

**WARREN COUNTY
BOARD OF COMMISSIONERS**

September 14, 2009

9:30 am Public Hearing

Ten Year Solid Waste Management Plan

9:45 am Public Hearing

**Proposed Amendments to the Warren County
Abandoned Manufactured Home Ordinance**

10:00 AM – Regular Meeting

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

9:30 AM

Public Hearing

Call Public Hearing to Order

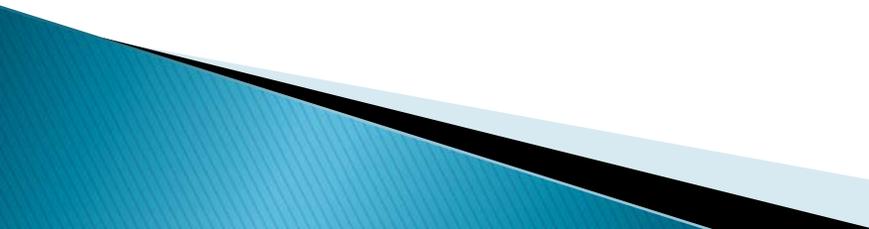
Clerk Read Notice

**Overview of Ten-Year Solid Waste Management Plan
Marshall Brothers**

Rules & Citizen Comments

**Comments from:
Board of Commissioners
County Manager**

Adjourn



PUBLIC HEARING PROCEDURES

- ▶ This public hearing is being held to hear citizens' comments regarding **Warren County Ten-Year Solid Waste Management Plan**

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

Public Hearing

Call Public Hearing to Order

Clerk Read Notice

**Overview of Proposed Amendments to Warren County
Abandoned Manufactured Home Ordinance
Marshall Brothers**

Rules & Citizen Comments

**Comments from:
Board of Commissioners
County Manager**

Adjourn

PUBLIC HEARING PROCEDURES

- ▶ This public hearing is being held to hear citizens' comments regarding **Proposed Amendments to Warren County Abandoned Manufactured Home 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*

Special Presentation

Certificate & Plaque

to

Jim & Frances Sondgeroth

of

Quality Crafters, Inc.

for

“Skate Board Ramp Project”



10:00 AM

Regular Meeting

**Call to Order September 14, 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.

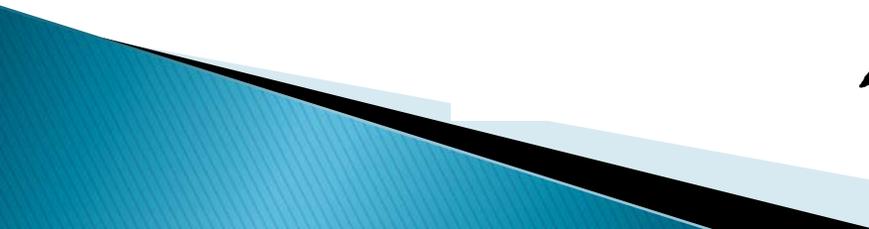
Any group of people who support or oppose the same position should
designate a spokesperson.

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: September 14, 2009

Agenda Item # 4

SUBJECT: Adopt September 14, 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
September 14, 2009 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
Memorial Library Community Meeting Room
WARRENTON, NORTH CAROLINA**

Special Recognition
Jim & Frances Sondgeroth
Quality Crafters, Inc.

9:30 & 9:45 Public Hearings

- 1 Call to Order Regular Monthly Meeting – 10:00 am by Chairman
- 2 Moment of Silence
- 3 Citizen Comments
- 4 Adopt September 14, 2009 Suggested Agenda
- 5 Consent Agenda
 - A. Approve Minutes:
 - August 3, 2009 - Regular Board Meeting
 - August 11, 2009 – Special Meeting
 - August 19, 2009 - Public Hearing & Special Meeting
 - September 9, 2009 Public Hearing & Special 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) - “ “ “ “
 - E. Warren County Senior Center Month Proclamation
 - F. Resolution in Support of Widening US 401 Highway in Franklin County
 - G. 2010 Census Partner Proclamation
 - H. Fall 2009 Litter Sweep September 19 – October 3

6. Finance Office – Barry Mayo
 - A. Amendment # 3 - Capital Project Ordinance National Guard Armory Renovation Project
 - B. Amendment # 2 - Warren County FY 2009-10 Budget Ordinance
7. Follow-Up to Public Hearings
 - A. Consider Warren County Solid Waste Management Plan for July 1, 2009 to June 30, 2019
 - B. Amendments to Warren County Abandoned Manufactured Home Ordinance
8. Boards/Commission Appointments:
 - A. Kerr-Tar Workforce Development Board – Michael L. Palmer and Cathy Alston-Kearney
 - B. Historic Preservation Commission – Sara Burton Watkins
 - C. Planning Board – Ted Echols and Tim Proctor
 - D. Board of Adjustment – Elaine Woodard
9. Request for four (4) county sponsored street lights in Warren County Acres – Dennis Bowman
10. Home & Community Care Block Grant for Older Adults – Diane Cox
11. Disposition of Public School Surplus Property
12. Churchill Five Forks VFD request for authorization to enter into Loan – Robert L. Williams
13. Personnel Matters
 - A. Request for change in residency requirement of Department of Social Services Director – Barbara \ Kinton, DSS Chairperson
 - B. Consider Salary Adjustment for Interim Animal Control Director
 - C. Consider Salary Adjustment for Finance Office Personnel
 - D. Consider Salary Adjustment for Employees who have attained Degrees and/or Certifications
14. Authorizing Resolution for Meter Replacement Project – Macon Robertson
15. Award bid for 10 Warren County vehicles
16. Declare Surplus Property
17. Reschedule October 21st Work Session to October 14th

18. Sale of Tax Foreclosed Property – Andrew Riggleman
19. County Manager's Items:
 - A. Disposition of Warren County Child Support Enforcement Office
 - B. Manager Approved Contracts less than or equal to \$50,000 – Information Only
 - C. County Manager's Report for August 2009

**Closed Session in Accordance with
NC GS 143-318.11(3)(7) to discuss
Attorney Client Privileged Information / Personnel Matters**

Meeting Date: September 14, 2009

Agenda Item # 5A

SUBJECT: Approve Minutes

REQUESTED BY: Clerk to the Board

SUMMARY: Minutes have been provided via e-mail to Board Members for review:

August 3, 2009 - Regular Board Meeting
August 11, 2009 – Special Meeting
August 19, 2009 – Public Hearing & Special Meeting
September 9, 2009 – Public Hearing & Special Meeting

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

August 3, 2009 - Regular Board Meeting

August 11, 2009 – Special Meeting

August 19, 2009 – Public Hearing & Special Meeting

September 9, 2009 – Public Hearing & Special Meeting

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



Meeting Date: September 14, 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 July 2009

FUND	JULY INCOME	FISCAL YEAR TO - DATE
General	2,771.54	2,771.54
Revaluation	43.01	43.01
E 911 Telephone System	260.08	260.08
Buck Spring Project	117.39	117.39
Ambulance Storage Facility	1.60	1.60
Library Building Project Fund	1.09	1.09
Regional Water Enterprise Fund	179.89	179.89
District 1 Enterprise Fund	219.74	219.74
Solid Waste	91.80	91.80
District II Enterprise Fund	189.70	189.70
District III Capital Project Fund	69.06	69.06
District III Phase II BANS	1.53	1.53
District III Enterprise Fund	68.75	68.75
Soul City Pump Station Improvements	1.64	1.64
District II Phase II	3.53	3.53
	4,020.35	4,020.35

Meeting Date: September 14, 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 JULY 2009**

Current Year Collections

Tax Year			Charge	Collected in JULY	Collected to Date	Balance Outstanding	Percentage Collected
JULY	2009	FY10	\$14,276,097	\$61,133	\$61,133	\$14,214,963	43%
JULY	2008	FY09	\$12,099,832	223,991	223,991	11,875,841	1.85%

Delinquent Collections

2008	\$693,299	\$72,317	\$72,317	\$ 620,982	10.43%
2007	259,379	8,048	8,048	251,330	3.10%
2006	196,011	4,431	4,431	191,581	2.26%
2005	155,416	2,987	2,987	152,429	1.92%
2004	124,283	1,833	1,833	122,451	1.47%
2003	100,130	689	689	99,440	69.00%
2002	178,462	53,437	53,437	125,025	29.94%
2001	171,701	221	221	171,480	13.00%
2000	96,947	151	151	96,796	16.00%
1999	41,854	224	224	41,630	54.00%
Total Delinquent Years	\$ 2,017,483	\$144,338	\$ 144,338	\$ 1,873,144	

Other JULY Receipts

County Penalties
Landfill User Fees
Municipalities
Fire District Taxes
Advance Taxes

\$46,203	\$46,203
\$16,620	\$16,620
\$ 7,749	\$ 7,749
\$ 15,675	\$ 15,675
\$ -	\$ -

JULY GRAND TOTAL

\$ 291,718	\$ 291,718
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R. Edwin Mitchum

R. Edwin Mitchum, Tax Collector Date 08/18/2009

Meeting Date: September 14, 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:



Request For Tax Releases Over \$100

Over \$100	9/14/2009	Date:
ERROR CORRECTION RELEASES:		
ALAN VESTER MANAGE CORP	2009 26675 200	26828 \$ 268.14 BUS CLOSED
ALLTEL/360 COMMUNICATIONS	2009 1481 201	21557 \$ 764.04 ASSESSED/26356
ALLTEL/360 COMMUNICATIONS	2009 1481 201	26356 \$ 911.60 OVER ASSESSED
ALSTON LOLA & LUCIUS E	2009 1234 301	17439 \$ 105.00 NO HSE ON PROP
ALSTON WILMA W	2009 2480 300	16947 \$ 738.94 HSE DOUBLE LISTED
ARELLANO NANCY M	2009 8078 301	21199 \$ 478.38 ASSESSED/F9 5D
ATEL CAPITAL EQUIPMENT FUND	2009 2269 200	26734 \$ 258.52 ASSET LISTED IN SC
BENDER WALTER J & MARY LOU	2009 3201 301	993 \$ 893.78 CLERICAL ERROR
BLACKMON DONALD R	2009 25961 200	30811 \$ 120.53 MH NOT IN COUNTY
BLUE HERON MINI STORAGE LLC	2009 32209 300	2485 \$ 181.64 NEW CONST-DISCOVI
CAMPFOR TINA LOUISE	2009 27216 300	22900 \$ 105.00 NO HSE ON PROP
CHAMPION BRENDA	2009 7914 300	2489 \$ 363.44 DW LISTED/4600 200
CHRISTIANA BANK & TRUST CO	2009 27721 315	21779 \$ 283.87 CLERICAL ERROR
DANIEL GARY K	2009 22996 300	17880 \$ 209.05 VALUE ADJUSTMENT
DAVIS CALVIN	2009 10607 301	24154 \$ 105.00 CLERICAL ERROR
DAVIS GLADYS W	2009 10840 300	F9 93 3923 \$ 551.75 CLERICAL ERROR
DAVIS RONALD K	2009 9364 301	23172 \$ 182.31 BT LISTED/13169
DISH NETWORK	2009 2090 200	27720 \$ 1,083.71 BUS OVER ASSESS.
DISH NETWORK	2009 2090 200	27720 \$ 376.31 WRONG SCHEDULE
DYSON THOMAS R	2009 5978 301	21818 \$ 403.62 CLERICAL ERROR
DYSON THOMAS R	2009 5978 300	10197 \$ 355.57 CLERICAL ERROR
EAST TRINITY LAND LLC	2009 28630 303	548 \$ 105.00 VACANT LOT
ELLIS BUNNIE TALBERT	2005 14047 105	43378 \$ 160.59 CLERICAL ERROR
ELLIS BUNNIE TALBERT	2006 14047 106	47904 \$ 147.48 CLERICAL ERROR
ELLIS BUNNIE TALBERT	2008 14047 200	55619 \$ 124.36 CLERICAL ERROR
ELLIS BUNNIE TALBERT	2007 14047 107	55619 \$ 135.17 CLERICAL ERROR
GIBBS JOSEPH T	2009 11976 300	13926 \$ 180.00 VALUE ADJUSTMENT
HARRIS JAMES & JUNE	2009 23650 200	26768 \$ 397.25 DW/LISTED TWICE
HARRISON MATTIE HEIRS	2009 24290 300	I3 6 11980 \$ 371.37 CLERICAL ERROR
HARTLAND LAND	2003 2918 103	36989 \$ 303.20 OVER ASSESSED
HARTLAND LAND	2003 2918 103	44703 \$ 201.50 OVER ASSESSED
HARTLAND LAND	2004 2918 104	38434 \$ 262.79 OVER ASSESSED
HARTLAND LAND	2004 2918 104	44704 \$ 201.96 OVER ASSESSED
HARTLAND LAND	2005 2918 105	29865 \$ 170.27 OVER ASSESSED
HARTLAND LAND	2006 2918 106	29865 \$ 183.97 OVER ASSESSED
HARTLAND LAND	2006 2918 106	45004 \$ 151.82 OVER ASSESSED
HARTLAND LAND	2007 2918 107	29865 \$ 243.33 OVER ASSESSED
HARTLAND LAND	2008 2918 108	55594 \$ 237.07 OVER ASSESSED
HAWKINS DONNELL	2009 2456 300	6446 \$ 223.71 REMOVED 2 MH
HEDGEPEATH ANNETTE	2009 8212 300	4438 \$ 156.58 CLERICAL ERROR
HOSKINS SANDRA M	2009 33556 200	29222 \$ 139.92 BT KEPT IN VA
HOUF AZZIDIN & KHADIHA TAH	2009 32777 300	H6 32 13973 \$ 417.16 CLERICAL ERROR
JOHNSON EDWARD & MARGARET	2009 27876 300	22687 \$ 274.31 ENTRY ERROR
JONES GEORGE MC & MILDRED	2009 22606 300	6535 \$ 320.18 CLERICAL ERROR
JONES JASPER W	2009 22710 300	6840 \$ 151.75 NO HSE ON PROP
JORDAN JAMES & MATTY J GAY	2009 23127 331	7109 \$ 288.00 VETERANS EXEMPT
KING SALLY CORP	2009 26897 302	21115 \$ 105.00 NO DWELL ON PROP
LAMBERTZ, JOSEPH H	2009 32162 300	2799 \$ 449.86 DEPRECIATION ERR.
MASON RICHARD HEIRS	2009 26905 300	8866 \$ 271.92 DW LISTED ELSEWH
MCCULLOUGH TERESA B	2009 4456 302	622 \$ 103.56 DOUBLE LISTING
MOSELEY TIMOTHY I & OTHERS	2009 29011 300	E2 128 10155 \$ 772.72 PROP CHR9 TWICE
OAKRIDGE PROP OWNERS ASSOC	2009 14742 300	I2C 257 13120 \$ 183.42 CLERICAL ERROR
PALMER JOHN C & OHTERS	2009 23696 302	F2/15 8654 \$ 402.91 CLERICAL ERROR
PANKEY ELLEN & AARON BOLDON	2009 29929 300	F9 67 8682 \$ 356.23 HSE INCOMPLETE
PERSON WILHEMINA	2009 7075 200	26896 \$ 108.25 MH IS JUST A SHELL
PINES APARTMENTS	2009 3193 300	13227 \$ 670.99 LOW INCOME HSING
RICHARDSON JOSEPH O	2009 33734 200	27006 \$ 302.28 CLERICAL ERROR
RICHARDSON JOSEPH O & BRUCIE	2009 33734 342	15668 \$ 361.89 HSE DOUBLE LISTED
RICHARDSON VANESSA & CURTIS	2008 32985 108	J12 20G 57603 \$ 845.16 CLERICAL ERROR
RICHARDSON VANESSA & CURTIS	2009 32985 300	J12 20G 23538 \$ 105.00 LANDFILL REMOVED
SEE ANN K & ELEANDOR K CARLSN	2009 32798 306	7413 \$ 326.57 CLERICAL ERROR
SNEED WALTER HEIRS	2009 26336 300	8222 \$ 105.00 HSE NOT LIVEABLE
STEED TIQUEA	2009 21896 300	15665 \$ 196.51 CLERICAL ERROR
STEGALL MICHAEL	2008 38938 300	12686 \$ 105.00 NO DWELL ON PROP
STEGALL MICHAEL	2009 38938 300	12686 \$ 105.00 NO DWELL ON PROP

**Request
For Tax
Releases
Over \$100
Continued**

STOLZE MARTIN & ANNETTE	2009 26157 300		2585 \$	105.85	BT ON ANOTHER ACC
STONE JAMIE LYNN	2008 8815 108		55418 \$	641.98	CLERICAL ERROR
STONE JAMIE LYNN	2009 8815 200		27742 \$	413.86	CLERICAL ERROR
TAYLOR ETHER P HEIRS	2009 39802 300		10860 \$	795.03	DW ON ACCT 40519
THORNTON WADE B	2005 1712 105		41376 \$	322.61	MH MOVED IN 2004
THORNTON WADE B	2006 1712 106		44924 \$	284.11	MH MOVED IN 2004
THORNTON WADE B	2007 1712 107		48647 \$	249.56	MH MOVED IN 2004
THORNTON WADE B	2008 1712 108		55415 \$	227.85	MH MOVED IN 2004
THORNTON WADE B	2009 1712 200		27636 \$	166.35	MH MOVED IN 2004
TOWNES ISHAM HEIRS	2009 40726 326		11993 \$	506.72	HSE ON 40811 300
VIDAL FRANCISCO SANCHEZ	2009 21512 300		21362 \$	321.58	PROP ON I10 43
WEDO LINDA E	2009 8508 300		4038 \$	765.79	VALUE ADJUSTMENT
WUERCH RYAN	2009 30410 200		26836 \$	154.35	BT KEPT IN MEDINA
YOUNG DEBORAH A & DANIEL A	2009 354 302	L5/84 2Z	13305 \$	191.74	DOUBLE LISTING
YRURETAGOYENA RL & K MENEND	2009 29256 300	D10 22	4580 \$	105.00	TRACT IS VACANT
		TOTAL	\$	25,418.59	
<u>MOTOR VEHICLE RELEASES:</u>					
CARMODY JOSEPH S	2008 30905 108	YSS 5395	53554	\$428.64	SOLD
NISSAN INFINITI LT	2008 13644 2031	YPE 1780	75805	\$165.50	TURNED BACK IN
PENDERGRAPH MARILYN W	2008 20769 2015	PNW 8734	72656	\$120.40	SOLD
SPARKES ROGER W	2009 13561 2422	WSY 9278	62538	\$100.71	SOLD
		TOTAL		\$815.25	
SUB-TOTAL ERROR CORRECTIONS:			\$	25,418.59	
SUB-TOTAL MOTOR VEHICLE RELEASES:			\$	815.25	
TOTAL RELEASES:			\$	26,233.84	

Abbreviation Key:

LFUF = Landfill User Fee
 NES=No Electrical Service
 LPC=Licensed Private Contractor

County Manager approved Tax Releases Under \$100

2W
Date: 9/4/09

Under \$100

9/14/2009

ERROR CORRECTION RELEASES:

NAME	Year	ACCT#	MAP #	RECORD	AMOUNT	REASON
ALSTON SELMA MARIE	2009	1604 300	F6/83	463	\$ 9.62	CLERICAL ERROR
ALLTEL/360 COMMUNICATIONS	2009	1481 200		20855	\$ 88.64	CLERICAL ERROR
BAL GLOBAL FINANCE LLC	2009	4165 200		29451	\$ 11.25	BUS MERGED
BASKERVILLE JANET & GREGORY	2009	4383 300	B5 111	4968	\$ 29.70	NO MH HOOKUP
CONNELL FAMILY PARTNERSHIP	2009	6657 309	F6 154	3054	\$ 56.74	CLERICAL ERROR
DAVIS ROBERT & HARRY	2009	13839 301	G10 9	10304	\$ 70.49	BOER ADJUSTMENT
DAVIS ROBERT & HARRY	2009	13839 300	G10 9C	10308	\$ 22.15	BOER ADJUSTMENT
DAVIS ROBERT & HARRY	2009	13839 305	G10 9C	23310	\$ 38.92	BOER ADJUSTMENT
DISH NETWORK	2009	2090 202		29000	\$ 2.39	CLERICAL ERROR
DISH NETWORK	2009	2090 206		30948	\$ 4.74	CLERICAL ERROR
GILBERTSON GARY D	2009	4688 300		21697	\$ 53.17	OVER ASSESSED
GROSS KIRSTEN	2009	32344 200		28471	\$ 2.69	NEVER REC'D
HARTLAND LAND	2005	2918 105		44705	\$ 79.12	OVER ASSESSED
HOFFMAN JOHN R	2009	10333 300		5822	\$ 50.38	CLERICAL ERROR
JOHNSON THOMAS MITCHELL JR	2009	27188 200		27188	\$ 22.37	DOES NOT OWN BT
KEMP ROGER L	2009	9656 300		14927	\$ 32.67	BT OVER ASSESSED
KUNZ EDWARD M & FLORENCE	2009	5940 303		8080	\$ 39.26	OVER ASSESSED
LEVINSON GINGER	2009	9688 200		27872	\$ 2.30	SOLD BOAT
LITTLE MURPHY CONZELL & SARA	2009	25605 301	L5 101	11202	\$ 25.82	LISTING ERROR
MILL CREEK PROPERTIES INC	2009	27419 304	K2A 135	15157	\$ 16.18	NON PROFIT
NAYLOR RALPH L	2009	20951 1753	BE 39206	61869	\$ 1.90	CLERICAL ERROR
NEWELL JOHN E & FRANK B III	2009	28812 313	E6/80	8188	\$ 36.18	DELETE PER BOARD
P&A ROOFING LLC	2009	29549 300	D9 51	13682	\$ 3.25	MH REMOVED
P&A ROOFING LLC	2008	29549 300	D9 51	13682	\$ 4.85	MH REMOVED
PEARCE PRISCILLA	2009	7319 303		18069	\$ 15.20	VALUE ADJUSTMENT
PEARCE PRISCILLA	2009	7319 302		18073	\$ 15.20	VALUE ADJUSTMENT
PHILLIPS LARRY RANEY	2009	31100 200		27350	\$ 15.19	BOAT SOLD
PHILLIPS LARRY RANEY	2008	31100 108		55384	\$ 28.34	BOAT SOLD
PHILLIPS LARRY RANEY	2007	31100 107		48612	\$ 31.27	BOAT SOLD
RAINBOW REALTY AT LAKE GASTON	2009	13693 200		30656	\$ 24.89	BUS SOLD TO REMX
REECE MC JR	2009	30472 200		27139	\$ 2.24	BUS SOLD IN 2008
ROBERTSON JEFFERY D	2009	30677 300		7096	\$ 68.93	BOAT/WAKE CO
THOMPSON SHENAN L	2009	23302 200		27141	\$ 4.70	BT SOLD IN VANC CO
TWEED NORMAN	2009	23373 300		15695	\$ 24.90	BT OVER ASSESSED
USSERY RICHARD L	2009	24773 300		1480	\$ 22.98	CONC LISTED TWICE
WARREN CO BD OF EDUCATION	2009	2267 2733		62849	\$ 10.86	TRAL/EXEMPT CO
SUB-TOTAL ERROR CORRECTIONS:					\$ 969.48	

MOTOR VEHICLE RELEASES:

ALLEN JOHN DAVID	2009	33612 2562	YVV 2599	62678	\$ 96.52	REL/VANCE COUNTY
ALSTON EMMA R	2009	24356 1517	NWR 6791	61633	\$ 24.40	GAVE AWAY
ANSTEAD JEROME	2008	9493 1362	XRN 3692	75136	\$ 2.92	GAVE AWAY
BATCHELOR LONNIE M	2009	33667 2132	TTM 6031	64053	\$ 68.83	RELEASED TO NASH
BOND VIVIAN D	2008	28457 108	VRJ 2055	54093	\$ 10.90	MOVED AWAY
BRACEY SHIRLEY	2008	3200 108	YRP 1263	53750	\$ 14.21	GAVE AWAY
BUCKLEY PRESTON E	2009	5314 108	JO25SM	54536	\$ 21.21	HIGH MILEAGE
BUCKLEY PRESTON E	2009	5314 108	YRN 8985	53870	\$ 10.05	HIGH MILEAGE
BULLOCK FRANCES DAVIS	2009	31961 1124	XSB 2135	57837	\$ 14.17	REL/VANCE COUNTY
BUNNELL BILLIE JO	2008	4994 2362	BL53897	59075	\$ 1.68	SOLD
CALLAHAN MISHA L	2009	7386 1743	YVT 5079	58456	\$ 30.65	BILL OF SALE
CARVER LESLIE S	2009	13277 2686	TTN 2053	62802	\$ 29.48	SOLD
DAVIS LARRY E	2009	11206 1333	TSM 7704	61449	\$ 9.60	GAVE AWAY
DUNDAS NELSON D	2008	25669 1861	2A 6509	77057	\$ 30.20	GAVE AWAY
ENTERPRISE LEASING CO SE	2009	23546 2583	VSP 7683	59296	\$ 99.44	SOLD
FRAZIER JOHN T	2008	15208 1166	SRK 5225	57879	\$ 5.85	SOLD
GRAF DELORES G	2009	19468 2321	MPS 5197	62437	\$ 86.00	TOTALED
HARGROVE CORLETTE	2008	8269 108	VRP 2198	54483	\$ 32.78	SOLD
HARRIS HEAVY HAULING LLC	2009	9198 2237	CA 1791	58950	\$ 57.81	HIGH MILEAGE
HARRIS HEAVY HAULING LLC	2009	9198 1859	C1 1789	58572	\$ 45.65	HIGH MILEAGE
HUX CLIFTON	2009	5695 1809	HD 11834	63730	\$ 9.20	MILEAGE
JONES FLORENCE H	2008	1651 2430	YRN 9941	78930	\$ 17.44	SOLD
KIMBLE MINNIE S	2008	16983 108	YPZ 5169	55558	\$ 7.47	CLERICAL ERROR
KOHL RICHARD THOMAS	2009	9290 1359	YTX 3692	61475	\$ 10.98	SOLD
MCCOWAN JAMES A JR	2008	26227 1847	LVB 5803	72488	\$ 16.38	TRANS TITLE

**County
Manager
approved
Tax Releases
Under \$100
Continued**

MOORE GREGORY J	2009 32216 108	YRN 9143	53592 \$	12.60	SOLD
MORRIS ROBERT D	2009 28005 2442	VSL 3118	59155 \$	25.78	WRONG VALUE
MOSS ALICE J	2008 22660 2240	WNK 5545	60232 \$	2.65	TOTALED
PRO TOW	2008 17075 1419	ZD 7558	58132 \$	44.10	REL/VANCE COUNTY
PRO TOW	2008 17075 1371	AH 4753	58084 \$	44.10	REL/VANCE COUNTY
SANDERSON CATHERINE LANE	2008 23760 108	XSB 5929	53647 \$	24.56	SOLD
SHEARIN FRANKLIN D	2009 36733 1082	TXJ 9556	63003 \$	5.11	HIGH MILEAGE
SMITH JEFFERY V	2008 17850 1902	WRT 5681	78411 \$	71.82	SOLD
SPIES KIM LEE	2009 5469 1694		61810 \$	9.85	VEH VAL ADJUSTED
STEGALL TOMMY WAYNE	2008 39004 2145	PTS 2534	80202 \$	25.06	GIFT
SWEENEY VIRGINIA G	2009 2198 1076	XWF 8705	62997 \$	8.43	RUSTED OUT
UNDERWOOD JACK	2008 41424 108	XVJ 3802	53288 \$	29.55	GAVE AWAY
VAUGHAN WILLIAM E	2009 33585 1039	YVT 6280	61155 \$	18.40	REL/FRANKLIN CO
VAUGHAN WILLIAM E	2009 33585 1696	RVW 1039	61812 \$	80.32	REL/FRANKLIN CO
WILLIAMS ELIZABETH	2008 11770 1465	SXV 3808	75239 \$	1.96	GAVE AWAY
WILLIAMS HARRY V III	2009 44130 1903	OBX 22164	62019 \$	24.25	VALUE ADJUSTMENT
SUB-TOTAL MOTOR VEHICLE RELEASES:			\$	1,182.36	
SUB-TOTAL CORRECTION RELEASES:			\$	969.48	
Total Releases			\$	2,151.84	

Meeting Date: September 14, 2009

CONSENT AGENDA Item # 5E

SUBJECT: Proclaim September 2009 Warren County Senior Center Month

**REQUESTED BY: Arnetta Yancey, Director
Warren County Senior Center**

SUMMARY: None

FUNDING SOURCE: N/A

APPLICABLE 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

Warren County Senior Center

Month Proclamation

Whereas, older Americans are significant members of our society, investing their wisdom and experience to help enrich and better the lives of younger generations; and

Whereas, the Warren County Senior Center has acted as a catalyst for mobilizing the creativity, energy, vitality and commitment of the older residents of Warren County, North Carolina; and

Whereas, through the wide array of services, programs and activities, senior centers empower older citizens of Warren County to contribute to their own health and wellbeing and the health and well-being of their fellow citizens of all ages; and

Whereas, the Senior Center in the County of Warren affirms the dignity, self worth and independence of older persons by facilitating their decisions and actions; tapping their experiences, skills and knowledge; and enabling their continued contributions to the community;

NOW, THEREFORE, we, the Warren County Board of Commissioners do hereby proclaim **September 2009 Senior Center Month**.

And call upon all citizens to recognize the special contributions of the senior center participants, and the special efforts of the staff and volunteers who work every day to enhance the well-being of the older citizens of our community.

Barry Richardson
Chairman

Ulysses S. Ross
Vice Chairman

Ernest Fleming
William Davis
Jennifer Jordan

Linda T. Worth
County Manager

A. Kearney Dunlap
Clerk to the Board

Phone: 252-257-3115

Fax: 252-257-5971

www.WarrenCountyNC.com

Board of Commissioners Chairman

Clerk to the Board

Signed in Warren County
This 14th day of September 2009

Meeting Date: September 14, 2009

CONSENT AGENDA Item # 5F

**SUBJECT: Resolution in Support of Widening US 401
Highway in Franklin County**

REQUESTED BY:

SUMMARY: None

FUNDING SOURCE: N/A

APPLICABLE 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

COUNTY OF WARREN

STATE OF NORTH CAROLINA

Barry Richardson
Chairman

Ulysses S. Ross
Vice Chairman

Ernest Fleming
William Davis

Jennifer Jordan

Linda T. North
County Manager

A. Kearney Dunlap
Clerk to the Board

Phone: 252-257-3115

Fax: 252-257-5971

www.WarrenCountyNC.com

Resolution in Support Of Widening U.S. 401 Highway in Franklin County, North Carolina

WHEREAS, the widening and improvement of U.S. 401 from NC 96 in Wake County to its intersection with SR 1700 (Fox Park Road) in Louisburg has been identified as a critical highway infrastructure project that will improve the safety, enhance economic conditions along the corridor and the quality of life of the citizens of all of central North Carolina, and those of Franklin, Warren, Wake and Vance counties in particular; and

WHEREAS, the U.S 401 corridor has been identified as a Strategic Highway Corridor by the State of North Carolina, demonstrating the importance of the corridor and the strong need for improvement and widening of that corridor; and

WHEREAS, preliminary planning and design for the widening and improvement of U.S. 401 has been underway within the North Carolina Department of Transportation for several years; and

WHEREAS, the widening and improvement of U.S. 401 is currently the highest priority project listed by the Kerr-Tar Rural Transportation Planning Organization and is also among the top four recommendations for the Capital Area Metropolitan Transportation Planning Organization; and

WHEREAS, the widening and improvement of U.S. 401 will provide enhanced access to the Triangle North Industrial sites identified in the Kerr-Tar region for Warren, Vance, Franklin, and Granville Counties as an added incentive for enhanced economic development in the State, and

WHEREAS, the funds for widening and improvement of U.S. 401 have not been made available despite inclusion of the U.S. 401 improvement project in the State Transportation Improvement Plan for many years; and

WHEREAS, the United States government passed on February 17, 2009, the American Recovery and Reinvestment Act (ARRA) which includes funds for the Transportation Investment Generating Economic Recovery (TIGER) funding to foster economic growth and employment opportunities; and

WHEREAS, the U.S. 401 widening and improvement project meets all of the guidelines for funding under the TIGER regulations; and

WHEREAS, the U.S. 401 Citizens' Action Committee has created a broad-based coalition of public and private groups and interested citizens for the purpose of preparing a coordinated and comprehensive grant application including all of the 11.2 mile length of the project;

NOW, THEREFORE, BE IT RESOLVED, that the Warren County Board of Commissioners does hereby publicly endorse the U.S. 401 widening and improvement project, and encourages the Citizens' Action Committee and its coalition of agencies and interested citizens to complete and submit an application for the project to the United States Department of Transportation for funding under the ARRA TIGER funding program; and

BE IT FURTHER RESOLVED, that the United States Department of Transportation is urged to approve the U.S. 401 Highway Improvement Project TIGER Grant application and provide the needed funding for these critical highway infrastructure improvements.

Signed this the 14th day of September, 2009.

WARREN COUNTY BOARD OF COMMISSIONERS

Barry Richardson, Chairman

ATTEST:

Angelena Kearney-Dunlap, Clerk to the Board

Meeting Date: September 14, 2009

CONSENT AGENDA Item # 5G

SUBJECT: 2010 Census Partner Proclamation

REQUESTED BY:

SUMMARY: None

FUNDING SOURCE: N/A

APPLICABLE STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:





IT'S IN OUR HANDS

2010 Census Partner Proclamation

WHEREAS an accurate census count is vital to our community and residents' well-being by helping planners determine where to locate schools, day-care centers, roads and public transportation, hospitals and other facilities, and is used to make decisions concerning business growth and housing needs;

WHEREAS more than \$300 billion per year in federal and state funding is allocated to states and communities based on census data;

WHEREAS census data ensure fair Congressional representation by determining how many seats each state will have in the U.S. House of Representatives as well as the redistricting of state legislatures, county and city councils, and voting districts;

WHEREAS the 2010 Census creates jobs that stimulate economic growth and increase employment opportunities in our community;

WHEREAS the information collected by the census is protected by law and remains confidential for 72 years;

Now, therefore, we PROCLAIM that County of Warren, North Carolina
is committed to partnering with the U.S. Census Bureau to help ensure a full and accurate count in 2010.

As a 2010 Census partner, we will:

1. Support the goals and ideals for the 2010 Census and will disseminate 2010 Census information to encourage those in our community to participate.
2. Encourage people in County of Warren, North Carolina to place an emphasis on the 2010 Census and participate in events and initiatives that will raise overall awareness of the 2010 Census and ensure a full and accurate census.
3. Support census takers as they help our community complete an accurate count.
4. Create or seek opportunities to collaborate with other like-minded groups in our community, such as Complete Count Committees, to utilize high-profile, trusted voices to advocate on behalf of the 2010 Census.

Signed this 14th day of September, in the year 2009.

Signature

Barry Richardson, Chairman, Board of Warren County Commissioners

Title

U S C E N S U S B U R E A U

United States
**Census
2010**

Meeting Date: September 14, 2009

CONSENT AGENDA Item # 5H

SUBJECT: Fall 2009 Litter Sweep – September 19 to October 3, 2009

REQUESTED BY: Gov. Beverly E. Perdue

SUMMARY: Adopt Governor Perdue’s Proclamation of Fall 2009 Litter Sweep

FUNDING SOURCE: N/A

APPLICABLE STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



State of North Carolina



BEVERLY EAVES PERDUE
GOVERNOR

FALL LITTER SWEEP

2009

BY THE GOVERNOR OF THE STATE OF NORTH CAROLINA
A PROCLAMATION

WHEREAS, the North Carolina Department of Transportation organizes an annual fall statewide roadside cleanup to ensure clean and beautiful roads in North Carolina; and

WHEREAS, the fall 2009 LITTER SWEEP roadside cleanup will take place September 19 – October 3, 2009, and encourages local governments and communities, civic and professional groups, businesses, churches, schools, families and individual citizens to participate in the Department of Transportation cleanup by sponsoring and organizing local roadside cleanups; and

WHEREAS, Adopt-A-Highway volunteers, Department of Transportation employees, Department of Correction inmates and community service workers, local government agencies, community leaders, civic and community organizations, businesses, churches, schools, and environmentally concerned citizens conduct annual local cleanups during LITTER SWEEP and may receive certificates of appreciation for their participation; and

WHEREAS, the great natural beauty of our state and a clean environment are sources of great pride for all North Carolinians, attracting tourists and aiding in recruiting new industries; and

WHEREAS, the cleanup will increase awareness of the need for cleaner roadsides, emphasize the importance of not littering, and encourage recycling of solid wastes; and

WHEREAS, the fall 2009 LITTER SWEEP cleanup will celebrate the 21st anniversary of the North Carolina Adopt-A-Highway program and its 5,750 volunteer groups that donate their labor and time year round to keep our roadsides clean; and

WHEREAS, the LITTER SWEEP cleanup will be a part of educating the children of this great state regarding the importance of a clean environment to the quality of life in North Carolina;

NOW, THEREFORE, I, BEVERLY EAVES PERDUE, Governor of the State of North Carolina, do hereby proclaim September 19 – October 3, 2009, as “LITTER SWEEP” time in North Carolina and encourage citizens in all 100 counties to take an active role in making their communities cleaner.



BEVERLY EAVES PERDUE

Meeting Date: September 14, 2009

Item # 6-A

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

**SUMMARY: Amendment # 3 to the Capital Project Ordinance – Warren County
National Guard Armory Renovation Project**

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



**CAPITAL PROJECT ORDINANCE
WARREN COUNTY
NATIONAL GUARD ARMORY RENOVATION PROJECT
(Amendment No. 3)**

Section 4 The following amounts are appropriated for the project:

Additional Services	861 516127-519529
Contingency	<u>(861) 516127-991000</u>
Total	-

This amendment adjust the budget to the most recent cost.

Respectfully Submitted 9-14-2009

Barry J. Mayo

Barry J. Mayo, Finance Director

Meeting Date: September 14, 2009

Item # 6-B

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

**SUMMARY: Amendment # 2 to the Warren County FY 2009-2010
Budget Ordinance**

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

2009/2010

Amendment No. 2

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:

Court Facilities	3,612
Board of Elections	20,250
Register of Deeds	588
Buildings, Grounds & Maintenance	4,728
Buildings, Grounds & Maintenance - Contingency	(5,040)
Sheriff's Department	20,869
Animal Control	840
Cooperative Extension Service	20,731
Health Department	99,909
Senior Center	72
Libraries	20,386
Recreation Program	3,400
Contingency	(10,248)
Total	\$ 180,097

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	99,909
Restricted Intergovernmental - Other	56,152
Miscellaneous Revenue	3,786
Fund Balance - Appropriated	20,250
Total	\$ 180,097

This amendment:

- appropriates funds to Court Facilities to replace the chiller compressor.
Funding Source: Buildings, Grounds & Maintenance - Contingency
- appropriates funds to Board of Elections for salary increases approved at the August 3, 2009 Board of Commissioners meeting.
Funding Source: Fund Balance
- appropriates funds to Register of Deeds to replace the chiller compressor
Funding Source: Buildings, Grounds & Maintenance - Contingency

- appropriates funds to Buildings, Grounds and Maintenance for a salary increase approved at the August 3, 2009 Board of Commissioners meeting.
Funding Source: Contingency
- appropriates funds to the Sheriff's Department for the Recovery Act Edward Byrne Memorial Justice Assistance Grant.
Funding Source: US Department of Justice
- appropriates funds to Animal Control for paving and landscaping.
Funding Source: Buildings, Grounds & Maintenance - Contingency
- appropriates funds to Cooperative Extension Services for Healthy Marriage Demonstration Grant.
Funding Source: NC A&T State University
- appropriates funds to the Health Department to agree with State allocations.
Funding Source: NC Department of Public Health
- appropriates funds to Senior Center for reflect actual grant awards
Funding Source: Title III D Grant
- appropriates funds to the Library for Counting Quilts File Management and Strengthening Public & Academic Library Collections Grant.
Funding Source: Private Contributions and LSTA Grant
- appropriates funds to the Recreation Program for soccer shirts and equipment.
Funding Source: Private Contributions - Glen Raven, Temple - Island, Cast Stone Systems

Respectfully Submitted 09/14/2009

Barry J. Mayo

Barry J. Mayo, Finance Director

Meeting Date: September 14, 2009

Item # 7-A

SUBJECT: Follow-up to Public Hearing

REQUESTED BY:

**SUMMARY: Consider Ten Year Solid Waste Management Plan for July 1, 2009
to June 30, 2019**

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: September 14, 2009

Item # 7-B

SUBJECT: Follow-up to Public Hearing

REQUESTED BY:

SUMMARY: Proposed amendments to Warren County Abandoned Manufactured Home Ordinance.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Meeting Date: September 14, 2009

Item # 8-A

SUBJECT: Board/Committee/Commission Member Appointment

**REQUESTED BY: Vincent Gilreath, Kerr Tar COG
Work Force Development Director**

SUMMARY: It is submitted to make the following appointments to the Kerr Tar Workforce Development Board:

- 1 - Michael Palmer for an additional two year term – October 1st to 9-30-2011**
- 2 - Cathy Alston Kearney to an initial two year term - September 1st to 9-30-2011**

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Kerr-Tar
Regional Council
Of Governments

Timothy M. Baynes
Executive Director

**Member
Governments**

COUNTIES

Franklin
Granville
Person
Vance
Warren

MUNICIPALITIES

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

August 29, 2009

Ms. Angelena Kearney-Dunlap, Clerk
Warren County Board of Commissioners
P.O. Box 619
Warrenton, N.C. 27589

Dear Ms. Kearney-Dunlap:

I write to request that the Warren County Board of Commissioners re-appoint Mr. Michael L. Palmer, to the Kerr-Tar Workforce Development Board for a two-year term. Mr. Palmer has been a very active board member, and will fill a required private industry position on the Board. I also request that the Board of Commissioners appoint Ms. Cathy Alston-Kearney, Executive Director, of Warren Family Institute, P. O. Box 150, Warrenton, NC 27589. This appointment would complete the required composition of community based organizations on the Workforce Development Board.

Thank you in advance for your assistance. If you have any questions or need additional information, please contact me at 436-2052.

Sincerely,



Vincent Gilreath
Workforce Development Director

RECEIVED

AUG 31 2009

WARREN COUNTY MANAGER'S OFFICE

An Equal Opportunity/Affirmative Action Employer Program
Auxiliary aids and services available upon request to individuals with disabilities

Meeting Date: September 14, 2009

Item # 8-B

SUBJECT: Board/Committee/Commission Member Appointment

REQUESTED BY: Ken Krulik, Planner/Zoning Administrator

SUMMARY: It is submitted to appoint Sarah Burton Watkins to the Historic Preservation Commission for a three year term expiring January 2012.

“Historic Preservation Commission: At the **August 27, 2009** meeting, Virginia Karama Broach volunteered to serve as a replacement for Mary Lib Taylor (resigned due to health reasons). By consensus, Virginia Karama Broach was approved and her reappointment is submitted for consideration.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



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 Manger, and Clerk to the Board of Commissioners
From: Ken Krulik, AICP CZO - Planning and Zoning Administrator *KenK*
Date: September 10, 2009
Re: Board Re-Appointments and Appointments

- ◆ **Planning Board:** At the September 1, 2009 meeting, Marvin (Marty) Richardson and Michael Humphries agreed to be appointed for another term. When called for a vote it was unanimously approved and the reappointments are submitted for consideration.

- ◆ **Historic Preservation Commission:** At the August 27, 2009 meeting, Virginia Karama Broach volunteered to serve as a replacement for Mary Lib Taylor (resigned due to health reasons). By consensus, Virginia Karama Broach was approved and her reappointment is submitted for consideration.

- ◆ **Board of Adjustment:** Elaine Woodard was recommended, by consensus, as an alternate, at the August 17, 2009 meeting (she agreed). Her nomination for appointment as an alternate is submitted for consideration.

Meeting Date: September 14, 2009

Item # 8-C

SUBJECT: Board/Committee/Commission Member Appointment

REQUESTED BY:

SUMMARY: It is submitted to make the following appointments to the Planning Board for three year terms, expiring March 2012: Ted Echols and Tim Proctor

"Planning Board: At the **September 1, 2009** meeting, Marvin (Marty) Richardson and Michael Humphries agreed to be appointed for another term. When called for a vote it was unanimously approved and the reappointments are submitted for consideration."

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: September 14, 2009

Item # 8-D

SUBJECT: Board/Committee/Commission Member Appointment

REQUESTED BY:

SUMMARY: It is submitted to appoint Elaine Woodard to the Board of Adjustment as alternate member for a three year term, expiring June 2012.

“Board of Adjustment: Elaine Woodard was recommended, by consensus, as an alternate, at the **August 17, 2009** meeting (she agreed). Her nomination for appointment as an alternate is submitted for consideration.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: September 14, 2009

Item # 9

SUBJECT: Request from Warren County Acres Subdivision

REQUESTED BY: Dennis Bowman

SUMMARY: Above referenced requests Warren County place four (4) street lights in the Warren County Acres Subdivision. (According to Progress Energy, county will be responsible for engineer to measure distance, lay wires, pole rental and monthly fee.)

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: September 14, 2009

Item # 10

SUBJECT: Home & Community Care Block Grant for Older Adults

REQUESTED BY: Diane Cox, Aging Advisor, Kerr Tar COG

SUMMARY: Funding Agreement for Provision of County based Aging Services for July 1 2009 through June 30, 2010 is presented for Board's review and approval. The Plan directs collocation and coordination of services between Warren County DSS and Warren County Department of Aging.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

July 1, 2009 Through June 30, 2010

**Home and Community Care Block Grant for Older Adults
Agreement for the Provision of County-Based Aging Services**

This Agreement, entered into as of this 1st day of July, 2009, by and between the County of Warren (hereinafter referred to as the "County") and the Kerr Tar Area Agency on Aging, (hereinafter referred to as the "Area Agency").

Witnesseth That:

WHEREAS, the Area Agency and the County agree to the terms and conditions for provision of aging services in connection with activities financed in part by Older Americans Act grant funds, provided to the Area Agency from the United States Department of Health and Human Services through the North Carolina Division of Aging and Adult Services (DAAS) and state appropriations made available to the Area Agency through the North Carolina Division of Aging and Adult Services, as set forth in a) this document, b) the County Funding Plan, as reviewed by the Area Agency and the Division of Aging and Adult Services, c) the Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, d) the Division of Aging and Adult Services Service Standards Manual, Volumes I through IV, and, e) the Division of Aging and Adult Services Community Service Providers Monitoring Guidelines.

NOW THEREFORE, in consideration of these premises, and mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

1. As provided in the Area Plan, community service providers specified by the County to encourage maximum collocation and coordination of services for older persons are as follows:
Warren Co. Department of Social Services Warren County Department of Aging

- 1.(a) The Community Service Provider(s), shall be those specified in the County Funding Plan on the Provider Services Summary format(s) (DOA-732) for the period ending June 30, 2009.
2. Availability of Funds. The terms set forth in this Agreement for payment are contingent upon the receipt of Home and Community Care Block Grant funding by the Area Agency.

Grant Administration. The grant administrator for the Area Agency shall be Diane Cox, Aging Director, (title). The grant administrator for the County shall be Linda Worth, County Manager (title).

It is understood and agreed that the grant administrator for the County shall represent the County in the performance of this Agreement. The County shall notify the Area Agency in writing if the administrator changes during the grant period. Specific responsibilities of the grant administrator for the County are provided in paragraph seven (7) of this Agreement.

Services authorized through the County Funding Plan, as specified on the Provider Services Summary format(s) (DOA-732) are to commence no later than July 1, 2009 and shall be undertaken and pursued in such sequence as to assure their expeditious completion. All services required hereunder shall be completed on or before the end of the Agreement period, June 30, 2010.

Assignability and Contracting. The County shall not assign all or any portion of its interest in this Agreement. Any purchase of services with Home and Community Care Block Grant for Older Adults funding shall be carried out in accordance with the procurement and contracting policy of the community services provider or, where applicable, the Area Agency, which does not conflict with procurement and contracting requirements contained in 45 CFR 92.36. Federal funds shall not be awarded to any subrecipients who have been suspended or debarred by the Federal government. In addition, Federal funds may not be used to purchase goods or services costing over \$100,000 from a vendor that has been suspended or debarred from Federal grant programs.

Compensation and Payments to the County. The County shall be compensated for the work and services actually performed under this Agreement by payments to be made monthly by the Area Agency. Total reimbursement to the community service providers under this Agreement may not exceed the grand total of Block Grant funding, as specified on the Provider Services Summary format (DOA-732).

(a) Interim Payments to the County

Upon receipt of a written request from the County, the Division of Aging and Adult Services, through the Area Agency, will provide the County Finance Officer with an interim payment equivalent to seventy percent (70%) of one-twelfth (1/12) of the County's Home and Community Care Block Grant allocation by the 22nd of each month.

(b) Reimbursement of Service Costs

Reimbursement of service costs are carried out as provided in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.

(c) Role of the County Finance Director

The County Finance Director shall be responsible for disbursing Home and Community Care Block Grant Funding to Community Service Providers in accordance with procedures specified in the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers, revised February 17, 1997.

(d) Payment of Administration on Aging Nutrition Services Incentive Program (NSIP) Subsidy

NSIP subsidy for congregate and home delivered meals will be disbursed by the Division of Aging through the Area Agency to the County on a monthly basis, subject to the availability of funds as specified in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Services Providers, revised February 17, 1997.

If through the US Department of Agriculture Area Agency on Aging Elections Project, the County elects to receive a portion of its USDA entitlement in the form of surplus commodity foods in lieu of cash, the Area Agency will notify the County in writing of its community valuation upon notification from the Division of Aging and Adult Services. The delivery of commodity and bonus foods is subject to availability. The County will not receive cash entitlement in lieu of commodities that are unavailable or undelivered during the Agreement period.

Reallocation of Funds and Budget Revisions. Any reallocation of Block Grant funding between counties shall be voluntary on the part of the County and shall be effective only for the period of the Agreement. The reallocation of Block Grant funds between counties will not affect the allocation of future funding to the County. If during the performance period of the Agreement, the Area Agency determines that a portion of the Block Grant will not be expended, the grant administrator for the County shall be notified in writing by the Area Agency and given the opportunity to make funds available for reallocation to other counties in the Planning and Service Area or elsewhere in the state.

The County may authorize community service providers to implement budget revisions which do not cause the County to fall below minimum budgeting requirements for access, in-home, congregate, and home delivered meals services, as specified in Division of Aging and Adult Services budget instructions issued to the County. If a budget revision will cause the County to fall below minimum budgeting requirements for any of the aforementioned services, as specified in Division of Aging and Adult Services budgeting instructions issued to the County, the grants administrator for the County shall obtain written approval for the revision from the Area Agency prior to implementation by the community service provider, so as to assure that regional minimum budgeting requirements for the aforementioned services will be met.

Unless community services providers have been given the capacity to enter data into the Aging Resources Management System (ARMS), Area Agencies on Aging are responsible for entering amended service data into the Division of Aging Management Information System, as specified in the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.

Monitoring. This Agreement will be monitored to assure that services are being provided in compliance with the N.C. Division of Aging and Adult Services Service Standards Manual, dated July 1, 1992, and the N.C. Division of Aging Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997. Further, compliance with updated monitoring requirements, as specified in Office of Management and Budget (OMB) Circular A-133 and NC General Statute 143C-6-22 and 23 shall be carried out. Monitoring shall also include compliance with conflict of interest requirements. Monitoring requirements are discussed in Section 308 of the AAA Policies and Procedures Manual (7/1/03). Private non-profit service providers will be monitored to ensure compliance with conflict of interest policies, as stated in DoA Administrative Letter No. 03-14.

The monitoring of services provided under this Agreement shall be carried out by the Area Agency on Aging in accordance with its Assessment Plan and/or by the DAAS Program Compliance Representative (PCR). Local Departments of Social Services providing Adult Day Care, Adult Day Health Care, Housing and Home Improvement, and/or In-Home Aide (all levels) through the Home and Community Care Block Grant will receive monitoring by the State PCR. All other services and grantees are monitored by the Area Agency on Aging serving the counties' PSA.

Counties and community service providers will receive a written report of monitoring findings in accordance with procedures established in Section 308 of the AAA Policies and Procedures Manual (7/1/03) and DOA Administrative Letter No. 98-13. Any areas of non-compliance will be addressed in a written corrective action plan with the community service provider.

Disputes and Appeals. Any dispute concerning a question of fact arising under this Agreement shall be identified to the designated grants administrator for the Area Agency. In accordance

with Lead Regional Organization (LRO) policy, a written decision shall be promptly furnished to the designated grants administrator for the County.

The decision of the LRO is final unless within twenty (20) days of receipt of such decision the Chairman of the Board of Commissioners furnishes a written request for appeal to the Director of the North Carolina Division of Aging and Adult Services, with a copy sent to the Area Agency. The request for appeal shall state the exact nature of the complaint. The Division of Aging and Adult Services will inform the Chairman of the Board of Commissioners of its appeal procedures and will inform the Area Agency that an appeal has been filed. Procedures thereafter will be determined by the appeals process of the Division of Aging and Adult Services. The state agency address is as follows:

Director
North Carolina Division of Aging and Adult Services
2101 Mail Service Center
693 Palmer Drive
Raleigh, North Carolina 27699-2101

Termination for Cause. If through any cause, the County shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or the County has or shall violate any of the covenants, agreements, representations or stipulations of this Agreement, the Area Agency shall have the right to terminate this Agreement by giving the Chairman of the Board of Commissioners written notice of such termination no fewer than fifteen (15) days prior to the effective date of termination. In such event, all finished documents and other materials collected or produced under this Agreement shall at the option of the Area Agency, become its property. The County shall be entitled to receive just and equitable compensation for any work satisfactorily performed under this Agreement.

Audit. The County agrees to have an annual independent audit in accordance with North Carolina General Statutes, North Carolina Local Government Commission requirements, Division of Aging and Adult Services Program Audit Guide for Aging Services and Federal Office of Budget and Management (OMB) Circular A-133.

Community service providers, as specified in paragraph one (1), who are not units of local government or otherwise subject to the audit and other reporting requirements of the Local Government Commission are subject to audit and fiscal reporting requirements, as stated in NC General Statute 143C-6-22 and 23 and OMB Circular A-133, where applicable. Applicable community service providers must send a copy of their year-end financial statements, and any required audit, to the Area Agency on Aging. Home and Community Care Block Grant providers are not required to submit Activities and Accomplishments Reports. For-profit corporations are not subject to the requirements of OMB Circular A-133, but are subject to NC General Statute 143C-6-22 and 23 and Yellow Book audit requirements, where applicable.

Federal funds may not be used to pay for a **Single or Yellow Book audit** unless it a federal requirement. **State funds** will not be used to pay for a **Single or Yellow Book audit** if the provider receives less than \$500,000 in state funds. The Department of Health and Human Services will provide confirmation of federal and state expenditures at the close of the state fiscal year. Information on audit and fiscal reporting requirements can be found at <http://www.ncauditor.net/nonprofitsite>.

The following provides a summary of reporting requirements under NCGS 143C-6-22 and 23 and OMB Circular A-133 based upon funding received and expended during the service provider's fiscal year.

<u>Annual Expenditures</u>	<u>Report Required to AAA</u>	<u>Allowable Cost for Reporting</u>
Less than \$25,000 in State or Federal funds	Certification form and State Grants Compliance Reporting <\$25,000 (item # 11, Activities and Accomplishments does <u>not</u> have to be completed) OR Audited Financial Statements in Compliance with GAO/GAS (i.e. Yellow Book)	N/A
Greater than \$25,000 and less that \$500,000 in State or Federal Funds	Certification form and Schedule of Grantee Receipts >\$25,000 and Schedule of Receipts and Expenditures OR Audited Financial Statements in Compliance with GAO/GAS (i.e. Yellow Book)	N/A
\$500,00+ in State funds <u>and</u> Federal pass through in an amount less than \$500,00	Audited Financial Statement in compliance with GAO/GAS (i.e. Yellow Book)	May use State funds, but <u>not</u> Federal Funds
\$500,000+ in State funds <u>and</u> \$500,000+ in Federal pass through funds (i.e. at least \$1,000,000)	Audited Financial Statement in compliance with OMB Circular A-133 (i.e. Single Audit)	May use State and Federal funds

Less than \$500,000 in State funds <u>and</u> \$500,000+ in Federal pass through funds	Audited Financial Statement in compliance with OMB Circular A-133 (i.e. Single Audit)	May use Federal funds, but <u>not</u> State funds.
--	---	--

Audit/Assessment Resolutions and Disallowed Cost. It is further understood that the community service providers are responsible to the Area Agency for clarifying any audit exceptions that may arise from any Area Agency assessment, county or community service provider single or financial audit, or audits conducted by the State or Federal Governments. In the event that the Area Agency or the Department of Health and Human Services disallows any expenditure made by the community service provider for any reason, the County shall promptly repay such funds to the Area Agency once any final appeal is exhausted in accordance with paragraph nine (9). The only exceptions are if the Area Agency on Aging is designated as a community service provider through the County Funding Plan or, if as a part of a procurement process, the Area Agency on Aging enters into a contractual agreement for service provision with a provider which is in addition to the required County Funding Plan formats. In these exceptions, the Area Agency is responsible for any disallowed costs. The County or Area Agency on Aging can recoup any required payback from the community service provider in the event that payback is due to a community service provider's failure to meet OMB Circular A-122 requirements, requirements of A-110, requirements of 45CFR, Part 1321, and 45CFR, Part 92, or state eligibility requirements as specified in policy.

Indemnity. The County agrees to indemnify and save harmless the Area Agency, its agents, and employees from and against and all loss, cost, damages, expenses, and liability arising out of performance under this Agreement to the extent of errors or omissions of the County.

Equal Employment Opportunity and Americans With Disabilities Act Compliance. Both the County and community service providers, as identified in paragraph one (1), shall comply with all federal and state laws relating to equal employment opportunity and accommodation for disability.

Data to be Furnished to the County. All information which is existing, readily available to the Area Agency without cost and reasonably necessary, as determined by the Area Agency's staff, for the performance of this Agreement by the County shall be furnished to the County and community service providers without charge by the Area Agency. The Area Agency, its agents and employees, shall fully cooperate, with the County in the performance of the County's duties under this Agreement.

Rights in Documents, Materials and Data Produced. The County and community service providers agree that at the discretion of the Area Agency, all reports and other data prepared by or for it under the terms of this Agreement shall be delivered to, become and remain, the property of the Area Agency upon termination or completion of the work. Both the Area

Agency and the County shall have the right to use same without restriction or limitation and without compensation to the other. For the purposes of this Agreement, "data" includes writings, sound recordings, or other graphic representations, and works of similar nature. No reports or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the County.

17. Interest of the Board of Commissioners. The Board of Commissioners covenants that neither the Board of Commissioners nor its agents or employees presently has an interest, nor shall acquire an interest, direct or indirect, which conflicts in any manner or degree with the performance of its service hereunder, or which would prevent, or tend to prevent, the satisfactory performance of the service hereunder in an impartial and unbiased manner.
18. Interest of Members of the Area Agency, Lead Regional Organization, and Others. No officer, member or employee of the Area Agency or Lead Regional Organization, and no public official of any local government which is affected in any way by the Project, who exercises any function or responsibilities in the review or approval of the Project or any component part thereof, shall participate in any decisions relating to this Agreement which affects his personal interest or the interest of any corporation, partnership or association in which he is, directly or indirectly, interested; nor shall any such persons have any interest, direct or indirect, in this Agreement or the proceeds arising therefrom.
19. Officials not to Benefit. No member of or delegate to the Congress of the United States of America, resident Commissioner or employee of the United States Government, shall be entitled to any share or part of this Agreement or any benefits to arise herefrom.
20. Prohibition Against Use of Funds to Influence Legislation. No part of any funds under this Agreement shall be used to pay the salary or expenses of any employee or agent acting on behalf of the County to engage in any activity designed to influence legislation or appropriations pending before Congress.

21. Applicable Law. This Agreement is executed and is to be performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State.

In witness whereof, the Area Agency and the County have executed this Agreement as of the day first written above.

Warren County

Attest:

By: _____
Chairman, Board of Commissioners

Area Agency

Attest:

Deanne Cox
Area Agency Director

By: *James B. Pearce Jr.*
Executive Director,
Lead Regional Organization

Provision for payment of the monies to fall due under this Agreement within the current fiscal year have been made by appropriation duly authorized as required by the Local Government Budget and Fiscal Control Act.

BY: *James B. Pearce Jr.*
FINANCE OFFICER, Lead Regional Organization

Meeting Date: September 14, 2009

Item # 11

SUBJECT: Disposal of Surplus Public School Property

REQUESTED BY: Dr. Spain, Warren County School Superintendent

SUMMARY:

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



1. Person's Ordinary
Historic Tavern - Located behind Littleton High School, Littleton, NC
2. Mayflower School
Located in the Inez area -- Highway 58 and Ernest Turner Road, 1 acre, surrounded by lands of Harris family
3. Oine School
Located on the West side of Rooker Dairy Road, one story frame building
4. North Warren Elementary
Located in the Paschall community, Elementary building, only portion of campus still retained

County Attorney Recommendation

It would be my recommendation that one of two things happen with the disposing of the public school properties:

- If the property is to be transferred to an entity (i.e. the Preservation Society), then the transferring documents should reflect the requirement that the property be put to a public use AND that, at any time in the future, if and when the property is no longer being put to public use, the property should be sold at public auction with the resulting proceeds coming back to the County of Warren; alternatively,
- If the property is NOT to be transferred to an entity for public use, then I recommend the property be sold thru the process of sealed bids with a reserve. The Board would need to set the reserve in closed session and then proceed to make a resolution as to the conduct of the sealed bidding process. If the Board desires not to set a reserve, the resolution must specifically state that the Board reserves the right to reject any and all bids.

Karlene "Honey" Turrentine, Partner



Meeting Date: September 14, 2009

Item # 12

SUBJECT: Churchill Five Forks VFD Purchase of Fire Equipment

REQUESTED BY: Robert L. Williams, Treasurer

SUMMARY: Request is presented for authorization to enter into loan agreement with First Citizens Bank to purchase two (2) fire trucks to meet ISO guidelines. A grant application has been made for \$50,000 to make down payment and loan will be in the amount of \$270,000. A required public hearing was held on August 10, 2009, affidavit attached.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

CHURCHILL FIVE FORKS VFD
1168 Church Hill Rd
Macon, NC 27551
252-257-2323

10 August 2009

MINUTES OF PUBLIC MEETING

The Public Meeting to hear comments on the proposed purchase of two fire trucks was held at 7:30 PM Monday 10 August 2009.

There were no comments presented at the meeting chaired by Robert L. Williams, Treasurer Churchill Five Forks VFD, Inc.

Sincerely,



Robert L. Williams
Treasurer

PUBLIC NOTICE

Those persons 18 years or older, living in or owning property in Churchill Five Forks Fire District are invited to participate in a meeting to be held at 7:30 PM on Monday 10 August 2009 at the Churchill Five Forks Fire Department. The purchase of 2 tankers by the Department will be discussed.

Samuel R. Ross, Chief
Churchill Five Forks VFD

Affidavit of Printer's Proof

NORTH CAROLINA
WARREN COUNTY

I, Cheri Walden
Editor or Assistant-Editor of *The Warren Record*,
a weekly newspaper published in the town of
Warrenton, County of Warren, and state of North
Carolina, do solemnly swear that a Legal Action
entitled:

Public Notice

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

July 29, 2009
Cheri Walden
Editor or Assistant-Editor



Warren County Board of Commissioners

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

Resolution

Approving the Financing by Churchill Five Forks Volunteer Fire Department of up to \$270,000.00 for the Two Tanker Fire Trucks Project

Whereas; Churchill Five Forks Volunteer Fire Department (VFD) has determined to finance an amount of up to \$270,000.00 for two tanker fire trucks. The United States Internal Revenue Code requires that for such financing to be carried out on a tax-exempt basis, this Board must first approve the financing. The VFD has held a public hearing on the financing after published notice, as required by the Code. The VFD has reported the proceedings of the hearing to this Board.

BE IT THEREFORE RESOLVED by the Warren County Board of Commissioners, North Carolina, as follows:

The County approves the VFD's entering into the financing, as required under the Code for the financing to be carried out on a tax-exempt basis. The VFD's conduct of the required public hearing is approved.

I hereby certify that the foregoing resolution was duly adopted at a meeting of the Warren County Board of Commissioners duly called and held on September 14, 2009, and that a quorum was present and acting throughout such meeting. Such resolution remains in full effect as of today.

Dated this 14th day of September, 2009.

(SEAL)

Angelena Kearney-Dunlap, Clerk
Warren County Board of Commissioners

Barry Richardson
Chairman

Ulysses S. Ross
Vice Chairman

Ernest Fleming

William Davis

Jennifer Jordan

Linda T. North
County Manager

A. Kearney-Dunlap
Clerk to the Board

Phone: 252-257-3115

Fax: 252-257-5971

www.WarrenCountyNC.com

Meeting Date: September 14, 2009

Item # 13-A

SUBJECT: Personnel Matters - DSS Board of Directors Request

REQUESTED BY: Barbara Kinton, Chairperson

SUMMARY: Request is presented to waive residency requirement for Director – Jeffrey Woodard in view of stressed economic conditions nationwide and statewide which drives housing costs, etc..

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



**WARREN COUNTY
DEPARTMENT OF SOCIAL SERVICES**

307 N. MAIN STREET
WARRENTON, NORTH CAROLINA 27589

(252) 257-5000

JEFFREY WOODARD
DIRECTOR

July 23, 2009

Warren County Board of Commissioners
Post Office Box 619
Warrenton, North Carolina 27589
Attention: Angelina Kearney-Dunlap, Clerk to the Board

Re: Action Item- Request for Change in Residency Requirement for DSS Director

Dear Honorable County Commissioners:

The Warren County Board of Social Services is a statutory entity whose legal authority includes providing vision, oversight, and advocacy for an effective social service operation within the county. Additionally, our duties include the recruitment, hiring, salary assignment (with commissioner endorsement), and dismissal of the DSS director when applicable.

We are highly impressed with the performance of Mr. Jeffrey Woodard as our social services director. He assumed the identical duties of his predecessor and has added additional performance-based measures and task that have enhanced the functioning of the department and boosted morale among agency staff. Staff survey assessments of his leadership and performance suggest that he meets the needs of Warren County citizens, agency staff, and agency programs. We had hoped that after one year as DSS director, Mr. Woodard could relocate to Warren County. However, none of us anticipated the challenging economic conditions that have stunned our county and our country as a whole. The housing and real estate market is deplorable and many economist suggest that it is parallel to the nineteen thirties – with stagnant housing construction, excessive real estate listings, and low return on “for sale” properties. These conditions are coupled with high unemployment in our area and increased foreclosure rates. Given the economic conditions, we do not support a “required” move at this time. We value Mr. Woodard’s leadership and do not want to lose him as our director.

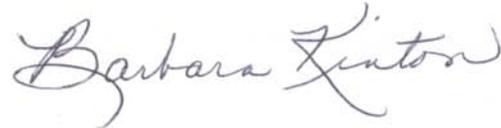
The social services board request that you endorse our board vote to change the residency requirement for the DSS director to read “it is **preferred** that the director reside in Warren County” as opposed to “the director **will** be required to **live** in Warren County”. This change is important to us now as we want to do all that is possible to maintain competent good leadership in this agency. The change will also benefit us in the future as the language “**preferred**” will attract qualified talent from the social service arena who might not otherwise apply due to the restrictions of our existing recruitment practice.

We have notified Mr. Woodard of our intent to address this concern with you. We have also consulted with the UNC School of Government- Mr. John Saxon, professor of public law and government and the NC Office of State Personnel (OSP) - Mr. Drake Maynard, managing supervisor to assure that our request does not violate any local government policies and/or practices or any OSP laws or policies. Mr. Saxon and Mr. Maynard support our recommendation and suggest we make our request through you- as the chief executive entity of the county.

Again, we ask that you approve our request as we feel it is in the best interest of the Department of Social Services and the Warren County residents the department serves.

We thank you for your time and consideration to this matter.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Barbara Kinton". The signature is written in black ink and is positioned above the typed name and title.

Mrs. Barbara Kinton, Chairperson
Warren County Board of Social Services

Cc. Ms. Linda Worth, County Manager
Ms. Elgin Lane, Human Resource Manager

DSS Director Residency Requirements

County	Residency Requirement
Franklin Co.	Yes, all Department Heads are required to live in Franklin County. However, they did make one exception and that was to allow the Public Utilities Director to reside outside of the County.
Granville Co.	No, there is no residency requirement for any of the Department Heads.
Halifax Co.	<p>Yes, all Department Heads are required to live in Halifax County unless the Board of County Commissioners grant a waiver. Policy reads as follows:</p> <p>“Effective this date, July 2, 1990, anyone employed in the future as a department/agency head must be a resident of Halifax County or agree to become a resident within six (6) months from the date of acceptance of the position. Failure to become a resident of the county within the time allowed, unless a specific waiver is granted by the board of county commissioners, will be grounds for termination”.</p>
Hertford Co.	No, there is no residency requirement for any of the Department Heads.
Nash Co.	Yes, some of the Department Heads have residency requirement but some of the Department Heads do not have a residency requirement. The DSS Director is required to reside in Nash County.
Northhampton Co.	Yes, all Department Heads are required to live in Northhampton County.
Vance Co.	No, there is no residency requirement for any of the Department Heads. However, it is preferred that they live in the County but not required.

Meeting Date: September 14, 2009

Agenda Item # 13-B

SUBJECT: Personnel Matters - Interim Animal Control Director

REQUESTED BY: Linda T. Worth, County Manager

SUMMARY: Marshall Brothers, Public Works Director served in a dual capacity during the vacancy of Animal Control Director position. It is recommended to compensate Mr. Brothers as standard practice with an increase of \$5,000 to his annual salary (\$61,052) for the period February 9 to June 15, 2009. Increase \$1,770.84; plus \$222.77 fringe benefits for a total of \$1,993.61.

FUNDING SOURCE: Fund Balance

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LW*
DATE: September 4, 2009
RE: Salary Increase for Interim Animal Control Director

Mr. Marshall Brothers, Public Works Director, was called upon to serve as Interim Animal Control Director following the removal of the Veterinarian Technician from the Interim Animal Control Director position. In addition to his duties and responsibilities as Public Works Director, Mr. Brothers served in the Interim Animal Control Director capacity from February 9, 2009 through June 15, 2009. Our current Animal Control Director assumed the position on June 16, 2009.

As is the practice in similar situations, I am requesting Mr. Brothers be compensated for the added job duties and responsibilities by increasing his annual salary by \$5,000 from \$61,052 to \$66,052 for the period of February 9, 2009 through June 15, 2009. This increase would equate to \$1,770.84 (salary for 8 ½ pay periods) plus \$222.77 (fringes) for a total of \$1,993.61. The source of funds to facilitate this retroactive increase would be Fund Balance.

Without question or complaint Mr. Brothers helped get us through a very difficult period and was instrumental in making the transition period much easier for our new Animal Control Director and the staff. I thank you in advance for your favorable consideration of this request. Please do not hesitate to contact me if you have questions or concerns regarding this matter.

cc: Marshall Brothers, Public Works Director
Elgin Lane, HR Manager
Barry Mayo, Finance Director

Meeting Date: September 14, 2009

Agenda Item # 13-C

SUBJECT: Personnel Matters – Salary Adjustment for Finance Personnel

REQUESTED BY:

**SUMMARY: It is proposed to consider a 5% increase to Finance Office Personnel positions:
Accounting Manager, Accounting Specialist, Accounting Technician, per attached:**

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:





**WARREN COUNTY
HUMAN RESOURCES DEPARTMENT**

P.O. Box 619
Warrenton, NC 27589
Elgin J. Lane
Human Resources Manager
elane@co.warren.nc.us

Telephone:
252-257-7132

Fax:
252-257-5971

www.warrencountync.com

MEMORANDUM

TO: Warren County Board of Commissioners
Linda T. Worth, County Manager

FROM: *Elgin J. Lane*
Elgin J. Lane, Human Resources Manager

DATE: September 8, 2009

RE: Salary Adjustment for Accounting Related Positions in
Finance Department

The Finance Director requested a salary survey for the Accounting Manager, Accounting Specialist and Accounting Technician positions all located in the Finance Department.

Survey data was obtained from Franklin, Granville, Halifax and Vance Counties.

Accounting Manager

The Accounting Manager plans and supervises accounting functions and budget preparations; assists with the coordination of the annual audit; oversees and supervises the maintenance of complex financial records; supervises Accounting Technicians and serves as second in command in the absence of the Finance Director.

The survey results for Accounting Manager are as follows (See Attachment A):

- Warren County's overall salary range is lower than the average salary range.
- Warren County's actual salary is lower than Granville and Halifax County's actual/average salaries.

Accounting Specialist

The Accounting Specialist coordinates the entire payroll process for approximately 300 full-time and part-time County employees; prepares annual employee W-2 forms; prepares federal and state employer tax reports; posts journal entries and reconciles funds; prepares budgetary and accounting

records and files; and performs personnel functions such as processing employee benefits forms and retirement applications.

The survey results for Accounting Specialist is as follows (See Attachment B):

- Warren County's overall salary range is below the average salary range.
- Warren County's salary range closely resembles Halifax County's salary range but is lower than Franklin, Granville and Vance County's salary range.

Accounting Technician

The Accounting Technicians are responsible for processing accounts receivables and accounts payables; assigning vendor numbers; examining invoices, audit for accuracy and approve for payment; balances payroll bank statements; processes travel forms; enters tax vouchers, and processes daily deposits and invoices.

The survey results for Accounting Technician is as follows (See Attachment C):

- Warren County's salary range is lower than the overall average salary range.
- Warren County's salary range closely resembles Halifax County's salary range but is lower than Franklin and Granville Counties.
- Warren County's average salary is a little lower than Halifax's average salary.

I recommend that you consider:

- Providing a 5% salary adjustment to Gloria Edmonds, Accounting Manager and changing her current salary from \$37,856 to \$39,749 effective September 16, 2009.
- Providing a 5% salary adjustment to Cecile Renn, Accounting Specialist and changing her current salary from \$36,860 to \$38,703 effective September 16, 2009.
- Providing a 5% salary adjustment to Debbie Brauer, Accounting Technician and changing her current salary from \$26,473 to \$27,797

effective September 16, 2009.

- Providing a 5% salary adjustment to Evelyn Cooper, Accounting Technician and changing her current salary from \$29,209 to \$30,669 effective September 16, 2009.
- Providing a 5% salary adjustment to Louise Andrews, Accounting Technician and changing her current salary from \$23,876 to \$25,070 effective September 16, 2009.

The Finance Department budget will need to be amended in the amount of \$6,875 to accommodate the proposed changes from September 16, 2009 through June 30, 2010.

Thanks in advance for your consideration and approval.

ATTACHMENT A					
ACCOUNTING MANAGER					
COUNTY	POSITION TITLE	SALARY RANGE	NO. OF POS.	MINIMUM REQUIREMENTS	ACTUAL/AVERAGE SALARY
Franklin	N/A (Finance Director)	~	~	~	~
Granville	Accounting Specialist	31,470 - 52,870	1	2 yr degree	44,112
Halifax	Accountant I	39,922 - 64,807	2	4 yr degree (prefer CPA)	49,469 (average)
Vance	N/A	~	~	~	~
Average		35,696 - 58,839			46,791
Warren	Accounting Manager	30,474 - 48,902	1	4 yr degree	37,856

ATTACHMENT B					
ACCOUNTING SPECIALIST					
COUNTY	POSITION TITLE	SALARY RANGE	NO. OF POSITIONS	MINIMUM REQUIREMENTS	ACTUAL/AVERAGE SALARY
Franklin	Payroll Specialist	30,073 - 45,110	1	2 yr degree	38,068
Granville	Payroll Technician	28,535 - 47,937	1	2 yr degree	33,188
Halifax	Finance Technician III	26,827 - 43,549	1	4 yr degree	28,903
Vance	Accounting Specialist I	32,400 - 51,840	1	High School	36,492
Average		29,459 - 47,109			34,163
Warren	Accounting Specialist	26,324 - 42,241	1	High School	36,860

ATTACHMENT C					
ACCOUNTING TECHNICIAN					
COUNTY	POSITION TITLE	SALARY RANGE	NO. OF POSITIONS	MINIMUM REQUIREMENTS	ACTUAL/AVERAGE SALARY
Franklin	Accounting Specialist	31,487 - 47,230	0	~	~
Granville	Accounting Technician	25,890 - 43,493	1	High School	Vacant
Halifax	Accounting Technician II	23,112 - 37,518	7	High School	28,777
Vance	N/A	~	~	~	~
Average		26,830 - 42,747			28,777
Warren	Accounting Technician	23,876 - 38,314	3	High School	26,519

Meeting Date: September 14, 2009

Agenda Item # 13-D

SUBJECT: Personnel Matters – Employee Degrees & Certifications

REQUESTED BY:

SUMMARY: Employees that have obtained degrees and/or certifications where the degrees and/or certifications were not required to meet the minimum requirements for their position is attached for review and action.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:





**WARREN COUNTY
HUMAN RESOURCES DEPARTMENT**

P.O. Box 619
Warrenton, NC 27589
Elgin J. Lane
Human Resources Manager
elane@co.warren.nc.us

Telephone:
252-257-7132

Fax:
252-257-5971

www.warrencountync.com

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Elgin J. Lane, Human Resources Manager
DATE: September 8, 2009
RE: Employees Obtaining Degrees/Certifications

This is in reference to employees that have obtained degrees and/or certifications where the degrees and/or certifications were not required to meet the minimum requirements for their position.

Attached is the following:

- List of employees that have obtained additional degrees and or certifications.
- Chart with the employees mentioned above and their position title along with salary survey data from Franklin, Granville, Halifax and Vance Counties.
- Percentage increase scenarios listing the total cost for granting a 1%, 2% or 3% increase to the employees listed above.

Thanks for your review and consideration.

Employees with Certifications/Degrees (Not Required)

Department	Name	Title	Date of Hire	Certification/Degree	Current Salary	Proposed Salary with 2% Increase	Difference in Salary	FICA 7.65%	Retire 4.93% GC 4.78% LE	Law 5% 401(K)	Total Additional Cost
Board of Elections	Robin Green	Deputy Elections Director	01/01/04	Certified North Carolina Elections Administrator (July 2008)	\$30,000	\$30,600	\$600	\$46	\$30	\$0	\$675
Buildings & Grounds	Charles Williams	Building and Grounds Maintenance Supervisor I	07/03/06	Certification for Power Flame Natural Gas Burner	\$32,134	\$32,777	\$643	\$49	\$32	\$0	\$724
County Manager's Office	Linda Worth	County Manager	04/17/00	Master's in Public Administration (December 2007)	\$93,119	\$94,981	\$1,862	\$142	\$92	\$0	\$2,097
Senior Center	Arnetta Yancey	Senior Center Director	06/01/06	Bachelor of Business Administration (November 2008)	\$38,500	\$39,270	\$770	\$59	\$38	\$0	\$867
Finance	Barry Mayo	Finance Director	01/02/07	Master's in Public Administration (December 2007)	\$77,079	\$78,621	\$1,542	\$118	\$76	\$0	\$1,736
Health	Cheryl Coffman	Public Health Nurse III	03/30/92	Certified in Wound Care	\$56,235	\$57,360	\$1,125	\$86	\$55	\$0	\$1,266
Health	Maryland Hicks	Public Health Nurse II	08/01/06	Certified Legal Nurse Consultant (April 2009)	\$43,745	\$44,620	\$875	\$67	\$43	\$0	\$985
Health	Linda Johns	Public Health Nurse Supv II	11/26/90	Certified in Wound Care (Expires 10/31/12)	\$57,599	\$58,751	\$1,152	\$88	\$57	\$0	\$1,297
Health	Wenona Mills	Public Health Nurse Supervisor I	05/15/00	Enhanced Nursing Care for Family Planning Patients and STDs (September 2008)	\$50,306	\$51,312	\$1,006	\$77	\$50	\$0	\$1,133

Employees with Certifications/Degrees (Not Required)

Department	Name	Title	Date of Hire	Certification/Degree	Current Salary	Proposed Salary with 2% Increase	Difference in Salary	FICA 7.65%	Retire 4.93% GC 4.78% LE	Law 5% 401(K)	Total Additional Cost
Health	Karen Prince	Rehabilitation Therapist	01/21/92	Associate's degree in Recreation and Leisure Studies (May 2007)	\$29,948	\$30,547	\$599	\$46	\$30	\$0	\$674
Health	Andy Smith	Health Director	05/09/05	Master's in Public Administration - Health (December 2008)	\$66,000	\$67,320	\$1,320	\$101	\$65	\$0	\$1,486
Health	Susan Wells	Public Health Nurse Supervisor I	05/27/03	Enhanced Nursing Care for Family Planning and Maternal Health Nursing (September 2008)	\$50,306	\$51,312	\$1,006	\$77	\$50	\$0	\$1,133
Information Technology	Marcus Johnson	IT & GIS Administrator	02/19/96	Certified Microsoft Professional (July 2006) Certified Microsoft Desktop Support Technician (July 2006)	\$50,024	\$51,024	\$1,000	\$77	\$49	\$0	\$1,126
Planning	Kenneth Krulik	Planner/Zoning Administrator	09/04/07	American Institute of Certified Planner (AICP) Certified Zoning Official (April 2007)	\$61,200	\$62,424	\$1,224	\$94	\$60	\$0	\$1,378
Planning	Joyce Green Williams	Planner/Zoning Officer	09/01/85	Certified Zoning Official	\$50,528	\$51,539	\$1,011	\$77	\$50	\$0	\$1,138

Employees with Certifications/Degrees (Not Required)

Department	Name	Title	Date of Hire	Certification/Degree	Current Salary	Proposed Salary with 2% Increase	Difference in Salary	FICA 7.65%	Retire 4.93% GC 4.78% LE	Law 5% 401(K)	Total Additional Cost
Recreation	William McConnell	Recreation Coordinator	01/16/08	Associate's degree in Early Childhood Associate (May 2008)	\$25,070	\$25,571	\$501	\$38	\$25	\$0	\$564
Register of Deeds	Susan Riggan	Assistant Register of Deeds	02/25/03	Certified Deputy Register of Deeds (August 2007)	\$23,876	\$24,354	\$478	\$37	\$24	\$0	\$538
Sheriff's Office	Kelvin Bailey	Deputy Sheriff Investigator	04/15/05	Bachelor's in Criminal Justice Administration	\$31,997	\$32,637	\$640	\$49	\$31	\$32	\$751
Social Services	Hester Fogg	Income Maintenance Caseworker I	10/03/94	Associate's degree in Applied Science (May 2006)	\$28,938	\$29,517	\$579	\$44	\$29	\$0	\$652
Social Services	Charles Walton	Social Work Supervisor II	12/01/88	Master of Divinity (Theology) (May 2000)	\$50,502	\$51,512	\$1,010	\$77	\$50	\$0	\$1,137
Soil & Water	Gary Holtzmann	Soil & Water District Technician	01/16/03	Professional District Employees Program Standard Level Certification (January 2008)	\$31,390	\$32,018	\$628	\$48	\$31	\$0	\$707
Soil & Water	Larry West	Soil & Water Conservation District Director	11/16/88	Professional District Employees Program Master II Level Certification (January 2009)	\$44,160	\$45,043	\$883	\$68	\$44	\$0	\$994
Total					\$1,022,656	\$1,043,109	\$20,453	\$1,565	\$1,007	\$32	\$23,057

PERCENTAGE INCREASE SCENARIOS

1% INCREASE

<u>TOTAL SALARIES</u>	<u>1% INCREASE</u>	<u>FICA (7.65%)</u>	<u>RETIREMENT (4.93%)</u>	<u>401K LE (5%)</u>	<u>TOTAL COST</u>
1,022,656	10,227	782	504	16	11,529

2% INCREASE

<u>TOTAL SALARIES</u>	<u>2% INCREASE</u>	<u>FICA (7.65%)</u>	<u>RETIREMENT (4.93%)</u>	<u>401K LE (5%)</u>	<u>TOTAL COST</u>
1,022,656	20,453	1,565	1,008	32	23,058

3% INCREASE

<u>TOTAL SALARIES</u>	<u>3% INCREASE</u>	<u>FICA (7.65%)</u>	<u>RETIREMENT (4.93%)</u>	<u>401K LE (5%)</u>	<u>TOTAL COST</u>
1,022,656	30,680	2,347	1,513	48	34,587

ASSISTANT REGISTER OF DEEDS

Susan Riggan is a Certified Deputy Register of Deeds.

COUNTY	POSITION TITLE	SALARY RANGE	NO. OF POSITIONS	MINIMUM REQUIREMENTS	ACTUAL/AVERAGE SALARY
Franklin	Assistant Register of Deeds	30,073 - 45,110	1	High School supplemented by courses in Business	35,248
Granville	Assistant Register of Deeds	27,164 - 45,634	1	High School with some college courses	32,082
Halifax	Assistant Register of Deeds	25,527 - 41,438	1	High School or GED	34,823
Vance	Assistant Register of Deeds	27,168 - 43,464	1	High School	32,796
Average		27,483 - 43,912			33,737
Warren	Assistant Register of Deeds	23,876 - 38,314	1	2 yr degree or technical school	23,876

BUILDINGS & GROUNDS MAINTENANCE SUPERVISOR I

Charles Williams has received a Certification for Power Flame Natural Gas Burner.

COUNTY	POSITION TITLE	SALARY RANGE	NO. OF POSITIONS	MINIMUM REQUIREMENTS	ACTUAL/AVERAGE SALARY
Franklin	Facilities Maintenance Mechanic II	28,724 - 43,086	1	High School supplemented by technical or trade courses	32,956
Granville	Maintenance Supervisor	29,963 - 50,337	1	High School	46,184
Halifax	Assistant Operations Director	34,393 - 55,832	1	High School	43,011
Vance	Maintenance Superintendent	32,400 - 51,840	1	High School	39,582
Average		31,370 - 50,274			40,433
Warren	Building & Grounds Maintenance Supervisor I	29,022 - 46,572	1	High School	32,134

COUNTY MANAGER

Linda Worth has a Master's degree in Public Administration.

COUNTY	POSITION TITLE	SALARY RANGE	NO. OF POSITIONS	MINIMUM REQUIREMENTS	ACTUAL/AVERAGE SALARY
Franklin	County Manager	N/A	1	4 yr degree supplemented by Master's in public admin preferred	92,500
Granville	County Manager	N/A	1	N/A	109,529 + (5,600 travel)
Halifax	County Manager	84,123 - 136,560	1	4 yr degree supplemented by Master's degree	105,203 + (7,200 travel)
Vance	County Manager	N/A	1	N/A	117,312 + (7,200 travel)
Average		84,123 - 136,560			106,136
Warren	County Manager	66,518 - 106,741	1	4 yr degree supplemented by Master's degree	93,119

DEPUTY ELECTIONS DIRECTOR

Robin Green is a Certified North Carolina Elections Administrator.

COUNTY	POSITION TITLE	SALARY RANGE	NO. OF POSITIONS	MINIMUM REQUIREMENTS	ACTUAL/AVERAGE SALARY
Franklin	Administrative Support Specialist III	30,073 - 45,110	1	High School supplemented by completion of business school	39,035
Granville	Deputy Director of Elections	29,963 - 50,337	1	N/A	32,614
Halifax	Deputy Elections Director	21,991 - 35,699	1	High School	29,630
Vance	Senior Administrative Support Specialist	24,876 - 39,804	1	High School	29,640
Average		26,726 - 42,738			32,768
Warren	Deputy Elections Director	22,739 - 36,487	1	High School	30,000

ELECTIONS DIRECTOR					
COUNTY	POSITION TITLE	SALARY RANGE	NO. OF POSITIONS	MINIMUM REQUIREMENTS	ACTUAL/AVERAGE SALARY
Franklin	Elections Director	37,835 - 56,753	1	High School and preferably a 4 yr degree	44,310
Granville	Elections Director	34,686 - 58,272	1	High School with some college courses	53,261
Halifax	Elections Director	34,393 - 55,832	1	2 yr degree	35,258
Vance	Elections Director	33,852 - 54,168	1	High School	42,780
Average		35,192 - 56,256			40,783
Warren	Elections Director	33,597 - 53,913	1	2 yr degree	45,000

DEPUTY SHERIFF INVESTIGATOR

Kelvin Bailey has a Bachelor's degree in Criminal Justice Administration.

COUNTY	POSITION TITLE	SALARY RANGE	NO. OF POSITIONS	MINIMUM REQUIREMENTS	ACTUAL/AVERAGE SALARY
Franklin	Investigator	34,515 - 51,773	13	2 yr degree in Criminal Justice supplemented with special training	38,908 (average)
Granville	Sheriff - Detective	33,036 - 55,499	5	N/A	43,473
Halifax	Deputy Sheriff Investigator	32,726 - 53,125	4	High School	34,625 (average)
Vance	Deputy Specialist	31,008 - 49,608	7	High School	35,957 (average)
Average		32,821 - 52,501			
Warren	Deputy Sheriff Investigator	31,997 - 51,346	4	High School	32,498 (average)
Kelvin's actual salary is \$31,997					

FINANCE DIRECTOR

Barry Mayo has a Master's degree in Public Administration.

COUNTY	POSITION TITLE	SALARY RANGE	NO. OF POSITIONS	MINIMUM REQUIREMENTS	ACTUAL/AVERAGE SALARY
Franklin	Finance Director	59,891 - 89,837	1	4 yr degree supplemented by Master's in business or public admin preferred	80,786
Granville	Finance Director	51,239 - 86,080	1	4 yr degree	81,153
Halifax	N/A (Asst County Manager)	~	~	~	~
Vance	Finance Director	57,408 - 91,860	1	4 yr degree	74,244
Average		56,179 - 89,259			78,728
Warren	Finance Director	54,724 - 87,816	1	4 yr degree	77,079

INCOME MAINTENANCE CASEWORKER I

Hester Fogg has an Associate's degree in Applied Science.

COUNTY	POSITION TITLE	SALARY RANGE	NO. OF POSITIONS	MINIMUM REQUIREMENTS	ACTUAL/AVERAGE SALARY
Franklin	Income Maintenance Caseworker I	26,202 - 39,304	3	High School	26,202 (average)
Granville	Income Maintenance Caseworker I	22,356 - 37,559	2	High School	22,635
Halifax	Income Maintenance Caseworker I	23,112 - 37,518	3	High School	27,125 (average)
Vance	Income Maintenance Caseworker I	26,004 - 41,592	3	High School	26,004 (average)
Average		24,419 - 38,993			25,492
Warren	Income Maintenance Caseworker I	25,070 - 40,229	17	High School	30,951 (average)
Hester's actual salary is \$28,938					

INCOME MAINTENANCE CASEWORKER II

Hester Fogg has an Associate's degree in Applied Science.

COUNTY	POSITION TITLE	SALARY RANGE	NO. OF POSITIONS	MINIMUM REQUIREMENTS	ACTUAL/AVERAGE SALARY
Franklin	Income Maintenance Caseworker II	28,724 - 43,086	29	High School	32,476 (average)
Granville	Income Maintenance Caseworker II	24,644 - 41,403	21	High School	35,054 (average)
Halifax	Income Maintenance Caseworker II	25,527 - 41,438	33	High School	26,908 (average)
Vance	Income Maintenance Caseworker II	27,168 - 43,464	25	High School	30,383 (average)
Average		26,516 - 42,348			31,205
Warren	Income Maintenance Caseworker II	27,639 - 44,354	17	High School	30,951 (average)
Hester's actual salary is \$28,938					

PLANNING/ZONING ADMINISTRATOR

Kenneth Krulik is an American Institute of Certified Planner (AICP) and a Certified Zoning Official.

COUNTY	POSITION TITLE	SALARY RANGE	NO. OF POSITIONS	MINIMUM REQUIREMENTS	ACTUAL/AVERAGE SALARY
Franklin	Planning & Inspections Director	59,891 - 89,837	1	4 yr degree with Master's in Planning	67,681
Granville	Development Services Director	46,487 - 78,097	1	N/A	75,722
Halifax	Planning & Development Services Director	51,182 - 83,085	1	4 yr degree supplemented by a Master's degree	60,152
Vance	Planning Services Manager	44,088 - 70,536	1	4 yr degree	44,100
Average		50,412 - 80,389			61,914
Warren	Planning /Zoning Administrator	47,273 - 75,859	1	4 yr degree and Master's degree is preferred	61,200

PLANNER/ZONING OFFICER

Joyce Green Williams is a Certified Zoning Official.

COUNTY	POSITION TITLE	SALARY RANGE	NO. OF POSITIONS	MINIMUM REQUIREMENTS	ACTUAL/AVERAGE SALARY
Franklin	Planner	36,138 - 54,206	1	4 yr degree	38,979
Granville	Planning Director	42,166 - 70,837	1	4 yr degree	55,857
Halifax	Planner I	31,140 - 50,550	1	4 yr degree	36,597
Vance	N/A	~	~		~
Average		36,481 - 58,531			43,811
Warren	Planner/Zoning Officer	37,041 - 59,442	1	4 yr degree	50,528

PUBLIC HEALTH NURSE II

Maryland Hicks is a Certified Legal Nurse Consultant.

COUNTY	POSITION TITLE	SALARY RANGE	NO. OF POSITIONS	MINIMUM REQUIREMENTS	ACTUAL/AVERAGE SALARY
Franklin	Public Health Nurse II	43,424 - 65,136	9	4 yr degree	48,424 (average)
Granville	N/A	~	~	~	~
Halifax	Public Health Nurse II	37,987 - 61,665	12	4 yr degree	42,674 (average)
Vance	N/A	~	~	~	~
Average		40,706 - 63,401			45,549
Warren	Public Health Nurse II	38,893 - 62,412	7	4 yr degree	40,939 (average)
Maryland's actual salary is \$43,745					

PUBLIC HEALTH NURSE III

Cheryl Coffman is Certified in Wound Care.

COUNTY	POSITION TITLE	SALARY RANGE	NO. OF POSITIONS	MINIMUM REQUIREMENTS	ACTUAL/AVERAGE SALARY
Franklin	Public Health Nurse III	45,465 - 68,197	3	4 yr degree	50,878 (average)
Granville	N/A	~	~	~	~
Halifax	Public Health Nurse III	39,922 - 64,807	6	4 yr degree	39,959 (average)
Vance	N/A	~	~	~	~
Average		42,694 - 66,502			45,419
Warren	Public Health Nurse III	40,838 - 65,532	1	4 yr degree	56,235 (actual)

PUBLIC HEALTH NURSE SUPERVISOR I

Wenona Mills has Enhanced Nursing Care for Family Planning Patients and STD's.

Susan Wells has Enhanced Nursing Care for Family Planning and Maternal Health Nursing.

COUNTY	POSITION TITLE	SALARY RANGE	NO. OF POSITIONS	MINIMUM REQUIREMENTS	ACTUAL/AVERAGE SALARY
Franklin	Public Health Nursing Supervisor I	47,601 - 71,403	2	4 yr degree	55,180 (average)
Granville	N/A	~	~	~	~
Halifax	Public Health Nursing Supervisor I	41,956 - 68,108	2	4 yr degree	54,479 (average)
Vance	N/A	~	~	~	~
Average		44,779 - 69,756			54,830
Warren	Public Health Nurse Supervisor I	42,878 - 68,808	2	4 yr degree	50,306 (average)
Both Wenona's and Susan's actual salary is \$50,306.					

PUBLIC HEALTH NURSE SUPERVISOR II

Linda Johns is certified in Wound Care.

COUNTY	POSITION TITLE	SALARY RANGE	NO. OF POSITIONS	MINIMUM REQUIREMENTS	ACTUAL/AVERAGE SALARY
Franklin	Public Health Nursing Supervisor II	52,182 - 78,273	1	4 yr degree	54,791
Granville	N/A	~	~	~	~
Halifax	Public Health Nursing Supervisor II	46,340 - 75,225	1	4 yr degree	60,152
Vance	N/A	~	~	~	~
Average		49,261 - 76,749			57,472
Warren	Public Health Nurse Supervisor II	47,273 - 75,859	1	4 yr degree	57,599

RECREATION COORDINATOR

William McConnell has an Associate's degree in Early Childhood Associate.

COUNTY	POSITION TITLE	SALARY RANGE	NO. OF POSITIONS	MINIMUM REQUIREMENTS	ACTUAL/AVERAGE SALARY
Franklin	N/A	~	~	~	~
Granville	N/A	~	~	~	~
Halifax	N/A	~	~	~	~
Vance	N/A	~	~	~	~
Average		~			~
Warren	Recreation Coordinator	25,070 - 40,229	1	High School	25,070

REHABILITATION THERAPIST

Karen Prince has an Associate's degree in Recreation and Leisure Studies

COUNTY	POSITION TITLE	SALARY RANGE	NO. OF POSITIONS	MINIMUM REQUIREMENTS	ACTUAL/AVERAGE SALARY
Franklin	N/A	~	~	~	~
Granville	N/A	~	~	~	~
Halifax	N/A	~	~	~	~
Vance	N/A	~	~	~	~
Average		~			~
Warren	Rehabilitation Therapist	22,739 - 36,487	1	2 yr degree	29,948

SOCIAL WORK SUPERVISOR II

Charles Walton has a Master of Divinity in Theology.

COUNTY	POSITION TITLE	SALARY RANGE	NO. OF POSITIONS	MINIMUM REQUIREMENTS	ACTUAL/AVERAGE SALARY
Franklin	Social Work Supervisor II	39,614 - 59,421	2	4 yr degree	45,525 (average)
Granville	Social Work Supervisor II	33,036 - 55,499	0	4 yr degree	~
Halifax	Social Work Supervisor II	36,145 - 58,676	1	4 yr degree	43,549
Vance	Social Work Supervisor II	36,972 - 59,148	2	4 yr degree	52,590 (average)
Average		36,442 - 58,186			47,221
Warren	Social Work Supervisor II	40,838 - 65,532	1	4 yr degree	50,502

SOIL & WATER DISTRICT DIRECTOR

Larry West has a Professional District Employees Program Master II Level Certification.

COUNTY	POSITION TITLE	SALARY RANGE	NO. OF POSITIONS	MINIMUM REQUIREMENTS	ACTUAL/AVERAGE SALARY
Franklin	N/A	~	~	~	~
Granville	N/A	~	~	~	~
Halifax	N/A	~	~	~	~
Vance	Soil & Water Director	29,664 - 47,472	1	High School	42,996
Average		29,664 - 47,472			42,996
Warren	Soil & Water Conservation District Director	37,041 - 59,442	1	2 yr degree	44,160

SOIL & WATER DISTRICT TECHNICIAN

Gary Holtzmann has the Professional District Employees Program Standard Level Certification.

COUNTY	POSITION TITLE	SALARY RANGE	NO. OF POSITIONS	MINIMUM REQUIREMENTS	ACTUAL/AVERAGE SALARY
Franklin	District Technician	28,724 - 43,086	1	High School supplemented by coursework in an agriculture related field.	30,913
Granville	Soil Conservation - Natural Resources Conservationist	27,164 - 45,634	1	2 yr degree	45,634
Halifax	Resource Conservationist Specialist	26,827 - 43,549	2	High School	29,667 (average)
Vance	N/A	~	~	~	~
Average		27,572 - 44,090			35,405
Warren	Soil & Water District Technician	30,474 - 48,902	1	2 yr degree	31,390

INFORMATION TECHNOLOGY AND GIS ADMINISTRATOR

Marcus is a Certified Microsoft Professional and Certified Microsoft Desktop Support Technician.

COUNTY	POSITION TITLE	SALARY RANGE	NO. OF POSITIONS	MINIMUM REQUIREMENTS	ACTUAL/AVERAGE SALARY
Franklin	Network Administrator (1)	39,614 - 59,421	1	4 yr degree	49,971
" "	GIS Coordinator	39,614 - 59,421	1	4 yr degree	45,408
Granville	IT Network (2) Administrator	27,164 - 45,634	1	2 yr degree	35,313
" "	Mapper/GIS Technician	29,963 - 50,337	1	N/A	42,666
Halifax	Information Technology Manager (3)	51,182 - 83,085	1	4 yr degree	55,142
Vance	GIS Administrator (4)	36,972 - 59,148	1	2 yr degree	43,560
Average	IT Related	39,320 - 62,713			46,808
	GIS Related	35,516 - 56,302			43,878
Warren	Information Technology & GIS Administrator	45,024 - 72,248	1	4 yr degree	50,024
(1) Network Administrator only performs IT duties & GIS Coordinator & GIS Technician performs GIS duties					
(2) IT Network Admin only performs IT Duties and Mapper/GIS Technician performs GIS duties					
(3) Only performs IT duties and no GIS duties					
(4) Only performs GIS duties; IT duties are contracted out					

HEALTH DIRECTOR

Andy Smith has a Master's degree in Public Administration.

COUNTY	POSITION TITLE	SALARY RANGE	NO. OF POSITIONS	MINIMUM REQUIREMENTS	ACTUAL/AVERAGE SALARY
Franklin	Health Director	65,652 - 98,479	1	4 yr degree	77,725
Granville	N/A	~	~	~	~
Halifax	Health Director	65,617 - 106,518	1	Master's degree	100,103
Vance	N/A	~	~	~	~
Average		65,634 - 102,499			88,914
Warren	Health Director	60,333 - 96,816	1	Master's degree	66,000

SENIOR CENTER DIRECTOR

Arnetta Yancey has a Bachelor of Business Administration degree.

COUNTY	POSITION TITLE	SALARY RANGE	NO. OF POSITIONS	MINIMUM REQUIREMENTS	ACTUAL/AVERAGE SALARY
Franklin	Senior Services Director	47,601 - 71,403	1	4 yr degree	66,592
Granville	Senior Services Director	38,246 - 64,253	1	4 yr degree	58,398
Halifax	Aging Program Coordinator	34,393 - 55,832	1	2 yr degree	40,926
Vance	County Social Services Program Administrator I	40,368 - 64,596	1	4 yr degree	46,284
Average		40,152 - 64,021			53,050
Warren	Senior Center Director	33,597 - 53,913	1	4 yr degree	38,500

Meeting Date: September 14, 2009

Agenda Item # 14

SUBJECT: Authorizing Resolution for Meter Replacement Project Regional District and Water & Sewer District I

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

SUMMARY: Submitted for Board's review and adoption.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

**AUTHORIZING RESOLUTION BY THE BOARD OF COMMISSIONERS
OF THE COUNTY OF WARREN
FOR
METER REPLACEMENT PROJECT WITHIN
WARREN COUNTY WATER AND SEWER REGIONAL DISTRICT
AND
WARREN COUNTY WATER AND SEWER DISTRICT I**

WHEREAS, The Federal Clean Water Act Amendments of 1987 and Safe Drinking Water Act Amendments of 1996 and the North Carolina Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater or drinking water system improvements; and

WHEREAS, Warren County Water and Sewer Regional District and Warren County Water and Sewer District I have need for and intends to implement a meter replacement project within these Districts, where meter ages range from 12-30+ years, and it is anticipated that through the implementation of this program unaccounted for water in these Districts will decrease, since all water currently delivered to the consumer is not being captured by the old, inaccurate meters; and it is anticipated that increased accuracy will result in increased revenue, water conservation will increase on the part of the consumer, and new Neptune T-10 radio read meters will result in time saving of the monthly meter reading process from 5-7 days currently to a few hours; and

WHEREAS, Warren County Water and Sewer Regional District and Warren County Water and Sewer District I intend to request State grant/loan assistance for this project;

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

That the Board of Commissioners of the County of Warren will allow the Warren County Water and Sewer Regional District and Warren County Water and Sewer District I, the Applicant, to arrange financing for all remaining costs of the project, if approved for a State loan/grant award.

That the Board of Commissioners of the County of Warren will allow the Warren County Water and Sewer Regional District and Warren County Water and Sewer District I, the Application, to adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

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

That the Board of Commissioners of the County of Warren acknowledges that Warren County Water and Sewer Regional District and Warren County Water and Sewer District I, the Applicant, will provide efficient operation and maintenance of the project on completion of construction thereof.

That Barry Richardson, Chairman of the Warren County Board of Commissioners, and successors so titled, and Linda T. Worth, County Manager, and successors so titled, are hereby authorized to execute and file an application on behalf of Warren County Water and Sewer Regional District and Warren County Water and Sewer District I with the State of North Carolina for a loan/grant to aid in the construction of the project described above.

That Barry Richardson, Chairman of the Warren County Board of Commissioners, and successors so titled, and Linda T. Worth, County Manager, and successors so titled, are hereby authorized and directed to furnish such information as the appropriate State Agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

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

Adopted this the 14th day of September, 2009, at Warrenton, North Carolina.

Barry Richardson, Chairman
Warren County Board of Commissioners

ATTEST:

Angelena Kearney-Dunlap
Clerk to the Board

Meeting Date: September 14, 2009

Agenda Item # 15

SUBJECT: Award Bid for 10 County Vehicles

REQUESTED BY: Clerk to the Board

SUMMARY: Bids were received as follows for 2010 model vehicles:

	<u>Capital Ford</u>	<u>Andrews Ford</u>
9 – Ford Crown Victoria w/police package	\$21,275 *	21,911.68
<i>*(bid expired on August 30th vehicle prices increased by \$1,800 to \$23,275)</i>	<i>(x 9 = \$191,475) (x 9 = \$207,675)</i>	<i>(x 9 = 197,205.12)</i>
1 – Ford Edge	\$23,904.35	\$23,460.35

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: September 14, 2009

Agenda Item # 16

**SUBJECT: Resolution Declare Surplus Property & Authorize Sale
by Online Auction**

REQUESTED BY: Clerk to the Board

**SUMMARY: The following resolution is submitted for adoption to declare surplus
property and authorize sale via GovDeals Online Auction.**

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:





Warren County Board of Commissioners

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

RESOLUTION SALE OF SURPLUS COUNTY PROPERTY

WHEREAS, the County of Warren has certain property which is no longer needed and may lawfully dispose of such property through declaring "Surplus Property" and sale by auction, bid, and/or electronic advertisement.

NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to Article 12, North Carolina General Statute 160A-268, the Warren County Board of Commissioners will sell through auction, bid and/or electronic advertisement the following personal property declared Surplus Property:

2000 Ford Crown Victoria	ID # 6332
2000 Ford Crown Victoria	ID # 6336
1998 Ford Crown Victoria	ID # 3851
2000 Ford Crown Victoria	ID # 6334
2000 Ford Crown Victoria	ID # 5515
2000 Ford Crown Victoria	ID # 6335
1989 Chevrolet Blazer	ID # 4581

Antique Model 100-240 vac 2 amp 50-60 HZ Titmus Machine Vision Screener

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

ADOPTED this the 14th day of September 2009.

WARREN COUNTY BOARD OF COMMISSIONERS

Barry Richardson, Chairman

ATTEST:

Angelena Kearney-Dunlap, Clerk to the Board

Barry Richardson
Chairman

Ulysses S. Ross
Vice Chairman

Ernest Fleming

William Davis

Jennifer Jordan

Linda J. North
County Manager

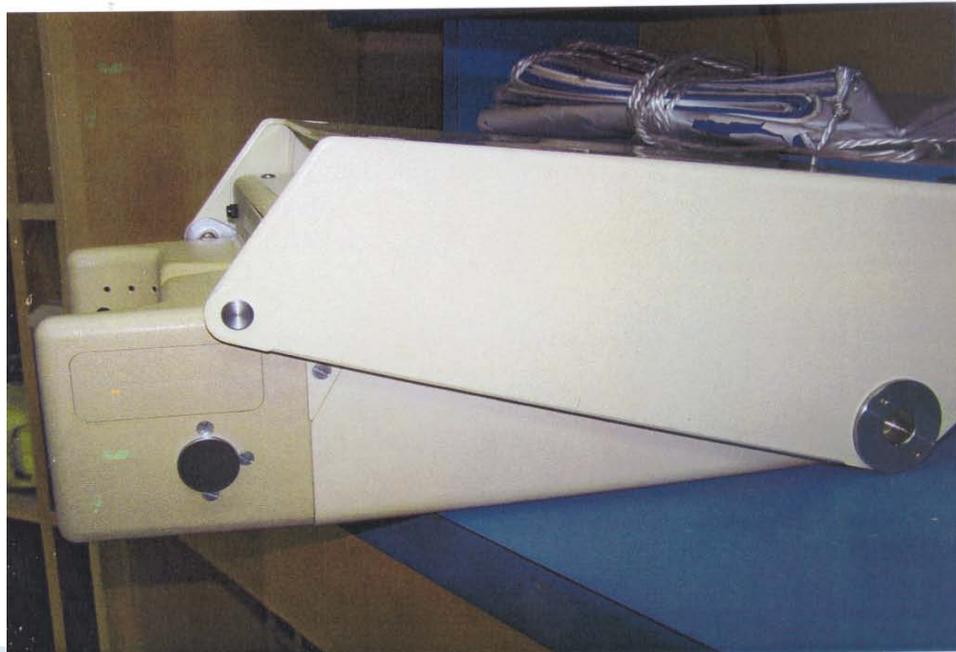
A. Kearney-Dunlap
Clerk to the Board

Phone: 252-257-3115

Fax: 252-257-5971

www.WarrenCountyNC.com

**Titmus Machine
Vision Screener
100-240 Vac
2 Amp 50-60 HZ**



**1989 Chevrolet
Blazer**

**Removed from
service 2008**

Unknown mileage



**2000 Ford Crown Vic
ID 6335**

147,911 miles



2000 Ford Crown Vic
ID 5515

146,812 miles



2000 Ford Crown Vic
ID 6334

182,335 miles



**1998 Ford Crown Vic
ID 3851**

209,344 miles



2000 Ford Crown Vic
ID 6336

178,811 miles



**2000 Ford Crown Vic
ID 6332**

175,866 miles



Meeting Date: September 14, 2009

Agenda Item # 17

SUBJECT: Board Meeting Schedule Amended – Work Session

REQUESTED BY:

SUMMARY: It is proposed to reschedule October 21, 2009 regular work session to Wednesday, October 14th.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Meeting Date: September 14, 2009

Agenda Item # 18

SUBJECT: Assignment of Bid Request

REQUESTED BY: Andrew Riggleman

SUMMARY: Mr. Riggleman requests Board authority to acquire tax foreclosed property at 1722 Tower Road, Warrenton with payment of back taxes and attorney fees in the amount of \$7,792.11.

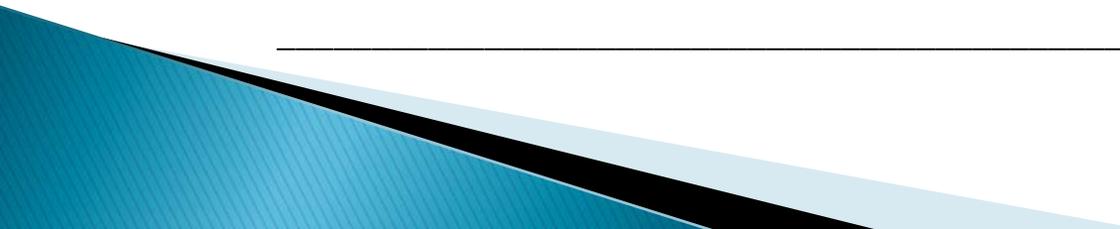
FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



September 10, 2009

Warren County Board of Commissioners
PO Box 619
Warrenton, NC 2759

Re: Assignment of Bid Request

Dear Commissioners:

I am requesting your approval on an "Assessment of Bid" for the property located at 1722 Tower Road, Warrenton, NC. This property was auctioned off while I was out of town last month and unable to make a bid at that time. With your approval I shall pay the back taxes and the tax attorney fees in the amount of \$7,792.11 and become new the property owner.

Sincerely,

A handwritten signature in dark ink, appearing to read "Andrew Riggleman", with a large, sweeping flourish extending to the right.

Andrew Riggleman
PO Box 483
Norlina, NC 27563
(252) 431-5469

Response from Tax Administrator:

It would be in the best interest of Warren County to assign the bid as stated under 105-376(a) which permits a county to assign its bid for not less than the bid amount. This will generate revenue for the county and the property will be placed back on the tax rolls.

**Eddie Mitchum
Warren County Tax Administrator
252-257-4158
252-257-9369 fax**

Meeting Date: September 14, 2009

Agenda Item # 19-A

SUBJECT: County Manager – Child Support Enforcement

REQUESTED BY: Linda T. Worth, Warren County Manager

SUMMARY: Recommendation for disposition of Child Support Enforcement Office is presented for Board’s review and action.

following:

- a) Consolidation into an existing county agency, such as the local Department of Social Services (DSS);
- b) Establishment of a stand-alone county agency;
- c) Privatization; or
- d) Regionalized offices.

Recommendation was discussed with Mr. Jeffery Woodard, DSS Director

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LW*
DATE: September 9, 2009
RE: Recommendation for Disposition of Child Support Enforcement Office

As I previously advised, the NC General Assembly directed through its 2009 Appropriations Act that effective July 1, 2010 each Child Support Enforcement (CSE) office being administered by the NC Department of Health and Human Services, Division of Social Services will be administered by the county government. With this change, Warren County has the responsibility to select an entity that will assume the role of administering the CSE Program.

Options for program administration may include but are not limited to the following:

- a) Consolidation into an existing county agency, such as the local Department of Social Services (DSS);
- b) Establishment of a stand-alone county agency;
- c) Privatization; or
- d) Regionalized offices.

I have met on several occasions with Mr. Jeffrey Woodard, DSS Director, to explore the possibility of consolidating the local CSE Office into the DSS. Mr. Woodard has expressed an interest in consolidating CSE into the DSS and has identified the necessary office space to accommodate the service. In reviewing the options noted above, we have concluded that consolidation into DSS would be the best course of action for the citizens of Warren County who rely on this service to assist them in securing critical financial resources to support their families.

Regardless of which option is chosen, counties would be required to provide the estimated 34% of the cost to administer the program. The federal government will reimburse the County 66% of CSE expenditures with the possibility of an additional 17.5% in enhanced federal dollars. The estimated annual cost to operate the local CSE program is \$361,000 of which the federal government will reimburse the County \$282,000. The net annual cost to the county is anticipated to be in the neighborhood of \$79,000. Please note that these numbers do not include expenditures

Memorandum

Page 2

for Attorneys, LAN Coordinators, or Deputies. (See attached spreadsheet.)

Based on the foregoing, I am recommending the Board of County Commissioners consider consolidating the local CSE office into the Warren County Department of Social Services and authorize me to move forward with the assistance of the Social Services Director to facilitate the transition of the CSE Office from state government into the Department of Social Services.

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

cc: Jeffrey Woodard, DSS Director
Attachment

STATE OPER.	Caseloads	AUTH SUPS	AUTH AGTS	AUTH CLER	AUTH TOT		Budget	Revenue	Net Cost
CHILD SUPPORT									
Ahoskie		1.00	8.00	3.00	12.00		850,000	663,000	187,000
Bertie	2307								
Hertford	2315								
Albemarle		2.00	9.00	3.00	14.00		887,000	705,000	182,000
Camden	345								
Gates	669								
Pasquotank	3138								
Perquimans	735								
Boone		1.00	3.00	1.00	5.00		323,000	247,000	76,000
Avery	337								
Mitchell	369								
Watauga	638								
Bryson City		1.00	7.00	2.00	10.00		744,000	577,000	167,000
Cherokee	892								
Graham	213								
Macon	989								
Swain	415								
Manteo		1.00	5.00	1.00	7.00		470,000	345,000	125,000
Currituck	873								
Dare	1278								
Hyde	245								
Tyrrell	262								
Carteret	2413	1.00	5.00	1.00	7.00		467,000	372,000	95,000
Craven	5646	3.00	11.00	3.00	17.00		1,063,000	833,000	230,000
Cumberland	23998	8.00	39.00	9.00	56.00	1 lan admin	3,478,000	2,708,000	770,000
Franklin	2789	1.00	5.00	2.00	8.00		625,000	467,000	158,000
Harnett	5503	2.00	10.00	2.00	14.00		1,024,000	778,000	246,000
Mecklenburg	35269	9.25	51.75	14.00	75.00	1 lan	5,447,000	4,047,000	1,400,000
Pender	1565	1.00	3.00	2.00	6.00		465,000	404,000	61,000
Randolph	5593	1.00	9.00	2.00	12.00		862,000	683,000	179,000
Richmond	4427	1.00	9.00	3.00	13.00		791,000	619,000	172,000
Union	4802	2.00	9.00	3.00	14.00		890,000	681,000	209,000
* Warren	1485	1.00	3.00	1.00	5.00		361,000	282,000	79,000

Meeting Date: September 14, 2009

Agenda Item # 19-B

SUBJECT: County Manager – Report on Contracts Approved

REQUESTED BY: Linda T. Worth, Warren County Manager

SUMMARY: Having been given authorization to approve contracts in the amount not to exceed \$50,000, report is given on contracts approved as follows:

Register of Deeds Office Logan System, Inc. PO Box 20844, Greensboro

**Solid Waste Department United Salvage & Auto, Inc. 11475 Hwy 903
Halifax, NC 27839**

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LW*
DATE: September 8, 2009
RE: Notice of Contracts Executed by the Manager

Pursuant to the contracting authority granted to me by the Board of County Commissioners, please be advised that the following contracts for services have been executed:

Register of Deeds Office

Logan System, Inc.
P.O. Box 20844
Greensboro, NC 27420

This is an agreement for the provision of hardware, software, training and support related to the management of the permanent land records maintained by the Register of Deeds Office. The agreement is for a term of three (3) years beginning on 7/1/09 and extending through 6/30/2012. The annual cost for services is budgeted in the FY 10 Register of Deeds' operating budget.

Solid Waste Department

United Salvage & Auto, Inc.
11476 Hwy 903
Halifax, NC 27839

This is an agreement for recycling of white goods and scrap metal out of the County's solid waste stream. United Salvage and Auto will pay Warren County 35% of the market value of the goods removed from the staging area(s) designated in the agreement. The agreement is for a term of three (3) years beginning on 9/1/09 and extending through 8/31/2012. Items to be removed and recycled include: stoves, refrigerators, freezers, washers, dryers, water heaters, bathtubs, air conditioners, etc. and all other metal such as copper, aluminum, tin, stainless steel, structural steel, old farm equipment, auto parts, fencing, wire bicycles, grills, law maintenance equipment.

Memorandum

Page 2

United Salvage & Auto, Inc.

11476 Hwy 903

Halifax, NC 27839

Proposal to provide labor, equipment and transportation to remove and dispose of scrap metal located throughout the former site of Peck Manufacturing prior to the delinquent tax sale of the property. United Salvage & Auto will pay Warren County \$25 per ton for all metal salvaged.

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

Attachments

Register of Deeds Office Contract with:
Logan System, Inc.
PO Box 20844
Greensboro

This service agreement between Logan Systems, Inc. ("Logan Systems") and Warren County, North Carolina (the "County") will become effective July 1, 2009. The respective parties may execute this agreement at different times, and both parties may sign the agreement after the effective date.

Pursuant to the terms outlined below, Logan Systems agrees to provide professional services to the Warren County Register of Deeds ("ROD") relating to the management of the permanent land records maintained by the ROD. The contract is divided into three sections. The first outlines all general terms common to the services provided to the ROD. The two remaining sections contain specific terms for the services provided and the respective costs of those services.

I. Common Terms

1. **Term of the Agreement:** This agreement shall cover all day-forward services provided by Logan Systems to the ROD from July 1, 2009 to June 30, 2012.
2. **Services Provided:** LSI provides a turnkey service that includes all necessary hardware, software, training and support. The services to be provided are explained in greater detail in the proposal from Logan Systems to Warren County, dated October 8, 2002, attached hereto as "Exhibit A" and incorporated herein by reference.
3. **Training:** All necessary training for both the ROD's staff and the general public will be provided by Logan Systems at no additional charge to the County.
4. **Support:** Unlimited support is provided via a toll free number from 8:00AM through 5:00PM. In addition, other contact numbers for support representatives have been provided for after hours support. If the problem or question cannot be adequately answered over the telephone, then a support representative will visit the ROD's office. If equipment needs to be repaired or replaced, the target for such replacement is 24 hours.
5. **Consumable Supplies:** The cost of consumable supplies such as paper, toner, and receipting labels are not included in the charges listed below. These consumables may be purchased from Logan Systems or from another source.
6. **Ownership of Hardware and Software:** All hardware and software provided as part of the services remains the property of Logan Systems. As such, Logan Systems remains responsible for the replacement, repair, and upgrade of such equipment.
7. **Year 2000 Compliance:** Logan Systems warrants that all computer hardware and software provided by Logan Systems will be year 2000 compliant.
8. **Changes in Technology:** If technology changes require Logan Systems to change either the operating systems on which its software and hardware operate, or the type of hardware or media used in the storage of data, Logan Systems will migrate the data it manages for the ROD to the newer media at no charge to the County.
9. **Authorization for past Services:** If either Logan Systems or the County signs this agreement after its effective date, this agreement specifically authorizes payments for all such satisfactorily provided services.
10. **Integration Clause:** This agreement, including the attachment, represents the entire agreement between the parties. Any modification or alteration of this agreement must be done so in writing and approved by both parties.

Register of Deeds Office Contract with:
Logan System, Inc.
PO Box 20844
Greensboro

11. Severability: The provisions of this contract are severable, and should any court of competent jurisdiction deem any provision(s) invalid, the remaining provisions will remain valid, unless such ruling will make further performance under the contract impossible or impose an unconscionable burden upon one of the parties.
12. Termination for Convenience: Prior to the expiration of the term defined above, the County may terminate this contract for any reason without explanation by providing Logan Systems with a written notice of its intent to terminate the contract. In order to be effective, Logan Systems must receive the notice of termination at least ninety (90) days prior to the proposed termination date. Logan Systems will continue to provide all services included in this agreement until such termination date. The County will remain responsible for the payment of all services that are either provided or would have been provided prior to such termination date.
13. Conflict with Proposal: To the extent that any conflict exists between this agreement and its attachment, the terms of this agreement will be controlling.
14. Site Preparation: The County shall be responsible for the timely preparation and maintenance of the site, including without limitation, providing adequate electrical power for all computers and peripherals, providing all necessary network cabling and firewalls, and providing adequate cooling for all servers.
15. North Carolina Law: This agreement shall be interpreted using North Carolina law.

II. Services Provided

1. Traditional Indexing Services: Logan Systems currently provides indexing services to the ROD's office. It is this system that allows the ROD's staff to input indexing data and print out various verification forms and statistical reports to insure the accuracy of the information. The monthly and annual merges and the corresponding paper prints will continue to be provided. In addition, indexing binders are included with this service.
2. Automated Indexing: Logan Systems currently provides a computer system that allows for searches of the entire indexing database maintained by the ROD. In addition to the searchable index, this system is linked to scanned documents to the extent that those records have been digitized.
3. Receipting System: Logan Systems will continue to provide a customized receipting system in the ROD's office.
4. Scanning of Land Records: The ROD currently creates an imaging database by scanning current land record and vital statistic filings. This system allows form feeding for rapid scanning of the single sided documents mandated by current North Carolina law. In order to aid verification efforts, the system places a tag in the top left corner of the scanned page when stored.
5. Printing of Scanned Records: Currently, Logan Systems provides a printing system that allows the County to print out all scanned records in a single or double sided format offset for binder holes. The program is adjustable so that the offset can be changed if binder sizes and/or hole locations are changed. The recording binders used are NOT included in the cost of services. These may be purchased from Logan Systems or another vendor.
6. Index and Image Retrieval: Logan Systems currently provides public retrieval units for both indexing and imaging retrieval.

Register of Deeds Office Contract with:
Logan System, Inc.
PO Box 20844
Greensboro

7. Remote Access: Logan Systems will continue to provide remote access service to the ROD. This service allows public users to access data over the Internet.
8. Film Conversion: Logan Systems currently provides film conversion services to the ROD to meet the requirement of the state of North Carolina that archival microfilm for imaged data be created and sent to the state archives.

III. Costs for Services

1. Cost for Services: The cost for the services described above will be a flat fee of \$2,950.00 per month. This includes the \$500.00 per month fee for the remote access service.
2. Plat Scanning: Logan Systems will scan original plats at a rate of \$6.00 per plat. This includes both current and historical (back file) plats.
3. Shipping and Handling: Logan Systems will continue to charge a shipping and handling fee for all shipments made to the County, including paper index, plats, and supplies. This fee is equal to our cost of shipping, usually from UPS.
4. Renewal Prices: At the end of the primary term of this agreement, the parties will negotiate renewal terms. If the County wishes to continue with all of the same services, the renewal price shall not increase more than four (4) percent per year.
5. Billing in Arrears: Logan Systems bills in arrears for all of the services that it provides. Therefore, by way of illustration, services provided in July are billed in August. All invoices shall be paid in the manner and timeframe typically used by the County. However, in no case shall payment be made more than thirty (30) days after the receipt by the County of an invoice from Logan Systems.

Approved by Warren County:

By: Jenela J. Worth

Title: County Manager

Attested by: [Signature]

Date: 9/9/09

Approved by Logan Systems, Inc.:

By: [Signature]

Title: Vice-President

Attested by: [Signature]

Date: July 30, 2009

[Corporate Seal]

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

[Signature]

WARREN COUNTY

NORTH CAROLINA

**Solid Waste Department Contract with
United Salvage & Auto, Inc.
11475 Hwy 903
Halifax, NC 27839**

WHITE GOODS AND SCRAP METAL AGREEMENT

THIS WHITE GOODS AND SCRAP METAL AGREEMENT ("Agreement") is made and entered into this 1st day of September, 2009, by and between United Salvage & Auto, Inc., a North Carolina corporation with its principal place of business in Halifax, North Carolina ("Contractor") and Warren County, North Carolina ("Company").

WITNESSETH:

WHEREAS, the Company desires to separate and divert portions of recyclable materials from its designated sites and to provide for the removal of such materials from said sites by Contractor to increase the effective use of its landfill and to provide for the recycling of such materials; and

WHEREAS, the Company desires to separate and release white goods and scrap metal at the various sites to the Contractor for the purpose of recycling and to release such materials to the Contractor; and

WHEREAS, the Contractor wishes to collect such recyclable materials at the area of the designated sites to be determined and agreed upon between the parties per the terms of this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants terms and conditions set forth in this Agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Company and Contractor do hereby agree and contract as follows:

1. The Company shall separate and store various "white goods" and scrap metal in an area agreeable to both the Company and Contractor at the designated landfill sites. The "white goods" and scrap metal to be collected are identified as stoves, refrigerators, freezers, washers, dryers, water heaters, bathtubs, air conditioners, etc. and all other metal such as cooper, aluminum, tin, stainless steel, structural steel, old farm equipment, auto parts, fencing, wire, bicycles, grills and lawn maintenance equipment. The Company shall provide all necessary personnel, equipment and facilities for the separation, collection and storage of the "white goods" and scrap metal.

2. The Contractor shall remove and the Company shall allow the Contractor to remove during the term of this Agreement, the "white goods" and scrap metal

**Solid Waste Department Contract with
United Salvage & Auto, Inc.
11475 Hwy 903
Halifax, NC 27839**

collected and separated by the Company under Section 1 above, within fourteen (14) days when the Company advises the Contractor that it has collected approximately thirty (30) tons of such material. More frequent collections may occur upon agreement by both parties. The Contractor shall provide all personnel, hauling equipment and other resources for the loading and transporting of the "white goods" and recyclable materials utilizing excavators, road tractors and trailers.

Upon removal of the "white goods" and scrap metal, the Contractor shall leave the area clean. All "white goods" and scrap metal are to be removed during the operating hours of the Company's landfill. Removal of such materials outside the operating hours must be arranged through and approved by the Company

At the time of removal of such items by the Contractor, the Contractor shall cause each trailer to be weighed in and out of the landfill. In the event the Company does not have scales or prior arrangements have been made for after operating hours removal, the Contractor shall provide the Company with a weight certificate for each load at the time of billing.

3. The Company agrees that title to the "white goods" and scrap metal shall pass to the Contractor at the time which it is loaded into the Contractor's trailer. The Company shall assume all responsibility for the "white goods" and scrap metal until loaded by the Contractor.

4. The Contractor shall adhere to and comply with all environmental laws, rules and regulations as set forth by the United States Environmental Protection Agency and any other state or federal laws related to or associated with the transportation of "white goods" and scrap metal and any applicable laws governing the processing of scrap metal.

The Contractor shall be responsible for removal of all chlorofluorocarbons ("CFC's") from appliances, but shall not be held responsible for CFC's escaping from appliances that have been punctured or damaged due to the handling and storing of these materials by the Company, its employees or agents.

5. This Agreement shall be for a term of three (3) years, beginning on September 1st, 2009 and extending until August 31st, 2012. This Agreement shall automatically renew for an additional two (2) years unless either party provides the other with a written notice of its intent not to renew the same within thirty (30) days prior to the expiration of the initial term.

6. The Contractor shall pay the Company thirty five percent (35%) of the market value of the goods removed from the designated sites. Market value shall be determined by reference to market value of Number 2 Bundles-Carolinas Market as publish by the American Metal Market on the second Friday of the month in which metal is removed. The Contractor shall issue and invoice and make payment to the Company

within thirty (30) days of removal of the "white goods" and scrap metal from the designated sites for the material so removed.

7. The Contractor agrees to indemnify and hold the Company harmless from any and all actions, causes of actions, claims, liabilities and damages, including reasonable attorney's fees, that may result from the Contractor's actions in handling the "white goods" and scrap metal including, but not limited to the failure of Contractor to comply with environmental laws and regulations. Upon request by the Company, the Contractor shall provide the company with proof of liability insurance in a minimum amount of \$1,000,000.00 and of workers compensation insurance and all such insurance shall remain in full force and effect during the term of this Agreement and any renewals.

8. The Contractor, its agents and employees shall not discriminate on the basis of race, color, creed, national origin, ancestry, age, sex, religion or disability in any policy or practice. Contractor agrees that it will abide by all applicable labor laws in force by the United States and State of North Carolina, including, but not limited to Occupational Safety and Health regulations, the Americans with Disabilities Act and the Fair Labor Standards Act and any regulations promulgated thereunder, as the same now exists, or as may be modified in the future.

9. The parties agree that this Agreement constitutes the entire agreement of the parties with respect to the subject matter to this Agreement and any amendments, modifications or changes to the same must be in writing and signed by the parties.

10. Any notices required to be given under the terms of this Agreement shall be delivered by certified mail, return receipt requested, or by over-night delivery, to the parties at the address below, unless a different address is later designated by the parties:

If to Contractor:

United Salvage & Auto, Inc.
Attn: James Thomas Tart, Jr.
11476 Hwy 903
Halifax, North Carolina 27839

If to Company:

Warren County
P.O. Box 619
Warrenton, NC 27589
Attn: Linda Worth

11. The parties agree that this Agreement shall be governed by and construed under the laws of the State of North Carolina.

**Solid Waste Department Contract with
United Salvage & Auto, Inc.
11475 Hwy 903
Halifax, NC 27839**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives and executed under seal as of the day and year first above written.

Solid Waste Department Contract with
United Salvage & Auto, Inc.
11475 Hwy 903
Halifax, NC 27839

Signature Page to White Goods and Scrap Metal Agreement Between
Warren County and United Salvage & Auto, Inc.

CONTRACTOR:

UNITED SALVAGE & AUTO, INC.

BY: Scott Sawyer (SEAL)

Name: Scott Sawyer

Title: Operations Manager

COMPANY:

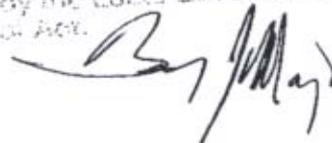
WARREN COUNTY

BY: Linda J. Worth (SEAL)

Name: Linda T. Worth

Title: County Manager

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



UNITED SALVAGE & AUTO, INC.

11476 Hwy 903, Halifax, NC 27839

Phone 252-536-9937 Fax 252-536-4749

Solid Waste Department Contract with
United Salvage & Auto, Inc.
11475 Hwy 903
Halifax, NC 27839

Scott Sawyer
Operations Manager
United Salvage & Auto, Inc.
United Trucking, Inc.

RECEIVED

AUG 21 2009

August 17, 2009

Linda Worth
County Manager
Warren County

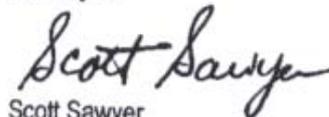
WARREN COUNTY MANAGER'S OFFICE

United Salvage & Auto, Inc. is pleased to submit the following proposal for the removal of scrap metal at the former site of Peck Manufacturing in Warren County.

United Salvage & Auto, Inc. will provide labor, equipment and transportation to remove and dispose of scrap metal located through out the buildings as identified by Warren County personnel. It is estimated that without any demolition occurring, there is approximately 300-500 tons of metal that can be salvaged. United Salvage & Auto, Inc. will pay Warren County twenty five dollars (\$25.00) per ton for said metal. This would equate to revenue of between seven thousand five hundred dollars (\$7500.00) to eight thousand seven hundred fifty dollars (\$8750.00).

Please let me know if I can be of further assistance.

Thank you


Scott Sawyer

**Signature page to Scrap Metal Removal (Peck Manufacturing Bldgs.)
Agreement between Warren County and United Salvage & Auto, Inc.
Dated August 20, 2009**

**Solid Waste Department Contract with
United Salvage & Auto, Inc.
11475 Hwy 903
Halifax, NC 27839**

CONTRACTOR:

UNITED SALVAGE & AUTO, INC.

BY: Scott Sawyer
NAME: SCOTT SAWYER
TITLE: OPERATIONS MANAGER

COMPANY:

WARREN COUNTY

BY: Linda J. Worth
NAME: Linda T. Worth
TITLE: County Manager

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



Meeting Date: September 14, 2009

Agenda Item # 19-C

SUBJECT: County Manager's Report

REQUESTED BY:

SUMMARY: Manager's Status Report for August 2009

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Administration

- Prepared for and attended Board of County Commissioners Regular Meeting (8/3/09)
- Met with Bill Sarrine to discuss various economic development initiatives (8/4/09)
- Met with members of the Soul City VFD, Fire Commissioner, and Emergency Services Director to discuss communication issues (8/5/09)
- Participated in Interviews of candidates for Senior Center Director position with Personnel Committee (8/6/09)
- Attended NCACC Committee Meeting to review Productivity Applications (8/7/09)
- Attended JCPC monthly meeting (8/10/09)
- Met with Public Utilities Director, Solid Waste Director, and Planning/Zoning Administrator to finalize amendments to the Abandoned Manufactured Housing Ordinance (8/11/09)
- Attended Board of Commissioners Special Meeting to appoint Senior Center Director and Interview County Attorney candidates (8/11/09)
- Met with Tobais Fullwood, of USDA Rural Development, to discuss possible funding for National Guard Armory Renovation Project Phase II (8/13/09)
- Attended Coordinating Council for Senior Citizens Board of Directors Meeting with the Senior Center Director (8/13/09)
- Met with Tax Administrator, Public Works Director, and Buildings & Grounds Manager to discuss issues concerning Peck Property (8/13/09)
- Met with DSS Director to discuss CSE transition to county government (8/17/09)
- Met with various county officials and Census Bureau officials to discuss 2010 Census (8/18/09)
- Met with Chief Code Enforcement Officer to discuss Code Enforcement issues (8/18/09)
- Met with DSS Director and Dean of VGCC Satellite to discuss parking opportunities at the campus for DSS employees (8/19/09)
- Prepared for and attended BOC Public Hearing, Special Meeting, and Work Session (8/19/09)
- Met with Veterans Administrator to discuss Veteran's Office concerns (8/20/09)
- Met with Halifax County Manager to discuss various issues affecting eastern NC (8/24/09)
- Met with DSS Director, IT Director and Supervisor of local Child Support Enforcement Office to discuss transition to county government (8/24/09)
- Met with County Attorney, Planning/Zoning Administrator and Chief Code Enforcement Officer to discuss code enforcement issues (8/25/09)
- Met with Veterans Administrator to discuss Veterans Office concerns (8/26/09)
- Conducted monthly Department Heads Meeting (8/27/09)

- Attended Kerr-Tar COG Board meeting (8/27/09)
- Bid opening for CDBG Hook-Up Demonstration Project (8/28/09)
- Met with Senior Center Director, DSS Director and DSS Staff to discuss In-Home Aide Program (8/31/09)

Project Updates

National Guard Armory Renovation Project

The Board of Commissioners awarded the construction contract to Modern South Construction Company on 8/3/09 at a total cost of \$907,000. The Notice to Proceed has been issued. The contractor is to commence work on 10/1/09. County Maintenance workers demolished parts of the interior of the building in an effort to save money. A pre-construction meeting took place on 8/31/09 with the Contractor to review the demolition efforts and determine how the contractor will proceed once we reach the notice to proceed date.

Construction/Renovation Projects

Former Library Building and Mental Health Building Renovation Projects

Bids were received and opened on 7/30/09 for various components of the former Library in-house building renovation project. We anticipate transferring funds remaining in the Courthouse Renovation Project to the Library Renovation Project after the Board approves a Resolution on 9/14/09 to reimburse the general fund after installment purchase funding is secured for this project. We will be submitting the financing package to the Local Government Commission for the Former Library Renovation and Mental Health Building accessibility renovations Projects after the 9/9/09 special meeting.

EMS Satellite Facilities

Bids were received and opened on 7/30/09 for various components of this in-house new construction project. Once funding is secured through installment purchase financing construction on these facilities will begin. We will be submitting the financing package to the Local Government Commission for this project after the 9/9/09 special meeting.

Soul City Pump Station Rehab Project

The construction bid was awarded by the Board of County Commissioners on 7/6/09 to H. G. Reynolds Construction Company. We have received notification from the NC Rural Center that the county's grant funds are re-instated for this project and we can commence with construction. Contract documents are being finalized by the county's Engineers and construction is anticipated to begin once all documents are signed and a Notice to Proceed is issued.

Other Activities

- Attended and participated in Soul City VFD Community Day Activities (8/1/09)
- Attended new Health Director's Reception (8/3/09)
- Attended Warrenton Police Department's National Night Out Against Crime (8/4/09)
- Attended and participated in SEMAA Annual Fly-In at Oxford/Henderson Airport (8/8/09)
- Attended Meet the Artist Reception at the Memorial Library (8/23/09)

September 14, 2009

**Closed Session in Accordance with
NC GS 143-318.11(3)(7) to discuss
Attorney Client Privileged Information
& Personnel Matters**

