

***WARREN COUNTY
BOARD OF COMMISSIONERS***

June 13, 2016

5:45 PM – Budget Public Hearing

&

6:00 PM – Regular Meeting

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

PREPARED BY

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

Special Event

Oath of Office

Jamie Wilkerson
Warren County Staff Attorney

***WARREN COUNTY
BOARD OF COMMISSIONERS***

June 13, 2016

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

PREPARED BY

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

**Call to Order June 13, 2016
Monthly Meeting
By
Chairman or Designee**

**Agenda Item # 2
Moment of Silence**

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

- *“Members of the Warren County Board of Commissioners are advised, hereby, of their duty under the State Government Ethics Act to avoid conflicts of interest and the appearance of such conflict; and, further, are instructed to refrain from participating in any matter coming before this Board of County Commissioners with respect to which there is a conflict of interest or appearance of such conflict”.*
-

- **In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict.**
- **Does any Board member have any known conflict of interest or appearance of conflict with respect to any matter coming before this Board today?**
- **If so, please identify the conflict and refrain from any undue participation in the particular matter involved.**

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.

Comments are being recorded.

Warren County Board of Commissioners

Agenda Item # 4

Citizen Comments

Meeting Date: *June 13, 2016*

Agenda Item # 5

SUBJECT: Adopt Suggested Agenda

REQUESTED BY: Clerk / Deputy Clerk to the Board

SUMMARY: None

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

**SUGGESTED AGENDA
FOR
June 13, 2016 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
Armory Civic Center
WARRENTON, NORTH CAROLINA**

**5:45 PM Budget Public Hearing
&
County Attorney Oath of Office**

1. Call to Order Regular Monthly Meeting – 6:00 pm by Chairman
2. Moment of Silence
3. Conflict of Interest Disclaimer
4. Citizen Comments
5. Adopt June 13, 2016 Suggested Agenda
6. Consent Agenda
 - A. Approve Minutes:
May 27 2016 Special Meeting, Public Hearings (3) & Regular Meeting
May 24 2016 Special Meeting
 - B. Interest Income Report – Finance Director Gloria Edmonds
 - C. Tax Collector’s Report – Tax Administrator Starlin Beatty
 - D. Tax Release Requests (Over \$100) – Tax Administrator Starlin Beatty
7. Finance Officer – Gloria Edmonds
 - A. Amendment # 12 to the FY 2015-16 Budget Ordinance
 - B. Amendment # 9 to the Ephraim Place CDBG Housing Development Project

8. Town of Warrenton Requests Support for NC Commerce Demolition Grant Program – Robert Davie
9. Appointments/Re-appointments to Boards/Committees/Commissions
 - A. Board of Equalization & Review “By-Laws” – Starlin Beatty, Tax Administrator
 - B. Board of Equalization & Review: L.R.Carver, J.W.Febel, O.L.Meek, J.J.Mann
 - C. Social Services Board of Directors: Com. Bertadean Baker
 - D. Library Board of Trustees: M.Clanton, C.Spain, B.Hunter, F.Boyd, L.Boyd, A.Terry, B.Brayboy
 - E. Alcoholic Beverage Commission (ABC): Clarence Jones
 - F. Economic Development Commission (EDC): M. Herman & J.Krysa
10. Declare Surplus Property – Clerk to the Board
 - A. DSS Van & Health Dept Printer Ink
 - B. Tax Foreclosed Properties
11. Consider Contract Approvals
 - A. KARTS Transportation Agreement for FY 17 – Rob Brink
 - B. Request to Approve Amended Architect-Owner Agreement with Oakley Collier Architects for Emergency Services Headquarters Facility Project and Approve Revised Invoice for Schematic Design
 - B-1. Amendment #5 to the EMS Headquarters Facility Capital Project Ordinance
 - C. Award Bid for Senior Center Meals and Approve Senior Center Nutrition Contract
 - D. Vesta 9-1-1 Telephone System Purchase
 - E. Home & Community Care Block Grant FY 17 – Alicia Giddiens
12. Designate Voting Delegate to July NACo Annual Conference
13. 14. County Manager’s Report
 - A. Contracts Approved for May 2016
 - B. County Manager’s May 2016 Status Report
14. Adjourn June 13, 2016 Board Meeting

Meeting Date: June 13, 2016

Consent Agenda Item # 6A

SUBJECT: Approve Minutes

REQUESTED BY: Clerk to the Board

SUMMARY: Minutes from May 2, 2016 and May 24, 2016 meetings have been provided to the Board of Commissioners for review and now presented for action.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Minutes of:

May 2, 2016

**Special Meeting, (3) Public Hearings
and Regular Monthly Meeting**

&

May 24, 2016

**Special Meeting have been provided
via e-mail to Board members for review.**

Meeting Date: June 13, 2016

Consent Agenda Item # 6B

SUBJECT: Interest Income Report

REQUESTED BY: Gloria Edmonds, Finance Director

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

FUNDING SOURCE: Various Funds

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

INTEREST INCOME REPORT MONTH OF APRIL 2016

FUND	APRIL INCOME	FISCAL YEAR TO - DATE
General	3,412.53	16,765.42
Revaluation	124.25	603.30
E 911 Telephone System	131.86	674.48
Buck Spring Project	77.98	447.53
Simulcast System Upgrade	113.48	650.72
Regional Water Enterprise Fund	161.54	1,275.40
District 1 Enterprise Fund	329.44	1,665.94
Solid Waste	56.48	239.36
District II Enterprise Fund	317.57	1,856.77
District III Enterprise Fund	120.78	789.71
District III Phase III	1.71	10.86
Emergency Services Headquarters	27.45	174.19
Recreation Complex Phase III	0.65	26.34
	4,875.72	25,180.02

Meeting Date: June 13, 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 April 2016 is presented for the Board's information.

FUNDING SOURCE: Various Funds

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

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

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

Current Year Collections

Tax Year	Charge	Collected in April	Collected to Date	Balance Outstanding	Percentage Collected
April 2016 FY16	\$16,396,582	\$162,907	\$15,693,423	\$703,159	95.71
April 2015 FY15	\$16,393,493	\$116,843	\$15,683,973	\$709,520	95.67

Delinquent Collections

2014	\$498,240	\$19,891	\$233,016	\$265,224	46.77
2013	270,467	5,191	77,110	\$193,357	28.51
2012	169,025	3,389	33,948	\$135,077	20.08
2011	120,841	1,171	18,983	\$101,858	15.71
2010	99,598	842	11,846	\$87,752	11.89
2009	89,570	383	10,296	\$79,274	11.49
2008	85,650	415	8,194	\$77,456	9.57
2007	94,910	256	5,021	\$89,889	5.29
2006	98,757	465	3,336	\$95,420	3.38
2005	84,053	310	3,796	\$80,256	4.52
Total Delinquent Years	\$ 1,611,111	\$32,313	\$ 405,546	\$ 1,205,563	

Other April Receipts

County Penalties
Landfill User Fees
Municipalities
Fire District Taxes
Advance Taxes

\$ 15,429	\$ 120,522
\$ 55,689	\$ 1,174,198
\$ 5,419	\$ 644,494
\$ 13,410	\$ 841,880
\$ 5,878	\$ 30,757

APRIL GRAND TOTAL

\$ 291,045	\$18,910,820
-------------------	---------------------

Starlin Beatty, Tax Administrator

Starlin L. Beatty, Tax Administrator

5/11/2016

DATE

Meeting Date: June 13, 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.

FUNDING SOURCE: General Fund

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

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

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

NOTES:

Request For Tax Releases Over \$100

Over \$100

6/6/2016

Date: _____

ERROR CORRECTION RELEASES:

BROWN JASON	2015 37993 200	28942	\$163.40 BOAT SOLD IN 2014
DAVIS EDWIN	2013 38573 113	55241	\$221.83 CAMPING TRAILER WAS DMV TAGGED
DAVIS EDWIN	2014 38573 114	58530	\$102.75 CAMPING TRAILER WAS DMV TAGGED
DAVIS EDWIN	2015 38573 200	29465	\$104.06 CAMPING TRAILER WAS DMV TAGGED
FAULKNER PERRY A	2013 1399 113	55125	\$194.05 MH BURNED IN 2012
FAULKNER PERRY A	2014 1399 114	58408	\$175.73 MH BURNED IN 2012
FAULKNER PERRY A	2015 1399 200	27603	\$165.49 MH BURNED IN 2012
VANDERBILT MORTGAGE	2008 15619 108	41009	\$627.05 MOVED TO FRANKLIN COUNTY IN 2006
VANDERBILT MORTGAGE	2009 15619 109	43550	\$450.06 MOVED TO FRANKLIN COUNTY IN 2006
VANDERBILT MORTGAGE	2010 15619 110	46324	\$443.56 MOVED TO FRANKLIN COUNTY IN 2006
VANDERBILT MORTGAGE	2011 15619 111	47782	\$452.06 MOVED TO FRANKLIN COUNTY IN 2006
VANDERBILT MORTGAGE	2013 15619 113	55059	\$415.02 MOVED TO FRANKLIN COUNTY IN 2006
VANDERBILT MORTGAGE	2014 15619 114	58294	\$363.40 MOVED TO FRANKLIN COUNTY IN 2006
VANDERBILT MORTGAGE	2015 15619 200	27078	\$335.18 MOVED TO FRANKLIN COUNTY IN 2006

SUB-TOTAL ERROR CORRECTIONS:

\$4,213.64

LANDFILL USER FEE RELEASES:

SMITH MARY A	2015 38001 307	L2D 1301	19636	\$127.12 CLERICAL ERROR HAS PRIVATE HAULER
--------------	----------------	----------	-------	--

TOTAL LFUF RELEASES:

\$127.12

Total Releases

\$ 4,340.76

Meeting Date: June 13, 2016

Agenda Item # 7-A

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Amendment #12 to the Warren County FY 2015-16 Budget Ordinance is submitted for Board's consideration and approval.

FUNDING SOURCE: Various

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of amendment #12 to the Warren County FY 2015-16 Budget Ordinance as requested by the Finance Director.

NOTES:

AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE

2015/2016

Amendment No. 12

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:

Juvenile Crime Prevention Council	\$	2,697
Equine Assisted Learning		(2,697)
DSS Administration		127,987
Youth Services Bureau		157
Health Department		11,413
Code Enforcement		833
Planning		577
Detention Facility		6,800
County Commissioners		202
County Manager		404
Human Resources		404
County Attorney		202
Libraries		3,083
Armory		1,784
Economic Development		104
Emergency Medical Services		2,925
Emergency Management		61
Finance		369
Information Technology		111
Sheriff's Office		7,937
Central Communications		940
Court Facilities		1,786
Building Grounds & Maintenance		(1,600)
Building Grounds & Maintenance - Major Building Repairs		(21,522)
Building Grounds & Maintenance - Contingency		(14,157)
Total	\$	130,800

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 - DSS	\$	125,000
Restricted Intergovernmental - JCPC		2,697
Restricted Intergovernmental - Stable Connections/Equine Assisted Living		(2,697)
Miscellaneous Revenues		<u>5,800</u>
Total	\$	130,800

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

Increase/(Decrease) Appropriations:

Regional Water System	\$	<u>6,822</u>
Total	\$	6,822

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

Increase/(Decrease) Revenues:

Miscellaneous Revenue	\$	<u>6,822</u>
Total	\$	6,822

This amendment:

- adjust the Juvenile Crime Prevention Council budget to agree with grant funding.
Funding Source: N. C. Department of Public Safety
- adjust the Equine Assisted Learning budget to agree with grant funding.
Funding Source: N. C. Department of Public Safety
- appropriates additional funds to the DSS Administration budget for Title XIX to prevent overspending. This expense is 100% federal funded.
Funding Source: N. C. Department of Health & Human Services
- appropriates additional funds to the Detention Facility budget for heat pump replacement.

Funding Source: Insurance Claims \$5,800 and Building, Grounds and Maintenance - Contingency \$1,000

- appropriates additional funds to various departmental budgets for parking lot repairs (i.e., Health/Code Enf./Planning, Emergency Services/EMS, Finance/IT/Sheriff, and County Admin.).

Funding Source: Building Ground Maintenance - Major Building Repairs

- appropriates additional funds to various departmental budgets for sprinkler inspections and repairs (i.e., Armory, EDC, EMS #2 and Libraries).

Funding Source: Building Ground Maintenance - Contingency

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

Funding Source: Building Ground Maintenance - Major Building Repairs

- appropriates additional funds to various departmental budgets located in the Health Complex for roof repairs (i.e., Health, Code Enforcement and Planning & Zoning).

Funding Source: Building Ground Maintenance - Contingency

- appropriates additional funds to various departmental budgets located in the Law Enforcement Complex for parking lot repairs (i.e., Sheriff, Central Comm., and Court facilities).

Funding Source: Building Ground Maintenance - Major Buildings Repairs

- transfers funds to various departmental budgets for annual fire inspections (i.e., Armory, EDC, EMS Station #2 and Libraries). Funds for this expense were inadvertently budgeted in the Building, Grounds & Maintenance Department budget.

Funding Source: Building Ground Maintenance - Departmental Budget

- appropriates additional funds to the Regional Water System Enterprise Fund budget for repairs to the Pleasant Hill sewer lift station damaged by lightening.

Funding Source: Insurance Claims

Respectfully Submitted 06/13/2016

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

Meeting Date: June 13, 2016

Agenda Item # 7-B

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Amendment #9 to the Warren County Grant Project Ordinance for the Ephraim Place Housing Development Project is submitted for Board's consideration and approval.

FUNDING SOURCE: Various

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment #9 to the Warren County Grant Project Ordinance for the Ephraim Place Housing Development Project as presented by Warren County Finance Director.

NOTES:

**CAPITAL PROJECT ORDINANCE
WARREN COUNTY
AMENDMENT TO THE GRANT PROJECT ORDINANCE FOR THE
EPHRAIM PLACE HOUSING DEVELOPMENT PROJECT
(Amendment No. 9)**

Section 3 The following revenues are anticipated to be available to complete the project:

Transfer from General Fund	<u>\$ 43,334</u>
Total	\$ 43,334

Section 4 The following amounts are appropriated for the project:

Debt Service / Grant Repayment	<u>\$ 43,334</u>
Total	\$ 43,334

Explanation:

appropriates funds to the Ephraim Place Housing Development Project budget for repayment of grant funds to the NC Department of Commerce Community Assistance. This transfer of funds is already budgeted in the General Fund.

Respectfully Submitted 6/13/2016

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

Meeting Date: June 13, 2016

Agenda Item # 8

SUBJECT: Request from Town of Warrenton

REQUESTED BY: Robert Davie, Town Administrator
Walter Gardner, Mayor

SUMMARY: Seeing the need to revitalize the area, Warrenton Board of Commissioners requests approval from the County to demolish and remove the old Tar Heel Tire structure at 209 East Macon Street as part of a requirement for a grant from the NC Department of Commerce.

FUNDING SOURCE: Town of Warrenton Grant funds & Private Investments

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of the request from Warrenton Board of Commissioners to demolish and remove the old Tar Heel Tire structure at 209 East Macon St., Warrenton, as required by a grant from the NC Department of Commerce.

NOTES:

TOWN OF WARRENTON

"Historically Great - Progressively Strong"

P. O. Box 281

Warrenton, NC 27589-0281

PHONE (252) 257-1122 FAX (252) 257-9219

May 12, 2016

Mr. Barry Richardson
Chairman- Warren County Board of Commissioners
602 W. Ridgeway Street, PO Box 619
Warrenton, NC 27589

Dear Mr. Chairman:

I am writing, on behalf of the Warrenton Board of Commissioners, to request approval by the Warren County Board of Commissioners for demolition and removal of the old Tar Heel Tire structure at 209 E. Macon Street in Warrenton, as part of a requirement for a grant from the NC Department of Commerce. Seeing the need to revitalize the area, the Warrenton Town Board approved a resolution in their April 2016 regular meeting.

The old Tar Heel Tire building has been deteriorating for several decades. Particular obstacles to redevelopment of this parcel are the extreme costs to repair the existing structure and/or the costs of demolition and debris removal. Preliminary estimates of \$72,000, for demolition and removal, demonstrate the need for grant funding alongside private investment in order to make this site minimally desirable to potential buyers or developers. A recent quote from Cade Construction to renovate the structure for a brewer was over \$600,000, while the maximum, available, redevelopment grant is \$200,000.

As Town Administrator, for the last three years I have presented this location to potential brewers, fast food chains and upholstery businesses while working with the Golden Leaf Foundation about potential funding. It seems that the obstacles of this parcel are too high to overcome in its current condition. I humbly submit this demolition request to you for consideration.

Kind regards,

TOWN OF WARRENTON
"Historically Great - Progressively Strong"
P. O. Box 281
Warrenton, NC 27589-0281
PHONE (252) 257-1122 FAX (252) 257-9219

SUMMARY OF DEMOLITION GRANT – NC COMMERCE

Funding Availability

Up to \$75,000 for buildings 100,000 square feet or less

Up to \$150,000 for buildings over 100,000 square feet

Building located in Tier 1, Tier 2, or rural census tract of a Tier 3 county

Eligibility

- The unit of local government ("applicant") must pass a Resolution approving the demolition.
 - **If multiple political jurisdictions tax the property or building, all of the jurisdictions must pass a Resolution approving the demolition.**
- The building must be vacant for three years prior to the proposed demolition.
- The unit of local government must have control of the property at the time of grant award, either through a contractual arrangement or ownership.
- The local government must contribute at least 25% of the total project cost as a cash match. The cash match shall come from local resources and may not be derived from other State or federal grant funds.
- There must be a reasonable expectation of private sector investment locating on the site. Properties having residential zoning are not eligible for this grant. The proposed site must be zoned for non-residential purposes for a period of five (5) years after the award of the grant.
- The only eligible expense is the demolition of a building.
- Pre-development costs are not eligible.
- The site shall not be used for locating public facilities, including parking lots, parks or recreational facilities.
- The unit of local government receiving funds under this grant program shall comply with Chapter 143, Article 8 of the N.C. General Statutes, and any other applicable state regulations regarding procurement. Local governments are cautioned that funds received for the project from other sources may have additional procurement regulations that also must be followed. Grantees are encouraged to consult with their attorney to ensure compliance with all applicable regulations that govern procurement for the proposed project.
- The unit of local government receiving funds under this grant program shall comply all applicable laws, rules, regulations and requirements regarding demolition. Grantees are encouraged to consult with their attorney to ensure compliance with all applicable demolition requirements.

TOWN OF WARRENTON
"Historically Great - Progressively Strong"
P. O. Box 281
Warrenton, NC 27589-0281
PHONE (252) 257-1122 FAX (252) 257-9219

AUTHORIZING RESOLUTION BY BOARD OF COMMISSIONERS, TOWN OF WARRENTON

Demolition Grant Program

WHEREAS, the North Carolina Rural Infrastructure Authority (RIA) has authorized the awarding of grants from appropriated funds to aid eligible units of government in financing the cost of building demolition activities needed to create jobs; and

WHEREAS, the Town of Warrenton needs assistance in financing a demolition project that may qualify for Rural Grants/Programs funding; and

WHEREAS, the Town of Warrenton intends to request grant assistance for the Tar Heel Tire Demolition project from the Demolition Grants Program;

NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE TOWN OF WARRENTON:

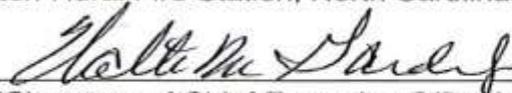
That Mayor Walter M. Gardner, Jr., and successors so titled, is hereby authorized to execute and file an application on behalf of the Town of Warrenton with the Rural Grants/Programs Section for a grant to assist in the above-named demolition project.

That Mayor Walter M. Gardner, Jr., and successors so titled, is hereby authorized to execute and file an application on behalf of the Town of Warrenton with the Rural Grants/Programs Section for a grant to assist in the above named building demolition project.

That Mayor Walter M. Gardner, Jr., and successors so titled, is hereby authorized and directed to furnish such information as Rural Grants/Programs Section may request in connection with an application or with the project proposed; to make assurances as contained in the application; and to execute such other documents as may be required in connection with the application.

That the Town of Warrenton has substantially complied or will substantially comply with all federal, state, and local laws, rules, regulations, and ordinances applicable to the project and to the grants pertaining thereto, including (without limitation), requirements relating to procurement, environmental standards and permitting standards where applicable.

Adopted this date April 11, 2016 at the Warrenton Rural Fire Station, North Carolina.



(Signature of Chief Executive Officer)
Mayor

(Title)

ATTEST:



Clerk

(Seal)



Meeting Date: June 13, 2016

Item # 9-A

SUBJECT: Boards/Committees/Commissions

REQUESTED BY: Starlin Beatty, Tax Administrator

SUMMARY: It is presented on recommendation of the Board of Equalization & Review (E&R) to adopt Bylaws for said Board. Authorize Chairman's signature on same.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION

Recommend approval of By-Laws pending review by the County Attorney.

NOTES:

Starlin L. Beatty
Tax Administrator



117 S. Main Street
Post Office Box 240
Warrenton, N. C. 27589
Phone: (252) 257-3337
Fax: (252) 257-9369

COUNTY OF WARREN
OFFICE OF THE TAX ADMINISTRATOR

May 27, 2016

To: Warren County NC Board of Commissioners
From: Starlin L. Beatty
CC: Angelina Kearney-Dunlap
Re: Board of Equalization and Review By-Laws adoption

It is requested by the Board of Equalization and Review that this set of by-laws be adopted for the Board of Equalization.

BYLAWS
OF
WARREN COUNTY NC BOARD OF
EQUALIZATION AND REVIEW

PREAMBLE

The following Bylaws shall be subject to, and governed by, the resolution of the Warren County Board of Commissioners, May 7, 2007. In the event of a direct conflict between the provisions of these Bylaws and said resolution forming the Board of E and R, it shall then be these Bylaws which shall be controlling.

ARTICLE 1 – NAME

The legal name of the Committee shall be known as Warren County NC Board of Equalization and Review, and shall herein be referred to as the "Board of E and R."

ARTICLE 2 – PURPOSE

The general purposes for which this Board of E and R has been established are set forth in NC GS 105-322.

ARTICLE 3 – OFFICES

The principal office of the Board of E and R shall be located at the Warren County Tax Office, 117 South Main Street, P. O. Box 240, Warrenton, North Carolina 27589.

The Board of E and R may have other such offices as the Warren County Board of Commissioners may determine or deem necessary, or as the affairs of the Board of E and R may find a need for from time to time.

ARTICLE 4 – BOARD MEMBERS

General Powers and Responsibilities

The Board of E and R shall be governed by the Warren County Board of Commissioners as provided by Article 21 of the North Carolina Machinery Act. The Board of Commissioners shall establish policies and directives governing Board of E and R and shall delegate to the Board of E and R staff, subject to the provisions of these Bylaws, authority and responsibility to see that the policies and directives are appropriately followed.

Number and Qualifications

DRAFT E&R Bylaws

Page 2 of 8

The Board of E and R shall have up to but no fewer than 5 members. The number of members may be increased or decreased to less than 5 members by the affirmative vote of a simple majority of the then serving Board of Commissioners.

In addition to the regular membership of the Board of E and R, representatives of other organizations or individuals as the Board of Commissioners may deem appropriate to appoint, shall be *Ex-Officio Board of E and R Members*, serving only in an advisory capacity.

Board Appointments

Nomination(s) for new and renewing Board of E and R members or appointees shall be presented to the Board of Commissioners upon recommendation from the Board of E and R.

Term of Board

The initial appointments to the Board of E and R shall be for staggered terms:

Two (2) members for 1 year

Two (2) members for 2 years

1 member for 3 years

Subsequence appointment/reappointment shall be for a term of up to 3 years. All terms shall be served at the pleasure of the Warren County Board of Commissioners. No person shall serve more than 3 consecutive terms. After serving the maximum total number of consecutive terms on the Board, a member may be eligible for reconsideration as a Board of E and R member after 1 year(s) has/have passed since the conclusion of such Board member's service per Board of Commissioners policy.

Vacancies A vacancy on the Board of E and R may exist at the occurrence of the following conditions:

- a) The death, resignation, or removal of any member;
- b) The declaration of the Board of E and R of a vacancy in the office of a member who has been declared of unsound mind by a final order of court, convicted of a felony, has missed 3 consecutive meetings, or a substantial number of meetings without a valid reason during any one calendar year; or
- c) An increase in the authorized number of members.

The Board of Commissioners, by way of affirmative vote of a simple majority, may remove any member without cause at any regular or special meeting, provided that the member to be removed has been notified in writing with a fourteen (14) day notice, that such action would be considered at a specified meeting.

DRAFT E&R Bylaws

Page 3 of 8

Any member may resign effective upon giving written notice to the Chair or Clerk of Board of E and R, unless the notice specifies a later time for the effectiveness of the resignation. If the resignation is effective at a future time, a successor may be designated to take office when the resignation becomes effective.

Any vacancy on the Board of E and R may be filled by vote of a simple majority of the Board of Commissioners. No reduction of the authorized number of members shall have the effect of removing any member before that member's term of office expires.

A member elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.

Meetings

The Board of E and R's regular meetings may be held at such time and place as shall be determined by the Board of E and R. The Chair of the Board or any 3 regular members may call a special meeting with 14 days' written notice provided to each member of the Board. The notice shall be served upon each member via hand delivery, regular mail, email, or fax. The person(s) authorized to call such special meetings may also establish the place the meeting is to be conducted, so long as it is a reasonable place to hold any special meeting (in accordance with NC open meetings law).

Minutes

The Clerk to the Board shall be responsible for the recording of all minutes of each and every meeting in which business shall be transacted. However, in the event that the Clerk is unavailable, the Chair shall appoint an individual to act as Clerk. The Clerk, or the individual appointed to act as Clerk, shall prepare the minutes of the meetings, which shall be delivered to the Board of E and R to be placed in the minute books. A copy of the minutes shall be delivered to each member within 7 business days after the close of each Board meeting. Minutes shall be presented for approval at next scheduled meeting.

Quorum

At each meeting of the Board of E and R, the presence of a majority members shall constitute a quorum for the transaction of business. If at any time the Board of E and R consists of an even number of members and a vote results in a tie, then the vote of the Chair shall be the deciding vote. The act of the majority of the members serving on the Board of E and R and present at a meeting in which there is a quorum shall be the act of the Board of E and R, (unless otherwise provided by the resolution establishing the Board of E and R, these Bylaws, or a law specifically requiring otherwise). If a quorum is not present at a meeting, the Board members present may adjourn the meeting to a date specified without further notice until a quorum shall be present. However, a member shall be considered present at any meeting if during the meeting he or she is present via telephone or web conferencing with the other members participating in the meeting. Members will be considered present once quorum has been established.

Voting

Each Board member shall only have one vote.

Proxy

Board members shall not be allowed to vote by proxy

Board Member Attendance

A Board Member who is absent from 3 consecutive regular meetings of the Board during a fiscal year shall be encouraged to reevaluate with the Chair of the Board his/her commitment to the Board of E and R. The Board may deem a Board member who has missed 3 consecutive meetings without such a reevaluation with the Chair to have resigned from the Board.

ARTICLE 5 – OFFICERS

Officers

The Board of E and R shall elect officers which shall include a Chair, a Vice Chair, and such other officers as may be deemed necessary. In addition to the duties in accordance with this Article, officers shall conduct all other duties typically pertaining to their offices and other such duties which may be required by law, or by these Bylaws, subject to control of the Board of Commissioners. The officers will be selected at its annual meeting of the Board of E and R.

Per NC GS 105-322(d) The Assessor shall serve as clerk to the Board of E and R.

Chair of the Board

It shall be the responsibility of the Chair of the Board of E & R, to preside over all meetings. The Chair of the Board of E & R is authorized to execute, in the name of the Board of E and R, any and all documents which may be authorized, either generally or specifically, by the Board to be executed by the Board of E and R, except when required by law that the Board of Commissioners approval must be provided.

Vice Chair of the Board

In the absence of the Chair of the Board, or in the event of his/her inability or refusal to act, it shall then be the responsibility of the Vice Chair of the Board to perform all the duties of the Chair of the Board, and in doing so, he/she shall have all authority and powers of and shall be subject to all of the restrictions on the Chair of the Board.

ARTICLE 6 - STANDARD OF CARE

In the performance of the duties of a member, a member shall be entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, in each case prepared or presented by:

- a) One or more officers or employees of the Board of E and R whom the member deems to be reliable and competent in the matters presented;
- b) Counsel, independent accountants, or other persons, as to the matters which the member deems to be within such person's professional or expert competence; or
- c) A committee of the Board of E and R upon which the member does not serve, as to matters within its designated authority, which committee the member deems to merit confidence,

DRAFT E&R Bylaws

Page 5 of 8

so long as in any such case the member acts in good faith, after reasonable inquiry when the need may be indicated by the circumstances, and without knowledge that would cause such reliance to be unwarranted.

Except as herein provided in Article 6 - Standard of Care, any person who performs the duties of a member in accordance with the above shall have no liability based upon any failure or alleged failure to discharge that person's obligations as a member, including, without limitation of the following, any actions or omissions which exceed or defeat a public charitable purpose to which the Board of E and R, or assets held by it, are dedicated.

Conflict of Interest

The purpose of the Conflict of Interest policy is to protect the Board of E and R's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of one of its officers or members, or that might otherwise result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest and is not intended as an exclusive statement of responsibilities.

Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the members who are considering the proposed transaction or arrangement.

Establishing a Conflict of Interest

After the disclosure of the financial interest and all material facts, and after any discussion with the interested person, the interested person shall leave the Board meeting while the potential conflict of interest is discussed and voted upon. The remaining Board members shall decide if a conflict of interest exists.

Addressing a Conflict of Interest

In the event that the Board of E and R should establish that a proposed transaction or arrangement establishes a conflict of interest, the Board of E and R shall then proceed with the following actions:

- a) Any interested person may render a request or report at the Board of E and R meeting, but upon completion of said request or report the individual shall be excused while the Board E and R discusses the information and/or material presented and then votes on the transaction or arrangement proposed involving the possible conflict of interest.
- b) After exercising due diligence, the Board of E and R shall determine whether the Board of E and R can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- c) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board of E and R shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the best interest of the Board of E and R, for its own benefit, and whether it is fair and reasonable. It shall make its decision as to whether to enter into the transaction arrangement in conformity with this determination.

DRAFT
E&R Bylaws

Page 6 of 8

Violations of Conflict of Interest Policy

Should the Board of E and R have reasonable cause to believe an interested person has failed to disclose actual or possible conflicts of interest, the Board of E and R shall then inform the interested person of the basis for such belief and afford the interested person an opportunity to explain the alleged failure to disclose.

If, after hearing the interested person's explanation, and after making further investigation as may be warranted in consideration of the circumstances, the Board of E and R determines the interested person intentionally failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Procedures and Records

All minutes of the Board of E and R Meetings, when applicable, shall contain the following information:

- a) The names of all the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board of E and R's decision as to whether a conflict of interest in fact existed.
- b) The names of the persons who were present for discussions and any votes relating to the transaction or arrangement, the content of the discussions, including any alternatives to the proposed transaction or arrangement, and a record of any vote taken in connection with the proceedings.

Acknowledgement of Conflict of Interest Policy

Each member shall be required to sign a statement which affirms that such person:

- a) Has received a copy of the conflict of interest policy;
- b) Has read and understands the policy;
- c) Has agreed to comply with the policy.

ARTICLE 7 – RECORDS AND REPORTS

Maintenance and Inspection of Articles and Bylaws

The Board of E and R shall keep at its principal office the original or a copy of its Bylaws as amended to date, which shall be open to inspection by Board of E & R members at all reasonable times during office hours.

ARTICLE 8 – FISCAL YEAR

The fiscal year for this Board of E and R shall end on December 31.

DRAFT
E&R Bylaws

Page 7 of 8

ARTICLE 9 – AMENDMENTS AND REVISIONS

Amendments and/or revisions to these Bylaws shall be considered by the Board of E and R after a 30 day review. These Bylaws may be amended, revised or repealed by the vote of a simple majority of the Board of Commissioners upon recommendation of the Board E and R.

CERTIFICATE OF CLERK

I, Starlin L Beatty, Warren County Tax Administrator, certify that I am the current and acting Clerk of the Board of Equalization and Review, and the above Bylaws are the Bylaws of this Board of Equalization and Review as adopted by the Warren County Board of Commissioners.

EXECUTED on this day of _____, in the County of Warren in the State of North Carolina.

Starlin L Beatty, Clerk – Board of E and R

Barry Richardson, Chairman
Warren County Board Of Commissioners

Angelena Kearney-Dunlap, Clerk
Warren County Board Of Commissioners

Meeting Date: June 13, 2016

Item # 9-B

SUBJECT: Appointment to Boards/Committees/Commissions

REQUESTED BY: Starlin Beatty, Tax Administrator

SUMMARY: It is presented to (re)appoint/appoint the individuals in the attached correspondence to the Board of Equalization & Review (E&R) for terms expiring as indicated.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION

NOTES:

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

Warren County Notification of Board Member Opening

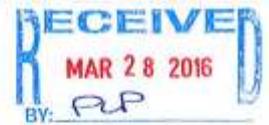
The following Warren County Boards have vacancies (or will have vacancies) to be filled from the general public:

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



Starlin L. Beatty
Tax Administrator



117 S. Main Street
Post Office Box 240
Warrenton, N. C. 27589
Phone: (252) 257-3337
Fax: (252) 257-9369

**COUNTY OF WARREN
OFFICE OF THE TAX ADMINISTRATOR**

May 27, 2016

To: Warren County NC Board of Commissioners

From: Starlin L. Beatty

CC: Angelina Kearney-Dunlap

Re: Reappointment of Board of Equalization and Review

It is requested by the Board of Equalization and Review that the following persons be reappointed to the Board of E & R for the terms presented:

Lawrence R. Carver	July 1, 2016 – June 30, 2017
Joel W. Febel	October 1, 2016 – June 30, 2018
Oscar L. Meek	August 1, 2016 – June 30, 2019

It is also requested by the Board of Equalization and Review that the following person be appointed for the Board of E & R for the term presented as replacement for the remaining term of Russell King:

Julius J. Mann	June 13, 2016 – June 30, 2017
----------------	-------------------------------

Statements of Interest Received From:

Member	Position	Term
Lawrence R. Carver	Appointed (9 th term)	July 1, 2016 to June 30, 2017
Joel W. Febel	Appointed (9 th term)	October 1, 2016 To June 30, 2018
Oscar L. Meek	Appointed (9 th term)	August 1, 2016 To June 30, 2019
Julius J. Mann	Appointed to fill unexpired term of Russel King	June 13, 2016 to June 30, 2017

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. BOARD OF R
- 2. _____
- 3. _____
- 4. _____

Your full name LAWRENCE RICHARD CARVER

Date of Birth 11-26-49 Sex M Race W

Mailing Address 128 PET BURNELL RD.

City and Zip Code WARRENTON, NC 27589

Street Address SAME

City and Zip Code _____

Home Phone 252-257-6055 Work Phone SAME

Job Title MANAGER

Company or Agency MALMUDA MAJOR BMB

Email Address LMILKE@MS & MALMUDA MAJOR BMB.COM

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended No. Burnwell H.S., Columbia, MS

Name and Address of College Attended WEST VIRGINIA UNIVERSITY, MORGANTOWN, WV

Degree Received BS BUSINESS ADMINISTRATION

Please list any military experience NONE

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

Work Experience Town Administrator, WASHINGTON, NC
Town Manager, FRANKLINTON, NC
BOARD OF DIRECTORS WARREN COUNTY CHAMBER OF COMMERCE
BOARD OF DIRECTORS, LAKE CASTLE CHAMBER OF COMMERCE

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 Lawrence R. Carver

Date 1/22/14

Please feel free to attach a resume if so desired.

STATEMENT OF INTEREST TO SERVE

DEC 14 2015

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 MANAGER'S OFFICE

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. Boer
2.
3.
4.

Your full name Joel William Febel

Date of Birth February 7, 1938 Sex Male Race Cauc

Mailing Address 112 East Maple Pointe Drive,

City and Zip Code Littleton 27850

Street Address 112 East Maple Pointe Drive

City and Zip Code Littleton 27850

Home Phone 252/586-6107 Work Phone 252/955-4048

Job Title President

Company or Agency Febel Associates

Email Address joelfebel@centurylink.net

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

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

Educational Background

Name and Address of High School Attended niles twp, Skokie, IL

Name and Address of College Attended u.s. naval academy + harvard business school

Degree Received bs (engineering) + mba

Please list any military experience usn aviator, jet pilot vietnam

If you are presently serving as an elected or appointed official, please explain: member BOER
7 years; 7 years

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

Corning Glass Works, NY, Dir Devpt,

Work Experience

Masonite Corp, Chicago, Illinois, VP, Corporate Planning

Febel Associates, International M&A

Firm, Chicago, Guatemala, North

Carolina

Volunteer Experience

many boards in Chicago and
Guatemala

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

Newspaper

Current Warren County Volunteer

Other ROTARY, WARRINGTON, NC

If other, please explain:

Word of mouth through Rotary contacts

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

Joel William Febel



Date

December 10, 2015

*Please feel free to attach a resume if so desired.
Copy on file in County office.*

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. Board of E&T
- 2. _____
- 3. _____
- 4. _____

Your full name OSCAR L. meek

Date of Birth 10-11-48 Sex M Race W

Mailing Address 315 Olive Rd

City and Zip Code Norlina NC 27563

Street Address _____

City and Zip Code _____

Home Phone 252-456-2664 Work Phone cell# 252-432-1278

Job Title _____

Company or Agency _____

Email Address butehe meek@gmail.com

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended NORlina

Name and Address of College Attended NC STATE

Degree Received yer AA

Please list any military experience None

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

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

Work Experience _____

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 Oscar L. Meek
Date 1-10-16

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. <u>Board of Equalization and Review</u> | 3. _____ |
| 2. <u>Economic Development</u> | 4. _____ |

Your full name Julius J Mann III "Joe"

Date of Birth March 3, 1949 Sex Male Race White

Mailing Address 165 Bella Russell Rd

City and Zip Code Manson, NC 27553-9016

Street Address Same

City and Zip Code Same

Home Phone 252-425-2425 Work Phone NA

Job Title Retired

Company or Agency Tidewater Community College

Email Address joe.mann3@gmail.com

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended Miami Springs HS Miami Springs, FL

Name and Address of College Attended Miami Dade Miami FL, Tidewater CC Norfolk, VA

Degree Received _____

Please list any military experience None

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

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

Work Experience Plant Eng. Building & Grounds, Consultant bringing new products to market for Bio-Tech Horticultural Industry, Taught Computer Science at Tidewater CC 15 yrs., VA Realtor

Volunteer Experience FoodWorks, Taking Master Gardeners class

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

Newspaper Current Warren County Volunteer Other

If other, please explain: Neighbor and at last Commissioners meeting

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

Signature

Date

Please feel free to attach a resume if so desired.

Meeting Date: June 13, 2016

Item # 9-C

SUBJECT: Appointment to Boards/Committees/Commissions

REQUESTED BY: Ryan Whitson, DSS Director

SUMMARY: Commissioner Bertadean Baker was appointed to fill the unexpired term of Commissioner Jordan on the DSS Board of Directors. Com. Jordan's term expires June 30, 2016, therefore it is now presented to appoint Commissioner Baker to her first (1st) full term on the Social Services Board of Directors, effective July 1, 2016 to June 30, 2019.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION

NOTES:



**WARREN COUNTY
DEPARTMENT OF SOCIAL SERVICES
307 North Main Street
Warrenton, NC 27589
(252) 257-5000**

Fax: (252) 257-5610

**Ryan Whitson
Director**

Memorandum

To: Angelena Kearney-Dunlap, Clerk to the Board
From: Ryan Whitson, DSS Director *RW*
Date: 17 MAY 2016
Subject: DSS Board Commissioner Appointment

Commissioner Baker was appointed to complete Commissioner Jordan's term on the DSS Board. That term expires 30 JUN 2016. I respectfully request that the Board of Commissioners make an appointment for a term beginning 01 JUL 2016 and ending 30 JUN 2019.

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

Commissioner
Baker

Pg 1 of 2

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

1. Department of Social Services 3. _____
2. _____ 4. _____

Your full name Bertadean W. Baker

Date of Birth May 6, 1940 Sex Female Race Negro

Mailing Address 6743 Vicksboro Road

City and Zip Code Henderson, North Carolina 27537

Street Address _____

City and Zip Code _____

Home Phone 252-430-8357 Work Phone _____

Job Title Retired

Company or Agency _____

Email Address bbaker109@hotmail.com

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended John R. Hawkins, W. Franklin Street, Warrenton, NC 27589

Name and Address of College Attended East Carolina University, Greenville, North Carolina Curriculum Instructional Specialist

North Carolina Central University Durham, NC MED and Administration

St. Augustine' College, Raleigh, N C BS

John R. Hawkins High School, W. Franklin St. Warrenton, North Carolina 27589 Diploma

Degree Received Please see Educational Background

Commissioner
Baker

Pg 2 of 2

Please list any military experience Non

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

If you are presently serving as an elected or appointed official, please explain: I am currently serving the second term as Warren County Commissioner

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

Work Experience

Warren County Schools, Durham County Schools, Wake County Schools,
School Teacher, Assistant Principal, Principal, Title I Director, Parent Place Coordinator, Mentor

Volunteer Experience Alpha Kappa Alpha Sorority, Inc., John R. Hawking Alumni & Friends, Inc., member and treasurer, Retired School Personnel, Cardinal Innovations Healthcare Solutions Board, Warren County Health Board. Vance Granville Community Board liaison member, EMS Board, Peer Review Board, Department of Social Services Board, Parent Center Volunteer, Odell Baptist Church Trustee, North Carolina Association of County Commissioners Health Task Force, National Association of County Officials, Health Steering Committee, North Carolina Association of Black County Officials member and treasurer

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

Newspaper Current Warren County Volunteer Other

If other, please explain: Current Commissioner

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

Dustadean W. Baker

Date

6-1-2016

Meeting Date: June 13, 2016

Item # 9-D

SUBJECT: Appointment to Boards/Committees/Commissions

REQUESTED BY: Cheryl Reddish, Librarian

SUMMARY: It is presented on recommendation of the Library Board of Trustees to (re)appoint the following individuals to the Library Board of Trustees for three (3) year terms as indicated.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION

NOTES:

Member	Position	Term
Magnolia W. Clanton	3rd term	Jun16 to June 30, 2019
Carolyn W. Spain	2nd term	Jun16 to June 30, 2019
Benjamin Hunter	2nd term	June16 to June 30, 2019
Fern L. Boyd	3rd term	June16 to June 30, 2019
Lawrence R. Boyd	3rd term	June16 to June 30, 2019
Arnetra Terry	3rd term	Jun16 to June 30, 2019
Barbara Brayboy	1st term	July 1-16 to June 30, 2019

**Also received “Statements of Interest” from Nancy Iak and
Jamie Wilkerson.**

May 19, 2016

Angelena Kearney-Dunlap,

At the May 12, 2016 Warren County Memorial Library Board of Trustees Meeting, the Board approved the reappointment of M. Clanton, C. Spain, B. Hunter, F. Boyd, L. Boyd, and A. Terry to serve on the Warren County Memorial Library Board of Trustees. B. Brayboy was also approved for appointment to serve on the Warren County Memorial Library Board of Trustees.

Thank you,

Cheryl Reddish

Cheryl L. Reddish

Director

Warren County Memorial Library

119 South Front Street

Warrenton, North Carolina 27589

252-257-4990 Ext. 100

www.wcmlibrary.org

cherylreddish@warrencountync.gov (NEW EMAIL ADDRESS)

“This institution is an equal opportunity provider and employer”

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

M. Clanton
Page 1 of 2

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

1. WCML Bd. of Trustees
2. _____
3. _____
4. _____

Your full name Magnolia Williams Clanton
Date of Birth 12-13-'48 Sex F Race African-American
Mailing Address 838 NC Highway 58
City and Zip Code Warrenton, NC 27589
Street Address same as above
City and Zip Code _____
Home Phone 252-257-4230 Work Phone _____
Job Title Retired (from Public School Teacher)
Company or Agency _____
Email Address mwclanton@embarqmail.com

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended John R. Hawkins High School
Name and Address of College Attended University of North Carolina at Chapel Hill
Degree Received B.A.

Please list any military experience none

If you are presently serving as an elected or appointed official, please explain: none

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

Work Experience Vance County Schools, Henderson, NC
Mecklenburg Public Schools, Boydton VA

Volunteer Experience Board of Trustees, Warren County Community
Center; Proctor during testing for Warren County
Schools; Warren County Arts Council

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

Newspaper

Current Warren County Volunteer

Other

If other, please explain: _____

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

Signature

Date

Monika Williams Clanton
05-18-16

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. Board of Trustees-WCML
2. _____
3. _____
4. _____

Your full name Carolyn Webb Spain
Date of Birth 9-5-1948 Sex F Race B
Mailing Address 129 Battle Avenue
City and Zip Code Warrenton, NC 27589
Street Address _____
City and Zip Code _____
Home Phone 919-623-3427 (cell) Work Phone _____
Job Title Retired-School Administration
Company or Agency _____
Email Address cspainvae@yahoo.com

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended Weldon High - Weldon, NC
Name and Address of College Attended St. Augustine College - Raleigh, NC
Degree Received Bachelor of Arts, East Carolina - Greenville School Administration + Curriculum - Middle School

Please list any military experience None

If you are presently serving as an elected or appointed official, please explain: NO

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

Work Experience Mecklenburg, Va, administrator, Department of Education - Richmond, Va, Greene County Schools - Snow Hill, NC - Tyrell County Schools, Bertie County Schools, Halifax County Schools

Volunteer Experience Friends of the Library, Alpha Kappa Alpha Sorority, Inc, The Links, Incorporated, Arts Council, Mentor Boys & Girls Club, Warren Family Institute

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

Newspaper

Current Warren County Volunteer

Other

If other, please explain: Have served on the Board & Friends Board (past)

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 Carolyn Webb Spain
Date May 12, 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. Library Board
- 2. _____
- 3. _____
- 4. _____

Your full name Benjamin Scott Hunter
 Date of Birth 8-11-1984 Sex M Race W
 Mailing Address 317 N Main St.
 City and Zip Code Warrenton, NC 27589
 Street Address _____
 City and Zip Code _____
 Home Phone 252 213 0288 Work Phone 919 497 4293
 Job Title Assistant District Attorney
 Company or Agency State of NC
 Email Address benscotthunter@gmail.com

Do you live in the county? Yes No

Please list your County Commissioner District _____
(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 Appalachian State University; NCCU-Law
 Degree Received BS; J.D.
English Education

Please list any military experience _____

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

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

Work Experience High School English Teacher - 4 years total
District Attorney's Office - 3.5 years

Volunteer Experience Previously served on Library Board; Wesley
Memorial UMC; Vance County Teen Court; Warren
County Teen Court

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 B. S. Hunter
Date 3-15-16

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. Library Board
- 2. _____
- 3. _____
- 4. _____

Your full name Fern L. Boyd
Date of Birth 11-10-47 Sex F Race W
Mailing Address PO Box 703
City and Zip Code Warrenton, NC 27589
Street Address 107 Brehon Street
City and Zip Code Warrenton, NC 27589
Home Phone 252-252-1982 Work Phone _____
Job Title Retired Commercial Real Estate Appraiser
Company or Agency NONE
Email Address boydfern@yahoo.com

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended Sheepshead Bay H.S. Brooklyn, NC
Name and Address of College Attended Brooklyn College, Brooklyn, NC
Degree Received B.A. - English

Please list any military experience _____

If you are presently serving as an elected or appointed official, please explain: Currently serves WCM Library Board of Trustees

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

Work Experience Teacher - Elementary School - Real Estate License Teacher
Commercial Real Estate Appraiser

Volunteer Experience WCM Library Bd. of Trustees
Rock Springs Advisory Board
Trustee of WCM Library
Warren-Matthew Gardens - Editing Newsletter

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 F. Boyd

Date 5-12-16

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

L. Boyd
Page 1 of 2

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

1. _____
2. _____
3. _____
4. _____

Your full name Lawrence Rux Boyd
Date of Birth 06-13-44 Sex M Race W
Mailing Address P.O. Box 447
City and Zip Code WARRENTON 27589
Street Address 221 Graham Street
City and Zip Code WARRENTON 27589
Home Phone 252-257-3610 Work Phone _____
Job Title Retired
Company or Agency _____
Email Address _____

Do you live in the county? Yes No

Please list your County Commissioner District _____
(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 H.S.
Name and Address of College Attended Barrow College Wilson, N.C.
Degree Received B/S Business Adm.

Please list any military experience U.S Army 1966-1969

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

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

Work Experience Peck MFL Co. Human Resource Mgt.

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 Lawrence R. Boyd

Date 05-12-16

Please feel free to attach a resume if so desired.

A. Terry
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. Memorial Library Bd. of Trustees
- 2. _____
- 3. _____
- 4. _____

Your full name Arnetra Terry
Date of Birth 7-19-54 Sex F Race B
Mailing Address 519 Burchette Rd.
City and Zip Code Manson, NC 27553
Street Address same
City and Zip Code same
Home Phone 252-456-4554 Work Phone 252-438-8492
Job Title Literacy Specialist
Company or Agency Vance Co. Schools
Email Address netra@embargmail.com

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended Park view Sr. High, South Hill, VA
Name and Address of College Attended NCATSU, Greensboro, NC / NC state
Degree Received BS Early Childhood Ed. / Masters Ed. Admin. Raleigh, NC
Please list any military experience N/A

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

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

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

Work Experience Literacy Specialist Vance Co. Schools

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 Ametra Terry
Date 5-12-16

Please feel free to attach a resume if so desired.

STATEMENT OF INTEREST TO SERVE

BY: JS

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. Senior Center Advisory Council
- 2. Memorial Library Bd. of Trustees
- 3. Aging Advisory Council
- 4. _____

Your full name Barbara L. Brayboy
 Date of Birth 3-15-44 Sex F Race Am. Indian
 Mailing Address 1259 Richardson Road
 City and Zip Code Warrenton, NC 27589
 Street Address same as above
 City and Zip Code _____
 Home Phone 252-257-2484 Work Phone —
 Job Title Retired educator
 Company or Agency _____
 Email Address bbrayboy@warrenton12nc.org

Do you live in the county? Yes No

Please list your County Commissioner 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 Malina High School - Hollister, NC 27544
 Name and Address of College Attended UNC-Pembroke, Pembroke, NC 28372
 Degree Received Masters Elem. Ed East Carolina
UNC-Pembroke B.S. Elem Ed Principals Certification
 Please list any military experience None

If you are presently serving as an elected or appointed official, please explain: Warren County Board of Education; Juvenile Crime Prevention Council

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

Work Experience Kennett Consolidated School District (1967-75) teacher
Warren County Schools (1965-67) teacher
Halifax County Schools (1975-2008) teacher, curriculum specialist,
Assistant Principal, Principal

Volunteer Experience Area Senior Citizens, ^{test} proctor for
Warren County schools, SCPC board member;
Warren Community Foundation

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 Barbara L. Brayboy
Date April 2, 2016

Please feel free to attach a resume if so desired.

My resume should be on file.

STATEMENT OF INTEREST TO SERVE

MAY 20 2010
BY: PUP

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. Library
- 2. _____
- 3. _____
- 4. _____

Your full name Nancy IAK
 Date of Birth 04.20.1942 Sex F Race C
 Mailing Address PO Box 262 - Waco
 City and Zip Code Waco, NC 27584-0262
 Street Address 120 Shady Lane
 City and Zip Code Waco, NC 27584-0262
 Home Phone 252-456-3735 Work Phone —
 Job Title Retired
 Company or Agency Retired
 Email Address nancyiak@embarqmail.com

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended Stamford (CT) High School
 Name and Address of College Attended Bucknell University, Lewisburg, PA
 Degree Received BA English
Baystate Medical Center, School of Nursing Diploma
 Please list any military experience N/A

Additional Statement of Interest from

N. Iak
Page 1 of 2

If you are presently serving as an elected or appointed official, please explain: NO

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

Work Experience Registered Professional Nurse (Licensed in Florida)
the last 20 years of working has been in Florida as Director of
Nursing in 3 assisted living facilities and office nurse for a
gerontologist

Volunteer Experience Friends of the Library 2006 to present - past president
2010 to 2016
I am presently running the Friends of the Library Bookstore
(located in the WCM Library)

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

Newspaper

Current Warren County Volunteer

Other

If other, please explain: Library director Cheryl Reddish suggested that I apply

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 N. Iak
Date 05.24.2016

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. Library Board of Trustees
2. _____
3. _____
4. _____

Your full name Jamie Avril Wilkerson
Date of Birth 3-28-80 Sex F Race Black
Mailing Address 1201 US Hwy 1 North
City and Zip Code Norlina, NC 27563
Street Address Same as above
City and Zip Code Same as above
Home Phone 919-906-9023 Work Phone 919-530-6507
Job Title Attorney
Company or Agency The Law office of Jamie Wilkerson
Email Address jamieavrilwilkerson@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 Warren County High School Warrenton, NC
Name and Address of College Attended Spelman College Atlanta, GA
Degree Received B.A.

Please list any military experience N/A

Additional
Statement
of Interest
from

J. Wilkerson
Page 1 of 2

If you are presently serving as an elected or appointed official, please explain: Parliamentarian - LGA Links, Inc.; Vice-chair - Warren Co. Mem. Lib. BOT

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

Work Experience Attorney; adjunct professor; media coordinator

Volunteer Experience Board Attorney for Warren Community Health Clinic; Compass Youth Center; Warren Co. Memorial Library BOT

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 Jamie Ann Wilkerson
Date 3-10-16

Please feel free to attach a resume if so desired.

Meeting Date: June 13, 2016

Item # 9-E

SUBJECT: Appointment to Boards/Committees/Commissions

REQUESTED BY: Larry Spruill, Executive Director ABC Stores

SUMMARY: It is presented to re-appoint Clarence Jones on recommendation of the ABC Board for an additional term on same, 3rd term expires June 30, 2019.

(In addition "Statements of Interest" were received from: Wayne Boyd, Michael Herman & Joyce Long.)

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION

NOTES:

To: Warren County Board of Commissioners

From: Warren County ABC Board

To Whom It May Concern:

The Warren County ABC Board in its May 5, 2016 meeting passed, a Motion recommending to the Warren County Board of Commissioners that Clarence Jones be reappointed for a third term to serve on the Warren County ABC Board.

Humbly Submitted by:

Larry C. Spruill

General Manager/Secretary to the
Warren County ABC Board

STATEMENT OF INTEREST TO SERVE

C. Jones
Page 1 of 2

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. ABC Board
- 2. _____
- 3. _____
- 4. _____

Your full name Clarence Edward Jones
Date of Birth 8/10/46 Sex M Race Black
Mailing Address P.O. Box 514
City and Zip Code Warrenton, NC 27589
Street Address _____
City and Zip Code _____
Home Phone 252-586-4249 Work Phone _____
Job Title Retired
Company or Agency _____
Email Address cejonesbbq@outlook.com

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended John R. Hawkins High School, Warrenton NC
Name and Address of College Attended North Carolina State University Ext.
Degree Received Halifax Community College, Halifax NC, 1969
Education, Major, Teacher Certification
Please list any military experience Kittrell Junior College, Kittrell, NC
A.A. Education major, 1967

If you are presently serving as an elected or appointed official, please explain: Currently
serving on ABC Board, Warrenton NC

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

Work Experience 30 years experience as a Masonry
Instructor with the State of North
Carolina School System

Volunteer Experience _____

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

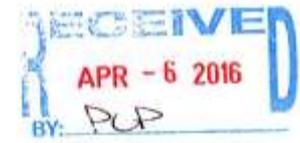
Newspaper Current Warren County Volunteer Other

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 Clarence E. Jones
Date 6-9-2016

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. ABC
- 2. _____
- 3. _____
- 4. _____

Your full name Wayne Anthony Boyd
 Date of Birth 9-20-1957 Sex M Race Black
 Mailing Address 1178 MLK JR Blvd
 City and Zip Code Warrenton NC. 27589
 Street Address _____
 City and Zip Code _____
 Home Phone 252 226 3984 Work Phone 252 226 3984
 Job Title Self Employed
 Company or Agency The Boyd Group / Auto Transportation
 Email Address boydwayne57@aol.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 John Graham High School (Class 75)
 Name and Address of College Attended NCAI State Univ (Class 79)
 Degree Received Political Science

Please list any military experience 20 year Army (Rank of Major) Retired in 2000

Additional Statement of Interest from

W. Boyd
Page 1 of 2

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

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

Work Experience 20 year Army Officer, 15 year in business
Transportation (Trucks, hummers, Buses)

Volunteer Experience VA Hospital Volunteer

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 Wayne A Boyd

Date 4-6-16

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. ABC COMMISSION
2. ECONOMIC DEVELOPMENT
3. _____

Your full name MICHAEL LEONARD HERMAN
Date of Birth 03/27/1953 Sex M Race W
Mailing Address 180 S. MACON RD
City and Zip Code LITTLETON, NC 27850
Street Address 180 S. MACON RD
City and Zip Code LITTLETON, NC 27850
Home Phone (252) 586-2485 Work Phone (336) 339-0259
Job Title CEO
Company or Agency NC MANAGEMENT RESOURCES, LLC
Email Address mherman@ncmanagementresources.com

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended GREENSVILLE Co. HS. EMPORIA, VA
Name and Address of College Attended RICHARD BLAND COLLEGE PETERSBURG, VA
Degree Received BUSINESS ADMINISTRATION

Please list any military experience N/A

Additional
Statement
of Interest
from

M. Herman
Page 1 of 2

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

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

Work Experience NC MANAGEMENT RESOURCES, LLC CEO
01/2016 to PRESENT
BEST LOGISTICS GROUP KERNERSVILLE, NC
1991 to 2015 PRESIDENT

Volunteer Experience CHAIRPERSON OF NC CENTER FOR GLOBAL
LOGISTICS 2010 - 2015

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

Newspaper Current Warren County Volunteer Other

If other, please explain: WEBSITE

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

Signature [Handwritten Signature]
Date 03/28/2016

Please feel free to attach a resume if so desired. APPROXIMATE DATES
SERVED EDGECOMBE ABC BOARD 1977-1985
CHAIRMAN 1982-1985
SERVED NC ASSOC OF ABC BOARDS 1981-1984
PRESIDENT 1984
TOWN OF PINETOPS BOARD OF COMMISSIONERS 1975-1981
MAYOR 1981-1985

Additional
Statement
of Interest
from

J. Long
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. ABC Board
2. _____
3. _____
4. _____

Your full name Joyce Brothers Long

Date of Birth 11/25/53 Sex Female Race AA

Mailing Address PO Box 482

City and Zip Code Norlina NC 27563

Street Address 116 Falcon Road

City and Zip Code Same

Home Phone (213) 456-3162 Work Phone _____

Job Title Retired

Company or Agency _____

Email Address tyhelong@gmail.com

Do you live in the county? Yes No

Please list your County Commissioner District Smithcreek (3)

(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background Masters in education supervision

Name and Address of High School Attended Norlina High School

Name and Address of College Attended ECSU and NCSU

Degree Received BS and Masters

Please list any military experience n/a

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

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

Work Experience Teacher, curriculum specialist and principal in the Warren County school system for 32 years

~~Teacher and volunteer in the Mecklenburg County Va. school system.~~

Volunteer Experience Math tutor, voter registration, school system, church and community

~~Served on the first Senior Center Board (before it was county operated) and State Employee Board~~

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

Newspaper

Current Warren County Volunteer

Other

If other, please explain: Community news

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

Signature

Date

4/2/2016

Please feel free to attach a resume if so desired.

Meeting Date: June 13, 2016

Item # 9-F

SUBJECT: Appointment to Boards/Committees/Commissions

REQUESTED BY: Ken Bowman, EDC Director

SUMMARY: It is presented to appoint John C. Krysa & Michael L. Herman to the Economic Development Commission (EDC) on recommendation from EDC. Term duration: July 1, 2016 to June 30 2019.

(In addition "Statements of Interest" were received from: Stephen Pelfrey and Ron Skow.)

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION

NOTES:

MEMO

TO: Mr. Barry Richardson, Chairman
Warren County Board of Commissioners
From: Ken Bowman, Director
Date: May 17, 2016
RE: Recommendation for EDC Board Appointments

At our meeting on May 16, 2016, the Directors of the Economic Development Commission addressed the term expirations of Peter J. Deschenes, Sr., and Ms. Sallie D. White. Neither Mr. Deschenes nor Ms. White are eligible to serve an additional term due to the current term limits set by the Board of Commissioners.

On behalf of the Board of Directors, we wish to express sincere appreciation to Ms. White and Mr. Deschenes for many years of contributions to our efforts and to the economic well-being of the County. Ms. White has served the Commission for over eight years beginning in 2007, as Vice Chair from 2008 to 2010, and as Chair from 2010 to 2012. Mr. Deschenes has served on the Commission for over eleven years beginning in 2004, as Chair from 2007 to 2009, and as Secretary from 2007 to 2008, and again from 2012 to the present.

Upon motion properly made and seconded, the directors voted to recommend the appointments of John C. Krysa and Michael L. Herman to the EDC Board of Directors. If approved, these terms will expire June 30, 2019.

Attached, please find a current list of Directors, and the Statement of Interest to Serve forms completed by candidates.

Attachments

STATEMENT OF INTEREST TO SERVE

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

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

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

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

Your full name John Charles Krysa

Date of Birth 16 Aug 1953 Sex M Race Cau

Mailing Address 117 Beech Ct

City and Zip Code Littleton, 27850

Street Address same

City and Zip Code _____

Home Phone 252-586-7560 Work Phone 252-673-6081 (cell)

Job Title Executive Consultant (Part time / on-call)

Company or Agency Millican & Associates, Inc

Email Address krysa1@verizon.net

Do you live in the county? Yes No

Please list your County Commissioner District Mr. Davis

(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended Lane Tech HS, 2501 W. Addison St, Chicago IL

Name and Address of Colleges Attended Univ of Illinois-Chicago, Univ of Wisconsin, USACGSC

Degrees Received: BS in Business Mgmt, MA in Organizational Communications, MMAS in Opnl Planning

Please list any military experience: US Army 1975-1996, Retired as Lt Colonel.

If you are presently serving as an elected or appointed official, please explain: Appointed as Member, Roanoke-Wildwood VFD Fire Tax Board.

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

Work Experience: 2012-Present, (Part Time/On-call) Millican & Associates Inc, Executive Consultant
2006-2012, FBI, Section Chief, Electronic Records, Washington DC & Winchester VA
2001-2006, Dept of Defense-Pentagon, Division Chief, Information Management, Washington DC
2000-2001 John Charles Krysa LLC, Independent Consultant, Littleton NC
1999-2000 Halifax Community College, Communications Instructor, Weldon NC
1997-1999 EDS, Senior Consultant, Raleigh NC
1996-1997 Booz, Allen & Hamilton Inc, Management Consultant, Herndon VA
1975-1996 Career US Army Officer

Volunteer Experience Former: Cub Master, Boy Scout Troop Committee Member, President Wildwood Point Homeowners Assn, Director-at-large ARMA Northern VA Chapter, Board Member AIIIM National Capitol Chapter, Board of Regents (National) Institute of Certified Records Managers. **Current:** Strategic Alliances Committee Chairman for Institute of Certified Records Managers, ELCA Synod Delegate for Lakeside Lutheran Church and Electronic Records Project Lead for Lakeside Lutheran

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

Newspaper

Current Warren County Volunteer

Other

If other, please explain: Outgoing member of the EDC

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

Signature

Date

[Signature]
12 April 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. ABC COMMISSION
- 2. ECONOMIC DEVELOPMENT
- 3. _____

Your full name MICHAEL LEONARD HERMAN
Date of Birth 03/27/1953 Sex M Race W
Mailing Address 180 S. MACON RD
City and Zip Code LITTLETON, NC 27850
Street Address 180 S. MACON RD
City and Zip Code LITTLETON, NC 27850
Home Phone (252) 586-2485 Work Phone (336) 339-0259
Job Title CEO
Company or Agency NC MANAGEMENT RESOURCES, LLC
Email Address mherman@ncmanagementresources.com

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended GREENSVILLE Co. HS. EMPORIA, VA
Name and Address of College Attended RICHARD BLAND COLLEGE PETERSBURG, VA
Degree Received BUSINESS ADMINISTRATION

Please list any military experience N/A

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

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

Work Experience NC MANAGEMENT RESOURCES, LLC CEO
01/2016 to PRESENT
BEST LOGISTICS GROUP KERNERSVILLE, NC
1991 to 2015 PRESIDENT

Volunteer Experience CHAIRPERSON OF NC CENTER FOR GLOBAL
LOGISTICS 2010 - 2015

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

Newspaper Current Warren County Volunteer Other

If other, please explain: WEBSITE

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

Signature [Handwritten Signature]
Date 03/28/2016

Please feel free to attach a resume if so desired. APPROXIMATE DATES
SERVED EDGECOMBE ABC BOARD 1977-1985
CHAIRMAN 1982-1985
SERVED NC ASSOC OF ABC BOARDS 1981-1984
PRESIDENT 1984
TOWN OF PINETOPS BOARD OF COMMISSIONERS 1975-1981
MAYOR 1981-1985

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. Planning Board
2. Economic Development Commission
3. ABC Commission
4. LEPC

Your full name Stephen W. Pelfrey
Date of Birth 6-27-1968 Sex Male Race White
Mailing Address 221 Fairview Street
City and Zip Code Warrenton, NC 27589
Street Address (same)
City and Zip Code _____
Home Phone 252-532-7082 Work Phone 919-560-0409
Job Title Deputy Assessor
Company or Agency Durham County Tax Administration
Email Address spelfrey@gmail.com

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended Stafford Co. Sr. HS, Stafford, Virginia
Name and Address of College Attended UMW, Fredericksburg, VA / GMU Law School, Arlington, VA
Degree Received B.S. (Business Administration) / J.D.

Please list any military experience N/A

Additional
Statement
of Interest
from

S. Pelfrey
Page 1 of 2

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

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

Work Experience Attorney in private practice (Warren County) with primary focus on real estate. Several years' work in county government, including Warren County. While with NC Department of Revenue, developed and taught classes for county staff related to property tax administration. Prior math & science teacher at Warren County Middle School.

Volunteer Experience Previous experiences: Scoutmaster for Warren County Boy Scout troop; Chairman of Board of Trustees for Wesley Memorial UMC in Warrenton; member of Norlina VFD

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

Newspaper

Current Warren County Volunteer

Other

If other, please explain: Concerns raised at commissioner meetings regarding citizen involvement

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

S. Pelfrey

Date

3-2-16

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

Your full name Ron Skow

Date of Birth 9/30/1942 Sex M Race W

Mailing Address 127 Blue Heron Ct.

City and Zip Code Littleton, N. C. 27850

Street Address same

City and Zip Code _____

Home Phone 252-586-7114 Work Phone n/a

Job Title Retired

Company or Agency n/a

Email Address semperf1@embarqmail.com

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended Burlington Sr. High, Burlington, NJ

Name and Address of College Attended Miami Univ., Oxford, OH ; Fairleigh Dickinson Univ., NJ

Degree Received BS-Math; MBA

Please list any military experience USMC 1961-1981

Additional
Statement
of Interest
from

R. Skow
Page 1 of 2

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

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

Work Experience 20 yrs in USMC; 21 yrs in aerospace industry, last job as Director, Training and Technical Documentation w/Lockheed Martin

Volunteer Experience 2008-2010 on committee that updated the county zoning ordinance; 2007-2014 w/LGA as Director and Chair of Govt Relations Cmte; currently working with Warren County education volunteer group

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

Newspaper X

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

/s/ Ron Skow



Date

5 Apr 2016

Please feel free to attach a resume if so desired.

Meeting Date: June 13, 2016

Agenda Item # 10-A

SUBJECT: Declare Surplus Property

REQUESTED BY: Clerk to the Board

SUMMARY: The County has certain property which is no longer needed and may lawfully dispose of such property through declaring "Surplus Property" and conveyance or sale by auction, bid, and/or electronic advertisement pursuant to Article 12, NCGS 160A-268. Therefore, it is requested to declare surplus property and convey or sell at auction: 2001 Chevrolet Van ID #2690 and printer ink. Authorize Chairman to sign resolution.

FUNDING SOURCE: General Fund

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Resolution declaring certain property formerly used by various County Departments surplus and lawfully dispose of said property pursuant to Article 12, NCGS 160A-268, and authorize the Chairman to sign same.

NOTES:

**STATE OF NORTH CAROLINA
COUNTY OF WARREN**

RESOLUTION

**SALE OF SURPLUS
WARREN COUNTY PROPERTY**

WHEREAS, the County of Warren has certain property which is no longer needed and may lawfully dispose of such property through declaring "Surplus Property" and convey or sale by auction, via electronic advertisement.

NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to Article 12, North Carolina General Statute 160A-268, the Warren County Board of Commissioners will convey or sell various equipment as follows:

<u>Used By</u>	<u>Items</u>
Social Services	2001 Chevrolet Van ID #2690
Health Department	Ink for Printers

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the County Manager (or designee) to dispose of this property and incur those costs incidental to convey or sell property; and that advertising, describing the property, the method of transfer (by conveyance, sale or auction) and the date, time and place for the award of bid will be placed in the Warren Record and publicly displayed, otherwise appropriately advertised according to law.

ADOPTED this the 13th day of June 2016.

WARREN COUNTY BOARD OF COMMISSIONERS

Barry Richardson, Chairman

**Social Services
2001 Chevrolet Van**

Vin # 1GAHG39R511212690

Miles: 144,115



**Health Dept Ink
Cartridges Available**

- 53A Black (4)
- Q3964A HP Color Laser jet imaging drum
- Q3973A (magenta) 1
- Q3960A(black) 2
- Q3971A (cyan) 3
- CF484A-HP Color laserjet Fuser Kit
- HP2500/1500 Fuser Assembly
- C900A-Black (2)
- C9703A-magenta (2)
- C9702A-yellow(3)
- C9701A-cyan (2)
- Dymo Label writer 400 (2)
- Q5942A-black (2)
- C9704A Laserjet imaging drum (2)

Meeting Date: June 13, 2016

Agenda Item # 10-B

SUBJECT: Resolution Declaring Surplus Property and Authorizing Auction

REQUESTED BY: Clerk to the Board

SUMMARY: Resolution Declaring Tax Foreclosed Property as surplus is presented for Board's consideration to authorize auction of same and authorize Chairman Richardson to sign the Resolution.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Resolution Declaring Tax Foreclosed Property surplus, and authorize Chairman Richardson to sign the Resolution.

NOTES:

ID	Size	Location	Min. Bid
B10 40 G1	.75 acre	152 Southland Drive, Sandy Creek Off Summit Road	\$3,508.38
E5 45	1 lot	742 N. Main St, Warrenton	\$6,027.81
J4 5B	4 acres	Eaton Ferry Rd, River Township	\$2,345.11



WARREN COUNTY BOARD OF COMMISSIONERS

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

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

Linda T. Worth
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

State of North Carolina
County of Warren

RESOLUTION

SALE OF SURPLUS WARREN COUNTY PROPERTY

WHEREAS, the County of Warren has certain properties which have been foreclosed for delinquent taxes and may lawfully dispose of such property through on-line auction.

NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to Article 12, North Carolina General Statute 160A-268, the Warren County Board of Commissioners will sell through online auction the following real property:

<u>Tax ID</u>	<u>Size</u>	<u>Location</u>	<u>Minimum Bid Accepted</u>
B10 40 G1	0.75 acre	152 Southland Drive, Sandy Creek Off Summit Road	\$3,508.38
E5 45	1 lot	742 N. Main St, Warrenton	\$6,027.81
J4 5B	4 acres	Eaton Ferry Rd, River Township	\$2,345.11

The properties will not be open for inspection and are being sold in "as is" condition with no warranties.

A minimum bid has been established per property. The Warren County Board of Commissioners reserves the right to reject any or all bids, to waive informalities, and to award bid in the opinion of the Owner's best interest. All questions should be directed to: Linda T. Worth, Warren County Manager (252) 257-3115 (8:30 am to 5:00 pm, Monday through Friday) or e-mailed to lindaworth@warrencountync.gov.

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

ADOPTED this the 13th day of June 2016.

WARREN COUNTY BOARD OF COMMISSIONERS

ATTEST:

Barry Richardson, Chairman

Meeting Date: June 13, 2016

Agenda Item # 11-A

SUBJECT: FY 2017 KART Transportation Contract

REQUESTED BY: Robert Brink, KARTS Executive Director

SUMMARY: Annual submission of Transportation Agreement for the Warren County Senior Center is presented for Boards review and approval.

FUNDING SOURCE: General Fund

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of KARTS Transportation Agreement for the Warren County Senior Center and authorize Chairman Richardson to sign the Agreement.

NOTES:

FY 2017 KART
DRAFT
Contract

1 of 10

KARTS

POST OFFICE BOX 246
HENDERSON, NORTH CAROLINA 27536

PUBLIC TRANSPORTATION
TELEPHONE: 252/438-2573

TRANSPORTATION AGREEMENT KERR AREA TRANSPORTATION AUTHORITY dba KERR AREA RURAL TRANSIT SYSTEM (KARTS)

This agreement, as set forth herein between the Kerr Area Transportation Authority (hereafter referred to as "KATA") and Warren County (on behalf of Warren County Senior Center) hereinafter referred to as "agency"), represents a mutual understanding of the agreement whereby KATA will provide to the agency certain services as set forth below.

I. PURPOSE

The purpose of this agreement is to provide efficient and cost effective, transportation for clients of the agency within the KATA service area through the Kerr Area Rural Transit System (KARTS). The service area is defined as the Counties of Franklin, Granville, Vance, and Warren. Out of County services to Durham and Chapel Hill will be provided on weekdays if there is a minimum of three riders on the vehicle. Out of County services to Raleigh will be provided on Tuesday, Wednesday and Thursday if there is a minimum of three riders on the vehicle.

This contract applies to all programs funded by the agency.

II. OBLIGATION OF PARTIES

A. KATA shall:

1. Be responsible for the administration of the transportation program.
2. Comply with all federal, state and local laws and ordinances governing vehicle and driver licensure and operation. KATA may provide services through a different service contract and/or subcontract all or part of this agreement, provided the requirements of this paragraph are complied with.
3. Agree to keep and maintain good and proper business records of all services and charges provided for under this agreement.
4. Provide service Monday through Friday, between the hours of 5:00 AM and 6:00 PM as routes allow and Saturday for dialysis riders only.
5. Schedule all trips in a coordinating manner intended to maximize on-time performance & vehicle utilization, and minimize passenger ride-time and deadhead service, while considering agency requirements. For these purposes, a trip is considered on-time if the initial pick-up is made within +/- 15 minutes (15 minutes before the scheduled pick-up time or 15 minutes after the scheduled pick-up time). The same +/- 15 minute window also applies to the drop off times.
6. Make records maintained by KATA pertaining to this agreement available to the agency or its representatives for the purpose of inspection or audit

FY 2017 KART
DRAFT
Contract

2 of 10

KARTS

POST OFFICE BOX 246
HENDERSON, NORTH CAROLINA 27536

PUBLIC TRANSPORTATION
TELEPHONE: 252/438-2573

during normal business hours and upon a 5 business day notice.

7. Submit to the Agency, on or before the tenth (10) working day of each month, an invoice for services provided in the calendar month prior. The agency will have thirty (30) calendar days to bring billing disputes to the attention of KATA. KATA reserves the right to make adjustments on the following month's invoice as necessary, and requires payment in full of disputed charges at the time of invoicing. KATA further reserves the right to refuse billing disputes not brought to our attention within the above specified timeframe.
8. Because KATA serves a regional area it becomes impossible to apply a uniform policy regarding how operations will be affected by adverse weather conditions. The administrative offices of KATA in Henderson will be open as weather permits for normal business hours; however, transportation services will be decided on a case by case basis.
9. Services for dialysis patients and employment passengers only will be provided on the following holidays: Martin Luther King Day, Good Friday, Veteran's Day, and the Friday following Thanksgiving. No services will be provided on Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, or New Year's Day.

B. The Agency shall:

1. Provide KATA written, facsimile, web portal or email of trip authorizations and service requests to include the time and actual physical and street address location of pickups and discharges, as well as the names, telephone numbers, and special needs (e.g. vans with wheelchair lift, type of wheelchair) of the clients to be served, and identify funding source code to be charged. Attachment A contains service policies as established for the KARTS' program. Individual service requests should be submitted by 1 PM on the day prior to the request. The agency will recognize a +/- 15 minute deviation when scheduling trips as described in item 5 above.
2. Provide KATA with adequate notice of cancellation of prescheduled transportation. Adequate notice is defined as two hours before any revenue time spent attempting the trip if it has not been canceled appropriately the trip is marked a "No Show." The agency will be responsible for payment for a client's no shows. In the event that an agency does not pay "No Shows," the client will be responsible for payment. The client will not be permitted to ride again until that charge is paid (unless unallowable per Medicaid policy).
3. Reimburse KATA for all services rendered. Local travel (within the four counties) will be billed at a rate of \$1.31 per shared mile (See Attachment

KARTS

POST OFFICE BOX 246
HENDERSON, NORTH CAROLINA 27536

PUBLIC TRANSPORTATION
TELEPHONE: 252/438-2573

FY 2017 KART DRAFT Contract

3 of 10

B). Out of County travel will be billed at a flat rate per round trip (See Attachment B). Specialized services will be billed at a rate of \$9.00 an hour and \$1.31 per mile. Wait time will be charged at a flat rate of \$20 per hour.

4. Understand the following provisions are in place:
 - a. The agency agrees that vehicles will not wait more than two minutes beyond scheduled pick-up time at an individual client's pick-up location. The agency will be billed for all wait time outside of the initial two minutes allotted in 15 minute increments (if requested in writing by the agency).
 - b. KARTS does not provide one-on-one service. To make trips affordable for all agencies and general public riders, return trips are prescheduled whenever possible and included in a set route. For all local trips, drivers are not allowed to wait beyond the two minutes allotted for clients on a return trip. Wait time will be charged in the same manner as stated above for the initial trip. For clients who do not know their return trip time, they will be instructed to call the KATA office when their appointment is complete and a driver will be dispatched as soon as possible to pick them up. Because they are not prescheduled in a set route, their wait-time can vary, up to sixty minutes after notifying KARTS that they are ready.
 - c. Group trips or specialized services must be canceled 48 hours prior to the scheduled trip. Any trip canceled with less than 48 hour notice will be charged a \$100 administration fee.
 - d. Due to FTA's drug testing requirements group trips may only travel 100 miles from KATA's office.
 - e. The fare structure quoted is based on the highest level of cost sharing possible among all county core agencies, including, but not limited to, Department of Social Services, Aging Services, Area Mental Health Programs and Health Department. If all county core agencies choose not to fully utilize KATA to provide transportation for clients of said agencies, then KATA reserves the right to increase fares for all core agencies within a single county. Please note: KATA realizes that core agencies may have situations when some of their transportation needs will be met by other providers because of varying factors such as cost, time constraints, and the like. However, every effort should be made by the core agencies to insure that KATA has an opportunity to evaluate the costs of these services to compare fully allocated costs. If it is determined that KATA must increase rates due to underutilization the agency will be provided a 10 day notice of the new rate.

FY 2017 KART
DRAFT
Contract

4 of 10

KARTS

POST OFFICE BOX 246
HENDERSON, NORTH CAROLINA 27536

PUBLIC TRANSPORTATION
TELEPHONE: 252/438-2573

- f. In the event that the average cost of fuel increases more than .05¢ per gallon over \$3.80 per gallon, rates will increase at a rate of .01¢ per shared mile for every .01¢ over that amount.
 - g. KATA reserves the right to negotiate separate contracts and rates with other agencies.
 - h. KATA will be paid for all services rendered regardless of the funding agency receiving reimbursement for said services.
 - i. KARTS offers door-to-door service. Drivers are permitted to provide assistance to passengers from the door of their origination to the door of their destination, when safe to do so. Assistance to passengers in wheelchairs will be provided up and down suitable ramps. Drivers are not permitted to provide assistance up and down any number of steps for passengers in wheelchairs. KARTS' drivers are not permitted to enter client's homes or medical facilities for any reason. Drivers are also not permitted to sign passengers in or out of service buildings.
 - j. Passengers are expected to be ready for pick-up at least 60 minutes prior to their appointment time. One personal care attendant of passengers requiring additional assistance may ride for no charge, provided that the request is made in advance, and the origin and destination of the trip are the same.
5. Reimburse KATA for transportation services within thirty days of receipt of the monthly statement as submitted. Any extension of time for payment must be approved in advance by KATA. In the event that the agency disputes the accuracy of the charges of any trips, the agency must make full and timely payment of the entire invoiced amount and indicate the disputed charges. KATA will attempt to resolve all disputed charges and make adjustments to the following months invoice as necessary.
 6. Notify KATA of service complaints within forty-eight hours. Complaints must be supported with written documentation and signed by the person preparing the complaint.
 7. Obtain prior approval from KATA when requesting new or exceptional services.
 8. Ensure that no trips are taken involving transportation of agency clients that are prohibited by law.
 9. The agency agrees to assist in the enforcement of KATA's policies and in the education of consumers on using the system by making clients aware of Attachment A.

C. Other terms:

1. This agreement shall take effect on July 1, 2016 and shall be effective though June 30, 2017.

**FY 2017 KART
DRAFT
Contract**

5 of 10

KARTS

POST OFFICE BOX 246
HENDERSON, NORTH CAROLINA 27536

PUBLIC TRANSPORTATION
TELEPHONE: 252/438-2573

2. Any modification or amendments to this agreement shall be in writing and when signed by all parties shall be made a part hereof.
3. This agreement may be terminated by either party with 30 days written notice.
4. The agency agrees, to the extent allowable by law, to release and hold harmless KATA and KARTS, its' employee and agents, from all claims, losses, liabilities or expenses (including attorney's fees) arising from bodily injury, property damage, or death to any person or persons resulting from the provision of transportation services under this contract, and resulting from the negligence of the agency. KATA agrees, to the extent allowable by law, to release and hold harmless the agency, its employees and agents, from all claims, loss, liability or expense (including attorney's fees) arising from bodily injury, property damage or death to any person or persons resulting from the provision of transportation services under this contract, and resulting from the negligence of KATA.
5. Only clients of the agency may receive services under this agreement.
6. All notices and other communications pertaining to this Agreement shall be in writing and shall be deemed given if personally delivered to the other party or if sent by certified mail, return receipt requested, postage prepaid. A notice sent by certified mail, shall be deemed to be given on the third business day after the mailing date. All notices or communications between the agency and KATA pertaining to the agreement shall be addressed as shown below:

**Warren County Senior Center
Alicia Giddiens, Director
435 W. Franklin St.
Warrenton, NC 27589**

**KATA
Executive Director
PO Box 246
Henderson, NC 27536**

**FY 2017 KART
DRAFT
Contract**

6 of 10

KARTS

POST OFFICE BOX 246
HENDERSON, NORTH CAROLINA 27538

PUBLIC TRANSPORTATION
TELEPHONE: 252/498-2573

7. Failure to enforce any provision of this contract shall not be construed as waiver of such provision or otherwise affect the validity of this contract.
8. If any provision of this contract is adjudicated invalid by any court of competent jurisdiction, such invalidity will not affect the remainder of this contract.
9. Any other agency specific terms are included as Attachment C if applicable.
10. E-Verify Compliance. Pursuant to N.C. General Statute §64.26 (2015) and by its execution below, Seller hereby attests that it is in compliance with E-Verify requirements.
11. Iran Divestment Act Certification. Pursuant to N.C. General Statute §143-6A-4 and by its execution below, Seller hereby certifies that as of the date of this Agreement's full execution, Seller is not listed on the Final Divestment List created by the N.C. Treasurer, and that signatory is authorized by the Seller listed above to make the foregoing statement.

IN TESTIMONY WHEREOF, KERR AREA TRANSPORTATION AUTHORITY through their authorized officers and by their own hands have hereunto set forth their hands and seals on the day and year written.

Warren County (on behalf of Warren County Senior Center)

By: _____

Date: _____

KERR AREA TRANSPORTATION AUTHORITY

By: _____
Robert Brink, Executive Director
Kerr Area Transportation Authority

Date: _____

KARTS' Passenger Policies

Attachment A

For your safety and comfort and for that of all of our passengers;
passengers are required to observe the following policies when riding KARTS:

1. Request for transportation should be made 48 hours prior to when transportation is needed. When KARTS reaches capacity of 700 trips no further requests will be taken. The sooner a trip is scheduled the better, but no further than 14 days in advance.
2. Please be ready to go at least 60 minutes prior to your scheduled pick-up time. Once the van has arrived the driver can wait no more than 2 minutes for passengers to board.
3. If a vehicle arrives to pick you up and you do not ride for any reason it is considered a **No-Show**. You are responsible for the cost of this **No-Show** before you may ride again.
4. Schedule changes are to be handled through the KARTS' office or through the appropriate agency office at **ALL** times. Passengers are asked not to make arrangements with drivers. **Cancellations may not be relayed by drivers.** Requests for next day service, including changes in destination, must be called into KARTS.
5. **Raleigh, Durham** passengers should not schedule their arrivals earlier than 10:30 A.M. **Chapel Hill** passengers should not schedule earlier than 11:00 A.M. KARTS must return from **Chapel Hill** at 3:30 P.M. and other out of county trips no later than 4:00 P.M. **with or without all passengers.** The vehicle will return when all passengers are ready or at 4:00 P.M.
6. If you are riding as a **will-call** you must call the office when you are ready for pick-up. After you contact the office it may take up to 60 minutes for your ride to arrive.
7. If you have scheduled a time for your return trip and you will not be ready it is your responsibility to notify KARTS that you will not be ready. Failure to do so will result in a **No-Show**. If you are not ready at your scheduled time your trip will be made a **will-call**.
8. KARTS' drivers can assist passengers on and off the van, and to and from the door of their pick-up or drop-off point, as long as the van remains within eyesight. Drivers are not permitted to assist passengers inside homes or other buildings. Drivers can assist those in wheelchairs in navigating **suitable** ramps, however, they are not permitted to push or pull wheelchairs up or down steps.
9. KARTS' drivers are not permitted to stop for restroom breaks or otherwise while in route; only to pick up or discharge passengers. In the event there is a medical reason a passenger needs to stop for breaks, passengers are asked to contact the KARTS' offices.
10. Passengers are expected to be responsible for their own personal hygiene while on board KARTS' vehicles.
11. If you are paying with cash, please have exact fare ready when boarding. For those who are using tickets or FareKards, please have them ready upon boarding. The **full fare** is due on the first leg of the trip.
12. **ALL** passengers must use safety belts while riding in KARTS' vehicles. Children required by NC law must be properly secured in an approved child restraint system. **KARTS does not provide child restraints.** Passengers in wheelchairs or other mobility devices must permit drivers to completely secure the chair using the 4-point tie-down system with lap and shoulder restraints. It is advisable for passengers in wheelchairs or scooters to transfer to a regular seat if at all possible. In any event, the mobility device must be secured. KARTS does not transport wheelchairs by themselves, someone must accompany the chair.

KARTS' Passenger Policies

13. KARTS' drivers are not permitted to transport passengers with bodily fluids on their person (must be in sealed container). In the event of an on-board emission, drivers will take the passenger back to his/her origination or to their destination; whichever is closer.
14. Please limit conversation with drivers to any instructions necessary when boarding/leaving the vehicle. Conversations between passengers should be held in a normal tone so as not to disrupt other passengers or the driver. **The use of profanity is prohibited.**
15. Physical contact with the driver or with other passengers is not permitted. Passengers are asked to refrain from public displays of affection and/or any sexual activities while on board the KARTS' vehicle. Passengers are asked to stay seated until the vehicle has come to a complete stop at one's destination. Passengers are asked not to rest their feet on the seats, and to keep their hands and arms inside the vehicle. Destruction of KARTS' property will result in legal action. Additionally, passengers are asked to keep the aisles clear of obstructions such as bags, etc. **Limit bags to two bags per person.**
16. The use of, possession of, and/or sale of alcohol or illegal drugs is not permitted on any KARTS' vehicles. KARTS' drivers have the authority to deny service to any person thought to be under the influence of drugs or alcohol.
17. The carrying of concealed weapons is not permitted in KARTS' vehicles. KARTS' drivers have the authority to deny service to persons carrying weapons.
18. Smoking, eating, and/or drinking are not permitted on the KARTS' vehicles.
19. The use of music playing devices is permitted with the proper headphones and at an appropriate volume. The driver may ask that you turn down the volume if it becomes a driving distraction.
20. The use of cell phones is permitted as long as conversations are held to a minimum and at a reasonable volume. The driver may ask that you not talk on the phone if it becomes a driving distraction.
21. Drivers have the authority to deny service to anyone they deem at the time to be violent, intoxicated, or hazardous to themselves, other passengers, or the driver. In the event a passenger does become violent the police will be notified immediately.
22. Drivers can only pick up passengers who have suitable driveways.
23. Passengers under the age of 13 must be accompanied by an adult.
24. Abusive or profane language will not be tolerated. Any threats made toward the driver, other passengers or office staff will result in an immediate 30 day service suspension. Multiple violations of this policy may result in permanent suspension.

These policies are in effect in order to protect the employees of KARTS and passengers. All passengers have a right to safe, efficient transportation, and a responsibility to do their part to make sure that this is the case for everyone. Failure to observe these policies could result in temporary or permanent suspension of KARTS' privileges. KARTS will immediately report all illegal actions to the proper authorities. Thank you for using KARTS and if you have any questions please contact the office at 252-438-2573.

**FY 2017 KART
DRAFT
Contract**

9 of 10



KARTS

POST OFFICE BOX 246
HENDERSON, NORTH CAROLINA 27536

PUBLIC TRANSPORTATION
TELEPHONE: 252/438-2573

Attachment B

KARTS AGENCY RATE 2016-2017

LOCAL TRIPS

\$1.31 per shared mile (Cost distributed evenly among all passengers on each vehicle for each day of service).

OUT-OF-COUNTY

All out of county trips will be billed a flat rate of \$47.

**FY 2017 KART
DRAFT
Contract**

10 of 10

KARTS

POST OFFICE BOX 246
HENDERSON, NORTH CAROLINA 27536

PUBLIC TRANSPORTATION
TELEPHONE: 252/438-2573

ATTACHMENT C

SENIOR CENTER WARREN COUNTY

1. The Agency agrees to authorize the KATA to provide certain transportation services for its Senior Center passengers as requested within vehicle/driver limitations.
2. The Agency agrees to determine eligibility and to schedule transportation services with KARTS.
3. KATA agrees to bill the individual for whom service was requested for a "no-show". A "no-show" is defined as that service which was requested either by or for a passenger but the passenger was not present to be transported and the request had not been cancelled. KATA reserves the right to stop service until the individual has paid the "no-show" fee.
4. KATA will bill the Agency based on the current rates as per Attachment B. The Agency understands that the rates are subject to change in accordance with the Fuel Increase Provision as stated in the Transportation Agreement, Section B Paragraph F.
5. Cancellations will be accepted by KATA from the Agency or the passenger.

AGENCY

By: _____

Date: _____

KERR AREA TRANSPORTATION AUTHORITY

By: _____

Rob Brink
Kerr Area Transportation Authority Director

Date: _____

Meeting Date: June 13, 2016

Agenda Item # 11-B

SUBJECT: Emergency Services Facility Project

REQUESTED BY: Timothy D. Oakley, AIA, LEED AP, Project Engineer

SUMMARY: An amendment has been proposed by Oakley Collier Architects to the Owner-Architect Agreement: Article 11 – Compensation to delete references to lump sum dollar amounts. The current outstanding invoice for 50% completion of the Schematic Design Phase has been reduced from \$74,705.25 to \$42,269.50 based on reduced project construction budget of \$4,300,000.

FUNDING SOURCE: General Fund

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

- 1) Recommend approval of proposed amendment to Owner-Architect Agreement, Article II – Compensation to delete references to lump-sum dollar amounts. Authorize Chairman to sign amended Agreement.
- 2) Recommend approval of outstanding invoice in the amount of \$42,269.50 representing 50% completion of Schematic Design Phase for the project based on reduced project construction budget of \$4,300,000.

NOTES:

June 1, 2016



Ms. Linda T. Worth, County Manager
Warren County
P.O. Box 619
602 W. Ridgeway St
Warrenton, NC 27589

RE: Warren County Emergency Services Facility
Project No. 16001

Dear Linda,

After our meeting the other night with your Board of Commissioners, and in an effort to move the project forward, Ann & I would like to offer the following amendment to the Owner-Architect Agreement, AIA B101 – 2007 (with USDA amendments). Additionally, we would also like to modify the invoice previously sent.

The contract amendment would alter Article 11 - Compensation by deleting any reference to lump sum dollar amounts. The proposed language would stipulate that the design & engineering fees shall be based on a 9% fee of the actual construction cost, to be determined and approved by the Board as the project moves forward.

As for the current outstanding invoice, we propose the following modifications: In light of the Board's comments about 'not wanting to spend \$6 million dollars', we suggest basing our current outstanding invoice on the mid-range building construction budget of approximately \$4,300,000. The new invoice would be reduced to approximately \$42,000, or 50% of Schematic Design. This will cover some of the costs of our work to date done in good faith, which also adds value to the current and future discussions regarding space needs & required adjacencies desired for your new facility.

We also respectfully request that, with these proposed contract changes, the Board execute our Owner-Architect Agreement (AIA B101 - 2007). By executing the agreement, all parties' interests would be protected and we will all have a clearer understanding of expectations.

Should you have any questions after your review, please do not hesitate to call.

Sincerely,

A handwritten signature in black ink that reads 'Timothy D. Oakley'.

Timothy D. Oakley, AIA, LEED AP

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation.)

Programming (Establish overall scope, budget and size of facility)	\$12,000
USDA Preliminary Architectural Report	\$8,500
USDA Environmental Scoping Documents	\$1,200
USDA RD-1940-20 Documents	\$2,500
 Total USDA and Programming Fees:	 \$24,200

Architectural and Engineering Design Fees will be based on 9% of the actual Construction Cost. (A credit of \$8,000 will be applied to these design fees.)

Once construction bids are received, the actual Architectural and Engineering Fees will be adjusted to reflect a fee of 9% of the actual construction bid price.

§ 11.2 For Additional Services designated in Section 4.1, the Owner shall compensate the Architect as follows: *(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)*

N/A

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.3, the Owner shall compensate the Architect as follows: *(Insert amount of, or basis for, compensation.)*

Hourly Rates as Follows:

Principal Architect:	\$200
Senior Designer:	\$175
Senior Project Manager:	\$150
Construction Administrator:	\$150
Production:	\$85-\$100
Administrative:	\$45

§ 11.4 Compensation for Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus Twenty percent (20 %), or as otherwise stated below:

§ 11.5 Where compensation for Basic Services is based on a stipulated sum or percentage of the Cost of the Work, the compensation for each phase of services shall be as follows:

Schematic Design Phase	Twenty	percent (20	%)
Design Development Phase	Fifteen	percent (15	%)
Construction Documents Phase	Thirty-Five	percent (35	%)
Bidding or Negotiation Phase	Five	percent (5	%)
Construction Phase	Twenty	percent (20	%)
Close Out Phase	Five	percent	5	%)
		(%)
<hr/> Total Basic Compensation	<hr/> One Hundred	percent (<hr/> 100	<hr/> %)



INVOICE

BILL TO:

Linda Worth
Warren County
PO Box 619
Warrenton, NC 27589

Project Description: **Warren County Emergency Services Facility**

INVOICE FOR PROFESSIONAL SERVICES

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
16001-2 (Rev #2)	June 1, 2016	June 1, 2016	16001	\$44,689.50

	Fee Summary		Previously Invoiced		Current Invoice		Remaining
	%	Stipulated	% phase completed	Amount billed	% complete	Value of completed	Amount Remaining
04 Schematic Design	20.00%	\$84,539.00	0.00%	\$0.00	50.00%	\$42,269.50	\$42,269.50
05 Design Development	15.00%	\$63,404.00	0.00%	\$0.00	0.00%	\$0.00	\$63,404.00
06 Construction Documents	35.00%	\$147,944.00	0.00%	\$0.00	0.00%	\$0.00	\$147,944.00
07 Bidding & Negotiation	5.00%	\$21,135.00	0.00%	\$0.00	0.00%	\$0.00	\$21,135.00
08 Contract Administration	20.00%	\$84,540.00	0.00%	\$0.00	0.00%	\$0.00	\$84,540.00
09 Close Out	5.00%	\$21,135.00	0.00%	\$0.00	0.00%	\$0.00	\$21,135.00
	100.00%	\$422,697.00	0.00%	\$0.00	10.00%	\$42,269.50	\$380,427.50

ADDITIONAL SERVICES

	Fee Summary		Previously Invoiced		Current Invoice		Remaining
		Stipulated	% phase completed	Amount billed	% complete	Value of completed	Amount Remaining
03 Documentation		\$24,200.00	90.00%	\$21,780.00	10.00%	\$2,420.00	\$0.00

Payment is due upon receipt of invoice. Interest on overdue accounts will be accrued at 1.5% monthly.


Timothy D. Oakley, President

Meeting Date: June 13, 2016

Agenda Item # 11-B-1

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Amendment #5 to the Warren County Emergency Services Headquarters Capital Project Ordinance is submitted for Board's consideration and approval.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment #5 to the Warren County Emergency Services Headquarters Capital Project Ordinance as presented by Warren County Finance Director.

NOTES:

**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE
WARREN COUNTY
EMERGENCY SERVICES HEADQUARTERS
(Amendment No. 5)**

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

Architectural Fees	<u>\$ 42,000</u>
Total	\$ 42,000

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

Loan Proceeds	<u>\$ 42,000</u>
Total	\$ 42,000

This amendment appropriates funds for fifty percent (50%) of the Schematic Design work performed on good faith by Oakley Collier Architects.

Respectfully Submitted 6/13/2016

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

Meeting Date: June 13, 2016

Agenda Item # 11-C

SUBJECT: Senior Center Nutrition Contract

REQUESTED BY: Alicia Giddiens, Senior Center Director

SUMMARY: Annual submission of Senior Center meals contract is presented for award of bid and approval of the Contract for Caterer Services with Bluedog Associates, Inc. Authorize Chairman to sign the contract.

FUNDING SOURCE: General Fund – Senior Center Departmental Budget

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

1) Recommend award of bid for Senior Center Meals Program to Bluedog Associates, Inc. at a cost of \$6/meal for congregate and home delivered meals.

2) Recommend approval of Contract for Caterer Services and authorize the Chairman to sign same.
(County Attorney has reviewed and approved the Contract)
Funding Source: General Fund - Senior Center Departmental Budget

NOTES:

PROJECT NAME: WC Senior Center Meals Program DATE: 4/27/2016

BID TABULATION

VENDOR	CONGREGATE MEALS	HOME-DELIVERED MEALS
Blue Dog	\$6.00/meal	\$6.00/meal

This is to certify that the bids tabulated herein were publicly opened and read aloud at 10:00am on the 27th
day of May, of 2016, at Warren County Senior Center, Warren County, Warrenton, NC.

Valencia Manor
Witness

A. F. Eddis
Signature

Entire document is provided in a separate e-mail.

CONTRACT FOR CATERER SERVICES

THIS CONTRACT FOR CATERER SERVICES (hereinafter, "Agreement" or "Contract") is entered into as of this 1st day of July 2016, by and between **Warren County (on behalf of Warren County Senior Center)** (hereinafter referred to as "Agency") and **Bluedog Associates, Inc.** (hereinafter referred to as "Caterer").

WITNESSETH

WHEREAS, the Agency is desirous of purchasing meals for consumption by eligible individuals under the provisions of the Home and Community Care Block Grant and the Older Americans Act of 1965, as amended, including Federal and State regulations and policies relating thereto (hereinafter, the "Older Americans Act, as amended"); and

WHEREAS, Caterer is a food service management business and has the technical knowledge required to supply such meals;

NOW THEREFORE, the parties, intending to be legally bound hereby, agree as follows:

1. Caterer agrees to sell meals which the Agency agrees to purchase for the Agency's Congregate and Home-Delivered Meals programs. Said meals must meet the nutritional requirements under the Older Americans Act.
2. Caterer further agrees to prepare, package and deliver said meals to the Warren County Senior Center and also to the Agency's Home-Delivered Meals Program Clients.
3. It is understood and agreed that Daniel T. Johnson shall represent Caterer in the performance of this Agreement.

Further, it is understood and agreed that Alicia Giddiens, Senior Center Director, shall represent the Agency in the performance of this Agreement.

4. The Agency shall have the right and authority to:
 - a. Request menu variety, use of seasonal and locally-available foods, delivery of quality products;
 - b. Inspect all food to determine compliance with specifications;
 - c. To reject any food not meeting the required specifications, including foods not meeting the appropriate temperature requirements;
 - d. Have access to Caterer's purchase records relating to the food purchased for sites for review and audit as necessary;
 - e. Inspect at any time Caterer's food preparation, packaging, and storage areas, food containers and utensils used in serving the meals to determine

Meeting Date: June 13, 2016

Agenda Item # 11-D

SUBJECT: Vesta 9-1-1 Telephone System Purchase

REQUESTED BY:

SUMMARY: Sales Agreement for Vesta 9-1-1 Telephone System purchase and installation effective 7/1/16 between Wireless Communications, Inc. and Warren County and ePlus Group, Inc. Lease Proposal are presented for Board's review and action; monthly lease payment installments of \$4,831.75 to be paid from E-911 Fund. Authorize Chairman to sign same.

FUNDING SOURCE: E-911 Fund

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Sales Agreement with Wireless Communications, Inc. and ePlus Group, Inc. Lease proposal and Agreement effective 7/1/16 with installment payments to be paid from E-911 Fund. Authorize Chairman to sign Sales Agreement and Lease proposal and Agreement. (County Attorney has reviewed and approved the Sales Agreement and Lease Proposal.)

NOTES:

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

Meeting Date: June 13, 2016

Agenda Item # 11-E

SUBJECT: FY 2017 Home & Community Care Block Grant
Funding Application

REQUESTED BY: Alicia Giddiens, Warren County Senior Center Director

SUMMARY: Annual submission of Home & Community Care Block Grant (HCCBG) Funding Application for Warren County Senior Center is presented for Boards review and approval.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Home & Community Care Block Grant (HCCBG) Funding Application as presented and authorize Chairman Richardson to sign the Agreement.

NOTES:

Entire 35 paged document has been provided in a separate e-mail.

Home and Community Care Block Grant for Older Adults

FY JULY 1, 2016 THRU JUNE 30, 2017

WARREN COUNTY PLAN



SENIOR CENTER

&

DEPARTMENT OF SOCIAL SERVICES

Meeting Date: June 13, 2016

Agenda Item # 12

SUBJECT: Designate Voting Delegate to NACo Annual Conference

REQUESTED BY: NACo

SUMMARY: It is requested to designate a 1) voting delegate and 2) an alternate voting delegate, to the July 2016 National Association of Counties (NACo) Annual Conference. Registered to attend are Vice-Chair Bertadean Baker, Commissioners Jennifer Jordan, Victor Hunt and Tare Davis. Authorize Chairman Richardson to sign delegate form.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

MEMORANDUM

ELECTION OF NACo OFFICERS AND VOTING ON POLICY

To: County Board Chairpersons, Parish Presidents, Borough Mayors,
County Judges, Elected County Executives and County Clerks
From: Sallie Clark, NACo President
Date: May 20, 2016
Subject: Voting Credentials – 2016 Annual Conference

NACo is preparing for the 81st Annual Conference to be held July 22-25, 2016, in Los Angeles County, Calif. It is important that your county participates in the association's annual election of officers and policy adoption. **In order to participate, a county must have paid its membership dues and have one paid registrant for the conference, according to NACo bylaws.**

Please read the enclosed information carefully. Indicate on the credentials form the name of the county voting delegate and alternate authorized to pick up your county's voting materials.

A checklist is enclosed to assist you in filling out the voting credentials form. Additionally, **the chief elected official of your county must sign the form.** A chief elected official may include the following:

- board chair/president
- mayor
- county judge
- **elected** county executive

*Please fill out this form in advance and mail, fax or scan and e-mail the enclosed form by **FRIDAY, JULY 1.***

If no one from your county is planning to register for the conference, you do not have to turn in the credentials form.

Alex Koroknay-Palicz - Fax (866) 370-9421

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

AKPalicz@naco.org

Membership Coordinator, Alex Koroknay-Palicz, can be reached at 888.407.NACo (6226) x291, his direct line at 202.942.4291 or akpalicz@naco.org. We look forward to seeing you in Los Angeles County!

2016 General Voting Frequently Asked Questions

On what issues or for which candidates do counties/parishes/boroughs vote?

Counties vote on resolutions that set NACo legislative and association policy for the coming year. Delegates also elect NACo officers for the coming year. The position of second vice president is usually the one position that is contested.

How can my county vote?

A county must be a NACo member "in good standing" in order to vote. This means your county's dues for 2016 must be paid before the voting occurs. **Also, the county must have at least one paid registration for the annual conference and have proper credentials.**

What are credentials?

Credentials attest to a county's eligibility to vote. Credentials contain information on the number of votes a county is eligible to cast, as well as the identity of the delegate that is authorized to cast the county's vote.

How is the credentials form distributed?

The form is mailed to the clerk and chief elected official of member counties so that the county can provide the name of the voting delegate to NACo. Conference registrants will receive an e-mail with a link to the credentials form as well. Only counties that have paid their 2016 NACo dues will receive a credentials form. This form is mailed in May. Please return this form by Friday, July 1, 2016.

Why did I receive a credentials form?

You are receiving this form because you are the chief elected official at your county, your county's clerk, or you registered for the 2016 NACo Annual Conference. If you wish to vote, please bring the credentials form to your chief elected official to fill out and return to us. Please see this packet for more instructions on the form.

My county has misplaced the credentials form. What should I do?

The credentials form will be available in the Elections and Voting Credentials section of the NACo website (www.naco.org/credentials) shortly after it is mailed. After you download, print, and fill out the form correctly, you can return it to NACo. Please call Alex Koroknay-Palicz at 888.407.NACo (6226) x291 if you need assistance.

If my county is not registering for the Annual Conference, does my county have to send in the credentials form?

No. Only counties who register are able to vote. Please do not return the credentials form to the NACo office if your county does not plan to register for the Annual Conference.

What is a voting delegate?

A voting delegate is someone authorized by your county/parish/borough board to pick up a ballot and cast your county's votes at the annual conference. The delegate must have a paid registration to the conference.

Who may be a voting delegate?

Any elected or appointed official or staff member from your county/parish/borough may be a voting delegate. That decision is up to your county board.

What is an alternate?

An alternate is another elected or appointed official or staff member from the county delegated by the county to pick up and cast its ballot. The alternate must have a paid registration to the conference.

- The delegate OR alternate listed on the credentials form may pick up your county's ballot.

How does NACo determine the number of votes each county receives?

The number of votes is determined by the amount of dues a county pays. Dues are based on population. All counties are entitled to at least one vote. Members with more than \$499 in dues are entitled to one additional vote for each additional \$500 in dues or fraction thereof paid in the year the meeting is held.

- Counties with dues of \$400 to \$499 receive one vote.
- Counties with dues of \$500 to \$999 receive two votes, and so on.
- The maximum number of votes a county can receive is 121.

My county has 10 votes. How can our 25 commissioners divide or share the votes?

That is up to your county. NACo has no rule as to how counties decide to allocate their votes. Counties may split their vote amongst the candidates running for second vice president if it is desired.

I've heard the term "unit vote" used. What is that?

Some states, by custom or policy, cast all of their votes as a block or "unit." State associations typically have a meeting before the election to determine how they will handle the voting process.

- Check with your state association regarding the time, date and location of this meeting.
- NACo bylaws permit each county to cast its vote as it chooses. Your county does not have to vote with your state association should you so choose.

When does the voting take place?

This year's election will be held on Monday, July 25, 2016 at 10:30 a.m. at the NACo Annual Business Meeting.

How does the voting occur?

Votes are cast by state, not by state association. Counties from a state sit together as a delegation. The reading clerk will call out states at random. A state appointed representative will approach the microphone and call out that state's vote. This will continue until one of the candidates has a majority of the total number of votes being cast. Voting may still continue after a majority has been reached.

What is a roll call?

Roll call is a way of voting for NACo resolutions to be passed. If a roll call is necessary, the names of the states will be read out in alphabetical order by the reading clerk. A state appointed representative will approach the microphone and call out that state's vote as "yes" or "no." This will continue until all votes have been cast.

What happens if there is a dispute over the election process?

It is rare, but sometimes irregularities occur with how votes are cast or counted, or how the credentialing process is conducted. As a safeguard elections may be challenged during the voting process at the NACo Annual Business Meeting. Challenges are allowed under two circumstances. A voting delegate may challenge the vote for his/her state, and his/her state only. A candidate running to become a NACo officer may challenge the vote of any state. If a challenge is made, the NACo Credentials Committee may audit the ballots of a state delegation to ensure that the number of votes the state is casting matches the number of ballots the state has. The committee may also audit the ballot transfer records on the back of each ballot and the State Voting Totals Form, which is a form states fill out showing the number of votes cast for each candidate.

Meeting Date: June 13, 2016

Agenda Item # 13-A

SUBJECT: County Manager's Monthly Report

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: Manager's Contracts Approved for May 2016 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:

Recommend Board accept the County Manager's May 2016 Report of Contracts Approved as information.

NOTES:

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LJW*
DATE: June 8, 2016
RE: Notice of Contract 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 agreement in the month of May 2016 on behalf of Warren County:

County Attorney

Law Office of Jamie Wilkerson
1201 US Hwy 1 North
Norlina, NC 27563

I have approved an agreement with Atty. Jamie Wilkerson to provide certain services to Warren County during the month of May 2016 prior to her being appointed Warren County Staff Attorney effective June 1, 2016. Funds are in the County Attorney budget to pay for the agreed upon services.

Please advise if there are any questions or concerns regarding this agreement.

Attachment

STATE OF NORTH CAROLINA
WARREN COUNTY

THIS AGREEMENT is made and entered into by and between The Law Office of Jamie Wilkerson, of Warren County, North Carolina (hereinafter "Attorney"), and WARREN COUNTY (hereinafter "County"), a political subdivision of the State of North Carolina, this 3rd day of May 2016.

NOW THEREFORE, in consideration of the legal services to be furnished by the Attorney, the County shall pay the Attorney pursuant to the following fee arrangement ("hereinafter "Agreement").

1. **COMPENSATION** : The Attorney agrees to accept, and the County agrees to pay, the rate of \$75.00 per hour for any work conducted by the Attorney on behalf of the County. The County also agrees to reimburse the Attorney for travel at the current fiscal year mileage rate.
2. **SCOPE OF SERVICES**: The services provided by the Attorney to the County under the terms of this agreement shall include attending legal education conferences and meetings with the current county attorney and the county manager to facilitate the transition process.
3. **ENTIRE AGREEMENT**: This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement shall be binding on the parties.
4. **TERM**: This Agreement is effective beginning May 3, 2016 and shall terminate on May 31, 2016.

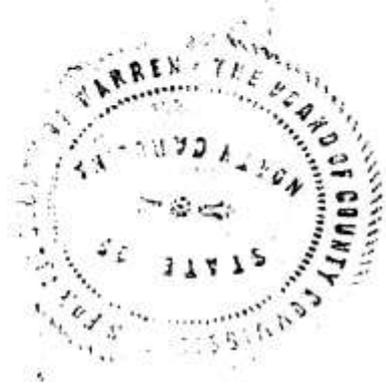
IN WITNESS WHEREOF the parties have signed and executed this Agreement, in duplicate, this the 20th day of May, 2016.

DATED: 5/25/16

By: Linda J. Worth
Linda Worth, County Manager
Warren County

By: Jamie Wilkerson
Jamie Wilkerson
The Law Office of Jamie Wilkerson

Attest: Angelena Kearney-Dunlap
Angelena Kearney-Dunlap
Clerk to the Board



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

Storia M. Edmonds
Finance Director
5/25/16

Meeting Date: June 13, 2016

Agenda Item # 13-B

SUBJECT: County Manager's May 2016 Status Report

REQUESTED BY: County Manager – Linda T. Worth

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

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of the County Manager's May 2016 monthly status report.

NOTES:

RE: May 2016 Status Report

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

Administration

- Prepared for and attended Special Meeting, Public Hearings, and Regular Meeting of the Board of Commissioners (5/2/16)
- Meeting with Consultant for VHF Radio Phase II upgrade project, Emergency Services Director and Others (5/4/16)
- Prepared for and Chaired Noise Control Board Meeting (5/5/16)
- Meeting with USDA Representative to discuss Buck Spring Project (5/6/16)
- Attended monthly JCPC meeting (5/9/16)
- Meeting with new Warren Co. Schools PIO (5/10/16)
- Meeting with BB&T Insurance Representative to discuss General Liability/Property/Workers' Comp insurance renewals (5/10/16)
- Attended Annual Benefits Fair (5/11/16)
- Meeting with Finance Director (5/11/16)
- Attended Recreation Commission Meeting (5/12/16)
- Attended KTREDC Meeting (5/16/16)
- Prepared for and Chaired Noise Control Board Meeting (5/16/16)
- Participated in Animal Control Director Interviews (5/17/16)
- Attended Board of Health meeting (5/17/16)
- Attended Special JCPC Meeting (5/23/16)
- Prepared for and attended Board of Commissioners Special Meeting and Special Work Session (5/24/16)
- Prepared for and attended Board of Commissioners Budget Work Session (5/25/16)
- Evaluated non-profit grant applications with Health Director and Public Works Director (5/26/16)

Other Activities

- Participated in Mental Health Forum (5/7/17)
- Attended Funeral Services for Mr. L. Ross, Former Com. Ross' Brother (5/16/16)
- Attended NCACC County Assembly Day in Raleigh (5/18/16)
- Participated in Community Center Board of Trustees A's Fund End-of-Year Picnic (5/21/16)

Project Updates

Buck Spring Project

The old tenant house at Buck Spring was demolished and removed from the site the week of 4/25/16.

The second bid opening for the construction of a multi-purpose use cabin at Buck Spring was advertised and held on 4/20/16, at which time we received two bids. Bids were received from DanCo Builders of Rocky Mount, NC and H. G. Reynolds Co., Inc. of Henderson, NC. Solex Architecture, the lead professional for this project recommended the Board accept the low base bid received from DanCo Builders, Inc. in the amount of \$485,878. The bid was accepted by the Board at their 5/2/16 Board Meeting. Staff is now researching the county's options to fund this project.

Simulcast Radio System Upgrade Project – Phase II

Following the Board of Commissioners' acceptance of Sink Tower Erection Co., Inc.'s bid at their 4/4/16 Board Meeting in the amount of \$127,600 for the Manson Tower Upgrade, we drafted a contract for the work. However, we recently learned there may be a problem with Sink Tower securing a critical equipment component which may delay the timeline for completion of the tower upgrade. Sink Tower and the State Highway Patrol are researching potential alternate components so that we can move forward to execute the contract.

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. Upon recommendation of TSS Partners, Project Consultant, the Board of Commissioners accepted the base bid of \$629,402.38 for the VHF upgrade. The Board also accepted the addition of the VHF/VIPER interoperability component at a cost of \$44,049.02 pending the outcome of ongoing discussions regarding the possibility that the Moducom consoles at the 911 Center can be upgraded as part of the Back-Up PSAP Project.

Emergency Services Headquarters Facility

At their May 2, 2016 meeting, the Board of Commissioners voted to halt the Emergency Services Headquarters Facility project until they can agree on a project scope and construction budget. The Board subsequently held a Special Work Session on May 24, 2016 at which time, Oakley Collier Architects shared additional construction options with the Board. By consensus the Board authorized a Committee to be formed consisting of Coms. Davis and Hunt, County Manager Worth and Staff, along with citizens to develop and recommend a proposed building design and construction budget for the Facility. The Committee has been formed and the first meeting is scheduled for Thursday, 6/9/16, 6:00 p.m., at the Armory Civic Center.

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 CDBG Housing Program have filed complaints with the Rural Economic Development Office and the NC Consumer Protection Division alleging unsatisfactory contractor workmanship. On 4/13/16, 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. The Contractor has indicated he will replace the vinyl flooring in both units. However, because over a year ago both program recipients signed the Statement of Acceptance at the substantial completion of the units and agreed for 90% of the funds to be paid to the Contractor, the State wrote both recipients a letter informing them that it is now up to the Contractor and not Warren County to decide if he will make any repairs at either home.

Adjourn

June 13, 2016
Regular Meeting