

*WARREN COUNTY  
BOARD OF COMMISSIONERS*

*April 5, 2010*

*10:00 AM – Regular Meeting*

WARREN COUNTY MEMORIAL LIBRARY  
COMMUNITY MEETING ROOM  
WARRENTON, NORTH CAROLINA

Prepared by

Angelena Kearney-Dunlap  
NC Certified Clerk  
to the Board of Commissioners

10:00 am

Call to Order April 5, 2010

Regular Monthly Meeting

By

Chairman or Designee

Moment of Silence

Conflict of Interest Disclaimer



- ▶ *“Members of the County Board of Commissioners are advised, hereby, of their duty under the State Government Ethics Act to avoid conflicts of interest and the appearance of such conflict; and, further, are instructed to refrain from participating in any matter coming before this Board of County Commissioners with respect to which there is a conflict of interest or appearance of such conflict”.*
  - ▶ In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict.
  - ▶ Does any Board member have any known conflict of interest or appearance of conflict with respect to any matter coming before this Board today?
  - ▶ If so, please identify the conflict and refrain from any undue participation in the particular matter involved.
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# Citizen Comments



# Rules for Citizen Comments

Please sign up to speak.

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

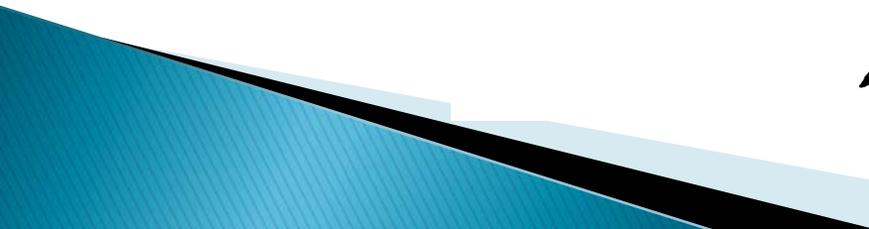
Any group of people who support or oppose the same position should  
designate a spokesperson.

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

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

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

*Warren County  
Board of Commissioners*



Meeting Date: April 5, 2010

Agenda Item # 5

**SUBJECT:** Adopt April 5, 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  
APRIL 5, 2010 REGULAR MONTHLY MEETING  
OF THE WARREN COUNTY BOARD OF COMMISSIONERS  
Memorial Library Community Meeting Room  
WARRENTON, NORTH CAROLINA*

1. Call to Order Regular Monthly Meeting – 10:00 am by Chairman
2. Moment of Silence
3. Conflict of Interest Disclaimer
4. Citizen Comments
5. Adopt April 5, 2010 Suggested Agenda
6. Consent Agenda
  - A. Approve Minutes of March 1, 2010:  
*Public Hearings – Amendment to Zoning Ordinance*  
*Public Hearing – Amendment to Subdivision Ordinance*  
**Regular Meeting**
  - B. Interest Income Report – Finance Director Barry Mayo
  - C. Tax Collector’s Report – Tax Administrator Robert Mitchum
  - D. Tax Release Requests (Over \$100) – Tax Administrator Robert Mitchum  
Tax Release Requests (Under \$100) - “ “ “ “
  - E. Proclaim April 25-May 2, 2010 “2010 Stewardship Week” Soil & Water Conservation
  - F. Proclaim April 17-May 1, 2010 “Warren County Spring Litter Sweep”
7. Finance Officer – Barry Mayo
  - A. Amendment # 7 to the Capital Project Ordinance Warren County Water & Sewer Dist II, Phase II
  - B. Amendment # 16 to 2009-2010 Warren County Budget Ordinance
  - C. Award Financing Bid to BB&T for \$669,000 for Renovation and New Construction Loan
  - D. Adopt Resolution Approving Financing Terms for Construction of EMS Satellite Units and Renovation of three structures @ \$669,000

8. Boards & Commissions
  - A. Appoint H.Carter, T.Neal, L.Clifton, I.Pitzing, D.Harris to the Afton Elberon VFD Tax Board for two year terms.
  - B. Appoint E.Fields, R.Taylor, S.Burchette, B.Taylor, A.Williams, H.Baskerville, K.Cervantes, S. Peoples, W.Bridges, S.Branche, A.Abbott, S.Townes, B.Epanchin and Linda T. Worth to the Work First Planning Committee
9. Request for Building Permit and Solid Waste fee waiver to replace home destroyed by fire – Earlie Greene
10. Request extension of time on limited position, Building & Grounds Maintenance Worker II - Elgin Lane
11. Designate voting delegate to the NC Rural Water Association’s Annual Meeting - Macon Robertson
12. Schedule Public Hearing for Closeout of 08-C-1865 CDBG Water Hook-Up Program
13. Convey Old Cell Phones to Citizens Against Domestic Violence
14. County Manager – Linda T. Worth
  - A. Report of Contracts Executed
  - B. Warren County Armory Civic Center Rental Agreement & Fee Schedule
  - C. Termination of Lease for Former Library
  - D. Resolution “Warren County Board of Education Request for Financial Support from NC General Assembly”
  - E. County Manager’s March 2010 Report
15. Adjourn Meeting

**Closed session in accordance with  
G.S. 143-318.11 (a) (7) Personnel Matters.**

Meeting Date: April 5, 2010

CONSENT AGENDA Item # 6A

**SUBJECT:** Approve Minutes

**REQUESTED BY:** Clerk to the Board

**SUMMARY:** Approve Minutes of March 1, 2010:  
*Public Hearing – Amendment to Zoning Ordinance*  
*Public Hearing – Amendment to Subdivision Ordinance*  
**Regular 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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**Approve Minutes of March 1, 2010:**

Public Hearing – Amendment to Zoning Ordinance

Public Hearing – Amendment to Subdivision Ordinance

**Regular Meeting**

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

Meeting Date: April 5, 2010

CONSENT AGENDA Item # 6B

**SUBJECT:** Approve Interest Income Report

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

**SUMMARY:** Interest Income Report for the month of February 2010 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 February 2010**

FUND	FEBRUARY INCOME	FISCAL YEAR TO - DATE
General	674.44	10,858.42
Revaluation	6.31	155.45
E 911 Telephone System	33.99	1,003.46
Buck Spring Project	15.15	422.24
Ambulance Storage Facility	0.21	5.75
Library Building Project Fund	0.24	4.02
National Guard Armory	7.61	175.91
Regional Water Enterprise Fund	23.46	633.45
District 1 Enterprise Fund	34.72	837.01
Solid Waste	25.63	319.16
District II Enterprise Fund	32.62	757.25
District III Capital Project Fund	10.85	290.85
District III Phase II BANS	0.20	5.51
District III Enterprise Fund	21.09	340.04
Soul City Pump Station Improvements	0.21	5.89
District II Phase II	0.48	12.71
	887.21	15,827.12

**Meeting Date: April 5, 2010**

**CONSENT AGENDA Item # 6C**

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

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

**SUMMARY: Tax Collector's Report for the month of February 2010 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 FEBRUARY 2010**

**Current Year Collections**

Tax Year	Charge	Collected in FEBRUARY	Collected to Date	Balance Outstanding	Percentage Collected
FEBRUARY 2010 FY10	\$15,063,911	\$391,051	\$13,836,219	\$1,227,692	91.85%
FEBRUARY 2009 FY09	\$13,047,263	429,928	11,923,694	1,123,570	91.39%

**Delinquent Collections**

2008	\$688,585	\$39,414	\$383,992	\$ 304,593	55.77%
2007	259,054	10,023	51,993	207,061	20.07%
2006	195,741	4,558	27,079	168,662	13.83%
2005	155,281	3,488	17,774	137,507	11.45%
2004	124,099	974	8,052	116,046	6.49%
2003	99,930	407	3,478	96,452	3.48%
2002	178,411	480	56,065	122,346	31.42%
2001	171,644	522	1,996	169,648	1.16
2000	96,871	773	2,111	94,760	2.18%
1999	41,772	467	1,760	40,012	4.21%
<b>Total Delinquent Years</b>	<b>\$ 2,011,388</b>	<b>\$61,106</b>	<b>\$ 554,300</b>	<b>\$ 1,457,087</b>	

**Other FEBRUARY Receipts**

County Penalties  
Landfill User Fees  
Municipalities  
Fire District Taxes  
Advance Taxes

\$ 22,792	\$ 135,755
\$ 72,398	\$ 979,468
\$ 22,028	\$ 648,907
\$ 26,490	\$ 628,631
\$ 3,659	\$ 5,171

**FEBRUARY GRAND TOTAL**

<b>\$ 599,524</b>	<b>\$ 16,788,451</b>
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*R. Edwin Mitchum*

R. Edwin Mitchum, Tax Collector      Date 03/25/2010

**Meeting Date: April 5, 2010**

**CONSENT AGENDA Item # 6D**

**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

4/5/2010

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

**ERROR CORRECTION RELEASES:**

BAIRD P B HEIRS C/O CLARY	2009 2301 333	L2B 18 2Z	21045	\$1,153.38	CLERICAL
BRUNSON AMOS & TENA	2009 8600 301	E5 214 B1	23878	\$264.95	CLERICAL
DAVIS ALICE	2005 23762 105	H8 11F	42054	\$946.56	MH DID NOT CLOSE
EVANS JONATHAN R	2009 2774 200	DW	26714	\$437.89	DBL LIST
JONES JEFFREY & JOYELL	2009 27266 300	C10 136	6865	\$536.37	CLERICAL
PRIVETT CHRIS	2009 10544 301	A4 34	6746	\$890.47	CLERICAL
RUDD WANDA	2009 19252 200	DW	27744	\$108.68	CLERICAL
WATSON JOHN	2009 42732 300	K6 72	13499	\$144.08	MAPPING
WATSON JOHN	2008 42732 108	K6 72	49496	\$93.32	MAPPING
WATSON JOHN	2007 42732 107	K6 72	49496	\$92.71	MAPPING
WATSON JOHN	2006 42732 106	K6 72	41943	\$105.81	MAPPING
WATSON JOHN	2005 42732 104	K6 72	38868	\$112.65	MAPPING
WATSON JOHN	2004 42732 103	K6 72	37363	\$117.08	MAPPING
WATSON JOHN	2003 42732 103	K6 72	37363	\$117.08	MAPPING
WATSON JOHN	2002 42732 102	K6 72	36003	\$115.34	MAPPING
WATSON JOHN	2001 42732 101	K6 72	34820	\$123.98	MAPPING
WATSON JOHN	2000 42732 100	K6 72	33732	\$131.94	MAPPING
WATSON JOHN	1999 42732 99	K6 72	32770	\$133.91	MAPPING
WILLIAMS HAYWOOD A	2009 48509 200	SW MH	28774	\$142.71	SITUS
WOFFORD ROBERT	2009 6232 200	SW MH	27108	\$200.77	DBL LIST

**SUB-TOTAL ERROR CORRECTIONS:**

**\$5,969.68**

**MOTOR VEHICLE RELEASES:**

MILLER WILLIAM HENRY	2009 9220 108	WSH9124	51195	\$181.28	SOLD
SMITH MICHAEL T	2009 5034 2752	WYNC5739	66539	\$126.99	REPOED

**SUB-TOTAL MOTOR VEHICLE RELEASES:**

**\$308.27**

**SUB-TOTAL CORRECTION RELEASES:**

**\$5,969.68**

**Total Releases**

**\$ 6,277.95**

*LDW*  
Date: 3/26/10

Under \$100

4/5/2010

**ERROR CORRECTION RELEASES:**

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD #</u>	<u>AMOUNT</u>	<u>REASON</u>
CAROLINA QUALITY INSTITUTE	2009	3799 200	MACH	27455	\$8.26	BUSINESS CLOSED
HARGROVE OTELIA	2008	17326 108	C2 4D	57684	\$42.92	DBL LIST
<b>SUB-TOTAL ERROR CORRECTIONS:</b>					<b>\$51.18</b>	

**MOTOR VEHICLE RELEASES:**

ALLMAN LEIGH W	2007	18104 107	MXB2857	54938	\$79.10	TRADED
BAILEY ROBERT E	2009	17939 2326	WNJ9267	72989	\$44.22	SOLD
BARHAM BARBARA	2009	152 107	SYZ3529	54076	\$57.75	REPOED
BELL JEANETTE	2009	3515 1005	RRL8909	64792	\$7.20	SOLD
BRAUER LILLIAN R	2009	4525 1160	NNJ3280	73309	\$8.00	GAVE AWAY
BRITT MARGARET A	2009	10630 1256	XNB3577	73405	\$9.68	RUST
CAPITAL CHRYSLER JEEP	2009	34370 2172	ZNL9013	75625	\$88.84	REL TO WAKE
CAPITAL LINCOLN MERCURY	2009	34298 2081	YRM 9665	74230	\$85.26	REL TO WAKE
CHICARIELLI FRANK	2009	3398 2345	WNK6943	73008	\$42.40	SOLD
COOPER HARRIET B	2009	9431 1815	SNX1660	72478	\$36.24	TRADED
COPELAND JAMES A JR	2009	28399 2798	WSF5376	59511	\$87.15	SOLD
EGERTON JEAN P	2009	13101 1034	XWH2000	61012	\$14.80	STOLEN
EVANS WILLIE LEE	2009	3491 2264	3S6543	52380	\$14.08	SOLD
FOGG HESTER CHEEK	2009	8227 1317	XRN8347	61433	\$6.05	SOLD
FOLK CAROLYN B	2009	28479 1593	WTT7613	67140	\$55.10	SOLD
GAVIN JAMES E III	2009	21216 1467	MA3227	61583	\$5.61	REPOED
GRAETER JOHN F	2009	8476 1879	WYY7617	72309	\$19.40	SOLD
HANDOE HARRY C	2009	5430 2699	YYX5265	69992	\$5.74	GAVE AWAY
HARDY MILDRED W	2009	17111 1205	YNC6221	66752	\$6.08	SOLD
HAWKINS RONALD WAYNE	2009	34278 1545	YPY2594	73694	\$37.65	REL TO HALIFAX
HAWKINS TERESA ANN	2009	10040 1066	PNY2104	70076	\$2.46	JUNKED
KING JAMES RONALD	2009	24404 1465	RRL1859	70475	\$25.74	SOLD
KNOX WILLIAM T	2009	3219 1687	SXT1040	70697	\$34.91	SOLD
LAVOCAT RICHARD A	2009	11752 1191	WYY9469	71854	\$7.47	SOLD
LIBBY SUSAN C	2009	24665 1605	PNY3415	72268	\$21.23	SOLD
LOWERY CHARLES W	2009	27050 2282	VWW9209	67829	\$88.05	SOLD
MERENDA DOMINIC RAYMOND	2009	33411 108	YRP1693	54844	\$23.78	CONDITION
NEWTON LUCAS A	2009	32971 2446	TND7029	73109	\$70.40	SOLD
OVERBY JAMES A SR	2009	29612 2524	LZL7940	71534	\$58.44	SOLD
PAYNTER SHELIA B	2009	30318 1886	WTX1905	63807	\$34.84	SOLD
SHEARIN JASON A	2009	23826 1953	PZW2403	69246	\$23.13	SOLD
SHORT GLADYS A	2009	37232 1753	YPS7119	76949	\$48.40	SOLD
WETHINGTON MARK W	2009	8790 1769	XZF6779	67316	\$18.04	SOLD
WILLIAMS ALBERT LEE	2009	34295 1977	YPY2598	74126	\$43.57	REL TO HALIFAX
WILLIAMS ERICA N	2009	32965 2320	YND1331	72983	\$9.76	GAVE AWAY

**SUB-TOTAL MOTOR VEHICLE RELEASES:**

**\$1,220.57**

**SUB-TOTAL CORRECTION RELEASES:**

**\$51.18**

**Total Releases**

**\$ 1,271.75**

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

**Meeting Date: April 5, 2010**

**CONSENT AGENDA Item # 6E**

**SUBJECT: Proclaim April 25-May 2, 2010 “2010 Stewardship Week”**

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

**SUMMARY: Proclamation submitted for Board’s review and adoption.**

**FUNDING SOURCE: N/A**

**APPLICABLE STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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# HABITAT Stewardship Week 2010



## PROCLAMATION

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

Therefore, I do hereby proclaim

**April 25 to May 2, 2010**

**Habitat Stewardship Week**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**C**  
conserving  
natural resources

**Meeting Date: April 5, 2010**

**CONSENT AGENDA Item # 6F**

**SUBJECT: Spring 2010 Litter Sweep**

**REQUESTED BY: Chairman Barry Richardson**

**SUMMARY: Declare April 17 thru May 1, 2010 Warren County Spring 2010 Litter Sweep.**

**FUNDING SOURCE: N/A**

**APPLICABLE STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**State of North Carolina  
County of Warren**

**Resolution of Support  
for the  
April 17 – May 1, 2010 Litter Sweep**

**WHEREAS, Warren County's** continued prosperity is largely dependent upon attracting businesses, industry, and tourism to the area, and,

**WHEREAS, Warren County** has embraced and supports small businesses and increased tourism opportunities; and,

**WHEREAS, Warren County** businesses, traditional and emerging industries all depend on a robust and thriving local economy; and,

**WHEREAS, a Clean Community** is a means of attracting individuals, families, groups and commerce that will:

- Aid in job creation;
- Attract tourists and visitors, and
- Encourage Warren County natives to return home to visit or stay.

**NOW THEREFORE BE IT RESOLVED** that the County of Warren *actively participate in the April 17-May 1, 2010 Litter Sweep as proclaimed by Governor Beverly Perdue in NC DOT's Biannual Clean-up Drive.*

**BE IT FURTHER RESOLVED** *that all Warren County citizens , both young and old, participate in this effort by organizing a clean-up project in your community.*

**ADOPTED THIS 5TH DAY OF APRIL, 2010.**

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**Barry Richardson, Chairman  
Warren County Board of Commissioners**

**Meeting Date: April 5, 2010**

**Item # 7-A**

**SUBJECT: Finance Office**

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

**SUMMARY: Amendment # 7 to the Capital Project Ordinance for Warren County  
Water & Sewer District II Phase II Project**

**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 CAPITAL PROJECT ORDINANCE FOR THE  
WARREN COUNTY WATER & SEWER DISTRICT II PHASE II PROJECT  
(Amendment No. 7)**

**Section 3** of the above-referenced capital project ordinance shall be amended as follows:

**Increase Revenues:**

Investment Earnings	\$	3,050
User Fees		3,875
Sales Tax Refund		<u>6,311</u>
<b>Total</b>	<b>\$</b>	<b>13,236</b>

**Section 4** of the above-referenced capital project ordinance shall be amended as follows:

**Increase/(Decrease) Appropriations:**

Radio Read Meters	4
Transfer to Other Funds - District II Enterprise Fund	<u>13,232</u>
<b>Total</b>	<b>\$ 13,236</b>

Explanation:

This amendment closes the project and moves the remaining funds to the District II Enterprise Fund

Respectfully Submitted 4/5/2010

*Barry J. Mayo/gme*

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Barry J. Mayo  
Finance Director

**Meeting Date: April 5, 2010**

**Item # 7-B**

**SUBJECT: Finance Office**

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

**SUMMARY: Adopt Amendment # 16 to Warren County FY 2009-2010 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. 16**

**Section 1** of the Warren County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Appropriations:

County Commissioners	297
County Manager	297
Human Resources	297
Tax Assessor	7,807
Tax Collection	7,807
Board of Elections	18,087
Buildings, Grounds & Maintenance	(5,891)
Sheriff's Office	8,407
Central Communications	245,812
Detention Facility	5,000
Health Department	4,928
DSS Administration	16,294
Youth Services Bureau	250
<b>Total</b>	<b>\$ 309,392</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	5,178
Restricted Intergovernmental - Other	26,494
Restricted Intergovernmental - DSS 1571	16,294
Transfer from Other Funds	245,812
Fund Balance Appropriated	15,614
<b>Total</b>	<b>\$ 309,392</b>

**Section 13. Expenditures.** Of the Warren County Budget Ordinance, pertaining to District II Water System Enterprise Fund, shall be amended as follows:

Project Reserves	<b>\$ 13,236</b>
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**Section 14. Revenues.** Of the Warren County Budget Ordinance, pertaining to District II Water System Enterprise Fund, shall be amended as follows:

Transfer from Other Funds - District II Phase II Capital Project	<b>\$ 13,236</b>
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**Section 17. Expenditures.** Of the Warren County Budget Ordinance, pertaining to Enhanced 911 System Funds, shall be amended as follows:

Transfer to Other Funds - General Fund	<b>\$ 245,812</b>
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**Section 18. Revenues.** Of the Warren County Budget Ordinance, pertaining to Enhanced 911 System Funds, shall be amended as follows:

Fund Balance Appropriated	<b>\$ 245,812</b>
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**This amendment:**

- appropriates funds to the County Commissioners budget for HVAC repairs.  
Funding Source: Buildings, Grounds & Maintenance - Contingency
- appropriates funds to the County Managers budget for HVAC repairs.  
Funding Source: Buildings, Grounds & Maintenance - Contingency
- appropriates funds to the Human Resources budget for HVAC repairs.  
Funding Source: Buildings, Grounds & Maintenance - Contingency
- appropriates funds to the Tax Assessor to furnish newly renovated Tax Administration Building.  
Funding Source: Fund Balance Appropriated
- appropriates funds to the Tax Collection to furnish newly renovated Tax Administration Building.  
Funding Source: Fund Balance Appropriated
- appropriates funds to the Board of Elections for precinct upgrade and repair.  
Funding Source: HAVA Grant
- appropriates funds to the Sheriff's Office for computer equipment.  
Funding Source: Drug Forfeitures
- appropriates funds to Detention Center for roofing repairs.  
Funding Source: Buildings, Grounds & Maintenance - Contingency
- appropriates funds to Health Department to agree with State allocation.  
Funding Source: NC Dept of Environment and Natural Resources
- appropriates funds to DSS to agree with State allocation.  
Funding Source: NC Dept of Health and Human Services
- appropriates funds to Youth Services Bureau for Youth Festival.  
Funding Source: Warren County Health Department - Healthy Carolinians Grant
- transfers remaining funds from District II Phase II Capital Project to District II Enterprise Fund.  
Funding Source: District II Phase II Capital Project
- appropriates funds to Central Communications for the new E-911 System.  
Funding Source: Transfer from Other Funds - E-911

Respectfully Submitted 04/05/2010

Barry J. Mayo

Barry J. Mayo, Finance Director

**Meeting Date: April 5, 2010**

**Item # 7-C**

**SUBJECT: Finance Office**

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

**SUMMARY: Award Financing Bid to BB&T for \$669,000 loan to renovate existing facilities and new construction of EMS Satellite Sites**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend Approval

**NOTES:**

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## MEMORANDUM

**TO:** Warren County Board of Commissioners  
**FROM:** Linda T. Worth, County Manager *LW*  
**DATE:** March 30, 2010  
**RE:** Request to Change Lender for County Renovation & New Construction Projects

As you will recall, last fall the Board of Commissioners accepted the financing proposal from Southern Bank in the amount of \$669,000 for the following renovation and new construction projects:

- 1) Construction of two EMS Satellite Facilities
- 2) Renovation of Armory, Former Library, and Mental Health Building

The Finance Director, County Attorney, County Closing Attorney and I have been working for several months with representatives of Southern Bank to close the loan. However, due to issues related to collateral for the Mental Health Building renovations that we are unable to resolve with the bank, we are of the opinion it is in the best interest of Warren County to move on to the next low bidder's proposal, Branch Banking & Trust Company (BB&T), to secure this loan.

Attached for the Board's consideration and approval is BB&T's proposal to finance \$669,000 for 15 years at an interest rate of 4.76%. Also attached for the Board's approval are a Resolution Approving Financing Terms and a semi-annual amortization schedule for information on payments.

We greatly appreciate your favorable consideration to approve BB&T's financing proposal by adopting the Resolution Approving Financing Terms so we can move forward expeditiously to close the loan. Please advise if there are any questions or concerns regarding this matter.

cc: Barry Mayo, Finance Director  
Karlene Turrentine, County Attorney  
Lori Renn, County Closing Attorney  
Attachments

March 26, 2010

Barry J. Mayo  
 Finance Director  
 Warren County  
 Post Office Box 185  
 Warrenton, North Carolina 27589

Governmental Finance  
 5130 Parkway Plaza Blvd.  
 Charlotte, NC 28217  
 (704) 954-1700  
 Fax (704) 954-1799

Dear Mr. Mayo:

Branch Banking and Trust Company ("BB&T") is pleased to offer this proposal for the financing requested by the Warren County ("County").

- (1) **Project:** Construction of two Emergency Management Services Satellite Units & Renovation of three Existing Structures
- (2) **Amount To Be Financed:** \$ 669,000.00
- (3) **Interest Rates, Financing Terms and Corresponding Payments:**

<u>Term</u>	<u>Rate</u>
15 years	4.76%

Payments shall be semi-annually in arrears, as requested. See the attached amortization schedule(s) for information on payments.

The financing proceeds shall be deposited on behalf of the County in a project fund account with Branch Banking & Trust. Earnings on the project fund shall accrue to the benefit of the County for use on Project costs or interest payments.

The interest rate stated above is valid for a closing not later than 45 days after today. Closing of the financing shall be in person and is contingent upon completing documentation acceptable to BB&T and upon the title and condition of the property acceptable to BB&T. BB&T shall require copies of the plans and specifications and an estimated expenditure budget in advance of closing for our review. Additionally, we shall review your most recent financial statements before funding this transaction.

Remuneration for our legal review expenses and underwriting for this financing transaction shall be \$4900.00. All applicable taxes, surveys, zoning, appraisals, permits, costs of environmental studies, title insurance premiums, LGC approval fees, costs of counsel for the County and any other costs shall be the County's responsibility and separately payable by the County. The financing documents shall allow prepayment of the principal balance in whole on a scheduled payment date with a 1% prepayment premium. BB&T shall allow prepayment of the principal balance in part solely from any excess construction proceeds.

The stated interest rate assumes that the County expects to borrow less than \$30,000,000 in calendar year 2010 and that the County shall comply with IRS Code Sections 141, 148, 149(e) and Section 265(b)(3). BB&T reserves the right to terminate its interest in this bid or to negotiate a mutually acceptable rate if the financing is not a qualified tax-exempt financing.

**(4) Security:**

This financing shall be secured by a first lien security interest on (a) all personal property acquired with financing proceeds, (b) all improvements to real estate that are constructed or improved with financing proceeds including the County Armory, the Old Library, and the two EMS satellite units, and (c) all real estate acquired with financing proceeds.

**(5) Financing Documents:**

BB&T and its counsel shall prepare the deed of trust and all documentation for the County. We shall provide a sample of those documents to you should BB&T be the successful proposer.

\* \* \* \* \*

BB&T appreciates the opportunity to provide this financing proposal and requests to be notified within ten days of this proposal should BB&T be the successful proposer.

BB&T shall have the right to cancel this offer by notifying the County of its election to do so (whether or not this offer has previously been accepted by the County) if at any time prior to the closing there is a material adverse change in the County's financial condition, if we discover adverse circumstances of which we are currently unaware, if we are unable to agree on acceptable documentation with the County or if there is a change in law (or proposed change in law) that changes the economic effect of this financing to BB&T. We reserve the right to negotiate and/or terminate our interest in this transaction should we be the successful proposer.

Should we become the successful proposer, we have attached the form of a resolution that your governing board can use to award the financing to BB&T. If your board adopts this resolution, then BB&T shall not require any further board action prior to closing the transaction.

Please call me at (704) 954-1700 with your questions and comments. We look forward to hearing from you.

Sincerely,

BRANCH BANKING AND TRUST COMPANY



F. Louis Loyd III/BAS  
Senior Vice President

Enclosure

Warren County, NC  
 Construction of two Emergency Management Services  
 Satellite Units & Renovation of three Existing Structures

Compound Period ..... : Semiannual

Nominal Annual Rate .... : 4.760 %

CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	03/26/2010	669,000.00	1		
2 Payment	09/26/2010	22,300.00	30	Semiannual	03/26/2025
Fixed Principal (+Int.)					

AMORTIZATION SCHEDULE - Normal Amortization, 360 Day Year

	Date	Payment	Interest	Principal	Balance
Loan	03/26/2010				669,000.00
2010 Totals		0.00	0.00	0.00	
1	09/26/2010	38,222.20	15,922.20	22,300.00	646,700.00
2	03/26/2011	37,691.46	15,391.46	22,300.00	624,400.00
2011 Totals		75,913.66	31,313.66	44,600.00	
3	09/26/2011	37,160.72	14,860.72	22,300.00	602,100.00
4	03/26/2012	36,629.98	14,329.98	22,300.00	579,800.00
2012 Totals		73,790.70	29,190.70	44,600.00	
5	09/26/2012	36,099.24	13,799.24	22,300.00	557,500.00
6	03/26/2013	35,568.50	13,268.50	22,300.00	535,200.00
2013 Totals		71,667.74	27,067.74	44,600.00	
7	09/26/2013	35,037.76	12,737.76	22,300.00	512,900.00
8	03/26/2014	34,507.02	12,207.02	22,300.00	490,600.00
2014 Totals		69,544.78	24,944.78	44,600.00	
9	09/26/2014	33,976.28	11,676.28	22,300.00	468,300.00
10	03/26/2015	33,445.54	11,145.54	22,300.00	446,000.00
2015 Totals		67,421.82	22,821.82	44,600.00	
11	09/26/2015	32,914.80	10,614.80	22,300.00	423,700.00
12	03/26/2016	32,384.06	10,084.06	22,300.00	401,400.00
2016 Totals		65,298.86	20,698.86	44,600.00	
13	09/26/2016	31,853.32	9,553.32	22,300.00	379,100.00
14	03/26/2017	31,322.58	9,022.58	22,300.00	356,800.00
2017 Totals		63,175.90	18,575.90	44,600.00	
15	09/26/2017	30,791.84	8,491.84	22,300.00	334,500.00
16	03/26/2018	30,261.10	7,961.10	22,300.00	312,200.00

Warren County, NC  
 Construction of two Emergency Management Services  
 Satellite Units & Renovation of three Existing Structures

Date	Payment	Interest	Principal	Balance
2018 Totals	61,052.94	16,452.94	44,600.00	
17 09/26/2018	29,730.36	7,430.36	22,300.00	289,900.00
18 03/26/2019	29,199.62	6,899.62	22,300.00	267,600.00
2019 Totals	58,929.98	14,329.98	44,600.00	
19 09/26/2019	28,668.88	6,368.88	22,300.00	245,300.00
20 03/26/2020	28,138.14	5,838.14	22,300.00	223,000.00
2020 Totals	56,807.02	12,207.02	44,600.00	
21 09/26/2020	27,607.40	5,307.40	22,300.00	200,700.00
22 03/26/2021	27,076.66	4,776.66	22,300.00	178,400.00
2021 Totals	54,684.06	10,084.06	44,600.00	
23 09/26/2021	26,545.92	4,245.92	22,300.00	156,100.00
24 03/26/2022	26,015.18	3,715.18	22,300.00	133,800.00
2022 Totals	52,561.10	7,961.10	44,600.00	
25 09/26/2022	25,484.44	3,184.44	22,300.00	111,500.00
26 03/26/2023	24,953.70	2,653.70	22,300.00	89,200.00
2023 Totals	50,438.14	5,838.14	44,600.00	
27 09/26/2023	24,422.96	2,122.96	22,300.00	66,900.00
28 03/26/2024	23,892.22	1,592.22	22,300.00	44,600.00
2024 Totals	48,315.18	3,715.18	44,600.00	
29 09/26/2024	23,361.48	1,061.48	22,300.00	22,300.00
30 03/26/2025	22,830.74	530.74	22,300.00	0.00
2025 Totals	46,192.22	1,592.22	44,600.00	
Grand Totals	915,794.10	246,794.10	669,000.00	

**Meeting Date: April 5, 2010**

**Item # 7-D**

**SUBJECT: Finance Office**

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

**SUMMARY: Adopt Resolution Approving Financing Terms for construction of EMS  
Satellite Site Units and renovation of three structures at \$669,000.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend Approval

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**NOTES:**

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**Resolution Approving Financing Terms**

**WHEREAS:** The Warren County ("County") has previously determined to undertake a project for construction of two Emergency Management Services Satellite Units and renovation of three existing structures (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

**BE IT THEREFORE RESOLVED, as follows:**

1. The County hereby determines to finance the Project through Branch Banking and Trust Company ("BB&T"), in accordance with the proposal dated March 26, 2010. The amount financed shall not exceed \$669,000.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 4.76%, and the financing term shall not exceed fifteen (15) years from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the County are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution. The Financing Documents shall include a Financing Agreement and Deed of Trust and a Project Fund Agreement as BB&T may request.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by County officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The County shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The County hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The County intends that the adoption of this resolution will be a declaration of the County's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the BB&T financing described above. The County intends that funds that have been advanced, or that may be advanced, from the County's general fund, or any other County fund related to the project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of County officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

By: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Title: \_\_\_\_\_

SEAL

**Meeting Date: April 5, 2010**

**Item # 8-A**

**SUBJECT: Appointments to Boards & Commissions**

**REQUESTED BY: Joey Andrews, Afton Elberon VFD Tax Board**

**SUMMARY: Individuals presented for appointment to the Afton Elberon VFD Tax District Board for a two year term:**

**Harry Carter  
Isadore Pitzing**

**Troy Neal  
Dennis Harris**

**Lindsey Clifton**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Meeting Date: April 5, 2010**

**Agenda Item # 8-B**

**SUBJECT: Boards & Commissions**

**REQUESTED BY: Alice Abbott, Work First Coordinator**

**SUMMARY: It is presented to appoint the individuals on the attached list to the Warren County Work 1<sup>st</sup> Planning Committee for a three (3) year term, expiring 2012.**

**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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## **2010 – 2012 Term**

Essie Fields, DSS - Human Resource Coordinator

Renee F. Taylor, Employment Security

Sharon Burchette, DSS - Child Care Coordinator

Betty H. Taylor, KARTS - Transportation Coordinator

April D. J. Williams, School Social Worker

Hilda Baskerville, Health Dept – Health Educator

Kristie N. Cervantes, DSS – IMC II Lead Worker

Sonny Peoples, At-large

Warren M. Bridges, Employment Consultant

Sherena Branche, DSS – Social Worker II

Alice Abbott, DSS – Work First/Family Children Supervisor

Shelia Y. Townes, At-Large

Barbara B. Epanchin, Five County Mental Health Authority

Linda T. Worth, Warren County Manager

RECEIVED

STATEMENT OF INTEREST TO SERVE

11 23 2010

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

WARREN COUNTY MANAGER'S OFFICE

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

1. Health Care Planning Committee
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name Garvin M. Fields

Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_

Mailing Address: 194 No Bottom Rd

City and Zip Code Warrenton, N.C. 27589

Street Address \_\_\_\_\_

City and Zip Code \_\_\_\_\_

Home Phone (952) 257-4595 Work Phone (252) 257-5819

Job Title Human Resource Coordinator

Company or Agency Warren County D.S.S.

Email Address gfields@warren.warrenton.nc.us

Do you live in the county? Yes  No

Please list your County Commissioner District ONE  
(This information can be obtained from the Board of Elections of (252) 257-2714).

Educational Background

Name and Address of High School Attended John H. Hawkins Warrenton, N.C.

Name and Address of College Attended Appalachian University Raleigh, N.C.

Degree Received Ph.D. Elementary Education

Please list any military experience None

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

Double click  
on document  
to see all  
Statements of  
Interest to Serve

**Meeting Date: April 5, 2010**

**Agenda Item # 9**

**SUBJECT: Request for Building & Environmental Fee Reimbursement**

**REQUESTED BY: Earlie Greene**

**SUMMARY: Mr. Greene experienced a burn out at his home on Pearl Harbor, Road in Littleton, and is requesting the County waive building and environmental fees associated with replacing his home. Fees have already been paid and will be reimbursed if approved in the amount of \$365.**

**FUNDING SOURCE:**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Meeting Date: April 5, 2010**

**Agenda Item # 10**

**SUBJECT: Personnel Matters**

**REQUESTED BY: Elgin Lane, Human Resources Manager**

**SUMMARY: Request extension of time to June 30, 2010 for Building and Grounds Maintenance Worker II position. Original hire was for 18 month period which ends May 17, 2010. Building & Grounds Department budget will need to be amended to add \$4,400 to accommodate the cost of salary and fringes through June 30<sup>th</sup>.**

**FUNDING SOURCE:**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**\_\_\_Recommend approval with additional funds to be appropriated from contingency.\_\_\_\_\_**  
\_\_\_\_\_

**NOTES:**

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\_\_\_\_\_

# *MEMORANDUM*

**TO:** Warren County Board of Commissioners

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

**DATE:** March 25, 2010

**RE:** Extension of Time Limited Position

At the October 6, 2008 Board of County Commissioners meeting, you may recall approving a full-time Building and Grounds Maintenance Worker II position with a time limited status of 18 months.

Mr. Jeffrey Walthall was hired on November 17, 2008 as the Building and Grounds Maintenance Worker II and with an 18 month time limited status, his employment is scheduled to end on May 17, 2010. Mr. Walthall's duties have consisted of providing skilled carpentry work in construction, maintenance, remodeling and repair of County buildings. There is a need for this position to continue to provide support to upcoming scheduled projects such as the remodeling of the old Library, the construction of the new EMS substations as well as the renovation of the old Mental Health Building.

I am requesting that you consider extending the time limited status for this Building and Grounds Maintenance Worker II position until the end of this fiscal year which is June 30, 2010. The Building and Grounds Maintenance department budget will need to be amended by \$4,400 to accommodate the cost of salary and fringes through June 30, 2010. It is also very likely that a proposal to continue this Building and Grounds Maintenance Worker II position beyond June 30 will be included in the upcoming 2010-11 fiscal year budget. Thanks in advance for your consideration.

**Meeting Date: April 5, 2010**

**Agenda Item # 11**

**SUBJECT: Designate Voting Delegate to NC Rural Water Association**

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

**SUMMARY: It is requested to designate Macon Robertson as voting delegate to above referenced annual meeting.**

**FUNDING SOURCE:**

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

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

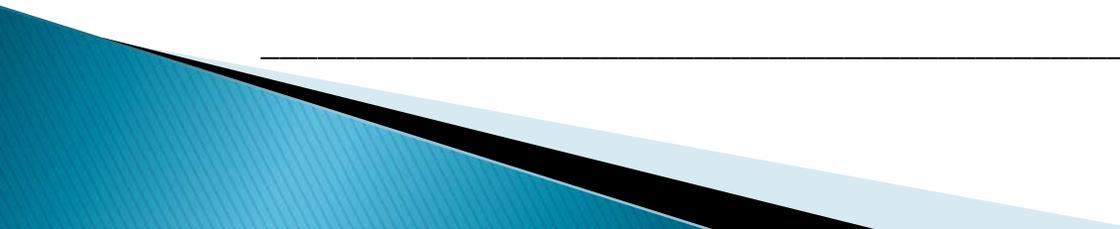
**COUNTY MANAGER'S RECOMMENDATION:**

Recommend Approval

**NOTES:**

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**Meeting Date: April 5, 2010**

**Agenda Item # 12**

**SUBJECT: Schedule Public Hearing**

**REQUESTED BY: Julie Reid, COG - CDBG Grant Administrator**

**SUMMARY: In order to close out FY 2008 CDBG Water Hook-Up Grant Program 08-C-1865, a required public hearing is necessary. Suggested date and time: Monday, May 3, 2010 at 9:45 am.**

**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: April 5, 2010**

**Agenda Item # 13**

**SUBJECT: Conveyance of Private Property**

**REQUESTED BY: Clerk to the Board**

**SUMMARY: Adopt resolution conveying three (3) cell phones from Health Department to Citizens Against Domestic Violence.**

**FUNDING SOURCE:**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend Approval  
\_\_\_\_\_

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

State of North Carolina

County of Warren

*Resolution Conveying Personal Property  
By  
Private Sale*

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

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

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

**NOW, THEREFORE BE IT RESOLVED**, that the Warren County Board of Commissioners hereby orders the County Manager to dispose of and convey by private sale to Citizens Against Domestic Violence (CADV), three (3) cellular telephones withdrawn from use by the Warren County Health Department at a negotiated price of \$1.00.

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

**Adopted this 5<sup>th</sup> day of April 2010.**

**WARREN COUNTY BOARD OF COMMISSIONERS**

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**Barry Richardson, Chairman**

**ATTEST:**

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Angelena Kearney-Dunlap, Clerk to the Board

§ 160A-267. Private sale.

When the council proposes to dispose of property by private sale, it shall at a regular council meeting adopt a resolution or order authorizing an appropriate city official to dispose of the property by private sale at a negotiated price. The resolution or order shall identify the property to be sold and may, but need not, specify a minimum price. A notice summarizing the contents of the resolution or order shall be published once after its adoption, and no sale shall be consummated thereunder until 10 days after its publication. (1971, c. 698, s. 1; 1979, 2nd Sess., c. 1247, s. 24.)

**Meeting Date: April 5, 2010**

**Agenda Item # 14-A**

**SUBJECT: County Manager**

**REQUESTED BY: Linda T. Worth, Warren County Manager**

**SUMMARY: County Manager has been granted authorization to approve contracts up to but not to exceed \$50,000. Submitted for Board's information:**

Tax Administration

CDBG Program

Turner Business Appraisers, Inc.  
P.O. Box 1857  
Matthews, NC 28106-1857

Atty. Marvin P. Rooker  
P.O. Box 178  
Warrenton, NC 27589

**FUNDING SOURCE:**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Double click  
on document  
to view all  
Contracts &/or  
Agreements  
approved by  
County Manager**

**MEMORANDUM**

**TO:** Warren County Board of Commissioners  
**FROM:** Linda T. Worth, County Manager *LW*  
**DATE:** March 30, 2010  
**RE:** Notice of Contracts Executed by the Manager

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

Tax Administration

Turner Business Appraisers, Inc.  
P.O. Box 1857  
Matthews, NC 28106-1857

Turner Business Appraisers, Inc. (TBA) will furnish NCGS audit services on certain of Warren County's business personal property taxpayers. Audits to be performed shall include services to verify the accuracy in the taxpayer's listing. TBA will be reimbursed 30% of taxes resulting from discoveries of unlisted or under-listed property, including penalties and interest for the current year plus any applicable previous years pursuant to NCGS 105-312. TBA will not receive any future revenues generated from discoveries. All expenses incurred by TBA in performing audits under the agreement shall be the responsibility of TBA.

At the request of the Tax Administrator, TBA will make a presentation on the tax audit program to the Board of County Commissioners at the Board's Work Session on April 21, 2010.

**Meeting Date: April 5, 2010**

**Agenda Item # 14-B**

**SUBJECT: County Manager**

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

**SUMMARY: Warren County Armory Civic Center Rental Agreement & Fee  
Schedule for adoption.**

Attached is a proposed Rental Agreement for the Warren County Armory Civic Center for the Board's review and approval. This agreement establishes: 1) facility use rules and regulations, 2) the various groups permitted to use the facility, and 3) rental and other associated fees for facility rentals.

**FUNDING SOURCE:**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend Approval  
\_\_\_\_\_

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

**Double click  
on document  
to view Rental  
Agreement &  
Fee Schedule**

**MEMORANDUM**

**TO:** Warren County Board of Commissioners

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

**DATE:** March 30, 2010

**RE:** Armory Civic Center Rental Agreement & Fee Schedule

Attached is a proposed Rental Agreement for the Warren County Armory Civic Center for the Board's review and approval. This agreement establishes: 1) facility use rules and regulations, 2) the various groups permitted to use the facility, and 3) rental and other associated fees for facility rentals.

My staff and I reviewed several similar agreements for non-profit and private-owned facilities located in surrounding counties when drafting the proposed agreement. We also considered the County's overhead costs of operating, maintaining and cleaning the facility when the proposed rental rates were established. Additionally, liability issues associated with facility rentals was also considered. I am of the opinion the proposed agreement protects Warren County from excessive exposure to liability and establishes fair rental rates for facility rentals.

Your consideration and approval of this agreement is appreciated. Please advise if there are any questions or concerns regarding this matter.

cc: Atty. Karlene Turrentine, County Attorney  
Attachment

**Meeting Date: April 5, 2010**

**Agenda Item # 14-C**

**SUBJECT: County Manager**

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

**SUMMARY: Presented to terminate lease of Former Library; Landlord-Board of Commissioners for County of Warren, Tenant-Warren Co. Memorial Library, Inc.**

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend Approval

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**NOTES:**

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**Double click  
on document  
to view entire  
documentation.**

**MEMORANDUM**

**TO:** Warren County Board of Commissioners  
**FROM:** Linda L. Worth, County Manager *LW*  
**DATE:** March 30, 2010  
**RE:** Termination of Lease Agreement for Former Library

Attached is a Termination of Lease between the Board of Commissioners for the County of Warren (Landlord) and The Warren County Memorial Library, Incorporated (Tenant). The leases being terminated date back to April 2, 1934 and July 18, 1950 and were for the use of the former Library building on Courthouse Square. Because the Library has been relocated, the lease agreements must be terminated as a prerequisite to financing the loan to pay for the proposed renovations to the building. The Termination of Lease has been executed by Atty. Susan M. Thompson, Chairperson, of the Warren County Memorial Library Trustee Board.

Your favorable consideration to approve the Termination of Lease is greatly appreciated. Please advise if there are any questions or concerns regarding this matter.

cc: Barry Mayo, Finance Director  
Karlene Turrentine, County Attorney  
Lori Renn, County Closing Attorney  
Attachments

**Meeting Date: March 1, 2010**

**Agenda Item # 14-D**

**SUBJECT: County Manager**

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

**SUMMARY: Adopt Resolution “Warren County Board of Education Request for Financial Support From the NC General Assembly”**

**FUNDING SOURCE:**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend Approval  
\_\_\_\_\_  
\_\_\_\_\_

**NOTES:**

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

**STATE OF NORTH CAROLINA  
COUNTY OF WARREN**

**RESOLUTION IN SUPPORT  
OF  
WARREN COUNTY BOARD OF EDUCATION'S REQUEST  
FOR  
FINANCIAL SUPPORT FROM THE  
NORTH CAROLINA GENERAL ASSEMBLY**

**WHEREAS**, the Warren County Public School System is in a Tier I county with limited financial resources to fund many of the pressing needs; and

**WHEREAS**, Warren County Schools are making a concerted effort to improve the education of children through high school reform and the creation of new innovative schools designed to offer students and parents a choice in their educational environment; and

**WHEREAS**, Warren New Tech High School is the first of two innovative high schools that have demonstrated significant improvements in student performance, lowering the dropout rate, generating greater parental involvement, increasing student attendance, and building strong community support.

**WHEREAS**, Warren County Schools' efforts to improve its school system will aid the County of Warren in its desire to make the county more attractive for families and businesses and will enhance economic and community development; and

**WHEREAS**, the County of Warren and Warren County Schools have made a good faith effort to meet the increasing financial demands presented by the additional requirements of the Warren New Tech High School construction project; and

**WHEREAS**, the County of Warren supports the Warren County School System in efforts to improve educational offerings for the county's most valued assets: its youth, which are our promise for the future.



**NOW, THEREFORE, BE IT RESOLVED** that the Warren County Board of Commissioners wholeheartedly supports the Warren County School System in its request to the North Carolina General Assembly to assist Warren County in whatever way possible with the identified need for funding assistance from the NC Department of Transportation or other appropriate agency to assist with costs associated with constructing a turn lane to serve the Warren New Tech High School as recommended by the NC Department of Transportation.

**ADOPTED** this 5<sup>th</sup> day of April, 2010.

Warren County Board of Commissioners

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Barry Richardson, Chairman

ATTEST:

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Angelena Kearney-Dunlap, Clerk

**Meeting Date: March 1, 2010**

**Agenda Item # 14-E**

**SUBJECT: County Manager's Report for March 2010**

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

**SUMMARY: Submitted for Board's review and approval.**

**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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## **Administration**

- Prepared for and attended Board of Commissioners Public Hearing and Regular Meeting (3/1/10)
- Met with Ronnie Goswick, Triangle North Attorney and County Managers to discuss establishing streamlined permitting processes for Triangle North Hub Sites (3/2/10)
- Participated in a conference call with a grad student discussing the Golden LEAF Community Assistance Initiative process in Warren County (3/2/10)
- Met with Finance Director and Public Utilities staff to discuss response to LGC regarding Public Utilities Enterprise Audits (3/3/10)
- Attended Firemen's Association meeting to discuss Fire Radio Concerns (3/3/10)
- Met with Cathy Alston-Kearney to discuss Old Jail Renovation Project (3/5/10)
- Met with representative from Town of Norlina to discuss Wastewater Treatment Plant concerns (3/15/10)
- Met with Solid Waste Director to discuss FY 11 budget issues (3/15/10)
- Met with Caterer for Armory Gala Celebration to finalize event requirements (3/16/10)
- Met with Interim Library Director to discuss Library operations (3/17/10)
- Met with Veterans Service Director to conduct 3-month performance evaluation (3/17/10)
- Attended Customer Service Committee Meeting (3/18/10)
- Prepared for and chaired the quarterly Vance-Warren-Granville-Franklin Resource Center Advisory Board Meeting (3/19/10)
- Met with Finance Director and County Attorney to discuss pending loan closings (3/22/10)
- Prepared for and conducted monthly Department Heads Meeting (3/24/10)
- Attended Ethics Training Webinar (3/30/10)

## **Project Updates**

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

The Grand Opening Gala/Fundraiser for the Warren County Armory Civic Center was held on Thursday, 3/25/10. The event was attended by approximately 200 people and was a great success. We were also successful in securing \$4,165 in Armory Civic Center sponsorships. These funds will be used to help purchase furnishings and other necessities for the facility. The Dedication and Ribbon Cutting Ceremony was held on Saturday, 3/27/10 and was attended by approximately 120 people. Following the ribbon cutting, the Armory was

opened for citizens wishing to tour the facility. We will be closing out this project in the next few weeks and begin looking at what needs to be included in Phase II improvements.

### **Construction/Renovation Projects**

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

Work is ongoing on the former Library Building renovation project. We are waiting on plumbing fixtures and carpet to come in. It is estimated this project is approximately 90% 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. Due to ongoing inclement weather, this facility is approximately 15% complete at this time. The Davis-Bugg Road site has been cleared in preparation for site improvements which is also being held up by the weather.

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

Construction has been completed on this project; however, pumps still need to be installed in the pump station and basin clean-out remains to be done. Substantial completion of this project is scheduled for June 1<sup>st</sup>. Some severe problems with some sections of sewer pipe in the Town of Warrenton were uncovered during the rehabilitation that will need to be addressed as additional funding is identified.

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

There have been no new developments with our efforts to obtain funding from the NC Department of Commerce, Division of Community Assistance (DCA) to make critical repairs and upgrades to Warren County's regional wastewater treatment plant that was constructed in the late 1970's. We are continuing to look for other sources of funding 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. Work commenced on March 8, 2010 and the project should be completed on or before August 4, 2010.

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

The contract documents between Warren County and James C. Harris Contractor, LLC have been executed and the Notice to Proceed issued for this project. It is anticipated the infrastructure improvements for the subdivision will be completed well within the 150 days allotted for completion.

### **Other Activities**

- Guest Speaker for SEMAA Winter Awards Program (3/6/10)
- Attended NACo Legislative Conference with Chairman Richardson and Com. Fleming (3/7-10/10)
- Guest on WARR AM Radio Station to promote Armory Civic Center Grand Opening activities (3/13/10)
- Attended Joint Meeting of the Board of Education and Board of County Commissioners (3/18/10)

**Closed Session  
in accordance with**

**G.S. 143-318.11 (a) (7)  
Personnel Matters.**



*Adjourn*

*April 5, 2010 Regular Meeting*