

*WARREN COUNTY  
BOARD OF COMMISSIONERS*

*January 3, 2011*

*5:30 pm Public Hearing*

*5:45 pm Public Hearing*

*6:00 pm – Regular Meeting*

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

Amendments to the  
2008 Community Development  
Block Grant Scattered Sites Housing  
Rehabilitation Program



## Notice of Public Hearing

Notice is hereby served that the Warren County Board of Commissioners will hold a public hearing **Monday, January 3, 2011 at 5:30 pm** at 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 amendments to the 2008 CDBG Scattered Site Housing Rehabilitation program.

**Add the following properties for possible treatment:**

180 Davis-Hyman Road, Norlina, NC  
110 White Rock Church Road, Hollister, NC  
124 Young Dead End Road, Norlina, NC  
1257 Cheeks Quarter Road, Henderson, NC  
172 E. Kearney Road, Warrenton, NC  
448 Connell Road, Warrenton, NC  
389 US Hwy 1 South, Norlina, NC

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: 1-800-735-2962. Questions or comments concerning this Public Hearing or the Community Development Block Grant Program should be addressed to:

Linda J. Worth, County Manager  
County of Warren  
P. O. Box 619  
Warrenton, North Carolina 27589

[lworth@co.warren.nc.us](mailto: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 underutilized businesses are encouraged to participate in CDBG Programs.

*Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Francine Tunstall al 1-252-436-2040 o en 1734 Graham Avenue, Henderson, NC 27536 de alojamiento para esta solicitud.*

Barry Richardson, Chairman  
Warren County Board of Commissioners

# Agenda

1. Chairman or designee call Public Hearing to Order - 5:30 pm
  2. Clerk to the Board Read Notice of Public Hearing
  3. Overview by Julie Reid, Grants Coordinator - Kerr-Tar COG
  4. Citizen Comments
  5. County Manager and/or Commissioner Comments
  6. Adjourn Public Hearing
- 

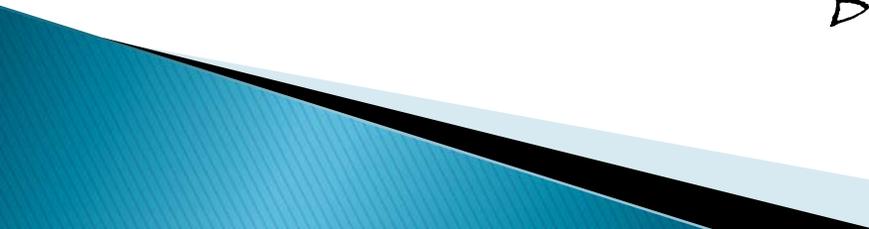
## Public Hearing Procedures

This hearing is being held to hear any persons who wish to be heard relative to Proposed Amendments to 2008 CDBG Scattered Sites Housing Rehabilitation program.

### 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*



**Add the following properties for possible treatment:**

180 Davis-Hyman Road, Norlina, NC

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172 E. Kearney Road, Warrenton, NC

448 Connell Road, Warrenton, NC

389 US Hwy 1 South, Norlina, NC

Adjourn

5:30 pm

Public Hearing

5:45 pm  
Public Hearing

**DRAFT**  
**WARREN COUNTY ORDINANCE**  
**FOR THE REGULATION OF**  
**SOUND CROSSING REAL PROPERTY BOUNDARIES**  
**INCLUDING HIGH IMPACT LAND USES & POLLUTING INDUSTRIES**



**Notice**  
Proposed Ordinance

**5:45 pm**  
**Public Hearing**

**Regulation of Sound Crossing Real Property Boundaries  
Including High Impact Land Uses & Polluting Industries**

Notice is hereby served that the Warren County Board of Commissioners has scheduled a public hearing to hear citizen comments regarding “Proposed Ordinance - for the Regulation of Sound Crossing Real Property Boundaries Including High Impact Land Uses & Polluting Industries”. This public hearing is set for January 3, 2011 at 5:45 pm in the Warren County Memorial Library Community Room, 119 S. Front Street, Warrenton, NC.

**To obtain a copy of the proposed ordinance in its entirety, you may visit the county web-site at: [www.warrencountync.com](http://www.warrencountync.com) or:**

**Warren County Manager’s Office  
105 South Front Street  
Post Office Box 619  
Warrenton, NC 27589  
(252) 257-3115  
(252) 257-5971 fax  
e-mail: [adunlap@co.warren.nc.us](mailto:adunlap@co.warren.nc.us)**

**All interested citizens are encouraged to attend this public hearing.  
Warren County Board of Commissioners  
Barry Richardson, Chairman**

# Agenda

1. Chairman or designee call Public Hearing to Order - 5:45 pm
  2. Clerk to the Board Read Notice of Public Hearing
  3. Overview by County Manager Linda T. Worth, Chairperson  
Noise Control Ordinance Committee, & Karlene Turrentine,  
County Attorney
  4. Citizen Comments
  5. Manager and/or Commissioner Comments
  6. Adjourn Public Hearing
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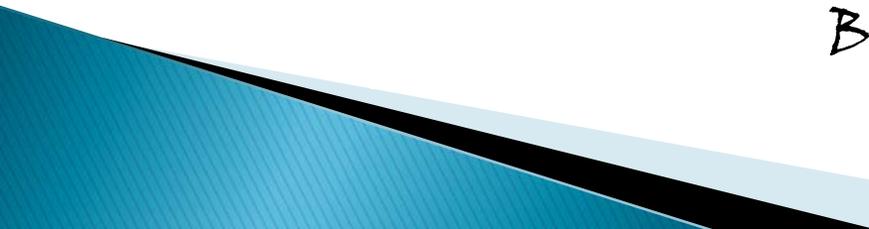
## Public Hearing Procedures

This hearing is being held to hear any persons who wish to be heard relative to Proposed "Warren County Ordinance for the Regulation of Sound Crossing Real Property Boundaries Including High Impact Land Uses & Polluting Industries"

### 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*



Proposed Noise Control Ordinance has  
been provided in a separate document.

It is also located on Warren County's web site at

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

Go to "Online forms and downloads"

and choose "Ordinances" click on

**Noise Ordinance DRAFT**

Adjourn

5:45 pm

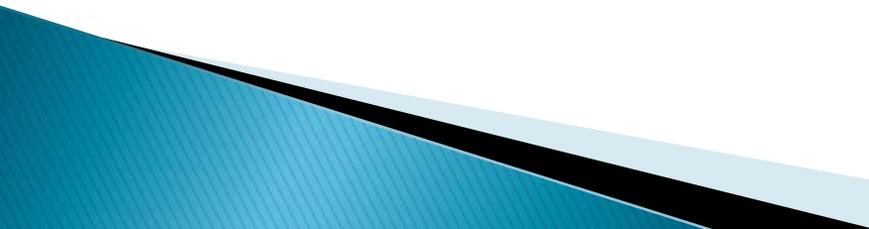
Public Hearing

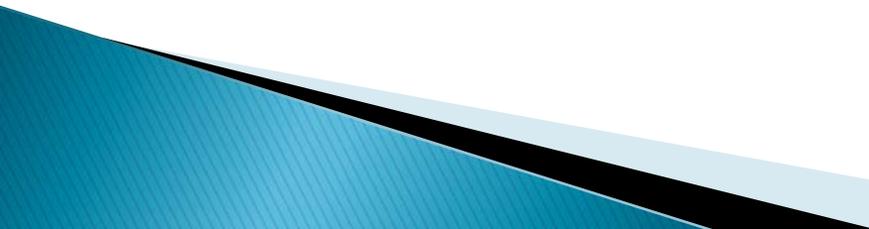


6:00 pm  
Call to Order January 3, 2011  
Regular Monthly Meeting  
By  
Chairman or Designee

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.

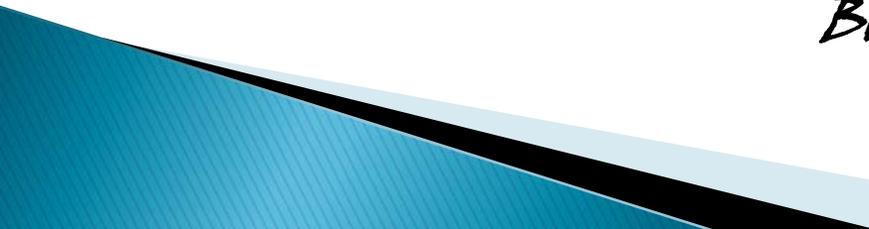
Any group of people who support or oppose the same position should  
designate a spokesperson.

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: January 3, 2011

Agenda Item # 5

**SUBJECT:** Adopt January 3, 2011 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  
January 3, 2011 REGULAR MONTHLY MEETING  
OF THE WARREN COUNTY BOARD OF COMMISSIONERS  
Memorial Library Community Meeting Room  
WARRENTON, NORTH CAROLINA*

*5:30 pm – Public Hearing: Amendments to CDBG 2008 Scattered Sites  
Housing Rehabilitation Program*

*5:45 pm – Public Hearing: Proposed Revised Noise Control Ordinance*

- 1 Call to Order Regular Monthly Meeting – 6:00 pm by Chairman
- 2 Moment of Silence
- 3 Conflict of Interest Disclaimer
- 4 Citizen Comments
- 5 Adopt January 3, 2011 Suggested Agenda
- 6 Consent Agenda
  - A. Approve Minutes – December 6, 2010:
    - \* Organizational Meeting
    - \* Public Hearing – Close Out 2008 CDBG Water Hook-Up Program
    - \* 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) - “ “ “ “
7. Amendment # 7 to the FY 2010-2011 Warren County Budget Ordinance – Barry Mayo

8. Follow-up to Public Hearings
  - A. Amendments to CDBG 2008 Scattered Sites Housing Rehabilitation Program
  - B. “Revised” Ordinance - Regulation of Sound Crossing Real Property Boundaries Including High Impact Land Uses & Polluting Industries
9. Request Permission to Grant Individual Extension of Time for Listing Real & Personal Property – Eddie Mitchum
10. Follow-Up to December 15, 2010 Work Session
  - A. Amendment to Animal Control Fee Schedule – Elma R. Greene, Animal Control Director
  - B. Proposed EntreDot EDC Consulting Agreement
  - C. Schedule Board of Commissioners Planning Retreat – Chairman Richardson
  - D. Request to Revise Memorial Library Operating Hours – James Stephens, Library Director
11. Appoint Yvonne D. Alston as Register of Deeds Effective January 1, 2011 to fill unexpired term of Elsie Weldon (Retired)
12. Appoint (Re-Appoint) Board/Committee/Commission Members
  - A. Board of Health: M.Diekmann, J.Bolton,Sr., L.Baker, M.Richardson – Andy Smith, Health Director
  - B. Board of Commissioners Appointments to various Boards & Committees
13. County Manager’s Reports
  - A. Contracts Approved
  - B. Manager’s Status Report for December 2010
14. Adjourn January 3, 2011 Meeting

Meeting Date: January 3, 2011

Consent Agenda Item # 6A

**SUBJECT:** Approve Minutes

**REQUESTED BY:** Clerk to the Board

**SUMMARY:** December 6, 2010 Minutes have been provided via e-mail to Board Members for review:

# Organizational Meeting

# Public Hearing Close Out of 2008 CDBG Water Hook-Up Program

# 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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*December 6, 2010 Minutes have been provided by e-mail:*

- # Organizational Meeting**
- # Public Hearing Close Out of 2008 CDBG Water Hook-Up Program**
- # Regular Monthly Meeting**

Meeting Date: January 3, 2011

Consent Agenda Item # 6B

**SUBJECT:** Approve Interest Income Report

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

**SUMMARY:** Interest Income Report for the month of November 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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**COUNTY OF WARREN  
FINANCE OFFICE  
P. O. BOX 185  
WARRENTON, NC 27589  
Telephone: (252) 257-1778 Fax: (252) 257-6523**

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**Barry J. Mayo  
Finance Officer**

**INTEREST INCOME REPORT  
Month of November 2010**

<b>FUND</b>	<b>NOVEMBER INCOME</b>	<b>FISCAL YEAR TO - DATE</b>
General	1,148.70	6,111.29
Revaluation	16.63	96.07
E 911 Telephone System	39.95	241.53
Buck Spring Project	28.47	197.63
Ambulance Storage Facility	26.35	161.85
Library Building Project Fund	0.00	12.54
National Guard Armory	1.76	33.47
Regional Water Enterprise Fund	45.83	318.11
District 1 Enterprise Fund	65.80	471.88
Solid Waste	6.08	183.90
District II Enterprise Fund	64.80	475.37
District III Capital Project Fund	16.11	111.84
District III Phase II BANS	0.37	2.57
District III Enterprise Fund	39.63	377.13
Soul City Pump Station Improvements	0.40	2.77
	1,500.88	8,797.95

**Meeting Date: January 3, 2011**

**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 November 2010 is presented for the Board's information.**

**FUNDING SOURCE: N/A**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: G.S. 105 350  
Tax Collection Report and Interest Income Report are 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 NOVEMBER 2010**

**Current Year Collections**

Tax Year	Charge	Collected in NOVEMBER	Collected to Date	Balance Outstanding	Percentage Collected
NOV 2010 FY11	\$14,897,001	\$2,959,804	\$6,160,968	\$8,736,034	41.36%
NOV 2009 FY10	\$14,955,710	2,828,590	6,321,598	8,634,112	42.27

**Delinquent Collections**

2009	\$690,659	\$26,713	\$245,068	445,591	35.48%
2008	241,766	6,110	27,215	214,551	11.26%
2007	188,453	1,674	12,905	175,548	6.85%
2006	160,885	1,516	9,071	151,815	5.64%
2005	129,739	730	7,246	122,493	5.58%
2004	111,398	597	5,635	105,763	5.06%
2003	93,814	351	3,535	90,279	3.77%
2002	115,157	402	3,513	111,644	3.05%
2001	168,296	454	3,135	165,161	1.86%
2000	93,770	174	2,078	91,692	2.22%
<b>Total Delinquent Years</b>	<b>\$ 1,993,937</b>	<b>\$38,721</b>	<b>\$ 319,401</b>	<b>\$ 1,674,537</b>	

**Other NOVEMBER Receipts**

County Penalties	\$ 4,136	\$ 49,360
Landfill User Fees	\$ 230,650	\$ 497,474
Municipalities	\$ 112,186	\$ 224,662
Fire District Taxes	\$ 138,198	\$ 313,882
Advance Taxes	\$ 34	\$ 1,749

**NOVEMBER GRAND TOTAL**

<b>\$ 3,483,729</b>	<b>\$ 7,567,496</b>
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*R Edwin Mitchum*

R. Edwin Mitchum, Tax Collector

12/20/2010

Date

**Meeting Date: January 3, 2011**

**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	1/3/2011	Date:
<b>ERROR CORRECTION RELEASES:</b>		
BRANNAN JESS M & DORIS	2010 4501 310 E2 161B	19559 \$107.47 DIDN'T RECEIVE LAND USE
BRANNAN JESS M & DORIS	2010 4501 310 H2 44	8079 \$165.14 DIDN'T RECEIVE LAND USE
CONNELL DAVID A	2009 7947 301 E5 195 1Z	3078 \$123.00 WRONG VALUE ON PARCEL FOR 09
CONNELL DAVID A	2010 7947 301 E5 195 1Z	3078 \$123.00 WRONG VALUE ON PARCEL
DIECKMAN MERWIN R & BETTY	2009 19658 300 I3B 68	19220 \$332.95 PTC SETTLEMENT
DIECKMAN MERWIN R & BETTY	2010 19658 300 I3B 68	19220 \$315.84 PTC SETTLEMENT
GREER BROTHER INC	2010 16427 327 G7 37	5702 \$357.02 M&E WAS DOUBLE TAXED
HAWKINS DONNELL & OTHERS	2010 2456 300 G8 80	8446 \$362.96 M/HOMES UNLIVEABLE
KPH PAVING & LANDSCAPING	2010 18905 200	29510 \$1,156.07 EQUIPMENT OVER ASSESSED
PERKINSONS BACKHOE	2010 47838 200	30292 \$257.58 M&E WAS OVER ASSESSED
PERKINSON TERRY & LISA	2010 1864 300 A11 13G	20896 \$490.44 CLERICAL ERROR,D/W ON PARCEL AL
PERKINSON TERRY & LISA	2009 1864 300 A11 13G	20896 \$369.76 CLERICAL ERROR,D/W ON PARCEL AL
POPLAR RIDGE TRUCKING CO	2010 8533 200	28525 \$2,490.09 EQUIPMENT OVER ASSESSED
THOMSON ROBERT R & TAMI J	2010 11265 302 L2C 68	8207 \$113.29 CLERICAL ERROR

SUB-TOTAL ERROR CORRECTIONS:

\$6,764.61

**MOTOR VEHICLE RELEASES:**

FLETCHER RANDOLPH M	2010 4586 2377 ZRM6132	77043 \$139.80 NEW TAG
KINNARD BARBARA J	2010 35257 2352 ZTH5911	70681 \$102.18 RELEASED TO NORTHAMPTON CO

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$241.98

SUB-TOTAL CORRECTION RELEASES:

\$6,764.61

Total Releases

\$ 7,006.59

**LANDFILL USER FEE RELEASES:**

ALEXANDER MARGARET D	2010 336 202 D2 7H	21606 \$ 115.00 HAS PRIVATE HAULER
BROWNE RICHARD E	2010 29362 300 J2A 145	16062 \$115.00 HAS PRIVATE HAULER
BULLOCK MELVIN	2010 11697 300 C5 38	1783 \$115.00 NO ELECTRICITY PER PROGRESS EN
CARTER DEREK	2010 14094 300 K5 43	2337 \$115.00 NO ELECTRICITY PER HALIFAX ELEC
CARTE LUCY S	2010 7315 300 B8 38	2307 \$115.00 NO ELECTRICITY
CORONA CARLOS S/MARIA S CASTRO	2010 24402 300 D9 26C	21080 \$115.00 NO ELECTRICITY PER HALIFAX ELEC
CORONA CARLOS S/MARIA S CASTRO	2010 24402 301 B7 63	16703 \$115.00 SECURITY LIGHTS ONLY/PER PROGRE
DAVIS WILBUR & PATRICIA	2010 11428 300 C5 32A	1204 \$115.00 HAS PRIVATE HAULER
DOWNNEY PERCELL HEIRS	2010 8975 200 D2 7H	26868 \$115.00 NO ELECTRICITY PER HALIFAX ELEC
ENGEL MARTIN	2010 1890 300 C1 8A	6166 \$230.00 HAS PRIVATE HAULER
GREER BROTHERS INS	2010 16427 327 G7 37 1X	5702 \$115.00 HAS PRIVATE HAULER
HAWKINS LILLIE G	2010 18820 300 F6 149	6410 \$115.00 HAS PRIVATE HAULER
JONES S R HEIRS	2010 23001 301 K2 22	7021 \$115.00 NO ELECTRICITY PER HALIFAX ELEC
JORDAN MARY ELIZA	2010 7784 300 C5 21	14163 \$115.00 HAS PRIVATE HAULER
MORGANO LOUIS P HEIRS	2010 3924 301 G5 103A	18793 \$115.00 DECEASED NO ONE LIVES IN HSE
NCF INVESTMENTS LLC	2010 9042 301 C1 8	6941 \$230.00 HAS PRIVATE HAULER
NCF INVESTMENTS LLC	2010 9042 300 E3 4	12642 \$115.00 HAS PRIVATE HAULER
PAYNTER DONALD & VIRGINIA	2010 504 306 E3 9	2838 \$115.00 NO ELECTRICITY PER PROGRESS EN
PERNELL EDNA P	2010 31104 305 D8 1	9365 \$115.00 NO ELECTRICITY PER PROGRESS EN
PETTWAY MOSES L	2010 31527 327 G8 40	9566 \$115.00 NO ELECTRICITY PER HALIFAX ELEC
PHELPS HENRY F	2010 31538 300 I3D 305	9580 \$115.00 HAS PRIVATE HAULER
SPRING VALLEY FARM OF NC	2010 5083 300 C1 8B	12980 \$115.00 HAS PRIVATE HAULER
SRS OF HENDERSON LLC	2010 31864 300 E4 54 A2	16959 \$115.00 HAS PRIVATE HAULER
STALLINGS W KENNETH HEIRS	2010 38705 306 H7 13	12383 \$115.00 NO ELECTRICITY PER HALIFAX ELEC
TERRY JOHN & ELLEN W	2010 2796 300 B6 55	18463 \$115.00 HAS PRIVATE HAULER
TUCKER CARL VICTOR	2010 6255 300 C5 154A	20433 \$115.00 HAS PRIVATE HAULER
SMITH MARY	2010 38001 320 L2D 40	9605 \$115.00 HAS PRIVATE HAULER
SMITH MARY	2010 38001 329 K8 33	310 \$115.00 HAS PRIVATE HAULER
SMITH MARY	2010 38001 322 L2C 128	11857 \$115.00 HAS PRIVATE HAULER
SMITH MARY	2010 38001 306 L2C 1 2	10143 \$115.00 HAS PRIVATE HAULER
SMITH MARY	2010 38001 304 L2A 61A	19270 \$115.00 HAS PRIVATE HAULER
SMITH MARY	2010 38001 301 L2C 211	10032 \$115.00 HAS PRIVATE HAULER
SMITH MARY	2010 38001 300 L2C 213	9029 \$115.00 HAS PRIVATE HAULER
WILLIAMS MARY F	2010 4799 301 H8 21	14045 \$115.00 NO ELECTRICITY PER HALIFAX ELEC

TOTAL LFUF RELEASES:

\$4,140.00

Total Releases

\$ 11,146.59

# County Manager approved Tax Releases Under \$100

Under \$100

1/3/2011

Date: *L3W*  
*12/28/10*

**ERROR CORRECTION RELEASES:**

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD #</u>	<u>AMOUNT</u>	<u>REASON</u>
BRANNAN JESS M & DORIS	2010	4501 311	H2 37B	8637	\$ 99.91	DIDN'T RECEIVE LAND USE
CAPPS MD JR & STEPHANIE	2010	7341 300	D5 66	13934	\$ 70.44	SHOP PUT ON WRONG PARCEL
FALCON LATISHA C	2008	16394 108	D5 67	26188	\$ 9.75	MH SOLD IN 2008
FALCON LATISHA C	2009	16394 109	D5 67	26525	\$ 7.21	MH SOLD IN 2008
FALCON LATISHA CHARMANE	2010	16394 200	D5 67	26188	\$ 31.27	MH SOLD IN 2008
HUDSON LEON & ANGELA	2010	4612 300	J2B 2	3172	\$ 24.48	SOLD BOAT IN 2009
MARLIN LEASING	2010	2120 200		27747	\$ 36.62	M&E WAS OVER ASSESSED
MCI COMMUNICATIONS	2010	32583 204		30160	\$ 25.01	CLERICAL ERROR
PINNELL ELLIOTT & ROBIN	2010	29986 300	A2C 2D	24023	\$ 71.22	2.12 AC RELEASED TO VANCE CO
POPLAR RIDGE TRUCKING	2005	6533 105		30958	\$ 10.94	WRONG FIRE DISTRICT
POPLAR RIDGE TRUCKING	2006	6533 106		30957	\$ 12.54	WRONG FIRE DISTRICT
POPLAR RIDGE TRUCKING	2007	6533 107		30956	\$ 17.94	WRONG FIRE DISTRICT
POPLAR RIDGE TRUCKING	2008	6533 108		30954	\$ 29.55	WRONG FIRE DISTRICT
POPLAR RIDGE TRUCKING	2009	6533 109		31044	\$ 20.99	WRONG FIRE DISTRICT
WURSTER MARK D	2010	23890 300	H1D 48	9195	\$ 94.50	BOAT VALUE LOWERED
<b>SUB-TOTAL ERROR CORRECTIONS:</b>					<b>\$ 562.37</b>	

**MOTOR VEHICLE RELEASES:**

BOYD GRAHAM JR	2010	4037 1063	PYC7434	69392	\$13.59	SOLD
BROWN VELMA F	2010	16621 2103	ZTN4424	68766	\$4.16	HIGH MILEAGE ON CAR
COLEMAN JOHN A	2010	8911 1696	XVL1696	76362	\$4.88	TRADED
DAVIS THEODORE R	2010	3503 2562	WNK4244	78632	\$12.30	SURRENDERED
EPLER LARRY MITCHELL	2010	35256 2337	ZVW2430	70666	\$83.04	RELEASED TO CUMBERLAND CO
HARDEE MICHAEL D	2010	30797 2250	XV2577	67218	\$21.60	SOLD
HARRIS ETHEL B	2010	17233 1512	TXK4447	69841	\$16.62	NOT IN CITY LIMITS
HARRIS LAWANDA A	2010	22568 2302	YYX4929	70631	\$17.37	TRADED
HAWKS CHRISTOPHER L	2010	21878 109	ZPW5019	55082	\$38.08	SOLD
HICKS JAMES W JR	2010	28107 1255	0516A	75921	\$3.75	SOLD
HIGHTOWER ALPEAN R	2010	12976 1884	RRA2950	72547	\$13.80	WRECKED
HONDA LEASE CO	2010	20050 2452	XND8202	70781	\$67.41	CAR TURNED IN
HONDA LEASE TRUST	2010	20050 109	XVN5985	56049	\$35.52	SOLD
KEARNEY DAVID S	2010	13665 2694	YVT2921	65955	\$12.18	GAVE AWAY
LEATH CHARLIE E	2010	45612 1849	YVT2056	70178	\$34.08	TOTAL LOSS
LEWIS JAMES P	2010	25419 1829	VVVW8443	68492	\$32.72	GAVE TO SON
NELSON MATT D III	2010	28730 1189	YNC6321	69518	\$2.98	HIGH MILEAGE
NICHOLSON DOLLY K	2010	29005 1749	ZWS1149	70078	\$11.35	SOLD
PATTON VINCENT L	2010	1768 2283	VXR2284	67251	\$43.92	SOLD
PHELPS MARYLEE T	2010	10156 1558	SXT5007	69887	\$31.02	SOLD
SLATER MARGARET M	2010	19108 1889	PNB1548	68552	\$34.56	NO LONGER OWNS
VAZQUEZ CARMEN L	2010	16135 2324	YNC5916	68987	\$53.90	TRADED
WELLS LESLIE P	2010	26790 1849	MRT9296	68512	\$24.57	TRADED
WILLIAMS ROBERT R	2010	35249 2035	ZWR9960	70364	\$17.85	HIGH MILEAGE
WILLIAMS SHELDON M	2010	44824 109	YYX7887	54406	\$7.02	GAVE AWAY

**SUB-TOTAL MOTOR VEHICLE RELEASES:**

**\$638.27**

**SUB-TOTAL CORRECTION RELEASES:**

**\$ 562.37**

**Total Releases**

**\$1,200.64**

**Meeting Date: January 3, 2011**

**Agenda Item # 7**

**SUBJECT: Finance Office**

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

**SUMMARY: Amendment #7 to the FY 2010-11 Warren County  
Budget Ordinance**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE  
2010/2011  
Amendment No. 7**

**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	4,000
Health Department	390
DJJDP- Gang Assessment Grant	(250)
Senior Center	2,847
Libraries	20,000
<b>Total</b>	<b>\$26,987</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	390
Restricted Intergovernmental - DSS	2,847
Restricted Intergovernmental - Other	19,750
Fund Balance Appropriated	4,000
<b>Total</b>	<b>\$26,987</b>

**This amendment:**

- appropriates funds to the Finance Office for Actuarial Valuation of the County's Health Care Plan for audit purposes, this expense was unforeseen and required for the FY10 audit.

Funding Source: Fund Balance Appropriated

- increases funding to the Health Department to agree with State allocations.

Funding Source: NC DHHS Division of Public Health

- DJJDP-Gang Prevention Grant budget is decreased to agree with State allocation.

Funding Source: Dept of Juvenile Justice and Delinquency Prevention

- increases funding to the Senior Center to agree with State allocation.

Funding Source: NC Division of Aging - HCCBG

- appropriates grant funds to the Libraries for a consultant to develop long-range plans.

Funding Source: LSTA Planning Grant

Respectfully Submitted 1/03/2011

*Barry J. Mayo*

Barry J. Mayo, Finance Director

**Meeting Date: January 3, 2011**

**Agenda Item # 8-A**

**SUBJECT: Follow-up to January 3, 2011 Public Hearings**

**REQUESTED BY: Julie Reid, CDBG Coordinator for Kerr-Tar Regional COG**

**SUMMARY: Having held a required public hearing in the Memorial Library at 5:30 pm to hear citizen comments regarding amendments to 2008 CDBG Scattered Sites Rehab Program, it is now presented for Board's action.**

**FUNDING SOURCE:**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Add the following properties for possible treatment:**

180 Davis-Hyman Road, Norlina, NC

110 White Rock Church Road, Hollister, NC

124 Young Dead End Road, Norlina, NC

1257 Cheeks Quarter Road, Henderson, NC

172 E. Kearney Road, Warrenton, NC

448 Connell Road, Warrenton, NC

389 US Hwy 1 South, Norlina, NC

**Meeting Date: January 3, 2011**

**Agenda Item # 8-B**

**SUBJECT: Follow-up to January 3, 2011 Public Hearings**

**REQUESTED BY:**

**SUMMARY: Having held a required public hearing in the Memorial Library at 5:45 pm to hear citizen comments regarding proposed “Revised” Ordinance - Regulation of Sound Crossing Real Property Boundaries Including High Impact Land Uses & Polluting Industries, it is now presented for Board’s action.**

**FUNDING SOURCE: N/A**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: Noise Control Ordinance  
G.S. 153A-45**

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

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**NOTES:**

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## **§ 153A-45. Adoption of ordinances.**

To be adopted at the meeting at which it is first introduced, an ordinance or any action having the effect of an ordinance (except the budget ordinance, any bond order, or any other ordinance on which a public hearing must be held before the ordinance may be adopted) must receive the approval of all the members of the board of commissioners. If the ordinance is approved by a majority of those voting but not by all the members of the board, or if the ordinance is not voted on at that meeting, it shall be considered at the next regular meeting of the board. If it then or at any time thereafter within 100 days of its introduction receives a majority of the votes cast, a quorum being present, the ordinance is adopted. (1963, c. 1060, ss. 1, 1 1/2; 1965, cc. 388, 567, 1083, 1158; 1967, c. 495, s. 2; 1969, c. 36, s. 1; 1971, c. 702, ss. 1-3; 1973, c. 822, s. 1.)

**Meeting Date: January 3, 2011**

**Agenda Item # 9**

**SUBJECT: Request Permission to Grant Individual Extensions of Time for the Listing of Real & Personal Property**

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

**SUMMARY: An annual request in accordance with GS 105-307, April 15, 2011 would be the extended deadline for listing upon Board approval.**

**FUNDING SOURCE: N/A**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: GS 105-307**

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

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**NOTES:**

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# Memorandum

**To:** Warren County Board of Commissioners  
**From:** R. Edwin Mitchum, Tax Administrator  
**Date:** January 3, 2011  
**Re:** Request for Permission to Grant Individual Extensions of Time for the Listing of Real and Personal Property

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The annual tax listing period will commence on January 3, 2011 and end on January 31, 2011. To accommodate taxpayers who are unable to list their property during the regular listing period, I hereby request permission from the Board to be allowed to grant individual extensions of time for the listing of real and personal property upon written request and for good cause shown. The authority to grant such extensions can be delegated by the Board of County Commissioners to the Tax Assessor pursuant to G.S. 105-307 entitled, "Length of listing period; extension; preliminary work", (copy enclosed). Extensions granted under this statute shall not extend beyond April 15.

Thank you for your consideration of this request. If there are any questions or concerns, please do not hesitate to contact me.

Enclosure

**§ 105-307. Length of listing period; extension; preliminary work.**

(a) Listing Period. – Unless extended as provided in this section, the period during which property is to be listed for taxation each year begins on the first business day of January and ends on January 31.

(b) General Extensions. – The board of county commissioners may, by resolution, extend the time during which property is to be listed for taxation as provided in this subsection. Any action by the board of county commissioners extending the listing period must be recorded in the minutes of the board, and notice of the extensions must be published as required by G.S. 105-296(c). The entire period for listing, including any extension of time granted, is considered the regular listing period for the particular year within the meaning of this Subchapter.

(1) In nonrevaluation years, the listing period may be extended for up to 30 additional days.

(2) In years of octennial appraisal of real property, the listing period may be extended for up to 60 additional days.

(3) If the county has provided for electronic listing of personal property under G.S. 105-304, the period for electronic listing of business personal property may be extended up to June 1.

(c) Individual Extensions. – The board of county commissioners shall grant individual extensions of time for the listing of real and personal property upon written request and for good cause shown. The request must be filed with the assessor no later than the ending date of the regular listing period. The board may delegate the authority to grant extensions to the assessor. Extensions granted under this subsection shall not extend beyond April 15. If the county has provided for electronic listing of personal property under G.S. 105-304, the period for electronic listing of business personal property is as provided in subsection (b) of this section.

(d) Preliminary Work. – The assessor may conduct preparatory work before the listing period begins, but may not make a final appraisal of property before the day as of which the value of the property is to be determined under G.S. 105-285. (1939, c. 310, s. 905; 1971, c. 806, s. 1; 1973, cc. 141, 706; 1975, c. 49; 1977, c. 360; 1987, c. 43, s. 5; c. 45, s. 1; 2001-279, s. 2; 2006-30, s. 2.)

**Meeting Date: January 3, 2011**

**Agenda Item # 10-A**

**SUBJECT: Follow-Up to December 15, 2010 Work Session**

**REQUESTED BY: Elma Rae Greene, Director Warren County Animal Control**

**SUMMARY: Amendment to Animal Control Fee Schedule is presented for Board's adoption.**

**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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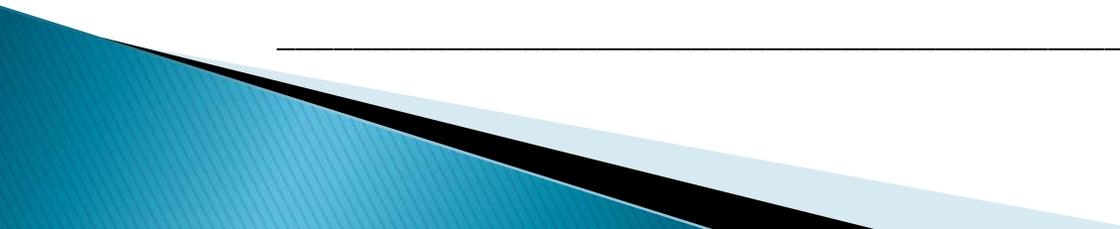
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**NOTES:**

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**WARREN COUNTY BOARD OF COMMISSIONERS  
AGENDA ITEM REQUEST FORM ATTACHMENT PAGE 3 OF 3  
ANIMAL CONTROL 11-18-10**

	<b>Proposed Amendment for Approval</b>	<b>Current Fee Schedule</b>
• Civil Penalty		Fine not more than \$500
• First Violation	\$25.00	
• Second Violation	\$50.00	
• Third Violation	\$100.00	

Civil penalties assessed do not exempt violators from criminal actions being taken.

Failure to pay civil penalties is a criminal violation.

**\*Violations of Section VI. Animals Creating Nuisance results in a Notice to Abate Nuisance prior to any penalties being assessed. (Strays)**

**Meeting Date: January 3, 2011**

**Item # 10-B**

**SUBJECT: Follow-Up to December 15, 2010 Work Session**

**REQUESTED BY: County Manager and Economic Development Commission**

**SUMMARY: Consider entering into contract with EntreDot of Wake Forest, NC to provide economic development consulting services effective January 1, 2011 for a six (6) month period. Fee of \$7,500 per month (\$45,000) which includes business related expenses.**

**FUNDING SOURCE: Lapsed Salary/Fringes in EDC Budget and/or Fund Balance if EDC Director position is filled in FY 11**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval with cost to be paid from lapsed salary/fringes in EDC departmental budget and/or Fund Balance if EDC position is filled in FY 11.**

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**NOTES:**

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## MEMORANDUM

**TO:** Warren County Board of Commissioners  
**FROM:** Linda T. Worth, County Manager *LTW*  
**DATE:** December 9, 2010  
**RE:** Proposed EntreDot Services Agreement

As requested by the Board of Commissioners at the October 21, 2010 Work Session, a subcommittee consisting of Mr. Ernie Fleming, Chairman, Economic Development Commission (EDC); Mrs. Sallie White, Vice-Chairperson, EDC; Mr. Pete Deschenes, EDC Board Member; and your County Manager met to discuss and revise as necessary and appropriate the proposed EntreDot Services Agreement. EntreDot officials, Mr. Bill Warner, Executive Director, and Mr. William Sarrine, Director presented the original agreement to the Board during the October 21<sup>st</sup> Work Session.

As a result of the subcommittee's review, revisions were made to the proposed EntreDot Agreement most notably the agreement is now a true consulting agreement for the provision of services deemed necessary to help develop sustainable processes to promote successful economic development for Warren County. As the Agreement is written, EntreDot will work directly with the Warren County Economic Development Commission and the County Manager in performing certain economic development functions and tasks that are outlined in the agreement. The proposed revised agreement is attached.

Mr. Warner and Mr. Sarrine will be present at the Work Session on December 15<sup>th</sup> to answer any questions the Board may have regarding the proposed agreement. Should the Board wish to entertain approval of this agreement, the estimated cost to facilitate same is \$7,500 per month for the six-month term. There are currently lapsed salaries/fringes in the EDC departmental budget resulting from a vacancy in the EDC Director position. However, we are currently utilizing the services of a Consultant in the EDC Office at a cost not to exceed \$10,000 through December 2010. Also, should the EDC decide to move forward to fill the vacant Director's position, additional funding in an amount to be determined would need to be appropriated to the EDC Department to pay for EntreDot's services.

We look forward to discussing this matter with the Board at the Work Session on December 15<sup>th</sup>. Should there be any questions in the interim, please do not hesitate to contact me.

cc: EDC Subcommittee Members  
Attachment

## North Carolina

### Warren County

#### EntreDot® Services Agreement

This EntreDot Services Agreement (“Agreement”) is entered into \_\_\_\_\_, 2011, by and between **Warren County, North Carolina** (“County”), party of the first part; and **EntreDot**, a 501(c)(3) non-profit organization headquartered in Wake Forest, NC (“EntreDot”), party of the second part, (collectively “Parties”), for the purpose of engaging EntreDot to assist the County’s Economic Development Commission (“EDC”) and the County Manager in performing certain economic development functions and tasks.

#### Statement of Work

EntreDot will develop a sustainable process to promote economic development for Warren County.

In this capacity, EntreDot is expected to perform certain economic development functions and tasks on behalf of the EDC and achieve certain measurable results, including the following:

#### First Quarter Activities:

- Establish a community-wide team (“Team”) that operates in an advisory capacity to the EDC and County Manager and performs the functions as described in EntreDot’s report to the Board of County Commissioners entitled: “A New Approach To Rural Economic Development”, while performing the following tasks and creating the following deliverables:
  - Documented description of the roles and responsibilities of the Team
  - Operating procedures document
  - Recruitment of Team members
  - Demonstrable team work that advances economic development
  - An operating organization producing results
    - Regular Team meetings
    - Establishment of economic development goals
    - Establish economic development actions to be performed by the community
    - Management of action items
  - Encourage active participation and support from local and State-wide organizations, i.e. Kerr-Tar COG, Rural Center, SBTDC, SCORE, Vance-Granville Community College, and RTRP.
- The Team will develop and execute economic development processes to perform the following tasks and create the following deliverables:

- Conduct a comprehensive assessment of the business assets of Warren County to include an analysis of workforce demographics, including but not limited to:
  - Diversity analysis (age, gender, ethnicity, etc.);
  - Current skills and competencies available;
  - Skills competencies necessary for future workers;
  - Current and future labor markets;
  - Sources for labor competition;
  - Educational programs and facilities;
  - Communications;
  - Roads, rail, transportation;
  - Historical sites, recreational areas, agriculture;
  - Government support, key businesses, and professional services.

For the most part, this is further refinement of the 21<sup>st</sup> Century Communities study to be conducted by EntreDot and will take it to the next step of identifying specific businesses that are appropriate for Warren County by identifying market opportunity segments that would be a “best fit” for the assets of Warren County, including the description of the kinds of businesses that would have the best chance of success.

- Determine the gaps in the ability of the community to pursue these market sectors and business opportunities and develop actions that will be needed to support business owners. These programs and initiatives might include:
  - Providing input to the Community College System to help facilitate improvements in the community college curriculum to help develop entrepreneurship and business ownership skills as well as identification of specific job training needs in the County
  - Encouraging programming in the high school system to provide job training for people to enter the new market sectors
  - Identifying local and state government incentive programs to help foster new business creation and small business growth
  - Identifying facilities that support entrepreneurial start-up businesses
  - Taking advantage of State and local grant and loan programs
  - Marshalling the collective expertise of the local business community to support local entrepreneurs and small businesses
  - Establishing partnerships with universities for business expertise
  - Providing business mentoring and counseling to entrepreneurs and small business owners

## Second Quarter Activities:

- Identify entrepreneurs that have the potential and interest in pursuing the identified business opportunities, nurturing them during the process of business planning and development. These entrepreneurs come from both within the community as well as those that are interested in moving to the community from other places. The identification of new entrepreneurs is an ongoing effort that requires the constant support of the Team.
- Document an economic development strategy based on the results of the comprehensive assessment that will put Warren County on a sustainable economic development track of disciplined job creation.
- Identify and recruit new and existing businesses that will be mentored by EntreDot in an effort to start the process of creating and saving jobs for the County.
- Working with the EDC and County Manager, play an active role in recruiting new businesses to the County, and play an advisory role in the negotiations as needed.
- Based on the results of the comprehensive assessment and strategy development work, provide advice on economic development marketing programs and marketing materials for the County.
- Support the EDC's efforts to improve the Web site design and content management by offering additional content and capability to reach members of the community, entrepreneurs, and business owners.
- Support any EDC small business development programs with content and speakers as needed.

## Terms of Agreement

Upon execution of this Agreement, the County hereby offering and EntreDot accepting, the Parties acknowledge and agree to the following terms:

1. **Professional Services:** EntreDot shall work in conjunction with and report to the County Manager and EDC and be responsible for completing the above Scope of Work on behalf of the EDC.
2. **Term and Termination of Services:** EntreDot services shall be for a period of six (6) months, to commence on January 1, 2011, unless the Parties agree in writing to extend EntreDot's services. Either party can terminate this agreement upon thirty (30) days written notice; or immediately, upon mutual agreement or for cause.
3. **Compensation:** EntreDot will be paid \$7,500 per month which includes all business-related expenses.
4. **Payments:** EntreDot's monthly compensation will be paid in two equal installments on the 15<sup>th</sup> and 30<sup>th</sup> of the month with the first bi-monthly installment of \$3,750 being due upon signing this Agreement.

EntreDot shall submit an invoice to the County not later than the 5th and 20th day of each month, which invoices shall be paid by the County on the 15<sup>th</sup> and 30<sup>th</sup> day of the same month.

5. **Expenses:** EntreDot will provide for its own travel to and from Warren County. Any extraordinary travel or non-travel related expenses require prior approval from the County. County will provide conference room space for its meetings and economic development functions.
6. **Independent Contractor:** EntreDot shall be an independent contractor and not an employee of the County. As such, EntreDot is not entitled to participate in any fringe benefit programs maintained by the County, including, but not limited to, any retirement plan, insurance program, vacation or severance payments, holiday, overtime or other premium rate of pay. The County shall not include EntreDot on its policy of workers' compensation or on any private insurance program or welfare benefit plan adopted in lieu of worker's compensation. EntreDot shall be solely responsible for any and all of its state and federal tax considerations, as well as workers compensation, FICA, and disability payments.
7. **Indemnification:** EntreDot hereby agrees to indemnify and hold the County harmless from any expense, penalty, or other loss to which it may be subject as a result of EntreDot's breach of his/her duty under this section.
8. **Ownership of Materials and Confidentiality:** The County acknowledges that during the term of this Agreement, it may make available to EntreDot proprietary and/or confidential information that the County, in its sole discretion, determines will enable EntreDot to carry out its duties for the County. In exchange, EntreDot hereby covenants to use said proprietary or confidential information for the exclusive benefit of the County and will hold said information in strict confidentiality. Proprietary and confidential information is defined to include, but not be limited to: all information, technical data, trade secrets and know-how; all client and customer lists, vendor lists, agency lists (government or otherwise), personnel information, as well as all standard documents and forms, including those adapted from public samples; all business development and marketing techniques, strategies, and approaches; all computer software and hardware configuration information; and, all other documentation of information disclosed by the County to EntreDot directly or indirectly, in writing, orally, electronically, or by computer in the course and conduct of the County's business activities and/or to enhance the level of services provided by the EDC. Further, EntreDot acknowledges and agrees that all economic development planning documents, program guides, brochures, and any other written documentation, as well as technical data developed and/or produced by, through or in the course of this Agreement shall be the sole property of the County.
9. **Dispute to be Settled by Arbitration:** Any claim or controversy arising out of or related to any provision in this Agreement, or the breach thereof, shall be submitted to a panel of three AAA certified arbitrators (one chosen by each of the Parties, the third to be chosen by those two arbitrators) for arbitration in accordance with the then existing commercial arbitration rules of the American

Arbitration Association, to the extent consistent with the laws of the State of NC. The Parties agree any judgment rendered shall be binding upon all Parties.

10. **Liability:** In no event shall either of the Parties be liable to the other for the payment of any consequential, special, punitive, or exemplary damages resulting from a default in the performance of their respective obligations under this Agreement.
11. **Governing Law, Venue:** This agreement shall be governed and construed in accordance with the laws of the State of NC. In the event that any legal proceedings are instituted concerning the interpretation or enforcement of the Agreement, exclusive venue over such proceedings shall be vested in the state courts sitting in the State of NC, County of Warren.
12. **Notice of Termination or Dispute:** Any notice of termination of the Agreement shall be served upon the Parties by regular U.S.P.S. mail or by electronic mail at the addresses listed below. Any notice of dispute shall be served by certified mail, return receipt requested upon the opposing party at the addresses below.

EntreDot  
6516 Wakefalls Drive  
Wake Forest, NC 27587  
(919) 570-1023  
[bwarnar@entredot.org](mailto:bwarnar@entredot.org)

Warren County Manager  
PO Box 619  
Warrenton, NC 27589  
(252) 257-3115  
[lworth@co.warren.nc.us](mailto:lworth@co.warren.nc.us)

13. **Termination Assistance:** Upon termination of this Agreement, EntreDot shall immediately deliver all County proprietary information in its possession to the County (including work in progress, such as notes, drafts, and other unfinished material) and shall, upon the County's written request, document, in detail, the status of the services that have been terminated and the status of the work products.
14. **Entire Agreement, Modification and Extension:** This agreement represents the entire agreement between the Parties. It may be modified or extended only in a written document executed by both Parties with the same formality as this original Agreement.
15. **Enforceability:** If any part of this Agreement shall be adjudged by any court of competent jurisdiction to be unenforceable, the enforceability of the remaining provisions shall not be affected thereby and shall be enforced to the maximum extent permitted by law.
16. **Assignment:** EntreDot shall not assign, sell or otherwise dispose of this Agreement without the prior written consent of the County.

The Parties hereto acknowledge and agree that they have read, understood, and voluntarily entered into this Agreement. Further, each party signatory hereto acknowledges and agrees that they had a reasonable opportunity to review this entire Agreement with their respective attorneys including the paragraphs relating to confidentiality with their respective chosen counsels, and; thus, understand the ongoing obligations created by this Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date first above written.

**WARREN COUNTY, NC**

\_\_\_\_\_

By: Linda T. Worth, County Manager

\_\_\_\_\_

Date

Witness: \_\_\_\_\_

**ENTREDOT**

\_\_\_\_\_

By: Bill Warner, Executive Director

\_\_\_\_\_

Date

Witness: \_\_\_\_\_



**Meeting Date: January 3, 2011**

**Item # 10-C**

**SUBJECT: Follow-Up to December 15, 2010 Work Session**

**REQUESTED BY: Chairman Barry Richardson**

**SUMMARY: Schedule Board of Commissioners Planning Retreat:**

**Date: \_\_\_\_\_ (suggested month was March 2011)**

**Engage facilitator \_\_\_\_ yes / \_\_\_\_ no**

**Preferred Time: Morning to afternoon \_\_ or Afternoon to Evening\_\_**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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

**NOTES:**

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\_\_\_\_\_

**Meeting Date: January 3, 2011**

**Item # 10-D**

**SUBJECT: Follow-Up to December 15, 2010 Work Session**

**REQUESTED BY: James Stephens, Library Director**

**SUMMARY: Request to Revise Memorial Library Operating Hours as follows:**  
**Monday – Thursday: 9:00 a.m. – 7 p.m.**  
**Friday – 9:00 a.m. – 5:00 p.m.**  
**Saturday – 10:00 a.m. – 2:00 p.m.**  
**Shift in hours still provides the public with 52 hours of Library services each week.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval with a six-month test period to determine if revised hours adequately meet the public's needs.**

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**NOTES:**

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RECEIVED

DEC 7

## Memorandum

To: Linda Worth, County Manager

From: Jay Stephens, Library Director

Re: Shift in Library Hours

WARREN COUNTY MANAGER'S OFFICE

Date: December 7, 2010

After reviewing statistics concerning library visits and discussing the issue with staff I am recommending a shift in the library's hours of operation in order to serve our customers in a more effective and efficient manner.

At the present time the library is open to the public Monday-Thursday from 10 a.m. until 7 p.m. and Friday-Saturday from 10 a.m.-6 p.m. We are open to the public for a total of 52 hours every week.

My recommendation is to be open to the public Monday-Thursday from 9 a.m. until 7 p.m., Friday from 9 a.m.-5 p.m., and Saturday from 10 a.m.-2 p.m. This shift in hours will still provide the public with 52 hours of library service each week.

A statistical analysis of library visits on Fridays and Saturdays, days when the library is currently open the exact same hours (10 a.m.-6 p.m.), has shown that from July-October 2010 considerably more customers visited the library on Fridays rather than on Saturdays and more materials were checked out of the library on Fridays as opposed to Saturdays.

For several months library staff has been conducting an hourly tracking of Saturday library visits. This data shows that it is the earlier Saturday hours that see the most business at the library and that by later in the afternoon visits to the library drop off.

After examining these statistics and discussing the issue with library staff I believe that the library could better serve the public by shifting four open hours from Saturdays to the weekdays and opening at 9 a.m. during the week rather than at 10 a.m. Total weekly hours of operation would remain stable at 52.

This shift in hours will bring library staff work schedules closer in line with those of other Warren County office staff. It will also ensure that staff are available to assist customers who wish to use the library's community room for early morning meetings. I believe that it will also benefit the older members of the community who prefer to visit the library and run errands during the morning hours.

Any shift in hours will require educating the public concerning the change. Staff will post signage in the library and we will place a notice on our web site following approval of this request.

The Library Board of Trustees has reviewed this idea and given consent to a possible shift in hours, and library staff are also in agreement with the idea.

**Meeting Date: January 3, 2011**

**Agenda Item # 11**

**SUBJECT: Appoint Register of Deeds to fill 2 year vacancy**

**REQUESTED BY: Robert Terry, Jr., Chairman - Warren County Democratic Party**

**SUMMARY: It is submitted to appoint Yvonne D. Alston as Register of Deeds, to fill the unexpired term of Elsie Weldon, Retired Register of Deeds, effective January 1, 2011 to expire December 2012. Recommended annual salary \$47,562.**

**FUNDING SOURCE: Register of Deeds Departmental Budget**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTE**

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December 9<sup>th</sup>, 2010

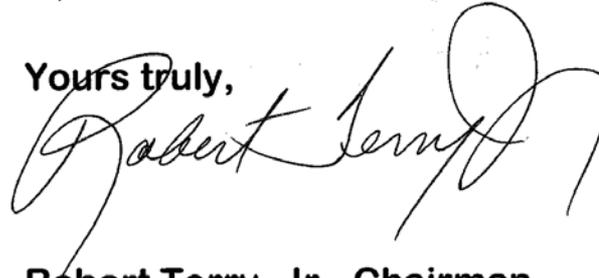
To: Warren County Board of Commissioners

Please be advised that the Warren County Democratic Party Executive Committee met on December 9<sup>th</sup>, 2010 regarding the vacancy of the elected position of Register of Deeds.

Our selection for the vacancy is

George D. Alston. Thank you.

Yours truly,



Robert Terry, Jr., Chairman

RECEIVED

DEC 10 2010

WARREN COUNTY MANAGER'S OFFICE

Cc: Warren County Manager, Linda Worth

**Meeting Date: January 3, 2011**

**Agenda Item # 12-A**

**SUBJECT: Board/Commission Appointments (Re-Appointments)**

**REQUESTED BY: Andy Smith, Health Director**

**SUMMARY: It is submitted to reappoint the following individuals to the Board of Health for a three (3) year term expiring December 2013:**

<b>Dr. Merwin Diekmann, Physician</b>	<b>3<sup>rd</sup> term</b>
<b>Jerry Bolton, Sr., At-Large</b>	<b>2<sup>nd</sup> term</b>
<b>Linda Baker, Pharmacist</b>	<b>5<sup>th</sup> term</b>
<b>Melissa Richardson, At-Large</b>	<b>2<sup>nd</sup> term</b>

**FUNDING SOURCE:**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**SUBJECT: Board/Commission Member Appointment**

**REQUESTED BY: Andy Smith, Health Director  
Warren County Health Department**

**SUMMARY: It is submitted to appoint the following to a three year term on the Warren County Board of Health, terms expire December 2013.**

**Dr. Merwin Diekmann – Physician**

**Jerry Bolton, Sr. – Member-At-Large**

**Linda Baker – Pharmacist**

**Melissa Richardson – Member-At-Large**

**Meeting Date: January 3, 2011**

**Agenda Item # 12-B**

**SUBJECT: Board/Commission Appointments (Re-Appointments)**

**REQUESTED BY:**

**SUMMARY: It is submitted to appoint Board of Commissioners to various Boards/ Committees/Commissions for two year terms expiring December 2012. See attached listing.**

**FUNDING SOURCE:**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Warren County Boards & Commissions Appointments  
Term Duration January 2010 – December 2011**

	<u>Meet Day/date</u>	<u>Meet Frequency</u>	<u>Commissioner(s) Appointed</u>
Area Mental Health Board	4 <sup>th</sup> Monday	Monthly	_____
Benefits (2 members)	As needed	As needed	_____/_____
Council of Government	4 <sup>th</sup> Thursday	Monthly	_____
Economic Development Comm.	3 <sup>rd</sup> Monday	Quarterly	_____
EMS Advisory Board	4 <sup>th</sup> Tuesday	Quarterly	_____
Equalization & Review (E&R)	_____	_____	_____
Finance Committee	As needed	As needed	_____
Fire Commission	4 <sup>th</sup> Wed.	Monthly	_____
Golden Leaf Steering Committee	As needed	As needed	_____
Halifax Warren Smart Start	4 <sup>th</sup> Thursday	Monthly	_____
Health, Board of	3 <sup>rd</sup> Tuesday	Monthly	_____
Historic Preservation Commission	_____	_____	_____
Home & Community Care	As needed	As needed	_____
Juvenile Crime Prevention Council (JCPC)	2 <sup>nd</sup> Monday	Monthly	_____

<b>Kerr Area Rural Transportation Authority (KARTS)</b>	<b>3<sup>rd</sup> Tuesday</b>	<b>Monthly</b>	_____
<b>Kerr-Tar HUB Triangle North Bd. of Directors</b>	_____	_____	_____
<b>Kerr-Lake Regional Water System Advisory Bd.</b>	_____	_____	_____
<b>Kerr-Tar Rural Transport Planning Committee (RPO)</b>	<b>As needed</b>	<b>As needed</b>	_____
<b>Lake Gaston Weed Control Council</b>	<b>As needed</b>	<b>As needed</b>	_____
<b>Local Emergency Planning Committee (LEPC)</b>	<b>2<sup>nd</sup> Thursday</b>	<b>Quarterly</b>	_____
<b>Personnel Committee (2 members)</b>	<b>As needed</b>	<b>As needed</b>	_____/_____
<b>Recreation Commission</b>	<b>2<sup>nd</sup> Thursday</b>	<b>Monthly</b>	_____
<b>Resource Conservation &amp; Development Council (RC&amp;D)</b>	<b>As needed</b>	<b>As needed</b>	_____
<b>Senior Center</b>	<b>4<sup>th</sup> Tuesday</b>	<b>Quarterly</b>	_____
<b>Social Services Board</b>	<b>2<sup>nd</sup> Monday</b>	<b>Monthly</b>	_____
<b>Twenty First Century Communities Task Force</b>	<b>As needed</b>	<b>As needed</b>	_____
<b>Vance Granville Franklin Warren Criminal Justice (VGFW) (2 members)</b>			_____
	<b>Quarterly (varies on Friday)</b>		_____/_____
<b>Water Committee</b>	<b>As needed</b>	<b>As needed</b>	_____

**Meeting Date: January 3, 2011**

**Agenda Item # 13-A**

**SUBJECT: Contracts Approved by the County Manager**

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

**SUMMARY: Having been granted authority to enter into contracts up to but not to exceed \$50,000; Contracts executed by the County Manager are presented for the Board's information.**

**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

**TO:** Warren County Board of Commissioners  
**FROM:** Linda T. Worth, County Manager *LW*  
**DATE:** December 29, 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:

### 2008 CDBG Scattered Site Housing Project

Humphries Construction  
517 Wakefield Avenue  
Henderson, NC 27536

A call for bids for rehabilitation of the home located at 104 Capps Hill Rd., Hollister, NC was duly advertised and the bids in the attached Bid Tabulation were received and opened on 12/14/10. The contract for this work was awarded to the lowest responsible bidder, Humphries Construction in the amount of \$39,915.00. Funds to pay for this work will come from the 2008 Community Development Scattered Site Project Block Grant.

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

Attachment

December 13, 2010

Memorandum to: Linda Worth, Warren County Manager  
From: Karen Foster, CD Planner, Kerr-Tar Regional COG  
Regarding: 12/04/2009 Bid Opening for the 2008 CDBG Scattered Site Project

A call for bids for the 2008 CDBG Scattered Site Project was advertised and the following bids were received and opened. The tabulations are as follows:

COUNTY: WARREN		BID TABULATION			
PROJECT NAME: SCATTERED SITE					
DATE	ADDRESS	ADDRESS	ADDRESS	ADDRESS	COMBINED
12-13-2009	104 Capps Hill Rd				
STAFF ESTIMATE					
CONTRACTOR/COMPANY NAME	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT
CHI Construction	No total given				
Herman Rouse, LLC	45,000.00				
Humphries Construction	39,915.00				

PRESENT AT OPENING:  
Karen Foster, COG  
Paula Pulley, Warren County  
Mike Inscoe, COG

Pending verification of licensing and insurance, it is recommended that the bid(s) be awarded in the following manner:

104 Capps Hill Rd, Hollister      Humphries Construction      \$39,915.00      (Rehab) LW

Should the contractors recommended not meet the conditions of the award, it is our recommendation that the awards be made to the second lowest bidder for the above projects.

BID AWARD APPROVAL:

Linda J. Worth  
Linda Worth, Warren County Manager

12/14/10  
Date

**Meeting Date: January 3, 2011**

**Agenda Item # 13-B**

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

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

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

**FUNDING SOURCE:**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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## MEMORANDUM

**TO:** Warren County Board of Commissioners  
**FROM:** Linda T. Worth, County Manager *LW*  
**DATE:** December 29, 2010  
**RE:** December Status Report

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

### Administration

- Met with Pub Utilities Staff and County Attorney to discuss Water Use Issue (12/3/10)
- Prepared for and attended Board of County Commissioners regular monthly meeting (12/6/10)
- Met with Warrenton Town Administrator to discuss Wastewater Treatment Plant concerns (12/6/10)
- Rehearsed Customer Service Skit scheduled to be presented at the Department Heads Christmas Luncheon (12/7/10)
- Met with EDC Consultant to discuss final report to be made to the EDC Board (12/8/10)
- Met with Library Director to discuss proposed revisions to Library operating hours (12/8/10)
- Met with Emergency Services Staff and County Attorney to discuss EMS issues (12/8/10)
- Hosted Annual Department Head's Christmas Luncheon (12/9/10)
- Attended EDC Board meeting (12/13/10)
- Attended JCPC Advisory Board Meeting (12/13/10)
- Met with Finance Director and Accounting Specialist to discuss County's financial position (12/13/10)
- Prepared for and attended Board of County Commissioners Work Session (12/15/10)
- Met with County Attorney to discuss legal matters (12/15/10)
- Met with Warrenton Commissioner to discuss Warrenton Downtown Revitalization Project (12/17/10)
- Annual Leave (12/20-23/10)
- Christmas Holidays (12/24 & 12/27/10)
- New Year's Holiday (12/31/10)

### Project Updates

#### Construction/Renovation Projects

Renovations on the upper level of the former Mental Health Building to house the County Finance Office have been completed and Finance has been moved to their new location. Modifications on the lower level of the building to make the area below grade handicapped accessible are in the beginning stages. This project should be completed within 30-45 days.

### EMS Satellite Facilities

The Davis-Bugg Road EMS facility is approximately 15 - 20% complete at this time. The Afton EMS facility is approximately 90% complete. Sheetrock has been completed and interior painting has begun. Concrete work has been done on the sidewalk and front porch area. Warren County received a \$9,500 grant for each EMS Satellite Facility for parking lot paving improvements. Paving of the front parking lot of the Afton facility will be bid when we receive final approval from DOT.

### Wastewater Treatment Plant Rehab Project

We were recently approved for a Division of Water Quality (DWQ) low-interest loan in the amount of \$867,500 for the Phase I Wastewater Treatment Plant Rehab Project. An Engineering contract with AECOM Engineers was approved by the Board of Commissioners at the November 1, 2010 Board meeting. We are moving forward to meet the first milestone identified for this project in the award letter from DWQ, which is the submittal of the Engineering Report by January 3, 2011. We are also continuing to search for additional funding for the remaining 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 (DCA) with a Plan of Action and Extension Request Worksheet to explain how we plan to move forward with construction of the 19 homes in Ephraim Place Subdivision. Additional information requested by DCA has been submitted. We are now awaiting a final decision on our extension request.

### Energy Efficiency Community Block Grant Program

In May 2010 Warren County was awarded an Energy Efficiency Conservation 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. At the 12/6/10 meeting, the Board of Commissioners voted to award the bid for this project to the low bidder, Atlantic Energy Concepts, in the amount of \$129,273.41. The Board also authorized the County Manager to approve budget and project amendments to utilize the remaining grant funds in the amount of \$53,659.59 to make additional energy-related improvements in county buildings and facilities. We anticipate this project will be completed in the spring 2011.

### Other Activities

- Attended Annual 4-H Volunteers Appreciation Banquet (12/6/10)
- Attended Retirement Reception for two DSS Retirees (12/9/10)

*Adjourn*

*January 3, 2011*  
*Regular Meeting*

