

MINUTES FROM THE REGULAR MONTHLY MEETING HELD BY THE BOARD OF COUNTY COMMISSIONERS FOR THE COUNTY OF WARREN IN THE MEMORIAL LIBRARY COMMUNITY ROOM ON FEBRUARY 16, 2010 AT 10:00 AM.

The meeting of the Board of County Commissioners was called to order by Chairman Barry Richardson. Other Commissioners present: William Davis, Ernest Fleming, Jennifer Jordan, and Ulysses S. Ross. Others in attendance: Linda T. Worth, County Manager, Karlene Turrentine, County Attorney and Barry Mayo, Finance Director.

Clerk to the Board of Commissioners Angelena Kearney-Dunlap was recognized for achieving “North Carolina Certified Clerk to the Board of Commissioners”. Ms. Kearney-Dunlap was one of 39 Clerks to be the first to receive the distinguished designation.

Boy Scout Christopher Long was recognized for being selected to represent Warren County in Raleigh during the Boy Scouts 100th anniversary event.

A moment of silence was followed by Citizen Comments:

Ervin Fields – came before the Board requesting assistance in a private dispute between neighbors regarding a social club on US 401. There have been shootings and calls to law enforcement.

Jeanette Holden – requested Board intervention in the private dispute caused by misconduct related to a social club in a residential area. Her vehicle and home have been shot into.

Motion was made by Commissioner Ross to adopt February 16, 2010 Agenda as presented. Motion was withdrawn.

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, it was ordered to:

- 1. Replace attachment - Agenda Item 6-B Amendment # 11 to FY 2009-10 Budget Ordinance**
- 2. Add 17-E National Guard Armory Change Order Amendments # 8 & # 13**

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, February 16, 2010 Suggested Agenda was adopted as amended.

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, Consent Agenda Item # 5A – Minutes of January 4, 2010 Regular Meeting and February 9, 2010 Special Meeting were adopted.

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, Consent Agenda Item # 5B – Interest Income Report for December 2009 was adopted as follows:

FUND	DECEMBER INCOME	FISCAL YEAR TO – DATE
General	936.37	9,120.05
Revaluation	10.62	140.50
E 911 Telephone System	75.57	906.04
Buck Spring Project	29.00	383.51
Ambulance Storage Facility	0.39	5.22

Library Building Project Fund	0.27	3.56
National Guard Armory	41.70	134.39
Regional Water Enterprise Fund	45.83	572.72
District 1 Enterprise Fund	61.83	749.74
Solid Waste	13.89	264.84
District II Enterprise Fund	58.16	675.30
District III Capital Project Fund	21.24	262.73
District III Phase II BANS	0.38	5.00
District III Enterprise Fund	32.90	289.03
Soul City Pump Station Improvements	0.40	5.35
District II Phase II	0.87	11.52
	1,329.42	13,529.50

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, Consent Agenda Item 5C – Tax Collector’s Report for December 2009 was adopted:

**Tax Collector's Report
to the Warren County Board of Commissioners
For the Month DECEMBER 2009**

Current Year Collections

Tax Year	Charge	Collected in DECEMBER	Collected to Date	Balance Outstanding	Percentage Collected
DECEMBER 2009 FY10	\$14,994,663	\$4,845,807	\$11,167,405	\$3,827,258	74.48%
DECEMBER 2008 FY09	\$13,214,782	4,500,595	9,523,746	3,691,036	72.07%

Delinquent Collections

Year	Charge	Collected	Collected to Date	Balance Outstanding	Percentage Collected
2008	\$688,783	\$33,306	\$314,082	\$ 374,702	45.60%
2007	259,054	4,235	37,785	221,269	14.59%
2006	195,741	2,614	18,030	177,711	9.21%
2005	155,281	1,928	12,416	142,864	8.00%
2004	124,099	1,318	6,333	117,765	5.10%
2003	99,930	336	2,661	97,269	2.66%
2002	178,411	282	55,445	122,966	31.08%
2001	171,644	278	970	170,674	0.56%
2000	96,871	140	971	95,901	1.00%
1999	41,772	258	913	40,859	2.18%
Total Delinquent Years	\$ 2,011,586	\$44,695	\$ 449,606	\$ 1,561,980	

Other DECEMBER Receipts

County Penalties	\$ 10,300	\$ 94,301
Landfill User Fees	\$ 286,229	\$ 741,081
Municipalities	\$ 276,167	\$ 497,301
Fire District Taxes	\$ 209,893	\$ 502,324
Advance Taxes	\$ 770	\$ 1,512
DECEMBER GRAND TOTAL	\$ 5,673,861	\$ 13,453,530



R. Edwin Mitchum, Tax Collector Date 01/13/2010

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, Consent Agenda Item # 5D – request for Tax Releases Over \$100 were approved as follows:

Over \$100

2/2/2010

Date: _____

ERROR CORRECTION RELEASES:

ARMSTRONG J E	2009 1110 300	I4B 169	16413	\$243.41	BOER
BALANCE DOROTHY A	2009 18865 300	L2D 270	8927	\$1,445.22	ELDERLY EXEMPTION
BURTON ROBERT & JANNIE	2009 6221 326	D3 33	3023	\$192.66	CLERICAL ERROR
CARPENTER ALEXANDER C JR	2009 9389 200	MH	27440	\$113.85	DBL LIST
DREWRY VOLUNTEER FIRE DEPARTMENT	2009 1772 108	A4 15	56889	\$125.90	EXEMPTION
FOGG ROBERT & CAROLYN V	2009 31609 300	C8 62	2502	\$140.35	DBL LIST
FORD WESLEY	2009 14856 304	A2D 36C	23994	\$160.00	BOER
FRISBIE ROBERT N & OTHERS	2009 27251 302	A2C 2	6810	\$258.06	DBL LIST
HARRIS JOSH C	2009 18027 200	MACH	29087	\$158.98	OVER ASSESSED
HOWERTON M	2009 32998 301	A2C 2A	19390	\$594.94	BOER
JOHNSON LARRY E	2009 30927 300	K3A 21X	4483	\$143.93	MH REMOVED
JOHNSON LARRY E	2008 30927 108	K3A 21X	56065	\$205.74	MH REMOVED
LLOYD JAMES & NANCY	2009 16508 300	J3A 81	18446	\$181.45	CLERICAL ERROR
LYNCH JOYCELYN	2009 32620 300	K10 29X	24074	\$336.53	DBL LIST
MULLER BRUCE & CRAIG	2009 6936 301	H1D 110	14568	\$123.00	BOER
PAYNTER JOHN	2006 30338 302	E3 108B	16905	\$116.25	DBL LIST
PERKINSON LUTHER I & EMILY	2009 31005 306	E1 43	9305	\$105.00	NO DWEL
REDTAIL GASTON LLC	2009 30158 371	K3A141	23845	\$434.00	BOER
REDTAIL GASTON LLC	2009 30158 372	K3A142	23846	\$434.00	BOER
REDTAIL GASTON LLC	2009 30158 373	K3A143	23847	\$434.00	BOER
REDTAIL GASTON LLC	2009 30158 374	K3A144	23848	\$434.00	BOER
REDTAIL GASTON LLC	2009 30158 375	K3A145	23849	\$434.00	BOER
REDTAIL GASTON LLC	2009 30158 376	K3A146	23850	\$434.00	BOER
REDTAIL GASTON LLC	2009 30158 377	K3A147	23851	\$434.00	BOER
REDTAIL GASTON LLC	2009 30158 378	K3A148	23852	\$434.00	BOER
REDTAIL GASTON LLC	2009 30158 379	K3A149	23853	\$434.00	BOER
REDTAIL GASTON LLC	2009 30158 380	K3A150	23854	\$542.50	BOER
REDTAIL GASTON LLC	2009 30158 381	K3A151	23855	\$697.50	BOER
REDTAIL GASTON LLC	2009 30158 384	K3A154	23858	\$868.00	BOER
REDTAIL GASTON LLC	2009 30158 385	K3A155	23859	\$868.00	BOER
REDTAIL GASTON LLC	2009 30158 386	K3A156	23860	\$992.00	BOER
REDTAIL GASTON LLC	2009 30158 387	K3A157	23861	\$744.00	BOER
REDTAIL GASTON LLC	2009 30158 388	K3A158	23862	\$744.00	BOER
REDTAIL GASTON LLC	2009 30158 389	K3A159	23863	\$759.50	BOER
REDTAIL GASTON LLC	2009 30158 390	K3A160	23864	\$744.00	BOER
REDTAIL GASTON LLC	2009 30158 391	K3A161	23865	\$558.00	BOER
REDTAIL GASTON LLC	2009 30158 392	K3A162	23866	\$558.00	BOER
REDTAIL GASTON LLC	2009 30158 393	K3A163	23867	\$558.00	BOER
REDTAIL GASTON LLC	2009 30158 394	K3A164	23868	\$496.00	BOER
REDTAIL GASTON LLC	2009 30158 395	K3A165	23869	\$558.00	BOER
REDTAIL GASTON LLC	2009 30158 396	K3A166	23870	\$496.00	BOER
REDTAIL GASTON LLC	2009 30158 397	K3A167	23871	\$496.00	BOER
REDTAIL GASTON LLC	2009 30158 398	K3A168	23872	\$496.00	BOER
RENN W J HEIRS & SHELBY RENN	2009 33220 318	DW	15361	\$491.15	DBL LIST
WALKER TABITHA	2009 29930 300	K4B 39A	15764	\$191.86	DBL LIST
WHITMORE AMY W HEIRS	2004 43525 104	A4 67	38887	\$105.00	HSE UNLIVEABLE
WHITMORE AMY W HEIRS	2005 43525 105	A4 67	41962	\$105.00	HSE UNLIVEABLE
WHITMORE AMY W HEIRS	2006 43525 106	A4 67	45606	\$105.00	HSE UNLIVEABLE
WHITMORE AMY W HEIRS	2007 43525 107	A4 67	49523	\$105.00	HSE UNLIVEABLE
WILLIAMS ANIRL	2009 7295 200	MH	26960	\$115.30	MH REPO
WILLIAMS ANIRL	2008 7295 108	MH	55318	\$131.39	MH REPO
WILLIAMS ANIRL	2007 7295 107	MH	48547	\$142.33	MH REPO
WILLIAMS ANIRL	2006 7295 106	MH	44888	\$154.90	MH REPO
WILLIAMS ANIRL	2005 7295 105	MH	41342	\$167.91	MH REPO
WILLIAMS ANIRL	2004 7295 104	MH	38338	\$178.99	MH REPO
WILLIAMS ANIRL	2003 7295 103	MH	36886	\$195.45	MH REPO
WOFFORD ROBERT PAYTON JR	2009 6232 200	DW J13 12	27108	\$305.77	DBL LIST
SUB-TOTAL ERROR CORRECTIONS:				\$22,221.82	

MOTOR VEHICLE RELEASES:

DAVIS THELMA W	2009 11508 2228	YVT4460	67775	\$102.30	SOLD
SUB-TOTAL MOTOR VEHICLE RELEASES:				\$102.30	
SUB-TOTAL CORRECTION RELEASES:				\$22,221.82	
Total Releases				\$ 22,324.12	

LANDFILL USER FEE RELEASES:

CAUDLE WILLIAM T	2009 7426 327	F10 18	2443	\$105.00	NES
CONNER PATRICIA	2009 4599 300	J2A 91	696	\$105.00	NES
GREER BROTHERS	2009 16427 327	G7 37 1X	5702	\$105.00	LPC
HARRIS S W & JANET H	2009 18233 320	E6B 587	11171	\$105.00	NES
HAWKINS DONNELL & OTHERS	2009 2456 300	G8 80	6446	\$105.00	LPC
HENDERSON MARY ALICE	2009 31069 200	DW D5 113,	26919	\$105.00	LPC
JORDAN JAMES JR	2009 23130 300	H6 47	7115	\$105.00	LPC
LYNCH CLYDE W	2009 25914 300	K4A 5	13559	\$105.00	NES
SHORT JANET B	2009 37228 334	B6 5	16635	\$105.00	NES
TERRY ROBERT JR & IVORA W	2009 40040 300	F6 163B	11191	\$105.00	BURNED
WILLIAMS ARTHUR J	2009 33540 300	F6 176	13468	\$105.00	BURNED
WILLIAMS JACQUELINE	2009 14678 200	MH	27097	\$105.00	LPC
WINSLOW JACK R & AMY	2009 18708 301	L3D 80	21223	\$105.00	LPC
WRIGHT PHYLLIS M & JACOB	2009 33540 300	E2 131B	14333	\$105.00	MH REMOVED
TOTAL LFUF RELEASES:				\$1,470.00	

Abbreviation Key:

LFUF = Landfill User Fee

NES=No Electrical Service

LPC=Licensed Private Contractor

County Manager approved request for Tax Releases Under \$100 are as follows:

LW
Date: 1/20/10

Under \$100		2/2/2010				
<u>ERROR CORRECTION RELEASES:</u>						
NAME	Year	ACCT#	MAP #	RECORD #	AMOUNT	REASON
ALSTON GWYNDOLYN	2008	21439 302	H6 84A	3796	\$4.07	CLERICAL ERROR
DAVIS ROXIE ALICE	2009	11703 303	F7 64D	23610	\$61.20	DBL LIST
JONES LAWRENCE C	2005	5932 300	B8 21	5438	\$2.70	ACREAGE CORRECT
JONES LAWRENCE C	2004	5932 300	B8 21	5438	\$2.70	ACREAGE CORRECT
JONES LAWRENCE C	2003	5932 300	B8 21	5438	\$2.64	ACREAGE CORRECT
JONES LAWRENCE C	2002	5932 300	B8 21	5438	\$2.64	ACREAGE CORRECT
JONES LAWRENCE C	2001	5932 300	B8 21	5438	\$2.58	ACREAGE CORRECT
LEONARD WILLIAM E	2009	25334 200	D4D 14	27650	\$12.40	SOLD
MEADOR NETTIE	2009	27133 333		29405	\$12.09	DBL LIST
PAYNTER JOHN	2009	30338 300	E3 108A	15932	\$12.16	DBL LIST
QUALLS TRACY \$ MARY	2009	32702 302	L2C 59	9870	\$54.51	PAYMENT TIMELY
STEGALL HAROLD	2009	38901 313	E2 151	126	\$26.39	CLERICAL ERROR
STEGALL HAROLD	2009	34309 309	F2 54	11335	\$27.93	CLERICAL ERROR
SUB-TOTAL ERROR CORRECTIONS:					\$224.01	
 <u>MOTOR VEHICLE RELEASES:</u>						
A & S PEST CONTROL	2009	1201 1931	RZT8418	69224	\$4.54	CLERICAL ERROR
ALSTON FAYE ALICE	2009	4538 1832	XNB3033	70842	\$37.84	REPOED
AYCOCK HORACE G	2009	34183 2406	YPY2579	73069	\$41.76	REL TO VANCE
AYSCUE NETTIE O	2009	18880 1783	VRJ6556	61899	\$21.04	SOLD
COLEY RALPH C	2009	9019 1238	MPS7780	70248	\$4.50	HIGH MILEAGE
DAVIS WILLIAM SPEED JR	2009	11621 1068	XJ9844	70078	\$13.00	VALUE ADJUST
DUCKETT WILLIAM P JR	2009	18747 1871	TZN5583	70881	\$4.52	VALUE ADJUST
EAGLE EVERETTE W JR	2009	22694 1809	WPX2233	79866	\$3.54	GAVE AWAY
JENKINS JOHN T	2009	21731 2457	YNC3206	71467	\$23.40	SOLD
KEARNEY CAROLYN W	2009	31010 2045	77X6138	71055	\$48.00	REL TO VANCE
MARTIN LYNN C	2009	6860 108	MXK6447	52858	\$9.44	GAVE AWAY
MEADOWS BENJAMIN W	2009	31209 2744	WTX3599	66531	\$9.84	SOLD
PHILLIPS JAMES E	2009	23272 1440	PXC6847	70450	\$4.52	VALUE ADJUST
RICHARDSON ETHEL MAE	2009	6220 1963	PXP4648	67510	\$15.44	SOLD
RICHARDSON LARRY W	2009	33819 1127	1T9272	70137	\$27.68	SOLD
ROBERTSON EDITH LOUISE	2009	28144 2246	AIUNCI	72909	\$9.83	HIGH MILEAGE
ROOKER THERMAN	2009	35128 1795	RZR9737	70805	\$30.69	GAVE AWAY
ROOKER THERMAN	2009	175890 1757	AW21929	69050	\$2.08	GAVE AWAY
RUSSELL INEZ E	2009	21056 108	YRN8744	53123	\$8.96	SOLD
SHELTON KERSCHIA D	2009	26500 108	VRJ4412	54974	\$4.05	JUNKED
SHORT CAROL C	2009	29789 1819	SXX6018	69112	\$31.46	SOLD
SMITH LOUIS R	2009	23057 2262	VSL3442	62378	\$9.42	SOLD
SPINDLER ALICE P	2009	31511 1262	XNB2036	70272	\$6.05	VALUE ADJUST
STATON MARTHA T	2009	38803 1539	LSA4536	61655	\$13.29	SOLD
TURNER JOHN D	2009	41129 2668	WTX4115	69961	\$25.90	GAVE AWAY
VENEGAS DARLENE KAY	2009	12785 2213	YWZ3026	67760	\$17.43	TOTALED
WILSON GLORIA RUTH	2009	45220 2659	BX15449	69952	\$3.74	CLERICAL ERROR
SUB-TOTAL MOTOR VEHICLE RELEASES:					\$431.96	
SUB-TOTAL CORRECTION RELEASES:					\$224.01	
Total Releases					\$ 655.97	

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, Amendment # 10 to the FY 2009-10 Warren County Budget Ordinance was approved:

**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE
2009/2010
Amendment No. 10**

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

Increase/(Decrease) Appropriations:

Buildings, Grounds & Maintenance	22,112
Total	\$ 22,112

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:

Transfer From Other Funds - Courthouse Annex	22,112
Total	\$ 22,112

This amendment:

- appropriates funds to the Old Library Renovation for Additional Services (ie. phone system and wireless bridge).

Funding Source: Transfer From Other Funds - Courthouse Annex Project

Respectfully Submitted 02-01-09

Barry J. Mayo
Barry J. Mayo, Finance Director

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, Amendment # 11 to the FY 2009-2010 Warren County Budget Ordinance was adopted.

**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE
2009/2010**

Amendment No. 11 (revised)

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:

Sheriff's Department	2,850
Animal Control	3,500
Health Department	2,634
DSS Administration	58,629
Recreation	2,317
Cooperative Extension	12,495
Contingency	(3,500)
Total	\$ 78,925

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	2,634
Restricted Intergovernmental - DSS 1571	56,636
Miscellaneous Revenue	7,160
Restricted Intergovernmental - Other	12,495
Total	\$ 78,925

This amendment:

- appropriates funds to the Sheriff's Department for vehicle repairs.
Funding Source: Insurance Claims

On motion of Commissioner Jordan, which was seconded by Commissioner Davis and duly carried by unanimous vote, financial audit Contract for FY 2010 (\$46,000), FY 2011 (\$47,000) and FY 2012 (\$48,000) with Winston, Williams, Creech, Evans and Company LLP was approved. Funding source: General Fund

On motion of Commissioner Fleming, which was seconded by Commissioner Jordan and duly carried by unanimous vote, Jereann King Johnson was appointed to serve on the Citizens Advisory Council (CAC) representing District 1 (Commissioner Jordan).

On motion of Commissioner Fleming, which was seconded by Commissioner Davis and duly carried by unanimous vote, Lester Davis Capps was appointed to serve on the Citizens Advisory Council (CAC) representing District 1 (Commissioner Jordan).

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, Roger Waller was appointed to serve on the Soul City Volunteer Fire Department's Tax Board, term February 2009 – February 2012.

On motion of Commissioner Fleming, which was seconded by Commissioner Jordan and duly carried by unanimous vote, Victor Hunt was appointed to serve on the Soul City Volunteer Fire Department's Tax Board, term February 2009- February 2012.

On motion of Commissioner Fleming, which was seconded by Commissioner Jordan and duly carried by unanimous vote, Alberta Valentine was appointed to serve on the Soul City Volunteer Fire Department's Tax Board, term February 2009 - February 2012.

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, Resolution Establishing Warren County Emergency Medical Services Peer Review and Education Committee was adopted as follows:

RESOLUTION
**Establishing Warren County Emergency Medical Services
Peer Review and Education Committee**

WHEREAS, G.S. 131E-155(6b): "Emergency Medical Services Peer Review Committee" means a panel composed of EMS program representatives to be responsible for analyzing patient care data and outcome measures to evaluate the ongoing quality of patient care, system performance, and medical direction within the EMS system. The committee membership shall include physicians, nurses, EMS personnel, medical facility personnel, and county government officials. Review of medical records by the EMS Peer Review Committee is confidential and protected under G.S. 143-518. An EMS Peer Review Committee, its members, proceedings, records and materials produced, and materials considered shall be afforded the same protections afforded Medical Review Committees, their members, proceedings, records, and materials under G.S. 131E-95.

WHEREAS, the Board of Commissioners finds that it is in the best interest of the people of the County of Warren to appoint an EMS Peer Review and Education Committee.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS FOR THE COUNTY OF WARREN DOTH RESOLVE:

1. A Peer Review and Education Committee is hereby established for the County of Warren.
2. The Peer Review and Education Committee will consist of the following members as voting members: Physician, Nurse, Medical Facility Personnel, EMS Educators, County Government Official, EMS Providers, Representatives from the Following agencies: Warren County E911 Center, Warren County Fire Association, Warren County Rescue Squad.
3. Non-voting members to Peer Review and Education Committee shall be approved Franchise Providers for Warren County.
4. The Warren County EMS Medical Director is appointed by the Board of Commissioners and shall serve as the chairman.
5. The terms of the Medical Director will coincide with duration of appointment as appointed by Board of Commissioners.

6. All other members assigned to the Peer Review and Education Committee by acceptance of their regarded positions shall remain on the committee for the length of their positions.
7. A quorum exists when fifty-one (51%) percent of the voting members (including the physician) are present.
8. The Peer Review and Education Committee will meet on a quarterly basis in the month of January, April, July, and October.

Warren County Board of Commissioners

Barry Richardson, Chairman

ATTEST:

Angelena Kearney-Dunlap, Clerk

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, McConnel Silver was appointed to serve on the Warren County Fire Commission. First term expires June 2013.

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, Hugh Freeman was appointed to serve on the Warren County Fire Commission. First term expires June 2013.

Tax Collector Robert Mitchum presented Report on Unpaid 2009 Taxes (\$2,179,475) and requested authorization to advertise same.

On motion of Commissioner Fleming, which was seconded by Commissioner Davis and duly carried by unanimous vote, in accordance with NC General Statute 105-369, Tax Collector was ordered to advertise unpaid 2009 taxes in the amount of \$2,179,475.

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, it was ordered to adopt Amendment # 3 to the Agreement between Owner and Engineer for Professional Services for the Soul City Pump Station Improvements Project; total estimated fee \$103,397.01.

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, it was ordered to approve Change Order # 1 to the Agreement between Owner and Engineer for Professional Services for the Soul City Pump Station Improvements Project; \$4,254 from Regional Fund Balance.

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, it was ordered to adopt Agreement between Owner and Engineer for Professional Services for Warren County Water and Sewer District III, Phase III. Chairman Richardson and/or County Manager Worth were authorized to sign related documentation. Funding source: Capital Project Fund

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, it was ordered to approve Change Order # 6 to Warren County Water and Sewer District III, Phase II project for time extension. Chairman Richardson and/or County Manager Worth were authorized to sign related documentation.

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, it was ordered to adopt Amendment # 12 to FY 2009-10 Warren County Budget Ordinance; re: Soul City Pump Station Improvements Project.

**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE
2009/2010
Amendment No. 12**

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

Increase/(Decrease) Appropriations:

Transfer to Other Funds - Soul City Pump Station Improvements Project	\$ 9,254
Total	\$ 9,254

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

Increase/(Decrease) Revenues:

Fund Balance Appropriated	\$ 9,254
Total	\$ 9,254

This amendment:

- appropriates funds to be transferred to the Soul City Pump Station Improvement Project.

Funding Source: Fund Balance Appropriated - Regional Water

Respectfully Submitted 2/1/2010

Barry J. Mayo

Barry J. Mayo, Finance Director

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, it was ordered to adopt Capital Project Ordinance Warren County Water & Sewer District III, Phase III.

**CAPITAL PROJECT ORDINANCE
WARREN COUNTY WATER & SEWER
DISTRICT III PHASE III**

BE IT ORDAINED by the Warren County Board of Commissioners that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Fund is hereby adopted:

Section 1. The project authorized is the Warren County Water & Sewer District III Phase III.

Section 2. The officers of this unit are hereby directed to proceed with the project within the terms of the above statute and the budget contained within.

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

USDA Bonds	1,561,000
USDA Grant	920,000
User Fees	15,300
Total	2,496,300

Section 4. The following amounts are appropriated for the project:

Legal & Administrative	22,000
Engineering/Preliminary	30,000
Engineering/Design	86,101
Engineering/Bidding	12,300
Engineering/Construction Admin	24,600
Engineering/Inspections	110,768
Engineering/Additional Services	15,000
Soil Investigations	2,000
Construction Contract	1,946,220
Interest During Construction	150,000
Contingency	97,311
Total	2,496,300

Section 5. The Finance Officer is hereby directed to maintain with the Capital Project Fund sufficient detailed accounting records required by federal and state regulations.

Section 6. Funds may be advanced from the General Fund for purposes of making payments as due. Reimbursement will be made from bond or grant proceeds when available.

Section 7. The Finance Officer is directed to report monthly on the financial status of the project to the Board of Commissioners.

Section 8. Copies of this Capital Project Ordinance shall be entered into the minutes of the governing board and be filed with the Finance Officer.

Adopted this 1st day of February 2010.


 Barry Richardson, Chairperson
 Warren County Board of Commissioners

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, it was ordered to adopt Amendment # 4 to the Capital Project Ordinance for Warren County Soul City Pump Station Improvements.

**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE FOR THE
WARREN COUNTY SOUL CITY PUMP STATION IMPROVEMENTS
(Amendment No. 4)**

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

Transfer from Other Funds - Regional Water	\$ 9,254
Total	\$ 9,254

Section 4. The following amounts are appropriated for the project:

Construction Contract	\$ 45,774
Engineering/Inspections	1,400
Engineering/Construction Admin	3,600
Contingency	(41,520)
Total	\$ 9,254

This amendment adjusts the budget to the most recent cost estimates for the project and appropriates funds in accordance with Change Order No. 1.

Respectfully Submitted 2/1/10

Barry J. Mayo

Barry J. Mayo
Finance Officer

On motion of Commissioner Fleming, which was seconded by Commissioner Jordan and duly carried by unanimous vote, \$10,886.98 allocation as a 25% local match for Gang Initiative Grant was approved for FY 2010-2011 budget.

Motion was made by Commissioner Davis and second by Commissioner Ross to adopt Resolution to Prohibit Illegal Aliens from Attending NC Community Colleges.

Commissioner Ross withdrew his second.

Motion died for lack of a second.

On motion of Commissioner Fleming, which was seconded by Commissioner Jordan and duly carried by unanimous vote, public hearings were scheduled for Monday, March 1, 2010 to hear citizen comments as follows:

9:30 am - Amendments to Warren County Zoning Ordinance.

9:45 am – Amendments to Warren County Subdivision Ordinance

County Planner/Zoning Administrator Ken Krulik appeared before the Board to propose applying to NC Department of Cultural Resources Division of Historical Resources State Historic Preservation Office for Warren County's Certification under National Historic Preservation Act Amendments of 1980. Also requested Chairman of the Board be authorized to sign Assurance Form.

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, County Planner/Zoning Administrator was authorized to apply for Warren County Certification to NC Department of Cultural Resources Division of Historical Resources State Historic Preservation Office under National Historic Preservation Act Amendments of 1980. Chairman of the Board was authorized to sign Assurance Form.

On motion of Commissioner Ross, which was seconded by Commissioner Fleming and duly carried by unanimous vote, Clerk to the Board of Commissioners was ordered to schedule Ethics Training Webinar for March 25, 2010 from 4pm to 6pm in the small Courtroom, for 2 hour required training.

On motion of Commissioner Jordan, which was seconded by Commissioner Ross and duly carried by unanimous vote, FY 2010-2011 Budget Schedule was adopted and February 17, 2010 Board Work Session was cancelled:

**Warren County Board of Commissioners
FY 2010-11 Budget Schedule**

May 3, 2010

**10 am – Annual Budget Presentation to the Board of County Commissioners. Department Heads required to attend.
County Courthouse**

May 13, 2010

**9 am – 4 pm – County Commissioners Budget Work Session,
Memorial Library**

May 27, 2010

**1 pm – 4 pm – County Commissioners Budget Work Session
Department Head presentations tentatively scheduled.
Memorial Library**

June 14, 2010

**6:30 pm - Budget Public Hearing, held in accordance with
NCGS to receive citizens' comments. Memorial Library**

June 17, 2010

**1 pm – 4 pm - County Commissioners Budget Work Session
Memorial Library**

June 22, 2010

**10 am – Special Meeting to Adopt FY 2010-2011 Budget
Ordinance. Memorial Library**

In accordance with GS 105-376, former land owner offered to redeem tax foreclosed property on Pearl Harbor Road. Said property had been offered at sealed bid auction twice to the public, but received no bids. It was suggested to allow redemption at \$3,000 (to cover delinquent taxes,

attorney fees and cost of advertising). County Attorney and County Tax Collector recommended the redemption.

On motion of Commissioner Fleming, which was seconded by Commissioner Jordan and duly carried by unanimous vote, in accordance with GS 105-376, former land owners offer to redeem tax foreclosed property on Pearl Harbor Road was accepted. It was ordered to redeem at \$3,000 (to cover delinquent taxes, attorney fees and cost of advertising).

On motion of Commissioner Fleming, which was seconded by Commissioner Davis and duly carried by unanimous vote, Hilda Baskerville representing Warren County Health Department was appointed to the Warren County Senior Center Advisory Council for a three year term expiring December 31, 2012.

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, 2008 CDBG Water Hook-Up Grant Administrative Contract was amended in the amount of \$13,368.78 to cover additional costs for: Administration \$7,500; Service Delivery \$15,818.84, and Travel \$549.94; making a total of \$23,858.78.

County Manager Linda T. Worth, having been granted authorization to approve contracts up to but not to exceed \$50,000, reported to the Board of Commissioners as follows: Tax Reduction Contract with Tax Reduction Specialists at a cost of 30% of any savings, refunds and/or credits discovered by TRS's audit and realized by the County.

County Manager Linda T. Worth reported to the Board of Commissioners National Guard Armory change orders approved as follows:

Change Order # 5

The purpose of Change Order No. 5 is to incorporate necessary changes in the scope of work in the construction contract at an additional cost of \$10,270. This additional cost reduces Project Contingency to \$5,883.

Change Order # 6

Change Order No. 6 incorporates necessary changes in the scope of work in the construction contract at an additional cost of \$3,450, but also gives the County credits in the amount of \$5,925 which results in an increase in Project Contingency from \$5,883 to \$8,358.

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, County Manager's report for January 2010 was accepted as follows:

M E M O R A N D U M

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager 
DATE: January 27, 2010
RE: January Status Report

Following is a recap of my work activities for the month of January 2010:

Administration

- County Holiday (1/1/10)
- Prepared for and attended board of County Commissioners Regular Meeting (1/4/10)
- Met with Michael Kilian and others to discuss Armory Renovation Project (1/4/10)
- Met with Animal Control Director to discuss Animal Shelter concerns (1/4/10)
- Met with Library Director and Library Board Chair to discuss Smithsonian Exhibit (1/5/10)
- Met with Finance Officer and Staff to discuss Budget Goals Setting Work Session (1/11/10)
- Planned for and attended Armory Committee Meeting (1/12/10)
- Attended Customer Service Committee Meeting (1/13/10)
- Met with Representative from NCACC Insurance Pool and HR Manager to discuss insurance issues (1/13/10)
- Participated in NCACC conference call to discuss proposed changes to E-911 legislation (1/13/10)
- Met with USDA Representatives and Cathy Alston-Kearney to discuss potential funding sources for the Old Warren County Jail Restoration Project (1/14/10)
- Met with Representative from Life's Special Events and Executive Assistant to discuss Armory Opening Events (1/14/10)
- Met with Finance Director and Staff to discuss Budget Goals Setting Work Session (1/14/10)
- Chaired Vance-Warren-Granville-Franklin Criminal Justice Advisory Board Meeting (1/15/10)
- County Holiday (1/18/10)
- Met with Finance director and Staff to discuss Budget Goals Setting Work Session (1/19/10)
- Met with Representative from Bobbitt Surveying to discuss survey of Old Library property (1/20/10)
- Met with County Attorney to discuss legal matters (1/21/10)
- Met with Barry Mayo and Staff to discuss Budget Goals Setting Work Session (1/22/10)
- Met with COG Staff, Planning/Zoning Administrator, and IT/GIS Administrator to discuss Housing Study (1/25/10)
- Prepared for and attended Board of Commissioners Budget Goals Setting Work Session (1/26/10)
- Conducted monthly Department Heads Meeting (1/28/10)

Project Updates

National Guard Armory Renovation Project

Work on the Armory is proceeding well. We recently had a Change Order request from the contractor requesting an additional 30 days to complete the project due to unforeseen circumstances such as the front flat roof repairs and other structural problems. The Change Order has been signed and the new project completion date is 2/27/10. The Armory Renovation Committee is planning the opening ceremonies and fundraising event for Thursday, 3/27/10 and ribbon cutting ceremonies and open house for Saturday, 3/29/10. More information will be forthcoming on these events.

Construction/Renovation Projects

Former Library Building and Mental Health Building Renovation Projects

Work is ongoing on the former Library Building renovation project. Sheet rock has been is being painted, suspended ceilings are being installed, and preparing to install interior trim work. Cabinetry has been completed but not installed. It is estimated this project is approximately 75% complete at this time. No work has begun on the former Mental Health Building renovation project.

EMS Satellite Facilities

Grading has been finalized, concrete footings have been poured, masonry work has been completed and rough-in plumbing has been installed at the Afton EMS facility. This facility is approximately 15% complete at this time. The Davis-Bugg Road site has been cleared in preparation for site improvements which is being held up by weather.

Soul City Pump Station Rehab Project

Work has begun on this project. During the course of digging up sewer pipes to make connections we have learned that there is significant damage to some lines from build-up of sewer gases. We will be working with the Town of Warrenton to determine the extent of the damage and will begin looking for funding to make repairs that are certain to be costly. It is anticipated work will be completed on this project 180 calendar days from the issuance of the Notice to Proceed on November 23, 2009.

Wastewater Treatment Plant Rehab Project

We are continuing to work with staff of NC Department of Commerce, Division of Community Assistance (DCA) seeking grant and/or low interest loan funding to make critical repairs and upgrades to Warren County's regional wastewater treatment plant that was constructed in the late 1970's. Information is still being sent to DCA in response to their requests. I also attended an Infrastructure Funding Fair sponsored by UNC Chapel Hill's Environmental Finance Center on 1/27/10 along with Macon Robertson, Public Utilities Director, where we presented information on this project in search of funding. We are also looking at other funding sources for this project.

Public Utilities Water Meter Replacement Project

Warren County has been awarded American Recovery and Reinvestment Act (ARRA) funding in the amount of \$371,030 to facilitate meter replacements from manual to radio read meters to increase efficiencies and reduce operational costs in Water and Sewer Regional District and Water and Sewer District I. The Board awarded the bid for this project to the lowest responsive/responsible bidder for this project, Southern Corrosion, at a cost of \$41,199.50 and approved the contract documents at their 1/4/10 Board Meeting. It is anticipated this project should be completed in 180 days after the issuance of the Notice to Proceed.

Ephraim Place Subdivision CDBG Project

The low bidder, James C. Harris Contractor, LLC, of Warren County was awarded the contract for this project at the Board's November 2, 2009 meeting. The contract documents will be presented to the Board of Commissioners for approval at their 2/1/10 meeting. Once the contract is executed by the County, a Notice to Proceed will be issued. It is anticipated this project will be completed within 150 calendar days after the date when the contract times commence to run.

Customer Service Improvement Initiative

Prepared for and attended the third Customer Service Committee meeting on 1/13/10. The Committee adopted a Mission Statement and voted to start a newsletter that will be sent on a regular basis to all employees setting out the goals and objectives, activities, etc. of this Committee and encouraging all employees to join in this effort. The first newsletter is attached. The Committee is open to all interested county employees.

Other Activities

- Attended Open House Ceremony & Reception at Durham Local Census office (1/5/10)
- Attended LGA Open Forum to discuss Lake Gaston Concerns (1/21/10)
- Attended Ground Breaking Ceremony for New Tech High School (1/25/10)
- Attended Infrastructure Funding Fair sponsored by UNC Chapel Hill seeking funding for Wastewater Treatment Plant (1/27/10)
- Participated in a Tour of the Wastewater Treatment Plant (1/29/10)



Volume 1, Issue 1
January 15, 2010

IT'S A CONTEST — THINK OF A NAME FOR THIS NEWSLETTER CUSTOMER SERVICE NEWS

CUSTOMER SERVICE COMMITTEE

- > Chairperson: Jacqueline Williams, Warren County Health Department
JWILLIAMS@CO.WARREN.NC.US
- > Vice-Chair: Jacqueline Sneed, Memorial Library
JSNEED@WCPLNC.ORG
- > Secretary: Sharon Minton, Social Services
SMINTON@CO.WARREN.NC.US
- > Linda T. Worth, County Manager
LWORTH@CO.WARREN.NC.US
- > Paula Pulley, Executive Assistant to County Manager
PPULLEY@CO.WARREN.NC.US
- > Margaret Clayton, Human Resources/Solid Waste
MCLAYTON@CO.WARREN.NC.US
- > Renee Collins, Social Services
RCOLLINS@CO.WARREN.NC.US
- > Arnetta Yancey, Senior Center
AYANCEY@CO.WARREN.NC.US
- > Lt. John Branche, Sheriff's Office
JBRANCHE@CO.WARREN.NC.US
- > Angelena Kearney-Dunlap, Clerk to the Board of Commissioners
ADUNLAP@CO.WARREN.NC.US
- > Karen Towns, Tax Office
KTOWNS@CO.WARREN.NC.US
- > Carolyn Boyd, Health Department
CBOYD@CO.WARREN.NC.US

WARREN COUNTY'S GOAL: SUPERIOR CUSTOMER SERVICE WHICH INVOLVES CONSISTENTLY MEETING THE HIGHEST STANDARDS SET.

EXCEPTIONAL CUSTOMER SERVICE DEFINED

Exceptional customer service involves exceeding customer expectations, where the standards and level of service received exceed what the customer could reasonably define as normal or expected.

Customer service is measurable, however, as the standards rise with each initiative or innovation designed and implemented what might have been acceptable three years ago might not be acceptable today.

The quality of customer service received prompts customers to share their experiences with others. Estimates vary, but the general consensus is a bad experience is quickly shared with friends and family.

"WORKING AS A TEAM"

Seeing the need to improve service delivery within Warren County offices, Mrs. Worth, Warren County Manager put together a Customer Service Committee to address the need for organized, systematic development in the area of service to the public and between County Departments. The first meeting was held Nov. 12th. Everyone was welcomed to the meeting and appreciated for their willing-

ness to serve. The importance of "working as a team to develop better Customer Service skills" on all levels of County Government was stressed. Members introduced themselves and shared what they felt was important to discuss when establishing a Customer Service plan.

The mission of the Committee will not be too broad and will cover all areas of County Government.

Input will be solicited from Department Heads and employees from each department to find out what they see as the biggest customer service problems facing our county.

A Customer service training plan will be developed by the committee as well as a county-wide survey method. Mrs. Worth noted that several Municipalities and Counties already have a customer service program (pg 2)

IT'S A CONTEST — THINK OF A NAME FOR THIS NEWSLETTER

Page 2

"WORKING AS A TEAM" FROM PAGE 1



"Mrs. Worth noted that several Municipalities and Counties currently have Customer Service Programs in place to encourage excellent Customer Service."

in place to encourage their employees to provide excellent Customer Service.

The committee discussed the need for training in the areas of teamwork, diversity, and sensitivity. These training sessions will be useful in the development of the Customer Service Plan. A county matrix will be developed to provide accurate information about all of the services provided by each county department to assist employees in routing calls and walk-in inquiries from our citizens and visitors. The matrix will also

Allow us to see how each department fits together and how we may all work closer together as a team and assist each other and therefore provide better services to our clients.

Some of Our Goals:

- Improve how we do business
- Eliminate unnecessary complaints
- Eliminate duplication of effort
- Improve Communications between departments
- Save time
- Save money
- Improve relationships

To Achieve Our Goals We Must All:

- Be willing to change
- Step outside the box
- Go the extra mile
- Be willing to learn
- Take constructive criticism
- Be concerned about others
- Lose the negative attitudes & don't take it personal

OUR Primary GOAL:

Superior Customer Service

DECEMBER 10TH MEETING HIGHLIGHTS

FOCUS LIST (to be updated as necessary)

Some areas of concern have already been brought forward to the committee: telephone etiquette; department employees don't smile or greet in a pleasant way, each one gives you different answers to the same question, employees gathered around in groups and when customers approach they do not quickly respond to the customers, when customers ask questions, the employees say uh-huh, without really hearing or paying attention, etc.

2010

New Year New Mission

Warren County is committed to providing excellent customer service to meet the needs of our external and internal customers with *professionalism, promptness, and respect!*
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To become a Leader in Providing World Class Customer Service

Concern

Understanding

Say Thank You

Time Management

Outstanding response time

Meet their needs

Educate yourself - fully understand your job

Respect for yourself, the customer and your co-workers

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, a request for additional funds from fund balance in the amount of \$18,446 for the Armory Renovation Project to accommodate Change Order No. 8 (\$3,446) and \$15,000 for additional work to be performed in-house was approved.

<p>Original Contract Price: \$907,000.00 Includes \$32,142.00 Contingency Base: \$874,858.00</p> <p>Increase from previously approved Contract and Change Orders:</p> <p>+ \$18,804.00</p> <p>Base Price prior to this Change Order including previous Change Orders::</p> <p>\$898,642.00</p> <p>Decrease Contingency Total:</p> <p>- \$8,358.00</p> <p>Base Price incorporating this Change Order:</p> <p>\$910,446.00</p>	<p>Original Contract Times: <input type="checkbox"/> Working <input checked="" type="checkbox"/> Calendar days Substantial completion days or date: <u>120</u></p> <p>Increase from previously approved Contract and or Change Orders:</p> <p>Substantial completion (days): <u>150 Days</u></p> <p>Contract Times prior to this Change Order: Substantial completion (days): <u>150 Days</u></p> <p>Increase of this Change Order: Substantial completion (days): <u>7 Days</u></p> <p>Contract Times with all approved Change Orders: Substantial completion (days): <u>157 Days</u></p>
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Motion was made by Commissioner Fleming and seconded by Commissioner Jordan to approve Amendments # 8 and # 13 related to National Guard Armory Renovation Project Budget.

Commissioner Fleming withdrew his motion and Commissioner Jordan withdrew her second to the motion.

On motion of Commissioner Fleming, which was seconded by Commissioner Jordan and duly carried by unanimous vote, Amendment # 8 to the National Guard Armory Renovation Capital Project Ordinance was approved.

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, Amendment # 13 to the General Fund Budget Ordinance to allocate additional funds to the National Guard Armory Renovation Capital Project was approved.

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, it was ordered to enter into Closed Session in accordance with NC GS 143-318.11(a)(3)(5)(&) for the discussion of Attorney/Client Privileged Information, Personnel Matters and Property Acquisition.

On motion of Commissioner Fleming, which was seconded by Commissioner Ross and duly carried by unanimous vote, it was ordered to return to the regular meeting.

With no further business to discuss and on motion of Commissioner Fleming, which was seconded by Commissioner Davis and duly carried, the February 16, 2010 meeting was adjourned.

/s/ Angelena Kearney-Dunlap
 Angelena Kearney-Dunlap, Clerk