

***WARREN COUNTY  
BOARD OF COMMISSIONERS***

***Tuesday - September 6, 2016***

***6:00 pm – Regular Meeting***

***WARREN COUNTY  
ARMORY CIVIC CENTER  
WARRENTON, NORTH CAROLINA***

***Prepared by***

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

# **Special Recognition**

**Vice Chairperson Bertadean Baker  
&  
Commissioner Jennifer Jordan Pierce**

**For Receiving Recognition from  
NCACC  
Local Elected Leaders Academy (LELA)**

**Com. Baker – LELA Master Level Achievement**

**Com. Jordan Pierce – LELA Practitioner Level Achievement**



**FOR IMMEDIATE RELEASE**  
**Aug. 26, 2016**

**Contact: Todd McGee (919) 715-7336**  
**[todd.mcgee@ncacc.org](mailto:todd.mcgee@ncacc.org)**

## **Warren County Commissioner achieves recognition from NCACC for dedication to professional development**

Warren County Commissioner Bertadean Baker was recognized by the North Carolina Association of County Commissioners for meeting the requirements for the Master level in the Local Elected Leaders Academy. A Master has completed a minimum of 66 credits (18 orientation credits + 30 focused in-depth credits + 18 elective credits) of continuing education since becoming a county commissioner.

The Local Elected Leaders Academy, a partnership with the UNC School of Government, the N.C. Association of County Commissioners and the N.C. League of Municipalities, offers local elected officials the knowledge and skills needed to lead and govern their communities.

County commissioners are recognized for their participation in both educational programs and service to the Association. The starting place for earning credits is the orientation program, the Essentials of County Government. As commissioners increase education and service, they earn credits toward recognition at three levels: Practitioner, Master and Mentor. The NCACC tracks credits and recognizes participation every year at the Annual Conference.

"The Academy is designed to help our commissioners by improving their knowledge of the issues and their leadership skills," said NCACC Executive Director Kevin Leonard. "A commissioner who achieves recognition through LELA has shown a true commitment to their personal development and to their constituents back home."

**###**

*The North Carolina Association of County Commissioners (NCACC) is the official voice of all 100 counties on issues being considered by the General Assembly, Congress and federal and state agencies. The Association provides expertise to counties in the areas of lobbying, fiscal and legal research, communications, intergovernmental relations, information technology, field visits and risk management services.*



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**Aug. 26, 2016**

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## **Warren County Commissioner achieves recognition from NCACC for dedication to professional development**

Warren County Commissioner Jennifer Jordan-Pierce was recognized by the North Carolina Association of County Commissioners for meeting the requirements for the Practitioner level in the Local Elected Leaders Academy. A Practitioner has completed a minimum of 48 credits (18 orientation credits + 18 focused in-depth credits + 12 elective credits) of continuing education since becoming a county commissioner.

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

**Moment of Silence**

**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.**

# Citizen Comments

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the right side of the page, creating a modern, layered effect. The text 'Citizen Comments' is centered in the white space on the left.

# 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*

**Meeting Date: September 6, 2016**

**Agenda Item # 5**

**SUBJECT: Adopt September 6, 2016 Suggested Agenda**

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

**SUMMARY: None**

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**SUGGESTED AGENDA  
FOR  
SEPTEMBER 6, 2016 REGULAR MONTHLY MEETING  
OF THE WARREN COUNTY BOARD OF COMMISSIONERS  
WARREN COUNTY ARMORY CIVIC CENTER  
WARRENTON, NORTH CAROLINA**

**Special Recognition**

**Vice Chairperson Bertadean Baker  
&  
Commissioner Jennifer Jordan Pierce**

- 1. Call to Order Regular Monthly Meeting – 6:00 pm by Chairman or Designee**
- 2. Moment of Silence**
- 3. Conflict of Interest Disclaimer**
- 4. Citizen Comments**
- 5. Adopt September 6, 2016 Suggested Agenda**
- 6. Consent Agenda**
  - A. Approve Minutes of :**
    - \* August 1, 2016 Regular Monthly Meeting**
    - \* August 17, 2016 Public Hearing & Special Meeting**
  - B. Interest Income Report – Finance Director, Gloria Edmonds**
  - C. Tax Collector’s Report – Starlin Beatty, Tax Administrator**
  - D. Tax Release Requests (Over \$100) – “ “ “ “**  
**Tax Release Requests (Under \$100) - “ “ “ “**
  - E. Proclamation - Recovery Month September 2016**
- 7. Amendment # 3 to the FY 2016-17 Warren County Budget Ordinance – Gloria Edmonds,  
Finance Director**

8. **Follow-up to August meetings:**
  - A. **Memorandum of Understanding with Boyd's Funeral Home for Temporary Morgue**
  - B-1. **Oakley Collier Architects Revised Fee Proposal for A/E Services for EM Headquarters**
  - B-2. **Oakley Collier Architects Revised Contract A/E Services for EM Headquarters Project**
  - C. **Personnel Manual**
9. **Request for Waiver of Building Permit Fees – Franklin Bolton**
10. **Preliminary Assessment Resolution – Bella Russell Road Improvements**
11. **Public Utilities – Macon Robertson, Director**
  - A. **Airport Road Water Main Replacement - Construction Inspection Plan**
  - B. **Pleasant Hill Pump Station Rehab - Resolution Intent to Seek Grant/Loan Funds**
12. **Purchase of 2016-17 Chevrolet Ambulance Chassis for Type III Ambulance Remount**
13. **Appointments to Boards/Committees/Commissions:**
  - A. **Economic Development Commission**
  - B. **Library Board of Directors**
  - C. **Nursing Home Advisory**
  - D. **Warrenton/Central Warren Local Relief Fund**
  - E. **Reclassify COG Board of Directors Membership**
14. **Resolution Declaring Surplus Property and Authorizing Auction – Clerk to the Board**
15. **Stepping Up Initiative Resolution & Interlocal Agreement**
16. **County Manager's Reports**
  - A. **Contract Executed**
  - B. **Manager's August 2016 Monthly Report**
17. *Closed Session – Property Acquisition in accordance with NC GS § 143-318.11(a)(5)*
18. **Adjourn Meeting**

**Meeting Date: September 6, 2016**

**CONSENT AGENDA Item # 6A**

**SUBJECT: Approve Minutes of August 2016 Meetings:**  
August 1, 2016 Regular Monthly Meeting  
August 17, 2016 Public Hearing & Special Meeting

**REQUESTED BY: Clerk to the Board**

**SUMMARY: None**

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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# **Minutes of:**

**August 1, 2016 Regular Monthly Meeting,  
August 17, 2016 Public Hearing  
&  
August 17, 2016 Special Meeting**

*have been provided by e-mail prior to the meeting.*

**Meeting Date: September 6, 2016**

**CONSENT AGENDA Item # 6B**

**SUBJECT: Interest Income Report for July 2016**

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

**SUMMARY: Interest Income Report supplied for Board's information**

**FUNDING SOURCE: All Funds**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**INTEREST INCOME REPORT**  
**MONTH OF JULY 2016**  
**INTEREST RATE OF .31%**

FUND	JULY INCOME	FISCAL YEAR TO - DATE
General	1,884.94	1,884.94
Revaluation	108.37	108.37
E 911 Telephone System	122.11	122.11
Buck Spring Project	67.70	67.70
Simulcast System Upgrade	102.86	102.86
Regional Water Enterprise Fund	161.31	161.31
District 1 Enterprise Fund	299.74	299.74
Solid Waste	25.72	25.72
District II Enterprise Fund	281.36	281.36
District III Enterprise Fund	59.46	59.46
District III Phase III	1.52	1.52
Emergency Services Headquarters	21.83	21.83
Recreation Complex Phase III	0.27	0.27

**Meeting Date: September 6, 2016**

**CONSENT AGENDA Item # 6C**

**SUBJECT: Tax Collector's Report for July 2016**

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

**SUMMARY: Tax Collector's Report for the month of July 2016 is supplied for the Board's information.**

**FUNDING SOURCE: Various**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: G.S. 105 350**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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

**Current Year Collections**

Tax Year	Charge	Collected in July	Collected to Date	Balance Outstanding	Percentage Collected
July 2016 FY17	\$17,340,574	\$59,422	\$59,422	\$17,281,152	0.34
July 2015 FY16	\$15,965,518	\$41,518	\$41,518	\$15,924,000	0.26

**Delinquent Collections**

2015	\$557,829	\$59,364	\$59,364	\$498,465	10.64
2014	246,822	20,149	20,149	\$226,673	8.16
2013	185,800	4,659	4,659	\$181,141	2.51
2012	131,630	2,698	2,698	\$128,932	2.05
2011	99,405	2,304	2,304	\$97,102	2.32
2010	86,248	357	357	\$85,892	0.41
2009	73,346	469	469	\$72,877	0.64
2008	76,022	271	271	\$75,751	0.36
2007	89,278	769	769	\$88,509	0.86
2006	94,532	825	825	\$93,707	0.87
<b>Total Delinquent Years</b>	<b>\$ 1,640,912</b>	<b>\$91,865</b>	<b>\$ 91,865</b>	<b>\$ 1,549,049</b>	

**Other June Receipts**

County Penalties

Landfill User Fees

Municipalities

Fire District Taxes

Advance Taxes

\$ 12,611	\$ 12,611
\$ 23,877	\$ 23,877
\$ 6,381	\$ 6,381
\$ 9,611	\$ 9,611
\$ 885	\$ 885

**JUNE GRAND TOTAL**

<b>\$ 204,652</b>	<b>\$204,652</b>
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*Starlin Beatty, Tax Administrator*

Starlin L. Beatty, Tax Administrator

8/9/2016

DATE

**Meeting Date: September 6, 2016**

**CONSENT AGENDA Item # 6D**

**SUBJECT: Request for Tax Releases**

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

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

**FUNDING SOURCE: General Fund**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Tax Releases over \$100 as requested by the Tax Collector.**

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**NOTES:**

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# Tax Releases Over \$100

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Over \$100	9/6/2016	Date:	
<b>ERROR CORRECTION RELEASES:</b>			
BOBBITT DOROTHY HEIRS	2016 3533 333	D4D359	1171
BROXTERMAN BUILDERS LLC	2016 13056 304	H1B 22A	16709
BURWELL GREGORY & CONCHITA	2016 30620 300	B6 58	20080
DAVIS C ASHLEY/JOHN H/B SMITH	2016 10624 329	J10 18	7472
DAVIS C ASHLEY/JOHN H/B SMITH	2016 10624 328	J10 19	7475
DURHAM EVA A	2015 4298 115		57771
DURHAM EVA A	2016 4298 200		27306
EMBRES INC	2016 36667 200		26839
GOODE RHONDA M & REGINALD	2016 24513 317	D5 2G	19878
HARGROVE NATALIE W	2016 40555 200		31533
HARGROVE NATALIE W	2016 40555 301	H1A 68B	24799
FOX JAMES E	2016 40964 200		
HARRIS ANNIE	2009 17631 109	K8 45	41276
HARRIS ANNIE	2009 17631 109	K8 46	41277
HARRIS INVESTMENTS INC	2016 9198 303	E5 230A	19164
HARRISON GEORGE J	2006 8991 108		34072
HARRISON GEORGE J	2007 8991 107		36387
HARRISON GEORGE J	2008 8991 108		38678
HARRISON GEORGE J	2009 8991 109		41134
HARRISON GEORGE J	2010 8991 110		43824
HARRISON GEORGE J	2011 8991 111		45157
HARRISON GEORGE J	2012 8991 112		48460
HONEYCUTT BILLY C	2016 40966 200		29053
JONES ALPHEUS JR	2016 22410 311	C9 15	3611
JONES RICHARD G JR & DEBBIE	2016 40170 300	H1A 50	5006
KING DON B	2016 36552 300	L3C 1 14X	981
LAWHORNE T WAYNE HERIS	2016 25114 300	F2 21	7940
LESACK GERALD J	2016 37944 300	K5 97	1147
LYNCH BERTHA M & RUFUS J EVANS	2016 15866 300	K10 45	16090
NEWSOME GERALDINE D HEIRS	2016 28924 325	K5 52B	8272
PARKER DONNIE	2016 40740 300	I3D241	1192
PENTON ELMER A	2016 40571 300	K2A 83	13042
REED DENISE	2016 5776 200		27566
RICHARDSON RODERICK T	2016 40108 300	I10 20A	24727
RIGO ANTHONY J JR	2016 23038 301	H1B 20	12786
RYAN WADIE	2016 11261 200	C9 19F	27775
SAVEL ROBERT M II	2016 40196 300	F1 3	23275
SILVER EARL LEE	2016 40970 200		29060
SNOW RIBERT LEE III	2016 19174 300	H6 35D	17604
STEVENSON ANNIE	2015 20433 115		57833
STEVENSON ANNIE	2016 20433 200		27957
SPIULL ANNA P & BRIANA D	2016 31629 303	H6 48B	24088
VANDERBILT MORTGAGE	2006 15819 106		33982
ZOETIS LLC	2016 41110 200		29333
			\$337.50 AGE EXEMPT TAKING OUT IN ERROR
			\$582.73 PCTC 20% NOT 50% AS OF JAN 1
			\$732.68 HSE PICKED UP ON WRONG PARCEL IN ERROR
			\$480.28 PUV APPROVED FOR 2016
			\$472.23 PUV APPROVED FOR 2016
			\$156.09 MH SOLD IN 2013
			\$159.32 MH SOLD IN 2013
			\$293.05 BUSINESS CHANGED NAME/REBILLED
			\$359.55 DISABLED VETERAN EXEMPTION MISSED
			\$179.76 MH DOUBLE LISTED
			\$187.41 MH SOLD IN 2015 & MOVED TO VANCE CO
			\$116.85 WRONG VALUE ON JET SKI
			\$126.42 PARCEL DOES NOT EXIST
			\$126.09 PARCEL DOES NOT EXIST
			\$239.82 CONVIENCE SITE/NO COUTNY TAX
			\$225.67 TAXPAYER IN NURSING HOME/MH UNLIVEABLE
			\$212.34 TAXPAYER IN NURSING HOME/MH UNLIVEABLE
			\$201.39 TAXPAYER IN NURSING HOME/MH UNLIVEABLE
			\$162.28 TAXPAYER IN NURSING HOME/MH UNLIVEABLE
			\$189.66 TAXPAYER IN NURSING HOME/MH UNLIVEABLE
			\$194.93 TAXPAYER IN NURSING HOME/MH UNLIVEABLE
			\$182.18 TAXPAYER IN NURSING HOME/MH UNLIVEABLE
			\$151.33 BOAT RELEASED TO WAKE CO
			\$165.68 LAND USE WAS INCORRECT
			\$201.86 NOT LIVEABLE/ADJUSTED VALUE
			\$220.73 LOT & SAWIDE SOLD IN 2014
			\$582.77 AGE EXEMPT TAKING OUT IN ERROR
			\$725.29 BLDG TORN DOWN IN 2014
			\$152.90 SWMH BILLED TWICE
			\$448.27 AGE EXEMPT TAKING OUT IN ERROR
			\$137.68 MH PRICE INCORRECTLY
			\$155.66 DOES NOT OWN BOATS
			\$154.02 MH SOLD IN 2015
			\$1,632.74 CARPORT VALUE INCORRECT
			\$354.93 CONSTRUCTION INCOMPLETE FOR 2016
			\$219.36 MH DOUBLE LISTED
			\$442.22 DOES NOT HAVE A BOAT HSE OR DOCK
			\$143.37 MH DOUBLE LISTED
			\$103.07 SOLD EXISTING MH IN 2015
			\$221.57 MH UNLIVEABLE
			\$225.15 MH UNLIVEABLE
			\$800.70 DWELLING PICKED UP TWICE
			\$279.95 MH BILLED TWICE IN 2006
			\$113.84 BUSINESS CHANGED NAME/REBILLED
<b>SUB-TOTAL ERROR CORRECTIONS:</b>			<b>\$13,550.32</b>
<b>Total Releases</b>			<b>\$13,550.32</b>
<b>LANDFILL USER FEE RELEASES:</b>			
ALSTON JAMES ARTHUR	2016 1109 300	E5 68 69	314
ANDERSON ROBERT W	2016 34258 200		29395
BASS EDWARD L & CARLOYN	2016 29998 300	J2B 77	10668
BROWN EDDIE J & DONNA	2016 27862 300	I4B 26	7517
BYRD PAMELA	2016 22445 300	H8 35D	17605
COOPER JACKIE D	2016 23031 300	B6A 45	2648
FOLKES NAOMI E	2016 1371 300	C4 43C	16771
GUTHRIE EUGENE T	2016 41127 300	L2C 53	12855
JERMAN DELORIS L	2016 281 307	D7 1G	17410
JONES BESSIE F	2016 22425 300	K5 63	6340
			\$132.00 DWELLING NOT LIVABLE/LOCKED & VACANT
			\$132.00 MH DESTROYED IN MAY/NO LFUF
			\$132.00 PRIVATE HAULER
			\$132.00 PRIVATE HAULER
			\$132.00 NOT LIVEABLE/NO ELEC
			\$132.00 HOUSE BURNED DOWN
			\$132.00 PRIVATE HAULER
			\$132.00 PRIVATE HAULER
			\$132.00 DWELLING UNLIVABLE/NO ELEC
			\$132.00 PRIVATE HAULER

# Tax Releases Over \$100

Page 2 of 2

POWELL MARY R HEIRS	2016 32217 318	G5 135	10053	\$132.00 NOT LIVEABLE/NO ELEC
RICHARDSON FLOSSIE HEIRS	2016 33325 325	J11 9	10367	\$132.00 NOT LIVEABLE/NO ELEC
RICHARDSON RACHEL R	2016 34029 300	J11 6B	11078	\$132.00 NOT LIVEABLE/NO ELEC
RIDEOUT K L	2016 40255 300	D7 13	13457	\$132.00 NOT LIVEABLE/NO ELEC
ROSS INVESTMENTS LLC	2016 35331 317	G2 23	7413	\$132.00 PROP VACANT/NO LFUF
STEGALL THOMAS & ELAINE	2016 39003 200	J11 6A	28769	\$132.00 NOT LIVEABLE/NO ELEC
STEMBRIDGE C F III	2016 17689 300	L2D 353	13441	\$132.00 PRIVATE HAULER
TERRY ETHEL H	2016 40015 301	C2 9	6277	\$132.00 MH BILLED TWICE/ALSO ON REC 24880
WILLIAMS LEON S	2016 44432 304	H11 2B	17593	\$132.00 MH MOVED/NO LFUF
WILLIS SHIRLEY	2016 22446 300	H6 35C	15561	\$132.00 NOT LIVEABLE/NO ELEC

**TOTAL LFUF RELEASES:**

**\$2,640.00**

**Total Releases**

**\$ 16,190.32**

# County Manager Approved Releases Under \$100

Under \$100

9/6/2016

Date:

*LJW*  
9/11/16

**ERROR CORRECTION RELEASES:**

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD</u>	<u>AMOUNT</u>	<u>REASON</u>
ALSTON LOUIS BERNELL	2016	1180 301	H10 56	366	\$2.69	LATE LISTING IN ERROR
ARCE WILLIE SETH & SUZANNE P	2016	1970 301	K3D 90	5796 \$	19.44	LATE LISTING IN ERROR
BAKER JOHNNY S	2016	2318 300	L2C 30	736 \$	2.69	LATE LISTING IN ERROR
COLEMAN RICHARD	2016	13088 300	K3D 196 4 2X	10307 \$	31.61	MH SOLD IN 2015
DAVIS C ASHLEY/JOHN H/B SMITH	2016	10624 324	G8 28	3577 \$	87.59	PUV APPROVED FOR 2016
FLEMINGWILLIAM E HEIRS	2016	7862 301	A5 60C	11 \$	32.69	CORRECTED ACREAGE PER PLAT/DEEDS
GAZZARA PATRICK	2016	27446 300	L2D374	4005 \$	34.84	LATE LISTING IN ERROR
HENDRICK ANDREW J	2016	19630 300	H1C 111A	6825 \$	36.25	INCORRECT ACREAGE PER SPLIT
HUTCHISON HEMPHREY G JR	2016	41179 200		24906 \$	44.76	BT NOT LOCATED IN WARREN CO
JONES ROBERT WYATT	2016	41219 200		24933 \$	75.12	BT LOCATED IN NORTHAMPTON CO
LLOYD GARLAND	2016	7573 300	K3D 196 28X	17912 \$	2.22	LATE LISTING IN ERROR
MEADOWCROFT WILLIAM B	2016	40284 300	I3D189	7485 \$	99.08	DWELLING HAS WATER DAMAGE & MOLD
ODOM MOTOR SERVICE	2016	36179 200		26046 \$	36.16	BUSINESS SOLD DEC 2015
PITTS ALFRED	2016	40664 300	L3C 49	10444 \$	17.86	PP LOCATED IN NASH CO
PNC EQUIPMENT FINANCE LLC	2016	35622 200		31508 \$	19.98	NO BPP IN COUNTY
PROFESSIONAL BOOKEEPING MANGR	2016	33193 200		30325 \$	9.48	OUT OF BUSINESS 12/31/15
RASMUSSEN ERIC H & SARAH L	2016	23737 300	L2D222	9837 \$	22.02	HAS 2 BATHS NOT 3
RECKENBEIL KEN & LINDA	2016	38045 200		29002 \$	38.58	SOLD BOAT 9/2015
RUSSELL JANIE R	2016	35803 301	C2 19A	16792 \$	12.33	MH REMOVED IN 2015
SHIPMAN JOHN THOMAS III	2016	41189 200		24913 \$	15.88	BT LOCATED IN HALIFAX CO
SMOOT MARK & ROBIN	2016	35214 399	I3D 451	16369 \$	21.02	LATE LISTING IN ERROR
SNEAD EDITH H	2016	38032 300	K2C 97	11889 \$	15.76	BOAT OVER ASSESSED
TAYLOR HOWARD W & LINDA A	2016	14868 300	A2B 25	15391 \$	96.68	NO DOCK/INTERIOR UNFINISHED
TURRENTINE LAW FIRM PLLC	2016	34024 200		29480 \$	31.87	BUSINESS NOT IN COUNTY AS OF JAN 1
VAUGHN MARGARET	2016	1922 300	H1C 111	554 \$	36.25	INCORRECT ACREAGE PER SPLIT
YANCEY WALLACE E & JEAN E	2016	45918 300	L2A 38	13148 \$	2.00	DOG DIED IN 2015

**SUB-TOTAL ERROR CORRECTIONS:**

**\$844.85**

**MOTOR VEHICLE RELEASES:**

SILVER SABRINA MARIE	2009	10668 109	YTX2362	40945	\$16.52	DISCHARGED PER BANKRUPCY
SILVER SABRINA MARIE	2009	10668 109	WNK5047	40913	\$62.16	DISCHARGED PER BANKRUPCY
WRIGHT JANET HENDERSON	2012	12287 112	YNC6536	48040	\$37.21	DISCHARGED PER BANKRUPCY

**SUB-TOTAL MOTOR VEHICLE RELEASES:**

**\$37.21**

**SUB-TOTAL CORRECTION RELEASES:**

**\$844.85**

**Total Releases**

**\$882.06**

**Meeting Date: September 6, 2016**

**CONSENT AGENDA Item # 6E**

**SUBJECT: Proclamation – September 2016 “Recovery Month”**

**REQUESTED BY: Clerk to the Board as Chairperson of Five County Consumer & Family Advisory Committee (CFAC)**

**SUMMARY: A Proclamation is presented to support and encourage Warren County citizens to participate in Nationwide “Recovery Month” activities, in recognition and celebration of family and acquaintances who are in recovery from mental and substance abuse disorders. Request Chairman Richardson be authorized to sign same.**

**FUNDING SOURCE: N/A**

**APPLICABLE STATUTE: N/A**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Proclamation in support of Countywide Recovery Month activities, and authorize Chairman Richardson to sign the Proclamation.**

**NOTES:**

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# PROCLAMATION

## RECOVERY MONTH - SEPTEMBER 2016

WHEREAS, behavioral health is an essential part of health and one's overall wellness; and

WHEREAS, prevention of mental and/or substance use disorders works, treatment is effective, and people recover in our area and around the nation; and

WHEREAS, preventing and overcoming mental and/or substance use disorders is essential to achieving healthy lifestyles, both physically and emotionally; and

WHEREAS, we must encourage relatives and friends of people with mental and/or substance use disorders to implement preventive measures, recognize the signs of a problem, and guide those in need to appropriate treatment and recovery support services; and

WHEREAS, many people (including family and friends), in our area are affected by these conditions; and

WHEREAS, to help more people achieve and sustain long-term recovery, the U.S. Department of Health and Human Services (HHS), the Substance Abuse and Mental Health Services Administration (SAMHSA), the White House Office of National Drug Control Policy (ONDCP), and Cardinal Innovations Healthcare Solutions invite all residents of Warren County, NC to participate in National Recovery Month September 2016; and

NOW, THEREFORE, The Warren County Board of Commissioners, do hereby proclaim the month of:

*September 2016*  
*As*  
**RECOVERY MONTH**

In the County of Warren, NC and call upon the people of this County to observe this month with appropriate programs, activities, and ceremonies to support this year's Recovery Month: "Join the Voices for Recovery: Our Families, Our Stories, Our Recovery!"

In Witness Whereof, I have hereunto set my hand this 6<sup>th</sup> Day of September, in the year of our Lord two thousand sixteen, and of the Independence of the United States of America the two-hundred and fortieth.

Barry Richardson, Chairman  
Warren County Board of Commissioners

ATTEST:

**Meeting Date: September 6, 2016**

**Item # 7**

**SUBJECT: Finance Office**

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

**SUMMARY: Amendment # 3 to the FY 2016-17 Warren County Budget Ordinance**

**FUNDING SOURCE: General Fund**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Amendment # 3 to the FY 2016-17 Warren County Budget Ordinance as requested by the Finance Director.**

**NOTES:**

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**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE  
2016/2017**

**Amendment No. 3**

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

Increase/(Decrease) Appropriations:

Health Department	\$	13,614
DPS - Equine Assisted Learning		1,650
Emergency Services		4,832
Parks & Recreation		1,858
		<hr/>
<b>Total</b>	<b>\$</b>	<b>21,954</b>

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

Increase/(Decrease) Revenues:

Restricted Intergovernmental Health	\$	13,614
Fund Balance Appropriated		6,482
Miscellaneous Revenue		1,858
		<hr/>
<b>Total</b>	<b>\$</b>	<b>21,954</b>

Section 17 of the Warren County Budget Ordinance, pertaining to the Enhanced 911 System Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Appropriations:

Emergency 911		<hr/>	231,662
<b>Total</b>	<b>\$</b>		<b>231,662</b>

Section 18 of the Warren County Budget Ordinance, pertaining to the Enhanced 911 System Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Revenues:

Fund Balance - E911		<hr/>	231,662
<b>Total</b>	<b>\$</b>		<b>231,662</b>

**This amendment:**

- appropriates funds to the Health Department to agree with State grants.

Funding Source: NC Department of Health and Human Services

- appropriates funds to the Equine Assisted Learning Program budget. Grant funds were received by the County in late June of FY 16 but were not disbursed to Stable Connections, administrator of the program.

Funding Source: NC Department of Public Safety

- appropriates funds to the Emergency Services budget for Emergency Management Performance Grant expenses. These funds were received in FY 16 but not spent.

Funding Source: Fund Balance Appropriated

- appropriates funds to the Parks and Recreation budget.

Funding Source: Private Donations

- appropriates funds to the Enhanced 911 System budget for the purchase of equipment i.e., MCC5500 Conventional Dispatch Console.

Funding Source: Appropriated Fund Balance - E911

Respectfully Submitted 09/06/2016

*Gloria M. Edmonds*

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Gloria M. Edmonds, Finance Director

Meeting Date: September 6, 2016

Item # 8-A

**SUBJECT:** Follow-up to August 2016 meetings

**REQUESTED BY:** Jamie Wilkerson, County Attorney

**SUMMARY:** Memorandum of Understanding between Boyd's Funeral Services and County of Warren to use Boyd's premises as a temporary Morgue, was discussed during August 17, 2016 work session and is now presented for consideration. Authorize Chairman to sign two (2) originals.

**FUNDING SOURCE:** General Fund – Medical Examiner Departmental Budget

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:** NCGS §130A-381

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of MOU between Boyd's Funeral Services and Warren County for the provision of temporary County Morgue services as requested by the County Attorney. Funding Source: General Fund - Medical Examiner Departmental Budget.**

**NOTES:**

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## MEMORANDUM

TO: Warren County Board of Commissioners  
FROM: Jamie Wilkerson, County Attorney   
RE: MOU with Boyd's Funeral Services  
DATE: August 29, 2016

The North Carolina Office of the Chief Medical Examiner (NCOCME) requires each county, pursuant to NCGS §130A-381, to provide or contract for an appropriate facility for the examination and storage of decedents under Medical Examiner jurisdiction. The NCOCME also strongly encourages counties to provide storage for the examination and storage of decedents whose natural deaths do not fall under Medical Examiner jurisdiction, but are still awaiting location and notification of next of kin. Currently Boyd's Funeral Services is the only facility within the county with the storage capacity to handle the County's storage needs. Mr. Boyd, President of Boyd's Funeral Services, has agreed to provide this service at a cost of \$35.00 per day for the storage of each decedent. Currently the state does not provide reimbursement to counties for costs incurred as a result of compliance with the statute.

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

cc: Linda Worth, County Manager

Attachments

MEMORANDUM OF UNDERSTANDING  
FOR USE OF BOYD'S FUNERAL SERVICES  
AS  
WARREN COUNTY TEMPORARY MORGUE

THIS MEMORANDUM OF UNDERSTANDING is made and entered into this the \_\_\_\_ Day of \_\_\_\_\_, 2016 by and between BOYD'S FUNERAL SERVICES (hereinafter "Boyd's"), 149 Holland Bland Road, Warrenton, NC and WARREN COUNTY (hereinafter, "County"), a body politic and corporate of the State of North Carolina, 602 W. Ridgeway Street, Warrenton, NC (each a "Party" and collectively the "Parties").

WHEREAS, pursuant to NCGS §130A-381, the County shall provide or contract for an appropriate facility for the examination and storage of decedents under Medical Examiner jurisdiction pending a decision on death investigation, examination of the medical examiner, transportation to an autopsy facility, notification of next of kin, or arrangements for the final disposition.

WHEREAS, Boyd's, located in Warren County, has agreed to allow the County to use its body storage facility in order to meet the County's obligations under N.C.G.S. §130A-381 pursuant to this Memorandum of Understanding (hereinafter "MOU") and serve as a "county morgue."

WHEREAS, the designated location of a "county morgue" must be provided to the North Carolina Department of Health and Human Services, Office of Chief Medical Examiner,

The Parties hereby agree to the following:

1. Boyd's agrees to provide space in its storage facility for the County's storage of decedents on a temporary basis pending a decision on death investigation, examination by the medical examiner, transportation to an autopsy facility, notification of next of kin, or arrangements for final disposition.
2. Boyd's facility will be used to store decedents whose deaths are under Medical Examiner jurisdiction as well as decedents whose natural deaths do not fall under Medical Examiner jurisdiction, but are still awaiting location and notification of next of kin.
3. In the event the number of decedents being stored in the facility at Boyd's should exceed its capacity, the County will assist in finding alternative resources to expand the storage capacity.

4. Nothing in this MOU shall alter the Parties' respective responsibilities under NCGS Chapter § 130A, Article 16 (Postmortem Investigation and Disposition, NC Gen Stat. § 130A-377 through NCGS § 130A-421) or under 10A NCAC 44.0101 through 10A NCAC 44.0501.
5. Boyd's will provide a report to the County by the 5<sup>th</sup> of the following month documenting the total number of decedents being stored on behalf of the County pursuant to this Agreement.
6. Payment of \$35.00 per day shall be made each month by the County to Boyd's for the storage of each decedent. The County's obligation to compensate Boyd's for storage terminates as of the date a decedent's next of kin has been located and notified.
7. Invoices shall be mailed by the 15<sup>th</sup> of each month to the following address:
 

Warren County Finance Office  
548 W. Ridgeway Street  
Warrenton, NC 27589
8. Boyd's agrees to hold the County harmless for any judicial or administrative claims made by a decedent's next of kin against Boyd's that may arise as a result of storage.
9. This MOU may be terminated at any time by either party, with or without cause, upon thirty (30) days written notice to the other party.

This Memorandum of Understanding shall become effective upon the last date of signature by authorized officials from Boyd's and County, and will remain in effect until terminated by one or both parties or modified in a writing signed by both Parties.

**IN WITNESS WHEREOF**, this Memorandum of Understanding is made and entered into as of this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**FOR BOYD'S:**

By: \_\_\_\_\_  
Lawrence Boyd, Owner  
Boyd's Funeral Services

**FOR WARREN COUNTY:**

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

**ATTEST:** \_\_\_\_\_

Angelena Kearney-Dunlap, Clerk

**Contact Information:**

**Boyd's Funeral Services**

Lawrence Boyd-President  
Boyd's Funeral Services  
149 Holland Bland Road  
Warrenton, NC 27589  
Tele: 252-257-5902

**Warren County**

Linda Worth-County Manager  
Warren County, NC  
602 W. Ridgeway Street  
Warrenton, NC 27589  
Tele: 252-257-3115

**SUBJECT:** Follow-up to August 2016 meetings

**REQUESTED BY:** Board of Commissioners

**SUMMARY:** Oakley Collier Architects revised fee proposal to provide A/E services for the Emergency Services Headquarters Facility Project was discussed during August 17, 2016 work session and is now presented for consideration.

**FUNDING SOURCE:** Emergency Services HQ Facility Capital Project – USDA Loan

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of revised fee proposal submitted by Oakley Collier Architects to provide Architectural/Engineering services for the Emergency Services Headquarters Facility Project for a professional fee of 7% of construction costs plus reimbursable expenses not to exceed \$12,325. Funding Source: Emergency Services HQ Facility Capital Project – USDA Loan**

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**NOTES:**

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August 4, 2016



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

Re: Fee Proposal for A/E Services – Revised  
Warren County Emergency Services Facility  
Project No. 16001

Dear Linda.

We are excited about working with you and Warren County and this opportunity to provide design services for your Emergency Services Facility. We have prepared this proposal for design services for your review and consideration, along with our understanding of the project requirements.

#### **PROJECT PARAMETERS**

- The project consists of a new facility to house various Warren County emergency services-related departments, including Emergency Medical Services (EMS), Emergency Management, Emergency Operations, Back-Up 911 PSAP, and a satellite substation for the Sheriff's Department.
- USDA funding is anticipated for the project.
- The site will be located on Highway 158 on a parcel adjacent to the County Parks and Recreation site. It is assumed that approximately 10 acres will be dedicated to this facility.
- The components to be included in this facility shall be as determined by the Owner's planning committee and as approved by the Board of Commissioners. It is anticipated that the facility will be approximately 14,000 square feet in total area.
- The site will need to have appropriate vehicular circulation to allow for daily work flow and emergency vehicle ingress/egress.
- The building shall be designed as an essential facility.

#### **CONSTRUCTION BUDGET**

A construction budget will be determined once the Schematic Design is complete or the Board of Commission establishes a budget. As we move through each phase of the project design, we will confirm/update the Construction Budget for your review and approval.

We understand that the selected project delivery method will be a traditional single-prime delivery process. We do recommend that the County consider pre-qualification of General Contractors for this delivery method. We are glad to assist in that effort as an additional service and our standard hourly rates.

#### **PROFESSIONAL FEES – BASIC SERVICES**

Our proposed professional fees shall include all architectural and engineering services required for the project: Architectural, Civil Engineering, Structural Engineering, Plumbing, Mechanical, & Electrical Engineering, & Fire Protection Engineering.

OCA shall provide the following design and documentation services, inclusive of all architectural and engineering disciplines listed above:

##### ***Schematic Design***

- Oakley Collier Architects will provide full schematic design services to include, but not limited to the following:
  - Preliminary Floor Plan sketches
  - Preliminary Front Elevation sketches
  - Project Budget Estimates
  - Submission to Owner for review and approval prior to advancing to Design Development

##### ***Design Development***

- Oakley Collier Architects will provide full design development services to include, but not limited to the following:
  - Further Floor Plan Development
  - Complete Exterior Elevations
  - Develop Engineering Designs
    - Civil, Structural, Plumbing, Mechanical, Electrical & Fire Protection
  - Update Project Budget Estimates
  - Submission to Owner for review and approval prior to advancing to Construction Documents

##### ***Construction Documents***

- Oakley Collier Architects will provide full construction document design services to include, but not limited to the following:
  - Produce final Architectural Construction plans & details for bidding
  - Produce final Engineering plans & details for bidding
  - Produce Specification Manual for bidding
  - Finalize Project budget
  - Submit final plans to USDA for review and approval
  - Submit final plans to regulatory review agencies for review & approval
  - Submission to Owner for review and approval prior to advancing to Bidding and Negotiation

### ***Bidding and Negotiation***

- Oakley Collier Architects will provide full bidding / negotiation services to include, but not limited to the following:
  - Assist Owner in advertisement for bidding
  - Distribute bidding documents to interested parties
  - Conduct Pre-Bid Conference
  - Respond to Bidder questions as required during bid process
  - Conduct Public Bid Opening
  - Analyze construction bids
  - Prepare certified Bid Tabulation form
  - Prepare construction contracts for award

### ***Construction Administration***

- Oakley Collier Architects will provide full construction administration services to include, but not limited to the following:
  - Provide architectural on-site observation as required during construction
  - Provide engineering (via consultants) on-site observation as required for specific engineering discipline
  - Prepare written documentation of on-site observations, with photographs
  - Conduct monthly job progress meetings with Contractor & Owner
  - Review shop drawings
  - Provide on-going communication with General Contractor to facilitate project needs
  - Collect data for Owner selection of finishes
  - Review Contractor's application for payment
  - Review and process change orders, as required
  - Conduct preliminary & final walk through at project completion
  - Coordinate project close-out documentation

For the Architectural and Engineering work described above, we propose a professional fee of 7% of construction costs, plus reimbursable expenses (estimated costs not to exceed \$12,325). The actual fee shall be adjusted up or down once construction bids are received. Reimbursable expenses shall be billed as incurred and include, but are not limited to, the following:

- Mileage & associated costs
- Printing, reproductions, plots & copies
- Postage and handling
- Renderings, models, professional photography and presentation materials

The following items are not included under this proposal and shall be provided by others:

- Legal notices / Bid advertising
- Regulatory permit fees
- Site surveys
- Geotechnical testing
- Special Inspections

- **Materials Testing**

The following additional services may be necessary for the project; the need for these services will be determined during the design phases:

- Fire training area Design
- Interior Design (selection of interior colors & furniture)
- LEED Certification
- Assistance in preparation of LGC Application

#### **PROJECT SCHEDULE**

We propose the following project schedule for consideration:

Schematic Design	4 weeks
Design Development	4 weeks
Construction Documents	4 weeks
Bidding	4 weeks
Construction	40 weeks

The times above are the required time to produce the necessary construction documentation and the time to construct the building. Additional time shall be required for Owner review and regulatory approvals. These reviews could add an additional 6-8 weeks to the schedule.

#### **DESIGN TEAM**

The following consultants are proposed:

Civil Engineering:	Mack Gay Associates
Structural Engineering:	Stewart, Incorporated
MEP & FP Engineering:	Atlantec, Incorporated

We hope that this proposal will meet with your approval and look forward to working with you and Warren County. If this proposal is approved by the Board of Commissioners, we will prepare a standard AIA Owner-Architect Agreement (AIA B101) with USDA attachments.

Linda, we look forward to establishing a relationship with you and Warren County on this project. Please do not hesitate to contact me if you have any questions.

Sincerely,



Timothy D. Oakley, AIA, LEED AP

## 7. HOURLY RATES

For projects such as yours, our fee structure is typically based on a negotiated lump sum. Should you prefer to use hourly rates, we are willing to provide a not-to-exceed fee after selection, also negotiated to your satisfaction. Oakley Collier Architects has never lost a project or client due to an inability to reach a mutually satisfactory fee. Consultant costs are negotiated between the architect and each consulting firm, and they typically do not provide hourly time break-downs for their staff members.

Oakley Collier Architects	
Principal	\$175
Senior Project Manager	\$150
Production	\$85
Construction Administrator	\$90
Administrative	\$45

Reimbursable Expenses	
Copies	\$0.20/page
Color Copies	\$2.00/page
Faxes	\$1.00/page
Mileage	\$0.65/mile
Plots	\$10.00/sheet
Prints	\$2.50/sheet
Postage/Shipping	As incurred
Travel Incidentals	As incurred
Misc. Fees & Permits	As incurred

**SUBJECT:** Follow-up to August 2016 meetings

**REQUESTED BY:** Board of Commissioners

**SUMMARY:** Oakley Collier Architects' revised Contract to provide Architectural/Engineering services for the Emergency Services Headquarters Project is presented for the Board's consideration. The revisions in the contract incorporate the revised A/E fee proposal terms and other items required to contract with Warren County as requested by the County Attorney. Authorize Chairman Richardson and/or County Manager Worth to sign related documents.

**FUNDING SOURCE:** Emergency Services Headquarters Project – USDA Loan

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval of the revised contract with Oakley Collier Architects to provide Architectural/Engineering services for the Emergency Services Headquarters Project for a professional fee of 7% of construction costs plus reimbursable expenses not to exceed \$12,325, and authorize Chairman Richardson and/or County Manager Worth to sign related documents.

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**NOTES:**

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**Oakley Collier Architects Contract  
has been provided in a separate  
e-mail.**

**Meeting Date: September 6, 2016**

**Item # 8-C**

**SUBJECT: Follow-up to August 2016 meetings**

**REQUESTED BY: Lisa Alston, HR Manager**

**SUMMARY: Revised Warren County Personnel Manual, was discussed during August 17, 2016 work session and item is now presented for further consideration.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of revised Warren County Personnel Manual effective September 1, 2016.**

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**NOTES:**

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**DRAFT**  
**Warren**  
**County**  
**Personnel**  
**Manual**  
**has been**  
**provided in a**  
**separate**  
**e-mail.**

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**DRAFT  
Warren  
County  
Personnel  
Manual  
has been  
provided in a  
separate  
e-mail.**

WARREN COUNTY PERSONNEL MANUAL REVISED AUGUST 2016

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**SUBJECT:** Request for Waiver of Building Permit Fee

**REQUESTED BY:** Franklin Bolton, Homeowner

**SUMMARY:** Mr. Bolton makes a request, due to personal hardship, for waiver of building permit fee to renew his current building permit to remove the name of the building contractor, whom he has removed from the job, and have the permit re-issued in his name. Attached is documentation submitted by Mr. Bolton in support of his request. Amount of permit fee requested to be waived is \$1,260.60.

According to Code Enforcement the house is currently estimated at 85% complete.

**FUNDING SOURCE:** General Fund

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**I do not recommend the Board approve this request due to the precedent it may set for other similar situations.**

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**NOTES:**

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Dear Mrs. Kearney I am writing this letter in regards to a request by phone to you Friday August 12<sup>th</sup> for consideration of the Warren County Commissioners for a hardship concerning paying for my building permit a second time for my home at 975 Paschall Road Warrenton, N C 27589.

My wife and I left Warren County in 1975 because my career called for jobs that were not available in this area. We moved several times during my career and ended up in Cary, NC for 25 years. I was born and raised here in Warren County as were all of my sibling who are now living back here as well. This is where my wife and I wanted to retire and live the rest of our life. We bought a lot in 2012 down in the Merrymount Subdivision on Lake Gaston about a mile from my home place where I was raised. We were in the beginning of starting to build our dream home on the lot at Lake Gaston when my sister passed away unexpected in July 2013 with Pancreas Cancer. She was living on the farm and in the home that we were all raised in. After her passing all of my sibling and myself were left with the decision of what we were going to do with the home place. We didn't want to rent it out and be faced with the up keep of the house and taxes. We are all retired and did not want the extra expenses for each of us. We did not want to sell the home place it has been in our family well over a 150 years.

I was the only one of my sibling that did not already have a home here in Warren County and was in the process of starting to build one on Lake Gaston in Mecklenburg County Va. To make a long story short my sibling ended up selling the home place to my wife and I. We closed on the farm in February 2014. Our farm house burn to the ground in March of 2014. We lost all of my mother's and sister belonging, there is no amount of money that can buy back what we all lost in that fire. It took us until December of 2014 to settle with the insurance Company.

#### **Events Leading to Hardship Request from Warren County Commoners**

- In May of 2015 we contracted with J A Bolton Construction Company ( Allen Bolton, no relation to my family ) to build our dream home for \$248,800 with a loan from First Citizens Bank. I knew his father Jerry, but not him. I was relying on the Banks approval of his Company and his father's reputation, (big mistake on my Part).
- I fell off my tractor on October 18<sup>th</sup> of last year and broke both my hips, my pelvic, my lower back and my left arm and wrist. I spent 17 days in the Duke Trauma Center recovering.
- In January of this year I had to have my heart shocked to put it back in Rhythm from a filtration due to the trauma of the fall from my tractor.
- In February of this year my Retina completely detached from my left eye ball due to the trauma from the fall from my tractor. I had to go in for emergency surgery to have this repaired
- June 2015 J A Bolton Construction applied for a permit for our home at 975 Paschall Road Warrenton, N C 27589.
- June 2015 the permit was paid for \$1220.00 to the Warren County Building Permit Office.
- For the next six months we had to work with Allen not being able to hire subs to work for him because of his reputation of slow pay and bad checks.
- My wife and I had the subs coming to us for money that we had paid Allen for but he had not paid them. Those that had been paid were given checks that would not clear the bank because of insufficient funds.
- We tried working with Allen until January of this year when he abandon the contract.
- We then hired a lawyer to go at recouping our money for jobs paid for that he not finished.
- We had a mediation with his lawyer and our lawyer on August 9<sup>th</sup> and finally came to a resolution that we were spending our money for something that there was no resolution to.
- Allen on remarks to the Mediator was there were no assets in J A Bolton Construction Company, so if my wife and I won a judgment (which we could) we would still ended up with nothing.

- We don't have the money to keep going after a Judgment when we know that it will be a worthless piece of paper.

My wife and I went to reinstate the permit on our home so we could finish it. We are doing the work ourselves with the help of family members and friends (thank the Lord for both). We were told that we would have to pay for a new permit at \$1220.00. We paid for the first one in J A Bolton Construction Name. Our house has had all inspection done and all we need is the final inspection, once the house is finished.

My wife and Grandson having been living in our garage since last year thinking were going to be in our new house by Thanksgiving of last year.

We pray and ask for a hardship forgiveness from the Warren County Commissioners on having to pay for our building permit the second time.

Thanking you in advance for your consideration on this very important matter.

*Franklin E. Bolton*

PERMIT #: 15-00382      BUILDING PERMIT      MASTER PERMIT #: 15-00382  
 PROJECT #: 15- NQ      DATE ISSUED 06/19/15      REF #: \_\_\_\_\_  
    County of Warren

PROJECT ADDRESS: 975 PASCHALL ROAD, WARRENTON

SUBDIVISION:

LOT #: 1R  
 BLK #:

OWNER NAME: BOLTON, FRANKLIN

PHONE: (804)-338-5435

ADDRESS: SAME  
 CITY: WARRENTON

STATE: NC      ZIP: 27589

CONTRACTOR: J.A. BOLTON CONSTRUCTION, LLC  
 ADDRESS: 209 BREHON STREET  
 CITY: WARRENTON

PHONE: (252)-432-6126

STATE: NC      ZIP: 27589

ENGINEER:  
 DESIGNER:

PROP. USE: RESIDENTIAL

WORK: SINGLE FAMILY DWELLING 2472 SF, UNHEATED 1062 SF, GARAGE 594 SF.  
 DESC: ATTIC 2944 SF., PORCH/PATIO 251SF, INCL. TRADES

VALUATION: \$258,000.00	FEE DUE: \$1,260.60
	FEE PAID: \$1,260.60

SPECIAL CONDITIONS:	WORK CLASS:	SQ. FTG: 3534
	FIRE ZONE:	OCCUP TYPE: R
	USE ZONE:	CONST TYPE:

APPLICATION ACCEPTED BY <i>[Signature]</i>	PLANS CHECKED BY <i>[Signature]</i>	APPROVED FOR ISSUANCE BY <i>[Signature]</i>
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\*\*\*\*\* NOTICE \*\*\*\*\*

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED, OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

*[Signature]*  
 (SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT)  
 \_\_\_\_\_  
 (APPROVED BY)

*6/25/15*  
 DATE  
*6/25/15*  
 DATE

**SUBJECT: Petition Request to Improve Bella Russell Road in Smith Creek Township, Warren County**

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

**SUMMARY: Preliminary Assessment Resolution to move forward with the petition submitted by property owners residing on Bella Russell Road requesting to participate in the Warren County Roads Improvement Program. Staff Report provides information for the Board's consideration of the Preliminary Assessment Resolution. If Resolution is adopted a Public Hearing is requested to be scheduled on October 3, 2016 at 5:30 p.m. Authorize Chairman Richardson to sign the Preliminary Resolution. Project Estimate: \$55,000**

**FUNDING SOURCE: General Fund – Roads Improvement Program**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

- 1) Recommend Board adopt the Preliminary Assessment Resolution to Make Necessary Repairs to Bella Russell Road at an estimated cost of \$55,000 – Funding Source: General Fund – Roads Improvement Program
- 2) Schedule the required Public Hearing on October 3, 2016 at 5:30 p.m.

**NOTES:**

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**Petition  
Request to  
Improve  
Bella Russell  
Road in  
Smith Creek  
Township**

**RESOLUTION TO APPROVE A PRELIMINARY ASSESSMENT TO MAKE NECESSARY  
REPAIRS TO BELLA RUSSELL ROAD IN SMITH CREEK TOWNSHIP  
TO PROVIDE SAFE ACCESS**

WHEREAS, the owners of property served by Bella Russell Road within the Russell Estates – Phase I Subdivision, Smith Creek Township, Warren County, North Carolina, have petitioned Warren County for participation in the Warren County Roads Improvement Program to have critical repairs made to their private road to provide safe access; and

WHEREAS, the owners have also petitioned Warren County to exercise its assessment authority set forth in Article 9A. Special Assessments for Critical Infrastructure Needs, NCGS 153A-210.1 through 210.7, and Session Law 2015-121, Senate Bill 284, to finance the capital costs associated with repairing Bella Russell Road to provide safe access; and

WHEREAS, the petition to Warren County includes a map of the properties and names of the property owners served by Bella Russell Road; and

WHEREAS, pursuant to NCGS 153A-210.2 and 153A-210.4, Warren County has authority to expend general funds to finance the cost of improving private roads to provide safe access; and

WHEREAS, the County's authority to expend funds for such purposes is contingent upon payment of an assessment by the owners of properties fronting said road to reimburse the County for the cost of the repairs; and

WHEREAS, there are 20 parcels of property owned by 13 property owners with frontage that is served by Bella Russell Road that would be subject to such assessment; and

WHEREAS, Warren County has estimated the cost associated with the road repairs to be \$43,500 and other related expenses (Engineering, Staff and Legal Expenses) to be \$11,500 for a total estimated cost of \$55,000 needed to make the necessary improvements to the road; and

WHEREAS, Warren County would use its best efforts to contract for the repair of the road using the lowest responsible bidder; and

WHEREAS, Warren County may only exercise its authority to pay and assess for repairs of the road if property owners representing at least 66% of the assessed value of all real property to be assessed in the subdivision sign a petition and agree to be assessed; and

WHEREAS, a signed list of all property owners who have agreed to be assessed has been given to the County; and

**Petition  
Request to  
Improve  
Bella Russell  
Road in  
Smith Creek  
Township**

**Page 2 of 10**

**WHEREAS, the number of property owners who have agreed to be assessed is equal to, or in excess of sixty-six percent (66%) of all owners of properties being assessed, and also represents sixty-six percent (66%) or more of the lineal frontage of properties on the road; and**

**WHEREAS, the current condition of the road makes it a potential hazard to the public's safety and well-being; and**

**WHEREAS, the relative low cost and high likelihood of reimbursement makes this a reasonable solution that is in the public's interest; and**

**WHEREAS, Warren County intends to undertake the project of repairing Bella Russell road and assessing the property owners; and**

**WHEREAS, the necessary repairs will be made to Bella Russell Road to include but not be limited to tree removal, culvert pipe installation, ditching, applying aggregate and rip-rap stone, seeding, and erosion control; and**

**WHEREAS, the assessment shall be made on all properties equally that are served by Bella Russell road; and**

**WHEREAS, the entire amount expended by the County to repair the road including engineering design, construction costs, staff and legal expenses, and any other related expenses will be the amount specially assessed; and**

**WHEREAS, the proposed terms for the assessment include that payment may be made in full by the benefited property owner(s) when repairs are completed, or over a ten (10) year period at one percent (1%) annual interest.**

**NOW, THEREFORE, BE IT RESOLVED BY THE WARREN COUNTY BOARD OF COMMISSIONERS:**

- 1. ACCEPT the petition from the Petitioner-Owners from the Russell Estates – Phase I Subdivision being served by Bella Russell Road; and**
- 2. ORDER that a public hearing on all matters covered by the preliminary assessment resolution be held at the Board of County Commissioners meeting of October 3, 2016; and**
- 3. ORDER that notice of the public hearing on all matters covered by the preliminary assessment resolution be published and mailed in accordance with the Warren County Roads Improvement Program Policies and Procedures.**

**Adopted this the 6<sup>th</sup> day of September 2016.**

**WARREN COUNTY BOARD OF COMMISSIONERS**

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

**ATTEST:**

**Russell Estates – Phase I Subdivision (Bella Russell Road) Petition for Road Repair Assessment**

**August 29, 2016**

Petition  
Request to  
Improve  
Bella Russell  
Road in  
Smith Creek  
Township

Page 3 of 10

**Summary of Proposal:** Property owners from the Russell Estates – Phase I Subdivision located in Smith Creek Township have petitioned Warren County under the Warren County Roads Improvement Program for a special assessment to make critical repairs to Bella Russell Road, a .75 mile private road located within the private subdivision.

**Background:**

Property owners in Russell Estates – Phase I Subdivision petitioned the State of NC Department of Transportation (NC DOT) to add Bella Russell Road to the State Maintained Highway System. The petitioners were notified by Mr. Stephen Winstead, PE, Engineer, NC DOT, in a letter dated March 28, 2013 that because the land was subdivided after September 30, 1975, it could not be added to the State Maintained System as an unpaved road as it must meet additional requirements before it could be considered for addition.

Property owners in Russell Estates – Phase I Subdivision requested via petition dated August 12, 2016, submitted by Trudy Bookbinder, Contact Person, for a special assessment under the Warren County Roads Improvement Program to make improvements to Bella Russell Road which in its current state has been rated by staff as in “very bad” condition.

Pursuant to and in accordance with the authorities set forth in Article 9A.Special Assessments for Critical Infrastructure Needs, NCGS 153A-210.1 through 153A-210.7, and Session Law 2015-121, Senate Bill 284, Warren County has established the Warren County Roads Improvement Program with the stated purpose to assist property owners with making improvements to non-state-maintained roads in private subdivisions in the unincorporated areas of Warren County.

Pursuant to the foregoing NC general statutes, Warren County has authority to expend general funds to make improvements to non-state-maintained private roads. However, the County’s authority is contingent upon payment of an assessment by the property owners to reimburse the County for all expenses associated with the cost of the road repairs.

Warren County may only exercise its authority to pay for and impose a special assessment against benefited property if property owners representing at least 66% of the assessed value of all real property to be assessed in the subdivision sign and submit a petition requesting Warren County to make certain improvements to the private road. Those requirements have been met in the accompanying petition documents.

The preliminary cost estimate of the road repairs is \$43,500 and other related expenses (Engineering, Staff and Legal expenses) is \$11,500 for a total estimated cost of \$55,000. Warren County will use its best efforts to contract for the repair of the subject road using the lowest responsible bidder.

The petition materials include a map of the properties, copy of letter addressed to Ms. Trudy Bookbinder from Mr. Stephen Winstead, PE, NC DOT, dated March 28, 2013, as well as a signed list of all property owners who have agreed to be assessed.

**Procedure:**

If the Board of County Commissioners approves the preliminary assessment resolution, it would then be required to hold a public hearing "on all matters covered by the preliminary assessment resolution." The public hearing cannot be scheduled earlier than three (3) weeks nor later than ten weeks from the date of the adoption of the Preliminary Assessment Resolution.

Notice of the public hearing must be published in the local newspaper at least ten (10) days before the public hearing is to be held providing the facts of the Preliminary assessment Resolution and the date, time and location of the public hearing.

A copy of the preliminary assessment resolution must be mailed by first class mail to each property owner who will benefit from the road improvements at least ten (10) days prior to the public hearing. A certified statement must be filed with the Board of County Commissioners that each property owner has been mailed a copy of the Resolution along with the date mailed.

After the public hearing is held, the Board of County Commissioners shall vote to consider the adoption of the Final Assessment Resolution. Upon adoption of the Final Assessment Resolution and confirmation that sufficient funds are available in the Roads Improvement Program, the County shall commence with the project. The County shall follow the prescribed bid procedures in the NC General Statutes to secure a contractor to make the necessary improvements.

Upon completion of all improvements, staff will prepare a summary of the total project costs, including but not limited to: engineering design, construction expenses, gravel, erosion control, staff and legal expenses, and any other related expenses. Once the final project costs are determined and approved by the Board of County Commissioners, the Preliminary Assessment Roll may be prepared.

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

The Clerk to the Board of County Commissioners shall have published at least ten (10) days prior to the hearing date, a notice in the local newspaper that a Preliminary Assessment Roll has been adopted noting that the roll is on file in the Clerk's office and open for public inspection and also give the date, time and place for the public hearing. The Clerk shall also mail by first class mail a copy of the Preliminary Assessment Roll to each property owner listed on the roll. This notice shall include: the time, date and place of the public hearing; a note that the roll is on file in the Clerk's Office; and state the amount (as shown on the roll) of the assessment against each property owner. This mailing shall be completed at least ten (10) days prior to the hearing. The Clerk shall file with the Board of County Commissioners a certified statement confirming the notices were mailed to the property owners indicating the date which the notices were mailed and date of the publication.

After the Board of County Commissioners confirms the assessment roll, the Clerk shall enter the date, hour and minute of the confirmation into the Board's minutes. From the time of confirmation, each assessment becomes a lien on the real property of the owner under priorities set out in NCGS 153A-200.

After the assessment roll is confirmed, the Clerk shall send a certified copy of the Assessment Roll to the County Tax Collector for collection in the same manner as property taxes or as otherwise provided in the Warren County Roads Improvement Program Policies and Procedures.

The County Tax Collection shall publish once in the local newspaper a notice that the Assessment Roll has been confirmed. This notice shall be published no earlier than 20 days from the date the Assessment Roll is confirmed.

**Evaluation:**

Reasonableness and Public Interest: The current condition of Bella Russell Road makes it a potential safety hazard for the residents and emergency response vehicles traversing within the Russell Estates – Phase I Subdivision. The high likelihood of reimbursement of funds expended by the County to make the necessary repairs to the road makes this a reasonable solution that is in the public's interest.

**Staff Recommendation:**

Staff recommends the Board of County Commissioners pursuant to the statutory authorities referenced herein approve the attached Resolution to Approve a Preliminary Assessment to Make Necessary Repairs to Improve Bella Russell Road in Smith Creek Township, and finding it reasonable and in the public's interest to proceed with this private road improvement project.

# Bella Russell Road Property Owners

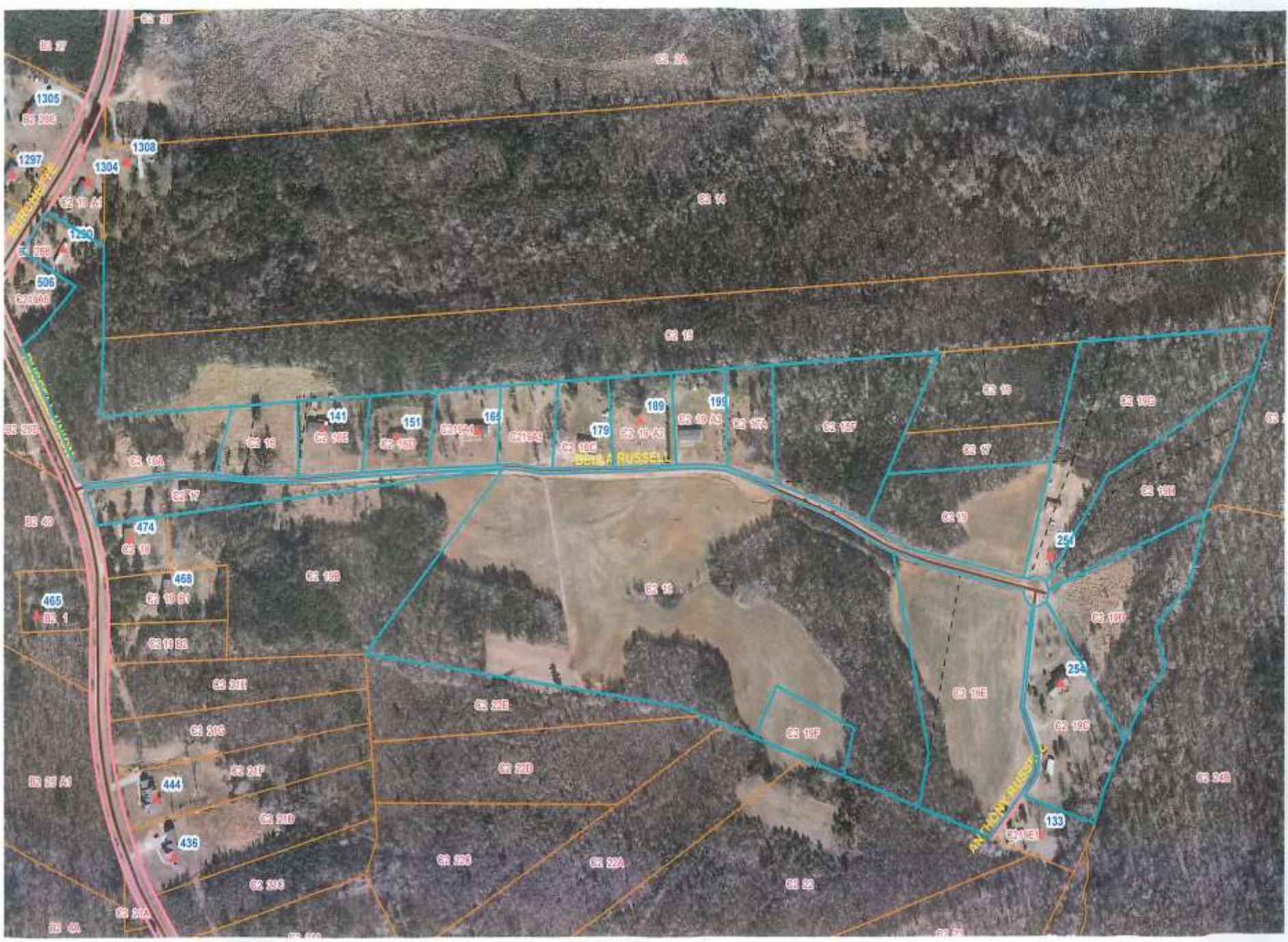
Property Owner	Number of Parcels
Richard (Deceased) & Janie Russell	4
Mary Williams	1
Sheila Crews	1
Heirs of Odessa Hunter	1
Julius Mann III	2
JP Financial	1
Lucrecia Perry	1
Trudy Bookbinder	3
Donna Harley Williams	1
Teresa Ferebee	2
SL Grant & MJ Bullock	1
Trina Russell	1
Shirley Seward	1
<b>13 Property Owners</b>	<b>20</b>

## Bella Russell Road Petition and Assessment Signature Information

Petition  
 Request to  
 Improve  
 Bella Russell  
 Road in  
 Smith Creek  
 Township

Page 7 of 10

Map #	Property Owner	Signed Petition	Signed Assessment
C2 19A	Richard Russell (Deceased) Signed by Janie Russell	Yes	Yes
C2 16	Richard & Janie Russell Signed by Janie Russell	Yes	Yes
C2 16E	Mary Williams	Yes	Yes
C2 16D	Sheila Crews	Yes	Yes
C2 16C	Heirs of Odessa Hunter	Yes	Yes
C2 19A4	Julius Mann III	Yes	Yes
C2 19A5	Julius Mann III	Yes	Yes
C2 19A2	JP Financial Signed by Joyce Palmer	Yes	Yes
C2 17A	Lucrecia Perry	No	No
C2 19A3	Melvin & Trudy Bookbinder Signed by Trudy Bookbinder	Yes	Yes
C2 16F	Donna Harley Williams	No	No
C2 19	Teressa Ferebee	Yes	Yes
C2 19G	SL Grant & MJ Bullock	Yes	Yes
C2 19 H	Richard & Janie Russell Signed by Janie Russell	Yes	Yes
C2 19 D	Trina Russell	Yes	Yes
C2 19C	Trudy Bookbinder	Yes	Yes
C2 19E	Trudy Bookbinder	Yes	Yes
C2 19F	Shirley Seward	Yes	Yes
C2 19	Teressa Ferebee	Yes	Yes
C2 17	Richard & Janie Russell Signed by Janie Russell	Yes	Yes







**Meeting Date: September 6, 2016**

**Item # 11-A**

**SUBJECT: Public Utilities - Airport Road Water Main Replacement Construction Inspection Plan**

**REQUESTED BY: Macon Robertson, Director – Public Utilities**

**SUMMARY: Airport Road Water Main Replacement Construction Inspection Plan is submitted for Board of Commissioners review and authorization to proceed. Authorize Chairman Richardson to sign related documents.**

**FUNDING SOURCE: USDA Grant**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend Board approve the Construction Inspection Plan for the Airport Road Water Main Replacement Project at a cost not to exceed \$25,000, and authorize Chairman to sign related documentation. Funding Source: USDA Grant**

**03116**

**NOTES:**

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August 22, 2016

Mr. Macon Robertson  
Director of Public Utilities  
Warren County Public Utilities  
712 U.S. Hwy. 158, Business West  
P.O. Box 577  
Warrenton, NC 27589

**SUBJECT:** Warren County  
Airport Road Water Main Replacement  
Rivers File 2014107 B

Dear Macon:

Enclosed please find four (4) signed originals of the *Construction Inspection Plan* for the subject project. Please have this item placed on the agenda for approval and execution by the Board of Commissioners at the Tuesday, September 6, 2016 regular meeting. After execution by Warren County, please deliver all four (4) originals to Mr. Jonathan Jones for USDA-RD concurrence.

Please note that the "Resident Inspection Ceiling Cost" in the amount of \$25,000.00 stipulated therein is in accordance with the Professional Services Agreement in effect dated September 14, 2015.

Please do not hesitate to call if you have any questions or concerns.

Sincerely yours,



Frederick L. Stowe, PE  
Project Manager

Encl.

cc: Ms. Linda T. Worth, Warren County, w/ encl.  
Ms. Gloria Edmonds, Warren County, w/ encl.  
Ms. Marcie Byrd, Warren County Public Utilities, w/ encl.  
Mr. Jonathan Jones, USDA-RD, w/ encl.  
File, w/ encl.

**North Carolina - USDA Rural Development  
 Construction Inspection Plan**  
 Attachment to EJCDC E-500, AGREEMENT BETWEEN  
 OWNER and ENGINEER for PROFESSIONAL SERVICES  
 (See General Conditions and Approvals on reverse)

Applicant/ Borrower: Warren County

Brief Description of Project:  
 (elements, components, and quantities) Construction of approximately 400 linear feet of 10" HDPE water main installed by directional bore and approximately 80 linear feet of 8" water main and appurtenances.

Engineering Consulting Firm: Rivers & Associates, Inc. 2014107

Contract #	Contractor	Total Contract Amount	Notice to Proceed Date
1	Herring-Rivenbark, Inc.	\$ 60,225.00	---
2	(insert contractors name)	\$ -	---
3	(insert contractors name)	\$ -	---
4	(insert contractors name)	\$ -	---
5	(insert contractors name)	\$ -	---
6	(insert contractors name)	\$ -	---

The Consulting Engineer, Rivers & Associates, Inc. 2014107, hereby proposes to provide resident construction services on the above project in accordance with the following schedule of personnel to be assigned to this project and in general accordance with the following projected time requirement and costs. Only inspectors who are proposed to be used on this project should be listed. If necessary other inspectors may be added later through amendment to this schedule.

**Section I - Personnel Costs**

Note: Maximum Hourly Rates Eligible For Rural Development Funding (Effective 7/1/2012)

Advanced:	Inspector Only - \$71 / hr	Inspector + All Expenses - \$77 / hr
Intermediate:	Inspector Only - \$63 / hr	Inspector + All Expenses - \$68 / hr
Entry:	Inspector Only - \$59 / hr	Inspector + All Expenses - \$64 / hr

Inspector's Name	Classification *	Contract(s) Assigned	Estimated Hours** Required	Hourly*** Rate \$ / hr	Estimated Cost
Jason Woolard	Entry	1	288	\$ 59.00	\$ 16,992.00
Gary Stone	Advanced	1	40	\$ 71.00	\$ 2,840.00
					\$ -
					\$ -

**Total Inspection Cost Estimate: \$ 19,832**  
**(Personnel Costs)**

\* Advanced - At least five years on-the-job inspection experience with similar projects and capable of functioning independently with minimum supervision from engineer.

Intermediate - 1-5 years on-the-job inspection experience with similar projects - works under general supervision of advanced inspector.

Entry - Less than one year experience with similar projects - works under close supervision of advance inspector and/or engineer.

\*\* Attach a separate sheet with documentation of estimated hours for each inspector.

\*\*\* Proposed billing rates are inclusive of salary, overhead, and profit.

**Section II - Mileage, Per Diem, and Miscellaneous Costs**

Total Estimate Mileage (all inspectors)	8,800	miles x	\$ 0.540 (reimbursement rates)	\$ 4,752.00
Per Diem - if applicable (all inspectors)	36	total days x	\$ 7.00 (daily rate)	\$ 252.00
Miscellaneous Expenses	\$ 164.00			\$ 164.00

**Resident Inspection Ceiling Cost: \$ 25,000**  
 (Section I + Section II)

\* Attach a separate sheet with documentation of all per diem, mileage, and itemized miscellaneous expenses.

**Construction Inspection Plan - General Conditions**

The Consulting Engineer hereby agrees to prepare the construction inspection plan and perform construction inspection services in accordance with the following conditions:

- 1) The Inspector's duties and responsibilities shall be as listed in the EJCDC E-500 Exhibit C - Compensation Packet RUS 3, EJCDC E-500 Exhibit D, and RUS Instruction 1780.76.
- 2) The experience level of the inspector(s) assigned will be commensurate with the nature and difficulty of the work to be performed, inasmuch as scheduling and overall efficiency of the inspection effort will allow. The hourly rates indicated in the inspection plan shall reflect the level of experience of the inspector assigned.
- 3) The Engineer will use his best judgment when allocating time of an inspector to each job. The inspector will not be assigned responsibilities on the job site when the nature of the work does not require his presence.
- 4) The Engineer will take into account the work location(s), construction time period, number of construction crews, expected level of effort required, etc., when developing the construction inspection plan and assigning inspectors.
- 5) The Engineer will manage the inspection effort in accordance with the approved plan and will notify the Owner and RD of any anticipated change or modification in the plan. Any changes in inspectors, proposed ceiling increase, or major changes in inspector assignments will not be made or effective until an amendment to the plan has been prepared and approved by all parties.
- 6) The Engineer agrees not to bill for inspection services, in excess of the ceiling amount established above, without first obtaining approval of all parties through an amendment to the plan. Detailed justification for additional time, number of inspectors, etc., will be required from the Engineer in support of any change to the original plan.
- 7) Invoices for inspection services will be based on actual hours of inspection service required and actual expenses incurred subject to the ceiling amount established above.
- 8) No RD funds or RD administered funds will be expended for resident inspection services prior to review and approval of the construction inspection plan by all parties. The Engineer will submit resumes for each inspector to be used on this project for review and approval by RD with this inspection plan. No inspector will be used on the project until approved by RD.

**Approval of Proposed Inspection Plan**

Owner/Applicant:

\_\_\_\_\_  
 (signature)  
 \_\_\_\_\_  
 Barry Richardson, Chairman  
 (print name)

Consulting Engineer:

\_\_\_\_\_  
 (date)  
 \_\_\_\_\_  
 Gregory J. Churchill, P.E., President  
 (print name)

Rural Development:

\_\_\_\_\_  
 (signature)  
 \_\_\_\_\_  
 (print name)

**Education:**

Industrial Technology, East Carolina University

**Certification:**

NCCER Certified

**Employment:**

Rivers & Associates, Inc., 2016

Precision Walls, Inc., 2015 – 2016

Weatherly Construction, 1986 - 2014

Mr. Woolard serves as a Construction Observer for Rivers & Associates, Inc. He has assisted with inspection of water and sewer improvements projects involving water main and sewer line installation and manhole construction with various elements such as water main installation by directional drilling, installation of steel casings by jacking and boring and dewatering by well pointing. Mr. Woolard's previous construction related experience included reading and interpreting plans and construction documents, observing and following established job site safety regulations, determining sequence of construction activities required to complete construction within established schedules, monitoring material inventory, preparing and cleaning construction sites, equipment operation, preparing progress reports and conducting routine quality audits to ensure that work was progressing in accordance with specifications and initiating corrective actions.

**Selected Project Experience:**

**2016 Water System Improvements, Phase 1 – Lake Glenwood Water Main Replacement, Eastern Pines Water Corporation:** Resident Project Representative in training for a project consisting of approximately 1,375 linear feet of 4" water main, approximately 4,377 linear feet of 6" water main, approximately 148 linear feet of 8" water main, and approximately 76 water service change-overs/relocations and appurtenances to replace aging asbestos cement water mains in the Lake Glenwood Subdivision in Greenville, North Carolina. The project also included three (3) separate sections of 6" AWWA C900 Fusible PVC water main totaling approximately 530 linear feet installed by directional drilling.

**Annexation Area A Water and Sewer Improvements, Town of Williamston, NC:** Assisted with construction observation for a project consisting of approximately 17,200 linear feet of 8 to 12-inch DIP and PVC gravity sewer lines, 78 manholes, 125 sewer service laterals, a 210 gpm sewer pumping station with emergency generator and appurtenances, 3,855 linear feet of 6-inch force main, one 8-inch horizontal directional bore, 4,000 linear feet of 6-inch water main, 29 fire hydrants and 15 water services to serve a newly annexed area of Williamston, North Carolina.

## GARY F. STONE, CONSTRUCTION OBSERVER

### Education:

B.S. - Urban Planning, East Carolina University

### Certification:

Grade II Certified Wastewater Treatment Plant Operator, NC

### Employment:

Rivers & Associates, Inc., 36 years (1980 - present)

Mr. Stone is a career construction observer for Rivers & Associates, Inc. He has inspected countywide water systems, and major construction on wastewater collection/treatment and water distribution/treatment systems for multiple municipalities and counties across eastern North Carolina. He has also managed construction observation services for water supply wells, elevated tanks and pipe lines requiring piling, piers, river crossings and well pointing as well as commercial and municipal buildings. He is familiar with construction methods/techniques as well as the construction administration process dealing with partial pay requests, change orders, shop drawings, and coordination of as-built drawings from contractor notes.

### Selected Project Experience:

**Water Treatment Plant Improvements, Havelock, NC:** Project Representative responsible for construction observation for "immediate needs" WTP improvements. The project included thirty improvements. Including a wide array of items: WTP SCADA system, filter improvements, disinfection improvements, well and pump control, and other miscellaneous items. The SCADA system is designed to integrate instrumentation and control improvements at the current WTP SCADA system, future distribution system improvements, monitoring of current or future wastewater lift stations, and connectivity with the future WWTP SCADA system.

**Water and Sewer System Improvements, City of Washington, NC:** Project Representative responsible for construction observation of 200 LF 8" gravity sewer, 110 LF 8" force main, 360 GPM sewer pump station, 3,100 LF 16" water transmission main, 800 SF WTP chemical feed building, 125 KW standby power generator at collection system pump station and 600 KW standby power generator at WWTP.

**Main and Respass Street Pump Station Replacement, City of Washington, NC:** Project Representative responsible for coordination and construction observation for a 180 gpm pump station replacement in downtown Washington, NC. The new pump station replaces an existing pump station which is situated below grade in the middle of Respass Street, and is subject to flooding during storm events. The new pump station is situated in an adjacent parking lot and includes flood-proof wet well and valve vaults, with an elevated brick and block platform to support two double-door enclosures. The enclosure house the electrical gear, pump control panel and radio telemetry (SCADA). The platform also supports an emergency generator. The project was subject to review by the City of Washington Historical Society for compliance.

**Minnesott Beach/Vandemere Pressure Improvements, Pamlico County, NC:** Project Representative responsible for construction observation of three new water booster pump stations installed at three of Pamlico County's four water treatment plants, one new 200,000 gallon elevated tank, 32,400 linear feet of 12-inch water transmission mains, 1,700 linear feet of 8-inch water transmission mains and five 14-inch directional bores. The project also included radio telemetry (SCADA) between the booster pump stations and associated elevated tanks. The project increased low system pressures by 25 to 40 psi throughout the targeted pressure zones.

**Carver Machine Works Sanitary Sewer Improvements, Beaufort County, NC:** Project Representative responsible for construction observation for a 360 gpm sewer pump station,

## GARY F. STONE, CONSTRUCTION OBSERVER

10,000 linear feet of new 8-inch sewer force and 6,200 linear feet of new 12-inch sewer force main to upgrade an existing 8-inch force main. The pump station also included an emergency generator and radio telemetry/SCADA to the City of Washington's sewer system. The project is ongoing, with the total project cost estimated at \$1,850,000.

**Water Treatment Plant, City of New Bern, NC:** Project Representative responsible for the construction observation of a new 5.5 MGD capacity pressure filter/zeolite softening water treatment plant. The project includes approximately fifteen (15) groundwater wells; 54,000 linear feet of raw water transmission mains; a 15,400 linear foot finished water transmission main; backwash waste lagoons; supernate pump station; and backwash waste force main. The water treatment plant facility will consist of a raw water detention tank; filter pumps; twelve (12) vertical pressure filters and six (6) vertical softeners; chemical feed systems; treatment building; finished water storage tank; and finished water transmission pumps. The project was located on approximately 60 acres near NC Highway 55 West. A part of the project included relocation of approximately 2,700 linear feet of raw water line and installation of electrical service duct bank for NCDOT Project 34414.2.3, TIP No. R-2301A.

**Water Treatment Plant, Washington, North Carolina:** Construction Project Representative for the expansion of the City of Washington's Water Treatment Plant to 5.45 MGD.

**Wastewater Treatment Plant, New Bern, North Carolina:** Construction Project Representative of 16.25 MGD Wastewater Treatment Plant for the City of New Bern including preliminary treatment unit, 2 BTUs, 2 secondary clarifiers, filter feed pump station, tertiary filter, re-aeration basin, RAS pump station with belt filter press, sludge stabilization building with pasteurization equipment, effluent pump station.

**Green Mill Run, Tar River & Parkers Creek Outfalls Rehabilitation, City of Greenville, North Carolina:** Construction Project Representative of Greenville Utilities Commission Sanitary Sewer Outfall Rehabilitation project consisting of 11,000 LF of 18"-27" gravity sewer main lining and 600 VF of manhole rehabilitation/lining.

**Southwest Service Area, Greenville, North Carolina:** Construction Project Representative of Contract 1, 2 and 3 Greenville Utilities Commission Sanitary Sewer Improvements consisting of 23,800 LF of 12" gravity sewer main, 15,200 LF of 6" force main, and 3 submersible sewer pump stations.

**Stokes Regional Water Corporation Water System, Stokes, North Carolina:** Project Representative of 37+ miles of water main, two prefab well houses, one booster pump station, and two elevated storage tanks.

**4 Million Gallon Prestressed Clearwell and High Service Pump Station, New Bern, North Carolina:** Construction Project Representative of three high service pumps, one transmission booster pump, metal building and controls.

**Hubert and Sneads Ferry Water Treatment Plants, Onslow County, North Carolina:** Construction Project Representative of two, 2.0 MGD filter/softener water treatment plants with 1 - 3MG clearwells each and 4 wells each, waste storage lagoons and associated electrical.

**Gardnerville Water Expansion, Greenville, North Carolina:** Project Representative of Eastern Pines Water Corporation PVC water main and appurtenances, plus 2 well houses.

**Vanceboro Wastewater Treatment Plant, Vanceboro, North Carolina:** Construction Project Representative of 150,000 GPD wastewater treatment plant expansion, including oxidation ditch, clarifier, sandfilter, chemical phosphorus removal, sand drying beds and aerobic digester with associated electrical work.

**Sanitary Sewer Collection System, New Bern, North Carolina:** Construction Project Representative for Annexation Areas (1) - Highway 55 and (2) - Pembroke/Olde Towne, Vacuum Sewer Collection and Pump Station, and New Innovative Collection System - First of its kind in North Carolina.

**Annexation Area No. I Water and Sewer Additions, Williamston, North Carolina:** Construction Project Representative of 7,110 lineal feet of sanitary sewer extensions, a sewage pump station, 830 lineal feet of force main and 7,500 lineal feet of 6, 8 and 10 inch water main extensions to serve residential areas.

**Annexation Area No. II Water and Sewer Additions, Williamston, North Carolina:** Construction Project Representative of 2,070 lineal feet of sanitary sewer extensions, a sewage pump station, 2,275 lineal feet of force main and 4,250 lineal feet of 6, 8 and 10 inch water main extensions to serve residential areas and the Martin County Subsidiary of the NC Department of Corrections.

**Wastewater Collection System, Chocowinity, North Carolina:** Construction Project Representative of Septic Tank Effluent Pump (STEP) low Pressure Sewer System. The project consists of approximately 360 individual septic tank effluent pumps, six intermediate pump stations, 85,000 LF of pressure collection mains and a 350 GPM transmission pump station with auxiliary power generator and remote telemetry to transport all collected wastewater through 17,600 LF of eight inch effluent force main under the Pamlico River to Washington, NC for treatment and disposal.

**Brook Valley Annexation Project, Greenville, North Carolina:** Construction Project Representative of sewer line extension project to serve the newly annexed Brook Valley area of Greenville, NC. The total project was administered under six separate contracts and included a total of 68,000 linear feet of 8-inch through 24-inch gravity sewer lines, & one 870 gpm submersible type pump station with telemetry. The project was funded in part by EPA.

**Sanitary Sewer Replacement Project, Scotland Neck, North Carolina:** Construction Project Representative for replacement of various 8"-16" gravity sewer mains within the Scotland Neck sewer collection system including approximately 2,400 LF 8" and 1,600 LF 16" sanitary sewer replacement, service lateral and manhole replacements.

**Wastewater Treatment Facility, Bethel, North Carolina:** Construction Project Representative of 0.35 MGD/0.7 MGD modified hydrographic controlled release facility including grit/trash removal, parshall flame, influent pump station renovations, intermediate pump station, 23 acres of stabilization lagoons with 5 months available storage, effluent pump station, 5 miles effluent force main, cascade reaeration and programmed effluent flow control. This project is innovative technology, being the first of its kind in North Carolina.

**Sanitary Sewer Replacement Project, Bethel, North Carolina:** Construction Project Representative for replacement of approximately 2,000 LF 8" gravity sewer mains, service laterals and manhole.

**Wastewater Treatment Facility, Washington, North Carolina:** Resident Project Representative for construction of 2.1 MGD extended aeration plant with land application of sludge. The facilities include mechanical bar screen, aerated degripper, a draft tube aeration system, blower building, clarifiers, chlorine contact chamber, chlorine building, mechanical reaeration, return sludge pump station, aerobic digester, 4 sludge holding lagoons with associated sludge transfer, sludge loading and supernatant pumps. Design qualified for innovative and alternative funding by EPA.

**Wastewater Treatment Plant Addition, Washington, North Carolina:** Resident Project Representative for construction of a cast-in place concrete oxidation ditch comprised of 2 race track style channels and 3 selector tanks supported in timber pilings and a new cast-in place activated sludge

pump station. Project also included Electrical Power Zone Center housing VFD pump controls and instrumentation.

**Water Treatment Plant, New Bern, North Carolina:** Resident Project Representative for Contract I – Wells, II – General Construction, III – Electrical for a 5.5 MGD Water Treatment Plant including 15 wells, induced draft aeration, pressure filters and softeners, State of the Art chemical feed systems, controls and SCADA system, 2.0 MGD prestressed ground storage tank, vertical turbine filter and transmission pumps, three lined waste lagoons. Included a 10,000 square foot treatment building with operational and office space and State approved laboratory.

**Water Treatment Plant, Perquimans County, North Carolina:** Head Construction Observer for this project consisting of Phases I and II of the Perquimans County Water System. This project consisted of two treatment plants (each with wells and elevated tank), one in the Bethel area and several years later another in the Winfall area of the County.

**First Craven Sanitary District, Water Treatment Plant, North Carolina:** Head Construction Observer for this project consisting of two 600 GPM wells, a 600 GPM treatment plant, one 300,000 gallon elevated storage tank, an aerator and two 20,000 gallon horizontal detention/storage tanks, and 10", 8", 6" and 4" distribution mains.

**Storm Drainage Improvements, Washington, NC:** Construction Project Representative for \$4.5 million storm drainage infrastructure improvement project. Project included extensive utility relocations within a residential neighborhood in order to remove and replace inadequate drainage systems. Over 1,300 LF of water main and 1,000 LF of sanitary sewer were replaced as a result of roadway drainage construction and outfall channel stabilization.

**Sewer System Evaluation Survey, Phase I, Town of Bethel, North Carolina:** On-site Project Representative responsible for conducting asset inventory, physical inspection and flow monitoring for evaluation and analysis relevant to identification and isolation of potential infiltration/inflow into existing gravity sanitary sewer system.

**Sewer System Evaluation Survey, Phase II, Town of Vanceboro, North Carolina:** On-site Project Observer for Phase II survey consisting of CCTV inspection of existing gravity sanitary sewer system to identify specific locations of infiltration/inflow into existing gravity sanitary sewer system.

### Selected Project Experience also includes:

- Slatestone Well and House, Washington, North Carolina
- Bridge Replacement, Washington, North Carolina
- East Carolina Track Resurfacing, Greenville, North Carolina
- Drainage Project for Pitt Community College, Greenville, North Carolina
- Dunkin Donuts, Greenville, North Carolina
- Sanitary Sewer System Additions, Scotland Neck, North Carolina
- Water Systems Additions, Scotland Neck, North Carolina
- Deepwell, Scotland Neck, North Carolina
- Water Systems Additions, Perquimans County, North Carolina
- Pamlico County Water System - Phase I and II, North Carolina
- Well House No. 5, New Bern, North Carolina
- Wastewater Treatment Plant, Washington, North Carolina
- Venters Well House, Eastern Pines Water Corporation, Greenville, North Carolina
- Streets Project, Williamston, North Carolina
- Natural Gas Storage Facility, GUC (Concrete Work), Greenville, North Carolina

**Meeting Date: September 6, 2016**

**Item # 11-B**

**SUBJECT: Public Utilities – Resolution for Funding Pleasant Hill Pump Station Replacement**

**REQUESTED BY: Macon Robertson, Director – Public Utilities**

**SUMMARY: Resolution Authorizing the filing of an application to the State of NC for Grant/Loan Funds for the Pleasant Hill Pump Station Replacement Project is submitted for Board’s adoption. Authorize Chairman Richardson to sign same. Estimated Cost of Project is \$801,430.**

**FUNDING SOURCE: State of NC Grant/Loan Funds**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend adoption of Resolution authorizing the filing of an application to the State of NC Division of Water Infrastructure for grant/loan funds to replace the Pleasant Hill Pump Station, and authorize Chairman Richardson to sign the Resolution.**

**NOTES:**

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**RESOLUTION BY THE WARREN COUNTY  
BOARD OF COMMISSIONERS**

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater collection systems, and

WHEREAS, The Warren County Board of Commissioners has need for and intends to construct a wastewater collection system project described as the Pleasant Hill Pump Station Replacement, and

WHEREAS, The Warren County Board of Commissioners intends to request state loan or grant assistance for the project,

**NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF WARREN:**

That the Warren County Board of Commissioners, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan or grant award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Warren County Board of Commissioners to make scheduled repayment of the loan, to withhold from the Warren County Board of Commissioners any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Barry Richardson, Chairman, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a (loan or grant) to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 6<sup>th</sup> day of September, 2016 at Warrenton, North Carolina.

### **CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified and acting Clerk to the Board of the Warren County Board of Commissioners does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Warren County Board of Commissioners duly held on the 6<sup>th</sup> day of September, 2016; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN

WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

**WARREN COUNTY  
PLEASANT HILL PUMP STATION REPLACEMENT**

**PRELIMINARY OPINION OF PROJECT COST  
March 26, 2014**

**CONSTRUCTION:****WASTEWATER PUMP STATION REPLACEMENT:**

<u>ITEM NO.</u>	<u>QTY.</u>	<u>UNIT</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>COST</u>
1.	1	LS	Packaged Wastewater Pump Station		\$90,000.00
2.	1	LS	Precast Concrete Wet Well		\$70,000.00
3.	1	LS	Emergency Generator & Automatic Transfer Switch		\$110,000.00
4.	1	LS	Supervisory Control & Data Acquisition (SCADA)		\$20,000.00
5.	1	LS	Electrical		\$35,000.00
6.	1	LS	Pump Station Yard Piping		\$20,000.00
7.	1	LS	Pump Station Site Work		\$25,000.00
<b>SUBTOTAL WASTEWATER PUMP STATION REPLACEMENT</b>					<b>\$370,000.00</b>

**SEWER FORCE MAIN REPLACEMENT:**

<u>ITEM NO.</u>	<u>QTY.</u>	<u>UNIT</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>COST</u>
1.	3,100	LF	6" PVC Sewer Force Main	20.00	62,000.00
2.	160	LF	6" Restrained Joint DIP Sewer Force Main	60.00	9,600.00
3.	1	EA	Tie into Existing 6" Sewer Force Main	2,000.00	2,000.00
4.	1	EA	Tie into Existing Gravity Sewer Manhole	2,500.00	2,500.00
5.	60	LF	16" Steel Casing (Jack & Bore)	130.00	7,800.00
6.	2	EA	Automatic Air & Vacuum Valve Vault	4,000.00	8,000.00
7.	500	LB	Misc. Ductile Iron Fittings	4.00	2,000.00
8.	50	LF	Asphalt Replacement	40.00	2,000.00
9.	60	LF	Asphalt Driveway Replacement	30.00	1,800.00
10.	60	LF	ABC Stone Driveway Replacement	20.00	1,200.00
11.	50	CY	Select Backfill	20.00	1,000.00
12.	20	TN	Stabilization Stone	20.00	400.00
13.	50	CY	Rock Excavation	100.00	5,000.00
14.	1	LS	Erosion Control		5,000.00
15.	1	LS	Testing Allowance		1,000.00
<b>SUBTOTAL SEWER FORCE MAIN REPLACEMENT</b>					<b>111,300.00</b>

**SUBTOTAL CONSTRUCTION****\$481,300.00**

RIVERS AND ASSOCIATES, INC.

2/5/2016

**ENGINEERING:**

Study & Report Phase	\$30,000.00
Final Design	42,000.00
Bidding or Negotiating Phase	15,000.00
Construction Phase	30,000.00
Resident Project Representative	52,000.00
Additional Services - Route & Topo Survey	<u>18,000.00</u>

**SUBTOTAL ENGINEERING** \$187,000.00

**LEGAL & ADMINISTRATIVE** \$5,000.00

**GRANT ADMINISTRATION** 80,000.00

**CONTINGENCY** 48,130.00

**TOTAL PROJECT COST** \$801,430.00

**Meeting Date: September 6, 2016**

**Item # 12**

**SUBJECT: Authorize Purchase of 2016-17 Chevrolet Ambulance Chassis**

**REQUESTED BY: Dennis Paschall, Director – Emergency Services  
DJ Wright, EMS Coordinator**

**SUMMARY: Having authorized Warren County’s participation in Houston-Galveston Area Council (H-GAC) Cooperative Purchase Program during a February 3, 2014 regular Board meeting (in accordance with NC GS 143-129(e)(3)), it is requested to authorize the purchase of a 2016-17 Chevrolet G4500 Chassis for a Type III Ambulance remount with modifications from Northwestern Emergency Vehicles of Jefferson, NC, at a cost not to exceed \$147,349. Authorize the County Manager to sign the required documents.**

**FUNDING SOURCE: General Fund - EMS Budget**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of purchase of a 2016-17 Chevrolet G4500 Chassis for a Type III Ambulance remount with modifications from Northwestern Emergency Vehicles at a cost not to exceed \$147,349, and authorize the County Manager to sign the required documents.**  
**Funding Source: General Fund - EMS Budget**

**NOTES:**

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

- (a) **Bidding Required.** - No construction or repair work requiring the estimated expenditure of public money in an amount equal to or more than five hundred thousand dollars (\$500,000) or purchase of apparatus, supplies, materials, or equipment requiring an estimated expenditure of public money in an amount equal to or more than ninety thousand dollars (\$90,000) may be performed, nor may any contract be awarded therefor, by any board or governing body of the State, or of any institution of the State government, or of any political subdivision of the State, unless the provisions of this section are complied with; provided that The University of North Carolina and its constituent institutions may award contracts for construction or repair work that requires an estimated expenditure of less than five hundred thousand dollars (\$500,000) without complying with the provisions of this section.
- (e) **Exceptions.** - The requirements of this Article do not apply to:
- (3) Purchases made through a competitive bidding group purchasing program, which is a formally organized program that offers competitively obtained purchasing services at discount prices to two or more public agencies.



**CONTRACT PRICING WORKSHEET**  
For MOTOR VEHICLES Only

Contract No.:

AM10-14

Date Prepared:

8/9/2016

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents **MUST** be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

Buying Agency:	WARREN COUNTY EMS	Contractor:	AEV / NORTHWESTERN EMERGENCY VEHICLES
Contact Person:	DJ WRIGHT	Prepared By:	RICHARD HAMBY
Phone:	252-257-1191	Phone:	800-536-8488
Fax:		Fax:	336-246-8978
Email:		Email:	richard@rwev.com

Product Code:	AA08	Description:	TYPE III FORD E-450 TRAUMAHAWK 164" (GAS)
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**A. Product Item Base Unit Price Per Contractor's H-GAC Contract:** \$110,013.00

**B. Published Options - Itemize below - Attach additional sheet(s) if necessary - Include Option Code in description if applicable.**  
(Note: Published Options are options which were submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
AD08 CHANGE CHASSIS TO CHEVROLET G4500	11,405.00	EC05-A PULSE RELAY FOR EC05 ELEC DOOR LOCK	82.00
BC08 COMPT, LEFT REAR RAISED UP 3/4 HEIGHT	408.00	EC09 TIMER, 15 MINUTE	98.00
BC11 HEADROOM, INCREASE UP TO 4"	466.00	EC27 REFRIGERATOR, NORCOLD 12VDC/125VAC	1,006.00
BC13 BODY LENGTH, INCREASE ONLY ON 164"	699.00	EC28 DOOR LOCK SWITCH, MOMENTARY, EXT HID	102.00
CA03-A CABINET, UPPER CS 3-GLOVE DISPENSER	500.00	EL23 WHELEN 600, LED TAIL LIGHTS, ILOS	816.00
CA04 DOOR CAB, WOOD W/LEXAN INSERT X 2	210.00	FM06A FLOORING, LONPLATE, ILOS, MOD	312.00
CA32 DRAWER, FULL EXT, WOOD BODY, LEVER LA	211.00	FM11 DRI-DEK / TURTLE TILE COMP FLOORS AND SHEL	229.00
CA45 INSIDE ACCESS TO EXT COMPT. X 2	408.00	HA13 A/C CONDENSOR, 12V ACC DUAL FAN	919.00
EA01 TIRE VALVE EXTENSION, S/S BRAIDED DRW	60.00	IG03 INVERTER, VANNER 20-1050 CULW	1,409.00
EA14-A RUNNING BOARDS W/ GRIP STRUT INSERTS	432.00		
EA35 GRILLE GUARD, CHROME W/ BRUSH GUARD EXT	1,093.00	Subtotal From Additional Sheet(s):	8,057.00
EC05 ELECTRIC DOOR LOCKS X 8	904.00	Subtotal B:	29,826.00

**C. Unpublished Options - Itemize below - attach additional sheet(s) if necessary.**  
(Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
CONDENSER COVER / ARTIC WEDGE	950.00	GO LIGHT SPOTLIGHT / CAB ROOF	351.00
LIGHTED SKIRT RUBRAILS WARNING LIGHTS	791.00	Subtotal From Additional Sheet(s):	4,110.00
UNDERBODY SKIRT RUBRAIL LIGHTS	308.00	Subtotal C:	6,510.00

Check: Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B). For this transaction the percentage is: 5%

**D. Total Cost Before Any Applicable Trade-In / Other Allowances / Discounts (A+B+C)**

Quantity Ordered:	1	X Subtotal of A + B + C:	\$146,349.00	=	Subtotal D:	146,349.00
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**E. H-GAC Order Processing Charge (Amount Per Current Policy)** Subtotal E: 1,000.00

**F. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges**

Description	Cost	Description	Cost
		Subtotal F:	\$0.00

**G. Total Purchase Price (D+E+F):** \$147,349.00

**Delivery Date:**





RECEIVED

MAR 20 2014

HOUSTON-GALVESTON AREA COUNCIL

WARREN COUNTY MANAGER'S OFFICE

March 14, 2014

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

Dear Ms. Worth:

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

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

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

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

Sincerely,

Sally Serwal  
Contract Specialist  
Cooperative Purchasing Program

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

## WITNESSETH

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

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

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

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

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

### ARTICLE 1: LEGAL AUTHORITY

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

### ARTICLE 2: APPLICABLE LAWS

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

### ARTICLE 3: WHOLE AGREEMENT

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

### ARTICLE 4: PERFORMANCE PERIOD

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

### ARTICLE 5: SCOPE OF SERVICES

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

(over)

**ARTICLE 6: PAYMENTS**

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

**ARTICLE 7: CHANGES AND AMENDMENTS**

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

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

**ARTICLE 8: TERMINATION PROCEDURES**

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

**ARTICLE 9: SEVERABILITY**

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

**ARTICLE 10: FORCE MAJEURE**

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

**ARTICLE 11: VENUE**

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

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

\* County of Warren

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

\* 602 W Ridgeway Street

Mailing Address

\* Warranton NC 27589

City State ZIP Code

\* By: *Linda J. Worth*

Signature of chief elected or appointed official

\* Linda Worth, County Manager 2/4/14

Typed Name & Title of Signatory

Date

Houston-Galveston Area Council

3555 Timmons Lane, Suite 120, Houston, TX 77027

By: *[Signature]* Executive Director

Attest: *[Signature]* Manager

Date: *February 14, 2014*

Meeting Date: September 6, 2016

Item # 13

**SUBJECT:**

**Boards, Commissions  
&  
Committee Member  
(Re-)Appointments**

**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:

- Adult Care Home Community Advisory Committee
- Aging Advisory Council
- Citizens Advisory (Districts IV & V)
- Economic Development Commission
- Fire Commission
- Historic Preservation Commission
- Home & Community Care Block Grant
- Home Health Advisory Board
- Industrial Facilities & Pollution Control Financing Authority
- Juvenile Crime Prevention Council
- Memorial Library Board of Trustees
- Nursing Home Advisory Council
- Planning Board
- Recreation Commission
- Region K Workforce Development Board
- Senior Center Advisory Council
- Social Services Board of Directors
- 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 Printer's Proof

NORTH CAROLINA  
WARREN COUNTY

I, JANIE MILLER, Office Manager of The Warren Record, a weekly newspaper publication in the town of Warrenton, Warren County, and state of North Carolina, do so solemnly swear that a legal action entitled:

Board member  
Openings

a true copy of which is made a part of this affidavit, did appear in the said The Warren Record in the following consecutive issues:

7/3, 2016.

Janie Miller  
Office Manager

Sworn to and subscribed before me this  
14 day of July, 2016.

Lucille Lee Waldron  
Notary Public

My commission expires: 12-6-19.



**SUBJECT:** Board/Commission/Committee Member Appointment

**REQUESTED BY:** Ken Bowman, Director - Economic Development

**SUMMARY:** It is submitted on recommendation of the Economic Development Commission (EDC) to appoint Kenneth I. Deloatch to a three (3) year term on the EDC. This 1<sup>st</sup> term commences September 1, 2016 and expires June 30, 2019.

**NOTE:** Board vacancies are advertised in the local paper on a quarterly basis.

**FUNDING SOURCE:** N/A

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Appointment to Economic Development  
Commission (EDC) for three (3) year term.**

Recommended appointment: Kenneth I. Deloatch.

Others that have expressed interest in serving:

Stephen W. Pelfrey

Ron Skow

“Statements of Interest to Serve” are provided.

## **MEMO**

**TO:** Mr. Barry Richardson, Chairman  
Warren County Board of Commissioners  
**From:** Ken Bowman, Director  
**Date:** August 22, 2016  
**RE:** Recommendation for EDC Board Appointment

At our meeting on August 15, 2016, the Directors of the Economic Development Commission, upon motion properly made and seconded, voted to recommend the appointment of Kenneth I. Deloatch to the EDC Board of Directors. If approved, his term will expire June 30, 2019. Mr. Deloatch, Senior Vice President/Market Executive for Halifax and Warren Counties for First Citizens Bank, brings over twenty-five years of banking experience to assist in our efforts to grow Warren County's economic base.

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

Kenneth Deloatch  
Page 1 of 2

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

1. Warren County Economic Development Commissioner
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name Kenneth Ira Deloatch

Date of Birth 7/26/59 Sex M Race W

Mailing Address 105 Frog Level Dr.

City and Zip Code Roanoke Rapids, NC 27870

Street Address Same

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

Home Phone 252-532-1261 Work Phone 252-308-1602

Job Title Sr. V. Pres. / Market Executive Halifax/Warren Counties

Company or Agency First Citizens Bank

Email Address Kenny.deloatch@firstcitizens.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 Roanoke Rapids

Name and Address of College Attended ECU

Degree Received B.S.

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 BBOT 20 years  
First Citizens 5 years

Volunteer Experience United Way Chairman  
Roanoke Valley Chamber of Commerce  
(Past) Roanoke Rapids Planning Board and Chairman  
(Past) Roanoke Rapids City 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 [Signature]  
Date 7/29/16

*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

Stephen Pelfrey  
Page 1 of 2

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

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.

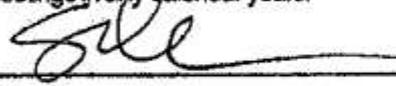
**Volunteer Experience** Previous experiences: Scoutmaster for Warren County Boy Scout troop; Chairman of Board of Trustees for Wesley Memorial UMC in Warrenton; member of Norlina VFD

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 

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

Ron Skow  
Page 1 of 2

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

Ron Skow  
Page 2 of 2

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

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

**Work Experience** 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
- 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.*

## Warren County Economic Development Commission

Board of Directors 2015-2016

501 US Hwy 158-Bus E  
Warrenton, NC 27589  
Voice: 252-257-3114 Fax: 252-257-2277

Regular Meetings are Held on the 3<sup>rd</sup> Monday of Every Month at 4 P.M.  
In the EDC Office Conference Room at the Warren County Armory  
Civic Center.

2016 Meeting Schedule: Jan. 11, Feb 15, Mar 21, April 18, May 16, June 20, Aug 15, Sept 19, Oct 17, Nov 21, Dec 19

<u>Directors as of July 2016</u>	<u>Appointed</u>	<u>Term(s) Served</u>	<u>Term Expiration</u>
Brady Martin, Chairman Halifax EMC PO Box 667 Enfield, NC 27823 252-445-5111 Wk 252-908-1422 Cell	8/08 6/09 5/12 6/15	(3 <sup>rd</sup> )	6/30/2018
Carl D. Lynch, Vice Chair 1100 Church Hill Rd. Macon, NC 27551 252-257-3780 434-848-9349 ext 2211 Wk 434-594-9168 Cell	6/10 (filled unexp. term) 6/11 6/14	(1 <sup>st</sup> ) (2 <sup>nd</sup> )	6/30/2017
Dr. Ray V. Spain, Superintendent Warren County Schools PO Box 301 Warrenton, NC 27589 252-257-3184	5/12 6/15	(2 <sup>nd</sup> )	6/30/2018
David M. Hight, Jr. 204 Theo Robertson Road Macon, NC 27551 252-257-1261 252-213-1083 Wk	5/11 6/14	(1 <sup>st</sup> ) (2 <sup>nd</sup> )	6/30/2017
Victor M. Hunt PO Box 74 Middleburg, NC 27556 252-456-4218 252-425-5649 Cell	6/11 6/14	(1 <sup>st</sup> ) (2 <sup>nd</sup> )	BOC Appointed
Jane Ball-Groom PO Box 142 Manson, NC 27553 252-456-4301 252-820-5384	6/15	(filled vacancy)	6/30/2017
John Krysa 117 Beech Court Littleton, NC 27850 252-586-7560	6/16		6/30/2019
Vacancy			
Vacancy			

**Meeting Date: September 6, 2016**

**Item # 13-B**

**SUBJECT: Board/Commission/Committee Member Appointment**

**REQUESTED BY: Cheryl Reddish, Library Director**

**SUMMARY: It is submitted on recommendation of the Library Board of Trustees to appoint individuals (per attached) to serve a three (3) year term on the Library Board of Trustees, commencing July 1, 2016 and expiring June 30, 2019.**

**NOTE: Board vacancies are advertised in the local paper on a quarterly basis.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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# **Appointment to Library board of Trustees for three (3) year term.**

Recommended appointments:

Nancy Iak & Michelle Hedgepeth

Other citizen that expressed interest in serving:

Janet A. Lesser

“Statements of Interest to Serve” are provided.

## Angelena Kearney-Dunlap

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**From:** Cheryl Reddish <CherylReddish@warrencountync.gov>  
**Sent:** Thursday, August 25, 2016 6:47 PM  
**To:** AngelenaKDunlap@warrencountync.gov  
**Subject:** RE: Board member appointments

Library Board met....approved Nancy lak and Michelle Hedgepeth as Warren County Memorial Library Board Members.

I will put Janet Lesser on the next board meeting agenda in September.

Thank you!

*Cheryl L. Reddish*

Director  
Warren County Memorial Library  
119 South Front Street  
Warrenton, North Carolina 27589  
252-257-4990 Ext. 100  
[www.wcmllibrary.org](http://www.wcmllibrary.org)  
[cherylreddish@warrencountync.gov](mailto:cherylreddish@warrencountync.gov) (NEW EMAIL ADDRESS)

"This institution is an equal opportunity provider and employer"

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**From:** Angelena Kearney-Dunlap [mailto:AngelenaKDunlap@warrencountync.gov]  
**Sent:** Thursday, August 25, 2016 1:27 PM  
**To:** Cheryl Reddish <cherylreddish@warrencountync.gov>; KenKrulik@warrencountync.gov; Kim Hawkins <khawkins@kerrtarcog.org>; 'Alicia Giddiens' <AliciaGiddiens@warrencountync.gov>; 'Gina Parham' <gparham@kerrtarcog.org>; William A. Kearney <handsincorporated@earthlink.net>; JCPC - Secretary <rdavis3589@gmail.com>; 'Kaye Hall' <kayehall@warrencountync.gov>; Walter Gardner, Mayor - Town of Warrenton <wgardner@nc.rr.com>  
**Subject:** Board member appointments

Please let me know if your committee has met and taken action on these individuals interested in being appointed as follows:

Cheryl Reddish:  
Michelle Hedgepeth (Library Board)  
Janet Lesser (Library Brd)

# STATEMENT OF INTEREST TO SERVE

MAY 26 2016

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

Nancy Iak  
Page 1 of 2

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 - WIL  
City and Zip Code WIL, NC 27594-0262  
Street Address 170 Shady Lane  
City and Zip Code WIL, NC 27594-0262  
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

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 best 20 years of working has been in Florida as inspector 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 Wren 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 Nancy 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

Michelle Hedgepeth  
Page 1 of 2

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

1. Warren Co. Memorial Library
2. State Employees Credit Union
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name Michelle Mills Hedgepeth  
Date of Birth 6/30/65 Sex F Race A/I  
Mailing Address 115 Pullen Rd  
City and Zip Code Littleton, NC 27850  
Street Address 115 Pullen Rd  
City and Zip Code Littleton 27850  
Home Phone 252/586-9828 Work Phone \_\_\_\_\_  
Job Title Minister / Finance Clerk  
Company or Agency Every Hill Baptist Church  
Email Address mhedgepeth65@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 Co. High Warrenton, NC  
Name and Address of College Attended Nash Community College / NC SU  
Degree Received Associate of Applied Science BS in Business Admin.

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 \_\_\_\_\_

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

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 Michelle M. Hedgepeth

Date 7/11/16

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

STATEMENT OF INTEREST TO SERVE

JUN -9 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

Janet Lesser  
Page 1 of 2

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

- 1. Warren County Memorial 3. \_\_\_\_\_
- 2. Library Bd of Trustees 4. \_\_\_\_\_

Your full name Janet Ackerman Lesser

Date of Birth 6/10/45 Sex F Race W

Mailing Address 155 Whispering Pines Dr.

City and Zip Code Macon NC 27551

Street Address 155 Whispering Pines Dr.

City and Zip Code Macon NC 27551

Home Phone 252-257-5590 Work Phone /

Job Title retired

Company or Agency Johnston Co Schools / Vance Co. Schools

Email Address lesser@earthlink.net

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 Galt Collegiate Inst. Galt, Ontario, Canada

Name and Address of College Attended Parsons College, Fairfield, Iowa BA

Degree Received Campbell University, Buies Creek, NC Masters of Education

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 Wayne, Johnston, Warren, + Vance 6th  
grade math teacher - total 35 yrs  
National Board Certified as Early Adolescent Generalist  
Pan American Airlines Flight Attendant

Volunteer Experience Fremont, NC, - planning board  
WCM library - Friends of the library board  
Warren County Middle School - classroom vol.  
and testing proctor.

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

Newspaper Current Warren County Volunteer Other

If other, please explain: Cheryl Reddish - Director WCM library

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 Janet Lesser  
Date June 7, 2016

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

**SUBJECT: Board/Commission/Committee Member Appointment**

**REQUESTED BY: Kim Hawkins, Regional Ombudsmen, Kerr Tar COG**

**SUMMARY: It is submitted on recommendation of the Kerr Tar Regional Nursing Home Advisory Committee to re-appoint Carolyn Williams to a three (3) year term on the same. This seventh (7) term commenced as of January 2014 and expires December 31, 2017.**

**NOTE: Board vacancies are advertised in the local paper on a quarterly basis.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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Diane Cox  
Executive Director

Member  
Governments

**COUNTIES**

Franklin  
Granville  
Person  
Vance  
Warren

**MUNICIPALITIES**

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

**MEMORANDUM**

To: Ms. Linda Worth, Warren County Manager

From: Kimberly Hawkins, Regional Ombudsman

Date: August 31, 2016

Re: Warren County Nursing Home Community Advisory Committee  
(Regional Long Term Care Ombudsman Program Volunteers)

Please review the stated action requested below as it relates to and on behalf of the Warren County Nursing Home Community Advisory Committee (NCGS§131E-128).

I am requesting the Warren County Board of County Commissioners take the following action on the above referenced committee.

**A. Reappoint**  
Nursing Home CAC  
Carolyn Williams

Term:  
Three Year Term

Mrs. Williams has served on this committee for many years. But most specifically, she has served as the committee secretary. This position has historically been impossible to fill until she agreed to fulfill its duties. In addition to her service as committee recorder/secretary; Mrs. Williams has the ability to engage residents and relate with them on a level different than the most of the other members because of her experience having worked at the Warren County Senior Center. Furthermore, it is my experience that the residents appreciate, respect and trust a visitor that they can relate to but especially someone that knows them personally.

Therefore after having consulted with members of this committee, it is our recommendation that Mrs. Williams be reappointed to serve on the above referenced committee.

Thank you for your continued support of the Ombudsman Program. Feel free to contact me with any questions or comments.

cc: Angelena Kearney-Dunlap, Warren County Clerk to the Board

# 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

Carolyn Williams  
Page 1 of 2

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

1. Nursing Advisory Committee 3. \_\_\_\_\_  
Kim's Hawkins
2. \_\_\_\_\_ 4. \_\_\_\_\_

Your full name Carolyn B. Williams

Date of Birth 5-16-53 Sex F Race B

Mailing Address 176 Davis Hyman Rd,

City and Zip Code Warrenton, NC 27589

Street Address "

City and Zip Code "

Home Phone 252-257-4691 Work Phone \_\_\_\_\_

Job Title NCBA Receptionist Trainer

Company or Agency Art Warren County Cooperative Extension Office

Email Address wmsCarolyn5166@aol.ca

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 Galloway High

Name and Address of College Attended VC CC, Ashford University

Degree Received 2 AS in Recreation, 2 BBA in Child Development / Childhood Education

Please list any military experience None

**Carolyn Williams**  
**Page 2 of 2**

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

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

Work Experience Caroline Spontaneous 19 1/2 years  
Coordinating Council for Senior Citizens 15 years  
New Beginning Day Care 3 years  
NCBA program 1 1/2 years

Volunteer Experience Warren County Leaves + Fishes 2 yrs

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 Carolyn B. Williams

Date 7-15-2016

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

**Meeting Date: September 6, 2016**

**Item # 13-D**

**SUBJECT: Board/Commission/Committee Member Appointment**

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

**SUMMARY: The confirmation of re-appointment of T. Lee Edmonds & Joyce Green-Williams to the Warrenton/Central Warren Local Relief Fund Board is presented for Board’s information. Town of Warrenton made the initial appointment December 14, 2015 and now submits same for the County Board of Commissioners acceptance. Term is for one year.**

**NOTE: Board vacancies are advertised in the local paper on a quarterly basis.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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Since our Relief Fund covers two governmental bodies with contracts with the Town of Warrenton and Warren County, and only one governmental body has to approve the appointments, the Town of Warrenton has already approved the appointments of Edmonds and Green-Williams, therefore, if you think appropriate, you can advise the County Board of Commissioners of these appointments which were made December 14, 2015.

Walter Gardner, Fire Chief  
Warrenton Rural VFD

-----Original Message-----

From: Warrenton Rural VFD [<mailto:warrentonruralvfd@nc.rr.com>]

Sent: Wednesday, July 27, 2016 10:32 AM

To: [AngelenaKDunlap@warrencountync.gov](mailto:AngelenaKDunlap@warrencountync.gov)

Cc: [dennispaschall@warrencountync.gov](mailto:dennispaschall@warrencountync.gov)

Subject: RE: Warren County Board & Committee Appointments

With the changes shown in newly ratified legislation, HB19, Warrenton Rural VFD recommends the re-appointments of T. Lee Edmonds and Joyce Green-Williams as the County Commissioners' appointments to the Warrenton/Central Warren Local Relief Fund Board for the maximum period allowed. The Town of Warrenton also made the same appointments December 14, 2015.

<http://www.ncleg.net/Sessions/2015/Bills/House/PDF/H19v5.pdf>

Thank you!

Walter M Gardner Jr  
Warrenton Rural VFD

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**Meeting Date: September 6, 2016**

**Item # 13-E**

**SUBJECT: Board/Commission/Committee Member Appointment**

**REQUESTED BY: Kerr Tar Regional Council of Government (COG)**

**SUMMARY: The service of Barry Richardson on the Kerr Tar COG's Board of Directors is as a Private Sector representative. This item is presented to correct designation from Commissioner representative to one of two Private Sector representatives on the COG Board of Directors for Warren County. According to COG Bylaws, there is no term expiration for Private Sector representatives.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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\* Denotes Private Sector Business  
 # Denotes Elected Official  
 &WDB Board  
 \* Denotes Minority Representative  
 @ Private Sector Appointed AT LARGE

KERR TAR COG  
 Board of Directors

	Name	Representing	Apptd.	Sex	Race	Mailing Address	H-Phone C cell	W-Phone C cell	Ex. Comm	Business and Elected Official Position Info.
*	Junious M. Debnam	Franklin Cty.	3 07	M	B	1926 Cedar Creed Rd, Franklinton, NC 27522	919-556-6091	919-971-5807c		Retired
^*	Dazale Vines Kearney	Franklin Cty.	3 07	F	B	PO Box 2, Franklinton, NC 27525	919-939-4565			ARC - Women, Program Director
&#*	Sidney Dunston	Franklin Cty.	10 2005	M	B	29 George Leonard Rd, Louisburg, NC 27549	919-496-7855	919-971-5807 c	X	WDB Board County Commissioner
^	W. E. Averette	Granville Cty.	9 81	M	W	3108 Hwy 56, Creedmoor, NC 27522	919-528-2120	919-691-3499c		Private Sector Waste Industries
#*	Zelodis Jay	Granville Cty.	1 05	M	B	8009 Hwy 96, Oxford, NC 27565	919-693-2907	919-690-5739c	X	County Commissioner
^*	Francine Chavis	Granville Cty.	4 90	F	B	PO Box 433, Oxford, NC 27565	919-693-3824	919-690-1232		Private Sector Physician
#	Jimmy Clayton	Person Cty	1 05	M	W	717 Berman Clayton Rd, Timberlake, NC 27583	336-364-8520	336-583-5704 c	X	County Commissioner
^*	Johnny Lunsford	Person Cty.	2 09	M	B	179 Carrington Lane, Roxboro, NC 27573	336-599-5290	336-504-7081c		Private Sector McDonald's
*	Kenneth Perry	Person Cty	06 16	M	B	PO Box 1755, Roxboro, NC 27573	336-599-4239			Self Employed
&#*	Terry Garrison	Vance Cty	12 88	M	B	PO Box 551, Henderson, NC 27536	252-432-3577c	252-438-6363	X	WDB Board County Commissioner
#	Tommy Hester	Vance Cty.	1 11	M	W	857 S. Beckford Dr., Suite A, Henderson, NC	252-430-9036 c	252-738-9771	X	County Commissioner
^*	Mary W. Anderson	Vance Cty	9 07	F	B	110 Lewis Lane, Henderson, NC 27536	252-492-7438	252-492-0808		M&M Day Care (Director)
^*	John E. Alston	Warren Cty.	5 08	M	B	710 Axtell Ridgeway Rd, Norlina, NC 27563	252-430-9529	252-456-2362	X	Private Sector A&S Pest Control
#*	Jennifer Jordan	Warren Cty.	1 11	F	B	474 Snow Hill Rd, Warrenton, NC 27589	252-257-2789			County Commissioner
^*	Barry Richardson	Warren Cty.	1 09	M	AI	PO Box 9, Hollister, NC 27844	252-532-0821c		X	Dir. of Non-Profit/Commissioner
#	Marsha Strawbridge	Bunn	1 05	F	W	PO Box 249, Bunn, NC 27508		919-496-2992		Mayor of Bunn
#*	Linda Jordan	Butner	3 08	F	B	304 12 <sup>th</sup> St. Butner, NC 27509	919-575-5176	919-315-3192c	X	Councilmember
#*	Archer Wilkins	Creedmoor	1 16	M	B	PO Box 765, Creedmoor, NC 27522	919-528-7762			Commissioner of Creedmoor
#	Brad Kearney	Franklinton	1 16	M	W	302 N. Hillsborough St, Franklinton, NC 27525	919-729-7104 c			Commissioner
#	Eddie Ellington	Henderson	1 16	M	W	2223 Woodland Rd, Henderson, NC 27536	252-430-4028 c	252-430-5708		Mayor of Henderson
#	Jerry Joyner	Kittrell	1 4 10	M	W	PO Box 525, Kittrell, NC 27544	252-438-9813	252-438-9813		Mayor of Kittrell
#	Joe Shearon	Louisburg	1 06	M	W	203 Tucker Dr., Louisburg, NC 27549	919-496-3256	919-495-7127c	X	Councilman
#	Carroll Harris	Macon	1 16	M	W	PO Box 101, Macon, NC 27551	252-257-2355	252-432-1611 c		Mayor of Macon
#*	Gary Plummer	Middleburg	1 2011	M	B	PO Box 341, Middleburg, NC 27556	252-430-4737			Councilman
#	Wayne Aycok	Norlina	1 15	M	W	PO Box 704, Norlina, NC 27563	252-456-3991w	252-213-1973c		Commissioner Mayor Pro Tem
#*	Quon Bridges	Oxford	1 14	M	B	223 Saddletree Rd, Oxford, NC 27565	919-603-1076 h	919-690-5433c	X	Council Member
#	Henry Daniel	Roxboro	1 2015	M	W	PO Box 273, Roxboro, NC 27573	336-599-5237	336-504-4044c	X	Council Member
#	Kevin Easter	Stem	1 14	M	W	206 Sunset St., Stem, NC 27583	919-810-5841c			Commissioner
#	Michael Williford	Stovall	1 10	M	W	PO Box 382, Stovall, NC 27589	919-691-2828			Commissioner
#	Walter Gardner	Warrenton	4 97	M	W	131 S. Main St., Warrenton, NC 27589	252-213-3034c	252-257-3104	X	Mayor Insurance Agent
#	Fonzie Flowers	Youngsville	1 2014	M	W	305 Blue Heron Dr., Youngsville, NC 27596	919-569-6798			Mayor
@	David Smith	AT-LARGE - G	4 14	M	W	207 Holly Dr., Oxford, NC 27565	919-693-3595h	919-691-4783c		Retired Sheriff Commissioner
^@	Bryan Pfohl	AT-LARGE - G	3 08	M	W	200 Horizon Dr. Ste 100, Raleigh, NC 27615	919-291-1713c	919-747-6360		Private Sector CEO Carolina Sunrock
^@	Danny Wright	AT-LARGE-V	9 85	M	W	PO Box 803, Henderson, NC 27536	252-432-1141c	252-433-4883	X	Private Sector Self Employed CPA

20 Elected Officials /34 Members (Dec 2015)

Updated June 2016

COG BOARD OFFICERS 2015/2016

Chairman - Tommy Hester, Vance County Commissioner, Vice Chairman - Barry Richardson, Warren County Commissioner  
 and Treasurer - Quon Bridges, Oxford Council Member

-----Original Message-----

**From: Gina Parham** [<mailto:gparham@kerrtarco.org>]

Sent: Wednesday, August 03, 2016 11:01 AM

To: [LindaWorth@warrencountync.gov](mailto:LindaWorth@warrencountync.gov)

Cc: Diane Cox <[dcox@kerrtarco.org](mailto:dcox@kerrtarco.org)>

Subject: COG Bylaws - Board Appointments

I appreciate your call and have attached a copy of the COG Bylaws section which state each county should have 2 private sector appointed members and one commissioner. I have also attached my COG Board Member listing for your review. As it stands now, you have Jennifer Jordan Pierce as the Commissioner and John Alston and Barry Richardson as Private Sector. Mr. Alston and Mr. Richardson also serve on the Executive Committee. I had written Angelena upon her request to get something from the Board stating that Barry Richardson would remain and fulfill his term as Chairman on the Kerr Tar COG Board of Directors. But as I discussed with you, when this happened in Franklin County, I have no written approval from the Franklin County Board of Commissioners, the only note in the file is from Dr. John Ball stating that 'they see no problem in my finishing out my term as a public member'.

### **Kerr Tar COG Board of Directors**

**Barry Richardson** - no expiration according to COG, he serves as private sector representative

**Jennifer Jordan Pierce** – serves as Board representative

**John Alston** – private sector, no expiration according to COG (County appointed him in May 2008)

AMENDMENTS TO BY-LAWS

ARTICLE V.

Governing Board of the Council

Section 1. Change to read:

The Governing Board of the Kerr—Tar Regional Council of Governments, hereinafter referred to as the delegates, shall consist of not more than 35 members of local appointed officials or their designated representatives insofar as the delegate membership is constituted in the following manner:

Section 1. Paragraph a, b, c, d and e. Change to read:

a. County representation shall be determined by the Board of County Commissioners of each member-county, who shall appoint three (3) Council delegates of which at least two (2) shall be an appointed official representing private sector interests in the respective county. Each Board of County Commissioners must appoint one (1) county commissioner to the Governing Board of the Council. The Board of County Commissioners shall also designate one (1) of its three (3) delegates as a Representative to serve on the Executive Committee of the Council.

b. Municipal Representation shall be determined by the governing bodies of each member government in each county appointing one (1) elected official to represent said member government on the Council.

c. Minority representation shall be determined by the organization and institutions representing minorities in each county through caucus. Such organizations and institutions shall agree upon and recommend their choice to their respective Board of County Commissioners for appointment by the County Board of Commissioners to serve as a delegate on the Council.

d. Private Sector representation for the governing Board of the Council must represent a minimum of 35% of the Board's membership. Additional appointments of the Board as needed to meet the 35% minimum shall be selected by consensus of the Council delegates. Private Sector representation for this section will be in addition to the appointments made by each respective county as included in subsection "a" above.

e. Ex-Officio. The Chairs of all area wide planning committees created by this Council, may serve as a non-voting ex-officio delegate. Ex-officio delegates will not be included when determining a quorum.

**Meeting Date: September 6, 2016**

**Item # 14**

**SUBJECT: Declare Surplus Property and Authorize Auction**

**REQUESTED BY: Clerk to the Board**

**SUMMARY: Resolution declaring certain County property as surplus and authorizing sale by auction (or authority to discard if not sold), is presented for Board's review and adoption. Authorize Chairman Richardson to sign same.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Resolution declaring certain County property as surplus and authorize sale by on-line auction or disposal if not sold, and authorize Chairman to sign the Resolution.**

**NOTE:**

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## RESOLUTION

### SALE OF SURPLUS WARREN COUNTY PROPERTY

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

**NOW, THEREFORE, BE IT RESOLVED THAT**, pursuant to Article 12, North Carolina General Statute 160A-268, the Warren County Board of Commissioners authorize the sale through on-line auction or disposal of:

**Vehicles:** 2005 E350 Ford Van - 123,056 miles (YSB)  
1998 Ford Van  
1998 Ford Escort – 103,987 miles (DSS)  
**Printer:** HP Color Laser Jet CP1518ni (2)  
**Desks:** Wood (3), Metal (1)

These items are being sold in “as is” condition with no warranties.

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

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

**ADOPTED** this the 6th day of September 2016.

WARREN COUNTY BOARD OF COMMISSIONERS

ATTEST:

Barry Richardson, Chairman

# Vehicles



# Printers & Desks



**SUBJECT: Stepping Up Initiative**

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

**SUMMARY: Resolution Authorizing an Interlocal Agreement for the Regional Stepping up Initiative in Franklin, Granville, Halifax, Vance and**

**Warren**

**additional**

**Counties is presented for Board's consideration. There may be**

**revisions requested by the other counties prior to adoption. Authorize Chairman Richardson to sign Resolution & Interlocal Agreement.**

**Any**

**necessary revisions will be discussed at the Board meeting.**

**FUNDING SOURCE: General Fund – Area Mental Health Budget**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Resolution Authorizing an Interlocal Agreement for the Regional Stepping up Initiative in Franklin, Granville, Halifax, Vance and Warren Counties is presented for Board's consideration. Authorize Chairman Richardson to sign Resolution & Interlocal Agreement.**

**NOTE:**

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## WARREN COUNTY BOARD OF COMMISSIONERS

602 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

### NORTH CAROLINA WARREN COUNTY

#### RESOLUTION AUTHORIZING AN INTERLOCAL AGREEMENT FOR THE REGIONAL STEPPING UP INITIATIVE IN FRANKLIN, GRANVILLE, HALIFAX, VANCE AND WARREN COUNTIES

**WHEREAS**, pursuant to G.S. 160A-461 any unit of local government and any one or more other units of local government may enter into contracts or agreements with each other in order to execute any undertaking; and

**WHEREAS**, the contracts and agreements so undertaken shall be of reasonable duration, as determined by the participating units, and must be ratified by resolution of the governing board of each unit spread upon its minutes; and

**WHEREAS**, Franklin County, Granville County, Halifax County, Vance County and Warren County (the "Participating Counties") desire to formulate a collaborative effort to reduce the number of individuals with mental illnesses and substance use disorders incarcerated in County detention facilities that do not pose a public safety risk through a program called the "Stepping Up Initiative" (hereinafter SUI); and

**WHEREAS**, in furtherance of that effort, the Participating Counties propose to enter into that certain "Interlocal Agreement - Regional Stepping Up Initiative Program", a copy of which has been presented to the Board and is attached hereto;

**NOW, THEREFORE, BE IT RESOLVED** that the Warren County Board of Commissioners do hereby authorize the execution of the aforementioned interlocal agreement by the Chairman of the Board and any other county official or staff deemed necessary, in the form substantially as

submitted, but with such minor or clerical amendments prior to execution as may be deemed necessary without further approval of the Board.

**Adopted this 6th day of September, 2016.**

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Barry Richardson, Chairman  
Warren County Board of Commissioners

ATTEST:

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Angelena Kearney-Dunlap, Clerk  
Warren County Board of Commissioners

NORTH CAROLINA

FRANKLIN, GRANVILLE,  
HALIFAX, VANCE and  
WARREN COUNTIES

INTERLOCAL AGREEMENT

REGIONAL “STEPPING UP INITIATIVE” PROGRAM

This Agreement, made and entered into by and between Franklin County, Granville County, Halifax County, Vance County and Warren County, collectively referred to herein as the “Participating Counties”;

WITNESSETH:

WHEREAS, each of the Participating Counties is a “unit of local government” as that term is defined by G.S. 160A-460(1); and

WHEREAS, Part 1 of Article 20 of Chapter 160A of the North Carolina General Statutes authorizes units of local government to enter into interlocal agreements in order to execute any “undertaking” as that term is defined by G.S. 160A-460(2); and

WHEREAS, pursuant to G.S. 153A-149(b)(6) each of the Participating Counties is authorized to levy property taxes, without rate limitations, for the purpose of cooperation with any other county in providing any of the functions, services or activities listed G.S. 153A-149(b); and

WHEREAS, pursuant to G.S. 153A-149(b)(5), each of the Participating Counties is authorized to levy property taxes, without rate limitations, to provide for the operation of a jail or other local confinement facility, including responsibility for the health and welfare of inmates pursuant to G.S. 153A-225; and

WHEREAS, pursuant to G.S. 153A-149(c)(17) each of the Participating Counties is authorized to levy property taxes, subject to certain rate limitations, for the purpose of cooperation with any other county in providing any of the functions, services or activities listed in G.S. 153A-149(c); and

WHEREAS, pursuant to G.S. 153A-149(c)(22), each of the Participating Counties is authorized to levy property taxes, subject to certain rate limitations, for the purpose of funding its share of the cost of maintaining and administering services offered by or through the Area Mental Health, Developmental Disabilities, and Substance Abuse (hereinafter MH/DD/SA) Authority; and

WHEREAS, the area MH/DD/SA Authority that serves the Participating Counties is Cardinal Innovations Healthcare (“Cardinal”); and

WHEREAS, the Participating Counties desire to participate in a collaborative effort to reduce the number of individuals with mental illnesses and substance use disorders incarcerated in their respective jails or detention facilities that do not pose a public safety risk through a program called the “Stepping Up Initiative” (hereinafter SUI); and

WHEREAS, it is desired that a regional Stepping Up Initiative comprised of the Participating Counties be funded from a portion of the revenues appropriated by each of the Participating Counties to the area MH/DD/SA Authority (Cardinal), to organize a regional SUI steering committee, to develop and further the goals and purposes of SUI, and to develop the proposed regional SUI in cooperation and coordination with Cardinal; and

WHEREAS, in order to facilitate the timely payment of administration expenses and other services related to a regional SUI program, it is the desire of Participating Counties to deposit SUI funding with a single source to manage, control and disburse the regional SUI funding;

NOW, THEREFORE, BASED ON THE FOREGOING, and for good and valuable consideration, the receipt of which is hereby acknowledged by each of the Participating Counties, it is agreed as follows:

1. **Purpose of the Agreement.** The Participating Counties agree to create a regional Stepping Up Initiative program for Franklin, Granville, Halifax, Vance and Warren Counties by forming a steering committee, hiring a coordinator, and jointly funding the expenses of the SUI program in the manner more fully set forth herein.

2. **Duration of the Agreement.** This Agreement shall be effective as the date of approval of the last of the Participating Counties to approve this Agreement (the “Effective Date”). Unless terminated sooner, this Agreement shall terminate on June 30, 2021.

3. **Formation of Steering Committee.** A steering committee shall be formed consisting of five members and five alternates, with board of commissioners of each of the Participating Counties appointing one member and one alternate each. The steering committee shall conduct its organizational meeting not less than 30 days following the Effective Date of this Agreement. The steering committee shall meet on a regular basis as a public body in accordance with the public meeting laws of the State of North Carolina, and shall have the duties and responsibilities specifically set forth in this Agreement and generally to develop a program for implementing SUI program on an equitable basis in the Participating Counties.

4. **Funding of the Undertaking; Fiscal Administration.** It is agreed that Vance County will be responsible for fiscal administration and contracting with respect to the SUI program. Within 30 days of the Effective date, each of the Participating Counties agrees to make the following appropriation and expenditure to Vance County in support of the SUI program for the current fiscal year, it being understood that some or all of the Participating Counties are re-directing funding already appropriated to the support of the area MH/DD/SA Authority (Cardinal):

Franklin County	\$20,000.00
Granville County	\$15,000.00
Halifax County	\$15,000.00
Vance County	\$20,000.00
Warren County	\$15,000.00

With regard to future funding, on or before December 31, 2016, and each December 31st thereafter, the steering committee shall issue its budget plan and funding recommendations to the Participating Counties for the approaching fiscal year. The Participating Counties will disclose their respective funding commitments to the SUI program on or before June 1 of each year under this Agreement. Such commitment to funding shall not preclude a Participating County from amending its funding commitment in the event of unforeseen fiscal or budgetary needs prior to the adoption of its annual budget ordinance.

Vance County shall maintain a separate accounting for the funds. At the direction and request of the Chairman of SUI program steering committee, absent a clear legal objection, Vance County will issue payments for services and administrative expenses for the SUI program from the funds collected pursuant to this Agreement

All payments made on behalf of SUI shall be deemed to have been made proportionately out of the funds provided by each Participating County, unless otherwise designated as applicable to a particular county.

The Vance County Finance Director will make an annual accounting of the funds received and disbursed for the SUI program for the prior fiscal year to each of the Participating Counties on or before August 31st of each year of this Agreement.

Upon the termination of this Agreement, any remaining funds shall be returned to the Participating Counties on a pro-rata basis from the balance of funds on deposit with Vance County, but only after disbursement for any then outstanding expenses.

No payments shall be issued for the purchase of capital assets. Any materials purchased with SUI funds having a value of \$100 or less shall remain with the Participating County in possession of said materials upon termination of this Agreement. Any materials in excess of this amount will be used in determining the proportion of remaining funds held on account to return to the County in possession of such materials.

Each of the undersigned Participating Counties shall indemnify Vance County from all costs of litigation and defense of any claims related to serving as the fiscal and contracting administrator, as well as all costs which were duly incurred but exceed the funds on deposit with Vance County.

**5. Engagement of a Facilitator; Other Contracting.** The steering committee will make recommendation to Vance County for a Request for Proposals for the engagement of a facilitator to assist the steering committee in the development and implementation of the SUI program. Vance County will issue the request for proposals. The steering committee will review the proposals received and make recommendation to Vance County regarding the award of a contract. Absent a clear legal objection, the recommendation of the steering committee will

be followed by Vance County. The same process shall apply to any other proposed contracting related to the SUI program.

**6. Administrative Fee to Vance County.** Vance County shall be entitled to an administrative fee in an amount equal to 1.5% of the funds received from each of the Participating Counties in support of the SUI program.

**7. Amendment of the Agreement.** This Agreement may be amended from time to time by mutual agreement adopted in the same manner prescribed for the adoption of this Agreement under Article 20, Chapter 160A of the N.C. General Statutes. This includes amendments related to the amount of annual funding provided by the Participating Counties.

**8. Termination of the Agreement.** Notwithstanding Section 2 above, this Agreement may be terminated by mutual consent adopted in the same manner prescribed for the adoption of this Agreement under Article 20, Chapter 160A of the N.C. General Statutes.

**9. Withdrawal from the Undertaking.** Notwithstanding Sections 2 and 7 above, any Participating County may elect to withdraw from participation in this undertaking by giving written notice to all other Participating Counties not later than April 1 of any year of this Agreement. Withdrawal may only be effective on June 30 of the year that such notice is given. By way of illustration, if a Participating County desires to end its participation in this undertaking on June 30, 2019, it must give written notice to each of the other Participating Counties not later than April 1, 2019. The withdrawing county shall not be entitled to a refund of funds appropriated for the remainder of the fiscal year. The withdrawing county shall be entitled to its full measure of SUI program services during the remainder of the fiscal year. Nothing herein shall prevent a withdrawing county from revoking its withdrawal decision by written notification prior to June 1 of the year in which notice of withdrawal was given.

**10.** Each of the Participating Counties acknowledges that this Agreement was adopted by resolution of its county Board of Commissioners as required under Article 20, Chapter 160A of the N.C. General Statutes, and pre-audited by its Finance Director prior to execution.

IN WITNESS WHEREOF, each of the Participating Counties has caused this Agreement to be executed by its respective Board Chair, attested by its Clerk and the pre-audit certificate to be attached by its Finance Director, on the dates indicated below the signature of its Board Chair, in FIVE originals, with an original to be retained by each.

*(Separate signature pages follow)*

*Franklin County Signature Page  
Interlocal Agreement  
Regional Stepping Up Initiative Program*

FRANKLIN COUNTY BOARD  
OF COMMISSIONERS:

\_\_\_\_\_  
Sidney Dunston, Chairman

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

*Warren County Signature Page  
Interlocal Agreement  
Regional Stepping Up Initiative Program*

WARREN COUNTY BOARD OF  
COMMISSIONERS:

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

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

*Granville County Signature Page  
Interlocal Agreement  
Regional Stepping Up Initiative Program*

GRANVILLE COUNTY BOARD  
OF COMMISSIONERS:

\_\_\_\_\_  
Zelodis Jay, Chairman

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

*Halifax County Signature Page  
Interlocal Agreement  
Regional Stepping Up Initiative Program*

HALIFAX COUNTY BOARD OF  
COMMISSIONERS:

\_\_\_\_\_  
Vernon J. Bryant, Chairman

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

*Vance County Signature Page  
Interlocal Agreement  
Regional Stepping Up Initiative Program*

VANCE COUNTY BOARD OF  
COMMISSIONERS:

\_\_\_\_\_  
Gordon Wilder, Chairman

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

**Meeting Date: September 6, 2016**

**Item # 16-A**

**SUBJECT: County Manager's Reports**

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

**SUMMARY: County Manager has been granted authorization to approve contracts up to but not to exceed \$50,000. Contracts approved are submitted for the Board's information.**

**FUNDING SOURCE: Various**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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## MEMORANDUM

**TO:** Warren County Board of Commissioners

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

**DATE:** August 31, 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 August 2016 on behalf of Warren County.

### Central Communications

CenturyLink Sales Solutions, Inc.  
665 Lexington Ave.  
Mailstop: OHMaNB0107  
Mansfield, OH 44907

I have approved a Products and Services Agreement with CenturyLink Sales Solutions, Inc. for the provision of maintenance services on Warren County's E-911 Radio System equipment. Funds are budgeted in the 911 Fund budget to pay the cost of this annual maintenance service.

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

Attachments

Products and Services Agreement

This Products and Services Agreement ("Agreement") between CENTURYLINK SALES SOLUTIONS, INC., as contracting agent on behalf of the applicable affiliated entities providing the Products and Services ("CenturyLink") and E911 WARREN COUNTY ("Customer") sets forth the terms and conditions for CenturyLink's provision of those Products and Services to Customer. Electronic signatures on this Agreement will be accepted only in the form and manner prescribed by CenturyLink.

- 1. PRODUCTS. CenturyLink will sell to Customer the Products listed on the Products List, attached and incorporated by this reference. This Agreement begins on the date all parties have signed below ("Effective Date").
2. PURCHASE ORDERS. This Agreement controls over any Customer-issued purchase order, and any terms or conditions contained in a Customer-issued purchase order or other Customer ordering document will have no force or effect.
3. UNIFORM RESOURCE LOCATORS (URLS). References to URLs in this Agreement include any successor URLs designated by CenturyLink.
4. ENTITY. For an interim period until all work is completed to update systems and platforms related to the combination of EMBARQ and CenturyTel, and the acquisition of Qwest, the names EMBARQ and CenturyTel may be used in association with the products and services provided by CenturyLink in this Agreement and Qwest products and services will be sold under a separate agreement.

DECLINE: Customer and CenturyLink acknowledge that CenturyLink offered Customer CenturyLink™ Centurion™ Maintenance Service to support the Products and Customer declined.

CUSTOMER INITIALS JW CENTURYLINK INITIALS

AGREED:

CENTURYLINK SALES SOLUTIONS, INC.

By:
Printed:
Title:
Date:

Address for Notices: Sales Administration
665 Lexington Avenue
Mailstop: OHMANB0107
Mansfield, OH 44907

And if related to a dispute to: CenturyLink
Attn: Legal Department
1801 California Street, #900
Denver, CO 80202
Fax: (888) 778-0054

E911 WARREN COUNTY

By: Linda J. Woltz
Printed: Linda T. Woltz
Title: County Manager
Date: 8/10/16

Customer Address: 132 RAFTERS LN
WARRENTON, NC 27589-8798

Address for Notices (if different from above): Linda T. Woltz, County Manager
P.O. Box 619
Warrenton, NC 27589
Fax: 252-257-5971

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

Sales Rep: Rob Robinson
Sales Rep Phone: 828-431-7820

Gloria M. Edmonds
Finance Director 8/10/16

## PRODUCTS LIST

1. **PRODUCTS.** CenturyLink will provide to Customer those Products identified in the CenturyLink Price Quotes, attached and incorporated by this reference (each, a "Price Quote"). The entity providing Products to Customer is the applicable CenturyLink local operating company supporting Customer's location. Customer can also locate the name of any CenturyLink local operating company by searching for a NPA-NXX in the first column of the list at [http://www.centurylink.com/tariffs/NPANXX\\_Entity.pdf](http://www.centurylink.com/tariffs/NPANXX_Entity.pdf). The NPA-NXX is a number consisting of an Area Code plus the first three digits of the telephone number. CenturyLink sells Products under the Standard Terms and Conditions for Communications Services and the Equipment Sales Product Annex, and other applicable annexes based on Customer's selection of specific Products and Services, all as posted at [http://about.centurylink.com/legal/rates\\_conditions.html](http://about.centurylink.com/legal/rates_conditions.html).

CenturyLink Price Quote Number(s): 16-008803

## 2. PRICING.

- 2.1 **Per Unit Price.** CenturyLink will charge Customer the per unit price listed for each Product described in each Price Quote.
- 2.2 **Non-Recurring Charges ("NRCs") or Non-recurring Rates ("NRRs").** CenturyLink will charge Customer the NRCs or NRRs listed on each Price Quote, including charges related to CenturyLink labor and shipping of the Products to Customer. For purposes of this Agreement, NRCs and NRRs have the same meaning and may be used interchangeably.
- 2.3 **Additional Charges.** Rates do not include applicable local, state, or federal taxes or surcharges that CenturyLink may bill Customer related to the Products.
- 2.4 **Additional Payment Requirements.** CenturyLink reserves the right to require Customer's payment of the amounts listed above as described below:

<b>Down Payment Due</b>	<b>0.00%</b>
<b>Amount Due Upon Delivery of Products</b>	<b>0.00%</b>
<b>Amount Due Upon Customer Acceptance of Products</b>	<b>100.00%</b>



JCW Pricing Tool E.26

Quote Number# 16-008803

Account Manager: Robert Robinson

Customer Legal Name: E911 WARREN COUNTY Customer Billing Name: E911 WARREN COUNTY Customer Address: 132 RAFTERS LN, WARRENTON, NC 27569-6798 Date Prepared: July 21, 2016 Quote Expires: September 15, 2016 Quote Number: 16-008803				<u>Centurion Maintenance</u>  Coverage: Contract Term:			
QTY	Item	Total Non-Recurring Price	Annual Price - Year 1	Annual Price - Year 2+	Total Annual Price - Y1	Total Annual Price - Y2+	Total Term Price
	CPE - (Includes Shipping and Misc costs)	\$ -			\$ -	\$ -	\$ -
	Labor	\$ -					
	On-Site Tech	\$ -	\$ -	\$ -			
	Vendor Support	\$ 6,291.63	\$ -	\$ -			
<b>Total Prices</b>		<b>\$ 6,291.63</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Prices shown on this page represent routing and nonrecurring charges for items as described. These prices do not include recurring or nonrecurring charges for taxes, duties, tariffs, or telecommunication services.

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

*Melissa M. Edwards*  
 Finance Director

ADDENDUM to  
The Product and Service Agreement (“the Agreement”)  
WITH WARREN COUNTY GOVERNMENT and CENTURYLINK SALES SOLUTIONS,  
INC.

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Contemporaneously with entering into the Agreement, E911 WARREN COUNTY (“Customer”) and CENTURYLINK SALES SOLUTIONS, as contracting agent on behalf of the applicable affiliated entities agree to the following modification(s) to the Agreement.

**1. Notwithstanding any provision contained in the above referenced Agreement which may be to the contrary, the following provisions are incorporated and shall apply:**

**Non-appropriation clause.** CenturyLink acknowledges that Customer is a governmental entity, and the Agreement validity is based upon the availability of public funding under the authority of its statutory mandate. In the event that public funds are unavailable and not appropriated for the performance of Customer’s obligations under this Agreement, then this Agreement shall automatically expire without penalty to Customer thirty (30) days after written notice to CenturyLink of the unavailability and non-appropriation of public funds. It is expressly agreed that Customer shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this Agreement, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its governmental operations. In the event of a change in the Customer’s statutory authority, mandate and mandated functions, by state and federal legislative or regulatory action, which adversely affects Customer’s authority to continue its obligations under this Agreement, then this Agreement shall automatically terminate without penalty to Customer upon written notice to CenturyLink of such limitation or change in Customer’s legal authority.

**Dispute Resolution/Jurisdiction/Venue.** Any dispute arising under this Agreement may be settled by mediation in the State of North Carolina in accord with such procedures as may be available to units of local government under state law. No other dispute resolution procedures shall apply. Jurisdiction for any legal proceedings concerning this contract or agreement shall be state courts in the State of North Carolina. Venue for such proceedings shall be Warren County.

**No pledge of taxing authority.** No deficiency judgment may be rendered against Customer or any agency of Customer in any action for breach of a contractual obligation under this Agreement. The taxing power of the Customer is not pledged directly or indirectly to secure any monies due under this Agreement.

**No waiver of governmental immunity; Violation of law.** Except for waiver of governmental immunity resulting from the execution of a valid contract, Customer makes no other waiver of governmental immunity. If any provision of the Agreement is in violation of any legal, statutory or state constitutional prohibition, then such provision(s) shall be unenforceable against Customer.

**Conflict of Interest:** If this is an agreement for design, engineering, contract administration or similar services, the CenturyLink will not enter into contracts or agreements with third parties that may present a potential for conflict of interest between Customer and the third parties regarding the subject matter of this Agreement.

**Compliance with E-Verify requirements:** CenturyLink shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, if applicable, which requires employers to verify the work authorization of each newly hired employee through the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies.

**Iran Divestment Act Certification.** CenturyLink hereby certifies that to the best of CenturyLink's knowledge and at the time of this Agreement, CenturyLink is not on the Iran Final Divestment List ("List") created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58.

**Public Record.** This Agreement is subject to disclosure under the public records laws of the State of North Carolina.

CENTURYLINK SALES SOLUTIONS, INC.: \_\_\_\_\_

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

For WARREN COUNTY: *Jenila J. Watt*

Title: *County manager*

**Meeting Date: September 6, 2016**

**Item # 16-B**

**SUBJECT: County Manager's Reports**

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

**SUMMARY: County Manager's Report of activities for August 2016 is presented for the Board's review and approval.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of the County Manager's report of activities for the month of August, 2016.**

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**NOTES:**

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## MEMORANDUM

**TO:** Warren County Board of Commissioners  
**FROM:** Linda T. Worth, County Manager *LW*  
**DATE:** August 31, 2016  
**RE:** August 2016 Status Report

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

### Administration

- Prepared for and attended the Board of Commissioners Regular Meeting (8/1/16)
- Attended and participated in Radio System Upgrades Project – Phase II Kick-Off Meeting (8/2/16)
- Meeting with NCACC Intern D. Walker (8/5/16)
- Attended Stepping Up Initiative monthly meeting (8/8/16)
- Prepared for and attended Board of Commissioners Special Work Session (8/9/16)
- Attended FEMA Board Meeting (8/11/16)
- Annual Leave (8/12/16)
- Prepared for and attended Board of Commissioners Public Hearing and Regular Work Session (8/17/16)
- Attended and participated in Domestic Violence Community Stakeholders' Meeting (8/18/16)
- Attended Joint Meeting of Board of County Commissioners and Board of Education (8/18/16)
- Attended H.O.P.E. Initiative meeting (8/19/16)
- Attended Stepping Up Initiative sub-committee meeting (8/23/16)
- Meeting with Public Utilities Director, Finance Director, and Rivers & Associates Engineer to discuss grant opportunity for Pleasant Hill Pump Station Replacement (8/25/16)
- Prepared for and attended monthly Department Heads Meeting (8/25/16)
- Attended Special Called KLRWS Advisory Board meeting (8/26/16)
- Attended and participated in the Warren Co. Emergency Management Table Top Exercise (8/30/16)

August 31, 2016

**Other Activities**

- Attended and participated in JCPC Back-To-School Forum at the Armory (8/2/16)
- Attended and participated in the Library Summer Reading Closing Program (8/4/16)
- Attended and participated in the Warren Co. Schools Annual Convocation (8/22/16)
- Attended Dr. Travis Burke's Retirement Celebration from NC Cooperative Extension in Plymouth, NC (8/31/16)

**Project Updates**

**Buck Spring Project**

The Finance Director and I are scheduled to meet with the Local Government Commission (LGC) on 9/6/16 to discuss financing for the Buck Spring Project. In the interim, we are having some difficulty securing the loan documentation needed by the LGC to consider Warren County's request for approval to finance this project with Capital Bank. We are working closely with Capital Bank to have the paperwork prepared in a timely manner. If we are not able to get all paperwork to LGC on or before 9/1/16, we will have to postpone our meeting with the LGC, which would cause us to delay this project and potentially have to rebid it as the current bids will expire on 9/20/16. We have requested the Board to schedule a Special Work Session prior to the regular Board meeting on 9/6/16 to discuss this situation should we not receive what is needed to satisfy the LGC. If the information is received on or before 9/1/16, the Special Work Session will not be needed and can be cancelled. I will keep the Board updated on this situation.

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

Sink Tower began work on the tower upgrade on 7/18/16. They are moving forward with the upgrade in spite of hitting an underground electric line that disconnected power from the SHP VIPER tower. The power was restored the same day it was disrupted and work was resumed on the upgrades the following day.

At their 8/1/16 meeting, the Board of Commissioners approved the Wireless Communications, Inc. contract to upgrade the Moducom Radio Console at the 911 Center at a cost of \$232,469 for equipment and implementation services. This equipment upgrade will be paid from the 911 Fund. We are awaiting a timeline from Wireless Communications, Inc. for implementation of the upgrade. This upgrade will replace radio equipment that was nearing the end of life and will help facilitate interoperability between the 911 Center and the VHF Radio System.

**Emergency Services Headquarters Facility**

The Emergency Services Headquarters Facility Building Design Committee recommended a proposed building design to the Board of Commissioners at a special work session held on 8/9/16. By consensus, the Board of Commissioners accepted the Committee's recommendation.

During the Board's 8/17/16 regular work session, the County Manager presented information to the Board on percentage fees charged by Architects/Engineers for various construction projects in the state. The Board also received and discussed Oakley Collier's revised fee proposal to provide architectural/engineering services for the Emergency Services Headquarters Facility Project that is based upon constructing a 14,000 +/- sq. ft. facility. Oakley Collier's revised fee proposal and revised contract will be on the Board's 9/6/16 agenda for action.

**Ephraim Place CDBG Project**

We are informed by Mrs. C. Alston-Kearney, Grant Administrator that she is continuing to work 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.

***Closed Session***

***Property Acquisition  
in accordance with  
NCGS § 143-318.11(a)(5)***

*Adjourn*

*September 6, 2016*  
*Regular Meeting*