

***WARREN COUNTY  
BOARD OF COMMISSIONERS***

***January 4, 2016***

***6:00 PM – Regular Meeting***

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

**6:00 pm**  
**Call to Order January 4, 2016**  
**Regular Monthly Meeting**  
**By**  
**Chairman or Designee**

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

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

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

**Agenda Item # 4**

# **Citizen Comments**

# Rules for Citizen Comments

Please sign up to speak.

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

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

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

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

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

*Warren County  
Board of Commissioners*

**Meeting Date: January 4, 2016**

**Agenda Item # 5**

**SUBJECT: Adopt January 4, 2016 Suggested Agenda**

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

**SUMMARY: None**

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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***SUGGESTED AGENDA  
FOR  
January 4, 2016 REGULAR MONTHLY MEETING  
OF THE WARREN COUNTY BOARD OF COMMISSIONERS  
Armory Civic Center - Meeting Room  
WARRENTON, NORTH CAROLINA***

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 January 4, 2016 Suggested Agenda
6. Consent Agenda
  - A. Approve Minutes – December 7, 2015:
    - \* Organizational Meeting
    - \* Regular Monthly Meeting
  - B. Interest Income Report – Finance Director
  - C. Tax Collector’s Report – Starlin Beatty, Tax Administrator
  - D. Tax Release Requests (Over \$100) – Starlin Beatty, Tax Administrator  
Tax Release Requests (Under \$100) - “ “ “ “
  - E. CDBG 4<sup>th</sup> Quarter Performance Report for 03-C-1187 Ephraim Place Housing Development Project
7. Amendment No. 6 to the Warren County Budget Ordinance – Gloria Edmonds, Finance Director
8. Follow-up to December 9, 2015 Work Session:
  - A. Schedule Public Hearing: Revisions to Warren County Zoning Ordinance – Feb. 1<sup>st</sup> @ 5:30 pm
  - B. Schedule Public Hearing: Proposed Solar Farm Ordinance for Un-Zoned Areas – Feb. 1<sup>st</sup> @ 5:45 pm
  - C. Consider Proposed Voluntary Educational Involvement Leave Policy
  - D. Consider Roads Committee Recommendation

9. Request for Use of Armory Civic Center with Rental Fee Waived – Shauna Williams, Community Center Board of Trustees
10. Selection of Architect for Emergency Services Headquarters Facility Capital Project
11. Personnel Action Request RE: Vacant IT Position
12. Appointment to Board/Committee/Commission:
  - A. Social Services Board of Trustees: Replace Commissioner Jordan
  - B. Firemen’s Relief Fund Board Appointment
13. Resolutions Declaring Surplus Property – Clerk to the Board
  - A. Items from Various Departments: Computer System & Leather Chair
  - B. Convey Lab Chair to Community Health Clinic
14. Revision to Board of Commissioners’ 2016 Meeting Schedule:
  - A. Special Work Session to Receive Audit Report – Feb. 1, 2016 at 5:00 pm
  - B. Reschedule September Board meeting to Tuesday – September 6, 2016
  - C. Reschedule June Board meeting to Monday – June 13, 2016
15. County Manager
  - A. Contracts Approved
  - B. Status Report for December 2015
16. ***Closed Session in accordance with NC GS § 143-318.11(a)(3)&(4): Attorney/Client Privileged Information & Location or Expansion of Industry***
17. Adjourn January 4, 2016 Meeting

**Meeting Date: January 4, 2016**

**Consent Agenda Item # 6A**

**SUBJECT: Approve Minutes of December 2015 meetings**

**REQUESTED BY: Clerk to the Board**

**SUMMARY: December 7, 2015 Minutes have been provided via e-mail to Board Members for review:**

- # Organizational Meeting &**
- # Regular Monthly Meeting**

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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*Minutes of December 7, 2015 meetings have been  
provided by e-mail:*

**# Organizational Meeting**

**# Regular Monthly Meeting**

**Meeting Date: January 4, 2016**

**Consent Agenda Item # 6B**

**SUBJECT: Interest Income Report**

**REQUESTED BY: Finance Director**

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

**FUNDING SOURCE: Various**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**INTEREST INCOME REPORT  
MONTH OF NOVEMBER 2015**

| <b>FUND</b>                     | <b>NOVEMBER<br/>INCOME</b> | <b>FISCAL YEAR<br/>TO - DATE</b> |
|---------------------------------|----------------------------|----------------------------------|
| General                         | 537.55                     | 2,104.81                         |
| Revaluation                     | 31.15                      | 116.57                           |
| E 911 Telephone System          | 34.07                      | 135.77                           |
| Buck Spring Project             | 25.06                      | 93.82                            |
| Simulcast System Upgrade        | 35.52                      | 135.50                           |
| Regional Water Enterprise Fund  | 93.33                      | 349.30                           |
| District 1 Enterprise Fund      | 84.69                      | 316.96                           |
| Solid Waste                     | 6.58                       | 23.38                            |
| District II Enterprise Fund     | 109.08                     | 408.36                           |
| District III Enterprise Fund    | 53.02                      | 198.45                           |
| District III Phase III          | 0.49                       | 3.56                             |
| Emergency Services Headquarters | 9.24                       | 41.56                            |
| Recreation Complex Phase III    | 0.06                       | 24.97                            |
|                                 | <b>1,019.84</b>            | <b>3,953.01</b>                  |

**SUBJECT: Tax Collector's Report**

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

**SUMMARY: Tax Collector's Report for the month of November 2015 is presented for the Board's information.**

**FUNDING SOURCE: N/A**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: G.S. 105 350  
Tax Collection Report and Interest Income Report are supplied for Board's  
information**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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

**Current Year Collections**

| Tax Year           | Charge       | Collected in November | Collected to Date | Balance Outstanding | Percentage Collected |
|--------------------|--------------|-----------------------|-------------------|---------------------|----------------------|
| Novemer 2015 FY16  | \$16,399,805 | \$3,708,487           | \$7,387,940       | \$9,011,865         | 45.05                |
| November 2014 FY15 | \$16,392,323 | \$3,399,379           | \$6,970,311       | \$9,422,012         | 42.52                |

**Delinquent Collections**

|                               |                     |                 |                   |                     |       |
|-------------------------------|---------------------|-----------------|-------------------|---------------------|-------|
| 2014                          | \$499,595           | \$17,035        | \$132,229         | \$367,365           | 26.47 |
| 2013                          | 271,081             | 6,971           | 45,413            | \$225,668           | 16.75 |
| 2012                          | 169,495             | 2,139           | 20,015            | \$149,480           | 11.81 |
| 2011                          | 121,569             | 1,467           | 9,901             | \$111,668           | 8.14  |
| 2010                          | 100,184             | 1,068           | 7,897             | \$92,287            | 7.88  |
| 2009                          | 89,881              | 924             | 6,583             | \$83,297            | 7.32  |
| 2008                          | 85,895              | 1,167           | 4,040             | \$81,854            | 4.70  |
| 2007                          | 95,186              | 454             | 2,691             | \$92,495            | 2.83  |
| 2006                          | 98,928              | 596             | 1,394             | \$97,585            | 1.36  |
| 2005                          | 84,236              | 233             | 1,745             | \$82,491            | 2.07  |
| <b>Total Delinquent Years</b> | <b>\$ 1,616,050</b> | <b>\$32,054</b> | <b>\$ 231,908</b> | <b>\$ 1,384,190</b> |       |

**Other November Receipts**

|                     |            |            |
|---------------------|------------|------------|
| County Penalties    | \$ 7,667   | \$ 44,407  |
| Landfill User Fees  | \$ 255,204 | \$ 549,416 |
| Municipalities      | \$ 85,009  | \$ 211,879 |
| Fire District Taxes | \$ 176,024 | \$ 374,999 |
| Advance Taxes       | \$ 3,514   | \$ 5,252   |

**NOVEMBER GRAND TOTAL**

|                     |                    |
|---------------------|--------------------|
| <b>\$ 4,267,959</b> | <b>\$8,805,801</b> |
|---------------------|--------------------|

*Starlin L. Beatty, Tax Administra* 12/16/2015  
 Starlin L. Beatty, Tax Administrator DATE

**Meeting Date: January 4, 2016**

**CONSENT AGENDA Item # 6D**

**SUBJECT: Request for Tax Releases**

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

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

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of tax releases over \$100 as presented and requested by the  
Tax Administrator.**

**NOTES:**

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# Request For Tax Releases Over \$100

Over \$100

1/4/2016

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

**ERROR CORRECTION RELEASES:**

|                            |                |         |       |            |                                   |
|----------------------------|----------------|---------|-------|------------|-----------------------------------|
| ASBY ALVIN                 | 2015 37251 300 | K2D 94  | 15230 | \$222.92   | BT LISTED & PAID IN NASH CO       |
| BROWN ELTON H & SUSAN      | 2015 4919 304  | E5 307G | 24593 | \$127.49   | DID NOT OWN SWMH                  |
| CHAMBERS RUTH              | 2015 27899 302 | J4 45B  | 24872 | \$510.97   | DISCOVERED IN ERROR/DOUBLE BILLED |
| FAMILY DOLLAR STORES OF NC | 2015 13933 202 |         | 27353 | \$1,560.09 | BPP OVER ASSESSED                 |
| FIRST CITIZENS BANK        | 2015 2018 200  |         | 27077 | \$183.91   | BPP OVER ASSESSED                 |

**SUB-TOTAL ERROR CORRECTIONS:**  
**SUB-TOTAL CORRECTION RELEASES:**  
**Total Releases**

**\$2,605.38**  
**\$2,605.38**  
**\$ 2,605.38**

**LANDFILL USER FEE RELEASES:**

|                         |                |             |       |          |                  |
|-------------------------|----------------|-------------|-------|----------|------------------|
| BROWN BANZET            | 2015 37264 300 | D6 30B      | 16577 | \$120.00 | PRIVATE HAULER   |
| BURCHETTE ERIC M        | 2015 2511 304  | F4 16A      | 19605 | \$120.00 | NO ELECTRICITY   |
| CAMPBELL ALLEN E JR     | 2015 6533 333  | C4 4        | 2184  | \$120.00 | PRIVATE HAULER   |
| CAMPBELL JACOB          | 2015 37599 300 | C4 4 1X     | 24527 | \$120.00 | PRIVATE HAULER   |
| CHEEK HORACE R          | 2015 8865 300  | H6 75       | 7748  | \$120.00 | PRIVATE HAULER   |
| COOKE LISA              | 2015 40264 301 | I4B 27      | 8877  | \$120.00 | PRIVATE HAULER   |
| DALTORIO CHRISTOPHER P  | 2015 3520 300  | I2A 115     | 20136 | \$120.00 | PRIVATE HAULER   |
| DYER WILLIAM            | 2015 40076 300 | B8 23E      | 10406 | \$120.00 | HSE NOT LIVEABLE |
| FIELDS LEWIS P          | 2015 14227 300 | L2D 143     | 3660  | \$120.00 | PRIVATE HAULER   |
| GREER JOE & EMMA        | 2015 16429 331 | G7 36       | 5709  | \$120.00 | PRIVATE HAULER   |
| HARGROVE LATONYA        | 2015 22187 200 |             | 28834 | \$120.00 | PRIVATE HAULER   |
| HOLTZMAN GARY D         | 2015 20510 300 | C4 18A      | 17966 | \$120.00 | PRIVATE HAULER   |
| HOLTZMAN BARBARA W      | 2015 20504 305 | C4 18       | 7579  | \$120.00 | PRIVATE HAULER   |
| HOLTZMAN LAURA          | 2015 3173 200  |             | 26910 | \$120.00 | PRIVATE HAULER   |
| JORDAN REBECCA ALSTON   | 2015 28478 200 |             | 26093 | \$120.00 | NO ELECTRICITY   |
| MATTHEWS JACQUELINE     | 2015 28937 300 | L2D 59      | 9037  | \$120.00 | PRIVATE HAULER   |
| OWENS WILLIAM           | 2015 9173 300  | L2A 109     | 21983 | \$120.00 | PRIVATE HAULER   |
| PIERCE ANTHONY          | 2015 23967 300 | H1C 164     | 7998  | \$120.00 | PRIVATE HAULER   |
| PLUMMER PAUL B JR       | 2015 32007 301 | E2 4        | 5693  | \$120.00 | PRIVATE HAULER   |
| PLUMMER PAUL B JR       | 2015 32007 300 | E2 3A       | 9916  | \$120.00 | PRIVATE HAULER   |
| PLUMMER PAUL B SR HEIRS | 2015 32006 300 | E2 3        | 9915  | \$120.00 | PRIVATE HAULER   |
| RICHARDSON DEBORAH L    | 2015 33510 300 | K9 4H       | 10503 | \$120.00 | NO ELECTRICITY   |
| RICHARDSON WILLIE L     | 2015 33510 302 | I9 2A       | 19029 | \$120.00 | NO ELECTRICITY   |
| STONEHOUSE TIMBER LODGE | 2015 17355 302 | K3D 194 195 | 10343 | \$120.00 | PRIVATE HAULER   |
| STONEHOUSE TIMBER LODGE | 2015 17355 303 | K3D 196     | 7715  | \$480.00 | PRIVATE HAULER   |
| STONEHOUSE TIMBER LODGE | 2015 17355 311 | K3D172      | 8042  | \$120.00 | PRIVATE HAULER   |
| STONEHOUSE TIMBER LODGE | 2015 17355 312 | K3D173      | 8043  | \$120.00 | PRIVATE HAULER   |
| STONEHOUSE TIMBER LODGE | 2015 17355 313 | K3D200A     | 16196 | \$120.00 | PRIVATE HAULER   |
| STONEHOUSE TIMBER LODGE | 2015 17355 314 | K3D201      | 4365  | \$120.00 | PRIVATE HAULER   |
| STONEHOUSE TIMBER LODGE | 2015 17355 315 | K3D193      | 9822  | \$120.00 | PRIVATE HAULER   |
| STONEHOUSE TIMBER LODGE | 2015 17355 316 | K3D191      | 9795  | \$120.00 | PRIVATE HAULER   |
| SULLIVAN MARK R         | 2015 9004 301  | L2B 12 13   | 11784 | \$120.00 | PRIVATE HAULER   |
| TERRY JOHN              | 2015 2796 300  | B6 55       | 19463 | \$120.00 | PRIVATE HAULER   |
| VAUGHAN LARRY           | 2015 48402 200 |             | 27081 | \$120.00 | PRIVATE HAULER   |
| WAGSTAFF BETTY D        | 2015 42026 300 | C5 52B      | 16532 | \$120.00 | PRIVATE HAULER   |
| WILKINS BERNARD         | 2015 15341 300 | K4B 68A     | 17465 | \$120.00 | NO ELECTRICITY   |

**TOTAL LFUF RELEASES:**  
**Total Releases**

**\$4,680.00**  
**\$ 7,285.38**

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

Under \$100

1/4/2016

*LW*  
Date: 12/23/16

**ERROR CORRECTION RELEASES:**

| <u>NAME</u>                 | <u>Year</u> | <u>ACCT#</u> | <u>MAP #</u> | <u>RECORD</u> | <u>AMOUNT</u> | <u>REASON</u>                 |
|-----------------------------|-------------|--------------|--------------|---------------|---------------|-------------------------------|
| ALGOOD JOSEPH               | 2015        | 419 300      | D5 32        | 147           | \$3.63        | SWMH REMOVED                  |
| ANDREWS HENRY C & CAROLYN S | 2015        | 40078 300    | D5 117E      | 24715         | \$64.79       | CLERICAL ERROR                |
| BAGGETT HELEN               | 2010        | 2267 110     | D4D 134      | 46549         | \$68.64       | FORECLOSED BY WARREN CTY      |
| BAGGETT HELEN               | 2011        | 2267 111     | D4D 134      | 48010         | \$65.64       | FORECLOSED BY WARREN CTY      |
| BAGGETT HELEN               | 2012        | 2267 112     | D4D 134      | 51557         | \$63.15       | FORECLOSED BY WARREN CTY      |
| BAGGETT HELEN               | 2013        | 2267 113     | D4D 134      | 55469         | \$58.69       | FORECLOSED BY WARREN CTY      |
| BAGGETT HELEN               | 2014        | 2267 114     | D4D 134      | 58748         | \$54.27       | FORECLOSED BY WARREN CTY      |
| BAGGETT HELEN               | 2015        | 2267 456     | D4D 134      | 677           | \$47.29       | FORECLOSED BY WARREN CTY      |
| BAGGETT HELEN               | 2010        | 2267 110     | D4D 136      | 46551         | \$68.64       | FORECLOSED BY WARREN CTY      |
| BAGGETT HELEN               | 2011        | 2267 111     | D4D 136      | 48012         | \$65.64       | FORECLOSED BY WARREN CTY      |
| BAGGETT HELEN               | 2012        | 2267 112     | D4D 136      | 51559         | \$63.15       | FORECLOSED BY WARREN CTY      |
| BAGGETT HELEN               | 2013        | 2267 113     | D4D 136      | 55462         | \$58.69       | FORECLOSED BY WARREN CTY      |
| BAGGETT HELEN               | 2014        | 2267 114     | D4D 136      | 58750         | \$54.27       | FORECLOSED BY WARREN CTY      |
| BAGGETT HELEN               | 2015        | 2267 457     | D4D 136      | 679           | \$47.29       | FORECLOSED BY WARREN CTY      |
| DELL EQUIPMENT FUNDING LP   | 2015        | 4502 201     |              | 30800         | \$1.02        | BPP OVER ASSESSED             |
| DICKINSON ROBERT            | 2015        | 40289 200    |              | 27407         | \$38.94       | DOES NOT OWN THIS BOAT        |
| MUSTIAN GABRIEL T & CYNTHIA | 2015        | 21968 303    | H7 14        | 1895          | \$58.24       | CORRECTED ACRES PER DEED/PLAT |
| WARREN COUNTY               | 2010        | 40775 110    | J11 134      | 46956         | \$25.57       | FORECLOSED BY WARREN CTY      |
| WARREN COUNTY               | 2011        | 40775 111    | J11 134      | 48491         | \$38.23       | FORECLOSED BY WARREN CTY      |
| WARREN COUNTY               | 2012        | 40775 112    | J11 134      | 52124         | \$37.71       | FORECLOSED BY WARREN CTY      |
| WARREN COUNTY               | 2013        | 40775 113    | J11 134      | 56339         | \$35.02       | FORECLOSED BY WARREN CTY      |
| WARREN COUNTY               | 2014        | 40775 114    | J11 134      | 60273         | \$32.55       | FORECLOSED BY WARREN CTY      |

**SUB-TOTAL ERROR CORRECTIONS:**

**\$ 1,051.06**

**Total Releases**

**\$ 1,051.06**

**Meeting Date: January 4, 2016**

**CONSENT AGENDA Item # 6E**

**SUBJECT: CDBG 4<sup>th</sup> Quarter Performance Status Reports**

**REQUESTED BY: Cathy Alston-Kearney, Executive Director  
Warren Family Institute (WFI)**

**SUMMARY: Fourth Quarter Performance Status Report for Community Development Block Grant 03-C-1187 Housing Development Project as required by Division of Community Assistance is presented by Cathy Alston-Kearney as Grant Project Administrator for Board's approval.**

**FUNDING SOURCE: CDBG Grants**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of 4<sup>th</sup> Quarter Performance Status Report for CDBG Grant 03-C-21187 Housing Development Project, and authorize County Manager to sign same.**

**NOTES:**

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Post Office Box 150 - Warrenton, North Carolina 27589  
252.257.1134 (voice) / 252.257.2564 (fax)

December 29, 2015

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

Dear Ms. Worth:

Attached is the Ephraim Place CDBG Quarterly Progress Report form for the period October 1-December 31, 2015. Although the information required on the form is limited to completed construction, we are making progress toward meeting the agreed-to performance goals. This quarter we engaged a local realtor to assist with and expand our marketing efforts, promoted the project at several community events, and referred two prospective buyers to mortgage lenders. Our first home buyer education event is Saturday, January 9, 2016 at the Warren County Memorial Library. Interested persons can get an overview of the home-buying process as well as learn about the benefits offered with a purchase in Ephraim Place.

We are also remaining vigilant on the other administrative requirements attached to CDBG projects. The executive director completed NeighborWorks' "Fair Housing-What Professionals Need to Know" training, submitted an updated Fair Housing Plan, and secured current NC Fair Housing materials for distribution to county government departments.

Your feedback and suggestions are always welcome. Please contact me with questions.

Sincerely,

A handwritten signature in cursive script that reads "Cathy Alston-Kearney".

Cathy Alston-Kearney  
Executive Director

**CDBG QUARTERLY PROGRESS REPORT** (revised 10/10)

Grantee: Warren County  
 Period Covered (M/Y): 10/1/15 - 12/31/15

Grant No: 03-C-1187  
 Calendar Quarter: 3rd

Amount Awarded: \$133,000  
 Date Prepared: 12/29/15

| Activity            | LF, #Properties<br>#Units Proposed | # Completed<br>This Quarter | # Completed<br>To Date | # Persons<br>Proposed | # Persons<br>AMI | # Persons<br>MI | # Persons<br>LI | # Persons<br>VLI |
|---------------------|------------------------------------|-----------------------------|------------------------|-----------------------|------------------|-----------------|-----------------|------------------|
| Acquisition         | 3                                  | 0                           | 0                      |                       |                  |                 |                 |                  |
| Street Improvements | 3                                  | 0                           | 0                      |                       |                  |                 |                 |                  |
| Sewer Improvements  | 3                                  | 0                           | 0                      |                       |                  |                 |                 |                  |
| Water Improvements  | 3                                  | 0                           | 0                      |                       |                  |                 |                 |                  |
| C-1                 |                                    |                             |                        |                       |                  |                 |                 |                  |
| C-1                 |                                    |                             |                        |                       |                  |                 |                 |                  |
| C-1                 |                                    |                             |                        |                       |                  |                 |                 |                  |
| C-1                 |                                    |                             |                        |                       |                  |                 |                 |                  |
| C-1                 |                                    |                             |                        |                       |                  |                 |                 |                  |
| C-1                 |                                    |                             |                        |                       |                  |                 |                 |                  |
| L-1                 |                                    |                             |                        |                       |                  |                 |                 |                  |
| L-1                 |                                    |                             |                        |                       |                  |                 |                 |                  |

**TOTAL**

| Activity    | Activity<br>Code | Budget | Expended<br>This Quarter | Expended<br>To Date | Amt. Req.<br>This Quarter | Amt. Req.<br>To Date | (Fm Hd Hld)<br>Gender | Race |
|-------------|------------------|--------|--------------------------|---------------------|---------------------------|----------------------|-----------------------|------|
| Acquisition |                  |        |                          |                     |                           |                      |                       |      |
| C-1         |                  |        |                          |                     |                           |                      |                       |      |
| C-1         |                  |        |                          |                     |                           |                      |                       |      |
| C-1         |                  |        |                          |                     |                           |                      |                       |      |
| C-1         |                  |        |                          |                     |                           |                      |                       |      |
| C-1         |                  |        |                          |                     |                           |                      |                       |      |
| C-1         |                  |        |                          |                     |                           |                      |                       |      |
| C-1         |                  |        |                          |                     |                           |                      |                       |      |
| C-1         |                  |        |                          |                     |                           |                      |                       |      |
| L-1         |                  |        |                          |                     |                           |                      |                       |      |
| L-1         |                  |        |                          |                     |                           |                      |                       |      |
| L-1         |                  |        |                          |                     |                           |                      |                       |      |

**TOTAL**

\$0     
 \$0.00     
 \$0.00     
 \$0.00     
 \$0.00

Notes:

Prepared By: Cathy Alston-Kearney

Title: Program Manager

Endorsed By: *Lub J. Watts*

Title: *County Manager*

**Meeting Date: January 4, 2016**

**Agenda Item # 7**

**SUBJECT: Finance Office**

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

**SUMMARY: It is submitted to approve Amendment # 6 to the Warren County FY 2015-16 Budget Ordinance**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Amendment # 6 to the Warren County FY 2015-16 Budget Ordinance as presented by Finance Director Gloria Edmonds.**

**NOTES:**

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# AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE

2015/2016

## Amendment No. 6

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

Increase/(Decrease) Appropriations:

|  |           |                |
|--|-----------|----------------|
| Libraries  | \$        | 9,500          |
| Recreation Program                                       |           | 390            |
| DSS Administration                                       |           | 552            |
| Youth Services Bureau                                    |           | 22             |
| Board of Elections                                       |           | 87             |
| Armory   |           | 3,146          |
| Economic Development Commission                          |           | 1,471          |
| Building, Grounds & Maintenance - Major Building Repairs |           | <u>(5,668)</u> |
| <b>Total</b>   | <b>\$</b> | <b>9,500</b>   |

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

Increase/(Decrease) Revenues:

|                                      |           |              |
|--------------------------------------|-----------|--------------|
| Restricted Intergovernmental - Other |           | <u>9,500</u> |
| <b>Total</b>                         | <b>\$</b> | <b>9,500</b> |

Section 6 of the Warren County Budget Ordinance, pertaining to the Solid Waste Enterprise Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Appropriations:

|                     |    |        |
|---------------------|----|--------|
| Solid Waste Program | \$ | 56,000 |
|---------------------|----|--------|

Section 7 of the Warren County Budget Ordinance, pertaining to the Solid Waste Enterprise Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Revenues:

Other Taxes & Licenses \$ 56,000

**This amendment:**

- appropriates NC Art Council Grant funds to the Libraries budget for the Stitching Life Stories project.

Funding Source: NC Department of Natural and Cultural Resources

- appropriates funds to the Recreation Program budget for building repairs maintenance (i.e., water line repair).

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

- appropriates funds to the DSS Administration budget for building repairs maintenance (i.e., water line repair).

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

- appropriates funds to the Youth Service Bureau budget for building repairs maintenance (i.e., water line repair).

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

- appropriates funds to the Board of Elections budget for building repairs maintenance (i.e., water line repair).

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

- appropriates funds to the Armory budget for building repairs and maintenance (i.e., parking lot maintenance).

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

- appropriates funds to the Economic Development Commission budget for building repairs and maintenance (i.e., parking lot maintenance).

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

- this amendment transfers \$1,217 from the Armory budget to the Economic Development Commission budget. This transfer is due to an error on Budget Amendment No. 5, adopted at the 12/7/15 Board of Commissioners meeting, in which expenses for parking lot upgrades were incorrectly allocated.

Funding Source:            Armory Budget

- appropriates additional grant funds to the Solid Waste Enterprise Fund budget for tire disposal/cleanup.

Funding Source:            NC Department of Environmental Quality

Respectfully Submitted 1/4/2016

*Gloria M. Edmonds*

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Gloria M. Edmonds, Finance Director

**Meeting Date: January 4, 2016**

**Agenda Item # 8-A**

**SUBJECT: Follow-up to December 9, 2015 Work Session**

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

**SUMMARY: Having discussed proposed revisions to the “Warren County Zoning Ordinance” specific to Solar Farms, it is presented to schedule a public hearing to hear citizens comments regarding same.**

**Suggested Date: Monday, February 1, 2016**  
**Time: 5:30 pm**

**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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**Meeting Date: January 4, 2016**

**Agenda Item # 8-B**

**SUBJECT: Follow-up to December 9, 2015 Work Session**

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

**SUMMARY: Having discussed a proposed “Warren County Solar Farm Ordinance” applicable to non-zoned areas of the County, it is presented to schedule a public hearing to hear citizens comments regarding same.**

**Suggested Date: Monday, February 1, 2016**  
**Time: 5:45 pm**

**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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**Meeting Date: January 4, 2016**

**Agenda Item # 8-C**

**SUBJECT: Follow-up to December 9, 2015 Work Session**

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

**SUMMARY: Having discussed proposed “Voluntary Educational Involvement Leave Policy” to allow Warren County Employees time off to volunteer within Warren County’s public school system, it is now presented for Board’s action.**

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Voluntary Educational Involvement Leave Policy to be effective 1/1/2016, and authorize Chairman to sign same.**

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**NOTES:**

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**Voluntary  
Educational  
Involvement  
Leave Policy**

**Warren County  
Voluntary Educational Involvement Leave Policy**

**Purpose:**

The purpose of this policy is to encourage Warren County employees to support students and educators in the school system through the use of voluntary paid educational involvement leave.

**Scope:**

All full-time and permanent part-time employees.

**Guidelines:**

Full-time employees are eligible for sixteen (16) hours of voluntary paid educational involvement leave per calendar year (pro-rated for permanent part-time employees) to be used during the employee's regular work schedule to participate in school activities or to volunteer his/her services to schools in conjunction with normal school hours of 7:30 a.m. to 3:30 p.m., and during the hours of 3:30 p.m. to 5:00 p.m. in structured after-school programs and activities (not including athletic programs/events.)

The sixteen (16) hours of voluntary educational involvement leave shall be credited to each eligible employee on July 1 of each year. Newly hired employees shall be credited with leave immediately upon employment, however, it will be pro-rated at the rate of 1.333 hours per month for the remainder of the fiscal year. Separated employees that are re-employed within the same fiscal year will be credited voluntary educational involvement leave the same as newly hired employees; however, the combination of re-employment credit hours and total hours used prior to separation in the same fiscal year cannot exceed the annual sixteen (16) hour maximum leave benefit.

Employees may not use voluntary educational involvement leave to attend daycare related events. Examples of acceptable activities under this policy include, but are not limited to, assisting with school special events or participating in an established school program as either a tutor or mentor, or serving as a guest lecturer.

Training for all school volunteers will be conducted by designated school staff on a quarterly or seasonal basis. Volunteers must receive training prior to volunteering their services in any capacity within the school system. Background checks will also be conducted by school staff for all individuals interested in volunteering in any capacity within the school system. Volunteers must abide by all school system

**Voluntary  
Educational  
Involvement  
Leave Policy**

policies, rules and regulations governing the use of school volunteers. Violators of any school system policies, rules and regulations may be subject to being disbarred from participating in the educational involvement leave program.

Voluntary educational involvement leave must be taken in one hour increments. Leave must be requested at least one (1) week in advance of the activity or event and will be granted or denied by the Department Head. The County Manager shall approve Department Head requests for voluntary educational involvement leave. Travel time will not be included in the calculation of voluntary educational involvement leave.

Voluntary educational involvement leave will be documented and tracked in the same manner as annual leave and sick leave by the County Department. The actual arrival/departure time will be recorded by designated school staff on a form approved by Warren County. The Department Head may require the employee to furnish written verification of volunteer hours from the school in which the employee volunteered or was otherwise involved at the school during the time of leave.

Voluntary educational involvement leave will not be cumulative. Leave not taken by the end of the fiscal year will be forfeited and not carried over into the next fiscal year.

Employees will not be paid for any outstanding balance of voluntary educational involvement leave upon separation.

**Policy Adoption:**

Adopted this the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Warren County Board of Commissioners

\_\_\_\_\_  
Chairman of the Board



# Community Volunteer Services

## **Literacy**

- *Small group tutorials*
- *Working with students in literacy centers*
- *Provide the opportunity for students to read orally to an adult*
- *Comprehension strategies - word problems*
- *Assist students with organization skills*
- *Working with students to practice reading fluently*
- *Working on reading skills in a non-fiction context*

## **Mathematics**

- *Small group tutorials*
- *One-on-one instruction and to reteach skills*
- *Assist with practicing math facts with students*

## **Writing**

- *Helping students with writing skills*

## **Science/Social Studies**

- *Working with students to help them work their way through multi-step experiments*

## **Media**

- *Shelving of library materials*
- *Checking out library materials*
- *Select books of their interest and reading level*

## **Technology**

- *Supervising computer work*
- *Make sure students are on task*
- *Assist students with basic technology skills (logging on, basic navigation and trouble-shooting)*
- *Ensuring labs are shut down completely*
- *Technical support on maneuvering the Virtual Public Schools website*

## **Administrative Task**

- *Making copies*
- *Preparing learning materials for take home practice*
- *Preparing manipulatives for class lessons*
- *Making therapy materials*
- *Grading! Work such as multiple choice tests*

## **Monitoring**

- *Cafeteria/ Restroom/ Hall*
- *Circulating within the classroom to provide assistance to students*
- *Check-In/Information Desk at the front door to direct parents to office*

## **Extra-curricular activities/ Special Events**

- *Chaperone for marching band trips (volunteers with Marching/Drill skill)*
- *Chaperone middle school and high school college visits*
- *Assist with Special Olympics*

## **Testing**

- *Proctoring standardized tests*



## Community Volunteer Services

### Other

- *Homework assistance*
- *Providing prospective, advice and direction on career and internship opportunities*
- *Male mentors*
- *Helping facilitate hands-on projects*
- *Afternoon tutoring*
- *Assist Exceptional Children with various skill delays.*
- *Mentoring children that exhibit low self-esteem and are low academic performers*
- *Working one on one with students who need individualized attention*

**SUBJECT:** Follow-up to December 9, 2015 Work Session

**REQUESTED BY:** Com. Victor Hunt, Chairman, Roads Committee

**SUMMARY:** Having tasked a Committee to review the feasibility of the County participating financially in improving private roads in the County, and having received said Committee's report during work session, it is presented to consider the Roads Committee's Recommendation to utilize the statutory authority granted to counties in NCGS 153A Article 9 and Article 9A to make improvements to private roads located in private subdivisions in Warren County.

**FUNDING SOURCE:** N/A

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:** NCGS 153A Article 9 & Article 9A

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

**COUNTY MANAGER'S RECOMMENDATION:**

1) Recommend Board accept the Roads Committee's recommendation to utilize the statutory authority granted to counties in NCGS 153A Article 9 and Article 9A to make improvements to private roads located in private subdivisions in Warren County with the understanding that funding for the Roads Improvement Program would be part of the annual budget deliberations.

2) Recommend Roads Committee be tasked with developing guidelines and policies for prioritizing roads in need of improvement, and recommending a proposed re-payment plan for benefitted property-owners based on statutory requirements.

**NOTES:**

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# WARREN COUNTY BOARD OF COMMISSIONERS

602 WEST RIDGEWAY STREET

POST OFFICE BOX 619

WARRENTON, NORTH CAROLINA 27589



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a separate  
e-mail.

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

## MEMORANDUM

**TO:** Warren County Board of Commissioners  
**FROM:** Com. Victor Hunt, Chairman, Roads Committee  
**DATE:** December 3, 2015  
**RE:** Roads Committee Recommendation

During the Board of Commissioners' April 22, 2015 Work Session, the Warren County Roads Committee was appointed and charged by the Board to determine the feasibility of the County's involvement, financially or otherwise, in the construction and/or repair of privately owned roads in the County. The Committee Roster is attached.

The Roads Committee convened its first meeting on May 19, 2015. The Committee met monthly thereafter and completed its work at the last meeting held on August 25, 2015. Minutes from each meeting are available should the Board wish to review them.

The statutory authority granted to counties to expend public dollars to improve private roads is contained in NC General Statutes – Chapter 153A Article 9. Special Assessments and Article 9A. Special Assessments for Critical Infrastructure Needs. These are the statutes upon which the Committee's recommendations are based. Copies of both statutes are attached. In each of the statutes, special assessments are to be made against benefited property to recoup all of the costs associated with the improvements paid for with public dollars. Article 9 requires repayment in no more than 10 annual installments with interest up to 8% per annum due on the date that property taxes are due; and Article 9A requires annual repayment in no more than 25 annual installments due on the date that property taxes are due.

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The Committee's discussions focused on the road improvement needs of three private subdivisions which were dubbed by the Committee as the "pilot project". Representatives from two of the subdivisions had contacted the Board of Commissioners directly to share their road improvement needs which ultimately resulted in the Board's formation of the Roads Committee. Citizens residing within these three subdivisions attended and participated in the discussions at each Roads Committee meeting. The three subdivisions are:

- 1) Subdivision located on Bella Russell Road, Smith Creek Township
- 2) TOT Subdivision, Fishing Creek Township
- 3) Deerfield Subdivision located off of Dr. M. L. King, Jr., Blvd., Sandy Creek Township

Cost estimates to improve the roads in the three "pilot" subdivisions using stone were solicited from three local contractors. However, the quotes which ranged from \$24,619 to \$84,511 were not based upon a uniform set of specifications so they only served to provide the Committee with ballpark cost estimates. One contractor gave quotes for improving the roads to NC Department of Transportation specifications which ranged from \$195,000 to \$398,000.

The Committee, utilizing the expertise of Mr. Frank Carpenter, DOT County Maintenance Engineer, and Marshall Brothers, County Public Works Director, developed minimum road specifications for improving roads in private subdivisions that were unanimously approved at the August 25, 2015 meeting. A copy of the minimum specifications is attached.

It should be noted that the minimum specifications approved by the Committee can only be used if making road improvements under the statutory authority granted counties under Article 9A. Special Assessments for Critical Infrastructure Needs as Article 9. Special Assessments requires roads to be improved to NC Department of Transportation specifications.

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been provided  
in a separate  
e-mail.

The cost estimates to improve the roads in the three “pilot” subdivisions were of great concern to the Committee, because there are an estimated 26 private subdivisions in Warren County with unpaved private roads in varying states of dis-repair. If the County were to initiate a private road improvement program, citizens in those subdivisions would have the same opportunity as the three “pilot” subdivisions to request the County to improve their roads.

To address the concern regarding the cost associated with improving roads and potentially limited funding, the Committee discussed developing rating factors that would be used to rank private roads according to need. The ratings would be used to determine which projects would be eligible for funding in any given year based upon established criteria and available funding. The Committee was well aware that funding of such a program would be part of the Board of Commissioners’ annual budget deliberations. More work needs to be done to develop an effective rating factor scale should the Board wish to move forward to implement a private road improvement program.

At the August 25, 2015 meeting of the Roads Committee, based upon the Committee’s research, discussions, and the needs identified by citizens residing in the three “pilot” subdivisions, the Roads Committee voted unanimously to recommend to the Board of County Commissioners to consider utilizing the statutory authority granted to counties in NC General Statutes Chapter 153A Article 9 and Article 9A to make critical improvements to private roads in private subdivisions in Warren County.

We will look forward to further discussing the Committee’s recommendation with the Board of County Commissioners at the December 9, 2015 Work Session.

LTW

cc: Roads Committee

Attachments

**Meeting Date: January 4, 2016**

**Agenda Item # 9**

**SUBJECT: Armory Civic Center Use Request**

**REQUESTED BY: Shauna Williams, Chairperson, Warren County  
Community Center Board of Trustees**

**SUMMARY: Use of the Armory Civic Center with rental fees waived on  
February 21, 2016 for a Black History Program as a fundraiser is presented for  
Board's consideration.**

**Note: Per policy a \$300 non-refundable cleaning and damage fee is collected for all  
non-County sponsored functions.**

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend the Warren County Community Center Board of Trustees be allowed to use the  
Armory Civic Center on 2/21/16 for an annual fundraiser with rental fees waived. Per policy a  
\$300 non-refundable cleaning and damage fee must be paid.**

**NOTES:**

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WARREN COUNTY ARMORY CIVIC CENTER  
FACILITY USE FEE WAIVER APPLICATION

Organization: The Warren County Community Center Date(s) of event: Feb 21, 2016

EIN or Business License #: 46-4166839

Type of business:  Government  Non-profit  For-profit  Other: \_\_\_\_\_

If your organization is a non-profit, you must attach proof of non-profit status.

Address P.O. Box 5 City Warrenton State NC Zip 27589 (Physical 111 W Franklin St)

Contact Name: Shauna Williams Title: Chairman

Phone: (O) \_\_\_\_\_ (C) 919-495-0134 (Alt.) 252-257-2620

Email: warrencountycommunitycenter@gmail.com Web: www.warrencountycommunitycenter.com

Brief Description of Event: We have an annual fundraiser, a coin drive for one month.

The drive culminates with a Black History Program. The event will be a history program for the whole community. We have outgrown the community center space.

Type of event:  Fundraiser  Community Event  Private Event

Specific details or comments that may assist the Board of County Commissioners in making this decision:

- 1) Will admission be charged to attend this event? NO
- 2) Will the event be open to the public? Yes
- 3) Has your organization received a fee waiver in the past 12 months? NO
- 4) Do you have an alternate date for the event if your first choice is not available? No If so please list alternate date(s): \_\_\_\_\_
- 5) Other: \_\_\_\_\_

**I acknowledge that this request and any subsequent approval or denial does not guarantee the availability of the Armory Civic Center. I further understand that I must complete all applicable reservation procedures prior to submitting this application including but not limited to reserving the facility and paying any required fees. I further acknowledge that if the request is approved, I must retain adequate security for this event, any necessary permits and insurance coverage that may be required by the Rental Agreement. I will also abide by all rules and regulations governing the use of the Armory Civic Center during and after the event.**

Shauna Willi  
Signature of Applicant

12/8/15  
Date

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **FEB 25 2015**

THE WARREN COUNTY COMMUNITY CENTER  
INCORPORATED  
PO BOX 5  
WARRENTON, NC 27589-0000

Employer Identification Number:  
46-4166839  
DLN:  
260534540001135  
Contact Person:  
CUSTOMER SERVICE ID# 31984  
Contact Telephone Number:  
877-839-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
August 15, 2013  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

# WARREN COUNTY ARMORY CIVIC CENTER RENTAL AGREEMENT

Warren County Manager's Office  
P.O. Box 619

Warrenton, NC 27589

252-257-3115 (P)

252-257-5971 (F)

Name of Applicant(s): Shauna Williams

Applicant Address: 571 Shoco Spring Rd City: Warrenton

State: NC Zip Code: 27589 Email: warrencountycommunitycenter@gmail.com

Telephone: 252-257-2620 Cell Phone: 919-495-0134 Fax: \_\_\_\_\_

Organization Name: The Warren County Community Center, Inc.

Address: 111 W Franklin St Website: www.warrencountycommunitycenter.com

City: Warrenton State: NC Zip Code: 27589

Is the Organization Non-Profit? Yes

Non-Profit Organizations must include proof of Non-Profit status to receive the Group II Rate. Only Non-Profit Organizations will be allowed to charge admission or sell tickets to an event held at Warren County Armory Civic Center.

**Type of Event:** Give a brief description of the event, including whether or not you will charge admission or require attendees to purchase a ticket in advance. Please note that only Non-Profit Organizations are allowed to charge admission or require the purchase of tickets to an event held at the Warren County Armory Civic Center. We are having our annual Black

History Month Program. It follows a month-long corn drive.

This is our biggest annual fundraiser. We have outgrown our space!

Event Date: February 21, 2016 Room Selection: B

If using Room C, will you be using the stage? \_\_\_\_\_ If so, will you need access to the Wheelchair Lift? \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Warren County Community Center

111 W. Franklin Street  
Post Office Box 5  
Warrenton, North Carolina 27589

Board of Trustees

12/9/15

Shauna S. Williams

Chairman

Felton B. Davis, Jr.

Vice-Chairman

Virginia Broach

Secretary

Magnolia W. Clanton

Treasurer

Gwendolyn White

Financial Secretary

Yarbrough Williams

Parliamentarian

Beatrice Boyd

Calvin Boyd

Collin Bullock

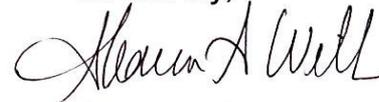
Henry Hayes

Patricia Russell

Shauna Williams is Chairman of the Board of Trustees of the Warren County Community Center, Inc. She is authorized to lease the Warren County Armory Civic Center on behalf of The Warren County Community Center, Inc. Ms. Williams is over 21 years of age. She will be considered the "Responsible Party" for the Black History Month Program on Sunday, February 21, 2016.

Thank you so much for your time and attention to this important matter.

Sincerely,



Shauna S. Williams

Arrival Time: (For set-up/decorating) 2:00 pm

Event Start Time: 3:00 pm

Event End Time: 5:00 pm Must be Midnight or earlier. (All events must end no later than Midnight.)

Departure Time: 6:00 pm Building must be cleaned and vacated no later than 1:00a.m.

Will you be serving alcohol free of charge to attendees? NO

If serving alcohol, will attendance include individuals under the age of 21? \_\_\_\_\_

Will you be selling alcohol? NO

(Events including alcohol may require a North Carolina Alcoholic Beverage Control Commission temporary permit. Please see the "Alcohol" section of this agreement to determine if a permit is necessary for your event. If a permit is necessary, a copy must be on file in the Warren County Manager's office no less than 48 hours prior to the event. Only non-profit organizations will be allowed to sell alcoholic beverages. **Brown bagging is prohibited.** All organizations and individuals serving/selling alcohol must provide proof of liability insurance coverage.)

**NOTICE:** A Criminal Background Check will be conducted on each person wishing to rent the Warren County Armory Civic Center. The outcome of the Criminal Background Check could determine your ability to rent the facility.

### **Groups Permitted to Use the Warren County Armory**

**Group I** – This group is defined as Warren County Government sponsored events. There is no charge for this group.

**Group II** – This group includes other Governmental Agencies, School Partnerships, and non-profit organizations. Group II users must use the facility for the purpose of representing their organization. All rules and regulations apply. A recognized organization or company official must sign the rental agreement. Rental fees must be paid with organization or company funds by organization or company check. Proof of non-profit status is required at the time this agreement is signed.

**Group III** – Any person, organization, or association not covered in Group I or Group II. All rules and regulations apply to these users.

49. If any damage occurs during an event, the applicant must notify a representative of Warren County, such as the Deputy/Deputies on duty, immediately. If you are unable to notify someone at the time the damage occurs, you must do so not later than 9:00 a.m. on the next business day. Failure to give notification of damage will result in both forfeiture of your Cleaning/Damage Fee, and your right to use the facility in the future. JW

**Cancellation & Default**

50. The applicant forfeits all monies used to confirm a Rental Agreement if they fail to cancel more than 30 days in advance of the event date. JW

51. The applicant may forfeit all monies and use of the facility if the balance is not paid 2 weeks prior to the event. JW

52. The facility must be cleaned and vacated by 1:00am. JW

53. The Warren County Board of Commissioners and the Warren County Manager reserve the right to cancel an approved request or revoke the right of the use of the Warren County Armory Civic Center to any group or individual when: JW

- a. Said group or individual has shown sufficient disregard for the Rules and Regulations set forth in this document.
- b. It is deemed necessary for the concern of the health, safety, and welfare of the applicant, guests, or the general public.
- c. It is in the best interest of the Warren County Armory Civic Center.

If the Warren County Board of Commissioners or the Warren County Manager cancels an approved request, the applicant forfeits monies paid to the Warren County Manager's Office. JW

54. In cases of event cancellation or postponement due to inclement weather, or other situation(s) beyond our control, the Warren County Manager's Office will work with the applicant to secure the next available date for use of the facility. JW

55. Each event requires a new Rental Agreement. JW

It is the duty of the applicant to maintain order and decorum when using the facility, and to inform group members, affiliates, caterers, and guests of the Rules and Regulations of the Warren County Armory Civic Center. Failure to comply with any or all of the Rules and Regulations could result in forfeiture of all monies paid for the rent of the facility, including the Cleaning/Damage Fee, and could also result in forfeiture of the right to rent the facility in the future.

By signing this agreement, applicant acknowledges that he/she has read and understands the terms set forth in this Rental Agreement, and that he/she assumes the role of "Responsible Party".

The Warren County Community Center, Inc

Organization

Shauna Williams

Applicant

12/8/15

Date

WARREN COUNTY

\_\_\_\_\_  
Linda Worth, Warren County Manager

\_\_\_\_\_  
Date

A copy of the signed, approved Rental Agreement will be provided to the Applicant.

**SUBJECT:** Selection of Architect for Emergency Services Headquarters Facility

**REQUESTED BY:** Linda T. Worth, County Manager & Architect Review Committee

**SUMMARY:** Architectural/Engineering firms responded to the County's request for qualifications related to Emergency Services Headquarters Facility Project per attached. After thorough review of firms responding, the Architect Review Committee recommends the selection of Oakley Collier Architects of Rocky Mount, NC. Request is made for authorization to begin negotiations with Oakley Collier Architects to serve as lead professional for this Project. Additional request is made for authorization to negotiate with Stewart-Cooper Newell Architects as second choice, should negotiations fail with the first choice.

**FUNDING SOURCE:** USDA Community Facilities Loan/Grant Program

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**1) Recommend selection of Oakley Collier Architects of Rocky Mount, NC as first choice Firm to serve as lead professional for the Emergency Services Headquarters Facility Project, and authorize County Manager to negotiate fee for services;**

**2) Recommend Stewart-Cooper Newell Architects of Gastonia, NC as second choice firm to serve as lead professional for this project should negotiations fail with the first choice firm.**

**NOTES:**

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# MEMORANDUM

**TO:** Warren County Board of Commissioners  
**FROM:** Linda T. Worth, County Manager *LW*  
**DATE:** December 30, 2015  
**RE:** Recommendation of Architectural Firm for  
Emergency Services Headquarters Facility Project

I am pleased to report the following highly qualified firms responded to the County's Request for Qualifications Statements from firms interested in providing architectural/engineering services for the Emergency Services Headquarters Facility Project:

Oakley Collier Architects  
Rocky Mount, NC

Stewart-Cooper Newell Architects  
Gastonia, NC

Little Diversified Architectural Consulting  
Durham, NC

ADW Architects  
Charlotte, NC

The Architect Review Committee for this project consisted of the following individuals: Com. Barry Richardson, Fire Marshal; Linda T. Worth, County Manager; Sheriff Johnny Williams; and Dennis Paschall, Interim Emergency Services Director.

After reviewing the four Qualifications Statements, the Architect Review Committee chose to interview Oakley Collier Architects, Stewart-Cooper Newell Architects, and Little Diversified Architectural Consulting. Interviews were conducted on December 8, 2015, and it was the consensus of the Committee that Oakley Collier Architects be recommended to the Board of County Commissioners. We are, therefore, requesting the Board's approval to begin negotiations with Oakley Collier Architects to serve as lead professional for the Emergency Services Headquarters Facility Project.

It was also the consensus of the Committee that we request authorization from the Board of County Commissioners to negotiate with our second choice firm, Stewart-Cooper Newell Architects should negotiations not be successful with Oakley Collier Architects.

Client references for the two recommended firms were very favorable.

Your consideration of this request is greatly appreciated.

**SUBJECT:** Personnel Matter – Vacant Information Technology Position

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

**SUMMARY:** With the Information Technology (IT) Administrator Position vacant for over a year, Ms. Paula Pulley, Executive Assistant/Deputy Clerk to the Board, has accepted the challenge of assisting departments in conjunction with contracted IT Consulting Firm with resolving internet/computer/telephone system problems. It is requested to compensate Ms. Pulley for the extra duties she has assumed by increasing her base salary by \$5,000, effective July 1, 2015, until such time as the vacant IT Administrator position is filled. Funding source: Lapsed salaries/fringes in the IT departmental budget.

**FUNDING SOURCE:** Information Technology Departmental Budget

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval to compensate Paula Pulley, Executive Assistant/Deputy Clerk, for additional duties and responsibilities associated with providing IT related assistance to county departments in conjunction with contracted IT Consulting Firm by increasing her base salary by \$5,000 effective 7/1/15 until such time as the vacant IT Administrator position is filled. Funding source: Lapsed salaries/fringes in the IT departmental budget.

**NOTES:**

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# MEMORANDUM

**TO:** Warren County Board of Commissioners  
**FROM:** Linda T. Worth, County Manager *LW*  
**DATE:** December 29, 2015  
**RE:** Personnel Action Request

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

## Information Technology

As you are aware, the County's IT Administrator position has been vacant for more than a year. During the interim period and until this vacant position is filled, we are contracting with an IT Consulting firm, Intercomp Systems, to provide IT support services for all county departments. Our contract with Intercomp Systems provides for three scheduled "on-site" visits per month with unlimited telephone, remote and e-mail support. During the time this position has been vacant, Ms. Paula Pulley, Executive Assistant/Deputy Clerk, has worked in conjunction with Intercomp Systems to respond to pressing IT needs, i.e. troubleshooting Internet service outages and computer system hardware problems, responding to telephone system outages, and literally being the eyes and ears for Intercomp Systems here in the County to assist with getting various IT-related services restored quickly. All IT-related work Ms. Pulley performs is being done in addition to her regular job duties and responsibilities.

I am respectfully requesting the Board's consideration to compensate Ms. Pulley for the IT-related work she has provided the County for well over a year. It is my recommendation that Ms. Pulley's base salary be increased by \$5,000 effective July 1, 2015 until such time as the vacant It Administrator position is filled. Lapsed salaries and fringes in the Information Technology departmental budget can be used to fund the additional salary and fringes to facilitate this request. We have received some promising applications for the vacant position, and I plan to schedule interviews shortly after the first of the year.

Thank you in advance for your consideration of this request.

cc: Lisa Alston, HR Manager  
Paula Pulley, Executive Assistant/Deputy Clerk

**Meeting Date: January 4, 2016**

**Item # 12-A**

**SUBJECT: Board/Committee/Commission Appointment(s)**

**REQUESTED BY: Commissioner Jordan**

**SUMMARY: Commissioner Jennifer Jordan has resigned her position on the Social Services Board of Trustees, therefore it is submitted to fill said vacancy. In accordance with General Statute 108A-3(a) appointment of a County Commissioner or an individual selected by the Commissioners is required. Term expires June 30, 2016.**

**Commissioner Bertadean Baker is willing to serve.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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LISTING OF WARREN COUNTY SOCIAL SERVICES  
BOARD MEMBERS  
2015-2016

§ 108A-3. Method of appointment; residential qualifications; fee or compensation for services; consolidated human services board appointments.

(a) Three-Member Board. - The board of commissioners shall appoint one member who may be a county commissioner or a citizen selected by the board; the Social Services Commission shall appoint one member; and the two members so appointed shall select the third member. In the event the two members so appointed are unable to agree upon selection of the third member, the senior regular resident superior court judge of the county shall make the selection.

(b) Five-Member Board. - The procedure set forth in subsection (a) shall be followed, except that both the board of commissioners and the Social Services Commission shall appoint two members each, and the four so appointed shall select the fifth member by majority vote of the membership. If a majority of the four are unable to agree upon the fifth member, the senior regular superior court judge of the county shall make the selection.

(c) Provided further that each member so appointed under subsection (a) and subsection (b) of this section by the Social Services Commission and by the county board of commissioners or the senior regular resident superior court judge of the county, shall be bona fide residents of the county from which they are appointed to serve, and will receive as their fee or compensation for their services rendered from the Department of Health and Human Services directly or indirectly only the fees and compensation as provided by G.S. 108A-8.

(d) Consolidated Human Services Board. - The board of county commissioners shall be the sole appointing authority for members of a consolidated human services board and shall appoint those members in accordance with G.S. 153A-77(c). (1917, c. 170, s. 1; 1919, c. 46, s. 3; C.S., s. 5014; 1937, c. 319, s. 3; 1941, c. 270, s. 2; 1945, c. 47; 1953, c. 132; 1955, c. 249; 1957, c. 100, s. 1; 1959, c. 1255, s. 1; 1961, c. 186; 1963, c. 139; c. 247, ss. 1, 2; 1969, c. 546, s. 1; 1971, c. 369; 1973, c. 476, s. 138; 1981, c. 275, s. 1; 1995 (Reg. Sess., 1996), c. 690, s. 7; 1997-135, s. 1; 1997-443, s. 11A.118(a).)

JORDAN, JENNIFER  
474 SNOW HILL ROAD  
WARRENTON, NC 27589  
HOME PH# 252-257-2789

E-MAIL ADDRESS

WILLIAM A. KEARNEY  
103 CHRISTMAS ROAD  
WARRENTON, NC 27589  
HOME PH# 252-257-1491  
CELL 252-213-2121  
E-MAIL ADDRESS

RICHARDSON, MICHAEL  
280 RED MAN TRAIL  
WARRENTON, NC 27589  
HOME PH# 252-257-4185

E-MAIL ADDRESS

DAVIS, CONSTANCE H.  
P.O. BOX 345  
WISE, NC 27594  
HOME PH # 252-456-2638

E-MAIL ADDRESS

RIDEOUT, STELLA S.  
480 U.S. Hwy 158 Bypass  
Warrenton, NC 27587  
HOME PH#252-257-3137  
CELL PH# 252-432-7370  
E-MAIL ADDRESS

BEGAN: FEB 1, 2009 VICE-CHAIR  
EXPIRES: JUNE 30, 2010

COMMISSIONER'S APPOINTEE

REP: FILLED UNEXPIRED TERM OF CLINTON ALSTON  
WHO RESIGNED 01/2009 DUE TO ILLNESS  
Miles: Not PD Due To Being Co. Comm  
jenjord25@hotmail.com  
REAPPOINTED: JULY 1, 2010  
EXPIRES: JUNE 30, 2013  
RE-APPOINTED: JULY 1, 2013  
EXPIRES: JUNE 30, 2016

BEGAN: APRIL 6, 2015  
EXPIRES JUNE 30, 2015  
BOARD APPOINTEE  
REPLACED: BARBARA BRAYBOY (Resigned)  
MILES: 9  
[handsincorporated@earthlink.net](mailto:handsincorporated@earthlink.net)

BEGAN: JULY 1, 2010  
EXPIRES: JUNE 30, 2013  
STATE APPOINTEE  
REPLACED: BARBARA KINTON  
MILES: 24  
[mrich2@centurylink.net](mailto:mrich2@centurylink.net)  
RE-APPOINTED JULY 1, 2013  
EXPIRES: JUNE 30, 2016

BEGAN: JULY 1, 2011  
EXPIRES: JUNE 30, 2014  
COMMISSIONER'S APPOINTEE  
REPL: JANET HILLIARD  
MILES: 24  
[Chdavis55@gmail.com](mailto:Chdavis55@gmail.com)  
REAPPOINTED: JULY 1, 2014  
EXPIRES: JUNE 30, 2017

BEGAN: JANUARY 15, 2015  
EXPIRES: JUNE 30, 2018  
STATE APPOINTEE  
REPLACED: Charlean Brown  
MILES: 5  
[ssr1nana@gmail.com](mailto:ssr1nana@gmail.com)

**Meeting Date: January 4, 2016**

**Item # 12-B**

**SUBJECT: Board/Committee/Commission Appointment(s)**

**REQUESTED BY: Dennis Paschall, Interim Emergency Services Director**

**SUMMARY: In accordance with GS 58-84-1 through 58-84-60 and on recommendation of Interim Emergency Services Director, the attached list of individuals are submitted for appointment to the Firefighters' Relief Fund Board of Trustees for a one (1) year term: January 1 – December 31, 2016.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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# COUNTY OF WARREN, NC

## Department of Emergency Services

Emergency Management \* Emergency Medical Services \* Fire Marshal's Office

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

Dennis Paschall  
Interim Director

Office 252-257-2666  
Fax 252-257-9458

To: Warren County Board of Commissioners  
From: Dennis Paschall, Interim Director

Re: Recommendations for Appointments to Firefighters' Relief Fund Boards

### BACKGROUND:

The Firefighters' Relief Fund (FRF) benefit (General Statutes 58-84-1 through 58-84-60) was passed into Legislation in 1907. Its purpose was to financially assist firefighters that may have been injured while volunteering their service to their community.

A local Firefighters' Relief Fund Board of Trustees is elected / appointed to control the local funds. The Firefighters' Relief Fund Board of Trustees is comprised of five (5) people: two shall be elected / appointed by the County governing body annually. The Local Firefighters' Relief Fund Board of Trustees must be a resident of the fire district.

### RECOMMENDATION:

It is recommended that the Board of Commissioners appoint the following individuals to fill the positions on the Fireman's Relief Fund board at each volunteer fire department for the year 2016.

## Terms Effective January 1, 2016 – December 31, 2016

|                                       |  |
|---------------------------------------|--|
| Afton-Elberon Fire Department:        | Joey Andrews<br>William Fuller                 |
| Roanoke Wildwood Fire Department:     | Bill Hoofnagle<br>Paul Bell                    |
| Churchill-Five Forks Fire Department: | Ken Smith, Jr.<br>Stanley Brothers             |
| Ridgeway Fire Department:             | John Alston<br>Randell Williams                |
| Inez Fire Department:                 | Shane Harris<br>Harrel B. Johnson              |
| Drewry Fire Department:               | Carl Robert Bender<br>John Wilson Fleming, Jr. |
| Macon Fire Department:                | M.C. Clary<br>Ron Riggan                       |
| Warrenton Rural Fire Department:      | Joyce Greene Williams<br>T. Lee Edwards        |
| Hawtree Fire Department:              | Gary Paynter<br>Stephen Barney                 |
| Norlina Fire Department:              | Sheila Paynter<br>Johnny Williams              |

**Meeting Date: January 4, 2016**

**Agenda Item # 13-A**

**SUBJECT: Declare Surplus Property**

**REQUESTED BY: Clerk to the Board**

**SUMMARY: The County has certain property which is no longer needed and may lawfully dispose of such property through declaring "Surplus Property" and conveyance or sale by auction with local and/or electronic advertisement pursuant to Article 12, NCGS 160A-268, therefore, it is requested to declare surplus property and sell at auction: Computer System from Human Resources and Brown Leather Chair from Memorial Library. Authorize Chairman to sign same.**

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend adoption of Resolution declaring certain property formerly used by Human Resources and Memorial Library surplus and lawfully dispose of said property pursuant to Article 12, NCGS 160A-268, and authorize the Chairman to sign same.**

**NOTES:**

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

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

**NOW, THEREFORE, BE IT RESOLVED THAT**, pursuant to Article 12, NC GS 160A-268, the Warren County Board of Commissioners authorize the sale through on-line auction or disposal of: **Computer System from Human Resources and Brown Leather Chair from Memorial Library**. 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 Warren County 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 4<sup>th</sup> day of January 2015.**

WARREN COUNTY BOARD OF COMMISSIONERS  
Barry Richardson, Chairman



**Dell Dimension 3100  
from  
Human Resources Office**

**Leather Chair  
from  
Memorial Library**



**Meeting Date: January 4, 2016**

**Agenda Item # 13-B**

**SUBJECT: Surplus Property**

**REQUESTED BY: Clerk to the Board**

**SUMMARY:** The County has certain personal property which is no longer needed and may lawfully dispose of such property through declaring "Surplus Property" and conveyance pursuant to Article 12, NCGS 160A-268, therefore it is requested to declare surplus property and convey Laboratory Chair from Health Department to Warren Community Health Clinic for \$1 (per attached). Authorize Chairman to sign the Resolution.

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend adoption of Resolution declaring certain item no longer used by the Health Department as surplus personal property pursuant to Article 12, NCGS 160A-268, and authorize said property be conveyed by private sale for \$1 to Warren Community Health Clinic. Authorize the Chairman to sign the Resolution.**

**NOTES:**

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**Resolution Conveying Personal Property  
By Private Sale**

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

**WHEREAS**, N.C.G.S. § 160A-279 states that a County may, in lieu of or in addition to an appropriation of funds, convey real or personal property it owns, by private sale, to any non-profit entity (Agency) which carries out a public purpose, and;

**WHEREAS**, in such conveyance, the County shall attach covenants and/or conditions that assure that said property will be put to a public use by the recipient Agency, and;

**WHEREAS**, notice of this private sale has been published pursuant to N.C.G.S. § 160A-267.

**NOW THEREFORE BE IT RESOLVED BY THE WARREN COUNTY BOARD OF COMMISSIONERS THAT:** The Warren County Board of Commissioners hereby orders the County Manager to dispose of and convey, by private sale a **Laboratory Chair to Warren Community Health Clinic**. Agency shall pay Warren County \$1.00 for chair.

Said property shall be used by Agency for public purposes, in accordance with its mission statement in serving the public, as required by N.C.G.S. § 160A-279.

**ADOPTED** this the 4<sup>th</sup> day of January 2016.

**WARREN COUNTY BOARD OF COMMISSIONERS  
Barry Richardson, Chairman**



**Meeting Date: January 4, 2016**

**Agenda Item # 14-A**

**SUBJECT: Revise 2016 Meeting Schedule**

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

**SUMMARY: It is presented to schedule a special Work Session for Monday February 1, 2016 at 5:00 pm to receive FY 15 Audit Report.**

**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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**Meeting Date: January 4, 2016**

**Agenda Item # 14-B**

**SUBJECT: Revise 2016 Meeting Schedule**

**REQUESTED BY: Chairman Richardson**

**SUMMARY: Chairman Richardson because of scheduling conflicts, requests moving the Monday - September 12, 2016 meeting to Tuesday, September 6, 2016.**

**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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**Meeting Date: January 4, 2016**

**Agenda Item # 14-C**

**SUBJECT: Revise 2016 Meeting Schedule**

**REQUESTED BY: Vice-Chair Bertadean Baker**

**SUMMARY: Vice-Chair Baker because of scheduling conflicts, requests moving the Monday – June 6, 2016 meeting to Monday, June 13, 2016.**

**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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**Meetings are held in  
The Armory Civic  
Center Meeting  
Room**



**Meetings are the first  
(1<sup>st</sup>) Monday, monthly  
at 6:00 pm,  
\* unless otherwise noticed \***

**January 4, 2016**

**July 11<sup>th</sup> \***  
**(2<sup>nd</sup> Monday in Month)**

**February 1<sup>st</sup>**

**August 1<sup>st</sup>**

**March 7<sup>th</sup>**

**September 6<sup>th</sup> \***  
**(Tuesday after Holiday)**

**April 4<sup>th</sup>**

**October 3<sup>rd</sup>**

**May 2<sup>nd</sup>**

**November 7<sup>th</sup>**

**June 13<sup>th</sup>**

**December 5<sup>th</sup>**

**(2<sup>nd</sup> Monday in Month)**

**Meeting Date: January 4, 2016**

**Agenda Item # 15-A**

**SUBJECT: County Manager's December 2015 Report**

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

**SUMMARY: Having been authorized by the Board of Commissioners to approve contracts up to but not to exceed \$50,000, notice of contracts approved by the County Manager in December 2015 is submitted for the Board's information.**

**FUNDING SOURCE:**

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

## MEMORANDUM

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

### Phase II Simulcast Radio System Upgrades Capital Project

State of North Carolina  
State Property Office  
1321 Mail Service Center  
Raleigh, NC

I have approved a Lease Agreement and a Sub-Lease Agreement between the State of NC and Warren County for use of the Manson and Hosely Forest Radio Towers. These radio towers will be used for the installation of the radio equipment to facilitate the Phase II Simulcast Radio System Upgrades project. The rental cost for the use of the towers is \$1.00 for the Lease terms.

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

Attachments

**Meeting Date: January 4, 2016**

**Agenda Item # 15-B**

**SUBJECT: County Manager's December 2015 Status Report**

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

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

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of the County Manager's December 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:** December 30, 2015

**RE:** December 2015 Status Report

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

## Administration

- Participated in Office fire extinguisher training (12/3/15)
- Participated in KTREDC Advisory Board Conference Call (12/4/15)
- Prepared for and attended Board of Commissioners Regular Meeting (12/7/15)
- Attended Kerr Lake Regional Water System Advisory Board meeting (12/7/15)
- Met with J. Bond, of Solex Architecture, Com. Baker, and EDC Director to discuss preliminary plans for Buck Spring Cabin and the site (12/7/15)
- Participated in Architect Interviews for Emergency Services Headquarters Facility Project with Architect Selection Committee (12/8/15)
- Prepared for and attended Board of Commissioners Work Session (12/9/15)
- Trip to Buck Spring with EDC Director to view proposed new building lay-out (12/9/15)
- Sick Leave (12/10/15)
- Participated in Conference Call with Finance Director and staff of LGC re: financing for Radio System Upgrades Project (12/14/15)
- Attended monthly JCPC meeting (12/14/15)
- Attended Economic Development Commission Meeting (12/14/15)
- Participated in Conference Call with D. Long, Board Retreat Facilitator (12/17/15)
- Attended FEMA Advisory Board meeting (12/17/15)
- Annual Leave (12/21-22/15)
- Christmas Holidays (12/23-25/15)
- Conducted Department Heads & County Manager's Office Staff Performance Evaluations (12/28/15)
- Conducted Department Heads Performance Evaluations (12/29/15)
- Conducted Department Head Performance Evaluation (12/30/15)
- Participated in Conference Call with D. Long, Board Retreat Facilitator (12/30/15)
- Annual Leave (12/31/15)

### **Other Activities**

- Attended Annual Warrenton Christmas Parade (12/12/15)
- Attended Tax Office Holiday Reception (12/16/15)
- Attended Department Heads Annual Holiday Luncheon (12/17/15)
- Attended Soul City VFD Christmas Dinner (12/19/15)

### **Project Updates**

#### **Buck Spring Project**

We are still in the process of contacting environmental assessment firms to provide quotes for assessing the old house on the Buck Spring property that is slated to be torn down for hazardous environmental materials. Once the house is assessed, we will move forward to have any identified hazardous materials abated in preparation for the demolition.

We met with the Project Architect on 12/7/15 to review and give input on preliminary plans for the Buck Spring Cabin and the site plan. The building and site plans are now being finalized. The Architect has marked the proposed site of the new building at the Buck Spring property.

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

TSS Partners is finalizing the Request for Proposals (RFP) for the Phase II radio equipment and for the Manson Tower structural upgrade. We have secured approval from Warren Correctional Facility to use the guyed option for reinforcing the Manson Tower. With that approval, Tower Engineering Professionals is now moving forward to complete the specifications and structural drawings for the Manson Tower upgrade so that it can accommodate the Phase II radio equipment. We have returned the State of NC lease agreements for the Manson and the Hosley Forest Radio Towers. We have been advised by Halifax EMC that loan funds will not be available until approximately 2017 to accommodate a zero interest loan for this project through the Rural Economic Development Loan and Grant Program. Therefore, the County will need to pursue bank funding in the amount of \$758,010 to supplement County funding of \$412,990 for this project that is estimated to cost \$1,171,000.

#### **Emergency Services Headquarters Facility**

The Architect Selection Committee interviewed three architectural firms on 12/8/15. The Committee is recommending Oakley Collier Architects of Rocky Mount, NC as the first choice selection, and Stewart-Cooper Newell Architects of Gastonia, NC as the second choice selection. Both firms will be recommended to the Board of Commissioners on 1/4/15 for Board approval.

Memorandum

Page 3

December 30, 2015

**Ephraim Place CDBG Project**

Mrs. C. Alston-Kearney, Grant Administrator, is working to identify potential home buyers for the three homes we must construct in order to meet the County's obligations for the CDBG grant received through NC Rural Development for the Ephraim Place Housing Development Project.

**Golden LEAF Community-Based Grantsmaking Initiative**

We have requested Golden LEAF to close-out the planning grant received for the CAVE Project effective 12/31/15, with any remaining grant funds to be returned to Golden LEAF.

*Closed Session in accordance  
with  
NC GS § 143-318.11(a)(3)&(4)*

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- (3) Attorney/Client Privileged Information  
&  
(4) Location or Expansion of Industry

*Adjourn*

*January 4, 2016*  
*Regular Meeting*