

**MINUTES FROM THE REGULAR MONTHLY MEETING HELD BY THE BOARD OF COUNTY COMMISSIONERS FOR THE COUNTY OF WARREN IN THE ARMORY CIVIC CENTER ON MAY 2, 2011 AT 6:00 PM.**

The regular meeting of the Warren County Board of Commissioners was called to order by Chairman Barry Richardson. Other Commissioners present: Bertadean Baker, Ruby Downey, Jennifer Jordan and Ulysses Ross. Others in attendance: County Manager Linda T. Worth, Finance Officer Barry Mayo and County Attorney Karlene Turrentine.

A moment of silence was observed followed by the Clerk to the Board reading the "Conflict of Interest Disclaimer."

*"Members of the 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.*

Commissioner Downey pointed out that Consent Agenda Item 6D – Request for Tax Releases was possibly a conflict with family members listed on the request.

Commissioner Baker pointed out that Agenda Item 8B – Request to Privatize Fleet Maintenance & Repair Services was a potential conflict because she is employed with Warren County School System. No conflict was found.

**Citizen Comments:**

**Jim Lazzarotti** – (presented petition with 39 signatures in opposition to Hyson rezoning request on Drewry Virginia Line Rd and provided a visual of subject area); a change in zoning would lay ground work to impact the community negatively. Area includes Summerwinds, a restricted subdivision, with 41 homes (only 4 homes there are seasonal) an additional three (3) homeowners in the area opposed the rezoning request. Consider if area is rezoned, what will be the impact on homeowners.

**John Hyson** – (petitioner) provided handouts (on file in clerk's office).

**Angela Hyson** – (petitioner) Warren County native, born and raised here; rezoning will have a positive impact, buying and clearing lots is considered an asset, keep dollars in Warren County. Sommerwinds' Subdivision owner is in favor of the rezoning request. Several property owners are welcoming a horse stable. This is only good for Warren County. Stables will establish an educational environment available to schools, etc. It's a family venture, adult daughters are willing to contribute to its' success.

**Robbie Redfearn** - has no issues with horses, does not want to see property values go down because of the commercial aspect.

**Alice Putnam** – Has any headway been made in the past 2.5 months toward revised By-Laws for Animal Control Board? She volunteered to assist with the bylaws. (Additional comments on file in clerk's office).

**Ernest Fleming** – spoke concerning County Health Plan: A Federal Policy on Health Initiatives is due by 2014, need to find a way to help county in this matter.

On motion of Commissioner Jordan, which was seconded by Commissioner Ross and duly carried by unanimous vote, May 2, 2011 Suggested Agenda was amended as follows:

**Removed Item 14 – Sheriff's request for Authorization to Apply for Grant to Fund Sworn Officer Positions**  
**Placed Item 6D - Tax Releases Over \$100 on regular agenda as Item 7-D**

On motion of Commissioner Ross which was seconded by Commissioner Baker and duly carried by unanimous vote, May 2, 2011 Suggested Agenda was adopted as amended.

On motion of Commissioner Jordan which was seconded by Commissioner Ross and duly carried by unanimous vote, Agenda Item 6A – Minutes of April 4, 2011 Regular Meeting and Rezoning Public Hearing were adopted.

On motion of Commissioner Jordan which was seconded by Commissioner Ross and duly carried by unanimous vote, Agenda Item 6B – Interest Income Report for February 2011 was approved:

**INTEREST INCOME REPORT**  
Month of February 2011

FUND	FEBRUARY INCOME	FISCAL YEAR TO - DATE
General	1,284.85	10,717.03
Revaluation	12.48	146.49
E 911 Telephone System	26.74	357.59
Buck Spring Project	20.00	277.13
Ambulance Storage Facility	25.71	238.83
Library Building Project Fund	0.00	12.54
National Guard Armory	1.24	38.40
Regional Water Enterprise Fund	36.01	449.89
District 1 Enterprise Fund	47.50	655.23
Solid Waste	27.91	239.60
District II Enterprise Fund	47.28	655.63
District III Capital Project Fund	10.54	156.06
District III Phase II BANS	0.26	3.61
District III Enterprise Fund	32.04	485.18
Soul City Pump Station Improvements	0.28	3.88
	1,572.84	14,437.09

On motion of Commissioner Jordan which was seconded by Commissioner Ross and duly carried by unanimous vote, Agenda Item 6C – Tax Collector’s Report for March 2011 was accepted:

**Tax Collector's Report**  
to the Warren County Board of Commissioners  
For the Month MARCH 2011

**Current Year Collections**

Tax Year	Charge	Collected in MARCH	Collected to Date	Balance Outstanding	Percentage Collected
<b>MARCH 2011 FY11</b>	<b>\$15,203,734</b>	<b>\$267,605</b>	<b>\$14,150,961</b>	<b>\$1,052,773</b>	<b>93.08%</b>
<b>MARCH 2010 FY10</b>	<b>\$15,104,261</b>	<b>258,802</b>	<b>14,095,021</b>	<b>1,009,240</b>	<b>93.32%</b>

**Delinquent Collections**

Year	Charge	Collected	Collected to Date	Balance Outstanding	Percentage Collected
2009	\$689,911	\$37,191	\$370,260	319,661	53.67%
2008	241,766	11,529	54,047	187,719	22.36%
2007	188,454	5,935	25,387	163,066	13.47%
2006	160,748	5,272	19,657	141,092	12.23%
2005	129,454	2,754	13,734	115,720	10.61%
2004	111,325	814	8,475	102,850	7.61%
2003	93,743	890	5,799	87,944	6.19%
2002	115,086	532	5,022	110,063	4.36%
2001	168,227	1,014	5,053	163,173	3.00%
2000	93,770	590	3,443	90,326	3.67%
<b>Total Delinquent Years</b>	<b>\$ 1,992,484</b>	<b>\$66,521</b>	<b>\$ 510,877</b>	<b>\$ 1,481,604</b>	

**Other MARCH Receipts**

County Penalties	\$ 25,192	\$ 143,865
Landfill User Fees	\$ 48,970	\$ 1,106,445
Municipalities	\$ 17,158	\$ 662,275
Fire District Taxes	\$ 21,443	\$ 713,534
Advance Taxes	\$ 3,234	\$ 5,896

**MARCH GRAND TOTAL**

<b>\$ 450,123</b>	<b>\$ 17,293,853</b>
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*R. Edwin Mitchum*  
R. Edwin Mitchum, Tax Collector

4/19/2011  
Date

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



**Proclamation  
NATIONAL DAY OF PRAYER**

**WHEREAS**, because of the faith of our many founding fathers, public prayer and national days of prayer have a longstanding and significant history in American tradition; and

**WHEREAS**, since the first call to prayer in 1775, when the Continental Congress asked colonies to pray for wisdom in forming a nation, the call to prayer has continued through our history; and

**WHEREAS**, in 1988 legislation adopting the first Thursday in May of each year as National Day of Prayer was passed unanimously by both Houses of Congress and signed by President Ronald Reagan; and

**WHEREAS**, the National Day of Prayer belongs to all Americans and it is a day that transcends differences, bringing together citizens from all backgrounds and all faiths to join in united prayer to acknowledge our dependence on God, to give thanks for blessings received, to request healing for wounds endured, and to ask God to guide our leaders and bring wholeness to the United States and her citizens; and

**WHEREAS**, the 60<sup>th</sup> Annual National Day of Prayer will take place on Thursday, May 5, 2011 where millions will unite in prayer at thousands of events from coast to coast; and

**WHEREAS**, the theme for 2011 is **A MIGHTY FORTRESS IS OUR GOD**, inspired by Psalm 91:2: "I will say of the Lord, 'He is my refuge and my fortress, my God, in Whom I trust' "; and

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

**NOW, THEREFORE**, the Board of Commissioners of Warren County does hereby proclaim May 5, 2011 to be designated as "**A DAY OF PRAYER IN WARREN COUNTY**" and encourages all citizens to observe the day in ways appropriate to its importance and significance.

This the 2<sup>nd</sup> day of May 2011.

Barry Richardson, Chairman  
Warren County Board of Commissioners

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On motion of Commissioner Jordan, which was seconded by Commissioner Ross and duly carried by unanimous vote, Agenda Item 6G – Proclamation National Clerks Week – May 1-7, 2011 was adopted:

**Proclamation - Clerks' Week  
May 1 through May 7, 2011**

**Whereas**, The Office of the Clerk, a time honored and vital part of local government exists throughout the world, and

**Whereas**, The Office of the Clerk is the oldest among public servants, and

**Whereas**, The Office of the Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

**Whereas**, Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

**Whereas**, The Clerk serves as the information center on functions of local government and community.

**Whereas**, Clerks continually strive to improve the administration of the affairs of the Office of the Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations.

**Whereas**, it is most appropriate that we recognize the accomplishments of the Office of the Clerk.

**Now, Therefore, Angelena Kearney-Dunlap, Clerk & Paula Pulley, Deputy Clerk** are recognized this week of May 1 through May 7, 2011, as Clerks to the Board of Warren County Commissioners and further appreciation is extended to our Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

**Dated this 2<sup>nd</sup> day of May 2011.**

Barry Richardson, Chairman  
Board of Warren County Commissioners

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On motion of Commissioner Jordan, which was seconded by Commissioner Ross and duly carried by unanimous vote, Amendment # 11 to the FY 2010-2011 Warren County Budget Ordinance was approved.

**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE  
2010/2011  
Amendment No. 11**

**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	13,934
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<b>Total</b>	<b>\$ 13,934</b>
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**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	13,934
<b>Total</b>	<b>\$ 13,934</b>

**This amendment:**

- increases funding to the Health Department to agree with State allocation.

Funding Source: NC Department of Environment & Natural Resources

Respectfully Submitted 05/02/2011

**Barry J. Mayo**

Barry J. Mayo, Finance Director

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On motion of Commissioner Ross, which was seconded by Commissioner Baker and duly carried by unanimous vote, Amendment # 1 to the Capital Project Ordinance Regional Water Enterprise Fund was approved:

**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE FOR THE  
REGIONAL WATER ENTERPRISE FUND  
(Amendment No. 1)**

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

Transfer to Other Funds – Soul City Pump Station	\$ 11,930
<b>Total</b>	<b>\$ 11,930</b>

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

Fund Balance - Appropriated	\$ 11,930
<b>Total</b>	<b>\$ 11,930</b>

This amendment transfers funds from the Regional Water Enterprise Fund to the Soul City Pump Station Improvement Project as approved at the April 4, 2011 Warren County Commissioners meeting.

Respectfully Submitted 05-02-11

**Barry J. Mayo**

Finance Officer

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On motion of Commissioner Ross, which was seconded by Commissioner Jordan and duly carried by unanimous vote, Amendment # 7 to the Capital Project Ordinance for Soul City Pump Station Improvements was approved:

**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE FOR THE  
WARREN COUNTY SOUL CITY PUMP STATION IMPROVEMENTS  
(Amendment No. 7)**

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

Sales Tax Refund	8,768
Transfer from Other Funds – Regional Water	\$ 11,930
<b>Total</b>	<b>\$ 20,698</b>

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

Construction Contract	\$ 17,385
Engineering/Construction Admin	3,330
Legal & Admin	(17)
<b>Total</b>	<b>\$ 20,698</b>

This amendment adjusts the budget to the most recent cost estimates for the project and appropriates funds in accordance with Change Order No. 2.

Respectfully Submitted 05-02-11

**Barry J. Mayo**

Finance Officer

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On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Tax Releases over \$100 were approved as follows, with Commissioner Downey abstaining from the vote:

Over \$100	5/6/2011	Date: _____
<b><u>ERROR CORRECTION RELEASES:</u></b>		
HARRIS EQUIPMENT COMPANY	2010 9198 201	26588 \$92.86 BOER DECISION
LEETE MOBILE HOME MER LLC	2010 27588 200 E3 198	31725 \$146.98 MH ALSO LISTED ON RECN 16823
NORLINA GRADING & EXCAVATING	2005 23903 105	31018 \$4,189.89 NEW DISCOVERY PER BOER
NORLINA GRADING & EXCAVATING	2006 23903 106	31018 \$4,866.28 NEW DISCOVERY PER BOER
NORLINA GRADING & EXCAVATING	2007 23903 107	31009 \$5,371.28 NEW DISCOVERY PER BOER
NORLINA GRADING & EXCAVATING	2008 23903 108	30985 \$6,481.92 NEW DISCOVERY PER BOER
NORLINA GRADING & EXCAVATING	2009 23903 108	30972 \$4,342.16 NEW DISCOVERY PER BOER
POWELL JOHN	2010 31175 200	31848 \$126.61 MH ALSO LISTED ON RECN 34492
SUNRISE RIDGE FARM	2010 9198 202	29522 \$3,055.34 BOER DECISION
TERRY ROBERT JR	2010 40040 303 E6B 610	31347 \$2,538.24 PROP IS IN CHURCHS NAME/EXEMPT
WILLIAMS HELENA & MARY JEAN	2010 6266 301 D10 17	1896 \$316.62 DW CHARGED ON 6266 303
WOMACK CHARLES A JR	2010 22255 300 E6B 310	5923 \$447.36 PENALTY REMOVED PER BOER
<b>SUB-TOTAL ERROR CORRECTIONS:</b>		<b>\$31,975.54</b>
<b><u>MOTOR VEHICLE RELEASES:</u></b>		
GVS CONCRETE	2006 39577 106 BS4531	42934 \$356.75 PAID IN WAKE CO
HILKER WANDA S	2010 16919 2805 RVH5347	64080 \$106.04 SOLD
KINNARD BARBARA J	2010 35257 2352 ZTH5911	70681 \$109.60 PD IN NORTHAMPTON CO
LOUVIERE BARBARA JEAN	2010 5349 1801 BJ1C	76221 \$115.86 SURRENDERED
<b>SUB-TOTAL MOTOR VEHICLE RELEASES:</b>		<b>\$688.25</b>
<b>SUB-TOTAL CORRECTION RELEASES:</b>		<b>\$31,975.54</b>
<b>Total Releases</b>		<b>\$ 32,663.79</b>
<b><u>LANDFILL USER FEE RELEASES:</u></b>		
THORNTON WILLIE G & MARIE	2008 40606 108 E5 179	49832 \$105.00 MH JUNK
THORNTON WILLIE G & MARIE	2010 40606 200 E5 179	26885 \$115.00 MH JUNK
THORNTON WILLIE G & MARIE	2010 22236 300 E5 179	6185 \$230.00 JUNK/NO LFUF
<b>TOTAL LFUF RELEASES:</b>		<b>\$450.00</b>
<b>Total Releases</b>		<b>\$ 33,113.79</b>

Having held a required public hearing on Monday, April 4, 2011 at 5:45 pm to hear citizen comments regarding:

Petition for Re-Zoning (residential to agricultural residential): Request to re-zone Lot 24, Lot 28 and Lot 29 B1-23, B1-27 and B1-28 (total of 30.8 acres) from [R] Residential to [AR] Agricultural Residential on Tax Maps B1-23, B1-27 and B1-28 located on Drewry Virginia Line Road located in Nutbush Township.

Ken Krulik, Planner/Zoning Administrator gave a brief overview of the rezoning request which was followed by Board taking the following actions.

On motion of Commissioner Jordan, which was seconded by Commissioner Downey and duly carried by unanimous vote, the following rezoning petition request was approved:

Petition for Re-Zoning (residential to agricultural residential): Request to re-zone Lot 24, Lot 28 and Lot 29 B1-23, B1-27 and B1-28 (total of 30.8 acres) from [R] Residential to [AR] Agricultural Residential on Tax Maps B1-23, B1-27 and B1-28 located on Drewry Virginia Line Road located in Nutbush Township.

Having held discussion during April 20, 2011 work session, proposed plan to privatize Warren County's fleet maintenance and repair services was submitted for Board's action; requested action for Termination of Memorandum of Understanding Between the County of Warren And Warren County Schools pursuant to the 30 days notice requirement contained in the agreement.

On motion of Commissioner Jordan, which was seconded by Commissioner Ross and duly carried by unanimous vote, proposed plan to privatize Warren County's fleet maintenance & repair services was approved as recommended by County Manager Linda T. Worth. Memorandum of Understanding Between the County of Warren And Warren County Schools was terminated effective June 30, 2011.

Having held discussion during April 20, 2011 work session, proposed revisions to the Warren County Travel Policy was submitted for Board’s action.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, revised Warren County Travel Policy was adopted as amended. Revised policy is on file in the County Clerk’s Office.

Having held a six (6) month review of Department of Social Services Trial Flex Time Policy and schedule, item was submitted for Board’s action.

On motion of Commissioner Jordan, which was seconded by Commissioner Ross and duly carried by unanimous vote, Department of Social Services Flex Time Policy and schedule was adopted as recommended by County Manager:

- Implement Department of Social Services Flex Time Policy; and
- Initiate a six month trial flex schedule for other County Departments that have the capacity to flex.

Mr. Charles Haywood came before the Board requesting adoption of a Resolution to establish a committee to develop a concept for a monument to equality on Courthouse Square.

County Manager Linda T. Worth recommended approval of resolution and appointments to the Committee as follows: Representatives from each Commissioner District (5); Arts Council (1); local NAACP (1); Haliwa-Saponi Tribe (1); Hispanic Community (1); Historic Preservation Committee (1) Other group/organization suggested by the Board.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Resolution Authorizing Monument to Equality was adopted with membership designated per County Manager’s recommendation.

Representatives from each Commissioner District (5), Charles Haywood will represent District 1.  
 Arts Council (1) local NAACP (1)  
 Haliwa-Saponi Tribe (1) Hispanic Community (1)  
 Historic Preservation Committee (1) Other group/organization suggested by Board

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**Resolution  
 Authorizing Monument to Equality**

**WHEREAS**, Warren County has a rich and diverse history; and  
**WHEREAS**, this history affords and promotes community spirit; and  
**WHEREAS**, community spirit can strengthen the insight of all citizens regarding our past, present and future; and

**WHEREAS**, great strides have been made in the crusade to eliminate the barriers to equality and the continuing struggle against discrimination of all types.

**NOW, THEREFORE, BE IT RESOLVED**, that the Warren County Board of Commissioners does hereby authorize and commission a committee to lead in the development of a monument to equality.

**BE IT FURTHER RESOLVED**, that the Warren County Board of Commissioners expresses special commendation to those citizens throughout the County who shall labor diligently to make this monument a reality in our time and urges all citizens to make a special effort to become involved in various community activities promoting unity and joining together in making this a period of rededication to the principles of justice and equality for all people.

**Adopted this the 2<sup>nd</sup> day of May 2011.**

**Warren County Board of Commissioners  
 Barry Richardson, Chairman**

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On motion of Commissioner Baker, which was seconded by Commissioner Jordan and duly carried by unanimous vote, on recommendation of Home Health Advisory Board, Dana Conn was reappointed to a second three (3) year term, which expires October 2012.

On motion of Commissioner Ross, which was seconded by Commissioner Baker and duly carried by unanimous vote, on recommendation of Warren County Planning Board, Anthony B. Moran was appointed to a three (3) year term, on the Warren County Planning Board, which expires March 2014.

On motion of Commissioner Jordan, which was seconded by Commissioner Downey and duly carried by unanimous vote, on recommendation of Sallie White, Economic Development Commission Chairperson, David Hight, Jr. was appointed to the EDC Board for a three year term, which expires June 2014.

On motion of Commissioner Jordan, which was seconded by Commissioner Ross and duly carried by unanimous vote, "Resolution Declaring EMS Week" May 15-21, 2011 was adopted and proclaimed May 20<sup>th</sup> a day of celebration.

***EMS Week Proclamation***  
***To designate the Week of May 15, 2011,***  
***as Emergency Medical Services Week***

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

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

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

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

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

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

**NOW, THEREFORE, We the Warren County Board of Commissioners, in recognition of this event do hereby proclaim the week of**

***May 15-21, 2011***  
***EMERGENCY MEDICAL SERVICES WEEK***

*And set aside May 20, 2011 for a community celebration on Courthouse Square, with the theme, "EMS: Everyday Heroes". The community is encouraged to observe this week with appropriate programs, ceremonies and activities.*



ATTEST:

*Angela Kearney-Dunlap*  
Angela Kearney-Dunlap  
Clerk to the Board

Warren County Board of Commissioners  
*Barry Richardson*  
Barry Richardson, Chairman

The public was encouraged to join in the festivities on May 20<sup>th</sup> in celebration of "EMS: Everyday Heroes".

On motion of Commissioner Jordan, which was seconded by Commissioner Downey and duly carried by unanimous vote, Warren County Plan to Further Fair Housing in order to comply with Fair Housing requirements regarding Community Development Block Grant Funds was adopted:

**Recipient’s Plan to Further Fair Housing**

**Grantee:** Warren County

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**Recipient’s Address:** \_\_\_\_\_

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**Contact Person:** \_\_\_\_\_ **Contact Phone #:** \_\_\_\_\_

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**Contact Email:** \_\_\_\_\_ **TDD #:** \_\_\_\_\_

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**I. Indicate if the Recipient will be affirmatively furthering fair housing for the first time or has implemented specific activities in the past.**

First Time \_\_\_\_\_ Past Activities  \_\_\_\_\_

**II. Identify and analyze obstacles to affirmatively furthering fair housing in recipient’s community.** (Use additional pages as necessary)

- *Lack of a “One-Stop” or Central Resource Center for Housing Related Activities in Warren County:* Warren County’s housing activities are divided amongst a number of public, private and non-profit organizations. Such divisions may create confusion or difficulty for residents when attempting to access and utilize fair housing resources and information.
- *Lack of Public Education Regarding State and Federal Housing Laws:* Because activities related to housing, including fair housing resources, are divided amongst a variety of organizations, it is difficult to identify the extent to which residents are able to access and utilize information regarding housing laws. In addition, the rural makeup of Warren County and potential difficulty in accessing transportation could further complicate residents’ ability to obtain information regarding housing laws.
- *Lack of Fair Housing Complaints:* A lack of complaints regarding fair housing could result if residents are unaware of fair housing complaint procedures. Although Warren County received no complaints regarding fair housing, it does not provide conclusive evidence that discriminatory practices do not exist within the jurisdiction.

**III. Will the above activities apply to the total municipality or county?**

Yes  \_\_\_\_\_ No \_\_\_\_\_ **If no, provide an explanation.**  
(Use additional pages as necessary)

**IV. Briefly describe the quarterly activities that the recipient will undertake over the active period of the grant to affirmatively further fair housing in their community. A time schedule and estimated cost for implementation of these activities must be included. Activities must be scheduled for implementation at least on a quarterly basis.** (Use attached table)

- *Enhance Educational Opportunities:* An on-going educational program regarding fair housing choice and home buying programs should be made available to all residents including prospective renters/buyers, landlords and realtors and lending institutions. Potential organizations to host educational seminars include the county, private organizations, and non-profits and organizations already providing some educational training. Specific activities to enhance education regarding fair housing and housing laws include publishing and distributing fair housing information and providing fair housing brochures, pamphlets and posters to organizations involved in housing activities in Warren County.
- *Collaborative Effort to Strengthen Education and Awareness:* Housing counseling and information regarding fair housing is divided among a number of organizations. Home buying seminars and fair housing access seminars are not held regularly. Local organizations in the area will work together to identify gaps in training and housing seminars and provide such training on a regular basis.
- *Improve Accessibility to Resources:* Due to Warren County’s small population and rural makeup, low and moderate income residents may have a difficult time obtaining transportation to housing resources. Public and private organizations should strengthen the advertisement of resources to reach target populations and maximize opportunities available to residents. Specific activities include advertising and publishing information, notices and complaint procedures related to fair housing in local newspapers and ensuring local organizations have access to such materials.

**Grantee: Warren County**

<b>Quarterly Fair Housing Activity</b>	<b>Months</b>	<b>Year</b>	<b>Estimated Cost</b>	<b>Actual Cost</b>
<i>Example: Establish FH policy, Complaint Procedure</i>	<i>Jan-Mar.</i>	<i>20xx</i>	<i>\$xxx</i>	<i>\$xxx</i>
Read New Fair Housing Policies Update Analysis to Impediments to FH. Submit to Compliance@nccommerce.com for review.	Sept- Dec	2010	2,090	
Continue to update Analysis to Impediments to FH based on comments from CIA Compliance Dept. recommendation. Establish FH complaint procedure	Jan- Mar	2011	\$440	
Publish FH complaint procedure in newspaper	Apr-Jun	2011	630	
Conduct inventory of current FH educational materials in English and Spanish	Jul- Sept	2011	55	
Request posters and brochures in English and Spanish from the NC Human Relations Commission Check County Manager to see if a resident(s) has filed a complaint. Check with Human Relations Commission to see if resident(s) has filed a complaint	Oct-Dec	2011	55	
Place English and Spanish educational materials in the public Library and other public agencies	Jan-Mar	2012	75	
Develop Fair Housing Month flyer and place at public library and other public agencies	Apr-June	2012	290	
Place FH coloring sheets for children in public library and other public agencies	Jul-Sep	2012	90	
Coordinate with Chamber of Commerce for outreach activity...educational booth/workshop at Fall Festival	Oct-Dec	2012	235	
Check with NC Human Relations Commission for FH complaints and to order additional FH materials	Jan-Mar	2013	58	
Replenish FH educational materials at the public library and other public agencies	Apr-Jun	2013	58	
Develop Fair Housing Month flyer and place at public library and other public agencies.	Jul-Sept	2013	58	
Place FH coloring sheets for children in public library and other public agencies.	Oct-Dec	2013	245	
Coordinate with Chamber of Commerce for outreach activity...educational booth/workshop at Fall Festival	Jan-Mar	2014	58	
Check the Human Relations Commission for FH complaints and to order additional FH materials Check with Manager for FH complaints	Apr-Jun	2014	58	
Replenish FH educational materials at the public library and other public agencies Develop Fair Housing Month flyer and place at public library and other public agencies				

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Place FH coloring sheets for children in public library and other public agencies	Jul-Sep	2014	58	
Read New Fair Housing Policies	Oct-Dec	2014	58	
Start to analyze existing Impediments to FH study Review any complaint data received over 4-year period in effort to measure progress in FH education	Jan- Mar	2015	180	
Publish FH complaint procedure in newspaper Distribute FH flyer for FH Month to local library and other public agencies	Apr-Jun	2015	680	
Conduct inventory of current FH educational materials in English and Spanish. Replenish as necessary	Jul- Sept	2015	60	
Request posters and brochures in English and Spanish From the NC Human Relations Commission. Check to see if a resident(s) has filed a complaint	Oct-Dec	2015	60	

- V. Describe recipient's method of receiving and resolving housing discrimination complaints. This may be either a procedure currently being implemented or one to be implemented under this CDBG grant. Include a description of how the recipient informs the public about the complaint procedures. (Use additional pages as necessary)
- 1) Any person or persons wishing to file a complaint of housing discrimination in the town/city/county may do so by informing the town/city/county administrator of the facts and circumstance of the alleged discriminatory acts or practice.
  - 2) Upon receiving a housing discrimination complaint, the town/city/county administrator shall acknowledge the complaint within 10 days in writing and inform the Division of Community Investment and Assistance and the North Carolina Human Relations Commission about the complaint.
  - 3) The town/city/county administrator shall offer assistance to the Commission in the investigation and reconciliation of all housing discrimination complaints which are based on events occurring in the town/city/county.
  - 4) The town/city/county administrator shall publicize in the local newspaper, with the TDD#, the local agency to contact with housing discrimination complaints.

On motion of Commissioner Ross, which was seconded by Commissioner Jordan and duly carried by unanimous vote, it was ordered to schedule a required public hearing to hear citizen comments regarding Application for Contingency Infrastructure Hook-Up Grant Funds for Monday, June 6, 2011 at 5:45 pm.

On motion of Commissioner Ross, which was seconded by Commissioner Jordan and duly carried by unanimous vote, it was ordered to schedule a required public hearing to hear citizen comments regarding 2011 CDBG Scattered Sites Application for Monday, June 6, 2011 at 5:30 pm.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Warren County Public Utilities Director Macon Robertson was designated as voting delegate to the May 18, 2011 NC Rural Water Association's Annual Meeting.

On motion of Commissioner Jordan, which was seconded by Commissioner Downey and duly carried by unanimous vote, GeoTechnologies, Inc. Service Agreement for the Subsurface Investigation required for the Warren County Water & Sewer District III, Phase III project was approved, contingent on County Attorney's recommended changes. An \$8,620 county allocation was required to be paid from the Water and Sewer Enterprise Fund.

On motion of Commissioner Ross, which was seconded by Commissioner Baker and duly carried by unanimous vote, Final Plans and Specifications for Warren County Water and Sewer District III, Phase III was adopted based on Public Utilities Director's and Engineer's recommendations.

On motion of Commissioner Jordan, which was seconded by Commissioner Downey and duly carried by unanimous vote, it was ordered to schedule a required public hearing to hear citizen comments regarding revisions to the Warren County Historic Preservation Ordinance – Design Guidelines for Monday, June 6, 2011 at 5:15 pm.

On motion of Commissioner Ross which was seconded by Commissioner Baker and duly carried by unanimous vote, County Manager's report of contracts executed up to but not to exceed \$50,000 was approved:

Finance Department

Progressive Business Systems  
1393 Duncan Lane, Suite 600  
Auburn, GA 30011-3808

This is a factory-direct maintenance agreement for the check signer equipment in the Finance Department. Funds to pay the annual fee of \$405.30 are budgeted in the Finance Department's departmental budget.

Economic Development Commission

M. Benjamin Finch  
150 Crestwood Rd.  
Henderson, NC 27536

In lieu of hiring an Economic Development Director this fiscal year, the Economic Development Commission requested to extend the Consulting Agreement with Mr. Benjamin Finch an additional three-month term. The extension agreement runs through July 30, 2011 at a cost not to exceed \$10,000. Mr. Finch's consulting services are being paid from lapsed salaries in the vacant Economic Development Director position in the Economic Development Commission's departmental budget.

Warren County Detention Facility

NC Department of Correction  
4220 Mail Service Center  
Raleigh, NC 27699-4220

This is the annual Memorandum of Understanding between Warren County and the NC Department of Correction for the provision and preparation of meals for the Detention Facility. Funds are budgeted in the Detention Center's departmental budget to pay for these services.

On motion of Commissioner Ross, which was seconded by Commissioner Baker and duly carried by unanimous vote, County Manager's Status Report for April 2011 was accepted:

## **Administration**

- Met with Fleet Manager to discuss issues related to fleet management (4/1/11)
- Prepared for and attended Board of Commissioners regular meeting (4/4/11)
- Participated in conference call with Energy Project Manager, Buildings & Grounds Manager, and representatives from Atlantic Energy Concepts, contractor for the project (4/5/11)
- Mtg. with Finance Office Staff to work on the proposed FY 12 budget (4/5/11)
- Mtg. with Finance Office Staff to work on the proposed FY 12 budget (4/7/11)
- Mtg. with Finance Office Staff to work on the proposed FY 12 budget (4/8/11)
- Attended JCPC Advisory Board meeting (4/11/11)
- Attended meeting to discuss Meat Processing Facility (4/12/11)
- Meeting with Warren Education Fund representative to discuss Community Spelling Bee participation (4/12/11)
- Mtg. with Finance Office Staff to work on the proposed FY 12 budget (4/19/11)
- Attended After-Action Review for Afton-Elberon Community Fire (4/19/11)
- Attended JCPC Budget Committee Meeting (4/19/11)
- Prepared for and attended Board of Commissioners Work Session (4/20/11)
- Mtg. with Energy Project Manager to discuss energy project (4/20/11)
- Good Friday – County Holiday Observance
- Furlough Day – 4/25/11
- Attended Senior Center Advisory Board meeting (4/26/11)
- Mtg. with NC Rural Center representative and Public Utilities Staff (4/26/11)
- Conducted monthly Department Heads meeting (4/27/11)
- Annual Leave (4/28-29/11)

## **Project Updates**

### **Construction/Renovation Projects**

#### **Finance Office Building**

Modifications on the lower level of the Finance Office building to make the area below grade handicapped accessible are substantially complete. Items remaining to be completed are the change out of HVAC systems for the Finance Office and Free Clinic to natural gas.

#### **EMS Satellite Facilities**

No additional work has been done on the Davis-Bugg Road EMS facility which is approximately 15 - 20% complete at this time.

The Afton EMS facility is substantially complete. Work remaining includes concrete work and paving of parking lot.

### **CDBG Projects**

#### **2008 Scattered Site Housing CDBG Project**

Division of Community Assistance representatives met with Warren County and COG staff on 3/24/11 to conduct a monitoring and site visit of this project. We are behind schedule with this project due to several applicants dropping out of the project and various other reasons. We have requested a project amendment to add additional applicants to the applicant pool and are awaiting approval from DCA to move forward with the additional individuals/families. We have completed three urgent repairs and one rehabilitation. We are still awaiting the monitoring letter from DCA.

### **Energy Efficiency Community Block Grant Program**

Contracts have been awarded for both energy efficiency and weatherization improvements in this project. The contractors have been cleared to proceed with this work.

### **Other Activities**

- Attended Annual Health Fair at the Health Department (4/5/11)
- Participated in Child Abuse Prevention Ceremony on Courthouse Square (4/14/11)
- Participated in Warren Education Fund Community Spelling Bee (4/15/11)
- Participated as a Judge in NCCU EMPA Policy Class Group Presentation Session, Durham, NC (4/16/11)
- Attended Annual Easter Egg Hunt at the County Recreation Complex (4/23/11)

Recommended FY 2011-12 Warren County Budget was presented by County Manager Linda T. Worth.

On motion of Commissioner Jordan, which was seconded by Commissioner Ross and duly carried by unanimous vote, it was ordered to enter into Closed Session in accordance with North Carolina General Statute 143-318.11(a)(3) to discuss Attorney Client Privileged Information.

On motion of Commissioner Ross, which was seconded by Commissioner Jordan and duly carried by unanimous vote, it was ordered to return to the regular May 2, 2011 meeting.

With no further business to discuss and on motion of Commissioner Jordan which was seconded by Commissioner Downey, the May 2, 2011 Board of Commissioners meeting was adjourned.

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