

*WARREN COUNTY  
BOARD OF COMMISSIONERS*

*November 1, 2010*

**9:45 am Public Hearing**  
**2010 CDBG Water Hook-Up Application**

*10:00 AM – Regular Meeting*

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

*9:45 AM*  
*Public Hearing*

## Call Public Hearing to Order

Clerk read Notice

Overview of  
2010 CDBG Water Hook-Up Application  
Julie Reid, Kerr-Tar COG, CDBG Program Administrator

Public Comments

Comments from:

County Manager  
Board of Commissioners

Adjourn Public Hearing

NORTH CAROLINA  
WARREN COUNTY

**Notice of Public Hearing**

Notice is hereby served that the Warren County Board of Commissioners will hold a public hearing Monday, November 1, 2010 at 9:45 am in the Warren County Memorial Library Community Room, 119 S. Front Street, Warrenton, NC. The purpose of the hearing is to receive comments from the public on the following proposed application for 2010 CDBG Special Projects-Water Hook-up program. Such application must be filed with the Division of Community Assistance on or before 5 PM, November 15, 2010.

Warren County proposes to submit application to hook-up 18-20 households to the County public water system. The application will be in the amount of \$75,000.

Any and all interested citizens are invited to attend this Public Hearing. Assistance or special aids for the handicapped are available upon request. Warren County uses the state TDD number which is: 1-800-735-2982. Questions or comments concerning this Public Hearing or the Community Development Block Grant Program should be addressed to:

Linda T. Worth, County Manager  
County of Warren  
P. O. Box 619  
Warrenton, North Carolina 27589  
lworth@co.warren.nc.us

Warren County is an equal opportunity employer and service provider. Public improvements, housing rehabilitation assistance and other public programs are administered without regard to race, color, creed, sex, religion, familial status, handicap, or national origin. Minority, female and under utilized businesses are encouraged to participate in CDBG Programs.

In accordance with 24 CFR 135, and Section 3, Warren County shall to the greatest extent possible utilize low income, women, minority contractors and under utilized businesses and award contracts when feasible to businesses in, or owned in substantial part by persons residing in project area. Where feasible, opportunities for training and employment will be given to lower income residents located within the project area.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Francine Tunstall al 1-252-438-2040 o en 1734 Graham Avenue, Henderson, NC 27536 de alojamiento para esta solicitud.

Barry Richardson, Chairman  
Warren County Board of Commissioners

I, Janie Miller,  
Editor or Office Manager of The Warren Record, a weekly newspaper publication in the town of Warrenton, Warren County, and state of North Carolina, do so solemnly swear that a legal action entitled:

Public  
Hearing

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

10/20 2010

Janie Miller  
Editor or Office Manager

Sworn to and subscribed before me this

25 day of October, 20 10

Lucille Lee Weldon  
Notary Public

My commission expires: 12-6-14



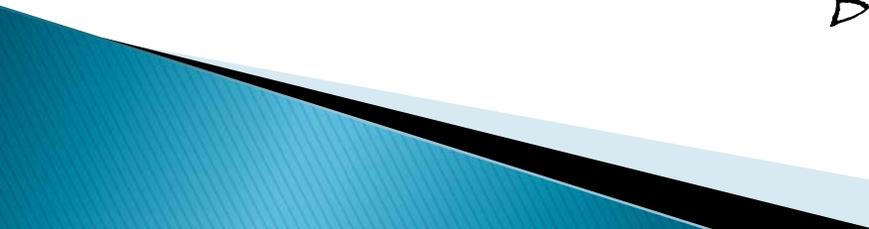
## Public Hearing Procedures

This hearing is being held to hear any persons who wish to be heard relative to the 2010 Community Development Block Grant, Water Hook-Up Application.

### RULES:

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

*Warren County  
Board of Commissioners*

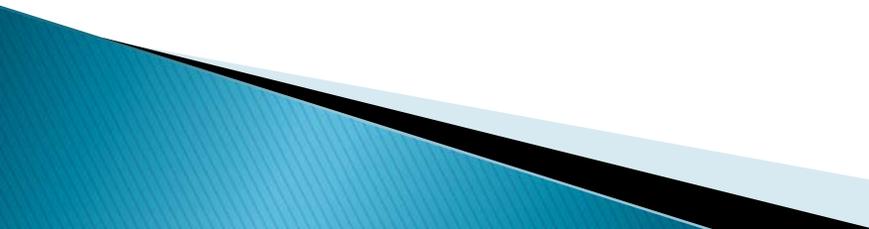


10:00 am  
Call to Order November 1, 2010  
Regular Monthly Meeting  
By  
Chairman or Designee

Agenda Item # 2  
Moment of Silence

Agenda Item # 3  
Conflict of Interest Disclaimer



- ▶ *“Members of the Warren 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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Agenda Item # 4

# 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: November 1, 2010

Agenda Item # 5

**SUBJECT:** Adopt November 1, 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  
NOVEMBER 1, 2010 REGULAR MONTHLY MEETING  
OF THE WARREN COUNTY BOARD OF COMMISSIONERS  
Memorial Library Community Meeting Room  
WARRENTON, NORTH CAROLINA*

# Amended Agenda

**9:45 am Public Hearing  
2010 CDBG Water Hook-Up Application**

- 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 November 1, 2010 Suggested Agenda
- 6 Consent Agenda
  - A. Approve Minutes October 4, 2010 - Regular Monthly 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. Employee Performance Bonds – Register of Deeds Elsie Weldon  
Sheriff Johnny Williams
7. Finance Office – Barry Mayo
  - A. Amendment # 5 to the Warren County FY 10-11 Budget Ordinance
  - B. Capital Project Ordinance Warren County Simulcast System Upgrade
  - C. Capital Project Ordinance Warren County Energy Efficiency ARRA Grant
8. Consider 2010 CDBG Water Hook-Up Application – Julie Reid

# Amended Agenda

9. Board Appointments
  - A. Aging Advisory Council – Ernest Fleming, Virginia Broach & Kathy Harris
  - B. Kerr-Tar Workforce Development Board – Jeffrey Woodard
  - C. Fire Commission – Mark Pitzing
10. DOT Secondary Roads Program – Steve Winstead, District Engineer
11. Follow-up to October 21<sup>st</sup> Board Work Session
  - A. Lake Gaston Association Golden LEAF Grant Application Economic Impact Study – A. Papierniak
  - B. Schedule Public Hearing for Revised Noise Control Ordinance
  - C. Schedule Public Hearing for Amendment to 2008 CDBG Scattered Sites Project – Julie Reid**
12. Contracts and Agreements
  - A. Agreement for the Provision of County-Based Aging Services – Diane Cox
  - B. Warren County School Resource Officer Contract for 2010-2011 School Year
  - C. Amendment # 9 to the Standard Form of Agreement between Owner and Engineer for Professional Services for Water & Sewer District III-Phase II – Macon Robertson
13. Appoint Emergency Services Director/Fire Marshal– Elgin Lane, HR Manager
14. Authorize Remount of 2006 Ford Type III Ambulance – Dennis Paschall, EMS Coordinator
  - A. Declare Ford 2006 Type III Ambulance Surplus
  - B. Award Bid for Remount of 2006 Ford Type III Ambulance to a Chevrolet G4500 cutaway chassis
15. Declare Surplus Property and Authorize Sale via GovDeals Online Auction –Clerk to the Board
16. Adopt Resolution Endorsing the Guiding Principles for Quality Growth
17. County Manager’s Report
  - A. Contracts Approved
  - B. Engineering Contract with AECOM for WWTP Phase I Rehab Project
  - C. Manager’s Report for October 2010
18. Adjourn November 1, 2010 Meeting

**\*\* SPECIAL PRESENTATIONS \*\***

**Closed Session in Accordance with GS 143-318.11 (a)(3)  
Matters Protected By Attorney-Client Privilege.**

Meeting Date: November 1, 2010

**CONSENT AGENDA** Item # 6A

**SUBJECT:**                    **Approve Minutes**

**REQUESTED BY:**        **Clerk to the Board**

**SUMMARY:**                **Minutes have been provided via e-mail to Board Members for review:  
October 4, 2010 - Regular Monthly 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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**October 4, 2010**

- **Regular Monthly Meeting**

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

Meeting Date: November 1, 2010

**CONSENT AGENDA** Item # 6B

**SUBJECT:** Approve Interest Income Report

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

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

| FUND                                | SEPTEMBER<br>INCOME | FISCAL YEAR<br>TO - DATE |
|-------------------------------------|---------------------|--------------------------|
| General                             | 1,703.67            | 3,868.96                 |
| Revaluation                         | 17.80               | 63.70                    |
| E 911 Telephone System              | 45.17               | 161.65                   |
| Buck Spring Project                 | 37.90               | 135.65                   |
| Ambulance Storage Facility          | 29.21               | 106.94                   |
| Library Building Project Fund       | 2.81                | 10.06                    |
| National Guard Armory               | 2.35                | 29.64                    |
| Regional Water Enterprise Fund      | 61.01               | 218.35                   |
| District 1 Enterprise Fund          | 90.99               | 325.64                   |
| Solid Waste                         | 44.42               | 156.01                   |
| District II Enterprise Fund         | 92.00               | 329.24                   |
| District III Capital Project Fund   | 21.45               | 76.77                    |
| District III Phase II BANS          | 0.49                | 1.76                     |
| District III Enterprise Fund        | 75.63               | 270.65                   |
| Soul City Pump Station Improvements | 0.53                | 1.90                     |
|                                     | 2,225.43            | 5,756.92                 |

**Meeting Date: November 1, 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 September 2010 is presented for the Board's information.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Tax Collector's Report  
to the Warren County Board of Commissioners  
For the Month SEPTEMBER 2010**

**Current Year Collections**

| Tax Year       | Charge       | Collected in SEPT | Collected to Date | Balance Outstanding | Percentage Collected |
|----------------|--------------|-------------------|-------------------|---------------------|----------------------|
| SEPT 2010 FY11 | \$14,682,802 | \$721,712         | \$2,422,725       | \$12,260,076        | 16.50%               |
| SEPT 2009 FY10 | \$14,878,996 | 876,920           | 2,342,974         | 12,536,022          | 15.75%               |

**Delinquent Collections**

|                               |                      |                 |                   |                     |        |
|-------------------------------|----------------------|-----------------|-------------------|---------------------|--------|
| 2009                          | \$691,197            | \$28,442        | \$189,158         | \$ 502,038          | 27.37% |
| 2008                          | 241,895              | 3,579           | 14,348            | 227,547             | 5.93%  |
| 2007                          | 188,456              | 2,916           | 7,109             | 181,347             | 3.77%  |
| 2006                          | 160,885              | 2,031           | 5,281             | 155,604             | 3.28%  |
| 2005                          | 129,739              | 1,697           | 4,498             | 125,241             | 3.47%  |
| 2004                          | 11,139,801           | 1,067           | 3,450             | 107,948             | 3.10%  |
| 2003                          | 93,814               | 235             | 2,138             | 91,676              | 2.28%  |
| 2002                          | 115,157              | 164             | 2,084             | 113,074             | 1.81%  |
| 2001                          | 168,296              | 11              | 1,759             | 166,537             | 1.05%  |
| 2000                          | 93,770               | 163             | 1,399             | 92,371              | 1.49%  |
| <b>Total Delinquent Years</b> | <b>\$ 13,023,010</b> | <b>\$40,305</b> | <b>\$ 231,224</b> | <b>\$ 1,763,383</b> |        |

**Other SEPTEMBER Receipts**

County Penalties  
Landfill User Fees  
Municipalities  
Fire District Taxes  
Advance Taxes

|           |            |
|-----------|------------|
| \$ 7,217  | \$ 32,742  |
| \$ 59,781 | \$ 200,830 |
| \$ 23,638 | \$ 85,543  |
| \$ 37,608 | \$ 134,832 |
| \$ 1,712  | \$ 1,712   |

**SEPTEMBER GRAND TOTAL**

|                   |                     |
|-------------------|---------------------|
| <b>\$ 891,973</b> | <b>\$ 3,109,608</b> |
|-------------------|---------------------|

*R Ee mt*

R. Edwin Mitchum, Tax Collector

10/20/2010

Date

**Meeting Date: November 1, 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

11/6/2010

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

**ERROR CORRECTION RELEASES:**

|                            |                |         |       |            |                               |
|----------------------------|----------------|---------|-------|------------|-------------------------------|
| ADAMS CHELSEA              | 2010 34368 200 | E4 61   | 30281 | \$179.15   | MH TWICE/ALSO ON REC 31473    |
| ALLTELL 360 COMMUNICATIONS | 2010 1481 203  |         | 29072 | \$869.86   | M&E WAS OVER ASSESSED         |
| ALLTELL 360 COMMUNICATIONS | 2010 1481 202  |         | 29071 | \$695.04   | M&E WAS OVER ASSESSED         |
| ALLTELL 360 COMMUNICATIONS | 2010 1481 201  |         | 26356 | \$759.13   | M&E WAS OVER ASSESSED         |
| ALLTELL 360 COMMUNICATIONS | 2010 1481 200  |         | 30935 | \$717.13   | M&E WAS OVER ASSESSED         |
| BENNETT CHARLES A & DORO   | 2010 4609 303  | E6B204  | 5338  | \$239.18   | PTC SETTLEMENT                |
| BENNETT CHARLES A & DORO   | 2009 4609 300  | E6B204  | 5338  | \$108.30   | PTC SETTLEMENT                |
| CARROLL DANIEL L           | 2010 43224 200 |         | 29030 | \$122.32   | MH WAS DESTROYED IN 2009      |
| GLEN RAVEN CUSTOM FABRICS  | 2006 29107 206 |         | 29846 | \$1,094.59 | CHARGED A LATE LIST PENALTY   |
| HALIFAX EMC                | 2010 1830 213  |         | 30120 | \$459.48   | WRONG VALUE ON UTILITY BILL   |
| HARGROVE STEVEN & GLORIA   | 2010 3792 300  | B6 3B   | 16453 | \$191.70   | MH NOT INCLUDED IN ASSESSMENT |
| JEFFERSON SAPATA D         | 2010 21261 109 | J6 41   | 58155 | \$189.00   | D/W ALSO LISTED ON ACC 5770   |
| KERR RONALD D & MARCIA     | 2010 29775 300 | L2B 39C | 3791  | \$105.37   | BOATS LISTED IN NORTHHAMPTON  |
| RAY DONALD J & ANN B       | 2010 33773 300 | B1 16A  | 22119 | \$727.25   | HSE CHARGED TO WRONG PARCEL   |
| REAVIS LARRY P             | 2010 13673 200 | I2D 31  | 26990 | \$207.33   | D/W ALSO ASSESSED ON B10 33B  |
| WEAVER KEITH D             | 2010 35144 200 |         | 30297 | \$136.72   | MOVED TO WAKE CO IN 2009      |
| WILLIAMS MARY F            | 2010 4799 300  | B8 1H   | 18808 | \$316.23   | HSE CHARGED TO LOT IN ERROR   |

**SUB-TOTAL ERROR CORRECTIONS:**

**\$7,117.78**

**MOTOR VEHICLE RELEASES:**

**\$0.00**

**SUB-TOTAL MOTOR VEHICLE RELEASES:**

**\$0.00**

**SUB-TOTAL CORRECTION RELEASES:**

**\$7,117.78**

**Total Releases**

**\$7,117.78**

**LANDFILL USER FEE RELEASES:**

|                               |                |           |       |          |                                |
|-------------------------------|----------------|-----------|-------|----------|--------------------------------|
| ALSTON ANGELA & CALVIN        | 2010 14472 300 | D6 75N    | 18854 | \$115.00 | HAS PRIVATE HAULER             |
| ALSTON WILMA W                | 2010 2480 300  | G11 5A    | 16947 | \$115.00 | LFUF ASSESSED ON 2480 200 ALSO |
| BEASLEY JE/MF ERVIN/J BRANNA  | 2010 4790 302  | H2 19     | 11688 | \$115.00 | NO ELECTRIC/PER HALIFAX ELE    |
| CAMPBELL SYLVIA & GEORGE      | 2010 6097 301  | H4 5F1    | 19434 | \$115.00 | SERVICED BY CONTRACTOR         |
| CHAVIS WILLIAM & LUCY         | 2010 8020 301  | A3 2A     | 4241  | \$115.00 | NO ELECTRIC/PER PROGRESS ENER  |
| DURHAM LOUISE V               | 2010 12512 300 | C6 56     | 5430  | \$115.00 | NO ELECTRIC/PER PROGRESS ENER  |
| JOHNSON ANNIE T               | 2010 21922 300 | F6A 7     | 5636  | \$115.00 | HAS PRIVATE HAULER             |
| JOHNSON EFFIE C               | 2010 22488 300 | F9 25C    | 22518 | \$115.00 | NO ELECTRIC/PER HALIFAX ELE    |
| JORDAN REBECCA ALSTON         | 2010 28478 200 |           | 26093 | \$115.00 | NO ELECTRIC/PER HALIFAX ELE    |
| MYRICK ELIZABETH H            | 2010 28430 300 | A2B 94    | 9839  | \$115.00 | NO ELECTRIC/ PER HALIFAX CO    |
| PERRY ALPHEUS & ALMA          | 2010 31126 300 | D6 23     | 9380  | \$115.00 | HAS PRIVATE HAULER             |
| PERSON MILDRED J              | 2010 31507 300 | E2 102    | 9549  | \$115.00 | HAS PRIVATE HAULER             |
| POWELL WALTER HEIRS           | 2010 32323 300 | J11 14    | 10237 | \$115.00 | NO ELECTRIC/PER HALIFAX ELE    |
| STEMBRIDGE C F III & MICHELLE | 2010 17689 300 | L2D 353   | 13441 | \$115.00 | HAS PRIVATE HAULER             |
| SULLIVAN MARK & JAN           | 2010 9004 301  | L2B 12 13 | 11784 | \$115.00 | HAS PRIVATE HAULER             |
| TAYLOR TERESA                 | 2010 9098 300  | L4A 15    | 12290 | \$115.00 | DW BURNED JAN 2010             |
| VAN PETTEN THOMAS L           | 2010 41720 300 | J2C 25    | 12993 | \$115.00 | HAS PRIVATE HAULER             |
| WATSON NAPOLEON               | 2010 14067 200 | D6 60     | 27839 | \$115.00 | HAS PRIVATE HAULER             |
| WILKINS BERNARD               | 2010 15341 300 | K4B 68A   | 17465 | \$115.00 | NO ELECTRIC/PER HALIFAX ELE    |

**TOTAL LFUF RELEASES:**

**\$2,185.00**

**Total Releases**

**\$10,053.66**

# County Manager approved Tax Releases Under \$100

Under \$100  
ERROR CORRECTION RELEASES:

11/6/2010

*LOW*  
Date: 10/25/70

| <u>NAME</u>                   | <u>Year</u> | <u>ACCT#</u> | <u>MAP #</u> | <u>RECORD#</u> | <u>AMOUNT</u> | <u>REASON</u>               |
|-------------------------------|-------------|--------------|--------------|----------------|---------------|-----------------------------|
| CHAMPION PAMELA               | 2010        | 12583 300    | E8 8B1       | 15825          | \$90.74       | DW ASSESSED REAL & PERSONAL |
| COBB W J & CLARA              | 2010        | 24649 305    | J2A 60I      | 21515          | \$10.44       | BTS LISTED IN WAKE CO       |
| DANIELS DARRYL A & BRENDA     | 2010        | 18142 300    | L2D 69       | 3448           | \$66.71       | SOLD BOAT 12/2009           |
| HALL CHARLES N & JEAN S       | 2010        | 16917 300    |              | 4966           | \$3.28        | BT HAS NO MOTOR/DOG IN VA   |
| HICKS RODNEY A                | 2010        | 2541 300     | C7 25C 1X    | 20338          | \$0.67        | SHED HAS BEEN REMOVED       |
| KERR RONALD D & MARCIA        | 2010        | 29775 300    | L2B 39C      | 23427          | \$42.62       | BT LISTED IN NORTHHAMPTON   |
| KIDD JANE L & JOHN A TRUSTEES | 2010        | 24019 319    | J2A 62       | 7178           | \$54.00       | LAND DOUBLE TAXED           |
| PUTNAM ROBERT D & SYLVIA      | 2010        | 27777 300    | K2C203       | 18856          | \$31.87       | BT LISTED IN HALIFAX CO     |

SUB-TOTAL ERROR CORRECTIONS:

**\$300.33**

MOTOR VEHICLE RELEASES:

|                         |      |            |         |       |         |                        |
|-------------------------|------|------------|---------|-------|---------|------------------------|
| BAILEY DOMINIQUE R      | 2010 | 33761 1224 | ZSW4348 | 59219 | \$6.80  | JUNKED                 |
| BRICKEY ALAN D          | 2010 | 10744 1039 | 4J8530  | 66007 | \$12.70 | SOLD                   |
| CHEESE DERRICK B        | 2010 | 34748 1215 | ZTP5875 | 66183 | \$6.12  | SOLD                   |
| CLARK JAMES THOMAS      | 2010 | 8506 1728  | ZTN3552 | 66696 | \$16.83 | GAVE TO GRANDSON       |
| COLLIER REBECCA A       | 2010 | 9036 1486  | KXW7844 | 73635 | \$7.60  | SOLD                   |
| COLLYMORE BEY C         | 2010 | 24556 2639 | HD32742 | 60634 | \$9.57  | DONATED                |
| CONLEE LYNN M           | 2010 | 25696 2031 | LVA8950 | 66999 | \$66.48 | SURRENDERED            |
| DAVIS MURIEL RUDD       | 2010 | 10520 1277 | YRN8962 | 74730 | \$4.56  | SOLD                   |
| FLEMING VIRGINIA B      | 2010 | 14607 106  | VRJ5044 | 41982 | \$30.91 | TURNED BACK IN         |
| HARPER DEAN M           | 2010 | 3625 1953  | YVT2845 | 66921 | \$6.72  | GAVE AWAY              |
| HARRIS JONATHAN         | 2010 | 44727 2528 | BY54599 | 67496 | \$6.38  | STOLEN                 |
| HEDGEPEETH TIMOTHY I    | 2010 | 29444 2056 | YWT5238 | 65317 | \$51.27 | WRECKED                |
| LONG WALLACE W          | 2010 | 27506 1566 | SYI1778 | 66534 | \$31.19 | RELEASED TO HALIFAX CO |
| MAYNARD JAMES E         | 2010 | 33794 2044 | YVT1902 | 67012 | \$13.59 | JUNKED                 |
| MOSS HERLEY F           | 2010 | 3085 1087  | WTX1556 | 66055 | \$6.38  | SOLD                   |
| NELSON MATT D JR        | 2010 | 28729 2334 | XYZ4233 | 66121 | \$13.00 | VALUE TOO HIGH         |
| POWELL SAM JR           | 2010 | 32311 1671 | HD56085 | 66639 | \$16.94 | SOLD                   |
| PV HYDE ENTERPRISES LLC | 2010 | 4707 109   | YVC5408 | 55219 | 39.78   | MOVED TO W VA          |
| RANDELL EDWARD B        | 2010 | 34912 1116 | YWT6113 | 66084 | 10.01   | SOLD                   |
| RICHARDSON JAMES M      | 2010 | 33708 1445 | STZ2500 | 64706 | 17.22   | SOLD                   |
| TYSON ANDREW L          | 2010 | 6509 109   | WNK4406 | 56041 | 6.23    | SOLD                   |
| WILKERSON JOHN A        | 2010 | 6250 1451  | TXJ9737 | 64712 | \$13.42 | SOLD                   |
| WILLIAMS DORIS BENDER   | 2010 | 44312 1296 | YNC7012 | 67959 | \$11.00 | SOLD                   |
| WILLIAMS JAMES R        | 2010 | 44312 1100 | VWW6452 | 66068 | \$9.72  | GAVE TO SON            |
| WILLIAMS LAWRENCE R     | 2010 | 3653 1322  | XV2567  | 66290 | \$6.61  | SOLD                   |
| WOMACK DANITA L         | 2010 | 11901 2404 | ZSW7107 | 67372 | \$29.52 | TOTALED                |

SUB-TOTAL MOTOR VEHICLE RELEASES:

**\$450.55**

SUB-TOTAL CORRECTION RELEASES:

**\$300.33**

Total Releases

**\$750.88**

**Meeting Date: November 1, 2010**

**CONSENT AGENDA Item # 6E**

**SUBJECT: Employee Performance Bond Renewals**

**REQUESTED BY:**

**SUMMARY: Bond renewals for:**

**Sheriff Johnny Williams: Dec. 5, 2010 to Dec. 5, 2011 premium of \$100**

**Register of Deeds Elsie Weldon: Dec. 2, 2010 to Dec. 2, 2011 premium of \$100**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

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**NOTES:**

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**Meeting Date: November 1, 2010**

**Item # 7-A**

**SUBJECT: Finance Office**

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

**SUMMARY: Amendment # 5 to the FY 2010-11 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

2010/2011

Amendment No. 5

**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:

|                                    |                   |
|------------------------------------|-------------------|
| Finance Office                     | 2,444             |
| Sheriff's Department               | 3,500             |
| Health Department                  | 8,621             |
| DSS Administration                 | 56,111            |
| Rural Operating Assistance Program | 64,284            |
| Senior Center                      | 10,573            |
| Recreation Program                 | 1,500             |
| Contingency                        | (10,573)          |
| <b>Total</b>                       | <b>\$ 136,460</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   | 8,621             |
| Restricted Intergovernmental - DSS      | 64,284            |
| Restricted Intergovernmental - DSS 1571 | 56,111            |
| Restricted Intergovernmental - Other    | 3,500             |
| Miscellaneous Revenue                   | 1,500             |
| Fund Balance Appropriated               | 2,444             |
| <b>Total</b>                            | <b>\$ 136,460</b> |

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

|                               |                   |
|-------------------------------|-------------------|
| Water Purchase                | 90,000            |
| Operating Expenses Sewer      | 4,037             |
| Pump Station Utilities        | 4,021             |
| Utilities Costs Reimbursement | 11,400            |
| <b>Total</b>                  | <b>\$ 109,458</b> |

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

**Sales and Service** \$ **109,458**

**Section 17 Expenditures** of the Warren County Budget Ordinance, pertaining to the Enhanced E911 Fund of the County, shall be amended as follows:

Transfer to Other Funds - Simulcast System Upgrade 122,535

**Total** \$ **122,535**

**Section 18 Revenue** of the Warren County Budget Ordinance, pertaining to the Enhanced E911 Fund of the County, shall be amended as follows:

Fund Balance Appropriated 122,535

**Total** \$ **122,535**

**This amendment:**

- appropriates funds to Finance Office for furniture as approved at the October 4th Commissioners meeting.

Funding Source: Fund Balance Appropriated

- appropriates funds to Sheriff's Department for all terrain vehicle.

Funding Source: Federal Drug Forfeiture Funds

- appropriates funds to Health Department to match State allocations.

Funding Source: NC DHHS Division of Public Health

- appropriates funds to DSS Administration to match state allocation.

Funding Source: NC DHHS Division of Social Services

- appropriates funds to Rural Operation Assistance Program to match state allocation.

Funding Source: NC DOT

- appropriates funds to the Senior Center for roof repairs.

Funding Source: Contingency

- appropriates funds to Recreation Department for soccer uniforms.

Funding Source: Private Contributions

Respectfully Submitted 11/01/2010

*Barry J. Mayo*

Barry J. Mayo, Finance Director

**Meeting Date: November 1, 2010**

**Item # 7-B**

**SUBJECT: Finance Office**

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

**SUMMARY: Capital Project Ordinance for the Warren County Simulcast System Upgrade is presented for the Board's approval.**

**FUNDING SOURCE: Various**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

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**NOTES:**

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**CAPITAL PROJECT ORDINANCE  
WARREN COUNTY  
SIMULCAST SYSTEM UPGRADE**

**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 Ordinance is hereby adopted:

**Section 1.** The project authorized is the Warren County Simulcast System Upgrade project.

**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:

|                                      |                       |
|--------------------------------------|-----------------------|
| <b>Transfer from E911 Fund</b>       | <b>\$122,535</b>      |
| <b>Proceeds Installment Purchase</b> | <b><u>504,865</u></b> |
| <b>Total</b>                         | <b>\$624,400</b>      |

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

|                                   |                      |
|-----------------------------------|----------------------|
| <b>Construction Contract</b>      | <b>\$530,000</b>     |
| <b>Land</b>                       | <b>21,000</b>        |
| <b>Soil Investigations</b>        | <b>2,000</b>         |
| <b>Legal &amp; Administrative</b> | <b>4,500</b>         |
| <b>Engineering / General</b>      | <b>39025</b>         |
| <b>Contingency</b>                | <b><u>27,875</u></b> |
| <b>Total</b>                      | <b>\$ 624,400</b>    |

**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 the purpose of making payments as due.

**Section 7.** The Finance Officer is directed to report monthly to the Board of Commissioners on the financial status of each project element in Section 4.

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

**Adopted** this 1st day of November, 2010.

Warren County Board of Commissioners

\_\_\_\_\_  
Barry Richardson, Chairman

ATTEST:

\_\_\_\_\_  
Angelena Kearney-Dunlap, Clerk to the Board

**Meeting Date: November 1, 2010**

**Item # 7-C**

**SUBJECT: Finance Office**

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

**SUMMARY: Capital Project Ordinance Warren County Energy Efficiency  
ARRA Grant**

**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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**CAPITAL PROJECT ORDINANCE  
WARREN COUNTY  
ENERGY EFFICIENCY ARRA GRANT**

**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 Ordinance is hereby adopted:

**Section 1.** The project authorized is the Warren County Energy Efficiency ARRA Grant project

**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:

|                                     |                         |
|-------------------------------------|-------------------------|
| <b>Department of Commerce Grant</b> | <b><u>\$182,933</u></b> |
| <b>Total</b>                        | <b>\$182,933</b>        |

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

|                              |                         |
|------------------------------|-------------------------|
| <b>Advertising</b>           | <b>500</b>              |
| <b>Construction Contract</b> | <b><u>\$182,433</u></b> |
| <b>Total</b>                 | <b>\$ 182,933</b>       |

**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 the purpose of making payments as due.

**Section 7.** The Finance Officer is directed to report monthly to the Board of Commissioners on the financial status of each project element in Section 4.

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

**Adopted** this 1<sup>th</sup> day of November, 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

**Meeting Date: November 1, 2010**

**Item # 8**

**SUBJECT: Follow-up to Public Hearing**

**REQUESTED BY: Julie Reid, Kerr Tar COG, CDBG Administrator**

**SUMMARY: Having held a required public hearing on Monday, November 1, 2010 at 9:45 am for 2010 Community Development Block Grant Water Hook-Up Program, it is now submitted to receive authorization to submit application to the Division of Community Assistance and for the Chairman to sign same.**

**FUNDING SOURCE: DCA Grant**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

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**NOTES:**

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**Meeting Date: November 1, 2010**

**Item # 9-A**

**SUBJECT: Board/Committee/Commission Member Appointment**

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

**SUMMARY: It is submitted on recommendation of Area Agency on Aging to make the following appointments to the Aging Advisory Council - Terms Expire December 31, 2012: Ernest Fleming, Virginia Broach and Kathy Harris.**

**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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**1<sup>st</sup> appointee: Ernest Fleming  
as private citizen**

**2<sup>nd</sup> appointee: Virginia Broach  
as private citizen**

**3<sup>rd</sup> appointee: Kathy Harris  
as private citizen**

# Kerr-Tar Regional Council Of Governments

**Timothy M. Baynes**  
Executive Director

**Member  
Governments**

**COUNTIES**

Franklin  
Granville  
Person  
Vance  
Warren

**MUNICIPALITIES**

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

Mr. Barry Richardson, Chairman, Warren County Board of Commissioners

October 20, 2010

Dear Mr. Richardson:

The Kerr-Tar Regional Council of Governments' Aging Program has an Aging Advisory Council consisting of thirty members- six from each of the five counties in the region. The Advisory Council advises the Area Agency on Aging to: (1) develop and administer the Area Plan, (2) conduct public hearings, (3) represent the interest of older persons, and (4) review and comment on all community policies, programs, and activities which affect older persons.

According to the Aging Advisory Council Bylaws, appointments to fill vacancies on the Council are made by the Standing Nominating Committee of the Aging Advisory Council and are subject to approval by the County Commissioners and the Council.

It is within the framework of these circumstances that we request the Warren County Board of Commissioners to endorse and designate **Mr. Ernest F. Fleming, III and Ms. Virginia K. Broach** to serve a two year term as a member of the Aging Advisory Council representing Warren County. Terms will commence on January 1, 2011 and expire December 31, 2012.

Your continued support for the Aging Program and for elderly citizens of Warren County is greatly appreciated.

Sincerely,



Diane Cox, Director  
Kerr Tar COG, Area Agency on Aging

## 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. KERR-TAR REGIONAL COUNCIL <sup>AGING ADVISORY</sup> 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

Your full name ERNEST FORTSON FLEMING III  
Date of Birth MAY 17, 1947 Sex M Race W  
Mailing Address P.O. Box 9  
City and Zip Code RIDGEWAY, N.C. 27570  
Street Address 195 JOE JONES RD  
City and Zip Code RIDGEWAY, N.C. 27570  
Home Phone 252-456-3577 Work Phone 252-257-2411  
Job Title V.P.  
Company or Agency OAKLEY HALL ANTIQUES & ART INC.  
Email Address ernief3@embarqmail.com

Do you live in the county? Yes  No

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

### Educational Background

Name and Address of High School Attended NORTH FULTON HIGH SCHOOL, ATLANTA, GA.  
Name and Address of College Attended \_\_\_\_\_  
Degree Received \_\_\_\_\_

Please list any military experience 1966-1970 NAVY - ILLUSTRATOR/DRAFTSMAN

If you are presently serving as an elected or appointed official, please explain: WARREN Co. COMMISSIONER  
DIST. 3 TILL END OF NOV-2010

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

Work Experience RETIRED GUILFORD Co. 1997

Volunteer Experience WARREN Co. - ARTS COUNCIL -  
SENIOR ~~CITIZEN~~ CITIZENS CENTER ADVISORY BOARD

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

Newspaper                      Current Warren County Volunteer                      Other

If other, please explain: MR JEFFERSON

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 [Handwritten Signature]

Date 10-16-10

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

## STATEMENT OF INTEREST TO SERVE

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

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

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

1. KERR-TAR ADVISORY COUNCIL
2. ON AGING
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name VIRGINIA K. BROACH (KAROMA)  
Date of Birth 1/24/45 Sex F Race B  
Mailing Address 444 RUSSELL UNION Rd  
City and Zip Code MANSON, NC 27553  
Street Address SAME  
City and Zip Code \_\_\_\_\_  
Home Phone (252) 456-3491 Work Phone N/A  
Job Title RETIRED  
Company or Agency CA. DEPT OF JUSTICE  
Email Address verginah11@earthlink.net

Do you live in the county? Yes  No

Please list your County Commissioner District 4  
(This information can be obtained from the Board of Elections at (252) 257-2114).

### Educational Background

Name and Address of High School Attended EAST MEADOW H.S. LONG ISLAND N.Y.  
Name and Address of College Attended CHARMAN UNIVERSITY, SAN DIEGO CA  
Degree Received B.A.

Please list any military experience U.S. AIR FORCE RESERVE  
COMMUNICATIONS MANAGER

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 LAW ENFORCEMENT - SAN DIEGO  
SHERIFF'S DEPT, CA. DEPT. OF JUSTICE

Volunteer Experience HISTORIC PRESERVATION COMMISSION;  
GET OUT THE VOTE & SCHOOL PROCTOR

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 Virginia K. Burt  
Date 10/15/10

Please feel free to attach a resume if so desired.

# Kerr-Tar Regional Council Of Governments

**Timothy M. Baynes**  
Executive Director

**Member  
Governments**

**COUNTIES**

Franklin  
Granville  
Person  
Vance  
Warren

**MUNICIPALITIES**

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

Mr. Barry Richardson, Chairman, Warren County Board of Commissioners

October 26, 2010

Dear Mr. Richardson:

The Kerr-Tar Regional Council of Governments' Aging Program has an Aging Advisory Council consisting of thirty members- six from each of the five counties in the region. The Advisory Council advises the Area Agency on Aging to: (1) develop and administer the Area Plan, (2) conduct public hearings, (3) represent the interest of older persons, and (4) review and comment on all community policies, programs, and activities which affect older persons.

According to the Aging Advisory Council Bylaws, appointments to fill vacancies on the Council are made by the Standing Nominating Committee of the Aging Advisory Council and are subject to approval by the County Commissioners and the Council.

It is within the framework of these circumstances that we request the Warren County Board of Commissioners to endorse and designate **Ms. Kathy Harris** to serve a three year term as a member of the Aging Advisory Council representing Warren County. Terms will commence on January 1, 2011 and expire December 31, 2013.

Your continued support for the Aging Program and for elderly citizens of Warren County is greatly appreciated.

Sincerely,



Diane Cox, Director  
Kerr Tar COG, Area Agency on Aging

# 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. Co. Commissioners
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name KATHY D. HARRIS  
Date of Birth 10-31-45 Sex F Race Native American  
Mailing Address 1083 Richardson Rd  
City and Zip Code Warrenton, NC 27589  
Street Address Same  
City and Zip Code \_\_\_\_\_  
Home Phone 252-257-1302 Work Phone 252-~~238-7238~~<sup>434</sup>  
Job Title Paralegal  
Company or Agency Legal Aid of NC (NCBA)  
Email Address Kath@ncol.net

Do you live in the county? Yes  No   
Please list your County Commissioner District WARREN ? (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 Catawba School (Hobbits NC)  
Name and Address of College Attended Smithwick Massey Bns. (Richmond VA)  
Degree Received Associate Degree  
Cert. Paralegal (2) NCPA  
Please list any military experience \_\_\_\_\_

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 Abilwa-Saponi Indian Tribe, Inc.  
Asst. Executive Dir. Community Planning  
Co. State & Gov. Admin. & Commission  
Indian Affairs (Employer & Trg.) Volunteer  
award from Gov. Jim Hunt for com. ser.

Volunteer Experience Volunteer  
with the 4-H Club  
Youth & com. involvement

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

Newspaper

Current Warren County Volunteer

Other

word of mouth

If other, please explain:

present & past web sites

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

Kathy DeHaven

Date

10-21-10

Please feel free to attach a resume if so desired.

**Meeting Date: November 1, 2010**

**Item # 9-B**

**SUBJECT: Board/Committee/Commission Member Appointment**

**REQUESTED BY: Vincent Gilreath, Kerr Tar COG Workforce Development**

**SUMMARY: It is submitted on recommendation of Vincent Gilreath, Director, Kerr-Tar COG Workforce Development to appoint Jeffrey Woodard, Director of Social Services to the Kerr Tar Workforce Development Board for a two (2) year term.**

**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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# Kerr-Tar

Regional Council  
Of Governments

**Timothy M. Baynes**  
Executive Director

**Member  
Governments**

**COUNTIES**

Franklin  
Granville  
Person  
Vance  
Warren

**MUNICIPALITIES**

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

October 21, 2010

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

Dear Ms. Kearney-Dunlap:

I write to request that the Warren County Board of Commissioners appoint Jeffery Woodard, Director, Warren County Department of Social Services to the Kerr-Tar Workforce Development Board for a two-year term. Mr. Woodard will fill one of the required JobLink Partner positions on the Board.

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

Sincerely,



Vincent Gilreath  
Workforce Development Director

**Meeting Date: November 1, 2010**

**Item # 9-C**

**SUBJECT: Board/Committee/Commission Member Appointment**

**REQUESTED BY: Commissioner Barry Richardson, Fire Commissioner  
Warren County Fire Commission**

**SUMMARY: It is submitted on recommendation of Warren County  
Fire Commissioner Barry Richardson to reappoint Mark E. Pitzing to the  
Warren County Fire Commission for a 3 year term, Dec. 2010 to Dec. 2012.**

**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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## 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 819  
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 MARK Eugene Piteing

Date of Birth 9-24-71 Sex male Race \_\_\_\_\_

Mailing Address 2251 US Hwy 401 South

City and Zip Code Warrenton, NC 27589

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

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

Home Phone 252-257-1263 Work Phone 252-439-6656

Job Title Battalion Chief

Company or Agency Vance Co. Fire & Ems.

Email Address mark and lisa @ embraemail.com

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 Warren Co. High.

Name and Address of College Attended Coastal Carolina CC

Degree Received AS in Fire Science.

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

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

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

Work Experience Warren CO Ems 1992. present part-time.  
Vance CO. Fire Dept. 1998- present Full  
Time serve as Training Officer and rank  
is Battalion Chief.

Volunteer Experience AFTON. Elkton Vol. Fire Dept.

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 md Paty

Date 10-7-10

Please feel free to attach a resume if so desired.

**Meeting Date: November 1, 2010**

**Agenda Item # 10**

**SUBJECT: DOT Secondary Roads Program 2009-2011**

**REQUESTED BY: Steve Winstead, DOT District Engineer**

**SUMMARY: Annual Department of Transportation Secondary Roads Program report to the Board given by District Engineer Steve Winstead for Board's approval.**

**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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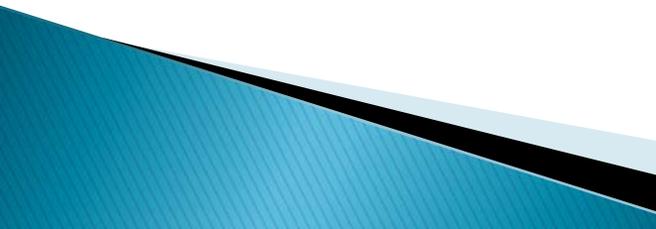
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**NCDOT**  
**SECONDARY ROAD PROGRAM**  
**2009-2011**  
**WARREN COUNTY**

**(SECONDARY ROAD CONSTRUCTION HIGHLIGHTED IN GREEN ON MAP)**  
**(PAVED ROAD IMPROVEMENTS HIGHLIGHTED IN ORANGE ON MAP)**





**III. Trust Fund Safety Improvements (GS 136-182)**

| <u>SR No.</u> | <u>Length<br/>(Miles)</u> | <u>Project Description</u> | <u>Est. Cost</u> |
|---------------|---------------------------|----------------------------|------------------|
|               |                           |                            |                  |

Subtotal \$0.00

**IV. Funds reserved for surveying, right of way acquisition,  
road additions, contingencies, overdrafts, and paving entrances  
certified fire departments, rescue squads, etc.**

Subtotal \$100,000.00

**GRAND TOTAL \$2,155,704.93**

# Unpaved Secondary Roads Summary Report

Wednesday, September

1:39:30 PM

| WARREN |    |    |    |    | ROAD LENGTHS        |     |      |       |      |     |     |     | BUS |    |    |    |    |    |      |     |       |     |
|--------|----|----|----|----|---------------------|-----|------|-------|------|-----|-----|-----|-----|----|----|----|----|----|------|-----|-------|-----|
| S/R    | PR | FZ | SU | HL | NAME                | PAV | UNP  | TOTAL | PRG  | HOM | P/H | SCH | CH  | BS | IN | RF | #B | RT | TRAF | T/F | TOT   | PTS |
| 1308   | 1  | X  | R  | N  | DRAKE ROAD          | 0   | 2.1  | 2.1   | 2.1  | 2   | 0   | 0   | 0   | 0  | 2  | 0  | 0  | N  | 34   | F   | 59.2  |     |
| 1127 A | 2  | X  | R  | N  | STEWART ROAD PART 2 | 0   | 0.6  | 0.6   | 0.6  | 2   | 0   | 0   | 0   | 0  | 0  | 0  | 0  | N  | 47   | N   | 59.0  |     |
| 1223   | 3  | X  | R  | N  | JOHN EDWARDS ROAD   | 0   | 2    | 2     | 2    | 5   | 0   | 0   | 0   | 0  | 0  | 0  | 1  | Y  | 86   | F   | 121.0 |     |
| 1240   | 4  | X  | R  | N  | BLUE MUD SWAMP RD.  | 0   | 0.55 | 0.55  | 0.55 | 2   | 0   | 0   | 0   | 0  | 0  | 0  | 0  | Y  | 75   | N   | 97.0  |     |
| 1529   | 5  | X  | R  | N  | BIG REID ROAD       | 0   | 1    | 1     | 1    | 4   | 0   | 0   | 0   | 0  | 0  | 0  | 0  | N  | 52   | H   | 81.0  |     |
| 1249   | 6  | X  | R  | N  | MEADOWS RD          | 0   | 0.27 | 0.27  |      | 3   | 0   | 0   | 0   | 0  | 0  | 0  | 0  | Y  | 48   | N   | 76.0  |     |
| 1121   | 7  | X  | R  | N  | BOYD FARM ROAD      | 0   | 2    | 2     |      | 3   | 0   | 0   | 0   | 1  | 0  | 0  | 0  | N  | 51   | F   | 75.0  |     |
| 1339   | 8  | X  | R  | N  | HAITHCOCK ROAD      | 0   | 0.4  | 0.4   |      | 2   | 0   | 0   | 0   | 0  | 0  | 0  | 0  | N  | 61   | N   | 73.0  |     |
| 1503   | 9  | X  | R  | N  | BOB LYNCH ROAD      | 0   | 0.6  | 0.6   |      | 4   | 0   | 0   | 0   | 1  | 0  | 0  | 0  | N  | 36   | N   | 70.0  |     |
| 1316   | 10 | X  | R  | N  | BEEF TONGUE ROAD    | 0   | 1.7  | 1.7   |      | 1   | 0   | 0   | 0   | 0  | 0  | 0  | 0  | Y  | 46   | F   | 69.5  |     |
| 1359   | 11 | X  | R  | N  | PEARSON ROAD        | 0   | 0.5  | 0.5   |      | 3   | 0   | 0   | 0   | 0  | 0  | 0  | 0  | N  | 49   | N   | 67.0  |     |
| 1611   | 12 | X  | R  | N  | OLD MILL ROAD       | 0   | 1.3  | 1.3   |      | 5   | 0   | 0   | 0   | 0  | 0  | 0  | 0  | Y  | 31   | N   | 64.1  |     |
| 1601   | 13 | X  | R  | N  | LEMUEL BULLOCK ROAD | 0   | 0.25 | 0.25  |      | 1   | 0   | 0   | 0   | 1  | 0  | 0  | 0  | Y  | 34   | N   | 60.0  |     |
| 1633   | 14 | X  | R  | N  | RIDDLEY POWELL ROAD | 0   | 1.5  | 1.5   |      | 2   | 0   | 0   | 0   | 0  | 0  | 0  | 0  | Y  | 40   | N   | 58.0  |     |
| 1527   | 15 | X  | R  | N  | BELLE SHEARIN ROAD  | 0   | 0.2  | 0.2   |      | 2   | 0   | 0   | 0   | 0  | 0  | 0  | 0  | N  | 45   | N   | 57.0  |     |
| 1307 A | 16 |    | R  | N  | DR. PEETE RDPART2   | 0   | 3.7  | 3.7   |      | 1   | 0   | 0   | 1   | 0  | 0  | 0  | 0  | Y  | 134  | F   | 158.3 |     |
| 1318 A | 17 |    | R  | N  | OLD MACON HWY       | 0   | 1.7  | 1.7   |      | 3   | 0   | 0   | 0   | 0  | 0  | 0  | 0  | Y  | 50   | F   | 80.6  |     |
| 1624   | 18 |    | R  | N  | SHERIFF DAVIS ROAD  | 0   | 0.8  | 0.8   |      | 0   | 0   | 0   | 0   | 0  | 0  | 0  | 0  | N  | 57   | F   | 67.0  |     |
| 1216   | 19 |    | R  | N  | ZION CHURCH ROAD    | 0   | 0.3  | 0.3   |      | 2   | 0   | 0   | 0   | 0  | 0  | 0  | 0  | N  | 51   | N   | 63.0  |     |

## WARREN

## ROAD LENGTHS

| S/R    | PR | FZ | SU | HL | NAME                | ROAD LENGTHS |      |       |     | BUS |     |     |    |    |    |    |    |    |      |     |         |      |
|--------|----|----|----|----|---------------------|--------------|------|-------|-----|-----|-----|-----|----|----|----|----|----|----|------|-----|---------|------|
|        |    |    |    |    |                     | PAV          | UNP  | TOTAL | PRG | HOM | P/H | SCH | CH | BS | IN | RF | #B | RT | TRAF | T/F | TOT PTS |      |
| 1628   | 20 |    | R  | N  | E.A. TURNER ROAD    | 0            | 2.6  | 2.6   |     | 0   | 4   | 0   | 0  | 0  | 0  | 0  | 0  | 0  | N    | 49  | N       | 53.6 |
| 1641   | 21 |    | R  | N  | OTIS CLARK ROAD     | 0            | 1    | 1     |     | 2   | 0   | 0   | 0  | 0  | 0  | 0  | 0  | 1  | N    | 26  | F       | 48.0 |
| 1235   | 22 |    | R  | N  | BENDER ROAD         | 0            | 0.5  | 0.5   |     | 2   | 0   | 0   | 0  | 0  | 0  | 0  | 0  | 0  | N    | 31  | N       | 43.0 |
| 1318 C | 23 |    | R  | N  | VAUGHAN MILL RD     | 0            | 0.01 | 0.01  |     | 0   | 0   | 0   | 0  | 0  | 0  | 0  | 0  | 0  | N    | 41  | N       | 41.0 |
| 1317   | 24 |    | R  | N  | FRAZIER-ROSE STREET | 0            | 0.1  | 0.1   |     | 2   | 0   | 0   | 0  | 1  | 0  | 0  | 0  | 0  | N    | 19  | N       | 41.0 |
| 1642   | 25 |    | R  | N  | CLAUDE COLEMAN ROAD | 0            | 0.7  | 0.7   |     | 1   | 0   | 0   | 0  | 0  | 1  | 0  | 0  | 0  | N    | 24  | N       | 40.0 |
| 1528 A | 26 |    | R  | N  | BILLSKINNER RD      | 0            | 2.5  | 2.5   |     | 0   | 0   | 0   | 0  | 0  | 0  | 0  | 1  | Y  | 19   | F   | 39.0    |      |
| 1150   | 27 |    | R  | N  | FAIRVIEW ROAD       | 0            | 0.1  | 0.1   |     | 1   | 0   | 0   | 0  | 0  | 0  | 0  | 0  | 0  | N    | 31  | N       | 37.0 |
| 1347   | 28 |    | R  | N  | KEARNS ROAD         | 0            | 0.4  | 0.4   |     | 3   | 0   | 0   | 0  | 0  | 0  | 0  | 0  | 0  | N    | 18  | N       | 36.0 |
| 1244   | 29 |    | R  | N  | CAROLINA LANE       | 0            | 0.1  | 0.1   |     | 2   | 0   | 0   | 0  | 0  | 0  | 0  | 0  | 0  | Y    | 12  | N       | 34.0 |
| 1103   | 30 |    | R  | N  | JOE JONES ROAD      | 0            | 0.4  | 0.4   |     | 2   | 0   | 0   | 0  | 0  | 0  | 0  | 0  | 0  | N    | 12  | F       | 34.0 |
| 1239   | 31 |    | R  | N  | HAL PASCHALL        | 0            | 0.1  | 0.1   |     | 1   | 0   | 0   | 0  | 0  | 0  | 0  | 0  | 0  | N    | 17  | F       | 33.0 |
| 1635   | 32 |    | R  | N  | OLD AVENUE          | 0            | 0.3  | 0.3   |     | 2   | 0   | 0   | 0  | 0  | 0  | 0  | 0  | 0  | N    | 20  | N       | 32.0 |
| 1512   | 33 |    | R  | N  | REEDY CREEK ROAD    | 0            | 2.4  | 2.4   |     | 0   | 0   | 0   | 0  | 0  | 0  | 0  | 1  | Y  | 10   | F   | 30.0    |      |
| 1523   | 34 |    | R  | N  | AIRLIE ROAD         | 0            | 0.25 | 0.25  |     | 0   | 0   | 0   | 0  | 0  | 0  | 0  | 0  | 0  | N    | 19  | F       | 29.0 |
| 1132   | 35 |    | R  | N  | THAD DAVIS ROAD     | 0            | 0.6  | 0.6   |     | 2   | 0   | 0   | 0  | 0  | 0  | 0  | 0  | 0  | N    | 12  | N       | 24.0 |
| 1340   | 36 |    | R  | N  | NICHOLSON ROAD      | 0            | 0.7  | 0.7   |     | 2   | 0   | 0   | 0  | 0  | 0  | 0  | 0  | 0  | N    | 12  | N       | 24.0 |
| 1203   | 37 |    | R  | N  | SPAIN ROAD          | 0            | 0.1  | 0.1   |     | 1   | 0   | 0   | 0  | 0  | 0  | 0  | 0  | 0  | N    | 15  | N       | 21.0 |
| 1536   | 38 |    | R  | N  | DAVIS DEAD END      | 0            | 0.7  | 0.7   |     | 1   | 0   | 0   | 0  | 0  | 0  | 0  | 0  | 0  | N    | 15  | N       | 21.0 |
| 1604   | 39 |    | R  | N  | PETE BURWELL ROAD   | 0            | 0.4  | 0.4   |     | 0   | 0   | 0   | 0  | 0  | 0  | 0  | 0  | 0  | N    | 15  | H       | 20.0 |
| 1227   | 40 |    | R  | N  | BURTON ROAD         | 0            | 0.6  | 0.6   |     | 1   | 0   | 0   | 0  | 0  | 0  | 0  | 0  | 0  | N    | 13  | N       | 19.0 |

| WARREN                 |    |    |    |    | ROAD LENGTHS              |            |              |            |              |            |            |           | BUS          |           |           |           |             |    |      |     |      |     |
|------------------------|----|----|----|----|---------------------------|------------|--------------|------------|--------------|------------|------------|-----------|--------------|-----------|-----------|-----------|-------------|----|------|-----|------|-----|
| S/R                    | PR | FZ | SU | HL | NAME                      | PAV        | UNP          | TOTAL      | PRG          | HOM        | P/H        | SCH       | CH           | BS        | IN        | RF        | #B          | RT | TRAF | T/F | TOT  | PTS |
| 1514                   | 41 |    | R  | N  | BOB HARDY ROAD            | 0          | 0.6          | 0.6        |              | 1          | 0          | 0         | 0            | 0         | 0         | 0         | 0           | N  | 13   | N   | 19.0 |     |
| 1532                   | 42 |    | R  | N  | BRISTON BROWN ROAD        | 0          | 2.9          | 2.9        |              | 1          | 0          | 0         | 0            | 0         | 0         | 0         | 1           | N  | 6    | F   | 18.1 |     |
| 1375                   | 43 |    | R  | N  | JOHNSON FARM ROAD         | 0          | 0.17         | 0.17       |              | 1          | 0          | 0         | 0            | 0         | 0         | 0         | 1           | N  | 8    | N   | 14.0 |     |
| 1535                   | 44 |    | R  | N  | HALIFAX DE ROAD           | 0          | 0.2          | 0.2        |              | 1          | 0          | 0         | 0            | 0         | 0         | 0         | 0           | N  | 6    | N   | 12.0 |     |
| 1313                   | 45 |    | R  | N  | RICHARD GREENE ROAD       | 0          | 1            | 1          |              | 1          | 0          | 0         | 0            | 0         | 0         | 0         | 0           | N  | 6    | N   | 12.0 |     |
| 1516                   | 46 |    | R  | N  | CAPPS ROAD                | 0          | 2.4          | 2.4        |              | 0          | 0          | 0         | 0            | 0         | 0         | 0         | 0           | N  | 5    | H   | 10.0 |     |
| 1525                   | 47 |    | R  | N  | JOHN ALSTON ROAD          | 0          | 1.5          | 1.5        |              | 0          | 0          | 0         | 0            | 0         | 0         | 0         | 0           | N  | 4    | N   | 4.0  |     |
| 1124                   | 48 |    | R  | N  | PAINTER ROAD              | 0          | 0.6          | 0.6        |              | 0          | 0          | 0         | 0            | 0         | 0         | 0         | 0           | N  | 3    | N   | 3.0  |     |
|                        |    |    |    |    | <i>TOTAL ROAD LENGTHS</i> |            |              |            | <i>TOTAL</i> |            |            |           | <i>TOTAL</i> |           |           |           |             |    |      |     |      |     |
|                        |    |    |    |    | <i>PAV</i>                | <i>UNP</i> | <i>TOTAL</i> | <i>PRG</i> | <i>HOM</i>   | <i>P/H</i> | <i>SCH</i> | <i>CH</i> | <i>BS</i>    | <i>IN</i> | <i>RF</i> | <i>#B</i> | <i>TRAF</i> |    |      |     |      |     |
| <i>Total Roads: 48</i> |    |    |    |    | 0                         | 45.4       | 45.7         | 6.25       | 77           | 4          | 0          | 1         | 4            | 3         | 0         | 6         | 1508        |    |      |     |      |     |

## Subdivision Roads

# Unpaved Secondary Roads Summary Report

Wednesday, September

1:40:49 PM

| WARREN                    |    | ROAD LENGTHS |    |    |               |            |            |              |            |              |            | BUS        |           |              |           |           |           |             |      |     |       |     |
|---------------------------|----|--------------|----|----|---------------|------------|------------|--------------|------------|--------------|------------|------------|-----------|--------------|-----------|-----------|-----------|-------------|------|-----|-------|-----|
| S/R                       | PR | FZ           | SU | HL | NAME          | PAV        | UNP        | TOTAL        | PRG        | HOM          | P/H        | SCH        | CH        | BS           | IN        | RF        | #B        | RT          | TRAF | T/F | TOT   | PTS |
| 1739                      | 1  | X            | S  | N  | DOGWOOD COURT |            | 0.03       |              |            | 4            | 0          | 0          | 0         | 0            | 0         | 0         | 0         | N           | 24   | N   | 824.0 |     |
| 1737                      | 2  | X            | S  | N  | LYON'S COURT  |            | 0.04       |              |            | 3            | 1          | 0          | 0         | 0            | 0         | 0         | 0         | N           | 21   | N   | 546.0 |     |
| 1738                      | 3  | X            | S  | N  | BIRCH LANE    |            | 0.2        |              |            | 7            | 1          | 0          | 0         | 0            | 0         | 0         | 0         | N           | 45   | F   | 280.0 |     |
| <b>TOTAL ROAD LENGTHS</b> |    |              |    |    |               |            |            |              |            | <b>TOTAL</b> |            |            |           | <b>TOTAL</b> |           |           |           |             |      |     |       |     |
|                           |    |              |    |    |               | <b>PAV</b> | <b>UNP</b> | <b>TOTAL</b> | <b>PRG</b> | <b>HOM</b>   | <b>P/H</b> | <b>SCH</b> | <b>CH</b> | <b>BS</b>    | <b>IN</b> | <b>RF</b> | <b>#B</b> | <b>TRAF</b> |      |     |       |     |
| <b>Total Roads: 3</b>     |    |              |    |    |               |            | 0.27       | 0.27         |            | 14           | 2          | 0          | 0         | 0            | 0         | 0         | 0         | 90          |      |     |       |     |

# Unpaved Secondary Roads Summary Report

Wednesday, September

1:40:20 PM

| WARREN              |    |    |    | ROAD LENGTHS |                     |                           |            |              |            |              |            |            |           | BUS       |              |           |           |             |      |     |       |     |
|---------------------|----|----|----|--------------|---------------------|---------------------------|------------|--------------|------------|--------------|------------|------------|-----------|-----------|--------------|-----------|-----------|-------------|------|-----|-------|-----|
| S/R                 | PR | FZ | SU | HL           | NAME                | PAV                       | UNP        | TOTAL        | PRG        | HOM          | P/H        | SCH        | CH        | BS        | IN           | RF        | #B        | RT          | TRAF | T/F | TOT   | PTS |
| 1220                |    | X  | R  | Y            | ELLINGTON ROAD      | 0                         | 0.6        | 0.6          |            | 5            | 0          | 0          | 0         | 0         | 0            | 0         | 0         | N           | 30   | N   | 60.0  |     |
| 1627                |    | X  | R  | Y            | OLD NECK ROAD       | 0                         | 0.9        | 0.9          |            | 4            | 0          | 0          | 0         | 0         | 0            | 0         | 0         | Y           | 26   | N   | 60.0  |     |
| 1322 A              |    | X  | R  | Y            | KING ROAD           | 0                         | 0.5        | 0.5          |            | 5            | 0          | 0          | 0         | 0         | 0            | 0         | 0         | N           | 37   | N   | 67.0  |     |
| 1606 A              |    |    | R  | Y            | BALTIMORE CHURCH RD | 0.6                       | 0.9        | 1.5          |            | 11           | 0          | 0          | 1         | 0         | 0            | 0         | 0         | Y           | 90   | F   | 186.0 |     |
| 1125                |    |    | R  | Y            | AFTON ROAD          | 0                         | 0.4        | 0.4          |            | 2            | 0          | 0          | 0         | 1         | 0            | 0         | 0         | N           | 78   | N   | 100.0 |     |
| 1301                |    |    | R  | Y            | WALLACE PASCHALL RD | 0                         | 0.2        | 0.2          |            | 8            | 0          | 0          | 0         | 1         | 0            | 0         | 0         | N           | 48   | N   | 106.0 |     |
| 1312                |    |    | R  | Y            | BOYD STEGALL ROAD   | 0                         | 1.6        | 1.6          |            | 2            | 0          | 0          | 0         | 0         | 0            | 0         | 1         | Y           | 62   | N   | 79.5  |     |
| 1612                |    |    | R  | Y            | OLD MILL ROAD       | 1.84                      | 0.76       | 2.6          |            | 12           | 0          | 0          | 0         | 0         | 0            | 0         | 0         | Y           | 72   | F   | 164.0 |     |
| 1501                |    |    | R  | Y            | PETE BURROWS ROAD   | 0.58                      | 0.22       | 0.8          |            | 2            | 0          | 0          | 0         | 1         | 0            | 0         | 1         | N           | 106  | N   | 128.0 |     |
|                     |    |    |    |              |                     | <i>TOTAL ROAD LENGTHS</i> |            |              |            | <i>TOTAL</i> |            |            |           |           | <i>TOTAL</i> |           |           |             |      |     |       |     |
|                     |    |    |    |              |                     | <i>PAV</i>                | <i>UNP</i> | <i>TOTAL</i> | <i>PRG</i> | <i>HOM</i>   | <i>P/H</i> | <i>SCH</i> | <i>CH</i> | <i>BS</i> | <i>IN</i>    | <i>RF</i> | <i>#B</i> | <i>TRAF</i> |      |     |       |     |
| <i>Total Roads:</i> |    |    |    | 9            |                     | 3.02                      | 6.08       | 9.1          |            | 51           | 0          | 0          | 1         | 3         | 0            | 0         | 2         | 549         |      |     |       |     |

**Meeting Date: November 1, 2010**

**Agenda Item # 11-A**

**SUBJECT: Follow-Up to October 21, 2010 Board Work Session**

**REQUESTED BY: Lake Gaston Chamber of Commerce**

**SUMMARY: Lake Gaston Chamber of Commerce requests Warren County Board of Commissioners to apply for and administer a Golden LEAF Grant Application to fund an Economic Impact Study of areas surrounding Lake Gaston. Grant amount will not exceed \$100,000.**

**FUNDING SOURCE: Golden LEAF Grant**

**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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**STATE OF NORTH CAROLINA  
COUNTY OF WARREN**

**Resolution of Support  
From the  
Warren County Board of Commissioners  
to  
The Lake Gaston Chamber of Commerce**

**Whereas, The Lake Gaston Chamber of Commerce is proposing to undertake the preparation of an economic impact study of the areas surrounding Lake Gaston; and**

**Whereas, the Lake Gaston Chamber of Commerce believes the study will be of great value to the Chamber and to the local governments in the counties surrounding Lake Gaston; and**

**Whereas, the economic impact study will especially be beneficial to Warren County as the majority of the shoreline of Lake Gaston lies within the jurisdictional boundaries of Warren County; and**

**Whereas, a Golden LEAF grant application will be prepared to solicit funds to cover a portion of the cost to prepare the study; and**

**Whereas, the Golden LEAF Foundation requires that all grant applicants be either a governmental agency or a 501 (c) 3 non-profit organization.**

**THEREFORE, BE IT KNOWN that the Warren County Board of Commissioners accepts the responsibility for making application for a Golden LEAF grant to fund a proposed economic impact study of the areas surrounding Lake Gaston within the State of North Carolina; and**

**FURTHER BE IT KNOWN** that the Warren County Board of Commissioners establishes a partnership with and solicits the assistance of The Lake Gaston Chamber of Commerce in making application for a Golden LEAF grant, and further acknowledges that Warren County will accept the fiscal and reporting responsibilities as necessary and appropriate should a Golden LEAF grant be awarded and accepted for this proposed project.

**Adopted this the 1<sup>st</sup> day of November 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**

**CHAMBER OF COMMERCE  
& VISITOR'S CENTER, INC**

**October 12, 2010**

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

**Dear Chairman Richardson and Warren County Commissioners,**

**The Lake Gaston Chamber of Commerce & Visitor's Center is in the process of undertaking an economic impact study for the Lake Gaston area. We believe that this study will be of great value to the Chamber and to the local governments in the surrounding counties. This study will especially be beneficial to Warren County since it occupies a significant portion of the lake.**

**Mike Scott, from PRO (Progressive Resources and Opportunities) has performed some initial services and is ready to prepare a Golden LEAF grant application to fund a portion of the study. However, Golden LEAF requires that all grant applicants be either a government agency or a 501 (c) 3 non-profit organization. The Chamber is in the process of establishing an affiliate organization with this status, but we do not yet have our final non-profit determination letter from the IRS. We anticipate that the Virginia portion of the study will be funded by the Virginia Tobacco Commission or other agency, and we are requesting that Warren County serve as the applicant for the Golden LEAF grant for the North Carolina portion.**

**As the applicant Warren County would administer the grant and complete all necessary paperwork for reporting to Golden LEAF. While some administrative tasks will be required, they should not be difficult or extremely time-consuming and the economic benefits will be worth any effort involved. The last Lake Gaston area study, which was published in 1998, was used for many years by many government agencies, including the Warren County Economic Development Commission. We anticipate that our project will provide the same benefits and be easily updated for long-term use by the local governments.**

**We believe that this study would be of great value to Warren County, and we hope that you are able to support this very worthwhile project.**

**Sincerely, Almira Papierniak,, Executive Director**



**CHAMBER OF COMMERCE  
& VISITOR'S CENTER, INC**

2475 EATON FERRY ROAD  
LITTLETON, NC 27850  
1-866-730-5711 \* 252-586-5711 \* FAX: 252-586-3152  
[WWW.LakeGastonChamber.com](http://WWW.LakeGastonChamber.com) \* EMAIL: [lgcc@earthlink.net](mailto:lgcc@earthlink.net)

**Summary of Purpose for a Lake Gaston Economic Impact Study**

The Lake Gaston Chamber of Commerce (The Chamber) is a 501(c) 6 non-profit organization that provides business and tourism services to the Lake Gaston region, also known as "Lake Country". Formed in 1968, the Chamber serves approximately 325 business members in the five-county region bordering Lake Gaston in North Carolina and Virginia. The Chamber is one of the few such organizations in the country serving multiple counties across state lines.

It is widely accepted that Lake Gaston is a tremendous economic driver for the five-county region in North Carolina and Virginia. However, quantifying this impact requires an in-depth evaluation of data, demographics, property values, retail sales, housing values, and overall tourism impact. Because of the geographic and jurisdictional diversity of the Lake Gaston area (5-counties in two states) the consistent presentation and flow of information and data requires a concerted effort to obtain. And while each county desires to retain its own identity and development efforts, it is strongly believed that a meaningful impact analysis will complement each county's economic development and tourism development efforts. Once this data and quantified impact is clearly defined, the Chamber will be able to use this in multiple applications, i.e., attracting business and tourism development, fundraising and membership activities and solidifying the organization as a business development leader for the future development of Lake Gaston.

The Chamber desires to enter into a relationship with a reputable consulting firm or individual that can advise the Chamber Board and facilitate the development of an economic impact analysis. It is the Chamber's desire that an economic impact assessment model be created that will allow for easy reporting to help support the case for tourism operators, local governments and other stakeholders to invest in tourism and economic development, both from a marketing and development perspective. The selected firm or individual will advise the Chamber on the most efficient means to develop this assessment model and tool that can be updated as needed on an annual basis.

Golden LEAF requires that all grant applicants be either a government agency or a 501 (c) 3 non-profit organization. The Chamber is in the process of establishing an affiliate organization with this status, but we do not yet have our final non-profit determination letter from the IRS. We anticipate that the Virginia portion of the study will be funded by the Virginia Tobacco Commission or other agency, and we are requesting that Warren County serve as the applicant for the Golden LEAF grant for the North Carolina portion. We anticipate that the grant amount will not exceed \$100,000.00. The Lake Gaston Chamber of Commerce has retained the services of Mike Scott from PRO (Progressive Resources & Opportunities) to do the RPF and also to write the application to Golden LEAF, so no additional time or expense will be involved for those services.

**Meeting Date: November 1, 2010**

**Agenda Item # 11-B**

**SUBJECT: Follow-Up to October 21, 2010 Board Work Session**

**REQUESTED BY: Noise Ordinance Review Committee**

**SUMMARY: Schedule Public Hearing to hear citizen comments regarding proposed Ordinance for the Regulation of Sound Crossing Real Property Boundaries Including High Impact Land Uses and Polluting Industries. Suggested date and time: Monday, December 6, 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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**ADDITION TO THE November 1, 2010  
November 1, 2010 AGENDA**

**Item # 11-C**

**SUBJECT: Schedule Public Hearing**

**REQUESTED BY: Julie Reid, Kerr Tar COG, CD Administrator**

**SUMMARY: Schedule Public Hearing to hear citizen comments regarding proposed  
Amendments to the 2008 Scattered Sties Program. Suggested date and time:  
Monday, December 6, 2010 at 9:30 am.**

**FUNDING SOURCE:**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**Meeting Date: November 1, 2010**

**Agenda Item # 12-A**

**SUBJECT: Contracts & Agreements**

**REQUESTED BY: Diane Cox, Kerr Tar Council on Aging**

**SUMMARY: Agreement for the Provision of County-Based Aging Services funded by the Sate of North Carolina is presented annually for Board's review and approval. Term: July 1, 2010 through June 30, 2011, authorize Chairman to sign same.**

**FUNDING SOURCE:**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

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July 1, 2010 Through June 30, 2011

**Agreement for the Provision of County-Based Aging Services**

**Family Caregiver Support Program, Senior Center General Purpose and Title IID**

This Agreement, entered into as of this 1<sup>st</sup> day of July, 2010, by and between Warren County (hereinafter referred to as the "provider") and the Kerr-Tar Regional Council of Governments Area Agency on Aging, (hereinafter referred to as the "Area Agency").

Witnesseth That:

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

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

1. Availability of Funds. The terms set forth in this Agreement for payment are contingent upon the receipt of funding by the Area Agency.
2. Grant Administration. The grant administrator for the Area Agency shall be Diane Cox, Aging Director (title). The grant administrator for the provider shall be Linda Worth, County Manager (title).

It is understood and agreed that the grant administrator for the provider shall represent the provider in the performance of this Agreement. The provider shall notify the Area Agency in writing if the administrator changes during the grant period. Specific responsibilities of the grant administrator for the provider are provided in paragraph six (6) of this Agreement.

3. Services authorized through this agreement are to commence no later than July 1, 2010 and shall be undertaken and pursued in such sequence as to assure their expeditious completion. All services required hereunder shall be completed on or before the end of the Agreement period, June 30, 2011.

4. Assignability and Contracting. The provider shall not assign all or any portion of its interest in this Agreement. Any purchase of services with grant funding shall be carried out in accordance with the procurement and contracting policy of the provider or, where applicable, the Area Agency, which does not conflict with procurement and contracting requirements contained in 45 CFR 92.36. Federal funds shall not be awarded to any subrecipients who have been suspended or debarred by the Federal government. In addition, Federal funds may not be used to purchase goods or services costing over \$100,000 from a vendor that has been suspended or debarred from Federal grant programs.
5. Compensation and Payments to the Provider. The provider shall be compensated for the work and services actually performed under this Agreement by payments to be made monthly by the Area Agency. Total reimbursement to the provider under this Agreement may not exceed the grand total of available funding.

(a) Reimbursement of Service Costs

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

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

Providers may request budget revisions during the period of the agreement, with final budget revisions due to the Area Agency no later than May 1, 2011.

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

7. Monitoring. This Agreement will be monitored to assure that services are being provided in compliance with the N.C. Division of Aging Service Standards Manual, dated July 1, 1992, and the N.C. Division of Aging Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997. Further, compliance with updated

monitoring requirements, as specified in Office of Management and Budget (OMB) Circular A-133 and NC General Statute 143-6.1 shall be carried out. Monitoring shall also include compliance with conflict of interest requirements. Monitoring requirements are discussed in DoA Administrative Letter No. 03-14 (11/5/03). Private non-profit service providers will be monitored to ensure compliance with conflict of interests policies, as stated in DoA Administrative Letter No. 03-14.

The monitoring of services provided under this Agreement shall be carried out by the Area Agency on Aging in accordance with its Assessment Plan and/or by the DAAS regional Adult Program Representatives in accordance with the parameters of the interagency agreement established between the Division of Aging and the Division of Social Services, as provided in DOA Administrative Letter No. 98-13.

Providers will receive a written report of monitoring findings in accordance with procedures established in Section 308 of the AAA Policies and Procedures Manual (July, 1994) and DOA Administrative Letter No. 98-13. Any areas of non-compliance will be addressed in a written corrective action plan with the provider.

8. Disputes and Appeals. Any dispute concerning a question of fact arising under this Agreement shall be identified to the designated grants administrator for the Area Agency. In accordance with Lead Regional Organization (LRO) policy, a written decision shall be promptly furnished to the designated grants administrator for the provider.

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

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

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

receive just and equitable compensation for any work satisfactorily performed under this Agreement.

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

Community service providers must provide a copy of their year end financial statements, and any required audit, to the Area Agency on Aging. Community service providers, as specified in paragraph one (1) are subject to audit and fiscal reporting requirements as stated in NC General Statute 143-6.2 and OMB Circular a-133, where applicable. Home and Community Care Block Grant providers are not required to submit Activities and Accomplishments Reports. For-profit corporations are not subject to the requirements of OMB Circular A-133, but are subject to NC General Statute 143-6.2 and Yellow Book audit requirements, where applicable. **Federal funds** may not be used to pay for a **Single or Yellow Book audit** unless it a federal requirement. **State funds** will not be used to pay for a **Single or Yellow Book** audit if the provider receives less than \$500,000 in state funds. The Department of Health and Human Services will provide confirmation of federal and state expenditures at the close of the state fiscal year. Information on audit and fiscal reporting requirements can be found at <http://www.ncauditor.net/nonprofitsite>.

The following provides a summary of reporting requirements under NCGS 143-6.2 and OMB Circular A-133 based upon funding received and expended during the service provider's fiscal year.

| <u>Annual Expenditures</u>   | <u>Report Required to AAA</u>   | <u>Allowable Cost for Reporting</u> |
|--|---|-------------------------------------|
| <ul style="list-style-type: none"> <li>• Less than \$25,000 in State or Federal funds</li> </ul> | Certification form and State Grants Compliance Reporting <\$25,000 (item # 11, Activities and Accomplishments does <u>not</u> have to be completed)<br>OR<br>Audited Financial Statements in compliance with GAO/GAS (i.e. Yellow Book) | N/A                                 |
| Greater than \$25,000 and less that \$500,000 in State or Federal Funds                          | Certification form and Schedule of Grantee Receipts >\$25,000 and Schedule of Receipts and Expenditures<br>OR<br>Audited Financial Statements in  | N/A                                 |

|   |   |  |
|---|---|--|
|   | compliance with GAO/GAS (i.e. Yellow Book)  |  |
| • \$500,00+ in State funds <u>and</u> Federal pass through in an amount less than \$500,00                  | Audited Financial Statement in compliance with GAO/GAS (i.e. Yellow Book)             | May use State funds, but <u>not</u> Federal Funds  |
| • \$500,000+ in State funds <u>and</u> \$500,000+ in Federal pass through funds (i.e. at least \$1,000,000) | Audited Financial Statement in compliance with OMB Circular A-133 (i.e. Single Audit) | May use State and Federal funds                    |
| Less than \$500,000 in State funds <u>and</u> \$500,000+ in Federal pass through funds                      | Audited Financial Statement in compliance with OMB Circular A-133 (i.e. Single Audit) | May use Federal funds, but <u>not</u> State funds. |

11. Audit/Assessment Resolutions and Disallowed Cost. It is further understood that the community service providers are responsible to the Area Agency for clarifying any audit exceptions that may arise from any Area Agency assessment, county or community service provider single or financial audit, or audits conducted by the State or Federal Governments. In the event that the Area Agency or the Department of Health and Human Services disallows any expenditure made by the community service provider for any reason, the Community Service Provider shall promptly repay such funds to the Area Agency once any final appeal is exhausted in accordance with paragraph nine (9). The only exceptions are if the Area Agency on Aging is designated as a community service provider through the County Funding Plan or, if as a part of a procurement process, the Area Agency on Aging enters into a contractual agreement for service provision with a provider which is in addition to the required County Funding Plan formats. In these exceptions, the Area Agency is responsible for any disallowed costs. The County or Area Agency on Aging can recoup any required payback from the community service provider in the event that payback is due to a community service provider's failure to meet OMB Circular A-122 requirements, requirements of A-110, requirements of 45CFR, Part 1321, and 45CFR, Part 92, or state eligibility requirements as specified in policy.
12. Indemnity. The provider agrees to indemnify and save harmless the Area Agency, its agents, and employees from and against any and all loss, cost, damages, expenses, and liability arising out of performance under this Agreement to the extent of errors or omissions of the provider.
13. Equal Employment Opportunity and Americans With Disabilities Act Compliance. The provider shall comply with all federal and state laws relating to equal employment opportunity and accommodation for disability.

14. Data to be Furnished to the Provider. All information which is existing, readily available to the Area Agency without cost and reasonably necessary, as determined by the Area Agency's staff, for the performance of this Agreement by the provider shall be furnished to the provider without charge by the Area Agency. The Area Agency, its agents and employees, shall fully cooperate with the provider in the performance of the provider's duties under this Agreement.
15. Rights in Documents, Materials and Data Produced. The provider agrees that at the discretion of the Area Agency, all reports and other data prepared by or for it under the terms of this Agreement shall be delivered to, become and remain the property of the Area Agency upon termination or completion of the work. Both the Area Agency and the provider shall have the right to use same without restriction or limitation and without compensation to the other. For the purposes of this Agreement, "data" includes writings, sound recordings, or other graphic representations, and works of similar nature. No reports or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the provider.
16. Interest of the Provider. The provider covenants that neither the provider nor its agents or employees presently has an interest, nor shall acquire an interest, direct or indirect, which conflicts in any manner or degree with the performance of its service hereunder, or which would prevent, or tend to prevent, the satisfactory performance of the service hereunder in an impartial and unbiased manner.
17. Interest of Members of the Area Agency, Lead Regional Organization, and Others. No officer, member or employee of the Area Agency or Lead Regional Organization, and no public official of any local government which is affected in any way by the Project, who exercises any function or responsibilities in the review or approval of the Project or any component part thereof, shall participate in any decisions relating to this Agreement which affects his personal interest or the interest of any corporation, partnership or association in which he is, directly or indirectly, interested; nor shall any such persons have any interest, direct or indirect, in this Agreement or the proceeds arising therefrom.
18. Officials not to Benefit. No member of or delegate to the Congress of the United States of America, resident Commissioner or employee of the United States Government, shall be entitled to any share or part of this Agreement or any benefits to arise herefrom.
19. Prohibition Against Use of Funds to Influence Legislation. No part of any funds under this Agreement shall be used to pay the salary or expenses of any employee or agent acting on behalf of the provider to engage in any activity designed to influence legislation or appropriations pending before Congress.

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

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

**Warren County**

Attest:

\_\_\_\_\_ By: \_\_\_\_\_  
Authorized Representative

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

**Area Agency**

Attest:

Diana Cox  
Area Agency Director

Date: 9-22-10

By: James M. Byers  
Executive Director, Lead Regional Organization

Date: 9/24/10

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

BY: James B. Pearce, Jr. DATE: 9-24-10  
FINANCE OFFICER, Lead Regional Organization

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

[Signature]  
10-11-10

**Meeting Date: November 1, 2010**

**Agenda Item # 12-B**

**SUBJECT: Contracts & Agreements**

**REQUESTED BY: Sheriff Johnny Williams**

**SUMMARY: Warren County School Resource Officer Contract for 2010-2011 School Year is presented annually for Board's review and approval. The costs of the contract are not expected to exceed \$95,000, increase reflects actual costs (salaries and gas for vehicle maintenance). Previous amount only reflected salary.**

**FUNDING SOURCE: Warren County Schools**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

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**Warren County**  
**SCHOOL RESOURCE OFFICER CONTRACT**  
**2010-2011 School Year**

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

**1. Duties and Responsibilities**

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

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

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

## **2. Employment And Assignment Of School Resource Officers**

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

## **3. Duty Hours**

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

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

#### **4. Evaluation**

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

#### **5. Equipment:**

The WCSO agrees to provide the following equipment for SROs:

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

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

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

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

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

#### **6. Transporting Students:**

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

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

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

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

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

6.5 When a student is transported from school due to an arrest or violence, he/she may be taken to a law enforcement facility or other facility deemed appropriate by law enforcement officers.

6.6 Students shall not be transported to any location unless it is determined that the student's parent guardian or custodian is at the destination to which the student is being transported. SROs shall not transport students in their personal vehicles.

6.7 SROs shall notify the principal, or designee, before removing a student from campus.

#### **7. Chain of Command**

7.1 In the performance of their duties, SROs shall coordinate and communicate with the principal (or principal's designee) of the school to which they are assigned.

7.2 In the event of issues or concerns regarding the SRO program, the principal or the SRO should first contact the Director of Student Services, who will, if necessary, confer with the county Sheriff.

#### **8. Insurance and Indemnification**

8.1 The WCSO shall purchase and maintain in full force and effect during the term of this agreement a general liability insurance policy of not less than one million dollars (\$1,000,000) for any acts or omissions that occur or claims that are made during the term of the agreement

8.2 The WCSO agrees to hold the WCS, its agents and employees free, harmless and indemnified from and against all claims, suits or causes of actions arising from or in any way out of the performance of the duties of the SRO officers.

#### **9. Considerations**

9.1 Nothing in this policy or agreement shall be construed as providing advice to, or limiting the discretion of, the WCSO with regards to matters directly related to law enforcement policies.

9.2 For and in consideration of the WCSO providing the SRO Program as described herein, the WCS agrees to reimburse the WCSO for the full cost of salaries and benefits of the said program as determined by the finance officer of Warren County, subject to approval of an appropriation to the WCS in sufficient amount to fund the Program each fiscal year.

9.3 The WCS shall pay the said compensation to the WCSO in twelve monthly installments on or about the first day of each calendar month.

9.4 The costs of the contract are not expected to exceed \$95,000 during the 2010-2011 school year.

## 10. Terms of Agreement

The term of this agreement is one year commencing on the 1<sup>st</sup> day of July 2010 and ending on the 30<sup>th</sup> day of June 2011. The agreement shall be renewed and extended annually for additional and successive one-year terms unless notice of non-renewal is given by either party, in writing, prior to 30 days of the initial or any succeeding term.

Signed:

\_\_\_\_\_/\_\_\_\_\_  
Chairperson, Date  
Warren County Board of Commissioners

\_\_\_\_\_/\_\_\_\_\_  
Sheriff Date

*Calvin C. Jones*  
\_\_\_\_\_  
Chairperson, Date 9/29/2010  
Warren County Board of Education

*Ray V. Smith*  
\_\_\_\_\_  
Superintendent Date 9/29/2010

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

*[Signature]*  
10-11-10

**Meeting Date: November 1, 2010**

**Agenda Item # 12-C**

**SUBJECT: Contracts & Agreements**

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

**SUMMARY: Amendment # 9 to the Warren County Water & Sewer District No. 3 – Phase II is presented for Board’s review and approval.**

The fees stipulated in this Amendment No. 9 are as follows:

|   |                    |
|---|--------------------|
| Bridge Structural Analysis (Hourly)           | \$13,700.00        |
| Design Shoring for Trench Excavation (Hourly) | <u>\$16,300.00</u> |
| Total Estimated Fee                           | \$30,000.00        |

**FUNDING SOURCE: Project Revenues**

**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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October 20, 2010

Mr. Macon Robertson  
Director of Public Utilities  
Warren County Public Utilities  
P.O. Box 577  
Warrenton, NC 27589

**SUBJECT:** Warren County  
Water and Sewer District No. 3 – Phase II  
Water System Improvements  
Rivers File 22233 B

Dear Macon:

Enclosed for execution are two (2) signed originals of Amendment No. 9 to the Standard Form of Agreement Between Owner and Engineer For Professional Services for the subject project. Amendment No. 9 adds Additional Services associated with the addition of the Eaton's Ferry Bridge Crossing. These services include Bridge Structural Analysis and Design Shoring for Trench Excavation.

We anticipate that the fees associated with this Work will not be eligible for USDA funding. Based on past experience, USDA may participate in design, bidding and construction administration based on the USDA Fee Schedule. Although space has been provided in the amendment for USDA concurrence, we feel it would be appropriate for USDA to qualify their concurrence by letter upon completion of their review.

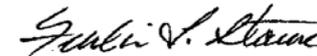
The fees stipulated in this Amendment No. 9 are as follows:

|   |                    |
|---|--------------------|
| Bridge Structural Analysis (Hourly)           | \$13,700.00        |
| Design Shoring for Trench Excavation (Hourly) | <u>\$16,300.00</u> |
| Total Estimated Fee                           | \$30,000.00        |

For your use, a revised Project Budget incorporating the fees above is attached.

Please do not hesitate to call if you have any questions or concerns.

Sincerely yours,



Frederick L. Stowe, P.E.  
Associate

Encl.

cc: Ms. Linda Worth, Warren County  
Ms. Linda Evans, Warren County  
Mr. Chuck Sadler, USDA-RD  
File w/ encl.

**WARREN COUNTY  
WATER AND SEWER DISTRICT NO. 3 PHASE II  
WATER SYSTEM IMPROVEMENTS**

**PROJECT BUDGET  
INCORPORATING CHANGE ORDER NO. 7**

**PROJECT REVENUES**

|   |                         |
|---|-------------------------|
| USDA Loan                                 | \$ 4,957,000.00         |
| USDA Grant                                | 3,955,000.00            |
| User Fees                                 | 104,000.00              |
| NC Rural Economic Dev. Center Grant       | 40,000.00               |
| Local Match for RC Grant                  | 5,000.00                |
| P.E.R. Amendment (Eaton's Ferry Crossing) | 4,500.00                |
| P.E.R. Amendment (Ridgeway BPS Upgrade)   | 5,000.00                |
| Rural Center Grant                        | 1,000,000.00            |
| <b>Total</b>                              | <b>\$ 10,070,500.00</b> |

**PROJECT EXPENSES****Construction:**

|  |                   |
|--|-------------------|
| Contract I - Water Distribution System     | \$ 8,127,244.94 * |
| Contract III - Elevated Water Storage Tank | 542,332.50        |
| Oakville PRV Reimbursement                 | 69,427.00         |
| Radio Read Meters                          | 233,196.00        |
| Preliminary Engineering                    | 54,500.00         |

**Engineering:**

|                             |            |
|-----------------------------|------------|
| Final Design                | 297,366.51 |
| Bidding                     | 42,480.93  |
| Construction Administration | 63,721.39  |
| Construction Complete       | 21,240.46  |

**Additional Services:**

|  |              |
|--|--------------|
| Easement, DOT Encroachment                             | 20,183.09    |
| Eaton's Ferry Bridge Structural Analysis               | 21,722.36    |
| SR 1306/Sixpound Creek Re-design                       | 7,103.92     |
| Prepare Change Order No. 3                             | 3,021.50     |
| Prepare Change Order No. 5                             | 3,867.86     |
| Construction Admin. Beyond the Contract Time (C.O. #5) | 25,760.00    |
| Eaton's Ferry Bridge Crossing                          | 69,500.00    |
| Resident Project Representative                        | 265,000.00   |
| Surveying  | 8,146.00     |
| Subsurface Investigation                               | 10,042.00    |
| Land and Rights of Way                                 | 26,072.00    |
| Legal & Admin.   | 43,000.00    |
| Interest During Construction                           | 247,734.00   |
| Contingency  | (132,162.46) |
| Initial Operation and Maintenance                      | -            |

|              |                         |
|--------------|-------------------------|
| <b>Total</b> | <b>\$ 10,070,500.00</b> |
|--------------|-------------------------|

\* Equals total work completed (\$7,822,433.94) plus Eaton's Ferry (\$304,811.00) = \$8,127,244.94.

**AMENDMENT NO. 9  
TO  
STANDARD FORM OF AGREEMENT  
BETWEEN  
OWNER AND ENGINEER  
FOR  
PROFESSIONAL SERVICES**

THIS IS AN AMENDMENT effective as of October 20, 2010 ("Effective Date") to the Agreement dated September 9, 2002 between

---

Warren County ("OWNER") and

---

Rivers and Associates, Inc. ("ENGINEER").

This Amendment No. 9 modifies the original Agreement as follows:

---

Add the following Exhibit CI and Attachment I to the Standard Form of Agreement Between Owner and Engineer for Professional Services for Water and Sewer District No. 3 - Phase II to add Additional Services associated with the addition of the Eaton's Ferry Bridge Crossing including Bridge Structural Analysis and Design Shoring for Trench Excavation.

---

IN WITNESS WHEREOF, the parties hereto have executed this Amendment No. 9 to the original Agreement, the Effective Date of which is indicated on page 1.

OWNER:

Warren County

By (Signature): \_\_\_\_\_

Typed Name: Barry Richardson

Title: Chairman

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

Attest: \_\_\_\_\_

Name: Angelena Kearney-Dunlap

Title: Clerk to the Board

(SEAL)

ENGINEER:

Rivers & Associates, Inc.

By (Signature): *Thomas C. Howell, III*

Typed Name: Thomas C. Howell, III, P.E.

Title: Vice President

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

Attest: \_\_\_\_\_

Name: F. Durward Tyson, Jr., P.E.

Title: Secretary

(SEAL)



Designated Representative (paragraph 6.02.A.):

Macon Robertson

Title: Director of Public Utilities

Address for giving notices:

712 U.S. Hwy. 158, Business West

Post Office Box 577

Warrenton, North Carolina 27589

Phone Number: (252) 257-3645

Fax Number: (252) 257-3979

E-Mail Address: mrobertson@co.warren.nc.us

Designated Representative (paragraph 6.02.A.):

Frederick L. Stowe, P.E.

Title: Project Manager

Address for giving notices:

107 East Second Street

Post Office Box 929

Greenville, North Carolina 27835

Phone Number: (252) 752-4135

Fax Number: (252) 752-3974

E-Mail Address: fstowe@riversandassociates.com

AGENCY CONCURRENCE:

AGENCY: \_\_\_\_\_

By (Signature): \_\_\_\_\_

Typed Name: \_\_\_\_\_

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

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

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

By (Signature): \_\_\_\_\_

Finance Officer

Typed Name: \_\_\_\_\_

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

**EXHIBIT C1 TO STANDARD FORM OF AGREEMENT BETWEEN OWNER  
AND ENGINEER FOR PROFESSIONAL SERVICES  
FUNDING AGENCY EDITION DATED SEPTEMBER 9, 2002**

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**PAYMENTS TO ENGINEER FOR SERVICES AND REIMBURSABLE EXPENSES**

1. This is an Exhibit attached to, made a part of and incorporated by reference into the Agreement made on September 9, 2002 between Warren County (Owner) and Rivers and Associates, Inc. (Engineer) for professional engineering services. The Payments to ENGINEER for Services and Reimbursable Expenses are amended or supplemented as indicated below.
2. ENGINEER's current Standard Hourly Rates are attached hereto as Attachment 1.
3. Revise Article C.4.03, Paragraph B.3. For Additional Services furnished under paragraph A.2.01, compensation shall be based upon the Standard Hourly Rates in effect at the time, plus Reimbursable Expenses, the total of which is estimated at Thirty Thousand and 00/100 Dollars (\$30,000.00) based upon the following assumed distribution of compensation:
  - a. Bridge Structural Analysis \$13,700.00
  - b. Design Shoring for Trench Excavation \$16,300.00

Engineer may alter the distribution of compensation between individual phases of the work noted herein to be consistent with services actually rendered, but shall not exceed the total estimated compensation amount unless approved in writing by Owner.

ATTACHMENT 1  
RIVERS AND ASSOCIATES, INC.  
STANDARD RATES  
Effective April 12, 2008

**EMPLOYEE CLASSIFICATION:**

**HOURLY RATES:**

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

**Meeting Date: November 1, 2010**

**Agenda Item # 13**

**SUBJECT: Appoint Emergency Services Director/Fire Marshal**

**REQUESTED BY: Elgin Lane, HR Manager**

**SUMMARY: Douglas Young on recommendation of Personnel Committee is presented for appointment as Warren County Emergency Services Director/Fire Marshal effective 11/16/10; starting salary of \$54,000 with up to \$2,000 relocation expense reimbursement.**

**FUNDING SOURCE: Emergency Services Budget**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

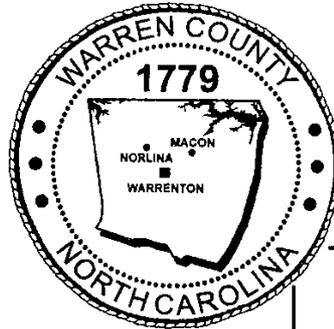
**Recommend approval.**

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**NOTES:**

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Telephone:  
252-257-7132

Fax:  
252-257-5971

[www.warrencountync.com](http://www.warrencountync.com)

**WARREN COUNTY  
HUMAN RESOURCES DEPARTMENT**

P.O. Box 619  
Warrenton, NC 27589  
**Elgin J. Lane**  
*Human Resources Manager*  
[elane@co.warren.nc.us](mailto:elane@co.warren.nc.us)

***MEMORANDUM***

**TO:** Warren County Board of Commissioners  
**FROM:** *Elgin J. Lane*  
Elgin J. Lane, Human Resources Manager  
**DATE:** October 22, 2010  
**RE:** Candidate for Emergency Services Director/Fire Marshal

The Personnel Committee recommends Mr. Douglas Young to the Board of Commissioners to fill the Emergency Services Director/Fire Marshal position. We are recommending a starting salary of \$54,000 and a relocation expense reimbursement up to \$2,000.

Contingent upon the approval of the Board, Mr. Stephens has accepted a tentative offer of employment and will be available to begin work on November 16, 2010.

Your consideration of appointing Mr. Young to fill this position is greatly appreciated.

**Douglas R. Young, CEM, VPEM**  
**692 Clearview Drive**  
**Danville, Virginia 24540**  
434-685-4447  
Valid U.S. Passport

**PROFESSIONAL EXPERIENCE:**

- **Emergency Management Consultant - (Current)**  
Assigned to Emergency Management, 911 and Homeland Security projects both private and public sectors. Evaluator for Emergency Management and Homeland Security training and exercises.
- **Director of Emergency Services**  
Responsible for the day-to-day Emergency Management, Emergency Operations Center/911 Communications consisting of 23 employees, Coordinates the physical emergency communications needs of the seven agencies using the communications systems. coordinating the City's Emergency Medical Services of approximately 125 volunteers and 50 career. Serves as Chairman of the Local Emergency Planning Committee. Ensures the maintenance and update of the Emergency Operation Plan, Hazards Mitigation Plan, and development and maintenance of the Hazardous Materials Contingency Plan  
Duties include, direct capital improvement projects, create/maintain a 1.4 million dollar annual budget and a capital improvement budget, responding to all disasters and to multiple agency responses to emergencies on a 24-hour basis, providing support, resources and coordination of the on-scene agencies.
- **Police Officer**  
Patrol Officer, responded to emergency and non emergency calls, enforced local and state laws, investigated crimes, member of SWAT team, Color Guard, and Hazardous Materials responder and instructor. Fill in 911 dispatcher.  
  
Additional duties: Deputy Emergency Management Coordinator, Provided support to the Emergency Management Coordinator. Updated City's Emergency Operations Plan, provided and coordinated training courses, responded to emergency scenes, worked in Emergency Operation Center as needed. Hazardous Materials responder, Academy educator.

## **MANAGEMENT EXPERIENCE:**

### **Administrations:**

- Director Emergency Services for city of 48,000 population (Daytime 90,000) and 43 square miles.  
Day-to-day administrations and operations of employees involved in the operations of the emergency management and the 9-1-1 emergency center include hiring, disciplining, evaluating and termination of subordinate employees
- Developed and managed an annual general operations budget
- Developed and managed a capital improvement budget and projects

### **Emergency Management Division:**

- Managed and coordinated facility upgrades, equipment purchases, implementation and operational maintenance of a complete emergency operations center consisting of:
  - 24 workstations
  - 24 hour weather monitoring work station
  - EOC communications station (duplicated 911 station for direct contact)
  - Dedicated GIS station
  - Individual media communications at every operations station
  - EOC evacuation / relocation response packs (EMpaks)
  - Humane society support station
  - Volunteer coordination station
- Chaired Local Emergency Planning Committee consisting of 20+ organizations.
- Plan management;
  1. Emergency Operation Plan
  2. Hazard Mitigation Plan
  3. Hazardous Materials Contingency Plan
  4. Special Events / Mass Gathering Operation Plans
- Developed and coordinated an overall set of goals and objectives for a total Community Emergency Response Team which includes the supervision and training of over 300 citizen volunteers.
- Developed and managed a dual 5 site emergency management city wide radio system for multiple incident management and field operations (EM channels)
- Experienced as direction and control manger of an active emergency operations center.

## **MANAGEMENT EXPERIENCE: (continued)**

### **Emergency 911 Communications Division:**

- Director of a medium sized 911 Center
- Managed and coordinated facility upgrade, equipment purchases, implementation and operational maintenance of a complete 911 Communications System
- Experience of implementation emergency medical dispatch and fire dispatch programs and development of dispatch procedures for Emergency Medical Services and Emergency Management.
- Recommended, developed, purchased and implemented the hardware requirements for a 911 communications systems, computer-aided dispatch system, radio system for emergency management agency, emergency operations center and emergency communications center
- Coordinated physical emergency communications needs of the fire, EMS and law enforcement agencies in conduction with other agencies and groups using the communications systems. Total of 7 agencies

### **Emergency Medical Services (EMS) Division:**

- Coordinator of Emergency Medical Services system of 2 licensed first responder agencies and 2 transporting agencies of 1 volunteer EMS agency of approximately 100 volunteers and 1 Private EMS agency of approximately 50 paid employees
- EMS Public Relations Director, directed media relations, community outreach programs and recruitment / retention programs for EMS
  - Director of multi media slide show,
  - Director and Field Coordinator of EMS recruitment video for television and public service announcements. Director and Producer of EMS recruitment and awareness poster campaign,
  - Administrative Officer responsible for EMS Water Rescue and Special Operations Division
- Manage equipment purchases, implementation and operational maintenance of a complete EMS Special Operations Division
- Recommend, developed, purchased, and implement the hardware requirements for a EMS Special Operations, Water Rescue / Dive team, Search And Rescue operations, special events

Douglas Young, CEM, VP&M  
434-685-4447  
Page 4 of 19

## **EDUCATION:**

### **Associate In Applied Science Degree**

Major in Administration of Justice  
Danville Community College

Graduated *Cum Laude*

### **Senior Executive Institute (SEI)**

Weldon Cooper Center for Public Service  
University of Virginia

The Senior Executive Institute SEI is designed specifically for and by senior local government managers, and is held at UVA's renowned Darden School of Business. The curriculum, designed by the faculty at UVA's Weldon Cooper Center for Public Service, is varied. The faculty is well grounded in the needs and concerns of the top local government executive. Students explore leadership from both organizational and personal perspectives, with emphasis on the culture and structure of the Council/Manager form of local government. Participants and instructors compare and discuss differences between entrenched bureaucratic structures and organizational systems based on democratic values-among many other things, including tools to help craft a healthy, flexible government and to be prepared to interact effectively and collaboratively with citizens.

**Meeting Date: November 1, 2010**

**Agenda Item # 14-A**

**SUBJECT: Declare Surplus & Remount 2006 Ford Type III Ambulance**

**REQUESTED BY: Dennis Paschall, EMS Coordinator, Acting EM Director**

**SUMMARY: It is submitted to declare surplus and authorize disposal of 2006 Ford E-450 Ambulance cutaway chassis (vin # 1FDXE45P36HA69767), by resolution. This chassis will be available for disposal after patient module is removed by vendor for remount.**

**FUNDING SOURCE:**

**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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*STATE OF NORTH CAROLINA  
COUNTY OF WARREN*

*RESOLUTION  
SALE OF SURPLUS  
WARREN COUNTY PROPERTY*

*WHEREAS, the County of Warren has certain property which is no longer needed and may lawfully dispose of such property through declaring "Surplus Property".*

*NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to Article 12, North Carolina General Statute 160A-268, the Warren County Board of Commissioners has declared the following property "Surplus Property" and authorized disposal of 2006 Ford E-450 Ambulance cutaway chassis (vin # 1FDXE45P36HA69767). This chassis will be available for disposal after patient module is removed by vendor for remount.*

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

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

*WARREN COUNTY BOARD OF*

*COMMISSIONERS*

*Barry Richardson, Chairman*

*ATTEST:*

*Angelena Kearney-Dunlap  
Clerk to the Board*

Meeting Date: November 1, 2010

Agenda Item # 14-B

**SUBJECT:** Remount of 2006 Ford Type III Ambulance

**REQUESTED BY:** Dennis Paschall, EMS Coordinator, Acting EM Director

**SUMMARY:** It is submitted to award bid for remount of 2006 Ford Type III ambulance (*vin # 1FDXE45P36HA69767*) to a Chevrolet G45000 cutaway chassis per specifications by Northwestern Emergency Vehicles of Jefferson, NC. Bids are as follows:

|   |                 |
|---|-----------------|
| Select Custom Apparatus, Falkland, NC     | \$74,289        |
| <b>Richard Hamby NW Emergency Vehicle</b> |                 |
| <b>Jefferson, NC</b>                      | <b>\$68,525</b> |
| South Eastern Specialty Vehicles          | \$77,999        |
| West Jefferson, NC                        |                 |

**FUNDING SOURCE:** General Fund – EMS Departmental Budget

**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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**Detailed bid information is provided in a separate document for each bidder:**

|  |                 |
|--|-----------------|
| <b>Select Custom Apparatus, Falkland, NC</b>                   | <b>\$74,289</b> |
| <b>Richard Hamby NW Emergency Vehicle<br/>Jefferson, NC</b>    | <b>\$68,525</b> |
| <b>South Eastern Specialty Vehicles<br/>West Jefferson, NC</b> | <b>\$77,999</b> |

PROJECT NAME: Ford 2006 Remount DATE: 10-8-2010

### BID TABULATION

| VENDOR/CONTRACTOR  | BASE BID             | REMARKS   |
|--|----------------------|---|
|  |                      | Ford Ambulance Qualified Vehicle Modification Program |
| Select Custom Apparatus<br>Falkland, NC Chevrolet              | 74,289 <sup>00</sup> | No (will follow guidelines)                           |
| Richard Hamby N W<br>Emergency Vehicle, Jefferson<br>Chevrolet | 68,525 <sup>00</sup> | yes cert of Ins                                       |
| South Eastern Specialty Vehicles                               | 77,999 <sup>00</sup> | yes cert of Ins                                       |

This is to certify that the bids tabulated herein were publicly opened and read aloud at 5:08 pm on the 8<sup>th</sup> day of October, of 2010, at the Office of the County Manager, Warren County, Warrenton, NC.

witness: Dennis M. [Signature]  
Angelena [Signature]

[Signature]  
County Manager

Warren County is obtaining proposals to remount a 2006 Ford Type III (Wheel Coach) Ambulance to a G4500 Chevrolet Cutaway Ambulance Package.

**Chassis:**

Chevrolet G4500 Chevrolet 159" wheel/base

**Wheel Inserts:**

Phoenix wheel covers

**Module Body:**

Dismount and removal of existing module from the Ford chassis / inspect attachment points and repair as needed/ install on new chassis

New paint / skirtline / QRS with heartbeat / 4" belt reflective / (1/4) reflective pin stripe

Chevron placement on rear of unit / **delete blue belt on rear doors**

Inspect floor covering for replacement

Replacement of dock bumpers and rear bumper / kick plate / skirt rails / running boards with grip struts / etc.

New lettering per county specifications

Replacement of the star of life on roof / sides / rear door glass in the appropriate sizes

New lenses for scene lights / corner lights / etc.

Upgrade emergency light(s) to LED with new lenses

New rubber fender flares

Upgrade military style 12 volt plugs to new 12 volt cigarette style plugs

Replaced rear Heat/AC unit

New (30) Amp. Shoreline – twistlock

Upgrade dome lights to LED with new lenses in patient compartment

Replacement of gas struts in the squad bench

Repair and replacement of any broken Plexiglas

Remove cabinet from above the squad bench and upholstery of the wall as required

Replacement of all door gaskets

Repair and replacement of door parts / check for adjustment and adjust accordingly

Replacement of fill up "Diesel" label

Service of the vanner inverter

Install a NORCOLD Dual Voltage Refrigerator in the bottom of the ALS cabinet

**CAB:**

New speakers and housing for a Chevrolet chassis  
Replacement of switches as required and/or replaced entire switch panel  
New console with glove, cup holder and storage  
Replacement of the volt and amp gauge  
Replacement of the hour meter  
Retain cab upholstery and trim for Chevrolet chassis  
Transfer of two-way radio and front control mounted on console per county specification  
Transfer of spotlight  
Transfer of Tough book computer mount  
Availability of installing a Map Light in the tough book area  
Transfer of Federal Signal EQ2B System to new chassis

**OPTION:**

**DELIVERY DAYS:**

**SERVICE AVAILABILITY:**

**WARRANTY INFORMATION:**

Participant in the Ford Ambulance Qualified Vehicle Modifier Program (Y \_\_ N\_\_ )

**INSURANCE COVERAGE AMOUNT:** \_\_\_\_\_

This unit may be seen at Warren County Emergency Services Building, located at 540 West Ridgeway Street in Warrenton for clarification and/or issues indicated within this proposal. In addition, an appointment can be scheduled by calling Dennis Paschall at 252-257-1191 to review this unit.

**Meeting Date: November 1, 2010**

**Agenda Item # 15**

**SUBJECT: Declare Surplus Property & Sale via Online Auction**

**REQUESTED BY: Clerk to the Board**

**SUMMARY: It is submitted to declare surplus and authorize sale via GovDeals  
Online Auction, by resolution.**

*2001 Ford Focus ID # 9335 (132910 miles)*

*2001 Ford Windstar ID # 6501 (247849 miles)*

**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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*STATE OF NORTH CAROLINA  
COUNTY OF WARREN*

*RESOLUTION  
SALE OF SURPLUS  
WARREN COUNTY PROPERTY*

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

*NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to Article 12, North Carolina General Statute 160A-268, the Warren County Board of Commissioners will sell through internet based auction the following property declared Surplus Property:*

|                           |                                 |
|---------------------------|---------------------------------|
| <i>2001 Ford Focus</i>    | <i>ID # 9335 (132910 miles)</i> |
| <i>2001 Ford Windstar</i> | <i>ID # 6501 (247849 miles)</i> |

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

*ADOPTED this the 1<sup>st</sup> day of November 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*

*2001 Ford Focus  
132,910 miles*

*Blown engine*





*2001 Ford Windstar  
247,849 miles*

*Needs transmission work , cracked  
windshield and overdrive keeps  
coming on while driving*





**SUBJECT:** Resolution Endorsing the Guiding Principles for Quality Growth

**REQUESTED BY:** Smedes York, Chair-Quality Growth Action Committee  
Research Triangle Region

**SUMMARY:** Suggestion for implementation of results of Reality Check Visioning Exercise Summit of February 2008. Consensus was reached as follows:

- TRANSIT Improve regional transit, matching land use decisions with transit investments
- VIBRANT CENTERS Reinvest in city and town centers, promote compact development, density and mixed use, including a balance of jobs and housing
- SUSTAINED GREEN SPACE Define appropriate growth & preservation areas to protect open space, agricultural land and resources, especially water supply and quality, and

**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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State of North Carolina  
County of Warren

A RESOLUTION ENDORSING  
THE GUIDING PRINCIPLES FOR  
QUALITY GROWTH

WHEREAS, a 15-county region centered on the Research Triangle has a projected growth of 1.2 million new residents by 2030 and an increase of 700,000 new jobs by 2030, and

WHEREAS, a collaborative vision for growth and land use for this region, Reality Check, was initiated by a joint partnership between Triangle Tomorrow and Urban Land Institute Triangle, and

WHEREAS, the Reality Check visioning exercise and results summit established consensus among participants and attendees on the following Guiding Principles for Quality Growth:

TRANSIT

Improve regional transit, matching land use decisions with transit investments

VIBRANT CENTERS

Reinvest in city and town centers, promote compact development, density and mixed use, including a balance of jobs and housing

SUSTAINED GREEN SPACE

Define appropriate growth & preservation areas to protect open space, agricultural land and resources, especially water supply and quality, and

WHEREAS, a Quality Growth Action Committee will lead a Quality Growth Initiative whereby each city and county of the 15-county Reality Check region will be asked to adopt and endorse the three Guiding Principles for Quality Growth, and

WHEREAS, cities and counties in this region will be encouraged to, and supported in, using these Guiding Principles to make future decisions about growth in their cities/counties.

NOW, THEREFORE, BE IT RESOLVED, the Warren County Board of Commissioners endorses the Guiding Principles for Quality Growth.

ADOPTED this 1<sup>st</sup> day of November 2010

Warren County Board of Commissioners

\_\_\_\_\_  
Barry Richardson, Chairman

ATTEST:

\_\_\_\_\_  
Angelena Kearney-Dunlap  
Clerk to the Board

**Meeting Date: November 1, 2010**

**Agenda Item # 17-A**

**SUBJECT: County Manager's Report**

**REQUESTED BY:**

**SUMMARY: County Manager's Report of contract/agreements approved is presented for the Board's information with authority to enter into contracts up to but not to exceed \$50,000.**

**FUNDING SOURCE: Various**

**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

**Entire  
contracts  
provided  
in separate  
document.**

**TO:** Warren County Board of Commissioners  
**FROM:** Linda T. Worth, County Manager *LW*  
**DATE:** October 27, 2010  
**RE:** Notice of Contracts Approved by the County Manager

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

### General County

Tyler Technologies, Inc.  
370 U.S. Route 1  
Falmouth, Maine 04105

Amendment to Application Service Provider Agreement dated 9/4/2007 to extend the term of the agreement three additional years commencing 9/1/10 and expiring 8/31/13. The costs outlined in the agreement are budgeted in the Finance Department's FY 11 departmental budget.

### Central Communications

CenturyLink Sales Solutions, Inc.  
665 Lexington Avenue  
Mailstop: OHMANB0107  
Mansfield, OH 44907

Service agreement for the Auto CAD equipment and wireless service in the E-911 Telecommunications Center. Funds to accommodate the monthly recurring charges of \$2,530 are budgeted in the Telecommunications departmental budget.

**Entire  
contracts  
provided  
in separate  
document.**

MEMORANDUM

Page 2

October 27, 2010

Public Utilities

Micro-Comm, Inc.  
15895 S. Pflumm Rd.  
Olathe, KS 66062

Extended service warranty contract for Public Utilities' Micro-Comm telemetry system equipment. Funds to accommodate the cost of this warranty agreement are budgeted in Public Utility's Enterprise Fund budget.

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

Attachments

**Meeting Date: November 1, 2010**

**Agenda Item # 17-B**

**SUBJECT: Wastewater Treatment Plant**

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

**SUMMARY: Proposed Engineering Contract with AECOM Engineers for Phase I WWTP Rehab Project is presented for the Board's approval. There are anticipated to be revisions to this proposed contract that will be shared with the Board at 11/1/10 Board Meeting if not sooner via email. The cost of this proposed contract is a lump sum fee of \$65,300.**

**FUNDING SOURCE: Division of Water Quality – Clean Water State Revolving Fund Loan in the amount of \$867,500**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend award of contract for Engineering Services to AECOM at the stated cost.**

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**NOTES:**

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October 25, 2010

Ms. Linda T. Worth, Manager  
Warren County  
P.O. Box 619  
Warrenton, NC 27589

Re: Proposal  
Engineering Services  
Replacement of Clarifier and SCADA Equipment  
Wastewater Treatment Plant

Dear Ms. Worth:

We are pleased to present this Proposal Letter and the attached "Consulting Agreement and Notice To Proceed" document for the proposed Replacement of Clarifier and SCADA Equipment Project. We would like to offer a lump sum price of \$65,300.00 for providing Engineering Design Services as outlined below.

|  |             |
|--|-------------|
| Engineering Reports and Environmental Assessment | \$11,700.00 |
| Permitting and Plan Submittals                   | \$7,500.00  |
| Bidding Process                                  | \$6,900.00  |
| Construction Administration                      | \$12,600.00 |
| Construction Observation                         | \$26,600.00 |
| Total  | \$65,300.00 |

We understand the project will consist of replacing the sludge removal equipment in the two existing clarifiers and to replace the nonfunctional SCADA system throughout the treatment plant. Further, we understand that the County has received a low interest SRF loan from the NC Division of Water Quality (DWQ) to fund the project. AECOM proposes to provide Engineering Services to meet milestones outlined in DWQ's October 1, 2010 Notice of Intent Funding letter. The Engineering Services will include the following:

**Engineering Report and Environmental Assessment**

- Revise the existing Preliminary Engineering Report to meet DWQ's guidelines including:
  - Desktop Inflow and Infiltration Analysis,
  - Population Projections,
  - Revenue and User Fee Analysis, and
  - Public Hearing.
- Prepare an Environmental Assessment.
- Complete DWQ's Checklist for Engineering Report/Environmental Information Document.
- Submit the Engineering Report and Environmental Assessment to DWQ by January 3, 2011.

#### **Permitting**

- Prepare DWQ's permit application.
- Complete DWQ's Checklist for Plans and Specifications.
- Revise Plans as required to include required information.
- Revise Specifications to include DWQ's SRF required documents.
- Submit Plans and Specifications to DWQ for approval.

#### **Assist in the Bidding Process**

- Prepare an "Advertisement for Bids" and submit to the County for publication.
- Provide copies of the detailed plans and specifications as required to prospective bidders. Prospective bidders will be charged directly for plans and specifications.
- Answer questions posed by potential bidders.
- Assist in making contract awards, including conducting bid openings, preparing tabulation of bids, and making recommendations.
- Submit Certified Bid Tabs and other information to DWQ for approval.

#### **Construction Administration**

- Conduct an on-site Pre-Construction meeting with the Contractor and the County's staff to answer questions and discuss contract administration procedures.
- Issue the Notice to Proceed.
- Conduct four (4) on-site Progress Meetings and issue summary of minutes.
- Review periodic pay request for the Contractor.
- Prepare any change order documentation.
- Prepare as-built drawings.
- Prepare close-out documents, including a Final Change Order and Notice of Substantial Completion.

#### **Periodical Construction Observation**

- Provide on-site construction observation for a total of 240 hours, 30 days.
- Prepare daily reports.

If this Scope of Services is agreeable, acceptance of this proposal may be indicated by your signature on the enclosed Agreement. One (1) signed copy returned will serve both as an Agreement between the two parties and as a Notice to Proceed. We look forward to the opportunity of assisting you in this important project. If there are any questions, or if additional information is needed, please do not hesitate to contact us.

Sincerely,

AECOM TECHNICAL SERVICES OF NORTH CAROLINA, INC.



Steve Scruggs, P.E.  
Project Manager

w/enclosures

CONSULTING AGREEMENT AND AUTHORIZATION TO PROCEED

This Agreement between AECOM Technical Services of North Carolina, Inc, a North Carolina corporation, ("AECOM") with offices at 701 Corporate Center Drive, Suite 475, Raleigh, NC, 27607 and Warren County ("CLIENT"), with offices at P.O. Box 619, Warrenton, North Carolina, 27589.

1. AECOM agrees to perform the services described in its PROPOSAL dated: October 26, 2010, including any attachments and amendments:
2. CLIENT authorizes AECOM to perform these SERVICES for the following project and location:

Engineering Services  
Wastewater Treatment Plant Improvements  
Replacement of Clarifier And  
Plant Control and Monitoring System  
Warren County, N.C.

3. AECOM is willing to perform the SERVICES in exchange for the following fee:

CLIENT will pay a **lump sum** of \$65,300.00. AECOM will invoice monthly on a percentage completed basis.

4. **Billing:** AECOM will submit invoices to CLIENT monthly. CLIENT recognizes that timely payment is a material part of this Agreement. Each invoice is due and payable within thirty (30) calendar days of the date of the invoice. CLIENT will pay an additional charge of one and one-half percent (1½%) per month not to exceed the maximum rate allowed by law for any payment received by AECOM more than thirty (30) calendar days from the date of the invoice. CLIENT will pay when due that portion of invoice, if any, not in dispute. If CLIENT fails to pay any undisputed invoiced amounts within thirty (30) calendar days of the date of the invoice, AECOM may suspend its performance or terminate this Agreement without incurring any liability to CLIENT and without waiving any other claim against CLIENT.

5. **Special Provisions:**  NONE     ATTACHMENT

6. **CLIENT RECOGNIZES THAT THE PRESENCE OF HAZARDOUS MATERIALS OR POLLUTION ON OR BENEATH THE SURFACE OF A SITE MAY CREATE RISKS AND LIABILITIES. CONSULTANT HAS NEITHER CREATED NOR CONTRIBUTED TO THIS POLLUTION. CONSEQUENTLY, CLIENT RECOGNIZES THIS AGREEMENT WILL ACCORDINGLY LIMIT CONSULTANT'S LIABILITY.**

CLIENT confirms reading this document in full (including the terms 7 through 18 on the following page). This Agreement when executed by AECOM is an offer to perform the services, open for acceptance within 30 days. This Agreement becomes effective on the date CLIENT signs below.

CLIENT - Warren County

AECOM Technical Services of North Carolina, Inc.

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

By: *Pamela B. Townsend*

Name: \_\_\_\_\_

Name: Pamela B. Townsend

Title: County Manager

Title: Vice President

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

Date: 10/26/10

7. **Standard of Care:** AECOM will perform the Services in accordance with the standards of care and diligence normally practiced by consulting firms performing services of a similar nature in the same locale.
8. **Indemnity/limitation of Liability:** Subject to any limitations stated in this Agreement, AECOM will indemnify and hold harmless CLIENT, its officers, directors, employees, and subcontractors, from and against all claims and actions, including reasonable attorneys fees, arising out of damages or injuries to persons or tangible property to the extent they are caused by a professionally negligent act, error, or omission of AECOM or any of its agents, subcontractors, or employees in the performance of Services under this Agreement. AECOM will not be responsible for any loss, damage, or liability arising from any contributing negligent acts by CLIENT, its subcontractors, agents, staff, or consultants. Neither party will be responsible to the other for consequential damages including, but not limited to, loss of profit, loss of investment or business interruption. The CLIENT also agrees to seek recourse only against AECOM and not against its officers, employees, directors, or shareholders. *The CLIENT agrees to limit AECOM's liability due to breach of contract, warranty or negligent acts, errors or omissions of AECOM to \$50,000 or the fee paid to AECOM under this Agreement, whichever is greater.*
9. **Insurance:** During the period that Services are performed under this Agreement, AECOM will maintain the following insurance: (1) Workers' Compensation coverage in accordance with the laws of the states having jurisdiction over its employees engaged in the Services and Employer's Liability Insurance (limit of \$500,000 each occurrence); (2) Commercial General Liability Policy with a limit of \$1,000,000 per occurrence and a \$2,000,000 aggregate; (3) Commercial Automobile Liability with a limit of \$500,000 per occurrence and a \$1,000,000 aggregate; and (4) Professional Liability coverage with a \$500,000 limit on each claim and a \$1,000,000 aggregate. *Client agrees AECOM will not be liable for any loss, damage, or liability arising out of this Agreement beyond the coverage, and conditions of such insurance with limits as stated above.*
10. **Hazardous Substances/Hazardous Waste:** CLIENT represents that if CLIENT knows or has reason to suspect that hazardous substances or pollution may exist at the project site, CLIENT has fully informed AECOM. In the event AECOM encounters hazardous substances or contamination significantly beyond that originally represented by CLIENT, AECOM may suspend its Services and enter into good faith renegotiation of this Agreement. CLIENT acknowledges that AECOM has no responsibility as a generator, treater, storer, or disposer of hazardous or toxic substances found or identified at a site and CLIENT agrees to defend, indemnify, and hold harmless AECOM, from any claim or liability, arising out of AECOM's performance of work under this Agreement and made or brought against AECOM for any actual or threatened environmental pollution or contamination except to the extent that AECOM has negligently caused or contributed to any such pollution or contamination. This indemnification includes reasonable attorney fees and expenses incurred by AECOM in defense of such claim.
11. **Sample Ownership:** All samples and cuttings of materials containing hazardous contaminants are the property and responsibility of CLIENT. Removal of cuttings from the project site will remain the obligation of CLIENT. Absent direction from CLIENT, AECOM may return all contaminated samples and laboratory byproducts to the CLIENT for proper disposal or treatment.
12. **Buried Utilities:** In those situations where AECOM performs subsurface exploration, CLIENT, to the extent of its knowledge, will furnish to AECOM information identifying the type and location of utilities and other man-made objects beneath the surface of the project site. AECOM will take reasonable precautions to avoid damaging these utilities or objects. Prior to penetrating the site's surface, AECOM will furnish CLIENT a plan indicating the locations intended for penetration. CLIENT will approve the location of these penetrations and authorize AECOM to proceed.
13. **Documents and Records:** CLIENT acknowledges that AECOM's reports, boring logs, field data, field notes, laboratory test data, calculations, estimates and other similar documents ("Records") are instruments of professional service, not products. All data AECOM prepares for CLIENT under this Agreement will remain the property of AECOM. CLIENT will not use any AECOM data or report for any purpose other than its original purpose as defined in the PROPOSAL. CLIENT has no rights to incomplete or partial

data. AECOM will retain these Records for a period of three (3) years following completion of this project. During this time, AECOM will reasonably make available the records to the CLIENT. AECOM may charge a reasonable fee in addition to its professional fees for retrieving or copying such records.

14. **Change Orders:** AECOM will treat as a change order any written or oral order (including directions, instructions, interpretations or determinations) from CLIENT which request changes in the Services. AECOM will give CLIENT notice within ten (10) days of the change order of any resulting increase in fee. Unless Client objects in writing within five (5) days, the change order becomes a part of this Agreement.
15. **Third-Party Rights:** Except as specifically stated in this Agreement, this Agreement does not create any rights or benefits to parties other than CLIENT and AECOM.
16. **Assignment/Status:** The CLIENT will not delegate, assign, sublet, or transfer any interest in this Agreement without the written consent of AECOM. AECOM is an independent consultant and not the agent or employee of CLIENT.
17. **Termination:** Either party may terminate the Services with or without cause upon ten (10) days advance written notice. If Client terminates without cause, CLIENT will pay AECOM costs incurred, noncancelable commitments, and fees earned to the date of termination and through demobilization, including any cancellation charges of vendors and subcontractors.
18. **Complete Agreement:** The Parties acknowledge this Agreement, including the Proposal and any Attachments constitute the entire Agreement between them. Unless stated otherwise in this Agreement, this Agreement may not be modified except in a writing signed by both parties. The parties agree that North Carolina law governs this Agreement and any dispute involving the Agreement.

**Meeting Date: November 1, 2010**

**Agenda Item # 17-C**

**SUBJECT: County Manager's Report**

**REQUESTED BY:**

**SUMMARY: County Manager's Report of October 2010 activities is presented 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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## **Administration**

- Met with representatives from Lake Gaston Chamber of Commerce and Com. Fleming to discuss request for county to apply for a Golden LEAF grant for economic analysis of areas surrounding Lake Gaston (10/1/10)
- Met with Library Director to conduct 3-month performance evaluation (10/1/10)
- Met with EDC Consultant to get update on EDC issues (10/1/10)
- Prepared for and attended Board of County Commissioners regular monthly meeting (10/4/10)
- Attended EMS Peer Review Committee Meeting (10/4/10)
- Attended FEMA Board meeting (10/7/10)
- Met with reps of EntreDot to discuss Economic Development proposal (10/7/10)
- Attended JCPC Advisory Board meeting (10/11/10)
- Met with Elections Director who is Grant Administrator for the Energy Efficient Lighting Project to finalize the Bid Document and Specifications for the project (10/12/10)
- Met with representatives of USDA, Interim Emergency Services Director, Executive Assistant to the County Manager and the Public Utilities Director to discuss funding for the Fire Radio Project (10/12/10)
- Met with Supervisor of the E-911 Center and M. Fogleman to discuss concerns regarding response to a E-911 call (10/13/10)
- Attended Jail Restoration Project meeting with Architect and other interested parties (10/13/10)
- Participated in Fire Extinguisher Training for County Manager/HR Office Staff (10/14/10)
- Attended Women of Warren Committee meeting to critique the event held on 10/2/10 (10/14/10)
- Met with representatives from Public Utilities and the Towns of Norlina and Warrenton to discuss Wastewater Treatment Plant Loan Award (10/14/10)
- Attended and Chaired the VWGF Resource Advisory Board meeting (10/15/10)
- Attended Economic Development Commission meeting (10/18/10)
- Participated in WEB EOC Training via web cast (10/19/10)

- Met with AECOM Engineer, Public Utilities Director, and Town of Warrenton reps to discuss WWTP Phase I Rehab Program engineering services proposal (10/20/10)
- Met with Animal Control Director to discuss concerns in the Animal Control Dept. (10/20/10)
- Attended continuation meeting of the Economic Development Commission's 10/18/10 meeting (10/20/10)
- Prepared for and attended the Board of Commissioners Work Session (10/21/10)
- Met with EDC Consultant to get an update on EDC issues (10/25/10)
- Met with Bd. Chair and representatives of EntreDot to discuss concerns regarding economic development proposal (10/15/10)
- Attended Senior Center Advisory Board meeting (10/26/10)
- Attended meeting in Franklin County to discuss Slaughter House Facility/Industrial Kitchen/Farmers Market regional project (10/26/10)
- Prepared for and conducted monthly Department Heads meeting (10/28/10)
- Meeting with Public Utilities Director, Towns of Norlina/Warrenton reps, and USDA officials to discuss potential funding for WWTP Rehab Project (10/28/10)
- Attended Kerr-Tar COG Board of Directors meeting (10/28/10)

### **Project Updates**

#### **Construction/Renovation Projects**

Renovations on the upper level of the former Mental Health Building that will house the Finance Office are now 95% complete. Work remaining to be completed at this time includes carpet installation, lighting, and blinds. This project is anticipated to be completed by November 15th.

#### **EMS Satellite Facilities**

The Afton EMS facility is approximately 75% complete at this time. Exterior grading has been done; brickwork is complete; fire rated sheet rock has been hung in interior ceilings and garage; windows and doors have been installed. The facility is locked and secured.

The Davis-Bugg Road EMS facility is approximately 5% complete at this time. The site has been graded and foundation is scheduled to be completed on or before October 30<sup>th</sup>.

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

An Agreement drafted by the County Attorney to extend the operating agreement for the WWTP an additional twelve months and make the Lease agreement for the Wastewater Treatment Plant Facility with the Town of Warrenton run concurrently was approved by the Board of Commissioners on 10/4/10. The Town of Warrenton has refused to approve either agreement for various reasons, and the Norlina Town Council plans to consider both agreements at their November meeting.

We received notification from the Division of Water Quality (DWQ) that we have been approved for a 100% low-interest loan in the amount of \$867,500 for Phase I WWTP Rehab. We will be submitting a proposed Engineering contract from AECOM Engineers for the Board's consideration and approval at the November 1<sup>st</sup> Board meeting. Once that contract is in place, we can move forward to meet the milestones identified for this project in the award letter from DWQ. We are continuing to seek out funding for the subsequent phases of the WWTP Rehab.

### **CDBG Projects**

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

All CDBG funds in this project have been expended. We have provided the Division of Community Assistance with a Plan of Action and completed Extension Request Worksheet to explain how we plan to move forward with construction of the 19 homes in Ephraim Place Subdivision. DCA has requested additional information before rendering a final decision on our extension request.

#### **Energy Efficiency Community Block Grant Program**

In May 2010 Warren County was awarded an Energy Efficiency Community Block Grant in the amount of \$182,933. These funds will be used to make improvements to several county buildings and facilities to make them more energy efficient. The Advertisement for Bids has been placed in the local newspaper as well as a newspaper serving historically underutilized businesses. The bid opening is scheduled to take place at 4:00 p.m. on November 15, 2010 in the County Manager's Office. Depending upon bids received, the anticipated completion date for this project is spring 2011.

### **Other Activities**

- Attended and participated in Warren County Chamber of Commerce's "Women of Warren" Luncheon & Awards Program and received an award in the Outstanding Achievement in Government Category (10/2/10)
- Attended Soil Conservation's Annual Ecology Day Program at WCMS (10/6/10)
- Attended Annual Firemen's Association Meeting (10/12/10)
- Attended Town of Warrenton's Revitalization Committee Annual Harvest Festival on Courthouse Square (10/23/10)

# **Special Presentations**



**Closed Session in Accordance with GS 143-  
318.11 (a)(3)**

**Matters Protected By  
Attorney-Client Privilege.**

*Adjourn*

*November 1, 2010*  
*Regular Meeting*