

***WARREN COUNTY  
BOARD OF COMMISSIONERS***

***July 6, 2015***

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***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***

***July 6, 2015***

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

PREPARED BY

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

# 5:45 Public Hearing

## Agenda

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1. Chairman or designee call Public Hearing to Order
2. Clerk to the Board Read Notice of Public Hearing
3. Overview of Re-Opening CDBG 03-C-1187 Ephraim Place Housing Development Project, Cathy Alston-Kearney, Grant Administrator
4. Citizens Comments
5. County Manager and/or Commissioner Comments
6. Adjourn Public Hearing

*July 6, 2015*

## Public Hearing

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5:45 pm

Chairman or designee call Public Hearing to Order

Clerk to the Board  
Read Notice of Public Hearing

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:

6/24, 2015.

Janie Miller  
Office Manager

Sworn to and subscribed before me this

25 day of June, 2015.

Lucille Lee Weldon  
Notary Public

My commission expires: 12-6-19.

**County of Warren**  
**Notice of Public Hearing**

**2003 Community Development Block Grant  
Housing Development Program (03-C-1187)**

Notice is hereby given that the Warren County Board  
of Commissioners will conduct a public hearing on  
Monday, July 6, 2015 at 5:45 p.m. in the Warren County  
Armory Civic Center, 501 US Hwy. 158 Business East,  
Warrenton, NC.

The purpose of this hearing is to consider re-opening  
the 2003 Community Development Block Grant (CDBG)  
Housing Development Program (03-C-1187) to complete  
by June 30, 2018 the project activity of constructing  
three single family housing units for occupancy by low-  
moderate income families or individuals.

The total cost of the 2003 CDBG Housing Development  
Program is \$1,543,566 of which \$133,000 is being  
financed with CDBG funds.

Anyone wishing to submit written comments should do  
so by submitting them no later than 4:00 p.m. on July 6,  
2015 to:

Linda T. Worth, Warren County Manager  
602 West Ridgeway Street, Warrenton, North Carolina  
27589

[lindaworth@warrencountync.gov](mailto:lindaworth@warrencountync.gov)

All interested citizens are encouraged to attend this  
public hearing.

Barry Richardson, Chairman  
Warren County Board of Commissioners

*Esta informacion esta disponible en espanol o en  
cualquier otro idioma bajo peticion. Por favor, pongase en  
contacto co: Angelena Kearney-Dunlap, Warren County  
Clerk, 602 W. Ridgeway St., PO Box 619, Warrenton,  
NC 27589 and (252) 257-3115 de alojamiento para esta  
solicitud.*



**Overview of Re-Opening CDBG  
03-C-1187 Ephraim Place Housing  
Development Project**

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**Cathy Alston-Kearney,  
Grant Administrator**

**Clerk to the Board Read**

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**Rules  
For  
Citizens Comments**

# PUBLIC HEARING PROCEDURES

This public hearing is being held to hear citizens' comments regarding Re-Opening CDBG 03-C-1187 Ephraim Place Housing Development Project.

## RULES:

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- ▶ 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  
County Manager and/or Commissioners**

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**Adjourn Public Hearing**

***WARREN COUNTY  
BOARD OF COMMISSIONERS***

***July 6, 2015***

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

PREPARED BY

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

**Call to Order July 6, 2015  
Monthly Meeting  
By  
Chairman or Designee**

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**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”.*
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- **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

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# Citizen Comments

## **RULES FOR CITIZEN COMMENTS**



**Please sign up to speak.**

**The maximum time allotted to each speaker will be five (5) 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: July 6, 2015

Agenda Item # 5

**SUBJECT:** Adopt Suggested Agenda

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

**SUMMARY:** None

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**FUNDING SOURCE:** N/A

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**REVISED**

SUGGESTED AGENDA

**REVISED**

FOR  
July 6, 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 July 6, 2015 Suggested Agenda
6. Consent Agenda
  - A. Approve Minutes of:
    - June 1, 2015 Bond Refunding Public Hearing & Regular Monthly Meeting
    - June 17, 2015 Budget Public Hearing
    - June 25, 2015 Budget Special 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) - “ “ “ “
7. Amendment # 1 to the Warren County FY 2015-16 Budget Ordinance – Gloria Edmonds, Director

8. Follow-up to Board Meetings:
  - A. Consider Re-Opening CDBG 03-C-1187 Ephraim Place Housing Development Project
  - B. Proposed County Policies:
    1. Longevity Pay Policy
    2. Salary Progression Policy &
    3. Salary Administration Policy
  - C. Consider Amended “**PUBLIC HEARING PROCEDURES**”
9. Appointments/Re-appointments to Boards/Committees/Commissions
  - A. Juvenile Crime Prevention Council: Col. T.Paige, L.West-Bey, C.Goode, W.Kearney & W.Boyd
  - B. Plat Review Officers: K.Krulik & S.Burton
  - C. Alternates to Kerr Tar Regional COG Board of Directors for Chairman Richardson & Com. Jordan
  - D. Designate Voting Delegate to the 108<sup>th</sup> NCACC Annual Conference
10. Detention Center Contracts – Shawn Bridges & Sheriff Williams
  - A. Memorandum of Understanding - Detention Center Meals Contract
  - B. Detention Center Health Services Agreement
11. Declare Surplus Property
  - A. Resolution Declaring Surplus Property & Authorizing Auction – Health Department
  - B. Resolution Declaring Surplus 2007 Cut-Away Ambulance Chassis & Authorizing Disposal - EMS
  - C. Purchase of 2015-16 Chevrolet Ambulance Chassis for Type III Ambulance Remount
12. Adopt 2016 Holiday Schedule
13. County Manager’s Report
  - A. Contracts Approved for June 2015
  - B. County Manager’s June 2015 Status Report
  - C. **Schedule Special Meeting; RE: Kerr lake Regional Water System**
14. Adjourn July 6, 2015 Board Meeting

Meeting Date: July 6, 2015

Consent Agenda Item # 6A

**SUBJECT:** Approve Minutes

**REQUESTED BY:** Clerk to the Board

**SUMMARY:** Minutes of June 1, 2015 Bond Refunding Public Hearing & Regular Monthly Meeting, June 17, 2015 Budget Public Hearing and June 25, 2015 Budget Special Meeting to Adopt FY 2016 Budget have been provided to the Board for review and are 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:**

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**NOTES:**

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## **Minutes of:**

**June 1, 2015 Bond Refunding Public Hearing,  
June 1, 2015 Regular Monthly Meeting,  
June 17, 2015 Budget Public Hearing and  
June 25, 2015 Budget Special Meeting**

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

Meeting Date: July 6, 2015

Consent Agenda Item # 6B

**SUBJECT:** Interest Income Report

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

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

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**FUNDING SOURCE:** Various Funds

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**INTEREST INCOME REPORT**  
**Month of May 2015**

<b>FUND</b>	<b>MAY INCOME</b>	<b>FISCAL YEAR TO - DATE</b>
General	385.58	2,188.49
Revaluation	11.32	51.12
E 911 Telephone System	13.13	60.43
Buck Spring Project	9.11	42.70
Ambulance Storage Facility	1.43	6.69
Simulcast System Upgrade	6.19	21.68
Regional Water Enterprise Fund	34.66	144.28
District I Enterprise Fund	28.34	128.26
Solid Waste	1.06	5.39
District II Enterprise Fund	37.17	161.10
District III Phase II BANS	4.29	20.06
District III Enterprise Fund	11.33	38.64
Soul City Pump Station Improvements	1.18	5.53
District III Phase III	0.48	1.08
EMS Base Headquarters	0.37	0.37
Recreation Complex Phase III	0.50	0.50
	<b>546.14</b>	<b>2,876.32</b>

Meeting Date: July 6, 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 May 2015 is presented for the Board's information.

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**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:**

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**NOTES:**

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

**Current Year Collections**

Tax Year	Charge	Collected in May	Collected to Date	Balance Outstanding	Percentage Collected
May 2015 FY15	\$16,401,499	\$102,201	\$15,786,174	\$615,325	96.25
May 2014 FY14	\$16,762,597	\$163,433	\$15,936,335	\$826,262	95.06

**Delinquent Collections**

2013	\$660,053	\$16,213	\$373,257	\$286,796	56.55
2012	256,636	5,113	82,857	\$173,779	32.29
2011	156,799	2,989	31,716	\$125,083	20.23
2010	120,975	2,390	19,300	\$101,675	15.95
2009	100,801	520	9,882	\$90,919	9.80
2008	97,245	780	10,145	\$87,100	10.43
2007	103,796	438	7,892	\$95,904	7.60
2006	106,055	556	6,767	\$99,288	6.38
2005	90,410	249	5,733	\$84,677	6.34
2004	82,231	409	3,030	\$79,201	3.68
<b>Total Delinquent Years</b>	<b>\$ 1,775,001</b>	<b>\$29,657</b>	<b>\$ 550,579</b>	<b>\$ 1,224,422</b>	

**Other May Receipts**

County Penalties  
Landfill User Fees  
Municipalities  
Fire District Taxes  
Advance Taxes

\$ 13,216	\$ 135,725
\$ 26,517	\$ 1,221,915
\$ 5,803	\$ 658,295
\$ 10,153	\$ 821,473
\$ 5,452	\$ 31,005

**MAY GRAND TOTAL**

<b>\$ 192,999</b>	<b>\$19,205,166</b>
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*Starlin L. Beatty, Tax Administrator*  
Starlin L. Beatty, Tax Administrator

6/24/2015  
DATE

Meeting Date: July 6, 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.

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**FUNDING SOURCE:** General Fund

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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

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**NOTES:**

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

Over \$100

7/6/2015

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

**ERROR CORRECTION RELEASES:**

FAITH ASSEMBLY CHRISTIAN	2014 35133 300	B6 1	3020	\$101.75	EXEMPTION FOR 14 NOT APPLIED IN ERROR
FLEMING WILSON & BETTY	2010 14814 110	A4 3	48548	\$490.70	OVER BILLED/RELEASE NEVER DONE
JONES NURISHA V	2012 19111 301	H6 54A	6499	\$693.95	DWELLING INTERIOR GUTTED/WATER DAMAGE
JONES NURISHA V	2013 19111 113	H6 54A	61082	\$673.15	DWELLING INTERIOR GUTTED/WATER DAMAGE
JONES NURISHA V	2014 19111 300	H6 54A	6499	\$698.95	DWELLING INTERIOR GUTTED/WATER DAMAGE
KEARNEY ARTHUR HEIRS	2009 23435 109	D4D 228A	45509	\$194.27	DOUBLE BILLED/ALSO TO E BRAXTON
KEARNEY ARTHUR HEIRS	2010 23435 110	D4D 228A	48509	\$182.63	DOUBLE BILLED/ALSO TO E BRAXTON
KEARNEY ARTHUR HEIRS	2011 23435 111	D4D 228A	51761	\$173.51	DOUBLE BILLED/ALSO TO E BRAXTON
KEARNEY ARTHUR HEIRS	2012 23435 112	D4D 228A	55850	\$166.69	DOUBLE BILLED/ALSO TO E BRAXTON
KEARNEY ARTHUR HEIRS	2013 23435 113	D4D 228A	61056	\$154.66	DOUBLE BILLED/ALSO TO E BRAXTON
KEARNEY ARTHUR HEIRS	2014 23435 300	D4D 228A	6355	\$142.55	DOUBLE BILLED/ALSO TO E BRAXTON
RUSSELL REGINALD B	2012 167 112	B8 55F	56175	\$275.94	OVER BILLED/RELEASE NEVER DONE
SHEARIN WILLIE	2010 39489 110	A4 3	50898	\$146.13	OVER BILLED/RELEASE NEVER DONE
WADDELL ROBERT	2014 39252 200		26350	\$393.35	SOLD BOAT 2013

**SUB-TOTAL ERROR CORRECTIONS:**

**\$4,488.23**

**MOTOR VEHICLE RELEASES:**

ROWLETT CHARLES L	2014 36789 200	MM1394	27431	\$112.05	TRUCK BILLED TWICE IN ERROR
WHITE ESTELLE OTLEY	2013 7806 113	CD72196	59557	\$196.39	VALUED INCORRECTLY

**SUB-TOTAL MOTOR VEHICLE RELEASES:**

**\$308.44**

**SUB-TOTAL CORRECTION RELEASES:**

**\$4,488.23**

**Total Releases**

**\$ 4,796.67**

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

Under \$100

7/6/2015

Date: *LJW*  
*6/29/15*

**ERROR CORRECTION RELEASES:**

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD#</u>	<u>AMOUNT</u>	<u>REASON</u>
ADMIRE PROPERTIES INC	2014	13509 200		28797	\$83.44	HAVE NOT LISTED SINCE 2008
CARAWAN JOAN S	2014	30646 200		27195	\$57.26	SOLD BOATS IN 2010
CARAWAN JOAN S	2013	30646 113		60078	\$88.38	SOLD BOATS IN 2010
CARAWAN JOAN S	2012	30646 112		55242	\$73.78	SOLD BOATS IN 2010
CARAWAN JOAN S	2011	30646 111		51339	\$82.21	SOLD BOATS IN 2010
CEDAR CREEK LAND CO LLC	2012	40086 112	D2 12H	24653	\$22.63	CLERICAL ERROR
CEDAR CREEK LAND CO LLC	2014	40086 300	D2 12H	24648	\$3.55	CLERICAL ERROR
KEARNEY ARTHUR HEIRS	2004	23435 104	D4D 228A	32851	\$54.79	DOUBLE BILLED/ALSO TO E BRAXTON
KEARNEY ARTHUR HEIRS	2004	23435 104	D4D 228A	37513	\$51.33	DOUBLE BILLED/ALSO TO E BRAXTON
KEARNEY ARTHUR HEIRS	2005	23435 105	D4D 228A	35215	\$52.27	DOUBLE BILLED/ALSO TO E BRAXTON
KEARNEY ARTHUR HEIRS	2005	23435 105	D4D 228A	37514	\$57.31	DOUBLE BILLED/ALSO TO E BRAXTON
KEARNEY ARTHUR HEIRS	2006	23435 106	D4D 228A	37512	\$38.94	DOUBLE BILLED/ALSO TO E BRAXTON
KEARNEY ARTHUR HEIRS	2006	23435 106	D4D 228A	37810	\$49.75	DOUBLE BILLED/ALSO TO E BRAXTON
KEARNEY ARTHUR HEIRS	2007	23435 107	D4D 228A	40350	\$80.82	DOUBLE BILLED/ALSO TO E BRAXTON
KEARNEY ARTHUR HEIRS	2008	23435 108	D4D 228A	42834	\$80.57	DOUBLE BILLED/ALSO TO E BRAXTON
PUBLIC SER CO OF NC INC	2014	36070 200		27176	\$60.68	BPP DOUBLE BILLED
RICHARDSON HERBERT JR	2014	33629 300	J10 66 1X	17982	\$43.79	SHOP BILLED TO L RICHARDSON FOR 14

**SUB-TOTAL ERROR CORRECTIONS:**

**\$ 961.50**

**MOTOR VEHICLE RELEASES:**

HILLARD HENRY F JR	2014	13420 201	LZ2361	27645	\$82.36	TRUCK BILLED TWICE IN ERROR
RUDD CARLTON G JR	2006	8745 106	VRJ4670	36614	\$11.89	DOUBLE BILLED/ALSO IN CEDRIC RUDD
RUDD CARLTON G JR	2009	8745 109	ZNA2944	44860	\$30.70	DOUBLE BILLED/ALSO IN CEDRIC RUDD
RUDD MARY G	2004	21342 104	MRT8759	32184	\$71.06	TOTAL LOSS
RUDD MARY G	2005	21342 105	MRT8759	34436	\$67.18	TOTAL LOSS
SMOKE HOUSE LUMBER CO INC	2014	25436 203	MM1846	27647	\$97.65	TRUCK BILLED TWICE IN ERROR
THOMPSON SAMUEL JR	2014	9093 202	ML8345	27648	\$57.96	TRUCK BILLED TWICE IN ERROR

**SUB-TOTAL MOTOR VEHICLE RELEASES:**

**\$418.80**

**SUB-TOTAL CORRECTION RELEASES:**

**\$961.50**

**Total Releases**

**\$ 1,380.30**

Meeting Date: July 6, 2015

Agenda Item # 7

**SUBJECT:** Finance Office

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

**SUMMARY:** Amendment # 1 to the FY 2015-16 Warren County Budget Ordinance is submitted for Board's review and approval.

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**FUNDING SOURCE:**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE**  
**2015/2016**  
**Amendment No. 1**

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:

Fire Protection	\$	(2,000)
Warren County Public Schools		204,446
		<hr/>
<b>Total</b>	<b>\$</b>	<b>202,446</b>

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

Increase/(Decrease) Revenues:

Fund Balance Appropriated	\$	(2,000)
Restricted Intergovernmental - Other		204,446
		<hr/>
<b>Total</b>	<b>\$</b>	<b>202,446</b>

**This amendment:**

- adjust the Fire Protection Budget for Inez Fire Department which no longer has first responders. This reduction is at the request of Inez Fire Department and Warren County Fire Marshall, Doug Young.
- additional funds are appropriated to the Warren County Schools Budget for capital outlay (i.e., window replacements at Northside Elementary School). These funds were requisitioned in FY 14 but were not drawn down from the Lottery Disbursing Account.

Funding Source:                      Public School Building Funds/Lottery

Respectfully Submitted 07/06/2015

*Gloria M. Edmonds*

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Gloria M. Edmonds, Finance Director

Meeting Date: July 6, 2015

Agenda Item # 8-A

SUBJECT: Follow-up to Board Meetings

REQUESTED BY: Linda T. Worth, Warren County Manager  
Cathy Alston-Kearney, Grant Administrator

SUMMARY: A required public hearing was held Monday, July 6, 2015 at 5:45 pm to hear citizen comments regarding re-opening CDBG 03-C-1187 Ephraim Place Housing Development Project. It is now submitted for Board's authorization to re-open same and further, authorization is requested for 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 re-opening CDBG 03-C-1187 Ephraim Place Housing Development Project and authorize Chairman Richardson and/or County Manager Worth to sign any related documentation to facilitate same.

NOTES:

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Meeting Date: July 6, 2015

Agenda Item # 8-B-1

**SUBJECT:** Follow-up to Board Meetings

**REQUESTED BY:** Lisa Alston, HR Manager &  
Linda T. Worth, County Manager

**SUMMARY:** In follow-up to discussions held during June 17<sup>th</sup> work session, proposed Warren County Longevity Pay Policy is presented for Board's consideration and action. Authorize Chairman Richardson to sign same.

**FUNDING SOURCE:** N/A

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval of Warren County Longevity Pay Policy and authorize Chairman Richardson to sign same.

**NOTES:**

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## Warren County, NC Longevity Pay Policy

**Purpose:** Longevity pay is intended to reward employees whose service with Warren County is enhanced through the experience they have gained as a local government employee.

**Scope:** All full-time and permanent part-time employees.

**Objective:** The objective of the Longevity Pay Policy is to encourage the continued service of quality employees with Warren County.

**Definitions:**

Service – Employment with Warren County.

Continuous – Without a break in service.

Break in service – Not being employed with Warren County for a period of at least thirty one (31) consecutive calendar days. Periods of leave with or without pay within an overall period of employment do not constitute a break in service. Periods of less than thirty one (31) days do not constitute a break in service.

Anniversary date – Date of hire.

**Eligibility:** All full-time and permanent part-time employees who have successfully completed two (2) years of continuous employment with Warren County shall be eligible to receive longevity pay.

**Guidelines:**

1. Longevity pay will be disbursed to an employee during the pay period following the anniversary date.
2. Service with other local government or state agencies cannot be applied to service with Warren County for the purpose of increasing longevity.
3. Disbursal of longevity pay shall be contingent upon the Warren County Board of Commissioners' approval of funds in the annual budget.
4. Longevity pay shall be granted in the following increments:

Draft

Longevity  
Pay  
Policy

Years of Service	Amount Received
2 to 5 years	\$200
6 to 10 years	\$300
11 to 15 years	\$400
16 to 20 years	\$500
21 years plus	\$600

**Policy Adoption:**

Adopted this the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**Attest:**

**Warren County Board of Commissioners**

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

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

Meeting Date: July 6, 2015

Agenda Item # 8-B-2

**SUBJECT:** Follow-up to Board Meetings

**REQUESTED BY:** Lisa Alston, HR Manager &  
Linda T. Worth, County Manager

**SUMMARY:** In follow-up to discussions held during June 17<sup>th</sup> work session, proposed Warren County Salary Progression Policy is presented for Board's consideration and action. Authorize Chairman Richardson to sign same.

**FUNDING SOURCE:** N/A

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval of Warren County Salary Progression Policy and authorize Chairman Richardson to sign same.

**NOTES:**

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## Warren County Salary Progression Policy

- Purpose:** It is the intent of this policy to provide career employees an opportunity for salary progression within the designated salary grades dependent upon the completion of County service.
- Scope:** All full-time employees and permanent part-time employees.
- Objectives:** The objectives of the Salary Progression Policy are as follows:
- To maintain fair and competitive salaries consistent with the general labor market.
  - To provide a mechanism to move career employees from the minimum hiring salary through the salary range.
  - To motivate and reward employees who achieve performance objectives.
  - To encourage the continued service of quality employees with Warren County.
- Definition:** Service – Employment with Warren County.
- Eligibility:** Permanent employees who have successfully completed a minimum of two (2) consecutive years of service with Warren County shall be eligible for consideration to receive an initial salary progression increase. The increase shall be granted on the anniversary date during the fiscal year within which the anniversary falls. Permanent employees will be eligible for salary progression every other year thereafter within the fiscal year during which the anniversary falls. Fiscal year is defined as July 1<sup>st</sup> through June 30<sup>th</sup>.
- Employees must have achieved a minimum overall performance appraisal score of 3.0 on the previous annual performance evaluation in order to be eligible for salary progression during the initial consideration period or during any subsequent consideration period. Employees whose salaries are at or above the salary grade maximum for their job classifications are not eligible for a salary progression increase.

**Salary  
Progression  
Policy**

**Guidelines:**

All permanent employees covered by this policy are eligible for a salary increase in an amount up to 2.5% of the base salary dependent upon individual job performance, continued service with Warren County, and the pool of funds approved for salary progression by the Warren County Board of Commissioners and funded in the annual budget.

Permanent employees who have completed two (2) to four (4) years of service will receive an increase up to one percent (1%). Employees who have completed five (5) to seven (7) years of service will receive an increase up to one and a half percent (1.5%). Permanent employees who have completed eight (8) to ten (10) years of service will receive an increase up to two and a half percent (2.5%). Employees who have completed more than ten (10) years of service will receive an annual increase up to two percent (2%) per year for the duration of employment with the County. Employees whose salaries are at or above the salary grade maximum for their job classifications are not eligible for a salary progression increase.

**Policy Adoption:**

Adopted this the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Attest:

Warren County Board of Commissioners

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

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

Meeting Date: July 6, 2015

Agenda Item # 8-B-3

**SUBJECT:** Follow-up to Board Meetings

**REQUESTED BY:** Lisa Alston, HR Manager &  
Linda T. Worth, County Manager

**SUMMARY:** In follow-up to discussions held during June 17<sup>th</sup> work session, proposed Warren County Salary Administration Policy is presented for Board's consideration and action. Authorize Chairman Richardson to sign same.

**FUNDING SOURCE:** N/A

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval of Warren County Salary Administration Policy and authorize Chairman Richardson to sign same.

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**NOTES:**

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## Warren County Salary Administration Policy

**Policy** Warren County's policy is to promote and ensure competitive and equitable salaries for all employees.

**Scope** All full-time employees and permanent part-time employees.

### **GUIDELINES**

**Objectives** The objectives of the Salary Administration Policy are as follows:

- To maintain fair and competitive salaries and ranges, consistent with the general labor market and the County's ability to pay.
- To maintain a salary schedule that will attract, retain, reward, and motivate the high quality employees needed by the County to achieve its goals and objectives.
- To ensure internal equity and consistency within and between departments.
- To provide the opportunity for salary increases for employees through cost-of-living adjustments (COLA's), increases resulting from salary progression increases, and longevity pay, or a combination of the three, dependent upon approval of funds in the annual budget by the Warren County Board of Commissioners.

**Definitions** **Demotion** – Involuntary downward movement into a lower salary grade.

**Down-bid** – Voluntary downward movement into a lower salary grade.

**Lateral Transfer** – Move from one job to another in the same salary grade.

**Promotion** – Advancement from one salary grade job into a higher salary grade position.

**Cost-of-Living Adjustment (COLA)** – Annual adjustment in base salary granted to all employees covered by this policy.

**Salary Progression Pay** – Adjustment in base salary granted in order to advance eligible permanent employees through their respective salary grades.

**Longevity Pay** – Incremental lump sum payment based upon years-of-service granted in order to encourage continued service of quality employees.

**Salary Structure Adjustment** – Adjustment to the Job Classification Schedule Salary Range Structure (Minimum, Midpoint, and Maximum) which must be approved by the Warren County Board of Commissioners.

**New Jobs**

Before a new job may be filled, a job description must be written and assigned to a salary grade. The Warren County Board of Commissioners must approve both the job description and salary grade.

**New Hires**

New hires must be paid a base salary at least equal to the established salary grade minimum but should normally not exceed the first quartile (25%) of the salary grade. To avoid internal inequities, the salaries of other employees in the same job will be reviewed.

**Special Note:** Employees who are subject to the State Human Resources Act and are hired in a Trainee status will be paid twelve dollars (\$12) less annually than the salary grade minimum. Employees hired in a work against status shall be appointed to the salary grade which coincides with their job classification and level of qualification as determined by the Office of State Human Resources.

**Salary Increases**

During the annual budget process, the Warren County Board of Commissioners will determine which type of salary increase, if any, will be utilized. The Board will consider COLA's, salary progression increases, longevity pay, or a combination of the three types.

Employees who are at or above the salary grade maximum for their job classification are not eligible for any increase in salary.

**Cost-of-Living Adjustment (COLA)** – All employees covered by this policy are eligible for a COLA increase based on the percentage or amount approved by the Warren County Board of Commissioners and funded in the annual budget.

Employees who are serving in a probationary period are eligible for any COLA increase granted by the Warren County Board of Commissioners.

**Salary Progression Increase** – All permanent employees covered by this policy are eligible for a salary increase based on individual job performance, continued service with Warren County, and the pool of money approved for salary progression increases by the Warren County Board of Commissioners and funded in the budget. Employees will be considered for salary progression increases beginning on the second anniversary of employment with Warren County and every other year thereafter. Employees must have achieved a minimum overall performance appraisal score of 3.0 on the previous annual performance evaluation in order to be eligible for a salary progression increase.

## Promotions

The amount of the promotional increase should be based upon and computed as follows:

- The number of grade levels promoted.
- The relationship of the employee's new salary to others in the same job with similar amounts of skill and experience in the performance of the assigned duties.
- The percentage increase for promotions is determined by multiplying the percentage difference between the grades in the approved Warren County Job Classification Schedule (currently 5%) times the number of grades promoted.
- If, after the initial percentage increase per grade calculation, the incumbent's rate is below the new grade minimum, the new rate of pay will be the grade minimum.
- The percentage difference between the grades in the approved Warren County Job Classification Schedule to compute promotional increases is a maximum and

## Draft

smaller amounts should be used to avoid creating internal inequities.

**Job Reclassification** When a substantial change in current job duties within a job category merits reclassification, in consultation with the Human Resources Manager, the job description may be revised and the job category assigned to the proper pay grade.

If, as a result of reclassification, a job is changed to a **higher** salary grade, incumbents who are below the new salary grade minimum will be moved to the minimum. If an incumbent's salary falls within the new pay grade, no salary treatment will be initiated.

If, as a result of reclassification, a job is changed to a **lower** salary grade, incumbents who are at or above the new salary maximum will receive no salary increase.

All requests for Job Reclassification must be approved by the Warren County Board of Commissioners.

### **Licensure and Certification Advancement**

Licensure or certification advancement should not be confused with promotions or job reclassification as defined above. Licensure or certification advancement focuses on an employee's potential to secure advanced license(s) or certification(s) while maintaining the same position number. It is the intent of this form of advancement to encourage professional growth and progression as it pertains to a particular profession. For example, Emergency Medical Technicians-Basic are encouraged to seek advanced training to the Emergency Medical Technicians-Paramedic level in order to provide the highest level of care possible to citizens of the County.

Upon presentation of the official advanced license or certification from an accredited institution of higher learning or prior approved program or course of study, licensure or certification advancement requests will be approved by the County Manager, and the position will be upgraded as necessary.

### **Lateral Transfer**

If an employee moves from one job to another in the same salary grade, no salary treatment will be initiated. The previous supervisor must collaborate with the new supervisor concerning the employee's performance when performance appraisals are completed.

**Down-bid**

Salary reductions for employees who down-bid will be computed by multiplying the percentage difference between the grades in the approved Warren County Job Classification Schedule times the number of grades down-bid. The resulting decreased salary should not exceed the range maximum, in which case the salary will be reduced to the range maximum.

Employees who down-bid are eligible to receive the full portion of any salary increase, regardless of the timing of the down-bid, provided that the increase does not exceed the salary range maximum.

**Demotion**

Employees who are demoted will receive a salary reduction equal to the percentage difference between the grades in the approved Warren County Job Classification Schedule times the number of grades demoted. This resulting decreased salary should not exceed the range maximum, in which case the salary will be reduced to the range maximum.

Employees who are demoted are eligible to receive the full portion of any salary increase, regardless of the timing of the demotion, provided that the increase does not exceed the salary range maximum.

**Exceptions**

Exceptions to the guidelines of this policy are discouraged. All exception requests must be submitted in writing to the Human Resources Department. The Human Resources Manager will make a recommendation to the County Manager. If the County Manager recommends approval of an exception request, the request will be submitted to the Warren County Board of Commissioners for final approval.

Exceptions to this policy must be approved prior to any salary information being communicated to the employee.

**Draft**

This revised Warren County Salary Administration Policy is adopted the \_\_\_\_ day of \_\_\_\_\_ 2015.

**WARREN COUNTY BOARD OF COMMISSIONERS**

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

**ATTEST:**

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

Meeting Date: July 6, 2015

Agenda Item # 8-C

**SUBJECT:** Follow-up to Board Meetings

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

**SUMMARY:** In follow-up to discussions held during June 17<sup>th</sup> work session, amended “Public Hearing Procedures” are presented for Board’s consideration and action. Initially, no questions were allowed during a public hearing; a prior board ruled to allow two questions per person. It is now submitted to remove limitations during public hearings to allow free flow of Q&A, for the public’s benefit.

**FUNDING SOURCE:** N/A

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval of revised “Public Hearing Procedures” to remove limitation of two questions per speaker.

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**NOTES:**

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# PUBLIC HEARING PROCEDURES

This public hearing is being held to hear citizens' comments regarding

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## 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*

Meeting Date: July 6, 2015

Agenda Item # 9-A

**SUBJECT:** Appointment to Boards/Committees/Commissions

**REQUESTED BY:** Clerk to the Board

**SUMMARY:** Warren County Juvenile Crime Prevention Council (JCPC) recommends the appointment/re-appointment of the individuals listed on the attached sheet to serve two year terms on the JCPC.

**FUNDING SOURCE:** N/A

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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## Juvenile Crime Prevention Council JCPC (Re)Appointments

<u>Name</u>	<u>Term Duration</u>	<u>Terms Served</u>
Col. Theodore Page WCHS Jr. ROTC Program	July 1, 2015 to June 30, 2017	1 <sup>st</sup>
LaFredda West-Bey WCHS Student	July 1, 2015 to June 30, 2017	1 <sup>st</sup>
Chakelah Goode WCHS Student	July 1, 2015 to June 30, 2017	1 <sup>st</sup>
William A. Kearney Community Representative	January 1, 2015 to December 31, 2017	5 <sup>th</sup>
Willie Boyd, Jr. Faith Community Representative	January 1, 2015 to December 31, 2017	3 <sup>rd</sup>



# *Warren County Juvenile Crime Prevention Council*

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P.O. Box 619  
Warrenton, NC 27589

Tel: 252-257-3115

Warren County Commissioners  
PO Box 619  
Warrenton, NC 27589

June 11, 2015

Dear Commissioners:

The Warren County Juvenile Crime Prevention Council accepted three new members at its June 8, 2015 meeting. They are Col. Theodore Paige, Jr. of Warren County Schools; LaFredda West-Bey, student at Warren County High; and Chakelah Goode, student at Warren County High. We would request that they be appointed to the council with their terms running from July 2015 through June 2017.

We also request that the following two people be reappointed to the council: William Kearney, member of the community and Willie Boyd, Jr, member of the religious community. Their appointments would be retroactive to January 2015 and run through January 2017.

On behalf of the Juvenile Crime Prevention Council, I would like to say thank you for your consideration of this request.

Sincerely,

  
William Kearney  
JCPC Chairman

## 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. JCPC - Juvenile Crime Prevention <sup>council</sup> 3. \_\_\_\_\_
2. \_\_\_\_\_ 4. \_\_\_\_\_

Your full name Theodore Paige, Jr.  
Date of Birth 7/31/42 Sex M. Race AA  
Mailing Address 441 Gillis - Alston Rd.  
City and Zip Code Warrenton, NC 27589  
Street Address Same as Above  
City and Zip Code \_\_\_\_\_  
Home Phone 252-257-3179 Work Phone 252-257-4413  
Job Title Senior Aerospace Science Instructor  
Company or Agency Warren County School District  
Email Address tpaige@warrenk12nc.org

Do you live in the county? Yes  No

Please list your County Commissioner District District 5  
(This information can be obtained from the Board of Elections at (252) 257-2114).

### Educational Background

Name and Address of High School Attended West Phila High School  
Name and Address of College Attended Temple University - Phila PA  
Degree Received BSW - MSA

Please list any military experience 32 years prior to retiring  
USAF - PAANG - AF - Reserves

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**

USAF - Federal Gov't - PA State Gov't.

Warren County,

**Volunteer Experience**

Youth Services in Phila - Senior Citizens Program

Church services - etc.

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

Newspaper

Current Warren County Volunteer

Other

If other, please explain:

Discussion with several Board members of JCC.

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

Iherdina Payne, J

Date

5/27/2015

*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. JCPC - Juvenil Crime Prevention Council 3. \_\_\_\_\_
2. \_\_\_\_\_ 4. \_\_\_\_\_

Your full name LaFreda Zaé Zeller West-Bey  
Date of Birth November 25, 1997 Sex F Race B  
Mailing Address 140 Cedarwood St.  
City and Zip Code Macon, NC 27551  
Street Address 140 Cedarwood St  
City and Zip Code Macon 27551  
Home Phone (252) - 204-7808 Work Phone N/A  
Job Title Student  
Company or Agency Warren County School District  
Email Address LaFredaWestBey@gmail.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 Warren County High School  
Name and Address of College Attended \_\_\_\_\_  
Degree Received \_\_\_\_\_

Please list any military experience \_\_\_\_\_

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

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

**Work Experience** Kings Dominion

**Volunteer Experience** AFJROTC Volunteer work

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 Rafaela Hunt-Bey  
Date 5/27/15

*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. JCFPC - Juvenile Crime Prevention Council
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name Chakeeb Moné Croode  
Date of Birth January 4 1998 Sex F Race B  
Mailing Address P.O. Box 402  
City and Zip Code Warrenton 27589  
Street Address 110 Charles Dr  
City and Zip Code Warrenton 27589  
Home Phone (252) 257-0271 Work Phone N/A  
Job Title Student  
Company or Agency Warren County School District  
Email Address linclac@hotmail.com

Do you live in the county? Yes  No

Please list your County Commissioner District District 4  
(This information can be obtained from the Board of Elections at (252) 257-2114).

### Educational Background

Name and Address of High School Attended Warren County High School  
Name and Address of College Attended \_\_\_\_\_  
Degree Received \_\_\_\_\_

Please list any military experience \_\_\_\_\_  
\_\_\_\_\_

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

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

**Work Experience**

N/A

**Volunteer Experience**

4-H, Church Missions, AFJROTC volunteer work

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

Chakela Jacobs

Date

5-27-15

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

Meeting Date: July 6, 2015

Agenda Item # 9-B

**SUBJECT:** Appointments as Plat Review Officer

**REQUESTED BY:** Ken Krulik, Planner/Zoning Administrator

**SUMMARY:** Resolution is presented to authorize Ken Krulik as Planner/Zoning Administrator and Shawn Burton, Senior Administrative Assistant, to assume duties as Plat Review Officers.

**FUNDING SOURCE:** N/A

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:** GS 47-30.2

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend adoption of Resolution appointing Ken Krulik, Planner/Zoning Administrator, and Shawn Burton, Senior Administrative Assistant, as Warren County Plat Review Officers effective July 6, 2015.

**NOTES:**

**STATE OF NORTH CAROLINA**

**COUNTY OF WARREN**

**RESOLUTION  
APPOINTING REVIEW OFFICERS**

**WHEREAS, G.S. 47-30.2 authorizes the governing body of each county to designate an official(s) experienced in mapping or land records management as a Review Officer to review each map and plat required to be submitted for review before said map/plat is presented to the Register of Deeds for recording; and**

**WHEREAS, said Review Officer shall expeditiously review each map or plat prior to submission to the Register of Deeds for recording to insure compliance with all statutory requirements for recording; and**

**WHEREAS, the County of Warren wishes to notify the Land Records Management Division, NC Department of the Secretary of State of its designation as required by G.S. 47-30.2.**

**NOW, THEREFORE, BE IT RESOLVED that the Chief Planner/ Zoning Administrator Ken Krulik and/or Senior Administrative Assistant Shawn Burton, are hereby designated as the Review Officers for Warren County.**

**BE IT FURTHER RESOLVED that the certification of the Review Officer shall be in substantially the following form and must be affixed on each map/plat prior to recording.**

STATE OF NORTH CAROLINA

COUNTY OF WARREN

I, \_\_\_\_\_, Review Officer of Warren County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

\_\_\_\_\_  
Review Officer

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

Adopted this the 6<sup>th</sup> day of July, 2015.

Warren County Board of Commissioners

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

ATTEST:

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

Meeting Date: July 6, 2015

Agenda Item # 9-C

**SUBJECT:** Appoint Alternate(s) to the Kerr Tar Council of Governments Bd. of Directors

**REQUESTED BY:** Chairman Barry Richardson

**SUMMARY:** In order to establish representation and proceed with business at hand during Kerr Tar Council of Governments Board of Directors' meetings, it is presented to appoint alternates with voting rights to represent Chairman Richardson and Commissioner Jordan when they are not able to attend meetings. Alternate for Chairman Richardson: Linda T. Worth, County Manager, and Alternate for Com. Jordan: Ken Bowman, Economic Development Director.

**FUNDING SOURCE:** N/A

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend appointment of the following alternates with voting rights for the Kerr Tar Council of Governments' Board of Directors meetings: Alternate for Chairman Richardson: Linda T. Worth, County Manager; and Alternate for Com. Jordan: Ken Bowman, Economic Development Director.

**NOTES:**

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**Appoint the following alternates to represent  
Chairman Barry Richardson and Com. Jennifer Jordan  
on the Kerr Tar COG Board of Directors:**

**Chairman Barry Richardson**

**Linda T. Worth, County Manager  
Alternate**

**Commissioner Jennifer Jordan**

**Ken Bowman  
Economic Development Director  
Alternate**

Meeting Date: July 6, 2015

Agenda Item # 9-D

**SUBJECT:** Appoint Voting Delegate to the 108<sup>th</sup> NCACC Annual Conference

**REQUESTED BY:** Clerk to the Board

**SUMMARY:** With Vice Chair Jordan and Commissioners Baker, Davis & Hunt registered to attend the NCACC Annual Conference scheduled for August 20-23, 2015, it is presented to select a voting delegate for representation.

**FUNDING SOURCE:** N/A

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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## Designation of Voting Delegate to NCACC Annual Conference

I, \_\_\_\_\_, hereby certify that I am the duly designated voting delegate for \_\_\_\_\_ County at the 108<sup>th</sup> Annual Conference of the North Carolina Association of County Commissioners to be held in Pitt County, N.C., on August 20-23, 2015.

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

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

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

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

Please return this form to Sheila Sammons by: **Friday, August 7, 2015:**

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

Meeting Date: July 6, 2015

Agenda Item # 10-A

**SUBJECT:** Memorandum of Understanding – Detention Center Meals Contract

**REQUESTED BY:** Shawn Bridges, Warren County Detention Center Administrator  
Sheriff Johnny Williams

**SUMMARY:** Annual request for approval of Detention Center meals contract between Warren County and NC Department of Public Safety is presented for Board review and approval. Contract effective July 1, 2015 through June 30, 2016, for \$2 per meal and \$2.60 special dietary menu per meal. Authorize Sheriff Williams and County Manager Worth to sign same.

**FUNDING SOURCE:** General Fund

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval of Detention Center meals contract between Warren County and NC Department of Public Safety at \$2 per meal and \$2.60 special dietary menu per meal; authorize Sheriff Williams and County Manager Worth to sign same.

**NOTES:**

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# North Carolina Department of Public Safety

## Prisons

Pat McCrory, Governor  
Frank L. Perry, Secretary

W. David Guice, Commissioner  
George T. Solomon, Director

TO: Linda T. Worth, County Manager  
Warren County, North Carolina

FROM: Oliver Washington, Administrator I  
Warren Correctional Institution

RE: Memorandum of Understanding

DATE: June 29, 2015

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Please find enclosed two (2) copies of the Memorandum of Understanding between the Warren County Detention Center and the North Carolina Department of Public Safety for the provision of meals for the Warren County Detention Center. This is the 2015 agreement.

Please have Sheriff Williams and yourself sign both copies of the agreement. Retain one copy for your records, and return the other copy to our office.

Please do not hesitate to contact my office should you have any questions or concerns.

/sc

Attachments

cc: File

**THIS MEMORANDUM OF UNDERSTANDING** is made and entered into this the **29th day of June, 2015** by and between the **WARREN COUNTY DETENTION CENTER** (hereinafter, "WCDC") and the **NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY**, a duly authorized Department of the State of North Carolina (hereinafter, "DPS").

The parties have come to agreement, and desire to confirm the same in this Memorandum of Understanding (MOU), with respect to the provision of meals by the DPS to the WCDC. The terms of this Memorandum of Understanding are as follows:

1. In order to feed inmates housed in the WCDC, the DPS agrees it will provide meals to the WCDC in accordance with the following requirements:
  - (a) Meals will be provided and prepared in accordance with the standard DPS FMS menus and meal preparation regulations.
  - (b) WCDC will give DPS advanced notice by telephone as to the number of meals required each day. Such notice shall be given not later than the following times each day:
    - i. Breakfast: 3:00 a.m.
    - ii. Lunch: 8:00 a.m.
    - iii. Dinner: 12:00 p.m.
  - (c) WCDC will, at its own expense, provide the necessary transportation and equipment for delivery and receiving of meals;
  - (d) WCDC will bear the full cost and responsibility to provide all eating utensils and other necessary supplies for meals being consumed by the inmates in its facility;
  - (e) As a DPS facility, Warren Correctional Institution and the Warren County Detention Center will mutually agree on times for pickup of meals so as not to conflict with Warren Correctional Institution's normal meal preparation operations and applicable food service regulations.
2. DPS will keep accurate records of the meals it delivers to WCDC. Such records should reflect the number of meals delivered per day for proper auditing and invoicing, utilizing the DC-873 REPORT ON MEALS DELIVERED report. WCDC staff picking up meals will be responsible to confirm the number of meals being delivered to WCDC (as provided by DPS), and to sign the DC-873 acknowledging that meals were picked up/delivered.
3. WCDC shall pay to DPS the amount of \$2.00 (plus tax) per meal on or before the 15<sup>th</sup> day of the month following its receipt of DPS's invoice. In addition:
  - (a) WCDC may request, in writing, a DPS-standard therapeutic dietary meal for a particular inmate or inmates. However, in order to do so, such request shall be considered and granted *only* if accompanied by the written order of a treating medical provider (physician, dentist, physician extender) at a cost of \$ 2.60 (plus tax) per meal.

DPS Invoices (and/or Notices) shall be mailed to:

Warren County Detention Center  
ATTN: Shawn Bridges, Detention Center Administrator  
P.O. Box 449  
Warrenton, NC 27589

- (b) Payment (and/or Notices) by WCDC shall be mailed to:  
 North Carolina Department of Public Safety  
**ATTN: Marlo Faulk – Accounting**  
 4220 Mail Service Center  
 Raleigh, NC 27699-4220
- (c) DPS reserves the right to increase the cost of meals upon 30-days written notification to WCDC.
4. Both parties agree to comply with all federal, state, and local laws, ordinances, rules and regulations with regard to food service for inmates in a correctional facility.
5. This Memorandum of Understanding may be terminated at any time by either party, with or without cause, upon thirty (30) days written notice to the other party. Notices shall be forwarded to the applicable address as listed under Paragraph 3 above.
6. Unless otherwise terminated pursuant to the terms outlined herein, this Memorandum of Understanding shall be in effect **from July 1, 2015 through June 30, 2016.**

**IN WITNESS WHEREOF**, the parties hereto have executed this Memorandum of Understanding under the above stated date.

**NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY**

By:  Date: 6/29/15  
 Oliver Washington, Administrator I

Mailing Address: P. O. Box 728, Norlina, NC 27563  
 Physical Address: 379 Collins Road, Manson, NC 27553  
 Telephone: (252) 456-3400, ext. 5301  
 Fax: (252) 456-4300

**WARREN COUNTY DETENTION CENTER**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Johnny Williams, Sheriff

Address: P.O. Box 449, Warrenton, NC 27589  
 Telephone: (252) 257-3364  
 Fax: (252) 257-7013

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Linda T. Worth, County Manager

602 W. Ridgeway St. (L)w  
~~105 S. Front Street~~, Warrenton, NC 27589  
 Address: \_\_\_\_\_  
 Telephone: (252) 257-3115  
 Fax: (252) 257-5971

Meeting Date: July 6, 2015

Agenda Item # 10-B

**SUBJECT:** Health Services Agreement – Detention Center Inmate Health Care

**REQUESTED BY:** Shawn Bridges, Warren County Detention Center Administrator  
Sheriff Johnny Williams

**SUMMARY:** Detention Center Health Services Agreement between Warren County and Southern Health Partners is presented for Board review and action. Contract effective July 1, 2015 through June 30, 2016, increased by 2% (\$116.99 per month) on the base fee and per diem rate to offset rising costs. Authorize County Manager Worth to sign same.

Contract period:	July 1, 2015, through June 30, 2016
Base annualized fee:	\$71,599.68 (\$5,966.64 per month)
Per diem greater than 40:	\$2.48
Annual outside cost pool limit:	\$15,000.00

**FUNDING SOURCE:** General Fund

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval of Detention Center Health Services Agreement between Warren County and Southern Health Partners effective July 1, 2015 through June 30, 2016. Authorize County Manager Worth to sign same.

**NOTES:**

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AMENDMENT #1  
TO  
HEALTH SERVICES AGREEMENT

This AMENDMENT #1, to Health Services Agreement dated July 16, 2007, between Warren County, North Carolina (hereinafter referred to as "County", and Southern Health Partners, Inc., a Delaware Corporation, (hereinafter referred to as "SHP"), is entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2010.

**WITNESSETH:**

WHEREAS, County and SHP desire to amend the Health Services Agreement dated July 16, 2007, between County and SHP.

NOW THEREFORE, in consideration of the covenants and promises hereinafter made, the parties hereto agree as follows:

**Section 6.1 is hereby replaced in its entirety by the following:**

6.1 Term. This Agreement shall commence on July 16, 2007. The term of this Agreement shall end on June 30, 2011, and shall be automatically extended for additional one-year terms, subject to county funding availability, unless either party provides written notice to the other of its intent to terminate at the end of this period.

**Section 7.1 is hereby replaced in its entirety by the following:**

7.1 Base Compensation. County will pay to SHP the annualized base price of \$70,195.80 during the term of this Agreement effective July 1, 2010, through June 30, 2011, payable in monthly installments. Monthly installments during the term of this Agreement effective July 1, 2010, through June 30, 2011, will be in the amount of \$5,849.65 each. SHP will bill County approximately thirty days prior to the month in which services are to be rendered. County agrees to pay SHP prior to the tenth day of the month in which services are rendered. In the event this Agreement should commence or terminate on a date other than the first or last day of any calendar month, compensation to SHP will be prorated accordingly for the shortened month.

**Section 7.2 is hereby replaced in its entirety by the following:**

7.2 Increases in Inmate Population. County and SHP agree that, effective July 1, 2010, the annual base price is calculated based upon an average daily inmate population of up to 40. If the average daily inmate population exceeds 40 inmates, then the compensation payable to SHP by County shall be increased by a per diem rate of \$2.43 for each inmate over 40. The average daily inmate resident population shall be calculated by adding the population or head count totals taken at a consistent time each day and dividing by the number of counts taken. The excess over an average of 40, if any, will be multiplied by the per diem rate and by the number of days in the month to arrive at the increase in compensation payable to SHP for that month. In all cases

Since original agreement was entered into 2007, several amendments have been approved.

where adjustments become necessary, the invoice adjustment will be made on the invoice for a subsequent month's services. For example, if there is an average population for any given month of 45 inmates, resulting in an excess of five (5) inmates, then SHP shall receive additional compensation of five (5) times the per diem rate times the number of days in that month. The resulting amount will be an addition to the regular base fee and will be billed on a subsequent monthly invoice.

This per diem is intended to cover additional cost in those instances where minor, short-term changes in the inmate population result in the higher utilization of routine supplies and services. However, the per diem is not intended to provide for any additional fixed costs, such as new fixed staffing positions that might prove necessary if the inmate population grows significantly and if the population increase is sustained. In such cases, SHP reserves the right to negotiate for an increase to its staffing complement and its contract price in order to continue to provide services to the increased number of inmates and maintain the quality of care. This would be done with the full knowledge and agreement of the Sheriff and other involved County officials, and following appropriate notification to County.

IN WITNESS WHEREOF, the parties have executed this Agreement in their official capacities with legal authority to do so.

WARREN COUNTY, NC  
BY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

ATTEST:

\_\_\_\_\_

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

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

  
9-24-10

SOUTHERN HEALTH PARTNERS, INC.  
BY:

  
Jennifer J. Hairsine, President

Date: 5-17-10

Agreement  
Amended

Current  
Year  
2014-15



**Southern Health  
Partners**

Your Partner In Affordable Inmate Healthcare

June 16, 2014

Capt. Shawn Bridges  
Warren County Detention Facility  
Post Office Box 449  
Warrenton, NC 27589

Re: Health Services Agreement

Dear Capt. Bridges:

SHP's Health Services Agreement with Warren County is coming up for renewal, and we are pleased to offer **no fee increase** for the new period beginning on July 1, 2014. This will be our fifth consecutive renewal year without an overall inflationary price increase. SHP values its relationship with the Sheriff's Office, and we want to continue a solid partnership there for a long time to come.

In lieu of an Amendment, this letter will serve to acknowledge the current contract price extended through the 2014-2015 period as noted below for your records.

Contract period:	July 1, 2014, through June 30, 2015
Base annualized fee:	\$70,195.80 (\$5,849.65 per month)
Per diem greater than 40:	\$2.43
Annual outside cost pool limit:	\$15,000.00

Please also mark your contract file to reflect an updated corporate office address for SHP (in Section No. 9.3 of the Agreement) as **2030 Hamilton Place Boulevard, Suite 140, Chattanooga, Tennessee 37421**.

Of course, if you have any questions or concerns, please feel free to contact me. I can be reached directly in our North Carolina regional office by phone at 704-972-1533 or by email at [carmen.hamilton@southernhealthpartners.com](mailto:carmen.hamilton@southernhealthpartners.com). We will otherwise assume the offer is acceptable, and all provisions of the contract will remain in full force and effect except as may be amended or modified in writing by mutual agreement between the parties.

We look forward to continuing services for you in the new contract year.

Sincerely,

SOUTHERN HEALTH PARTNERS, INC.

Carmen Hamilton  
Contracts Manager



Agreement  
Amended

FY  
2015-16

May 29, 2015

Capt. Shawn Bridges  
Warren County Detention Facility  
Post Office Box 449  
Warrenton, NC 27589

Re: Health Services Agreement

Dear Capt. Bridges:

SHP appreciates the opportunity to partner with Warren County and the Sheriff's Office in managing the inmate medical needs at the Detention Facility. Planning for the annual Health Services Agreement renewal, after review of the contract, we have determined a 2% rate adjustment will be needed for the 2015-2016 period.

We always try to avoid rate increases for our customers and remain committed to providing services at a fair and reasonable cost, reviewing each contract fully before making a decision on pricing. For the past 5 consecutive renewals, we have let the contract go without an overall annual fee increase (our last price increase was in 2009). This year, however, we will need a minimal increase of 2% on the base fee and per diem rate to help us with the costs of continuing a quality program of care at the site.

The contract billing will be adjusted accordingly, effective July 1, 2015, to the new amounts noted below. The difference in the base rate with a 2% increase is \$116.99 more per month.

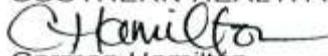
Contract period:	July 1, 2015, through June 30, 2016
Base annualized fee:	\$71,599.68 (\$5,966.64 per month)
Per diem greater than 40:	\$2.48
Annual outside cost pool limit:	\$15,000.00

Please keep this letter for your records and return a signed copy to me at your earliest convenience either by fax (803-802-1495 direct fax) or email ([carmen.hamilton@southernhealthpartners.com](mailto:carmen.hamilton@southernhealthpartners.com)). Except as modified above, or as may be further amended or modified by mutual written agreement between the parties, all provisions of the contract will remain in full force and effect.

Thank you in advance. We are proud to be the County's on-site provider of inmate medical care and look forward to continuing services in the new contract year. If there are any questions or concerns you would like to discuss, feel free to give me a call directly in our North Carolina/South Carolina Regional Office at 803-802-1492. I'll be happy to assist if there is anything you need.

Sincerely,

SOUTHERN HEALTH PARTNERS, INC.

  
Carmen Hamilton  
Contracts Manager

/cph

cc: Sheriff Johnny Williams

WARREN COUNTY, NC

BY:

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Meeting Date: July 6, 2015

Agenda Item # 11-A

**SUBJECT:** Resolution Declaring Surplus Property and Authorizing Auction

**REQUESTED BY:** Andy Smith, Health Director  
Warren County Health Department

**SUMMARY:** Resolution declaring desks, chairs, radiator heaters and tables as surplus is presented for Board's consideration to authorize auction of same and authorize signature on Resolution by Chairman Richardson.

**FUNDING SOURCE:**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval of Resolution declaring desks, chairs, radiator heaters and tables as surplus property and authorize auction of same with Chairman Richardson authorized to sign the resolution.

**NOTES:**

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State of North Carolina

County of Warren

## RESOLUTION

### SALE OF SURPLUS WARREN COUNTY PROPERTY

WHEREAS, the County of Warren has certain properties which are no longer used and may lawfully dispose of such property through on-line auction or disposal.

NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to Article 12, North Carolina General Statute 160A-268, the Warren County Board of Commissioners authorize the sale through on-line auction or disposal of items formerly used by Warren County Health Department: Radiator Heaters (2), Mobile File Cabinet, Lobby chairs (2-green), Computer Desk, Metal Stools (3), Rolling Cart and Office Chairs (1-gray, 1-black, 1 burgundy. These items are being sold in "as is" condition with no warranties.

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

BE IT FURTHER RESOLVED, The Board of Commissioners authorizes the County Manager (or designee) to dispose of this property and incur those costs incidental to sell property; and that advertising, describing the property, the method for bidding and the date, time and place for the bid opening be placed with auction site, notice in the Warren Record Newspaper and otherwise appropriately advertised according to law.

ADOPTED this the 6<sup>th</sup> day of July 2015.

WARREN COUNTY BOARD OF COMMISSIONERS

ATTEST:

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Barry Richardson, Chairman

Meeting Date: July 6, 2015

Agenda Item # 11-B

**SUBJECT:** Resolution Declaring Surplus Property

**REQUESTED BY:** Doug Young, Director – Emergency Services  
Dennis Paschall, EMS Coordinator

**SUMMARY:** Resolution declaring 2007 GMC Savana Type III Cut-Away Ambulance Chassis (ID # 1GDJG316X71245831) surplus property is presented for Board’s consideration to authorize auction and/or disposal of same and authorize Chairman Richardson to sign the Resolution.

**FUNDING SOURCE:**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval of Resolution declaring 2007 GMC Savana Type III Cut-Away Ambulance Chassis (ID # 1GDJG316X71245831) surplus property and authorize auction and/or disposal of same, and authorize Chairman Richardson to sign the Resolution.

**NOTES:**

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# WARREN COUNTY BOARD OF COMMISSIONERS

602 WEST RIDGEWAY STREET

POST OFFICE BOX 619

WARRENTON, NORTH CAROLINA 27589

STATE OF NORTH CAROLINA

COUNTY OF WARREN

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

## **RESOLUTION SALE OF SURPLUS WARREN COUNTY PROPERTY**

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

*NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to Article 12, North Carolina General Statute 160A-268, the Warren County Board of Commissioners authorizes the sell through online auction or disposal of a 2007 GMC Savana Type III Cut-Away Ambulance Chassis vehicle ID # 1GDJG316X71245831.*

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

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

*BE IT FURTHER RESOLVED, The Board of Commissioners authorizes the County Manager (or designee) to dispose of this property and incur those costs incidental to sale property; and that advertising, describing the property, the method for bidding and the date, time and place for the bid opening be placed with auction site with notice in the Warren Record and otherwise appropriately advertised according to law.*

*ADOPTED this the 6<sup>th</sup> day of July 2015.*

WARREN COUNTY BOARD OF COMMISSIONERS

Meeting Date: July 6, 2015

Agenda Item # II-C

**SUBJECT:** Authorize Purchase of 2015-16 Chevrolet Ambulance Chassis

**REQUESTED BY:** Doug Young, Director – Emergency Services  
Dennis Paschall, EMS Coordinator

**SUMMARY:** Having authorized Warren County’s participation in Houston-Galveston Area Council (H-GAC) Cooperative Purchase Program during a February 3, 2014 regular Board meeting (in accordance with NC GS 143-129(e)(3)), it is requested to authorize the purchase of a 2015-16 Chevrolet G4500 Chassis for a Type III Ambulance remount with modifications from Northwestern Emergency Vehicles of Jefferson, NC, at a cost not to exceed \$101,955. Authorize the County Manager to sign the required documents.

**FUNDING SOURCE:** FY 16 EMS Budget

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval of purchase of a 2015-16 Chevrolet G4500 Chassis for a Type III Ambulance remount with modifications from Northwestern Emergency Vehicles at a cost not to exceed \$101,955, and authorize the County Manager to sign the required documents. Funding Source: FY 16 EMS Budget

**NOTES:**

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# COUNTY OF WARREN, NC

## DEPARTMENT OF EMERGENCY SERVICES

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

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

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

### MEMO

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

FROM: Douglas R. Young, CEM Director/ Chief 

DATE: June 26, 2015

REF: EMS Unit Purchase and Remount of Unit

CC: Dennis Paschall, Division Chief

After reviewing options and vendor's information related to the replacement of the 2007 GMC Savana Type III ambulance VIN number 1GDJG316X71245831. County of Warren is a member of the Houston-Galveston Area Council (H-GAC) Cooperative Purchase Program (ILC: 14-3840) as the method for securing the vehicle replacement / remount for Emergency Services (EMS Division).

I am making the following recommendation to purchase a 2015-2016 Chevrolet G4500 chassis for a Type III Ambulance Remount with modifications thru the co-operate purchase as allowed within G.S. 143-129 (e) (3) from Northwestern Emergency Vehicles in Jefferson, NC for a cost not to exceed \$ 101,955.00.

In addition, I recommend that the 2007 cut-away chassis be declared surplus and disposed of at gov.deal with-in 90 days of the vendor receiving the 2007 GMC for remount to the new chassis.

**§ 143-129. Procedure for letting of public contracts.**

(a) Bidding Required. - No construction or repair work requiring the estimated expenditure of public money in an amount equal to or more than five hundred thousand dollars (\$500,000) or purchase of apparatus, supplies, materials, or equipment requiring an estimated expenditure of public money in an amount equal to or more than ninety thousand dollars (\$90,000) may be performed, nor may any contract be awarded therefor, by any board or governing body of the State, or of any institution of the State government, or of any political subdivision of the State, unless the provisions of this section are complied with; provided that The University of North Carolina and its constituent institutions may award contracts for construction or repair work that requires an estimated expenditure of less than five hundred thousand dollars (\$500,000) without complying with the provisions of this section.

(e) Exceptions. - The requirements of this Article do not apply to:

(3) Purchases made through a competitive bidding group purchasing program, which is a formally organized program that offers competitively obtained purchasing services at discount prices to two or more public agencies.



RECEIVED

MAR 21 2014

HOUSTON-GALVESTON AREA COUNCIL

WARREN COUNTY MANAGER'S OFFICE

March 14, 2014

Linda Worth  
County Manager  
Warren County  
602 W. Ridgeway St.  
Warrenton, NC 27589

Dear Ms. Worth:

HGACBuy would like to welcome you and thank you for becoming a member of the program. Enclosed is your original copy of the fully executed Interlocal Contract (ILC) which includes your assigned permanent ILC number. This number should appear on all future purchase orders, in addition to the H-GAC bid number for the product you are ordering.

The ILC document is designed as a blanket purchase agreement for all products offered by H-GAC, and it remains in effect indefinitely unless canceled by either party. No annual renewal actions are required. The Contract covers all departments within your municipality/county/district jurisdiction. It is activated only by your agency's issuance of Purchase Orders.

Visit our website at: [www.hgacbuy.org](http://www.hgacbuy.org) to schedule your end user orientation. Should you require any further information concerning the program please call 800-926-0234.

We encourage you to use the H-GAC Cooperative Purchasing Program and avail yourself of the services we offer. We look forward to serving you.

Sincerely,

Sally Terrel  
Contract Specialist  
Cooperative Purchasing Program

THIS INTERLOCAL CONTRACT ("Contract"), made and entered into pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code (the "Act"), by and between the Houston-Galveston Area Council, hereinafter referred to as "H-GAC," having its principal place of business at 3555 Timmons Lane, Suite 120, Houston, Texas 77027, and \* County of Warren, a local government, a state agency, or a non-profit corporation created and operated to provide one or more governmental functions and services, hereinafter referred to as "End User," having its principal place of business at \* 602 West Ridgeway Street, Warrenton, NC 27589

### W I T N E S S E T H

**WHEREAS**, H-GAC is a regional planning commission and political subdivision of the State of Texas operating under Chapter 391, Texas Local Government Code; and

**WHEREAS**, pursuant to the Act, H-GAC is authorized to contract with eligible entities to perform governmental functions and services, including the purchase of goods and services; and

**WHEREAS**, in reliance on such authority, H-GAC has instituted a cooperative purchasing program under which it contracts with eligible entities under the Act; and

**WHEREAS**, End User has represented that it is an eligible entity under the Act, that its governing body has authorized this Contract on \* 02/03/2014 (Date), and that it desires to contract with H-GAC on the terms set forth below;

**NOW, THEREFORE**, H-GAC and the End User do hereby agree as follows:

#### **ARTICLE 1: LEGAL AUTHORITY**

The End User represents and warrants to H-GAC that (1) it is eligible to contract with H-GAC under the Act because it is one of the following: a local government, as defined in the Act (a county, a municipality, a special district, or other political subdivision of the State of Texas or any other state), or a combination of two or more of those entities, a state agency (an agency of the State of Texas as defined in Section 771.002 of the Texas Government Code, or a similar agency of another state), or a non-profit corporation created and operated to provide one or more governmental functions and services, and (2) it possesses adequate legal authority to enter into this Contract.

#### **ARTICLE 2: APPLICABLE LAWS**

H-GAC and the End User agree to conduct all activities under this Contract in accordance with all applicable rules, regulations, and ordinances and laws in effect or promulgated during the term of this Contract.

#### **ARTICLE 3: WHOLE AGREEMENT**

This Contract and any attachments, as provided herein, constitute the complete contract between the parties hereto, and supersede any and all oral and written agreements between the parties relating to matters herein.

#### **ARTICLE 4: PERFORMANCE PERIOD**

The period of this Contract shall be for the balance of the fiscal year of the End User, which began \* 07/01/2013 and ends \* 06/30/2014. This Contract shall thereafter automatically be renewed annually for each succeeding fiscal year, provided that such renewal shall not have the effect of extending the period in which the End User may make any payment due an H-GAC contractor beyond the fiscal year in which such obligation was incurred under this Contract.

#### **ARTICLE 5: SCOPE OF SERVICES**

The End User appoints H-GAC its true and lawful purchasing agent for the purchase of certain products and services through the H-GAC Cooperative Purchasing Program. End User will access the Program through HGACBuy.com and by submission of any duly executed purchase order, in the form prescribed by H-GAC to a contractor having a valid contract with H-GAC. All purchases hereunder shall be in accordance with specifications and contract terms and pricing established by H-GAC. Ownership (title) to products purchased through H-GAC shall transfer directly from the contractor to the End User.

(over)

**ARTICLE 6: PAYMENTS**

H-GAC will confirm each order and issue notice to contractor to proceed. Upon delivery of goods or services purchased, and presentation of a properly documented invoice, the End User shall promptly, and in any case within thirty (30) days, pay H-GAC's contractor the full amount of the invoice. All payments for goods or services will be made from current revenues available to the paying party. In no event shall H-GAC have any financial liability to the End User for any goods or services End User procures from an H-GAC contractor.

**ARTICLE 7: CHANGES AND AMENDMENTS**

This Contract may be amended only by a written amendment executed by both parties, except that any alterations, additions, or deletions to the terms of this Contract which are required by changes in Federal and State law or regulations are automatically incorporated into this Contract without written amendment hereto and shall become effective on the date designated by such law or regulation.

H-GAC reserves the right to make changes in the scope of products and services offered through the H-GAC Cooperative Purchasing Program to be performed hereunder.

**ARTICLE 8: TERMINATION PROCEDURES**

H-GAC or the End User may cancel this Contract at any time upon thirty (30) days written notice by certified mail to the other party to this Contract. The obligations of the End User, including its obligation to pay H-GAC's contractor for all costs incurred under this Contract prior to such notice shall survive such cancellation, as well as any other obligation incurred under this Contract, until performed or discharged by the End User.

**ARTICLE 9: SEVERABILITY**

All parties agree that should any provision of this Contract be determined to be invalid or unenforceable, such determination shall not affect any other term of this Contract, which shall continue in full force and effect.

**ARTICLE 10: FORCE MAJEURE**

To the extent that either party to this Contract shall be wholly or partially prevented from the performance within the term specified of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed; provided, however, force majeure shall not excuse an obligation solely to pay funds. Determination of force majeure shall rest solely with H-GAC.

**ARTICLE 11: VENUE**

Disputes between procuring party and Vendor are to be resolved in accord with the law and venue rules of the State of purchase.

**THIS INSTRUMENT HAS BEEN EXECUTED IN TWO ORIGINALS BY THE PARTIES HERETO AS FOLLOWS:**

\* **County of Warren**

\_\_\_\_\_  
Name of End User (local government, agency, or non-profit corporation)

***Houston-Galveston Area Council***

3555 Timmons Lane, Suite 120, Houston, TX 77027

Meeting Date: July 6, 2015

Agenda Item # 12

SUBJECT: 2016 Suggested Warren County Holiday Schedule

REQUESTED BY: Clerk to the Board

SUMMARY: 2016 Holiday schedule for Warren County governmental offices, which is identical to the State's schedule, is presented for adoption.

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FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of the 2016 Holiday Schedule for Warren County governmental offices.

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NOTES:

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# Warren County 2016 Holiday Schedule



Holiday	Observance	Day of Week
	January 1 <sup>st</sup>	Friday
ML King Jr. Birthday	January 18 <sup>th</sup>	Monday
Good Friday	March 25 <sup>th</sup>	Friday
Memorial Day	May 30 <sup>th</sup>	Monday
Independence Day	July 4 <sup>th</sup> 	Monday
Labor Day	September 5 <sup>th</sup>	Monday
Veteran's Day	November 11 <sup>th</sup>	Friday
Thanksgiving	November 24 <sup>th</sup> & 25 <sup>th</sup>	Thursday & Friday
Christmas 	December 23 <sup>rd</sup> , 26 <sup>th</sup> & 27 <sup>th</sup>	Friday, Monday & Tuesday

**This schedule is identical to the State's Holiday schedule.**

Meeting Date: July 6, 2015

Agenda Item # 13-A

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

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

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

**FUNDING SOURCE:** Various

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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## MEMORANDUM

**TO:** Warren County Board of Commissioners  
**FROM:** Linda T. Worth, County Manager *LW*  
**DATE:** June 30, 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 June 2015 on behalf of Warren County:

### Senior Center

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

I have approved two contracts with Long Creek Coach Line to provide transportation for seniors to participate in Warren County Senior Center-sponsored trips to Virginia Beach on 6/29/15, and Manteo, NC on 7/15/15. Funds to cover these trips will be collected from the participants who pay a fee to take part in the trips.

### 911 Center

Wireless Communications, Inc.  
4800 Reagan Drive,  
Charlotte, NC 28206

I have approved a maintenance contract renewal with Wireless Communications, Inc. for maintenance of 911 Center equipment. Funds received from the 911 telephone sur-charge are used to pay this contract cost.

**MEMORANDUM**

**Page 2**

**June 30, 2015**

**Solid Waste Fund**

**Smith Gardner Engineers  
14 N. Boylan Avenue  
Raleigh, NC 27603**

**I have accepted a proposal from Smith Gardner Engineers to perform landfill gas and water quality monitoring at the County's closed sanitary landfill. This is a supplemental agreement to the Master Services Agreement between Warren County and Smith Gardner, Inc. dated 10/8/14. Smith Gardner Engineers installed gas monitoring wells at the sanitary landfill under the Master Services Agreement. Funds are budgeted in the Solid Waste Fund to pay for these necessary and required services.**

**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

## BILL TO

Warren Co. Senior Center-1  
Danetta McKnight

## CONTRACT

DATE 6/3/2015 Contract# 8407

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

Deposit Required 200.00 Balance Due 6/29/2015

Item	Description	Amount
Virginia B	Trip To Virginia Beach, VA and Return Little Island Park-3820 S. Sandpiper Rd. Departing@ from the Center June 29, 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

RECEIVED  
JUN 08 2015  
Finance

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

*Sherrill M. Edwards*  
Finance Director 6/9/15

Looking Forward 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: *John J. Warr* Date 6/11/15  
Harold A. Royster *Harold A. Royster* Date 6/3/15

Please

# 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

## BILL TO

Warren Co. Senior Center-I  
Danetta McKnight

## CONTRACT

DATE Contract#  
6/3/2015 8408

## Phone Numbers

252-257-3111  
danettamcknight@warrencountync.gov

Deposit Required	Balance Due
200.00	7/15/2015

Item	Description	Amount
Charter	Trip to Manteo, NC and return. Aquarium departing@7:30am from the center July 15, 15 returning same day 47 passenger bus	1,450.00
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.

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JUN 08 2015

Finance

*Alexis M. Edmonds*  
Finance Director 6/9/15

Looking Foward to Serve You!  
Thank You.

**Total**

**\$1,450.00**

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:

Harold A. Royster

*Harold A. Royster* Date 6/11/15  
*Harold A. Royster* Date 6/3/15

Please



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JUN 29 2015

WARREN COUNTY MANAGER'S OFFICE

May 29, 2015

Mr. Marshall Brothers  
Director  
Warren County Public Works Department  
712 US Highway 158 Business West  
Warrenton, N.C. 27589

**RE: Proposal for Landfill Gas and Water Quality Monitoring  
Warren County Landfill  
Warrenton, North Carolina**

RECEIVED

JUN 29 2015

Finance

Dear Mr. Brothers:

Smith Gardner, Inc. (S+G) is pleased to submit the following proposal for landfill gas (LFG) and water quality monitoring related tasks. The following presents our proposed scope of work and budget for the requested services.

#### **Scope of Work**

**Task 1 - Quarterly LFG Monitoring** - S+G staff will perform quarterly landfill gas monitoring at the site. This monitoring will be conducted in accordance with the landfill gas monitoring plan and the monitoring data will be submitted to Warren County for inclusion in the site record. If landfill gas readings exceed the lower explosive limit, S+G will submit the readings to NCDENR as required.

**Task 2 - Semi-Annual Water Quality Monitoring** - S+G staff will perform two semi-annual water quality monitoring events at the Warren County landfill facility. These events will consist of collecting groundwater samples from monitoring wells MW-1A, MW-2, MW-3 and MW-4, three surface water samples from (SW-1, SW-2 and SW-3) and one water supply sample from 539 Baltimore Road (WSW-1). Samples will be collected using dedicated bailers and will be analyzed by a North Carolina certified laboratory for Appendix I constituents (metals and volatile organic compounds). Field measurements of pH, temperature and specific conductance will also be collected.

Upon receipt of the laboratory data, S+G will prepare a water quality monitoring report for submittal to Warren County and NCDENR. This report will summarize water quality information as reported by laboratory analysis, a potentiometric surface map, a summary of well information and conclusions regarding the quality of groundwater and surface water around the site. Additionally, S+G will prepare a letter report summarizing the results for the water supply well that will also be sampled. This letter will be prepared for review by Warren County and then submitted to the property owner.

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Finance

### Assumptions

We make the following assumptions regarding this scope of work:

1. Survey information including locations and top of casing information for each well, will be supplied to S+G.
2. Monitoring well installation records and/or boring logs will be supplied to S+G.
3. S+G will have access to the site for monitoring and to the adjacent home for monitoring of the water supply well.

If the wells have not been previously surveyed, or that data is not available, a survey will be necessary to meet the requirements of NCDENR's water quality monitoring report guidance. We can arrange this scope of work under another task, if necessary, or the County can elect to perform this work with their own contracted surveyor.

### Budget

S+G proposes to undertake the above scope on a time and materials basis for a not to exceed budget of \$9,400 as shown below.

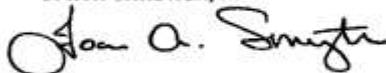
Task 1 - Quarterly LFG Monitoring	\$ 2,800
Task 2 - Semi-Annual Water Quality Monitoring	<u>\$ 6,600</u>
<b>Total:</b>	<b>\$ 9,400</b>

### Authorization

S+G is prepared to implement this scope of work immediately following authorization. To authorize this scope, please sign the attached work order and return it to S+G.

Please contact us at (919) 828-0577 or by email [below] at your earliest convenience if you have questions, or require additional information.

Sincerely,  
**SMITH GARDNER, INC.**



Joan A. Smyth, P.G.  
Senior Hydrogeologist, x 221  
[joan@smithgardnerinc.com](mailto:joan@smithgardnerinc.com)



Pieter K. Scheer, P.E.  
Vice President, Senior Engineer, x 123  
[pieter@smithgardnerinc.com](mailto:pieter@smithgardnerinc.com)

Attachments: S+G Work Order

Work Order No. WARREN-15-1

**LFG AND WATER QUALITY MONITORING**

**WORK ORDER NO. WARREN-15-1**

**SUPPLEMENTAL AGREEMENT TO**

**MASTER SERVICES AGREEMENT**

**BETWEEN**

**WARREN COUNTY**

**AND**

**SMITH GARDNER, INC.**

**DATED OCTOBER 8, 2014**

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JUN 29 2015  
Finance

This Work Order Constitutes a Supplemental Agreement to the Master Services Agreement (dated October 8, 2014). Exhibits A and B of this Work Order present information relevant to the contracted consulting services. After review of the document and Exhibits, the Work Order Authorization should be signed, dated and returned to Joan A. Smyth, P.G. of Smith Gardner, Inc. (S+G).

**WORK ORDER AUTHORIZATION**

This is to acknowledge that CLIENT has received the documents listed below, which are attached and incorporated herein, and that Smith Gardner, Inc. (S+G) is hereby authorized to provide the Services to which they relate.

Work Order Documents:    Exhibit A - Description of Consulting Services  
   Exhibit B - S+G Standard Fee Schedule

This Work Order constitutes a Supplemental Agreement to the Master Services Agreement by and between the CLIENT and Smith Gardner, Inc. dated October 8, 2014.

**WARREN COUNTY**

**SMITH GARDNER, INC.**

\_\_\_\_\_  
"CLIENT"

\_\_\_\_\_  
"S+G"

By: Linda J. Wirth  
Name: Linda T. Wirth  
Title: County Manager  
Date: June 30, 2015

By: Pieter K. Scheer  
Name: Pieter K. Scheer, P.E.  
Title: Vice President  
Date: 5/29/15

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

Gloria M. Edmonds  
Finance Director    6/29/15

**EXHIBIT A**

**DESCRIPTION OF CONSULTING SERVICES**

<b>Project Title:</b>	Quarterly LFG and Semi-Annual Water Quality Monitoring						
<b>Project Location:</b>	Closed Warren County Landfill						
<b>S+G Project No.:</b>	Warren-15-1						
<b>Scope:</b>	See attached proposal dated June 1 <sup>st</sup> , 2015.						
<b>Schedule:</b>	Work will be completed within one-year of authorization						
<b>Reports and Submittals:</b>	Quarterly LFG Monitoring with Data Submittal, Semi-annual Water Quality Monitoring Reporting.						
<p><b>Basis of Compensation:</b> For Services performed under this Work Order, CLIENT shall pay S+G compensation on the basis indicated per the attached standard fee schedule, Exhibit B.</p> <p> <input checked="" type="checkbox"/> Time and Materials  <input checked="" type="checkbox"/> Not to Exceed  <input type="checkbox"/> Lump Sum                 </p> <p>A budget amount of \$9,400 has been estimated for the scope of services defined under this work order. S+G will notify the CLIENT prior to exceeding this budget amount. The following is a breakdown of the anticipated cost for each task:</p> <table> <tr> <td>Task 1 – Quarterly LFG Monitoring</td> <td style="text-align: right;">\$ 2,800</td> </tr> <tr> <td>Task 2 – Semi-Annual GW Monitoring and Reporting</td> <td style="text-align: right;">\$ 6,600</td> </tr> <tr> <td style="text-align: right;"><b>Total:</b></td> <td style="text-align: right;"><b>\$ 9,400</b></td> </tr> </table>		Task 1 – Quarterly LFG Monitoring	\$ 2,800	Task 2 – Semi-Annual GW Monitoring and Reporting	\$ 6,600	<b>Total:</b>	<b>\$ 9,400</b>
Task 1 – Quarterly LFG Monitoring	\$ 2,800						
Task 2 – Semi-Annual GW Monitoring and Reporting	\$ 6,600						
<b>Total:</b>	<b>\$ 9,400</b>						

**2015 FEE SCHEDULE**

**Staff Professional**

**President**, Senior Engineer - Stacey A. Smith, P.E.\*\*  
**Vice President**, Senior Project Manager - John M. Gardner, P.E.\*\*  
**Vice President**, Senior Engineer - Pieter K. Scheer, P.E.\*\*  
**Principal**, Senior Hydrogeologist - Joan A. Smyth, P.G.\*\*  
**Principal**, Senior Project Engineer - Gregory S. Mills, P.E.\*\*  
**Principal**, Senior Civil Designer - Christopher T. Jones\*\*  
 Senior Project Manager - Sharon Y. Korleski, P.E.  
 Project Manager, Senior Geologist - C. Kevin Anderson, P.G.\*\*  
 Senior Project Manager - W. Michael Brinckek, P.E.  
 Project Manager, Senior Scientist - Matthew S. Lamb\*\*  
 Project Geologist - Bobby J. Wolf, P.G.  
 Project Scientist - Tom E. Dickson, Ph.D.  
 Project Geologist - Madeline M. German, P.G.\*\*  
 Project Manager, Project Scientist - Don M. Misenheimer\*\* (AAI)  
 Staff Engineer - John R. Fearrington, E.I.  
 Project Manager - R. Chevis Strange  
 Construction Manager, Civil Designer - Kristofer C. Baker  
 Field Services Manager - Britt P. Ransom\*\* (AAI)  
 Civil Designer - Jared A. Lemaster  
 Staff Engineer - Carter T. Shore, E.I.  
 Field Services Manager - Byron S. Hackney\*\*  
 Civil Designer - Timothy R. Swartzfager  
 Staff Engineer - Cybele M. Brockmann  
 Staff Engineer - Spencer W. Holloman, E.I.  
 Staff Scientist - Lisa M. Hoover  
 Staff Technician  
 Clerical/Administrative Secretary  
 Expert Witness/Legal Services  
**Expenses & Fees**  
 Direct Project Expenses  
 \* Rates are subject to review annually.  
 \*\*Employee Owner  
 \*\*\*Accredited Asbestos Inspector (AAI) Services

**Hourly Billing Rates\***

\$190/hour  
 \$180/hour  
 \$160/hour  
 \$135/hour  
 \$115/hour  
 \$105/hour  
 \$140/hour  
 \$135/hour  
 \$130/hour  
 \$120/hour  
 \$105/hour  
 \$100/hour  
 \$95/hour  
 \$85/hour\*\*\*  
 \$85/hour  
 \$85/hour  
 \$85/hour  
 \$80/hour\*\*\*  
 \$80/hour  
 \$75/hour  
 \$75/hour  
 \$70/hour  
 \$70/hour  
 \$65/hour  
 \$50/hour  
 \$45/hour  
 \$35/hour  
 Negotiated  
 Cost + 10%  
 +\$15/hour to rate

Meeting Date: July 6, 2015

Agenda Item # 13-B

**SUBJECT:** County Manager's Monthly Report

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

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

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**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 June 2015 Monthly Status Report.

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**NOTES:**

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## MEMORANDUM

**TO:** Warren County Board of Commissioners  
**FROM:** Linda T. Worth, County Manager *LW*  
**DATE:** June 30, 2015  
**RE:** June 2015 Status Report

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

### Administration

- Prepared for and attended Board of Commissioners Regular Meeting (6/1/15)
- Mtg. with Recreation Director to discuss recreation matters (6/1/15)
- Attended meeting with C. Alston-Kearney, Grant Administrator, and G. Vitale, USDA Area Director, re: Ephraim Place CDBG Project (6/3/15)
- Mtg. with Emergency Services Director, Finance Director, and USDA representative to discuss EMS Base Project (6/4/15)
- Participated in conference call to discuss bond refunding (6/4/15)
- Submitted CAVE Project Interim Report to Golden LEAF (6/4/15)
- Mtg. with citizen to discuss complaint (6/9/15)
- Attended meeting with Emergency Services Director and TSS Partners representative to discuss Radio System Upgrades Project (6/9/15)
- Mtg. with Health Director and DSS Director to review and evaluate non-profit funding applications (6/10/15)
- Participated in conference call with representatives of the NC Department of Commerce to give input on the newly restructured department (6/12/15)
- Mtg. with EDC Director and EDC Consultant to discuss Peck Property and CAVE Project (6/16/15)
- Prepared for and attended BOC Budget Public Hearing and Regular Work Session (6/17/15)
- Prepared for an attended Domestic Violence/Sexual Assault Stakeholders' Meeting (6/18/15)
- Annual Leave (6/19/15)
- Prepared for and attended Radio System Upgrades Project Kick-Off Meeting with Stakeholders (6/23/15)
- Budget Review with Finance Director and Staff (6/23/15)
- Prepared for and conducted monthly Department Heads' Meeting (6/25/15)
- Prepared for and attended BOC Special Meeting to Adopt the FY 16 Budget (6/25/15)
- Attended FEMA Board meeting (6/29/15)
- Interviewed by Clerk for WARR Radio "Warren County Report" (6/29/15)
- Attended Industry Round Table hosted by Glen Raven Mills (6/30/15)
- Prepared for and attended Warren County Roads Committee Meeting (6/30/15)

**Other Activities**

- Attended United Way Annual Meeting and Luncheon (6/17/15)
- Attended E-911 Luncheon with Sheriff & Dispatchers Celebrating EMD approval (6/18/15)

**Project Updates**

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

In conjunction with TSS Partners, Consultants, conducted Radio System Upgrades Project Kick-Off meeting with Stakeholders on June 23, 2015. We are moving forward with the simulcast system upgrades component of the project using the Hosley Forest, Elam, and Hwy. 158 Bypass Towers. The structural drawings for the Manson Tower upgrade are being prepared by Tower Engineering Professionals. We have been advised by the State Highway Patrol that it may be 12 months or more before the state prepares the Lease Agreement for us to upgrade the Manson Tower so that we can use it to mount our equipment as part of the simulcast system. It is anticipated this project will take approximately 20 months to complete due to the delayed lease agreement approval for the Manson tower.

**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**

A public hearing will be held on July 6, 2015 to receive citizens' input on re-opening the Ephraim Place CDBG Project. The Division of Community Assistance has granted the County's request to build three homes for LMI individuals in lieu of re-paying the grant funds. Ms. C. Alston-Kearney, Grant Administrator, and I met with representatives of USDA to discuss this project due to the Agency having participated in the project by funding the infrastructure. USDA is on board with our moving forward to re-open the project and construct the required number of homes.

MEMORANDUM

Page 3

June 30, 2015

**Golden LEAF Community-Based Grantsmaking Initiative**

The EDC Director, EDC Consultant and I have met with two individuals interested in the Peck Property to discuss a possible public-private partnership to develop the property. We are in the process of having a local Building Contractor evaluate the buildings on the property to develop cost estimates on renovation and/or demolition. We are also working on a preliminary business plan for the CAVE project.

Meeting Date: July 6, 2015

**ADDED**

Agenda Item # 13-C

SUBJECT: Kerr Lake Regional Water System

REQUESTED BY: Attorney Chris Derrenbacher

SUMMARY: Request is made to schedule a Special meeting on Thursday, July 9, 2015 to consider the attached items.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend scheduling special meeting on July 9, 2015 at \_\_\_\_\_ pm to consider items related to sale of Kerr Lake Regional Water System.

NOTES:

\_\_\_\_\_  
\_\_\_\_\_

**ADDED**  
**Item 13-C**

Request is made to schedule a Special Meeting on Thursday, July 9, 2015 to consider the following:

1. Approval of Memorandum of Understanding & Bill of Sale and Assignment to finalize the sale of the Middleburg Water Line to the City of Henderson; and
2. Approval of 5<sup>th</sup> Amendment to the Agreement (relative to the Regional Water System);
3. Authorize the Chairman to sign all documents.

All documents are currently being finalized by the Attorneys of record.

Recommendation from County Manager:

Recommend Board consider scheduling a Special Meeting on Thursday, 7/9/15 at \_\_\_\_\_ pm to consider approval of the requested documents related to the Kerr Lake Regional Water System.

*Adjourn*

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*July 6, 2015*  
*Regular Meeting*