

MINUTES FROM A PUBLIC HEARING REGARDING WARREN COUNTY'S HAZARD MITIGATION PLAN HELD BY THE BOARD OF COUNTY COMMISSIONERS FOR THE COUNTY OF WARREN IN THE WARREN COUNTY ARMORY CIVIC CENTER, MEETING ROOM ON AUGUST 6, 2012 AT 5:45 PM.

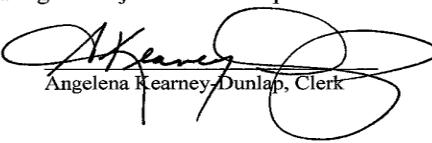
The Public Hearing was called to order by Chairman Ulysses S. Ross. Commissioners present: Ruby Downey, Jennifer Jordan and Barry Richardson. Commissioner absent: Bertadean Baker. Others in attendance: County Manager Linda T. Worth and County Attorney Karlene Turrentine.

Notice of Public Hearing was read by the Clerk to the Board.

Douglas Young, Emergency Services Director gave a brief overview of Warren County's Hazard Mitigation Plan and the need for the County as well as the three (3) municipalities to re-adopt the Plan.

There were no citizen comments.

On motion of Commissioner Richardson, which was seconded by Commissioner Downey and duly carried by unanimous vote, the Public Hearing was adjourned at 5:50 pm.


Angelena Kearney-Dunlap, Clerk

MINUTES FROM THE REGULAR MONTHLY MEETING HELD BY THE BOARD OF COUNTY COMMISSIONERS FOR THE COUNTY OF WARREN IN THE WARREN COUNTY ARMORY CIVIC CENTER MEETING ROOM ON AUGUST 6, 2012 AT 6:00 PM.

The meeting was called to order by Chairman Ulysses S. Ross. Other Commissioners present: Bertadean Baker, Ruby Downey, Jennifer Jordan and Barry Richardson. Others in attendance: County Manager Linda T. Worth 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.

There were no Citizen Comments.

On motion of Commissioner Richardson, which was seconded by Commissioner Jordan and duly carried by unanimous vote, August 6, 2012 Suggested Agenda was amended to add items:

- 10-D Appoint Commissioner Baker to Five County Community Operations Center Board
- 12-G Revision to CDBG 11-C-2328 Scattered Sites Housing Project Budget
- 18-A Cooperative Extension 40 Hours Special Leave
- 18-B Forestry Service 2012-2013 Annual Contract
- 18-C Closed Session to Discuss Property Acquisition

On motion of Commissioner Baker which was seconded by Commissioner Richardson and duly carried by unanimous vote, August 6, 2012 Suggested Agenda was adopted as amended.

On motion of Commissioner Richardson which was seconded by Commissioner Jordan and duly carried by unanimous vote, Consent Agenda Item 6A – Minutes of July 9, 2012 meeting was approved.

On motion of Commissioner Richardson which was seconded by Commissioner Jordan and duly carried by unanimous vote, Consent Agenda Item 6B – Interest Income Report for June 2012 was approved:

INTEREST INCOME REPORT
Month of June 2012

FUND	JUNE INCOME	FISCAL YEAR TO - DATE
General	475.34	6,970.63
Revaluation	11.22	126.53
E 911 Telephone System	15.74	163.21
Buck Spring Project	14.41	165.29
Ambulance Storage Facility	14.93	240.25
National Guard Armory	0.97	11.11
Simulcast System Upgrade	4.64	62.31
Regional Water Enterprise Fund	24.97	255.25
District I Enterprise Fund	43.99	467.02
Solid Waste	9.29	113.86
District II Enterprise Fund	33.99	428.54
District III Capital Project Fund	8.03	101.57
District III Phase II BANS	0.19	2.16
District III Enterprise Fund	5.92	196.57
Soul City Pump Station Improvements	0.18	8.45
District III Phase III	16.78	228.69
	680.59	9,541.44

On motion of Commissioner Richardson which was seconded by Commissioner Jordan and duly carried by unanimous vote, Consent Agenda Item 6C – Tax Collector’s Report for June 2012 was accepted in accordance with NCGS 105-350:

Tax Collector's Report
to the Warren County Board of Commissioners
For the Month JUNE 2012

Current Year Collections

Tax Year	Charge	Collected in JUNE	Collected to Date	Balance Outstanding	Percentage Collected
JUNE 2012 FY12	\$15,839,539	\$90,084	\$15,090,863	\$748,676	95.27
JUNE 2011 FY11	\$15,347,376	136,224	14,573,750	773,626	94.96

Delinquent Collections

Year	Charge	Collected	Balance Outstanding	Percentage Collected
2010	\$765,182	\$8,575	\$499,283	65.25
2009	256,908	3,508	96,263	37.47
2008	174,626	1,163	40,555	23.22
2007	154,180	870	20,277	13.15
2006	136,269	640	12,730	9.34
2005	112,909	411	8,625	7.64
2004	100,125	104	6,318	6.31
2003	84,816	123	4,326	5.10
2002	107,532	143	4,400	4.09
2001	161,010	286	4,299	2.67
Total Delinquent Years	\$ 2,053,557	\$15,823	\$ 697,076	\$ 1,356,481

Other JUNE Receipts
 County Penalties
 Landfill User Fees
 Municipalities
 Fire District Taxes
 Advance Taxes

\$ 8,584	\$ 185,248
\$ 14,747	\$ 1,201,166
\$ 23,501	\$ 667,646
\$ 30,298	\$ 775,038
12215.00	42,889.00

JUNE GRAND TOTAL

\$ 195,252	\$ 18,659,926
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Bonnie Andrews 7/25/2012
 Bonnie Andrews Interim Tax Assessor DATE

On motion of Commissioner Richardson which was seconded by Commissioner Jordan and duly carried by unanimous vote, Consent Agenda Item 6D – Request for Tax Releases Over \$100 was approved in accordance with **NCGS 105-381 - TAXPAYER'S REMEDIES:**

Over \$100	8/6/2012	Date: _____
ERROR CORRECTION RELEASES:		
LEE TIM C	2004 24106 104	34933 \$205.73 BOAT WAS REPOSSESSED
READ ROBERT & LEAH	2011 1762 300 B1 2E	31565 \$125.69 CLERICAL ERROR/WRONG AGEX
RICHARDSON BETTY S HEIRS	2012 10046 300 K11 1D	19179 \$502.24 DW WAS MOVED TO HALIFAX CTY 7/08
RICHARDSON BETTY S HEIRS	2011 10046 300 K11 1D	61588 \$512.13 DW WAS MOVED TO HALIFAX CTY 7/08
RICHARDSON BETTY S HEIRS	2010 10046 300 K11 1D	53578 \$550.05 DW WAS MOVED TO HALIFAX CTY 7/08
RICHARDSON BETTY S HEIRS	2009 10046 300 K11 1D	49620 \$591.70 DW WAS MOVED TO HALIFAX CTY 7/08
WILLIAMS DIANE	2010 44802 110	58025 \$140.41 MH WAS ASSESSED TWICE
WILLIAMS DIANE	2011 44802 200	29095 \$129.59 MH WAS ASSESSED TWICE
SUB-TOTAL ERROR CORRECTIONS:		\$2,757.54
MOTOR VEHICLE RELEASES:		
GROCH HENRY J	2011 30575 2831 AMV3645	63806 \$158.33 RELEASED TO GUILFORD CO
HUNDLEY GAIL T	2011 20914 2109 XVX8428	63084 \$208.08 SOLD
VITALE VITO A	2011 26083 2830 AJR6912	63805 \$105.38 SOLD
SUB-TOTAL MOTOR VEHICLE RELEASES:		\$471.79
SUB-TOTAL CORRECTION RELEASES:		\$2,757.54
Total Releases		\$ 3,229.33

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

Under \$100	8/6/2012	Date: <i>7/31/12</i>
ERROR CORRECTION RELEASES:		
NAME	Year ACCT#	MAP # RECORD # AMOUNT REASON
CRYSTAL BROADBAND	2012 35190 200	29131 \$ 12.66 BUSINESS NO LONGER IN COUNTY
SUB-TOTAL ERROR CORRECTIONS:		\$ 12.66
MOTOR VEHICLE RELEASES:		
COOPER WILLIE NORMAN	2011 21750 1150 YYX7370	76733 \$4.88 DMV ERROR/TAGS NOT RENEWED
DAVIS OSCAR JR	2011 28022 111 VRJ1936	57419 \$14.85 SOLD
DILDINE THOMAS L	2011 35869 2839 CA81683	63814 \$2.70 SOLD
ELLIOTT WHITLEY J	2011 33080 2447 ZRN1378	82329 \$76.60 SOLD
FLEMING PHILLIP R	2011 14710 111 SX2154	56756 \$18.37 VALUE TOO HIGH
GARDNER RICK L	2011 21703 2064 PTR8370	63039 \$49.86 SOLD
GAUTIER WILLIAM ANTHONY	2011 37072 1778 K454	62753 \$23.42 RELEASED TO HALIFAX CO
HARRIS HEAVY HAULING LLC	2011 9198 1642 CA1789	62617 \$22.23 SOLD
HESTER LEIGH	2011 33750 111 ZXF5279	56969 \$38.32 SOLD
JONES VANESSA O	2011 34175 2189 YYX6859	76326 \$5.12 SOLD
MARTINEZ FRANCISCO J O	2011 7702 111 ACA9969	55592 \$8.06 SOLD
MEEHAN CATHERINE S	2011 24628 2742 AMD6120	63717 \$26.00 SOLD
MEEHAN CATHERINE S	2011 24628 2396 BP17925	63371 \$1.71 SOLD
MORRIS ROBERT D	2011 28005 2137 VSL3118	63112 \$2.77 WRONG DESCRIPTION ON TRUCK
MORRIS ROBERT DARRELL	2011 28005 2131 XRN5292	82013 \$55.00 SOLD
PAYNTER PEARL H	2011 6199 2354 TXK4545	73312 \$6.24 GAVE AWAY
RICHARDSON LARRY W	2011 33819 1557 4W2978	62532 \$48.88 SOLD
ROBERTS DONALD L	2011 34436 1546 YPT8841	78839 \$13.60 SOLD
ROBSON RALPH T JR	2011 24608 2081 WNK1923	81963 \$93.40 SOLD
RYDER FRANK J II	2011 19978 1130 XNB1664	72088 \$7.64 SOLD
SMITH CHARLOTTE W	2011 34627 1618 XVR5942	62593 \$39.28 SOLD
TORR WILLIAM BERNARD	2011 31843 111 ZRA7659	59096 \$6.77 WRONG FIRE DISTRICT
TOWNS SHANNON R	2011 36960 2390 AJR5380	82272 \$11.84 SOLD
WILLIS LISA SMITH	2011 3320 1859 WTX6397	74448 \$9.56 SOLD
WOODARD ELAINE B	2011 18267 1395 R96782	62370 \$1.71 GAVE AWAY
SUB-TOTAL MOTOR VEHICLE RELEASES:		\$588.81
SUB-TOTAL CORRECTION RELEASES:		\$ 12.66
Total Releases		\$601.47

On motion of Commissioner Richardson which was seconded by Commissioner Jordan and duly carried by unanimous vote, Amendment # 1 to the FY 2013 Warren County Budget Ordinance was adopted:

AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE

2012/2013

Amendment No. 1

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:

Animal Shelter		1,000
Total	\$	1,000

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:

Fund Balance Appropriated		1,000
Total	\$	1,000

This amendment:

- appropriates funds to the Animal Shelter. These funds were originally received during FY12 but not expended. These funds were from private contributions for the spay and neuter program.

Funding Source: Fund Balance Appropriated

Respectfully Submitted 08/06/2012

Barry J. Mayo

Barry J. Mayo, Finance Director

Bonnie Andrews, Interim Tax Collector, in accordance with NC GS 105-321, requested Board of Commissioners empower and command the Tax Collector to collect the taxes set forth in the tax records filed in the office of the Tax Collector and authorize Chairman of the Board to sign Order to Collect.

On motion of Commissioner Richardson, which was seconded by Commissioner Jordan and carried, Tax Collector's Settlement of 2011 Tax Levy and Order were approved.

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

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Tax Collector's Settlement of 2011 Tax Levy was approved.

2011 TAX YEAR ANNUAL SETTLEMENT	
2011 TAX YEAR ORIGINAL LEVY	\$18,021,662.53
ADDITIONS:	
DISCOVERIES	\$ 557,377.63
INTEREST	50,079.08
STATE 3% INTEREST	4,975.80
LIEN ADVERTISING COST	5,878.00
TOTAL	\$18,639,973.04
REDUCTIONS	
UNCOLLECTED BALANCE	
CASH COLLECTIONS	\$17,534,937.53
RELEASES	84,317.77
TOTAL	\$17,619,255.30
BALANCE OUTSTANDING AT JUNE 30, 2012	\$ 1,020,717.74
TOTAL	\$18,639,973.04

On motion of Commissioner Jordan, which was seconded by Commissioner Downey and duly carried by unanimous vote, Bonnie Andrews, Interim Tax Collector was Ordered to Collect taxes set forth in the tax records.

Having held a required public hearing on Monday, August 6, 2012 at 5:45 pm, to hear citizen comments regarding Warren County's Hazard Mitigation Plan presented by Doug Young, Emergency Services Director, the Board of Commissioners took the following action.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Warren County Hazard Mitigation Plan was adopted as presented.

On motion of Commissioner Jordan, which was seconded by Commissioner Downey and duly carried by unanimous vote, Cooperative Extension Director Crystal Smith, was appointed to the Senior Center Advisory Council to fill vacancy of Rachel Monteverdi. Term expires December 2015.

On motion of Commissioner Jordan, which was seconded by Commissioner Downey and duly carried by unanimous vote, Dianna Talley from the Department of Social Services was appointed to the Senior Center Advisory Council to fill vacancy of Diane Tant. Term expires December 2014.

On motion of Commissioner Jordan, which was seconded by Commissioner Downey and duly carried by unanimous vote, Theresa Alston was appointed as Citizen-At-large to the Senior Center Advisory Council. Term expires December 2013.

On motion of Commissioner Jordan, which was seconded by Commissioner Downey and duly carried by unanimous vote, Victor Hunt was appointed to the ABC Commission to replace W.E. Exum. Term expires June 2015.

On motion of Commissioner Jordan, which was seconded by Commissioner Downey and duly carried by unanimous vote, Richard Hunter was reappointed to the Historic Preservation Commission for a second term. Term expires January 2013.

On motion of Commissioner Jordan, which was seconded by Commissioner Downey and duly carried by unanimous vote, Virginia Broach was reappointed to a second term on the Historic Preservation Commission. Term expires January 2015.

On motion of Commissioner Jordan, which was seconded by Commissioner Downey and duly carried by unanimous vote, Commissioner Bertadean Baker was appointed to the newly formed Mental Health Five County Community Operations Center Oversight Board.

Elgin Lane, Human Resources Manager presented the following items to the Board of Commissioners for consideration: **FY 2012-13 Local Salary Plan Reporting Form, FY 2012-13 Salary Plan, and FY 2012-13 Job Classification Schedule**

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Warren County's FY 2013 Local Salary Plan Reporting Form, Salary Plan, and Job Classification Schedule were adopted effective July 1, 2012. Chairman Ross was authorized to sign related documents.

Items related to the Community Development Block Grant (CDBG) # 11-C-2328 Scattered Sites Housing Project were presented for Board of Commissioners' consideration as follows:

- A. Resolution Acceptance & Execution of Grant Agreement & Funding Approval for SSH CDBG Program
- B. Resolution Authorization of Persons to Sign Requisition for Funds Form
- C. Project Ordinance
- D. Contract for Grant Administration between the County and Kerr Tar COG
- E. Performance Based Contract
- F. Equal Employment and Procurement Plan
- G. Revision to CDBG 11-C-2328 SSH Project Budget

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Resolution of the Warren County Board of Commissioners Acceptance and Execution of Grant Agreement and Funding Approval for Scattered Site Rehabilitation Community Development Block Grant Program grant in the amount of \$400,000 was adopted. Chairman Ross was authorized to sign same. FUNDING SOURCE: CDBG SSH Grant 11-C-2328

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Resolution of the Warren County Board of Commissioners Authorization of Persons to Sign Requisitions for Funds Form for Scattered Site Rehabilitation Community Development Block Grant Program was adopted. Chairman Ross was authorized to sign same. Resolution sets forth persons authorized to sign requisitions for funds as follows:

Ulysses Ross, Chairman Board of Commissioners Linda T. Worth, County Manager Barry Mayo, Finance Director Gloria Edmonds, Accounting Manager

On motion of Commissioner Baker, which was seconded by Commissioner Jordan and duly carried by unanimous vote, revised Project Ordinance for CDBG 11-C-2328 Scattered Sites Housing Rehab Program was adopted. Chairman Ross was authorized to sign documentation.

On motion of Commissioner Jordan, which was seconded by Commissioner Downey and duly carried by unanimous vote, Contract for Grant Administration between the County of Warren and Kerr Tar Regional Council of Governments and "Use of Experienced Grant Administrator Statement" were approved. Chairman Ross and County Manager Worth were authorized to sign documentation.

On motion of Commissioner Jordan, which was seconded by Commissioner Downey and duly carried by unanimous vote, Performance Based Contract for 2011 Scattered Sites Rehabilitation Community Development Block Grant Program was adopted. County Manager Worth was authorized to sign same.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Equal Employment and Procurement Plan related to CDBG 11-C-2328 Scattered Sites Housing Rehab Program was adopted. Chairman Ross was authorized to sign documentation.

On motion of Commissioner Baker, which was seconded by Commissioner Jordan and duly carried by unanimous vote, revision to CDBG 11-C-2328 Project Budget was approved. Chairman Ross and County Manager Worth were authorized to sign documentation.

Majorie J. Barber, Superintendent/Principal of Haliwa-Saponi Tribal School presented a request that certain school properties be declared as surplus. The Board of Commissioners were further requested to exercise its right to claim said property or exercise its "Right of First Refusal" and authorize Haliwa-Saponi School to dispose of said property per statutory requirements. Items included: Outdated textbooks, outdated library books, broken shelving, etc.

On motion of Commissioner Baker, which was seconded by Commissioner Downey and duly carried by unanimous vote, Resolution Declaring Surplus Property and Exercise Right of First Refusal Haliwa-Saponi Tribal School Authorized to Dispose of Property was adopted as follows. Chairman Ross was authorized to sign same.

State of North Carolina
County of Warren

Resolution

**Declare Surplus Property & Exercise Right of First Refusal
Haliwa-Saponi Tribal School Authorized to Dispose of Property**

Whereas, the County of Warren declares certain property used by the Haliwa-Saponi Tribal School as surplus property (the property), and

Whereas, the property is no longer used or needed by Haliwa-Saponi Tribal School, and

Whereas, it is understood that counties have the authority to declare surplus property and the "Right of First Refusal" of schools property, *pursuant to Article 12, North Carolina General Statute 160A-268.*

NOW, THEREFORE, BE IT RESOLVED THAT, the Warren County Board of Commissioners declare the following items as surplus and exercises its right of first refusal: *outdated textbooks, outdated library books, broken shelving, etc.*

Therefore, Be It Known that the County of Warren and its governing body, The Warren County Board of Commissioners, exercises its Right of First Refusal to decline said properties and authorizes the Haliwa-Saponi Tribal School to sell at public auction those properties declared surplus individually or collectively.

Be It Further Known that all costs associated with the sale and/or transfer of said properties shall be the responsibility of the Haliwa-Saponi Tribal School or those persons and/or entities taking ownership of said properties.

Adopted this the 6th day of August, 2012.

Warren County Board of Commissioners

John Graham Building Cooling Tower Replacement project received bids as follows:

- 1) Byrd Industrial Services for \$27,920
- 2) Gupton Services for \$34,350.

It was recommended to award contract to the lowest bidder: Byrd Industrial Services, Inc at \$27,920.

On motion of Commissioner Jordan, which was seconded by Commissioner Downey and duly carried by unanimous vote, John Graham Building Cooling Tower Replacement project was awarded to lowest bidder; Byrd Industrial Services at a bid of \$27,920. Funding source: FY 2013 Building & Grounds Department Budget.

On motion of Commissioner Jordan, which was seconded by Commissioner Downey and duly carried by unanimous vote, Board of Elections request for funding in the amount of \$15,160.24 to cover the cost of Elections Voting Equipment hardware/software maintenance and licensing 5-year agreement was approved. Funding source: Board of Elections departmental budget.

On motion of Commissioner Jordan, which was seconded by Commissioner Downey and duly carried by unanimous vote, 2013 Warren County Holiday Schedule was adopted:

2013 Holiday Schedule

Holiday	Observance	Day of Week
New Year's Day	January 1 st 	Tuesday
Martin Luther King Jr's Birthday	January 21 st	Monday
Good Friday	March 29 th	Friday
Memorial Day	May 27 th	Monday
Independence Day	July 4 th 	Thursday
Labor Day	September 2 nd	Monday
Veteran's Day	November 11 th	Monday
Thanksgiving	November 28 th & 29 th	Thursday & Friday
Christmas 	December 24 th , 25 th & 26 th	Tuesday, Wednesday & Thursday

Note: County Holiday schedule is identical to the State's schedule.

County Manager Worth, having been granted authority to approve contracts up to but not to exceed \$50,000, made the following report on Contracts Approved during July 2012:

RE: Notice of Contracts/Agreements Approved by the County Manager

Pursuant to the contracting authority granted to me by the Board of County Commissioners, please be advised that I have approved the following contractual agreements on behalf of Warren County:

Warren County Detention

Reliant Monitoring Services
114 New Edition Court
Cary, NC 27511

I have approved an agreement with Reliant Monitoring Services for the Detention Center for the provision of GPS monitoring units to be used in conjunction with the Warren County Pretrial Release Monitoring Program for inmates serving time in the Detention Center. Funds are budgeted in the Detention Center's departmental budget to accommodate the costs associated with this agreement.

Information Technology

Intercomp Systems
3901 Barrett Dr., Suite 305
Raleigh, NC 27609

I have approved an extension of the IT Support Contract due to the IT Administrator position not being filled at this time. This contract will be extended on a month-to-month basis until the vacant IT Administrator position is filled. I may look at continuing the contract on a limited as-needed basis when the position is filled. Lapsed salaried and fringes in the IT budget are being used to pay for these contracted services.

Solid Waste Landfill

Resolve Environmental Services, PLLC
410 East Franklin St.
Monroe, NC 28112

I have accepted a proposal from Resolve Environmental Services, PLLC to provide semi-annual ground water and surface water sampling at the County's closed Sanitary Landfill. Funds are budgeted in the FY 13 Solid Waste Landfill Enterprise Fund to cover the cost of these services.

Economic Development

Time Warner Cable
2206 Wrightsville Ave.
Wilmington, NC 28403

I have approved a Right-of-Way Entry Agreement and Service Agreement with Time Warner Cable for the Economic Development Commission offices for the installation of cable and annual service. Funds are budgeted in the EDC departmental budget to cover the installation and monthly cost for this service.

Tax Administration

Time Warner Cable
2206 Wrightsville Ave.
Wilmington, NC 28403

I have approved agreements with Time Warner Cable to make changes in the high speed internet service and Internet Addresses in the Tax Office. Funds are budgeted in the FY 13 Tax Assessor and Tax Collector's departmental budgets to accommodate the installation and recurring fees for this service.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, report on July 2012 County Manager executed contracts was accepted.

Pursuant to Warren County's Procurement Policy, the County Manager accepted and awarded bids relative to the 2010 Scattered Site/Water Hook-Up Grant Program on June 15, 2012. Presented for information:

July 9, 2012

Memorandum to: Linda T. Worth, Warren County Manager
 From: Julie A. Reid, CD Administrator
 Regarding: 07-09-2015 Bid Opening 2010 Warren County Water Hook-up Program

A call for bids for the 2010 Warren County Water Hook-up program was distributed and the following bids were received and opened. The tabulations are as follows:

County: Warren		BID TABULATION				
Project Name: 2010 Water Hook-up		283 Axtel Ridgeway - UR	803 Axtel Ridgeway - UR	781 Dr. MLK-UR	607 Ernest Turner - UR	
DATE	06-15-2012					
STAFF ESTIMATE		\$	\$0	\$		
Contractor/Company Name	Bid Amount	Bid Amount	Bid Amount	Bid Amount	Bid Amount	Bid Amount
Mustian Electric/Plumbing	6880.					
Carter Plumbing	4700.					
Clement Construction		5000.		4800.	4700.	
Carl Victor Tucker		4045.		3995.	3090.	
Humphries Construction		5850.		3300	3687.50	

Present:
 Joe Mustian
 Angelena Kearney Dunlap
 Julie Reid

Pending verification of licensing and insurance, it is recommended that the bid(s) be awarded in the following manner. If for some reason the contractors recommended fail to enter into a binding contract or we find that the bid is not a responsible bid for the project, it is hereby authorized to use the 2nd lowest bidder. Should the above fail, the properties in question will be re-bid.

283 Axtel Ridgeway – UR	Recommended	4700.	2 nd Lowest Bid	
803 Axtel Ridgeway – UR	Carter Plumbing	4045.	Rebid	
781 Dr. MLK-UR	Carl Victor Tucker	3300.	Clement Constr	5000.
607 Ernest Turner – UR	Humphries Constr.	3090.	Carl Victor Tucker	3995.
	Carl Victor Tucker	3090.	Humphries Constr	3687.50

BID AWARD APPROVAL: Recommended: Linda T. Worth Date 7/25/12
 Linda T. Worth, Warren County Manager

June 15, 2012

Memorandum to: Linda T. Worth, Warren County Manager
 From: Nick Scheuer, CD Planner, Kerr-Tar Regional COG
 Regarding: 06/15/2012 Bid Opening 2010 Warren County Water Hook-up Program

A call for bids for the 2010 Warren County Water Hook-up program was distributed and the following bids were received and opened. The tabulations are as follows:

County: Warren		BID TABULATION				
Project Name: 2010 Water Hook-up		Packet #4	Packet #5	Packet #6	Packet #7	Packet #8
DATE	06-15-2012					
STAFF ESTIMATE		\$5700.00	\$9050.00	\$8550.00	\$10590.00	\$9525.00
Contractor/Company Name	Bid Amount	Bid Amount	Bid Amount	Bid Amount	Bid Amount	Bid Amount
T/J Plumbing	3822.50	5600.		5005.	14856.50	5750.
Watkins Plumbing	2670.00	3450.		3660.	6150.	4320.
Mustian Electric/Plumbing	-	1895.		1745.	5040.	2095.

Present:
 Angelena Dunlap
 Tom Epling
 Juanita Epling
 Joe Mustian
 Julie Reid

Pending verification of licensing and insurance, it is recommended that the bid(s) be awarded in the following manner. If for some reason the contractors recommended fail to enter into a binding contract or we find that the bid is not a responsible bid for the project, it is hereby authorized to use the 2nd lowest bidder. Should the above fail, the properties in question will be re-bid.

Packet 4	Recommended	2670.00	2 nd lowest	3822.50
Packet 5	Watkins Plumbing	1895.00	TJ Plumbing	3450.
Packet 6	Mustian Electric/Plumbing	1745.00	Watkins Plumbing	3660.
Packet 7	Mustian Electric/Plumbing	5040.00	Watkins Plumbing	6150.
Packet 8	Mustian Electric/Plumbing	2095.00	Watkins Plumbing	4320.

BID AWARD APPROVAL: Recommended: Linda T. Worth Date 7/25/12
 Linda T. Worth, Warren County Manager

July 9, 2012

Memorandum to: Linda T. Worth, Warren County Manager
 From: Julie A. Reid, CD Administrator
 Regarding: 07-09-2015 Bid Opening 2010 Warren County Water Hook-up Program

A call for bids for the 2010 Warren County Water Hook-up program was distributed and the following bids were received and opened. The tabulations are as follows:

County: Warren		BID TABULATION			
Project Name: 2010 Water Hook-up					
DATE	06-15-2012	Packet #1	Packet #2	Packet #3	
STAFF ESTIMATE		\$	\$0	\$	
Contractor/Company Name		Bid Amount	Bid Amount	Bid Amount	Bid Amount
Mustian Electric/Plumbing		3540.	4172.	5438.	
Mosley Plumbing		4305.	4352.	7915.	
Watkins Plumbing		5180.	8150.	8274.	

Present:
 Mr. Watkins
 Angelena Kearney Dunlap
 Julie Reid

Pending verification of licensing and insurance, it is recommended that the bid(s) be awarded in the following manner. If for some reason the contractors recommended fail to enter into a binding contract or we find that the bid is not a responsible bid for the project, it is hereby authorized to use the 2nd lowest bidder. Should the above fail, the properties in question will be re-bid.

Packet 1	Recommended		2nd Lowest Bidder	
	Mustian Electric/Plumbing	3540	Mosley Plumbing	4305.
Packet 2	Mustian Electric/Plumbing	4172.	Mosley Plumbing	4352.
Packet 3	Mustian Electric/Plumbing	5438.	Mosley Plumbing	7915.50

BID AWARD APPROVAL: Recommended: *Linda T. Worth* *7/25/12*
 Linda T. Worth, Warren County Manager Date

On motion of Commissioner Baker, which was seconded by Commissioner Jordan and duly carried by unanimous vote, County Manager's Status Report for July 2012 was accepted:

RE: July Status Report

Following is a recap of my work activities for the month of July 2012:

Administration

- Annual Leave (7/2,3,5,6/12)
- Agenda Preparation (7/3/12)
- Holiday (7/4/12)
- Prepared for and attended Board of Commissioners Regular Meeting (7/9/12)
- Mtg. with E-911 Center Staff and Others to discuss 911 concerns (7/10/12)
- Attended Golden LEAF meet and greet with County Librarian for Mentor Program participants (7/12/12)
- Attended Environmental Justice Planning Committee Mtg. (7/12/12)
- Mtg. with County Attorney to discuss legal matters (7/13/12)
- Mtg. with CDBG Administrator to discuss Ephraim Place Project (7/16/12)
- Mtg. with representatives of Heritage Quilters to discuss Hendricks House proposal (7/16/12)
- Attended CDBG Workshop in Raleigh with Clerk to the Board (7/17/12)
- Participated in County Beef Tour Luncheon (7/18/12)
- Mtg. with Triangle North Attorney and others to discuss Triangle North Warren matters (7/18/12)
- Mtg. with Finance Director, Public Utilities Director and staff to discuss Water Agreement with City of Henderson (7/18/12)
- Mtg. with Triangle North Attorney, EDC Director and others to discuss Triangle North Warren Matters (7/18/12)
- Mtg. with Community Investment & Assistance Director and CDBG Project Administrator to discuss Ephraim Place Project (7/19/12)
- Birthday Off (7/20/12)
- Conducted Noise Control Permit Board Meeting (7/23/12)
- Participated in Information Technology Administrator Interviews (7/23/12)

- Attended Senior Center Advisory Board Meeting (7/24/12)
- Conducted Monthly Department Head Meeting (7/26/12)
- Mtg. with County Attorney to discuss legal matters (7/27/12)
- Attended DSS Board Meeting (7/30/12)
- Mtg. with Elections Director to discuss Elections department matters (7/31/12)

Activities

- Attended Farewell Reception for Arnetta Yancey, Senior Center Director (7/24/12)
- Attended and participated in the Library’s Summer Reading Program Closing Ceremony 9/27/12)
- Attended and participated in JCPC Youth & Family Forum (7/31/12)

Project Updates

Construction Projects

EMS Satellite Facility #2

EMS satellite facility #2 is approximately 85 - 88% complete. The sheetrock has been painted; cabinetry 75-80% complete; exterior building completed; preparing floor for floor coverings; preparing to pave concrete porch; scheduling final electrical work. Completion date estimated to be 9/15/12.

CDBG Projects

2012 Scattered Site Housing Project

Bids have been awarded for several water hook-ups and urgent housing repairs that are part of this project.

Ephraim Place Subdivision

Community Investment & Assistance (CI) has given the County until 8/6/12 to have one construction contract executed for Ephraim Place CDBG Project to have the repayment requirement lifted for this project. The CDBG Project Administrator is working diligently to meet this mandate. If we are unable to present CI with an executed construction contract by 8/6/12, the County will need to make plans to pay back the \$190,000 grant to the State.

Crystal Smith, Director - Warren County Cooperative Extension Service informed the Board of Commissioners that the State had awarded 40 hours of paid leave in FY 2012-2013 budget for state employees including Cooperative Extension personnel. A form was provided for County consideration and execution to indicate if the County agreed/disagreed to granting said special leave with pay. An indirect cost is incurred when an employee takes a special leave day off with pay which increased the county’s liability associated with employee leave balances.

In general, this Special Leave provision has the following characteristics:

1. It is awarded only to those leave-earning employees employed on July 1, 2012.
2. It must be used before any other non-sick-leave balance (may be used for absences due to illness, but is not required).
3. It is paid out only to employees who separate due to retirement; the special leave balance is “forfeited” for all other types of separations.
4. The entire balance must be utilized on or before June 30, 2013, or it is “forfeited.”

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, it was ordered to grant a county match for 40 hours of special leave granted by the State of North Carolina for State employees, including Cooperative Extension Service employees.

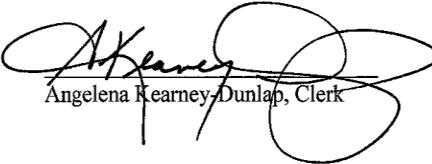
On motion of Commissioner Baker, which was seconded by Commissioner Downey and duly carried by unanimous vote, FY 2012-2013 funding for NC Department of Agriculture and Consumer Services Agreement for the Protection, Development and Improvement of Forest Land in Warren County, NC was approved as follows. Chairman Ross was authorized to sign related documents.

\$	<u>281,021</u>	
Total Cooperative Appropriation		
\$	<u>168,613</u>	<u>60%</u>
	State	
\$	<u>112,408</u>	<u>40%</u>
	County	

On motion of Commissioner Jordan, which was seconded by Commissioner Downey and duly carried by unanimous vote, it was ordered to enter into Closed Session in accordance with GS 143-318.11-A(5) to discuss Acquisition of Property; Charnetsky Property in Roanoke Township.

On motion of Commissioner Richardson, which was seconded by Commissioner Downey and duly carried by unanimous vote, it was ordered to return to the regular August 6, 2012 meeting.

With no further business to discuss and on motion of Commissioner Richardson which was seconded by Commissioner Downey and duly carried, the August 6, 2012 Board of Commissioners meeting was adjourned.



Angelena Kearney-Dunlap, Clerk