

**WARREN COUNTY
BOARD OF COMMISSIONERS**

APRIL 6, 2009

9:00 AM – Public Hearing

9:30 AM – Public Hearing

9:45 AM – Public Hearing

10:00 AM – Regular Meeting

**WARREN COUNTY MEMORIAL LIBRARY
COMMUNITY MEETING ROOM
WARRENTON, NORTH CAROLINA**

***Prepared by
Angelena Kearney-Dunlap
Clerk to the Board***

PUBLIC HEARING PROCEDURES

9:00 AM *Public Hearing*

This public hearing is being held to hear citizens' comments regarding a *Petition to Abandon/Close A Public Road - Thoroughfare Drive.*

RULES:

- Please sign up to speak
- The maximum time allotted to each speaker will be five (5) minutes. The Clerk to the Board will keep time.
- Any group of people who support or oppose the same position should designate a spokesperson.
- Please address only those items which might not have been addressed by a previous speaker
- Order and decorum will be maintained during this hearing.
- Two questions are permitted by each speaker.

*Warren County
Board of Commissioners*

9:00 AM
Public Hearing

***Petition to Abandon/Close A Public Road
Thoroughfare Drive.***

Agenda

Chairman or Designee Call Public Hearing to order.

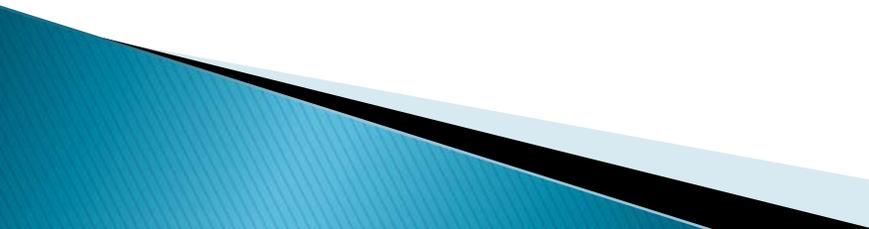
Clerk read Notice of Public Hearing

***Ken Krulik, Planner/Zoning Administrator
give brief overview of petition request.***

Citizen Comments

***County Manager and/or Board of Commissioners
comments.***

Adjourn Public Hearing



9:00 AM Public Hearing



Planning/Zoning and Code Enforcement Department

542 West Ridgeway Street
Warrenton, NC 27589
(PH) 252-257-7027 (FX) 252-257-1083

TO: Warren County Board of Commissioners, County Manager, County Attorney
FROM: Ken Krulik, AICP CZO - Planning and Zoning Administrator
DATE: February 18, 2009
RE: Staff review/comments for proposed road closing (500+ feet Thoroughfare Dr.)

This memo outlines the review of the Planning and Zoning Administrator related to the proposed road closing of approximately 500+ feet of Thoroughfare Drive (SR 1418)-Lake Gaston Estates. The section of road is east of the intersection with Recreation Lane (SR 1414) in the same subdivision and located on a parcel of land (Tax Map I3D-233) owned by Freshwater Pearl, who requests the closing and will reconfigure access to the water for the subdivision and their proposed development (ref. included preliminary plan). This request comes with agreement by the subdivisions' homeowners association and is in keeping with G.S 153A-241. Staff review and recommendations are as follow:

- ☐ **Proposed road closing of approximately 500+ feet of Thoroughfare Drive (SR 1418) in Lake Gaston Estates, east of the intersection with Recreation Lane (SR 1414).**
 - A. Proposed action is consistent County regulations, this action per the preliminary plan would be consistent with the County's Subdivision Ordinance.
 - B. Consistent with County's Zoning Ordinance, Residential (R) category, propose development would require a Conditional Use Permit and procedures by the property owner.
 - C. Project consistent with the County Land Use Plan (3/11/02) and development patterns.
 - D. Email correspondence included with agenda packet outlines approval for the action by NC-DOT upon completion of the hearing and resolution by Warren County.
 - E. **Recommendation from Planning and Zoning Administrator: Approval for the action and resolution by Warren County supporting the closing as indicated (subsequent development to meet applicable Warren County, North Carolina, Federal regulations).**

The information below serves as a reminder (to insure project development progresses efficiently) and as my recommendation that the project consultants (planners, engineers, surveyors, owner, etc.) coordinate with the appropriate agencies. These include (but are not limited to) the NC Dept. of Environmental and Natural Resources Divisions of Water Quality and Land Quality, NC-Dept. of Transportation, and VEPCO for submittal/approval of the appropriate plans/permits. Such documents could include (may have been obtained/approved, be on record, or are pending):

- ☐ Erosion and Sedimentation Control Plan with appropriate Best Management Practices (BMP's) for stormwater runoff management and water quality protection.
- ☐ Stream Restoration Plan.
- ☐ Required Riparian Buffers applicable for either the Tar -Pamlico and/or Roanoke River Basins (dependant on project location).
- ☐ 401 Water Quality Certification Permit.
- ☐ NC-Dept. of Transportation driveway permits and compliance with road/street construction regulations.
- ☐ VEPCO/Dominion Power -appropriate shoreline management plans/permits [if the project is located on Lake Gaston and for Kerr Lake the U.S. Army Corps Engineers shoreline management program].
- ☐ Compliance with Warren County zoning classification (s) and ordinance regulations, if applicable.
- ☐ Compliance with the Warren County Floodplain ordinance, if applicable
- ☐ Appropriate public utilities as necessary (public water/sewer) or for private well/septic (on-site wastewater treatment facility) the Warren County Dept. of Environmental Health.

Please contact me at your earliest convenience if you have questions on this project, in advance thank you for your time and support.

9:00 AM
Public Hearing

§ 153A-241. Closing public roads or easements.

A county may permanently close any public road or any easement within the county and not within a city, except public roads or easements for public roads under the control and supervision of the Department of Transportation. The board of commissioners shall first adopt a resolution declaring its intent to close the public road or easement and calling a public hearing on the question. The board shall cause a notice of the public hearing reasonably calculated to give full and fair disclosure of the proposed closing to be published once a week for three successive weeks before the hearing, a copy of the resolution to be sent by registered or certified mail to each owner as shown on the county tax records of property adjoining the public road or easement who did not join in the request to have the road or easement closed, and a notice of the closing and public hearing to be prominently posted in at least two places along the road or easement. At the hearing the board shall hear all interested persons who appear with respect to whether the closing would be detrimental to the public interest or to any individual property rights. If, after the hearing, the board of commissioners is satisfied that closing the public road or easement is not contrary to the public interest and (in the case of a road) that no individual owning property in the vicinity of the road or in the subdivision in which it is located would thereby be deprived of reasonable means of ingress and egress to his property, the board may adopt an order closing the road or easement. A certified copy of the order (or judgment of the court) shall be filed in the office of the register of deeds of the county.

Any person aggrieved by the closing of a public road or an easement may appeal the board of commissioners' order to the appropriate division of the General Court of Justice within 30 days after the day the order is adopted. The court shall hear the matter de novo and has jurisdiction to try the issues arising and to order the road or easement closed upon proper findings of fact by the trier of fact.

No cause of action founded upon the invalidity of a proceeding taken in closing a public road or an easement may be asserted except in an action or proceeding begun within 30 days after the day the order is adopted.

Upon the closing of a public road or an easement pursuant to this section, all right, title, and interest in the right-of-way is vested in those persons owning lots or parcels of land adjacent to the road or easement, and the title of each adjoining landowner, for the width of his abutting land, extends to the center line of the public road or easement. However, the right, title or interest vested in an adjoining landowner by this paragraph remains subject to any public utility use or facility located on, over, or under the road or easement immediately before its closing, until the landowner or any successor thereto pays to the utility involved the reasonable cost of removing and relocating the facility. (1949, c. 1208, ss. 1-3; 1957, c. 65, s. 11; 1965, cc. 665, 801; 1971, c. 595; 1973, c. 507, s. 5; c. 822, s. 1; 1977, c. 464, s. 34; 1995, c. 374, s. 1.)

9:00 AM
Public Hearing



9:00 AM
Public Hearing

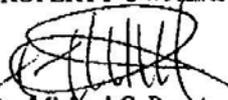
**RESOLUTION OF
LAKE GASTON ESTATES PROPERTY
OWNERS ASSOCIATION**

At a called meeting of the Board of Directors on the 21 day of February, 2009 the following Resolution was adopted and action taken; to wit:

Upon receipt of the announcement of Public Hearing by the Warren County Board of Commissioners to hear citizen comments regarding a proposed road closing (approximately 500+ feet of Thoroughfare Drive (SR 1418), east of the intersection with Recreation Lane) in Lake Gaston Estates Subdivision, and much discussion, the motion was made by Vice President Erma Edmiston to OBJECT TO ROAD CLOSING, a second was made by Treasurer Paulette Purdum and a vote was taken, all members present voted YES to forward this information to Gregory Smith at NCDOT and Ken Krulik at the Planning and Zoning Administrator of Warren County.

This the 25 day of February, 2009

LAKE GASTON ESTATES
PROPERTY OWNERS ASSOCIATION, INC.


By: Michael C. Passas
President

ATTESTED:

Jane Sibley

PUBLIC HEARING PROCEDURES

9:30 AM Public Hearing

This public hearing is being held to hear citizens' comments regarding *proposed Amendments to the Warren County False Alarm Ordinance.*

RULES:

- Please sign up to speak**
- The maximum time allotted to each speaker will be five (5) minutes. The Clerk to the Board will keep time.**
- Any group of people who support or oppose the same position should designate a spokesperson.**
- Please address only those items which might not have been addressed by a previous speaker**
- Order and decorum will be maintained during this hearing.**
- Two questions are permitted by each speaker.**

*Warren County
Board of Commissioners*

9:30 AM
Public Hearing

***Proposed Amendments to the Warren
County False Alarm Ordinance.***

Agenda

Chairman or Designee Call Public Hearing to order.

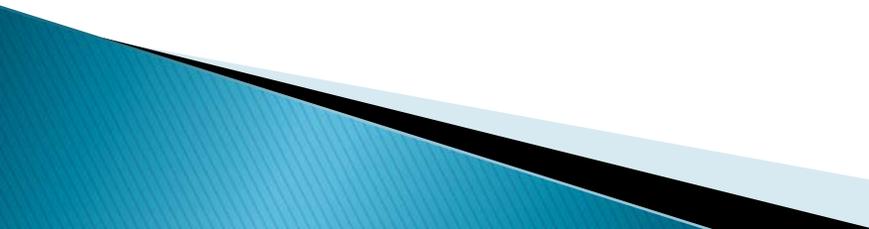
Clerk read Notice of Public Hearing

***Christopher Wright, Director Emergency Services
give brief overview of petition request.***

Citizen Comments

***County Manager and/or Board of Commissioners
comments.***

Adjourn Public Hearing



9:30 AM

Public Hearing

Page 1 – Paragraph Alarm Responses (a) added Law Enforcement Agencies; changed: Therefore, alarm fee ... to Therefore, an alarm response charge ...

WARREN COUNTY FALSE ALARM ORDINANCE

Title:

This chapter shall be known and may be cited and referred to as “The Warren County Alarm Systems Regulations.”

Purpose:

The purpose of this ordinance is to establish regulations governing alarm systems requiring response thereto by or through the Warren County E-911 Communications Center. The terms of this ordinance shall not prohibit alarm companies from providing service by private source to other offices within the geographical boundaries of the County of Warren.

Applicability:

The provisions of this ordinance shall apply to all unincorporated portions of Warren County and to those incorporated municipalities which have entered into an agreement with Warren County for its communications center to dispatch personnel to respond to alarms within that municipality pursuant to NCGS 153A-122.

Alarm Responses:

- (a) The Warren County Fire Departments, Warren County Emergency Services, Warren County Sheriff’s Department, Warrenton Police Department and Norlina Police Department will provide a maximum of two (2) free false alarm responses to any alarm user within any calendar year. Thereafter, an alarm response charge, as approved by the Warren County Board of Commissioners, shall be charged for any alarm response in excess of the two (2) fire alarm responses.

Exclusions:

- (a) For the purpose of computing the number of alarm responses, an alarm shall not include an alarm that is:
 - (1) Determined to have been activated by adverse weather conditions as reported by the Warren County Emergency Services Director or as reported by the National Weather Service or the investigating responding agency; or
 - (2) Activated by an outside animal; or
 - (3) Activated by an electrical power outage to the electric meter on the building housing the activated alarm system, provided that the alarm user shall provide proof of the electrical outage within five (5) business days of the alarm response; or

9:30 AM

Public Hearing

Page 2 – Paragraph Enforcement of violations (a) changed 153A-123(b) to 153A-123(c)

- (4) An alarm where there is physical evidence of a fire, unauthorized entry, robbery or other crime having been committed at the premises where the alarm was activated; or
 - (5) A local alarm activated during alarm system testing procedures shall not be considered an alarm for the purpose of computing alarm responses, if the alarm user first notifies the Warren County E-911 Communication Center of the alarm testing.
- (b) Any determination by an alarm responder that alarm activation was not one of the exclusions herein may be appealed to the Warren County Fire Marshal within seventy-two (72) hours. The decision of the County Fire Marshal shall be final.

Prohibited acts:

- (a) It shall be unlawful for any person to activate an alarm for the purpose of summoning either law enforcement department or fire department assistance when no fire, burglary, robbery, or any other crime dangerous to life, is being committed or attempted on the premises or otherwise to cause an alarm response where there is no valid basis for causing the same.
- (b) It shall be unlawful for an alarm user to fail to reimburse Warren County, in accordance with *Exclusions Section (b)* of this ordinance, for alarm response(s) through the Warren County E-911 Communication Center.

Enforcement of violations:

- (a) All violations of this ordinance, including failure to pay the fees imposed herein within fourteen (14) days following notice that said fees are due, shall subject the offender to a civil penalty in the nature of a debt. Such civil penalties may be recovered by the County of Warren in a civil action in the nature of a debt, pursuant to North Carolina General Statute 153A-123(c).
- (b) Effective on the date of this ordinance, all alarm users shall begin with a zero (0) number of responses for purposes of *Exclusions Section (a)*.

Severability:

If any provision of this ordinance is for any reason held to be unconstitutional or invalid, such provision shall be deemed severable.

Miscellaneous:

- (a) The alarm user, upon being notified that the alarm system has been experiencing an excessive number of false alarms or has in some way become defective, shall have the alarm system inspected and repaired by a qualified individual or company so as to correct any malfunction, restore the system to proper function, and shall thereafter notify the Warren County E-911 Communication Center when the necessary repairs have been completed

9:30 AM
Public Hearing

**Page 3 – Resolution last paragraph
changed alarm response fees to alarm
response charges**

Effective Date:

This Ordinance shall take effect and be in force from and after the 16th day of February, 2009.

Adoption:

Duly adopted by the Warren County Board of Commissioners on this the 2nd day of February, 2009.

Barry Richardson - Chairman of the Board of Commissioners

ATTEST:

Angelena Kearney-Dunlap – Clerk to the Board

RESOLUTION TO BE CONSIDERED BY THE COUNTY COMMISSIONERS:

Upon motion by _____ and seconded by _____ the following resolution was unanimously approved:

RESOLVED, those alarm users exceeding the maximum number of false alarms allowed pursuant to the terms of the Warren County Alarm Systems Regulations shall pay the following sums for the benefit of the County and Municipalities' Public Safety Agencies:

- (a) For alarm response numbers three (3) through five (5) the sum of \$50.00 each.
- (b) For alarm response numbers six (6) or more, the sum of \$100.00 each.

The appropriate Warren County personnel are authorized and directed to institute appropriate civil actions to recover alarm response charges due pursuant to this resolution with all court costs and service fees to be taxed against the debtor.

ADOPTED this ____ day of _____, 2009.

Chairman, Board of Commissioners

Clerk to the Board

Amended this ____ day of _____ 2009.

PUBLIC HEARING PROCEDURES

9:45 AM Public Hearing

This public hearing is being held to hear citizens' comments regarding *a proposed Amendment to Warren County Voluntary Agricultural Districting Ordinance*

RULES:

- Please sign up to speak
- The maximum time allotted to each speaker will be five (5) minutes. The Clerk to the Board will keep time.
- Any group of people who support or oppose the same position should designate a spokesperson.
- Please address only those items which might not have been addressed by a previous speaker
- Order and decorum will be maintained during this hearing.
- Two questions are permitted by each speaker.

*Warren County
Board of Commissioners*

9:45 AM

***Amendment to the Warren County Voluntary
Agricultural Districting Ordinance***

Public Hearing

Agenda

Chairman or Designee Call Public Hearing to order.

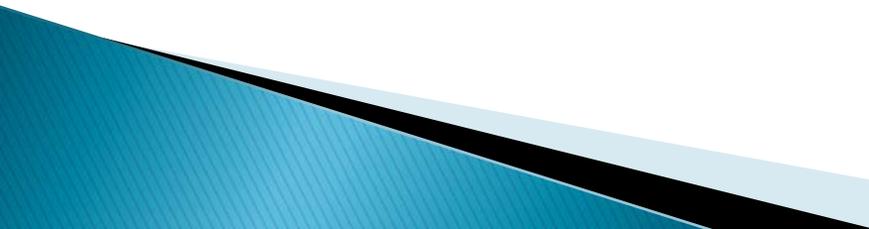
Clerk read Notice of Public Hearing

*Tyrone Fisher, Director Agricultural Extension
Services give brief overview of petition request.*

Citizen Comments

*County Manager and/or Board of Commissioners
comments.*

Adjourn Public Hearing



PUBLIC HEARING
VOLUNTARY AGRICULTURAL DISTRICT
ORDINANCE
COUNTY OF WARREN

9:45 AM
Public Hearing

Notice is hereby given that the Warren County Board of Commissioners will hold a Public Hearing on April 6, 2009 at 9:45 AM in the Warren County Memorial Library, Community Meeting Room, Warrenton, North Carolina. The purpose of the Public Hearing is to receive citizens' comments on the proposed changes in the Voluntary Agricultural District Ordinance.

The proposed change (page 6, Article XII, Notification, A - 1): The Warren County Register of Deeds shall file a notarized copy of said property in the land records. To provide notice reasonably calculated to alert a person researching the title of a particular tract that such tract is located within one-half (1/2) aerial mile of a voluntary agricultural district, the Register of Deeds Office shall also maintain a separate file with copies of all such tracts in the county.

Any interested citizens are invited to attend this Public Hearing. Questions or comments concerning this Public Hearing or the Voluntary Agricultural District Ordinance should be addressed to:

Linda T. Worth, County Manager
(252) 257-3115; lworth@co.warren.nc.us

Or

Tyrone Fisher, Warren County Extension Director
(252) 257-3640; Tyrone.Fisher@ncsu.edu

Post Office Box 619
Warrenton, North Carolina 27589

All interested citizens are urged to attend this public hearing.

Special Recognition

**Warren County
Youth Services Bureau**

Special Recognition

RESOLUTION IN RECOGNITION of WARREN COUNTY YOUTH SERVICES BUREAU

WHEREAS, Community is vital for adults as well as youth and the concept of Community has been and continues to be a place for gatherings, education, worship and recreation, plus so much more;

WHEREAS, the problem of juvenile crime and delinquency has risen drastically threatening the concept, practice and the valued activities within each community, and

WHEREAS, Warren County is poised to meet the challenges of rebuilding and strengthening Warren County Communities through programs offered to Warren County youth and their families.

NOW, THEREFORE LET IT BE RESOLVED by the Warren County Board of Commissioners that it recognizes, commends and supports the Warren County Youth Services Bureau "Directions" Program, an interpersonal skills building program addressing juvenile crime and delinquency which threatens "Community."

IT IS FURTHER RECOGNIZED that Warren County Youth Services Bureau has attained an outstanding score of 84 percentile in the Central Area Region of the NC Department of Juvenile Justice and Delinquency Prevention for its "DIRECTIONS" Program.

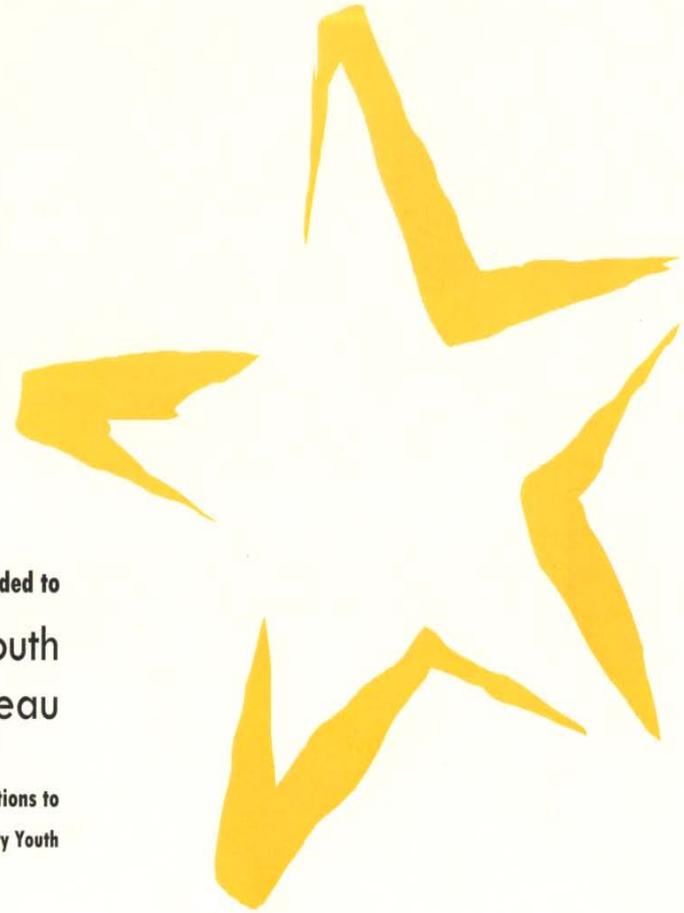
Adopted this the 6th day of April, 2009.

Barry Richardson, Chairman

ATTEST:

Angelena Kearney-Dunlap, Clerk

Certificate Of Recognition



This certificate is awarded to
Warren County Youth
Services Bureau

in recognition of valuable contributions to
Warren County Youth



Linda T. Worth, Warren County Manager

Date April 6, 2009

Barry Richardson, Chairman
Warren County Board of Commissioners

Date April 6, 2009

10:00 AM
Regular Meeting

Call to Order April 6, 2009
Regular Monthly Meeting
By
Chairman or Designee

Moment of Silence

Citizen Comments



Rules for Citizen Comments

Please sign up to speak.

The maximum time allotted to each speaker will be five (5) minutes;
Clerk to the Board will keep time.

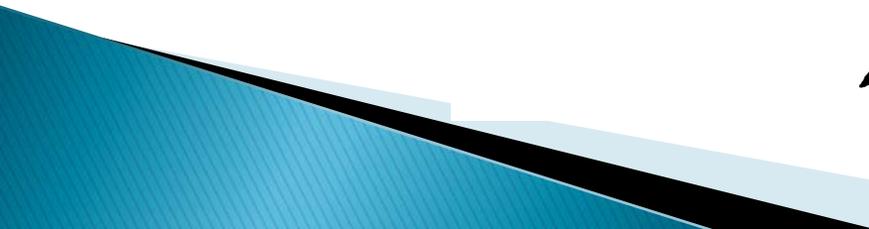
Any group of people who support or oppose the same position should
designate a spokesperson.

Please address only those items which might not have been addressed
by a previous speaker.

If response from Manager and/or Board is desired, please leave a copy
of your comment(s) with the Clerk to the Board.

Order and decorum will be maintained. This is not a question and
answer session.

*Warren County
Board of Commissioners*



Meeting Date: April 6, 2009

Agenda Item # 4

SUBJECT: Adopt April 6, 2009 Suggested Agenda

REQUESTED BY: Clerk / Deputy Clerk to the Board

SUMMARY: None

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



**SUGGESTED AGENDA
FOR
APRIL 6, 2009 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
MEMORIAL LIBRARY COMMUNITY MEETING ROOM
WARRENTON, NORTH CAROLINA**

9:00 am – Public Hearing: Road Closing/Abandonment – Thoroughfare Drive

9:30 am – Public Hearing: Amendments to Warren County False Alarm Ordinance

9:45 am – Public Hearing: Amendment to the Warren County Agricultural Districting Ordinance

**Special Recognition
Warren County Youth Services Bureau**

- 1 Call to Order Regular Monthly Meeting – 10:00 am by Chairman
- 2 Moment of Silence
- 3 Citizen Comments
- 4 Adopt April 6, 2009 Suggested Agenda
- 5 Consent Agenda
 - A. Approve Minutes from March 6, 2009 Regular Meeting
 - B. Interest Income Report – Finance Director Barry Mayo
 - C. Tax Collector’s Report – Tax Administrator Robert Mitchum
 - D. Tax Release Requests (Over \$100) – Tax Administrator Robert Mitchum
Tax Release Requests (Under \$100) - “ “ “ “
6. Finance Office: Amendment No. 9 to the Warren County FY 2008-09 Budget Ordinance

7. Consider Public Hearing Items
 - A. Road Closing/Abandonment – Thoroughfare Drive (**Table**)
 - B. Amendments to Warren County False Alarm Ordinance
 - C. Amendment to the Warren County Agricultural Districting Ordinance
8. Board/Commission Member Appointments:
 - A. P.Hight and R.Perrineua to Macon Rural FVD Fire Tax Board
 - B. C. McKissick-Melton, F.Fleming, M.Humphries, M.Martin & W.Kearney to Parks & Recreation Commission
9. Community Development Block Grant - Infrastructure Hook-Up
 - A. Resolution Acceptance and Execution of Grant Agreement and Funding Approval
 - B. Administrative Contract with Kerr Tar Council of Government
 - C. Performance Based Contract – Implementation Schedule
 - D. Resolution Granting Signatory Authorization
 - E. Certification Regarding Debarment, Suspension and Other Responsibility Matters
 - F. Use of Experienced Grant Administrator
 - G. Project Ordinance
10. Public Utilities - Amendment # 1 to Engineering Contract between County and Rivers & Associates
11. Grant Right-of-Way to Progress Energy for Access to the County Landfill Property – Marshall Brothers, Public Works
12. Departmental Requests to Suspend Hiring Freeze - Elgin Lane, Human Resources Manager
13. Schedule Board Meetings
 - A. Joint Meeting with Citizens Advisory Council-Land Use – April 9th at 6:30 pm
 - B. Schedule Joint Meeting with Voluntary Agricultural Districting Committee – April 15, 2009
 - C. Adopt FY 2009-10 Budget Schedule
14. Authorize Financial Settlement Services Agreement with GovDeals Online Auction

15. Adopt Proclamation:
 - A. Proclamation 1779-2009 County Government 230th Year Celebration
 - B. Proclamation Soil Stewardship Week – April 26–May 3, 2009
 - C. Adopt Resolution – In Support of the Warren County ABC Board’s Operation of ABC Stores and Opposing “Agency Stores”
 16. County Manager:
 - A. Recommendation from National Guard Armory Renovation Architect Selection Committee
 - B. Notice of Proposal Accepted by County Manager
 - C. County Manager’s Report for March 2009
- Adjourn

**Closed Session in accordance with GS 143-319.11(a)(7)
Personnel Matters**

Meeting Date: April 6, 2009

Agenda Item # 5A

SUBJECT: Approve Minutes of March 6, 2009 Regular Board Meeting

REQUESTED BY: Clerk to the Board

SUMMARY: None

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



March 6, 2009

Regular Meeting Minutes

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



Meeting Date: April 6, 2009

Agenda Item # 5B

SUBJECT: Approve Interest Income Report

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: None

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



**COUNTY OF WARREN
FINANCE OFFICE**

P. O. BOX 185

WARRENTON, NC 27589

Telephone: (252) 257-1778 Fax: (252) 257-6523

**Barry J. Mayo
Finance Officer**

**INTEREST INCOME REPORT
Month Of February 2009**

FUND	FEBRUARY INCOME	FISCAL YEAR TO - DATE
General	9,183.72	94,847.70
Revaluation	31.49	1,427.15
E 911 Telephone System	570.58	8,556.52
Buck Spring Project	236.96	4,179.71
Recreation Complex	21.44	378.21
Ambulance Storage Facility	87.40	2,536.85
Recreation Complex Phase II	0.00	487.49
Library Building Project Fund	212.42	6,146.15
Regional Water Enterprise Fund	338.97	5,909.20
District I Enterprise Fund	477.46	7,736.28
Solid Waste	415.96	3,746.20
District II Enterprise Fund	448.05	7,106.92
District III Capital Project Fund	202.23	3,567.05
District III Phase II BANS	177.92	468.03
District III Enterprise Fund	117.55	1,242.11
Soul City Pump Station Improvements	0.14	2.40
District II Phase II	3.29	19.41
	12,525.58	148,357.38

Meeting Date: April 6, 2009

CONSENT AGENDA Item # 5C

SUBJECT: Approve Tax Collector's Report

REQUESTED BY: Robert E. Mitchum, Tax Administrator

SUMMARY: None

FUNDING SOURCE: N/A

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: G.S. 105 350
tax Collection reports, Interest Income Report supplied for Board's
information**

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

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

Current Year Collections

Tax Year			Charge	Collected in Feb	Collected to Date	Balance Outstanding	Percentage Collected
Feb	2009	FY 09	\$13,047,263	\$429,928	\$11,923,694	\$1,123,570	91.39%
Feb	2008	FY08	\$ 11,588,263	367,183	10,567,278	1,020,984	91.19%

Delinquent Collections

2007	\$697,990	\$37,571	\$332,229	\$ 365,761	47.60%
2006	343,003	12,581	106,946	236,057	31.18%
2005	228,118	5,618	59,317	168,801	26.00%
2004	161,010	2,340	29,692	131,319	18.44%
2003	117,077	1,253	13,530	103,547	11.56%
2002	189,903	1,266	9,274	180,628	4.88%
2001	180,307	1,405	5,731	174,576	3.18%
2000	102,219	1,098	3,242	98,977	3.17%
1999	44,637	332	1,465	43,172	3.28%
1998	40,616	290	1,913	38,703	4.71%
Total Delinquent Years	\$ 2,104,880	\$63,754	\$ 563,339	\$ 1,541,541	

Other February Receipts

County Penalties
Landfill User Fees
Municipalities
Fire District Taxes
Advance Taxes

\$109,862	\$ 129,386
\$72,954	\$ 996,719
\$ 21,804	\$ 555,185
\$ 27,761	\$ 566,630
\$ 608	\$ 7,582

February GRAND TOTAL

\$ 726,671	\$ 14,742,535
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R Edwin Mitchum

R. Edwin Mitchum, Tax Collector Date 03/19/2009

Meeting Date: April 6, 2009

CONSENT AGENDA Item # 5D

SUBJECT: Request for Tax Releases

REQUESTED BY: Robert E. Mitchum, Tax Administrator

SUMMARY: None

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Over \$100

4/6/2009

Date: _____

Over \$100

ERROR CORRECTION RELEASES:

ALSTON, DELBRIDGE & NANCY	2007 836 107		55123 \$	131.64	MH SOLD TO CALVIN ALSTON
ALSTON, DELBRIDGE & NANCY	2008 836 108		26088 \$	131.20	MH SOLD TO CALVIN ALSTON
ALSTON, DELBRIDGE & NANCY	2006 836 106		47624 \$	134.59	MH SOLD TO CALVIN ALSTON
ALSTON, ERNEST LONDON	2007 16761107		56125 \$	332.66	HSE/LFUF SHOULD BE ASSESSED TO G49
ALSTON, ERNEST LONDON	2008 16761200		5386 \$	326.07	HSE/LFUF SHOULD BE ASSESSED TO G49
ALSTON, ERNEST LONDON	1999 16761 99		33373 \$	720.84	CLEARING BILL/CLERICAL ERROR
LEETE, MOBILE MER LLC	2008 27588 108		16823 \$	114.90	LFUF M/H ASSESSED ON 2000 ACCT
LEETE, MOBILE MER LLC	2007 27588 107		57158 \$	114.10	LFUF M/H ASSESSED ON 2000 ACCT
LEETE, MOBILE MER LLC	2006 27588 106		48907 \$	105.00	LFUF M/H ASSESSED ON 2000 ACCT
PLUMMER, BARBARA	2008 8148 108		28807 \$	220.11	MH WAS SOLD TO ELHAJJ M ALSTON
WEST BOBBY	2008 43131 200		27628 \$	119.95	MH IS LISTED BY LEETE M/H LLC
WILLIAMS, HAYWOOD A	1997 48509 101		35454 \$	475.53	NEVER HAD A MH IN WARREN
WILLIAMS, HAYWOOD A	1998 48509 101		35455 \$	531.07	NEVER HAD A MH IN WARREN
WILLIAMS, HAYWOOD A	1999 48509 101		35453 \$	441.82	NEVER HAD A MH IN WARREN
WILLIAMS, HAYWOOD A	2000 48509 101		35452 \$	401.28	NEVER HAD A MH IN WARREN
WILLIAMS, HAYWOOD A	2001 48509 101		35451 \$	332.74	NEVER HAD A MH IN WARREN
WILLIAMS, HAYWOOD A	2002 48509 102		36686 \$	302.29	NEVER HAD A MH IN WARREN
WILLIAMS, HAYWOOD A	2003 48509 103		38163 \$	278.88	NEVER HAD A MH IN WARREN
WILLIAMS, HAYWOOD A	2005 48509 105		43276 \$	226.40	NEVER HAD A MH IN WARREN
WILLIAMS, HAYWOOD A	2004 48509 104		39817 \$	252.77	NEVER HAD A MH IN WARREN
WILLIAMS, HAYWOOD A	2006 48509 106		47788 \$	202.51	NEVER HAD A MH IN WARREN
WILLIAMS, HAYWOOD A	2006 48509 107		55478 \$	180.53	NEVER HAD A MH IN WARREN
WILLIAMS HAYWOOD A	2008 48509 108		28774 \$	165.04	NEVER HAD A MH IN WARREN
WILLIAMS, MABLE R	2007 3641 107		55185 \$	128.60	MH SHOULD BE LISTED TO BETTY ALSTON
WILLIAMS, MABLE R	2006 3641 106		47682 \$	138.92	MH SHOULD BE LISTED TO BETTY ALSTON
WILLIAMS, MABLE R	2008 3641 108		26617 \$	119.25	MH SHOULD BE LISTED TO BETTY ALSTON
WILLIAMS, MABLE R	2004 3641 104		39732 \$	159.56	MH SHOULD BE LISTED TO BETTY ALSTON
WILLIAMS, MABLE R	2005 3641 105		43188 \$	149.24	MH SHOULD BE LISTED TO BETTY ALSTON
WILLIAMS, MABLE R	2003 3641 103		38080 \$	169.56	MH SHOULD BE LISTED TO BETTY ALSTON
		TOTAL		\$ 7,107.05	

MOTOR VEHICLE RELEASES:

CABOT, LINDA B	2008 32275 2905	WRS 1702	60897 \$	106.05	RELEASED TO BURKE
SMITH, TRACY ANNE	2008 23741 2357	XRN 9699	62335 \$	129.12	TURNED BACK IN
		TOTAL		\$ 235.17	

SUB-TOTAL ERROR CORRECTIONS:

\$ 7,107.05

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$ 235.17

TOTAL RELEASES:

\$ 7,342.22

Under \$100

Under \$100
ERROR CORRECTION RELEASES:

4/6/2009

Date: 2/30/09

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD</u>	<u>AMOUNT</u>	<u>REASON</u>
KJC ACADEMY INC	2007	30761 107		55325	\$ 83.53	NO LONGER IN BUSINESS
KJC ACADEMY INC	2008	30761 200		27221	\$ 73.24	NO LONGER IN BUSINESS
OVERBY, JAMES E	2008	9671 300		19018	\$ 41.99	OLD HOUSE DEMOLISHED IN
					\$ 198.76	

SUB-TOTAL ERROR CORRECTIONS:

MOTOR VEHICLE RELEASES:

BATTS, JAMIE TERRELL	2008	15466 1931	KXW 6211	74243	\$ 18.40	TOTALED
BRITT, MARGARET A	2008	10630 1341	XNB 3577	74910	\$ 17.01	ADJUSTMENT
BULLOCK, MCDONALD	2008	21266 1491	XNB 1639	66918	\$ 8.64	SOLD
BURTON, JANEQUE R	2008	26449 2367	WNK 4094	66049	\$ 21.24	TOTALED
CABOT LINDA B	2008	32275 1788	MZL 5181	67215	\$ 68.00	RELEASED TO BURKE COUNT'
CLARK, LARRY WAYNE	2008	14038 1220	YPS 4946	71861	\$ 3.57	SOLD
COLEMAN, ARLENE S	2008	39103 1462	TNF 6283	76658	\$ 59.92	RELEASED TO GRANVILLE CO
COOPER, EUGENE C	2008	3959 2305	WPW 8228	76079	\$ 36.96	HIGH MILEAGE
COOPER WILLIE	2008	29581 1884	VVW 8613	59876	\$ 10.90	SOLD
CROWDER LOGGING CO	2008	18451 1142	PT 69612	73454	\$ 9.80	RELEASED TO GRANVILLE CO
DUNSTON, LAWRENCE R	2008	20285 2071	STE 4426	62049	\$ 1.14	SOLD
FESSENDEN, DUANE FAY	2008	16515 2642	YNZ 9437	73283	\$ 51.72	SALVAGEABLE TITLE
HICKS, NATASHA R	2008	23156 107	XTR 7819	53945	\$ 41.24	TURNED BACK IN
HIGHTOWER, ALPEAN R	2008	12976 1103	XZR 5285	64785	\$ 4.02	TOTALED
HOLMES, DONALD R	2008	14364 1645	PSR 8703	59637	\$ 9.20	JUNKED
HOLTZMAN, THOMAS A	2008	20506 1937	XNB 8023	75711	\$ 52.38	SOLD
HUNTER, TARAN K	2008	7047 1455	XNB 7387	73767	\$ 39.20	HIGH MILEAGE
IZZO, LENA C	2008	28480 2347	WNK 2347	76121	\$ 51.35	HIGH MILEAGE
JACKSON CLIFTON B JR	2008	6154 1106	XNB 8531	74880	\$ 12.06	HILE MILEAGE/BODY DAMAGE
JOHNS, WILLIAM JOSEPH JR	2008	2467 2504	TXK 1860	67931	\$ 5.04	TRADE
KENNEDY, BARBARA W	2008	14584 2448	NNH 9355	67875	\$ 52.90	SOLD
MACK, BEVERLY T	2008	12759 2184	WHOANOW	67611	\$ 24.43	SOLD
MITCHUM, LOUISE B	2008	29393 1989	SNM 6386	75763	\$ 59.18	SALVAGE TITLE
MORGAN, ANTHONY C	2008	9579 107	XSB 3278	54244	\$ 3.84	SITUS
MOSELEY, ROBERT A	2008	2703 2138	VVW 9844	75912	\$ 10.98	SOLD
MOYER, BRUCE P	2008	19656 2314	YNC 6730	67741	\$ 12.20	SOLD
NEAL, JAMES FRED	2008	18323 1715	YRN 8768	75489	\$ 32.31	RELEASED TO VANCE COUNT'
NEWELL, FRANK B	2008	28806 1685	LVB 6793	73997	\$ 35.50	WRONG DESCRIPTION ON TR
OVERBY, JAMES	2008	29612 1733	NNH 6250	61711	\$ 8.04	SOLD
PAYNTER, EDWARD LEON	2008	7548 1960	RRL 2332	75734	\$ 9.90	SOLD
RICHARDSON, PATTIE T	2008	34015 1655	WTW 9658	61633	\$ 42.85	Repoed
RICHARDSON, SHIRLEY F	2008	19075 107	VRJ 4702	55002	\$ 13.14	JUNKED
ROBERTS, DONALD PARK	2008	30994 1741	1183DU	63534	\$ 43.40	MOVED
ROOK, GERALD R	2008	10656 1779	MXA 8859	75348	\$ 58.90	SOLD
SALAZAR, ASHLEY ANN	2008	30992 2383	XPY 7188	76157	\$ 99.13	RELEASED TO VANCE COUNT'
STEGALL, JAMES H. JR	2008	38922 2151	5931 DV	74463	\$ 62.40	VALUE TO HIGH
WEMYSS, WILLIS MACON	2008	43019 1344	XNB 4318	75118	\$ 9.25	CAR WRECKED
WILEY, HERSHEL	2008	31665 2664	YRE 9280	73305	\$ 82.25	Gave Away
WOLFE, DANIEL G	2008	30484 2326	WYY 8963	74638	\$ 93.28	TRADED
WUNKER, DOROTHY A	2008	2963 1863	PRC 9118	61841	\$ 1.84	JUNKED
ZIMMER, JEFFREY L	2008	27134 2634	TZN 5387	73275	\$ 41.60	MOVED OUT OF STATE

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$ 1,319.11

SUB-TOTAL CORRECTION RELEASES:

\$ 198.76

Total Releases

\$ 1,517.87

Meeting Date: April 6, 2009

Item # 6

**SUBJECT: Amendment #9 to the Warren County Budget Ordinance
FY 2008-09**

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY:

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE
2008/2009
Amendment No. 9**

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:

County Commissioner	\$ 2,000
Health Department	<u>26,361</u>
Total	\$ 28,361

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	\$ 26,361
Miscellaneous Revenue	<u>2,000</u>
Total	\$ 28,361

This amendment:

- appropriates funds to the County Commissioners budget for overhead incurred during the sale of surplus property on GovDeals website.

Source of Funding: Surplus Property Sales

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

Source of Funding: Department of Health and Human Services

Respectfully Submitted, April 6, 2009

Barry J. Mayo
Barry J. Mayo, Finance Director

Meeting Date: April 6, 2009

Item # 7

SUBJECT: Consider Public Hearing Items

REQUESTED BY:

SUMMARY: Consider Public Hearing Items

A - (Table this Item) Road Closing/Abandonment – Thoroughfare Drive

B - Amendments to Warren County False Alarm Ordinance

C - Amendment to the Warren County Agricultural Districting Ordinance

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: April 6, 2009

Item # 8-A

SUBJECT: Board / Commission Member Appointment

REQUESTED BY: Lynn C. Henry, Chief Macon Rural VFD

SUMMARY: It is presented to (re)appoint the following to serve a three year term on the Macon Rural VFD Fire Service District Board, terms expire February 2012.

**Peter Hight 2nd term
Ruth Perrineau 1st term (replacing G.Banks)**

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

**MACON RURAL FIRE DEPARTMENT
P.O. BOX 103
MACON, N.C. 27551**

March 13, 2009

RECEIVED

MAR 17 2009

WARREN COUNTY MANAGER'S OFFICE

Warren County Board of Commissioners
Linda Worth, County Manager
P.O. Box 619
Warrenton, N.C. 27589

Dear Mrs. Worth,

The Macon Rural Fire Department would like to recommend Mr. Peter Hight to serve a second three year term as member of the Macon Fire Service District Board. His term was due to expire February/2009. Mr. Hight's address is P.O. Box 202, Macon, N.C. 27551.

We would like to add a new board member to take the place of Mrs. Gladys Banks who went off the Macon Fire Service District Board in February/09. This new member is:

Mrs. Ruth Perrineau
P.O. Box 98
Macon, N.C. 27551
252-257-5314

The other members of the Service District Board are, Mrs. Mary Turner, Mr. Peete Hilliard and Mr. Tommy Wagner.

If further information is needed, please feel free to contact me.

Home Telephone – 257-2624
Work Telephone – 456-5365

Sincerely,


Lynn C. Henry
Chief - MRFD

Meeting Date: April 6, 2009

Item # 8-B

SUBJECT: Board / Commission Member Appointment

REQUESTED BY: Richard "Dickie" Williams, Parks & Recreation Director

SUMMARY: It is presented to (re)appoint the following to serve a three year term on the Parks & Recreation Commission, terms expire February 2012.

**S. Charmaine McKissick-Melton 1st term
Michael Humphries 2nd term
William A. Kearney 3rd term**

**Franklin Fleming 2nd term
Michael Martin 2nd term**

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



WARREN COUNTY PARKS & RECREATION DEPARTMENT

P.O. Box 835
Warrenton, NC 27589

DICKIE WILLIAMS, *DIRECTOR*
(252) 257-2272

3-19-09

To: Angelena Kearney-Dunlap

The Parks and Recreation Commission have approved Dr. S. Charmaine Mckissick-Melton, Franklin Fleming, Michael Humphries, Michael Martin and William Kearney to serve on the Parks and Recreation Commission.

Thank you,

A handwritten signature in black ink, appearing to read "Dickie Williams".

Dickie Williams

Recreation Director

STATEMENT OF INTEREST TO SERVE

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

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

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

1. Parks & Rec
2. _____
3. _____
4. _____

Your full name David Michael Martin
Date of Birth 11-12-54 Sex M Race W
Mailing Address 643 Tutelo Rd
City and Zip Code Warrenton NC 27589
Street Address _____
City and Zip Code _____
Home Phone 257-3686 Work Phone _____
Job Title _____
Company or Agency _____
Email Address _____

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended Neelina High School
Name and Address of College Attended _____
Degree Received _____

Please list any military experience _____

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

If you are presently serving as an elected or appointed official, please explain: I was on the Rec. Committee

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

Work Experience Coach at WCMS, work as a manager of a store and dealt with the public.

Volunteer Experience I have coach baseball in rec. league for about 12 years, some years it was 2 teams

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

Newspaper

Current Warren County Volunteer

Other

If other, please explain: _____

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

Signature

Michael Martin

Date

3-19-08

Please feel free to attach a resume if so desired.

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

STATEMENT OF INTEREST TO SERVE

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

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

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

1. Recreation Commission
2. _____
3. _____
4. _____

Your full name Franklin Lewis Fleming III
Date of Birth 12/29/1968 Sex M Race W
Mailing Address PO BOX 633
City and Zip Code Northen NC 27563
Street Address 208 Haslam St
City and Zip Code Northen NC 27563
Home Phone 252-456-1025 Work Phone 252-456-6604
Job Title Customer Service Rep.
Company or Agency Temple Island
Email Address fflemingii@ncrr.com / Franklin.Fleming@TempleIsland.com

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended White Oak High School Jacksonville NC
Name and Address of College Attended UCG Henderson NC
Degree Received Recreation & Leisure Studies

Please list any military experience U.S. NAVY

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

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

Serving on the Recreation Board (NCS)

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

Work Experience worked 12 plus years with the NCDXC, work as a customer service Rep. with Temple-Trieland.

Volunteer Experience coached NCS soccer team 1998-2000, coached over 7 years with Warren county Parks and Rec. soccer Basketball and Baseball/ all ages

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

Newspaper Current Warren County Volunteer **Other**

If other, please explain: Saw on the Rec Board now

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

Signature Frank F. [Signature]

Date 3/12/09

Please feel free to attach a resume if so desired.

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

STATEMENT OF INTEREST TO SERVE

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

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

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

1. RECREATION
2. PLANNING
3. _____
4. _____

Your full name Michael A Humphries
Date of Birth 5-13-1946 Sex M Race Caucasian
Mailing Address 174 TWIN CEDARS LN
City and Zip Code Manson 27553
Street Address 174 TWIN CEDARS LANE
City and Zip Code MANSON 27553
Home Phone 252-456-2424 Work Phone 434-238-6633 x 200
Job Title Powerhouse MECHANIC
Company or Agency John H Kerr Powerhouse US Army Corps of Eng
Email Address mhumphries@embargo.mail.com

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended Cox High school Va Beach Va
Name and Address of College Attended VANCE GRANVILLE C.C.
Degree Received _____

Please list any military experience U.S. MARINE CORPS 1966-1968

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

If you are presently serving as an elected or appointed official, please explain: Rec Comm, Ho
Planning board

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

Work Experience

Volunteer Experience Scout Master, Boy Scouts, Rivertix

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

Newspaper Current Warren County Volunteer Other

If other, please explain: _____

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

Signature [Signature]
Date 3-12-2009

Please feel free to attach a resume if so desired.

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

STATEMENT OF INTEREST TO SERVE

RECEIVED

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

FEB - 2 2009

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

WARREN COUNTY MANAGER'S OFFICE

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

- 1. Parks & Recreation Commission
2.
3.
4.

Your full name DR. S. CHARMAINE MCKISSICK-MELTON
Date of Birth 7/31/55 Sex Female Race Black
Mailing Address P.O. BOX 128
City and Zip Code MANSON, NC 27553
Street Address 489 LIBERATION RD.
City and Zip Code MANSON, NC 27553
Home Phone (252) 456-2132 Work Phone (919) 530-6374
Job Title Associate Professor
Company or Agency N.C. Central University
Email Address CMELTON@NCCU.edu

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

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

Educational Background

Name and Address of High School Attended John Graham H.S. Warrenton NC
Name and Address of College Attended UNC-Chapel Hill (B.A.)
Degree Received Northern Kentucky University (M.A.) University of Kentucky (Ph.D.)
Please list any military experience N/A.

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

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

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

Work Experience please see resume

Volunteer Experience please see resume

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

Newspaper

Current Warren County Volunteer

Other

If other, please explain: _____

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

Signature D. G. McKinick Melton

Date 1/25/09

Please feel free to attach a resume if so desired.

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

S. Charmaine McKissick-Melton, Ph.D.

P.O. Box 128
Manson, NC 27553
(252) 456-2132
scmkissick@aol.com

PRESENT POSITION

Associate Professor in the Department of English & Mass Communications at North Carolina Central University in Durham, North Carolina 27701. Other duties: Academic Advisor for Mass Communications majors.

EDUCATION

Doctor of Philosophy in Communications, 2001; University of Kentucky - Lexington, Kentucky
Master of Arts in Speech Communication, 1978; Northern Illinois University - DeKalb, Illinois
Bachelor of Arts in Radio, T.V., Film, 1977; University of North Carolina - Chapel Hill, North Carolina

AWARDS AND HONORS

The Inheritor of the Dream Award, International Civil Rights Center & Museum Greensboro, NC February 2005

Excellence in Journalism Education Participant, Radio & Television New Director's Foundation Washington, D.C., Summer 2002

Faculty/Industry Seminar, International Radio and Television Society Foundation New York, New York, February 2000

Lyman T. Johnson Research / Faculty Fellowship, Department of Communications, University of Kentucky, Lexington, Kentucky, 1993-1996

Bruce H. Westley Memorial Graduate Scholarship, School of Communications, University of Kentucky, Lexington, Kentucky, Spring 1996

Coca-Cola Minority Faculty Fellowship, Department of Government/ African American Studies, University of Notre Dame, South Bend, Indiana, Fall 1993

ADMINISTRATIVE EXPERIENCE

Chairperson Department of Mass Communication (8/02-6/03) Bennett College Greensboro, North Carolina

Chairperson Department of Mass Communication, Speech & Theater (8/02-03 and 8/91- 8/93) Bennett College Greensboro, North Carolina.

Director of Interdisciplinary Studies(8/89-5/91) Bennett College Greensboro, North Carolina.

Office Manager (11/85-1/88) Attorney M. Christopher Kemp, Sr. Laurinburg/Lumberton, North Carolina.

TEACHING INTERESTS/SPECIALTIES: Advertising, Sales and Marketing, IMC (Integrated Marketing Communications), E- Commerce, Broadcast Announcing, Speech Communication, Public Speaking, Broadcast and Electronic Communications.

RESEARCH INTERESTS / SPECIALITIES: At risk behavior and adolescents, prevention campaigns, health communications issues and the mass media interventions. Qualitative analysis, specialty focus group data. People of color, civil rights and mass media.

TEACHING EXPERIENCE

Associate Professor in the Department of Journalism & Media Studies (06 – 07) and the **Department of Mass Communications** (8/96 - 05) Bennett College. Courses Include: Introduction to Mass Media, Speech Fundamentals, Advertising, Sales & Marketing, Public Information / Public Relations, Writing for Radio & Television, Advanced Broadcast Writing, Broadcast Announcing, Media Ethics, Media Law and International Broadcast Programming.

Assistant Professor Department of Communications (Spring 1994). University of Kentucky, Lexington, Kentucky. Course: Honors Seminar: Intercultural Communications.

Instructor Continuing Education Program (Spring 1996). Midway College, Midway Kentucky. Course: Business Communications.

Associate Professor Department of Government/ African-American Studies (7/92-12/92). University of Notre Dame, South Bend, Indiana. Course: The Civil Rights Movement and Beyond.

Instructor Speech Communication Department (8/88-6/93). North Carolina A & T State University, Greensboro, North Carolina. Courses: Speech Fundamentals, Public Speaking, Persuasive Speaking.

Instructor Communications Department (Spring 89). Fayetteville State University, Fayetteville, North Carolina. Course: Introduction to Public Speaking.

Director of Interdisciplinary Studies (8/89-5/91). Bennett College Greensboro, N.C. Courses: Introduction to Mass Media, Public Speaking, Humanities Seminar.

MEDIA EXPERIENCE

Account Executive WQOK-FM Radio Station Raleigh, North Carolina (4/89- 8/89) Responsible for sales and cultivation of local and regional accounts.

Account Executive WKFT-TV 40 Fayetteville, North Carolina (1/84-7/85) Responsible for sales and cultivation of local and regional accounts.

Account Executive WTVD-TV 11 Durham, North Carolina (3/83-12/83) Responsible for sales and cultivation of local and regional accounts.

Sales Manager WDUR-AM Radio Station Durham, North Carolina (3/80-3/83) Supervisor and Administrator of local sales staff. Development and coordination of sales/station promotions. Responsible for total local sales. Account Executive-(3/79-3/80)

GRANTS

National Institute of Drug Abuse (NIDA) (8/95-8/96) University of Kentucky Lexington, Kentucky, Two Cities Project Media / Focus Group/Research Consultant

National Institute of Alcohol Abuse (NIAA) (8/95 - 8/96) University of Kentucky Lexington, Kentucky HIV / RTR Curriculum / Media / Focus Group/ Research Consultant

Center for Substance Abuse Prevention (CSAP) (7/94-5-95) Media Research Associates Lexington, Kentucky Co-Moderator & Program Coordinator "Jump Start"

Z. Smith Reynolds Foundation (Summer 91) Bennett College Greensboro, North Carolina Project Coordinator-Minority Women's Leadership Center

United States Department of Interior (Summer 90) Bennett College Greensboro, North Carolina Project Director-"Profile of Women at Work"

PRESENTATIONS

John Hope Franklin Symposium (June 2006) Moderator, Panel Discussion "Minority Recruitment and Retention", Duke University, Durham, NC

Southern States Speech Communication Conference (Spring 1996) Panel Chair Memphis, Tennessee "African-American Youth and At-Risk Behavior: Media and Biological Influences" McKissick-Melton

Black Graduate and Professional Student Research Symposium, (Spring 1996) University of Kentucky- Lexington, Kentucky "African-American Youth and At-Risk Behavior: Media and Biological Influences" McKissick-Melton

Southern States Speech Communication Association Conference, (Spring 1995) New Orleans, Louisiana "Teaching Diversity: Narrative as an Empowerment Tool for Student Competency" McKissick-Melton

PUBLIC SPEAKING

Duke University (Summer 2007) Civil Rights Movement in Durham, NC Freshman Dialogue reading assignment: "Race & Redemption in the New South" by Osha Gray Davidson

North Carolina A & T State University, (Summer 2006) Upward Bound Program, Reflections of the Past and Visions of Tomorrow, Greensboro, North Carolina

St. Joseph Historic Foundation/ Durham Public Library (Spring 2006) Panelist -Participants of the Durham Civil Rights Movement, Durham, North Carolina

Youth Sleepover, (July 2001), Peace Missionary Baptist Church, Durham, North Carolina

North Carolina History Association, (Spring 2001), North Carolina A & T State University. Greensboro, North Carolina

Graduation Celebration, (May 2000), Governor's Inn Durham, North Carolina

NAACP Mother of the Year, (April 2000), National Association for the Advancement of Colored People Regional Chapter, Hillsboro, North Carolina

Martin Luther King, Jr Celebration, (January 2000) Mount Pleasant Baptist Church, Hillsboro, North Carolina

Women's History / African-American Studies, (Spring 1996) The University of Kentucky-Lexington, Kentucky

Communication Department at The University of Kentucky, (1993 -1996) Professional Speaker Critique Assignment

Hosanna Chapter II Order of the Eastern Star, (Fall 1995) Newark, New Jersey
13th Annual Senior Citizen Thanksgiving Dinner, (Fall 1995) IBPOE - Swahili Elks Lodge #1611 Lexington, Kentucky

Marshall University, (Fall 1994) Advertising Club, Huntington, West Virginia

Eastern Kentucky University, (Fall 1994) Black Students Association Morehead, Kentucky

Soil Conservation Regional Conference, (Fall 1993) Carter Cave Resort Park Olive Hill, Kentucky

North Carolina Center for the Study of Black History, (Summer 1992) Youth Leadership Conference Durham, North Carolina

Bennett College Student Government Program, (Spring 1992) Rodney King Verdict Greensboro, North Carolina

Duke University Richard Whitted Institute, (summer 91&92) Youth Leadership Conference Durham, North Carolina

North Carolina A & T State University, (Spring 1991) Reflection of the Past and Visions of Tomorrow Greensboro, North Carolina

Strength in Sisterhood - A Leadership Conference for African-American College Women, (Spring 1991) Bennett College - Greensboro, North Carolina

PUBLICATIONS

Author, a Qualitative Analysis of Jump Start Lexington: Substance Abuse Prevention/ Life Skills Intervention Campaigns (Spring 2001)

Author, I'm Sick and Tired of Being Sick and Tired, BGPSA NEWSLETTER University of Kentucky, (Spring 1996).

ON-AIR PRODUCTIONS

Announcer – Bennett College for Women Dr. Alma S. Adams Scholarship Winner / Video on Tobacco's harmful effects in disadvantaged populations, (Spring 2006)

Program Host -The Blues Project- Nationally syndicated weekly program aired in 52 markets across the U.S., (Spring 1994)

Announcer - Bennett College TV Public Service Announcement College recruitment and celebration of Black History, (Spring 1991)

Announcer -Like It Is-Nationally syndicated weekly public affairs radio program aired on 19 stations across the U. S., (August 1991)

PROFESSIONAL MEMBERSHIPS AND ACTIVITIES

Elected member of the Bennett College Faculty Senate (2002 – 2006)

Elected to Tenure & Promotion Committee Bennett College (2006 – present & 1999-2001)

Appointment to the National Committee on Historically Black Institutions and the Status of Minorities in the Profession (2002-2005) American Association of University Professors Association

North Carolina Chapter of American Association of University Professors (AAUP) President (2002-2004) Executive Board (Chair-Membership) (2000-2005)

Faculty Advisor and Member Association for Women in Communications Bennett College (2001-present)

Bennett College Chapter of AAUP, President and Founding Member, (1998- present)

The Federal Communications Commissions and the National Association of Broadcasters Regional Telecommunications Conference, Fayetteville North Carolina, Participant (Spring 1997), Panelist, (Spring 1998) and Panel Moderator: "Business Opportunities and Minority Entrepreneurship" (Spring 1999)

Black Graduate & Professional Student Association (EGPSA) the University of Kentucky - Lexington, KY, Vice- President (1995), Membership Chairperson (1996)

Communication Graduate Student Association (CGSA), University of Kentucky Founding Member, (1994-1996)

American Women in Radio and Television (AWRT), President - North Carolina Chapter (1985-1986)

Bennett College Chapter of AAUP, Founding Member, Treasure (1990-1993)

Executive Committee of Bennett College Faculty Senate (1990 - 1993)

COMMUNITY MEMBERSHIPS/ACTIVITIES

Peace Missionary Baptist Church, Children's Talk (1999- 2004)

Githens Middle School Site Based Decision Making Committee Chairperson, Durham, North Carolina, (1998-2000)

Durham District Wide Site Based Decision Making Committee Member, Durham, North Carolina, (1998-2000)

The Show Dogs Drill Team, Inc. National Champions, Publicist Durham, North Carolina, (1996-1999)

Institute for the Healing of Racism AWARE, Founding member, University of Kentucky Lexington, Kentucky, and (1995-1996)

African American Education Coalition, Lexington, Kentucky, (1993-1996)

Durham Business and Professional Chain, Board Member- Durham, North Carolina (1996-1998 & 1990-1991)

North Carolina Center for the Study of Black History, Board Member, Durham, North Carolina (1989-1998)

Women's Shelter for Hope, Board Member, Durham, North Carolina, (1989- 1991)

Southern Family Violence Center, Board Member, Lumberton, North Carolina (1985-1989)

Meeting Date: April 6, 2009

Item # 9

SUBJECT: Community Development Block Grant – Infrastructure Hook-Up

REQUESTED BY: Julie Reid, Kerr Tar CDBG Administrator

SUMMARY: Items submitted for Board’s review and adoption:

- A. Resolution Acceptance and Execution of Grant Agreement and Funding Approval**
- B. Administrative Contract with Kerr Tar Council of Government**
- C. Performance Based Contract – Implementation Schedule**
- D. Resolution Granting Signatory Authorization**
- E. Certification Regarding Debarment, Suspension and Other Responsibility Matters**
- F. Use of Experienced Grant Administrator**
- G. Project Ordinance**

FUNDING SOURCE: CDBG Grant Funding

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend Approval

NOTES:

**9-A Resolution
Acceptance
and Execution
of Grant
Agreement and
Funding Approval**

**RESOLUTION OF THE WARREN COUNTY
BOARD OF COMMISSIONERS
ACCEPTANCE AND EXECUTION OF GRANT AGREEMENT
AND FUNDING APPROVAL FOR COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM INFRASTRUCTURE HOOK-UP DEMONSTRATION PROJECT**

WHEREAS, the County of Warren applied to the North Carolina Department of Commerce for Community Development Block Grant for an Infrastructure Hook-up Demonstration Project;

WHEREAS, the North Carolina Department of Commerce approved said application for Community Development Block Grant Economic Development Funds in the amount of \$75,000; and,

WHEREAS, the North Carolina Department of Commerce has submitted a Funding Approval and Grant Agreement outlining the conditions imposed upon said Community Development Block Grant Funds.

NOW, THEREFORE, BE IT RESOLVED, by the Warren County Board of Commissioners that the Funding Approval and Grant Agreement with the County of Warren and the North Carolina Department of Commerce in the amount of \$75,000 for CDBG Project #08-C-1865 is hereby accepted and that Barry Richardson, Chairman of the Warren County Board of Commissioners, and successors so titled are hereby authorized and directed to execute said Funding Approval and Grant Agreement and related documents.

ADOPTED this the 6th Day of April, 2009.

Barry Richardson
Chairman of Warren County

ATTEST:

Angelena Kearney-Dunlap, Clerk to the Board

9-A Grant Agreement



North Carolina Department of Commerce
Division of Community Assistance
Community Development Block Grant Program

Grant Agreement
Infrastructure Hook-Up (IFHU)

Upon execution of this grant agreement, the North Carolina Department of Commerce (DOC) agrees to provide to the recipient Community Development Block Grant assistance under Title I of the Housing and Community Development Act of 1974, (P.L. 93-383), as amended, authorized by the DOC funding approval, the North Carolina Community Development Block Grant administrative rules, applicable laws and **all other requirements of DOC now or hereafter in effect**. The grant agreement is effective on the date the grant agreement and funding approval are signed by the recipient. The grant agreement consists of the approved application, including the certifications, maps, schedules and other submissions in the application, any subsequent amendments to the approved application and funding approval and the following general terms and conditions:

1. **Definitions.** Except to the extent modified or supplemented by the agreement, any term defined in the North Carolina Community Development Block Grant Administrative Rules, 4 NCAC 19L, shall have the same meaning when used herein.
 - (a) Agreement means this grant agreement, as described above and any amendments or supplements thereto.
 - (b) Recipient means the entity designated as a recipient for grant assistance in the grant agreement and funding approval.
 - (c) Certifications mean the certifications submitted with the grant application pursuant to the requirements of Paragraph (e) of Rule .0407 of the North Carolina Community Development Block Grant Administrative Rules, 4 NCAC 19L.
 - (d) Assistance provided under this agreement means the grant funds provided under this agreement.
 - (e) Program means the community development program, project, or other activities, including the administration thereof, for which assistance is being provided under this agreement.
 - (f) The date for receiving the grant means the date of the DCA Director's signature on the Grant Agreement and Funding Approval.
2. **Obligations of the Recipient.** The recipient shall perform the program as specified in the application approved by DOC. The recipient shall comply with the certification

pursuant to Paragraph (e) of Rule .0407 of the North Carolina Community Development Block Grant Administrative Rules, 4 NCAC 19L. **The recipient shall also comply with all other lawful requirements of DOC, all applicable requirements of the General Statutes of the State of North Carolina specifically N. C. G. S. 87-1-87-15.9 and any other applicable laws and Executive Orders currently or hereafter in force.**

3. Obligations of Recipient with Respect to Certain Third Party Relationships. **DOC shall hold the recipient responsible** for complying with the provisions of this agreement **even when the recipient designates a third party or parties to undertake all or any part of the program.** The recipient shall **comply with all lawful requirements of DOC** necessary to insure that the program is carried out in accordance with the recipient's certifications including the certification of assumption of environmental responsibilities under Rule .1004 of the North Carolina Community Development Block Grant Administrative Rules, 4 NCAC 19L. If the recipient contracts with or designates a third party to undertake all or part of the program in exchange for a grant or loan from the recipient to the third party of all, or a portion, of the recipient's grant funds, the recipient's contract with the third party must require the third party to comply with the procurement standards set forth in 4 N. C. Administrative Code 19L .0908.

4. Conflict of Interest. None of the following or their immediate family members, during the tenure of the subject person or for one year thereafter, shall have any direct or indirect financial interest in any contract, subcontract or the proceeds thereof for work to be performed in connection with the program assisted under this agreement: employees or agents of the recipient who exercise any function or responsibility with respect to the program, and officials of the recipient, including members of the governing body. The same prohibition shall be incorporated in all such contracts or subcontracts.

The assistance provided under this agreement shall not be used in the payment of any bonus or commission for the purpose of obtaining DOC approval of the application for such assistance, or DOC approval of applications for additional assistance, or any other approval or concurrence of DOC required under this agreement, or the North Carolina Community Development Block Grant Administrative Rules, with respect thereto; provided, however, that reasonable fees or bona fide technical, consultant, managerial or other such services, other than actual solicitation, are not prohibited if otherwise eligible as program costs.

5. Reimbursement to DOC for Improper Expenditures. The recipient **shall (and does agree) to reimburse DOC** for any amount of grant assistance improperly expended, either deliberately or non-deliberately. **A contract for administrative services should include a clause holding the administrator' organization responsible for reimbursement to the recipient for any improperly expended grant funds that had to be returned to DOC.**

6. Access to Records. The recipient shall provide any duly authorized representative of DOC, the federal Department of Housing and Urban Development (HUD), and the Comptroller General at all reasonable times access to and the right to inspect, copy, monitor, and examine all of the books, papers, records, and other documents relating

to the grant for a period of five years following the completion of all close-out procedures. All original files shall be maintained at the Local Government offices for access purposes.

7. Project Savings. The recipient is obligated to contribute 100 percent of its pledged cash contribution to the CDBG project even if the project experiences a savings after authorized activities are completed. Any project savings accrue to the CDBG program. **Substitution of in-kind contributions for cash is not allowed.**
8. Expenditure of Non-CDBG Funds. The recipient must ensure that non-CDBG funds are expended along with CDBG funds, following the implementation schedule described in the approved application and modified by the Performance Contract, and shall report on non-CDBG expenditures with each Annual Performance Report, consistent with Section .1100 PERFORMANCE of the program regulations (4NCAC 19L).
9. Method of Payment. The Department of Commerce uses the Office of State Controller (OSC) to make CDBG payments to units of local government. The Electronic Payment Form from OSC must be completed for funds to be electronically transferred.
10. Fair Housing. For each grant year that a CDBG is active, a recipient must describe the actions it will take in the areas of enforcement, education and removal of barriers and impediments to affirmatively further fair housing. Guidance for developing a Fair Housing Plan can be found in DCA Bulletin 93-4.
11. Equal Employment and Procurement Opportunity. A recipient must describe the actions it will take annually while the grant is open in the areas of enforcement, education and removal of barriers and impediments that affirmatively further equal access in employment and procurement. This includes a description of steps to be taken in the areas of advertisement, compliance and complaint tracking.
12. Local Economic Benefit (Section 3 Regulation). For each year that a CDBG is active, a recipient must describe a strategy whereby opportunities in employment and procurement arising out of a CDBG assisted project are identified and made available to low-income residents within the CDBG assisted area to the greatest extent feasible. This strategy must include (1) identification of training and technical assistance resources to prepare low-income residents for employment and procurement opportunities, (2) attempts to reach the numerical targets for new hires set forth in the Section 3 regulation, which applies to recipients receiving \$200,000 or more in non-administrative line items expended for construction contracts of at least \$100,000 per contract, and (3) education of low-income residents within the CDBG assisted area about the components and opportunities of the program.
13. Section 504 and ADA. Recipients must complete the Section 504 Survey and Transition Plan. This plan will not satisfy all the requirements of the Americans with Disabilities Act, but it will meet the minimum requirements for a CDBG assisted project.

14. Obligation of Recipient With Regard to Vacant Units. The recipient shall ensure that all vacant units being rehabilitated will be occupied by a low or moderate income person by the time close-out occurs.
15. Utility Assessments or Fees: Assessments or fees to recover the CDBG funded portion of a utility project may be charged to properties not owned and occupied by low and moderate income persons. Such assessments are program income and, as such, must be used for eligible CDBG activities that meet a CDBG national objective.
16. Schedules
- (a) Schedule for Release of Conditions and Completion Activities. **The recipient must satisfy all Funding Approval Conditions to release CDBG funds within 3 months (June 20, 2009) from the date the Grant Agreement and Funding Approval were signed by the DCA Director.** The recipient must draw down all CDBG funds, expend all local non-CDBG funds and complete all project activities in conformance with the activities implementation schedule in the application as modified by the Performance Based Contract. **The recipient must obligate all funds within 12 months (March 20, 2010) from the date the Grant Agreement and Funding Approval are signed by DCA Director. All funds are to be expended within 15 months (June 20, 2010) from the date the Grant Agreement and Funding Approval are signed by DCA Director. Any remaining funds will be de-obligated. All closeout documents must be returned to DCA by (September 20, 2010).** Consistent with Section .1104 of the program regulations (4NCAC 19L), based on review of the recipient's performance for conformance with the approved application and approved performance schedules, the Secretary of Commerce may withdraw the grant, except for funds already expended.
- (b) Schedule for Submission of Compliance Documents. The recipient must submit the following compliance documents within the specified number of months from the date the Grant Agreement and the Funding Approval were signed by the DCA Director:
- Environmental – 3 months (June 20, 2009)
 - Equal Employment and Procurement Plan – 4 months (July 20, 2009)
 - Fair Housing – 4 months (July 20, 2009)
 - Section 3 Plan – 4 months (July 20, 2009)
 - Section 504 Plan – 4 months (July 20, 2009)
 - Request for Release of Funds – 5 months (August 20, 2009)
 - Analysis of Impediments – 6 months (September 20, 2009)
- (c) Schedule for Drawdown of Funds: The recipient must comply with the **Performance Based Contract** schedule to ensure that funds are drawn down in accordance with section 16 (a) of this Grant Agreement.
17. Performance Measures
The CPD Performance Measurement System is HUD's response to the standards set by the Government Performance and Results Act (GPRA) of 1993. This act holds all Federal agencies accountable for establishing goals and objectives and measuring achievements.

- (a) The recipient must ensure that all activities in the funded project(s) meet the appropriate objectives, outcomes, and indicators established by HUD and selected by DOC. CDBG funds cannot be used to pay for any activity that does not meet the above requirement.
- (b) The recipient must also assist DOC, when requested, in collecting indicators and any other data necessary to fulfill the requirements of the CPD Performance Measures System, which includes data for the Integrated Disbursement and Information System (IDIS).

Upon execution of this agreement by DOC and the recipient, the recipient hereby accepts the assistance on the terms of this grant agreement effective on the date indicated below, and further certifies that the official signing this document has been duly authorized by the recipient's governing body to execute this Grant Agreement.

Secretary of the Department of Commerce

Date: March 20, 2009

By: Gloria Nance-Sims
 Gloria Nance-Sims
 Director
 Division of Community Assistance

Date: _____

 Name of Recipient

By: _____
 Signature of Authorized Official

 (Title)

9-A Funding Approval



North Carolina Division of Community Assistance
Community Development Block Grant Program

Funding Approval

1. Name and Address of Recipient

County of Warren
P O Box 619
Warrenton, North Carolina 27589

2. Grant Number and Funding Approval Date

Grant Number: 08-C-1865
Date of Original Funding Approval : 3/20/2009
Date of Amended Funded Approval:

3. Approved Projects

Project Name	Amount	Approved Amount
Infrastructure Hook-Up		\$75,000
		\$0
Total Grant Award		\$75,000

4. Funding Approval Conditions

The following conditions must be removed in writing by the Division of Community Assistance (DCA) in order for all funds to be released for the approved projects listed in item (3), above:

A. Administration Contracts/Inter-local agreements Condition:

No funds may be obligated or expended in any project activity except the administration activity until the recipient has submitted either a copy of the contract awarded for administration of this grant or a statement signed by the CEO stating that the contract will be administered internally.

B. Performance Based Contract Condition:

No funds may be obligated or expended in any project activity except for the administration activity until the recipient has returned to DCA one copy of the properly completed Performance Based Contract signed by the CEO.

C. Use of Experienced CDBG Administrator:

No funds may be obligated or expended for the administration activity until the recipient has submitted a statement signed by the CEO stating that they will be using an experienced CDBG administrator or local government staff. This person should be one who has actually administered more than one (1) CDBG project. Please note that if issues result from the CDBG administrator, the local government will be subject to 4 NCAC 19L

D. Debarment Form Condition:

No funds may be obligated or expended in any project activity except for the administration activity until DCA is provided with an executed copy of the Certifications Regarding Debarment, Suspension and Other Responsibility Matters Form.

9-B

Administrative Contract with Kerr Tar Council of Government

Effective April 6, 2009

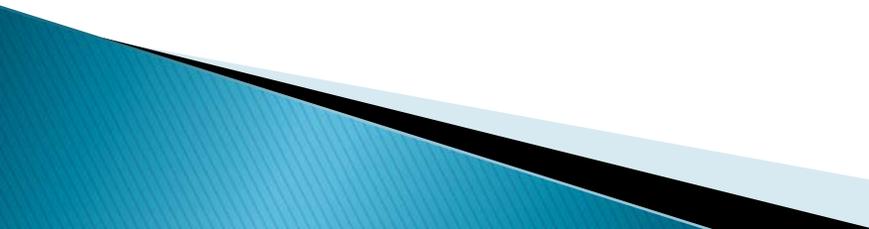
**Scope of Work: General Administration of Grant Project
Work is at all times subject to inspection by the
County**

Time of Performance: fifteen (15) months

**Method of Payment: Paid to COG on hourly basis, rates
include salary, overhead and fringe benefits, travel
costs include mileage, meals and lodging shall be paid
to the COG by the County.**

Maximum Amount \$10,500 without approval by County

(Full contract e-mailed prior to meeting.)



9-C Performance Based Contract – Implementation Schedule pg 1

Performance Based Contract: Implementation Schedule

Name of Grantee: Warren County

Grant Number: 08-C-1865

First quarter begins on the date of DCA Director's signature on the Grant Agreement and Funding Approval.

List goals to be accomplished each Quarter.

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	5 th Quarter	6 th Quarter	7 th Quarter	8 th Quarter	9 th Quarter
	% Process Completed Description								
1. Administrative Activities						Close out			
a. Grant Agreement/Funding Approval	100%								
b. Environmental Grant	100%	_____	_____	_____	_____	_____			
c. Citizen Participation Condition	100%					Close Out			
d. Flood Plain Compliance Condition	100%	_____	_____	_____	_____	_____			
e. Other Conditions: All Other Conditions To Be 100% at End of 1 st Quarter.	100%	_____	_____	_____	_____	_____			

**9-C Performance
Based Contract –
Implementation
Schedule pg 2**

Performance Based Contract: Implementation Schedule

Name of Grantee: Warren County Grant Number: 08-C-1865

First quarter begins on the date of DCA Director's signature on the Grant Agreement and Funding Approval.

List goals to be accomplished each Quarter. Activities should correspond to those on the Budget and National Objective Part A Benefit: Low and Moderate Income forms in application appr

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	5 th Quarter	6 th Quarter	7 th Quarter	8 th Quarter
	% Units							
2. Housing Activities	NONE	PLANNED						
a. Relocation	NONE	PLANNED						
b. Acquisition	NONE	PLANNED						
c. Disposition	NONE	PLANNED						
d. Clearance	NONE	PLANNED						
e. Rehabilitation of Privately owned dwellings (Includes any on-site installations; e.g., septic tanks, wells) Rehab of Existing Occupied Units.	NONE	PLANNED						
f. Units Constructed	NONE	PLANNED						

**9-C Performance
Based Contract –
Implementation
Schedule pg 3**

Performance Based Contract: Implementation Schedule **Name of Grantee: Warren County** **Grant Number: 08-C-1865**

First quarter begins on the date of DCA Director's signature on the Grant Agreement and Funding Approval.

List goals to be accomplished each Quarter. Activities should correspond to those on the Budget and National Objective Part A Benefit: Low and Moderate Income forms in application app

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	5 th Quarter	6 th Quarter	7 th Quarter	8 th Quarter	9 th
	% Units								
3. Water Improvements Engineering Bidding Process Contract Awarding Construction/Installation Work Completed	0%	15%	30%	70%	100%	Close out			
4. Sewer Improvements Engineering Bidding Process Contract Awarding Construction/Installation Work Completed	NONE	PLANNED							
5. Street Improvements Engineering Bidding Process Contract Awarding Construction/Installation Work Completed	NONE	PLANNED							
6. Drainage Improvements Engineering Bidding Process Contract Awarding Construction/Installation Work Completed	NONE	PLANNED							
7. Other Improvements Work Completed—Local Option	NONE	PLANNED							

**9-D Resolution
Granting
Signatory
Authority**

**RESOLUTION OF THE WARREN COUNTY
BOARD OF COMMISSIONERS
AUTHORIZATION TO SIGN COMMUNITY DEVELOPMENT
BLOCK GRANT INFRASTRUCTURE HOOK-UP
REQUISITION FORMS**

WHEREAS, the County of Warren has been awarded a Community Development Block Grant for an Infrastructure Hook-up Project by the North Carolina Department of Commerce in the amount of \$75,000; and,

WHEREAS, the County of Warren is required to designate individuals to sign requisition forms for the Community Development Block Grant Funds.

NOW, THEREFORE, BE IT RESOLVED, by the Warren County Board of Commissioners that the following individuals are authorized to sign requisition forms for Community Development Block Grant Funds Project Number 08-C-1865:

**Linda Worth – County Manger
Barry Mayo – Finance Officer
Barry Richardson – Commissioner**

BE IT FURTHER RESOLVED that Angela Kearney-Dunlap is hereby authorized to be the Certifying Official for the Community Development Block Grant Form #101 Signatory Form and Certification.

ADOPTED this the 6th Day of April, 2009.

Barry Richardson
Chairman of Warren County Commissioners

ATTEST:

Angelena Kearney-Dunlap, Clerk to the Board

**CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS**

9-E Certification

Applicants should refer to the regulations cited below. Applicants should also review the instructions for certification included in the regulations before completing this form, signature on this form provides for compliance with certification requirements implementing Federal Executive Order 12549 and guidance issued in the *Federal Register*, Volume 70, No. 168, pages 51863 through 51880 for “Government wide Debarment and Suspension (Nonprocurement).” The certification shall be treated as a material representation of fact upon which reliance will be placed when the Department of Commerce determines to award the covered transaction, grant or cooperative agreement.

1. DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, for prospective participants in primary covered transactions.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).

NAME OF APPLICANT/GRANTEE County of Warren	GRANT NUMBER AND PROJECT NAME 08-C-1865 / Infrastructure Hook-Up
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE Barry Richardson, Chairman, Warren County Board of Commissioners	
SIGNATURE	DATE

9-F Use of Experienced Grant Administrator

Use of Experienced Grant Administrator

Warren County will use the services of Kerr-Tar Regional Council of Governments to administer Warren County's 2008 Infrastructure Hook-up Grant. Kerr-Tar Regional Council of Governments has over 20 years of experience in administering CDBG Grants.

Ms. Julie Reid, Grants Administrator with Kerr-Tar Regional Council of Governments will be in overall charge of the Grant. Ms. Gwen Wright, formerly with the City of Henderson as Grants Administrator will be assisting Ms. Reid. Mr. Mike Incoe, also formerly with the City of Henderson Grants Department will serve as the Rehabilitation Specialist. These three persons will work under the direction of both Timothy Baynes, Kerr-Tar Regional Council of Governments' Executive Director and Warren County Manager Linda Worth.

Dated this 6th of April, 2009.

Barry Richardson, Chairman of Board

9-G CDBG 08-C-1865 Project Ordinance

COUNTY OF WARREN

PROJECT ORDINANCE

BE IT ORDAINED by the County Commissioners of the County of Warren, that pursuant to Section 12.3 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted.

Section 1. The project authorized is Community Development – Infrastructure Hook-Up Demonstration Project. The project consists of connecting low and moderate-income households to the County water system and general administrative. Said project shall be in accordance with the County's Community Development Block Grant Infrastructure Hook-Up Demonstration Application as approved by the North Carolina Department of Commerce.

Section 2. The project director is hereby directed to proceed with the construction of the project within terms of the Grant Agreement executed with the North Carolina Department of Commerce and within the funds appropriated herein.

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

State of North Carolina, Department of Commerce	
Community Development Block Grant.....	\$ 75,000
TOTAL FUNDS AVAILABLE.....	\$ 75,000

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

Public Water Improvements	\$ 67,500
Administration.....	7,500
TOTAL PROJECT COSTS.....	\$ 75,000

Section 5. The Finance Officer is directed to report quarterly on the financial status of this project. The Finance Officer shall also keep the governing body informed at each regular meeting of any unusual occurrences.

Section 6. The Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient detailed accounting records to provide the accounting to the grantor agency required by the Grant Agreement and Federal and State Regulations.

Section 7. Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement request should be made to the grantor agency in an orderly and timely manner. Reimbursements to the General Fund should be made in a timely manner.

Section 8. Copies of this project ordinance shall be made available to the Budget Officer, the Finance Officer, and Clerk to the Board, for direction in carrying out this project.

Adopted this the 6th day of April, 2009.

Barry Richardson, Chairman

Angelena Kearney-Dunlap, Clerk to the Board

Meeting Date: April 6, 2009

Item # 10

SUBJECT: Amendment No. 1 to Engineering Contract with Rivers & Associates for the Soul City Pump Station improvements

REQUESTED BY: Macon Robertson, Director Public Utilities

SUMMARY: It is presented to adopt Amendment # 1 which authorizes an additional \$5,175 to the Design line item to cover additional electrical engineering services necessary to upgrade the electrical service in the Pump Station to accommodate the installation of pumps required to operate the improvements to this project.

FUNDING SOURCE: Fund Balance

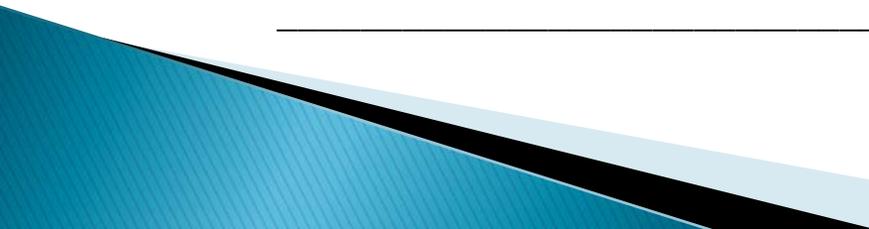
APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

___ Recommend approval with additional funds appropriated from Fund Balance. ___

NOTES:



**AMENDMENT NO. 1 TO
AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN
WARREN COUNTY
AND
RIVERS AND ASSOCIATES, INC.
DATED AUGUST 26, 2005**

THIS IS AMENDMENT NO. 1 made as of April 6, 2009 to the AGREEMENT between Warren County (OWNER) and Rivers and Associates, Inc. (ENGINEER).

Add the following Exhibit 1 and Attachment 1 to the Agreement for Professional Services related to the Soul City Pump Station Improvements Project.

OWNER

ENGINEER

WARREN COUNTY

RIVERS AND ASSOCIATES, INC.

BY: _____

BY: *[Signature]*

TITLE:

TITLE: Vice President

ATTEST FOR OWNER

ATTEST FOR ENGINEER

BY: _____

BY: *[Signature]*

TITLE: Clerk

TITLE: Secretary

SEAL

SEAL



This instrument has been pre-audited in the manner required by the Local Budget and Fiscal Control Act.

By (Signature): _____
Finance Officer

Typed Name: _____

Date: _____

PAYMENTS TO ENGINEER FOR SERVICES AND REIMBURSABLE EXPENSES

1. This is an Exhibit attached to, made a part of and incorporated by reference into the Agreement made on August 26, 2005 between Warren County (Owner) and Rivers and Associates, Inc. (Engineer) for professional engineering services. The Payments to ENGINEER for Services and Reimbursable Expenses are amended or supplemented as indicated below.
2. ENGINEER's current Standard Hourly Rates are attached.
3. Revise COMPENSATION. For Engineering Services furnished under SCOPE, compensation shall be lump sum or hourly based upon the Standard Hourly Rates in effect at the time, plus Reimbursable Expenses, the total of which is estimated at Ninety-Six Thousand, Two Hundred Ninety and 00/100 Dollars (\$96,290.00) based upon the following assumed distribution of compensation:

1. Preliminary Planning and Design – Lump Sum	\$15,000.00
2. Final Design, Permits and Approvals – Lump Sum	\$35,175.00
3. Bidding – Hourly Estimate	\$10,000.00
4. Construction Administration – Hourly Estimate	\$21,615.00
5. Resident Project Representative – Hourly Estimate	<u>\$14,500.00</u>
Total Estimated Fee	\$96,290.00
4. Engineer may alter the distribution of compensation between individual phases of the work noted herein to be consistent with services actually rendered, but shall not exceed the total estimated compensation amount unless approved in writing by OWNER.

ATTACHMENT I
RIVERS AND ASSOCIATES, INC.
STANDARD RATES
Effective April 12, 2008

<u>EMPLOYEE CLASSIFICATION:</u>	<u>HOURLY RATES:</u>
Principal	\$165.00
Sr. Project Manager	\$155.00
Project Manager II	\$140.00
Project Manager I	\$130.00
Project Engineer II	\$120.00
Project Engineer I	\$105.00
Design Engineer II	\$95.00
Design Engineer I	\$85.00
Landscape Architect	\$100.00
Landscape Designer	\$90.00
Project Planner I	\$90.00
Planner II	\$80.00
Planner I	\$70.00
Designer IV	\$115.00
Designer III	\$105.00
Designer II	\$90.00
Designer I	\$75.00
CAD Technician III	\$70.00
CAD Technician II	\$65.00
CAD Technician I	\$60.00
Project Surveyor II	\$105.00
Project Surveyor I	\$90.00
Party Chief III	\$80.00
Party Chief II	\$60.00
Party Chief I	\$55.00
Surveyor Technician II	\$50.00
Surveyor Technician I	\$45.00
1-Man Robotic II	\$135.00
1-Man Robotic I	\$100.00
Resident Project Representative III	\$85.00
Resident Project Representative II	\$70.00
Resident Project Representative I	\$60.00
Intern Tech	\$35.00
Administrative Assistant	\$65.00
Sub-Consultants and Fees	1.15 x Cost
Travel	Current IRS Rate
Miscellaneous Expenses	Cost

Meeting Date: April 6, 2009

Item # 11

SUBJECT: Grant Right-of-Way to Progress Energy to access Warren County Landfill Property

REQUESTED BY: Marshall Brothers, Director Public Works

SUMMARY: It is presented to grant a Right-of-Way Easement to the County landfill property to accommodate relocation of primary electric facilities.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

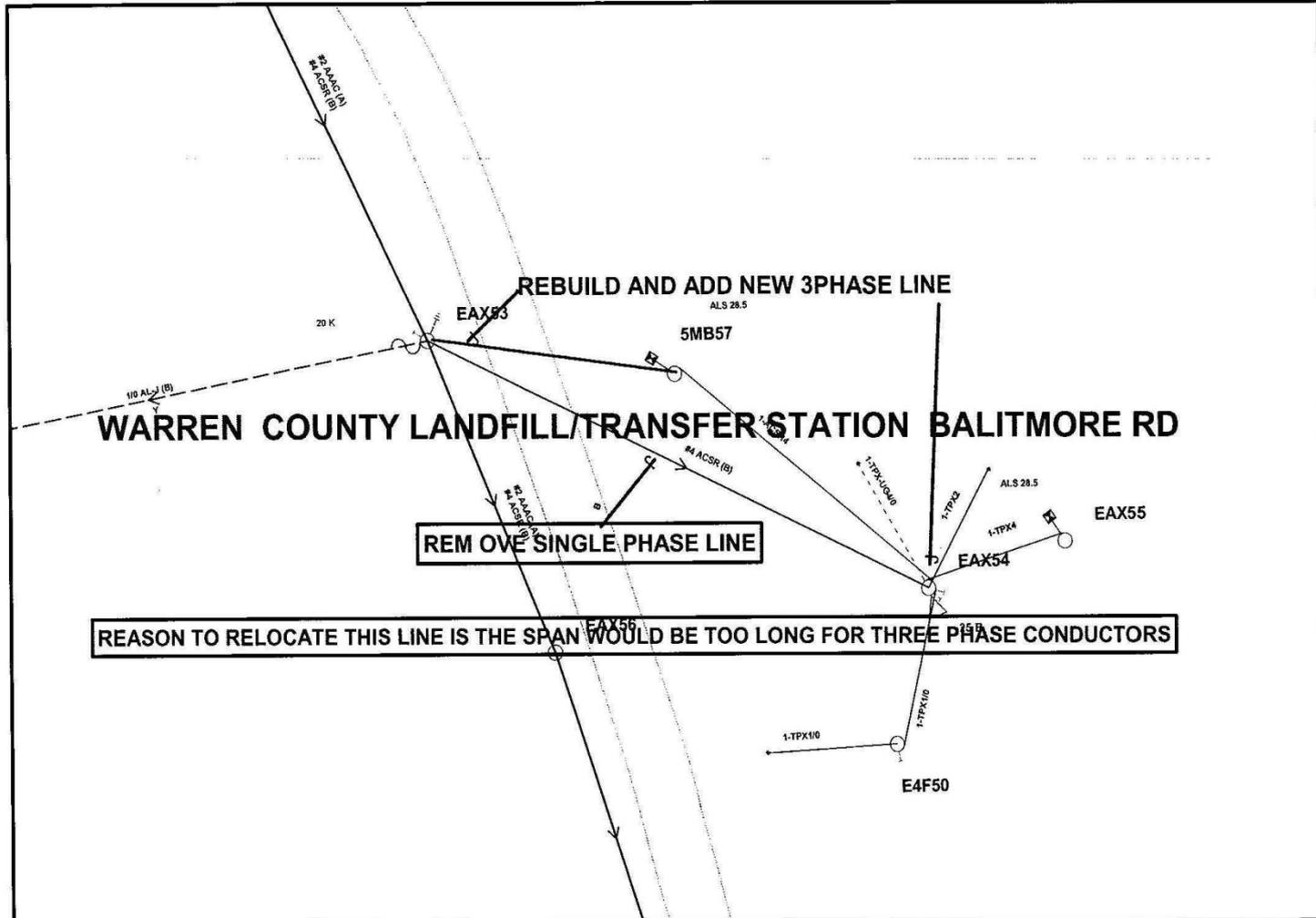
FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

___ Recommend Approval ___

NOTES:





Address:	Drawing No:	Revision		Work Request	Svc Coord.	Sheet 1 of 1
	City/Town, State:			Drawn Paynter, Donald	Approved	
Contact:				Checked	Date 3/23/2009	
				Operating Center	Scale 1 in = 84 ft	

NORTH CAROLINA
WARREN COUNTY

THIS EASEMENT made this ✓ _____ day of _____, 20____, from WARREN COUNTY, hereinafter referred to as GRANTOR (whether one or more), to CAROLINA POWER & LIGHT COMPANY, a North Carolina public service corporation, d/b/a PROGRESS ENERGY CAROLINAS, INC., hereinafter referred to as PEC;

WITNESSETH:

THAT GRANTOR, for and in consideration of the sum of ONE DOLLAR (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, does hereby grant unto PEC, its successors and assigns, the right, privilege, and easement to go in and upon the land of GRANTOR situated in Warrenton Township of said County and State, described as follows: 53 acres, more or less, and being the land described in a deed from Lewis W. Tharrington and wife Marietta D. Tharrington, to Board of Commissioners of Warren County, dated May 24, 2003, and recorded in Deed Book 256 Page 261 Warren County Registry, LESS AND EXCEPT any prior out-conveyances, and to construct, maintain, and operate electric and/or communication facilities thereon consisting of poles, cables, wires, guys, anchors, underground conduits, enclosures, and other pertinent facilities within an easement area thirty (30) feet wide for the overhead portion of said facilities and ten (10) feet wide for the underground portion of said facilities together with an area ten (10) feet wide on all sides of the foundation of any PEC enclosure, with the right to do all things necessary, including, but not being limited to, the right: (a) to enter said easement area at all times over the adjacent land to inspect, repair, maintain, and alter said facilities; (b) to keep said easement area cleared of trees, shrubs, undergrowth, buildings, structures, and obstructions; (c) to trim or cut any tree adjacent to said easement area that may, in the opinion of PEC, endanger the overhead facilities or hinder the maintenance, operation, and use of the same; and (d) to install, at angle points of the overhead facilities, guy wires and anchors outside of said easement area. The center line of the facilities shall be the center line of said easement area. **PEC shall not install facilities outside of said easement area without obtaining another EASEMENT, except for those facilities that may be installed as set forth in item (d) above.**

TO HAVE AND TO HOLD said rights, privilege, and easement unto PEC, its successors and assigns, forever. IN WITNESS WHEREOF, GRANTOR has caused this EASEMENT to be signed by its duly authorized officials and its official seal to be hereunto affixed, pursuant to a resolution of its governing body, as of the date first above written.

WARREN COUNTY

✓
By: _____

Barry Richardson, Chairman,
Board of Commissioners

ATTEST:

✓

Angelena Kearney-Dunlap, Clerk

(Affix Official Seal)

NORTH CAROLINA, _____ COUNTY

I, _____, a Notary Public of _____
County, North Carolina, certify that _____ personally appeared
before me this day and acknowledged that she is Clerk of Warren COUNTY, and that by authority duly given and as the
act of said COUNTY, the foregoing EASEMENT was signed in its name by its Chairman, sealed with its official seal, and
attested by herself as its Clerk.

Witness my hand and notarial seal, this _____ day of _____, 20____.



Notary Public

My commission expires: _____



Meeting Date: April 6, 2009

Item # 12

SUBJECT: Departmental Request to suspend Hiring Freeze

REQUESTED BY: Elgin Lane, Human Resources Manager

SUMMARY: It is requested to suspend Board imposed hiring freeze on three vacant non-critical positions in:

Cooperative Extension – Program Support Secretary Position
Finance Department Accounting Technician Position
Public Utilities – Administrative Assistant II

FUNDING SOURCE:

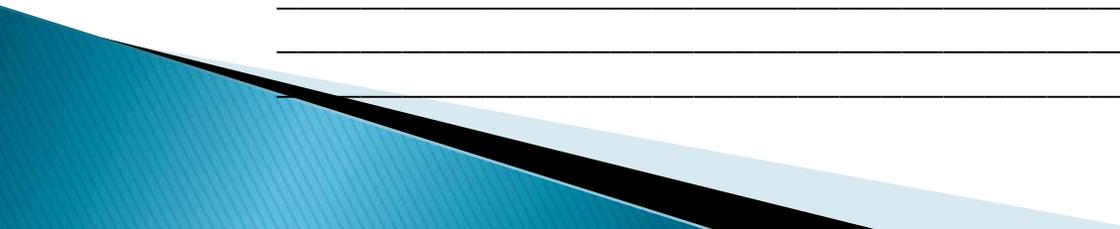
APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend Approval

NOTES:



Cooperative Extension

The Cooperative Extension Office has a vacant Program Support Secretary position. Positions in the Cooperative Extension Office are jointly funded by both the State of North Carolina and Warren County. The State is currently participating in “selective hiring” which means that on a case-by-case basis they are determining which positions should be filled. The State has reviewed the vacant Program Support Secretary position and has determined that based on the staff size and staff demand, this position is eligible to be filled immediately.

If the County delays the recruitment process for this position, the Cooperative Extension Director is concerned that the State may make other decisions and the funding for this position may not be available on July 1, 2009.

Finance

The Finance Department has a vacant Accounting Technician position. Currently and for the upcoming months, the Finance Department employees will be analyzing data; preparing cost projections; preparing spreadsheets; reviewing funding sources and other revenue all in preparation for the adoption of the fiscal year 2009-10 budget.

All of the positions in the Finance Department play an integral role in ensuring that the fiscal operations of the County are in compliance with proper accounting standards and that County funds are reported accurately and timely. The Accounting Technician reconciles the bank statements; prepares and posts journal entries to the MUNIS accounting system; checks bank balances daily; assists with payroll functions etc. Therefore, it is vital to have all positions in the Finance Department filled particularly during this crucial time of the year.

Public Utilities

The Public Utilities Department has a vacant Administrative Assistant II position. The department has a total of two Administrative Assistant positions that are responsible for receiving and posting water payments and deposits; opening and closing customer accounts; maintaining customer files, etc.

In January 2008, the department had about 3,151 customers and between now and May 2009, the department will be adding an additional 1,150 customers. The increase in customers will require that the Administrative Assistants receive additional telephone calls, additional walk-ins, additional issues and concerns to be resolved, etc. while at the same time continuing to maintain the same level of optimal customer service. Therefore, the department needs to begin recruitment for the vacant Administrative Assistant II immediately so that there is a short lapse in service. The salary for the vacant Administrative Assistant II is funded with revenue generated from the Public Utilities Enterprise budget and not the County's general fund.

THESE ARE THE ONLY POSITIONS THAT ARE CURRENTLY VACANT.

Meeting Date: April 6, 2009

Item # 13-A

SUBJECT: Schedule Board Meetings

REQUESTED BY: Ken Krulik, Planner/Zoning Administrator

**SUMMARY: It is presented to schedule Board of Commissioner joint meeting with
Citizens Advisory Council-Land Use for Thursday April 9, 2009 at 6:30 pm, DSS
Room 305**

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Meeting Date: April 6, 2009

Item # 13-B

SUBJECT: Schedule Board Meetings

REQUESTED BY: Tyrone Fisher, Director Cooperative Extension

SUMMARY: It is presented to schedule a joint meeting with Voluntary Agricultural Districting Committee for April 15, 2009 at 4:00 pm.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Meeting Date: April 6, 2009

Item # 13-C

SUBJECT: Schedule Board Meetings

REQUESTED BY: Clerk to the Board

SUMMARY: It is presented to schedule Board of Commissioner Budget Work Sessions, Public Hearing and Special Meeting per attached.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Proposed

WARREN COUNTY FY 2009-10 Budget Calendar

Please note that all dates are subject to change per direction of the Board of County Commissioners

<u>DATE</u>	<u>TIME/LOCATION</u>	<u>ACTIVITY</u>
May 4, 2009	10:00 am Library Meeting Rm	Annual Budget Presentation to the Board of County Commissioners. Department Heads required to attend.
May 14, 2009	9 am – 4 pm Library Meeting Rm	County Commissioners Budget Work Session
May 27, 2009	1 pm – 4 pm Library Meeting Rm	County Commissioners Budget Work Session Department Head presentations tentatively scheduled
June 8, 2009	6:00 pm Library Meeting Rm	Budget Public Hearing - Held in accordance with N.C.G.S. to receive citizens' comments.
June 18, 2009	1 pm – 4 pm Library Meeting Rm	County Commissioners Budget Work Session
June 22, 2009	10:00 am Library Meeting Rm	Special Meeting to Adopt FY 2009-2010 Budget Ordinance

4/01/2009

AKD

Meeting Date: April 6, 2009

Item # 14

SUBJECT: GovDeals Online Auction

REQUESTED BY: Clerk to the Board

SUMMARY: Authorization is requested to enter into Financial Settlement Services (FSS) Agreement with GovDeals Online Auction to collect all surplus auction proceeds electronically from winning buyers through Credit Card, PayPal or wire transfer. GovDeals will then remit to the County proceeds less service fee.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

____ **Recommend Approval with concurrence by County Attorney and** _____
____ **Finance Director** _____

NOTES:

How would you like to streamline your processes, reduce expenses and save money?

GovDeals' Financial Settlement Services offers its clients the option of allowing GovDeals to collect your government's auction proceeds, remit these proceeds weekly based on assets paid for and picked up and withhold GovDeals fees.

By electing to use this service, you will no longer need to collect money from the bidder or remit payment to GovDeals.



**Wire
Transfer**



In order to get started using this new feature,
please contact GovDeals Sales Support :

GovDeals Sales Support
866-377-1494
salessupport@govdeals.com



PayPal



The combined benefits of using the GovDeals Financial Settlement Services are:

- *Increased bidder base due to easy payment options*
- *Higher prices for your assets due to more bidders having the opportunity to bid*
- *No additional cost to your government*
- *Fully transparent*
- *Potential for reducing the number of bidder defaults due to easy payment options*
- *GovDeals absorbs any charge backs*
- *Enhanced record keeping and reporting*
- *Reduced labor cost and accounting for bidder proceeds*
- *Reduced labor and material costs in writing checks to GovDeals*

Please remember, you may choose the full Financial Settlement Services option which includes GovDeals withholding its auction fees from your proceeds, thus eliminating the writing of a monthly check to GovDeals. If you do not want GovDeals to withhold the fee, you may choose to only allow GovDeals to collect auction proceeds and pay GovDeals its auction fees monthly.

Let us help make things easier for our online auction community!

GovDeals is introducing Financial Settlement Services (FSS), which allows GovDeals to collect all surplus auction proceeds electronically from your winning buyers through Credit Card, PayPal or wire transfer. We have had tremendous response to the FSS program from both sellers and buyers.

We have attached documents for you to review additional information on FSS. The first page is the flyer explaining what FSS is followed by Addendum Number One (1), Financial Settlement Services Memo of Understanding. This Addendum serves as an agreement allowing GovDeals to collect auction proceeds on your behalf and withhold, or not withhold, the auction fees.

As always, we appreciate your business and continue to look for new ways to make things easier for our online auction community. If you have any questions at all, please do not hesitate to contact us. We look forward to hearing from you soon!

Sales Support

GovDeals, Inc.

5907 Carmichael Place

Montgomery, AL 36117

Desk: (866) 377-1494

Fax: (334) 387-0519

SalesSupport@govdeals.com

www.GovDeals.com

Addendum Number One (1)
Financial Settlement Services Memo of Understanding

This Memo of Understanding is between GovDeals, Inc. (GovDeals), having its principal place of business at 5907 Carmichael Place, Montgomery, Alabama 36117, and _____ (Client) having its principal place of business at _____.

It is understood the electronic funds transfer will be easily identified as being from GovDeals.

It is understood GovDeals and the Client presently operate/will operate under an approved Sellers Agreement allowing the Client to post and sell surplus equipment on the GovDeals Auction Site. Under this Agreement, the Client collects its own auction proceeds from the winning Bidder and pays GovDeals a fee based on a predefined fee schedule.

It is understood the Client would like GovDeals to collect all auction proceeds due the Client from the winning Bidder and remit the auction proceeds to the Client less the GovDeals fee. Also, the client may access their private GovDeals account (CAS) and pull up a detail listing of all items sold and paid for by GovDeals. A paper invoice will no longer be mailed, but will be sent electronically.

Optionally, Client may elect to not have GovDeals withhold the fee by signing the appropriate section on the signature page of this Addendum.

It is understood GovDeals will charge the winning Bidder a 5% "Buyer's Premium", therefore, Client is not allowed to charge the winning Bidder an additional "Buyer's Premium".

It is understood GovDeals will collect all auction proceeds from the winning Bidder, including the 5% "Buyer's Premium" through PayPal, Credit Card or Wire Transfer. This is the only means of payment by the bidder.

It is understood the Client will not release a piece of equipment to the winning Bidder until the Client has received verification from GovDeals that payment has been received from the winning Bidder.

It is understood GovDeals will remit all funds collected, less the 5% Buyer's Premium and less the GovDeals fee to the Client on a weekly basis for all items marked in CAS as Picked Up. However, if you choose to not have GovDeals withhold auction fees, GovDeals will remit all funds collected, less the 5% Buyer's Premium.

It is understood prior to an item being released to the winning Bidder, the Client will ensure the winning Bidder or his/her agent has signed the "Bill of Sale" with a notation that the item is sold "As is, Where Is and without Warranty". The Bill of Sale must be printed from CAS. Any other Bill of Sale must be submitted for approval.

It is understood no auction proceeds will be remitted to the Client for any equipment released without verification of payment from GovDeals. Approved payment from the winning Bidder through PayPal, Credit Card or Wire Transfer will be noted in the CAS Account.

It is understood under no circumstance will the Client collect any funds directly from the winning Bidder and if requested to do so, the Client should refer the winning Bidder directly to GovDeals for payment instructions.

Meeting Date: April 6, 2009

Item # 15-A

SUBJECT: Proclamation

REQUESTED BY: Clerk to the Board

SUMMARY: Proclamation 1779 – 2009 Warren County 230th Year Celebration, declaring April 23, 24 & 25, 2009 a Countywide time of celebration.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Proclamation

1779



2009

WHEREAS, the County of Warren was incorporated through an act of the General Assembly of North Carolina on 1779; and

WHEREAS, it is fitting for the County of Warren to set aside this time to recognize and honor its forebears who struggled to build the County and provide the infrastructure that has been enjoyed for many years and will be passed on to future generations; and

WHEREAS, over the years, as means of transportation progressed from horses to train tracks that were laid by town citizens, to automobiles, to the paved streets, to telephone lines and electricity lines running throughout the County and into the surrounding areas; and

WHEREAS, the County of Warren has grown to almost 20,000 in population; is home to the Ridgeway Cantaloupe' Festival, Historic Homes Walking Tour, Wise Independence Day Parade and other events designed to preserve our rich history and small town atmosphere; and

WHEREAS, citizens of the County of Warren will celebrate its 230th anniversary in April 2009, with special events including presentation of our county's history on April 24, 2009 and a county-wide festival - a celebration to be enjoyed and supported by all citizens of our special area on Saturday, April 25, 2009 on Courthouse Square.

WHEREAS, this event is sponsored in unity by:

Friends of the Warren County Memorial Library
Lakeland Theater Company
Lake Gaston Chamber of Commerce
Lake Gaston Gazette Newspaper
Littleton Observer Newspaper
Nationwide Insurance—Oscar Butch Meeks
Preservation Warrenton
Town of Warrenton
Warren County Chamber of Commerce
Warren Record Newspaper
WARR Radio Staff and Administration
WARR Radio Program "The Show"

Warren County Historic Preservation Commission
Warren County School System
Warren County Economic Development
Warren County Memorial Library
Warrenton Women's Club
Warren County Arts Council
Warren County Government

NOW, THEREFORE, BE IT HEREBY PROCLAIMED, by the Warren County Board of Commissioners and the Town of Warrenton Board of Commissioners that April 23, 24 and 25, 2009 be recognized as "230th Year Celebration" a time of celebration of many accomplishments as we continue to promote the County of Warren, a great place to live and work.

ADOPTED THIS THE 6TH DAY OF APRIL, 2009.

Warren County Board of Commissioners

ATTEST:

Bary Richardson, Chairman

Angelena Kearney-Dunlap, Clerk

ADOPTED THIS THE ____ TH DAY OF APRIL, 2009.

Town of Warrenton Board of Commissioners

ATTEST:

Walter Gardner, Mayor

John Freeman, Town Administrator

Meeting Date: April 6, 2009

Item # 15-B

SUBJECT: Proclamation

REQUESTED BY: Larry West, Director - Soil & Water Conservation

SUMMARY: Proclamation Soil Stewardship Week – April 26-May 3, 2009

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

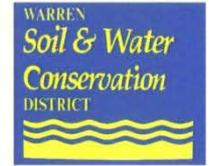
NOTES:





SOIL STEWARDSHIP WEEK

2009



PROCLAMATION

Whereas fertile soil and clean water provide us with our daily sustenance, and
Whereas effective conservation practices have helped provide us a rich standard of living, and
Whereas our security depends upon healthy soil and clean water, and
Whereas stewardship calls for each person to help conserve these precious resources,

Therefore, I do hereby proclaim

April 26 to May 3, 2009

Soil Stewardship Week

Name

Title

Date

Meeting Date: April 6, 2009

Item # 15-C

SUBJECT: Proclamation

REQUESTED BY: Chairman Richardson

**SUMMARY: Resolution In Support of Warren County ABC Board's Operation
Of ABC Stores and Opposing "Agency Stores"**

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:





Warren County Board of Commissioners

105 South Front Street - Post Office Box 619
Warrenton, North Carolina 27589

State of North Carolina

County of Warren

Barry Richardson
Chairman

Ulysses S. Ross
Vice Chairman

Ernest Fleming
William Davis

Jennifer Jordan

Linda T. Smith
County Manager

A. Kearney Dwyer
Clerk to the Board

Phone: 253-257-3115

Fax: 253-257-5971

www.WarrenCountyNC.com

RESOLUTION IN SUPPORT OF THE WARREN COUNTY ABC BOARD'S OPERATION OF ABC STORES AND OPPOSING "AGENCY STORES"

WHEREAS, the citizens of Warren County voted to permit the sale of spirituous liquor through the establishment of the Warren County ABC Board, which is a part of the North Carolina's control system for the sale of spirituous liquors;

WHEREAS, the General Assembly's Program Evaluation Division released a Report on the ABC System in December 2008 (the "PED Report") that recommends, in part, that the General Assembly should authorize the state ABC Commission to require local ABC boards to contract with an "agency store" to sell liquor when performance standards indicate that operation of an ABC store by a board is not efficient;

WHEREAS, an "agency store" means that liquor would be sold by a private seller in a grocery store, pharmacy, or convenience store;

WHEREAS, the citizens of Warren County, in voting to permit the operation of ABC stores, did not vote to allow spirits to be sold in private "off-premise" retail establishments;

WHEREAS, the objective of the PED Report in recommending agency is to provide increased profits;

WHEREAS, by law, any increase in profits of the Warren County ABC Board inures to the direct benefit of the County and the local community, none of which accrues to the state; and

WHEREAS, Warren County prefers to retain North Carolina's control system over the sales of spirits and to continue to make spirits available to its citizens only through its ABC store(s).

NOW THEREFORE, BE IT RESOLVED THAT the Warren County Board of Commissioners desire to maintain the operation of the County's ABC store (s), oppose any mandate from the state to contract with a private seller for the sale of spirits at retail, and oppose "agency stores."

ADOPTED this 6th day of April, 2009.

Barry Richardson, Chairman
Warren County Board of Commissioners

Attest:

Angelena Kearney-Dunlap
Warren County Clerk to Board

Meeting Date: April 6, 2009

Item # 16-A

SUBJECT: County Manager

REQUESTED BY: Linda T. Worth, Warren County Manager

SUMMARY: Recommendation from Armory Renovation Architect Selection Committee for Project Architect: Kilian Engineering Inc. (first choice) as lead professional. Authorization is also requested to negotiate with Creative Architecture (2nd choice) should negotiations not be successful with Kilian Engineering.

FUNDING SOURCE: Armory Renovation Project Capital Project Budget

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend Approval

NOTES:



WARREN COUNTY
NATIONAL GUARD ARMORY RENOVATION PROJECT

STATEMENTS OF QUALIFICATION

Alliance Architecture
204 Rigsbee Avenue
Durham, NC 27702

Creative Architecture
105 Foy Drive, Suite A
Rocky Mount, NC 27804

Kilian Engineering, Inc.
130-B West Montgomery Street
Henderson, NC 27536

Tise-Kiester Architects
119 E. Franklin St., Suite 300
Chapel Hill, NC 27514

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LTW*
DATE: March 31, 2009
RE: Recommendation of Architect for National Guard Armory
Renovation Project

As you will recall, the Board of Commissioners appointed a five member committee to review Architects' proposals and make a recommendation to the Board for the above-referenced project. The Review Committee consisted of Vice Chairman Ulysses Ross, Com. Ernie Fleming; Charles Ayscue, Buildings & Grounds Manager; Ken Krulik, Planning/Zoning Administrator; and Linda Worth, County Manager.

After reviewing the Statements of Qualification received from four highly qualified Architectural firms (tabulation attached), the Review Committee chose to interview two firms: Kilian Engineering, Inc., of Henderson, NC; and Creative Architecture, of Rocky Mount, NC. Interviews were conducted on March 31, 2009, and it was the consensus of the Committee that Kilian Engineering, Inc. be recommended to the Board of County Commissioners. We are, therefore, requesting the Board's approval to begin negotiations with Kilian Engineering, Inc. to serve as lead professional for this project. It was also the consensus of the Committee that we request authorization from the Board of County Commissioners to negotiate with our second choice firm, Creative Architecture, should negotiations not be successful with Kilian Engineering.

Your favorable consideration of this request is greatly appreciated.

Attachment

Meeting Date: April 6, 2009

Item # 16-B

SUBJECT: County Manager

REQUESTED BY: Linda T. Worth, Warren County Manager

SUMMARY: Upon authority granted to County Manager to award bids/contracts up to \$50,000, a notice of proposal accepted by the County Manager is given:

Project: National Guard Armory Renovation Project

**Proposal from: Laurene, Rickher & Sorrell, P.C.
8701 Red Oak Blvd., Suite 500
Charlotte, NC 28217**

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LJW*
DATE: March 31, 2009
RE: Notice of Proposal Accepted by the Manager

Pursuant to the contracting authority granted to me by the Board of County Commissioners, please be advised that the following proposal for services has been accepted:

National Guard Armory Renovation Project

Laurene, Rickher & Sorrell, P.C.
8701 Red Oak Blvd., Suite 500
Charlotte, NC 28217

A proposal to perform a structural condition assessment of the National Guard Armory was received on January 15, 2009 from Laurene, Rickher & Sorrell, P.C. and accepted on March 16, 2009. Services to be rendered include:

Perform a visual evaluation (without removal of fixed finishes) of the condition of the primary structural elements of the building (walls, roof trusses, etc) that are visible without demolition, to identify deteriorated structural elements and/or structural deficiencies.
Review existing drawings of the building, as available. In absence of existing drawings, to perform a limited amount of field measurements to determine the size and general arrangement of the existing framing system.
Evaluation and analysis of typical members to determine the live load capacity of the roof structure.
Review of the existing structure for its compliance with current construction codes (North Carolina State Building Code, 2006 Edition with particular attention to Chapter 34 "Existing Structures") as it relates to the intended use of the building.
Determine areas of deficiencies within the structure which require repair or modification either for general safety or for upgrading to compliance with code requirements for intended use.
Recommendations for any additional testing necessary to evaluate conditions not accessible to visual examination (i.e.-destructive and non-destructive testing). Typically this work is provided by an Independent Testing Laboratory. Engagement and contracting of these services is beyond the scope of services indicated here. LRSPC will, however, assist in recommending qualified firms and review the reports generated.
Results of the assessment will be provided in a written report including a description of the existing structure, field observations, descriptions of analysis work completed, opinion as to the conformance with the applicable edition of the North Carolina State Building Code and a summary of structural deficiencies & recommended repairs.

The cost associated with this component of the Armory Renovation Project is \$7,500. Funds are budgeted in the National Guard Armory Renovation Project Capital budget for this work.

Meeting Date: April 6, 2009

Item # 16-C

SUBJECT: County Manager's Report

REQUESTED BY: Linda T. Worth, Warren County Manager

SUMMARY: Report of March 2009 activities submitted for Board of Commissioners' review and approval.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



MEMORANDUM

TO: Warren County Board of Commissioners

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

DATE: April 1, 2009

RE: March Status Report

Following is a recap of my work activities for the month of March 2009:

Administration

- Met with the Committee planning the County's 230th Year Celebration at Lakeland Theatre (3/4/09)
- Met with representatives from S. J. Construction of Durham, NC to discuss Armory Renovation Project (3/5/09)
- Telephone interview with Carolina Business Journal to discuss Warren County (3/5/09)
- Met with Bill Dove of Creative Architecture to discuss Armory Renovation Project (3/5/09)
- Prepared for and attended Board of County Commissioners Regular Meeting that was rescheduled from 3/2/09 due to adverse weather conditions (3/6/09)
- Met with representatives of McGill Associates, Macon Robertson, and Town of Warrenton Officials to discuss how McGill can assist us with grant applications for capital projects such as the Waste Water Treatment Plant (3/13/09)
- Attended Triangle North Board of Directors Meeting (3/17/09)
- Met with USDA representatives to discuss USDA grant and loan funding for capital projects (3/17/09)
- Met with Bill Shoaf of Sturgis Web Services and Angelena Kearney-Dunlap to discuss the performance of the County's Web Site and to look at possible upgrades to enhance the site (3/18/09)
- Met with Billy Ford and Charles Ayscue, Bldg. Grounds Mgr., to review road sign design for the Law Enforcement complex (3/18/09)
- Attended Document Retention Training Session along with other County Department Heads and Employees (3/18/09)
- Attended Southeast High Speed Rail Meeting with officials from Warren, Vance, Franklin and Wake Counties to discuss proposed trail concept (3/20/09) A public meeting to discuss this project will be held in Warren County on May 7, 2009 at the Norlina VFD Annex Bldg. at 6:30 p.m.
- Met with Marshall Brothers, Public Works Director, to discuss proposed Solid Waste Contract with Waste Industries (3/23/09)
- Attended Joint Meeting of the Warren County Board of Commissioners and the Warren County Board of Education (3/24/09)
- Interviewed by Shante' Garner, a college intern at the Warren County Health Department. The interview focused on health concerns in Warren County (3/24/09)
- Met with Chris Wright to discuss various concerns in the Emergency Services Department (3/24/09)
- Attended Census 2010 Focus Group Meeting in Raleigh along with other governmental officials from across the state (3/26/09)
- Conducted monthly Department Heads Meeting (3/26/09)
- Chaired the quarterly meeting of the Vance Warren Granville Franklin Criminal Justice Partnership Advisory Board (3/27/09)

- Met with representative of NCACC Health Benefits Team and Elgin Lane to review health insurance renewal quotes (3/30/09)
- Met with President and Finance Director of Vance Granville Community College and Barry Mayo, County Finance Director, to receive VGCC's FY 2010 budget request (3/31/09)
- Met with Larry West, Soil & Water Conservation District Director, to discuss concerns regarding federal computer system (3/31/09)

Project Updates

Warren County Senior Center

I met with Kerr-Tar COG Staff and the Interim Senior Center Director on 3/3/09 to discuss management, budget and operation of the Senior Center going forward. I am including the Senior Center in the Manager's proposed operating budget for FY 10. In addition to county funds, the Home and Community Care Block Grant for Older Adults, state transportation funding, mental health funding and several other grants will be available to help pay for the Senior Center's operation.

National Guard Armory Renovation Project

Prepared for and attended the Armory Facility Design Development Sub-Committee Meeting on 3/4/09. This sub-committee met to finalize facility design/programming details. The sub-committee is proposing to house the County's Economic Development Offices in the renovated Armory to ensure the building has a constant presence. The location of the EDC offices in the Armory will work hand-in-hand with the ongoing efforts to increase tourism in Warren County. Requests for Qualifications were received from four highly qualified Architectural/Engineering Services for this project. At their 3/2/09 meeting the Board of Commissioners appointed an Architect Selection Committee that reviewed the Statements of Qualification on 3/19/09 and interviewed two firms on 3/31/09. This Committee will be making a recommendation of an Architectural/Engineering Firm to the Board at their 4/6/09 meeting. We have also retained a Structural Engineering firm to perform a structural assessment of the Armory.

Construction/Renovation Projects

Tax Office Renovation Project

Work on the Courthouse Annex is complete. A meeting was held with the Clerk of Court, Register of Deeds, representatives of the District Attorney's Office, and County Staff on 3/24/09 to discuss and plan the impending move. The next phase of this project will be to convert the current Clerk of Court's Office into space for the Register of Deeds Office.

Other Activities

- Attended the NACo Legislative Conference in Washington, DC along with Chairman Richardson and Com. Fleming (3/8-11/09)
- Attended and participated in the Lake Area Counseling Recovery Home Dedication and Open House in Norlina (3/20/09)
- Attended Triangle North Launch Event (3/30/09)

April 6, 2009

CLOSED SESSION
G.S. 143-318.11 (a)(7)

(Personnel)

