

***WARREN COUNTY  
BOARD OF COMMISSIONERS***

***May 2, 2016***

***3:00 PM – Special Meeting***

***5:15 PM – Public Hearing***

***5:30 PM – Public Hearing***

***5:45 PM – Public Hearing***

***6:00 PM – Regular Meeting***



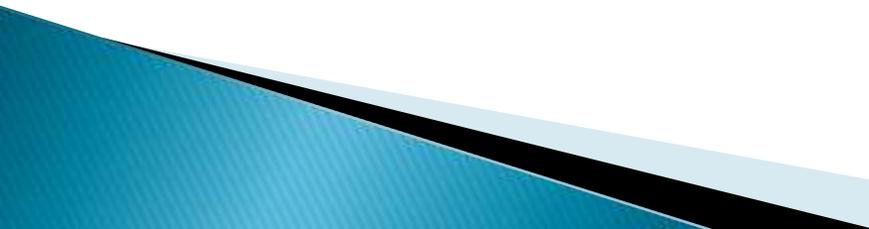
***WARREN COUNTY ARMORY CIVIC CENTER  
COMMISSIONERS' MEETING ROOM  
WARRENTON, NORTH CAROLINA***

**Call to Order May 2, 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.
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**Agenda Item # 4**

# **Citizen Comments**



# Rules for Citizen Comments

Please sign up to speak.

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

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

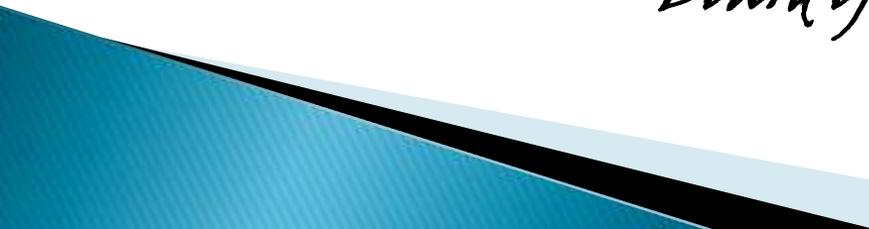
Please address only those items which might not have been addressed by a previous  
speaker.

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

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

Please be aware, comments are recorded.

*Warren County  
Board of Commissioners*



**Meeting Date: May 2, 2016**

**Agenda Item # 5**

**SUBJECT: Adopt May 2, 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***  
***May 2, 2016 REGULAR MONTHLY MEETING***  
***OF THE WARREN COUNTY BOARD OF COMMISSIONERS***  
***Armory Civic Center Commissioners' Meeting Room***  
***WARRENTON, NORTH CAROLINA***

***3:00 PM – Special Meeting***  
***5:15 PM – Public Hearing***  
***5:30 PM – Public Hearing***  
***5:45 PM – Public Hearing***

1. Call to Order Regular Monthly Meeting – 6:00 pm by Chairman or Designee
2. Moment of Silence
3. Conflict of Interest Disclaimer
4. Citizen Comments
5. Adopt May 2, 2016 Suggested Agenda
6. Consent Agenda
  - A. Approve Minutes: April 4, 2016 Public Hearing & Regular Meeting
  - B. Interest Income Report – Finance Director Gloria Edmonds
  - C. Tax Collector's Report – Starlin Beatty, Tax Administrator
  - D. Tax Release Requests (Over \$100) – Starlin Beatty, Tax Administrator  
Tax Release Requests (Under \$100) - “ “ “ “
  - E. Resolution in Support of “Take Pride in Lake Gaston Clean-Up Day 2016”
  - F. Proclamation – Designate May 17-23, 2016 as EMS Week
  - G. Proclamation – National Day of Prayer – May 5, 2016
  - H. Longbridge VFD Annual Request for Waiver of Fees for Independence Day Fireworks Display
7. Finance Office – Gloria Edmonds, Finance Director
  - A. Amendment # 10 to FY 2015-16 Warren County Budget Ordinance
  - B. Award Bid for Simulcast Radio System Upgrades Project - Phase II – System Equipment Component
  - C. Award Financing Bid & Authorize Financing of Simulcast Radio System Upgrades Project - Phase II

8. Follow-Up to Special Meeting, Public Hearings & Work Session
  - A. Create In-House County Attorney Position and Approve Job Description
  - B. Amendment to Warren County Zoning Ordinance
  - C. Proposed Solar Farm Ordinance
  - D. USDA Rural Development Financing for Emergency Services Headquarters Facility
  - E. Consider Roads Program Policies, Procedures & Forms
  - F. Award Bid for Buck Spring – Phase I Cabin Construction
9. Board of Elections
  - A. Report of March 15, 2016 Primary Election
  - B. Acknowledgement of June 7, 2016 Non-Partisan Election
10. Appointment/Re-Appointment to Boards/Committees/Commissions
  - A. Lake Gaston Weed Control – Wayne Robinson & Tony Moran
  - B. Warren County Home Health Advisory – Dana Conn
  - C. Central Warren Fire Service District – D.F.Proctor, J.Green-Williams, E.Q.Clayton & W.S.Bugg
11. Transcontinental Gas Pipeline Company, LLC requests ‘letter of no objection’ for Expansion Project – Pamela Priehs
12. Extension of I-85 Welcome Center South Bound Maintenance Agreement – Joseph R. Hopkins, NC DOT
13. Designate Macon Robertson Voting Delegate to the NC Rural Water Association Annual Meeting
14. Armory Civic Center Requests:
  - A. Warrenton Rural VFD requests use October 22, 2016 with rental fee waived – Walter Gardner
  - B. Warren County Schools GEAR UP Program Request a Change of Date from April 26 to September 22, 2016 for Use of Facility – Canecca Mayes
15. Surplus Property – Clerk to the Board
  - A. Bidder Requests a Reduction in Bid Amount for Trailer Formerly Used by DSS – Christina Messier
  - B. Resolution Awarding Upset Bid for Former Peck Property
16. Schedule Special Work Session for May 25, 2016 at 9:00 am to Review Revised Personnel Manual
17. County Manager’s Reports
  - A-1. Architectural Services Agreement with Oakley Collier Architects for EMS Headquarters Facility Project
  - A-2. Amendment to Capital Project Ordinance for EMS Headquarters Facility Project
  - B. Contracts Approved
  - C. Manager’s Status Report for April 2016
18. ***Closed Session in accordance with NC GS §43-318.11(a)(6) for personnel matters related to the Warren County Staff Attorney position***
19. Adjourn May 2, 2016 Meeting

**Meeting Date: May 2, 2016**

**Consent Agenda Item # 6A**

**SUBJECT: Approve Minutes**

**REQUESTED BY: Clerk to the Board**

**SUMMARY: Minutes presented for approval from April 4, 2016  
Public Hearing & 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 the April 4, 2016  
Radio System Upgrade Public Hearing  
&  
Regular Monthly meeting have been  
provided by e-mail to Board members  
prior to this meeting for review.*



**Meeting Date: May 2, 2016**

**Consent Agenda Item # 6B**

**SUBJECT: Interest Income Report**

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

**SUMMARY: Interest Income Report for the month of March 2016  
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 MARCH 2016**

FUND	MARCH INCOME	FISCAL YEAR TO - DATE
General	3,700.46	13,352.89
Revaluation	119.31	479.05
E 911 Telephone System	136.14	542.62
Buck Spring Project	84.33	369.55
Simulcast System Upgrade	126.80	537.24
Regional Water Enterprise Fund	154.42	1,113.86
District 1 Enterprise Fund	341.17	1,336.50
Solid Waste	68.93	182.88
District II Enterprise Fund	327.27	1,539.20
District III Enterprise Fund	112.75	668.93
District III Phase III	1.79	9.15
Emergency Services Headquarters	33.42	146.74
Recreation Complex Phase III	0.23	25.69
	5,207.02	20,304.30

**Meeting Date: May 2, 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 March 2016 is presented for the Board's information.**

**FUNDING SOURCE: Various**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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

**Current Year Collections**

Tax Year	Charge	Collected in March	Collected to Date	Balance Outstanding	Percentage Collected
March 2016 FY16	\$16,397,458	\$316,355	\$15,530,516	\$866,941	94.71
March 2015 FY15	\$16,393,156	\$210,280	\$15,567,130	\$826,026	94.96

**Delinquent Collections**

2014	\$498,738	\$15,237	\$213,125	\$285,612	42.73
2013	270,719	5,889	71,919	\$198,800	26.57
2012	169,204	1,852	30,559	\$138,644	18.06
2011	121,008	1,607	17,812	\$103,197	14.72
2010	99,760	1,211	11,004	\$88,755	11.03
2009	89,732	1,124	9,913	\$79,819	11.05
2008	85,715	1,013	7,779	\$77,935	9.08
2007	94,968	551	4,765	\$90,204	5.02
2006	98,815	279	2,871	\$95,945	2.90
2005	84,116	571	3,486	\$80,629	4.14
<b>Total Delinquent Years</b>	<b>\$ 1,612,775</b>	<b>\$29,334</b>	<b>\$ 373,233</b>	<b>\$ 1,239,540</b>	

**Other March Receipts**

County Penalties

\$ 19,884	\$ 105,093
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Landfill User Fees

\$ 37,519	\$ 1,118,509
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Municipalities

\$ 13,302	\$ 639,075
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Fire District Taxes

\$ 22,216	\$ 828,470
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Advance Taxes

\$ 4,236	\$ 24,879
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**MARCH GRAND TOTAL**

<b>\$ 442,846</b>	<b>\$18,619,775</b>
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*Starlin Beatty, Tax Administrator*      4/15/2016  
Starlin L. Beatty, Tax Administrator      DATE

**Meeting Date: May 2, 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: General Fund**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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

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**NOTES:**

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

Over \$100

5/2/2016

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

ERROR CORRECTION RELEASES:

AT&T MOBILITY LLC	2015 40676 200	24834	\$5,648.69 BILLED TWICE FOR SAME EQUIPMENT
GILKES JAMIE	2014 36251 114	58166	\$457.73 SOLD DW IN 2013
GILKES JAMIE	2015 36251 200	26440	\$428.06 SOLD DW IN 2013
GILMORE ADRIENNE D & OTHERS	2015 48227 200	29088	\$222.81 SOLD MH IN 2014

SUB-TOTAL ERROR CORRECTIONS:

**\$6,757.29**

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

Under \$100

5/2/2016

Date: <sup>LJN</sup> 4/22/16

ERROR CORRECTION RELEASES:

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD</u>	<u>AMOUNT</u>	<u>REASON</u>
DAVIS WONIS R	2014	39579 114		58190	\$69.51	DW DOUBLE LISTED
DAVIS WONIS R	2015	39579 200		26610	\$72.33	DW DOUBLE LISTED
FIRST CITIZENS BANK	2015	2018 202		26836	\$28.58	BPP OVER ASSESSED
INGRAM TABITHA H	2011	33947 300	L2B 93	15544	\$62.67	SW LISTED IN ERROR
INGRAM TABITHA H	2012	33947 300	L2B 93	15544	\$66.59	SW LISTED IN ERROR
INGRAM TABITHA H	2013	33947 300	L2B 93	15544	\$66.59	SW LISTED IN ERROR
INGRAM TABITHA H	2014	33947 300	L2B 93	15544	\$66.59	SW LISTED IN ERROR
INGRAM TABITHA H	2015	33947 300	L2B 93	15544	\$ 66.59	SW LISTED IN ERROR

SUB-TOTAL ERROR CORRECTIONS:

\$ 499.45

MOTOR VEHICLE RELEASES:

ALLEN TIFFANY	2013	9043 113	ZNR8514	53981	\$89.85	CAR WAS TRADED
WILLIAMS MICHAEL	2005	39263 105	TXK3142	33286	\$16.08	SOLD TO RAYMOND ALSTON

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$105.93

SUB-TOTAL CORRECTION RELEASES:

\$499.45

Total Releases

\$605.38

**Meeting Date: May 2, 2016**

**Consent Agenda Item # 6E**

**SUBJECT: Adopt Proclamation/Resolution**

**REQUESTED BY: Clerk to the Board**

**SUMMARY: Resolution in Support of Take Pride in Lake Gaston Clean-Up Day 2016 is submitted for Board's review and adoption. Authorize Chairman 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 adoption of Resolution as presented and authorize Chairman to sign same.**

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**NOTES:**

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## WARREN COUNTY BOARD OF COMMISSIONERS

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

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

Linda T. Worth  
County Manager

Angelena Kearney-Dunlap  
Clerk to the Board

### *Resolution in Support Of Take Pride in Lake Gaston Clean-Up Day 2016*

***WHEREAS**, there is a need to improve the appearance of Lake Gaston by removing litter and debris that create eyesores and harm the environment; and*

***WHEREAS**, a clean Lake Gaston environment positively impacts water safety, economic development, travel, tourism and quality of life; and*

***WHEREAS**, the Lake Gaston Association is sponsoring Take Pride in Lake Gaston clean-up of the lake on June 4, 2016 in an effort to educate citizens on the harmful effects of litter; and*

***WHEREAS**, there is a need for citizen participation in maintaining the beauty of our county, and*

***WHEREAS**, it is in the interest of Warren County to support our volunteers in efforts to improve the appearance of the county;*

***NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners of Warren County, NC that it endorses and supports the Take Pride in Lake Gaston Clean-Up Day 2016 initiative.*

*Adopted this the 2<sup>nd</sup> day of May, 2016.*

ATTEST:

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

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

**Meeting Date: May 2, 2016**

**Consent Agenda Item # 6F**

**SUBJECT: Adopt Proclamation/Resolution**

**REQUESTED BY: Clerk to the Board**

**SUMMARY: Resolution: EMS Week – May 17-23, 2016 is submitted for Boards review and adoption. Authorize Chairman 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 adoption of Resolution as presented and authorize Chairman to sign same.**

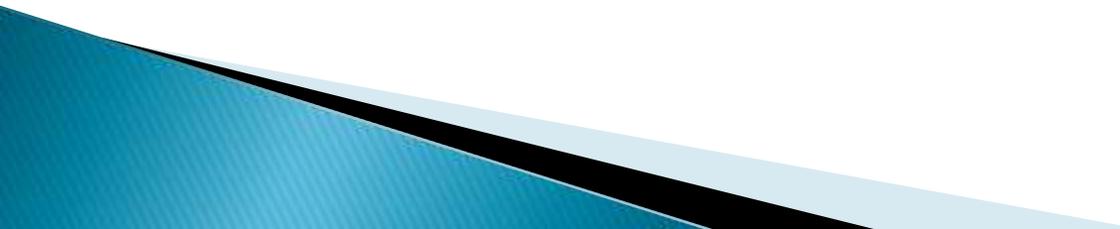
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**NOTES:**

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**PROCLAMATION**  
**Emergency Medical Services (EMS) Week**  
**May 17-23, 2016**

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, firefighters, educators, administrators, emergency nurses, emergency physicians, and others; and

WHEREAS, the members of the emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week;

NOW, THEREFORE, the Warren County Board of Commissioners, in recognition of this event, does hereby proclaim the week of May 17-23, 2015 as

**“EMERGENCY MEDICAL SERVICES WEEK”**

With the theme, EMS Strong, the Warren County Board of Commissioners encourages the community to observe this week with appropriate programs, ceremonies, and activities.

This the 2<sup>nd</sup> day of May, 2016.

Barry Richardson, Chairman  
Warren County Board of Commissioners

**Meeting Date:** May 2, 2016

**Consent Agenda Item # 6G**

**SUBJECT:** Adopt Proclamation/Resolution

**REQUESTED BY:** Clerk to the Board

**SUMMARY:** Proclamation – National Day of Prayer 2016, declaring May 5<sup>th</sup> at a countywide day of prayer is submitted for Boards review and adoption. Authorize Chairman 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 adoption of Proclamation as presented and authorize Chairman to sign same.

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**NOTES:**

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# WARREN COUNTY BOARD OF COMMISSIONERS

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

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

Linda T. Worth  
County Manager

Angelena Kearney-Dunlap  
Clerk to the Board

County of Warren  
State of North Carolina

## Proclamation NATIONAL DAY OF PRAYER 2016

Whereas: Civic prayers and national days of prayer have a long and venerable history in our constitutional republic, dating back to the First Continental Congress in 1775; and,

Whereas: The Declaration of Independence, our first statement as Americans of national purpose and identity, made "the Laws of Nature and Nature's God" the foundation of our United States of America and asserted that people have inalienable rights that are God-given; and,

Whereas: The Supreme Court has affirmed the right of state legislatures to open their sessions with prayer and the Supreme Court and the US Congress themselves begin each day with prayer; and,

Whereas: In 1988, legislation setting aside the first Thursday in May in each year as a National Day of Prayer was passed unanimously by both Houses of Congress and signed by President Ronald Reagan; and,

Whereas: The National Day of Prayer is an opportunity for Americans of all faiths to join in united prayer to acknowledge our dependence on God, to give thanks for blessings received, to request healing for wounds endured, and to ask God to guide our leaders and bring wholeness to the United States and her citizens; and,

Whereas: It is fitting and proper to give thanks to God by observing a day of prayer in Warren County when all may acknowledge our blessings and express gratitude for them, while recognizing the need for strengthening religious and moral values in our State and nation.

Therefore: I, Barry Richardson, Chairman of the Warren County Board of Commissioners, do hereby proclaim:

Thursday, May 5, 2016 to be designated as  
“A DAY OF PRAYER IN WARREN COUNTY, NC”

and encourage ALL citizens to observe the day in ways appropriate to its importance and significance.

Proclaimed this the 2<sup>nd</sup> day of May 2016.

Warren County Board of Commissioners

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Barry Richardson, Chairperson

Attest:

**Meeting Date: May 2, 2016**

**Consent Agenda Item # 6H**

**SUBJECT: Longbridge VFD Annual Fireworks Display**

**REQUESTED BY: Bruce W. Dunlevy, Chief, Longbridge VFD**

**SUBJECT: It is requested to waive the permit fees related to July 2, 2016 annual fireworks display for Independence Day celebration on Lake Gaston. Longbridge VFD's proof of liability coverage has been provided.**

**\$60 Fireworks Permit Fee**

**\$25 Noise Ordinance Permit Fee**

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of request from Longbridge VFD for waiver of Fireworks Permit Fee and Noise Ordinance Permit Fee for their 7/2/16 annual fireworks display on Lake Gaston.**

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**NOTES:**

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# LONGBRIDGE VOLUNTEER FIRE DEPARTMENT

Warren County Station # 14  
1676 Eaton Ferry Road  
Littleton, NC 27850  
Telephone: (252) 566-2480

April 7, 2016

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

To Whom It May Concern:

The Longbridge Volunteer Fire Department is hosting its 19<sup>th</sup> Annual Independence Day Fireworks Display on July 2, 2016 at South Shore Realty. As in the past we would ask that our special use permit fee for the fireworks display be waived. Thank you for your assistance with this matter and your support of our fireworks display.

Best Regards,

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



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
4/8/2016

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

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

PRODUCER Britton Gallagher One Cleveland Center, Floor 30 1375 East 9th Street Cleveland OH 44114	CONTACT NAME:	
	PHONE (INC. WA. EXL. 216-658-7100)	FAX (INC. WA. EXL.)
INSURED East Coast Pyrotechnics Inc. P. O. Box 209 Catawba SC 29704	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Maxum Indemnity Company	NAIC # 26743
	INSURER B: Riverport Insurance Co.	
	INSURER C: Everest Indemnity Insurance Co.	10851
	INSURER D: Everest National Insurance Company	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 505980448 REVISION NUMBER:

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

PRP LTR	TYPE OF INSURANCE	ADOL/INSUR (ISS./W/O)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAMS-MADE X OCCUR GENL AGGREGATE LIMIT APPLIES PER: POLICY X PRO RATA LOC	Y	518ME0005-151	9/30/2015	9/30/2016	EACH OCCURRENCE TRAUACE TO TRATED PHYSICAL (FA CONTRACTS) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADY INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
D	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS	Y	518CA00005-151	9/30/2015	9/30/2016	COMBINED SINGLE LIMIT \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB X OCCUR X EXCESS LIAB CLAMS-MADE CED RETENTION \$	Y	EXC8029405	9/30/2015	9/30/2016	EACH OCCURRENCE \$4,000,000 AGGREGATE \$4,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR-PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	F I M N/A	WC8984013161 (MASTER)	9/30/2015	9/30/2016	X WC STATUTORY LIMITS 10% LER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 001, Additional Remarks Schedule, if more space is required)  
Additional insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.  
FIREWORKS DISPLAY DATE: JULY 2, 2016  
ADDITIONAL INSURED: 1) LONG BRIDGE FIRE DEPARTMENT, 2) WARREN COUNTY, 3) SOUTH SHORES REALTY, 4) SANDRA SHEARIN (PROPERTY OWNER)

CERTIFICATE HOLDER LONG BRIDGE FIRE DEPARTMENT PO BOX 593 LITTLETON NC 27850	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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**Meeting Date: May 2, 2016**

**Item # 7-A**

**SUBJECT: Finance Office**

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

**SUMMARY: Amendment # 10 to the FY 2015-16 Warren County Budget Ordinance is presented for Board's review and action.**

**FUNDING SOURCE: General Fund**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Amendment # 10 to the FY 2015-16 Warren County Budget Ordinance as requested by the Finance Director.**

**NOTES:**

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**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE**

**2015/2016**

**Amendment No. 10**

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

Increase/(Decrease) Appropriations:

Board of Elections	\$	25,000
Sheriff's Office		648
Central Communications		147
Court Facilities		280
Health Department		6,064
Building, Grounds & Maintenance - Contingency		<u>(1,075)</u>
<b>Total</b>	<b>\$</b>	<b>31,064</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 - Health	6,064
Fund Balance Appropriated	<u>25,000</u>
<b>Total</b>	<b>\$ 31,064</b>

**This amendment:**

- appropriates additional funds to the Board of Elections budget for a special election for N.C. Supreme Court Associate Justice to be held on June 7, 2016.

Funding Source: Fund Balance Appropriated

- appropriates additional funds to the following budgets for building repairs and maintenance (i.e., heater replacement in Law Enforcement Center).

Sheriff's Office	648
Central Communications	147
Court Facilities	<u>280</u>
<b>Total</b>	<b>1075</b>

Funding Source: Building, Grounds & Maintenance - Contingency

- appropriates additional funds to the Health Department budget to agree with state grant funding.

Funding Source: NC Department of Health and Human Services

Respectfully Submitted 05/2/2016

*Gloria M. Edmonds*

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Gloria M. Edmonds, Finance Director

**SUBJECT: Simulcast Radio System Upgrades Project – Phase II**

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

**SUMMARY: Bid received for the Radio System Upgrades Project – Phase II System Equipment component is presented for the Board’s consideration. TSS Partners, Consulting Engineers, is recommending the bid be awarded to Wireless Communications in the amounts of: \$629,402.38 for Phase II Simulcast Upgrade, and \$44,049.02 for VIPER/VHF Interoperability System with this component of the bid contingent upon the upgrade of the Moducom Console in the current 911 Center. Request authorization for County Manager to negotiate contract with Wireless Communications that will be brought back to the Board for approval.**

**FUNDING SOURCE: Simulcast System Upgrade Project – Phase II**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend bid award to Wireless Communications in the amount of \$629,402.38 for Phase II Simulcast Upgrade, and \$44,049.02 for VIPER/VHF Interoperability System with this component of the bid contingent upon the upgrade of the Moducom Console in the current 911 Center. Authorize County Manager to negotiate a contract with Wireless Communications and bring it back to the Board for approval. Funding Source: Simulcast System Upgrade Project – Phase II**

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**NOTES:**

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April 27<sup>th</sup>, 2018

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

Re: Recommendation of award for the VHF Phase II upgrade.

Mrs. Worth,

Warren County solicited bids for the VHF Phase II radio system upgrade program and the County received one proposal on March 31st, 2018 from Wireless Communications for \$629,402.38. Please see enclosed Bid Tabulation that documents the bid received.

There is no requirement in the State statutes for three (3) formal bids for the purchase of apparatus, supplies, materials and equipment in the formal bidding range. Therefore, the County can consider the one bid proposal received from Wireless Communications should it wish to do so. I have enclosed for your review an excerpt from the School of Government's publication entitled, "Contracts Competitive Bidding, and Conflicts of Interest," sub-heading, "Number of Bids," that addresses the number of bids required for various contracts.

The Wireless Communications proposal was analyzed to determine that the bidder was qualified to meet the needs of the County. The proposal was fully compliant with the RFP with the exception of two partially compliant items.

The first partially compliant item requested an estimate of the number of VHF Simulcast systems supplied nationwide to public safety agencies. The response stated the proposed Motorola Simulcast solution was installed in thousands of Simulcast systems nationwide, but obtaining an accurate count would require more time than the bid interval permitted. Industry reports show that Motorola products are installed in roughly 80% of all public safety radio systems nationwide.

The second partially compliant item requested an estimate of the Product Lifecycle which is the estimated date when the product is declared "End of Life". The proposed solution is the latest Motorola technology and is in the early stage of its lifecycle. The bidder did not fully state the lifecycle interval, which is the common response when the technology is new. The same Motorola technology is used by the NC SHP and neighboring Counties such as Granville and Durham. Based on industry standards and technology trends, the remaining lifecycle is expected to be about 15 to 20 years.

To avoid obsolescence, the RFP also requested a budgetary price to upgrade the VHF Phase II proposal to support digital and P25 capability. The budgetary cost for this upgrade is \$102,892.41. The VHF Phase II network proposal includes the same Motorola simulcast equipment used in the VIPER network that was recently upgrade to P25. The firmware upgrade to P25 can be performed at any time. The upgrade cost will include mixed mode analog and digital operation to support Pagers.

Page1

## Simulcast Radio System Upgrades Project Phase II

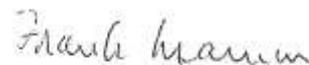
Pager 1 of 6

The Fire Departments will need to purchase new radios to utilize this capability. P25 radios are more expensive than the analog portables in use today. My recommendation is to defer the VHF Phase II upgrade until sufficient P25 radios have been purchased to enable Fire Departments to reap the benefits of the investment.

The RFP also included a requirement for VIPER/VHF interoperability to support the Fire Departments. The bid response proposed to supply the RIOS interoperability system that is fully compliant with all the RFP requirements for \$44,049.02. The new 911 consoles planned for the Back-Up PSAP will have the capability to provide VIPER/VHF interoperability. The Moducom consoles at the Sheriff's 911 Center do not support interoperability. The Moducom consoles are close to End of Life and will need to be replaced in the near future. The County staff have ongoing discussions with Wireless Communications and the Sheriff to establish the possibility that the Moducom consoles can be funded and also the timeline for such an upgrade. Replacing the Moducom consoles coincident with the Back-Up PSAP would save the County the cost of the RIOS interoperability system.

I respectfully recommend that the Warren County Board of Commissioners award a contract to Wireless Communications for the VHF Phase II upgrade for \$629,402.38. In addition, I recommend that the Board approve the addition of the VIPER/VHF interoperability system at a cost of \$44,049.02, pending the outcome of the ongoing discussions regarding the possibility that the Moducom consoles in the current 911 Center can be upgraded as part of the Back-Up PSAP project.

Sincerely,



Frank Marum  
Partner, TSS Partners  
Phone 919 601 4697 email: [frank.m@tsspartners.com](mailto:frank.m@tsspartners.com)

Enclosures



## VII. PROJECT PRICING

The following sections provide system equipment and service pricing as designated in the RFP. Equipment pricing as shown includes 7x24 service for the first year. Optional extended service contract pricing for years two through four (2-5) is provided in the appropriate sections below. Pricing as shown in this section does not include applicable taxes.

An alternative milestone invoicing schedule, and optional extended warranty services for the system described herein.

### 6 Phase II Pricing

#### 6.1 Phase II Simulcast Pricing

	Price
Radio Equipment — 911 Center	\$ 0.00
Radio Equipment - US158 site	\$ 43,568.39
Radio Equipment — Elam	\$ 66,782.90
Radio Equipment — Hosley Forest	\$ 70,046.13
Radio Equipment - Manson	\$ 70,192.43
Microwave Connectivity Solution	\$ 110,890.73
Installation, Coverage Testing and 30 Day Acceptance — All sites	\$ 219,212.75
Elam A/C and insulation upgrade	\$ 8,171.25
Spares	\$ 40,537.80
<b>TOTAL</b>	<b>\$ 629,402.38</b>

Simulcast Radio  
System Upgrades  
Project  
Phase II

Pager 4 of 6

6.3 Budgetary prices for additions to VHF Phase II to avoid obsolescence

	Price
Equipment	\$ 41,846.24
Installation and Testing Services	\$ 61,046.17
<b>TOTAL</b>	<b>\$ 102,892.41</b>

7 VHF/VIPER interoperability

7.1 Equipment and Installation

Equipment	\$ 34,045.29
Installation and Testing	\$ 8,242.61
Training	\$ 1,761.12
<b>TOTAL</b>	<b>\$ 44,049.02</b>

be conducted by the unit itself or by a third party under contract with the unit. The statute does not allow the use of reverse auctions for the purchase of construction aggregates, including crushed stone, sand, and gravel. This statute does not authorized the use of electronic bids for construction contracts in the formal bidding range.

#### **Number of Bids**

According to G.S. 143-132, three bids are required for *construction or repair contracts* that are subject to the formal bidding procedures. If three bids are not received after the first advertisement, the project must be readvertised for at least the minimum time under the formal bidding statute (one week, not including the day of advertisement and the day of the bid opening) before the next bid opening. Following the second advertisement, a contract can be awarded even if fewer than three bids are received.

Note that the statute only applies to contracts for construction or repair work in the formal bidding range. This means that three bids are not required for purchase contracts in the formal range or for any contracts in the informal range. Some counties or cities may have local policies that require three bids for all contracts, but this is not required by state law.

#### **Bid, Performance, and Payment Bonds**

Bonds or statutorily authorized bond substitutes are required for construction or repair contracts in the formal bid range. A bid for construction or repair work submitted in the formal process must be accompanied by a bid deposit or bid bond of at least 5 percent of the bid amount. The bid bond or deposit guarantees that the bidder to whom a contract is awarded will execute a contract and provide performance and payment bonds when they are required. The statute specifies the forms in which the bid security may be submitted: a bid bond, a bid deposit in cash, a cashier's check, or a certified check. Specific procedures are set forth in G.S. 143-129.1 for the withdrawal of a bid. A bid may be withdrawn under those procedures without forfeiting the bid bond only if the bidder can demonstrate that he or she has made an unintentional error as opposed to an error in judgment. The law does not allow a bidder to correct a mistake, only to withdraw a bid if proof of an unintentional error is shown.

The formal bidding statute also requires that counties and cities obtain performance and payment bonds from the successful bidder on major construction or repair projects. A performance bond guarantees performance of the contract and provides the county or city with security in the event that the contractor defaults and cannot complete the contract. The payment bond is obtained for the benefit of subcontractors who supply labor or materials to the project and provides a source of payment to those contractors in the event that they are not paid by the general contractor. Performance and payment bonds are required on construction or repair projects that meet or exceed the dollar thresholds set forth in Appendix 20-A. The statute authorizes counties and cities to accept a deposit of cash, a certified check, or government securities in lieu of bonds.

#### **Evaluation of Bids/Responsiveness**

Once received, bids must be evaluated to determine whether they meet the specifications and are eligible for award—that is, whether they are responsive bids. The bid evaluation process is important to maintaining the integrity of the bidding process. If a county or city accepts bids that contain significant deviations from the specifications, the other bidders may object. Indeed, courts have recognized that a governmental unit receiving bids does not have unlimited discretion in waiving deviations from specifications. Courts have held that the unit must reject a bid that contains a "material variance" from the specifications, defined as a variance that gives the bidder "an advantage or benefit not enjoyed by the other bidders."<sup>12</sup> Even though specifications may reserve to the unit the ability to "waive minor irregularities," the unit's assessment of what constitutes a minor irregularity must be based upon the legal standard established by the courts. Thus if a bid offers something outside the scope of the specifications that the unit finds desirable, or omits a required feature that the unit feels it can live without, fairness may require that the unit nonetheless reject the defective bid. The unit then has the option of accepting the lowest responsive, responsible bid, or rejecting all the bids, revising or clarifying the specifications, if necessary, and rebidding the contract.

# Dollar Thresholds in North Carolina Public Contracting Statutes



Dollar limits and statutory authority current as of September 1, 2013

Requirement	Threshold	Statute
<b>Formal bidding</b>		
Construction or repair contracts	<i>(estimated cost of contract)</i> \$500,000 and above	G.S. 143-129
Purchase of apparatus, supplies, materials, and equipment	\$90,000 and above	G.S. 143-129
<b>Informal bidding</b>		
Construction or repair contracts	<i>(actual cost of contract)</i> \$30,000 to formal limit	G.S. 143-131
Purchase of apparatus, supplies, materials, and equipment	\$30,000 to formal limit	G.S. 143-131
<b>Construction methods authorized for building projects</b>		
Separate Prime	Over \$300,000	G.S. 143-128(a1)
Single Prime	<i>(estimated cost of project)</i>	
Dual Bidding		
Construction Management at Risk (G.S. 143-128.1)		
Design-Build and Design-Build Bridging (G.S. 143-128.1A; G.S. 143-128.1B)		
Public Private Partnership (P3) (G.S. 143-128.1C)		
<b>Historically Underutilized Business (HUB) requirements</b>		
Building construction or repair projects		
– Projects with state funding ( <i>verifiable 10% goal required</i> )	\$100,000 or more	G.S. 143-128.2(a)
– Locally funded projects ( <i>formal HUB requirements</i> )	\$300,000 or more	G.S. 143-128.2(j)
– Projects in informal bidding range ( <i>informal HUB requirements</i> )	\$30,000 to \$500,000*	G.S. 143-131(b)
<i>*Note: Formal HUB requirements should be used for informally bid projects costing between \$300,000 and \$500,000</i>		
<b>Limit on use of own forces (force account work)</b>		
Construction or repair projects	<i>(not to exceed)</i> \$125,000 ( <i>total project cost</i> ) or \$50,000 ( <i>labor only cost</i> )	G.S. 143-135
<b>Bid bond or deposit</b>		
Construction or repair contracts ( <i>at least 5% of bid amount</i> )	Formal bids (\$500,000 and above)	G.S.143-129(b)
Purchase contracts	Not required	
<b>Performance/Payment bonds</b>		
Construction or repair contracts ( <i>100% of contract amount</i> )	Each contract over \$50,000 of project costing over \$300,000	G.S. 143-129(c); G.S. 44A-26
Purchase contracts	Not required	
<b>General contractor's license required</b>		
Exemption	\$30,000 and above	G.S. 87-1
Owner-builder affidavit required	Force account work ( <i>see above</i> )	G.S. 87-14(a)(1)
	Force account work ( <i>see above</i> )	
<b>Use of licensed architect or engineer required</b>		
Nonstructural work	\$300,000 and above	G.S. 133-1.1(a)
Structural repair, additions, or new construction	\$135,000 and above	
Repair work affecting life safety systems	\$100,000 and above	
<b>Selection of architect, engineer, surveyor, construction manager at risk, or design-build contractor</b>		
"Qualification-Based Selection" procedure (QBS)	All contracts unless exempted	G.S. 143-64.31
Exemption authorized	Only projects where estimated fee is less than \$50,000	G.S. 143-64.32

**SUBJECT:** Finance Office

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

**SUMMARY:** 1) Award bid for financing of VHF Radio Communications System (Simulcast Radio System Upgrade Project) to BB&T Governmental Finance at a rate of 1.88% (fees in the amount of \$65,440.20).  
2) Adopt Resolution Approving Financing Terms for same and authorize Chairman's signature on Resolution.

**FUNDING SOURCE:** BB&T Governmental Finance Loan Proceeds

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend:**

**1 - Award bid for financing of VHF Radio Communications System (Simulcast Radio System Upgrade Project) to BB&T Governmental Finance at a rate of 1.88%.**

**2 – Adoption of Resolution Approving Financing Terms for VHF Radio Communications System (Simulcast Radio System Upgrade Project) and authorize Chairman's signature on the Resolution.**

**NOTES:**

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# MEMORANDUM

## Simulcast Radio System Upgrade

Item # 1)

Award bid for financing of VHF Radio Communications System (Simulcast Radio System Upgrade Project) to BB&T Governmental Finance at a rate of 1.88% (fees in the amount of \$65,440.20).

TO: Warren County  
Board of Commissioners

May 2, 2016

FROM: Gloria M. Edmonds, *gme*  
Finance Director

SUBJECT: Installment Purchase Financing Bids

Warren County solicited bids from six (6) financial institutions for the financing of the VHF Radio Communications System (Simulcast Radio System Upgrade Project).

The following bids were received:

Financial Institution	Rate	Interest Plus Fees
Capital Bank	No Bid Received	
PNC	No Bid Received	
First Citizens Bank	No Bid Received	
Union Bank	No Bid Received	
BB&T Governmental Finance	1.88	65,440.20
SunTrust	2.18	76,578.68

BB&T Governmental Finance submitted the proposal with the lowest costs (interest plus fees), therefore, it is my recommendation that we accept this bid.

c: Linda T. Worth, County Manager



**Simulcast Radio  
System Upgrade**

**Item # 2)**

**Adopt Resolution  
Approving  
Financing Terms  
for amount not to  
exceed \$643,954,  
and authorize  
Chairman's  
signature on same.**

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

Linda T. Worth  
County Manager

Angelena Kearney-Dunlap  
Clerk to the Board

**County of Warren**

**State of North Carolina**

**RESOLUTION  
APPROVING FINANCING TERMS**

**WHEREAS:** The County of Warren County ("County") has previously determined to undertake a project for financing the County's Radio System Phase II, (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

**BE IT THEREFORE RESOLVED, as follows:**

1. The County hereby determines to finance the Project through Branch Banking and Trust Company ("BB&T"), in accordance with the proposal dated April 20, 2016. The amount financed shall not exceed \$643,954.00, the interest rate shall not exceed 1.88% and the financing term shall not exceed ten (10) years from closing.
2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the County are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.
3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions

for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by County officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The County intends that the adoption of this resolution will be a declaration of the County's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the BB&T financing described above. The County intends that funds that have been advanced, or that may be advanced, from the County's general fund, or any other County fund related to the project, for project costs may be reimbursed from the financing proceeds.
5. All prior actions of County officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this 2nd day of May, 2016.

ATTEST:

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

**SUBJECT: Follow-Up to Special Meeting, Public Hearings & Work Session**

**REQUESTED BY: Lisa Alston, Human Resources Manager**

**SUMMARY: Request to create in-house County Attorney position in the Warren County Job Classification Schedule (1950 hours) in Grade 36 – Salary Range: Minimum \$68,300 Midpoint \$88,791 and Maximum \$109,281, and approve the proposed job description is presented for the Board’s review and approval.**

**FUNDING SOURCE: General Fund**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

- 1. Recommend Board approve the creation of a County Attorney position in the Warren County Job Classification Schedule (1950 hours) in Grade 36 – Salary Range: Minimum \$68,300 Midpoint \$88,791 and Maximum \$109,281, and**
- 2. Approve the job description for the County Attorney position as presented by the Human Resources Manager.**

**NOTES:**

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Grade	Salary Range			Job Title
	Minimum	Midpoint	Maximum	
30	50,967	66,257	81,547	Public Works Director
31	53,515	69,570	85,624	
32	56,191	73,048	89,906	Finance Director Tax Administrator
33	59,001	76,701	94,401	
34	61,951	80,536	99,121	Local Health Director Director of Social Services
35	65,048	84,562	104,077	Assistant County Manager
36	68,300	88,791	109,281	County Attorney
37	71,715	93,230	114,745	County Manager

\*DRAFT\*  
COUNTY ATTORNEY

**GENERAL DEFINITION OF WORK:**

Performs complex legal, administrative and supervisory duties as attorney for the County; performs related work as required. Work is performed under general supervision. Exercises full supervision over the legal department staff. Serves at the pleasure of the Board of Commissioners, but may accept direction from the Board Chairman or the County Manager when the Board is not in session.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Serves as primary legal advisor for the County Board of Commissioners, the County Manager, and the County Management Team; plans, organizes, supervises, and directs legal department staff; renders legal counsel to County departments; prepares and assists with correspondence, responses, presentations, and other legal-related documentation; prepares, administers, and monitors department budget; serves on the County's Management Team.

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- > Assists, advises, and provides legal advice, recommends policies, procedures, and actions based on legal knowledge and expertise; interprets legal documents as requested.
- > Drafts and/or reviews all ordinances, policies, rules, and procedures on behalf of the Board of Commissioners.
- > Prepares, reviews, and edits policies and procedures, contracts, deeds, leases, resolutions, ordinances, inter-local cooperation agreements, and other legal documents for the County.
- > Analyzes and advises on issues posing potential liability to the County.
- > Performs simple and in-depth legal research on a variety of legal matters; provides written and/or oral reports of opinion.
- > Attends all regular and special meetings of the Board of Commissioners.
- > Investigates legal claims against the County; makes recommendations for challenging or settling claims as appropriate.
- > Interprets, develops, and/or implements policies and ordinances with respect to adherence to federal, state, and local laws; advises on matters of public procurement and capital construction.
- > Advises on matters of personnel, including, but not limited to, applicable state and federal laws.
- > Represents the County in trials, hearings, and any and all other legal proceedings as necessary; makes court appearances as necessary; represents the County before various regulatory agencies and boards.
- > Seeks to resolve disputes between the County and other parties to the best benefit and least legal exposure for the County.
- > Advises Tax Collector/Deputy Tax Collector(s) on the collection of delinquent taxes in matters related to foreclosures, bankruptcies, payment of property taxes in NC DOT condemnation actions, and unknown owners' issues.
- > Advises the Board of Commissioners regarding their rules of procedure, including, but not limited to the rules of procedure for quasi-judicial proceedings.
- > Tracks pending legislation and court cases; makes recommendations regarding their impact on County government.
- > Assists with and/or recommends the hiring of outside legal counsel as necessary and within budgetary parameters to assist in real estate and other legal matters.
- > Responds to legal inquiries of the Board members; provides copies of all written responses to the entire Board and the County Manager.
- > Acts as liaison for outside counsel provided by the County's insurance company for all matters; serves as co-counsel of record on such matters.
- > For all County construction projects falling within the formal and informal bid range, reviews all bidding processes and construction contracts for conformance with applicable laws and to maximize the level of protection provided for the County; provides guidance to the County's project manager.
- > Reviews all legal documents relating to the procurement and securing of public financing for any County capital projects.
- > Monitors closed sessions of the Board of Commissioners for legality; reviews draft closed session minutes; reviews sealed closed session minutes to determine those appropriate for unsealing for consideration by the Board of Commissioners.
- > Provides legal advice concerning economic development-related issues; negotiates and assists with the preparation of economic development incentive agreements.
- > Performs related tasks as required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of legal principles, precedents, and practices and their application to functions of government; thorough knowledge of the principles of administrative and constitutional law; thorough knowledge of current legislation affecting counties and the Board of Commissioners; thorough knowledge of North Carolina General Statutes; thorough knowledge of the County's policies and procedures; general knowledge of county government organization, practices, and problems; general knowledge of computers and various software applications, and other required office equipment; ability to analyze the legal aspects of governmental problems and to provide sound legal advice and assistance to officials; ability to present statements of fact, law, and argument clearly, logically, and persuasively; ability to draft rules, opinions, and the like; ability to plan, coordinate, and supervise the work of others; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with the Board of Commissioners, county, state and federal officials, civic and business leaders, employees and the general public.

**EDUCATION AND EXPERIENCE:**

Juris Doctorate degree from an accredited school of law and at least five years of progressively responsible professional legal experience in municipal law. Preference will be given to local government experience.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operating office machines or equipment, determining the accuracy, neatness, and thoroughness of work, and observing general surroundings and activities; the worker is not substantially exposed to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

Possession of a valid license to practice law in the State of North Carolina, and valid driver's license.

**Meeting Date: May 2, 2016**

**Item # 8-B**

**SUBJECT: Follow-Up to Special Meeting, Public Hearings & Work Session**

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

**SUMMARY: Having held a required public hearing on Monday, May 2, 2016 at 5:15 pm, to hear citizen comments regarding amendments to the County's official Zoning Ordinance, it is presented for Board's action.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**DRAFT FOR REVIEW/DISCUSSION ONLY**  
**Per 3/1/16 Planning Board Meeting**

**Warren County Zoning Ordinance – Table Of Permitted Uses**

**1. Solar Farm (also known as a Solar Energy System – SES – with Photovoltaic Systems):**

- a. Setbacks - minimum of a one hundred feet (100') from all property lines (inclusive of equipment and fencing).
  - b. Security - fencing shall be a minimum of six feet (6' in height) and secured to reduce/eliminate trespassing.
  - c. Height - maximum (not including power lines) of ~~twenty-five feet (25')~~ **fifteen feet (15')**.
  - d. Buffers - minimum requirements of this ordinance shall be applied with vegetative buffers having a minimum of three feet (3') in height at the time of project construction and reaching a minimum of eight feet (8') in height within five (5) years.
    - 1) Landscaping including vegetative buffers, security fences and gates shall be maintained for the duration of the solar farm operation, up to and including decommissioning (dismantled/removed).
    - 2) Vegetative buffer shall be installed (exception granted if an existing natural buffer meeting the requirements of this ordinance exists) surrounding the solar farm site to screen adjacent properties - with the exception of the entrance-road frontage of the lot or parcel where a buffer is not required.
- 
- a. Solar panels/arrays shall be constructed so as to minimize glare or reflection onto adjacent properties and roadways.
  - b. Decommissioning - The Planning and Zoning Administrator, or his/her designee shall be advised, in writing within thirty (30) days, by the solar farm operator or property owners (whichever entity/party holds the zoning and building permits holder) in the event the project is sold or otherwise transferred to another entity/party and/or the current operator/owner abandons the project.
  - c. At the time of applying for permits the applicant (solar farm developer or property owner) shall include a decommissioning plan with the anticipated life expectancy of the solar farm and the anticipated cost in current dollars, as well as the method (s) of insuring that funds will be available for decommissioning and restoration of the project site to its original, natural condition prior to the solar farm development.

- 1) If the site is damaged, the solar farm operator shall have twelve (12) months to bring the project back to its operational capacity. If for any reason the solar farm is not generating electricity after six (6) months, the operator shall have six (6) months to complete decommissioning of the solar farm in compliance with paragraph f (1) of this section above.
- 2) In the event of bankruptcy or similar financial default of the solar farm, the property owner of the project site shall bear the decommissioning costs.
  - a. Other Applicable Codes/Inspections – all solar farms shall be in compliance the requirements of the most current State Building and Electrical Codes, the State of North Carolina and Warren County.
    - 1) All active solar farms shall be inspected by a Warren County Code Enforcement Officer (Building Inspector) on an annual basis to insure compliance with applicable State Building and electrical Codes.
    - 2) Each solar farm shall be required to have the facility inspected annually for three (3) years by the Planning and Zoning Administrator or his/her designee following the issuance of the zoning permit or development permit (applicable in the un-zoned areas of Warren County) to verify continued compliance with the Zoning Ordinance or Solar Farm Ordinance as applicable.
    - 3) Additional inspections shall be conducted as necessary in the event of complaints and shall not replace the noted inspections outlined in this section.

### Definition

**Solar Farm (also known as a Solar Energy System - SES)** - the components and subsystems required to convert solar energy into electric or thermal energy suitable for use. The area of the system includes all the land inside the perimeter of the system, which extends to any fencing. The term applies, but is not limited to, solar photovoltaic (PV) systems, solar thermal systems, and solar hot water systems.

**Solar Photovoltaic (PV) Systems** – an electrical system or device that converts the energy of light directly into electricity by the photovoltaic effect through the use of photoelectric cells (also known as solar panels).

**Solar Thermal Systems** – large scale commercial-industrial energy system and related equipment for harnessing solar energy to generate thermal energy or electrical energy for use in connection with commercial and industrial operations.

**Solar Hot Water Systems** – small scale, roof-top energy systems in which the sun's heat is gathered by a solar collector and used to increase the temperature of a heat-transfer fluid (such as water or a nonfreezing liquid) which flows through the pipes in the collector; the heat contained in this fluid then is conveyed and transferred to the water to be heated (this type of system is often used on homes, recreational centers and schools, hospitals and office buildings).

**SUBJECT: Follow-Up to Special Meeting, Public Hearings & Work Session**

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

**SUMMARY: Having held a required public hearing on Monday, May 2, 2016 at 5:30 pm, to hear citizen comments regarding proposed Solar Farm Ordinance, it is presented for Board's action.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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## GENERAL PROVISIONS

**Section 101 TITLE:** This document shall be known as the Warren County Solar Farm Ordinance and may also be referred to as Solar Energy Systems Regulations for the Unincorporated Areas of Warren County, not inclusive of the zoned areas of Lake Gaston, Kerr Lake and the municipalities of Warrenton and Norlina and their respective Extraterritorial Jurisdictions (ETJ).

**Section 102 PURPOSE:** The purpose of this ordinance is to facilitate the construction, installation, and operation of solar farms (Solar Energy Systems – SES) in Warren County in a manner that promotes economic development and ensures the protection of health, safety, and welfare while also avoiding adverse impacts to important areas such as agricultural lands, endangered species habitats, conservation lands, and other sensitive lands. This ordinance is not intended to replace safety, health or environmental requirements contained in other applicable codes, standards, or ordinances. The provisions of this ordinance shall not be deemed to nullify any provisions of local, state or federal law.

**Section 103 AUTHORITY & GRANT OF POWER:** This ordinance is adopted under the authority and provisions of the General Statutes (GS) of North Carolina, Chapter 153A, Article 18, Part 2., in accordance with G.S. 153A-340, Section 5(g) Grant of Power - A member of the Planning Board shall not vote on any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member.

**Section 104 JURISDICTION:** The regulations contained herein shall govern development of land within Warren County, North Carolina as provided in General Statute 153A, Article 18, except those lands lying within the jurisdiction of any municipality, unless such municipality shall have by resolution requesting the County to enforce these regulations within the municipality's area of jurisdiction.

**Section 105 DEFINITIONS:** For the purpose of this ordinance, the following defines a **Solar Farm (also known as a Solar Energy System - SES)** - the components and subsystems required to convert solar energy into electric or thermal energy suitable for use. The area of the system includes all the land inside the perimeter of the system, which extends to any fencing. The term applies, but is not limited to, solar photovoltaic (PV) systems, solar thermal systems, and solar hot water systems.

- A. **Solar Photovoltaic (PV) Systems:** an electrical system or device that converts the energy of light directly into electricity by the photovoltaic effect through the use of photoelectric cells (also known as solar panels).
- B. **Solar Thermal Systems:** large scale commercial-industrial energy system and related equipment for harnessing solar energy to generate thermal energy or electrical energy for use in connection with commercial and industrial operations.
- C. **Solar Hot Water Systems:** small scale, roof-top energy systems in which the sun's heat is gathered by a solar collector and used to increase the temperature of a heat-transfer fluid (such as water or a nonfreezing liquid) which flows through the pipes in the collector; the heat contained in this fluid then is conveyed and transferred to the water to be heated (this type of system is often used on homes, recreational centers and schools, hospitals and office buildings).

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## ARTICLE II SITE DEVELOPMENT REQUIREMENTS

**Section 201 SETBACKS:** A minimum of one hundred feet (100') from all property lines (inclusive of equipment and fencing).

**Section 202 SECURITY:** Fencing shall be a minimum of six feet (6' in height) and secured to reduce/eliminate trespassing.

**Section 203 HEIGHT:** A maximum height (not including power lines) for the solar panel arrays shall be no more than fifteen five feet (15').

**Section 204 BUFFERS AND LANDSCAPING:** The minimum requirements of this ordinance shall be applied with vegetative buffers having a minimum of three feet (3') in height at the time of project construction and reaching a minimum of eight feet (8') in height within five (5) years.

- A. Landscaping including vegetative buffers, security fences and gates shall be maintained for the duration of the solar farm operation, up to and including decommissioning (dismantled/removed).
- B. Solar panels/arrays shall be constructed so as to minimize glare or reflection onto adjacent properties and roadways.

**Section 205 DECOMMISSIONING:** The Planning and Zoning Administrator, or his/her designee shall be advised in writing within thirty (30) days by the solar farm operator or property owners (whichever entity/party holds the development and building permits) in the event the project is sold or otherwise transferred to another entity/party and/or the current operator/owner abandons the project.

- A. At the time of applying for permits the applicant (solar farm developer or property owner) shall include a decommissioning plan with the anticipated life expectancy of the solar farm and the anticipated cost in current dollars, as well as the method (s) of insuring that funds will be available for decommissioning and restoration of the project site to its original, natural condition prior to the solar farm development.
- B. If the site is damaged, the solar farm operator shall have twelve (12) months to bring the project back to its operational capacity. If for any reason the solar farm is not generating electricity after six (6) months, the operator shall have six (6) months to complete decommissioning of the solar farm in compliance with Section 205 paragraph (A) above.
- C. In the event of bankruptcy or similar financial default of the solar farm, the property owner of the project site shall bear the decommissioning costs.

**Section 206 APPLICABLE CODES AND INSPECTIONS:** All solar farms shall be in compliance with the requirements of the most current State Building and Electrical Codes, the State of North Carolina and Warren County.

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# Solar Farm Ordinance Page 2 of 2

- A. A solar farm development in the un-zoned areas of Warren County shall be required to obtain and provides fees as applicable for the following (per the Warren County Fee Schedule):
- 1) Warren County E-911 Address for the site if one is not currently assigned.
  - 2) Warren County Development Permit
  - 3) Warren County Building Permit (non-residential electrical)
  - 4) North Carolina Department of Transportation (NC-DOT) Driveway Permit.
  - 5) If land disturbance exceeds more than one (1) acre per the North Carolina Department of Environment and Natural Resources:
    - a. Erosion and Sedimentation Control Plan/Permit with appropriate Best Management Practices (BMP's) for stormwater runoff management and water quality protection.
    - b. Stream Restoration Plan.
    - c. 401 Water Quality Permit.
  - 6) Required Riparian Buffers applicable for either the Tar -Pamlico and/or Roanoke River Basins (dependent on project location).
  - 7) VEPCO-appropriate shoreline management plans/permits [if the project is located on Lake Gaston and for Kerr Lake the U.S. Army Corps Engineers shoreline management program].
  - 8) Compliance with the Warren County Floodplain ordinance, if applicable.
  - 9) Appropriate public utilities as necessary (public water/sewer) or for private well/septic (on-site wastewater treatment facility) the Warren County Department of Environmental Health.
- B. All active solar farms shall be inspected by a Warren County Code Enforcement Officer (Building Inspector) on an annual basis to insure compliance with applicable State Building and Electrical Codes.
- C. Each solar farm shall be required to have the facility inspected annually for three (3) years by the Planning and Zoning Administrator or his/her designee following the issuance of the zoning permit or development permit (applicable in the un-zoned areas of Warren County) to verify continued compliance with the Zoning Ordinance or Solar Farm Ordinance as applicable.
- D. Additional inspections shall be conducted as necessary in the event of complaints and shall not replace the noted inspections outlined in this section.

## ARTICLE III LEGAL PROVISIONS

**Section 301 PROCEDURE FOR SOLAR FARM DEVELOPMENT APPROVAL:** After the effective date of this ordinance, no proposed solar farm as defined in this ordinance and within Warren County's jurisdiction shall proceed with construction until it has been submitted to and approved by the Planning and Zoning Administrator or his/her designee and as evidenced by an approved Warren County Development Permit in accordance with the provisions of this Ordinance.

**Section 302 PENALTIES FOR VIOLATIONS:** After the effective date of this ordinance, any persons who, being the owner or agent of the owner of any land located within the territorial jurisdiction of this ordinance, thereafter proceeds with development of solar farm prior to being approved under the terms of this ordinance shall be guilty of a misdemeanor. Further, violators of this ordinance shall be subject upon conviction, to fine and/or imprisonment as provided by General Statutes 14.4.

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**Section 303 SEPARABILITY:** Should any section or provision of this ordinance be decided by a court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

**Section 304 VARIANCE:** The Warren County Planning Board may authorize a variance from these regulations for solar farm development when, in its opinion, undue hardship may result from strict compliance. Application forms may be obtained from the Warren County Planning Department. In granting any variance, the Warren County Planning Board shall make the findings required below, taking into account the nature of the proposed development, existing use of land in the vicinity and the probable effect of the proposed development upon the community in the vicinity. The applicant can appeal the decision of the Planning Board to the Board of Commissioners in an un-zoned area. No variance shall be granted unless the Warren County Planning Board finds all the following:

- A. That there are special circumstances or conditions affecting said property such that the strict application of the provisions of this ordinance would deprive the applicant of the reasonable use of his land,
- B. That the variance is necessary for the property owner to assume reasonable use of the land.
- C. That the circumstances giving the rise to the need for the variance are peculiar to the parcel and are not generally characteristic of other parcels in the jurisdiction of this ordinance;
- D. Special consideration may be granted by the Planning Board in situations involving a voluntary or court ordered partition of land made for the purpose of dividing the estate of a decedent among his heirs, whether the decedent died testate or intestate.

**Section 305 AMENDMENTS:** The Board of Commissioners may periodically amend the terms of this ordinance, but no amendment shall become effective unless it has been proposed by or has been submitted to the Planning Board for review and recommendation. The Planning Board shall have forty-five (45) days from the time the proposed amendment is submitted to it within which to submit its report. If the Planning Board fails to submit a report within the specified time, the amendment shall be deemed approved. The governing body shall adopt no amendment until they have held a public hearing on the amendment. Notice of the hearing shall be published in a newspaper of general circulation in Warren County at least once a week for two (2) successive calendar weeks prior to the hearing. The initial notice shall be published the first time not less than ten (10) days or more than twenty-five (25) days before the date fixed for the hearing. In computing such period, the day of publication is not to be included, but the day of the hearing shall be included.

**Section 306 ABROGATION:** This section does not apply to any current municipal zoning requirements. It is not intended that this ordinance repeal, abrogate, annul, impair or interfere with any existing easements, covenants, deed restrictions, agreements, rules, regulations or permits previously adopted or issued pursuant to law. However, where this ordinance imposes greater restrictions, the provisions of this ordinance shall govern.

**Section 307 EFFECTIVE DATE:** This ordinance adopted by the County Commissioners of Warren County, North Carolina, on May 2, 2016 shall take effect and be in force from and after May 2, 2016.

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

ATTEST:

\_\_\_\_\_  
Angelena Kearney-Dunlap, Clerk  
Warren County Board of Commissioners

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Meeting Date: May 2, 2016

Item # 8-D

**SUBJECT: Follow-Up to Special Meeting & Public Hearings**

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

**SUMMARY: Having held a required public hearing on Monday, May 2, 2016 at 5:45 pm, to hear citizen comments regarding seeking USDA Funding for the Emergency Services Headquarters Facility, it is presented for Board's action to authorize the filing of an application to the US Department of Agriculture, Rural Development to obtain sufficient funds to provide permanent financing for the construction of said facility.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend the Board authorize the filing of an application to the US Department of Agriculture, Rural Development, to obtain sufficient funds (loan and/or grant) to provide permanent financing for the construction of the Emergency Services Headquarters Facility.**

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**NOTES:**

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Meeting Date: May 2, 2016

Item # 8-E

**SUBJECT: Follow-Up to Special Meeting & Public Hearings**

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

**SUMMARY: Having discussed Policies, Procedures & Forms for Warren County Roads Improvement Program, during the April 20, 2016 work session, it is now presented for Board's action.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

- 1) Recommend approval of Warren County Roads Improvement Program Policies and Procedures;**
  - 2) Recommend approval of Minimum Road Specifications for Private Subdivision Road Improvements;**
  - 3) Recommend approval of Warren County Roads Improvement Program Forms for Improvement of Private Subdivision Roads.**
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**NOTES:**

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**RATING SHEET**

**FOR**

**PRIVATE SUBDIVISION ROADS IN WARREN COUNTY, NC**

Date: \_\_\_\_\_  
 Subdivision: \_\_\_\_\_ Township: \_\_\_\_\_

**Points**

\_\_\_\_\_ 1. Petition signed by 66% of property owners in the Subdivision requesting assistance with road improvements and stating the estimated cost of improvements to be assessed to property owners Max Points: 25

84-100% of Property Owners      25 Points  
 66-83% of Property Owners      20 Points  
 Less than 66%, not eligible for road improvement

\_\_\_\_\_ 2. Current condition of roads in the subdivision: \_\_\_\_\_ Max Points: 20

Very Bad      20 Points  
 Bad          15 Points  
 Poor         10 Points

\_\_\_\_\_ 3. Number of Homes in the Subdivision      # of Homes: \_\_\_\_\_ Max Points: 16

Average Density of Homes per Quarter Mile  
 15-10 Homes per quarter mile      16 Points  
 9-5 Homes per quarter mile        10 Points  
 < 5 Homes per quarter mile        5 Points

\_\_\_\_\_ 4. Length of road & cost of proposed improvements (Attach Quote) Max Points: 14

Shortest Road and Lowest Cost      14 Points  
 Shortest Road and Minimum Cost    9 Points  
 Shortest Road and Highest Cost      4 Points

\_\_\_\_\_ 5. Public School Buses for Exceptional Children and Transportation Service Providers for the Disabled and Elderly Max Points: 12

Public School Buses and Transportation Service Providers for the Elderly and Disabled - 12 points  
 Public School Buses Only - 8 points  
 Transportation Service Providers for Elderly and Disabled Only - 8 points  
 Neither - 0 points

\_\_\_\_\_ 6. Mail and Parcel Post Delivery at individual homes in the Subdivision Max Points: 8

> 4      8 Points  
 < 4      4 Points

\_\_\_\_\_ 7. Designated Road Oversight Person and/or Committee Max Points: 5

Yes      5 Points  
 No      0 Points

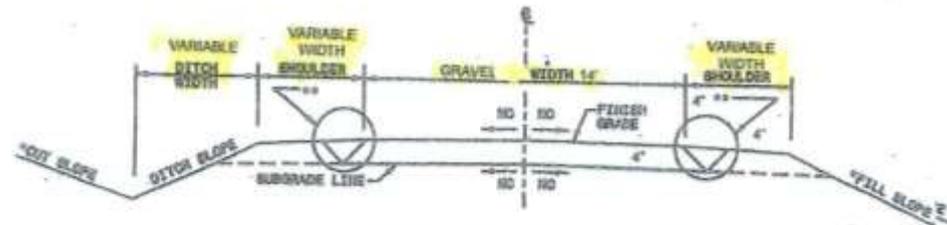
**TOTAL** \_\_\_\_\_

ATTACHMENTS: \_\_\_\_\_

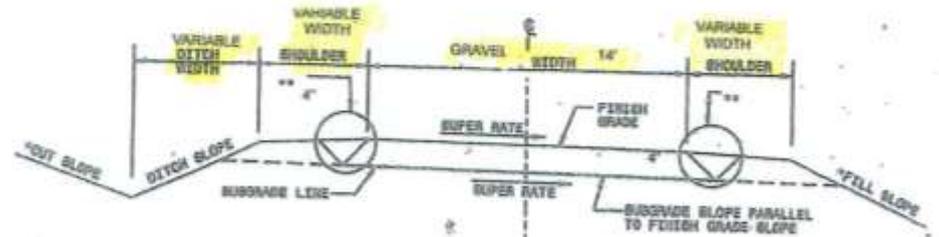
**Recommended Minimum Road Specifications for Private Subdivisions**

- Remove small trees from ditches and re-establish ditches where necessary.
- Install or replace cross-over pipes where necessary and corrective measures for storm water runoff.
- Fine grade existing roads from ditch to ditch with at least 2% crown.
- Compact road prior to placing 2" of stone, wet-down compact and then place final two inches of stone and compact after spreading property.
- Use #57 stone 14 feet by 4 inches.
- County will purchase stone but contractor will haul and turn in stone tickets to County daily.
- Backfill to edge of stone.
- Re-seed and straw shoulders and ditch line, also install erosion control devices if necessary.
- Repair or replace driveway pipe if necessary.
- If area of grading is over one acre, a sediment erosion control plan is required.

**Minimum Subdivision Road Specifications**



**TYPICAL NORMAL CROSS SECTION**



**TYPICAL SUPERELEVATED SECTION**

WARREN COUNTY  
ROADS IMPROVEMENT PROGRAM  
POLICIES AND PROCEDURES

I. PURPOSE AND AUTHORITY

The purpose of the Roads Improvement Program is to assist property owners with making improvements to non-state-maintained roads in private subdivisions in the unincorporated areas of Warren County.

The procedures in this policy are in accordance with and follow the guidelines set forth in Article 9A, Special Assessments for Critical Infrastructure Needs, NC General Statutes 153A-210.1 through 153A-210.7, and Session Law 2015-121, Senate Bill 284.

II. REQUIREMENTS TO QUALIFY FOR ASSESSMENT

201. A petition requesting Warren County to make certain improvements to non-state-maintained roads in private subdivisions in the unincorporated areas of the County to be financed by imposing a special assessment against benefited property must be signed by property owners representing at least 66% of the assessed value of all real property to be assessed in the subdivision.

III. ASSESSMENT PROVISIONS

301. Depending upon funding availability, Warren County may finance up to 100% of the cost of road improvements made to non-state-maintained roads in private subdivisions in the unincorporated areas of the County.
302. The assessment may be set and property owners charged for the actual cost of engineering design, construction and construction administration connected with the road improvements.
303. An administration fee may be charged by Warren County as part of the total project cost. This fee would cover the cost of legal ads advertising the public hearing as well as notifying property owners, staff and legal assistance time.
304. The cost of the project shall be assigned to the property owners in one of the following methods to be determined at the outset of the project:
1. equal rate per lot, or
  2. per foot of street frontage.

IV. PROCEDURE FOR SPECIAL ASSESSMENT FOR ROAD IMPROVEMENTS

401. SUBMISSION OF PETITION

- 401.1 Benefited property owners shall submit a petition requesting the County's participation in funding improvements to non-state-maintained roads in private subdivisions in the unincorporated areas of the County. This petition shall be signed by:

1) a majority of the owners of real property to be assessed; and 2) owners who represent at least sixty-six (66%) of the assessed value of all real property to be assessed. (See GS 153A-210.3(a) for the methodology to determine whether the petition has been signed by a majority of owners.

- 401.2 Verification of the property owners along the road shall be made from the files of the Warren County Tax Office. Signatures of others (renters, etc.) not listed as a property owner shall be considered invalid signatures.

- 401.3 The following information shall accompany the petition:

1. List of names and addresses of property owners along the road;
2. Map of road(s) in question indicating lot ownership; and
3. List of property owners agreeing to be assessed.

- 401.4 County staff shall have 30 days following the submission of the petition to verify the petition. Upon completion of that time period and certification that the petition is valid, and if funds are available, staff will prepare the preliminary assessment resolution for consideration by the Board of County Commissioners at the next regular meeting following the current agenda procedures.

Should it be determined the petition is valid; however, no funds are available in the Roads Improvement Program, the petition will be date stamped and kept on file in order of receipt until such time as funds become available.

402. PRELIMINARY ASSESSMENT RESOLUTION

- 402.1 The following items shall be included in the Preliminary Assessment Resolution:

1. A statement of intent to undertake the project;
2. A general description of the nature and location of the project;
3. A statement as to the proposed basis for making the assessments (i.e. lot, frontage);
4. A statement as to the percentage of cost of the work that will be assessed;
5. A statement of estimated project cost;
6. A statement as to which, if any, assessments shall be held in abeyance and for how long;
7. The estimated cost of the project and the amount of the cost to be derived from each financing source, i.e.:
  - a) Revenue bonds issued under G.S. 153A-210.6;

- b) Project development financing debt instruments issued under the NC Project Development Financing Act, Article 6 of Chapter 159 of the General Statutes;
  - c) General obligation bonds issued under the Local Government Bond Act, Article 4 of Chapter 159 of the General Statutes; or
  - d) General revenues.
8. A statement as to the proposed terms of payment of the assessment;
9. An order setting the time and place for a public hearing on all matters covered by the Preliminary Assessment Resolution. (The public hearing will not be earlier than three weeks nor later than ten weeks from the date of the adoption of the Preliminary Assessment Resolution.)

#### 403. FINAL ASSESSMENT RESOLUTION

##### 403.1 Notice of Hearing

The Clerk to the Board of County Commissioners shall duly advertise the public hearing by the following methods:

1. A notice must be published in the local newspaper at least ten (10) days before the Public Hearing is to be held providing the facts of the Preliminary Assessment Resolution and the date, time and location of the Public Hearing.
2. A copy of the Preliminary Assessment Resolution must be mailed by first class mail to each property owner who will benefit from the road improvements at least 10 days prior to the Public Hearing. A certified statement must be filed with the Board of County Commissioners that each property owner has been mailed a copy of the Resolution along with the date mailed.

403.2 After the public hearing is held, the Board of County Commissioners shall vote to consider the adoption of the Final Assessment Resolution. If the Board decides that a different percentage of cost to be assessed or that the scope of the project should be lesser or greater than described in the Preliminary Assessment Resolution, it shall adopt and advertise a new Preliminary Assessment Resolution.

403.3 The Final Assessment Resolution shall include:

1. The basis upon which the assessments will be made, together with a general description of the boundaries of the benefited area;
2. The percentage of the cost of work to be assessed;
3. The financing source(s) to be used by the County to fund the improvements;
4. The terms of payment, including the conditions, if any, under which assessments are to be held in abeyance.

403.4 The Final Assessment Resolution shall not be different from the Preliminary Assessment Resolution.

#### 404. PROJECT CONSTRUCTION

404.1 Upon adoption of the Final Assessment Resolution and confirmation that sufficient funds are available in the Roads Improvement Program, the County shall commence with the project. The County shall follow the proscribed bid procedures in the NC General Statutes to secure a contractor to make the necessary improvements.

404.2 Upon completion of all improvements, staff will prepare a summary of the total project costs, including but not limited to: engineering design, construction expenses, staff and legal expenses, surveying expenses, and other related expenses.

404.3 Once the final project costs are determined and approved by the Board of County Commissioners, the Preliminary Assessment Roll may be prepared.

##### 405. PRELIMINARY ASSESSMENT ROLL

405.1 The Preliminary Assessment Roll shall be prepared and presented to the Board of County Commissioners for consideration and approval. The Preliminary Assessment Roll shall contain:

1. A brief description of each lot, parcel or tract to be assessed;
2. The basis for assessment;
3. Terms of payment;
4. The amount assessed against each property owner;
5. A map of the project showing each lot, parcel or tract assessed;
6. The name of property owners as verified by the County tax records; and
7. An order setting the time and place for a public hearing for consideration of the Final Assessment Roll.

405.2 Upon approval of the Preliminary Assessment Roll, it shall be placed on file in the office of the Clerk to the Board of County Commissioners and open for public inspection. The Preliminary Assessment Roll will also set a time for a public hearing for consideration of the Final Assessment Roll.

##### 406. PUBLIC HEARING AND FINAL ASSESSMENT ROLL

##### 406.1 Notice of Hearing

The Clerk to the Board of County Commissioners shall duly advertise the public hearing by the following methods:

1. A notice must be published in the local newspaper that a Preliminary Assessment Roll has been adopted noting that the roll is on file in the Clerk's office and open for public inspection and also give the date, time and place for the public hearing, this shall be published at least 10 days prior to the hearing date;
2. Mail (by first class mail) a copy of the Preliminary Assessment Roll to each property owner listed on the roll. This notice shall include: the time,

date and place of the public hearing; a note that the roll is on file in the Clerk's office; and state the amount (as shown on the roll) of the assessment against each property owner. This mailing shall be completed at least 10 days prior to the hearing.

The Clerk shall file with the Board of County Commissioners a certified statement confirming the notices were mailed to the property owners indicating the date which the notices were mailed and the date of the publication.

406.2 Public Hearing

At the public hearing, the Board of County Commissioners shall hear from all interested persons in the matter. The hearing will operate in accordance with the Board's policy for holding public hearings. At or after the hearing, the Board shall annul, modify or confirm the assessments in whole or part, either by:

1. Confirming the preliminary assessments against each lot, parcel or tract of land described in the assessment roll; or,
2. Canceling, reducing or increasing the assessments as may be proper in compliance with the basis of assessment. If a property is found to be omitted on the roll, the Board may place it on the roll and make proper assessments.

When the Board confirms the assessments for the project, the Clerk shall enter the date, hour and minute of the confirmation into the Board's minutes. From the time of confirmation, each assessment becomes a lien on the real property of the owner under priorities set out in N.C.G.S. 153A-200.

406.3 Delivery of Final Assessment Roll

After the assessment roll is confirmed, the Clerk shall send a certified copy of the Assessment Roll to the County Tax Collector for collection in the same manner as property taxes or as otherwise provided in this policy.

406.4 Publication of Final Assessment Roll

The County Tax Collector shall publish once in the local newspaper, a notice that the assessment roll has been confirmed. This notice shall be published no earlier than 20 days from the date the assessment roll is confirmed. The notice shall state:

1. The assessments may be paid without interest at any time before the expiration of a 30 day period from the date that the notice is published;
2. If the assessment is not paid within this time, all installments shall bear interest, as determined by the Board of County Commissioners.

407. PAYMENT TERMS

407.1 Full Payment of Assessment

Within thirty (30) days after publication of confirmation of the assessment roll, each property owner shall pay his full assessment, unless the Board has provided the assessments may be paid in annual installments.

407.2 Installment Payments of Assessment

If the Board allows installment payments, any portion not paid within the thirty (30) day period shall be paid in annual installments. The Board shall determine in the assessment resolution whether payments may be made by annual installments and set the number of installments which may not be more than twenty-five (25.) (See NCGS 153A-210.5)

The assessment against each benefited property shall be payable in a period not to exceed twenty-five (25) years with the unpaid balance having an interest rate not to exceed \_\_\_\_\_ ( ) per cent.

The Board may provide:

1. the first payment with interest is due on the date when property taxes are due; and one installment with interest is due on the same date in each successive year until the assessment is paid in full; or,
2. the first installment with interest is due sixty (60) days after the date the assessment roll is confirmed, and one installment with interest is due on the same day in each successive year until the assessment is paid in full.

407.3 Assessment of Property Not in Single Ownership

Assessment of property in the below listed areas shall be conducted in accordance with N.C. General Statutes as outlined in each specific section:

NCGS 153A-202	Assessments on property held by tenancy for life or years.
NCGS 153A-203	Lien in favor of a contingent or a joint owner payment special assessment;
NCGS 153A-204	Apportionment of assessments.

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

WARREN COUNTY BOARD OF COMMISSIONERS

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

ATTEST:

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

GENERAL ASSEMBLY OF NORTH CAROLINA  
SESSION 2015

SESSION LAW 2015-121  
SENATE BILL 284

AN ACT TO EXTEND THE SUNSET PROVISION ON THE AUTHORITY GRANTED TO COUNTIES AND CITIES TO USE SPECIAL ASSESSMENTS TO ADDRESS CRITICAL INFRASTRUCTURE NEEDS AND TO SHORTEN THE NUMBER OF ANNUAL INSTALLMENTS.

The General Assembly of North Carolina enacts:

**SECTION 1.** G.S. 153A-210.1 reads as rewritten:

**"§ 153A-210.1. Purpose; sunset.**

(a) **Purpose.** – This Article enables counties that face increased demands for infrastructure improvements as a result of rapid growth and development to issue revenue bonds payable from special assessments imposed under this Article on benefited property. This Article supplements the authority counties have in Article 9 of this Chapter. The provisions of Article 9 of this Chapter apply to this Article, to the extent they do not conflict with this Article.

(a1) **Purpose of Dam Repair.** – The General Assembly finds that dam repair is a public purpose promoting flood control and public safety.

(b) **Sunset.** – This Article expires ~~July 1, 2015~~, July 1, 2020. For projects authorized in G.S. 153A-210.2(a1), this Article expires July 1, 2019. The expiration does not affect the validity of assessments imposed or bonds issued or authorized under the provisions of this Article prior to the effective date of the expiration."

**SECTION 2.** G.S. 160A-239.1 reads as rewritten:

**"§ 160A-239.1. Purpose; sunset.**

(a) **Purpose.** – This Article enables cities that face increased demands for infrastructure improvements as a result of rapid growth and development to issue revenue bonds payable from special assessments imposed under this Article on benefited property. This Article supplements the authority cities have in Article 10 of this Chapter. The provisions of Article 10 of this Chapter apply to this Article, to the extent they do not conflict with this Article.

(b) **Sunset.** – This Article expires ~~July 1, 2015~~, July 1, 2020. The expiration does not affect the validity of assessments imposed or bonds issued or authorized under the provisions of this Article prior to the effective date of the expiration."

**SECTION 3.** G.S. 153A-210.5 reads as rewritten:

**"§ 153A-210.5. Payment of assessments by installments.**

An assessment imposed under this Article is payable in annual installments. The board of commissioners must set the number of annual installments, which may not be more than ~~30~~, 25. The installments are due on the date that property taxes are due."

**SECTION 4.** G.S. 160A-239.5 reads as rewritten:

**"§ 160A-239.5. Payment of assessments by installments.**

An assessment imposed under this Article is payable in annual installments. The city council must set the number of annual installments, which may not be more than ~~30~~, 25. The installments are due on the date that property taxes are due."

**SECTION 5.** This act becomes effective June 30, 2015, and applies to assessments made on or after July 1, 2015.

In the General Assembly read three times and ratified this the 25<sup>th</sup> day of June, 2015.

s/ Philip E. Berger  
President Pro Tempore of the Senate

s/ Tim Moore  
Speaker of the House of Representatives

s/ Pat McCrory  
Governor

Approved 4:00 p.m. this 29<sup>th</sup> day of June, 2015



Special Assessments for Critical Infrastructure Needs.

§ 153A-210.1. (Article has an expiration date - see note) Purpose; sunset.

(a) Purpose. - This Article enables counties that face increased demands for infrastructure improvements as a result of rapid growth and development to issue revenue bonds payable from special assessments imposed under this Article on benefited property. This Article supplements the authority counties have in Article 9 of this Chapter. The provisions of Article 9 of this Chapter apply to this Article, to the extent they do not conflict with this Article.

(a1) Purpose of Dam Repair. - The General Assembly finds that dam repair is a public purpose promoting flood control and public safety.

(b) Sunset. - This Article expires July 1, 2015. For projects authorized in G.S. 153A-210.2 (a1), this Article expires July 1, 2019. The expiration does not affect the validity of assessments imposed or bonds issued or authorized under the provisions of this Article prior to the effective date of the expiration. (2008-165, s. 2; 2013-371, ss. 1(a), 3; 2014-89, ss. 1, 2.)

§ 153A-210.2. (Article has an expiration date - see note) Assessments.

(a) Projects. - The board of commissioners of a county may make special assessments as provided in this Article against benefited property within the county for the purpose of financing the capital costs of projects for which project development financing debt instruments may be issued under G.S. 159-103 or for the purpose of financing the installation of distributed generation renewable energy sources or energy efficiency improvements that are permanently fixed to residential, commercial, industrial, or other real property.

(a1) Dam Repair Project. - The board of commissioners of a county may make special assessments as provided in this Article against property that is contiguous to a lake, and benefits from access to the same lake, for the purpose of repairing the dam of that lake. The provisions of this subsection only apply to a privately owned dam formerly used for textile mill purposes, forming a lake between 225 and 325 acres in area.

(b) Costs. - The board of commissioners must determine a project's total estimated cost. In addition to the costs allowed under G.S. 153A-193, the costs may include any expenses allowed under G.S. 159-84. A preliminary assessment roll may be prepared before the costs are incurred based on the estimated cost of the project.

(c) Method. - The board of commissioners must establish an assessment method that will most accurately assess each lot or parcel of land subject to the assessments according to the benefits conferred upon it by the project for which the assessment is made. In addition to other bases upon which assessments may be made under G.S. 153A-186, the board may select any other method designed to allocate the costs in accordance with benefits conferred. In doing so, the board may provide that the benefits conferred are measured on the basis of use being made on the lot or parcel of land and provide for adjustments of assessments upon a change in use, provided that the total amount of all assessments is sufficient to pay the costs of the project after the adjustments have been made. (2008-165, s. 2; 2008-187, s. 47.5(a); 2009-525, s. 1(a); 2013-371, ss. 1(b), 3; 2014-89, s. 3.)

§ 153A-210.3. (Expires July 1, 2015) Petition required.

(a) Petition. - The board of commissioners may not impose a special assessment under this Article unless it receives a petition for the project to be financed by the assessment signed by (i) at least a majority of the owners of real property to be assessed and (ii) owners who represent at least sixty-six percent (66%) of the assessed value of all real property to be assessed. For purposes of determining whether the petition has been signed by a majority of owners, an owner who holds title to a parcel of real property alone shall be treated as having one vote each, and an owner who shares title to a parcel of real property with one or more other owners shall have a vote equal to one vote multiplied by a fraction, the numerator of which is one, and the denominator of which is the total number of owners of the parcel. For purposes of determining whether the assessed value represented by those signing the petition constitutes at least sixty-six percent (66%) of the assessed value of all real property to be assessed, an owner who holds title to a parcel of real property alone shall have the full assessed value of the parcel included in the calculation, and an owner who shares title to a parcel of real property with one or more other owners shall have their proportionate share of the full assessed value of the parcel included in the calculation. The petition must include the following:

- (1) A statement of the project proposed to be financed in whole or in part by the imposition of an assessment under this Article.
- (2) An estimate of the cost of the project.
- (3) An estimate of the portion of the cost of the project to be assessed.

(b) **Petition Withdrawn.** - The board of commissioners must wait at least 10 days after the public hearing on the preliminary assessment resolution before adopting a final assessment resolution. A petition submitted under subsection (a) of this section may be withdrawn if notice of petition withdrawal is given in writing to the board signed by at least a majority of the owners who signed the petition submitted under subsection (a) of this section representing at least fifty percent (50%) of the assessed value of all real property to be assessed. The board may not adopt a final assessment resolution if it receives a timely notice of petition withdrawal.

(c) **Validity of Assessment.** - No right of action or defense asserting the invalidity of an assessment on grounds that the county did not comply with this section may be asserted except in an action or proceeding begun within 90 days after publication of the notice of adoption of the preliminary assessment resolution. (2008-165, s. 2; 2013-371, ss. 1(c), 3.)

**§ 153A-210.4. (Expires July 1, 2015) Financing a project for which an assessment is imposed.**

(a) **Financing Sources.** - A board of commissioners may provide for the payment of the cost of a project for which an assessment may be imposed under this Article from one or more of the financing sources listed in this subsection. The assessment resolution must include the estimated cost of the project and the amount of the cost to be derived from each respective financing source.

(1) Revenue bonds issued under G.S. 153A-210.6.

(2) Project development financing debt instruments issued under the North Carolina Project Development Financing Act, Article 6 of Chapter 159 of the General Statutes.

(3) General obligation bonds issued under the Local Government Bond Act, Article 4 of Chapter 159 of the General Statutes.

(4) General revenues.

(b) **Assessments Pledged.** - An assessment imposed under this Article may be pledged to secure revenue bonds under G.S. 153A-210.6 or as additional security for a project development financing debt instrument under G.S. 159-111. If an assessment imposed under this Article is pledged to secure financing, the board of commissioners must covenant to enforce the payment of the assessments. (2008-165, s. 2; 2009-525, s. 1(b); 2013-371, s. 3.)

**§ 153A-210.5. (Expires July 1, 2015) Payment of assessments by installments.**

An assessment imposed under this Article is payable in annual installments. The board of commissioners must set the number of annual installments, which may not be more than 30. The installments are due on the date that property taxes are due. (2008-165, s. 2; 2013-371, s. 3.)

**§ 153A-210.6. (Expires July 1, 2015) Revenue bonds.**

(a) **Authorization.** - A board of commissioners that imposes an assessment under this Article may issue revenue bonds under Article 5 of Chapter 159 of the General Statutes to finance the project for which the assessment is imposed and use the proceeds of the assessment imposed as revenues pertaining to the project.

(b) **Modifications.** - This Article specifically modifies the authority of a county to issue revenue bonds under Article 5 of Chapter 159 of the General Statutes by extending the authority in that Article to include a project for which an assessment may be imposed under this Article. In applying the provisions of Article 5, the following definitions apply:

(1) **Revenue bond project.** - Defined in G.S. 159-81(3). The term includes projects for which an assessment is imposed under this Article.

(2) **Revenues.** - Defined in G.S. 159-81(4). The term includes assessments imposed under this Article to finance a project allowed under this Article. (2008-165, s. 2; 2013-371, s. 3.)

**§ 153A-210.7. (Expires July 1, 2015) Project implementation.**

A county may act directly, through one or more contracts with other public agencies, through one or more contracts with private agencies, or by any combination thereof to implement the project financed in whole or in part by the imposition of an assessment imposed under this Article. If no more than twenty-five percent (25%) of the estimated cost of a project is to be funded from the proceeds of general obligation bonds or general revenue, a private agency that enters into a contract with a county for the implementation of all or part of the project is subject to the provisions of Article 8 of Chapter 143 of the General Statutes only to the extent specified in the contract. In the event any contract relating to construction a substantial portion of which is to be performed on publicly owned property is excluded from the provisions of Article 8 of Chapter 143, the county or any trustee or fiduciary responsible for disbursing funds shall obtain certification acceptable to the county in the amount due for work done or materials supplied for which payment will be paid from such disbursement. If the county or any trustee or fiduciary responsible for disbursing funds receives notice of a claim from any person who would be entitled to a mechanic's or materialman's lien but for the fact that the claim relates to work performed on or supplies provided to publicly owned property, then either no disbursement of funds may be made until the county, trustee, or fiduciary receives satisfactory proof of resolution of the claim or funds in the amount of the claim shall be set aside for payment thereof upon resolution of the claim. (2009-525, s. 1(c); 2013-371, s. 3.)

**§ 153A-200. Enforcement of assessments; interest; foreclosure; limitations.**

(a) Any portion of an assessment that is not paid within 30 days after the day that notice of confirmation of the assessment roll is published shall, until paid, bear interest at a rate to be fixed in the assessment resolution. The maximum rate at which interest may be set is eight percent (8%) per annum.

(b) If an installment of an assessment is not paid on or before the due date, all of the installments remaining unpaid immediately become due, unless the board of commissioners waives acceleration. The board may waive acceleration and permit the property owner to pay all installments in arrears together with interest due thereon and the cost to the county of attempting to obtain payment. If this is done, any remaining installments shall be reinstated so that they fall due as if there had been no default. The board may waive acceleration and reinstate further installments at any time before foreclosure proceedings have been instituted.

(c) A county may foreclose assessment liens under any procedure provided by law for the foreclosure of property tax liens, except that (i) lien sales and lien sale certificates are not required and (ii) foreclosure may be begun at any time after 30 days after the due date. The county is not entitled to a deficiency judgment in an action to foreclose an assessment lien. The lien of special assessments is inferior to all prior and subsequent liens for State, local, and federal taxes, and superior to all other liens.

(d) No county may maintain an action or proceeding to foreclose any special assessment lien unless the action or proceeding is begun within 10 years from the date that the assessment or the earliest installment thereof included in the action or proceeding became due. Acceleration of installments under subsection (b) of this section does not have the effect of shortening the time within which foreclosure may be begun; in that event the statute of limitations continues to run as to each installment as if acceleration had not occurred. (1963, c. 985, s. 1; 1965, c. 714; 1973, c. 822, s. 1.)

**§ 153A-202. Assessments on property held by tenancy for life or years; contribution.**

(a) Assessments upon real property in the possession or enjoyment of a tenant for life or a tenant for a term of years shall be paid pro rata by the tenant and the remaindermen after the life estate or by the tenant and the owner in fee after the expiration of the tenancy for years according to their respective interests in the land as calculated pursuant to G.S. 37-13.

(b) If a person having an interest in land held by tenancy for life or years pays more than his pro rata share of an assessment against the property, he may maintain an action in the nature of a suit for contribution against any delinquent party to recover from that party his pro rata share of the assessment, with interest thereon from the date of the payment; and in addition, he is subrogated to the right of the county to a lien on the property for the delinquent party's share of the assessment. (1963, c. 985, c. 1; 1965, c. 714; 1973, c. 822, s. 1.)

**§ 153A-203. Lien in favor of a cotenant or joint owner paying special assessments.**

Any one of several tenants in common or joint tenants (other than copartners) may pay the whole or any part of a special assessment made against property held in common or jointly. Any amount so paid that exceeds his share of the assessment and that was not paid through agreement with or on behalf of the other joint owners is a lien in his favor upon the shares of the other joint owners. This lien may be enforced in a proceeding for actual partition, a proceeding for partition and sale, or by any other appropriate judicial proceeding. This lien is not effective against an innocent purchaser for value until notice of the lien is filed in the office of the clerk of superior court in the county in which the land lies and indexed and docketed in the same manner as other liens required by law to be filed in that clerk's office. (1963, c. 985, s. 1; 1965, c. 714; 1973, c. 822, s. 1.)

**§ 153A-204. Apportionment of assessments.**

If a special assessment has been made against property that has been or is about to be subdivided, the board of commissioners may, with the consent of the owner of the property, (i) apportion the assessment among the lots or tracts within the subdivision, or (ii) release certain lots or tracts from the assessment if, in the board's opinion, the released lots or tracts are not benefited by the project, or (iii) both. Upon an apportionment each of the lots or tracts in the subdivision is released from the lien of the original assessment, and the portion of the original assessment assessed against each lot or tract has, as to that lot or tract, the same force as the original assessment. At the time the board makes an apportionment under this section, the clerk shall enter on the minutes of the board the date, hour, and minute of apportionment and a statement to the effect that the apportionment is made with the consent of the owners of the property affected, which entry is conclusive in the absence of fraud. The apportionment is effective at the time shown in the minute book. Apportionments may include past due installments with interest, as well as installments not then due; and any installment not then due shall fall due at the same date as it would have under the original assessment. (1963, c. 985, s. 1; 1965, c. 714; 1973, c. 822, s. 1.)

**§ 153A-210.5. (Article has an expiration date – see note) Payment of assessments by installments.**

An assessment imposed under this Article is payable in annual installments. The board of commissioners must set the number of annual installments, which may not be more than 25. The installments are due on the date that property taxes are due. (2008-165, s. 2; 2013-371, s. 3; 2015-121, s. 3.)

**SUBJECT: Follow-Up to Special Meeting, Public Hearings & Work Session**

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

**SUMMARY: Award of bid for Buck Spring – Phase I Cabin Construction is presented for Board’s review and approval. Project Architect, Solex Architecture, has recommended DanCo Builders, Inc. at \$485,878. Authorize County Manager to seek financing for the project. The County currently has some funding on hand in the capital project that will reduce the amount to be financed to approximately \$320,000.**

**FUNDING SOURCE: Buck Spring Project – Phase I Capital Project Ordinance**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend Board accept bid from DanCo Builders, Inc. at \$485,878, and authorize the County Manager to seek financing for the project.**

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**NOTES:**

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## Buck Spring Phase I Cabin Construction

Page 1 of 2



Solex Architecture, Inc.  
308 Craghead Street, Suite 102-C  
Danville, Virginia 24541  
434.688.0767  
[www.solexarchitecture.com](http://www.solexarchitecture.com)

April 25, 2016

Mrs. Linda Worth  
County Manager  
Warren County  
602 West Ridgeway Street  
P.O. Box 619  
Warrenton, North Carolina 27589

**RE: Recommended Award for Construction of the Warren County Buck Spring Project – Phase I**

Dear Mrs. Worth:

The referenced project was advertised and bids were received on April 5, 2016. However, due to the limited response of only two bidders, the project was advertised a second time to fulfill the County's procurement requirements. The second bid due date and time was on April 20, 2016 at 2:00 pm.

Solex Architecture and its team recommend the County enter into contract preparation and negotiations with the lowest responsive and responsible bidder. That entity is DanCo Builders, Inc. with a submitted base bid of \$485,878.00. Please find the Bid Tabulation Form attached to this letter.

We greatly appreciate the opportunity to work with you on this project. We hope that the Board of Commissioners reviews and approves the project. If you have any questions or would like to discuss any items in this proposal, please feel free to contact us at (434) 688-0767.

Sincerely yours,

Solex Architecture, Inc.

A handwritten signature in black ink that reads 'Jeffrey L. Bond'.

Jeffrey L. Bond, AIA, LEED AP BD+C  
Architect | Owner

# Buck Spring Phase I Cabin Construction

Page 2 of 2

Bid Tabulation Form  
Warren County - Buck Spring Plantation  
Phase 1 - The Cabin  
Bids Due @ 2pm on April 20, 2016

Contractor	License No.	Bid Bond	Receipt of Addenda 1 & 2	Bid Amount	Alternate 1 Fire Alarm
Daw Co. Builders, Inc.	23259	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$465,578	\$5,010
H. Co. Reynolds Co., Inc.	14149	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$565,000	\$5,500
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

Prepared and certified by Jeffrey L. Bond, AIA, LEED AP BD+C



**SOLEX**  
ARCHITECTURE

**Meeting Date: May 2, 2016**

**Agenda Item # 9-A**

**SUBJECT: Board of Elections**

**REQUESTED BY: Debbie Formyduval, Director  
Dr. Merwin Dieckman, Chairman**

**SUMMARY: Certification of March 15, 2016 Warren County Primary Election is presented for Board's information.**

**FUNDING SOURCE:**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend acceptance of March 15, 2016 Primary Election Certification.**

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**NOTES:**

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**2016 Primary Election  
3/15/2016 Abstract of Votes  
for Warren County, NC**

**15 paged document has been  
provide in a separate e-mail.**



**SUBJECT: Board of Elections**

**REQUESTED BY: Debbie Formyduval, Director  
Dr. Merwin Dieckman, Chairman**

**SUMMARY: Warren County Board of Commissioners acknowledge the June 7, 2016  
Special Election and additional expenses related to same.**

**FUNDING SOURCE: FY 15-16 Budget Amendment #10 adopted in Agenda Item 7A appropriates  
the necessary funds to cover the cost of the special election**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend Board acknowledge the 6/7/16 Special Election and the additional expenses related to  
same.**

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**NOTES:**

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Official Election Notice

County of Warren

Warren County Board of  
Elections

## 2016 Non-Partisan Election ELECTION DATE: June 7, 2016

This is an official notice of an election to be conducted in Warren County on June 7, 2016. This notice contains a list of all of the ballot measures and federal, State, and local offices this county expects, as of this date, to be on the ballot on the date of the election. The election will be for the office of North Carolina Associate Supreme Court Justice.

An Election Notice will be prepared not later than 100 days before a regularly scheduled election that permits absentee voting, and as soon as practicable in the case of an election or vacancy election not regularly scheduled. For a second primary, an Election Notice will be prepared, no later than the day following the date the appropriate board of elections orders that a second primary be held.

As soon as ballot styles are printed, this county board of elections will update this notice with the certified candidates for each office and ballot measures and referenda questions that will be on the ballot. For General Elections during even-numbered years, ballots will be printed **60 days** prior to the election. For statewide primaries and other elections (except municipal elections), ballots will be printed **50 days** prior to the election. Municipal ballots are available **30 days** prior to Election Day. **You must request an updated Election Notice.**

### Transmitting a Federal Write-in Absentee Ballot:

This notice may be used in conjunction with the federal write-in absentee ballot (FWAB). Covered military & overseas voters seeking to vote by absentee ballot may use the FWAB to register to vote, request an absentee ballot, and vote an official military-overseas ballot. When using the FWAB to register to vote, and/or request an absentee ballot, please transmit your signed and completed FWAB no later than **5:00 p.m. on the day before Election Day**. If submitted later than this day and time, your absentee ballot will not be counted. Federal write-in absentee ballots are available at [www.NCSBE.gov](http://www.NCSBE.gov). You may also request a regular absentee ballot by using the federal postcard application (FPCA), available at [www.FVAP.gov](http://www.FVAP.gov). A regular ballot can be mailed, faxed or emailed to you. You may return the FWAB or a regular absentee ballot by mail, secure fax (1-919-715-0351) or email [absentee@ncsbe.gov](mailto:absentee@ncsbe.gov).

### Marking a Federal Write-in Absentee Ballot:

When marking a FWAB, for each office for which you wish to vote, write in either a candidate's name or political party designation. For ballot measures or referenda, write either "YES" (you are *for* the ballot measure or referendum) or "NO" (you are *against* the ballot measure or referendum). In a primary, if you are registered as Democrat, Republican or Libertarian, for partisan contests, you may only vote for the candidates of the party for which you are affiliated. You are also eligible to vote for non-partisan contests. If you are registered as unaffiliated ("Independent"), in a primary, you may choose to vote for the partisan contests of one of the parties or you may choose to vote for non-partisan contests only. Please contact your local [board of elections](#) to confirm your party affiliation or voter registration status.

## Memo

To: Gloria Edmonds-Finance Director  
Linda Worth -County Manager

From: Debbie Formyduval 

cc: file

Date: April 20, 2016

Re: June 7, 2016 Special Election

On June 7, 2016, our office will conduct a special election for N.C. Supreme Court Associate Justice. This will be the 3<sup>rd</sup> election conducted by our office during the 2015-16 budget year and has placed us in a position to request additional funding to cover the cost of the special election. Attached is a breakdown of anticipated cost for conducting the June election.

Please consider this correspondence a formal request for appropriation by the Warren County Board of Commissioners in the amount of \$25,000.00.

If you have questions, please contact me at 252-257-2114.

## PROJECTED COST FOR SPECIAL ELECTION ON JUNE 7, 2016

One stop operations- May 26, 2016 -June 4, 2016

Required by Statute

Operating on BOE schedule-opening and closing -Statute mandates that all BOE office be open on the last Saturday before Election Day.

Staffing-Minimum-One individual will perform check in of voters and the second will take the voter to the machines. (BOE staff will also assist)

Voter Equipment Logic and Accuracy Testing will be performed by staff. Additional savings to CBE -10-15 thousand dollars.

All precincts in county must be open to voters on June 7, 2016. Staff will deliver voter equipment on Monday, June 6, 2016 and pickup on Wednesday June 8, 2016. A rental truck is required because of laptops, printers, voter equipment racks, precinct tubs.

Total Projected Cost of this election to Warren County.

One stop staffing-2 employees @\$582.61 for period	\$1,748.00
Election Day Cost	
Precinct Rental 14 @\$50.00 ea.	\$ 700.00
Election Day Precinct Officials	
14 Chief Judges (16 hours @12.00/hr)	\$2,688.00
28 Judges of Election (1 Rep. & 1 Dem) 15 hours@ \$10.00/hr)	\$4,200.00
14 Assistants @9.00/hr. X15 hours	\$1,890.00
Training of all officials 56@\$15.00 each	\$840.00
Random Hand-Eye Count per Statute(3 persons @10.4038 X 1.5 hours)	\$50.00
Canvass attendance by Chief Judges (20.00 per statute X14)	\$280.00
Board Member Expense 6 absentee	

meetings per statute @\$75.00/mtg.	\$450.00
Ballot Coding & Preparation	\$10,000.00
Laptop Rental /Precinct official Training	\$10,000.00
Penske -Lift gate truck rental (based on 3/15/16 Election cost)	\$1,100.00
Legal Notices -Notice of Buffer Zones, Notice of Absentee Meetings, Notice of Election and Notice of Precinct Official Appointment	\$2,000.00
Ballotar-In-house printing of ballots for curbside/provisional needs	\$400.00
Total Projected cost of June 7, 2016 election	\$36,346.00

**Meeting Date: May 2, 2016**

**Agenda Item # 10-A**

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

**REQUESTED BY: Dr. Elton Brown, Chair – Lake Gaston Weed Control Council (LGWCC)**

**SUMMARY: It is presented on recommendation of the LGWCC to reappoint the following individuals to an additional term on the LGWCC. Term duration: June 30, 2016 – June 30, 2019.**

**Anthony Moran 2<sup>nd</sup> term  
Wayne Robinson 3<sup>rd</sup> term**

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

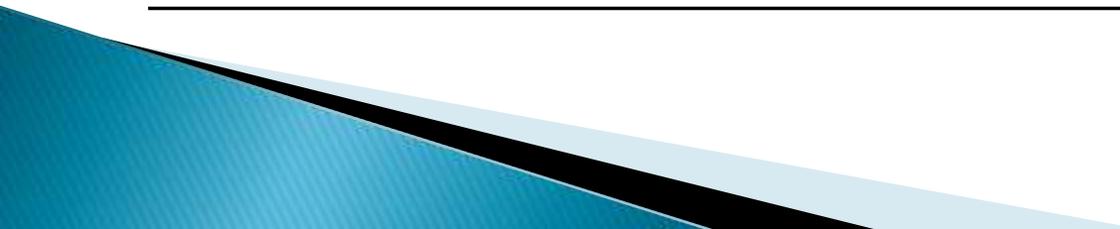
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**NOTES:**

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RECEIVED  
MAR 28 2016  
BY: RP

Board, Committee  
Commission  
vacancies were  
advertised in both:  
Warren Record &  
Lake Gaston  
Gazette  
newspapers in  
March 2016.

### Warren County Notification of Board Member Opening

The following Warren County Boards have vacancies (or will have vacancies) to be filled from the general public:

- ABC Commission
- Adult Care Home Community Advisory Committee
- Aging Advisory Council
- Board of Equalization and Review
- Citizens Advisory (Districts IV & V)
- Economic Development Commission
- Fire Commission - Alternate
- Historic Preservation Commission
- Home & Community Care Block Grant
- Home Health Advisory Board
- Industrial Facilities & Pollution Control Financing Authority
- Juvenile Crime Prevention Council
- Lake Gaston Weed Control
- Memorial Library Board of Trustees
- Nursing Home Advisory Council
- Planning Board
- Recreation Commission
- Region K Workforce Development Board
- Senior Center Advisory Council
- Zoning Board of Adjustment

Appointees must be legal residents of Warren County, NC. Individuals interested in consideration for appointment should request a "Statement of Interest to Serve" from the Warren County Manager's Office, the board/committee of interest or by visiting the county website at:

<http://www.warrencountync.com/onLineForms.aspx>.

For questions call (252)257-3115.

Angelena Kearney-Dunlap, Clerk  
WARREN COUNTY BOARD OF COMMISSIONERS

### AFFIDAVIT OF PUBLICATION

Before the undersigned, Leanne Patrick, a Notary Public, duly commissioned, qualified, and authorized by law to administer oaths, personally appeared Della Rose, who being first duly sworn, deposes and says: that she is the Editor, engaged in the publishing of a newspaper known as the Lake Gaston Gazette-Observer, published issued and entered as second class mail in the City of Littleton, North Carolina, in Warren County, North Carolina; that she is authorized to make this affidavit and sworn statement: that the notice or other legal advertisement, a true copy of which is attached hereto, was published in the Lake Gaston Gazette-Observer, on the following dates:

March 23, 2016

and that the said newspaper in which such notice, paper document or legal advertisement was published was, at the time of each and every such publication, a newspaper meeting all of the requirements and qualifications of section 1-597 of the General Statutes of North Carolina.

Della Rose  
Della Rose

Sworn to and subscribed before me, Leanne Patrick, a Notary Public, in and for the County of Warren, by Della Rose, this:

03/24/2016

Leanne Patrick  
Leanne Patrick, Notary Public

My commission expires: 03/04/2020



**From:** TB Winebrenner [<mailto:tbwine@embarqmail.com>]

**Sent:** Monday, March 28, 2016 2:06 PM

**To:** Angelena Dunlap <[angelenakdunlap@warrencountync.gov](mailto:angelenakdunlap@warrencountync.gov)>

**Cc:** Tom Winebrenner <[tbwine@embarqmail.com](mailto:tbwine@embarqmail.com)>; Elton Brown <[eyesehb3@gmail.com](mailto:eyesehb3@gmail.com)>; Pete Deschenes <[stugaville@embarqmail.com](mailto:stugaville@embarqmail.com)>; Judge Manning <[hfis@3rddoor.com](mailto:hfis@3rddoor.com)>

**Subject:** Reappointment of Tony Moran and Wayne Robinson to the LGWCC

**Dear Angelena,**

**The terms on the Lake Gaston Weed Control Council for Wayne Robinson and Tony Moran expire on June 30 of this year.**

**They have been active in their roles on the Weed Council and represented Warren County very well.**

**We hope they can be reappointed for another term on the organization.**

**Thank you very much.**

**Sincerely,**

**Dr. Elton Brown, President**

**Peter Deschenes, Vice President**

**J. Rives Manning, Treasurer**

**Tom Winebrenner, Secretary,**

**Executive Committee**



A. Moran

Statement of Interest to Serve

Page 1 of 2

STATEMENT OF INTEREST TO SERVE

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

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

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

- 1. Lake Gaston Weed Control Council
- 2. \_\_\_\_\_ 4. \_\_\_\_\_

Your full name Anthony B. Moran  
Date of Birth 5-15-44 Sex M Race W  
Mailing Address 113 Beach Ct  
City and Zip Code Warrenton, NC 27589  
Street Address Same  
City and Zip Code \_\_\_\_\_  
Home Phone 252-586-6045 Work Phone \_\_\_\_\_  
Job Title Retired  
Company or Agency \_\_\_\_\_  
Email Address watermanbig@earthlink.net

Do you live in the county? Yes  No   
Please list your County Commissioner District District # 2  
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended Holy Cross H.S. Fresh Meadows, NY  
Name and Address of College Attended St. John's Univ Fresh Meadows, NY  
Degree Received B.A.

Please list any military experience US Army 1965-1970  
2nd Inf Div

A. Moran

Statement of Interest to Serve

Page 2 of 2

Lake Gaston Weed Control Council - 2014 to present  
Warren County Planning Board - 2011 to present

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

Citizen's Advisory Council - Board Use  
Roanoke/Walton VFD Tax Board

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

Work Experience Lowell Valley Fire Water President Fayetteville, NC  
Reichhold Chemical, Reg. Sales Mgr RTP NC  
Borden Chemical, Reg. Sales Mgr Fayetteville, NC

Roanoke/Walton VFD Tax Board - 2010 to Present  
Volunteer Experience Warren City CAC - Board Use - 2009 - Present  
Cumberland City Planning District 2008 Present  
Fayetteville Area Food Dev. Corp 2005-2007

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

Newspaper  Current Warren County Volunteer  Other

If other, please explain: County Com. Meetings

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 Christy Allen

Date 3-30-16

Please feel free to attach a resume if so desired.

L.W. Robinson

Statement of Interest to Serve

Page 1 of 2

STATEMENT OF INTEREST TO SERVE

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

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

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

- 1. Weed Council
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

Your full name Larry Wayne Robinson  
Date of Birth 10-3-45 Sex M Race W  
Mailing Address 126 Malcolm St.  
City and Zip Code Macon 27551  
Street Address 126 Malcolm St.  
City and Zip Code Macon 27551  
Home Phone 252-257-4844 Work Phone Retired  
Job Title Retired  
Company or Agency Retired  
Email Address None

Do you live in the county? Yes  No

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

Educational Background

Name and Address of High School Attended John Graham/Warrenton N.C.  
Name and Address of College Attended None  
Degree Received High School

Please list any military experience None

L.W. Robinson

Statement of  
Interest to Serve

Page 2 of 2

If you are presently serving as an elected or appointed official, please explain: I Was Elected To The Weed Counsel Several years Ago

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

Work Experience Worked At Howell Steel In Weldon 25 years / Worked With Dept. of Corrections Until Retirement

Volunteer Experience Church Deacon Sunday School Teacher Mason Weed Counsel Scout Leader Warren Co. Relay For Life

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

Newspaper  Current Warren County Volunteer  Other

If other, please explain: I Was Told By Comm. U.S. Ross

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 Larry Wayne Robinson

Date 4-3-16

*Please feel free to attach a resume if so desired.* I Have Tried To Attend All Meeting Unless My Wife or I Was Sick. I Have Always Been On Time. I Have Always Voted For The Good of The County And The Weed Council, Thank You

Wayne Robinson

**Meeting Date: May 2, 2016**

**Agenda Item # 10-B**

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

**REQUESTED BY: Andy Smith, Health Director**

**SUMMARY: Having been tabled from the November 2015 board meeting, it is again presented on recommendation of the Home Health Advisory Board to re-appoint Dana Conn to the Home Health Advisory Board for a fourth (4<sup>th</sup>) term. This vacancy has been advertised in the local paper as well as by word of mouth, with no response from the public.  
If re-appointed, term duration is October 2015 to October 1, 2018.**

**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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## WARREN COUNTY HEALTH DEPARTMENT

544 WEST RIDGEWAY STREET

WARRENTON, NC 27589

(252) 257-1185

FAX: (252) 257-2897

George A. Smith, RS, MPA  
Health Director

April 13, 2016

TO: Angelena Kearney-Dunlap, Clerk  
Warren County Board of Commissioners

FROM: Warren County Home Health Advisory Board  
Andy Smith  
Health Director

Attn: Angelena Kearney-Dunlap

On April 13, 2016, members of the Warren County Home Health Advisory board would like to recommend to the Warren County Commissioners to re-appoint Ms. Dana Conn to the Warren County Home Health Advisory Board for another three-year term. Ms. Conn's re-appointment is necessary to the fact that the board has trouble recruiting new members and therefore since Ms. Conn is willing to serve allows the board to continue to function in its advisory role. Without the re-appointment of Ms. Conn, the Warren County Home Health Advisory Board may not be able to continue to meet on a quarterly basis with a quorum of members and be able to advise the Warren County Board of Health and Health Director on issues related to the Home Health program.

Sincerely,

Andy Smith, REHS, MPA

Health Director

Warren County Health Department

D. Conn  
Statement of  
Interest to Serve  
Page 1 of 2

### STATEMENT OF INTEREST TO SERVE

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

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

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

1. Warren County Home Health Advisory Board
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name Dana Clary Conn  
Date of Birth 12/27/70 Sex F Race W  
Mailing Address 117 Conns Farm Rd  
City and Zip Code Warrenton, NC 27589  
Street Address same as above  
City and Zip Code \_\_\_\_\_  
Home Phone N/A Cell 252-213-2279 Work Phone 252-257-5000 Ext 5097  
Job Title Income Maintenance Caseworker II  
Company or Agency Warren County Dept of Social Services  
Email Address DanaConn@warrencountync.gov

Do you live in the county? Yes  No

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

#### Educational Background

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

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

**D. Conn**

**Statement of  
Interest to Serve**

**Page 2 of 2**

If you are presently serving as an elected or appointed official, please explain: I presently serve as Chairman to the Board (Home Health Advisory)

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

**Work Experience** I was previously employed at the Warren County Health Dept for 13 years & worked as a processing assistant III in Home Health. Since that time, I have been an employee of Warren County Dept of Social Services & have been promoted to Income Maintenance Caseworker II.

**Volunteer Experience** I have been on the Home Health Advisory board for the past several years. I have volunteered at Kerr Lake Campground serving as Campground host. I also do volunteer & outreach programs with my Church & enjoy giving back to the community in which I was born & raised.

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 D. Conn  
Date 12/8/15

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

**Meeting Date: May 2, 2016**

**Agenda Item # 10-C**

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

**REQUESTED BY: Walter M. Gardner, Fire Chief – Warrenton Rural VFD**

**SUMMARY: It is presented on recommendation of the Warrenton Rural VFD to re-appoint the individuals on the attached list to serve an additional term on the Central Warren Fire Service District for a three year term: March 1, 2016 – March 1, 2019.**

**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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## Central Warren Fire Service District Appointees:

Joyce Green-Williams – 5<sup>th</sup> term

William S. Bugg, Jr. - 2<sup>nd</sup> term

David F. Proctor – 2<sup>nd</sup> term

Eddie Q. Clayton, III – 2<sup>nd</sup> term

(NOTE: appointees must come from within the specific fire service district)



## Warrenton Rural Volunteer Fire Department

*"Serving the Central Warren Fire District and the Town of Warrenton"*

Post Office Box 175

236 South Main Street

Warrenton, North Carolina 27589-0175

Walter M. Gardner, Jr.  
Fire Chief  
(252) 257-3104 Voice  
(252) 257-3108 Fax  
(252) 213-3034 Cell  
[warrentonruralvfd@nc.rr.com](mailto:warrentonruralvfd@nc.rr.com)

Lee Edmonds  
Assistant Fire Chief  
Cell (252) 213-4522

John E. Bialock  
Treasurer  
(252) 257-1572

April 25, 2016

Warren County Board of Commissioners  
Barry Richardson, Fire Commissioner  
602 W. Ridgeway St.  
Warrenton, NC 27589

Ref: Central Warren Fire Service District Appointees

Dear Commissioner Richardson:

Our fire department would like to recommend the re-appointment of the following members of the Central Warren Fire Service District Board of Directors:

- William S. Bugg, Jr.
- Joyce Greene-Williams
- David F. Proctor
- Eddie Q. Clayton III

We appreciate the service that has previously been provided by William Tunstall. He has advised us that he wishes to retire from this board. We are in the process of recruiting a replacement to fill that vacancy.

If you have any questions or concerns, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Walter M. Gardner, Jr.".

Walter M. Gardner, Jr.

## 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

J. Green-Williams

### Statement of Interest to Serve

Page 1 of 2

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

1. Central Warren Fire Service District
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name Joyce Green-Williams  
Date of Birth 8-8-1952 Sex F Race B  
Mailing Address 240 Red Hill Loop Rd  
City and Zip Code WARRENTON, NC 27589  
Street Address \_\_\_\_\_  
City and Zip Code \_\_\_\_\_  
Home Phone 252-257-4509 Work Phone NA  
Job Title \_\_\_\_\_  
Company or Agency \_\_\_\_\_  
Email Address joyoflife27589@yahoo.com

Do you live in the county? Yes  No

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

#### Educational Background

Name and Address of High School Attended Sohn Graham  
Name and Address of College Attended Kistler Jr College  
Degree Received Associates

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

**J. Green-Williams**

**Statement of  
Interest to Serve**

**Page 2 of 2**

If you are presently serving as an elected or appointed official, please explain: Currently serving on the Central Warren Fire Service District Board

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

Work Experience WARREN County Planning Dept (Retired)  
30 yrs.

Volunteer Experience WARREN CO Schools

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 Joyce Williams  
Date 3/3/14

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

# STATEMENT OF INTEREST TO SERVE

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

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

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

1. Central Warren Fire Service District
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name William S. Bugg

Date of Birth 4-11-55 Sex M Race C

Mailing Address 512 NC Highway 58

City and Zip Code Warrenton, NC 27589

Street Address \_\_\_\_\_

City and Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone 252-213-0423

Job Title Retired

Company or Agency \_\_\_\_\_

Email Address wsbugg@embargo@mail.com

Do you live in the county? Yes  No

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

### Educational Background

Name and Address of High School Attended Kell-Vance Acad. - Henderson, NC

Name and Address of College Attended NC SU

Degree Received BS Horticulture, BS Agriculture, MS Crop Science

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

**W.S. Bugg**

**Statement of  
Interest to Serve**

**Page 1 of 2**

**W.S. Bugg**  
**Statement of  
Interest to Serve**  
  
**Page 2 of 2**

If you are presently serving as an elected or appointed official, please explain: Currently serving on the Central Warren Fire Service District Board

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

Work Experience V.P. Eastern Motor Lines, Inc.  
Chairman of Board Kirt-Vance of Academy  
Chairman of Board War. Baptist Church

Volunteer Experience See Above

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 William S. Bugg  
Date 3-31-16

Please feel free to attach a resume if so desired.

# STATEMENT OF INTEREST TO SERVE

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

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

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

1. Central Warren Fire Service District
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name DAVID F. PROCTOR  
Date of Birth 10-24-1938 Sex MALE Race WHITE  
Mailing Address 526 EATON AVE  
City and Zip Code WARRENTON NC 27589  
Street Address 526 EATON AVE  
City and Zip Code WARRENTON NC 27589  
Home Phone 252-257-1580 Work Phone 252-213-0418  
Job Title RETIRED  
Company or Agency WARREN  
Email Address NONE

Do you live in the county? Yes  No

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

## Educational Background

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

Please list any military experience 10 YEARS NATIONAL GUARD

D.F. Proctor

Statement of  
Interest to Serve

Page 1 of 2

**D.F. Proctor**  
**Statement of  
Interest to Serve**  
  
**Page 2 of 2**

If you are presently serving as an elected or appointed official, please explain: Currently serving on the Central Warren Fire Service District Board

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

Work Experience HALIFAX EMC 46 YEARS

Volunteer Experience WARRENTON RURAL FIRE DEPT

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 Douglas F. Proctor

Date 3-31-2016

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

## STATEMENT OF INTEREST TO SERVE

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

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

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

1. Central Warren Fire Service District
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name EDDIE Q. CLAYTON III

Date of Birth 07-01-53 Sex M Race W

Mailing Address 174 FOXFIELD MANOR

City and Zip Code WARRENTON NC 27589

Street Address \_\_\_\_\_

City and Zip Code \_\_\_\_\_

Home Phone 257-1560 Work Phone 257-3455

Job Title SALESMAN

Company or Agency TAR HEEL TIRE SALES

Email Address TARHEELTIRE@VANCE.NET

Do you live in the county? Yes  No

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

### Educational Background

Name and Address of High School Attended JOHN GRAHAM HIGH School

Name and Address of College Attended \_\_\_\_\_

Degree Received \_\_\_\_\_

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

E.Q. Clayton

Statement of  
Interest to Serve

Page 1 of 2

**E.Q. Clayton**  
**Statement of**  
**Interest to Serve**  
  
**Page 2 of 2**

If you are presently serving as an elected or appointed official, please explain: Currently serving on the Central Warren Fire Service District Board

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

Work Experience LAW ENFORCEMENT 5 YEARS, V.F.D. 21 YEARS

Volunteer Experience \_\_\_\_\_

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 Eddie Q. Clayton III  
Date 03-31-16

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

**SUBJECT:** Transcontinental Gas Pipeline Company

**REQUESTED BY:** Pamela Priehs, Acquisitions Agent

**SUMMARY:** Transcontinental Gas Pipeline Company, LLC, has requested (by attached letter) Warren County issue a letter of “No Objection” related to Transco's interstate gas facilities project, which is regulated, reviewed and approved by FERC pursuant to the Natural Gas Act (15 U.S.C. §§ 717 *et seq.*). Such interstate gas pipeline projects are subject to the exclusive regulatory control and oversight of FERC pursuant to the Natural Gas Act. Because the Building to be constructed in Warren County would be built as part of a FERC-approved interstate gas pipeline project, the building is regulated by FERC.

**FUNDING SOURCE:** N/A

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend the Board issue a letter of “No Objection” to the Transcontinental Gas Pipeline Company’s interstate gas facilities project which is regulated reviewed and approved by the Federal Energy Regulatory Commission and as such is exempt from the state requirement for building permits.

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**NOTES:**

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# Transcontinental Gas Pipeline Company

Page 1 of 6

WOMBLE  
CARLYLE  
SANDRIDGE  
& RICE  
A LIMITED LIABILITY  
PARTNERSHIP

One West Fourth Street  
Winston-Salem, NC 27101

Telephone: (336) 721-3600  
Fax: (336) 721-3660  
www.wcsr.com

Ronald R. Davis  
Direct Dial: 336-721-3771  
Direct Fax: 336-726-6006  
E-mail: RDavis@wcsr.com

April 14, 2016

Mr. Ken Krulik  
Warren County Code Enforcement & Planning & Zoning Department  
542 W. Ridgeway St.  
Warrenton, NC 27589

**Re: Transcontinental Gas Pipeline Company, LLC**

Dear Mr. Krulik:

I understand that Pam Priehs, working on behalf of Transcontinental Gas Pipeline Company, LLC ("Transco") will be delivering this letter to you on behalf of Transco. I further understand that you and Ms. Priehs have been in conversations regarding Transco's ongoing project of improvements to the gas transmission pipelines in Warren County as part of Transco's Atlantic Sunrise and Dalton Expansion projects (the "Projects"). Finally, I understand that although Warren County has agreed that it has no objection to the Projects as to zoning, you have requested this letter in order for you to consult the county commissioners for a waiver of the permit process for building permits.

The Projects would transport Marcellus shale gas to North Carolina and the southeastern United States for electric power generation and natural gas distribution. In connection with the Projects, Transco needs to install a ten-foot (10') by eight-foot (8') building (the "Building") in Warren County in order to house certain equipment necessary for the Projects' pipeline operations. The Project is currently under review for certification as a Federal Energy Regulatory Commission ("FERC") certified interstate natural gas facility installation project. Once such certification is granted, the Building will be constructed pursuant to a FERC certificate.

The Projects, like all of Transco's interstate gas facilities, is regulated, reviewed, and approved by FERC pursuant to the Natural Gas Act (15 U.S.C. §§ 717 *et seq.*). Such interstate gas pipeline projects are subject to the exclusive regulatory control and oversight of FERC pursuant to the Natural Gas Act.

Because the Building to be constructed in Warren County would be built as part of a FERC-approved interstate gas pipeline project, the building is regulated by FERC. I would

**Transcontinental Gas  
Pipeline Company**

**Page 2 of 6**

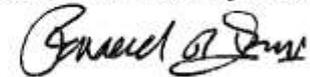
appreciate your confirmation that as long as the Building is constructed as part of a FERC-approved project, Warren County would have no objection to its construction as part of the Projects.

As you may know, our firm has had the privilege of representing Warren County for a very long time. We also have represented Transco since around 1949. We are writing this letter since we understand that both Warren County and Transco are working together on this project and are not adverse to each other. Because of our long relationship with the County, we have reached out to the County Attorney to make sure she is aware of our firm's involvement and comfortable with us writing this letter as requested by all parties.

Thank you in advance for your kind assistance.

Best regards,

**WOMBLE CARLYLE SANDRIDGE & RICE**  
*A Limited Liability Partnership*



Ronald R. Davis

RRD/jh

Transcontinental Gas  
Pipeline Company

Page 3 of 6



**Halifax County**  
**DEPARTMENT OF GENERAL PROPERTIES**  
**& INSPECTIONS**

P. O. Box 699  
Halifax, Virginia 24558-0699  
Telephone: (434) 476-3300 Ext. 3323  
Fax: (434) 476-3384  
E-Mail: [otis.vaughan@co.halifax.va.us](mailto:otis.vaughan@co.halifax.va.us)

Otis C. Vaughan, Jr. CBO  
Director of General Properties  
And Inspections

April 7, 2016

Pam Priehs  
Land Agent  
Transcontinental Gas Pipe Line

Re: Transcontinental Gas Pipe Line  
Dalton Odorization Project-South Boston, VA

Ms. Priehs,

This is in reference to your questions concerning the South Boston project. I have looked through the scope of work for the Dalton Odorization Project (W.O. 1165690) that was submitted to me. After reviewing these documents, I am issuing a letter of no objection for this project. The described project is regulated by the Federal Energy Regulatory Commission (FERC)

The Federal Energy Regulatory Commission has the jurisdiction to regulate and approve the construction of these facilities such as Dalton Odorization Project in South Boston, VA.

Sincerely,

Otis C. Vaughan, Jr.  
Halifax County Building Official

Transcontinental Gas  
Pipeline Company

Page 4 of 6



**Hertford County**

INSPECTIONS DEPARTMENT  
P.O. Box 424  
Winton, North Carolina 27986  
Phone: (252) 358-7813 • Fax: (252) 358-1241

April 1, 2016

Transcontinental Gas Pipe Line Co, LLC  
2800 Post Oak Blvd  
Houston, TX 77056-6106

RE: Transco/Williams Gas Facilities for Property Identified as PIN#5983-14-6136

To Whom It May Concern:

This letter is in response to your request concerning a proposed building being located on your property identified in Hertford County Land Records as PIN#5983-14-6136. You have represented to us that these are facilities regulated by the Federal Energy Regulatory Commission (FERC) under the Natural Gas Act and local authority to regulate any improvements to this facility is preempted by the Natural Gas Act.

Based upon your representations, it appears that the proposed project is exempt from the requirement for building permits according to the following information from the North Carolina State Building Code: Law and Administration Code Section 101.2 Exceptions (3).

**NSB101.2 Scope.** The provisions of this code shall apply to the construction, *alteration*, movement, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures.

**Exceptions:**

3. The design, construction, location, installation or operation of equipment for storing, handling and transporting liquefied petroleum gases for fuel purposes up to the outlet of the first stage pressure regulator, and anhydrous ammonia or other liquid fertilizers.

As I received no copy of the attachment sent to Mr. Early, I cannot address any of the other codes that may be applicable. (I.e. electrical)

Sincerely,

Ruth Bek

Chief Code Enforcement Officer

Transcontinental Gas  
Pipeline Company

Page 5 of 6

Building Officials Office

Mecklenburg County



Post Office Box 307  
Boydton, Virginia 23917

Phone: (434) 738-6191  
(434) 447-7636  
(434) 374-2154

March 24, 2016

Pam Priehs, Senior Right of Way Agent for  
G & P Land  
pampriehs@yahoo.com

RE: Transco/Williams Gas Facilities Proposed Property

Dear Ms. Priehs,

This is in response to your request concerning a proposed addition to existing meter site to be constructed by Transco/Williams Gas Facilities.

After an initial review of the proposed construction and upgrades you have submitted to be performed in our locality, it appears that the only permit required from this office is an electrical permit.

I have enclosed an application for your convenience.

If my staff or I can be of any further assistance, please let us know.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Eddie Harris", is written over a horizontal line.

Eddie Harris, Building Official  
Mecklenburg County, VA

**Transcontinental Gas  
Pipeline Company**

**Page 6 of 6**

**Northampton County Code Enforcement Office**

Building Inspection Department

**P O BOX 97**

9495 Hwy 305 N

**Jackson, North Carolina 27845**

**Phone: (252)534-5171**

**Fax: (252)534-1538**

March 21, 2016

Trans-Continental Gas will be exempt from a building permit for parcel #03-04059.

An electrical permit will be required for this project.

*Jason McAllister 3/21/16*

Jason McAllister  
Code Enforcement Officer

SUBJECT: Extension of I-85 Welcome Center South Bound Maintenance Agreement

REQUESTED BY: Joseph R. Hopkins, NC DOT, Division 5 Engineer

SUMMARY: Maintenance Agreement which expired December 31, 2015, has a provision for extension up to five (5) years in one (1) year increments. Therefore it is submitted to approve the first extension of the I-85 Welcome Center South Bound Maintenance Agreement with NC DOT for the period ending December 31, 2016. Authorize Chairman of the Board to sign same.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval and authorization of Chairman of the Board to sign extension form to extend for one additional year the Maintenance Agreement between Warren County and NC DOT for the NC DOT I-85 South Bound Welcome Center Pump Station and the Oine Pump Station, and authorize the Chairman to sign same.

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NOTES:

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Extension of I-85  
Welcome Center South  
Bound Maintenance  
Agreement

Page 1 of 7



PAT McCrory  
Governor

NICHOLAS J. TENNYSON  
Secretary

March 22, 2016

Warren County  
PO Box 185  
Warrenton, NC 27589

Subject: Extension of Maintenance Agreement  
Project: K-2905, WBS 5.109338 in Warren County, North Carolina  
Warren County Welcome Center I-85 Southbound

This is to advise that the contract period for the above Maintenance Agreement has expired December 31, 2015. However, the contract has a provision for extensions up to a total duration of five (5) years, in one (1) year increments. See "Additional Provisions", item 10.

In accordance with the above referenced provision, notification to extend for the third year (1/1/2016 - 12/31/2016), second extension, of this agreement is offered by the North Carolina Department of Transportation. You are requested to respond within ten (10) days of receipt of this letter of acceptance or rejection of said extension by signing and dating the appropriate statement attached.

Thank you for your response.

Sincerely,

A handwritten signature in black ink, appearing to read "J. R. Hopkins".

for Joseph R. Hopkins  
Division Engineer, Division 5

/caa  
Attachments

C: Battle Whitley, Division Maintenance Engineer  
Corey Sudderth, Roadside Environmental Engineer

**Extension of I-85  
Welcome Center South  
Bound Maintenance  
Agreement**

**Page 2 of 7**

NORTH CAROLINA  
WARREN COUNTY

MAINTENANCE AGREEMENT

DATE: 5/8/2014

NORTH CAROLINA DEPARTMENT OF  
TRANSPORTATION

AND

WBS Elements: 5.109338

RECEIVED  
SEP 10 2014  
Finance

COUNTY OF WARREN

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department" and the County of Warren, hereinafter referred to as the "County".

WITNESSETH:

WHEREAS, the Department and the County have agreed to the improvements to the County's water and sanitary sewer systems to serve the Department's I-85 Warren County Southbound Lane Rest Area/Welcome Center (RA/WC) with a water service and sanitary sewer service; and,

WHEREAS, the Department and County have agreed to identify which party is responsible for certain activities under this agreement for the following: Pump Station # 1 (NCDOT Welcome Center Pump Station) and Pump Station # 2 (Oine Pump Station); and,

WHEREAS, this Agreement is made under the authority granted to the Department by the North Carolina General Assembly, including but not limited to, the following applicable legislation: General Statutes of North Carolina, Section 136-66.1, Section 160A-296 and 297, Section 136-18, and Section 20-189, to participate in the planning and construction of a Project approved by the Board of Transportation for the safe and efficient utilization of transportation systems for the public good; and,

WHEREAS, the parties hereto now wish to implement the procedures for the maintenance and/or repair costs associated with the Pump Stations in Warren County; and,

WHEREAS, the parties to this Agreement have approved the construction of said Project with cost participation and responsibilities for the Project as hereinafter set out.

NOW, THEREFORE, the parties hereto, each in consideration of the promises and undertakings of the other as herein provided, do hereby covenant and agree, each with the other, as follows:

**Extension of I-85  
Welcome Center South  
Bound Maintenance  
Agreement**

**Page 3 of 7**

Warren County  
March 22, 2016  
Page 2

**Subject:** Extension of Maintenance Agreement  
Project: K-2905, WBS 5.109338 in Warren County, North Carolina  
Warren County Welcome Center I-85 Southbound

Contract Extension Accepted \_\_\_\_\_  
Signature of Authorized Official Date

Contract Extension Rejected \_\_\_\_\_  
Signature of Authorized Official Date

**Extension of I-85  
Welcome Center South  
Bound Maintenance  
Agreement**

**Page 4 of 7**

**SCOPE OF THE PROJECT**

1. The Project consists of improvements to the County's Water and Sanitary Sewer System to serve the Department's I-85 Warren County Southbound Lane Rest Area/Welcome Center (RA/WC) with a water service and sanitary sewer service.

**PUMP STATION # 1**

2. The County shall continue to own and to be responsible for the maintenance of Pump Station #1 and associated sewer lines. However, the Department will reimburse the County for one hundred percent (100%) of maintenance and/or repair costs of the sewer line and pump station, subject to prior approval by the Department. The Department will also be responsible for all costs of power and telephone as long as the Department is a user.

**PUMP STATION # 2**

3. The County shall continue to own and to be responsible for the maintenance of Pump Station #2 and associated sewer lines. However, the Department will reimburse the County for its share of maintenance and/or repair costs of the sewer line and pump station, subject to prior approval by the Department. The Department will also be responsible for reimbursing the County for all costs of power as long as the Department is the exclusive user.

(A) The Department and County will determine the cost share of the pump station based on water usage figures, which will also include power. The water usage figures will be computed on the average of the six month's water usage from the date of the repair cost. For example, the current water usage breakdown is approximately 69% for the Department and 31% for VDOT.

(B) The telephone bill will be divided based on the number of users.

**FUNDING**

4. It is estimated that the annual repair costs will not exceed \$20,000. However, the County will notify the Department, in advance, if annual repair costs are anticipated to exceed this amount. The County shall obtain prior approval from the Department before expending funds greater than \$5000.00 for any one quarter.
5. The Department will not be responsible for reimbursement for any maintenance and/or repair costs to the generator, nor will the Department be responsible for any costs of maintenance and/or repairs to the pump station that are caused by the generator.

**Extension of I-85  
Welcome Center South  
Bound Maintenance  
Agreement**

Page 5 of 7

6. The County agrees to accept from the Rest Area/Welcome Center 15,000 gallons of sewage per day with peak days of 20,000 gallons of sewage per day. The County further agrees to accept increased future sewage flow, attributed to normal traffic increases.
7. The County agrees to charge the Department the standard established monthly water and sewer rates for like customers; which will be the same as the residential rates for those customers whose usage is comparable to the Department.
8. The Department shall reimburse the County actual cost for the maintenance and/or repair of the pump stations. The Department shall be billed quarterly by the County at the Division Office for the maintenance and/or repair of the pump stations. All final bills must be submitted within one (1) year of said usage.

**TIME FRAME**

9. This Agreement shall be in full force and effect on the first day of the month following the date that this Agreement is executed by the Department and the County, but it may be modified by mutual agreement of the parties. Either party may terminate the said agreement upon 30 days written notice.
10. This Agreement shall be for a period of one (1) year. At the end of the year, the provisions and quality of results may be reviewed by the Department and the County. Any extensions will be contingent upon the increase of NCDOT maintenance funds by the General Assembly and may be made in one (1) year increments, incorporating any mutually agreed upon adjustments, up to a total duration of five years.

**ADDITIONAL PROVISIONS**

16. It is the policy of the Department not to enter into any agreement with another party that has been debarred by any government agency (Federal or State). The County certifies, by signature of this agreement, that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Department or Agency.
17. Each of the parties covenants that if it enters into any subcontracts in order to perform any of its obligations under this contract, it shall require that the contractors and their subcontractors comply with the requirements of NC Gen. Stat. Article 2 of Chapter 64. In this E-Verify Compliance section, the words contractors, subcontractors, and comply shall have the meanings intended by N.C. Gen. Stat. § 153A-449.

**Extension of I-85  
Welcome Center South  
Bound Maintenance  
Agreement**

**Page 6 of 7**

18. The County shall maintain all books, documents, papers, accounting records, and such other evidence as may be appropriate to substantiate costs incurred under this Agreement. Further, the County shall make such material available at its office at all reasonable times during the contract period, and for five (5) years from the date of final payment under this Agreement, for inspection and audit by the Department's Fiscal Section.
19. With thirty (30) days written notice to the other party, the County or the Department reserves the right to withdraw from this Agreement at any time prior to construction of the project. The Department shall participate in the costs incurred up to the abandonment of the project subject to the terms of this Agreement. Any Notice of Withdrawal from this Agreement by the Department shall be in writing delivered Certified Mail to the County.
20. To the extent authorized by state and federal claims statutes, each party shall be responsible for its respective actions under the terms of this agreement and save harmless the other party from any claims arising as a result of such actions.
21. All terms of this Agreement are subject to available departmental funding and fiscal constraints.
22. By Executive Order 24 and N.C. G.S. § 133-32, it is unlawful for any vendor or contractor ( i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor).

IT IS UNDERSTOOD AND AGREED upon that the approval of the Project by the Department is subject to the conditions of this Agreement.

Extension of I-85  
Welcome Center South  
Bound Maintenance  
Agreement

Page 7 of 7

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the County by authority duly given.

L.S. ATTEST:

COUNTY OF WARREN

BY: Bertadean W. Baker  
Chair - Board of

BY: A. Kearney

TITLE: County Commissioners

TITLE: Clerk to the Board

DATE: June 2, 2014

DATE: June 3, 2014

"N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization."

Approved by UNANIMOUS vote of the local governing body of the County of Warren

as attested to by the signature of Clerk of said governing body on June 3, 2014 (Date)



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

BY: Gloria M. Edmonds  
(FINANCE OFFICER)

Federal Tax Identification Number  
56-6000348

Remittance Address:  
County of Warren  
P. O. Box 185  
Warrenton, NC 27589

DEPARTMENT OF TRANSPORTATION  
BY: Will E. Hill  
(CHIEF ENGINEER)

DATE: 6/9/14

APPROVED BY BOARD OF TRANSPORTATION ITEM O: 6-5-2014 (Date)

Meeting Date: May 2, 2016

Agenda Item # 13

SUBJECT: Designation of Voting Delegate - NC Rural Water Association

REQUESTED BY: Macon Robertson, Director – Warren County Public Utilities

SUMMARY: It is requested to designate Macon Robertson as voting delegate and Teresa Harris as alternate, to the May 18, 2016 NC Rural Water Association's Annual Conference. Authorize Chairman of the Board to sign certification.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend Board designate Macon Robertson as voting delegate and Teresa Harris as alternate to the 5/18/16 NC Rural Water Association's Annual Conference, and authorize the Chairman to sign the delegate certification form.

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NOTES:

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# DELEGATE FORM FOR NCRWA MEMBERSHIP MEETINGS

According to the By-Laws of the North Carolina Rural Water Association, Inc. (NCRWA), each System Member shall select a delegate, and may select an alternate delegate, to represent the member at meetings of the association. Please complete the form below and return it to the NCRWA office by May 4, 2016 or bring the form to the registration desk at the NCRWA Conference by 11:00 AM on May 18, 2016. If the delegate certification is not completed including the attachment of the System Member's corporate seal, your representative cannot vote at the annual meeting. If you have any questions please call the NCRWA office at (336) 731-6963. Thank you for your cooperation.

## CERTIFICATION OF DELEGATES

As duly elected CHAIRMAN OF THE BOARD (Mayor, Chair, or President of the Board)  
of WARREN COUNTY BOARD OF COMMISSIONERS  
(System Member name)

I hereby certify the individuals listed below as designated official voting delegate and alternate delegate to the North Carolina Rural Water Association membership meetings for one year beginning at the date of authorization.

Delegate MACON ROBERTSON

Alternate Delegate TERESA HARRIS

May 2, 2016

Barry Richardson  
Mayor, Chair, or President

Date of Authorization

And

Angelena Kearney-Dunlap  
Secretary

Affix Seal (required)

SUBJECT: Request for Use of Armory Civic Center with Rental Fee Waived

REQUESTED BY: Walter M Gardner, Chief - Warrenton Rural VFD

SUMMARY: A request is made for use of the Armory Civic Center on October 22, 2016 to conduct a 60<sup>th</sup> Year Gala Celebration/Fundraiser for the fire department. If the fee is waived a \$300 cleaning/damage fee is required.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

### COUNTY MANAGER'S RECOMMENDATION

Based on the Warren County Armory Civic Center Facility Use Fee Exemption Policy, Warrenton Rural VFD would not qualify for a fee waiver for the event they are hosting on 10/22/16 because they are charging admission. (See Section 5 of the attached Facility Use Fee Exemption Policy) There are other VFD's in the County that use the Armory for similar fundraising events and pay the required rental fee. It is recommended this fee waiver request be denied due to not meeting the requirements for a fee waiver.

NOTES:

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# Request for Use of Armory Civic Center with Rental Fee Waived

## Warrenton Rural VFD

Page 1 of 5

**WARREN COUNTY ARMORY CIVIC CENTER  
FACILITY USE FEE WAIVER APPLICATION**

Organization: Warrenton Rural Vol. Fire Dept. Date(s) of event: Oct 22, 2016  
 EIN or Business License #: 56-1411948  
 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: <sup>PO Box 175</sup> 336 S. Main St. City Warrenton State OR Zip \_\_\_\_\_  
 Contact Name: Walter M. Gardner Jr. Title: Fire Chief  
 Phone: (O) (252) 257-3100 (C) (252) 213-3034 (Alt.) \_\_\_\_\_  
 Email: warrentonruralvfd@wcrr.com Web: \_\_\_\_\_  
 Brief Description of Event: 60th Anniversary Gala

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? Yes
- 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? 4/0 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.

[Signature]  
Signature of Applicant

04/07/16  
Date

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
C - 1180  
ATLANTA, GA 30301

DEPARTMENT OF THE TREASURY

Date: JUL 12 1991

Employer Identification Number:  
56-1411948  
Contact Person:  
ROBERTA VAN METER  
Contact Telephone Number:  
(404) 331-0185

WARRENTON RURAL VOLUNTARY FIRE  
ASSOCIATION INC  
PO BOX 175  
WARRENTON, OR 97146

Accounting Period Endings:  
June 30  
Form 990 Required:  
Yes  
Addendum Applies:  
Yes

Dear Applicants:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1994, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she has in part responsible for, or has aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

Request for Use of Armory Civic Center with Rental Fee Waived  
Warrenton Rural VFD

Page 2 of 5

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WARRENTON RURAL VOLUNTARY FIRE

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number has not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

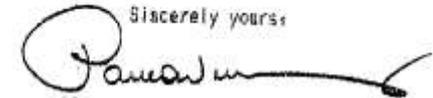
Letter 947(DD/CG)

-3-

WARRENTON RURAL VOLUNTARY FIRE

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Paul Williams  
District Director

Enclosure(s)  
Addendum

# Request for Use of Armory Civic Center with Rental Fee Waived

## Warrenton Rural VFD

### 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): \_\_\_\_\_

Applicant Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Organization Name: Warrenton Rural Vol. Fire Dept.  
P.O. Box 175

Address: 236 S. Main St Website: \_\_\_\_\_

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.

60th Anniversary Gala - Possible Dinner/Dance

Event Date: Oct 22, 2016 Room Selection: Entire Facility

If using Room C, will you be using the stage? Yes If so, will you need access to the Wheelchair Lift? Not Applicable

Estimated Attendance: 200

Arrival Time: (For set-up/decorating) 9 AM

Event Start Time: 6 pm

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

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

Will you be serving alcohol free of charge to attendees? Yes

If serving alcohol, will attendance include individuals under the age of 21? Yes  
- Servers will verify ages

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.

# Request for Use of Armory Civic Center with Rental Fee Waived

## Warrenton Rural VFD

Page 4 of 5

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. *ML*

**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. *ML*
51. The applicant may forfeit all monies and use of the facility if the balance is not paid 2 weeks prior to the event. *ML*
52. The facility must be cleaned and vacated by 1:00am. *ML*
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: *ML*
- 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. *ML*

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. *ML*
55. Each event requires a new Rental Agreement. *ML*

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".

*Warrenton Rural VFD*  
 Organization  
 Applicant

*04/07/16*  
 Date

WARREN COUNTY

Linda Worth, Warren County Manager  
 Date

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

### WARREN COUNTY ARMORY CIVIC CENTER FACILITY USE FEE EXEMPTION POLICY

A. *Purpose.* To establish a uniform facility use fee exemption policy for the Warren County Armory Civic Center to the benefit of the County, its citizens, and the staff responsible for facility use oversight.

B. *Basic policy.* The Warren County Board of Commissioners desires to maintain standard policies and procedures designed to accommodate fair consideration of all requests for facility use fee exemptions from the organizations, agencies and groups identified in this Policy.

C. *Non-discrimination policy.* The Armory Civic Center is available for the use and enjoyment by all persons without discrimination on the basis of race, national origin, sex, religion, age or disability.

D. *User fees.* User fees are established by the Warren County Board of Commissioners and are included in the Warren County Armory Civic Center Rental Agreement.

E. *User fee exemptions.* The following organizations *may* be exempted from the payment of user fees upon approval of a Facility Use Fee Waiver Application by the Warren County Board of Commissioners.

Requests for exemption must be submitted to the Warren County Board of Commissioners through the Warren County Manager or her/his designee. Exemption requests shall be presented for consideration at the next regularly scheduled meeting of the Board of County Commissioners. Exemptions granted for one-time usage, shall be in the form of a Resolution adopted by the Warren County Board of Commissioners. However, any exemption granted for on-going or long-term usage shall be granted with the stipulation that the County Manager shall have full oversight and determination of on-going usage based on the entity's compliance (or non-compliance) with County policy governing for such usage.

1. Military or military-affiliated organizations located within Warren County or serving the citizens of Warren County that provide in-kind services to Warren County Government *may* be considered for exemption from user fees **once yearly**. Those organizations granted exemption from user fees are not exempt from cleaning and damage fees which are non-refundable.
2. American Legion Posts, Veterans of Foreign Wars of the United States (VFW) Posts, and other like organizations located within Warren County that serve veterans residing in Warren County *may* be considered for exemption from user fees for the use of Meeting Room A or B within the Armory Civic Center, once per month for their regular monthly business meetings for a 12-month period. At the end of each 12-month period, a user fee exemption application must be submitted

# Request for Use of Armory Civic Center with Rental Fee Waived

## Warrenton Rural VFD

Page 5 of 5

for consideration for an additional 12-month fee exempt usage period. However, such fee-exempted usage is *not* absolute. Monthly meeting dates must be requested and confirmed in advance so as not to conflict with other regular or specially scheduled events/activities in the Armory Civic Center. In addition, the County reserves the right to cancel and/or reschedule any such meeting which may interfere with County business or stifle the County's ability to create revenue. Further, although such organizations *may* be exempted from user fees, these organizations must pay a non-refundable cleaning and damage fee deposit of \$180 for each 12-month period of fee-exempted usage. The cleaning and damage fee deposit will be used, if necessary, for after meeting clean-up or to repair damages to the facility attributable to the user group. If the cleaning cost or damages to the facility are more than \$180, the organization will be charged the difference and cannot utilize the facility again until the difference is paid. Security is required for all meetings and/or events and must be arranged by the user group with the Warren County Sheriff's Department. Upon securing security for its meeting/event, the user group must notify the County Manager's Office in writing of such arrangements. In addition, if there is any charge for such security, the user group shall be solely responsible to pay such charge/s.

3. Governmental agencies located within Warren County who wish to sponsor community events open to the general public that are free of admission charges are exempted from the payment of user fees and deposits. However, these agencies are not exempted from paying cleaning and damage fees which are non-refundable.
4. For the purpose of fund raising or holding a community event: national, state, regional or local organizations associated with educational issues or causes involving the Warren County Public Schools or Vance-Granville Community College may, **once yearly**, use the Armory Civic Center for an event that is open to the public and is free of admission charges shall be exempt from user fees. These organizations are not exempt from cleaning and damage fees which are non-refundable.
5. Non-profit organizations defined by the Internal Revenue Code as 501(c) (3) and Internal Revenue Code 501(c) (8) located within Warren County or serve the citizens of Warren County that are associated with health and/or human services issues or causes may use the Armory Civic Center for an event open to the public and free of admission **once yearly** for the purpose of fund raising or holding a community event shall be exempt from user fees. These organizations are not exempt from cleaning and damage fees which are non-refundable.
6. Fee exemptions **will not** be granted for events scheduled on dates on or around County recognized holidays. A list of County recognized holidays can be secured from the Office of the Clerk to the Board of County Commissioners.

F. *Contracts.* All users of the Armory Civic Center are required to submit a fully executed the Warren County Armory Civic Center Rental Agreement prior to their use of the

facility. The Rental/Use Agreement can be down loaded from Warren County's Official Website at [www.warrencountync.com](http://www.warrencountync.com).

G. The Agreement includes an indemnity clause holding Warren County (and any and all of its directors, employees, staff, and /or agents) harmless from any and all liability caused by or arising out of or in the course of the user group's use of the premises--whether by the negligence of the user (and/or any of its guests and invitees) or that of the County. Some groups may be required to provide proof of liability insurance as determined by staff on a case-by-case basis, or as required by the Armory Civic Center Rental Agreement.

H. *Reservations.* All users are required to reserve the use of the Armory Civic Center through the Warren County Manager's Office. Reservations are to be approved by the Warren County Manager or her/his designated representative. Reservations for events exempted from user fees must be requested a minimum of eight (8) weeks in advance of the requested usage. Exceptions may be granted by the County Manager or her/his designee.

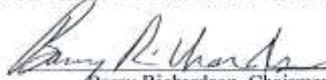
I. *Cancellation & Revocation.* The Warren County Board of Commissioners and the Warren County Manager reserve the right to cancel an approved request or revoke the right of the use of the Armory Civic Center to any organization, agency or group when :

1. Said organization, agency or group has shown sufficient disregard for the Rules and Regulations set forth in the Rental/Use Agreement.
2. It is deemed necessary for the concern of the health, safety, and welfare of the applicant, guests, or the general public.
3. It is in the best interest of the Armory Civic Center.

In the event of event cancellation or postponement due to inclement weather, or other situation(s) beyond the County's control, the Warren County Manager's Office will work with the applicant to secure the next available date for use of the facility. However, each new event date shall require a new Rental Agreement.

Revised and adopted this the 4<sup>th</sup> day of May 201 5.

WARREN COUNTY BOARD OF COMMISSIONERS

  
Barry Richardson, Chairman

ATTEST:

  
Angelena Kearney-Dundlap  
Clerk to the Board



Meeting Date: April 4, 2016

Item # 14-B

SUBJECT: Use of Armory Civic Center

REQUESTED BY: Canecca Mayes, Warren County School System

SUMMARY: A request was made and approved for use of the Armory Civic Center with fee waived on April 26, 2016 (with an alternate date of May 4<sup>th</sup>) to conduct a College Services/GEAR Up Program with the required \$300 cleaning/damage fee. Ms. Mayes is requesting approval of a change of date for said event from April 26<sup>th</sup> to September 22, 2016.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Warren County School's request to change the date they will use the Armory Civic Center with fee waived from April 26, 2016 to September 22, 2016.

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Meeting Date: May 2, 2016

Agenda Item # 15-A

SUBJECT: Surplus Property

REQUESTED BY: Christina L. Messier, Bidder

SUMMARY: Bid of \$300 for trailer formerly used by DSS was awarded to Ms. Messier during April 4, 2016 board meeting. After consideration of expense to move trailer from County property, bidder has submitted a counter offer of \$20 for trailer to offset the cost associated with removal from County property and set-up on her property. Submitted on request of Ms. Messier for Board's consideration.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Due to the need to have the trailer removed from County property, it is recommended to accept the counter offer of \$20 received from Ms. Messier to purchase a trailer that has been declared surplus by the Board of County Commissioners.

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10 when it may concern

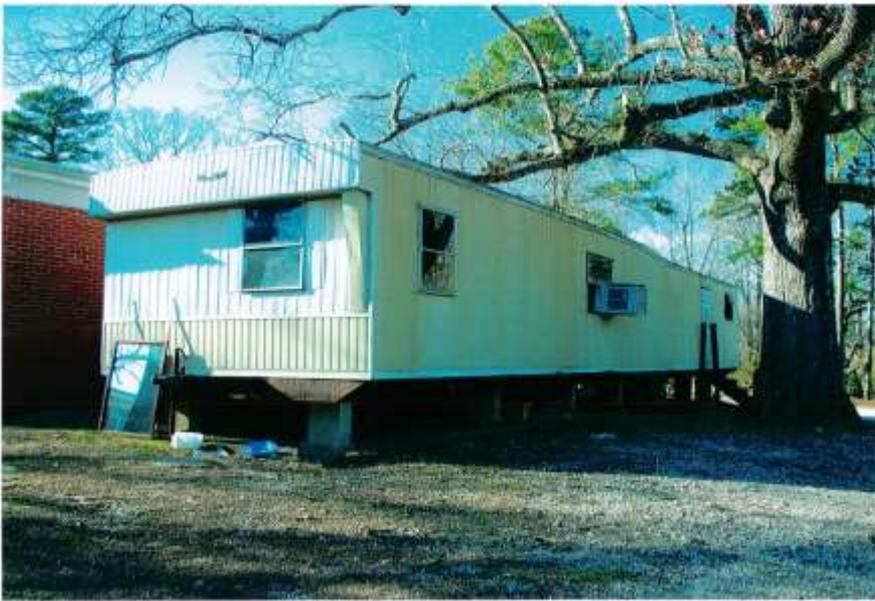
04-20-16

I Christina Messier recently made a bid on one of your mobile Homes for \$300. I would like for you to reconsider my new bid of \$20.00 due to the fact I can't afford to pay \$300 for the mobile home and \$700 for the removal and clean up.

I wish I could honestly make a higher bid but please reconsider, Thank you and God Bless.

Christina Messier

P.S. The mobile home is located behind leaves and fishes Warren Co



Revised bid  
of \$20 from  
C. Messier  
Of  
Norlina, NC.



Meeting Date: May 2, 2016

Agenda Item # 15-B

SUBJECT: Surplus Property

REQUESTED BY: Clerk to the Board

SUMMARY: Resolution Finalizing the Upset Bid Process for sale of former Peck Manufacturing property to Ted Echols in the amount of \$50,000 is presented for Board's adoption. Authorize Chairman of the Board to sign same.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Resolution Authorizing the Sale by Upset Bid the former Peck Manufacturing property to Ted Echols, and authorize Chairman of the Board to sign same.

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# WARREN COUNTY BOARD OF COMMISSIONERS

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

State of North Carolina  
County of Warren

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

Linda T. Worth  
County Manager

Angelena Kearney-Dunlap  
Clerk to the Board

## RESOLUTION AUTHORIZING SALE BY UPSET BID Former Peck Manufacturing

**WHEREAS**, the County of Warren owns certain properties formerly known as Peck Manufacturing: Parcel ID E5D56 at 500 Harper Street, Parcel ID E5D55 on Connell Street; and

**WHEREAS**, North Carolina General Statute 160A-269 permits the County to sell property by upset bid, after receipt of an offer for the property; and

**WHEREAS**, the County received an offer to purchase the described properties; and

**WHEREAS**, bidder has paid the required five percent (5) deposit on their offer;

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

1 – The Board of Commissioners authorized sale of the described property through the upset bid procedure of North Carolina General Statute 160A-269,

2 – The county clerk caused a notice of the property sale to be published. The notice describing the property, the amount of the offer and terms under which the offer may be upset was published in a newspaper of general circulation within Warren County.

3 – Persons wishing to upset the offer that had been received were given opportunity to submit a sealed bid with their offer to the office of the county clerk within 10 days after the notice of sale was published. At the conclusion of the 10 day period the county clerk received no upset bids.

4 - The terms of the final sale are that:

- The Warren County Board of Commissioners approves the final high offer before the sale is closed, 45 days after the final upset bid period has passed, and
- The buyer must pay with cash (or cashiers check) at the time of closing.
- The Buyer is responsible for survey of purchased property.

5 – The County reserved the right to withdraw the property from sale at any time before the final high bid was accepted and the right to reject at any time all bids.

6 – The appropriate county officials are authorized to execute the instruments necessary to convey the properties.

**ADOPTED this the 2<sup>nd</sup> day of May 2016.**

WARREN COUNTY BOARD OF COMMISSIONERS

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Barry Richardson, Chairman

ATTEST:

**Meeting Date: May 2, 2016**

**Agenda Item # 16**

**SUBJECT: Schedule a Special Worker Session**

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

**SUMMARY: It is submitted to schedule a Special Work Session for Wednesday, May 25<sup>th</sup> at 9:00 am to review the DRAFT Personnel Manual. This meeting will be immediately before the already scheduled Budget Work Session on the same date.**

**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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**SUBJECT:** Contract for Approval

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

**SUMMARY:** During January 2016 Board meeting, Oakley Collier Architects of Rocky Mount, NC was selected as first choice Firm to serve as lead professional for the Emergency Services Headquarters Facility Project, and County Manager Worth was authorized to negotiate fee for service. Contract for Architect/Engineering services is submitted from Oakley Collier Architects to perform said services at a fee based on 9% of construction costs which fee is currently estimated to be \$498,036. Fee will be adjusted when the project is bid to reflect actual construction cost for the project. County Attorney Turrentine has reviewed the contract. Authorize County Manager to sign related documentation.

**FUNDING SOURCE:** EMS Headquarters Facility Capital Project Ordinance – USDA Loan/Grant

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval of agreement for Architect/Engineering services with Oakley Collier Architects of Rocky Mount, NC at a fee based on 9% of construction costs which fee is currently estimated to be \$498,036. Fee will be adjusted when the project is bid to reflect the actual construction cost upon which the 9% fee would be calculated. Authorize the County Manager to sign related documentation. Funding Source: USDA Loan/Grant

**NOTES:**

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**52 Paged  
AIA Standard Form  
of Agreement  
between Owner and  
Architect has been  
provided by  
e-mail**

**Standard Form of Agreement Between Owner and Architect**

**AGREEMENT** made as of the Fifth day of February in the year Two Thousand Sixteen  
(*In words, indicate day, month and year.*)

**BETWEEN** the Architect's client identified as the Owner:  
(*Name, legal status, address and other information*)

Warren County  
P.O. Box 619  
602 W. Ridgeway St.  
Warrenton, NC 27589  
Telephone Number: 252-257-3115  
Fax Number: 252-257-5971

and the Architect:  
(*Name, legal status, address and other information*)

Oakley Collier Architects, P.A.  
109 Candlewood Road  
Rocky Mount, NC 27804  
Telephone Number: 252-937-2500  
Fax Number: 252-937-2525

for the following Project:  
(*Name, location and detailed description*)

Warren County Emergency Services Facility  
The site will be located on Highway 158 in Warren County and will be approximately 10 acres.  
New facility to house various Warren County emergency services-related departments.  
USDA is anticipated to fund the project.

The Owner and Architect agree as follows.

**ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.



**29 Paged  
Architectural  
Services Agreement  
& Checklist has  
been provided by  
e-mail**

Rural Development

Community Programs

4405 Bland Rd.  
Suite 260  
Raleigh, NC 27609

Voice 919.873.2030  
Fax 919.873.2076

March 4, 2016

PSS-001

**Community Programs – Program Support  
Memo Number: FY 2016-001**

**SUBJECT:** Community Facilities  
Architectural Services Agreement (ASA) – Submittal Checklist

**TO:** Area Directors, CP Area Specialists  
North Carolina

**From:** D. Garland Burnette  
Director, Community Programs / Program Support

The purpose of this memo is to provide clarification and direction on the preparation of Architectural Services Agreements for use on projects funded in whole or in part by Rural Development. This information needs to be provided to the Owner and their consulting Architect during the initial stages of the application process.

Rural Development has adopted the AIA Document B101-2007 Standard Form of Agreement Between Owner and Architect as the pre-authorized agreement to be used on Community Facilities projects. When this agreement is prepared in accordance with Rural Development guidelines no additional review by our Agency's Office of General Counsel is required. Final review and concurrence can be completed in state by the RD State Engineer/Architect.

Architectural fees need to be reasonable for the type of project being funded. Overall fees will need to be defined as follows in accordance with the agreement: (1) Basic Services – lump sum budget, (2) Additional Services – lump sum or hourly rate budget, (3) Reimbursable Expenses – not-to-exceed budget.

Rural Development requirements and the additional state policies relevant to this agreement have been enumerated in the enclosed Architectural Services Agreement (ASA) – Submittal Checklist (see enclosed file: NC-RD\_CF-AIA-Checklist#1).

**This memo has no expiration and will remain in effect until replaced or rescinded.**

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

**SUBJECT: Emergency Services Headquarters Facility Project**

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

**SUMMARY: Amendment No. 4 to the Capital Project Ordinance for the Emergency Services Headquarters Facility Project that amends the budget to reflect current cost estimates is presented by the Finance Director for the Board's consideration and approval.**

**FUNDING SOURCE: Emergency Services Headquarters Facility Capital Project – USDA Loan/Grant**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Amendment No. 4 to the Capital Project Ordinance for the Emergency Services Headquarters Facility as requested by the Finance Director.**

**NOTES:**

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**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE  
WARREN COUNTY  
EMERGENCY SERVICES HEADQUARTERS  
(Amendment No. 4)**

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

Architectural Fees	498,036
<b>Total</b>	<b>\$ 498,036</b>

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

Loan Proceeds	498,036
<b>Total</b>	<b>\$ 498,036</b>

This amendment adjust the budget to the most recent costs estimates for architectural fees. The source of funding for this project will be USDA Loan and/or USDA Grant proceeds.

Respectfully Submitted 5/2/2016

*Gloria M. Edmonds*

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Gloria M. Edmonds, Finance Director

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

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

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

**FUNDING SOURCE: Various**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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## MEMORANDUM

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

**TO:** Warren County Board of Commissioners  
**FROM:** Linda T. Worth, County Manager *LW*  
**DATE:** April 27, 2016  
**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 months of March and April 2016 on behalf of Warren County:

### Board of Elections

VR Systems  
2840 Remington Green Circle  
Tallahassee, FL 32308

I have approved pricing updates to the existing Warren County EViD System License Rental Agreement dated 10/16/13 for equipment, software and software license fees used to conduct the March Primary Election and the upcoming June Primary election. Funds are budgeted in the Board of Elections departmental budget to cover the cost of this rental equipment.

**Meeting Date: May 2, 2016**

**Agenda Item # 17-C**

**SUBJECT: County Manager's April 2016 Status Report**

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

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

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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

**County Manager's  
April 2016 Status  
Report**

Page 1 of 3

**Administration**

- Prepared for and attended Board of Commissioners Public Hearing and Regular Meeting (4/4/16)
- Bid Opening for Buck Spring Cabin. Only 2 bids received. Project re-bid with new Bid Opening date of 4/20/16. (4/5/16)
- Conference call with COG Executive Director, Rehab Specialist and County Attorney to discuss complaints filed by two CDBG Scattered Site Housing Recipients (4/5/16)
- Met with VGCC President and Finance Officer, and County Finance Director to receive VGCC FY 17 budget request (4/6/16)
- Conference call with Consulting Engineer for Radio System Upgrades Project (4/6/16)
- Met with C. Jennings to discuss complaint re: county surplus property sale (4/6/16)
- Annual Leave Day (4/8/16)
- Work with Finance Director on FY 17 Budget (4/11/16)
- Attended Stepping Up Initiative Meeting with Detention Administrator and EMS Compliance Officer (4/11/16)
- Attended Community Center Board of Trustees Meeting (4/11/16)
- Along with COG Executive Director and Rehab Specialist, met with the two individuals who filed complaints regarding work done through CDBG Scattered Site Housing Program (4/13/16)
- Attended Community Meeting hosted by Warren County Free Clinic (4/14/16)
- Participated in EMS Division Chief Interviews (4/20/16)
- Participated in second Bid Opening for Buck Spring – Phase I Cabin Construction (4/20/16)

County Manager's  
April 2016 Status  
Report

Page 2 of 3

- Met with IT Administrator and representative from Civic Plus to discuss County web site upgrade (4/20/16)
- Prepared for and attended Board of Commissioners Work Session (4/20/16)
- Prepared for and conducted monthly Department Heads Meeting (4/21/16)
- Attended the Historic District Commission's Meeting to hear presentation on Certificate of Appropriateness for renovation of a property in the Warrenton Historic District (4/25/16)
- Attended meeting with representatives of Maria Parham Hospital along in support of the Warren County Free Clinic (4/27/16)
- Meeting with representatives of Oakley Collier Architects and County staff to discuss proposed schematic design drawings for the building and site (4/27/16)
- Annual Leave Day (4/29/16)

**Other Activities**

- Participated in County Government Month Celebration at the Recreation Complex (4/14/16)
- Attended Healthy Food Community Forum hosted by Cooperative Extension (4/14/16)
- Participated in Warrenton Quilt Days (4/16/16)
- Participated in Progressive Agriculture Safety Day with 4<sup>th</sup> and 5<sup>th</sup> grade students sponsored by Cooperative Extension (4/22/16)
- Attended Teal Ribbon Event at Memorial Library Hosted by Infinite Possibilities (4/22/16)

**Project Updates**

**Buck Spring Project**

The hazardous materials abatement of asbestos from the roof of the old house at Buck Spring has been performed by Terratech Engineers, Inc. The house is scheduled to be demolished the week of 4/25/16.

We held a bid opening for the construction of the multi-purpose use cabin on 4/5/16; however, only two bids were received. For a formally bid construction project, we must receive a minimum of three bids at the first bid opening. A second bid opening was advertised and held on 4/20/16, at which time we received two bids that could be opened. Bids were received from DanCo Builders of Rocky Mount, NC and H. G. Reynolds Co., Inc. of Henderson, NC. The bids will be presented to the Board of Commissioners at their 5/2/16 Board meeting for consideration. The low base bid was received from DanCo Builders, Inc. in the amount of \$485,878. Our Project Architect, Solex Architecture, is recommending the Board accept the low bid from DanCo Builders, Inc.

County Manager's  
April 2016 Status  
Report

Page 3 of 3

MEMORANDUM

Page 3

April 27, 2016

Simulcast Radio System Upgrade Project – Phase II

Following the Board of Commissioners' acceptance at their 4/4/16 Board Meeting of Sink Tower Erection Co., Inc.'s bid in the amount of \$127,600 for the Manson Tower Upgrade, we are currently drafting the contract for the work to be performed.

The Radio System Equipment bid opening was held on 3/31/16 at which time, one bid was received from Wireless Communications of Morrisville, NC. Because this is a bid for purchase of equipment, we are not required by statute to receive three bids before they can be opened. The base bid was \$629,402.38. Our Project Consultant, TSS Partners is currently reviewing the bid for compliance with the bid specifications. It is anticipated the bid will be presented to the Board for consideration at their 6/13/16 Board meeting.

Emergency Services Headquarters Facility

The proposed Architect Services contract with Oakley Collier Architects of Rocky Mount, NC has been reviewed by the County Attorney who has made several revisions to the document. Once the document is finalized, it will be forwarded to USDA for concurrence prior to it being signed by all parties.

We are moving forward to have a topographical survey prepared of the 45 acre tract of land. A meeting is scheduled for 4/27/16 with the Architect to review proposed schematic drawings for the building and the site.

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.

Scattered Site Housing (CDBG 11-C-2328)

On 3/22/16 and 3/28/16, we received correspondence from NC Rural Economic Development advising us that two recipients of new housing units funded through the County's Scattered Site Housing Program have filed complaints alleging unsatisfactory contractor workmanship with the Rural Economic Development Office and the NC Consumer Protection Division. I, along with the Grant Administrator and Project Rehab Specialist, met with the two complainants at their homes to hear and view their concerns. The Rehab Specialist and the Contractor subsequently met with the two individuals. Based on information obtained through these visits and consultation with the County Attorney, we will make a determination as to the validity of the complaints and correspond with the State and the NC Consumer Protection Division to advise Warren County's position in these matters.

*Presentation  
of  
Proposed FY 2016~17 Budget*

*By*

*Warren County Manager  
Linda T. Worth*

*Closed Session*

*in accordance with*  
**NC GS §43-318.11(a)(6)**  
**for personnel matters related**  
**to the Warren County Staff**  
**Attorney position.**

*Adjourn*

*May 2, 2016*  
*Regular Meeting*