it belongs to you – it's your white-tailed deer.

When our forefathers came to America, they were determined to not live under the rule of a king - a king who ruled them as serfs and who owned their land, water and wildlife. The European Red Deer, similar to our elk, were known as “Beasts of the Crown,” and the king and his family could execute a peasant for “poaching” one to feed his family.

As a result, our country's founders developed what later became known as The Public Trust Doctrine, establishing a trustee relationship of state and federal government to hold and manage wildlife, fish and waterways for the conservation of those resources and for the benefit of the public – all of us. Although the PTD is now known as the North American Model of Wildlife Conservation, because it is somewhat unique in the world, its roots can be traced back to Greek and Roman civil law. It was reaffirmed by the English Magna Carta in 1215 AD and defined by English common law in 1641.

In America the PTD evolved because of unlimited commercial hunting, which wiped out the passenger pigeon and nearly wiped out our buffalo, deer, beaver and waterfowl resources from the mid 1800's to the early 1930's. The PTD has been upheld in court, confirming that wild animals belong to everyone, and that we cannot personally own or sell them. The federal government regulates hunting and management of migratory species, like waterfowl, whereas that of bears, deer, and other mammals and birds is under the jurisdiction of the states.

In fact, North Carolina General Statute 113-131 states, “The marine and estuarine and wildlife resources of the State belong to the people of the State as a whole. The Department and the Wildlife Resources Commission are charged with stewardship of these resources.” NCGS 113-291 states that no person “take, possess, buy, sell, or transport any wildlife – whether dead or alive, in whole or in part.... except as specifically permitted in this subchapter ...” Later provisions allowed the owning and selling of game birds, like quail and pheasants for hunting and for restaurants, as well as foxes and coyotes. In 2003 the Legislature allowed permitting of private holding of white-tailed deer, since it was already going on unregulated.

At the time there were over 100 “deer farms” in North Carolina. Most of these were people who found an orphaned fawn or two and kept them in a pen in their back yard as pets. A few, however, were commercially raising deer and selling them for “canned hunts” in other states (Hunting deer behind deer-proof fences is not allowed in NC). Permits were issued, and a buy-out program reduced the number of deer farms to the current 37.

Of the current 37 permitted deer farms, 24 have fewer than 10 deer, and only two have over 50 and are thus viable commercial operations. The Wildlife Society, the Boone & Crockett Club, the Quality Deer Management Association, the North Carolina Wildlife Federation and many other hunting and conservation organizations have position statements condemning both deer farming and canned hunting as unethical and inappropriate for the management of wildlife.

This past fall, the NC Legislature inserted language in the 2015 Budget Bill requiring the WRC to issue permits to expand existing deer farms and to permit new ones. This year, SB 513, the NC Farm Act of 2015, contains wording to transfer regulatory authority over deer farms from the WRC to the Department of Agriculture and Consumer Services (ACS). Before that was discussed or voted on, the heads of both agencies held a press conference announcing the transfer, though one stated, “We didn’t ask for this.” As a result, we as North Carolina citizens are losing our property – wildlife that legally belongs to all of us.

Concerns over this transfer include that the ACS has no law enforcement officers – like the WRC game wardens. ACS inspectors have no experience with wildlife or how such wild and skittish animals should be handled humanely. Likewise, the ACS has no rules, regulations or guidelines as to how deer farms should be managed. Nor do they have funds for deer farm inspectors. A major concern is the future possibility of the importation of deer from other states to improve the genetic stock of deer farms. This is currently not allowed by the WRC, but the ACS allows importation of cattle, hogs and horses, so why not deer?

The why not is that deer carry a number of diseases, including Tb, Brucellosis, Hemorrhagic Disease, and Chronic Wasting Disease (CWD). In fact, every state that has transferred deer farm jurisdiction over to their agricultural department now has CWD in their wild herds. Even states with strict import regulations and enforcement cannot catch all of the smuggling of live deer across state boundaries – a crime that happens when big antlered, trophy deer sell for thousands of dollars on the hoof. CWD is the Ebola of the deer family. It is a prion disease, like Mad Cow Disease. There is no treatment or cure, no vaccination to prevent it, currently no test for live animals, and once it is here, it is in the soil forever. Admittedly, no hunter has died or gotten ill from eating CWD-tainted venison. But of course Mad Cow Disease transferred from cattle to humans in Europe with devastating results. Likewise, there has not been a case of CWD being transferred to domestic livestock, though the original outbreak of CWD occurred at deer research pens at Colorado State University in 1967 – pens that were right next to sheep infected with Scrapie – another prion disease.

It is understandable why the WRC and the ACS agreed to this transfer of authority, considering who is in charge of their annual budgets. The WRC even held three all-day meetings of an expert CWD Task Force and allowed public comments – which resulted in 1968 votes against and 8 for the expansion of deer farming. Our state has about 284,000 deer hunters who expend \$ 230 million and generate \$ 20 million in taxes annually. Our animal agricultural industry is valued at \$ 9.2 billion. The deer farmers pay only \$ 50/year for their permits, which is only a fraction of what it costs to inspect their farms and to test dead animals for CWD.

Our state has tens of thousands people who enjoy hunting, photographing and watching wildlife, many of whom consider farming of a wild animal to be unethical and immoral. Twenty-three states now have CWD in their wild deer herds. Some, like Pennsylvania, Wisconsin, and Wyoming are now rampant with CWD, and the state wildlife agencies spend millions on trying to control the disease with testing of dead animals and exterminating infected herds. It is a travesty that this beautiful, wild public resource is being converted to a domesticated, farmed animal, genetically manipulated and treated with drugs and hormones in order to grow large antlers and be sold to “hunters” who will pay thousands of dollars to shoot them from a blind not far from the deer’s feeding station. All of those in North Carolina who value wild things and wild places need to contact their Legislators and oppose this ecological tragedy. Let’s eliminate this section from SB 513. Lets keep North Carolina wild.

Dr. Robert D. Brown is the Vice Chair of the North Carolina Wildlife Federation, former Dean of the College of natural Resources at NC State, and former national President of The Wildlife Society.

Meeting Date: June 1, 2015

Agenda Item # 7-A

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Amendment #10 to the Warren County FY 2014-15 Budget Ordinance is submitted for Board's consideration and approval.

FUNDING SOURCE: Various

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of amendment # 10 to the Warren County FY 2014-15 Budget Ordinance as requested by the Finance Director.

NOTES:

**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE
2014/2015
Amendment No. 10**

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:

Transfer to Other Funds - Energy Efficiency ARRA Grant Project	\$	350
Transfer to Other Funds - Waste Water Treatment Plant Phase I Rehab	\$	174
Health Department		<u>2,263</u>
Total	\$	2,787

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:

Fund Balance Appropriated	\$	524
Restricted Intergovernmental - Health		<u>2,263</u>
Total	\$	2,787

Section 9 of the Warren County Budget Ordinance, pertaining to the Regional System Enterprise Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Appropriations:

Regional Water System	\$	<u>37,883</u>
Total	\$	37,883

Section 10 of the Warren County Budget Ordinance, pertaining to the Regional Water System Enterprise Fund shall be amended as follows:

Increase/(Decrease) Revenues:

Transfer from Other Funds - Soul City Pump Station Improvements Project.	\$	<u>37,883</u>
Total	\$	37,883

This amendment:

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

Source of Funding: N.C. Department of Health and Human Services

- appropriates additional funds to the Regional Water Enterprise Fund.

Source of Funding: Transfer from Soul City Pump Station Improvements Project

- appropriates additional funds to the Energy Efficiency ARRA Grant Project to prevent overspending.

Source of Funding: Fund Balance Appropriated

- appropriates additional funds to the Waste Water Treatment Plant Phase I Rehab Capital Project to prevent overspending.

Source of Funding: Fund Balance Appropriated

Respectfully Submitted 6/1/2015

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

Meeting Date: June 1, 2015

Agenda Item # 7-B

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Amendment # 13 to the Capital Project Ordinance for Warren County Water & Sewer District III, Phase II Project is submitted for Board's consideration and approval.

FUNDING SOURCE: District III, Phase II Capital Project

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of amendment # 13 to the Capital Project Ordinance for Warren County Water & Sewer District III, Phase II Project as requested by the Finance Director.

NOTES:

**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE FOR
WARREN COUNTY WATER & SEWER
DISTRICT NO. III PHASE II PROJECT**

(Amendment No. 13)

Section 3 of the above referenced capital project ordinance shall be amended as follows:

Increase/(Decrease) Revenues:

Rural Center Grant	\$	(416,160)
User Fees		62,925
Fire Hydrant		14,100
Investment Income		439
Investment Income Bonds		41,407
Premium on BANS		8,823
Sales Tax Refund		<u>43,775</u>
Total	\$	(244,691)

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

Increase/(Decrease) Appropriations:

Legal & Administrative	\$	(496)
Engineering/Design		(7,330)
Engineering/Bidding		(1,047)
Engineering/Construction Admin.		(1,086)
Engineering/Inspection		(36,389)
Engineering/Additional Services		(39,339)
Land & Right of Ways		(2)
Construction Contract		(296,000)
Radio Read Meters		(165)
Transfer to Eaton's Ferry Bridge		<u>137,163</u>
Total	\$	(244,691)

Explanation:

This amendment:

- Adjust the budget to actual costs of the project. This amendment also closes the project and transfers remaining funds to the District III Phase II Eaton's Ferry Bridge Crossing.

Respectfully Submitted 6/1/2015

Gloria M. Edmonds

Gloria M. Edmonds
Finance Director

Meeting Date: June 1, 2015

Agenda Item # 7-C

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Amendment # 8 to the Capital Project Ordinance for Warren County Soul City Pump Station Improvements is submitted for Board's consideration and approval.

FUNDING SOURCE: Warren County Soul city Pump Station Improvements Capital Project

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of amendment # 8 to the Capital Project Ordinance for Warren County Soul City Pump Station Improvements as requested by the Finance Director.

NOTES:

**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE FOR THE
WARREN COUNTY SOUL CITY PUMP STATION IMPROVEMENTS
(Amendment No. 8)**

Section 3. of the above referenced capital project ordinance shall be amended as follows:

Increase/(Decrease) Revenues:

Investment Earnings	\$	2,091
Sales Tax Refund		<u>34,895</u>
Total	\$	36,986

Section 4. of the above referenced capital project ordinance shall be amended as follows:

Increase/(Decrease) Appropriations:

Construction	\$	(1)
Engineering/Inspection		(785)
Engineering/Construction Admin		(111)
Transfer to Other Funds - Regional Water Enterprise Fund		<u>37,883</u>
Total	\$	36,986

This amendment adjusts the budget to the final costs of the project. Remaining funds are to be transferred to the Regional Water Enterprise Fund.

Respectfully Submitted 6/1/2015

Gloria M. Edmonds

Gloria M. Edmonds
Finance Director

Meeting Date: June 1, 2015

Agenda Item # 7-D

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Amendment # 2 to the Capital Project Ordinance for Warren County Waste Water Treatment Plant (WWTP) Phase I Rehab Project is submitted for Board's consideration and approval.

FUNDING SOURCE: Warren County Waste Water Treatment Plant Phase I Rehab Capital Project

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of amendment # 2 to the Capital Project Ordinance for Warren County Waste Water Treatment Plant (WWTP) Phase I Rehab Project as requested by the Finance Director.

NOTES:

**CAPITAL PROJECT ORDINANCE
WARREN COUNTY
WWTP PHASE I REHAB PROJECT
(Amendment No. 2)**

Section 3 of the above referenced capital project ordinance shall be amended as follows:

Increase/(Decrease) Revenues:

Clean Water Management Trust Fund	(65,420)
Reimbursement from Municipalities	(675)
Sales Tax Refund	18,324
Transfer From Other Funds - General Fund	<u>174</u>

Total **(47,597)**

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

Increase/(Decrease) Appropriations:

Legal and Administrative	(4,705)
Engineering	300
Additional Services	(1,426)
Construction Contract	(11,265)
Closing Cost	(501)
Contingency	<u>(30,000)</u>

Total **(47,597)**

This amendment adjust the budget to the actual costs of the project and closes the project.

Respectfully Submitted 6/1/2015

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

Meeting Date: June 1, 2015

Agenda Item # 7-E

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Amendment # 2 to the Capital Project Ordinance for Warren County Energy Efficiency ARRA Grant is submitted for Board's consideration and approval.

FUNDING SOURCE: Warren County Energy Efficiency ARRA Grant Capital Project

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of amendment # 2 to the Capital Project Ordinance for Warren County Energy Efficiency ARRA Grant as requested by the Finance Director.

NOTES:

AMENDMENT TO THE CAPITAL PROJECT ORDINANCE
WARREN COUNTY
ENERGY EFFICIENCY ARRA GRANT
(Amendment No.2)

Section 3. The above referenced capital project ordinance shall be amended as follows:

Department of Commerce Grant	\$ 31
Progress Energy Incentive Funds	(4,129)
Transfer from Other Funds - General Fund	<u>350</u>
Total	\$ (3,748)

Section 4. The above referenced capital project ordinance shall be amended as follows:

Advertising	\$ (39)
Construction Contract	173
Postage	2
Contracted Services	<u>(3,884)</u>
Total	\$ (3,748)

This amendment adjusts the budget to the final cost of the project and closes the project.

Respectfully Submitted, 6/1/2015

Gloria M. Edmonds

Gloria M. Edmonds
Finance Director

Meeting Date: June 1, 2015

Agenda Item # 7-F

SUBJECT: Senior Center Congregate & Home-Delivered Meals Contract

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

SUMMARY: Extension of Senior Center’s current Contract for Caterer Services with Bluedog Associates, Inc. for congregate and home-delivered meals at the FY 2014-15 price is submitted for Board’s consideration and approval. Extension will cover the period 7/1/15 – 6/30/16.

FUNDING SOURCE: Home & Community Care Block Grant

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Extension of Contract for Caterer Services with Bluedog Associates, Inc. for the period July 1, 2015 – June 30, 2016 at the FY 2014-15 price for the provision of congregate and home-delivered meals for the Warren County Senior Center. Funding Source: Home & Community Care Block Grant.

NOTES:

EXTENSION OF CONTRACT FOR CATERER SERVICES

This EXTENSION OF CONTRACT FOR CATERER SERVICES (hereinafter, "Extension") is entered into this ___ day of June, 2015, by and between **Warren County Senior Center** (hereinafter "the Agency") and **Bluedog Associates, Inc.** (hereinafter, "Caterer") for the sole purpose of extending the Contract for Caterer Services (hereinafter, "Original Contract").

WITNESSETH:

WHEREAS, the parties hereto entered into the Original Contract on or about July 1, 2014, a copy of which is hereto attached and fully incorporated herein by reference, for the purpose of Caterer to provide meals to Agency for consumption within the Warren County Senior Center's Congregate and Home-Delivered Meals Programs by eligible individuals under the provisions of the Home and Community Care Block Grant and the Older Americans Act of 1965, as amended, including Federal and State regulations and policies relating thereto, and;

WHEREAS, the effective term of the Original Contract runs from July 1, 2014 through June 30, 2015 and, thus, the Original Contract shall expire on June 30, 2015 if not extended or amended, and;

WHEREAS, the Agency still requires and desires services of Caterer for fiscal year (hereinafter, "FY") 2015-2016 which runs from July 1, 2015 through June 30, 2016, and;

WHEREAS, Caterer still desires to provide the needed services to the Agency for FY 2015-16;

NOW THEREFORE, in consideration of the promises, covenants and agreements herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged and, the parties, intending to be legally bound hereby, agree to amend the Original Contract as follows:

1. **Incorporation of Recitals.** The above and foregoing recitals are fully incorporated into and made a part of the Original Contract.
2. **Term of Agreement.** Upon the full execution of this Extension, the term length of the parties' Original Contract shall continue and be extended through June 30, 2016.
3. **Amendment to Original Contract.** Paragraph 25 of the Original Contract shall be amended to read as follows:

"This Agreement shall remain in effect until terminated by Caterer giving the Agency sixty (60) days prior written notice of intention to terminate as of the date therein specified, or by the Agency giving Caterer sixty (60) days prior written notice of intention to terminate as of the date therein specified. This Agreement shall remain in full force and effect thru June 30, 2016 or until terminated as stated here or as allowable in any other provision of the Original Contract."

4. **Additions to Original Contract.** The following language shall be added to the Original Contract as noted numbered paragraphs:

Paragraph 31:

"By its duly-authorized representative's signature below, Caterer hereby certifies:

- a) That it is in full compliance with the laws of the State of North Carolina;
- b) That it is properly authorized to do business in the State of North Carolina;
- c) That it is fully regulated and inspected, and;
- d) That none of its food processing and/or food preparation occurs within any facility in the State of North Carolina."

Paragraph 32:

"Reaffirmation. To the extent that any term(s) or condition(s) in the Original Contract are found to contradict or be in conflict with the terms of this Extension, such terms and conditions are hereby deemed modified and amended accordingly, upon the effective date hereof, to reflect the terms and intent of the Original Contract as amended in this Extension. All terms of the Original Contract, not hereby amended, shall be and remain in full force and effect and shall constitute the legal, valid, binding, and enforceable obligations of the parties hereto. Upon the effective date hereof, the parties herein restate, ratify and reaffirm each and every term and condition set forth in the Original Contract as amended herein."

Paragraph 33:

"Binding Effect. The terms, provisions and conditions of this Extension shall be binding upon and inure to the benefit of each respective party and their respective legal representatives, successors and assigns.

Paragraph 34:

"Governing Law and Venue. This Extension as well as the parties' Original Contract shall be construed and governed in accordance with the laws of the State of North Carolina. Caterer consents to the personal jurisdiction of and agrees to venue in the state and federal courts located in North Carolina for any and all proceedings relating to this Extension and/or the Original Contract, and hereby waives any objections he/she/it may have thereto."

IN WITNESS WHEREOF and, having had full opportunity to review this Extension along with the Original Contract with their chosen attorney/s, the parties hereto have caused this Extension to be executed by their duly-authorized representatives.

Attest:

WARREN COUNTY SENIOR CENTER

(SEAL)

By _____
Barry Richardson, Chairman
Warren County Board of Commissioners

Angelena Kearney-Dunlap, Clerk
to the Board of Commissioners

Attest:

BLUEDOG ASSOCIATES, Inc.

By _____
Daniel Johnson, President

Caterer's Nutrition Director

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

Gloria M. Edmonds, Finance Director

Meeting Date: June 1, 2015

Agenda Item # 7-G

SUBJECT: JCPC FY 2016 Funding Plan

REQUESTED BY: William A. Kearney, JCPC Chairman

SUMMARY: Juvenile Crime Prevention Council (JCPC) submits FY 2015-16 funding plan which supports services rendered by area agencies to benefit Warren County youth: DJJDP Funds - \$81,719 and Warren County funds - \$232,709. Authorize Chairman Richardson to sign same.

FUNDING SOURCE: Department of Juvenile Justice & Delinquency Prevention Grant & local match

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of DJJDP FY 2015-16 County Funding plan as requested by the Warren County Juvenile Crime Prevention Council. Funding Source: DJJDP grant funds of \$81,719; and Warren County local match of \$232,709.

NOTES:

Warren County

NC DPS - Community Programs - County Funding Allocation

Available Funds: \$ 81,719 Local Match: \$ 232,709 Rate: 10%

A Program Agreement Form for each program listed below is included as an attachment to the Community Prevention and Intervention Plan.

#	Program Provider	DPS Funding	LOCAL FUNDING		OTHER	OTHER	Total	% Non-DPS Program Revenues
			Local Cash Match	Local In-Kind	State/Federal	Funds		
1	JCPC Administration	\$6,000					\$6,000	0%
2	UnWrappin the Gift/He Matters	\$12,759	\$1,276				\$14,035	9%
3	Equine Assisted Learning	\$14,653	\$1,465				\$16,118	9%
4	Teen Court & Community Service/Restitution	\$48,307	\$229,968				\$278,275	83%
5							\$0	#DIV/0!
18							\$0	#DIV/0!
TOTALS:		\$81,719	\$232,709	\$0	\$0	\$0	\$314,428	74%

The above plan was derived through a planning process by the Warren County
 Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 2015-2016.


 Chairperson, Juvenile Crime Prevention Council (Date)

 Chairperson, Board of County Commissioners (Date)
 or County Finance Officer

Entire 40 paged JCPC 2015-16 funding plan has been provided in a separate e-mail.

Executive Summary

Entire
40 paged
JCPC
2015-16
funding
plan has
been
provided
in a
separate
e-mail.

The Warren County Juvenile Crime Prevention Council (JCPC), in fulfillment of the duties and responsibilities as set forth in the General Statutes of the State of North Carolina, has completed the activities required to develop this County Plan for FY 2015-16.

The JCPC has identified the issues and factors which have an influence and impact upon delinquent youth, at-risk youth, and their families in Warren County. Further, the JCPC has identified the strategies and services most likely to reduce/prevent delinquent behavior.

Priorities for Funding: Through a risk & needs assessment and a resource assessment, the JCPC has determined that the following services are needed to reduce/prevent delinquency in Warren County. Per the Request for Proposal that was advertised for thirty days, the JCPC considered the following needed programs:

The JCPC will consider proposals for the following needed Programs:

Mentoring	Anger Management	Counseling
Parenting/Family Skill	Community Service/Restitution	Temporary Shelter
Interpersonal Skills	Substance Abuse Assessment/Treatment	Gang Intervention/Prevention
Tutoring/Academic Skill Building	Teen Court	

Monitoring and Evaluation: Each program funded in the past year by the JCPC has been monitored. The monitoring results and program outcomes evaluations were considered in making funding allocation decisions. The JCPC continues to conduct implementation monitoring of its action plan and its funded programs on a quarterly basis. *(Please see JCPC Monitoring for 2014-15.)*

Funding Recommendations: Having published a Request for Proposals for these needed services for a minimum of thirty (30) days, the JCPC has screened the submitted proposals and has determined which proposals best meet the advertised needed services. As required by statute, the JCPC recommends allocation of the NC Department of Public Safety(DPS) Funds to the following Programs in the amounts specified below for FY 2015-16. *(See JCPC Funding Allocations page)*

The JCPC recommends that \$6000 of the allocation be utilized for the administrative costs of the Council for FY 2015-16. These funds are also utilized to assist programs with any unexpected costs by transfer of funds into programs of need and also for sponsorship of activities related to the Juvenile Crime Prevention Council's work in the County of Warren.

Respectfully Submitted,

William Kearney

William Kearney
Warren County Juvenile Crime Prevention Council Chairman

Meeting Date: June 1, 2015

Agenda Item # 7-H

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Contract between Warren County and Winston, Williams, Creech, Evans & Company, LLP to audit accounts is submitted for Board's consideration and approval with an audit fee of \$43,250 and preparation of annual financial statements in the amount of \$6,400. Authorize Chairman Richardson to sign the contract.

FUNDING SOURCE: General Fund

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Contract to Audit Accounts between Warren County and Winston, Williams, Creech, Evans & Company at a total fee of \$49,650, and authorize Chairman Richardson to sign the contract.
Funding Source: General Fund

NOTES:

CONTRACT TO AUDIT ACCOUNTS

Of Warren County
Primary Governmental Unit

Discretely Presented Component Unit (DPCU) if applicable

On this 5th day of May, 2015,

Auditor: Winston, Williams, Creech, Evans & Company, LLP Auditor Mailing Address: PO Box 1366, Oxford NC 27565

Hereinafter referred to as The Auditor
 and Board of Commissioners (Governing Board(s)) of Warren County
 (Primary Government)
 and _____: hereinafter referred to as the Governmental Unit(s), agree as follows:
 (Discretely Presented Component Unit)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2014, and ending June 30, 2015. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCU's, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated workpapers may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and/or workpapers are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).

County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Circular A-133 for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.

3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government*

Entire 17
 paged
 Audit
 Contract
 has been
 provided
 in a
 separate
 e-mail.

Governmental Unit

Discretely Presented Component Unit's (DPCU) if applicable

Auditing Standards. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). **If the audit firm received a peer review rating other than pass**, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment..

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2015. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relates to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent to: lgc.invoice@mctreasurer.com. Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. Fees listed on signature pages.
10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.

Entire 17 paged Audit Contract has been provided in a separate e-mail.

Contract to Audit Accounts (cont.)

Warren County

Governmental Unit

Discretely Presented Component Unit's (DPCU) if applicable

Warren County

- FEES

Year-end bookkeeping assistance - [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards]

Audit

\$43,250

Preparation of the annual financial Statements

\$6,400

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$

37,237.50

** NA if there is to be no interim billing

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

Audit Firm Signature:

Winston, Williams, Creech, Evans & Company, LLP
Name of Audit Firm

By James P. Winston, II CPA

Authorized Audit firm representative name: Type or print

Signature of authorized audit firm representative
James P. Winston II

Date 5-5-15

winston@wwcecpa.com
Email Address of Audit Firm

Governmental Unit Signatures:

Warren County
Name of Primary Government

By Barry Richardson, Chairman
Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board

Date

By N/A
Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson

Date N/A

** If Governmental Unit has no audit committee, mark this section "N/A"

Warren County

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Gloria Edmonds

Primary Governmental Unit Finance Officer:
Type or print name

Primary Government Finance Officer Signature

Date
(Pre-audit Certificate must be dated.)

gloriaedmonds@warrencountync.gov

Email Address of Finance Officer

Date Primary Government Governing Body
Approved Audit Contract - G.S. 159-34(a)

Meeting Date: June 1, 2015

Agenda Item # 8-A

SUBJECT: Follow-up to Public Hearings

REQUESTED BY: Linda T. Worth, Warren County Manager

SUMMARY: Consider adoption of Criminal History Check Ordinance, regulating criminal background searches for non-criminal purposes. A public hearing was held Wednesday, April 22nd at 5:45 pm and the Ordinance appeared on the May 4, 2015 regular meeting agenda, where it received a majority vote.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Warren County Criminal History Check Ordinance and authorize the Chairman to sign same.

NOTES:

Counties: 153A-45. Adoption of ordinances.

To be adopted at the meeting at which it is first introduced, an ordinance or any action having the effect of an ordinance (except the budget ordinance, any bond order, or any other ordinance on which a public hearing must be held before the ordinance may be adopted) must receive the approval of all the members of the board of commissioners.

If the ordinance is approved by a majority of those voting but not by all the members of the board, or if the ordinance is not voted on at that meeting, it shall be considered at the next regular meeting of the board. If it then or at any time thereafter within 100 days of its introduction receives a majority of the votes cast, a quorum being present, the ordinance is adopted.

**WARREN COUNTY
CRIMINAL HISTORY CHECK ORDINANCE**

SECTION 1: TITLE.

This Ordinance shall be known and may be cited as the “Warren County Criminal History Check Ordinance.”

SECTION 2: PURPOSE.

The purpose of this Ordinance is to provide the County with policy and procedures for conducting criminal history checks through SBI/DCI for specific statutorily-authorized purposes. This Ordinance is adopted pursuant to the authority vested in Warren County by the General Assembly of the State of North Carolina in Sections 153A-11, 153A-12, and 153A-323 of the North Carolina General Statutes.

In order to protect the public health, safety and welfare of the citizens of Warren County and their properties, the procedures herein are established to provide for fingerprinting and state-wide criminal history checks under the following circumstances:

SECTION 3: CHECKS FOR EMPLOYMENT APPLICANTS.

- a) The County Manager, or his/her designee, by and through the Warren County Sheriff, may conduct an investigation of any final candidate for a full-time or part-time position with the county government and, it shall be a precondition of employment that an applicant for such a position shall, upon request, provide fingerprints and all other necessary personal identifying information including a birth certificate, social security and driver’s license or state or federal identification card, if available. If a driver’s license or state or federal identification card is unavailable, the applicant may be required to produce a passport or military identification. Such personal identifying information shall be used by the Sheriff to make a thorough search of local and state-wide criminal records to determine if the applicant has a history of criminal convictions by use of the Division of Criminal Information Network (DCI).
- b) The Sheriff shall provide the findings from the use of the DCI to the County Manager, or his/her designee, provided that all necessary agreements with the NC State Bureau of Investigations Division of Criminal Information have been executed.
- c) Employment may be denied to those persons convicted of any crime against a person, or crimes against property where intent is an element, or any drug or gambling-related offense. In addition, employment may also be denied to those persons convicted of a DUI/DWI who has applied for any county position that would require the candidate to drive a county vehicle and/or to transport persons on behalf of the county.
- d) An evaluation of any crime for the purposes of employment will take into account the nature and the circumstances of the offense and the time frame of the offense as it relates to the essential job functions or the position applied for.
- e) Prior to denial or termination of employment based upon criminal history record information (CHRI) received by the Sheriff, the County Manager (or his/her designee) shall verify the

existence of the record by either obtaining a certified public record or by submitting a fingerprint card of the individual to the criminal information and identification section for verification that the CHRI record belongs to the individual.

SECTION 4: CHECKS FOR PAWN SHOP APPLICANTS.

- a) Upon receipt of an applicant's fully completed Warren County Petition for Pawn Broker Permit, the Sheriff shall conduct an investigation of any and all person/s applying for a pawnbroker license/permit and it shall be a precondition of a pawnbroker license/permit being issued that an applicant therefore shall, upon request, provide fingerprints and all other necessary personal identifying information including a birth certificate, social security and driver's license or state or federal identification card, if available. If a driver's license or state or federal identification card is unavailable, the applicant may be required to produce a passport or military identification. Such personal identifying information shall be used by the Sheriff to make a thorough search of local and state-wide criminal records to determine if the applicant has a history of criminal convictions by use of the Division of Criminal Information Network (DCI).
- b) The Sheriff shall provide the findings from the use of the DCI to the County Manager or designee, provided that all necessary agreements with the NC State Bureau of Investigations Division of Criminal Information have been executed.
- c) A pawnbroker license/permit may be denied to those persons convicted of any crime against a person, or crimes against property where intent is an element, or any drug or gambling related offense.
- d) An evaluation of any crime for the purposes of issuing a pawnbroker license/permit will take into account the nature and the circumstances of the offense and the time frame of the offense as it relates to the pawnbroker license.
- e) Prior to denial or termination of a pawnbroker license/permit based upon criminal history record information (CHRI) received from the Sheriff, the County Manager (or his/her designee) shall verify the existence of the record by either obtaining a certified public record or by submitting a fingerprint card of the individual to the criminal information and identification section for verification that the CHRI record belongs to the individual.

SECTION 5: MISCELLANEOUS PROVISIONS.

- a) If this Ordinance or the application thereof to any person or circumstance is held to be invalid, such invalidity shall not affect other provisions or other applications of the Ordinance which can be given separate effect and, to that end the provisions of this Ordinance are declared to be severable.
- b) Any Warren County Ordinance or any part of a Warren County Ordinance that is found to conflict with this Ordinance, to the extent of such conflict, is hereby repealed.
- c) This Ordinance is adopted in the interest of public health, safety, and the general welfare of the citizens and inhabitants of Warren County, North Carolina.

SECTION 6: EFFECTIVE DATE.

This Ordinance shall be effective upon adoption.

Adopted the _____ day of _____ 2015.

WARREN COUNTY BOARD OF COMMISSIONERS

Barry Richardson, Chairman

ATTEST: _____
Angelena Keamey-Dunlap, Clerk to the Board

Meeting Date: June 1, 2015

Agenda Item # 8-B

SUBJECT: Follow-up to Public Hearings

REQUESTED BY: Linda T. Worth, Warren County Manager
Steve Cordell, Bond Counsel

SUMMARY: A required public hearing was held Monday, June 1, 2015 at 5:45 pm to hear citizen comments regarding refinancing bonds for Water & Sewer Districts I, II and III. This agenda item introduces general obligation bond orders authorizing the refunding of outstanding general obligation bonds of Water and Sewer Districts I, II & III and presents each individually for adoption. Further, Board is requested to grant authorization to Chairman and/or County Manager to sign related documentation.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend individual adoption of General Obligation Bond Orders authorizing the refunding of outstanding general obligation bonds of Warren County Water & Sewer Districts I, II & III, and grant authorization to Chairman Richardson and/or County Manager Worth to sign related documentation.

NOTES:

Water & Sewer District I

Introduction of general obligation bond order authorizing the refunding of outstanding general obligation bonds of Water and Sewer District I in the amount of \$1,500,000

ORDER AUTHORIZING \$1,500,000 REFUNDING BONDS

BE IT ORDERED by the Board of Commissioners for the County of Warren, North Carolina, acting as the governing body of Water and Sewer **District I:**

1. That, pursuant to The Local Government Bond Act, as amended, Water and Sewer District I (the "District"), is hereby authorized to contract a debt, in addition to any and all other debt which said District may now or hereafter have power or authority to contract, and in evidence thereof, to issue Refunding Bonds in an aggregate principal amount not exceeding \$1,500,000, for the purpose of providing funds, for (i) refunding all or a portion of the following outstanding general obligation bonds of said District:

\$1,264,000 Water Bonds, Series 1998, dated September 8, 1998 and stated to mature on June 1, 2016 to June 1, 2038, inclusive;

and (ii) paying expenses related thereto.

2. That taxes shall be levied in said District in an amount sufficient to pay the principal of and the interest on said Refunding Bonds.

3. That a sworn statement of debt of said District shall be filed with the Clerk to the Board of Commissioners pursuant to N.C.G.S. § 159-55 and be open to public inspection.

4. That this order shall take effect upon its adoption.

Water & Sewer District II

Introduction of general obligation bond order authorizing the refunding of outstanding general obligation bonds of Water and Sewer District II in the amount of \$2,550,000.

ORDER AUTHORIZING \$2,550,000 REFUNDING BONDS

BE IT ORDERED by the Board of Commissioners for the County of Warren, North Carolina, acting as the governing body of **Water and Sewer District II**:

1. That, pursuant to The Local Government Bond Act, as amended, Water and Sewer District II (the “District”), is hereby authorized to contract a debt, in addition to any and all other debt which said District may now or hereafter have power or authority to contract, and in evidence thereof, to issue Refunding Bonds in an aggregate principal amount not exceeding \$2,550,000, for the purpose of providing funds, for (i) refunding all or a portion of the following outstanding general obligation bonds of said District:

\$2,271,000 Water Bonds, Series 2002, dated April 15, 2002 and stated to mature on June 1, 2016 to June 1, 2041, inclusive;

and (ii) paying expenses related thereto.

2. That taxes shall be levied in said District in an amount sufficient to pay the principal of and the interest on said Refunding Bonds.
3. That a sworn statement of debt of said District shall be filed with the Clerk to the Board of Commissioners pursuant to N.C.G.S. § 159-55 and be open to public inspection.
4. That this order shall take effect upon its adoption.

Water & Sewer District III

Introduction of general obligation bond order authorizing the refunding of outstanding general obligation bonds of Water and Sewer District II in the amount of \$10,750,000

ORDER AUTHORIZING \$10,750,000 REFUNDING BONDS

BE IT ORDERED by the Board of Commissioners for the County of Warren, North Carolina, acting as the governing body of **Water and Sewer District III**:

1. That, pursuant to The Local Government Bond Act, as amended, Water and Sewer District III (the "District"), is hereby authorized to contract a debt, in addition to any and all other debt which said District may now or hereafter have power or authority to contract, and in evidence thereof, to issue Refunding Bonds in an aggregate principal amount not exceeding \$10,750,000, for the purpose of providing funds, for (i) refunding all or a portion of the following outstanding general obligation bonds of said District:

\$2,606,000 Water Bonds, Series 2006A, dated March 13, 2006 and stated to mature on June 1, 2016 to June 1, 2045, inclusive;

\$612,000 Water Bonds, Series 2006B, dated March 13, 2006 and stated to mature on June 1, 2016 to June 1, 2045, inclusive;

\$4,673,000 Water Bonds, Series 2009, dated February 9, 2009 and stated to mature on June 1, 2016 to June 1, 2048, inclusive;

\$1,521,000 Water Bonds, Series 2012, dated January 25, 2012 and stated to mature on June 1, 2016 to June 1, 2051, inclusive;

and (ii) paying expenses related thereto.

2. That taxes shall be levied in said District in an amount sufficient to pay the principal of and the interest on said Refunding Bonds.
3. That a sworn statement of debt of said District shall be filed with the Clerk to the Board of Commissioners pursuant to N.C.G.S. § 159-55 and be open to public inspection.
4. That this order shall take effect upon its adoption

Meeting Date: June 1, 2015

Agenda Item # 8-C

SUBJECT: Follow-up to Public Hearings

REQUESTED BY: Linda T. Worth, Warren County Manager

SUMMARY: A required public hearing was held Monday, June 1, 2015 at 5:45 pm to hear citizen comments regarding refinancing bonds for Water & Sewer Districts I, II and III. Board is requested to select a financial institution to serve as Trustee for the refinancing from three attached proposals. Authorize Chairman and/or County Manager as signatories.

FUNDING SOURCE: Water & Sewer Districts I, II & III

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend Regions to serve as Trustee for the refinancing of bonds for Water & Sewer Districts I, II and III, and authorize Chairman Richardson and/or County Manager Worth to sign related documentation.

NOTES:

Linda T. Worth

From: Brigulio, Mitch <mbrigulio@investdavenport.com>
Sent: Tuesday, May 12, 2015 6:52 PM
To: Linda Worth (lindaworth@warrencountync.gov); gedmonds@co.warren.nc.us
Cc: Cole, Ted; Habliston, Charles; Brigulio, Mitch
Subject: Warren County, NC Trustee Proposals
Attachments: CT Fee Template Warren Co.pdf; RE: Warren County, NC - Request for Trustee Quote (23.4 KB); Warren County NC 2015 LOBs (Trustee Proposal 5-8-15).pdf

Linda / Gloria,

Please find attached the three proposals we received from potential Trustees, a summary of these proposals is included below. We would be comfortable working with any of these firms. Please let us know if you have any questions or if a call to discuss would be helpful.

Regions:

Acceptance One Time Fee: \$500
Annual Trustee Fee: \$1,500
Counsel Fee not to exceed: \$3,500 (Pope Flynn)

BB&T:

One-time Setup Fee: \$2,000
Annual Admin Fee: \$2,500
Annual Expenses: 7% of admin Fee (\$175)
Legal Fees: NTE \$5,000; estimated \$3,000 (Moore & Van Allen)

US Bank:

Acceptance One Time Fee: \$1,500
Annual Trustee Fee: \$2,000
Expenses: at cost
Legal Fees: NTE \$5,000; estimated \$3,000 (Moore & Van Allen)

Thanks,

Mitch

Mitch Brigulio
First Vice President
Davenport & Company LLC
101 N. Tryon Street | Suite 1220 | Charlotte, NC 28246
Tel: 704-644-5414 | Cell: 919-619-4433 | Fax: 866-932-6880
Email: mbrigulio@investdavenport.com

CONFIDENTIAL

Mr. Mitch Brigulio
Davenport & Company, LLC
101 N. Tryon Street Suite 1220
Charlotte, North Carolina 28246

Ref: Warren County North Carolina Series 2015 Bonds

Dear Mitch:

Thank you for providing Regions Bank the opportunity to submit this proposal for Trustee services on the Warren County 2015 Bonds. Attached is our proposal to serve as Trustee, Registrar and Paying Agent.

At Regions, we are committed to the best service delivery possible and believe in quality customer service. We have experienced and dedicated people in our Jacksonville, Florida administrative office and welcome the opportunity to service your client's corporate trust needs. Janet Ricardo will serve as your Relationship Manager. Janet's contact information is listed below:

Janet Ricardo, Vice President
Regions Bank Corporate Trust Group
10245 Centurion Parkway, 2nd Floor
Jacksonville, Florida 32256
Telephone: (904) 998-4982
Facsimile: (904) 564-8558
Email: Janet.Ricardo@regions.com

Thank you for your consideration, we look forward to working with you on this transaction and future transactions as well. If you have any questions, please contact me at (904) 998-4982

Sincerely,



Janet Ricardo
Vice President

Attachment

REGIONS

May 18, 2015
Schedule of Fees for Services as
Trustee, Paying Agent, and Registrar

Warren County North Carolina Series 2015 Bonds

<u>Acceptance Fee:</u>	\$ 500
<u>Annual Administration Fees</u>	
Trustee	\$ 1,500
Paying Agent	<i>Included</i>
Registrar	<i>Included</i>
Dissemination Agent	<i>N/A</i>
Escrow Agent	<i>N/A</i>
Custodian	<i>N/A</i>
Depository	<i>N/A</i>
<u>Investment Fees and Expenses</u>	
Investment Agreement Annual Administration Fee	<i>N/A</i>
<u>Activity Fees</u>	
Receipts – Check/Wire/ACH	<i>Waived</i>
Disbursement – Check/Wire/ACH	<i>Waived</i>
Construction Draw Payment Fee – Per Requisition Processed	<i>Waived</i>
Security Buy/Sell	<i>N/A</i>
Redemption Fees – Per Bond Call Processed	<i>Waived</i>
<u>Out of Pocket Expenses</u>	<i>N/A</i>
<u>Publication Expenses</u>	<i>Billed at Cost</i>
<u>Trustee Counsel Fees</u>	<i>Capped at \$3,500</i>

The Acceptance Fees and the initial *Trustee, Paying Agent, Registrar, Escrow Agent Fees* are payable at the closing of this transaction. Thereafter, the Annual *Trustee, Paying Agent, Registrar, Escrow Agent Fees* and any expenses will be billed on or around the anniversary date of the closing.

In addition, Regions reserves the right to increase the Annual Fee if new laws or regulations require additional duties or periodically to offset increased costs.

Charges for performing extraordinary or other services not contemplated at the time of the execution of the transaction or not specifically covered elsewhere in this schedule will be determined by appraisal in amounts commensurate with the service to be provided. Counsel fees and/or default fees, as a result of default or any other extraordinary occurrence on behalf of the bondholders or Regions, will be billed at cost. Services not included in this Fee Schedule, but deemed necessary or desirable by you, may be subject to additional charges based on a mutually agreed upon fee schedule.

If this fee agreement is not returned within 60 days of above date, your consent will be deemed given.

Approved by: _____
Authorized Representative

Date: _____



**Warren County, North Carolina Limited Obligation
Bonds Series 2015
Dated as of: July 30, 2015**

Branch Banking and Trust Company
Corporate Trust Department
Mailcode: 100-01-02-25
223 West Nash Street
P.O. Box 2887
Wilson, NC 27894
(252) 246-4116
Fax: (252) 246-4303

Setup Fee: \$ 2,000.00

Note: This fee provides consideration for program review, due diligence and activities leading up to and including the account establishment. This fee is payable in full on or before July 30, 2015, and shall not be pro-rated.

Administration Fee: \$ 2,500.00

Note: This fee is paid on an annual billing period, payable in advance and commencing on the Closing Date.

Investment Fee: \$ 0.00 per trade, per account

Note: This fee shall be charged each billing period, based [per trade; upon an estimate of 0 trades per billing period; upon investment average invested balances at .0000% over each billing cycle].

Statement Fee: \$0.00 per year

Note: Accounts will initially be established with web-based online, view-only statement provider, TamLink. These online services shall be available to the Client free of charge. Online TamLink statements can be printed into a paper format and downloaded into data files that may be manipulated by the Client through Excel® or other analytical and reporting computer applications. If the Client requests a paper statement, then the Client shall be charged at the rate of \$1,000 per year.

Legal Fees: At Cost

Note: BB&T may use legal counsel of its own selection (acceptable to the client), and all legal counsel expenses of BB&T shall be paid by the Client promptly upon presentment. If permitted under the governing documents, the expenses shall be born by the [trust; estate]. If internal counsel is employed, a rate of \$500 per hour will be applied.

Early Termination Fees: \$0.00 Plus Pro Rata Fees

Note: Due to the processing services required, termination fees for any reason, including but not limited to early call or put, defeasance, or sale and liquidation, shall entitle BB&T to a single Termination Fee as indicated above. In addition, because BB&T has priced the services described herein, in part, on the basis of the program duration estimate of [insert length of time by years and months], in the event the program terminates prior to this estimated duration, BB&T shall be entitled to the pro-rata portion of fees on a present value basis using an annual discount rate of 10.00%.

Expenses: 7%

Note: These represent ordinary out-of-pocket expenses estimated as a percentage of the Administration Fee to be calculated by annual rate, and are payable on a pro-rata basis at the time each Administration Fee becomes due and payable. These fees do not represent extraordinary fees or expenses not otherwise contemplated within this Fee Schedule or the governing documentation.



Caveats and Assumptions

1. Unless representing titles, or terms defined herein, all capitalized terms shall be as defined in the above-named transaction. Final acceptance of the services contemplated herein shall be subject to a final due diligence and business review of the Agreement.
2. All fees and expenses shall become due and payable at the time indicated above. Any fees or expenses not received when due shall become available from the Warren County, NC LOB Series 2015 Trust or as permitted under the governing documents.
3. BB&T shall be entitled to a minimum of 0.0% per Permitted Investment trade.
4. Fees and expenses quoted herein apply to services ordinarily rendered by BB&T as Trustee under the governing documents, and they are subject to reasonable adjustment based on a final review of documents or when BB&T is called upon to undertake extraordinary duties or responsibilities not expressly contemplated in the governing documents, or as changes in law, procedures, or the cost of doing business demand. Services in addition to or not contemplated in this Fee Schedule, including but not limited to, document amendments and revisions, non-standard cash and/or investment transactions, calculations, notices and reports, and legal fees, will be billed as extraordinary expenses unless otherwise expressed herein. Transaction costs include charges for wire transfers, money transfers, checks, internal transfers, security transfers and transfers for investment.
5. Unless otherwise indicated in the governing documents or herein, the above fees relate to the establishment of up to 4 trust accounts. Additional sub-accounts under the same governing documents or supplemental documents thereto may incur additional charges.
6. In the event the above transaction is not completed, the Setup Fee and the first-year Administration Fee shall remain due and payable; and in the event such fees are paid they will not be refunded to the Client.

This Fee Schedule is agreed hereto by:

Client

Branch Banking and Trust Company

Name:
Title:
Date:

Name: Maura S. Pope
Title: Vice President
Date: 5/4/2015

**U.S. Bank National Association
Global Corporate Trust Services**

Gregory N. Jordan
Managing Director
Direct: (804) 402-5305
gregory.jordan@usbank.com

May 8, 2015

Davenport & Company LLC
Attn: Mitch Brigulio | Public Finance
By email: mbrigulio@investdavenport.com

**Re: Warren County, North Carolina, Limited Obligation Bonds, Series 2015
Proposal for Trustee Services**

Dear Mr. Brigulio,

On behalf of U.S. Bank, I am pleased to submit the following proposal for Trustee services.

U.S. Bank is recognized as a leading trust services provider, with the size, experience and most importantly, the commitment to the corporate trust industry, which ensures continued service over the life of the bond program. Our extensive experience in administering bond issues has provided us with valuable insights into the core requirements needed to negotiate agreements, maintain trust accounts and records, efficiently transfer and invest funds, and provide all additional services needed by our clients and market participants. Our knowledgeable staff is one of the most experienced in the industry today.

Should you have any questions, please do not hesitate to call me directly at **(804) 402-5305** or by email at gregory.jordan@usbank.com.

Sincerely,



Gregory N. Jordan
Managing Director

cc: *Lisa Moorehead, U.S. Bank*
Theresa Phillips, U.S. Bank
Amy Johnson, Moore & Van Allen



**WARREN COUNTY, NORTH CAROLINA
LIMITED OBLIGATIONS BONDS
Series 2015**

Schedule of Fees for Trustee Services

Acceptance & Set-Up Fee:	\$ 1,500.00
Annual Trustee Fee:	2,000.00
Out-of-Pocket Expenses:	Billed at Cost
Transaction Fees:	
<i>Investments (if applicable)</i>	<i>Waived</i>
<i>Redemption Notices/Bond Calls:</i>	<i>Waived</i>
Legal Fee & Expenses:	Estimated: \$ 3,000.00
<i>Amy Johnson Moore & Van Allen, will serve as our Counsel.</i>	<i>(not to exceed \$5,000)</i>

Extraordinary services are responses to requests, inquiries or developments, or the carrying out of duties or responsibilities of an unusual nature, including termination, which may or may not be provided for in the governing documents, are not routine or undertaken in the ordinary course of business. Payment of extraordinary fees is appropriate where particular requests, inquiries or developments are unexpected, even if the possibility of such things could have been foreseen at the inception of the transaction. A reasonable charge will be assessed and collected by the Trustee based on the nature of the extraordinary service. At our option, these charges will be billed at a flat fee or at our hourly rate then in effect.

To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account. For a non-individual person such as a business entity, a charity, a trust, or other legal entity, we ask for documentation to verify its formation and existence as a legal entity. We may also ask to see financial statements, licenses, identification, and authorization documents from individuals claiming authority to represent the entity or other relevant documentation. To this extent, please provide all contact information for parties to the agreement including tax identification numbers.

AGREED: WARREN COUNTY, NC

DATED: _____

signature

print name

title

Meeting Date: June 1, 2015

Agenda Item # 9-A

SUBJECT: Tax Assessor/Collection Items

REQUESTED BY: Starlin Beatty, Tax Administrator

SUMMARY: In accordance with Article 16, Sub-section 105-294, Tax Assessor is appointed / re-appointed for a term of 2 or 4 years, at the Board of Commissioners discretion (see attached). Therefore it is now submitted to re-appoint Starlin Beatty as Tax Assessor and request Board designate a two (2) or four (4) year term of appointment.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: Article 16, Sub-section 105-294

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend consideration to re-appoint Starlin Beatty, Tax Assessor to serve a second term of four years as Warren County Tax Assessor which term would run from July 1, 2015 – June 30, 2019.

NOTES:

County Listing, Appraisal, and Assessing Officials.

§ 105-294. County assessor.

(a) **Appointment.** — Persons occupying the position of county assessor on July 1, 1983, shall continue in office until the first Monday in July, 1983. At its first regular meeting in July, 1983, and every two years or four years thereafter, as appropriate, the board of county commissioners of each county shall appoint a county assessor to serve a term of not less than two nor more than four years; provided, however, that no person shall be eligible for initial appointment to a term of more than two years unless such person is deemed to be qualified as provided in subsection (b) of this section or has been certified by the Department of Revenue as provided in subsection (c) of this section. The board of commissioners may remove the assessor from office during his term for good cause after giving him notice in writing and an opportunity to appear and be heard at a public session of the board. Whenever a vacancy occurs in this office, the board of county commissioners shall appoint a qualified person to serve as county assessor for the period of the unexpired term.

(b) Persons who held the position of assessor on July 1, 1971, and continue to hold the position, and persons who have been certified for appointment as assessor by the Department of Revenue between July 1, 1971, and July 1, 1983, are deemed to be qualified to serve as county assessor. Any other person selected to serve as county assessor must meet the following requirements:

- (1) Be at least 21 years of age as of the date of appointment;
- (2) Hold a high school diploma or certificate of equivalency, or in the alternative, have five years employment experience in a vocation which is reasonably related to the duties of a county assessor;
- (3) Within two years of the date of appointment, achieve a passing score in courses of instruction approved by the Department of Revenue covering the following topics:
 - a. The laws of North Carolina governing the listing, appraisal, and assessment of property for taxation;
 - b. The theory and practice of estimating the fair market value of real property for ad valorem tax purposes;
 - c. The theory and practice of estimating the fair market value of personal property for ad valorem tax purposes; and
 - d. Property assessment administration.
- (4) Upon completion of the required four courses, achieve a passing grade in a comprehensive examination in property tax administration conducted by the Department of Revenue.

(c) **Certification.** — Persons meeting all of the requirements of this section shall be certified by the Department of Revenue. From the date of appointment until the date of certification, persons appointed to serve as county assessor are deemed to be serving in an acting capacity. Any person who fails to qualify within two years after the date of initial appointment shall not be eligible for reappointment until all of the requirements have been met.

(d) In order to retain the position of county assessor, every person serving as county assessor, including those persons deemed to be qualified under the provisions of this act, shall, in each period of 24 months, attend at least 30 hours of instruction in the appraisal or assessment of property as provided in regulations of the Department of Revenue.

(e) The compensation and expenses of the county assessor shall be determined by the board of county commissioners.

Meeting Date: June 1, 2015

Agenda Item # 9-B

SUBJECT: Tax Assessor/Collection Items

REQUESTED BY: Starlin Beatty, Tax Administrator

SUMMARY: Employee Performance Bond for the Tax Collector effective July 10, 2015 through July 10, 2016 for \$20,000 coverage with a \$200 annual premium is submitted for board's approval.

FUNDING SOURCE: General Fund

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Employee Performance Bond for the Tax Collector effective 7/10/15 thru 7/10/16 for \$20,000 coverage with a \$200 annual premium.

NOTES:

NOTICE OF PREMIUM DUE

104144-545300

L. Starlin L. Beatty

WARREN COUNTY TAX COLLECTOR
602 W RIDGEWAY STREET
WARRENTON, NC 27589

Starlin L. Beatty

RECEIVED
NOV 22 2015
FINANCIAL



Phone: 1-888-866-2666
Fax: 1-605-335-0357
Email: uwservices@cnasurety.com
Company#: 0601
Bond/Policy#: 61400488
Billing Date: 05/08/2015
Due Date: 07/10/2015

Premium: \$200.00

Amount Due: \$200.00

We show one individual in this business. To ensure proper coverage, verify the total number of employees (and owners, if they are covered) & fax, call or write us if the number has changed.

Company#: 0601
Bond/Policy#: 61400488
Effective Date: 07/10/2015 Anniversary Date: 07/10/2016
Bond amount: \$20,000.00
Name: WARREN COUNTY TAX COLLECTOR
Description: NC P.E. POSITION SCHEDULE (1)

Written By: WESTERN SURETY COMPANY

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

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

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

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

YOU CAN PAY ONLINE BY VISITING ONLINEPAY.CNASURETY.COM

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

Amount Due: \$200.00

CNA Surety
Company#: 0601
Bond/Policy#: 61400488 Effective Date: 07/10/2015
Name: WARREN COUNTY TAX COLLECTOR
Description: NC P.E. POSITION SCHEDULE (1)
Written By: WESTERN SURETY COMPANY
Agency Code: 32-02393 Warrenton Insurance

Check here if changes needed and explain below.

Make Check Payable To CNA Surety

CNA Surety Direct Bill
P.O. Box 957312
St Louis, MO 63195-7312

Meeting Date: June 1, 2015

Agenda Item # 10-A

SUBJECT: Longbridge Volunteer Fire Department

REQUESTED BY: Bruce Dunlevy, Fire Chief

SUMMARY: Annual request from Longbridge VFD for waiver of \$25 special use permit fee related to July 4th Fireworks display. Proof of insurance has been provided.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of request from Longbridge VFD for waiver of the \$25 special use permit fee for fireworks display on 7/4/15.

NOTES:



LONGBRIDGE VOLUNTEER FIRE DEPARTMENT

Warren County Station # 14
1678 Eaton Ferry Road
Littleton, NC 27850
Telephone: (252) 586-2480

May 22, 2015

Warren County Board of Commissioners
Warrenton, N.C. 27589

To Whom It May Concern:

The Longbridge Volunteer Fire Department is hosting its' 15th Annual Independence Day Fireworks Display on July 4, 2015 at South Shore Realty. As in the past we would ask that our special use permit fee for the fireworks display be waived. Thank you for your assistance with this matter and your support of our fireworks display.

Best Regards,

Bruce W. Dunlevy, Chief
Mobile: 252-532-5225

From: Shawn Burton [mailto:ShawnBurton@warrencountync.gov]
Sent: Tuesday, May 26, 2015 10:57 AM
To: AngelenaKDunlap@warrencountync.gov
Subject: RE:

May 26, 2015

**Re: Longbridge V.F.D.
1678 Eaton Ferry Road
Littleton, N.C. 27850**

The type of permit for Firework is a Special Use. The cost is \$25.00.

Shawn Burton



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/20/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Britton Gallagher
One Cleveland Center, Floor 30
1375 East 9th Street
Cleveland OH 44114

CONTACT
NAME:
PHONE (A/C No. Ext.): 216-658-7100 FAX (A/C, No.):
E-MAIL ADDRESS:

INSURED
East Coast Pyrotechnics Inc.
P. O. Box 209
Catawba SC 29704

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :Maxum Indemnity Company		26743
INSURER B :Riverport Insurance Co.		
INSURER C :Everest Indemnity Insurance Co.		10851
INSURER D :Everest National Insurance Company		
INSURER E :		
INSURER F :		

COVERAGES

CERTIFICATE NUMBER: 637941120

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y		S18ML00005-141	9/30/2014	9/30/2015	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
D	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS	Y		S18CA00005-141	9/30/2014	9/30/2015	COMBINED SINGLE LIMIT (Per accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE	Y		EXC6020405	9/30/2014	9/30/2015	EACH OCCURRENCE \$4,000,000 AGGREGATE \$4,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC3984013151 (MASTER)	9/30/2014	9/30/2015	<input checked="" type="checkbox"/> WC STATU- TORY LIMITS <input type="checkbox"/> OTH- ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
FIREWORKS DISPLAY DATE: JULY 4, 2015
ADDITIONAL INSURED: 1)LONG BRIDGE FIRE DEPARTMENT, 2)WARREN COUNTY, 3)SOUTH SHORES REALTY, 4)SANDRA SHEARIN (PROPERTY OWNER)

CERTIFICATE HOLDER

LONG BRIDGE FIRE DEPARTMENT
PO BOX 593
LITTLETON NC 27850

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Meeting Date: June 1, 2015

Agenda Item # 10-B

SUBJECT: Northside K-8 School Modular Unit

REQUESTED BY: Dr. Ray Spain, Warren County Schools Superintendent

SUMMARY: Request for waiver of \$1,851.20 building permit fee related to installation of modular unit at Northside K-8 School.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of request from Warren County Schools for building permit fee waiver in the amount of \$1,851.20 related to installation of modular unit at Northside K-8 School.

NOTES:



WARREN COUNTY SCHOOLS

109 Cousin Lucy's Lane
Post Office Box 110
Warrenton, North Carolina 27589

Phone: (252) 257-3184
Fax: (252) 257-5357
www.warrenk12nc.org

May 20, 2015

Mrs. Linda Worth
County Manager
County of Warren
Post Office Box 619
Warrenton, NC 27589

Dear Mrs. Worth:

I am writing to respectfully request that a waiver be granted for the permit fee in the amount of \$1,851.20 for the installation of the modular unit at Northside K-8 School.

Your consideration for this request is greatly appreciated. I would also like to say once again how much I appreciate your support and that of the Warren County Commissioners as the school district moves forward with education reform and efforts to increase student academic achievement.

Sincerely,

Ray V. Spain, Ed.D.
Superintendent

RVS/dc

c: Joe Mustian, Maintenance Director

Building Permit Application

Warren County Code Enforcement - Permit Application
542 W. Ridgeway Street - Warrenton, N. C. 27589
Phone: (252) 257-1305 Fax: (252) 257-1083

DATE: 5-18-15
OWNER NAME: Warren County Schools PHONE: 257-2825
MAILING ADDRESS: 1311 Warren Plains Road
Warrenton, NC 27589
PROPERTY LOCATION: 168 Elementary Dr. - Norling
LOT#: Northside Elem SUBDIVISION: TOWNSHIP:
DIRECTIONS TO PROPERTY: US Hwy 1 North of Norling

WATER SUPPLY: PRIVATE WELL COMMUNITY WELL OTHER Norling

SEWER/SEPTIC TANK: NEW EXISTING CITY SEWER
CERTIFICATE OF COMPLIANCE DATE

TYPE OF PERMIT REQUESTED: RESIDENTIAL COMMERCIAL

MOBILE HOME or MODULAR HOME PERMIT:

SIZE: 126 x 64 VALUE: 250,000.00
YEAR AND MAKE: 2015 SERIAL #:
NAME OF DEALER/PREVIOUS OWNER: PHONE #:
LICENSE #:
ADDRESS:

BUILDING PERMIT: Check all that apply.

VALUE: \$
ACCESSORY BUILDING ADDITION REMODEL / RENOVATIONS MOVE / DEMOLITION
NEW CONSTRUCTION PIER / DECK BOATHOUSE / BULKHEAD
ELECTRICAL HEATING / AC PLUMBING MASONRY
FIRE - SPECIAL PERMIT ZONING OTHER:

FLOOR AREA HEATED: 8064 FLOOR AREA UNHEATED: TOTAL SQUARE FT.:

OTHER (land area, number of stories, etc.): Decks, ramps, set up

- 1. Attach plot plans showing dimensions of lot and all buildings and distances from property lines.
- 2. Attach copy of septic and well certificate of compliance.
- 3. Attach applicable architect plans.
- 4. Attach applicable drawings and description of work to be performed.
- 5. Attach applicable insurance bond.

38.403 Decks
20.00 RAMP
180.00
1612.80

(PLEASE CONTINUE ON REVERSE SIDE.)

Signature of Applicant: [Signature]

1851.20

Meeting Date: June 1, 2015

Agenda Item # 11

SUBJECT: Authorize Signatures for DSS Trust Account

REQUESTED BY: Ryan Whitson, Social Services Director

SUMMARY: It is submitted to authorize signatories for Warren County Department of Social Services Trust Fund Account:

- a) Ryan Whitson, Director of Social Services;
- b) Linda T Worth, County Manager; and
- c) Mary Ann Roberson, Administrative Officer II.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval to authorize Ryan Whitson, DSS Director, Linda T. Worth, County Manager, and Mary Ann Roberson, Administrative Officer II as signatories for the Warren County Department of Social Services Trust Fund Account.

NOTES:

Meeting Date: June 1, 2015

Item # 12-A

SUBJECT: Appointment to Boards/Committees/Commissions

REQUESTED BY: Larry C. Spruill, ABC Stores General Manager

SUMMARY: It is presented on recommendation of the ABC Commission to re-appoint Victor Hunt, County Commissioner, to serve on the ABC Commission for a second (2nd) term: July 1, 2015 to June 30, 2018.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION

NOTES:

**Warren County Alcoholic Beverage Control Board
1230 US Highway 158 Business West
Norlina, North Carolina 27563**

Memo To: Angelina Kearney-Dunlap
Clerk to the Board, Warren County Commissioners

From: Larry C. Spruill, General Manager

Date: May 12, 2015

Re: Recommendation to Reappoint ABC Board Member

Please be aware that at the regular meeting of the Warren County ABC Board held on May 7, 2015, the Board voted unanimously to recommend to the Warren County Board of Commissioners that Victor Hunt be reappointed for another term.

Please let me know if you have any questions or need further information.
Thank you.

Meeting Date: June 1, 2015

Item # 12-B

SUBJECT: Appointment to Boards/Committees/Commissions

REQUESTED BY: Ken Bowman, EDC Director

SUMMARY: It is presented to appoint (re-appoint) the following individuals to the Economic Development Commission: Jane Ball-Groom, Brady Martin and Ray V. Spain. Terms expire as indicated per attached.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION

NOTES:

Economic Development Commission Appointments

Name	# Terms	Expires June 30 th
Jane Ball-Groom	(fills unexpired term of Victor Hunt as At Large Member)	2017
Brady Martin	3 rd	2018
Ray V. Spain	2 nd	2018



Warren County Economic Development Commission

MEMO

TO: Mr. Barry Richardson, Chairman
Warren County Board of Commissioners
From: Ken Bowman, Director *KB*
Date: April 23, 2015
RE: Recommendation for EDC Board Appointment

At our meeting on April 20, 2015, the Directors of the Economic Development Commission addressed the vacancy created by the appointment of Victor Hunt to serve as the Warren County Board of Commissioners designee on our Board of Directors. Mr. Hunt had been serving a three year term expiring June 30, 2017.

Upon motion properly made and seconded, the directors voted to recommend the appointment of Ms. Jane Ball-Groom to the EDC Board of Directors. If approved, Ms. Ball-Groom's term will expire June 30, 2017.

Attached, please find a current list of Directors, and the Statement of Interest to Serve form completed by Ms. Ball-Groom.

Attachments

STATEMENT OF INTEREST TO SERVE

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Warren County Board of Commissioners
c/o Clerk to the Board
PO Box 619
Warrenton, NC 27589

Please list in order of preference the Boards of Commissions for which you would be willing to serve:

1. Economic Development Commission
2. _____
3. _____
4. _____

Your full name Jane Ball-Groom
Date of Birth 7/19 Sex Female Race African-American
Mailing Address Post Office Box 142
City and Zip Code Manson, N. C. 27553
Street Address 104 Paine Circle
City and Zip Code Norlina, N. C. 27563
Home Phone (252) 456-4301
Job Title Executive Director
Company or Agency Pier View Community Innovations, Inc.
Email Address pierviewcommunity@embarqmail.com and/or:
emilyjaneballgroom@embarqmail.com

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

Please list your County Commissioner District Nutbush Township

Educational Background

Name and Address of High School Attended A.B. Davis High School, Mount Vernon, NY

Name and Address of College Attended NC State University

Degree Received Business Administration

Please list any military experience Non Applicable

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

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

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

Work Experience _____ See Attached Resume _____

Volunteer Experience _____ Includes the following _____

- Developed and incorporated Pier View Non-Profit Agency – employing up to 5 staff members – years 2001 – 2009.
- Board Member: Warren County Historical Commission – 4 years
- Developer and Board Member Soul City Parks & Recreation Association (15 years +) – refurbished 1790's Green Duke plantation house into regional Job Link Career Center – serving in excess of 500 individuals over a 12 year period of time – career planning, counseling, job development, job placement, and job retention follow up services.
- Developed Green Duke After School Program – serving high school w/additional preparation for graduation, college and/or work entrance.

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

Newspaper

Current Warren County Volunteer

Other X

If other, please explain: _____ Recommended to Serve _____

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar year.

Signature

Jane Ball-Groom

Date

March 23, 2015

Jane Ball-Groom

104 Paine Circle-Box 142 • Manson, NC 27553 • (252) 456-4301 (home) • (252) 820-5384 (cell) •
emilyjaneballgroom7@embarqmail.com

Profile

Accomplished and strategic planning, concepts thinker, self-motivated and detail oriented - with demonstrated 30+ years of cross-functional and results-oriented experience in public, private, and private non-profit community based services and activities.

Core Strengths: Oral & Written Communications, Program Development, Grants Writing & Grants Administration, Detailed Organization, Interpersonal Counseling & Motivation, Training & Empowerment Speaking, Data Base Research & Analysis, Skills training (hard & soft skills) facilitator - empowerment life and career ready, team player, grass-roots community development, ancestry research & literacy

Education

Business Administration N. C. State University, Raleigh, NC

Skill Certificates include:
Financial Management,
Procurement & Management,
Counseling & Case Management,
Drop-out Prevention Strategies,
Investment in Excellence

Author:

Books: 'The Salad Pickers: Journey South'; 'Yet Another Day, Journey of My Soul', 'Gray Rainbow'

Manuals: 'EMERGE The Powerful Journey to Employment', 'Choices-Displaced Homemakers'

Employment

**Executive Director
Founder/Incorporator
Pier View Community Innovations, Inc.**

**Present
2004 to Present**

- Directs, plans & implements organization's programs and services - strategic analysis planning, resource development, administration and over-site of empowerment-based, life skills & workforce customized skills training programs and special initiatives,
- Responsible for annual grants writing (data base demographics, labor market trends) and grants management - Consistent 12-14 Year funding base, meeting performance standards - serving 350 + job and training seekers
- Develops and provides accountability and over-site, data validation of empowerment based, customized life skills management, and occupational skills training initiatives, Implemented and managed historic preservation project - 1790s plantation house - transformed into area Job Link Career Center 12 year community service center (employability skills and Youth After School

**Director Workforce Development (USWIA)
Kerr-Tar Regional Council of Governments**

1983 to 2004

- Implemented Kerr-Tar annual, six-county workforce development USWIA Job Training Grants Writing Plans (Adults, Dislocated Workers, and Youth) incorporating (1) Federal, State & county funding allocations (1-2 mil), (2) Implemented and provided over-site of Local Area WIA Technical Assistance, Policies & Procedures, (3) Budget preparation and reviews, (4) Procurement processes - RFP evaluations; (5) Monthly, quarterly reports, (6) Data Base compilation, (7) Implementation of first regional Job Link Career Centers - six counties
- Provided over-site and supervision of six county, WIA programs and activities - serving annually 700 plus job and job training seekers, procurement, contracting, programmatic & financial management, performance standards monitoring - performance monitoring, client needs assessment, case management, and data validation,
- Acted as liaison to Kerr-Tar Private Industry Council & Workforce Development Boards - training, orientation, meetings, and reporting,

**Co-Director
Choices Region K (NC Dept. Administration)**

1979 to 1983

- Co-directed Career Center for Displaced Homemakers - resource development, job training, grants preparation and submission,
- Promoted and provided motivation, support, career awareness, exploration, and planning serving 125 displaced homemakers within Region K area
- Facilitated core training; interacted w/area business and industry job development

**Executive Administrative Assistant/Secretary
Warren Regional Planning Corporation**

1970 to 1979

- Assisted executive management leaders incorporating all phases of Soul City new town project to include - resources /clerical / research / grants administration / construction / development, strategic analysis planning-housing, recreation, job development - infrastructure / coordination / community based networking



Warren County Economic Development Commission

MEMO

TO: Mr. Barry Richardson, Chairman
Warren County Board of Commissioners

From: Ken Bowman, Director *KB/Bmr*

Date: May 19, 2015

RE: Recommendation for EDC Board Appointment

At our meeting on May 18, 2015, the Directors of the Economic Development Commission addressed the term expirations of Brady A. Martin and Dr. Ray V. Spain. Mr. Martin, currently serving as Chairman, is completing his second three-year term. Dr. Spain is completing his first term on the board.

Upon motion properly made and seconded, the directors voted to recommend the re-appointments of Brady A. Martin and Dr. Ray V. Spain to the EDC Board of Directors. If approved, these terms will expire June 30, 2018.

Attached, please find a current list of Directors, and the Statement of Interest to Serve forms completed by Mr. Martin and Dr. Spain.

STATEMENT OF INTEREST TO SERVE

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Warren County Board of Commissioners
c/o Clerk to the Board
PO Box 619
Warrenton, NC 27589

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Economic Development Commission 3 _____
2. _____ 4 _____

Your full name Brady Andrew Martin

Date of Birth January 28, 1955 Sex Male Race J

Mailing Address PO Box 626

City and Zip Code Littleton, NC 27850

Street Address 246 Canaan Shores Rd

City and Zip Code Littleton, NC 27850

Home Phone 252-586-5089 Work Phone 252-445-1182

Job Title Manager of Marketing and Economic Development

Company or Agency Halifax Electric Membership Corporation

Email Address bamartin@halifaxemc.com

Do you live in the county? Yes No

Please list your County Commissioner District District 2
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended Person Senior High School

Name and Address of College Attended East Carolina University-Greenville, NC

Degree Received BS BA

Please list any military experience N/A

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

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

Work Experience Halifax Electric Membership Corporation

Volunteer Experience Enterprise Baptist Church, Choir Director; Warren County
One-on-One Youth Services Program; Warren County EDC Board, Chairman; Lake
Gaston Chamber of Commerce, Chairman; Warren County Chamber of Commerce;
Lakeland Theatre, Littleton, NC

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

Newspaper

Current Warren County Volunteer

Other

If other, please explain: Warren County EDC Board

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature

Brenda Marts

Date

6-18-15

Please feel free to attach a resume if so desired.

STATEMENT OF INTEREST TO SERVE

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Warren County Board of Commissioners
c/o Clerk to the Board
PO Box 619
Warrenton, NC 27589

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Economic Development Commission 3 _____
2. _____ 4 _____

Your full name Ray Vaughan Spain
Date of Birth September 13, 1948 Sex Male Race African American
Mailing Address PO Box 301
City and Zip Code Warrenton, NC 27589
Street Address 129 Battle Avenue
City and Zip Code Warrenton, NC 27589
Home Phone 252-489-4574 Work Phone 252-257-3184
Job Title Superintendent
Company or Agency Warren County Schools
Email Address rspain@warrenk12nc.org

Do you live in the county? Yes No

Please list your County Commissioner District District 1
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended Union Kempsville High School, Virginia Beach, VA
Name and Address of College Attended North Carolina Wesleyan College, Rocky Mount, NC, BA
Degree Received North Carolina Central University, Durham, NC MA
Virginia Polytechnic Institute and State University, Blacksburg, VA, Ed.D.

Please list any military experience N/A

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

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

Work Experience Superintendent (Warren County Schools, Petersburg Public Schools, Virginia), Associate Superintendent (Lenoir County), Assistant Superintendent, Principal (Bertie County), Principal, Special Project Coordinator (Northampton County), Teacher, Teacher Assistant (Halifax County).

Volunteer Experience YMCA Board of Directors (Bertie County), Board Member and Chair of the United Way of Lenoir County, Board Chair of Kinston Community Health Center, Warren County Representative for State Employees' Credit Union Advisory Board, Board of Directors for the Science Math Technology Center (Durham)

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

Newspaper

Current Warren County Volunteer

Other

If other, please explain: _____

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature

Date

Ray V. Spain
5/18/2015

Please feel free to attach a resume if so desired.

Meeting Date: June 1, 2015

Item # 12-C

SUBJECT: Appointment to Boards/Committees/Commissions

REQUESTED BY: Ken Bowman, EDC Director

SUMMARY: It is presented to approve revised Economic Development Commission (EDC) By-Laws as recommended by EDC Director and Commission.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION

Recommend approval of the recommended revised Economic Development Commission By-Laws, pending review and approval by the County Attorney.

NOTES:



Warren County Economic Development Commission

MEMO

TO: Mr. Barry Richardson, Chairman
Warren County Board of Commissioners

From: Ken Bowman, Director *KB*

Date: May 20, 2015

RE: Recommendation for Adoption of Revised EDC Bylaws

The Board of Directors of the Warren County Economic Development Commission recognized the need to review and update the Commission's bylaws, defining roles and adding procedural details to create a more comprehensive guiding document. During our review process, Linda Worth, County Manager, made valuable contributions to ensure compliance with county and state policies or statutes.

At our meeting on May 18, 2015, the Directors of the Economic Development Commission reviewed final revisions of the Commission's bylaws. Motion to recommend to the Warren County Board of Commissioners the adoption of the revised bylaws was properly made and passed by unanimous vote.

The Commission now respectfully requests that the Warren County Board of Commissioners adopt the revised bylaws.

Please feel free to contact me if you have any questions or require clarification.

Attached, please find the existing and revised versions of our bylaws.

BY-LAWS

WARREN COUNTY ECONOMIC DEVELOPMENT COMMISSION

ARTICLE ONE: ORGANIZATION

Section 1. The **WARREN COUNTY ECONOMIC DEVELOPMENT COMMISSION** (*hereafter referred to as **Commission***) was created by the Warren County Board of Commissioners pursuant to North Carolina General Statute 158-8/15 inclusive.

Section 2. In accordance with the resolution creating this body, the name of the organization shall be the "**WARREN COUNTY ECONOMIC DEVELOPMENT COMMISSION**".

Section 3. The County of Warren, North Carolina, shall constitute the Warren County Economic Development Commission's area of jurisdiction.

Section 4. The location of the principal office of this Commission shall be 501 US Highway 158 Business East, Warrenton, North Carolina. The Commission may designate another location for the principal office, or may establish additional offices as it deems appropriate.

Section 5. The fiscal year of the Commission shall commence on the first day of July and shall terminate on the thirtieth day of June in the following calendar year.

Section 6. The Commission shall be considered a Public Authority within the meaning of the North Carolina General Statutes, Chapter 159, unless specified contrary by the creating governmental body.

ARTICLE TWO: PURPOSES AND OBJECTIVES

The purpose of the Commission is to assist the County of Warren in promoting economic development, and to establish a framework to be utilized in coordinating local, state and federal efforts toward this end. Major emphasis shall be placed on providing the basic facilities essential for attracting and encouraging sound economic growth in the county. Specific objectives of the Commission include, but are not limited to the following:

Section 1. Formulating projects intended to carry out economic development programs by attracting new industries, encouraging the expansion of existing industries, encouraging agricultural development, encouraging the formation of

new business and industrial ventures by local as well as foreign capital, and all other activities of a similar nature.

Section 2. Conducting industrial surveys, advertising in periodicals or other communications media, providing advice and assistance to businesses and industrial concerns interested in locating in the area, providing advice and assistance to existing businesses and industries, providing advice and assistance to persons seeking to establish new businesses or industries, and engaging in related activities.

Section 3. Encouraging the formation of private business development corporations or associations which may carry out projects such as securing and preparing sites for industrial development, constructing industrial buildings, rendering financial and managerial assistance to businesses and industries, or providing advice and assistance to such corporations or associations.

Section 4. Making recommendations to the Warren County Board of Commissioners, the Warren County Planning Board, and other organizations or boards having members appointed by the Warren County Board of Commissioners concerning infrastructure planning and development, land use planning as it applies to business and industrial concerns, and other areas directly or indirectly impacting upon the county's growth and development.

Section 5. The Commission will be involved in the application for and administration of various state and federal grant funds that might be utilized to assist the county in implementing growth strategies. Such activities will be coordinated with other county departments that are appropriate to insure the legal and orderly implementation of same.

Section 6. Encourage the enrichment of curriculum in order to achieve appropriate occupational and technical training within the school systems serving the area; assist in the procurement of training programs for industry, business and other related entities.

Section 7. Encouraging the development of programs designed to improve tourism, transportation facilities, housing, recreation programs and facilities, and related needs that promote the general economic well-being of Warren County.

Section 8. Carry on such other activities as the Commission deems necessary and appropriate to promote economic growth and prosperity in Warren County.

ARTICLE THREE: MEMBERSHIP

Section 1. The Commission shall consist of nine (9) members appointed by the Warren County Board of Commissioners.

Section 2. Appointments to the Commission shall be made by the Warren County Board of Commissioners for staggered four-year terms and may be appointed to serve a second term. After two terms, a member must be off the board for one year before being eligible for re-appointment.

Section 3. Such recommendations shall be made in written form no less than ten days before appointments are to be acted upon by the Warren County Board of Commissioners.

Section 4. The Chairman of the Commission shall notify the appointing authority in writing of the expiration date of the terms of Commission members prior to the expiration date. Recommendation for appointment or reappointment may be included with the notice. Recommendation shall be obtained by a vote of the Commission members. Appointment or reappointment shall be requested. Final determination rests with the Warren County Board of Commissioners.

Section 5. The Commission will attempt to recruit a membership that is broadly representative of the County, with respect to differing communities including socioeconomic, geographic, age, race, ethnicity and gender.

ARTICLE FOUR: OPERATION OF THE COMMISSION

Section 1. The government, business and property of the Commission shall be managed by the Commission members. Each Commissioner shall serve for the term appointed or until death, resignation, retirement, removal, replacement, disqualification, or until a successor is appointed or qualified.

Section 2. The Economic Development Commission shall elect a Chairman, Vice-Chairman, and Secretary at the first meeting after July 1 of each year.

Section 3. The term for such officers shall be for one year. They shall assume office upon election. Officers may be elected to succeed themselves or be elected to any other office.

Section 4. Vacancies in any office, arising from any cause, may be filled by the Commissioners at any regular or special meeting. Interim offices filled by the Commissioners shall be for the unexpired term of the office creating the vacancy.

Section 5. In addition to the Commission officers, an Executive Director shall be employed to conduct the business activities of the Commission in accordance with the directives of the Commission. In conjunction with the Warren County Human Resources department, the Economic Development Commission shall conduct interviews and make a candidate recommendation, along with salary offer to the Board of Commissioners. The Executive Director shall be eligible to receive benefits offered by Warren County.

Section 6. The Commission may contract with consultants, the State of North Carolina, the federal government, or any other agency or department thereof for such services as may be required. Copies of all contracts shall be filed in the offices of the Commission, the Warren County Finance Office, and the County Manager's office. The County Manager has signatory authority for contracting on behalf of the county's agencies and departments. The Executive Director shall have administrative responsibility for carrying out the provisions of this section, subject to approval by the Commission.

Section 7. The Commission may lease, rent, purchase or otherwise obtain suitable quarters and office space for its staff and may lease, rent or purchase necessary fixtures, furniture, automobiles and other equipment. Copies of all leases shall be filed in the offices of the Commission and of the Warren County Finance Office.

ARTICLE FIVE: DUTIES OF OFFICERS

Section 1. Chairman. The general duties of the Chairman of the Economic Development Commission are:

- a.** The Chairman shall preside at all regular, special and emergency meetings of the Commission.
- b.** The Chairman shall have the authority to delegate his duties to the Vice-Chairman for such periods as things or events might prevent his presiding over the Commission.
- c.** The Chairman may appoint such committees as the work of the Commission may require.
- d.** The Chairman shall guide and direct the efforts of the staff and any special committees in their efforts. The Chairman may solicit advice and assistance in these endeavors.
- e.** The Chairman shall promulgate and publish such orders and directives as may be necessary to promote the purpose of the Commission.

f. The Chairman shall authorize the disbursement of funds in accordance with established policies of the Commission, in compliance with the general and special terms and conditions of appropriated funds, and in compliance with any local, state, or federal grant regulations or conditions.

g. The Chairman shall perform such other duties as will promote the purpose of the Commission or which are required by the office. The Chairman may solicit advice or assistance in these endeavors.

Section 2. Vice-Chairman. The Vice-Chairman of the Commission shall perform the duties of the Chairman in his absence.

Section 3. Secretary. The general duties of the Secretary are:

a. The Secretary shall be responsible for accurate minutes reflecting actions taken by the Commission when meeting in regular session. The Secretary shall verify and authenticate all the records of the Commission.

b. The Secretary shall perform such other duties assigned by the Commission.

Section 4. Executive Director. The Executive Director shall be the chief staff officer of the Commission. The Executive Director shall be an ex-officio member of all functional and standing committees.

The scope of work shall be the duties outlined within the job description as adopted by the Commission. The Executive Director shall function directly under the overall supervision of the Commission Chairman. All orders and directives to the Commission staff shall be from the Chairman to the Executive Director. The Executive Director shall be directly responsible for, but not limited to the following:

a. The Executive Director shall supervise and direct all other employees of the Commission.

b. The Executive Director shall implement the administrative policies and procedures concerning the staff and the staff functions as established by the Commission.

c. The Executive Director shall be responsible for maintaining the necessary records to satisfy the Commission requirements, and those of such other agencies as may be involved.

d. The Executive Director shall discharge the functional and operational requirements as set forth by the Commission.

e. The Executive Director shall expend effort toward establishment of liaison with agencies of local, state and federal governments, and with financial institutions, engineering firms, building contractors, public and private utility companies, locational consultants and other entities either directly or indirectly involved with business planning and location.

f. Works directly with the County Manager on a regular basis concerning on-going and potential projects, provide intergovernmental coordination and ensure accurate and timely communication with the Board of Commissioners, Warren County citizens, and other stakeholders.

g. Works and coordinates with the County Managers office in the areas of complex tasks involving special projects, administrative record keeping detail, research and analysis, follow up functions and frequent communication with all levels of County government and external agencies.

h. Coordinates projects and marketing strategies by working with county staff scheduling and coordinating meetings, preparing and submitting reports and presentations, and developing solutions and strategy analysis.

i. The Executive Director may be assigned other duties, or duties may be eliminated by the Chairman upon approval by the Commission.

ARTICLE SIX: COMMISSION PANELS AND TASK FORCES

Section 1. The Chairman may from time to time, appoint qualified individuals to serve on bodies created to achieve specific objectives and purposes of the Commission. The creation of appropriate panels and task forces as operating entities is hereby authorized.

ARTICLE SEVEN: MEETINGS

Section 1. The Commission shall meet regularly, at least once every two months. The Chairman may call additional meetings as necessary provided proper notice is given to the public. All meetings shall be conducted and notice properly given as directed by NC Statute Chapter 143 Article 33C: Meetings of Public Bodies. Meetings of the Commission shall be held in the principal office or in other locations as designated by the Chairman.

Section 2. The Chairman, acting through his agent, will give notice of the meeting by sending an email to each member. It will be the responsibility of

each member to keep a current mailing address, email address, and telephone numbers on file with the Chairman and commission office.

Section 3. Special or emergency meetings may be called by the Chairman, the Executive Director, or by any three Commission members at any time or place by giving as much prior notice as is reasonably possible. Notification of special and emergency meetings may be accomplished by telephone allowing a minimum of 48 hours public notification for special meetings.

Section 4. A quorum for the Commissioners shall consist of five (5) members. If no quorum is present, there shall be no official meeting.

Section 5. At Commission meetings, each of the Commissioners present shall have one vote. All Commission actions shall require a majority vote of the members present.

Section 6. Any member who fails to attend four (4) consecutive meetings, except that his absence be due to events beyond the member's reasonable control, will terminate his appointment to the Commission and shall be replaced by the Warren County Board of Commissioners at the request of the Chairman and in accordance with the law authorizing the Commission.

Section 7. Questions of parliamentary procedure shall be decided according to Roberts Rules.

ARTICLE EIGHT: BUDGET

All expenditures by the Commission shall be made pursuant to a budget submitted to the Warren County Manager and approved by the Warren County Board of Commissioners in accordance with the Local Government Budget and Fiscal Control Act.

Section 1. The Commission shall prepare an annual budget for presentation to the Warren County Manager on or before the first day of March of each year.

Section 2. The annual budget shall show proposed expenditures for all operating expenses, capital equipment and improvements. A breakdown of the source of funds shall indicate the amount to be requested of the governing body, and the amount to be obtained from other sources including state and federal grants. The budget shall be a line item budget.

Section 3. The Executive Director shall be empowered to make expenditures from the budget in accordance with established County Policy up to an amount of \$1500, provided that such expenditures do not exceed the amount remaining in the appropriate line item of the budget. An expenditure exceeding

the amount specified above shall require prior approval by a quorum of the full Commission.

Section 4. All invoices for goods or services received shall be submitted to the Commission's offices and shall be approved by the Executive Director or his designee before forwarding to the County Manager or Finance Officer as is appropriate.

Section 5. The Commission shall have the right and duty to transfer funds from one line item to another within the departmental budget, in accordance with County policy, provided the total budgeted expenditures do not exceed the amount appropriated to the Commission by the Warren County Board of Commissioners.

Section 6. The Commission shall require the Executive Director to maintain adequate fiscal records in the Commission's office. Such records shall be kept up-to-date and will be available to Commissions at all times. The Commission may require of the Executive Director such reports as it may deem necessary under the circumstances.

Section 7. The fiscal year for the Commission shall be in accordance with Article One, Section 5 of these by-laws.

ARTICLE NINE: RECORDS

Section 1. The Secretary of the Commission shall keep a record of all business conducted by the Commission in regular or called sessions. The minutes of such meetings shall be typed, bound and kept in such a place as the Chairman may designate.

Section 2. The Commission staff shall maintain a file of all studies, plans, reports and recommendations made by the Commission in the discharge of its duties and responsibilities.

Section 3. Public records relating to the proposed expansion or location of specific businesses or industrial projects may be withheld from public inspection according to the provisions of N.C.G.S. 132-6(d).

Section 4. The record of minutes will be the property of the Commission, except that the Chairman may by permission of the Commission make public such portions of the minutes as they agree to make public. The Warren County Board of Commissioners is entitled to access to the minutes at all times.

Section 5. The Commission shall make a report to the Warren County Board of Commissioners at least annually.

ARTICLE TEN: AMENDMENTS OR CHANGES TO BY-LAWS

The Commission, by the affirmative vote of a seventy-five percent thereof, may make, alter, amend, add to or repeal these By-Laws at any regular or special meeting. Prior written notification of a minimum of seven days shall be accorded members relative to amendments or changes. The notice shall list the proposed change(s).

By-laws as adopted July 1, 2015 shall supersede all previous by-laws.

ARTICLE ELEVEN: DISSOLUTION AND LIQUIDATION

The authority for the Commission may be repealed in the same manner as it was originally authorized resulting in the dissolution of the Commission. Said notification of resolution of repeal shall be subject to the notice period as defined in the General Statutes of North Carolina.

Upon the dissolution of the Commission, the Commission shall, after paying or making provisions for the payment of all of the liabilities, debts and obligations of the Commission, dispose and distribute all of the assets of the Commission exclusively for the purposes of the Commission, subject to the approval of the creating body.

Brady Martin

Peter Deschenes

Chairman

Secretary

July 1, 2015

Meeting Date: June 1, 2015

Agenda Item # 13

SUBJECT: Schedule Public Hearing – CDBG 03-C-1187

REQUESTED BY: Linda T. Worth, County Manager

SUMMARY: It is submitted to schedule a public hearing to hear citizen comments regarding CDBG 03-C-1187 Ephraim Place Housing Development Project to be re-opened.

Suggested date: Monday – July 6, 2015

Time & Location: 5:45 pm, Warren County Armory Civic Center.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: June 1, 2015

Agenda Item # 14-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:

NOTES:

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LW*
DATE: May 26, 2015
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 May 2015 on behalf of Warren County:

Senior Center

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

I have approved a contract with Long Creek Coach Line to provide transportation for seniors to participate in a Warren County Senior Center-sponsored trip to Virginia Beach on 6/24/15. Funds to cover this trip will be collected from the participants who pay a fee to take part in the trip.

Warren County Public Utilities

Malenya Silver
286 Capps Farm Rd.
Hollister, NC 27844

I have approved a Contract for Home Repairs/Modifications through Franklin-Vance-Warren Opportunity, Inc.'s Urgent Repair Program. Under this agreement, Warren County Public Utilities will install a water tap to connect Ms. Silver's dwelling to public water. The County will be paid by Franklin-Vance-Warren Opportunity, Inc. the sum of \$1,075 to complete this work.

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

Attachments

Long Creek Coach Line

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

CONTRACT

DATE 5/8/2015 Contract# 8392

BILL TO

Warren Co. Senior Center
Danetta Mcknight

Phone Numbers
252-257-3111
danettamcknight@warrencountync.gov

Deposit Required 200.00
Balance Due 6/24/2015

Item	Description	Amount
Virginia B	Trip To Virginia Beach, VA and Return Little Island Park-3820 S. Sandpiper Rd. Departing@ from the center June 24, 15 returning same day 47 passenger bus	1,300.00
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.**

Glenn M. Edmondson 5/11/15
Finance Director

Looking Foward to Serve You!
Thank You.

Total \$1,300.00

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 item inside nor around the vehicle, underneath in the baggage 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:

Julia J. Wozniak Date 5/15/15
Harold A. Royster Date 5/8/15

Harold A. Royster

ARTICLE III: Contract Sum

THAT for the services rendered under the terms and conditions of this Contract by the Contractor, the Owner or its representative shall pay the Contractor, subject to any additions and deductions, as provided in Article I of this Contract, the sum of ONE THOUSAND, SEVENTY-FIVE DOLLARS AND 0/100 CENTS (\$1075) upon the completion of the work described in this contract.

ARTICLE IV: Payment Schedule

Contractor shall be entitled to 40% of contract sum upon the full execution of this Contract.

Contractor shall be entitled to another 50% of the contract sum upon substantial completion of the work. Finally, upon execution to the Coordinating Agency's "Certificate of Final Inspection" and the "Owner Certificate of Satisfaction", which shall not be unreasonably withheld, Contractor shall be entitled to the final 10% of the contract sum. Upon Contractor's receipt of final payment in full, Contractor shall execute a "Contractor's Release of Liens" within 3 business days.

ARTICLE V: Time of Commencement and Completion of Work

THAT the Contractor agrees to begin work under this contract within ten calendar days of the date stipulated in the written "Notice to Proceed" which shall be issued by the Coordinating Agency on the Owner's behalf after all project funding has been encumbered and/or the pre-audit statement signed by the Finance Director of the Coordinating Agent.

THAT work shall be satisfactorily completed by the Contractor within THIRTY (30) working days of the stipulated date of commencement.

ARTICLE VI: Contract Time Extensions

THAT it is expressly understood and agreed that the time for completion of the work described herein is a reasonable time, taking into consideration the prevailing climatic and economic conditions. Time extensions shall be granted to the Contractor only for the following reasons:

- A. Unforeseeable causes beyond the control and without fault or negligence of the

Contractor, including but not limited to, acts of God, acts of the Owner or fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes and abnormal and/or unforeseeable weather;

- B. Any delays of Subcontractors occasioned by any of the causes specified in paragraph A, above; and/or,
- C. Delays caused by the addition of work to the contract through Change Orders.

THAT the Coordinating Agency shall determine a reasonable length for the contract extension time.

ARTICLE VII: Liquidated Damages

THAT if the Contractor shall fail to complete the work within the contract time, or an extension of the time granted per Article VI, above, then the Contract price shall be reduced in the amount of \$50.00 per each working day from the stipulated completion date until the work shall be satisfactorily completed. In the event that such reduction in the Contract price should equal or exceed the encumbered balance, the Contractor shall be found in default and the Contract shall be terminated.

ARTICLE VIII: Guarantee of Materials and Workmanship

THAT all work performed under this agreement shall be done in a good and workmanlike manner, using standard quality materials.

THAT the Contractor does hereby guarantee all materials and workmanship supplied under this contract to be a quality meeting the standards current in the N.C. Uniform Residential Building Code and shall correct any defect or deficiency that may occur or become evident during the period of twelve (12) months from and after the date of execution of the Certificate of Final Inspection.

THAT any damage to the building, ground or appurtenances that is the result of the construction work performed by the Contractor will also be corrected by the Contractor at no cost to the Owner or the Coordinating Agency. The Contractor shall furnish the Owner with all applicable manufacturers' and suppliers' written guarantees and warranties covering materials and equipment under this contract.

ARTICLE IX: Protection of Persons and Property

THAT the Contractor shall exercise proper precaution at all times for the protection of persons and property, at the site.

THAT the Contractor shall keep the premises reasonably clean and orderly during the course of the construction and, if the house is occupied, the Contractor shall make effort to minimize disruption of the occupants' daily routine.

THAT the Contractor shall remove debris as customarily reasonable so as to reduce the risk of accidents, infestation and/or damage to plants/lawns. All debris shall be removed from the site prior to final payment. (Unless otherwise agreed, all materials and equipment that have been removed and/or replaced as a part of the work herein described shall belong to and be the responsibility of the Contractor).

THAT the contractor shall take or have taken any and all necessary precautions to prevent undue exposure of workmen and/or occupants to occupational health hazards such as solvents, asbestos, dust, fumigants, etc. No lead-based paint shall be used.

ARTICLE X: Owner Responsibilities

THAT the Owner shall permit the Contractor to use, at no cost, existing utilities such as light, heat, power and water necessary to carry out and complete the work. If the subject building is vacant it shall be the Owner's responsibility (unless otherwise agreed) to provide electrical service for the Contractor's use prior to the stipulated date of commencement.

THAT the Owner shall cooperate with the Contractor to facilitate the performance of the work, including the removal and replacement of rugs, coverings, pictures, keepsakes, furniture, etc., as necessary.

THAT the Owner shall allow the Contractor to work at the site during the contract period between 8:00 a.m. and 6:00 p.m., Monday through Friday (excluding legal Holidays).

THAT the Owner shall permit the Coordinating Agency, or its designee, or other funding source assisting in the financing of the Contract to examine and inspect the rehabilitation work.

ARTICLE XI: Resolution of Disputes

THAT in the event that there is any question or dispute with respect to the interpretation or the manner of implementation of this Contract or related documents or relating to the

execution, progress and completion of, or payment for, the work, the Owner and the Contractor agree that the Coordinating Agency shall resolve any such dispute in accordance with Franklin-Vance-Warren Opportunity, Inc. Procurement Policy and Procedures section entitled Grievances and Complaints "See Attachment."

ARTICLE XII: Acceptance and Final Payment

THAT upon receipt of notice that the work is ready for final inspection and acceptance, the Owner and the Coordinating Agency shall promptly make such inspection. When the work is found acceptable under the Contract and the Contract fully performed, the Owner shall sign a Certificate of Satisfaction, the Coordinating Agency shall execute a Certificate of Final Inspection, and final payment to the Contractor shall be authorized in an amount sufficient to cover the balance of the Contract amount.

THAT concurrently with receiving final payment, the Contractor shall submit written certification that all payrolls, materials bills and other indebtedness connected with the Contracted work have been paid and that the Contractor will hold the Owner harmless from all claims of liens for labor or materials furnished or used in the performance of the work, whether by the Contractor or by any subcontractor.

ARTICLE XIII: Insurance and Licensing

THAT the Contractor shall furnish the Coordinating Agency evidence of comprehensive liability insurance protecting the Owner for not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) and THREE HUNDRED THOUSAND DOLLARS (\$300,000) in the event of bodily injury, including death, and FIFTY THOUSAND DOLLARS (\$50,000) in the event of property damage arising out of the work performed under the Contract; and evidence of Workmen's Compensation on all employees of himself and any subcontractor.

THAT the contractor shall obtain all permits and licenses necessary for the completion and execution of the work and labor performed. The Contractor shall perform all work in conformance with applicable local codes and requirements whether or not so indicated in the Work Write-up.

ARTICLE XV: Non-Assignment of Contract

THAT the Contractor shall not assign this Contract without the prior written consent of the Owner and the Coordinating Agency. The request for assignment must be addressed to Franklin-Vance-Warren Opportunity, Inc. (Coordinating Agency)

IN WITNESS WHEREOF, by signature affixed below, said Contractor and Owner do hereby approve and accept all terms and conditions of this Contract as herein stated.

Malenya Silver
Owner(s)

Warren County ^{MANAGER} ~~Public Utilities~~ (MR.)
Contractor

Ms Silver
Signature

Linda S. Worth
Signature

Signature

Linda T. Worth County Manager
By Title

286 Capps Farm Road
Street

712 Highway 158 Business West
Street

Hollister, NC 27844
City State Zip

Warrenton NC 27589
City State Zip

J. Boyd
Witness

Anna Pulley
Witness

Franklin-Vance-Warren Opportunity, Inc.
Coordinating Agency

Sara S. Rudolph
Signature

5-26-15
Date

Sara S. Rudolph
By

CEO
Title

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/20/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BB&T Insurance Services, Inc. 110 Roundabout Court P.O. Box 7300 Rocky Mount, NC 27804	CONTACT NAME: Allison Edmundson	FAX (A/C, No): 8887468716	
	PHONE (A/C, No, Ext): 252 977-2233	E-MAIL ADDRESS: Aedmundson@bbandt.com	
INSURED Warren County PO Box 619 Warrenton, NC 27589	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: State National Insurance Company		12831
	INSURER B: Key Risk Insurance Company		10885
	INSURER C:		
	INSURER D:		
	INSURER E:		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADSL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/>			BPFPK10107002	07/01/2014	07/01/2015	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS SCHEDULED AUTOS NON-OWNED AUTOS			BPFAU10107002	07/01/2014	07/01/2015	COMBINED SINGLE LIMIT (Per accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB EXCESS LIAB DED <input type="checkbox"/> RETENTION \$10000 OCCUR CLAIMS-MADE			BPFUM10107002	07/01/2014	07/01/2015	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	950000000096114	07/01/2014	07/01/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

Malenya Silver
286 Capps Farm Road
Hollister, NC 27844

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Malenya Silver

Meeting Date: June 1, 2015

Agenda Item # 14-B

SUBJECT: County Manager's Monthly Report

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: Manager's May 2015 Monthly Status Report is submitted for the Board's information and approval.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of the County Manager's May 2015 Monthly Status Report.

NOTES:

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager 
DATE: May 26, 2015
RE: May 2015 Status Report

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

Administration

- Prepared for and attended Board of Commissioners Regular Meeting (5/4/15)
- Attended meeting with HR Manager, Coms. Jordan and Davis to discuss HR Policies (5/4/15)
- Participated in conference call with Finance Director, Davenport Financial Advisor and others re: Public Utilities Bond Refunding (5/5/15)
- Participated in Bond Refunding Conference Call with LGC Staff, Finance Director, Davenport Financial Advisor and others (5/7/15)
- Mtg. with members of Customer Service Committee (5/7/15)
- Attended Four Rivers RC&D Council Meeting at Buck Spring (5/7/15)
- Attended JCPC monthly meeting (5/11/15)
- Mtg. with EDC Director and Warrenton Town Administrator to discuss potential economic development project (5/12/15)
- Mtg. with YSB Director to discuss program issues (5/12/15)
- Participated in tour of roads in 3 private subdivisions in the County with Coms. Jordan and Hunt and Planning/Zoning Administrator (5/12/15)
- Mtg. with Com. Jordan, Captain A. Kearney, and District Attorney Waters and staff to discuss Misdemeanor Diversion Program (5/13/15)
- Mtg. with WFI Executive Director to discuss Ephraim Place CDBG Project (5/14/15)
- Attended EDC Commission Monthly Meeting (5/18/15)
- Attended Hwy. 158 Meeting in Roanoke Rapids with EDC Director and Warrenton Town Administrator (5/19/15)
- Attended Warren County Roads Committee Mtg. (5/19/15)
- Prepared for and attended Budget Work Session (5/20/15)
- Mtg. with BB&T Insurance Agent to discuss Professional Insurance Renewals (5/21/15)
- Memorial Day Holiday (5/25/15)
- Participated in Conference Call with Finance Director and others to receive update on Public Utilities Bond Refunding (5/26/15)

MEMORANDUM

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May 26, 2015

- Met Recreation Director and Vendor to discuss bleacher replacement at John Graham Gym (5/27/15)
- Prepared for and attended Budget Work Session (5/27/15)
- Attended Kerr-Tar COG Board Meeting (5/28/15)
- Attended KTREDC Advisory Board Meeting (5/29/15)
- Mtg. with EDC Director and EDC Consultant to discuss Peck Project (5/29/15)

Other Activities

- Attended NCACC County Assembly Day in Raleigh, NC with Coms. Jordan, Baker & Davis (5/6/15)
- Attended Annual County Employees' Benefits Fair (5/13/15)

Project Updates

Simulcast Radio System Upgrade Project – Phase II

The Council of State approved the State of NC entering into a lease agreement with Warren County to place our equipment on the Manson and Hosley Forest Towers. We must now wait for the State Attorney General's Office to prepare the lease agreement. We are in discussion with the SHP as to what we can do in the interim before the lease is prepared as it relates to upgrading the Manson Tower. The structural drawings for the Manson Tower upgrade are being prepared by Tower Engineering Professionals.

Buck Spring Project

We are currently preparing the RFQ for the selection of an Architect/Engineering Firm to provide project management for the Phase I Buck Spring Project. Once an Architect or Engineering Firm is selected, we will be in a position to move Phase I of this project forward.

Ephraim Place CDBG Project

The Division of Community Assistance has given Warren County the option to re-open the Ephraim Place CDBG Project to build three homes for LMI individuals. If we build the three homes, the Ephraim Place Community Development Block Grant the County is repaying will be forgiven. The Board of Commissioners will be requested at their 6/1/15 meeting to schedule a public hearing for 7/6/15 to inform the public of the County's intent to re-open the grant.

MEMORANDUM

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May 26, 2015

Golden LEAF Community-Based Grantsmaking Initiative

The Timmons Group has conducted a property condition assessment of the buildings situated on the Peck property. We have requested and received additional assessments on the property as it relates to up-fitting portions of the buildings. We have also received the preliminary business plan and facility utilization report from Matson Consulting for the Cave Project. All of these agreements for professional services for the CAVE Project are funded by the \$50,000 Golden LEAF Planning grant.

Meeting Date: June 1, 2015

Addition

Agenda Item # 14-C

SUBJECT: Kerr Tar Regional Council of Government Consortium Agreement

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: Kerr-Tar Workforce Development Consortium Agreement presented for review and adoption of Resolution & Agreement, authorize Chairman Richardson 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 Kerr-Tar Workforce Development Consortium Agreement and Resolution with Chairman Richardson authorized to sign same.

NOTES:

WARREN COUNTY RESOLUTION
TO REVISE THE KERR-TAR WORKFORCE DEVELOPMENT CONSORTIUM AGREEMENT

Whereas, the Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128 as enacted July 22, 2014 allows local governments to form a consortium as a local workforce investment area; and

Whereas, such a consortium agreement requires:

- (1) the designation of a Chief Elected Official (CEO) to represent the county as a member of the consortium who is empowered to enter into contractual and other agreements as necessary for the WIOA purposes; and
- (1) the designation of an administrative fiscal agent to administer the program on behalf of the Consortium;

Now, therefore, be it resolved that Warren County authorizes the revision of the Articles of Association and Agreement for the Kerr-Tar Workforce Consortium to include the Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128 as enacted July 22, 2014.

Be it further resolved that Warren County authorizes, directs, and names its chairman or his or her designee as the county's Chief Elected Official with signatory authority to execute agreements as necessary for WIOA purposes.

Be it further resolved that Warren County authorizes the designation of the Kerr-Tar Regional Council of Governments as the administrative/fiscal agent to administer the Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128 as enacted July 22, 2014 on behalf of the Consortium.

Adopted this 1st day of June 2015.

Warren County Board of Commissioners

Kerr-Tar Workforce Development Consortium Agreement

ARTICLE I. TITLE AND PURPOSE

The contiguous units of local government listed below agree to establish a consortium to act jointly as a local Workforce Development Area under the Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128 as enacted July 22, 2014. This consortium shall be known as the Kerr-Tar Workforce Development Consortium.

ARTICLE II. MEMBERSHIP

The Consortium shall be composed of the following independent and contiguous units of general purpose local government:

County of Caswell
County of Franklin
County of Granville
County of Person
County of Vance
County of Warren

ARTICLE III. CERTIFICATION OF AUTHORITY

1. AUTHORITY UNDER STATE AND LOCAL LAW

The member units of government certify that they possess full legal authority, as provided by state and local law, to enter into this agreement and to fulfill the legal and financial requirements of operating as a local Workforce Development Area under the Workforce Innovation and Opportunity Act for the entire geographic area covered by this agreement.

2. SPECIFIC RESOLUTIONS TO ENTER INTO AGREEMENT

A copy of each duly executed resolution giving the respective counties specific authority to enter into this consortium agreement will be attached to this document and are incorporated herein by reference.

3. DESIGNATION OF CHIEF ELECTED OFFICIALS FROM EACH MEMBER UNIT OF GOVERNMENT

Each member unit of government designates as chief elected official for Workforce Innovation and Opportunity Act purposes, upon whose representations the State, the Workforce Development Board, the administrative entity and the other member units may rely, the duly elected Chairman of each respective County Board of Commissioners. Such person shall be the signatory of this agreement and shall be authorized to execute such other agreements as are necessary for Workforce Innovation and Opportunity Act purposes.

4. DESIGNATION OF CHIEF ELECTED OFFICIAL FOR LOCAL WORKFORCE DEVELOPMENT AREA

The member units provide that Terry Garrison, representative of the Vance County Board of Commissioners, shall be authorized to exercise the functions of the local area chief elected official which are required under the Workforce Innovation and Opportunity Act.

ARTICLE IV. DURATION

This agreement will become effective on the date of the last chief elected official's signature and shall continue in effect until the local Workforce Development Area is re-designated by the Governor of North Carolina or by termination of this Agreement by a member unit of government as provided for in Article XI.

ARTICLE V. ASSURANCES AND CERTIFICATIONS

The member units will comply with the requirements of the Workforce Innovation and Opportunity Act, and regulations promulgated thereunder, all other applicable federal regulations, the statutes of the State of North Carolina, and, written directives and instructions relevant to local workforce development area operation from the Governor of North Carolina or his/her designee.

ARTICLE VI. FINANCING

1. It is anticipated that funding necessary to implement this agreement will be derived from federal grant funds received through the Governor.
2. The units of local government acknowledge that they are jointly and severally accountable for liabilities arising out of activities under the Workforce Innovation and Opportunity Act, and all funds received by the local workforce development area pursuant to WIOA. Liability includes, but is not limited to, responsibility for prompt repayment from non-program funds of any disallowed costs by the administrative entity of the local workforce development area, or any of its sub-recipients or contractors, or the Workforce Development Board.
3. Any entity or joint agency created or designated by this local workforce development area, including the Workforce Development Board, and Administrative Entity, shall be considered a public agency for the purposes of the Local Government Budget and Fiscal Control Act.

ARTICLE VII. ESTABLISHMENT OF A WORKFORCE DEVELOPMENT BOARD

The member units of government agree that the Workforce Development Board shall be established in accordance with Section 107 of the Workforce Innovation and Opportunity Act and applicable State of North Carolina laws including G.S. 143B-438.11.

The Chief Elected Official, as noted in Article III. 4., shall appoint members of the Workforce Development Board from among persons nominated in accordance with the Workforce Innovation and Opportunity Act.

Appointment of personnel shall be as described in the Kerr-Tar Workforce Development Board/Chief Elected Official Agreement.

ARTICLE IX. REAL PROPERTY, EQUIPMENT AND SUPPLIES

The Kerr-Tar Workforce Development Consortium will follow all Workforce Innovation and Opportunity Act requirements governing the title, use and disposition of real property, equipment and supplies purchased with federal funds,

ARTICLE X. AMENDMENTS

The agreement may be amended at any time upon the consent of all of the parties as evidenced by resolution of the governing bodies of each member government and as approved by the State.

ARTICLE XI. TERMINATION

The parties to this agreement may request termination at any time upon six months prior written notice, such termination to be effective when the Governor considers local Workforce Development Area re-designations or at the end of the then current grant administration agreement program year.

(Signature)

Date

ATTEST, Clerk to Board of Commissioners

(Typed Name of) _____ Chairman,
Caswell County Board of Commissioners

(Signature)

Date

ATTEST, Clerk to Board of Commissioners

Sidney E. Dunston Chairman,
Franklin County Board of Commissioners

(Signature)

Date

ATTEST, Clerk to Board of Commissioners

Tony W. Cozart Chairman,
Granville County Board of Commissioners

(Signature)

Date

ATTEST, Clerk to Board of Commissioners

Kyle W. Puryear Chairman,
Person County Board of Commissioners

(Signature)

Date

ATTEST, Clerk to Board of Commissioners

Archie B. Taylor, Jr. Chairman,
Vance County Board of Commissioners

ATTEST, Clerk to Board of Commissioners

Barry Richardson Chairman,
Warren County Board of Commissioners

Meeting Date: June 1, 2015

Addition

Agenda Item # 14-D

SUBJECT: Voting Delegate to NACo Annual Conference

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

SUMMARY: It is presented to designate voting delegate & alternate voting delegate to the National Association of Counties (NACo) July 10-13, 2015 annual conference. Commissioners registered to attend are Vice Chair Jordan, Baker, Davis and Hunt.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Credentials Checklist

Please use the following checklist before returning the credentials form.

YES

NO

Has my county/parish/borough paid its 2015 NACo dues?

If no, please contact NACo's Membership department at 888.407.NACo (6226). 2015 dues must be paid before votes may be cast.

YES

NO

Has my county/parish/borough registered or at least one person from my county/parish/borough paid the registration fee to attend the conference?

If no, STOP. The county must have at least one paid conference registrant to cast a ballot, according to NACo's bylaws. If no one from your county is registered for the conference, your county may not vote in the election. If your county does not plan on registering for the conference, you do not need to turn this credentials form back in to the NACo office.

If you have answered "YES" to both of the above questions, please continue.

YES

NO

Has my county designated a voting delegate and alternate, if applicable?

Only ONE alternate may be designated per county. If more than one alternate is designated per form, only the first will be counted as the credentialed voting alternate.

YES

NO

Has the chief elected official of my county/parish/borough (board chair, mayor, parish president, elected county executive) signed the credentials form?

If you have answered yes to all questions, please either fax, mail or scan and e-mail the credentials form by Friday, June 19, 2015 to:

Alex Koroknay-Palicz
Fax # (202) 393-2630

Or:

Credentials Committee
Attn: Alex Koroknay-Palicz
National Association of Counties
25 Massachusetts Ave., NW, Suite 500
Washington, DC 20001

Or:

AKPalicz@naco.org

If you have questions call or e-mail Alex Koroknay-Palicz at 888.407.NACo (6226) or his direct line: (202) 942-4291. E-mail: akpalicz@naco.org

June 1, 2015

Closed Session:

***Personnel Matters in accordance with
NCGS §143-318.11(a)(6)***

Adjourn

June 1, 2015
Regular Meeting