

WARREN COUNTY
BOARD OF COMMISSIONERS

March 7, 2016

6:00 PM – Regular Meeting

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

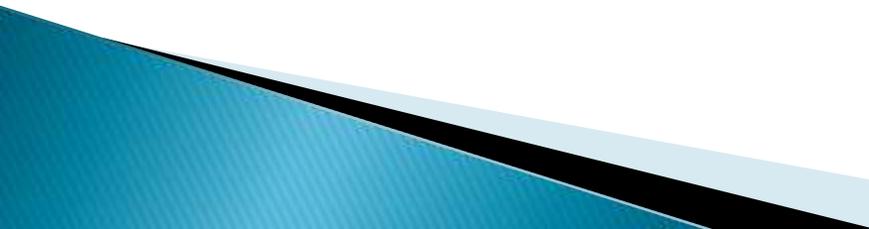
PREPARED BY

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

**Call to Order March 7, 2016
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.

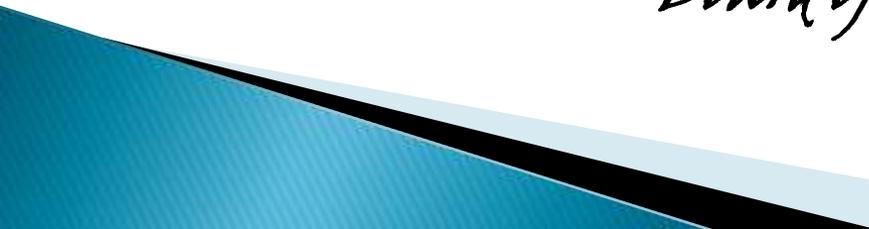
Please address only those items which might not have been addressed by a previous
speaker.

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.

Please be aware, comments are recorded.

*Warren County
Board of Commissioners*



Meeting Date: March 7, 2016

Agenda Item # 5

SUBJECT: Adopt Suggested Agenda

REQUESTED BY: Clerk / Deputy Clerk to the Board

SUMMARY: None

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



REVISED

SUGGESTED AGENDA

REVISED

FOR

**MARCH 7, 2016 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS**

Armory Civic Center

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 March 7, 2016 Suggested Agenda
6. Consent Agenda
 - A. Approve February 2016 Minutes:
 - February 1, 2016 Public Hearings (2)
 - February 1, 2016 Regular Monthly Meeting
 - February 17, 2016 Special Meeting
 - February 29, 2016 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. Finance Office – Gloria Edmonds, Finance Director
 - A. Amendment # 8 to 2015-16 Warren County Budget Ordinance
 - B. Amendment # 3 to the Emergency Services Headquarters Capital Project Ordinance
 - C. Award Bid for FY 2016 Audit Contract

8. Annual Request from ABC Commission for Authorization to Use County's Travel Policy – Larry Spruill, Executive Director
9. Follow-up to February 17, 2016 Work Session:
 - A. Board of Education 2015-16 DPI Facility Needs Survey
 - B. Marvin G. Howard Request for Easement Across Buck Springs Property
10. **(REVISED)** First Amendment & Extension of Collection Center and Transfer Station Operating Agreement with Waste Industries, LLC
11. Appointments to Boards/Committees/Commissions
 - A. Amendment to “Policy Statement for Board Appointment/Re-Appointment for Warren County
 - B. Kerr Tar Regional Area Agency on Aging: Ernest Fleming & Virginia Broach
 - C. Firefighters Relief Fund: B. Weathered, N.Lunde, L.Capps & C.Capps
12. Surplus Property – Clerk to the Board
 - A. Resolution Declaring Surplus Property & Authorizing Auction of Department Items
 - C. Resolution Declaring Surplus Property & Authorizing Auction of Tax Foreclosed Properties
13. Schedule Public Hearing for Proposed Financing for Simulcast Radio System Upgrade Project for April 4th at 5:45 pm.
14. Board of Elections Contract for Legal Services – Debbie Formyduval, Director
15. County Manager's Report
 - A. Consider Appointment of Emergency Services Director – D. Paschall
 - B. Contracts Approved in February 2016
 - C. County Manager's February 2016 Status Report
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 March 7, 2016 Board Meeting

Meeting Date: March 7, 2016

Consent Agenda Item # 6A

SUBJECT: Approve Minutes

REQUESTED BY: Clerk to the Board

SUMMARY: Minutes of February 2016 Meetings have been supplied to the Board of Commissioners for review and are 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:

NOTES:



Minutes of February 2016

- February 1st - Solar Farm Ordinance &
 - Revised Zoning Ordinance to include Solar farms
- February 1st - Regular Monthly Meeting
- February 17th - Special Meeting
- February 29th - Special Meeting

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

Meeting Date: March 7, 2016

Consent Agenda Item # 6B

SUBJECT: Interest Income Report

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Interest Income Report for the month of January 2016 is submitted for the Board's information.

FUNDING SOURCE: Various Funds

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



**INTEREST INCOME REPORT
MONTH OF JANUARY 2016**

FUND	JANUARY INCOME	FISCAL YEAR TO - DATE
General	2,943.10	6,319.38
Revaluation	88.96	264.40
E 911 Telephone System	97.30	297.46
Buck Spring Project	71.57	212.75
Simulcast System Upgrade	101.44	304.07
Regional Water Enterprise Fund	266.55	792.24
District 1 Enterprise Fund	241.87	718.89
Solid Waste	20.92	58.15
District II Enterprise Fund	311.55	926.08
District III Enterprise Fund	151.44	450.10
District III Phase III	1.39	5.87
Emergency Services Headquarters	26.38	85.40
Recreation Complex Phase III	0.18	25.27
	4,322.65	10,460.06

Meeting Date: March 7, 2016

Consent Agenda Item # 6C

SUBJECT: Tax Collector's Report

REQUESTED BY: Starlin Beatty, Tax Administrator

SUMMARY: Tax Collector's Report for the month of January 2016 is presented for the Board's information.

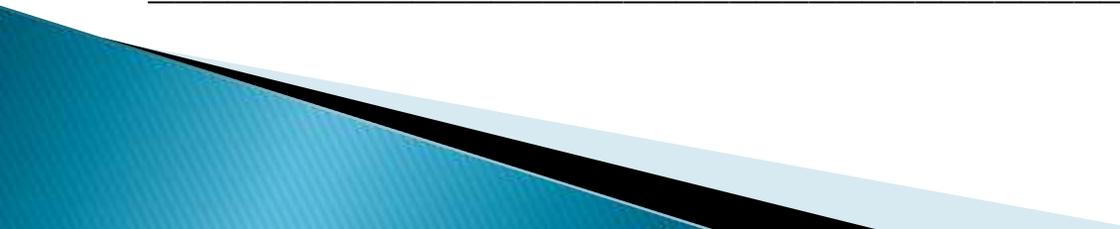
FUNDING SOURCE: General Fund

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

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



**Tax Collector's Report
to the Warren County Board of Commissioners
For the Month January 2016**

Current Year Collections

Tax Year	Charge	Collected in January	Collected to Date	Balance Outstanding	Percentage Collected
January 2016 FY16	\$16,403,076	\$2,751,494	\$14,899,598	\$1,503,477	90.83
January 2015 FY15	\$16,392,810	\$2,345,792	\$14,876,533	\$1,516,277	90.75

Delinquent Collections

2014	\$499,316	\$25,260	\$179,483	\$319,834	35.95
2013	270,794	5,334	59,174	\$211,620	21.85
2012	169,353	3,743	26,345	\$143,008	15.56
2011	121,488	2,929	14,709	\$106,778	12.11
2010	100,113	740	9,734	\$90,379	9.72
2009	89,874	727	8,384	\$81,490	9.33
2008	85,885	1,274	6,194	\$79,692	7.21
2007	95,178	730	4,134	\$91,044	4.34
2006	98,920	302	2,142	\$96,778	2.16
2005	84,227	599	2,500	\$81,727	2.97
Total Delinquent Years	\$ 1,615,148	\$41,638	\$ 312,799	\$ 1,302,350	

Other January Receipts

County Penalties	\$ 16,673	\$ 70,832
Landfill User Fees	\$ 189,201	\$ 1,029,008
Municipalities	\$ 112,048	\$ 602,517
Fire District Taxes	\$ 143,002	\$ 783,360
Advance Taxes	\$ 4,592	\$ 10,825

JANUARY GRAND TOTAL

\$ 3,258,648	\$17,708,939
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Meeting Date: March 7, 2016

Consent Agenda Item # 6D

SUBJECT: Request for Approval of Tax Releases

REQUESTED BY: Starlin Beatty, Tax Administrator

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

FUNDING SOURCE: N/A

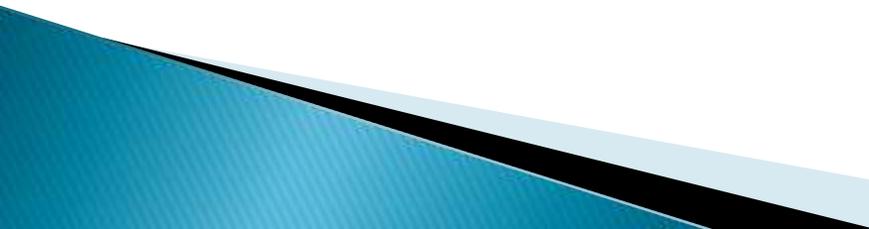
APPLICABLE STATUTE: NCGS 105-38i. TAXPAYER'S REMEDIES

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

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

NOTES:



Request For Tax Releases Over \$100

Over \$100

3/7/2016

Date: _____

ERROR CORRECTION RELEASES:

ALSTON PAMELA	2009 46233 109		43668	\$201.12 MH WAS DEMOLISHED IN 2007
ALSTON PAMELA	2010 46233 110		46468	\$203.64 MH WAS DEMOLISHED IN 2007
ALSTON PAMELA	2011 46233 111		47936	\$196.37 MH WAS DEMOLISHED IN 2007
ALSTON PAMELA	2012 46233 112		51464	\$182.26 MH WAS DEMOLISHED IN 2007
ALSTON PAMELA	2013 46233 113		55306	\$178.87 MH WAS DEMOLISHED IN 2007
ALSTON PAMELA	2014 46233 114		58592	\$162.68 MH WAS DEMOLISHED IN 2007
ALSTON PAMELA	2015 46233 200		30033	\$152.23 MH WAS DEMOLISHED IN 2007
BAPISTE ERICA W	2008 40575 108	G2 32 D1	41492	\$251.12 SOLD ON GOV DEALS
BAPISTE ERICA W	2009 40575 109	G2 32 D1	44073	\$287.25 SOLD ON GOV DEALS
BAPISTE ERICA W	2010 40575 110	G2 32 D1	46927	\$286.37 SOLD ON GOV DEALS
BRANCH ELVERT	2015 3192 200		26694	\$394.62 DW DOUBLE LISTED
CATTEL CHERYL A	2015 40425 200		27842	\$225.21 BOATS SOLD WITH HSE/DOUBLE BILLED
GAINEY STEPHANIE N	2015 37586 300	L3D 571	24522	\$1,732.30 CLERICAL ERROR
JONES MARY HEIRS OF	2012 40859 112	E5 117	51757	\$103.39 SOLD ON GOV DEALS
ROYSTER DONNIE C	2010 40303 110	B10 44A	46929	\$443.74 SOLD ON GOV DEALS
ROYSTER DONNIE C	2011 40303 111	B10 44A	48458	\$424.85 SOLD ON GOV DEALS
ROYSTER DONNIE C	2012 40303 112	B10 44A	52082	\$415.15 SOLD ON GOV DEALS
ROYSTER DONNIE C	2015 40303 300	B10 44A	18063	\$331.89 SOLD ON GOV DEALS
SUSEWELL VALERIE H	2013 38395 113	B6B 84	55796	\$157.40 SOLD BY COUNTY
SUSEWELL VALERIE H	2014 38395 114	B6B 84	59278	\$884.52 SOLD BY COUNTY
WILLIAMS MICHAEL & OTHERS	2005 3783 105		33840	\$217.71 MH DESTROYED YEARS AGO
WILLIAMS MICHAEL & OTHERS	2006 3783 105		36292	\$207.39 MH DESTROYED YEARS AGO
WILLIAMS MICHAEL & OTHERS	2007 3783 107		38658	\$197.07 MH DESTROYED YEARS AGO
WILLIAMS MICHAEL & OTHERS	2008 3783 109		41001	\$186.45 MH DESTROYED YEARS AGO
WILLIAMS MICHAEL & OTHERS	2009 3783 109		43541	\$172.35 MH DESTROYED YEARS AGO
WILLIAMS MICHAEL & OTHERS	2010 3783 110		46314	\$192.44 MH DESTROYED YEARS AGO
WILLIAMS MICHAEL & OTHERS	2011 3783 111		47772	\$180.99 MH DESTROYED YEARS AGO
WILLIAMS MICHAEL & OTHERS	2012 3783 112		51223	\$170.68 MH DESTROYED YEARS AGO
WILLIAMS MICHAEL & OTHERS	2013 3783 113		55046	\$164.50 MH DESTROYED YEARS AGO
WILLIAMS MICHAEL & OTHERS	2014 3783 114		58279	\$149.90 MH DESTROYED YEARS AGO
WILLIAMS MICHAEL & OTHERS	2015 3783 200		27012	\$140.63 MH DESTROYED YEARS AGO

SUB-TOTAL ERROR CORRECTIONS:

\$9,197.09

MOTOR VEHICLE RELEASES:

BLANKS DREAMA E	2006 12877 106	VRJ4511	36150	\$106.81 BANKRUPCY DISCHARGED
WELLS ANTHONY J	2012 42932 112	AMH4907	50247	\$111.10 CLERICAL ERROR

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$217.91

SUB-TOTAL CORRECTION RELEASES:

\$9,197.09

Total Releases

\$9,415.00

LANDFILL USER FEE RELEASES:

BRYANT ROBERT	2015 3555 200		27120	\$120.00 LFUF CHARGED IN ERROR/PP ONLY
WELLS ANTHONY J	2012 42932 112		51376	\$115.00 NOT LIVEABLE
WELLS ANTHONY J	2013 42932 113		55190	\$120.00 NOT LIVEABLE
WELLS ANTHONY J	2014 42932 114		58494	\$120.00 NOT LIVEABLE

TOTAL LFUF RELEASES:

\$475.00

Total Releases

\$ 9,890.00

Request For Tax Releases Under \$100

Under \$100

3/7/2016

Date: *ZJW*
3/24/16

ERROR CORRECTION RELEASES:

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD</u>	<u>AMOUNT</u>	<u>REASON</u>
ALSTON PAMELA	2008	46233 108		41138	\$49.27	MH WAS DEMOLISHED IN 2007
AUSTIN OLIVIA	2015	40397 200		27780	\$6.46	MOVED BT FROM COUNTY IN 2013
COLE FRANCEINE D	2015	27288 301	B8 55M	13054	\$62.34	SAME ACREAGE PD FOR ON REC 22955
DIRECTV INC	2011	7815 111		47725	\$3.18	CLERICAL ERROR
DIRECTV INC	2011	7815 111		47724	\$1.11	CLERICAL ERROR
EDWARDS LOUIS R	2011	13004 111		47983	\$92.34	SOLD BOAT IN 2010
EDWARDS LOUIS R	2013	13004 113		55408	\$62.92	SOLD BOAT IN 2010
EDWARDS LOUIS R	2014	13004 114		58671	\$53.02	SOLD BOAT IN 2010
EDWARDS LOUIS R	2015	13004 115		31720	\$48.70	SOLD BOAT IN 2010
FEDERAL HOME LOAN MORT CORP	2015	40260 300	B8 55 M1	22955	\$35.68	TRANSFERRED IN ERROR
FIRST CITIZENS BANK & TRUST	2015	2018 201		26835	\$0.57	BUSINESS PP OVERVALUED
FIRST CITIZENS BANK & TRUST	2015	2018 202		26836	\$14.38	BUSINESS PP OVERVALUED
JONES MARY HEIRS OF	2011	40859 111	E5 117	48180	\$35.79	SOLD ON GOV DEALS
JONES MARY HEIRS OF	2013	40859 113	E5 117	55753	\$96.16	SOLD ON GOV DEALS
JONES MARY HEIRS OF	2014	40859 114	E5 117	59208	\$88.97	SOLD ON GOV DEALS
ROYSTER DONNIE C	2009	40303 109	B10 44A	44075	\$70.49	SOLD ON GOV DEALS

SUB-TOTAL ERROR CORRECTIONS:

\$ 721.38

MOTOR VEHICLE RELEASES:

BLANKS DREAMA E	2005	12877 105	SXT5997	33433	\$15.54	BANKRUPCY DISCHARGED
DOWTIN ELLA F	2005	20377 105	PYB9072	33192	\$36.24	BANKRUPCY/UNABLE TO COLLECT
SHIRK LARRY	2013	16083 113	ZXZH2358	55374	\$42.76	PLATES TURNED IN 2013
SHIRK LARRY	2013	16083 113	BLJ1783	55371	\$91.28	PLATES TURNED IN 2013
TAYLOR VICKI JEAN	2006	6461 106	TRRL8945	35655	\$45.21	JUNKED
TAYLOR VICKI JEAN	2007	6461 107	XRN5025	38414	\$40.02	JUNKED
TAYLOR VICKI JEAN	2007	6461 107	XNB5278	38397	\$32.94	JUNKED
TAYLOR VICKI JEAN	2007	6461 107	RRL8945	38094	\$37.95	JUNKED
WELLS ANTHONY J	2013	42932 113	CBH6109	54573	\$31.83	CLERICAL ERROR

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$373.77

SUB-TOTAL CORRECTION RELEASES:

\$721.38

Total Releases

\$1,095.15

Meeting Date: March 7, 2016

Item # 7-A

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Budget Amendment # 8 to 2015-16 Warren County Budget Ordinance

FUNDING SOURCE: General Fund

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Budget Amendment #8 to the FY 16 Warren County Budget Ordinance as requested by the Finance Director.

NOTES:

AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE

2015/2016

Amendment No. 8

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

Increase/(Decrease) Appropriations:

Health Department	\$	(1,622)
Sheriff's Department		826
Information Technology		1,486
Building, Grounds & Maintenance - Contingency		(2,312)
DSS Administration		538
Soil Conservation		954
		<hr/>
Total	\$	(130)

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 - Health		(1,622)
Restricted Intergovernmental - DSS 1571		538
Fund Balance Appropriated		954
		<hr/>
Total	\$	(130)

This amendment:

- adjusts the Health Department budget to the most recent state grant allocations.

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

- appropriates funds to the Sheriff's Department budget for building repairs and maintenance (i.e., tile bathroom and hallway).

Funding Source: Building, Grounds & Maintenance - Contingency

- appropriates funds to the Information Technology budget for building repairs and

maintenance (i.e., tile bathroom and hallway and carpet offices).

Funding Source: Building, Grounds & Maintenance - Contingency

- appropriates additional funds to the DSS Administration budget for Energy Neighbor grant funding.

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

- appropriates funds to the Soil Conservation budget for additional salary and fringes needed to compensate for Interim District Director.

Funding Source: Fund Balance Appropriated

Respectfully Submitted 3/7/2016

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Amendment # 3 to Warren County Emergency Services Headquarters
Capital Project Ordinance

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment # 3 to Warren County Emergency Services Headquarters
Capital Project Ordinance as requested by the Finance Director.

NOTES:

**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE
WARREN COUNTY
EMERGENCY SERVICES HEADQUARTERS
(Amendment No. 3)**

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

Architectural Fees	200
Contingency	<u>(200)</u>
Total	\$ -

This amendment adjust the budget to the most recent costs for architectural fees.

Respectfully Submitted 3/7/2016

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

Meeting Date: March 7, 2016

Item # 7-C

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Award Bid for FY 2016-17 Audit Contract. Six requests were solicited with only one response received from Williams, Winston, Creech, Evans & Company of Oxford, NC, the County's current Audit firm.

FUNDING SOURCE: General Fund

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend awarding Bid for FY 2016-17 Audit Contract to Williams, Winston, Creech, Evans & Company of Oxford, NC, at the estimated cost of \$59,000 for 2016; \$60,770 for 2017; & \$62,600 for 2018.
Funding source: General Fund

NOTES:

**COUNTY OF WARREN
FINANCE OFFICE**

548 West Ridgeway Street
WARRENTON, NC 27589

Telephone: (252) 257-1778 Fax: (252) 257-6523

Gloria M. Edmonds
Finance Director

TO: Warren County Board of Commissioners
Linda T. Worth, County Manager

FROM: Gloria Edmonds *gme*
Finance Director

DATE: March 7, 2016

Re: Request for Proposal – Audit Services

Please find attached the bid tabulations for Request for Proposal for Audit Services.

A Request for Proposal was sent to six (6) auditing firms who are accustomed to auditing counties of similar size and monetary threshold. The auditing firms contacted were a mix of large and small firms with no more than a 3 to 4 hour drive from Warren County. The auditing firms were supplied with information about the County, the types of audit services needed, requirements, time frames, and other service requirements.

As a result of the Request for Proposal, only one auditing firm responded. The firm of Williams, Winston, Creech, Evans & Company was the only firm to place a bid. I am recommending the Board accept the bid from Williams, Winston, Creech, Evans & Company.

WARREN COUNTY FINANCE OFFICE

PROPOSALS FOR AUDIT SERVICES

RECEIVED FRIDAY, FEBRUARY 26, 2016

Auditing Firms	Location	Estimated Cost 6-30-2016	Estimated Cost 6-30-2017	Estimated Cost 6-30-2018
Cobb, Ezekial, Loy & Company	Graham	No bid received		
Phillips, Dorsey, Thomas, Waters & Brafford	Henderson	No bid received		
Williams, Winston, Creech, Evans & Company	Oxford	59,000.00	60,770.00	62,600.00
Cherry, Bekaert & Holland	Raleigh	No bid received		
Barrow, Parris & Davenport	Kinston	No bid received		
Blair, Bohle & Whitsitt	Charlotte	No bid received		

I certify that the above is true and accurate tabulation of the bids received at the above referenced dates.

Gloria M. Edmonds
Signature

Annie Holzer
Witness

SUBJECT: ABC Commission Requests Authorization to Use
County's Travel Policy

REQUESTED BY: Larry Spruill, Executive Director,
Warren County ABC System

SUMMARY: Annually, in accordance with NCGS 18B-700(g2), a request is made by the
ABC Commission for authorization to use Warren County's official travel policy.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION

Recommend approval of the request from the Warren County ABC Commission for authorization
to use Warren County's Travel Policy.

NOTES:

Hello Angelena,

Can you provide us with the necessary authorization of the appointing authority so we can forward it to the NC ABC Commission.

Thanks

Larry C.Spruill

Warren County ABC Board

Subject: Travel Policy Authorization

Reminder:

Boards who have adopted the travel policy of the appointing authority, please submit to the Commission an approval from the appointing authority. G.S. 18B-700 (g2) states "...The local board shall annually provide the appointing authority's written confirmation of such approval to the Commission and a copy of the travel policy authorized by the appointing authority."

Moniqua S McLean, MAFM
ABC Board Auditor

NC ABC Commission
4307 Mail Service Center
Raleigh, NC 27699-4307
919-779-0700 Ext 265
919-661-5927 Fax

E-mail correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

Meeting Date: March 7, 2016

Agenda Item # 9-A

SUBJECT: Follow-Up to February 17, 2016 Work Session

REQUESTED BY: Dr. Ray V. Spain, Superintendent of Public Schools, representing
Warren County Board of Education

SUMMARY: As discussed during work session, 2015-16 DPI Facility Needs Survey for
Warren County Schools' Long Range Plan is submitted for Board of Commissioner's
certification of receipt. Authorize Chairman Richardson and County Manager to sign same.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend certification of receipt and authorize Chairman Richardson and County Manager
Worth to sign same.

NOTES:



Administrative Unit: Warren County Schools (Unit 930)

I. Certification of Board of Education

The Warren County Schools Board of Education hereby submits its Facility Needs Survey dated 01082016 listing all improvements and additional facilities needed to accommodate projected enrollments through the 2020-21 school year and improvements to existing facilities to provide safe, comfortable environments that support the educational programs.

We do hereby certify that the needs identified herein are a true representation of our situation. Alternatives were considered and this plan provides the best balance between cost and benefit to our students. We understand that costs have been standardized to statewide averages to provide uniform comparisons.

Calvin C. Jones, Chairman

11/12/2016 Date

Kay V. Spain Secretary, Ex-officio

11/12/2016 Date

2. Certification of Board of County Commissioners

The Warren County Board of Commissioners has received and reviewed a copy of this survey prior to submission to the State Board of Education. This does not necessarily constitute endorsement of or commitment to fund the Facility Needs Survey.

_____, Chairman

_____, Date

_____, County Manager or Cler

_____, Date



2015-16 DPI Facility Needs Survey

Capacity Summary 0 to 5 Years

Warren County Schools										Capacity Summary & Plan (0 to 5 years)				
UNIT: 930	ADM 2014/15	Current Capacity					Mobile	Teach Station	Needs	Planned Capacity (future)				
		Pre-K	K-5	Middle	High	K-12				Pre-K	K-5	Middle	High	K-12
930 330 Mariam Boyd Elementar	343	36	404	0	0	404	0	0	Addition/Renovation	54	404	0	0	404
930 340 Northside K-8	341	40	376	0	0	376	2	7	Addition/Renovation	42	400	150	0	550
930 344 South Warren Element	180	36	197	0	0	197	0	0	Renovations	42	210	0	0	210
930 348 Vaughan Elementary	224	18	302	0	0	302	0	0	Addition/Renovation	42	350	0	0	350
930 352 Warren County High	403	0	0	0	820	820	0	0	Renovations	0	0	0	820	820
930 354 Warren County Middle	466	0	0	812	0	812	0	0	Renovations	0	0	812	0	812
930 360 Warren Early College H	123	0	0	0	144	144	1	5	New School (Replace	0	0	0	144	144
930 700 Warren New Tech High	188	0	0	0	216	216	2	5	Addition	0	0	0	325	325
Totals:	2,268	130	1,279	812	1,180	3,271	5	17		180	1,364	962	1,289	3,615

	<u>K-5</u>	<u>Middle</u>	<u>High</u>	<u>K-12</u>
Current Capacity:	1,279	812	1,180	3,271
ADM 2014/15:	1,048	506	714	2,268
Difference:	231	306	466	1,003

	<u>K-5</u>	<u>Middle</u>	<u>High</u>	<u>K-12</u>
Total Capacity:	1,364	962	1,289	3,615
Proj Enrollment 2020/21:	1,116	536	663	2,315
Difference:	248	426	626	1,300



Warren County Schools Cost Summary (0 to 5 years)

Unit: 930		Priority	New School	Additions	Renovations	Furn/Eqpt	Land	Total
330	Mariam Boyd Elementary	1	0	3,280,928	1,159,722	275,364	0	\$4,716,014
340	Northside K-8	2	0	5,066,970	249,138	425,264	0	\$5,741,372
344	South Warren Elementary	2	0	703,987	417,058	59,085	0	\$1,180,130
348	Vaughan Elementary	2	0	2,059,814	447,514	172,877	0	\$2,680,205
352	Warren County High	2	0	673,568	51,870	56,532	0	\$781,970
354	Warren County Middle	1	0	0	527,178	0	0	\$527,178
360	Warren Early College Hig	2	2,550,176	0	0	339,242	0	\$2,889,418
700	Warren New Tech High	1	0	4,399,920	0	369,279	0	\$4,769,199
Totals:			2,550,176	16,185,187	2,852,480	1,697,643	0	\$23,285,486

State projects enrollment increase for school system

By Luci Weldon | Posted: Friday, January 22, 2016 6:00 am

The N.C. Department of Public Instruction projects that enrollment in the Warren County school system will increase by nearly 50 students by the 2020-21 school year.

Discussion about the projected increase came as the Warren County Board of Education unanimously approved a facility needs survey during its Jan. 12 regular monthly meeting.

The state requires public school systems across North Carolina to complete such surveys every five years to specify what is needed to achieve an ideal learning environment. Superintendent of Schools Dr. Ray Spain said that one use for the data is in preparation for statewide bond referendums focusing on educational needs, but that it had been more than 10 years since the last education referendum.

According to the report summary, the local school system's total current enrollment is 2,268 and the state projects enrollment to grow to 2,315 in 2020-21.

Spain told the board that enrollment has leveled off in recent years, fulfilling a consultant's prediction about six or seven years ago when Warren County Schools prepared a school system facility study.

The report lists current enrollment as 1,048 in kindergarten through fifth grade, 506 in middle school grades and 714 in high school. In 2020-21, enrollment is projected to be 1,116 in kindergarten through fifth grade, 536 in the middle school grades, and 663 in high school.

The report also compares current school capacity to projected capacity in 2020-21. Currently, schools in the Warren County district can house up to 1,279 students in kindergarten through fifth grade, 812 in middle school and 1,180 in high school. The report estimates that school capacity in 2020-21 to be 1,364 in kindergarten through fifth grade, 962 in middle school and 1,289 in high school.

Ensuring that schools have adequate instructional space has been a focus of consideration for Warren County Schools over the past few years, and, in 2014, the school system finalized a list of construction and renovation needs to be addressed over the course of 10 years. At that time, Spain said that because local elementary schools were constructed as early as the 1950s, they may not have enough space devoted to kindergarten through third-grade classrooms.

Other needs discussed at that time were completion of Warren New Tech High School by adding a wing for five classrooms, a wellness room, technology room and multipurpose or cafeteria room,

2015-16 DPI
Facility Needs
Survey for
Warren County
Schools' Long
Range Plan

Page 5 of 5

and adding a second modular unit for Warren Early College High School.

During last week's meeting, Spain said that local school buildings are "in very good shape," but reiterated the need to focus on providing adequate learning space for early childhood education.

The facility needs survey includes renovations, additions and new facilities for local schools over the next five years totaling slightly more than \$23 million, based upon state square footage cost estimates. Total estimated costs per school range from a low of \$527,178 at Warren County Middle School to \$5.7 million at Northside K-8 School. However, Spain cautioned that these figures are likely inflated, and actual expenses should be much less when projects are let out to bid.

On Thursday, the superintendent said that the school system's most immediate plans involve completing Warren New Tech High School, and that an architect is currently working on plans for the school building's second wing.

The state estimate for the total cost of work at Warren New Tech is \$4.7 million. However, the school's existing wing, which opened in 2011, was completed at a cost of \$2.26 million.

Spain also noted that, depending on Vance-Granville Community College space needs, a second modular building may be needed for Warren Early College High School, which is housed on Vance-Granville's Warren County campus in Warrenton.

At the board meeting, he reported that the state does not consider modular units as the best classroom buildings. Therefore, the facility survey indicates that Warren Early College needs a new school building at an estimated cost of \$2.8 million.

"We are not building a new school," Spain said. "We will use a second modular building."

On Thursday, he added that there are no definite plans for renovations and additions at other Warren County schools at this time.

The approved facility needs survey must be presented to the Warren County Board of Commissioners and to the N.C. Department of Public Instruction.

To view the survey

Go to the school system website at warrenk12nc.org. Under board of education, go to electronic school board agenda and click on the Jan. 12 date on the calendar at the right. On the agenda, click on facility needs assessment under action items.

Meeting Date: March 7, 2016

Agenda Item # 9-B

SUBJECT: Follow-Up to February 17, 2016 Work Session

REQUESTED BY: Mr. Marvin G. Howard

SUMMARY: Having discussed a request for easement across Buck Spring property during work session, it is now presented for board action to authorize Marvin G. Howard to draw up easement document at his expense through the attorney of his choice. Authorize Chairman of the Board to sign same.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Authorize Marvin G. Howard, at his expense through the attorney of his choice, to have an easement document prepared to cross a portion of the Buck Spring property. Mr. Howard's attorney is to seek input from the County Attorney as to the County's requirements for the easement.

NOTES:

**Tabled from February 1, 2016 meeting
to February 17, 2016 work session:**



M.G. Howard presented information and made a request to the Board during a February 15, 2012 work session for right-of-way across the Buck Spring property. He has provided a valid survey of the requested easement and requests Board's authorization to have a deed prepared granting him access across the Buck Spring Property to his adjacent property.

Mr. Rooker is the attorney for Mr. Howard, so I anticipate that the Rooker law firm will be preparing the easement documents.

Has the board of commissioners met and approved going forward? I usually add a note on the plat about the date of BOC approval before I submit the plat to Ken Krulik's office for final review/Planning Department approval for recording.

Thanks for touching base on this easement plat.

Holly Williams

Meeting Date: March 7, 2016

Item # 10

SUBJECT: First Amendment & Extension of Collection Center and Transfer Station Operation Agreement with Waste Industries, LLC

REQUESTED BY: Linda T. Worth, County Manager & Marshall Brothers, Public Works Director

SUMMARY: It is presented to approve the 1st Amendment & Extension of Collection Center & Transfer Station Operation Agreement with Waste Industries, LLC, a two-year extension of the 2013 contract at current contract rates. The term of the agreement will be 7/1/16- 6/30/18. Authorize Chairman and/or County Manager to sign same.

FUNDING SOURCE: Solid Waste Fund

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of 1st Amendment & Extension of Collection Center & Transfer Station Operation Agreement with Waste Industries, LLC, at current contract rates, for the term of 7/1/16 - 6/30/18, and authorize Chairman or County Manager to sign same.

NOTES:

MEMORANDUM

**Complete 15 paged
documentation is
available at**

http://www.warrencountync.com/file_Uploads/forms/742_3-7-16%201st%20Amendment%20-%20Waste%20Industries%20LLC.pdf

Page 1 of 3

TO: Warren County Board of Commissioners

FROM: Linda T. Worth, County Manager



DATE: March 1, 2016

RE: First Amendment and Extension of Collection Center and Transfer Station Operation Agreement with Waste Industries, LLC

Attached is the First Amendment and Extension of the County's Collection Center and Transfer Station Operating Agreement with Waste Industries, LLC. Per the original agreement dated July 1, 2013 that is attached hereto, this agreement extends the contract an additional two years.

Mr. Marshall Brothers, Public Works Director, and I have been in contract negotiations with Waste Industries for several weeks, and we are pleased to report that the contract extension holds the costs for services rendered for the next two years at the current contract rates. However, if disposal rates increase, Waste Industries may pass such increases on to the county.

We have also incorporated in the agreement replacing the signage at the collection sites, and installing compactors at the Warrenton and Eaton's Ferry convenience center sites for compaction of commingled recycling materials and old cardboard containers at a rate of \$95 per compactor per month.

Funds to pay for these services will be budgeted in the FY 2017 Solid Waste Fund. We, therefore, respectfully request the Board's consideration to approve the First Amendment and Extension of Collection Center and Transfer Station Operation Agreement with Waste Industries, LLC to commence July 1, 2016 and end on June 30, 2018.

Please advise if there are any questions or concerns regarding this matter. Thank you in advance for your favorable consideration.

cc: Marshall Brothers, Public Works Director
Attachments

**FIRST AMENDMENT AND EXTENSION OF
COLLECTION CENTER AND TRANSFER STATION OPERATION AGREEMENT**

**Complete 15 paged
documentation is
available at**

[http://www.warrencountync.com/ file
Uploads/forms/742_3-7-
16%201st%20Amendment%20-
%20Waste%20Industries%20LLC.pdf](http://www.warrencountync.com/file_Uploads/forms/742_3-7-16%201st%20Amendment%20-%20Waste%20Industries%20LLC.pdf)

Page 2 of 3

THIS FIRST AMENDMENT AND EXTENSION OF COLLECTION CENTER AND TRANSFER STATION OPERATION AGREEMENT (this "Amendment") is made and entered into this ___ day of March 2016 by and between WASTE INDUSTRIES, LLC, a North Carolina limited liability company ("WI"), and WARREN COUNTY, NORTH CAROLINA (the "County").

RECITALS

- A. WI and the County are parties to a Collection Center and Transfer Station Operation Agreement dated July 1, 2013 (the "Contract").
- B. The Contract has an Initial Term through June 30, 2016 (the "Initial Term").
- C. The parties have agreed to extend the Initial Term together with certain other amendments as further set forth herein.

NOW, THEREFORE, in consideration of the Recitals, the mutual covenants and agreements set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

- 1. Section II of the Contract is hereby amended to extend the term of the parties' contract through June 30, 2018.
- 2. Current rates will remain in effect through the end of the new term. However, if disposal rates do increase, WI may request to pass such increased cost on to the County. Upon receiving notice of any such increased cost, the County shall have sixty (60) days to provide WI notice of its intent to terminate this agreement without penalty. Otherwise, lacking such termination notice, the County shall be deemed to have accepted the new disposal rate through the end of the new term.
- 3. WI agrees to replace the signage at the various collection sites to make all signage consistent with that located at the Drewry site.
- 4. WI agrees to install compactors at the Warrenton and Eaton's Ferry sites for compaction of the commingled recycling materials and old cardboard containers at a rate of \$95 per compactor per month. Such rates will remain in effect through the end of this new term subject only to changes in disposal fees as set forth in Section 2 above.
- 5. Except as specifically modified herein, the remaining terms of the parties' original Contract shall remain in full force and effect as written.

**Complete 15 paged
documentation is
available at**

http://www.warrencountync.com/file_uploads/forms/742_3-7-16%201st%20Amendment%20-%20Waste%20Industries%20LLC.pdf

Page 3 of 3

IN WITNESS WHEREOF, this First Amendment and Extension of Collection Center and Transfer Station Operation Agreement is executed and delivered on behalf of the undersigned by their duly authorized representatives as of the date first set forth above.

WARREN COUNTY, NC

ATTEST:

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

WASTE INDUSTRIES, LLC

ATTEST:

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

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

County Finance Officer

Meeting Date: March 7, 2016

Item # 11-A

SUBJECT: Follow-up to February 17, 2016 Work Session

REQUESTED BY: Clerk to the Board

SUMMARY: Revised “Policy Statement for Board Appointment/Re-Appointment for Warren County” (Policy), was adopted during November 2015 regular meeting, at which time Clerk was directed to review all board/committee/commission bylaws to ensure compliance. Clerk presented findings during February 17, 2016 work session and was directed to amend policy to reflect: 1) paragraph 5 - definition of terms and 2) paragraph 8 -county residency requirement. Therefore amended “Policy” is now presented for Board’s consideration. Authorize Chairman to sign same.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

WARREN COUNTY'S POLICY
FOR BOARD & COMMITTEE APPOINTMENTS AND/OR REAPPOINTMENTS

Unless forbidden by statute or case law, this Policy will govern the appointment and/or reappointment of members to serve on the various boards and commissions appointed by the Warren County Board of Commissioners:

1. Unless otherwise required by statute or case law, the provisions of this Policy will take precedence over all other policies, procedures and/or legal documents (including the various boards' and commissions' approved Bylaws) in determining the manner in which the Board of Commissioners may make appointments and/or reappointments of individuals to serve on the various boards and commissions in Warren County.
2. All board and commission vacancies that are to be filled by the Board of Commissioners will be advertised quarterly by the Clerk to the Board in both local newspapers having general circulation in Warren County, and; such advertisement shall instruct interested citizens to direct their Statement of Interest and any questions to the Clerk to the Board.
3. Statements of Interest received by the Clerk shall be forwarded to the chair of the specific board or commission on which the citizen desires to serve as well as to Board of Commissioners. The Statement of Interest of any citizen that is not chosen to serve shall remain active for a period of six (6) months from the date it is received by the Clerk to the Board.
4. Upon receiving any Statement of Interest by the specific board or commission chair, that chair shall be responsible to present the Statement of Interest to the entire board/ commission for its consideration to fill the vacancy thereon, and; a minimum of ten (10) days prior to the next Board of Commissioners' regular meeting, the board/commission shall submit its recommendation for appointment to the Board of Commissioners for its consideration.
5. Except in the case of paragraph 6(b) below, Appointees may serve only three (3) consecutive **three (3) year terms** after which they must be removed from the board or commission. Individuals may be considered for additional terms of service on a board/commission after remaining off the board/commission for one (1) year.
6. Whether the Board of Commissioners receives a recommendation for appointment from a specific board/commission or not, the Board of Commissioners shall have the following options to address any vacancy of a board or commission that is not addressed by statute or case law:
 - a. If the board member currently holding a seat on a board or commission is eligible for reappointment and is desirous of continuing to serve, he or she may be reappointed by the Board of Commissioners to serve an additional term.
 - b. If the board member currently holding a seat on a board or commission is ineligible for reappointment, having served the maximum number of terms allowed by this Policy, the Board of Commissioners and/or its representatives will make every effort to identify a willing person or persons to be considered for appointment. If permissible, until such time as a suitable replacement is found, the sitting Board member may remain on the board or commission if he or she is desirous of continuing to serve.

- c. If a board or commission vacancy is designated for a specific representative from the community, i.e. a licensed Physician, Pharmacist, Veterinarian, Optometrist, professional Engineer, etc., and no such individual is available for appointment, the Clerk to the Board will consult with the County Attorney to determine if, by statute and the specific board/commission's Bylaws, a general public representative may be appointed to fill the vacancy.
 - d. If appointment of a general public representative in lieu of a specific representative is permissible, the Board of Commissioners may appoint such an individual to fill the vacancy. If, by statute or the governing board/commission's Bylaws, it is impermissible to appoint a general public representative to fill a specific representative vacancy, the vacancy will continue on the board or commission until such time as the specific representative is found.
7. Individuals may serve on an unlimited number of boards or commissions at any given time, at the discretion of the Warren County Board of Commissioners.
 - 8. Board/Committee/Commission appointees must be legal residents of Warren County, NC. However, this provision may be waived at the discretion of the Warren County Board of Commissioners.**
 9. Any board/commission whose Bylaws are in dispute with this Policy shall move to amend its Bylaws to come into compliance with this Policy.

So adopted, this the 2nd day of November, 2015.

Amended this the 7th day of March 2016.

Commissioners

Barry Richardson, Chairman
Warren County Board of

SUBJECT: Board/Committee/Commission Appointment(s)

REQUESTED BY: Jillian Hardin, Director Kerr-Tar Regional Council of Governments, Area Agency on Aging

SUMMARY: It is presented to make appointments to the Aging Advisory Council for three (3) year terms: January 1, 2016 to December 31, 2019 as follows: Ernest Fleming 3rd term and Virginia Broach 3rd term.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Kerr Tar Regional Council Of Governments

Diane Cox
Executive Director

Member
Governments

COUNTIES

Franklin
Granville
Person
Vance
Warren

MUNICIPALITIES

Bunn
Butner
Creedmoor
Franklinton
Henderson
Kittrell
Louisburg
Macon
Middleburg
Norlina
Oxford
Roxboro
Stem
Stovall
Warrenton
Youngsville

December 3, 2015

Mr. Barry Richardson
Warren County Commissioner
PO Box 9
Hollister, NC 27844

Dear Chairman Richardson,

The Kerr Tar Regional Council of Governments Area Agency on Aging Regional Aging and Advisory Committee (RAAC) will have two vacancies in Warren County at the end of this year. We would like to request for this matter to be added on the next Commissioners meeting agenda.

Mr. Ernest Fleming, PO Box 9, Ridgeway, 27570, phone number 252-456-3577, has served on the RAAC for several years. His current term will end on December 31, 2015. We would like to request his re-appointment to serve another three year term from January 1, 2016 – December 31, 2019.

Ms. Virginia Broach, 444 Russell Union Road, Norlina, 27563, phone number 252-456-3491, is serving on the RAAC and her term is also scheduled to end on December 31, 2015. We would like to request her re-appointment to serve another three year term from January 1, 2016 – December 31, 2019.

According to RAAC Bylaws, appointments to fill vacancies on the council are made by the Standing Nominating Committee of the RAAC and are subject to approval by the County Commissioners and the Council.

The RAAC consists of thirty members- six from each of the five counties in the region. The council advises the Area Agency on Aging to: 1.) develop and administer the Area Plan, 2.) conduct public hearings, 3.) represent the interest of older persons, and 4.) review and comment on all community policies, programs, and activities which affect older persons.

Your continued support for the Area Agency on Aging and for the older adults in Warren County is greatly appreciated.

Sincerely,



Jillian Hardin
Director, Area Agency on Aging
Kerr Tar Regional Council of Governments
252-436-2040 (p)
jhardin@kerrtarco.org

cc: Warren County Manager
RAAC Nominating Committee, Members
AAA files

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

Fleming
Page 1 of 2

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

1. Warren Co. Tourism Comm.
2. " Hist. Pres "
3. RAC Committee
4. _____

Your full name ERNEST FORTSON FLEMING III
Date of Birth 05-17-1947 Sex M Race W
Mailing Address P. O. Box 9
City and Zip Code RIDGEWAY N. C. 27570
Street Address 195 JOE JONES RD
City and Zip Code "NO MAIL BOX"
Home Phone 252 456 3577 Work Phone 252 257 2411
Job Title VP DAKOTA HALL ANTIQUES & ART INC
Company or Agency " " " " "
Email Address ernief3@embarqmail.com

Do you live in the county? Yes No

Please list your County Commissioner District 3
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended NORTH FULTON H.S. ATLANTA GA.

Name and Address of College Attended _____

Degree Received US NAVY ILL. / DRAFTMAN

Please list any military experience US NAVY 66-70

If you are presently serving as an elected or appointed official, please explain: KERR-TAP R.A.A.C.,
WARREN REVAL. COMM., ADVISOR WARR. CO. CHAMBER, VC WARREN CO
ARTS COUNCIL

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

Work Experience CITY OF ATLANTA, GUILFORD Co
TAX DEPT. (RETIRED) WARREN Co. BOARD OF
COMM. (2006 - 2010)

Volunteer Experience RIDGEWAY HIST. SOCIETY,
C.A.P.

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 [Handwritten Signature]

Date 8-27-15

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

Broach
Page 1 of 2

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

1. REGIONAL ADMIN ADVISORY
2. COUNCIL
3. _____
4. _____

Your full name VIRGINIA KARINA BROACH
Date of Birth 01/24/1945 Sex F Race B
Mailing Address 444 RUSSELL UNION Rd.
City and Zip Code MANSON 27553
Street Address SAME
City and Zip Code SAME
Home Phone 252-456-3491 Work Phone NA
Job Title RETIRED
Company or Agency CA. DEPT. OF JUSTICE
Email Address VIRGINIAKARINA.P@GMAIL.COM

Do you live in the county? Yes No

Please list your County Commissioner District 3 - Victor Hunt
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended EAST MEADOW HS LONG ISLAND NY
Name and Address of College Attended CHADMAN UNIVERSITY SAN DIEGO CA
Degree Received BA

Please list any military experience UNITED STATES AIR FORCE RESERVES

Broach
Page 2 of 2

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 LAW ENFORCEMENT (28 YRS)
SAN DIEGO CO. SHERIFF'S DEPT - DEPUTY SHERIFF
CA. DEPT OF JUSTICE - SPECIAL AGENT

Volunteer Experience SCHOOL PROCTOR, SUB. TEACHING

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

Stephen K. Best

Date

12/16/15

Please feel free to attach a resume if so desired.

Meeting Date: March 7, 2016

Item # 11-C

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.

**Longbridge VFD: Bob Weathered & Norman Lunde
Arcola VFD: Lynn Capps & Clinton Capps**

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



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.

Longbridge Fire Department: Bob Weathered
Norman Lunde

Arcola Fire Department: Lynn Capps
Clinton Capps

SUBJECT: Surplus Property – Authorize Auction

REQUESTED BY: Clerk the Board of Commissioners

SUMMARY: A Resolution Declaring Surplus Property and authorizing sale of various equipment previously used by Soil & Water Conservation District, Department of Social Services and Human Resources is submitted for Board’s adoption. Authorize web-based or local auction, and conveyance if items are not sold. Grant Chairman signatory authority.

FUNDING SOURCE:

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 various printers, Digital answering system and ID badge printer as surplus property and authorize sale via on-line auction or conveyance if not sold, and authorize the Chairman to sign the Resolution.

NOTES:



Soil & Water Conservation Office



**HP8500 CN09M7Q02X printer:
works, prints black & white ONLY.
Several ink cartridges included.**



**AT&T Digital Answering System
(no longer used)
Model 1719, AE507374468**



**Lexmark Printer used by
Human Resources**



**Badge Printer from
Department of Social Services**



**17 year old Laster Printer used by
Department of Social Servcies**



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 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:

Warren County Soil & Water Conservation District Office
HP8500 Printer
AT&T Digital Answering System.

Department of Social Services:
Fargo Electronics Id Badge Printer (do not work)
HP C4086A LaserJet 8000N Printer (do not work)

Human Resources – LexMark Printer

These items are 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 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 7th day of March 2016.

WARREN COUNTY BOARD OF COMMISSIONERS

ATTEST:

Barry Richardson, Chairman

Angelena Kearney-Dunlap, Clerk

Meeting Date: March 7, 2016

Item # 12-B

SUBJECT: Surplus Property: Auction & Conveyance

REQUESTED BY: Clerk to the Board

SUMMARY: Resolution declaring certain Tax Foreclosed properties as surplus and authorizing sale via online auction, is presented for Board's review and adoption. Authorize Chairman to sign the Resolution.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Resolution declaring certain Tax Foreclosed properties as surplus and authorize sale via online auction with Chairman authorized to sign the Resolution.

NOTE:

RESOLUTION
SALE OF SURPLUS
WARREN COUNTY PROPERTY

WHEREAS, the County of Warren has certain properties which are no longer used by 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:

<u><i>Tax ID #'s</i></u>	<u><i>Property Description</i></u>	<u><i>Outstanding Tax & Fees</i></u>
<i>D4D134</i>	<i>McCracken Lot at intersection of Rose & Rooker Roads, Norlina, Smith Creek Twnshp; Size: 50F x 140D</i>	
<i>D4D136</i>	<i>McCracken Lot on Rooker Road, Smith Creek Township, Norlina Size: 50F x 140D</i>	
<i>Lots will be auctioned together</i>		<i>\$1,843.91</i>

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 7th day of March 2016.

WARREN COUNTY BOARD OF COMMISSIONERS

ATTEST:

Barry Richardson, Chairman

Angelena Kearney-Dunlap, Clerk

Meeting Date: March 7, 2016

Item # 13

SUBJECT: Amendment to Board of Commissioner's Meeting Schedule

REQUESTED BY: Linda T. Worth, County Manager

SUMMARY: It is submitted to schedule a public hearing to hear citizen comments regarding Proposed Financing of Simulcast Radio System Upgrade Project.

Suggested Date: April 4, 2016
Time: 5:45 pm.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



SUBJECT: Board of Elections Contract for Legal Services

REQUESTED BY: D. Formyduval, Elections Director & Dr. Dieckman, Chair, Board of Elections

SUMMARY: A proposed Contract for Legal Services between Warren County Board of Elections and Donald M. Wright, Attorney at Law of Apex, NC, is submitted for Board of Commissioners consideration. If approved, a \$1,000 retainer is required within 10 (ten) business days of Agreement acceptance. Authorize appropriate signatures.

FUNDING SOURCE: Board of Elections Budget

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Legal Services
Contract
Warren County
Board of Elections

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WARREN COUNTY BOARD OF ELECTIONS

John Graham Building Annex
309 North Main Street
Post Office Box 803
Warrenton, North Carolina 27589

252-257-2114 (Office)

252-257-5232 (Fax)

February 11, 2016

Mrs. Linda T. Worth
Warren County Manager
602 W. Ridgeway Street
Warrenton, NC 27589
RE: Legal Counsel

Dear Mrs. Worth:

The Warren County Board of Elections approved the attached contract in their regular meeting of February 11, 2016 for legal counsel. The board felt that this would be the best course of action for them to take at this time in light of the fact that Karlene Turrentine has submitted her resignation as legal counsel for Warren County.

A line item transfer has been submitted to the Warren County Finance office to cover Mr. Wright's \$1,000.00 retainer. If you have questions, please feel free to contact this office.

Respectfully,

A handwritten signature in black ink, appearing to read "Debbie S. Formyduval".

Debbie S. Formyduval-Election Director

Enclosure-Contract -Don Wright

Donald M. Wright
Attorney at Law
4804 Holly Brook Drive
Apex, N.C. 2753
(919) 387-3571 (office)
(919) 618- 3601 (mobile)

EFFECTIVE START DATE _____

ATTORNEY-CLIENT FEE AND RETAINER AGREEMENT

Donald M. Wright ("Attorney") and the Warren County Board of Elections ("Client") hereby agree that Attorney will provide legal services to Client on the terms set forth below.

1. **CONDITIONS.** This Agreement will not take effect, and Attorney will have no obligation to provide legal services, until Client returns a signed copy of this Agreement and pays the initial deposit called for under Paragraph 4. The Attorney received the initial deposit of \$1,000 on _____, 2016.

2. **SCOPE OF SERVICES.** Client hires Attorney to provide legal and consulting services pertaining to elections and the operations of the Client in the following manner:

Attorney will provide only those legal services as may be requested by Client and/or required to properly and adequately represent the Client on those matters the Client has sought the Attorney's services. Attorney will take reasonable steps to keep Client informed of progress and to respond to Client's inquiries. If a court action is filed and the Attorney's services are requested in the action, Attorney will represent Client through trial and post-trial motions. Attorney may advise to have the County Attorney as joint counsel in matters of filed litigation so as to better represent the Client and keep the costs of the litigation lower. Regardless, unless there is a conflict of interest, Attorney will make the County Attorney aware of matters that both the Client and Attorney feel are appropriate. This Agreement does not cover representation on appeal or in execution proceedings after judgment. Separate arrangements must be agreed to for those services. Services in any matter not described above will require a separate written agreement.

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Contract
Warren County
Board of Elections

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Unless informed otherwise by the Client, Attorney will treat inquiries by the County Attorney as coming from the Client and will respond as needed and charge as set out herein.

3. CLIENT'S DUTIES. Client agrees to be truthful with Attorney, to cooperate, to keep Attorney informed of any information or developments which may come to Client's attention, to abide by this Agreement, to pay Attorney's bills on time, and to keep Attorney advised of Client's address, telephone numbers, and whereabouts. Client will assist Attorney promptly in providing necessary information and documents and will appear when necessary at legal proceedings, both at trial and in discovery.

4. DEPOSITS AS A RETAINER. Client agrees to pay Attorney an initial deposit of \$1,000.00 within ten business days of the starting date of this Agreement. The hourly charges will be charged against the deposit. The initial deposit, as well as any future deposit, will be held in a trust account. Upon review and prior approval by Client of Attorney's billing statements, Attorney shall be authorized to use that fund to pay the fees and charges reflected in the billing statements. Attorney shall account to Client for the receipt and disbursement of all client funds from his trust account. Client acknowledges that the deposit is not an estimate of total fees and costs, but merely an advance for security.

As a retainer, this payment(s) will obligate Attorney from not consulting with or representing other parties whose interest are specifically contrary to the Client. Attorney may counsel and litigate other matters where the Client is not a named party, but where the results of such matter may affect or change previous law or operations pertaining to elections in general and operations of the State and County Board of Elections.

Whenever the deposit is exhausted during the life of this agreement, Attorney reserves the right to demand further deposits in amounts agreed to by both the parties to the agreement. The additional amount will be presumed to be \$1,000.00, but circumstances may cause both parties to agree to a greater or lesser new retainer. Once a trial or arbitration date is set in a matter, Client shall pay all sums then owing and deposit the attorney's fees estimated to be incurred in preparing for and completing the trial or arbitration in the matter, as well as the jury fees or arbitration fees, expert witness fees and other costs likely to be assessed. Those sums may exceed the maximum deposit.

Client agrees to pay all deposits after the initial deposit within twenty business days of Attorney's demand and the parties' agreement as to the amount of new the new deposit. Unless otherwise agreed in writing, any unused deposit at the conclusion of Attorney's services or at the ending date of this agreement will be refunded to Client by Attorney within 10 business days.

5. LEGAL FEES AND BILLING PRACTICES. Client agrees to pay by the hour at Attorney's prevailing rates for all time spent on Client's matters by Attorney at the rate of \$150.00/hour as to all matters that are not in active litigation. After litigation is recommended by the Attorney and approved by the Client in a matter, payment to the Attorney will be at the rate of \$250.00/hour only as to that matter. Consulting and expert witnesses services will be at the rate of

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\$150.00/hour. These rates are valid for the life of this agreement and may change by mutual agreement as to future agreements.

The time charged may include the time Attorney spends on telephone calls and other means of communication relating to Client's matter, including calls with Client, witnesses, opposing counsel, or court personnel. Attorney will charge the legal fee per hour above for waiting time in court and elsewhere and for travel time, both local and out of town.

The attorney pledges to the Client that he will utilize technology such as Skype/Face Time, conference calls, and other similar services that will keep costs lower.

All time will be charged in minimum units of one-tenth (.1) of an hour.

6. COSTS AND OTHER CHARGES

(a) Attorney will incur various costs and expenses in performing legal services under this Agreement. Client agrees to pay for all costs, disbursements and expenses in addition to the hourly fees. The costs and expenses commonly include, service of process charges, filing fees, court and deposition reporters' fees, jury fees, notary fees, deposition costs, long distance telephone charges, messenger and other delivery fees, postage, photocopying and other reproduction costs, travel costs including parking, mileage, transportation, meals and hotel costs, investigation expenses, consultants' fees, expert witness professional, mediator, arbitrator and/or special master fees and other similar items. Except for the items listed below, all costs and expenses will be charged at Attorney's actual cost. Travel, meal and rooming costs shall not be excessive, and shall not involve first-class travel nor rooms in excess of \$200 plus fees and taxes per night, unless with prior approval of Client. Client will always be provided a full listing of such costs.

In-office hard copy paper photocopying: .25/page. Attorney will avoid making unnecessary hard copies and will strive to provide Client with electronic copies at no charge.

Mileage: Allowable under the Clients current fiscal year mileage rate of which the Client shall advise Attorney.

(b) Out of town travel. Client agrees to pay transportation, meals, lodging and all other costs of any necessary out-of-town travel by Attorney and needed personnel as approved by the Client.

(c) Experts, Consultants, and Investigators. To aid in the preparation or presentation of Client's case, it may become necessary to hire expert witnesses, consultants, or investigators. If approved by the Client, Client agrees to pay such associated fees and charges. If Attorney recommends and selects expert witness, consultants, or investigators, Client will be informed of persons chosen and their charges and will approve of their retention. If the Client fails to approve their retention as recommended by counsel, the counsel shall have the option of withdrawing from representing the Client from the case in which the additional personnel were recommended for retention.

Additionally, Client understands that in court action or arbitration, Client may be required to pay fees and/or costs to other parties or the court in the action. Any such payment will entirely be the responsibility of Client.

7. **BILLING STATEMENTS.** As a condition precedent to receiving payment in accordance with Paragraph 4 above or at Client's request, Attorney will send Client advance statements for fees and costs incurred and balance of funds held in trust. The statements shall include the amount, rate, basis of calculation or other method of determination of the fees and costs, which costs will be clearly identified by item and amount.

8. **DISCHARGE AND WITHDRAWAL.** Client may discharge Attorney at any time, with or without cause. Attorney may withdraw without Client's consent or for good cause or with advance notice of the Client of at least 15 days. Good cause includes Client's breach of this Agreement, refusal to cooperate or to follow Attorney's advice on a material matter or any fact or circumstance that would render Attorney's continuing representation unlawful or unethical. When Attorney's services conclude, all unpaid charges will immediately become due and payable. After services conclude, Attorney will, upon Client's request, deliver Client's file and property in Attorney's possession, whether or not Client has paid for all services. In addition any excess Client funds paid as a retainer, not owed the Attorney for payment of services and costs shall be returned to the Client within ten business days.

9. **DISCLAIMER OF GUARANTEE AND ESTIMATES.** Nothing in this Agreement and nothing in Attorney's statements to Client will be construed as a promise or guarantee about the outcome of matter of litigation. Attorney makes no such promises or guarantees. Attorney's comments about the outcome of litigation matters are expressions of opinion only. Any estimate of fees given by Attorney shall not be a guarantee. Actual fees may vary from estimates given. General information to the Client by Attorney will be given in good faith by Attorney and will represent his best efforts.

10. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

11. **SEVERABILITY IN EVENT OF PARTIAL INVALIDITY.** If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect regardless if the Agreement is unenforceable in whole or part. The Client will be obligated to pay all incurred expenses for the time and costs of the Attorney if this Agreement becomes of no effect.

12. **MODIFICATION BY SUBSEQUENT AGREEMENT.** This Agreement may be modified by subsequent agreement of the parties only by an instrument in writing signed by both of them.

13. **EFFECTIVE DATE.** This Agreement will govern all legal services performed by Attorney on behalf of Client commencing with the date set out at the top of the first page of this Agreement.

THE PARTIES HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND AGREE TO THEM. CLIENT SHALL RECEIVE A FULLY EXECUTED DUPLICATE OF THIS AGREEMENT.

**Legal Services
Contract
Warren County
Board of Elections**

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DATED: _____

For the Warren County Board of Elections

Address: _____

Telephone: _____

E-mail _____

DATED: _____

By: _____

Attorney Donald M. Wright

SUBJECT: Consider Appointment of Emergency Services Director

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: It is presented to consider the appointment of Dennis Paschall, who now serves as Interim, to the permanent position of Emergency Services Director. Mr. Paschall has worked over 30 years with Emergency Medical Services and brings a wealth of knowledge and experience to the position. Effective March 1, 2016 with a recommended salary of \$71,092 , a 10% increase above current salary.

FUNDING SOURCE: Emergency Services Budget

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend appointment of Dennis Paschall as Emergency Services Director effective March 1, 2016 at an annual salary of \$71,092.

NOTES:



WARREN COUNTY BOARD OF COMMISSIONERS

602 WEST RIDGEWAY STREET

POST OFFICE BOX 619

WARRENTON, NORTH CAROLINA 27589

MEMORANDUM

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

TO: Warren County Board of Commissioners

FROM: Linda T. Worth, County Manager *LW*

DATE: March 3, 2016

RE: Candidate for Emergency Services Director

The Personnel Committee recommends Mr. Dennis Paschall, Interim Emergency Services Director, to fill the vacant Emergency Services Director position effective March 1, 2016. Mr. Paschall's regular position is EMS Division Chief which he will vacate upon appointment to the Emergency Services Director position. Mr. Paschall has over 30 years of service in the Warren County Emergency Services Department and will bring a wealth of knowledge and experience to the new position.

We are recommending a salary of \$71,092 which is a 10% increase above his current salary. Contingent upon the Board of Commissioners' approval of the requested salary, Mr. Paschall has accepted a tentative offer to fill this position.

Thank you in advance for your favorable consideration of this request.

cc: Lisa Alston, HR Manager
Dennis Paschall, Interim Emergency Services Director

Meeting Date: March 7, 2016

Agenda Item # 15-B

SUBJECT: Contracts Approved by the County Manager

REQUESTED BY: County Manager – Linda T. Worth

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

FUNDING SOURCE: Various

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



**Manager's Contracts
Approved in
February**

**Entire 11 paged
Document is located at**

http://www.warrencountync.com/fileUploads/forms/743_March%207-16%20MANAGERS%20NOTICE%20OF%20CONTRACTS%20APPROVED.pdf

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 February 2016 on behalf of Warren County:

EMS

**Brad Goodman Solutions, LLC
7015 Centerline Drive
Charlotte, NC 28278**

I have approved a Software License Agreement with Brad Goodman Solutions for EMS Emergency Services Scheduler software. Funds are budgeted in the EMS departmental budget to pay the \$1,000 license fee.

General County

**Intercomp Systems
3901 Barrett Drive, Suite 305
Raleigh, NC 27609**

I have extended our IT support contract with Intercomp Systems for the period of January 1 -March 31, 2016 to assist our new IT Administrator in becoming familiar with the county's IT-related systems. The \$4,118 to pay for the service is budgeted in the Information Technology departmental budget.

Senior Center

I have approved a contract for the Senior Center to purchase tickets to attend a Durham Bulls baseball game. There is no cost to the county as the trip participants will pay for their tickets.

Meeting Date: March 7, 2016

Agenda Item # 15-C

SUBJECT: County Manager's Monthly Report

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: Manager's February 2016 Monthly Status Report is submitted for the Board's information and approval.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of the County Manager's February 2016 Monthly Status Report.

NOTES:

RE: February 2016 Status Report

Following is a recap of my work activities for the month of February 2016:

Administration

- Meeting with Dr. Spain and staff to discuss school capital projects (2/1/16)
- Meeting with Dr. Spain and staff and JCPC Chair to discuss JCPC programs (2/1/16)
- Prepared for and attended Board of Commissioners Public Hearings, Special Work Session, and Regular Meeting (2/1/16)
- Attended KLRWS Partners Meeting (2/8/16)
- Attended Community Center Board of Trustees Meeting (2/8/16)
- Meeting with Representatives from Halifax EMC and Economic Development Director to discuss Buck Spring Project (2/9/16)
- Meeting with new FCS Agent (2/10/16)
- Prepared for and attended Roads Committee Meeting (2/10/16)
- Meeting with J. Harris, R. Davey and B. Meek to discuss various concerns (2/12/16)
- Attended Joint Meeting of Board of Commissioners and Board of Education (2/16/16)
- Attended Medicine Drop Box Press Conference at Sheriff's Office (2/17/16)
- Conference call with County Attorney and HR Manager (2/17/16)
- Prepared for and attended Board of Commissioners Special Meeting and Work Session (2/17/16)
- Meeting with J. Bond, of Solex Architecture, and Economic Development Director to discuss Buck Spring Project (2/18/16)
- Meeting with Oakley Collier Architects to discuss Emergency Services Headquarters Facility Project (2/22/16)
- Meeting with Finance Director to discuss capital project financing (2/22/16)
- Conducted Radio System Upgrade Project Vendor Conference (2/23/16)
- Meeting with Economic Development Director to discuss Buck Spring Project (2/23/16)

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March 1, 2016

- Attended Recreation Commission Community Meeting (2/23/16)
- Meeting with Interim Emergency Services Director to discuss EMS concerns (2/24/16)
- Conducted monthly Department Heads Meeting (2/25/16)
- Meeting with Halifax County Staff, Warren County Rescue Squad representatives and Interim Emergency Services Director (2/26/16)
- Meeting with Tax Administrator to discuss Foreclosure Attorney contract (2/29/16)
- Prepared for and attended Board of Commissioners Special Meeting (2/29/16)

Other Activities

- Attended NC City and County Managers Winter Conference in RTP (2/3-5/16)
- Participated in Warren County Schools Volunteer Training (2/22/16)

Project Updates

Buck Spring Project

Terratech Engineers, Inc. has visited the old house on the Buck Spring property to perform the Asbestos Survey. We are waiting for the report to determine if there are any hazardous materials in the house that we must abate before the house is demolished.

The EDC Director and I met with the Project Architect on 2/18/16 to review and give input on final construction drawings for the Buck Spring Cabin and the site plan. The invitation to bid on the project was published in the Henderson Dispatch on 2/28/16, and will be in the Warren Record on 3/2/16. The bid opening date is 4/5/16 at 2 pm EST.

The EDC Director and I also met with representatives of Halifax EMC to discuss the underground utilities plan for Buck Spring as well as project financing.

Simulcast Radio System Upgrade Project – Phase II

The Request for Proposals (RFP) for the Phase II radio equipment and for the Manson Tower structural upgrade have been released. The advertisement for bids was published in the Warren Record on 2/10/16 and in the Henderson Daily dispatch on 2/13/16. The bid opening for the Tower Upgrade is scheduled for 3/14/16 and the Radio System Upgrade is scheduled for 3/31/16. Staff is moving forward 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.

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March 1, 2016

Emergency Services Headquarters Facility

At their 2/1/16 meeting, the Board of Commissioners approved an Architect Services contract with Oakley Collier Architects of Rocky Mount, NC. Staff met with the Architects on 2/22/16 to review preliminary programming, project budget and USDA funding documents. We are moving forward to finalize these documents so they can be submitted to USDA for consideration.

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

The final report closing out the \$50,000 Golden LEAF planning grant was submitted on 2/29/16.

Closed Session

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

***Attorney/Client Privileged
Information & Location or
Expansion of Industry***

Adjourn

March 7, 2016
Regular Meeting