

**WARREN COUNTY
BOARD OF COMMISSIONERS**

October 5, 2009

9:45 am Public Hearing
Rural Operating Assistance Program (ROAP)

10:00 AM – Regular Meeting

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

9:45 AM

Public Hearing

Call Public Hearing to Order

Clerk read notice of Public Hearing

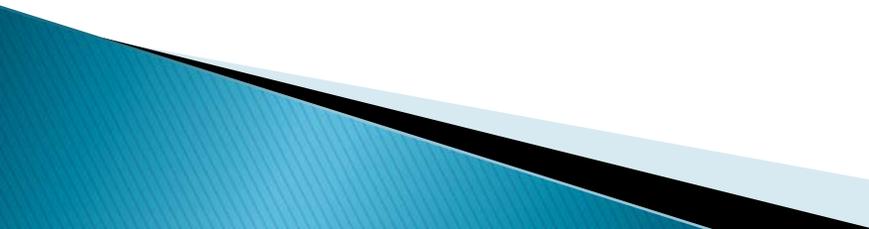
**Overview of FY 2010 ROAP
Program Funding Allocations
Jeffrey Woodard & Charles Walton**

Public Comments

Comments from:

**County Manager
Board of Commissioners**

Adjourn Public Hearing



North Carolina
Warren County

I, Luci Waldon,
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:

Notice of 2nd Public Hearing
ROAP

9-23, 2009

Luci Waldon
Editor or Assistant-Editor

NOTICE of 2nd Public Hearing
Rural Operating Assistance Program (ROAP)
Public Hearing

Notice is hereby served that the Warren County Board of Commissioners will hold a 2nd Public Hearing on Monday, October 5, 2009 at 9:45 am. The hearing will be held in the Warren County Memorial Library Community Meeting Room, 109 S. Front Street, Warrenton, NC. The purpose of this hearing is to receive citizens' input on proposed Warren County's application for FY 2009-10 Rural Operating Assistance Program funding.

La programa de Asistencia de Operaciones Rurales (ROAP), se juntara las programas de asistencia en un solo paquete de fondos. La cantidad apropiada para el año fiscal 2009-10 es \$142.177. Estos fondos seran usados para la expansion de asistencia de transportacion para residentes eligibles, como, receptientes de Trabajo Primero (Work First), anciones y discapacitados, tal como los proveedores de transportacion de la comunidad local adminstrado por el Departamento de Servicios Sociales, del condado de el Warren, Grupo de Coodinadores de Anciones y la Clinica de la Area de Salud Mental.

The Rural Operating Assistance Program (ROAP) consolidates multiple funded programs into a single funding package. Warren County's proposed allocation for FY 2009-10 is \$142,177. Said funding will be utilized for the expansion of transportation assistance to eligible residents, i.e., Work First recipients, the elderly and disabled as well as the local community transportation providers administered by the Department of Social Services, the Warren County Senior Citizens Center and Area Mental Health.

The application is available for inspection at the Warren County Manager's Office, PO Box 619, 105 S. Front Street, Warrenton, NC 27589.

All interested citizens are urged to attend this public hearing.

Barry Richardson, Chairman
Warren County Board of Commissioners



Sworn to and subscribed before me this

25 day of Sept, 2009.

Walter J Harris
Notary Public

My commission expires: 5-15-11

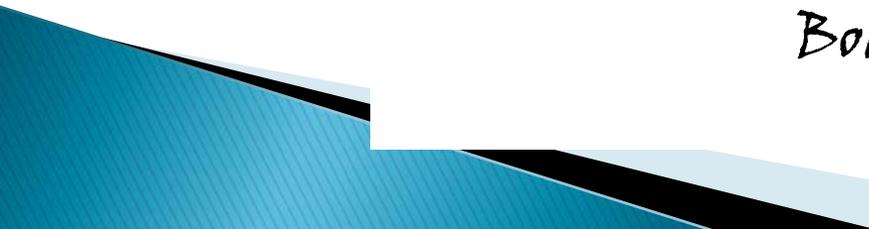
Public Hearing Procedures

This hearing is being held to hear any persons who wish to be heard relative to the FY 2009-10 Application for Rural *Operating Assistance Program Funds (ROAP)*.

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
- Two questions are allowed from each speaker.

*Warren County
Board of Commissioners*



Special Presentation

**Certificate of Achievement
For
Excellence in Financial Reporting
Warren County Finance Department**

Barry Mayo, Finance Director
Gloria Edmonds, Accounting Manager
Cecile Renn, Accounting Specialist
Evelyn Cooper, Accounting Technician
Debbie Brauer, Accounting Technician
Louise Andrews, Accounting Technician

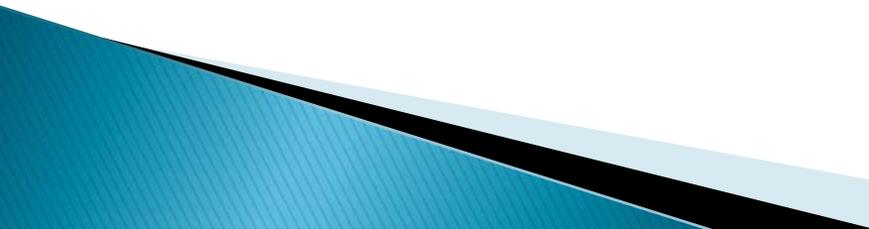
10:00 AM

Regular Meeting

**Call to Order October 5, 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.

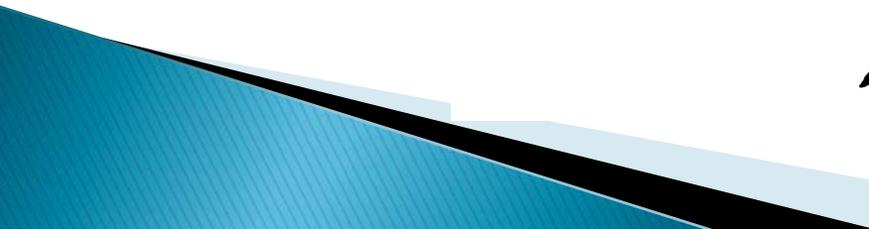
Any group of people who support or oppose the same position should
designate a spokesperson.

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: October 5, 2009

Agenda Item # 4

SUBJECT: Adopt October 5, 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
October 5, 2009 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
Memorial Library Community Meeting Room
WARRENTON, NORTH CAROLINA**

9:45 ROAP Public Hearing

Special Recognition
Warren County Finance Department

- 1 Call to Order Regular Monthly Meeting – 10:00 am by Chairman
- 2 Moment of Silence
- 3 Citizen Comments
- 4 Adopt October 5, 2009 Suggested Agenda
- 5 Consent Agenda
 - A. Approve Minutes:
 - September 14, 2009 Public Hearing – Solid Waste Ten Year Plan -3 Year Update
 - September 14, 2009 Public Hearing – Amendments to Abandoned Manufactured Home Ord.
 - September 14, 2009 Regular Board Meeting
 - September 28, 2009 Public Hearing – New Tech High School Construction Financing
 - September 28, 2009 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. Resolution Conveying Personal Property to Elon College

6. Finance Office – Barry Mayo
 - A. Amendment # 3 to the Warren County FY 2009-10 Budget Ordinance
 - B. Resolution of Official Intent to Reimburse – Former Library
 - C. Resolution of Official Intent to Reimburse – National Guard Armory
 - D. JCPC FY 2009-10 Program Budget Allocations – Charles Walton
 - E. Award bid for financing Lease Purchase 11 vehicles
7. Consider ROAP FY 2009-2010 Funding Application
8. Appointments to Juvenile Crime Prevention Council: M.Yancey, W.Kearney, T.Wimbrow and D.Burwell
9. Agreement for Provision of Community-Based Aging Services funded through American Recovery & Reimbursement Act of 2009 – Diane Cox
10. Roanoke Wildwood VFD request authorization to apply for Tax Exempt Loan to construct Fire Station – Robert Whitehead
11. Contract between Warren County Sheriff’s Office and Warren County Schools for School Resource Officers – Sheriff Williams
12. Healthy Carolinians’ request for Continuation and Budget Consideration – Debbie Scott
13. Authorization to Dispose of Surplus Warren County Property
 - A. Warren County Public School Properties
 - B. Tax Foreclosed Property
14. Adopt Register of Deeds Records Retention & Disposition Schedule as amended
15. Schedule Rezoning Public Hearing for Monday, November 2nd at 9:45 am
16. County manager:
 - A. National Guard Armory Renovation Project - Change Orders
 - B. Request to Contract for Additional Legal Services for tax matters
 - C. Personnel Actions - Veterans Administration
 - D. County Manager’s Report for September 2009
17. Adjourn October 5, 2009 Meeting

Meeting Date: October 5, 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:

September 14, 2009 – Public Hearing Three Year Update of Ten Year Solid Waste Management Plan 2009-2019

September 14, 2009 – Public Hearing Amendments to Warren County Abandoned Manufactured Home Ordinance

September 14, 2009 - Regular Board Meeting

September 28, 2009 – New Tech High School Construction Public Hearing

September 28, 2009 - Special Meeting

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

September 14, 2009

- * **Public Hearing - Three Year Update of Ten Year Solid Waste Management Plan 2009-2019**
- * **Public Hearing – Amendments to Warren County Abandoned Manufactured Home Ordinance**
 - * **Regular Board Meeting**

September 28, 2009

- * **New Tech High School Construction Public Hearing**
 - * **Special Meeting**

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

Meeting Date: October 5, 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 August 2009

FUND	AUGUST INCOME	FISCAL YEAR TO - DATE
General	1,802.48	4,574.02
Revaluation	29.62	72.63
E 911 Telephone System	179.10	439.18
Buck Spring Project	80.84	198.23
Ambulance Storage Facility	1.10	2.70
Library Building Project Fund	0.75	1.84
Regional Water Enterprise Fund	123.88	303.77
District 1 Enterprise Fund	151.33	371.07
Solid Waste	64.07	155.87
District II Enterprise Fund	132.76	322.46
District III Capital Project Fund	47.56	116.62
District III Phase II BANS	1.05	2.58
District III Enterprise Fund	47.34	116.09
Soul City Pump Station Improvements	1.13	2.77
District II Phase II	2.43	5.96
	2,665.44	6,685.79

Meeting Date: October 5, 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 AUGUST 2009**

Current Year Collections

Tax Year			Charge	Collected in AUGUST	Collected to Date	Balance Outstanding	Percentage Collected
AUGUST	2009	FY10	\$14,461,374	\$1,404,921	\$1,466,054	\$12,995,320	10.14%
AUGUST	2008	FY09	12,206,432	1,259,171	1,483,162	10,723,270	12.15%

Delinquent Collections

2008	\$692,003	\$75,489	\$147,806	\$ 544,197	21.36%
2007	259,342	45,580	20,295	239,047	7.83%
2006	196,011	5,551	9,982	186,029	5.09%
2005	155,416	4,590	7,577	147,838	4.88%
2004	124,283	1,273	3,106	121,177	2.50%
2003	100,130	264	953	99,177	95%
2002	178,462	334	536,771	124,691	30.13%
2001	171,701	249	470	171,231	27%
2000	96,947	161	312	96,635	32%
1999	41,854	157	381	41,473	91%
Total Delinquent Years	\$ 2,016,149	\$133,649	\$ 727,654	\$ 1,771,496	

Other AUGUST Receipts

County Penalties
Landfill User Fees
Municipalities
Fire District Taxes
Advance Taxes

\$ 12,915	\$ 59,118
\$ 99,524	\$ 116,144
\$ 49,396	\$ 57,145
\$ 69,114	\$ 84,789
\$ -	\$ -

AUGUST GRAND TOTAL

\$ 1,769,519	\$ 2,510,904
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R. Edwin Mitchum, Tax Collector Date 09/18/2009

Meeting Date: October 5, 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

10/5/2009

Date: _____

ERROR CORRECTION RELEASES:

BRENNAN JANICE	2009 6254 300	B10 23V 1X	22008	\$119.59	DOUBLE LIST	13116
CHAMPION JOHN	2009 28318 301	L4C 20	2500 \$	114.48	BOER	13117
COOPER HAVEN B	2009 1009 300	I2D 100	16015 \$	123.00	BOER	13118
DANIEL GARY & DIANE	2009 22996 300	K4A 65	17880 \$	209.05	BOER	13119
DAVIS WILLIAM MACK	2009 11630 300	G8 78 A1	14578 \$	260.79	BOER	13120
ETHRIDGE ANNIE & JOHNNIE	2009 13505 300	K4B 38	4268 \$	412.30	CLERICAL ERR	13121
FORBES MARY	2009 25670 300	L2D 53	8274 \$	420.33	BOER	13122
FREEMAN JOHN	2009 29026 300	E5D 105	10799 \$	412.67	BOER	13123
GREEN JOHN & FLORA	2009 5130 300	G6 5D	20427 \$	679.37	BOER	13124
HAWKINS MARY	2009 18822 300	E6B 77A	6412 \$	286.33	BOER	13125
HIGH ANANIAS	2009 35426 300	L2C 254	2839 \$	348.13	BOER	13126
HINES DAVID	2009 29892 300	K3D 133	7384 \$	403.00	BOER	13127
HOWELL CHERYL	2009 7128 301	H1D 22	4209 \$	780.00	BOER	13128
JOHNS LINDA	2009 11388 300	G5D 51	3891 \$	115.05	BOER	13129
JOHNSTON CLYDE	2009 927 300	L3D 28	3877 \$	223.54	BOER	13130
JONES BARBARA	2009 25828 300	I3D 36	7058 \$	155.67	BOER	13131
KING SUE AND OTHERS	2009 33211 300	L2D 204	7664 \$	123.23	BOER	13132
LEETE MOBILE M E R LLC	2009 27588 307	E3 198	16823 \$	112.32	DBL LIST	13133
MCCANTS ALBERT III	2009 5416 300	L3B 26	13271 \$	300.70	BOER	13134
MCGEE HAYWOOD & NETTIE	2009 26323 300	J11 66	8166 \$	129.09	BOER	13135
MCWHINNEY BRUCE & PEGGIE	2009 11823 300	I2B 11	20776 \$	810.61	BOER	13136
MILES ROBERT	2009 24456 301	E2 12A	24036 \$	169.40	BOER	13137
MILES ROBERT	2009 24456 300	E2 12	10158 \$	305.56	BOER	13138
NEWPORT JAMES & BARBARA	2009 28833 301	L3B 88	15304 \$	477.00	BOER	13139
NICHOLS WANDA	2009 29003 300	K2C 33	8296 \$	325.51	BOER	13140
NICOL CHARLES	2009 22503 300	J2A 116	16033 \$	135.00	BOER	13141
ORMSBY TRAVIS	2009 11754 301	E5D 61	1068 \$	368.47	BOER	13142
ORMSBY TRAVIS	2009 11754 305	E5D 53 54	9005 \$	198.34	BOER	13143
PAYNTER JAMES	2006 30336 302	E3 114I	17326 \$	179.93	BOER	13144
POULSTON C B	2009 32125 300	A2C 7	10007 \$	104.65	BOER	13145
RANSDLELL E & J LLC	2009 18398 303	I3B 31	15465 \$	1,629.75	BOER	13146
ROBINSON CHARLES	2009 34701 300	L4A 54	11763 \$	477.00	BOER	13147
RUSSELL REBECCA D	2009 35808 301	E6B 78	4357 \$	599.71	DBL LIST	13148
SMITH JESSE	2009 9148 300	J3A 61	18416 \$	115.15	BOER	13149
SMITH MARY	2009 38001 314	L2D 130L	21819 \$	292.02	BOER	13150
SMITH MARY	2009 38001 315	L2D 130M	21820 \$	316.89	BOER	13151
SMITH MARY	2009 38001 316	L2D 130N	21821 \$	292.02	BOER	13152
STAINBACK STEPHEN TRUSTEE	2009 26744 300	L2D 57 58	12298 \$	310.00	BOER	13153
THOMAS MARY	2009 30973 300	B6A 60 61	8439 \$	125.10	BOER	13154
TOWNES LONNIE M HEIRS	2009 40735 335	D9 102	12009 \$	277.26	DBL LIST	13155
TYSON LAURA K	2009 22704 300	C11 35	6837 \$	101.56	BOER	13156
WATSON BRAVETTA TRUST	2009 761 300	I6 23	13402 \$	1,420.50	CLERICAL ERR	13157
WEST BOBBY	2009 43131 200	MH	27628 \$	112.32	NO MH	13158
WOLLETT MICHAEL & CINDY	2009 11388 301	L3D 3A	22672 \$	349.80	BOER	13159
SUB-TOTAL ERROR CORRECTIONS:				\$15,222.19		

MOTOR VEHICLE RELEASES:

ADAMS EFFIE S	2009 22834 108	XNB 5944	53594	\$100.16	TRADED	13160
BROWN ZENOBIA H	2009 28075 108	WYM 3987	54888	\$128.70	STOLEN	13161
FANGMAN FAMILY REVOCABLE	2009 23133 2500	MATER11	64421	\$180.40	SOLD	13162
GUASTINI MICHAEL ARMAND	2009 3241 2720	WTX 1039	64641	\$146.02	VALUE ADJUST	13163
PHELPS JUSTYN	2009 502 2642	YXJ 3073	62758	\$114.10	REPO	13164
STEWART MERVIN LEE	2009 48227 2416	YRN 8548	76190	\$136.62	SOLD	13165
SUB-TOTAL MOTOR VEHICLE RELEASES:				\$806.00		

SUB-TOTAL CORRECTION RELEASES:

Total Releases \$ 16,028.19

LANDFILL USER FEE RELEASES:

A & S PEST CONTROL	2009 1201 302	D4 46	10388	\$105.00	LPC	13166
ALEXANDER MARGARET	2009 336 301	D2 7E	18392	\$105.00	LPC	13167

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

ALEXANDER MARGARET	2009 336 302	D2 7H	21606	\$105.00	LPC	13168
ALLEN JOANNA W	2009 18492 300	D7A 36	19099	\$105.00	LPC	13169
Alston Raymond & Carolyn H	2009 16335 200	e6 78	27158	\$105.00	LPC	13170
Bobbitt Willie Heirs	2008 3637 300	D6 138	1172	\$105.00	NES	13171
Boyd Frank	2008 5142 301	C2 2F	21078	\$105.00	LPC	13172
Boyd Sadie L	2008 4017 300	C5 99	1283	\$105.00	LPC	13173
BRAUER WILLIAM R	2009 4529 329	C5 9	1509	\$105.00	NES	13174
Brown Yoyette P H	2008 21108 300	B6A 51	7919	\$105.00	LPC	13175
Campbell Allen E Jr & Bonnie G	2008 6533 333	C4 4	2184	\$105.00	LPC	13176
CLARY R CLINTON JR	2009 10353 300	J2A 2A	19324	\$105.00	LPC	13177
Davis Calvin	2007 10607 300	D7A 15	3539	\$105.00	LPC	13178
Deer Run Ltd Partnership	2008 9182 300	F6 119	6791	\$3,255.00	LPC	13179
Downey Ronnie A	2008 12134 300		16582	\$105.00	LPC	13180
Dunson James C & Gloria	2008 12334 300	B8 57	5324	\$105.00	LPC	13181
Dunson James C & Gloria	2009 12337 300	D7A 11	5330	\$105.00	LPC	13182
GHEE THOMAS & GLENDA	2009 29506 301	D7 10D1	22964	\$105.00	LPC	13183
Gibbs Joseph T Jr & Linda	2009 11976 300	J2A 78	13926	\$105.00	LPC	13184
GUNN MALCOLM & FANNIE	2009 24994 301	J3B 104	16159	\$105.00	LPC	13185
HARRISON LEVI	2009 18517 317	C2 33	6242	\$105.00	LPC	13186
Hux Clifton Lee & Mary	2009 5695 300	J2A 86	8110	\$105.00	LPC	13187
Hales Bobby G & Faye S	2009 5465 300	J2A 75	8635	\$105.00	LPC	13188
HARRIS RUTH & OTHERS	2009 18231 300	L3B 1A	6097	\$105.00	LPC	13189
JOHNSON MARIE C HEIRS	2009 22203 300	C10 42	6128	\$210.00	NES	13190
KING MAGGIE	2009 2499 301	D6 92C	20445	\$105.00	LPC	13191
KUNZ EDWARDS M	2009 5940 303	I4B 130	8080	\$105.00	NES	13192
MASSENBURG CONNIE DIANE	2009 22842 300	D6 77	916	\$105.00	UNINHABITABL	13193
Mustian Howard M	2009 28407 311	D3-65	10546	\$105.00	NES	13194
Newsome Herman R	2009 28910 312	K5 88	8247	\$105.00	NES	13195
Phillips James E & Diane L	2009 23272 300	L3B100	9779	\$105.00	LPC	13196
Powell Walter Heirs	2009 32323 300		10783	\$105.00	NES	13197
ROBERTS DARRELL & ELIZABETH P	2009 9969 300	L2C223	8054	\$105.00	LPC	13198
Seay Richard I & Janice M	2008 7766 300	L2B 14 15	9114	\$105.00	LPC	13199
ST SING ROBERT W	2009 4668 301	G5D 5	12563	\$70.00	NES	13200
Stonehouse Timber Lodge	2009 17355 303		7715	\$420.00	LPC	13201
Stonehouse Timber Lodge	2009 17355 314		4365	\$105.00	LPC	13202
Stonehouse Timber Lodge	2009 17355 312		8043	\$105.00	LPC	13203
Stonehouse Timber Lodge	2009 17355 311		8042	\$105.00	LPC	13204
Stonehouse Timber Lodge	2009 17355 315		9822	\$105.00	LPC	13205
Stonehouse Timber Lodge	2009 17356 316		9795	\$105.00	LPC	13206
Stonehouse Timber Lodge	2009 17356 302		1343	\$105.00	LPC	13207
Stonehouse Timber Lodge	2009 17357 313		16196	\$105.00	LPC	13208
Sullivan Mark & Jan	2008 9004 301	L2B 12 13	11784	\$105.00	LPC	13209
Townes Ruth Heirs	2009 40813 300		12035	\$105.00	NES	13210
VAN PETTEN THOMAS L	2009 41720 300	J2C 25	12993	\$105.00	LPC	13211
Vaughn Flavious Sr	2009 41732 332	C4 37	13033	\$105.00	LPC	13212
Vaughn Frank Sr	2009 41735 200	C4 37 X	27079	\$105.00	LPC	13213
Wesley Robert & Patricia	2009 15981 300	L2D 6	10073	\$105.00	LPC	13214
Williams David	2009 43923 323		13625	\$105.00	NES	13215
WILLIAMS ROSA	2009 4582 200		29762	\$105.00	LPC	13216
TOTAL LFUF RELEASES:				\$8,890.00		

Abbreviation Key:

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

County Manager approved Tax Releases Under \$100

Under \$100

10/5/2009

Date: *QW*
9/25/09

ERROR CORRECTION RELEASES:

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD</u>	<u>AMOUNT</u>	<u>REASON</u>	<u>Rel #</u>
BANZET JULIUS III	2009	2520 323	I3B	8952	\$ 73.80	BOER	13050
BEST WILLIAM & MARION	2009	11026 300	D9 148	19568	\$ 31.90	BOER	13051
BRACEY ODELL & SHIRLEY	2009	3200 200		26443	\$ 3.25	MH AS STG	13052
COOPER INSURANCE AGENCY INC	2009	5245 300	I2D99	16014	\$ 73.80	BOER	13053
ELLINGTON ALFRED III	2009	13134 304	E6B 25B	20571	\$ 12.04	BOER	13054
ELLINGTON ALFRED III	2009	13134 305	E6B 25C	20572	\$ 12.04	BOER	13055
ELLINGTON ALFRED III	2009	13134 306	E6B 25D	20573	\$ 12.08	BOER	13056
ELLINGTON ALFRED III	2009	13134 307	E6B 25E	20574	\$ 12.08	BOER	13057
FURGERSON RONALD M TRUSTEE	2009	9654 300	K2A 26	3510	\$ 60.25	CLERICAL ERR	13058
GOSS D R	2007	16040 107	I4B 96	49613	\$ 37.89	LOT COMBINE	13059
GOSS D R	2008	16040 108	I4B 96	57106	\$ 38.03	LOT COMBINE	13060
GOSS D R	2009	16040 301	I4B 96	16279	\$ 30.75	LOT COMBINE	13061
GOWER PAUL	2009	10041 300	F6 206	5871	\$ 35.54	BOER	13062
HARRIS ROBERT	2009	18223 324	L4C 19	6083	\$ 79.50	BOER	13063
HAWKINS MARY	2009	18822 301	E6B 77A3	23497	\$ 29.33	BOER	13064
HYDE ANNIE	2009	15698 300	L2C 225	4795	\$ 69.75	BOER	13065
ORMSBY TRAVIS	2009	11754 310	E5D 57	8998	\$ 44.63	BOER	13066
PAYNTER NORMAN E	2009	13863 301	E3 112D	24012	\$ 54.87	BOER	13067
PAYNTER NORMAN E	2009	13863 300	E3 112	8879	\$ 54.47	BOER	13068
PENDERGRASS RONNIE	2009	30627 302	B9 34B	15887	\$ 52.74	BOER	13069
PENDERGRASS RONNIE	2009	30627 301	B9 34	15890	\$ 51.14	BOER	13070
PENDERGRASS RONNIE	2009	30627 303	B9 34 D2	9949	\$ 0.11	BOER	13071
PENDERGRASS RONNIE	2009	30627 307	B9 34F	15888	\$ 56.57	BOER	13072
PITCHFORD SHIRLEY T	2009	31803 306	I8 41	9240	\$ 94.51	USE VALUE	13073
RANSDELL E & J LLC	2009	18398 301	I3B 32	15466	\$ 92.25	BOER	13074
RICHARDSON VANESSA & CURTIS	2008	32985 108		57603	\$ 2.00	LIEN	13075
WEST BOBBY RAY	2009	43028 302	I9 65D	19083	\$ 58.76	BOER	13076
WEST BOBBY RAY	2009	43028 305	I9 102	13665	\$ 21.04	BOER	13077
WEST BOBBY RAY	2009	43028 304		19085	\$ 0.74	BOER	13078
SUB-TOTAL ERROR CORRECTIONS:				\$	1,195.86		

MOTOR VEHICLE RELEASES:

BOONE ELIZABETH	2009	9171 2484	SRK 7536	64405	\$ 57.04	SOLD	13079
BRICKEY ALAN DALE	2009	10744 2548	3Y 3535	62664	\$ 19.60	SOLD	13080
BULLOCK JEFFERY A	2009	13578 1194	WNK 3737	77703	\$ 6.30	GAVE AWAY	13081
CAMPBELL BONNIE G	2009	6533 108	NWL 2855	53856	\$ 49.76	SOLD	13082
CARTER JULIAN A	2009	22404 2652	WTX 6678	62768	\$ 10.80	TRADED	13083
CHEEK LARRY D	2009	8135 1321	XSB 4953	61299	\$ 12.96	TOTALED	13084
DAVIS OSCAR JR	2009	28022 2177	VRJ 1669	77373	\$ 4.71	SOLD	13085
DEROSA LOUIS J	2009	15386 108	NXR 5624	51295	\$ 80.88	TOTALED	13086
DUNDAS NELSON DALE	2009	25669 1861	2A6509	77057	\$ 30.20	GAVE AWAY	13087
EDWARDS DIANE G	2009	25429 108	XRP 1271	53886	\$ 56.42	SOLD	13088
EDWARDS SUSAN K	2009	29713 2513	HD 27004	64434	\$ 84.40	SOLD	13089
EVANS EARL C	2009	14864 1846	A1590A	79903	\$ 28.80	HIGH MILEAGE	13090
FOLK CAROLYN BOST	2009	28479 2317	VSL 5439	64238	\$ 19.20	HIGH MILEAGE	13091
GOODE FELICIA RENEE	2009	10095 108	SRK 7585	51577	\$ 21.75	REPOED	13092
HONDA LEASE TRUST	2009	20050 2383	NYX 3594	66065	\$ 16.21	SOLD	13093
JOHNSON RONALD C	2009	25720 1350	MYL 5812	63271	\$ 11.57	HIGH MILEAGE	13094
KEIR JEROME	2009	871 2289	WYY 8937	76063	\$ 21.52	SOLD	13095
KRAFT MICHAEL E JR	2009	24733 1478	XWH 2138	61594	\$ 45.65	SOLD	13096
LIMER FANNIE K	2009	25527 1315	SRK 1996	63236	\$ 13.31	SOLD	13097
LINTON CHARLIE JR	2009	11306 108	WTX 4523	52435	\$ 2.20	SOLD	13098
MARROW RAYFORD M	2009	528 2219	XSB 4426	64160	\$ 16.68	SOLD	13099
MORGAN GARY W	2009	2518 2301	PVL 3398	59014	\$ 24.60	JUNKED	13100
PADGETT NELLIE S	2009	29808 1087	PTS 5394	63008	\$ 21.80	SOLD	13101
PERKINSON JEFFREY S	2009	4409 2097	BW 32592	62213	\$ 91.85	SOLD	13102
PERRY ROSA LEE	2009	10318 108	WNK 5127	55098	\$ 70.32	REPOED	13103
PETERSON THOMAS S	2009	4462 1759	SNF 4322	72400	\$ 4.73	SOLD	13104
PHELPS JUSTYN	2009	502 1833	WYB 9877	70765	\$ 9.12	SOLD	13105
QUARFOT JEFFREY L	2009	21457 2093	VWK 8980	64014	\$ 16.80	GAVE AWAY	13106
RHEDER PAUL E	2009	12399 1715	VRH 9136	61831	\$ 66.00	SOLD	13107
RICHARDSON LARRY W	2009	33819 2059	3Y 3561	63980	\$ 47.19	SOLD	13108
SEMONES ROBERT K	2009	15957 2364	XRN 7521	80421	\$ 52.20	GAVE AWAY	13109
SHIPLEY BUILDERS INC	2009	2063 2120	AP 1637	62236	\$ 86.24	SOLD	13110
SMITH ANNA JANE	2009	21854 1848	SUNSET6	65635	\$ 19.60	HIGH MILEAGE	13111

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

THOMPSAON MARY S	2009 40318 2074	HAIREGO	63995 \$	19.40	HIGH MILEAGE	13112
WATTS MATTHEW RYAN	2009 29180 108	YRP 1078	54178 \$	5.64	SOLD	13113
WELLS PHYLLIS L	2009 43013 100	RRL 7304	61668 \$	4.35	SITUS	13114
WILLIAMS ARCHIE D	2009 43813 1057	XWH 2762	62978 \$	5.28	GAVE AWAY	13115
SUB-TOTAL MOTOR VEHICLE RELEASES:			\$	1,155.08		
SUB-TOTAL CORRECTION RELEASES:			\$	1,195.86		
Total Releases			\$	2,350.94		

Meeting Date: October 5, 2009

CONSENT AGENDA Item # 5E

SUBJECT: Resolution Conveying Personal Property

REQUESTED BY:

SUMMARY: Resolution conveying US Code Books to Elon College for the sum of \$1.00. Submitted for Board review and adoption.

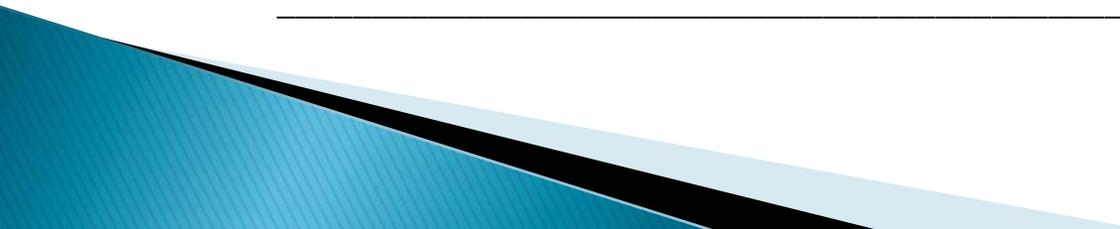
FUNDING SOURCE: N/A

APPLICABLE STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



**Resolution Conveying Personal Property
By Private Sale**

WHEREAS, G.S. 1601-279 states that a county may in lieu of or in addition to an appropriation, convey by private sale, real or personal property to any public or private entity that carries out a public purpose; and

WHEREAS, in such conveyance, the County shall attach covenants and/or conditions that assure that said property will be put to a public use by the recipient entity; and

WHEREAS, said conveyance must be in accordance with the procedural provisions set forth in G.S. 160A-267.

NOW, THEREFORE BE IT RESOLVED, that the Warren County Board of Commissioners hereby orders the County Manager to dispose of and convey by private sale to Elon University a set of U.S. Code Books withdrawn from use by the Warren County Court's Law Library at a negotiated price of \$1.00.

BE IT FURTHER RESOLVED that a notice summarizing the contents of the Resolution shall be published in the local newspaper upon its adoption with final conveyance occurring at least ten (10) days after said publication.

Adopted this 5th day of October 2009.

WARREN COUNTY BOARD OF COMMISSIONERS

Barry Richardson, Chairman

ATTEST:

Angelena Kearney-Dunlap
Clerk

Meeting Date: October 5, 2009

Item # 6-A

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Amendment # 3 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. 3

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:

Board of Elections	30,015
Code Enforcement	1,200
DSS Administration	1,800
Total	\$ 33,015

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 - DSS 1571	1,800
Restricted Intergovernmental - Other	30,015
Fund Balance Appropriated	1,200
Total	\$ 33,015

This amendment:

- appropriates funds to Board of Elections for repairs to voting precincts making them handicap accessible.

Funding Source: NC Department of Administration - HAVA Grant

- appropriates funds to Code Enforcement for Permitting Software Contract omitted from the FY10 budget in error.

Funding Source: Fund Balance

- appropriates funds to the Department of Social Services for the Work First Functional Assessment.

Funding Source: TANF Block Grant

Respectfully Submitted 10/05/2009

Barry J. Mayo

Barry J. Mayo, Finance Director

Meeting Date: October 5, 2009

Item # 6-B

SUBJECT: Finance Office – Reimbursement Resolution Former Library

REQUESTED BY: Barry Mayo, Finance Director

**SUMMARY: Resolution of Official Intent to Reimburse Warren County
Former Library Project presented for Board review and adoption.**

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval

NOTES:

County of Warren, North Carolina
Resolution of Official Intent To Reimburse
(Project: Warren County Former Library)

This Resolution (the “Resolution”) is made pursuant to the requirements of the United States Treasury Regulations Section 1.150-2 and is intended to constitute a Declaration of Official Intent to Reimburse under such Treasury Regulations Section.

The undersigned is authorized to declare the official intent of the County of Warren, North Carolina (the “Issuer”) with respect to the matters contained herein.

• **Expenditures to be Incurred.** The Issuer anticipates incurring expenditures (the “Expenditures”) for the renovation of the Warren County Former Library (the “Project”).

• **Plan of Finance.** The Issuer intends to finance the costs of the Project with the proceeds of debt to be issued by the Issuer (the “Borrowing”), the interest on which is to be excluded from gross income for Federal income tax purposes.

• **Maximum Principal Amount of Debt to be Issued.** The maximum principal amount of the Borrowing to be incurred by the Issuer to finance the Project is \$59,000.

• **Declaration of Official Intent to Reimburse.** It being prior to the issuance of the Borrowing, the Issuer hereby declares its official intent to reimburse itself with the proceeds of the Borrowing for all of the expenditures incurred by it within three (3) years after the original expenditure is made.

Adopted this 5th day of October 2009.

SEAL

By: _____
Barry Richardson, Chair
County of Warren, North Carolina

By: _____
Angelena Kearney-Dunlap, Clerk
County of Warren, North Carolina

Meeting Date: October 5, 2009

Item # 6-C

SUBJECT: Finance Office – Reimbursement Resolution National Guard Armory

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Resolution of Official Intent to Reimburse Warren County National Guard Armory Project presented for Board review and adoption.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

_____ Recommend approval _____

NOTES:

County of Warren, North Carolina
Resolution of Official Intent To Reimburse
(Project: Warren County Armory)

This Resolution (the "Resolution") is made pursuant to the requirements of the United States Treasury Regulations Section 1.150-2 and is intended to constitute a Declaration of Official Intent to Reimburse under such Treasury Regulations Section.

The undersigned is authorized to declare the official intent of the County of Warren, North Carolina (the "Issuer") with respect to the matters contained herein.

• **Expenditures to be Incurred.** The Issuer anticipates incurring expenditures (the "Expenditures") for the renovation of the Warren County Armory (the "Project").

• **Plan of Finance.** The Issuer intends to finance the costs of the Project with the proceeds of debt to be issued by the Issuer (the "Borrowing"), the interest on which is to be excluded from gross income for Federal income tax purposes.

• **Maximum Principal Amount of Debt to be Issued.** The maximum principal amount of the Borrowing to be incurred by the Issuer to finance the Project is \$200,000.

• **Declaration of Official Intent to Reimburse.** It being prior to the issuance of the Borrowing, the Issuer hereby declares its official intent to reimburse itself with the proceeds of the Borrowing for all of the expenditures incurred by it within three (3) years after the original expenditure is made.

Adopted this 5th day of October 2009.

SEAL

By: _____
Barry Richardson, Chair
County of Warren, North Carolina

By: _____
Angelena Kearney-Dunlap, Clerk
County of Warren, North Carolina

Meeting Date: October 5, 2009

Item # 6-D

SUBJECT: Finance Office

REQUESTED BY: Charles Walton, JCPC Chairman

SUMMARY: Juvenile Crime Prevention Council (JCPC) revised FY 2009-10 Program Budget Allocations reflecting DJJDP Department cuts in current budget. Submitted for Board review and adoption.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval

NOTES:

Warren County

Department of Juvenile Justice and Delinquency Prevention County Funding Allocation

Available Funds: \$ 81,720 Local Match: \$ 61,321 Rate: 10%

A Program Agreement Form for each program listed below is included as an attachment to the Community Prevention and Intervention Plan.

**JCPC
FY 2009-10
Program
&
Administrative
Budgets**

#	Program Provider	DJJDP Funding	LOCAL FUNDING		OTHER	OTHER	Total	% Non-DJJDP Program Revenues
			Local Cash Match	Local In-Kind	State/Federal	Funds		
1	JCPC Administrative	\$7,735	\$602				\$8,337	7%
2	Conflict Management Services	\$4,800	\$480	\$2,180			\$7,460	36%
3	Central Children's Home	\$13,985	\$1,399				\$15,384	9%
4	Warren County Youth Servicers	\$55,200	\$56,660				\$111,860	51%
5							\$0	#DIV/0!
6							\$0	#DIV/0!
7							\$0	#DIV/0!
8							\$0	#DIV/0!
9							\$0	#DIV/0!
10							\$0	#DIV/0!
11							\$0	#DIV/0!
12							\$0	#DIV/0!
13							\$0	#DIV/0!
14							\$0	#DIV/0!
15							\$0	#DIV/0!
16							\$0	#DIV/0!
17							\$0	#DIV/0!
18							\$0	#DIV/0!
TOTALS:		\$81,720	\$59,141	\$2,180	\$0	\$0	\$143,041	43%

The above plan was derived through a planning process by the Warren County
Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 2009-10

Chas Ewald 9/23/2009
Chairperson, Juvenile Crime Prevention Council (Date)

Chairperson, Board of County Commissioners (Date)



**N.C. Department of Juvenile Justice and Delinquency Prevention
 Juvenile Crime Prevention Council Certification
 Fiscal Year: 2009-2010**

**JCPC
 FY 2009-10
 Program
 &
 Administrative
 Budgets**

County: Warren	Date: 09/24/09
-----------------------	-----------------------

CERTIFICATION STANDARDS

STANDARD #1: Membership

- | | |
|---|------------|
| A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners? | <u>YES</u> |
| B. Is the membership list attached? | <u>YES</u> |
| C. Are members appointed for two year terms and are those terms staggered? | <u>YES</u> |
| D. Is membership reflective of social-economic and racial diversity of the community? | <u>NO</u> |
| E. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.A. 143B-543?
If not, which positions are vacant and why? | <u>YES</u> |

STANDARD #2: Organization

- | | |
|--|------------|
| A. Does the JCPC have written Bylaws? | <u>YES</u> |
| B. Bylaws are <input type="checkbox"/> attached or <input checked="" type="checkbox"/> on file (Select one.) | <u>NO</u> |
| C. Bylaws contain Conflict of Interest section per JCPC policy and procedure. | <u>NO</u> |
| D. Does the JCPC have written policies and procedures for funding and review? | <u>NO</u> |
| E. These policies and procedures <input type="checkbox"/> attached or <input type="checkbox"/> on file. (Select one.) | <u>YES</u> |
| F. Does the JCPC have officers and are they elected annually?
JCPC has: <input checked="" type="checkbox"/> Chair; <input checked="" type="checkbox"/> Vice-Chair; <input checked="" type="checkbox"/> Secretary; <input type="checkbox"/> Treasurer. | <u>YES</u> |

STANDARD #3: Meetings

- | | |
|--|------------|
| A. JCPC meetings are considered open and public notice of meetings is provided. | <u>YES</u> |
| B. Is a quorum defined as the majority of membership and required to be present in order to conduct business at JCPC meetings? | <u>YES</u> |
| C. Does the JCPC meet bi-monthly at a minimum? | <u>YES</u> |
| D. Are minutes taken at all official meetings? | <u>YES</u> |
| E. Are minutes distributed prior to or during subsequent meetings? | <u>YES</u> |

**JCPC
FY 2009-10
Program
&
Administrative
Budgets**

STANDARD #4: Planning

- A. Does the JCPC conduct an annual planning process which includes a needs assessment, monitoring of programs and funding allocation process? YES
- B. Is this Annual Plan presented to the Board of County Commissioners and to The Department of Juvenile Justice and Delinquency Prevention? YES
- C. Is the Funding Plan approved by the full council and submitted to Commissioners for their approval? YES

STANDARD #5: Public Awareness

- A. Does the JCPC communicate the availability of funds to all public and private non-profit agencies which serve children or their families and to other interested community members? (RFP, distribution list, and article attached) YES
- B. Does the JCPC complete an annual needs assessment and make that information available to agencies which serve children or their families, and to interested community members? YES

Briefly outline the plan for correcting any areas of standards non-compliance.

Having complied with the Standards as documented herein, the Juvenile Crime Prevention Council may use up to \$15,500 of its annual Juvenile Crime Prevention fund allocation to cover administrative and related costs of the council. Attach Line Item Budget Information and Budget Narrative sheets detailing the expenditure budget. **Must be received by June 30, 2009.**

**JCPC Administrative Funds
SOURCES OF REVENUE**

DJJDP	<u>7735</u>
Local	<u>602</u>
Other	<u> </u>
Total	<u>8337</u>


JCPC Chairperson

9-23/2009
Date

Chairman, Board of County Commissioners Date

Secretary or Designee, Department of Juvenile Justice and Delinquency Prevention Date

**JCPC
FY 2009-10
Program
&
Administrative
Budgets**

SECTION VII		Program: _____		Warren County JCPC	
Fiscal Year		2009-10		Number of months	
				12	
		Cash	In-Kind	Total	
I. Personnel Services		\$1,800		\$1,800	
120	Salaries & Wages	\$1,800		\$1,800	
180	Fringe Benefits				
*190	Professional Services				
* Contracts MUST be attached.					
II. Supplies & Materials		\$2,290		\$2,290	
210	Household & Cleaning				
220	Food & Provisions	\$2,040		\$2,040	
230	Education & Medical				
240	Construction & Repair				
250	Vehicle Supplies & Materials				
260	Office Supplies & Materials	\$250		\$250	
280	Heating & Utility Supplies				
290	Other Supplies & Materials				
III. Current Obligations & Services		\$4,247		\$4,247	
310	Travel & Transportation	\$2,327		\$2,327	
320	Communications				
330	Utilities				
340	Printing & Binding				
350	Repairs & Maintenance				
370	Advertising	\$200		\$200	
380	Data Processing				
390	Other Services	\$1,720		\$1,720	
IV. Fixed Charges & Other Expenses					
410	Rental of Real Property				
430	Equipment Rental				
440	Services & Maint. Contracts				
450	Insurance & Bonding				
490	Other Fixed Charges				
V. Capital Outlay					
[This Section Requires Cash Match]					
510	Office Furniture & Equipment				
530	Educational Equipment				
540	Motor Vehicle				
550	Other Equipment				
580	Buildings, Structures & Improv.				
Total		\$8,337		\$8,337	

**JCPC
FY 2009-10
Program
&
Administrative
Budgets**

SECTION VIII			
SOURCES OF PROGRAM REVENUE (ALL SOURCES)			
\$ 7,735	DJJDP/JCPC Funds	* This is the amount of your request on your application	
10%	Local Match Rate	Is the Local Match Rate 10%, 20% or 30%?	
\$ 602	County Cash	_____	(Specify Source)
_____	Local Cash	_____	(Specify Source)
_____	Local Cash	_____	(Specify Source)
_____	Local In-Kind	_____	(Specify Source)
_____	Other	_____	(Specify Source)
_____	Other	_____	(Specify Source)
_____	Other	_____	(Specify Source)
_____	Other	_____	(Specify Source)
\$8,337	TOTAL	\$ 774	\$ 602
		Required Local Match	Match Provided
Revenue, Budget Narrative and Budget Information Totals are equal			TRUE

This document has been reviewed and recommended for funding.

This is to certify that the Department of Juvenile Justice and Delinquency Prevention funds in this Program Agreement will not be used to duplicate or to supplant other programs whose primary intent is to provide community based alternatives for delinquents, undisciplined youth or youth at risk of juvenile delinquency.

This agreement may be terminated in whole or in part by the Department of Juvenile Justice and Delinquency Prevention in the event that state or federal funds which have been allocated to the Department of Juvenile Justice and Delinquency Prevention are eliminated or reduced to such an extent that, in the sole determination of the Department, continuation of the obligations at the levels stated herein may not be maintained.

We, the undersigned agree to comply with the Provisions provided in Section V of this agreement, with the JCPC Policy and Procedure and North Carolina Administrative Procedures 28 NCAC 02A-03A.

Secretary, Department of Juvenile Justice and Delinquency Prevention	Date
Chair, County Board of Commissioners or County Finance Director	Date
	9/23/2009
Chair, Juvenile Crime Prevention Council	Date
Program Manager	Date

Meeting Date: October 5, 2009

Item # 6-E

SUBJECT: Finance Office – Award Bid for Vehicle Purchases

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Bids were received for financing of one (1) EMS Chassis remount, nine (9) 2010 Ford Crown Victoria law enforcement vehicles and one (1) Ford Edge per attached. Submitted for Board review and action.

It is recommended to award bid to RBC Century: interest rate of 2.74, principal \$286,952, total interest \$12,283, total cost \$299,335.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

COUNTY OF WARREN
FINANCE OFF
P. O. BOX 185
WARRENTON, NC 27589
Telephone: (252) 257-1778 Fax: (252) 257-6523

Barry J. Mayo
 Finance Director

MEMORANDUM

TO: Warren County
 Board of Commissioners

FROM: Barry J. Mayo
 Finance Director

SUBJECT: Installment Purchase Financing

Warren County solicited bids from seven financial institutions for the installment purchase financing of 10 vehicles and 1 EMS remount as approved in the FY 10 budget. Financing was requested for \$286,952 for a term of 3 years.

The following bids were received:

As noted above, RBC Centura submitted the bid With the lowest costs to the County; therefore, it is my recommendation that we accept the bid from RBC Centura with an interest rate of 2.74%.

c: Linda T. Worth

Financial Institution	Interest Rate	Principal	Total Interest	Other Costs	Total Cost
RBC Centura	2.74	286,952	12,283	100	299,335
Branch Banking & Trust	3.19	286,952	14,331	0	301,283
First Citizens	3.77	286,952	16,983	0	303,935
Wachovia	No Bid Received				
Bank of America	No Bid Received				
Sun Trust	No Bid Received				
Southern National	No Bid Received				

RESOLUTION

The governing body for the County of Warren, North Carolina, held a regular meeting at the _____, the regular place of meeting, on _____, at _____ a.m./p.m.

Present:

Absent:

Also Present:

• * * * *

_____ introduced the following resolution which was read: **RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF AN INSTALLMENT FINANCING CONTRACT IN THE AMOUNT OF \$286,952.00 WITH RBC BANK (USA) TO FINANCE THE ACQUISITION OF CERTAIN EQUIPMENT FOR USE BY THE COUNTY OF WARREN, NORTH CAROLINA, AUTHORIZING THE EXECUTION AND DELIVERY OF RELATED INSTRUMENTS, AND DETERMINING OTHER MATTERS IN CONNECTION THEREWITH**

BE IT RESOLVED by the governing body for the County of Warren, North Carolina (the "Unit"):

Section 1. The governing body of the Unit does hereby find and determine: a) The County of Warren proposes the acquisition of certain equipment, which may include fixtures as more fully described in the hereinafter mentioned Contract (collectively, the "Equipment");

b) After consideration, the governing body of the Unit has determined that the most advantageous manner of financing thereof is by an installment contract pursuant to Section 160A-20 of the General Statutes of North Carolina, as amended;

c) Pursuant to Section 160A-20, the Unit is authorized to finance the acquisition of personal property, including fixtures, by installment contracts that create a security interest in the property financed to secure repayment of the financing; and

d) RBC Bank (USA) ("RBC Bank (USA)") has proposed that RBC Bank (USA) enter into an Installment Financing Contract with the Unit to finance the Equipment pursuant to which RBC Bank (USA) will lend the Unit then amount of \$286,952.00 (the "Contract") and a related Escrow Agreement between the Unit and RBC Bank (USA) (the "Escrow Agreement").

Section 2. The governing body of the Unit hereby authorizes and directs _____ to execute, acknowledge and deliver the Contract and Escrow Agreement on behalf of the Unit in such form and substance as the person executing and delivering such instruments on behalf of the Unit shall find acceptable. The Clerk is hereby authorized to affix the official seal of the County of Warren to the Contract and the Escrow Agreement and attest the same.

Section 3. The proper officers of the Unit are authorized and directed to execute and deliver any and all papers, instruments, opinions, certificates, affidavits and other documents and to do or cause to be done any and all other acts and things necessary or proper for carrying out this Resolution and the Contract and the Escrow Agreement.

Section 4. Notwithstanding any provision of the Contract or the Escrow Agreement, no deficiency judgment may be rendered against the Unit in any action for breach of a contractual obligation under the Contract or the Escrow Agreement and the taxing power of the Unit is not and may not be pledged directly or indirectly to secure any moneys due under the Contract, the security provided under the Contract being the sole security for RBC Bank (USA) in such instance.

Section 5. The Unit covenants that, to the extent permitted by the Constitution and laws of the State of North Carolina, it will comply with the requirements of the Internal Revenue Code of 1986, as amended (the "Code") as required so that interest on the Unit's obligations under the Contract will not be included in the gross income of RBC Bank (USA).

Section 6. The Unit hereby represents that it reasonably expects that it, all subordinate entities thereof and all entities issuing obligations on behalf of the Unit will issue in the aggregate less than \$30,000,000 of tax-exempt obligations, including the Contract (not counting private-activity bonds except for qualified 501(c)(3) bonds as defined in the Code) during calendar year 2009. In addition, the Unit hereby designates the Contract and its obligations under the Contract as a "qualified tax-exempt obligation" for the purposes of the Code.

Section 7. This Resolution shall take effect immediately upon its passage.

Upon motion of _____, seconded by _____, members of the governing body, the foregoing resolution entitled **"RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF AN INSTALLMENT FINANCING CONTRACT IN THE AMOUNT OF \$286,952.00 WITH RBC BANK (USA) TO FINANCE THE ACQUISITION OF CERTAIN EQUIPMENT, AUTHORIZING THE EXECUTION AND DELIVERY OF RELATED INSTRUMENTS, AND DETERMINING OTHER MATTERS IN CONNECTION THEREWITH"** was passed by the following vote:

Ayes:

Nays:

PASSED AND ADOPTED this 5th day of October, 2009.

Meeting Date: October 5, 2009

Item # 7

SUBJECT: Follow-up to Public Hearing

**REQUESTED BY: Charles Walton & Jeffrey Woodard
Department of Social Services**

SUMMARY: Having held a required public hearing on Monday, October 5, 2009 at 9:45 am, FY 2009-2010 ROAP Application is now submitted for Board's action.

NOTE: ROAP public hearing and Application were rescheduled to fulfill requirement to reach out into the Hispanic Community.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

_____ Recommend approval _____

NOTES:

2009-2010 ROAP Allocations

COUNTIES	EDTAP 10	EMPL 10	RGP 10	Supp EDTAP 10	Supp EMPL 10	Supp RGP 10	TOTAL 10
Swain	\$38,887	\$2,453	\$30,264	\$22,262	\$3,045	\$26,615	\$123,526
Transylvania	\$45,839	\$4,908	\$39,232	\$26,241	\$6,090	\$34,502	\$156,812
Tyrrell	\$35,323	\$1,708	\$0	\$20,221	\$2,121	\$0	\$59,373
Union	\$81,666	\$23,724	\$103,823	\$46,750	\$29,433	\$91,304	\$376,700
Vance	\$49,002	\$5,473	\$44,703	\$28,052	\$6,791	\$39,312	\$173,333
Wake	\$214,007	\$54,338	\$167,577	\$122,511	\$67,419	\$147,373	\$773,225
Warren	\$41,571	\$5,232	\$34,630	\$23,797	\$6,493	\$30,454	\$142,177
Washington	\$38,723	\$5,092	\$31,740	\$22,167	\$6,321	\$27,913	\$131,956
Watauga	\$45,591	\$4,133	\$45,196	\$26,099	\$5,129	\$39,745	\$165,893
Wayne	\$70,565	\$13,357	\$59,303	\$40,396	\$16,575	\$52,153	\$252,349
Wilkes	\$58,309	\$16,927	\$54,770	\$33,379	\$21,003	\$48,166	\$232,554
Wilson	\$62,492	\$6,234	\$59,367	\$35,774	\$7,735	\$52,209	\$223,811
Yadkin	\$46,506	\$4,780	\$42,250	\$26,622	\$5,931	\$37,155	\$163,244
Yancey	\$41,164	\$2,988	\$34,016	\$23,565	\$3,709	\$29,914	\$135,356
TOTALS	\$6,113,978	\$1,208,882	\$5,117,009	\$3,500,000	\$1,500,000	\$4,500,000	\$21,939,869

Meeting Date: October 5, 2009

Item # 8

SUBJECT: Board/Committee/Commission Member Appointment

REQUESTED BY: Charles Walton, JCPC Chairman

SUMMARY: On recommendation of the JCPC, it is submitted to make the following (re)appointments to the Juvenile Crime Prevention Council for two year terms.

McDonald Yancey – 2nd term expires January 2011 - County Bus Garage Director

William Kearney – 2nd term expires January 2010 - Representing Parks & Rec.

Teresa Wimbrow – 1st term expires January 2011 - Girl Scouts of NC

NOTE: Statement of Interest to Serve was received from Delores Branch Burwell.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



**WARREN COUNTY JUVENILE CRIME
PREVENTION COUNCIL (JCPC)**

POST OFFICE BOX 619
WARRENTON, NC 27589

(252) 257-3115

Warren County Commissioners
619 Front Street
Warrenton, NC 27589

Dear Commissioners:

The Warren County Juvenile Crime Prevention Council meets monthly to discuss the services being provided to help reduce/prevent juvenile crime in our community. The council is comprised of a diverse group of individuals from the community.

Each appointed member serves a two year term. We have two members whose terms have expired. We would like to request that McDonald Yancey of Warren County Schools and William Kearney of Parks and Recreation Department be reappointed to the council.

We are also pleased to have a new member, whom we would like to add to the council. Her name is Teresa Wimbrow. She has been attending our meetings regularly since the beginning of the year. She previously worked for the Vance County School system. Mrs. Wimbrow currently works as the membership coordinator for Girls Scouts North Carolina Coastal Pines. She has a true love for children and would be a true asset to the council. We are requesting that she be appointed to a non-ending term as the representative for Girl Scouts.

On behalf of the Juvenile Crime Prevention Council, I would like to say thank your for your consideration of this request.

Sincerely,

Charles Walton
JCPC Chairman

Instructions: N.C.G.A. 143B-543 (2002 Session) specifies suggested members be appointed by county commissioners to serve on local Juvenile Crime Prevention Councils. In certain categories, a designee may be appointed to serve. Please indicate the person appointed to serve in each category and his/her title. Indicate appointed members who are designees for named positions. Indicate race and gender for all appointments.

Specified Members (G.S. 147-33.61)	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	Rosemarie Lewis		<input checked="" type="checkbox"/>	B	F
2) Chief of Police	John Younts		<input type="checkbox"/>	W	M
3) Local Sheriff or designee	James Jones		<input checked="" type="checkbox"/>	B	M
4) District Attorney or designee	Eunice Royster		<input checked="" type="checkbox"/>	B	F
5) Chief Court Counselor or designee	Cynthia Yancey		<input type="checkbox"/>	W	F
6) Director, AMH/DD/SA, or designee	Cessel Rouse		<input checked="" type="checkbox"/>	B	F
7) Director DSS or designee	Charles Walton		<input checked="" type="checkbox"/>	B	M
8) County Manager or designee	Linda Worth		<input type="checkbox"/>	B	F
9) Substance Abuse Professional			<input type="checkbox"/>		
10) Member of Faith Community			<input type="checkbox"/>		
11) County Commissioner	Ulysses Ross		<input type="checkbox"/>	B	M
12) Two Persons under age 18 (State Youth Council Representative, if available)			<input type="checkbox"/> <input type="checkbox"/>		
13) Juvenile Defense Attorney			<input type="checkbox"/>		
14) Chief District Judge or designee	Daniel Finch		<input type="checkbox"/>	W	M
15) Member of Business Community			<input type="checkbox"/>		
16) Local Health Director or designee	Mary Marrow		<input checked="" type="checkbox"/>	B	F
17) Rep. United Way/other non-profit			<input type="checkbox"/>		
18) Representative/Parks and Rec.	William Kearney		<input checked="" type="checkbox"/>	B	M
19) County Commissioner appointee	McDonald Yancey		<input type="checkbox"/>	B	M
20) County Commissioner appointee			<input type="checkbox"/>		
21) County Commissioner appointee			<input type="checkbox"/>		
22) County Commissioner appointee			<input type="checkbox"/>		
23) County Commissioner appointee			<input type="checkbox"/>		
24) County Commissioner appointee			<input type="checkbox"/>		
25) County Commissioner appointee			<input type="checkbox"/>		

STATEMENT OF INTEREST TO SERVE

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

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

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

1. JCPC
2. GOVERNOR'S One on One
3. _____
4. _____

Your full name Teresa Hicks Wimbrow
Date of Birth 10/22/54 Sex F Race W
Mailing Address 111 Cambridge Way
City and Zip Code Henderson, NC 27536
Street Address _____
City and Zip Code _____
Home Phone 252-438-2187 Work Phone 252-438-8103
Job Title Membership Director
Company or Agency Girl Scouts - North Carolina Coastal Pines
Email Address twimbrow@nceoastalpines.org

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended Norlina High School, Norlina, NC
Name and Address of College Attended Peace College and NCSU, Raleigh, NC
Degree Received AA

Please list any military experience _____

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

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

Work Experience Teacher and Coach - Northern Vance High School
Teacher and Guidance Counselor - Norlina Christian School

Volunteer Experience Warren County Relay For Life - 7 years
Youth Leader at Zion United Methodist Church

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

Newspaper Current Warren County Volunteer Other

If other, please explain: Meeting with Debbie Scott

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

Signature Teresa H. Wimbrow
Date 3/11/09

Please feel free to attach a resume if so desired.

STATEMENT OF INTEREST TO SERVE

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

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

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

1. Juvenile Crime Prevention
2. Economic Development
3. Dept of Social Services
4. Nursing Home Commission

Your full name Delores Branch Burwell
Date of Birth 02-02-1955 Sex F Race Blk
Mailing Address 281 Michael's Quarry Rd
City and Zip Code Norlina, N.C. 27563
Street Address Same as mailing - State Rd 1215
City and Zip Code _____
Home Phone 252-213-5945 Work Phone _____
Job Title Disabled
Company or Agency _____
Email Address delores.burwell@msn.com

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended Norlina High - Walker Ave, Norlina
Name and Address of College Attended VBCC, VCU-Richmond, Va, University of Dela
Degree Received Associate, Cert. of Completion, Cert. Interviewing th
Sexually abused child, Wake Tech - instructor
Please list any military experience None

If you are presently serving as an elected or appointed official, please explain: None applicable

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

Work Experience Mecklenburg Corr Cntr, State Penitentiary Rich, Va
Central Prison, Warren County Sheriff's Dept,
Vance Co. Mental Health (children), Barbara Epancin, Supervisor
Warren County School System (Substitute teacher)
Completed Human Resources Development and Leadership Training
(Virginia)

Volunteer Experience Youth Leader - Chapel Hill Baptist Church,
PAC, Youth Assistance Program - Mecklenburg Corr
Cntr, Active member of State of Virginia, Employee's
State Assistance program, Member of State of Virginia
Governor's Volleyball Team (Governor Baliles) Jerry Le
Relif Team (televised)
How did you become aware of Warren County volunteer opportunities? (Please circle appropriate response)

Newspaper

Current Warren County Volunteer

Other

If other, please explain:

County Manager's Web-site

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

Signature

Belores B. Burwell

Date

May 19, 2009

Please feel free to attach a resume if so desired.

RECEIVED

JUN 22 2009

Meeting Date: October 5, 2009

Item # 9

**SUBJECT: Agreement for the Provision of County-Based Aging Services
Funded through American Recovery and Reimbursement Act**

**REQUESTED BY: Diane Cox, Director
Kerr Tar Area Agency on Aging**

**SUMMARY: Above referenced is submitted for Board review and adoption:
Time Period: October 1, 2009 through December 31, 2010
Funds for: Nutrition \$7,913; Home delivered meals \$3,896
Required local match: \$1,312**

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval

NOTES:

**Agreement provided
by e-mail.**

Meeting Date: September 14, 2009

Item # 10

SUBJECT: Roanoke Wildwood VFD Construction of new Fire Station

REQUESTED BY: Robert Whitehead

SUMMARY: Request is presented for authorization to enter into loan agreement to construct a new fire station at the anticipated amount of \$1,000,000. Attached you will find an affidavit of publication, Certificate of Public Hearing, Public Hearing sign-in sheet, and minutes of public hearing.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

COUNTY APPROVAL

STATE OF NORTH CAROLINA
COUNTY OF WARREN

CERTIFICATE OF CLERK RE: APPROVAL OF TAX-EXEMPT LOAN TO VOLUNTEER FIRE DEPARTMENT BY BOARD OF COMMISSIONERS

The undersigned, being the duly qualified Clerk of Warren County, North Carolina, does hereby certify that the following is a true and accurate copy of a Resolution passed by the Board of Commissioners of Warren County, North Carolina, at its regular/special meeting on the 5th day of October, 2009, which Resolution was duly introduced, seconded, and approved, and that said Resolution remains in full force and effect:

"NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Board of Commissioners of Warren County, North Carolina does hereby approve (within the scope of the qualifying language set forth below) a tax-exempt loan to the Roanoke Wildwood Volunteer Fire Department (the "VFD") from First-Citizens Bank & Trust Company in the principal amount of \$1,000,000, which loan is for the following purpose (check applicable purpose): for the construction of a fire station addition for the Volunteer Fire Department.

Fire station will be owned and operated by the VFD at the following address:

**790 Lizard Creek Road
Littleton, NC**

RESOLVED, FURTHER, that the approval of the loan to the VFD set forth above is given solely for purposes of the public approval requirements for tax-exempt financing applicable to the VFD because of Section 150(e)(3) and Section 147(f) of the Internal Revenue Code of 1986, as amended, and such approval does not obligate the County or its Board of Commissioners in any way regarding repayment of the debt.

Duly certified by the execution hereof and the placing hereon of the seal of the said County, **this the 5th day of October, 2009**.

Clerk, WARREN COUNTY, NC

"SERVING NORTH LAKE GASTON"

Roanoke-Wildwood Volunteer Fire Dep't



790 LIZARD CREEK ROAD - LITTLETON, NC 27850
TELEPHONE: (252) 586-5737 (Voice, Msg., Fax) rwvfd@touchnc.net

September 12, 2009

To: Ms. Angelena Kearney-Dunlap
Clerk to the Warren County Board

RECEIVED

From: Robert Whitehead – President
Roanoke Wildwood Volunteer Fire Department

SEP 18 2009

Subject: Agenda for County Commissioners Meeting

WARREN COUNTY MANAGEMENT CENTER

Ms. Kearney-Dunlap,

I request to be placed on the agenda for the County Commissioners meeting at the earliest possible date to request approval from the Commissioners for a tax-exempt loan for the construction of a new building at the site of our Main Station. Attached is the required County Approval form. Also attached is the Lake Gaston Gazette Affidavit of Publication of the announcements of a public hearing on the proposed loan and purchase and the Certificate of Public Hearing, signed by me, certifying that the public hearing was held on September 12, 2009 as scheduled. A roster of citizens who attended the public hearing is attached as is the minutes of the Public Hearing. The attendees asked several information-related questions at the hearing, but expressed no objections to the planned loan. Please inform me as to the date that we will appear on the agenda. Thank you in advance for your attention to this matter.

Sincerely,



Robert Whitehead

NORTH CAROLINA
WARREN COUNTY

AFFIDAVIT OF PUBLICATION

Before the undersigned, a Notary Public of said County and State, duly commissioned, qualified, and authorized by law to administer oaths, personally appeared Cathy Kleinert, who being first duly sworn, deposes and says: that she is the Office Manager, engaged in the publishing of a newspaper known as the Lake Gaston Gazette, published issued and entered as second class mail in the City of Littleton, North Carolina, in said County and State: that she is authorized to make this affidavit and sworn statement: that the notice or other legal advertisement, a true copy of which is attached hereto, was published in the Lake Gaston Gazette, on the following date: 8/19 and 8/26, and that the said newspaper in which such notice, paper document or legal advertisement was published was, at the time of each and every such publication, a newspaper meeting all of the requirements and qualifications of section 1-597 of the General Statutes of North Carolina.

Cathy Kleinert

Cathy Kleinert

This 9/10/09 Date

Sworn to and subscribed before me, this 10th day of Sept 2009 Date.

Jackie C. Halls
Notary Public

My Commission expires: 06-13-2014

JACKIE C HALLS
NOTARY PUBLIC
WARREN COUNTY, NC
My Commission Expires 6-13-2014

CERTIFICATE OF PUBLIC HEARING

I, the President/Vice President of the Roanoke W. Idwood Volunteer Fire Dept.
[name of the Volunteer Fire Department] (the "VFD"), hereby certify to First-Citizens Bank & Trust Company that I, acting on behalf of the VFD, caused public notice to be published in at least one newspaper of general circulation available to residents within the jurisdiction of the VFD (attached hereto is the original **Affidavit of Publication** from the newspaper evidencing such notice); that the aforementioned public notice was published once a week for two successive calendar weeks (on the same weekday of each of the two weeks), with the first publication date at least fourteen days, but not more than thirty days, before the date of the public hearing; that the aforementioned public notice invited interested members of the general public to express their views, orally and in writing, regarding a proposed tax-exempt loan from First-Citizens Bank & Trust Company to the VFD; that I conducted said public meeting on the day, place and time as provided in the published notice; and that I provided a summary of any comments received from the general public at the public hearing regarding the proposed loan to the person(s) actually approving the loan prior to such approval.



Signature of President/Vice President

Robert Whitehead, President

Print or Type Name

ROANOKE-WILDWOOD VOL. FIRE DEPARTMENT

PUBLIC HEARING – SATURDAY – SEPTEMBER 12, 2009

President Whitehead called the Public Hearing to order at 10:05 AM, with 12 Fire Personnel and 9 Area Residents in attendance.

President Whitehead presented the rationale and details for the proposed Loan and Construction of the New Building Extension.

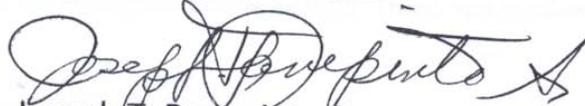
He covered the following: 1) Building Initiative Proposal. 2) Debt Reduction History. 3) Current Main Station Status and 4) Features of the New Building Extension.

Note: Following the Presentation, there was considerable discussion among the Department Members and Area Residents in attendance.

Also Noted: The response to the Proposal from the Area Residents was both positive and supportive.

President Whitehead adjourned the Public Hearing at 11:22 AM.

Respectfully Submitted:



Joseph T. Panepinto Sr.

Secretary

Meeting Date: October 5, 2009

Item # 11

SUBJECT: Contract for School Resource Officers

REQUESTED BY: Warren County Sheriff Johnny Williams

SUMMARY: Annual renewal of School Resource Officer contract between Sheriff's Office and Warren County School System, not to exceed \$88,000 for 2009-2010 school year is presented for Board action. Term commences July 1, 2009 through June 30, 2010.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval

NOTES:

Warren County
SCHOOL RESOURCE OFFICER CONTRACT
2009-2010 School Year

The Warren County Sheriff's Department (WCSO) shall furnish law enforcement officers employed by the sheriff's department to serve as School Resource Officers assigned to the Warren County Schools (WCS). The School Resource Officers (SROs) shall be certified law enforcement officers employed by the Warren County Sheriffs Department. The powers and duties as law enforcement officers shall continue throughout their tenure as school resource officers. The school resource officers shall abide by school board policies and shall consult with and coordinate activities through the school principal but shall remain fully responsible to the chain of command of the sheriff's department in all matters relating to employment.

1. Duties and Responsibilities

It is understood and agreed that in performing their duties and responsibilities the School Resource Officers shall:

- 1.1 Confer with the principal to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students at school-related activities.
- 1.2 Conduct continuous surveillance of the school and school property to prevent and mitigate unsafe conditions in the educational setting.
- 1.3 Take enforcement action as necessary and notify the principal of the school as soon as possible. Whenever practical, advise the principal before requesting additional enforcement assistance on campus and undertake all additional law enforcement responsibilities at the principal's direction.
- 1.4 Develop expertise in presenting various subjects such as understanding the laws, the law enforcement officers' role, and the law enforcement mission.
- 1.5 Make themselves available for conferences with students, parents, and faculty members to assist them with problems relating to law enforcement or crime prevention.
- 1.6 Attend meetings of parent and faculty groups to solicit their support and understanding of the school resource program and to promote awareness of law enforcement functions.
- 1.7 Be available to advise, assist and consult with school personnel in matters which are the exclusive concern of the school administration and do not constitute a violation of the law. Violations of school rules, as opposed to crimes or violations of laws, should be handled at the school level. If the principal believes an incident is a law violation, he/she shall contact the SRO, who shall then determine whether law enforcement action is appropriate.
- 1.8 Perform duties as determined by the principal other than those regularly assigned to school personnel such as lunchroom or hall duty.
- 1.9 Participate in or attend school functions, whenever possible, to assure the peaceful operation of school-related programs, and to build support with students.

- 1.10 Coordinate with the principal for extra duty security and be responsible for security and law enforcement activity at extra-curricular events as determined by the principal.

2. Employment And Assignment Of School Resource Officers

- 2.1 The SROs shall be employees of the Warren County Sheriff's Department (WCSO) and shall be subject to the administration, supervision, and control of the WCSO, except as noted in this agreement.
- 2.2 The WCSO agrees to provide and pay the SRO's salary and employee benefits in accordance with the applicable salary schedules and employment practices of the WCSO. The SROs shall be subject to all other personnel policies and practices of the WCSO except as such practices may have been modified to comply with the terms and conditions of this Agreement.
- 2.3 The WCSO, in consultation with the superintendent of WCS, shall have the power and authority to hire, discharge, and discipline SROs.
- 2.4 One SRO shall be assigned to Warren County High School and one SRO shall be assigned to Warren County Middle School. The SROs may assist at other school locations, as needed.
- 2.5 In the event that a SRO is absent from work, the SRO shall notify **both** his/her supervisor with the WCSO and the principal of the school to which the SRO is assigned. In such cases, the principals of the two schools and the remaining SRO shall work cooperatively to handle situations that may arise during the absence.

3. Duty Hours

- 3.1 The maximum number of hours that an SRO officer shall be on duty shall not exceed 171 hours during any 28-day period. Specific SRO duty hours at a particular school shall be set by mutual agreement between WCS, at the direction of the principal of the school to which the officer is assigned, and the WCSO.
- 3.2 It is agreed that time spent by SROs attending court for juvenile and/or criminal cases arising from and/or out of their employment as an SRO shall be considered as hours worked under this agreement.
- 3.3 In the event of an emergency that results in an SRO being ordered by the WCSO to leave their school duty station during normal duty hours and to perform other services for the WCSO, the time spent shall not be considered hours worked under this agreement. In such event, the monthly compensation paid by WCS to the WCSO shall be reduced by the number of hours of SRO service not provided or the hours shall be made up in a manner mutually agreed upon by the parties.
- 3.4 Time that the SRO spends on school property that is not included in the duties as outlined in the terms of this agreement is considered separate from SRO time and will not be covered for payroll or liability purposes.
- 3.5 SROs shall complete a time sheet each month indicating the actual hours worked. The time sheet shall be signed by the SRO and the principal. One copy of this time sheet will be submitted to the Director of Student Services at the Central

Office and one copy will be submitted to the Sheriff's Office for action by the County Finance Officer.

4. Evaluation

It is mutually agreed that the WCS shall annually evaluate the performance of each SRO on forms developed jointly by the parties. It is further understood that the WCS evaluation of each officer is advisory only and that the WCSO retains final authority to evaluate the performance of the SROs.

5. Equipment:

The WCSO agrees to provide the following equipment for SROs:

5.1 Uniform. The WCSO shall provide, and SROs are required to wear, official issued uniforms while on duty. By wearing their uniforms, SROs will reaffirm their roles as law enforcement officers and enhance the image of the officers and their ability to perform their duties.

5.1.1 Full uniforms are to worn when students are in session and at school-sponsored events.

5.1.2 SROs may wear officially issued golf shirts with long pants when students are not in school.

5.2 Weapons and Ammunition. The WCSO agrees to provide the standard issue pistol and rounds of ammunition for each SRO.

5.3 Motor Vehicles. The WCSO shall provide a vehicle for use by the SROs during duty hours.

6. Transporting Students:

SROs **shall not** transport students in their vehicles **except:**

6.1 When students are victims of a crime, under arrest, or some other emergency circumstances exist.

6.2 When the student's presence on campus is a threat to the safety and welfare of other students and school personnel.

6.3 If circumstances require that the SRO transport a student, then the school officials must provide a school official or employee of the same gender of the student to be transported to accompany the officer in the vehicle.

6.4 If the student to be transported off campus is not under arrest, a victim of a crime, or violent or disruptive, the school administration shall provide transportation for the student and the SROs may accompany a school official in transporting a student.

- 6.5 When a student is transported from school due to an arrest or violence, he/she may be taken to a law enforcement facility or other facility deemed appropriate by law enforcement officers.
- 6.6 Students shall not be transported to any location unless it is determined that the student's parent guardian or custodian is at the destination to which the student is being transported. SROs shall not transport students in their personal vehicles.
- 6.7 SROs shall notify the principal, or designee, before removing a student from campus.

7. Chain of Command

- 7.1 In the performance of their duties, SROs shall coordinate and communicate with the principal (or principal's designee) of the school to which they are assigned.
- 7.2 In the even of issues or concerns regarding the SRO program, the principal or the SRO should first contact the Director of Student Services, who will, if necessary, confer with the county Sheriff.

8. Insurance and Indemnification

- 8.1 The WCSO shall purchase and maintain in full force and effect during the term of this agreement a general liability insurance policy of not less than one million dollars (\$1,000,000) for any acts or omissions that occur or claims that are made during the term of the agreement
- 8.2 The WCSO agrees to hold the WCS, its agents and employees free, harmless and indemnified from and against all claims, suits or causes of actions arising from or in any way out of the performance of the duties of the SRO officers.

9. Considerations

- 9.1 Nothing in this policy or agreement shall be construed as providing advice to, or limiting the discretion of, the WCSO with regards to matters directly related to law enforcement policies.
- 9.2 For and in consideration of the WCSO providing the SRO Program as described herein, the WCS agrees to reimburse the WCSO for the full cost of salaries and benefits of the said program as determined by the finance officer of Warren County, subject to approval of an appropriation to the WCS in sufficient amount to fund the Program each fiscal year.
- 9.3 The WCS shall pay the said compensation to the WCSO in twelve monthly installments on or about the first day of each calendar month.
- 9.4 The costs of the contract are not expected to exceed \$88,000 during the 2009-2010 school year.

10. Terms of Agreement

The term of this agreement is one year commencing on the 1st day of July 2009 and ending on the 30th day of June 2010. The agreement shall be renewed and extended annually for additional and successive one-year terms unless notice of non-renewal is given by either party, in writing, prior to 30 days of the initial or any succeeding term.

Signed:

_____/_____
Chairperson, Date
Warren County Board of Commissioners

_____/_____
Sheriff Date

Calvin C. Jones

Chairperson, Date 8/20/09
Warren County Board of Education

Ray V. Spain

Superintendent Date 8/24/2009

Meeting Date: October 5, 2009

Item # 12

SUBJECT: Request from Healthy Carolinians of Warren County

REQUESTED BY: Chairperson Debbie Scott

SUMMARY: Proposal for 2009-2010 program continuation from above referenced is presented to the Board for consideration. Funding in the amount of # \$6,350 is being requested due to anticipated State funding cuts.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Linda T Worth

From: Brice Bratcher (Sen. Doug Berger) [Bergerdla@ncleg.net]
Sent: Tuesday, September 29, 2009 11:51 AM
To: Linda T Worth
Subject: RE: Healthy Carolinians Program Funding

Linda,

This is the response I got from the guy in our research division with the most knowledge of the subject:

Possible reductions to Healthy Carolinians and host of other programs is still bottled up in DHHS. Here's what I know.

1. DPH offered up a list of contracts for reductions (perhaps even elimination).
2. The list and the amounts have been revised and re-revised several times.
3. Currently "the list" is under review by DHHS--Office of Secretary.
4. Once signed off on by OS/DHHS, the list will be sent to Office of the Governor for review and approval.
5. Given the scrutiny this action is receiving, it may be another 2 weeks before the list is FINAL, and can be shared with NCGA.

It seems that there hasn't been a final decision, but it doesn't look like there will be confirmation for a little while either way. The information you got may have been from an earlier revision, so there really is not telling right now. And it seems that there could still be more changes. If I hear more about it I will keep you informed.

Brice Bratcher

Legislative Assistant
Sen. Douglas Berger's Office

From: Linda T Worth [mailto:lworth@co.warren.nc.us]
Sent: Friday, September 25, 2009 02:17 PM
To: Brice Bratcher (Sen. Doug Berger)
Cc: Sen. Doug Berger; Mary Capps (Rep. Wray)
Subject: Healthy Carolinians Program Funding

Hello Brice,

I am getting conflicting information regarding funding in the State budget for the Healthy Carolinians Program. Was the program funded in the FY 10 State budget? If so, was the funding level the same as the prior year's funding or was it reduced?

Our local Healthy Carolinians Partnership is requesting funding from the County to continue the program due to the state discontinuing funding.

Any assistance you can give me will be appreciated.

Sincerely,
Linda

Linda T. Worth
Warren County Manager



WARREN COUNTY HEALTH DEPARTMENT

544 WEST RIDGEWAY STREET
WARRENTON, NC 27589

TELEPHONE: 257-1185
FAX #: (252) 257-2897

September 3, 2009

County Commissioners of Warren County
Warrenton, N. C. 27589

Dear Commissioners

I am very proud of the progress the Healthy Carolinians Partnership has made since we began this process several years ago. I fully support the partnership in all their programs and activities for the county. The partnership's mission is to strive to continue to improve the health and safety of the citizens of Warren County. In Warren County, chronic illnesses such as diabetes, cancer, heart disease and blood pressure or stroke is the major causes of illness and death. This committee is trying to improve the health of the citizens of Warren County by promoting healthy lifestyle changes through more educational awareness.

The partnership has reached out to the community through events, newspaper articles, radio announcements and projects in various community settings, and we have solicited support from the business community, local government and civic organizations. The partnership's efforts have proven to be successful throughout the county in all areas and are very much a necessity for the well being of the citizens.

The partnership has a diverse membership consisting of representatives from local government, health agencies, county agencies, churches, civic clubs, non-profits, schools and several private citizens. The collaboration of these representatives has been an asset to the county for all citizens.

Healthy Carolinians of Warren County has become a recognized and respected entity in all Warren County Communities. Therefore, we respectfully solicit your support to keep this partnership in existence so that we may continue to help the great citizens of Warren County.

Sincerely,

A handwritten signature in cursive script that reads 'Andy Smith'.

Andy Smith, RS, MPA
Health Director
Warren County Health Department



Healthy Carolinians of Warren County
544 W. Ridgeway Street
Warrenton, N. C. 27589

Warren County Commissioners
619 Front Street
Warrenton, NC 27589

Dear Commissioners:

As a member for the past seven years of the Healthy Carolinians Partnership, I am writing to ask your consideration and support to continue this valuable organization in our county. I am sure you are aware as we were disheartened to learn that due to the recent state budget cuts there will be no funding for the fiscal year.

I have seen first hand the benefits, resources and information the partnership has offered to address key health and safety issues facing our youth, families and the community at large. Many citizens have come together to volunteer their time to collectively work on different committees to help improve the quality of life for the community.

Mary Marrow, Health Educator III Supervisor, Hilda Baskerville, Healthy Carolinians Coordinator and the Committee Chairs are all to be commended for their hard work and dedication towards building such a strong establishment.

Please carefully revisit our mission and review the budget that is needed to continue, and we are optimistic that you will support our endeavors to complete our on-going activities for the remainder of this fiscal year. This partnership has made a positive impact in our community and these services are very much needed in light of all the many health disparities we face in these challenging times.

On behalf of the Partnership, thank you in advance for your consideration regarding this matter and your hard work and commitment to serve the citizens of our growing community.

Sincerely,

A handwritten signature in black ink that reads "Debbie K. Scott".

Debbie K. Scott
Healthy Carolinians Partnership Chairperson



Healthy Carolinians of Warren County (HCWC) is a community-based partnership whose aim is to improve the quality of life for Warren County residents by starting new and/or supporting existing initiatives which address key health and safety issues of Warren County. It is comprised of the following key committees: FAN, Injury Prevention and Substance Abuse. Following is a brief description of each committee.

FAN (Fitness & Nutrition) Committee

The FAN committee focuses on increasing citizen participation in physical activity and healthy eating. The FAN Committee coordinates the following on-going activities:

- Implementation of walking trails and providing signage of laps at schools, various churches, recreation complex and community non-profits.
- Nutrition and physical activity trainings within the community, at schools and churches with the Eat Smart Move More initiative.

Injury Prevention Committee

The Injury Prevention committee focuses on vehicular safety, bike safety and domestic violence. The Injury Prevention committee coordinates the following on-going activities:

- Bike rodeo providing free helmets to 4th grade elementary students in the county.
- Safe-kids Buckle Up program providing proper installation of car and booster seats in the community as well as distribution of seats.

Substance Abuse Committee

The Substance Abuse committee focuses on tobacco use, smoking cessation classes and other drug usage. The Substance Abuse committee is responsible for the creation of TATU (Teens Against Tobacco Use) club at Warren County Middle School.

Healthy Carolinians of Warren County
Funding for 2007-2009

Year	Name of Grant	In-Kind Donations	Award Amount
2007	KB Reynolds		\$10,000.00
	Health Disparities Grant		\$25,000.00
	Healthy Carolinians General Assembly		\$12,048.00
		In-Kind Contributions	\$10,227.82
Total 2007 Grants and In-Kind Contributions			\$57,275.82
2008	KB Reynolds Charitable Trust		\$10,000.00
	Healthy Carolinians General Assembly		\$5,727.00
	Safe Routes to School		\$30,000.00
	Five Counties Collaborative		\$24,000.00
	Eat Smart Move More		\$9,800.00
		Community Memorial Hospital	\$250.00
		John R Hawkins Alumni Association	\$250.00
	Total In-Kind Contributions	\$5,415.82	
Total 2008 Grants and In-Kind Contributions			\$85,442.82
2009	KB Reynolds		\$10,000.00
	Eat Smart Move More		\$10,750.00
		In-Kind Contributions	\$1,890.00
Total 2009 Grants and In-Kind Contributions			\$22,640.00

In 2007, Healthy Carolinians participated in 36 events including presentations, health fairs, workshops and community events by setting up informational booths and providing trainings. A total of 5,033 people were reached.

In 2008, Healthy Carolinians participated in 42 events including presentations, health fairs, workshops and community events by setting up informational booths and providing trainings. A total of 6,145 people were reached.

In 2009, Healthy Carolinians has participated in 35 events including presentations, health fairs, workshops and community events by setting up informational booths and providing trainings. A total of 3,778 people were reached.

Healthy Carolinians participates in the following on-going activities:

- Implementing walking trails and providing signage of laps at schools, various churches, recreation complex and community non-profits.
- Nutrition and physical activity trainings with the community, schools and churches.
- Bike rodeo providing free helmets to 4th grade elementary students in the county.
- Safe-Kids Buckle Up program: Demonstrate the proper installation of car and booster seats and distribute seats to those in need
- TATU (Teens Against Tobacco Use) club established at middle school.

Agency: _____

LINE ITEM BUDGET

Warren County Healthy Carolinians Partnership

Fiscal Year 2009-10

Number of months 9

Cash In-Kind Total

I. Personnel Services

Salaries	_____	_____	\$0
Fringe Benefits	_____	_____	\$0
Professional Services	_____	_____	\$0

II. Supplies & Materials

Educational Supplies	\$500	_____	\$500
Office Supplies & Materials	\$1,500	_____	\$1,500
Food and Provision	\$500	_____	\$500
Postage	\$300	_____	\$300
Other Supplies & Materials	\$500	_____	\$500

III. Current Obligations & Services

Travel & Transportation	\$1,500	_____	\$1,500
Printing & Binding	\$1,000	_____	\$1,000
Advertising	\$500	_____	\$500

IV. Fixed Charges & Other Expenses

Rental	\$50	_____	\$50
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V. Capital Outlay

Total **\$6,350**

Meeting Date: October 5, 2009

Item # 13-A

SUBJECT: Disposal of Surplus Property – Warren County Public Schools

REQUESTED BY:

SUMMARY: It is submitted to request authorization to sell surplus public school property on recommendation of County Attorney by sealed bid process upon adoption of attached resolution.

FUNDING SOURCE: N/A

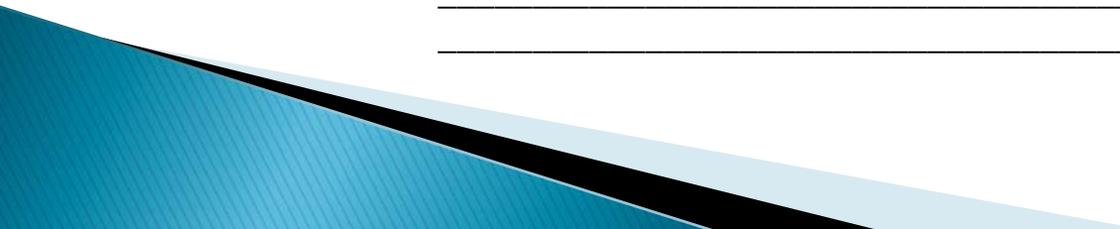
APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval

NOTES:



RESOLUTION
SALE OF SURPLUS WARREN COUNTY
PUBLIC SCHOOL 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 sealed bid auction, the following REAL property declared Surplus Property:

Descriptions

Property # 1 – Person’s Ordinary: Historic Tavern located behind Littleton High School, Littleton, NC.

Property # 2 – Mayflower School: located in the Inez area, Highway 58 and Ernest Turner Road, 1 acre, surrounded by lands of Harris Family.

Property # 3 – Oine School: located on the west side of Rooker Dairy Road, one story frame building.

Property # 4 – North Warren Elementary School: located in the Paschall Community, elementary school building only, campus will be retained.

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 5th day of October 2009.

WARREN COUNTY BOARD OF COMMISSIONERS

Barry Richardson, Chairman

ATTEST:

Angela Kearney-Dunlap, Clerk to the Board

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: October 5, 2009

Item # 13-B

SUBJECT: Disposal of Surplus Property – Tax Foreclosed Property

REQUESTED BY:

SUMMARY: It is submitted to request authorization to sell tax foreclosed property (1722 Tower Road, Norlina) on recommendation of County Attorney by sealed bid process upon adoption of attached resolution.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval

NOTES:

*STATE OF NORTH CAROLINA
COUNTY OF WARREN*

*RESOLUTION
SALE OF SURPLUS
WARREN 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 sealed bid auction the following (REAL) property declared Surplus Property:

1722 Tower Road, Norlina, North Carolina.

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 5th day of October 2009.

WARREN COUNTY BOARD OF COMMISSIONERS

Barry Richardson, Chairman

ATTEST:

Angelena Kearney-Dunlap, Clerk to the Board

Meeting Date: October 5, 2009

Item # 14

SUBJECT: Register of Deeds Amendment to Records Retention Schedule

REQUESTED BY:

SUMMARY: Amended Records Retention Schedule for Register of Deeds Office is presented for Board adoption. Said schedule governs how long records are required to be maintained in office.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval

NOTES:

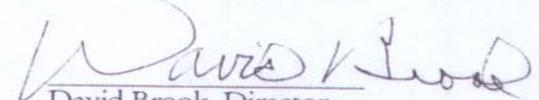
REGISTER OF DEEDS
RECORDS RETENTION AND DISPOSITION SCHEDULE
AMENDMENTS

STANDARD-6. PROGRAM OPERATIONAL RECORDS

Amend the records retention and disposition schedule for Register of Deeds published August 15, 2003 by amending item 2 **Armed Forces Discharges Removal Request Forms** as shown on substitute page 32, item 23 **Marriage Licenses** as shown on substitute page 37, and item 39 **Uniform Commercial Code** as shown on substitute page 42. Also, by adding item 47 **ARMED FORCES DISCHARGES AUTHORIZATION TO RECORD AND REQUEST COPY FORMS**, item 48 **ARMED FORCES DISCHARGES PRESENTATION FOR RECORDING FORMS**, and item 49 **ARMED FORCES DISCHARGES REQUEST FOR COPY FORMS** as shown on page 43a.

APPROVAL RECOMMENDED

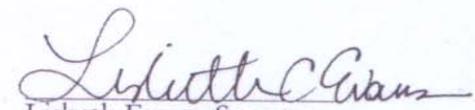
Register of Deeds



David Brook, Director
Division of Historical Resources

APPROVED

Chairman,
Board of County Commissioners



Lisbeth Evans, Secretary
Department of Cultural Resources

STANDARD-6. PROGRAM OPERATIONAL RECORDS.

Records received, recorded, and created in the Register of Deeds offices in order to meet statutory requirements.

Many of the records in the Register of Deeds Office are permanent records with a high degree of legal, administrative, and historical value. They are to be retained permanently and safeguarded from all damage. Creating microfilm copies of all of these records is a proven method of creating a preservation copy, which may be stored in the film vault of the State Archives. These records may be reproduced by electronic or computer processes, but no digital copy may serve as the official preservation duplicate as defined by G.S. § 132-8.2. Any county wishing to dispose of any of these records must first contact the Government Records Branch to inquire whether the State Archives wishes to take custody.

Permanent records may not be intentionally destroyed without written permission from the Department of Cultural Resources.

ITEM #	STANDARD-6: PROGRAM OPERATIONAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ARMED FORCES DISCHARGES AND INDEX Official copies of military discharges and indexes.	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval. c) Original records returned to the office as undeliverable or else not collected after registration may be transferred to the State Archives after 20 years.	Comply with applicable provisions of G.S. § 47-113.2 regarding the confidential safekeeping and restricted access of military discharge records.
2. †	ARMED FORCES DISCHARGE REMOVAL REQUEST FORMS Forms and related records documenting a veteran's request to have discharges papers removed from the office's recorded instruments.	Retain in office permanently.	G.S. § 47-113.1 Repealed by Session Laws 2003-248.
3.	BOARD OF COUNTY COMMISSIONERS MINUTE BOOKS	Retain in office permanently.	

*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 27, page 5.

**Records in this series that are more than 60 years old, or have severe conservation concerns may be offered to the State Archives for permanent transfer.

†Amended April 1, 2004.

23. †	MARRIAGE LICENSES Original endorsed marriage licenses returned to the Register of Deeds by the magistrate or minister. Includes delayed marriage certificates and supporting documentation.	a) Retain original licenses permanently. Forward copy of "Application, License and Certificate of Marriage" forms to the Office of Vital Records.** b) Destroy in office after 5 years all supporting proofs, worksheets, applications (green sheets), affidavits, court orders, and related records submitted when applying for or seeking corrections to a license. Before destroying, all applications for which the executed licenses are not returned should be listed on the marriage index for use in preparing a delayed marriage records.* c) Records which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval.	G.S. § 51-8 G.S. § 51-21(4) G.S. § 51-18.1
24.	MARRIAGE REGISTER Register of all marriages in the county. Includes, but is not limited to, the full name of the husband and wife, the date the ceremony was performed and the location of the original license and return.	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval.	G.S. § 51-18
25.	MERCHANT RETURNS AND INDEX Merchant's annual reports of total wholesale purchases made, used in determining franchise tax.	Series discontinued. Destroy in office upon State Archives approval.	
26.	MERIDIAN RECORDS AND INDEX Records of the testing of surveyor's instruments. Includes date tested, direction and amount of declination from the county meridian line, and signature of the surveyor.	Series discontinued. Transfer to the State Archives.	

*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 27, page 5.

**Records in this series that are more than 60 years old, or have severe conservation concerns may be offered to the State Archives for permanent transfer.

†Amended April 1, 2004.

39. †	UNIFORM COMMERCIAL CODE	<ul style="list-style-type: none"> a) Retain all filings recorded with real property records permanently. b) Destroy in office after July 1, 2008 all filings which were effective on July 1, 2001. c) Destroy in office all filing not covered in a) or b) when administrative value ends. 	G.S. § 25, Article 9
40.	VITAL RECORDS: AMENDMENTS Records submitted as evidence to amend, correct, or replace a birth or death certificate issued by the Office of Vital Records.	<ul style="list-style-type: none"> a) Destroy in office 1 year after amendment and/or correction was approved or request was denied or withdrawn. b) Return to Office of Vital Records copies of certificates involving adoptions, legitimations or other registrants when a new certificate was received. 	G.S. § 130A, Article 4 G.S. § 48-9-107(d) 15A NCAC 19H sections .0900, .1000 and .1100
41.	VITAL RECORDS: APPLICATIONS FOR CERTIFIED COPIES Application forms completed by persons seeking certified copies of birth, death or marriage certificates.	<ul style="list-style-type: none"> a) Destroy in office 1 year from date of request if copies are issued and/or received by requestor. b) Destroy in office 3 years from date of request if copies are not issued and/or received by requestor. 	G.S. § 130A, Article 4
42.	VITAL RECORDS: BIRTHS AND INDEX Official copies of birth certificates deposited with the Register of Deeds by the local Health Department.	<ul style="list-style-type: none"> a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval. 	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 27, p age5.*

***Records in this series that are more than 60 years old, or have severe conservation concerns may be offered to the State Archives for permanent transfer.*

†Amended April 1, 2004.

47. †	ARMED FORCES DISCHARGES AUTHORIZATION TO RECORD AND REQUEST COPY FORMS Forms used to give an authorized agent or representative the authority to record or request a copy of a discharge.	Retain with the related "Presentation for Recording" form, Standard-6, Item 48, page 43a; or with the related "Request for Copy" form, Standard-6, Item 49, page 43a.	G.S. § 47-113.2
48. †	ARMED FORCES DISCHARGES PRESENTATION FOR RECORDING FORMS Forms completed and signed by an authorized party when presenting a discharge for recording.	a) Destroy in office 1 year from date discharge is filed. b) Retain in office permanently if form is filed with the armed forces discharge record.	G.S. § 47-113.2
49. †	ARMED FORCES DISCHARGES REQUEST FOR COPY FORMS Forms completed by persons requesting copies of discharge records.	Destroy in office 1 year from date received.	Comply with applicable provisions of G.S. § 47-113.2(e2) regarding the confidential safekeeping and restricted access of request forms.

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 27, page 5.*

***Records in this series that are more than 60 years old, or have severe conservation concerns may be offered to the State Archives for permanent transfer.*

† Amended April 1, 2004.

Meeting Date: October 5, 2009

Item # 15

SUBJECT: Schedule Rezoning Public Hearing

REQUESTED BY: Ken Krulik, Planner/Zoning Administrator

SUMMARY: Request is presented to schedule a public hearing to hear citizen comments regarding rezoning request for Elams Road area.

Suggested date: Monday, November 2, 2009

Suggested time: 9:45 am

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: October 5, 2009

Agenda Item # 16-A

SUBJECT: County Manager – National Guard Armory Renovation Project

REQUESTED BY: Linda T. Worth, County Manager

SUMMARY: County Manager requests Board’s authorization to sign off on any change order requests and other necessary documents to expedite the completion of the renovation project. All change orders approved by County Manager will be reported to the Board. Any items needing additional funds will be submitted to the Board for approval.

Note: Change orders 1 & 2 (attached) have been approved by the Chairman and are submitted for Board’s information.

FUNDING SOURCE:

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 25, 2009

RE: Armory Renovation Project

Due to the short time period of construction (anticipated to be less than six months), I am requesting the Board to authorize me to sign off on any change order requests and other necessary documents to expedite the completion of the Armory Renovation Project. As a standard procedure, change order requests are reviewed and recommended or denied by Kilian Engineering as part of their responsibility as lead professional for this project. Change orders are currently signed by the Chairman of the Board of County Commissioners.

All change orders or other necessary documents approved or disapproved by me would be presented to the Board at the next meeting following disposition. I would defer approval of a change order to the Board if it necessitated additional funding for this project.

Thank you for your consideration of this request.



Warren County Board of Commissioners

105 South Front Street - Post Office Box 619
Harrington, North Carolina 27539

September 24, 2009

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

Kilian Engineering, Inc.
Attn: Mr. Alec Proctor
P.O. Box 3301
Henderson, NC 27536

Re: Warren County Armory Renovation Project

Dear Mr. Proctor:

Enclosed please find three executed copies of Change Orders 1 and 2 for the above-referenced project. The effect of Change Order 1 is to reduce the base construction contract by \$14,025 from \$874,858 to \$860,833 and increase Contingency from \$32,142 to \$46,167. Change Order 2 is not accepted so there will be no effect on the project cost. Please return a signed copy of each Change Order to me after the contractor has executed same.

Thank you for your assistance.

Sincerely,

A handwritten signature in cursive script that reads "Linda T. Worth".

Linda T. Worth
Warren County Manager

cc: Barry Mayo, Finance Director
Charles Ayscue, Buildings & Grounds Manager
Enclosures

Change Order

No. 1

Date of Issuance: 09-16-2009

Effective Date: 09-16-2009

Project: Warren County National Guard Armory	Owner: Warren County	Owner's Contract No.: 51
Contract: County of Warren, North Carolina		Date of Contract: 08-05-2009
Contractor: Modern South Construction Company		Engineer's Project No.: 90100

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Credit provided for demolition performed by Owner's forces, including all interior demolition indicated on plans and removal of waste, except in the kitchen and training room, slated for abatement. Also, the Owner will not demo the ammo room or the small room to the left of it.

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price: \$907,000.00
Includes \$32,142.00 Contingency
Base: \$874,858.00

Original Contract Times: Working days Calendar days
Substantial completion days or date: 120

Decrease from previously approved Contract:

Increase from previously approved Contract and or Change Orders:

- \$14,025.00

Substantial completion (days): 120 Days

Base Price prior to this Change Order:

Contract Times prior to this Change Order:

\$874,858.00

Substantial completion (days): 120 Days

Increased Contingency Total:

Increase of this Change Order:

\$46,167.00

Substantial completion (days): No Change

Base Price incorporating this Change Order:

Contract Times with all approved Change Orders:

\$860,833.00

Substantial completion (days): 120 Days

RECOMMENDED:

ACCEPTED:

ACCEPTED:

By: Michael W. K.O.
Engineer (Authorized Signature)

By: Benny R. Charles
Owner (Authorized Signature)

By: _____
Contractor (Authorized Signature)

Date: 9/16/09

Date: 9/13/09

Date: _____

Change Order

No. 2

Date of Issuance: 09-16-2009

Effective Date: 09-16-2009

Project: Warren County National Guard Armory	Owner: Warren County	Owner's Contract No.: 51
Contract: County of Warren, North Carolina		Date of Contract: 08-05-2009
Contractor: Modern South Construction Company		Engineer's Project No.: 90100

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Credit provided for single wall spiral duct in lieu of double wall spiral duct.

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price: \$907,000.00
Includes \$32,142.00 Contingency
Base: \$874,858.00

Original Contract Times: Working days Calendar days
Substantial completion days or date: 120 Days

Decrease from previously approved Change Orders:

Increase from previously approved Change Orders:
Substantial completion (days): 120 Days

- \$4,100.00

Base Price prior to this Change Order:

Contract Times prior to this Change Order:
Substantial completion (days): 120 Days

\$860,833.00

Increased Contingency Total:

Increase of this Change Order:
Substantial completion (days): No Change

\$50,267.00

Base Price incorporating this Change Order:

Contract Times with all approved Change Orders:
Substantial completion (days): 120 Days

\$856,733.00

RECOMMENDED:

NOT ACCEPTED

NOT ACCEPTED:

By: Michael K. [Signature]
Engineer (Authorized Signature)

By: [Signature]
Owner (Authorized Signature)

By: _____
Contractor (Authorized Signature)

Date: 9/16/09

Date: 9/23/09

Date: _____

NOT ACCEPTED

Meeting Date: October 5, 2009

Agenda Item # 16-B

SUBJECT: County Manager – Request for Additional Legal Services

REQUESTED BY:

SUMMARY: It is requested to contract with the firm of Wilson & Ratledge, PLLC of Raleigh, NC to provide legal services for certain tax-related matters. The cost associated with retaining this firm would be \$150 per hour up to 60 hours within a 12 month period, maximum contract expense \$9,000 without additional authorization from the Board.

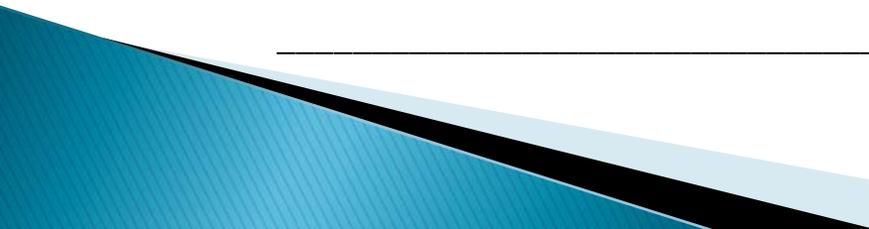
FUNDING SOURCE: County Attorney Departmental Budget in the General Fund

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 25, 2009
RE: Request to Contract for Additional Legal Services

I am requesting the Board's approval to contract with the firm of Wilson & Ratledge, PLLC of Raleigh, NC to provide legal services for certain tax-related matters. Due to the numerous appeals from the county's revaluation of property to the NC Property Tax Commission and other tax-related matters, the County Attorney is recommending the Board consider retaining this law firm that specializes in tax litigation to protect the county's interest in these matters. Attached is the firm's proposed Engagement Letter for your review and consideration.

The costs associated with retaining this law firm would be an hourly rate fee of \$150 for attorneys up to 60 hours within a 12-month period. The firm would be used on an as-needed basis. There is no retainer fee required. The most the county could be billed under this agreement is \$9,000 without additional authorization from the Board. The departmental budget for the County Attorney has sufficient funding to accommodate this request for additional legal services.

Thank you in advance for your consideration and approval of this matter.

cc: Atty. Karlene Turrentine
Barry Mayo, Finance Director

WR
WILSON & RATLEDGE
PROFESSIONAL LIMITED LIABILITY COMPANY
ATTORNEYS AT LAW
WWW.WILSONANDRATLEDGE.COM

**Mailing Address &
Raleigh Office:**
4600 MARRIOTT DRIVE, SUITE 400
RALEIGH, NC 27612
PHONE (919) 787-7711
FAX (919) 787-7710

Boca Raton Office:
TWENTY-ONE SE FIFTH STREET #2
BOCA RATON, FL 33432
PHONE (561) 338-4911
FAX (561) 338-4811

September 24, 2009

PRIVILEGED & CONFIDENTIAL

Ms. Linda T. Worth, Warren County Manager
Post Office Box 619
105 South Front Street
Warrenton, North Carolina 27589

ENGAGEMENT LETTER

Dear Ms. Worth:

We are pleased you have engaged Wilson & Ratledge, PLLC (hereinafter, the "Firm") to provide legal services to you. This letter confirms the scope and related terms of your engagement of the Firm.

Scope

The Firm will represent the County of Warren with respect to certain tax matters on a case by case basis as requested by the Warren County Attorney or Warren County Manager. Please be advised that the Firm can make no agreement or promise regarding the outcome or result of the matter or matters it is handling on your behalf.

Fees & Expenses

The Firm's fees for this engagement will be based on standard hourly rates as described herein. The parties agree to bill at the standard hourly rate of \$150.00 for attorneys up to 60 hours within a 12 month period. I will be the attorney primarily responsible for your account. Billable time will be charged in minimum units of tenths of hours and, therefore, billable time spent will be rounded up to the nearest one-tenth of an hour.

All costs and expenses the Firm incurs or advances in connection with providing legal services to you will be billed in addition to fees. These costs and expenses include such items as long distance telephone tolls, copy charges, facsimile charges, overnight delivery charges, travel expenses, filing fees and the like.

Administrative Matters

Except as may otherwise be required by applicable law or North Carolina State Bar Association requirements, the Firm routinely will dispose of all files involving closed matters over six years old. You may of course request the portions of your file(s) to which you are entitled at any time.

Each provision of this engagement letter is severable. The invalidity or unenforceability of any provision, paragraph, subparagraph, sentence, clause, phrase or term of this engagement letter shall not affect or impair the validity or enforceability of any other provision, paragraph, subparagraph, sentence, clause, phrase or term of this engagement letter.

Ms. Worth
September 24, 2009
Page 2 of 2

The attached Standard Terms and Conditions are made part of this engagement letter; provided that any conflict between this letter and attached Standard Terms and Conditions shall be controlled by this letter. The Firm encourages you to resolve any questions you may have about any matters explained in this engagement letter and the attached Standard Terms and Conditions prior to signing and returning this letter to us. The Firm shall provide prompt, accurate answers.

If you are in agreement with the terms of this engagement letter, please sign and date the duplicate originals and return one of them to me at the address shown above in order to confirm our agreement. You may retain the other for your files. If you have any questions, please do not hesitate to call me at (919) 787-7711. I look forward to working with you on this matter.

Sincerely yours,

WILSON & RATLEDGE, PLLC.



Michael C. Murray, Esq., CPA

Accepted and agreed to this _____ day of September, 2009.

Warren County, North Carolina

By: Ms. Linda Worth, Count Manager

WILSON & RATLEDGE, PLLC
Standard Terms and Conditions

1. Scope of Engagement: Wilson & Ratledge, PLLC shall be obligated only for services specified in the engagement letter to which these terms and conditions are attached. Should Wilson & Ratledge, PLLC encounter issues or circumstances that are beyond the scope of this engagement, we will notify Client of such circumstances as they arise and will not incur additional expenses without Client's prior consent.
2. Term of Engagement: This engagement will come into full force and effect upon receipt by Wilson & Ratledge, PLLC of the signed engagement letter and retainer. Unless terminated sooner in accordance with its terms, this engagement shall terminate upon completion of Wilson & Ratledge, PLLC's services hereunder. Subject to the provisions of Rule 1.16 of the North Carolina Rules of Professional Conduct, this engagement may be terminated by either party at any time by giving written notice to the other party.
3. Payment of Invoices: Client agrees, by accepting the terms of the engagement letter, to pay all invoices to Wilson & Ratledge, PLLC within thirty (30) days of the invoice date or such other date as may be indicated in the engagement letter to which these Standard Terms and Conditions are attached. You agree to inform the Firm of any complaints about any invoice immediately after it has been received by you. Subject to the North Carolina Rules of Professional Conduct, Wilson & Ratledge, PLLC shall have the right to halt or terminate entirely its services until payment is received on past due invoices.

IT IS STANDARD PRACTICE TO BILL MONTHLY FOR SERVICES RENDERED AND EXPENSES ADVANCED. ALL AMOUNTS NOT PAID WITHIN 30 DAYS OF THE INVOICE DATE OR OTHER DATE AS INDICATED IN THE ENGAGEMENT LETTER ARE SUBJECT TO LATE CHARGES ON THAT OUTSTANDING BALANCE AT THE RATE OF 1 1/2% PER MONTH OR A TOTAL RATE OF 18% PER ANNUM.

If you fail to pay any amount due the Firm, you agree to pay all reasonable attorneys' fees and other expenses incurred by the Firm in collecting the amounts due. If any of your funds are in the Firm's possession at any time, the Firm may upon notice to you deduct from such funds and pay to itself any unpaid amounts as fees or expenses it has billed to you and at that time you have not paid. If you dispute the bill, the Firm shall not make such disbursements. Any invoice sent to you, and not disputed within ten days following submission of such bill, shall be deemed approved and shall constitute authorization for the disbursements provided in this paragraph. Furthermore, at the time of any closing where there is collection and disbursement of funds through the Firm's trust account, the Firm may specifically require payment of any then outstanding invoices from your share of funds recovered or settlement proceeds.

4. Cooperation: Client shall cooperate with Wilson & Ratledge, PLLC in the performance by Wilson & Ratledge, PLLC of its services hereunder, including without limitation providing Wilson & Ratledge, PLLC with timely access to data, information and personnel of Client. Client shall be responsible for the performance of its employees and agents and for the accuracy and completeness of all data and information provided to Wilson & Ratledge, PLLC for purposes of the performance by Wilson & Ratledge, PLLC of its services.
5. Reliance on Information and Authorities: Wilson & Ratledge, PLLC will base its conclusions on the facts and assumptions that Client submits and will not independently verify this information. Inaccuracy or incompleteness of the information Client provides could have a material effect on Wilson & Ratledge, PLLC's conclusions. In rendering its advice, Wilson & Ratledge, PLLC may consider, for example, the applicable provisions of the Internal Revenue Code of 1986, as amended, and the regulations thereunder, along with any relevant state statutes and judicial or administrative interpretations thereof. These authorities are subject to change, retroactively and/or prospectively, and any such changes could affect the validity of Wilson & Ratledge, PLLC's advice. Wilson & Ratledge, PLLC will not update its advice for subsequent changes or

modifications to the law and regulations, or to the judicial and administrative interpretations thereof, unless Client separately engages Wilson & Ratledge, PLLC to do so after such changes or modifications have taken effect.

6. Privileged Communications: Communications between Wilson & Ratledge, PLLC and Client may be privileged under state and/or federal law. By retaining Wilson & Ratledge, PLLC, Client agrees that Wilson & Ratledge, PLLC is instructed to claim any existing privilege on Client's behalf, with respect to any applicable communications, up to and until such time as Client may waive any such privilege in writing. As disclosure of any confidential communications to third parties may cause any privilege to be waived, Client should notify Wilson & Ratledge, PLLC if any third party requests information relating to any advice or documents provided by Wilson & Ratledge, PLLC.

Client understands that Wilson & Ratledge, PLLC makes no representation, warranty, or promise, and offers no opinion with respect to the applicability of such privilege to any communications and agrees to hold Wilson & Ratledge, PLLC harmless should the privilege be determined not to apply to particular communications. Client agrees to indemnify Wilson & Ratledge, PLLC for any attorney's fees and other costs and expenses incurred by Wilson & Ratledge, PLLC in defending the confidential privilege on Client's behalf.

7. Management Responsibility: Wilson & Ratledge, PLLC will not, pursuant to this engagement, perform any management functions for Client nor make any management decisions.

8. Independent Contractor: It is understood and agreed that each of the parties hereto is an independent contractor and that neither party is, nor shall be considered to be, an agent, partner or joint venturer of the other. Neither party shall act or represent itself, directly or by implication, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other.

9. Entire Agreement: These terms and the engagement letter to which these terms are appended, including any Exhibits, constitute the entire agreement between Wilson & Ratledge, PLLC and Client with respect to the subject engagement and supersede all other oral and written representation, understandings or agreements relating to the subject engagement.

10. Governing Law: These terms and the engagement letter to which these terms are appended shall be governed by and construed in accordance with the laws of the State of North Carolina. The parties agree that, for the purpose of any judicial review of this agreement, personal and subject matter jurisdiction shall be proper and vested only in the State courts of Warren County, North Carolina.

11. CIRCULAR 230 DISCLOSURE AND RESTRICTION ON USE: ADVICE PROVIDED BY WILSON & RATLEDGE, PLLC TO CLIENT IS NOT INTENDED OR WRITTEN TO BE USED, AND IT CANNOT BE USED, FOR THE PURPOSE OF AVOIDING TAX PENALTIES THAT MAY BE IMPOSED ON THE TAXPAYER; FURTHERMORE, ADVICE PROVIDED BY WILSON & RATLEDGE, PLLC TO CLIENT IS FOR THE INFORMATION AND USE OF CLIENT ONLY AND MAY NOT BE RELIED UPON BY ANY THIRD PARTY WITHOUT THE EXPRESS WRITTEN PERMISSION OF WILSON & RATLEDGE, PLLC.

Meeting Date: October 5, 2009

Agenda Item # 16-C

SUBJECT: County Manager's - Personnel Action Request

REQUESTED BY:

SUMMARY: Request Board's consideration to appoint Ms. Jean Lynch as Interim Veterans Services Administrator, effective September 16, 2009 until the Administrator position is filled. Recommends an annual salary increase of \$5,000 to \$34,276 to compensate for extra duties while serving in this interim position.

FUNDING SOURCE: Veterans Services Departmental Budget in the General Fund

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
DATE: September 25, 2009
RE: Personnel Action Request

I am requesting the Board's approval of the following personnel action request:

Veterans Services Office

Mr. Theodore Paige submitted his resignation from the Veterans Administrator position effective September 15, 2009. I am respectfully requesting the Board's consideration to appoint Ms. Jean Lynch, Veterans Services Administrative Assistant, to serve as Interim Veterans Administrator effective September 16, 2009, until this vacant position is filled. I am recommending that Ms. Lynch's base salary of \$29,276 be increased by \$5,000 to \$34,276 to compensate her for the extra duties and responsibilities she will be required to perform while in this interim position. Lapsed salary and fringes in the Veterans Services departmental budget can be used to fund the additional salary and fringes to facilitate this request.

Thank you in advance for your consideration and approval of this matter.

cc: Jean Lynch
Elgin Lane, HR Manager
Barry Mayo, Finance Director

Meeting Date: October 5, 2009

Agenda Item # 16-D

SUBJECT: County Manager's Report

REQUESTED BY:

SUMMARY: Manager's Status Report for September 2009

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 30, 2009
RE: September Status Report

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

Administration

- Viewed the State of NC Emergency Response Team's H1N1 Operational Briefing (9/1/09)
- Met with County representatives and Officer from Ft. Bragg to discuss Civil Affairs Training Opportunity in Warren County (9/2/09)
- Meeting with Atty. Turrentine to discuss pending legal issues (9/8/09)
- Prepared for and attended Board of County Commissioners Public Hearing and Special Meeting (9/9/09)
- Met with Division of Community Assistance Officials, County and Town of Warrenton Staff, and COG staff to discuss County's application for an Infrastructure Grant for the Wastewater Treatment Plant (9/11/09)
- Met with Mike Kilian, Alec Proctor and Charles Ayscue to discuss Armory Renovation Project status (9/11/09)
- Prepared for and attended Board of County Commissioners Public Hearings and Regular Meeting (9/14/09)
- Met with Ted Paige, Veterans Administrator, to discuss issues of concern in Veterans Service Office (9/15/09)
- Attended Courthouse Security Team Meeting (9/17/09)
- Met with David Hines, Advanced Imaging, Barry Mayo, and Marcus Johnson to discuss electronic file storage options for the county (9/17/09)
- Participated in interviews for Executive Assistant to the County Manager (9/18/09)
- Attended Kerr Lake Regional Water System Advisory Board Meeting (9/21/09)
- Met with Macon Robertson and staff to discuss Water Meter Replacement Project ARAA Stimulus Funding requirements (9/21/09)
- Attended Triangle North Board of Directors Meeting (9/22/09)
- Met with Wayne Brown, BB&T insurance to discuss Workers' Comp insurance billing for FY 09 (9/22/09)
- Attended Fort Bragg Civil Affairs Team CULEX Briefing (9/23/09)
- Attended Fort Bragg Civil Affairs Team CULEX Out Briefing (9/25/09)
- Prepared for and attended Board of County Commissioners Public Hearing and Special Meeting (9/28/09)
- Met with Macon Robertson and staff to review Bid Package for Water Meter Replacement Project (9/28/09)
- Met with Animal Control Director to complete three-month performance review (9/29/09)
- Meeting with Representatives from the NC Office of Economic Recovery to discuss ARAA stimulus funding (9/30/09)
- Meeting with Interim Economic Development Director and others to discuss a proposed business development project in Warren County (9/30/09)

National Guard Armory Renovation Project

County Maintenance workers have completed demolition of parts of the interior of the Armory building resulting in a reduction of \$14,025 in the construction contract cost. The Contractor is now in the process of abating asbestos containing materials in the drywall joint compound in the kitchen and training rooms. Construction is anticipated to begin on 10/1/09 with a completion date of four to six months. I recently spoke with Rep. Michael Wray regarding our request made some time ago to NC DOT for funds to assist us with paving the parking lot and entranceway to the Armory. Rep. Wray contacted NC DOT on our behalf. I spoke with representatives of NC DOT as a follow-up to Rep. Wray's inquiry, and was advised that there are no funds available to assist with parking lot paving. I requested NC DOT's response to me in writing, but have not yet received any correspondence from them.

Construction/Renovation Projects

Former Library Building and Mental Health Building Renovation Projects

Financing Bids have been awarded in these two in-house renovation projects, and the financing package has been submitted to the Local Government Commission. We are planning to use funds remaining in the Courthouse Renovation Project to begin renovations to the former Library Building. After the Board approves a repayment Resolution at the 10/5/09 Board of Commissioners meeting, we will transfer the remaining funds to that project.

EMS Satellite Facilities

Financing Bids have been awarded in these two in-house construction projects and the financing package has been submitted to the Local Government Commission. We are in the process of having site plans prepared to assist us in our efforts to secure discretionary funds from NC DOT to assist with the cost of the driveways and entranceway improvements at both sites.

Soul City Pump Station Rehab Project

Contract documents are in the hands of the Contractor, H. G. Reynolds, and construction is anticipated to begin once all documents are signed by both parties and a Notice to Proceed is issued.

Wastewater Treatment Plant Rehab Project

I, along with Macon Robertson, Timmy Baynes, John Freeman and the Town of Warrenton's Engineer met with representatives of the NC Division of Community Assistance (DCA) on 9/11/09 to present our case for a \$750,000 CDBG infrastructure grant for Phase I repairs and upgrades to the County's Regional Wastewater Treatment Plant. We are continuing to work with officials of the Towns of Warrenton and Norlina and Mr. Baynes to provide DCA with all the necessary information needed to make a funding decision. Without these funds, we will not be able to make the major repairs and upgrades to the wastewater treatment plant that was constructed in the late 1970's and is in need of major improvements to operate efficiently and effectively.

Public Utilities Water Meter Replacement Project

Warren County has been awarded American Recovery and Reinvestment Act (ARRA) funding in the amount of \$371,030 to facilitate meter replacements from manual to radio read meters to increase efficiencies and reduce operational costs in two Water/Sewer Districts. The Bid document have been prepared for review by the Department of Environment and Natural Resources to make certain we are in compliance with ARRA funding requirements.

Other Activities

- Hosted Region K County Manager's Quarterly Luncheon Meeting at Warren County Memorial Library (9/15/09)
- Attended VGCC 40 Year Celebration at Warren County Satellite Campus (9/23/09)
- Attended Kerr-Tar COG Annual Banquet in Timberlake, NC (9/24/09)
- Attended Soil & Water Conservation Annual Ecology Day Activities at WCMS (9/29/09)

October 5, 2009

Adjourn Meeting

