

*WARREN COUNTY  
BOARD OF COMMISSIONERS*

*February 1, 2010  
(Rescheduled to Feb. 16<sup>th</sup>)*

*10:00 AM – Regular Meeting*

WARREN COUNTY MEMORIAL LIBRARY  
COMMUNITY MEETING ROOM  
WARRENTON, NORTH CAROLINA

# Special Presentations

Boy Scouts  Representative  
Christopher Long  
to 100<sup>th</sup> Anniversary Assembly

&

NC Certified Clerk  
Angelena Kearney-Dunlap

**RESOLUTION in RECOGNITION**  
Of  
**Warren County Boy Scouts**



**WHEREAS**, the Boy Scouts of America will celebrate the 100<sup>th</sup> Anniversary of its formation on February 8, 2010;

**WHEREAS**, throughout its history, the Boy Scouts of America has provided training to youth in leadership development, service to others, and civic responsibility;

**WHEREAS**, numerous youth in our county have participated in the Scouting program through the years becoming accomplished leaders both past and present; and

**WHEREAS**, Boy Scouts have performed a variety of valuable service projects throughout our county and in communities;

**WHEREAS**, a national study has shown that youth who participate in Boy Scouts five or more years have:

- √ Improved performance in reading, science, math and physical fitness;
- √ higher percentage of attendance to colleges and universities;
- √ obtained higher paying jobs;
- √ better ethical decision making; and
- √ higher attendance at religious services with their family;

**WHEREAS**, the national study has also shown that adults who were in Boy Scouts as a youth have:

- √ Stated that Scouting had a positive influence on their lives as a youth and adult;
- √ Learned positive character traits such as being a good team player; always being honest, taking better care of the environment, respecting life and property of others; having pride in their country, respecting the elderly and having confidence in their abilities.

**NOW, THEREFORE, BE IT RESOLVED that February 8, 2010 is hereby declared “Boy Scouts of America Day.”**

**This 1<sup>st</sup> day of February, 2010.**

School of Government  
The University of North Carolina at Chapel Hill

*The designation of*  
NORTH CAROLINA CERTIFIED COUNTY CLERK  
*is hereby conferred upon*

**Angelena M. Kearney-Dunlap**

upon fulfillment of all requirements prescribed by the School of Government and the  
North Carolina Association of County Clerks to the Boards of County Commissioners

*Awarded the first day of January 2010*



Faculty, School of Government



President, North Carolina  
Association of County Clerks

10:00 am

Call to Order February 16, 2010

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.

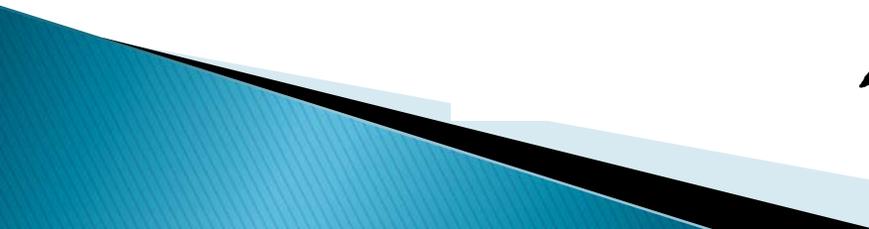
Any group of people who support or oppose the same position should  
designate a spokesperson.

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: February 16, 2010

Agenda Item # 4

**SUBJECT:** Adopt February 16, 2010 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:**

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**NOTES:**

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*SUGGESTED AGENDA  
FOR  
February 16, 2010 REGULAR MONTHLY MEETING  
OF THE WARREN COUNTY BOARD OF COMMISSIONERS  
Memorial Library Community Meeting Room  
WARRENTON, NORTH CAROLINA*

Boy Scouts Representative Christopher Long  
&  
NC Certified Clerk Angelena Kearney-Dunlap

- 1 Call to Order Regular Monthly Meeting – 10:00 am by Chairman
- 2 Moment of Silence
- 3 Citizen Comments
- 4 Adopt February 16, 2010 Suggested Agenda
- 5 Consent Agenda
  - A. Approve Minutes of  
**January 4, 2010:**
    - Public Hearing - Amendments to 2008 CDBG Scattered Sites Project
    - Public Hearing - Request from Youth Camps for Christ to amend Warren County Zoning Ordinance
    - Regular Monthly Meeting**February 9, 2010 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) - “ “ “ “

6. Finance Officer – Barry Mayo
  - A. Amendment # 10 to the FY 2009-10 Warren County Budget Ordinance
  - B. Amendment # 11 to the FY 2009-10 Warren County Budget Ordinance
  - C. Contract for FY 2010, 2011 and 2012 Audit with Winston, Williams, Creech, Evans & Company LLP
7. Boards & Commissions
  - A. Appoint J.King-Johnson and L.Capps to the Citizens Advisory Council representing District I – Jordan
  - B. Appoint R.Waller, V.Hunt, and A.Valentine to the Soul City VFD Tax Board
  - C. Adopt Resolution Establishing Warren County EMS Peer Review and Education Committee – Chris Wright
  - D. Appoint M. Silver and H.Freeman at-large on the Fire Commission
8. Report on Unpaid 2009 Taxes and Order to Collect – Eddie Mitchum
9. Public Utilities – Macon Robertson
  - A. Amendment # 3 Agreement between Owner & Engineer for Professional Services – Soul City Pump Station Improvements Project
  - B. Change Order # 1 – Agreement between Owner & Engineer for Professional Services – Soul City Pump Station Improvements Project
  - C. Agreement between Owner & Engineer for Professional Services for Warren County Water & Sewer District III, Phase III
  - D. Change Order # 6 – Water and Sewer District III, Phase II
  - E. Amendment # 12 FY 2009-2010 Warren County Budget Ordinance
  - F. Adopt Capital Project Ordinance – Water & Sewer District III, Phase III
  - G. Amendment # 4 Capital Project Ordinance Soul City Pump Station Improvements
10. Ephraim Place CDBG Project , approve Contract with J.C. Harris Contractor LLC for water, sewer and roadway - Cathy Alston-Kearney

11. Local 25% match for Gang Initiative Grant – Sheriff Johnny Williams
12. Resolution to Prohibit Illegal Aliens from Attending NC Community Colleges –Com. Davis
13. Planning/Zoning Administration – Ken Krulik
  - A. Schedule public hearings to hear citizen comments for Zoning and Subdivision Ordinances
  - B. Authorize Historic Preservation Certification
  - C. Schedule Ethics Training Webinar March 25, 2010
14. Adopt FY 2010-2011 Budget Schedule
15. Authorize redemption of tax foreclosed property on Pearl Harbor Road – Eddie Mitchum
16. Approve revised Administrative Contract for 2008 CDBG Water Hook-Up Grant Project
17. County Manager – Linda T. Worth
  - A. Notice of Contract Executed
  - B. National Guard Armory Change Orders #5 & #6
  - C. Manager’s January 2010 Report
  - D. Request for Additional Funds for the Armory Renovation Project to accommodate Change Order No. 8 and additional work to be performed in-house.
  - E. Amendments # 8 and # 13 to National Guard Armory Renovation Project Budget

**Closed Session in accordance with  
G.S. 143-318.11(a)(3)(7) for Discussion of Attorney/Client Privileged  
Information & Personnel Matters**

Meeting Date: February 16, 2010

Agenda Item # 5A

**SUBJECT: Approve Minutes**

**REQUESTED BY: Clerk to the Board**

**SUMMARY: January 4, 2010 minutes have been provided via e-mail to Board Members for review:**  
Public Hearing - Amendments to 2008 CDBG Scattered Sites Project  
Public Hearing - Request from Youth Camps for Christ to amend Warren County Zoning Ordinance  
Regular Monthly Meeting  
**February 9, 2010 Special Meeting**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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*January 4, 2010*

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

Public Hearing

Amendments to 2008 CDBG Scattered Sites Project

Public Hearing

Request from Youth Camps for Christ to amend Warren County  
Zoning Ordinance

Regular Monthly Meeting

*February 9, 2010*

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

Meeting Date: February 16, 2010

Agenda Item # 5B

**SUBJECT:** Approve Interest Income Report

**REQUESTED BY:** Barry Mayo, Finance Director

**SUMMARY:** Interest Income Report for the month of December 2009 is submitted for the Board's information.

**FUNDING SOURCE:** N/A

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

**FOLLOW-UP REQUIRED:** N/A

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**INTEREST INCOME REPORT**  
**Month of December 2009**

FUND	DECEMBER INCOME	FISCAL YEAR TO - DATE
General	936.37	9,120.05
Revaluation	10.62	140.50
E 911 Telephone System	75.57	906.04
Buck Spring Project	29.00	383.51
Ambulance Storage Facility	0.39	5.22
Library Building Project Fund	0.27	3.56
National Guard Armory	41.70	134.39
Regional Water Enterprise Fund	45.83	572.72
District 1 Enterprise Fund	61.83	749.74
Solid Waste	13.89	264.84
District II Enterprise Fund	58.16	675.30
District III Capital Project Fund	21.24	262.73
District III Phase II BANS	0.38	5.00
District III Enterprise Fund	32.90	289.03
Soul City Pump Station Improvements	0.40	5.35
District II Phase II	0.87	11.52
	1,329.42	13,529.50

**Meeting Date: February 16, 2010**

**CONSENT AGENDA Item # 5C**

**SUBJECT: Approve Tax Collector's Report**

**REQUESTED BY: Robert E. Mitchum, Tax Administrator**

**SUMMARY: Tax Collector's Report for the month of December 2009 is presented for the Board's information.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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

**Current Year Collections**

Tax Year	Charge	Collected in DECEMBER	Collected to Date	Balance Outstanding	Percentage Collected
DECEMBER 2009 FY10	\$14,994,663	\$4,845,807	\$11,167,405	\$3,827,258	74.48%
DECEMBER 2008 FY09	\$13,214,782	4,500,595	9,523,746	3,691,036	72.07%

**Delinquent Collections**

2008	\$688,783	\$33,306	\$314,082	\$ 374,702	45.60%
2007	259,054	4,235	37,785	221,269	14.59%
2006	195,741	2,614	18,030	177,711	9.21%
2005	155,281	1,928	12,416	142,864	8.00%
2004	124,099	1,318	6,333	117,765	5.10%
2003	99,930	336	2,661	97,269	2.66%
2002	178,411	282	55,445	122,966	31.08%
2001	171,644	278	970	170,674	0.56%
2000	96,871	140	971	95,901	1.00%
1999	41,772	258	913	40,859	2.18%
<b>Total Delinquent Years</b>	<b>\$ 2,011,586</b>	<b>\$44,695</b>	<b>\$ 449,606</b>	<b>\$ 1,561,980</b>	

**Other DECEMBER Receipts**

County Penalties  
Landfill User Fees  
Municipalities  
Fire District Taxes  
Advance Taxes

\$ 10,300	\$ 94,301
\$ 286,229	\$ 741,081
\$ 276,167	\$ 497,301
\$ 209,893	\$ 502,324
\$ 770	\$ 1,512

**DECEMBER GRAND TOTAL**

<b>\$ 5,673,861</b>	<b>\$ 13,453,530</b>
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*R. Edwin Mitchum*

R. Edwin Mitchum, Tax Collector      Date 01/13/2010

**Meeting Date: February 16, 2010**

**CONSENT AGENDA Item # 5D**

**SUBJECT: Request for Tax Releases**

**REQUESTED BY: Robert E. Mitchum, Tax Administrator**

**SUMMARY: Tax releases over \$100 are presented for Board approval. Tax releases under \$100 approved by the County Manager are presented for the Board's information.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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# Request For Tax Releases Over \$100

Over \$100

2/2/2010

Date: \_\_\_\_\_

**ERROR CORRECTION RELEASES:**

ARMSTRONG J E	2009 1110 300	I4B 169	16413	\$243.41	BOER
BALANCE DOROTHY A	2009 18865 300	L2D 270	8927	\$1,445.22	ELDERLY EXEMPTION
BURTON ROBERT & JANNIE	2009 6221 326	D3 33	3023	\$192.66	CLERICAL ERROR
CARPENTER ALEXANDER C JR	2009 9389 200	MH	27440	\$113.85	DBL LIST
DREWRY VOLUNTEER FIRE DEPARTMENT	2009 1772 108	A4 15	56889	\$125.90	EXEMPTION
FOGG ROBERT & CAROLYN V	2009 31609 300	C8 62	2502	\$140.35	DBL LIST
FORD WESLEY	2009 14856 304	A2D 36C	23994	\$160.00	BOER
FRISBIE ROBERT N & OTHERS	2009 27251 302	A2C 2	6810	\$258.06	DBL LIST
HARRIS JOSH C	2009 18027 200	MACH	29087	\$158.98	OVER ASSESSED
HOWERTON M	2009 32998 301	A2C 2A	19390	\$594.94	BOER
JOHNSON LARRY E	2009 30927 300	K3A 21X	4483	\$143.93	MH REMOVED
JOHNSON LARRY E	2008 30927 108	K3A 21X	56065	\$205.74	MH REMOVED
LLOYD JAMES & NANCY	2009 16508 300	J3A 81	18446	\$181.45	CLERICAL ERROR
LYNCH JOYGELYN	2009 32620 300	K10 29X	24074	\$336.53	DBL LIST
MULLER BRUCE & CRAIG	2009 6936 301	H1D 110	14568	\$123.00	BOER
PAYNTER JOHN	2006 30338 302	E3 108B	16905	\$116.25	DBL LIST
PERKINSON LUTHER I & EMILY	2009 31005 306	E1 43	9305	\$105.00	NO DWEL
REDTAIL GASTON LLC	2009 30158 371	K3A141	23845	\$434.00	BOER
REDTAIL GASTON LLC	2009 30158 372	K3A142	23846	\$434.00	BOER
REDTAIL GASTON LLC	2009 30158 373	K3A143	23847	\$434.00	BOER
REDTAIL GASTON LLC	2009 30158 374	K3A144	23848	\$434.00	BOER
REDTAIL GASTON LLC	2009 30158 375	K3A145	23849	\$434.00	BOER
REDTAIL GASTON LLC	2009 30158 376	K3A146	23850	\$434.00	BOER
REDTAIL GASTON LLC	2009 30158 377	K3A147	23851	\$434.00	BOER
REDTAIL GASTON LLC	2009 30158 378	K3A148	23852	\$434.00	BOER
REDTAIL GASTON LLC	2009 30158 379	K3A149	23853	\$434.00	BOER
REDTAIL GASTON LLC	2009 30158 380	K3A150	23854	\$542.50	BOER
REDTAIL GASTON LLC	2009 30158 381	K3A151	23855	\$697.50	BOER
REDTAIL GASTON LLC	2009 30158 384	K3A154	23858	\$868.00	BOER
REDTAIL GASTON LLC	2009 30158 385	K3A155	23859	\$868.00	BOER
REDTAIL GASTON LLC	2009 30158 386	K3A156	23860	\$992.00	BOER
REDTAIL GASTON LLC	2009 30158 387	K3A157	23861	\$744.00	BOER
REDTAIL GASTON LLC	2009 30158 388	K3A158	23862	\$744.00	BOER
REDTAIL GASTON LLC	2009 30158 389	K3A159	23863	\$759.50	BOER
REDTAIL GASTON LLC	2009 30158 390	K3A160	23864	\$744.00	BOER
REDTAIL GASTON LLC	2009 30158 391	K3A161	23865	\$558.00	BOER
REDTAIL GASTON LLC	2009 30158 392	K3A162	23866	\$558.00	BOER
REDTAIL GASTON LLC	2009 30158 393	K3A163	23867	\$558.00	BOER
REDTAIL GASTON LLC	2009 30158 394	K3A164	23868	\$496.00	BOER
REDTAIL GASTON LLC	2009 30158 395	K3A165	23869	\$558.00	BOER
REDTAIL GASTON LLC	2009 30158 396	K3A166	23870	\$496.00	BOER
REDTAIL GASTON LLC	2009 30158 397	K3A167	23871	\$496.00	BOER
REDTAIL GASTON LLC	2009 30158 398	K3A168	23872	\$496.00	BOER
RENN W J HEIRS & SHELBY RENN	2009 33220 318	DW	15361	\$491.15	DBL LIST
WALKER TABITHA	2009 29930 300	K4B 39A	15764	\$191.86	DBL LIST
WHITMORE AMY W HEIRS	2004 43525 104	A4 67	38887	\$105.00	HSE UNLIVEABLE
WHITMORE AMY W HEIRS	2005 43525 105	A4 67	41962	\$105.00	HSE UNLIVEABLE
WHITMORE AMY W HEIRS	2006 43525 106	A4 67	45606	\$105.00	HSE UNLIVEABLE
WHITMORE AMY W HEIRS	2007 43525 107	A4 67	49523	\$105.00	HSE UNLIVEABLE
WILLIAMS ANIRL	2009 7295 200	MH	26960	\$115.30	MH REPO
WILLIAMS ANIRL	2008 7295 108	MH	55318	\$131.39	MH REPO
WILLIAMS ANIRL	2007 7295 107	MH	48547	\$142.33	MH REPO
WILLIAMS ANIRL	2006 7295 106	MH	44888	\$154.90	MH REPO
WILLIAMS ANIRL	2005 7295 105	MH	41342	\$167.91	MH REPO
WILLIAMS ANIRL	2004 7295 104	MH	38338	\$178.99	MH REPO
WILLIAMS ANIRL	2003 7295 103	MH	36886	\$195.45	MH REPO
WOFFORD ROBERT PAYTON JR	2009 6232 200	DW J13 12	27108	\$305.77	DBL LIST

**SUB-TOTAL ERROR CORRECTIONS:**

**\$22,221.82**

# Request For Tax Releases Over \$100

**MOTOR VEHICLE RELEASES:**

DAVIS THELMA W	2009 11508 2228	YVT4460	67775	\$102.30	SOLD
				\$102.30	
<b>SUB-TOTAL MOTOR VEHICLE RELEASES:</b>				<b>\$22,221.82</b>	
<b>SUB-TOTAL CORRECTION RELEASES:</b>					
<b>Total Releases</b>				<b>\$ 22,324.12</b>	

**LANDFILL USER FEE RELEASES:**

CAUDLE WILLIAM T	2009 7426 327	F10 18	2443	\$105.00	NES
CONNER PATRICIA	2009 4599 300	J2A 91	696	\$105.00	NES
GREER BROTHERS	2009 16427 327	G7 37 1X	5702	\$105.00	LPC
HARRIS S W & JANET H	2009 18233 320	E6B 587	11171	\$105.00	NES
HAWKINS DONNELL & OTHERS	2009 2456 300	G8 80	6446	\$105.00	LPC
HENDERSON MARY ALICE	2009 31069 200	DW D5 113,	26919	\$105.00	LPC
JORDAN JAMES JR	2009 23130 300	H6 47	7115	\$105.00	LPC
LYNCH CLYDE W	2009 25914 300	K4A 5	13559	\$105.00	NES
SHORT JANET B	2009 37228 334	B6 5	16635	\$105.00	NES
TERRY ROBERT JR & IVORA W	2009 40040 300	F6 163B	11191	\$105.00	BURNED
WILLIAMS ARTHUR J	2009 33540 300	F6 176	13468	\$105.00	BURNED
WILLIAMS JACQUELINE	2009 14678 200	MH	27097	\$105.00	LPC
WINSLOW JACK R & AMY	2009 18708 301	L3D 80	21223	\$105.00	LPC
WRIGHT PHYLLIS M & JACOB	2009 33540 300	E2 131B	14333	\$105.00	MH REMOVED
<b>TOTAL LFUF RELEASES:</b>				<b>\$1,470.00</b>	

**Abbreviation Key:**

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

# County Manager approved Tax Releases Under \$100

Under \$100

2/2/2010

Date: *LW*  
*1/27/10*

**ERROR CORRECTION RELEASES:**

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD #</u>	<u>AMOUNT</u>	<u>REASON</u>
ALSTON GWYNDOLYN	2008	21439 302	H6 84A	3796	\$4.07	CLERICAL ERROR
DAVIS ROXIE ALICE	2009	11703 303	F7 64D	23610	\$61.20	DBL LIST
JONES LAWRENCE C	2005	5932 300	B8 21	5438	\$2.70	ACREAGE CORRECT
JONES LAWRENCE C	2004	5932 300	B8 21	5438	\$2.70	ACREAGE CORRECT
JONES LAWRENCE C	2003	5932 300	B8 21	5438	\$2.64	ACREAGE CORRECT
JONES LAWRENCE C	2002	5932 300	B8 21	5438	\$2.64	ACREAGE CORRECT
JONES LAWRENCE C	2001	5932 300	B8 21	5438	\$2.58	ACREAGE CORRECT
LEONARD WILLIAM E	2009	25334 200	D4D 14	27650	\$12.40	SOLD
MEADOR NETTIE	2009	27133 333		29405	\$12.09	DBL LIST
PAYNTER JOHN	2009	30338 300	E3 108A	15932	\$12.16	DBL LIST
QUALLS TRACY \$ MARY	2009	32702 302	L2C 59	9870	\$54.51	PAYMENT TIMELY
STEGALL HAROLD	2009	38901 313	E2 151	126	\$26.39	CLERICAL ERROR
STEGALL HAROLD	2009	34309 309	F2 54	11335	\$27.93	CLERICAL ERROR
<b>SUB-TOTAL ERROR CORRECTIONS:</b>					<b>\$224.01</b>	

**MOTOR VEHICLE RELEASES:**

A & S PEST CONTROL	2009	1201 1931	RZT8418	69224	\$4.54	CLERICAL ERROR
ALSTON FAYE ALICE	2009	4538 1832	XNB3033	70842	\$37.84	REPOED
AYCOCK HORACE G	2009	34183 2406	YPY2579	73069	\$41.76	REL TO VANCE
AYSCUE NETTIE O	2009	18880 1783	VRJ6556	61899	\$21.04	SOLD
COLEY RALPH C	2009	9019 1238	MPS7780	70248	\$4.50	HIGH MILEAGE
DAVIS WILLIAM SPEED JR	2009	11621 1068	XJ9844	70078	\$13.00	VALUE ADJUST
DUCKETT WILLIAM P JR	2009	18747 1871	TZN5583	70881	\$4.52	VALUE ADJUST
EAGLE EVERETTE W JR	2009	22694 1809	WPX2233	79866	\$3.54	GAVE AWAY
JENKINS JOHN T	2009	21731 2457	YNC3206	71467	\$23.40	SOLD
KEARNEY CAROLYN W	2009	31010 2045	77X6138	71055	\$48.00	REL TO VANCE
MARTIN LYNN C	2009	6860 108	MXK6447	52858	\$9.44	GAVE AWAY
MEADOWS BENJAMIN W	2009	31209 2744	WTX3599	66531	\$9.84	SOLD
PHILLIPS JAMES E	2009	23272 1440	PXC6847	70450	\$4.52	VALUE ADJUST
RICHARDSON ETHEL MAE	2009	6220 1963	PXP4648	67510	\$15.44	SOLD
RICHARDSON LARRY W	2009	33819 1127	1T9272	70137	\$27.68	SOLD
ROBERTSON EDITH LOUISE	2009	28144 2246	AIUNCI	72909	\$9.83	HIGH MILEAGE
ROOKER THERMAN	2009	35128 1795	RZR9737	70805	\$30.69	GAVE AWAY
ROOKER THERMAN	2009	175890 1757	AW21929	69050	\$2.08	GAVE AWAY
RUSSELL INEZ E	2009	21056 108	YRN8744	53123	\$8.96	SOLD
SHELTON KERSCHIA D	2009	26500 108	VRJ4412	54974	\$4.05	JUNKED
SHORT CAROL C	2009	29789 1819	SXX6018	69112	\$31.46	SOLD
SMITH LOUIS R	2009	23057 2262	VSL3442	62378	\$9.42	SOLD
SPINDLER ALICE P	2009	31511 1262	XNB2036	70272	\$6.05	VALUE ADJUST
STATON MARTHA T	2009	38803 1539	LSA4536	61655	\$13.29	SOLD
TURNER JOHN D	2009	41129 2668	WTX4115	69961	\$25.90	GAVE AWAY
VENEGAS DARLENE KAY	2009	12785 2213	YWZ3026	67760	\$17.43	TOTALED
WILSON GLORIA RUTH	2009	45220 2659	BX15449	69952	\$3.74	CLERICAL ERROR
<b>SUB-TOTAL MOTOR VEHICLE RELEASES:</b>					<b>\$431.96</b>	
<b>SUB-TOTAL CORRECTION RELEASES:</b>					<b>\$224.01</b>	
<b>Total Releases</b>					<b>\$</b>	<b>655.97</b>

**Meeting Date: February 16, 2010**

**Item # 6-A**

**SUBJECT: Finance Office**

**REQUESTED BY: Barry Mayo, Finance Director**

**SUMMARY: Amendment # 10 to the FY 2009-10 Warren County Budget Ordinance**

**FUNDING SOURCE: N/A**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

\_\_\_\_ **Recommend approval.** \_\_\_\_\_

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**NOTES:**

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**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE  
2009/2010  
Amendment No. 10**

**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:

Buildings, Grounds & Maintenance	22,112
<b>Total</b>	<b>\$ 22,112</b>

**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:

Transfer From Other Funds - Courthouse Annex	22,112
<b>Total</b>	<b>\$ 22,112</b>

**This amendment:**

- appropriates funds to the Old Library Renovation for Additional Services (ie. phone system and wireless bridge).  
Funding Source: Transfer From Other Funds - Courthouse Annex Project

Respectfully Submitted 02-01-09

*Barry J. Mayo*

Barry J. Mayo, Finance Director

**Meeting Date: February 16, 2010**

**Item # 6-B**

**SUBJECT: Finance Office**

**REQUESTED BY: Barry Mayo, Finance Director**

**SUMMARY: Amendment # 11 to the FY 2009-10 Warren County Budget Ordinance**

**FUNDING SOURCE: N/A**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

\_\_\_\_ **Recommend approval.** \_\_\_\_\_

\_\_\_\_\_

**NOTES:**

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**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE  
2009/2010**

**Amendment No. 11 (revised)**

**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:**

Sheriff's Department	2,850
Animal Control	3,500
Health Department	2,634
DSS Administration	58,629
Recreation	2,317
Cooperative Extension	12,495
Contingency	(3,500)
<b>Total</b>	<b>\$ 78,925 .</b>

**Section 2** of the Warren County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

**Increase/(Decrease) Revenues:**

Restricted Intergovernmental - Health	2,634
Restricted Intergovernmental - DSS 1571	56,636
Miscellaneous Revenue	7,160
Restricted Intergovernmental - Other	12,495
<b>Total</b>	<b>\$ 78,925</b>

**This amendment:**

- appropriates funds to the Sheriff's Department for vehicle repairs.  
Funding Source: Insurance Claims

appropriates funds to the Animal Shelter for equipment purchases i.e. commercial dryer.

Funding Source: Contingency

appropriates funds to the Health Department to agree with State allocation.

Funding Source: DHHS Division of Public Health

appropriates funds to DSS Administration to agree with State allocation.

Funding Source: DHHS Division of Social Services

appropriates funds to DSS Administration for vehicle repairs.

Funding Source: Insurance Claims

appropriates funds to Recreation Department for electrical repairs.

Funding Source: Insurance Claims

appropriates funds to Cooperative Extension for the Farmers Market Promotion Grant.

Funding Source: USDA AMS - Marketing Service Division

Respectfully Submitted 02/01/2010

**Barry J. Mayo**

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Barry J. Mayo, Finance Director

**Meeting Date: February 16, 2010**

**Item # 6-C**

**SUBJECT: Finance Office**

**REQUESTED BY: Barry Mayo, Finance Director**

**SUMMARY: Contract for Warren County audits with Winston, Williams, Creech, Evans & Company LLP is presented for Board's review and approval.**

**FY 2010 (\$46,000)**

**FY 2011 (\$47,000)**

**FY 2012 (\$48,000)**

**FUNDING SOURCE: General Fund**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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Double  
click  
picture  
to see  
the  
entire  
7 page  
document

Winston, Williams, Creech,  
Evans & Company, LLP

Certified Public Accountants

RECEIVED

James P. Winston II, CPA  
Gary L. Williams, CPA  
Conrad R. Creech, Jr., CPA  
Carleen P. Evans, CPA

Jennifer T. Reese, CPA



JAN - 6 2010

December 31, 2009

WARREN COUNTY MANAGER'S OFFICE

County of Warren  
P. O. Box 185  
Warrenton, NC 27589-0185

We are pleased to confirm our understanding of the services we are to provide the County of Warren for the years ended June 30, 2010, 2011 and 2012. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the County of Warren as of and for the years ended June 30, 2010, 2011 and 2012. The document we submit to you will include the following supplementary information required by generally accepted accounting principles that will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis.
2. Budgetary comparison schedules.
3. Supplementary pension information.

Also, the document we submit to you will include the following additional information that will be subjected to the auditing procedures applied in our audit of the financial statements upon which we will provide an opinion in relation to the basic financial statements:

1. Combining statements.
2. Individual fund statements.
3. Supporting schedules.
4. Statistical data.

**Audit Objective**

The objective of our audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the County of Warren and other procedures we consider necessary to enable us to express such an opinion. If our opinion on the financial statements is other than unqualified, we will fully discuss this reason with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

302 W. Spring Street P.O. Box 1366 Oxford, NC 27565 (919) 691-5476 Fax (919) 694-7014



www.wvccpa.com



**Meeting Date: February 16, 2010**

**Agenda Item # 7-A**

**SUBJECT: Boards & Commissions**

**REQUESTED BY: Com. Jennifer Jordan**

**SUMMARY: It is presented to appoint the following individuals to the Citizens Advisory Council (CAC) representing District 1.**

**Jereann King Johnson  
Lester Capps**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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## 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 319  
Warrenton, NC 27589

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

1. Citizens Advisory Council
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name Jereann King Johnson  
Date of Birth April 23 1952 Sex Female Race African American  
Mailing Address 111 S. Front St.  
City and Zip Code Warrenton NC 27589  
Street Address Same as above  
City and Zip Code \_\_\_\_\_  
Home Phone 252-257-1274 Work Phone Same  
Job Title Program Coordinator / Principal Building Communities  
Company or Agency \_\_\_\_\_  
Email Address jereking@ncol.net

Do you live in the county? Yes  No

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

### Educational Background

Name and Address of High School Attended Hutto High School / Bainbridge, GA 3981  
Name and Address of College Attended Antioch College / Mt. Greer School, Yellow Spring Ohio  
Degree Received Master of Arts in Intercultural Relations

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 ① Project Coordinator for Connecting School and Community / Rural School + Community Trust (Present)  
Program Director for Literacy South (Durham) 1999 - 2000  
Pew Partnership for Community Change / Leadership Plenary Facilitator - ongoing

Volunteer Experience \_\_\_\_\_  
Coordinator for the Heritage Quilters.  
Founding Board Member for Warren Family Institute

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

Newspaper      Current Warren County Volunteer      Other

If other, please explain: Conversation w/ elected officials

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 *Ann King Johnson*  
Date Dec 30, 2009

Please feel free to attach a resume if so desired.

Jereann King Johnson

111 S. Front Street  
Warrenton, North Carolina 27589  
252-257-1274  
[jereking@ncol.net](mailto:jereking@ncol.net)

**Focus Area:** Professional and leadership development program design for community-based, publicly funded, corporate, and non-profit organizations in adult education and community development.

### Education

McGregor School of Antioch University, Yellow Spring OH. Area of Study: Intercultural Relations, MA, 2005.

Appalachian State University, Boone, NC, 1989-92. Adult Literacy Training Institute. Certified Adult Literacy Trainer, North Carolina Community College System.

Antioch College, Washington, DC, 1974-77. BA, History and Education.

Antioch Education Abroad. European Seminar, 1976. Studied transitional societies in Europe. Major interest area: Socialization of Youth.

### Employment

2006-present **Coordinator for Connecting School and Community Project, Rural School and Community Trust, Henderson, NC.** Work entails planning, training, organizing, collecting and analyzing data, designing and implementing community study circles and forums.

2002 - present **Principal Consultant, Building Communities, Warrenton, NC.** Current projects include: leadership training, program design and facilitation, Few Partnership for Civic Change; writing and field testing the Equipped for the Future Handbook for Quality Program Improvement, Center for Literacy Studies, University of Tennessee. Project responsibilities include data collection, focus group and case study analysis, participatory program designs and evaluation.

1989 - 2001 **Director of Programs, Literacy South, Durham, NC.** Conducted assessments, designed and implemented training programs in learner-centered literacy and participatory education in the Southeast region. Coordinated NC Participatory Network activities, consulted with various state agencies/organizations, supported work with community based organizations to integrate literacy and language development into program activities.

Conducted inquiry based staff development with regional adult literacy practitioners responsible for staff development in their programs, 1993.

Created the Georgia Adult Literacy Practitioner Inquiry Network and completed two-year inquiry based professional development project with 16 adult literacy practitioners in central Georgia. Coordinated the National Adult Literacy Inquiry Network, 1996.

Consultant to Literacy in Libraries Across America. Project work included technical assistance to five national sites, conference planning and implementation, and program progress monitoring, 1998.

Edited Research in Practice: Report by the Georgia Adult Literacy Practitioner Inquiry Network, 1997-98.

Edited the Home Project Writing Curriculum Guide: A compilation of lessons for use in adult literacy, language and community development contexts, 2000.

1986 - 1994 **Instructor, Vance-Granville Community College**, Warrenton, NC. Coordinated resource learning lab and taught Adult Basic Education and General Education Development classes.

1977 - 1986 **Program manager, radio producer and announcer**, Sound and Print United, Inc., Warrenton, NC. Managed station affairs for WVSP radio, a community-based station. Produced radio features on local and regional culture, crime prevention, criminal justice issues, and educational programs for children, teenage parents, and senior citizens. **Printing assistant** - recruited trainees for print shop careers and coordinated training activities.

1975-77 **Consultant and data analyst**, Dudley W. Gill & Associates. Provided informational services for the Business Assistance Reporting System for the Office of Minority Business Enterprise. Research assistant - collected and analyzed data for the Postsecondary Georgia Survey.

#### **Special Projects and Community Involvement**

Associate Producer for BULL CITY BLUES, an hour documentary for public television on the music and lives of Durham's blues musicians from the 1920's and 30's. Nov. '87 to Nov. '88.

Adjunct Instructor for the DO YOU READ ME Literacy Series for the Agency for Public Telecommunications, January - May 1988.

Consultant for "How to Start A Home-Based Business From Scratch" a computer-based instructional program developed for the North Carolina Community College System by Training Development Resources, Inc. 1989 - 1990.

Organized the Warren County Leadership Development Team as a component of the Opportunities for Family Fund, 1992. Co-founded the Warren Family Institute, Inc., 1994. Board of Directors, 1994 to present.

Organized the Heritage Quilters, a network of women and men from Halifax, Vance and Warren County, NC, 2001. The group's mission is to support, encourage, and document quilting traditions and activities.

#### **Recent Awards**

1999 Charles Bannerman Sabbatical for Long Term Community Activists.

2001 Defender of Justice Award, North Carolina Justice and Community

## 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  
\* Go 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. CITIZEN'S ADVISORY COUNCIL-LAND USE 3. \_\_\_\_\_
2. \_\_\_\_\_ 4. \_\_\_\_\_

Your full name Lester Davis Capps  
Date of Birth 1/20/48 Sex M Race W  
Mailing Address PO Box 321  
City and Zip Code Warrenton NC 27589  
Street Address PO B. 211 Plumora St  
City and Zip Code Warrenton NC 27589  
Home Phone 252-257-5615 Work Phone 252-213-5615  
Job Title President  
Company or Agency Capps Forestry Enterprises, Inc  
Email Address \_\_\_\_\_

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 John Graham High School 1  
Name and Address of College Attended N.C. State University  
Degree Received Bachelor of Science in Forestry 1973

Please list any military experience US Marine Corps

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

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 In forestry related fields since 1973  
State of North Carolina - Board of Registration for Foresters

Volunteer Experience Archie Rural Vol Fire Dept  
Warren County Forestry Club

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

Newspaper Current Warren County Volunteer Other

If other, please explain: \_\_\_\_\_

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

Signature [Signature], RF #1082  
Date 1/22/10

Please feel free to attach a resume if so desired.

Development Center.

2002 Recipient of the American Association of University Women's Career Development Grant.

**Other Interests**

Textile design, quilting, batik, gardening, photography, jazz music and radio.

**Citizens Advisory Council Membership**

Term of Office:

Authority:

Local Authority

Membership:

Appointed

Responsibilities:

Meeting Schedule:

Staff Liaison:

County Manager

**Member**

**Position**

David Duxbury

District II

Earl Evans

District V

Fern Boyd

District IV

Herbert Burrows

District III

John E. Alston

District III

Marvin "Marty" Richardson

District V

Ron Skow

District II

Tony Moran

District IV

**(J. K. Johnson)**

District I

**(L. Capps)**

District I

**Meeting Date: February 16, 2010**

**Agenda Item # 7-B**

**SUBJECT: Boards & Commissions**

**REQUESTED BY: Roger Waller, President, Soul City VFD Board of Directors**

**SUMMARY: It is presented to appoint the following members to the above referenced for term of February 2009 – February 2012: Roger Waller, Victor Hunt and Alberta Valentine.**

**This action replaces: Jane Ball-Groom and David Boyd**

**FUNDING SOURCE: N/A**

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

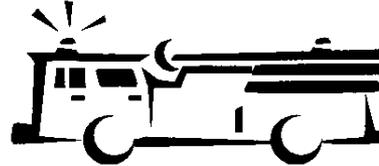
**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval.  
\_\_\_\_\_  
\_\_\_\_\_

**NOTES:**  
\_\_\_\_\_  
\_\_\_\_\_

Soul City Rural Volunteer Fire Department  
P.O. Box 447  
Manson NC 27563  
(252) 456-3505 Fax (252) 456-3505 Cell (252) 452-1151



Warren County Board of Commissioners

PO Box 619

Warrenton NC 27589

Dear Commissioner Richardson,

The Soul City Rural Volunteer Fire Fighter Association wishes to submit to The Board of Commissioners the following updated list of Persons to serve on its Tax Board for the years of 2009-2012: Roger Waller, Pattie Watley, William Winston, Larry Short, Magnolia Jackson, Victor Hunt, and Alberta Valentine.

They, whom names appears above, having indicated their desire and willingness to serve the Soul City Fire District in this capacity; we submit their names to the Board of Commissioners for its approval.

Thank you in advance for your consideration.

Respectfully, *Roger Waller*

Roger Waller

President to the Board of Directors

Soul City Rural Volunteer Fire Association

**Meeting Date: February 16, 2010**

**Agenda Item # 7-C**

**SUBJECT: Boards & Commissions**

**REQUESTED BY: Christopher Wright, Director - Emergency Services**

**SUMMARY: It is presented to adopt “Resolution Establishing Warren County EMS Peer Review and Education Committee”. Authorize Chairman’s signature.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval.

**NOTES:**

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COUNTY OF WARREN

STATE OF NORTH CAROLINA

## RESOLUTION

### Establishing Warren County Emergency Medical Services Peer Review and Education Committee

**WHEREAS, G.S. 131E-155(6b):** "Emergency Medical Services Peer Review Committee" means a panel composed of EMS program representatives to be responsible for analyzing patient care data and outcome measures to evaluate the ongoing quality of patient care, system performance, and medical direction within the EMS system. The committee membership shall include physicians, nurses, EMS personnel, medical facility personnel, and county government officials. Review of medical records by the EMS Peer Review Committee is confidential and protected under G.S. 143-518. An EMS Peer Review Committee, its members, proceedings, records and materials produced, and materials considered shall be afforded the same protections afforded Medical Review Committees, their members, proceedings, records, and materials under G.S. 131E-95.

**WHEREAS,** the Board of Commissioners finds that it is in the best interest of the people of the County of Warren to appoint an EMS Peer Review and Education Committee.

#### **NOW, THEREFORE, THE BOARD OF COMMISSIONERS FOR THE COUNTY OF WARREN DOTH RESOLVE:**

1. A Peer Review and Education Committee is hereby established for the County of Warren.
2. The Peer Review and Education Committee will consist of the following members as voting members: Physician, Nurse, Medical Facility Personnel, EMS Educators, County Government Official, EMS Providers, Representatives from the Following agencies: Warren County E911 Center, Warren County Fire Association, Warren County Rescue Squad.
3. Non-voting members to Peer Review and Education Committee shall be approved Franchise Providers for Warren County.
4. The Warren County EMS Medical Director is appointed by the Board of Commissioners and shall serve as the chairman.
5. The terms of the Medical Director will coincide with duration of appointment as appointed by Board of Commissioners.

6. All other members assigned to the Peer Review and Education Committee by acceptance of their regarded positions shall remain on the committee for the length of their positions.
7. A quorum exists when fifty-one (51%) percent of the voting members (including the physician) are present.
8. The Peer Review and Education Committee will meet on a quarterly basis in the month of January, April, July, and October.

**Warren County Board of Commissioners**

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**Barry Richardson, Chairman**

**ATTEST:**

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**Angelena Kearney-Dunlap, Clerk**

**Meeting Date: February 16, 2010**

**Agenda Item # 7-D**

**SUBJECT: Boards & Commissions**

**REQUESTED BY: Fire Commissioner Barry Richardson**

**SUMMARY: It is presented to appoint McConnel Silver and Hugh Freeman to fill  
At-Large vacancies on the Warren County Fire Commission for a term expiring June 2013.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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## Fire Commission

Term of Office: 3 years, expires June  
 Authority: NC GS 153(A)-233  
 Membership: Appointed  
 Responsibilities:  
 Meeting Schedule: Last Tuesday of each month  
 Staff Liaison: Christopher Wright, EM Director  
 (252)257-2666

Member	Position	Term
Bobbie Neal	Appointed - 2nd term	Sept 04 - June 2010
Commissioner Barry Richardson	Designated (2nd term)	Jan07-Dec08, Jan09-Dec2010
Mark E. Pitzing	Appointed	Aug 07 - Dec. 2010
Shenan Thompson	Appointed	June 07- June 2010
<b>McConnel Silver (at-large)</b>	<b>Appointed</b>	<b>March 2010 to June 2013</b>
<b>Hugh Freeman (at-large)</b>	<b>Appointed</b>	<b>March 2010 to June 2013</b>

## 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. Fire Commission
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name McConnell Silver  
Date of Birth 8-14-56 Sex Male Race Indian  
Mailing Address 1373 NC Hwy 43 Warrenton, N.C. 27589  
City and Zip Code \_\_\_\_\_  
Street Address \_\_\_\_\_  
City and Zip Code \_\_\_\_\_  
Home Phone 252-257-4804 Work Phone Cell # 252-467-5102  
Job Title Unemployed  
Company or Agency \_\_\_\_\_  
Email Address \_\_\_\_\_

Do you live in the county? Yes  No

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

### Educational Background

Name and Address of High School Attended Eastman High School  
Name and Address of College Attended Nash Comm. College  
Degree Received Certificate for Driver Training C DL - A

Please list any military experience \_\_\_\_\_

McConnell Silver

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

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

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

Work Experience Barcolunger Co - Rocky Mount, NC. 33 yrs - 19  
Burlington Inds - Rocky Mt, NC. 1974 - 1976

Volunteer Experience Arca Fire Dept. 17 yrs - - Captain  
Hollister Rescue Squad - 13 yrs

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 Commissioner

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

Mc Cannel Silver

Date

Jan. 29 - 2010

## 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. FIRE COMMISSION
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name HUGH WARD FREEMAN  
Date of Birth 8/28/48 Sex M Race W  
Mailing Address 349 CLUB DR.  
City and Zip Code LITTLETON 27850  
Street Address 349 CLUB DR.  
City and Zip Code LITTLETON 27850  
Home Phone 586-6938 Work Phone N/A  
Job Title RETIRED  
Company or Agency \_\_\_\_\_  
Email Address HUGHFREEMAN@EMBARQMAIL.COM → ALL LOWER CASE

Do you live in the county? Yes  No

Please list your County Commissioner District DISTRICT #2 / ROSS  
(This information can be obtained from the Board of Elections at (252) 257-2114).

### Educational Background

Name and Address of High School Attended WALTER WILLIAMS HIGH BURLINGTON NC  
Name and Address of College Attended TECHNICAL INSTITUTE OF ALABAMA (I)  
Degree Received ASSOCIATE IN BUSINESS

Please list any military experience 4 yrs NAVY 67-71

If you are presently serving as an elected or appointed official, please explain:       N/A      

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

**Work Experience** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Volunteer Experience** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Newspaper                      Current Warren County Volunteer                      Other

If other, please explain:       COMMISSIONER RICHARDSON / CHRIS WRIGHT      

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       Hugh Freeman      

Date       2/3/10      

*Please feel free to attach a resume if so desired.*

**Meeting Date: February 16, 2010**

**Agenda Item # 8**

**SUBJECT: Report on Unpaid 2009 Taxes and Order to Collect**

**REQUESTED BY: Robert "Eddie" Mitchum, Tax Collector**

**SUMMARY: In accordance with NC General Statute, attached is submitted for Board's information of total unpaid 2009 taxes (\$2,179,475) and authorization for Collector to advertise such tax liens in the month of March 2010.**

**FUNDING SOURCE:**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: NCGS 105-369**

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval.  
\_\_\_\_\_

**NOTES:**

\_\_\_\_\_  
\_\_\_\_\_

# Memorandum

To: Board of Commissioners

From: R. Edwin Mitchum, Tax Collector

*REM*

Date: 01/20/2010

Re: Report of Unpaid 2009 Taxes That Are Liens on Real Property And Order To Advertise

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North Carolina General Statute 105-369 states that each year the Tax Collector shall report to the Board of Commissioners the total amount of unpaid taxes for the current fiscal year that are liens on real property, and that the Board shall thereupon order the Collector to advertise such tax liens.

The Total amount of unpaid taxes, which constitute a lien on real property, is \$2,179,475. Upon your order, these liens will be advertised in the month of March. A detailed listing is available for your inspection if you so wish.

**Meeting Date: February 16, 2010**

**Agenda Item # 9-A**

**SUBJECT: Public Utilities**

**REQUESTED BY: Macon Robertson, Director**

**SUMMARY: Amendment #3 to the Agreement between Owner and Engineer for Professional Services for the Soul City Pump Station Improvements Project is presented for Board review and adoption. Authorize Chairman and/or County Manager to sign related documentation.**

**FUNDING SOURCE: \$5,000 - Regional fund Balance**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval.

**NOTES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





Engineers  
Planners  
Surveyors

January 18, 2010

Mr. Macon Robertson  
Warren County Public Utilities  
712 US Hwy 158 Business West  
Warrenton, NC 27589

**SUBJECT:** Warren County  
Soul City Pump Station Improvements  
Rivers File 23077 B

Dear Macon:

Enclosed for execution, please find two (2) signed originals of Amendment No. 3 to the Engineering Services Agreement for the subject project. This Amendment adjusts the hourly estimated fees for Construction Administration and Resident Project Representative Services associated with the Contract Time extension granted in Change Order No. 1.

As always, we appreciate the opportunity to provide engineering services to Warren County. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Frederick L. Stowe'.

Frederick L. Stowe, P.E., Associate  
Project Manager

Enclosures:

cc: Ms. Linda T. Worthy, Warren County  
Ms. Linda Evans, Warren County Public Utilities  
File, w/ copy

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**Meeting Date: February 16, 2010**

**Agenda Item # 9-B**

**SUBJECT: Public Utilities**

**REQUESTED BY: Macon Robertson, Director**

**SUMMARY: Change Order # 1 the Agreement between Owner and Engineer for Professional Services for the Soul City Pump Station Improvements Project is presented for Board review and adoption. Authorize Chairman and/or County Manager to sign related documentation.**

**FUNDING SOURCE: \$4,254 – Regional Fund balance**

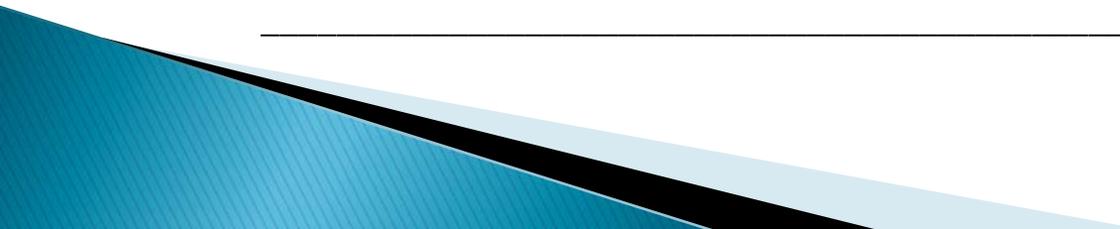
**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A**

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**  
\_\_\_\_\_

**NOTES:**  
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CHANGE ORDER

No. 1

Date of Issuance: February 1, 2010 Effective Date: February 1, 2010

Project:	Warren County	Owner's Contract No.:
Sewer City Pump Station improvements	Warren County	N/A
Contract:		Date of Contract:
Sewer City Pump Station Improvements		July 8, 2009
Contractor:		Engineer's Proposal No.:
H. G. Reynolds Company, Inc.		28077

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

Description:

Incorporate "Add Alternate B - Replace Floating Aerators and Associated Electrical" into the Construction Contract. Add ten (10) calendar days to the Construction Contract Time for incorporation of Add Alternate B. (Indicate for: List documents supporting change)

Attachment No. 1 - Copy of Contractor's Bid.

Attachment No. 2 - Contract Time Extension

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price:	Original Contract Times: Calendar (days)
\$ <u>247,257.70</u>	Substantial Completion (days or date): <u>N/A</u>
	Ready for final payment (days or date): <u>May 22, 2010</u>
(Increase) (Decrease) from previously approved Change Orders No. <u>N/A</u> to No. <u>1</u> :	(Increase) (Decrease) from previously approved Change Orders No. <u>N/A</u> to No. <u>1</u> :
\$ <u>0.00</u>	Substantial Completion (days): <u>N/A</u>
	Ready for Final Payment (days): <u>0 Days</u>
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:
\$ <u>247,257.70</u>	Substantial Completion (days or date): <u>N/A</u>
	Ready for Final Payment (days or date): <u>May 22, 2010</u>
(Increase) (Decrease) of this Change Order:	(Increase) (Decrease) of this Change Order:
\$ <u>45,774.00</u>	Substantial Completion (days or date): <u>N/A</u>
	Ready for Final Payment (days or date): <u>10 Days</u>
Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders:
\$ <u>293,031.70</u>	Substantial Completion (days or date): <u>N/A</u>
	Ready for Final Payment (days or date): <u>June 1, 2010</u>

RECOMMENDED BY: [Signature] Date: 1/15/10  
ENGINEER (Authorized Signature)

APPROVED BY: \_\_\_\_\_ Date: \_\_\_\_\_  
OWNER (Authorized Signature)

ACCEPTED BY: [Signature] Date: 1/18/10  
CONTRACTOR (Authorized Signature)

APPROVED BY: \_\_\_\_\_ Date: \_\_\_\_\_  
(if applicable) FUNDING AGENCY (Authorized Signature)

Prepared by the Insurers' Joint Contract Documents Committee and endorsed by the Associated General Contractors of America and the Construction Specifications Institute.

**Meeting Date: February 16, 2010**

**Agenda Item # 9-C**

**SUBJECT: Public Utilities**

**REQUESTED BY: Macon Robertson, Director**

**SUMMARY: Agreement between Owner and Engineer for Professional Services for the Warren County Water and Sewer District III, Phase III. Authorize Chairman and/or County Manager to sign related documentation.**

**FUNDING SOURCE: Capital Project Fund**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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Engineers  
Planners  
Surveyors

December 23, 2009

Mr. Macon Rubelston  
Director of Public Utilities  
Warren County Public Utilities  
712 U.S. Hwy. 158, Business West  
P.O. Box 577  
Warrenton, NC 27589

**SUBJECT:** Warren County  
Water and Sewer District No. 3 Phase III  
Water System Improvements  
Rivers File 2009090 B

Dear Macon:

Enclosed for approval and execution are three (3) originals of *ERADC U-500 Agreement Between Owner and Engineer for Professional Services* for the subject project. Please have this item added to the agenda for the January 4, 2010 meeting of the Warren County Board of Commissioners. After execution by Warren County, please deliver all three (3) originals to Mr. Chuck Sadler for USDA-RD concurrence.

Also enclosed for your use, please find a *Proposed Project Schedule and Amended Project Budget*.

As always, Rivers & Associates, Inc. appreciates the opportunity to work with Warren County on this very important project. Please do not hesitate to call if you have any questions or concerns.

Sincerely yours,

A handwritten signature in cursive script, appearing to read 'Frederick L. Stowe'.

Frederick L. Stowe, PE  
Associate

Encl.

cc: Ms. Linda T. Worth, Warren County  
Ms. Linda Reams, Warren County Public Utilities  
Mr. Chuck Sadler, USDA-RD  
File w/ encl.

POWERWORKS\GRIFFIN\REC PR1909\Sceml.DOC

**Meeting Date: February 16, 2010**

**Agenda Item # 9-D**

**SUBJECT: Public Utilities**

**REQUESTED BY: Macon Robertson, Director**

**SUMMARY: Change Order # 6 to Warren County Water and Sewer District III, Phase II project. Authorize Chairman and/or County Manager to sign related documentation.**

**FUNDING SOURCE: No cost – time extension**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval.

**NOTES:**

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\_\_\_\_\_



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Engineers  
Planners  
Surveyors

January 15, 2010

Mr. Clifton Murphy  
Harring & Rivenbark, Inc.  
P. O. Box 3425  
Kinston, NC 28501

**SUBJECT:** Warren County  
Water & Sewer District No. 3, Phase II  
Water System Improvements  
Contract T - Water Distribution System  
Change Order No. 6  
Rivers File 22233 J1.A

Dear Mr. Murphy:

Please find enclosed for your signature five (5) originals of Change Order No. 6 for the subject project. If acceptable, please sign where required, and deliver all five (5) originals to Mr. Macon Robertson at the following address:

Warren County Public Utilities  
712 US Hwy 158 Business West  
Warrenton, NC 27589

Please contact me should you have any questions or concerns.

Sincerely,

A handwritten signature in dark ink, appearing to read 'David G. Malinauskas'.

David G. Malinauskas, P.E.  
Project Engineer

encl.

cc: Linda T. Worth, Warren County  
Macon Robertson, Warren County Public Utilities  
Linda Evans, Warren County Public Utilities  
Chuck Sadler, USDA  
Mike Luszcz, Rivers & Associates, Inc.  
File

FR:\UNC\WARREN\SUB\TDE\2010\Change Order No. 6\Drawing-Rivenbark1.dwg

**Meeting Date: February 16, 2010**

**Agenda Item # 9-E**

**SUBJECT: Public Utilities**

**REQUESTED BY: Macon Robertson, Director**

**SUMMARY: Amendment # 12 to FY 2009-2010 Warren County Budget Ordinance (Regarding - Soul City Pump Station Improvements Project)**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval.

**NOTES:**

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**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE**  
**2009/2010**  
**Amendment No. 12**

**Section 9** of the Warren County Budget Ordinance, pertaining to the Regional Water Enterprise System Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Appropriations:

Transfer to Other Funds - Soul City Pump Station Improvements Project	\$	9,254
		<hr/>
<b>Total</b>	<b>\$</b>	<b>9,254</b>

**Section 10** of the Warren County Budget Ordinance, pertaining to the Regional Water Enterprise System Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Revenues:

Fund Balance Appropriated	\$	9,254
		<hr/>
<b>Total</b>	<b>\$</b>	<b>9,254</b>

**This amendment:**

- appropriates funds to be transferred to the Soul City Pump Station Improvement Project.

Funding Source: Fund Balance Appropriated - Regional Water

Respectfully Submitted 2/1/2010

Barry J. Mayo

Barry J. Mayo, Finance Director

**Meeting Date: February 16, 2010**

**Agenda Item # 9-F**

**SUBJECT: Public Utilities**

**REQUESTED BY: Macon Robertson, Director**

**SUMMARY: Adopt Capital Project Ordinance – Warren County Water & Sewer District III, Phase III. (See attached) Authorize Chairman’s signature.**

**FUNDING SOURCE: USDA Bonds, USDA Grant & User Fees**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval.

**NOTES:**  
\_\_\_\_\_  
\_\_\_\_\_



# CAPITAL PROJECT ORDINANCE

## WARREN COUNTY WATER & SEWER DISTRICT III PHASE III

**BE IT ORDAINED** by the Warren County Board of Commissioners that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Fund is hereby adopted:

**Section 1.** The project authorized is the Warren County Water & Sewer District III Phase III.

**Section 2.** The officers of this unit are hereby directed to proceed with the project within the terms of the above statute and the budget contained within.

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

USDA Bonds	1,561,000
USDA Grant	920,000
User Fees	15,300
Total	2,496,300

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

Legal & Administrative	22,000
Engineering/Preliminary	30,000
Engineering/Design	86,101
Engineering/Bidding	12,300
Engineering/Construction Admin	24,600
Engineering/Inspections	110,768
Engineering/Additional Services	15,000
Soil Investigations	2,000
Construction Contract	1,946,220
Interest During Construction	150,000
Contingency	97,311
Total	2,496,300

**Section 5.** The Finance Officer is hereby directed to maintain with the Capital Project Fund sufficient detailed accounting records required by federal and state regulations.

**Section 6.** Funds may be advanced from the General Fund for purposes of making payments as due. Reimbursement will be made from bond or grant proceeds when available.

**Section 7.** The Finance Officer is directed to report monthly on the financial status of the project to the Board of Commissioners.

**Section 8.** Copies of this Capital Project Ordinance shall be entered into the minutes of the governing board and be filed with the Finance Officer.

**Adopted** this 1st day of February 2010.

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Barry Richardson, Chairperson  
Warren County Board of Commissioners

ATTEST:

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Angelena Kearney-Dunlap  
Clerk to the Board

**Meeting Date: February 16, 2010**

**Agenda Item # 9-G**

**SUBJECT: Public Utilities**

**REQUESTED BY: Macon Robertson, Director**

**SUMMARY: Amendment # 4 to the Capital Project Ordinance for the Warren  
County Soul City Pump Station Improvements.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval.

\_\_\_\_\_

**NOTES:**

\_\_\_\_\_

\_\_\_\_\_



**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE FOR THE  
WARREN COUNTY SOUL CITY PUMP STATION IMPROVEMENTS  
(Amendment No. 4)**

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

Transfer from Other Funds - Regional Water	\$ <u>9,254</u>
<b>Total</b>	<b>\$ 9,254</b>

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

Construction Contract	\$ 45,774
Engineering/Inspections	1,400
Engineering/Construction Admin	3,600
Contingency	<u>(41,520)</u>
<b>Total</b>	<b>\$ 9,254</b>

This amendment adjusts the budget to the most recent cost estimates for the project and appropriates funds in accordance with Change Order No. 1.

Respectfully Submitted 2/1/10

*Barry J. Mayo*

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Barry J. Mayo  
Finance Officer

**Meeting Date: October 5, 2010**

**Item # 10**

**SUBJECT: Community Development Block Grant – Ephraim Place Project**

**REQUESTED BY: Cathy Alston-Kearney, Warren Family Institute Executive Director and Ephraim Place Project Administrator**

**SUMMARY: November 2, 2009 bid for Water, Sewer and Roadway Project was awarded to James C. Harris Contractor, LLC of Warrenton, NC at a base bid of \$201,331.19 for general construction work.**

**Therefore , related contract is presented for Boards approval. Authorize Chairman and/or County Manager to sign related documentation.**

**FUNDING SOURCE: CDBG Grant & USDA Loan**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**Recommend approval.** \_\_\_\_\_  
\_\_\_\_\_

**NOTES:**

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(part 1 of 2)

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SPECIFICATIONS  
INSTRUCTIONS TO BIDDERS  
FORMS FOR PROPOSAL, CONTRACT, ETC.  
FOR

EPHRAIM PLACE SUBDIVISION  
CDBG PROJECT NO. 03-C-1187

FOR

WARREN COUNTY  
NORTH CAROLINA  
DIVISION A-1 – GENERAL CONSTRUCTION  
2009

F.INDA T. WORTH, COUNTY MANAGER

COMMISSIONERS

BARRY RICHARDSON, CHAIRMAN  
ULYSSES S. ROSS, VICE CHAIRMAN  
ERNEST FLEMING

BILL DAVIS  
JENNIFER JORDAN

ANGELENA KEARNEY DUNLAP – CLERK TO THE BOARD



AECOM

AECOM TECHNICAL SERVICES  
OF NORTH CAROLINA, INC.  
701 CORPORATE CENTER DRIVE, SUITE 475  
RALEIGH, NORTH CAROLINA 27607  
AECOM PROJECT NO. 92710



**SUBJECT: Gang Initiative Grant**

**REQUESTED BY: Sheriff Johnny Williams**

**SUMMARY: Above referenced grant has a 25% required county match. Sheriff requests allocation for said match:**

<b>County Match</b>	<b>\$10,886.98 (requested)</b>
<b>Grant Request</b>	<b><u>\$32,660.95</u></b>
<b>Total Budget</b>	<b>\$43,547.93</b>

**FUNDING SOURCE: FY 2011 Budget**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval to be considered in FY 11 budget.**

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**NOTES:**

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# JOHNNY M. WILLIAMS

*Sheriff of Warren County*

P. O. BOX 678

WARRENTON, N.C. 27589

TELEPHONE 252-257-3364

January 20, 2010  
Linda T. Worth, County Manager  
105 S. Front Street  
Warrenton, NC 27589

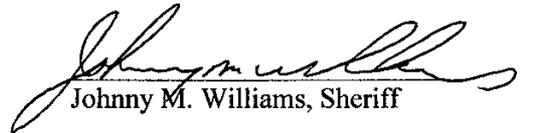
Mrs. Worth:

We are the recipient for the second year (2010-2011) Gang Initiative Grant. The grant requires a 25% match from the county. The total budget required would be \$43,547.93, therefore the amount we would have to match is \$10,886.98 and the grant funds would cover the \$32,660.95.

I, respectfully request that a recommendation to the County Commissioners for the 25% matching (\$10,886.98) be proposed by your office. The grant funds will become effective July 2010, therefore the monies needed, will be for the next fiscal year.

If you have any questions, please feel free to contact me.

Sincerely,



Johnny M. Williams, Sheriff

cc: Gloria Edmonds, Finance

**Meeting Date: February 16, 2010**

**Agenda Item # 12**

**SUBJECT: Resolution to Prohibit Illegal Aliens from Attending NC  
Community Colleges**

**REQUESTED BY: Commissioner Davis**

**SUMMARY: Resolution presented for Board Consideration.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

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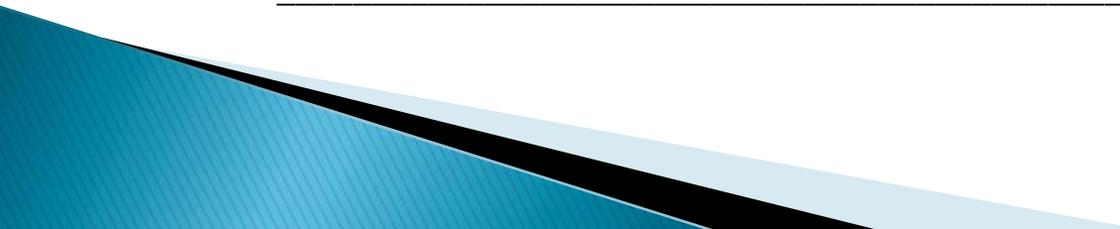
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**NOTES:**

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**County of Warren**

**State of North Carolina**

**RESOLUTION TO PROHIBIT ILLEGAL ALIENS FROM ATTENDING  
NORTH CAROLINA COMMUNITY COLLEGES**

**WHEREAS** on September 18, 2009 the North Carolina State Board of Community Colleges supported a committee recommendation to allow illegal aliens to enroll in North Carolina's Community Colleges; and

**WHEREAS** the policy must still make its way through the administrative rules process and could subsequently be allowed or disallowed by the North Carolina General Assembly; and

**WHEREAS** the Warren County Board of Commissioners through the offering of this resolution and its outcome shall be entered into the official record, wishes to express full and complete opposition to the ruling of the North Carolina State Board of Community Colleges allowing for illegal aliens to enter North Carolina Community College System.

**NOW THEREFORE BE IT RESOLVED** that if such request be pursued by the North Carolina Community College System, the Warren County Board of Commissioners is requesting the North Carolina General Assembly fully dismiss and with due finality prohibit illegal aliens from enrolling in the North Carolina Community College System; and

**BE IT FURTHER RESOLVED** that the Warren County Board of Commissioners is respectfully requesting all other North Carolina counties adopt this or a similar resolution, with due haste. Further, the North Carolina Association of County Commissioners is also requested to oppose this action in writing, and that such statement of opposition is forwarded to the North Carolina General Assembly.

**ADOPTED this the 1<sup>st</sup> day of February, 2010.**

**Meeting Date: February 16, 2010**

**Agenda Item # 13-A**

**SUBJECT: Schedule Public Hearings**

**REQUESTED BY: Ken Krulik, Planner / Zoning Administrator**

**SUMMARY: It is proposed to schedule public hearings as follows for Monday, March 1, 2010:**

**9:30 am - Proposed Amendment to County Zoning Ordinance**

**9:45 am – Proposed Amendment to County Subdivision Ordinance**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Meeting Date: February 16, 2010**

**Agenda Item # 13-B**

**SUBJECT: Authorize “Certified Local Government Program Certification Application”**

**REQUESTED BY: Ken Krulik, Planner / Zoning Administrator**

**SUMMARY: It is proposed to apply to NC Department of Cultural Resources Division of Historical Resources State Historic Preservation Office for Warren County’s Certification under National Historic Preservation Act Amendments of 1980.  
Planner requests authorization from the Board to apply. Authorize Chairman of the Board’s signature on Assurance Form.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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Planning/Zoning and Code Enforcement Department  
542 West Ridgeway Street  
Warrenton, NC 27589  
(PH) 252-257-7027 (FX) 252-257-1083  
[www.warrencountync.com](http://www.warrencountync.com) [kkrulik@co.warren.nc.us](mailto:kkrulik@co.warren.nc.us)

NORTH CAROLINA DEPARTMENT OF CULTURAL RESOURCES  
DIVISION OF HISTORICAL RESOURCES  
STATE HISTORIC PRESERVATION OFFICE  
CERTIFIED LOCAL GOVERNMENT PROGRAM  
CERTIFICATION APPLICATION

**Assurance Form**

I, Barry Richardson, Chairman Warren County Board of Commissioners am the chief elected official of Warren County North Carolina. I hereby certify that Warren County North Carolina will fulfill all of the standards for designation as a "Certified Local Government" contained in the National Historic Preservation Act Amendments of 1980 (P.L. 96-515), and "Guidelines for North Carolina's Certified Local Government Program". I further state that Ken Krulik, Warren County Planning and Zoning Administrator a paid member (employee) of Warren County North Carolina who provides services to Warren County North Carolina under the terms of employment, contract or other agreement, will be responsible for Warren County North Carolina meeting the responsibilities of the certification agreement to be signed by Warren County North Carolina and the Division of Historical Resources, North Carolina Department of Cultural Resources.

I affix my signature on this \_\_\_\_\_ of \_\_\_\_\_ of \_\_\_\_\_  
day month year

\_\_\_\_\_  
Barry Richardson, Chairman  
Warren County Board of Commissioners

ATTEST

\_\_\_\_\_  
Angelena Kearney-Dunlap, Clerk

**Meeting Date: February 16, 2010**

**Agenda Item # 13-C**

**SUBJECT: Schedule "Ethics Training Webinar"**

**REQUESTED BY: Clerk to the Board**

**SUMMARY: It is proposed to schedule webinar for March 25, 2010 from 4pm to 6pm in the small Courtroom, to conduct a 2 hour required Ethics Training for Board of Commissioners. This training session will also be offered to municipal administrators, Board of Education members as well as Board/Commission/Committee members interested in attending. (See next page for further training options.)**

**FUNDING SOURCE: \$95 registration from Commissioners budget**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: G.S. 160A-84**

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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## Further options for Ethics Training:

- A. After registration, Board members have 30 days to view the webinar at a time they choose by inserting the code given at time of registration.
  
  - B. Free training sessions will take place in April 2010 throughout North Carolina: Waynesville, Shelby, Whiteville, Trinity, Smithfield, and Beaufort County.
- 

**Meeting Date: February 16, 2010**

**Agenda Item # 14**

**SUBJECT: FY 2010-2011 Budget Schedule**

**REQUESTED BY: Clerk to the Board**

**SUMMARY: Schedule is presented for Board's review and adoption**

**1 – Adopt 2010 Budget Schedule**

**2 – Cancel February 17, 2010 Board Work Session**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Warren County Board of Commissioners  
FY 2010-11 Budget Schedule**

**Cancel  
February 17,  
2010 Work  
Session**

**May 3, 2010**

**10 am – Annual Budget Presentation to the Board of County Commissioners. Department Heads required to attend.  
County Courthouse**

**May 13, 2010**

**9 am – 4 pm – County Commissioners Budget Work Session,  
Memorial Library**

**May 27, 2010**

**1 pm – 4 pm - County Commissioners Budget Work Session  
Department Head presentations tentatively scheduled.  
Memorial Library**

**June 14, 2010**

**6:30 pm - Budget Public Hearing, held in accordance with  
NCGS to receive citizens' comments. Memorial Library**

**June 17, 2010**

**1 pm – 4 pm - County Commissioners Budget Work Session  
Memorial Library**

**June 22, 2010**

**10 am – Special Meeting to Adopt FY 2010-2011 Budget  
Ordinance. Memorial Library**

**Meeting Date: February 16, 2010**

**Agenda Item # 15**

**SUBJECT: Redemption of Tax Foreclosed Property**

**REQUESTED BY: Eddie Mitchum, Tax Collector**

**SUMMARY: In accordance with GS 105-376, former land owner offers to redeem tax foreclosed property on Pearl Harbor Road. This property has been offered at sealed bid auction twice to the public, but received no bids. It is suggested to allow redemption at \$3,000 (to cover delinquent taxes, attorney fees and cost of advertising). County attorney and County Tax collector recommends the redemption.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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## 105-376

**(c) Resale of Real Property Purchased by Taxing Units. – Real property purchased at a tax foreclosure sale by a taxing unit may be resold at any time (for such price as the governing body of the taxing unit may approve) at a sale conducted in the manner provided by law for sales of other real property of the taxing unit. However, a purchasing taxing unit, in the discretion of its governing body, may resell such property to the former owner or to any other person formerly having an interest in the property at private sale for an amount not less than the taxing unit's interest therein if it holds the property as sole owner or for an amount not less than the total interests of all taxing units (other than special assessments due the taxing unit holding title) if it holds the property for the benefit of all such units. (1939, c. 310, s. 1719; 1945, c. 635; 1947, c. 484, ss. 3, 4; 1951, c. 300, s. 1; c. 1036, s. 1; 1953, c. 176, s. 2; 1955, c. 908; 1967, c. 705, s. 1; 1971, c. 806,**



**Meeting Date: February 16, 2010**

**Agenda Item # 16**

**SUBJECT: Administrative Contract for 2008 CDBG Water Hook-Up Grant Project**

**REQUESTED BY: Kerr Tar COG – Timmy Baynes, Executive Director**

**SUMMARY: Contract for \$23,500 approved during January Board meeting understated total by \$338.78. Total contract is \$23,858.78. Submitted for Board’s approval.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

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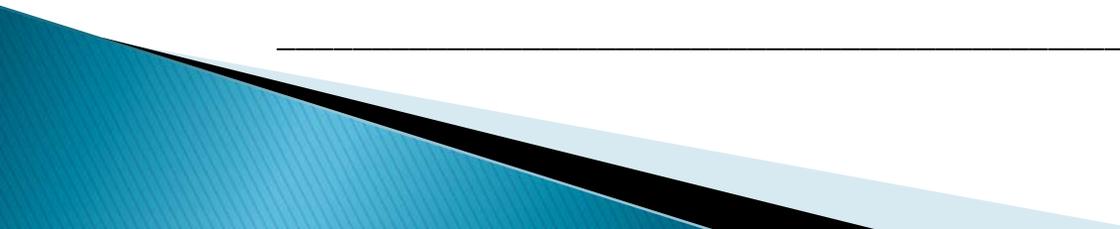
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**NOTES:**

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**Meeting Date: February 16, 2010**

**Agenda Item # 17-A**

**SUBJECT: County Manager - Notice of Contract Executed**

**REQUESTED BY: County Manager – Linda T. Worth**

**SUMMARY: County Manager has been granted authorization to approve contracts up to but not to exceed \$50,000. Report is submitted for the Board’s information: Tax Reduction Contract with Tax Reduction Specialists for 30% of any savings, refunds and/or credits discovered by TRS’s audit and realized by the County.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

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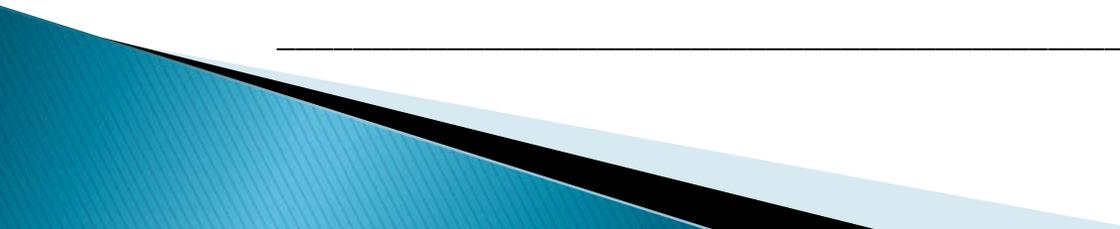
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**NOTES:**

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## MEMORANDUM

**TO:** Warren County Board of Commissioners  
**FROM:** Linda T. Worth, County Manager *LW*  
**DATE:** January 27, 2010  
**RE:** Notice of Contract Executed by the Manager

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

### Warren County Government

Tax Reduction Specialists  
A Division of Utilities Reduction Specialists, Inc.  
2511 Neudorf Rd., Suite H  
P.O. Box 1810  
Clemmons, NC 27012

An agreement has been entered into with Tax Reduction Specialists (TRS) to recover much needed sales tax dollars that may have not been properly credited to our County. Under the North Carolina tax system, each County receives a portion of collected sales taxes based upon where vendors are located and/or goods are delivered. Refunds of sales taxes to non-profit agencies are deducted from a County's portion of sales taxes based upon the information provided to the state in each agency's refund claim. When information is not correctly reported by either the companies collecting sales tax or accruing the tax, or the agencies requesting a sales tax refund, the result can be a significant loss of tax dollars to the County and to the municipalities within the County. TRS currently has similar agreements with many counties in North Carolina including our neighboring counties of Vance and Halifax.

Compensation to Tax Reduction Specialists is contingent upon the County receiving a tax refund, tax credit or tax reduction. The County will pay TRS thirty percent (30%) of any savings, refunds and/or credits discovered by TRS's audit and realized by the County.

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

Attachment

**NORTH CAROLINA**

**WARREN COUNTY**

**TAX REDUCTION CONTRACT**

**Warren County**, a body politic organized under the laws of the State of North Carolina (hereinafter, "the County"), and **Tax Reduction Specialists**, a division of Utilities Reduction Specialists, Inc. (hereinafter "TRS") do hereby agree and covenant as follows:

**WITNESSETH**

1. TRS agrees it shall:

A. Conduct a sales tax analysis and tax expense audit by analyzing the County's asset and expense records, tax filings, and other tax records necessary for securing a refund and/or savings for the County. This analysis will include, but not be limited to, reviewing records from: the County, its vendors, as well as non-profit agencies' within the County. Further, TRS is hereby authorized to audit the County's sales and use taxes from July 1, 2006 through June 30, 2010. TRS, however, will not audit tax periods ending after this date without prior written approval from the County. It is agreed TRS must file refund claims associated with the herein-stated tax periods within six (6) months after the corresponding tax filing deadlines in order for any associated benefits to the County to be subject to fees under the terms of this Contract.

B. Make all necessary requests for any and all refunds and/or credits due the County as a whole to the appropriate tax governing body. TRS will also make written recommendations to the County for future savings. (However, the county is not obligated to implement these recommendations for future savings.) TRS will further correct, where possible, original tax filings before they are filed to create immediate savings for the County.

C. TRS further agrees to do all work necessary to ensure that the County receive its credit and/or refund, including but not limited to representing the County before any vendor or agency for refund verification purposes.

2. The County agrees it shall:

A. Retain TRS as its exclusive tax consultant (except that the County may engage a certified public accountant for its usual purposes) from the date of this Contract until the final report is provided to the County by TRS, or through December 31, 2010, whichever time is longer. The Parties agree TRS will submit periodic reports to the County as refunds are discovered and processed, and; as refunds are received and/or savings to the County are documented, the County agrees it will compensate TRS for all refund claims filed and savings realized.

B. Provide TRS access to the tax and expense records necessary for TRS to conduct a proper analysis, as well as give TRS Power of Attorney and/or a Letter of Agency when necessary for TRS to fulfill its commitment under this Contract. (The County recognizes such documents may be necessary for TRS to communicate with the North Carolina Department of Revenue and the non-profit agencies within the county.

C. Compensate TRS as follows: for tax savings, refunds and/or credits from any vendor or tax agency, the County shall pay TRS thirty percent (30%) of any savings, refunds and/or credits discovered by TRS's audit and realized by the County. Such payment shall become immediately due and payable upon the County's receipt of the savings, refund and/or credit.

D. If it so chooses, the County shall bill the municipalities within it for their pro-rata share of any refunds received by the municipality/ies from the audit performed by TRS. However, TRS will only invoice the County as a whole for the gross refunds discovered by and realized from the TRS audit.

3. The Parties further acknowledge that if the County as a whole does not receive a tax refund, tax credit or tax reduction, TRS will not be entitled to any fee at all and the County will owe TRS nothing for its services.

4. This Contract shall be interpreted and construed in accordance with the laws of the State of North Carolina and venue for both personal and subject matter jurisdiction shall be solely vested in the state courts of Warren County, North Carolina.

5. This Contract may not be assigned or transferred without the express written consent of the County.

6. The County agrees that TRS shall have exclusive rights to conduct the sales tax analysis audit for the duration of this Contract's term (pursuant to Paragraph 2A herein). Thus, any sales tax savings, refund or reduction realized during the Contract term, shall still obligate the County to pay TRS a thirty percent (30%) portion of such sales tax savings, refund and/or reduction.

7. The Parties acknowledge and agree that this Contract is the entire agreement between the Parties that exists as of its effective date. Any and all prior agreements, either written or oral, or understandings that are not embodied in this Contract are void and of no force or effect.

8. The Parties acknowledge that they have carefully read this Contract, understand its content and intent, and have had the opportunity to consult with their individual attorneys regarding the matters addressed herein.

This the 31<sup>st</sup> day of December, 2009.

ATTEST:

Russell J. Deputis  
County Clerk

Warren County

Linda J. Worth (SEAL)  
BY: Linda Worth, County Manager

ATTEST:

Sanjiv J. Parshin

Utilities Reduction Specialists, Inc.  
For Tax Reduction Specialists

Steven D. Mann (SEAL)  
BY: Steven D. Mann, President

NORTH CAROLINA  
COUNTY OF WARREN

I, Arnetta M. Yancey, a Notary Public for said County and State, do hereby certify that Paula Pillemer personally appeared before me this day and acknowledged that she is the County Clerk and that, by authority duly given and as the act of eh County Board of Commissioners, the foregoing instrument was signed in its name by the County Manager, sealed with the County's corporate seal, and attested to by herself as the County's Clerk.



Witness my hand and official seal, this the 31<sup>st</sup> day of December, 2009

Arnetta M. Yancey  
Notary Public

My commission expires October 18, 2011.

NORTH CAROLINA  
COUNTY OF WARREN

I, Cheryl Reklis, a Notary Public for said County and State, do hereby certify that Steven D. Mann personally appeared before me this day and acknowledged: 1) that he is corporate President of Tax Reduction Specialists, a division of Utilities Reduction Specialists, Inc., a corporation duly organized under the laws of the State of North Carolina; 2) that he has the authority to enter into the foregoing instrument and bind the corporation, and; 3) that, as an act of the corporation, he has executed the foregoing instrument as its President and such has been sealed by the corporation's Secretary.

Witness my hand and official seal, this the 4<sup>th</sup> day of January, 2010.

(Official Seal) Cheryl Reklis  
Notary Public

My commission expires May 24, 2010.



THIS INSTRUMENT has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act, as amended.

Date: 12/31/09

Barry Mayo  
Barry Mayo, County Finance Officer

APPROVED AS TO FORM:

Date: 12/31/09

Karlene S. Turrentine  
Karlene S. Turrentine, County Attorney

**Meeting Date: February 16, 2010**

**Agenda Item # 17-B**

**SUBJECT: County Manager – Armory Change Orders #5 & #6**

**REQUESTED BY: County Manager – Linda T. Worth**

**SUMMARY: Change Orders are presented for Board’s review and approval.**

**Change order # 5**

The purpose of Change Order No. 5 is to incorporate necessary changes in the scope of work in the construction contract at an additional cost of \$10,270. This additional cost reduces Project Contingency to \$5,883.

**Change order # 6**

Change Order No. 6 incorporates necessary changes in the scope of work in the construction contract at an additional cost of \$3,450, but also gives the County credits in the amount of \$5,925 which results in an increase in Project Contingency from \$5,883 to \$8,358.

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

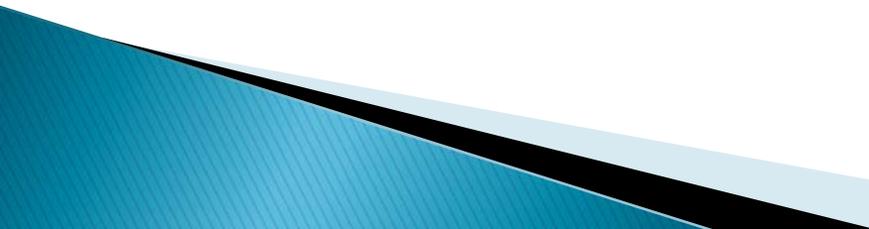
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**NOTES:**

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## MEMORANDUM

**TO:** Warren County Board of Commissioners

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

**DATE:** January 27, 2010

**RE:** Armory Renovation Project

I am submitting for the Board's information copies of Change Order No. 5 and Change Order No. 6 for the Armory Renovation Project. The effect of these change orders follows:

The purpose of Change Order No. 5 is to incorporate necessary changes in the scope of work in the construction contract at an additional cost of \$10,270. This additional cost reduces Project Contingency to \$5,883.

Change Order No. 6 incorporates necessary changes in the scope of work in the construction contract at an additional cost of \$3,450, but also gives the County credits in the amount of \$5,925 which results in an increase in Project Contingency from \$5,883 to \$8,358.

Please feel free to contact me should you have any questions or concerns.

Date of Issuance: 12-02-2009

Effective Date: 12-02-2009

# Change Order

## No. 5

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:

Multiple additional unforeseen conditions must be addressed. Please see the attached itemized list detailing the change in price shown below.

<b>CHANGE IN CONTRACT PRICE:</b>	<b>CHANGE IN CONTRACT TIMES:</b>
Original Contract Price: \$907,000.00 Includes \$32,142.00 Contingency Base: \$874,858.00	Original Contract Times: <input type="checkbox"/> Working days <input checked="" type="checkbox"/> Calendar days Substantial completion days or date: <u>120</u>
Increase from previously approved Contract and Change Orders:  <b><u>\$10,270.00</u></b>	Increase from previously approved Contract and or Change Orders:  Substantial completion (days): <u>120 Days</u>
Base Price prior to this Change Order including previous Change Orders:  <b><u>\$890,847.00</u></b>	Contract Times prior to this Change Order: Substantial completion (days): <u>120 Days</u>
Decreased Contingency Total:  <b><u>\$5,883.00</u></b>	Increase of this Change Order: Substantial completion (days): <u>No Change</u>
Base Price incorporating this Change Order:  <b><u>\$901,117.00</u></b>	Contract Times with all approved Change Orders: Substantial completion (days): <u>120 Days</u>

RECOMMENDED:  
By: *Michael Q*  
Engineer (Authorized Signature)  
Date: 12-2-09

ACCEPTED:  
By: *Linda J. Worth*  
Owner (Authorized Signature)  
Date: 1/4/10

ACCEPTED:  
By: *[Signature]*  
Contractor (Authorized Signature)  
Date: 1-13-10

# Change Order

No. 5

**PROPOSED CHANGE ORDER**

PCO # 6-16

**PROJECT: WARREN CO ARMORY RENOVATION  
WARRENTON, NC**

**DATE: 11-30-09**

**DESCRIPTION:**

See attached log of changes below.

006	Add painted white finish to aluminum storefront and windows, build interior "U" walls on top of existing wood floors (net cost to MSCC \$600)	\$0.00
007	Demo rotten walls backstage and replace wall behind dressing rooms	\$1,120.00
008	Credit - Delete two doors, frames and hardware backstage	-\$1,000.00
009	Relocate overhead door, frame and brick infill one overhead door opening, add one door opening with hardware	\$2,600.00
010	Change water distribution piping to cpvc, add approx 200 ' of 2" pipe previously noted to be "reuse existing"	-\$900.00
011	Credit for electrical bill paid by Owner for the first two weeks of the project	-\$70.00

# Change Order

## No. 5

012	Replace load bearing wall between women's room and training room due to rot	\$1,680.00
013	Replace rotten load bearing wall in concession area/ men's toilet and provide new load bearing header beam and brackets	\$1,540.00
014	Repair rotten beam and joist in the kitchen ceiling	\$900.00
015	Cut and repair masonry openings and reconstruct brick opening to accommodate new door frames as schedules (10 openings)	\$4,400.00
016	Construct 6" ABC Road around the perimeter of the building (Cost to MSCC \$6300)	\$0.00

<b>PRICE:</b>	SUBCONTRACT	\$9,336.36
	MODERN SOUTH	\$ 0.00
	SUBTOTAL	\$9,336.36
	O & P (10%)	\$933.64
	<b>TOTAL</b>	<b>\$10,270.00</b>

DURATION: No Change

Previous General Contingency Total	\$16,153.00
Cost of PCO 6 – 16	<u>\$10,270.00</u>
<b>New General Contingency Total</b>	<b>\$5883.00</b>

Date of Issuance: 01-13-2010 Effective Date: 01-13-2010

**Change Order**

**No. 6**

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:

Additional unforeseen conditions must be addressed, and additional credits have been provided to the owner. Please see the attached itemized list detailing the change in price shown below.

**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 and Change Orders:

Increase from previously approved Contract and or Change Orders:

- \$2,475.00

Substantial completion (days): 120 Days

Base Price prior to this Change Order including previous Change Orders::

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

\$901,117.00

Increased Contingency Total:

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

\$8,358.00

Base Price incorporating this Change Order:

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

\$898,642.00

RECOMMENDED:

ACCEPTED:

ACCEPTED:

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

By: [Signature]  
Owner (Authorized Signature)

By: [Signature]  
Contractor (Authorized Signature)

Date: 1-13-10

Date: 1/13/10

Date: 1-14-10

# Change Order

No. 6

**PROPOSED CHANGE ORDER**

PCO # 17-21 and PCO 24

**PROJECT:** WARREN CO ARMORY RENOVATION  
WARRENTON, NC

**DATE:** 1-8-10

**DESCRIPTION:**

See attached log of changes below.

017	Provide roof leaders for additional down spouts not indicated on plans (Cost to MSCC \$7900)	\$3,450.00
018	Credit for deleting instant water heater	-\$1,075.00
019	Credit for deleting interior shingles	-\$3,000.00
020	Credit for deleting wood base in gym	-\$1,100.00
021	Add furring and gyp board at most perimeter walls not shown on drawings (Cost of MSCC \$4200)	\$0.00
024	Delete Counter tops in two dressing rooms	-\$750.00

<b>PRICE:</b>	SUBCONTRACT	\$<2,250.00>
	MODERN SOUTH	\$ 0.00
	SUBTOTAL	\$<2,250.00>
	O & P (10%)	\$<225.00>
	<b>TOTAL</b>	<b>\$&lt;2,475.00&gt;</b>

**DURATION:** No Change

Previous General Contingency Total \$5883.00  
Cost of PCO 6 – 16 \$<2,475.00>

New General Contingency Total **\$8,358.00**

**Meeting Date: February 16, 2010**

**Agenda Item # 17-C**

**SUBJECT: County Manager's January 2010 Report**

**REQUESTED BY: County Manager – Linda T. Worth**

**SUMMARY: Manager's Monthly Report is submitted for the Board's information.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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## MEMORANDUM

**TO:** Warren County Board of Commissioners  
**FROM:** Linda T. Worth, County Manager *LW*  
**DATE:** January 27, 2010  
**RE:** January Status Report

Following is a recap of my work activities for the month of January 2010:

### Administration

- County Holiday (1/1/10)
- Prepared for and attended board of County Commissioners Regular Meeting (1/4/10)
- Met with Michael Kilian and others to discuss Armory Renovation Project (1/4/10)
- Met with Animal Control Director to discuss Animal Shelter concerns (1/4/10)
- Met with Library Director and Library Board Chair to discuss Smithsonian Exhibit (1/5/10)
- Met with Finance Officer and Staff to discuss Budget Goals Setting Work Session (1/11/10)
- Planned for and attended Armory Committee Meeting (1/12/10)
- Attended Customer Service Committee Meeting (1/13/10)
- Met with Representative from NCACC Insurance Pool and HR Manager to discuss insurance issues (1/13/10)
- Participated in NCACC conference call to discuss proposed changes to E-911 legislation (1/13/10)
- Met with USDA Representatives and Cathy Alston-Kearney to discuss potential funding sources for the Old Warren County Jail Restoration Project (1/14/10)
- Met with Representative from Life's Special Events and Executive Assistant to discuss Armory Opening Events (1/14/10)
- Met with Finance Director and Staff to discuss Budget Goals Setting Work Session (1/14/10)
- Chaired Vance-Warren-Granville-Franklin Criminal Justice Advisory Board Meeting (1/15/10)
- County Holiday (1/18/10)
- Met with Finance director and Staff to discuss Budget Goals Setting Work Session (1/19/10)
- Met with Representative from Bobbitt Surveying to discuss survey of Old Library property (1/20/10)
- Met with County Attorney to discuss legal matters (1/21/10)
- Met with Barry Mayo and Staff to discuss Budget Goals Setting Work Session (1/22/10)
- Met with COG Staff, Planning/Zoning Administrator, and IT/GIS Administrator to discuss Housing Study (1/25/10)
- Prepared for and attended Board of Commissioners Budget Goals Setting Work Session (1/26/10)
- Conducted monthly Department Heads Meeting (1/28/10)

## **Project Updates**

### **National Guard Armory Renovation Project**

Work on the Armory is proceeding well. We recently had a Change Order request from the contractor requesting an additional 30 days to complete the project due to unforeseen circumstances such as the front flat roof repairs and other structural problems. The Change Order has been signed and the new project completion date is 2/27/10. The Armory Renovation Committee is planning the opening ceremonies and fundraising event for Thursday, 3/27/10 and ribbon cutting ceremonies and open house for Saturday, 3/29/10. More information will be forthcoming on these events.

### **Construction/Renovation Projects**

#### **Former Library Building and Mental Health Building Renovation Projects**

Work is ongoing on the former Library Building renovation project. Sheet rock has been is being painted, suspended ceilings are being installed, and preparing to install interior trim work. Cabinetry has been completed but not installed. It is estimated this project is approximately 75% complete at this time. No work has begun on the former Mental Health Building renovation project.

#### **EMS Satellite Facilities**

Grading has been finalized, concrete footings have been poured, masonry work has been completed and rough-in plumbing has been installed at the Afton EMS facility. This facility is approximately 15% complete at this time. The Davis-Bugg Road site has been cleared in preparation for site improvements which is being held up by weather.

#### **Soul City Pump Station Rehab Project**

Work has begun on this project. During the course of digging up sewer pipes to make connections we have learned that there is significant damage to some lines from build-up of sewer gases. We will be working with the Town of Warrenton to determine the extent of the damage and will begin looking for funding to make repairs that are certain to be costly. It is anticipated work will be completed on this project 180 calendar days from the issuance of the Notice to Proceed on November 23, 2009.

#### **Wastewater Treatment Plant Rehab Project**

We are continuing to work with staff of NC Department of Commerce, Division of Community Assistance (DCA) seeking grant and/or low interest loan funding to make critical repairs and upgrades to Warren County's regional wastewater treatment plant that was constructed in the late 1970's. Information is still being sent to DCA in response to their requests. I also attended an Infrastructure Funding Fair sponsored by UNC Chapel Hill's Environmental Finance Center on 1/27/10 along with Macon Robertson, Public Utilities Director, where we presented information on this project in search of funding. We are also looking at other funding sources for this project.

### **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 Water and Sewer Regional District and Water and Sewer District I. The Board awarded the bid for this project to the lowest responsive/responsible bidder for this project, Southern Corrosion, at a cost of \$41,199.50 and approved the contract documents at their 1/4/10 Board Meeting. It is anticipated this project should be completed in 180 days after the issuance of the Notice to Proceed.

### **Ephraim Place Subdivision CDBG Project**

The low bidder, James C. Harris Contractor, LLC, of Warren County was awarded the contract for this project at the Board's November 2, 2009 meeting. The contract documents will be presented to the Board of Commissioners for approval at their 2/1/10 meeting. Once the contract is executed by the County, a Notice to Proceed will be issued. It is anticipated this project will be completed within 150 calendar days after the date when the contract times commence to run.

### **Customer Service Improvement Initiative**

Prepared for and attended the third Customer Service Committee meeting on 1/13/10. The Committee adopted a Mission Statement and voted to start a newsletter that will be sent on a regular basis to all employees setting out the goals and objectives, activities, etc. of this Committee and encouraging all employees to join in this effort. The first newsletter is attached. The Committee is open to all interested county employees.

### **Other Activities**

- Attended Open House Ceremony & Reception at Durham Local Census office (1/5/10)
- Attended LGA Open Forum to discuss Lake Gaston Concerns (1/21/10)
- Attended Ground Breaking Ceremony for New Tech High School (1/25/10)
- Attended Infrastructure Funding Fair sponsored by UNC Chapel Hill seeking funding for Wastewater Treatment Plant (1/27/10)
- Participated in a Tour of the Wastewater Treatment Plant (1/29/10)



Volume 1, Issue 1  
January 15, 2010

## IT'S A CONTEST — THINK OF A NAME FOR THIS NEWSLETTER CUSTOMER SERVICE NEWS

### CUSTOMER SERVICE COMMITTEE

> Chairperson: Jacqueline  
Williams, Warren County  
Health Department

[JWILLIAMS@CO.WARREN.NC.US](mailto:JWILLIAMS@CO.WARREN.NC.US)

> Vice-Chair: Jacqueline  
Sneed, Memorial Library

[JSNEED@WCPL.NC.ORG](mailto:JSNEED@WCPL.NC.ORG)

> Secretary: Sharon Minton,  
Social Services

[SMINTON@CO.WARREN.NC.US](mailto:SMINTON@CO.WARREN.NC.US)

> Linda T. Worth, County  
Manager

[LWORTH@CO.WARREN.NC.US](mailto:LWORTH@CO.WARREN.NC.US)

> Paula Pulley, Executive  
Assistant to County Man-  
ager

[PPULLEY@CO.WARREN.NC.US](mailto:PPULLEY@CO.WARREN.NC.US)

> Margaret Clayton, Human  
Resources/Solid Waste

[MCLAYTON@CO.WARREN.NC.US](mailto:MCLAYTON@CO.WARREN.NC.US)

> Renee Collins, Social  
Services

[RCOLLINS@CO.WARREN.NC.US](mailto:RCOLLINS@CO.WARREN.NC.US)

> Arnetta Yancey, Senior  
Center

[AYANCEY@CO.WARREN.NC.US](mailto:AYANCEY@CO.WARREN.NC.US)

> Lt. John Branche, Sheriff's  
Office

[JBRANCHE@CO.WARREN.NC.US](mailto:JBRANCHE@CO.WARREN.NC.US)

> Angelena Kearney-Dunlap,  
Clerk to the Board of Com-  
missioners

[ADUNLAP@CO.WARREN.NC.US](mailto:ADUNLAP@CO.WARREN.NC.US)

> Karen Towns, Tax Office

[KTOWNS@CO.WARREN.NC.US](mailto:KTOWNS@CO.WARREN.NC.US)

> Carolyn Boyd, Health De-  
partment

[CBOYD@CO.WARREN.NC.US](mailto:CBOYD@CO.WARREN.NC.US)

**WARREN COUNTY'S GOAL: SUPERIOR CUSTOMER  
SERVICE WHICH INVOLVES CONSISTENTLY MEET-  
ING THE HIGHEST STANDARDS SET.**

### EXCEPTIONAL CUSTOMER SERVICE DEFINED

*Exceptional customer service involves exceeding customer expectations, where the standards and level of service received exceed what the customer could reasonably define as normal or expected.*

Customer service is measurable, however, as the standards rise with each initiative or innovation designed and implemented what might have been acceptable three years ago might not be acceptable today.

The quality of customer service received prompts customers to share their experiences with others. Estimates vary, but the general consensus is a bad experience is quickly shared with friends and family.

### "WORKING AS A TEAM"

Seeing the need to improve service delivery within Warren County offices, Mrs. Worth, Warren County Manager put together a Customer Service Committee to address the need for organized, systematic development in the area of service to the public and between County Departments. The first meeting was held Nov. 12th. Everyone was welcomed to the meeting and appreciated for their willing-

ness to serve. The importance of "working as a team to develop better Customer Service skills" on all levels of County Government was stressed. Members introduced themselves and shared what they felt was important to discuss when establishing a Customer Service plan.

The mission of the Committee will not be too broad and will cover all areas of County Government.

Input will be solicited from Department Heads and employees from each department to find out what they see as the biggest customer service problems facing our county.

A Customer service training plan will be developed by the committee as well as a county-wide survey method. Mrs. Worth noted that several Municipalities and Counties already have a customer service program (pg 2)



**"Mrs. Worth noted that several Municipalities and Counties currently have Customer Service Programs in place to encourage excellent Customer Service."**

**"WORKING AS A TEAM" FROM PAGE 1**

in place to encourage their employees to provide excellent Customer Service. The committee discussed the need for training in the areas of teamwork, diversity, and sensitivity. These training sessions will be useful in the development of the Customer Service Plan. A county matrix will be developed to provide accurate information about all of the services provided by each county department to assist employees in routing calls and walk-in inquiries from our citizens and visitors. The matrix will also

Allow us to see how each department fits together and how we may all work closer together as a team and assist each other and therefore provide better services to our clients.

**Some of Our Goals:**

- Improve how we do business
- Eliminate unnecessary complaints
- Eliminate duplication of effort
- Improve Communications between departments
- Save time
- Save money
- Improve relationships

***To Achieve Our Goals We Must All:***

- *Be willing to change*
- *Step outside the box*
- *Go the extra mile*
- *Be willing to learn*
- *Take constructive criticism*
- *Be concerned about others*
- *Lose the negative attitudes & don't take it personal*

**OUR Primary GOAL:**

**Superior Customer Service**

**DECEMBER 10TH MEETING HIGHLIGHTS**

**FOCUS LIST**

(to be updated as necessary)

Some areas of concern have already been brought forward to the committee: telephone etiquette; department employees don't smile or greet in a pleasant way, each one gives you different answers to the same question, employees gathered around in groups and when customers approach they do not quickly respond to the customers, when customers ask questions, the employees say uh-huh, without really hearing or paying attention, etc.

**2010**

**New Year .... New Mission**

Warren County is committed to providing excellent customer service to meet the needs of our external and internal customers

with  
***professionalism, promptness, and respect!***  
===

To become a Leader in Providing  
World Class Customer Service

- C**oncern
- U**nderstanding
- S**ay Thank You
- T**ime Management
- O**utstanding response time
- M**eet their needs
- E**ducate yourself - fully understand your job
- R**espect for yourself, the customer and your co-workers

Meeting Date: February 16, 2010

Agenda Item # 17-D

**SUBJECT:** National Guard Armory Change Order

**REQUESTED BY:** County Manager – Linda T. Worth

**SUMMARY:** Request for Additional Funds for the Armory Renovation Project to accommodate Change Order No. 8 and additional work to be performed in-house

**FUNDING SOURCE:**

**FOLLOW-UP REQUIRED:**

**MANAGER'S RECOMMENDATION:**

**NOTES:**

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

Increase from previously approved Contract and Change Orders:

+ \$18,804.00

Base Price prior to this Change Order including previous Change Orders::

\$898,642.00

Decrease Contingency Total:

- \$8,358.00

Base Price incorporating this Change Order:

\$910,446.00

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

Increase from previously approved Contract and or Change Orders:

Substantial completion (days): 150 Days

Contract Times prior to this Change Order:

Substantial completion (days): 150 Days

Increase of this Change Order:

Substantial completion (days): 7 Days

Contract Times with all approved Change Orders:

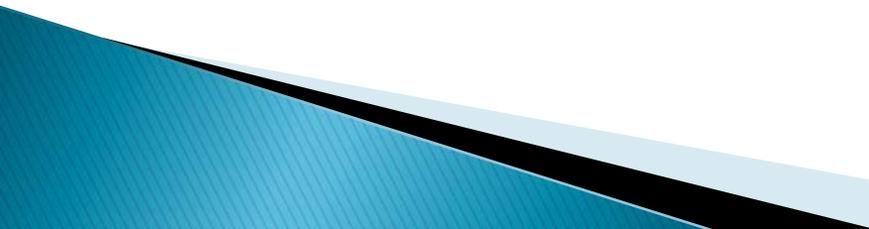
Substantial completion (days): 157 Days

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## MEMORANDUM

**TO:** Warren County Board of Commissioners  
**FROM:** Linda T. Worth, County Manager *LW*  
**DATE:** February 12, 2010  
**RE:** Armory Renovation Project

I am submitting for the Board's approval Change Order No. 8 for the Armory Renovation Project. This Change Order will require new funding in the amount of \$3,446 to address several unanticipated items of work outlined in the attachment to the Change Order as item numbers 027, 028, 029, 030, and 031 totaling \$18,804. However, it also takes into consideration applying the remaining contingency of \$8,358 and a credit of \$7,000 (item number 033) against the \$18,804 resulting in the additional \$3,446 needed for the construction contract.

You will also note on the attachment to the Change Order, several unanticipated items numbered 032, 033, 034, 035, 036, 037, and 038 that are needed to finalize this project. The Contractor is proposing to complete these items at an additional cost of \$58,742. After consulting with Mr. Charles Ayscue, Buildings & Grounds Manager, I am recommending that we complete these items in-house at a significantly reduced cost. To accomplish this, we are requesting an additional \$15,000 to complete these items.

As outlined above, I am respectfully requesting an additional \$18,446 in new funding to complete Phase 1 of the Armory Renovation Project. Should the Board wish to approve this request, I would recommend appropriating the additional funding from the General Fund – Fund Balance.

Thank you for your favorable consideration of this request. Please feel free to contact me should you have any questions or concerns.

cc: Charles Ayscue, Buildings & Grounds Manager  
Attachments

# Change Order

No. 8

Date of Issuance: 02/10/2010

Effective Date: 02/10/2010

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:

Additional unforeseen conditions must be addressed, and additional credits have been provided to the owner. Please see the attached itemized list detailing the change in price shown below.

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: <input type="checkbox"/> Working	<input checked="" type="checkbox"/> Calendar days
Increase from previously approved Contract and Change Orders:	Substantial completion days or date: <u>120</u>	
+ <u>\$18,804.00</u>	Increase from previously approved Contract and or Change Orders: Substantial completion (days): <u>150 Days</u>	
Base Price prior to this Change Order including previous Change Orders::	Contract Times prior to this Change Order: Substantial completion (days): <u>150 Days</u>	
<u>\$898,642.00</u>	Increase of this Change Order: Substantial completion (days): <u>7 Days</u>	
Decrease Contingency Total:	Base Price incorporating this Change Order:	
- <u>\$8,358.00</u>	Contract Times with all approved Change Orders: Substantial completion (days): <u>157 Days</u>	
<u>\$910,446.00</u>		
RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u>Michael Kil</u>	By: _____	By: _____
Engineer (Authorized Signature)	Owner (Authorized Signature)	Contractor (Authorized)
Date: <u>2/11/10</u>	Date: _____	Date: _____

PROJEC WARREN CO ARMORY RENOVATION  
ARCHIT BAXTER-ARMISTEAD / KILIAN ENGINEERING  
OWNER WARREN COUNTY COMMISSIONERS

PCO	DESCRIPTION/REFERENCE	DATE SUBMITTED	DATE APPROVED	COST	GENERAL CONTINGENCY TOTAL	ASSOCIATED IRN
022	Owner to provide and install all required fire extinguishers and cabinets			\$0.00	\$7,608.00	
023	Owner to provide and install all signs			\$0.00	\$7,608.00	
024	Delete Counter tops in two dressing rooms			-\$750.00	\$8,358.00	
025	Contract extension 30 days			\$0.00	\$8,358.00	
026	Add stained hardwood treads, landings, nosing, skirt boards, and rail caps at stairs and stage (Cost to MSCC \$5347)			\$0.00	\$8,358.00	
027	Wood floor replacement in excess of allowance quantity priced at contract unit price of \$18.00 / sf x net 625 sf to replace sleeper system and floor.			\$11,250.00	-\$2,892.00	Work complete, unit price by contract
028	Add electrical, fire alarm, and HVAC to basement per code requirement			\$5,642.00	-\$8,534.00	Code Requirement
029	Conduit stubs and data boxes per Owner			\$1,012.00	-\$9,546.00	Work Complete
030	Add conduit under sidewalk for building flood accent and flag spot lights (conduit only)			\$600.00	-\$10,146.00	Work Complete
031	Change Fixture K to E-EL at front door			\$300.00	-\$10,446.00	
032	Cost to restore masonry joints at rear wall only, cut mortar out and retool joints		\$5,200.00	\$0.00	-\$10,446.00	REJECTED
033	Credit to delete brick sealer at all locations except the front and rear walls			-\$7,000.00	-\$3,446.00	
034	Cost to restore masonry joints at all exterior walls (in addition to Item #31), cut mortar out and retool joints		\$36,000.00	\$0.00	-\$3,446.00	REJECTED
035	Cost to add 100 feet of snow guard (colorwatch system)		\$2,875.00	\$0.00	-\$3,446.00	REJECTED
036	Add two type fixture L wall pecks at the front of the building and re-arrange layout of original design fixtures		\$1,822.00	\$0.00	-\$3,446.00	REJECTED
037	Install four wall outlets and two floor outlets at stage on two circuits		\$1,500.00	\$0.00	-\$3,446.00	REJECTED
038	Add circuits and fixtures for building flood and flag spot lights at the front of the building		\$4,345.00	\$0.00	-\$3,446.00	REJECTED
	REMAINING CONTINGENCY				\$0.00	

**Addition to February 16, 2010 Agenda**

**Agenda Item # 17-E**

**SUBJECT: National Guard Armory Change Order**

**REQUESTED BY: County Manager – Linda T. Worth**

**SUMMARY: Amendments # 8 and # 13 related to National Guard Armory Renovation Project Budget**

**FUNDING SOURCE:**

**FOLLOW-UP REQUIRED:**

**MANAGER'S RECOMMENDATION:**

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**NOTES:**

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*Adjourn*  
*February 16, 2010 Regular*  
*Meeting*

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**Closed Session in accordance with  
G.S. 143-318.11(a)(3)(5)(7)  
Discussion of Attorney/Client  
Privileged Information, Personnel  
Matters and Property Acquisition**