

*WARREN COUNTY  
BOARD OF COMMISSIONERS*

*6:00 pm*

*February 7, 2011 Meeting*

*Rescheduled Date:*

*Tuesday, February 15, 2011*

***WARREN COUNTY ARMORY CIVIC CENTER  
WARRENTON, NORTH CAROLINA***

# Recognition for Outstanding Performance

**Warren County Memorial  
Library Staff**

**2009–2010 Outstanding  
Children’s or Family  
Program Small Library**



**“New Harmonies:  
Celebrating American Roots Music”**

# Certificate of Recognition

AWARDED TO

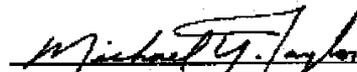
WARREN COUNTY MEMORIAL LIBRARY

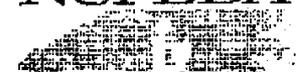
FOR

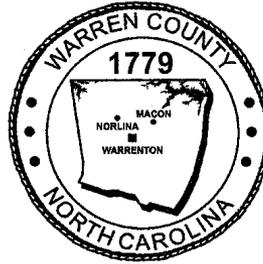
*2009-2010 Outstanding Children's or Family Program  
Small Library*

**"NEW HARMONIES: CELEBRATING AMERICAN ROOTS MUSIC"**

*The North Carolina Public Library Directors Association  
commends and thanks you for sharing your excellent work  
with North Carolina's Public Libraries.*

  
\_\_\_\_\_  
Michael Y. Taylor - President  
December 2, 2010

**NCPLDA**  
  
North Carolina  
Public Library Directors Association



## WARREN COUNTY BOARD OF COMMISSIONERS

105 SOUTH FRONT STREET  
POST OFFICE BOX 619  
WARRENTON, NORTH CAROLINA 27589

### WARREN COUNTY BOARD OF COMMISSIONER'S

#### NOTICE OF FEBRUARY MEETING DATE & LOCATION CHANGE

Barry Richardson, Chairman  
Ulysses S. Ross, Vice Chairman  
Ernest Fleming  
William Davis  
Jennifer Jordan

Linda T. Worth  
County Manager

Angelena Kearney-Dunlap  
Clerk to the Board

Notice is hereby given that the Warren County Board of Commissioners regular monthly meeting scheduled for Monday, February 7, 2011 at 6:00 p.m. has been rescheduled to **Tuesday, February 15, 2011 at 6:00 p.m. in the Armory Civic Center meeting room.**

Please contact Linda T. Worth, Warren County Manager, at [lworth@co.warren.nc.us](mailto:lworth@co.warren.nc.us) for questions concerning this notification.

This the 7<sup>TH</sup> day of February 2011.

Barry Richardson, Chairman  
Warren County Board of Commissioners

Phone: (252) 257-3115  
Fax: (252) 257-5971  
[www.warrencountync.com](http://www.warrencountync.com)

Call to Order February 15, 2011  
Rescheduled 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.

**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.

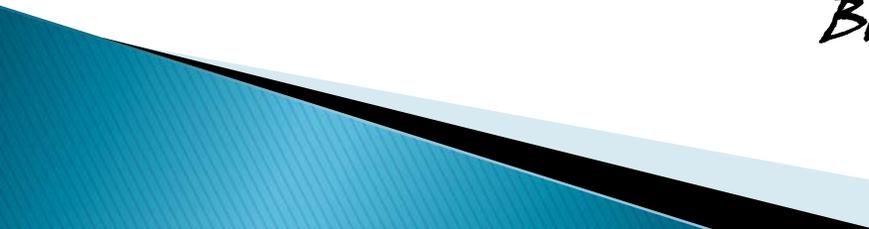
Any group of people who support or oppose the same position should  
designate a spokesperson.

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: February 15, 2011

Agenda Item # 5

**SUBJECT:** Adopt Suggested Agenda

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

**SUMMARY:** None

**FUNDING SOURCE:** N/A

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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*SUGGESTED AGENDA  
FOR  
February 7, 2011 REGULAR MONTHLY MEETING  
Rescheduled Date: February 15, 2011  
OF THE WARREN COUNTY BOARD OF COMMISSIONERS  
Armory Civic Center  
WARRENTON, NORTH CAROLINA*

**Recognition  
Warren County Memorial Library Staff**

- 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 February 15, 2011 Suggested Agenda**
- 6 Consent Agenda**
  - A. Approve Minutes – January 3, 2011:**
    - \* Public Hearing – Amendment to 2008 CDBG Scattered Sites Housing Project**
    - \* Public Hearing - Draft Warren County Ordinance - Regulation of Sound Crossing Real Property Boundaries Including High Impact Land Uses and Polluting Industries**
    - \* 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. Resolution – Continuation of VWGF Resource Center – Bonita Hawkins**
  - F. Resolution – “Forget Me Not” Project Alzheimer’s Awareness – Garrett Davis**

**Remove**  
**Item # 12**

7. Finance Office
  - A. Amendment # 6 - Capital Project Ordinance for Soul City Pump Station Improvements
  - B. Amendment # 8 to the FY 2010-11 Warren County Budget Ordinance
8. Report of Unpaid 2010 Taxes and Order to Advertise – Eddie Mitchum
9. Designate Signatory for DSS Trust Fund Account – Jeffrey Woodard, DSS Director
10. Personnel Action Request: Appoint Interim Library Director - County Manager
11. Appointments to Boards/Committees/Commissions
  - A. Board of Commissioner appointments to various Boards/Committees/Commissions for 2 year term
  - B. Historic Preservation Commission – E. Fleming
- 12. Lake Gaston Association Request for Solid Waste Fee Waiver - REMOVE**
13. Requests for Use of Armory Civic Center with Fees Waived
  - A. Second Warrenton Town Café, 3/15/11 – John Freeman, Warrenton Town Administrator
  - B. Warren County Baptist Missionary Union 5-County District Conference – Wadie Ryan, President
  - C. Preservation Warrenton’s Partners In Preservation Event – Harriet Banzet, President
14. Community Development Block Grant Revised Section 3 Plan for 2008 Water Hook-Up Program
15. Declare Surplus Property & Authorize Online Auction
  - A. Resolution - Declare Surplus Property & Authorize Sale of Tax Foreclosed Properties
  - B. Resolution – Declare Surplus Property & Authorize Sale of Ritter Pediatric Table
16. Fund Raising proposal for Relay for Life – Robert Love, Maintenance Dept.
17. Amendment to Animal Control Civil Penalties Fee Schedule – Elma Greene
18. Amend Board of Commissioners Meeting Schedule
  - A. Reschedule March 7, 2011 regular meeting to March 14, 2011
  - B. Schedule Rezoning Public Hearing for March 14, 2011 at 5:30 pm
  - C. Schedule County Zoning Public Hearing for March 14, 2011 at 5:45 pm
  - D. Adopt FY 2011-2012 Budget Calendar
- 18 E. Schedule Joint Meeting for Meat Processing Facility Project - ADD**
19. County Manager’s Reports
  - A. Contracts Approved
  - B. Manager’s Status Report for January 2011
- 20. Closed Session – in accordance with GS 143-318.11(A)(3) Matters Protected by Attorney Client Privilege and (5)Property Acquisition**
21. Adjourn February 15, 2011 Meeting

**Add**  
**Item 18-E**

Meeting Date: February 15, 2011

Consent Agenda Item # 6A

**SUBJECT: Approve Minutes**

**REQUESTED BY: Clerk to the Board**

**SUMMARY: January 3, 2011 Minutes have been provided via e-mail to Board Members for review:**

- \* Public Hearing – Amendment to 2008 CDBG Scattered Sites Housing Project
- \* Public Hearing - Draft Warren County Ordinance - Regulation of Sound Crossing Real Property Boundaries Including High Impact Land Uses and Polluting Industries
- \* 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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*January 3, 2011 Minutes have been provided by e-mail:*

- Public Hearing – Amendment to 2008 CDBG Scattered Sites Housing Project
  - Public Hearing - Draft Warren County Ordinance - Regulation of Sound Crossing Real Property Boundaries Including High Impact Land Uses and Polluting Industries
  - Regular Monthly Meeting
- 

Meeting Date: February 15, 2011

Consent Agenda Item # 6B

**SUBJECT:** Interest Income Report

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

**SUMMARY:** Interest Income Report for the month of December 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**

**Barry J. Mayo  
Finance Officer**

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**INTEREST INCOME REPORT  
Month of December 2010**

<b>FUND</b>	<b>DECEMBER INCOME</b>	<b>FISCAL YEAR TO - DATE</b>
General	1,487.81	7,599.10
Revaluation	19.65	115.72
E 911 Telephone System	45.04	286.57
Buck Spring Project	30.64	228.27
Ambulance Storage Facility	24.28	186.13
Library Building Project Fund	0.00	12.54
National Guard Armory	1.90	35.37
Regional Water Enterprise Fund	49.31	367.42
District 1 Enterprise Fund	69.95	541.83
Solid Waste	7.28	191.18
District II Enterprise Fund	68.47	543.84
District III Capital Project Fund	17.34	129.18
District III Phase II BANS	0.40	2.97
District III Enterprise Fund	36.79	413.92
Soul City Pump Station Improvements	0.43	3.20
	1,859.29	10,657.24

**Meeting Date: February 15, 2011**

**Consent Agenda Item # 6C**

**SUBJECT: Tax Collector's Report**

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

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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

**Current Year Collections**

Tax Year	Charge	Collected in DECEMBER	Collected to Date	Balance Outstanding	Percentage Collected
DEC 2010 FY11	\$15,081,895	\$4,821,608	\$10,982,576	\$4,099,318	72.82%
DEC 2009 FY10	\$14,994,663	4,845,807	11,167,405	3,827,258	74.48%

**Delinquent Collections**

2009	\$690,545	\$22,568	\$267,636	422,908	38.76%
2008	241,766	3,668	30,883	210,883	12.77%
2007	188,454	6,156	15,393	173,061	8.17%
2006	160,823	2,589	11,660	149,162	7.25%
2005	129,527	1,867	9,113	120,414	7.04%
2004	111,398	1,156	6,791	104,607	6.10%
2003	93,814	773	4,308	89,506	4.59%
2002	115,157	362	3,875	111,282	3.37%
2001	168,296	438	3,573	164,724	2.12%
2000	93,770	462	2,540	91,230	2.71%
<b>Total Delinquent Years</b>	<b>\$ 1,993,550</b>	<b>\$40,039</b>	<b>\$ 355,772</b>	<b>\$ 1,637,777</b>	

**Other DECEMBER Receipts**

County Penalties  
Landfill User Fees  
Municipalities  
Fire District Taxes  
Advance Taxes

\$ 20,472	\$ 69,832
\$ 304,423	\$ 801,897
\$ 280,481	\$ 505,143
\$ 227,263	\$ 541,145
\$ 54	\$ 1,803

**DECEMBER GRAND TOTAL**

<b>\$ 5,694,340</b>	<b>\$ 13,258,168</b>
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*R. Edwin Mitchum*  
R. Edwin Mitchum, Tax Collector

1/25/2011

Date

**Meeting Date: February 15, 2011**

**CONSENT AGENDA Item # 6D**

**SUBJECT: Request for Approval of Tax Releases**

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

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

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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# Request For Tax Releases Over \$100

Over \$100

2/6/2011

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

**ERROR CORRECTION RELEASES:**

ALSTON THOMAS	2010 8278 200		26838	\$1,653.04	M&E OVER ASSESSED
CONN ROBERT & DANA	2010 9214 200		28071	\$129.54	DOESN'T OWN BOAT
EDWARDS JOHN R HEIRS	2010 12921 321	B3 4	3727	\$200.21	PROP COMBINED IN ANOTHER ACCT
GARRETT ANTHONY	2010 15601 306	C11 18	12419	\$934.93	INCORRECT DEFERMENT ON ACCT
GOLDEN BEAUFORT	2010 2982 300	F9 25A	15117	\$121.40	M/H SOLD TO SALLIE DICKERSON IN 08
GUMS DONNY L	2010 1883 300	K2A 143 2Z	19656	\$115.94	PTC
GUMS DONNY L	2009 1883 300	K2A 143 2Z	19656	\$122.20	PTC
GUMS LARRY W	2010 1928 300	K2A 143 3Z	19657	\$115.94	PTC
GUMS LARRY W	2009 1928 300	K2A 143 3Z	19657	\$122.20	PTC
HALL CHARLES	2010 443 200	E2 155D	26895	\$415.48	DW ALSO ASSESSED AS REAL ON 443 300
HALL CHARLES	2009 443 109	E2 155D	26895	\$363.12	DW ALSO ASSESSED AS REAL ON 443 300
HALL CHARLES	2008 443 108	E2 155D	26895	\$534.87	DW ALSO ASSESSED AS REAL ON 443 300
HALL CHARLES	2007 443 107	E2 155D	55265	\$505.19	DW ALSO ASSESSED AS REAL ON 443 300
HALL CHARLES	2006 443 106	E2 155D	20336	\$516.04	DW ALSO ASSESSED AS REAL ON 443 300
HALL CHARLES	2005 443 105	E2 155D	50317	\$589.84	DW ALSO ASSESSED AS REAL ON 443 300
HARRIS EQUIPMENT CO	2010 9198 201		26588	\$2,059.23	EQUIPMENT OVER ASSESSED
HARRIS HEAVY EQUIPMENT LLC	2010 9198 200		26587	\$6,042.87	EQUIPMENT OVER ASSESSED
HARRIS JEANNE G	2009 1876 300	K2A 143 4Z	19655	\$122.20	PTC
HARRIS JEANNE G	2010 1876 300	K2A 143 4Z	19655	\$115.94	PTC
INEZ FOREST INDUSTRIES INC	2005 21304 105		5095	\$144.82	BOER
INEZ FOREST INDUSTRIES INC	2006 21304 106		5072	\$110.10	BOER
INEZ FOREST INDUSTRIES INC	2008 21304 108		4849	\$207.14	BOER
KEARNEY ALTON M	2010 9409 200	E6B 348	26934	\$174.48	SOLD FOR SCRAP 3 YRS AGO
MARTIN RANDY & DONNA	2010 26817 302	D2 13A	15982	\$210.17	WRONG VALUE ON HOUSE FOR 2010
MCCOY PATRICIA	2010 789 300	K8 57 1X	5344	\$141.76	MH & DECK SOLD TO THOMAS BOZE 4/09
PERKINSON TRACEY	2010 47838 200		30292	\$257.58	EQUIPMENT DOUBLE ASSESSED
POPLAR RIDGE TRUCKING CO	2010 6633 200		26525	\$530.78	M&E SHOULD HAVE BEEN DEPRICIATED
SUNRISE RIDGE FARMS	2010 9198 202		26588	\$2,973.67	EQUIPMENT DOUBLE ASSESSED
WILLIAMS HELENA & MARY JEAN	2009 6266 301	D10 17	1696	\$350.17	HSE CHARGED ON WRONG PARCEL
ZENO JOSEPH J & SHERRY J	2010 24137 300	J3B 5	5669	\$341.79	HSE REMOVED

**SUB-TOTAL ERROR CORRECTIONS:**

**\$20,222.54**

**MOTOR VEHICLE RELEASES:**

FANGMAN FAMILY REV LLC	2010 23133 109	WVP4597	54865	\$109.78	MOVED TO FL
HUDGINS JOHN ANDREW JR	2010 20820 2468	WXB9952	77043	\$112.55	DOESN'T LIVE IN TOWN OF WARRENTON
WILLIAMS KEON M	2010 25529 2436	ZSW8655	65697	\$140.73	IN MILITARY

**SUB-TOTAL MOTOR VEHICLE RELEASES:**

**\$363.04**

**SUB-TOTAL CORRECTION RELEASES:**

**\$20,222.54**

**Total Releases**

**\$**

**20,685.58**

**LANDFILL USER FEE RELEASES:**

CLARY ROBERT C	2010 8606 307	J2A 2	2805	\$115.00	LFUF CHARGED IN ERROR
LEONARD WILLIAM & SANDRA	2010 25334 307	D4 2	13844	\$115.00	HOUSE BURNED IN 2009
SCHUSTER RM & KW GRISSOM	2010 2767 303	D4D 491	3486	\$115.00	HOUSE BURNED
TOWNES QUEEN E	2010 40811 300	D9 103 1X	3264	\$115.00	NO ELECTRICITY PER PROGRESS ENERGY
VAUGHAN LARRY	2010 48402 200	C4 37	27081	\$115.00	HAS PRIVATE HAULER
WRIGHT PHYLLIS M & JACOB	2010 45739 300	E2 131B	14333	\$115.00	NO HSE ON PROPERTY

**TOTAL LFUF RELEASES:**

**\$690.00**

**Total Releases**

**\$**

**21,275.58**

*LJW*  
*1/31/11*

Under \$100

2/6/2011

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

**ERROR CORRECTION RELEASES:**

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD #</u>	<u>AMOUNT</u>	<u>REASON</u>
CORKRAN RICHARD L	2010	14612 303	L2A 53	5355	\$ 40.60	SOLD BOATS
FINCH EUGENE J & JANICE	2010	14448 300	L2D282	10614	\$ 7.44	SOLD BOAT IN 2009
HALL JUANELLE G HEIRS	2010	16927 300	J2B 15	4983	\$ 47.41	SOLD BOATS 2 YRS AGO
INEZFOREST INDUSTRIES INC	2007	21304 107		4851	\$ 73.57	BOER CHANGE
KEIR JEROME B & MARY	2010	871 300	L2D259	9631	\$ 8.34	SOLD BOATS
MARLIN ROBERT H	2010	26703 300	E6B546	8606	\$ 43.74	SOLD BOAT IN 2006
PASCHALL NORMAN	2009	30209 300	C9 61A	7948	\$ 2.00	NO DOG
ROBERTS DONALD L & MAXINE	2009	34436 341	L2D 130B	19629	\$ 85.29	WRONG ACREAGE ON PARCEL
ROBERTS DONALD L & MAXINE	2010	34436 341	L2D 130B	19629	\$ 95.29	WRONG ACREAGE ON PARCEL
WILLIAMS JOHN F & LINDA	2010	33571 300	I3D349 350	15977	\$ 9.16	PENALTY WAS REDUCED
YOUNG ELVIN B & JANICE M	2010	46004 300	K2D 46	13310	\$ 40.98	BOAT ASSESSED INCORRECTLY
<b>SUB-TOTAL ERROR CORRECTIONS:</b>					<b>\$</b>	<b>453.82</b>

**MOTOR VEHICLE RELEASES:**

BENDER DANIEL H	2010	10189 100	ZRE7860	68791	\$93.03	DOES NOT LIVE IN CITY LIMITS
BRICKEY ALAN D	2010	10744 2250	4L7002	70579	\$17.91	SOLD
EGERTON GILBERT G JR	2010	13036 1461	VVV4161	71460	\$36.17	HAS SALVAGE TITLE
FARRAR JULIAN W	2010	14006 2015	XVR6855	63490	\$6.42	SOLD
FORREST MARK B	2010	30980 1195	BS57385	64456	\$2.20	SOLD
GRISSOM SHELBY M	2010	16532 1383	XWH1147	62858	\$6.44	SOLD
HARPER DEAN M	2010	3625 2178	YYX4835	63653	\$22.41	SOLD
JOHN T HARRIS CONSTRUCTION	2010	18021 2562	YVT4471	69225	\$55.32	SOLD
OLIVE GROVE MISSIONARY BAPT	2010	23437 1935	MTE4769	71934	\$27.78	EXEMPT
PERRY GEORGE E JR	2010	31226 2383	YVS9254	60378	\$20.31	SOLD
ROSE GLENWOOD B	2010	35228 1883	YPS5512	72546	\$22.32	SOLD
ROSS DAVID W	2010	7600 1235	WF4374	62710	\$3.32	WRECKED
SALMON ALVIN R	2010	35928 1195	LNN5811	77265	\$2.46	GAVE AWAY
SANDERSON EDWARD L	2010	23760 109	SXT8472	54706	\$74.14	SOLD
SCIARABBA MICHAEL P	2010	33799 2216	SNV7380	67184	\$14.70	REPO
SHAPIRO DUNDAS SARI J	2010	25669 2155	VVV8339	72154	\$15.70	SOLD
SLEDGE CLARENCE	2010	37706 302	E5 236D	9514	\$10.86	DOES NOT OWN BOAT
SOLARI WILLIAM J	2010	38110 1048	810808	59043	\$1.98	SOLD
SOMERVILLE LAKEISHA S	2010	20050 2452	XNB8202	70781	\$67.41	TURNED BACK IN
SOUTH SHORE REALTY	2010	4014 302	K3A 3	19965	\$26.04	DOUBLE LISTED/ALSON ON REC 11151
SPINDLER ALICE P	2010	31511 1232	XNB2036	71231	\$9.07	HIGH MILEAGE
TELLEZ DANIA G S	2009	35347 2418	TZC2764	72417	\$81.60	RELEASED TO VANCE CO
TURNAGE CALE H	2010	35334 2246	YPV4046	72245	\$62.70	RELEASED TO WAYNE CO
VAN HORNE MARTHA A	2010	23602 1596	VVV6268	69925	\$30.57	RELEASED TO WAKE CO
VAZQUEZ CARMEN L	2010	16135 2557	BY50878	70886	\$4.92	SOLD
VITALE VITO A	2010	26083 2038	4J8531	67006	\$56.33	SOLD
VOORIS SHENISE D	2010	33370 1739	YRP2623	70068	\$2.60	SOLD
WILLIAMS ROBERT RANSON IV	2010	35249 2035	ZWR9960	70364	\$17.81	HIGH MILES
WILLIAMS WILLIAM R	2010	45014 2931	WRWSXLR	60926	\$30.12	SOLD
WYNS LAWRENCE LEE	2010	45815 109	XWH1888	51206	\$23.86	REPOSSESSED
<b>SUB-TOTAL MOTOR VEHICLE RELEASES:</b>					<b>\$846.50</b>	
<b>SUB-TOTAL CORRECTION RELEASES:</b>					<b>\$453.82</b>	
<b>Total Releases</b>					<b>\$1,300.32</b>	

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

**Meeting Date: February 15, 2011**

**CONSENT AGENDA Item # 6E**

**SUBJECT: Resolution on Continuation of the VWGF Resource Center**

**REQUESTED BY: Bonita R. Hawkins, Program Manager**

**SUMMARY: Above referenced annual resolution is presented for adoption with designation of Vance County Manager as financial administrator for FY 2011-2012. Authorize Chairman and County Manager to sign same.**

**FUNDING SOURCE: N/A**

**APPLICABLE STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

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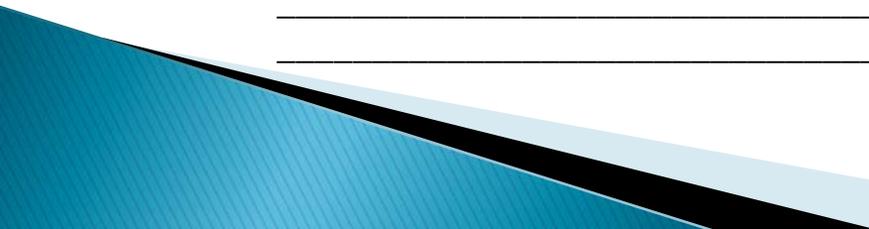
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**NOTES:**

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As you know, because we are a multi-county CJP program, it is necessary for each county Board of Commissioners to vote on whether or not to continue the program. Please have the Resolution added to the next available meeting agenda. If approved, please secure the appropriate signatures on the enclosed form and return the original (without folding) to me. The originals will be sent to the Division office with the grant application. Please be sure to keep a copy for your records.

Thanks again for your help and for your continued support of the VWGF Resource Center. If you have any questions, please call me.

**Bonita R. Hawkins, Program Manager**

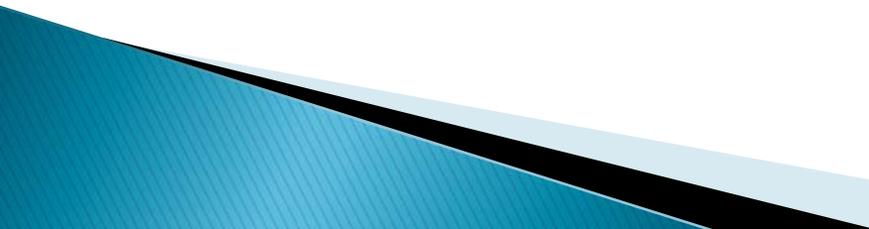
VWGF Resource Center

P O Box 786 125 W. Belle Street

Henderson NC 27536

252-433-8515 (Phone)

252-433-8518 (Fax)



# WARREN COUNTY BOARD OF COMMISSIONERS'

## RESOLUTION ON CONTINUATION OF THE VWGF RESOURCE CENTER

Upon a duly made and seconded motion, a majority of the commissioners seated on the Warren County Board of Commissioners adopted the following resolutions at a public meeting on this **the 15<sup>th</sup> day of February, 2011.**

RESOLVED, that the VWGF Resource Center is operating according to design and meeting identified criminal justice service needs throughout the local Judicial District; and it is

FURTHER RESOLVED, that the Warren County Board of Commissioners is fully satisfied with the managerial configuration presently being employed and also approves of the Vance County Manager continuing to serve in FY 2011-2012 as the financial administrator of this very important regional project.

\_\_\_\_\_  
Chairman, Board of Commissioners  
\_\_\_\_\_

\_\_\_\_\_  
Date  
\_\_\_\_\_

**Meeting Date: February 15, 2011**

**CONSENT AGENDA Item # 6F**

**SUBJECT: Resolution – Forget Me Not Project Alzheimer’s Awareness**

**REQUESTED BY: Garrett Davis, Playwright**

**SUMMARY: Above referenced resolution is presented for adoption to express Warren County’s support of local, state and national efforts in Alzheimer’s Awareness.**

**FUNDING SOURCE: N/A**

**APPLICABLE STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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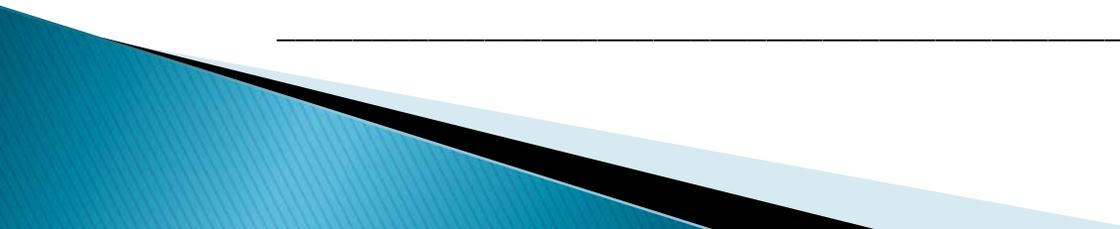
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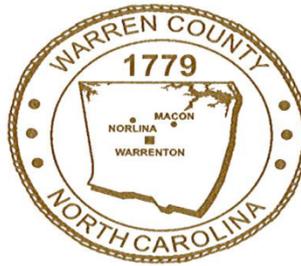
**NOTES:**

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## WARREN COUNTY BOARD OF COMMISSIONERS

105 SOUTH FRONT STREET  
POST OFFICE BOX 619  
WARRENTON, NORTH CAROLINA 27589

Barry Richardson, Chairman  
Ulysses S. Ross, Vice Chairman  
Ernest Fleming  
William Davis  
Jennifer Jordan

Linda T. Worth  
County Manager

Angelena Kearney-Dunlap  
Clerk to the Board

### Warren County Board of Commissioners

#### "Forget Me Not" Project Alzheimer Awareness Day Resolution

Be it hereby known to all that the Board of Commissioners of Warren County offers sincere appreciation to Garrett Davis and the "Forget Me Not" Project for distinguished and dedicated service to the citizens of Warren County in raising awareness about Alzheimer's disease (AD).

**WHEREAS,** Every 70 seconds, someone in America develops Alzheimer's disease; and

**WHEREAS,** Without major intervention the number of Americans age 65 and older who have or will have AD is projected to be a staggering 13.5 million by 2050; and

**WHEREAS,** The devastating disease of Alzheimer's is a looming threat to our local citizens.

**WHEREAS,** National playwright and touring artist Garrett Davis has returned home to Warren County to benefit our local citizens in presenting The "Forget Me Not" Project; and

**WHEREAS,** The "Forget Me Not" Project's overall goal is to increase awareness and engagement about AD through outreach and education; and

**WHEREAS,** The "Forget Me Not" Project desires to effect positive outcomes for patients, caregivers, families and all those affected by AD through increased awareness, education and advocacy; thus prompting participation in potentially lifesaving research, clinical trials and become local advocates affecting policy for Alzheimer's research and education; and

**WHEREAS,** The collaboration of the "Forget Me Not" Project with Warren County Senior Center, local governmental agencies, faith based and community stakeholder groups will establish a model for communities to address issues related to AD across the country; and

Phone: (252) 257-3115  
Fax: (252) 257-5971  
[www.warrencountync.com](http://www.warrencountync.com)

**WHEREAS,** The “Forget Me Not” Project’s national campaign to fight against AD will begin here in Warren County.

**RESOLVED,** That the Board of Commissioners of Warren County, herewith assembled in regular session on the 15<sup>th</sup> day of February in the year Two Thousand Eleven on behalf of the citizens of this county proclaim February 26, 2011 as “Forget Me Not” Project Alzheimer Awareness Day in Warren County, North Carolina;

**AND BE IT FURTHER RESOLVED,** That the Board of Commissioners herewith extends its best wishes for the continued success in presenting the “Forget Me Not” Project across the United States of America to citizens of rural communities as well as metropolitan areas in its quest to raise awareness about AD;

**AND BE IT FURTHER RESOLVED,** That it directs a copy of this Resolution be recorded among the permanent records of the Board of Commissioners of Warren County.

**Adopted this the 15<sup>th</sup> day of February 2011.**

Warren County Board of Commissioners

ATTEST

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

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

**Meeting Date: February 15, 2011**

**Item # 7-A**

**SUBJECT: Finance Office**

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

**SUMMARY: Amendment # 6 to the Capital Project Ordinance for the Warren County Soul City Pump Station Improvements**

**FUNDING SOURCE: Rural Center Grant and Water/Sewer Enterprise Fund**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend Approval.**

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**NOTES:**

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**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE FOR THE  
WARREN COUNTY SOUL CITY PUMP STATION IMPROVEMENTS  
(Amendment No. 6)**

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

**Increase/(Decrease) Appropriations:**

Engineering/Inspections	\$ (3,200)
Engineering/Construction Admin	2,000
Equipment Maintenance	<u>1,200</u>
<b>Total</b>	<b>\$ 0</b>

Explanation:

This amendment adjusts project line items to the most recent costs estimates (i.e., engineering services beyond contract time and cleaning, maintenance and inspection to pumps).

Respectfully Submitted 2/7/2011

**Meeting Date: February 15, 2011**

**Item # 7-B**

**SUBJECT: Finance Office**

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

**SUMMARY: Amendment # 8 to the FY 2010-11 Warren County  
Budget Ordinance**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

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**NOTES:**

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**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE**

**2010/2011**

**Amendment No. 8**

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

**Increase/(Decrease) Appropriations:**

County Commissioners	3,500
Tax Assessor	556
Tax Collection	555
Buildings, Grounds and Maintenance	8,129
Health Department	79,497
Senior Center	12,839
<b>Total</b>	<b>\$ 105,076</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	79,497
Restricted Intergovernmental - Other	12,839
Fund Balance Appropriated	12,740
<b>Total</b>	<b>\$ 105,076</b>

**This amendment:**

- appropriates funds to the County Commissioners budget for travel.

Funding Source: Fund Balance Appropriated

- appropriates funds to the Tax Assessor for relocating the tax office computer system.

Funding Source: Buildings, Grounds and Maintenance - Old Library Renovation

- appropriates funds to the Tax Collection for relocating the tax office computer system.

Funding Source: Buildings, Grounds and Maintenance - Old Library Renovation

- appropriates funds to Buildings, Grounds and Maintenance to fund a time limited Maintenance Worker II position at the December 6, 2010 meeting, \$9,240 was approved from Fund Balance.

Funding Source: Fund Balance Appropriated

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

Funding Source: NC Division of Public Health

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

Funding Source: HCCBG

Respectfully Submitted 02/07/2011

*Barry J. Mayo*

Barry J. Mayo, Finance Director

**Meeting Date: February 15, 2011**

**Item # 8**

**SUBJECT: Report of Unpaid 2010 Taxes & Order to Advertise**

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

**SUMMARY: In accordance with NC GS 105-369, each year the Tax Collector shall report to the Board the total amount of unpaid taxes for current fiscal year that are liens on real property. It is requested the Board order Tax Collector to advertise in March 2011, such tax liens totaling \$1,459,491.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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# Memorandum

To: Board of Commissioners

From: R. Edwin Mitchum, Tax Collector



Date: 01/26/2011

Re: Report of Unpaid 2010 Taxes That Are Liens on Real Property And Order To Advertise

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

The Total amount of unpaid taxes, which constitute a lien on real property, is \$1,459,491. Upon your order, these liens will be advertised in the month of March. A detailed listing is available for your inspection if you so wish.

**Meeting Date: February 15, 2011**

**Agenda Item # 9**

**SUBJECT: Designate Signatory for DSS Trust Fund Account**

**REQUESTED BY: Jeffrey Woodard, Director - Department of Social Services**

**SUMMARY: With the retirement of Nell Moseley, Administrative Officer II in DSS, it is requested to designate Lora Edwards, Food and Nutrition Supervisor, interim authorization as signatory on DSS Trust Fund Account until vacant Administrative Officer II position is filled.**

**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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Angelena:

If permissible, I would like to appoint Lora Edwards (food and nutrition supervisor) with interim signature authority for trust account until the business officer position is filled. The process with the bank (BB&T) would involve Lora going with me to the bank to sign a new signature card. When the business officer is hired, we would void signature card with Lora and implement new one with business officer.

Thanks

From: "Angelena Kearney-Dunlap" <[adunlap@co.warren.nc.us](mailto:adunlap@co.warren.nc.us)>

To: "Jeff Woodard" <[jwoodard@co.warren.nc.us](mailto:jwoodard@co.warren.nc.us)>

Subject: Trust Fund Signatory

Date: Tue, 28 Dec 2010 16:02:39 -0500

Will someone be granted responsibility to sign in Nell's place for the DSS Trust Fund Account?

Let me know who is appointed to Admin Officer II spot.

**Meeting Date: February 15, 2011**

**Agenda Item # 10**

**SUBJECT: Personnel Action Request**

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

**SUMMARY: Jay Stephens, Library Director, has tendered his resignation effective 2/28/11; therefore, I am requesting the Board to appoint Terry Henderson, Library Technical Assistant, to serve as Interim Library Director, effective March 1, 2011 until the vacancy is filled. I am recommending Ms. Henderson's base salary be increased by \$5,000 to compensate her for the extra duties and responsibilities she will be required to perform while in this interim position.**

**FUNDING SOURCE: Lapsed Salaries & Fringes in the Library 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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## MEMORANDUM

**TO:** Warren County Board of Commissioners  
**FROM:** Linda T. Worth, County Manager  
**DATE:** February 2, 2011  
**RE:** Personnel Action Request

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

### Library Department

As you are aware, Mr. Jay Stephens, Library Director, has tendered his resignation from his position effective February 28, 2011. I am respectfully requesting the Board's consideration to appoint Ms. Terry Henderson, Library Technical Assistant, to serve as Interim Library Director effective March 1, 2011, until the soon to be vacant Library Director position is filled. I am recommending that Ms. Henderson's base salary of \$35,684 be increased by \$5,000 to \$40,684 to compensate her for the extra duties and responsibilities she will be required to perform while in this interim position. Lapsed salary and fringes in the Library departmental budget will be used to fund the additional salary and fringes to facilitate this request.

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

cc: Jay Stephens, Library Director  
Terry Henderson, Library Technical Assistant  
Elgin Lane, HR Manager  
Barry Mayo, Finance Director

RECEIVED

FEB - 1 2011

WARREN COUNTY MANAGER'S OFFICE

February 1, 2011

Mrs. Worth:

I want to thank you for allowing me the opportunity to work with the wonderful staff of the Warren County Public Library. It is with regret that I will be leaving employment with Warren County government. My final working day will be February 28, 2011.

I have accepted a job offer that shortens my commute, which will be beneficial for my family. My new employer has simply asked that I relocate to within 50 miles of my new job within the next two years.

It has been my pleasure to work for you and for the citizens of Warren County. You have been fair, open to my ideas, and always friendly. Thank you for your support and guidance during my time with Warren County.

I wish you, the employees of Warren County, and all Warren County citizens much happiness and success, both now and in the future.

Sincerely,



Jay Stephens

**Meeting Date: February 15, 2011**

**Agenda Item # 11-A**

**SUBJECT: Appointments to Boards/Commissions/Committees**

**REQUESTED BY:**

**SUMMARY: Board of Commissioner appointments to various Boards & Commissions for a two year term February 2011 to December 2012.**

**FUNDING SOURCE:**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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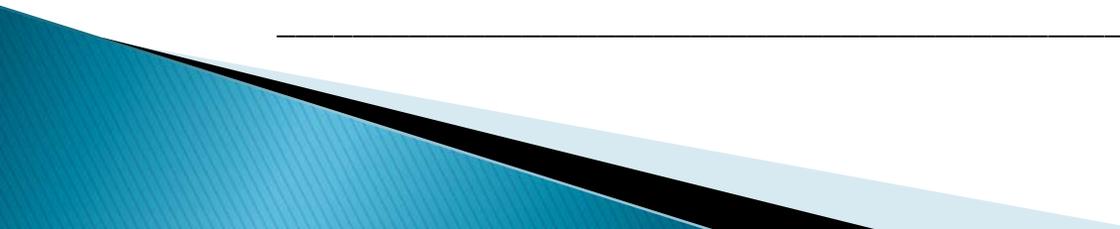
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**Warren County Boards & Commissions Appointments  
Term Duration January 2010 – December 2011**

	<u>Meet Day/Date</u>	<u>Meet Frequency</u>	<u>Commissioner(s) Appointed</u>
Area Mental Health Board	4 <sup>th</sup> Monday	Monthly	(replace Downey) _____
Home & Community Care	As needed	As needed	(replace Downey) _____
Kerr Area Rural Transportation Authority (KARTS)	3 <sup>rd</sup> Tuesday	Monthly	(replace Downey) _____
E-911 Commission	As Needed		(replace Davis) _____
Warren Co. DOT Planning Committee	As needed		(replace Davis) _____
Personnel Committee	As Needed	(Currently Richardson & Jordan)	_____
Senior Center Board	Monthly	(Currently Baker)	_____
Juvenile Crime Prevention Council	Bi-Monthly	(Currently Ross)	_____
Vance Granville Board of Trustees	4 <sup>th</sup> Monday	Monthly	(replace Fleming) _____



**Meeting Date: February 15, 2011**

**Agenda Item # 11-B**

**SUBJECT: Appointment to Boards/Commissions/Committees**

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

**SUMMARY: On recommendation of the Warren County Historic Preservation Commission, Ernest Fleming is presented for appointment to same for a three year term: February 2011 – January 2014.**

**FUNDING SOURCE:**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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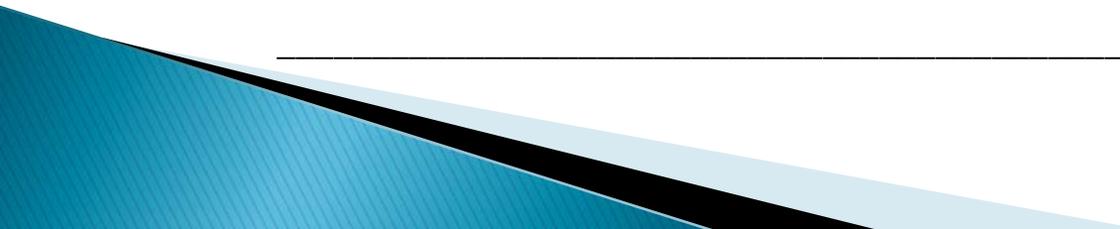
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**NOTES:**

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**Historic Preservation Commission meeting - January 27, 2011**

◆ **Chair Richard Hunter** then moved to the next agenda item, candidates for the HPC. Ken Krulik explained that Ernie Fleming submitted his Statement of Interest to serve on the Historic Preservation Commission. **Chair Richard Hunter** entertained a motion to accept Ernie Fleming's application and recommend his appointment to the Board of Commissioners.:

- A. **Motion** was made by **Dorothy Bennett** to accept and recommend Ernie Fleming to serve on the Warren County Historic Preservation Commission.
- B. **Second** was made by **Noel Robertson**, on call for a vote by **Chair Richard Hunter** all members voted to approve.

Ken

***KEN KRULIK, AICP CZO***  
PLANNING AND ZONING ADMINISTRATOR  
WARREN COUNTY PLANNING/ZONING AND CODE ENFORCEMENT  
542 WEST RIDGEWAY STREET  
WARRENTON, NC 27589  
(P) 252-257-7027  
(F) 252-257-1083  
**KKRULIK@CO.WARREN.NC.US**

## 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. WARREN Co. HISTORIC PRESERVATION COMMISSION
2. \_\_\_\_\_
3. \_\_\_\_\_
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 ROAD

City and Zip Code RIDGEWAY N.C. 27570

Home Phone 456 3577 Work Phone 257 2411

Job Title VP

Company or Agency OAKLEY HALL ANTIQUES & ART INC.

Email Address ernief3@embargo.com

Do you live in the county? Yes  No

Please list your County Commissioner District 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 NAVY 1966-1970 SNDM

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

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

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

Work Experience CITY OF ATLANTA 1970-1972  
GUILFORD COUNTY, N.C.  
TAX DEPT G.I.S. 1973-1997

Volunteer Experience CO-CHAIRMAN THE SHERROD PARK  
HISTORIC DISTRICT - NATIONAL & LOCAL DISTRICT  
HIGH POINT HISTORIC PRESERVATION COMMISSION  
-GUILFORD Co " " "

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 [Handwritten Signature]  
Date 1-25-11

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

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

**Meeting Date:** February 15, 2011

**Agenda Item # 12**

**SUBJECT:** Request for Solid Waste Fee Waiver

**REQUESTED BY:** Bill LaMonte, Lake Gaston Association (LGA)

**SUMMARY:** LGA plans to conduct a lake-wide Lake Clean-Up Day on Saturday – May 7, 2011 and requests waiver of fees related to disposal of waste collected during the day.

**FUNDING SOURCE:** Solid Waste Enterprise Fund – Disposal Cost for 2 Open Top Containers would be approximately \$225 to \$275 @ \$65/ton

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval to encourage citizen clean-up efforts in the County with cost to be borne by Solid Waste Enterprise Fund. Items prohibited from open top containers at County Convenience Centers will also be prohibited from these containers, i.e. shingles, construction/ demolition debris, scrap tires, etc.**

**NOTES:**

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## Angelena Kearney-Dunlap

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**From:** Linda T Worth [lworth@co.warren.nc.us]  
**Sent:** Tuesday, December 14, 2010 12:08 PM  
**To:** 'Bill and Bunny LAMONTE'  
**Cc:** 'Marshall Brothers'; 'Angelena Kearney-Dunlap'  
**Subject:** RE: Relief from Solid Waste Disposal Fees

Good morning Mr. Lamonte,

Thank you for your message below regarding the LGA's plans to conduct a lake-wide Lake Clean-Up Day on Saturday, May 7, 2011. In regard to the procedure necessary to secure a waiver of the solid waste disposal fees for this effort, please submit a letter requesting same to me at the address below and I will formally submit it to the Board of County Commissioners at their meeting scheduled for Monday, January 3, 2011 at 6:00 p.m. It may be a good idea for you or someone from your organization to be present at the meeting in the event the Board of Commissioners has any questions or concerns regarding your request.

Should you have any additional questions or concerns, please do not hesitate to contact me.

Sincerely,

Linda T. Worth  
Warren County Manager  
P.O. Box 619  
105 S. Front St.  
Warrenton, NC 27589  
Tele: (252)257-3115  
Fax: (252)257-5971

*"If your actions inspire others to dream more, learn more, do more, and become more, you are a leader." UNKNOWN*

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**From:** Bill and Bunny LAMONTE [mailto:blamonte2@embarqmail.com]  
**Sent:** Monday, December 13, 2010 1:03 PM  
**To:** [lworth@co.warren.nc.us](mailto:lworth@co.warren.nc.us)  
**Subject:** Relief from Solid Waste Disposal Fees

Hello Ms. Worth,

The LGA is working on a lakewide Lake Clean Up Day for Saturday, May 7th. As part of this clean up we are placing some roll-back trash dumpsters at various places (mostly marinas/boat launch sites) around the lake. There will be one or two in Warren County locations.

We are asking if it is possible to waive dump fees for these dumpsters on Saturday & Sunday 7/8 May. If so, what process do we need to follow to get county approval?

**Meeting Date:** February 15, 2011

**Agenda Item # 13-A**

**SUBJECT:** Request for use of Armory Civic Center with Fees Waived

**REQUESTED BY:** John Freeman, Town of Warrenton Administrator

**SUMMARY:** Proposed Second (2<sup>nd</sup>) Town Café in the Armory Civic Center is scheduled for March 15<sup>th</sup> from 4pm to 10pm. Organizers request use of the facility with \$600 rental fee waived. The \$300 deposit will be required but refunded if facility passes inspection after use.

**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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**Walter M. Gardner, Jr.**  
Mayor

**John Freeman**  
Administrator

**TOWN OF WARRENTON**  
*Historically Great - Progressively Strong*  
P O Box 281  
Warrenton, NC 27589-0281

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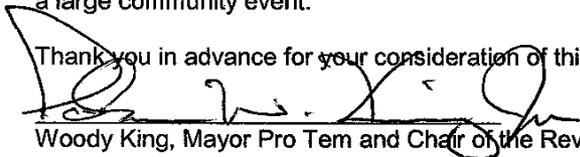
January 19, 2011

Board of Commissioners  
Warren County  
PO Box 619  
Warrenton, NC 27589

On November 16, 2010 the Warrenton Revitalization Committee conducted the first in a planned series of citizen participation events at the Armory called Town Café. This event was intended to bring citizens of Warrenton and the surrounding area of Warren County together in a format that promoted open discussion while recording what they see as Warrenton's assets, what they would like to see in the area, and in general how they would define a thriving community. Much effort was spent on planning this important event and the attendance and participation were outstanding. Ninety two participants plus twenty committee members attended, and all are awaiting the promised next Town Café at which the results will be reported and goals identified with a pathway to achieving them.

The Armory was an ideal venue for the first Town Café, and the Town very much appreciates the gracious waiver of the normal fee granted by the County Board of Commissioners. We have scheduled the crucial second meeting for March 15 and are again requesting a rental fee waiver for the use of Room C of the Armory from 4:00pm-10:00pm. We also request use of the round tables and chairs, and would take responsibility for setting up in advance of the event and returning it to original condition afterwards. Based on the success of the first event it is clear that no other facility in the area can accommodate such a large community event.

Thank you in advance for your consideration of this request for a fee waiver.

  
Woody King, Mayor Pro Tem and Chair of the Revitalization Committee

  
John Freeman, Town Administrator

WARREN COUNTY ARMORY CIVIC CENTER  
RENTAL AGREEMENT

Warren County Manager's Office  
P.O. Box 619  
Warrenton, NC 27589  
252-257-3115 (P) 252-257-5971 (F)

Name of Applicant(s): Town of Warrenton  
Applicant Address: 119 E. Market St. City: Warrenton  
State: NC Zip Code: 27589 Email: townadministrator@warrenton.nc.gov  
Telephone: 2522571122 Cell Phone: \_\_\_\_\_ Fax: 2522579129  
Organization Name: Town of Warrenton  
Address: 119 E. Market St. Website: www.warrenton.nc.gov  
City: Warrenton State: NC Zip Code: 27589

Type of Event: Town Cafe community conversation Part II  
Event Date: March 15, 2011 Room Selection: C  
Estimated Attendance: 90 Estimated Start Time: 6:30  
(Start time must include time required for set-up for event)

Estimated End Time: 9:00 Must be Midnight or earlier (All events must end no later than Midnight. Facility must be cleaned and vacated no later than 1:00am)

Will you be serving alcohol free of charge to attendees? NO

Will you be selling alcohol? NO

(Events including alcohol may require a North Carolina Alcoholic Beverage Control Commission temporary permit. Please see the "Alcohol" section of this agreement to determine if a permit is necessary for your event. If a permit is necessary, a copy must be on file in the Warren County Manager's office no less than 48 hours prior to the event. Only non-profit organizations will be allowed to sell alcoholic beverages. Brown bagging is prohibited. All organizations and individuals serving/selling alcohol must provide proof of liability insurance coverage.)

**Meeting Date:** February 15, 2011

**Agenda Item # 13-B**

**SUBJECT:** Request for use of Armory Civic Center with Fees Waived

**REQUESTED BY:** Wadie Ryan, President, Baptist Missionary Union of Warren County

**SUMMARY:** Request from the Baptist Missionary Union of Warren County to use the Armory Civic Center with the \$600 rental fee waived for a One-Day District Conference which occurs every five years and usually hosts more than 600 people. Should the Board grant the fee waiver, the \$300 cleaning/damage deposit will be required but refunded if facility passes inspection after use.

**FUNDING SOURCE:**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**I do not recommend approval of this request as it would set a precedent for other church and/or religious groups and organizations to request fee waivers to use the Armory facility. Fee waivers have traditionally been granted for events sponsored by Warren County Schools' groups, VGCC, and local governmental units.**

**NOTES:**

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Baptist Missionary Union of Warren County  
450 Largo Road  
Norlina, N.C. 27563



**WADIE RYAN**, PRESIDENT (252.257.2733)  
**MARY B. TURNER**, RECORDING SECRETARY (252.257.4982)  
**SEDELL McCLOUD**, Corresponding Secretary  
**PASTOR JOHN GOOCH**, Advisor (919.528.2381)

JANUARY 27, 2011

Warren County Board of Commissioners  
Warren County Manager's Office  
P.O. Box 619  
Warrenton, N.C. 27589

Dear Commissioners

The Baptist Missionary Union of Warren County is in the process of planning its 2012 One-Day District Conference, which occurs every five years in our county. This event usually hosts more than six hundred (600) people from five counties (Durham, Vance, Franklin, Granville and Warren). In order to accommodate this host of people we are requesting the use of the Armory Civic Center on April 28, 2012. Our primary request is to have related fees waived

We feel this event will greatly benefit the county by introducing to some and reintroducing to others our beautiful historical Warrenton. We believe these eager shoppers will enjoy our town and some will return repeatedly to shop, which builds up our economy. We are hopeful that one visit will stimulate their appetites to see more of our shops and stores and they will return.

We thank you in advance for your assistance and we anticipate a positive response.

*Wadie Ryan*  
Wadie Ryan,  
President

RECEIVED

JAN 27 2011

WARREN COUNTY MANAGER'S OFFICE

# WARREN COUNTY ARMORY CIVIC CENTER RENTAL AGREEMENT

Warren County Manager's Office

P.O. Box 619

Warrenton, NC 27589

252-257-3115 (P)

252-257-5971 (F)

Name of Applicant(s): Wadie Ryan

Applicant Address: 450 Large Rd City: Norlina

State: N.C Zip Code: 27563 Email: dee4way1@aol.com

Telephone: 252-257-2733 Cell Phone: 643-2151 Fax: 257-4192

Organization Name: Warren County Missionary Union

Address: 450 Large Road Website: N/A

City: Norlina State: NC Zip Code: 27563

This is a non-profit group

Type of Event: 2012 - One - Day District

Event Date: 4/28/2012 Room Selection: Entire Facility

Estimated Attendance: 600 Estimated Start Time: 8:00 AM  
(Start time must include time required for set-up for event)

Estimated End Time: 3:00 PM Must be Midnight or earlier (All events must end no later than Midnight. Facility must be cleaned and vacated no later than 1:00am)

Will you be serving alcohol free of charge to attendees? No

Will you be selling alcohol? NO

(Events including alcohol may require a North Carolina Alcoholic Beverage Control Commission temporary permit. Please see the "Alcohol" section of this agreement to determine if a permit is necessary for your event. If a permit is necessary, a copy must be on file in the Warren County Manager's office no less than 48 hours prior to the event. Only non-profit organizations will be allowed to sell alcoholic beverages. Brown bagging is prohibited. All organizations and individuals serving/selling alcohol must provide proof of liability insurance coverage.)

**Meeting Date:** February 15, 2011

**Agenda Item # 13-C**

**SUBJECT:** Request for use of Armory Civic Center with Fees Waived

**REQUESTED BY:** Harriet Banzet, President, Preservation Warrenton

**SUMMARY:** Request from Preservation Warrenton to use the Armory Civic Center with the \$600 rental fee waived for their 2011 “Partners In Preservation” event to be held Saturday, 9/10/11. Should the Board grant the fee waiver, the \$300 cleaning/damage deposit will be required but refunded if facility passes inspection after use.

**FUNDING SOURCE:**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**I do not recommend approval of this request as it would set a precedent for other non-profit organizations and groups to request fee waivers to use the Armory facility. Fee waivers have traditionally been granted to Warren County Schools’ groups and local governmental units.**

**NOTES:**

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**PRESERVATION WARRENTON, INC.**

**P.O. Box 944  
Warrenton, NC 27589**

**Thursday, January 27, 2011**

RECEIVED

The Warren County Board of Commissioners  
%The County Manager  
105 South Front Street  
Warrenton, NC 27589

WARREN COUNTY MANAGER'S OFFICE

Dear Ladies and Gentlemen,

Preservation Warrenton, Inc. would like to have its 2011 "Partners in Preservation" event at the armory, and for that reason, I am writing this letter to you.

On behalf of the Board of Directors of Preservation Warrenton, I am writing to request that you kindly waive the rental fee for the armory for our "Partners in Preservation" event to be held on Saturday, September 10, 2011. Our non-profit organization is hopefully looking forward to having this annual event at the wonderfully restored armory and our plans include a reception and historical program that will also review the history of the armory. Many of the "Partners" are from Warren County but many others reside out of the county. All are members because they believe in and support the mission of Preservation Warrenton, "Preserving the Past for the Future". The armory is a most fitting venue for the event because this building, nearly 70 years old, has been preserved for future generations to enjoy. Our Board of Directors commends you for the work you did to have the armory restored.

Preservation Warrenton, Inc. has existed since 1997. At that time, a generous grant from the Warren County Commissioners enabled us to begin funding the Visitor's Center that is housed in the Jacob Holt House on Bragg Street, and to begin other historical projects in Warrenton and Warren County.

In addition to continuing on-going projects, we have begun a new initiative this year: "A Warren County Historical Program for Students".

This program will stress "Preserving the Past for the Future" and will fulfill one of the purposes of our non-profit corporation: "to increase knowledge about and appreciation of such places". In doing so, we will be working with students at the Early College High School. The students will be introduced to Warren County history and styles of architecture in order to be knowledgeable about the heritage of the area. Students will be trained during 35 minute activity periods held from 12:55-1:30pm once or twice a month. Training materials include DVD's, lectures, discussions, slide presentations, sources on local and national architecture, and field trips held on Saturdays. The program will begin on February 7, 2011.

To learn more about the many other projects that we have sponsored, please review the Rack Card and other enclosures included with this letter. Also, please check our website: [preservationwarrenton.com](http://preservationwarrenton.com) to learn more about our organization and what we are doing for Warren County.

Your consideration of our request will be greatly appreciated. I hope that you will be able to reach a decision at your February 7<sup>th</sup> meeting as our next meeting is scheduled for Saturday, February 12.

Sincerely,

*Harriet D. Banzet*

Harriet D. Banzet, President  
Preservation Warrenton, Inc.  
Federal Tax ID # 56-2085762

Phone # 252-257-4649

**"PRESERVING THE PAST FOR THE FUTURE"**

**Meeting Date: February 15, 2011**

**Item # 14**

**SUBJECT: Community Development Block Grant Section 3 Plan**

**REQUESTED BY: Division of Community Assistance (DCA)**

**SUMMARY: On recommendation of DCA, a revised 2008 CDBG Hook-Up Program Section 3 Plan for Employment Opportunities for Businesses and Lower Income Persons is submitted for Board's review and adoption.**

**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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## WARREN COUNTY

### SECTION 3 PLAN FOR EMPLOYMENT OPPORTUNITIES FOR BUSINESSES AND LOWER INCOME PERSONS

#### 2008 Hook-up Program 08-C-1865

To insure that, to the greatest extent possible, contracts for work are awarded to business concerns located in or owned in substantial part by persons residing in the Section 3 covered area. As required by Section 3 of the Housing and urban Development Act of 1968, Warren County has developed and hereby adopts the following plan:

This Section 3 Plan shall apply to services needed in connection with the grant including, but not limited to, businesses in the fields of planning, consulting, design, building construction/renovation, maintenance and repair, etc.

This Section 3 covered area, for the purpose of this grant program, shall include residents and businesses within the boundaries of the County's federally assisted CDBG Hook-up Program.

When in need of a service, the County will try to identify suppliers, contractors, or subcontractors located in the Section 3 area. Resources for this identification shall include the Minority Business Directory published through the State Department of Commerce, local directories and the Small Business Administration local offices. Referrals shall also be considered a source.

The County will include this Section 3 clause in all contracts executed under this CDBG Program. Where deemed necessary, listings from any agency noted previously shall be included as well as sources of subcontracts and suppliers.

The primary contractor selected for major public facility or building construction work will be required to submit a Section 3 Plan which will outline his/her work needs in connection with the project. Should the contractor require any additional personnel, the contractor shall notify the Employment Security Commission of available positions and request referral of qualified candidates.

Each Contractor under the program, as applicable, for jobs having contracts in excess of \$10,000 shall be required to submit a Section 3 Plan. This plan

will be maintained on file in the grant office and shall be updated from time to time or as the grant staff may deem necessary.

All jobs will be listed with the local office of the North Carolina Employment Security Commission for referral of qualified applicants. All contracts will be listed with the North Carolina Division of Purchases and Contracts. Potential employees and businesses may seek development and training assistance through various state and local agencies, and the County will maintain a list of individual and business concerns inquiring.

**This Plan adopted this 7th day of February, 2011.**

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Barry Richardson, Chairman  
Board of Commissioners

ATTEST:

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Angelena Kearney-Dunlap, Clerk to the Board

**Meeting Date: February 15, 2011**

**Agenda Item # 15-A**

**SUBJECT: Resolution Declaring Surplus Property & Authorizing Auction**

**REQUESTED BY: Clerk to the Board**

**SUMMARY: It is submitted by Resolution to declare tax foreclosed properties (attached) surplus and authorize sale by internet based auction.**

**Note: Property owner of parcel # D5 123F 137 Rock Hill Circle, has proposed a method to pay delinquent tax in order to redeem foreclosed property (.69 acre).**

**FUNDING SOURCE:**

**APPLICABLE GENERAL STATUTE: Article 12, NC GS 160A-268**

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

**NOTE**

Additional information on individual properties has been provided in separate e-mail.

Please note property owner of parcel # D5 123F 137 Rock Hill Circle, has proposed a method to pay delinquent tax in order to redeem foreclosed property (.69 acre).

### October 15, 2010 Foreclosure Sale

PARCEL	ACCT#	NAME	ADDRESS	TAXES OWED	FEES & SUITE COSTS	Total Due	OPENING BID	RECORD#
B1039C1	1124	Alston, Annie M.	138 Hayesville Rd., Henderson	1910.14	1931.04	3841.18	3623.12	18001
G2 32 D1	25408	Baptiste, Erica W. & Lloyd	Cole Farm Rd., Wise	2133.44	1287.65	3421.09	2920.16	17926
C9 18D	1847	Blackwell, Rebbie Perry	121 Royster Ln., Norlina	858.98	1080.33	1939.31	5210.79	17070
H2 39D	9802	Crest, Lawrence S.	Churchill Rd., Macon	614.66	1358.92	1973.58	1908.09	3288
H2 39E	9802	Crest, Lawrence S.	Churchill Rd., Macon	618.03	1362.94	1980.97	1926.1	3291
F6 54	10110	Curtis, Silas Heirs Of	Baltimore Rd., Warrenton	603.75	1925.02	2528.77	2463.32	3350
H4 16	13905	Fain, Matt Jr. Heirs Of	Old Macon Hwy, Macon	535.45	1734.67	2270.12	2264.96	3438
D4D 299	22340	Jones, Mattie	120 Washington St., Norlina	8407.85	1892.52	10300.37	9740.97	6280
K3C 40	3851	Lewis, Linda A.	Eaton Ferry Estates, Warrenton	694.38	1033.61	1727.99	1628.65	14964
E4 1A	26711	Marrow, James	Off Cooks Chapel Rd., Norlina	997.04	1797.92	2794.96	2713.99	8624
E5D 55	30515	Peck Mfg Co of NC Inc.	Lot , Connell St., Warrenton	1914.40	1067.16	2981.56	2815.46	9007
J12 13A	3698	Richardson, Inell	348 Lee Rd., Hollister, NC 27844	658.98	1799.89	2458.87	2414.89	10443
D6 28	40023	Terry, John B Heirs	Off No Bottom Rd., Warrenton	705.60	1937.20	2642.80	2593.19	11159
B10 45	17923	Williams, Kenneth	423 Summit Rd., Warrenton	5893.20	996.59	6889.79	6497.34	13705
D5 123F	3770	Williams, Kevin	137 Rockbound Hill Cir., Norlina	0.00	1019.74	1019.74	1002.59	15944

### Previous Foreclosure Sales

B10 40D		Stamper, Celestine			1078.85			9950
E5D 56		Peck Manufacturing			1059.82			8995
F2 6F		Malvin, Howard & Mary M.			1285.84			14248
L5 36B		Hockaday, Maryland & Mary C.			1408.93			7441

## *RESOLUTION*

### *SALE OF SURPLUS WARREN COUNTY PROPERTY*

*WHEREAS, the County of Warren has certain property which has been foreclosed for delinquent taxes and may lawfully dispose of such property through online auction.*

*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 online auction the following real property:*

<u>Property Identification</u>	<u>Minimum Bid Accepted</u>	<u>Acres</u>
<u>Parcel – Acct #</u>		
<b>B1039C1 – 1124</b>	<b>\$ 3,842</b>	<b>.77</b>
<b>G232D1 – 25408</b>	<b>3,422</b>	<b>1.68</b>
<b>C9-18D – 1847</b>	<b>5,211</b>	<b>1.00</b>
<b>H239D – 9802</b>	<b>1,980</b>	<b>1.19</b>
<b>H239E – 9802</b>	<b>1,981</b>	<b>2.93</b>
<b>F654 - 10110</b>	<b>2,529</b>	<b>1.00</b>
<b>H416 - 13905</b>	<b>2,271</b>	<b>1.00</b>
<b>D4D299 - 22340</b>	<b>10,301</b>	<b>2.00</b>
<b>K3C40 - 3851</b>	<b>1,728</b>	<b>1 lot</b>
<b>E41A - 26711</b>	<b>2,795</b>	<b>2.00</b>
<b>E5D55 - 30515</b>	<b>2,982</b>	<b>?</b>
<b>J1213A - 3698</b>	<b>2,459</b>	<b>1.00</b>
<b>D628 - 40023</b>	<b>2,643</b>	<b>2.00</b>
<b>B1040D - 17923</b>	<b>6,890</b>	<b>1.00</b>
<b>D5123F - 3770</b>	<b>1,200</b>	<b>.69</b>

*The properties will not be open for inspection and are being sold in “as is” condition with no warranties.*

*A minimum bid has been established per property. The Warren County Board of Commissioners reserve the right to reject any or all bids, to waive informalities, and to award bid in the opinion of the Owner in its best interest. All questions should be directed to: Linda T. Worth, County Manager, 252-257-3115 (8:30 a.m. - 5:00 p.m., Monday thru Friday) or [lworth@co.warren.nc.us](mailto:lworth@co.warren.nc.us).*

*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 sale property; and that advertising, describing the property, the method for bidding and the date, time and place for the bid opening be placed with GovDeals online auction with notice in the Warren Record and otherwise appropriately advertised according to law.*

*ADOPTED this the 15<sup>th</sup> day of February 2011.*

**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: February 15, 2011**

**Agenda Item # 15-B**

**SUBJECT: Resolution Declaring Surplus Property & Authorizing Auction**

**REQUESTED BY:**

**SUMMARY: It is submitted by Resolution to declare Ritter Pediatric Table  
(for weight and height of infants/children) surplus and authorize sale by internet  
based auction.**

**FUNDING SOURCE:**

**APPLICABLE GENERAL STATUTE: Article 12, NC GS 160A-268**

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

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**NOTE**

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**RESOLUTION**  
**SALE OF SURPLUS**  
**WARREN COUNTY PROPERTY**

*WHEREAS, the County of Warren has certain property which has been determined to be of no necessity and may lawfully dispose of such property through online auction.*

*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 online auction the following personal property: Ritter 109 Pediatric Table for height/weight of infants/children.*

*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 sale property; and that advertising, describing the property, the method for bidding and the date, time and place for the bid opening be placed with GovDeals online auction with notice in the Warren Record and otherwise appropriately advertised according to law.*

*ADOPTED this the 15<sup>th</sup> day of February 2011.*

**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: February 15, 2011**

**Agenda Item # 16**

**SUBJECT: Proposal for Relay for Life Fund Raiser**

**REQUESTED BY: Robert Love, Maintenance Department**

**SUMMARY: Mr. Love proposes to sell double pink knock-out roses within Warren County Departments as a “living memorial.” Each plant will be priced at \$20: \$10.50 to purchase and \$9.50 donated to Relay for Life. Proposed planting sites: Library, Courthouse, and Senior Center. Submitted for the Board’s review and authorization.**

**FUNDING SOURCE: N/A**

**APPLICABLE GENERAL STATUTE: Article 12, NC GS 160A-268**

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

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**NOTE**

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01-25-11

To; Warren County Board of Commissioners

Dear Sirs, and Ma'am

I am submitting a proposal for Relay for Life to sell and plant ed  
Double Pink Knock out Roses as a living memorial within  
Warren County. (3-Gallon size)

*by Warren Co.  
Building & Grounds*

These Roses are long lived, bloom all summer, are disease resistant, and require very little maintenance.

The sale of each plant sold by Relay for Life would be \$20.00.

Each plant can be purchased at a cost of \$10.50

The Proposed planting sites are Warren county Memorial Library  
Front Street entrance island; County Court House south side;  
Armory along walk ways both sides of building; Warren county  
Senior center.

This would be a win for the county as well as Relay For Life

Thank you very much for this consideration.

Rob Love



**Meeting Date:** February 15, 2011

**Agenda Item # 17**

**SUBJECT:** Animal Control Civil Penalties Fee Schedule

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

**SUMMARY:** Proposed Amendment to Animal Control Fee Schedule is presented for Board's adoption to establish civil penalties for violations of the Animal Control Ordinance.

**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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*Animal Control Department  
Animal Ark  
142 Rafters Lane  
Warrenton, NC 27589  
(252) 257-6137 Telephone*

## Memorandum

To: Linda Worth, Manager  
Warren County, NC

From: Elma Rae Greene, Director  
Animal Control

Date: 2-1-11

RE: Amendment to the County Fee Schedule

On February 2, 2004 the County Board of Commissioners adopted the current animal control ordinance with provisions for violations and the issuance of civil penalties (Section XII). Penalties are to be issued in a graduating fashion for each subsequent violation as listed in the County Fee Schedule.

As of this date, no civil penalties have been formally entered into the County Fee Schedule for animal control ordinance violations and any such amendment to the County Fee Schedule requires Board approval.

It is recommended that the County Fee Schedule be amended to include graduating fines for violation of the Animal Control Ordinance as attached.

# **Warren County Animal Control**

## **Proposed Civil Penalties Fee Schedule**

### **Penalties To Be Assessed Upon Violation(s) of the Warren County Animal Control Ordinance Provisions**

<b>First Violation</b>	Warning Notice Abatement Order
<b>Second Violation</b>	\$25.00 Civil Penalty
<b>Third Violation</b>	\$50.00 Civil Penalty
<b>Fourth Violation</b>	\$100.00 Civil Penalty

**Meeting Date: February 15, 2011**

**Agenda Item # 18-A**

**SUBJECT: Amend Board of Commissioners Meeting Schedule**

**REQUESTED BY: Clerk to the Board**

**SUMMARY: Board members will attend the NACo Legislative Conference in Washington, DC March 6-9, 2011. Therefore it is submitted to reschedule March 7, 2011 Board of Commissioners regular meeting to March 14, 2011.**

**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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**Meeting Date: February 15, 2011**

**Agenda Item # 18-B**

**SUBJECT: Amend Board of Commissioners Meeting Schedule**

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

**SUMMARY: Schedule Public Hearing to hear citizen comments regarding Rezoning petition for Lizard Creek Road at Quail Ridge Road in Roanoke Township.**

**Suggested date and time: March 14, 2011 at 5:30 pm.**

**FUNDING SOURCE:**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Meeting Date: February 15, 2011**

**Agenda Item # 18-C**

**SUBJECT: Amend Board of Commissioners Meeting Schedule**

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

**SUMMARY: Schedule Public Hearing to hear citizen comments regarding Expanding Zoning throughout all areas of the County.**

**Suggested date and time: March 14, 2011 at 5:45 pm.**

**FUNDING SOURCE:**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Meeting Date: February 15, 2011**

**Agenda Item # 18-D**

**SUBJECT: Amend Board of Commissioners Meeting Schedule**

**REQUESTED BY: Clerk to the Board**

**SUMMARY: Adopt FY 2011-2012 Budget Schedule per attached.**

**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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**Warren County Board of Commissioners**  
**FY 2011-12 Budget Schedule**

***All meetings are in the Memorial Library Community Room***

**May 2, 2011 - Monday**

**6 pm – Annual Budget Presentation to the Board of County Commissioners. Department Heads required to attend.**

**May 17, 2011 - Tuesday**

**9 am – 4 pm – County Commissioners Budget Work Session**

**May 31, 2011- Tuesday**

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

**June 13, 2011 – Monday**

**6:00 pm - Budget Public Hearing**

**June 15, 2011 – Thursday**

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

**June 21, 2011 – Tuesday**

**6:00 pm – Special Meeting to adopt FY 2011-12 Budget**

**ADDITION TO February 15, 2011 AGENDA**

**ITEM: # 18-E**

**SUBJECT: Schedule Joint Meeting**

**REQUESTED BY: County Manager**

**SUMMARY: It is presented to schedule a joint meeting between Warren County Board of Commissioners, Economic Development Commission (EDC) and Private Stakeholders to discuss Meat Processing Facility Project.**

**Suggested Date: March 3, 2011**  
**Time: 7:00 pm**  
**Location: Library Community Room**

**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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**Meeting Date: February 15, 2011**

**Agenda Item # 19-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  
**DATE:** February 2, 2011  
**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:

Economic Development Commission

M. Benjamin Finch  
150 Crestwood Rd.  
Henderson, NC 27536

The economic development consulting contract with Mr. Benjamin Finch has been extended an additional three months at a cost not to exceed \$10,000. Lapsed salaries budgeted in the vacant Economic Development Director position are being used to pay for these services.

Warren County Sheriff's Department

Southern Software, Inc.

These are the FY 2011-12 Annual Software Support Agreements for software support for mission critical operation of NCIC Interface, Mapping, CAD, and AMS software in the Sheriff's Department. Funds to pay for these annual agreements are budgeted in the Sheriff's Department budget.

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

Attachment

**EXTENSION TO EDC  
CONTRACTOR SERVICE AGREEMENT**

This Extension to EDC Contractor Service Agreement (hereinafter, "Extension") is entered into this 27th day of January, 2011, for the sole purpose of extending the parties' original Contractor Service Agreement (hereinafter, "Agreement") term an additional three (3) months.

**WITNESSETH:**

**WHEREAS** the parties have previously entered into a Contractor Service Agreement through which M. Benjamin Finch, Jr. (hereinafter, "Contractor") provides specific consulting services to Warren County, North Carolina (hereinafter, "the County") for the period of September 15, 2010 thru December 31, 2010; and,

**WHEREAS**, the parties agree that it is desirable, reasonable, and necessary that Contractor continue to provide said services to the County for an additional three (3) months, specifically February 1, 2011 thru April 30, 2011;

**NOW, THEREFORE**, in consideration of the promises, the covenants and agreements herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. **Incorporation of Recitals.** The above and foregoing recitals are incorporated into and made a part of this Extension.
2. **Amended Terms.** Upon the effective date hereof, the terms of the parties' Contractor Service Agreement shall be amended as hereinafter provided. All other terms, not otherwise specifically amended herein, shall remain the same in full force and effect.
3. **Amendment to the Contractor Service Agreement.** The Contractor Service Agreement shall be amended as follows:

**Paragraph 2 shall be amended to read:**

**"Duration of Services:** Contractor's services shall be for a period of two (2) separate 3-month periods, to commence on September 15, 2010 and end on December 31, 2010, and then to commence again on February 1, 2011 and end on or before April 30, 2011, unless the parties agree in writing to extend Contractor's servicing."

**Paragraph 3 shall be amended to read:**

**"Compensation:** Contractor shall be compensated at the rate of \$24.00 per hour for up to an average of 22.5 hours (3 days per week). Warren County's official workday contains 7.5 hours. It is acknowledged that actual work hours may vary from day-to-day

and week-to-week. However, under no circumstance shall Contractor's compensation for both 3-month periods combined, including travel expenses, exceed \$20,000 without prior written agreement from the County Manager for extraordinary expenses to be incurred. Contractor will have access to the County-owned vehicle assigned to the Economic Development Department for bona fide travel on behalf of the Warren County Economic Development Department. If, for any reason, the county-owned vehicle is not available and Contractor must use his own personal vehicle to travel on behalf of Warren County, travel reimbursement will be paid at the County's then-current adopted rate (currently \$.585 per mile)."

4. **Reaffirmation.** To the extent any term(s) or condition(s) in any of the Contractor Service Agreement shall contradict or be in conflict with the amended term of the Contractor Service Agreement as set forth in this Extension, such terms and conditions are hereby deemed modified and amended accordingly, upon the effective date hereof, to reflect the terms of the Contractor Service Agreement as so amended in this Extension. All terms of the Contractor Service Agreement, as amended hereby, shall be and remain in full force and effect and shall constitute the legal, valid, binding and enforceable obligations of the parties. Upon the effective date hereof, the parties hereby restate, ratify and reaffirm each and every term and condition set forth in the Contractor Service Agreement as amended herein.

5. **Binding Effect.** The terms, provisions and conditions of this Extension shall be binding upon and inure to the benefit of each respective party and their respective legal representatives, successors and assigns.

6. **Effectiveness.** The amendments set forth in this Extension shall become effective as of the day and year it is fully executed.

IN WITNESS WHEREOF, the undersigned have executed this Extension to be effective upon execution by the last party hereto.

Warren County, NC

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

1/27/11  
Date

Witness: Paula Alley

M. Benjamin Finch, Jr.  
M. Benjamin Finch, Jr.

1/27/11  
Date

Witness: Paula Alley

This instrument has been preaudited in the manner required by the North Carolina Constitution and Public Chapter 2009-10.

1-26-11

RECEIVED

JAN 24 2011



SOUTHERN SOFTWARE, INC. FINANCE  
an employee-owned company

WARREN COUNTY MANAGER'S OFFICE

JAN 19 2011  
RECEIVED

December 22, 2010

All of us at Southern Software are hopeful you and your families had a wonderful Christmas and are anticipating a prosperous and blessed New Year! We trust the year ahead will bring many new and exciting endeavors.

Southern Software is sincerely dedicated to uphold a personal and proficient business alliance with your agency. We take pride in maintaining standards of professionalism by keeping the best interest of our customers and the performance of our products a top priority. We cherish our partnership and take great pleasure in serving your software needs.

Attached you will find the 2011-2012 Annual Support Agreements. Please be sure to take the time to read the entire agreement carefully. This document explains in detail what your yearly support fee covers. **Be sure to note the highlighted area on the agreement, as well as the period of coverage and fee amount on the signature page. This agreement IS NOT A BILL;** it is only a reference agreement to help you plan and allocate your finances for the 2011-2012 Fiscal Budget Year. **We will invoice you one month prior to your annual renewal date.** At this time we simply would like for you to review, sign, date and return to my Assistant, Christy Seawell via email at [cseawell@southernsoftware.com](mailto:cseawell@southernsoftware.com), fax at 910-695-0251 or mail to 150 Perry Drive, Southern Pines, North Carolina 28387. To further assists you, below are two examples of our budgeting formula.

◆ If your support renewal date is in the first half of the fiscal year (July ~ Dec.) your agency's support coverage will carry you from 2011-2012.  
(Ex: Renewal Date August 1<sup>st</sup>) ~ Support Agreement dates: **August 1, 2011 thru July 31, 2012**

◆ If your support renewal date is in the second half of the fiscal year (Jan. ~ June) your agency's support coverage will carry you from 2012-2013.  
(Ex: Renewal Date May 30<sup>th</sup>) ~ Support Agreement reads **May 30, 2012 thru April 30, 2013**

We truly appreciate your business and are looking forward to working with you in 2011! Please feel free to contact me or my Assistant, Christy Seawell, at 1-800-842-8190. As always, we welcome all of your ideas, questions and concerns.

Sincerely,

Jennifer J. Meggs  
President & COO  
Southern Software, Inc.

<><

**SOUTHERN SOFTWARE'S  
ANNUAL SOFTWARE SUPPORT AGREEMENT  
NCIC INTERFACE  
8:30 a.m., EST to 5:00 p.m., EST**

**NCIC Interface.** This Software Support Agreement covers support from 8:30 a.m. to 5:00 p.m., EST, Monday through Friday.

**Problem Resolution**

Southern Software will provide customer software support for mission critical operation of **NCIC Interface**, from 8:30 a.m. to 5:00 p.m., EST, Monday through Friday. This Agreement does not constitute a warranty but provides for mission critical problem resolutions and non-mission critical problem resolutions of repeatable errors during normal business hours, EST. Southern Software cannot warrant the product will operate free of problems in perpetuity. Southern Software does not warrant third party software applications used in programs provided to customers, i.e., Microsoft® Word. The purpose of this Agreement is to provide the necessary technical assistance to ensure a timely problem resolution and to minimize down time. Mission critical is defined as "any problem that renders the entire system unstable or inoperable".

For problems covered under this Agreement, Southern Software will provide the following:

- Telephone response within five hours of notification of the problem. During this initial response, support personnel will determine the nature of the problem and severity. An attempt to resolve the problem will be made by giving instructions to the customer.
- If this is unsuccessful or the severity too great, then Southern Software will escalate to a Level 2 response. A Level 2 response involves a support technician connecting remotely to the customer's network using industry standard secure remote diagnostic methods to attempt to resolve the problem.
- If the problem is unable to be detected or resolved with a Level 2 response then a technician will be scheduled for an on site visit. There is no cost to the customer for the on site visit as long as the problem is with a Southern Software product or equipment covered by a Southern Software support contract and as long as the problem is not due to a virus or negligent actions/treatment.

The user understands support staff may provide a temporary fix. A permanent fix will be provided at a later date.

**Program Updates**

Southern Software will provide program updates to support customers as new updates, fixes and features are added. Updates will be made universally to all supported customers at one time. No custom programming will be performed.

**Third Party**

If, at any time, an update of a third party's software is required, Southern Software will not incur the cost of such upgrade.

## **System Administrator**

The customer agrees to have a designated administrator (primary contact for support and update issues). It is highly desirable that the administrator be knowledgeable in networking and Windows® operating systems.

## **Data Backup Statement**

The customer understands that it is the customer's responsibility to ensure data backups are being made daily and verified for accuracy.

## **Virus Statement**

The customer agrees to have virus protection software loaded on each machine and agrees to update it weekly. (Southern Software recommends updating your virus protection software on each machine daily.) This support contract does not cover assistance in the recovery of damage caused by viruses. **Southern Software will charge a fee for virus recovery assistance.**

### **Items not covered under this annual support agreement -**

- **Installation and setup of new equipment.**
- **Transferring of data.**
- **Moving equipment from one site to another.**
- **On-site installation/reinstallation of Southern Software products or installation/reinstallation of third party software/products.**
- **Virus damage/recovery repair work.**
- **Recovery/repair work related to natural disasters such as lightning, floods, etc..**
- **Replacement of equipment that is out of warranty.**
- **Cost of upgrades to third party software including but not limited to Microsoft™ products (ie. Office, SQL, etc.), Anti-virus software, PcAnywhere™, etc. or cost of updates to operating systems.**
- **Data Conversions.**
- **On-site Training.**
- **Interfaces with third party products.**
- **Data loss due to drive crashes, machine failures, etc.**

### **Benefits**

- **The Software Support Agreement only covers software developed by Southern Software.**
- **Toll-free telephone support, Monday through Friday, 8:30 a.m. to 5:00 p.m., EST**
- **24-hour fax availability**

**(Benefits continued)**

- **Software Updates**
- **Remote System Support**
- **Annual User's Conference**
- **Free hardware/network assessments for upgrades.**
- **Free follow-up/new employee training at Southern Software's office.**

**System Access/Customer Responsibility**

The customer agrees to provide a dedicated computer capable of remote access for support purposes. The computer designated for remote connectivity shall allow access to all computers on the network requiring support.

**This Annual Software Support Agreement provides coverage that begins July 15, 2011 and ends July 14, 2012.**

**Annual Support: \$1,402.00**

By signing this document you are confirming that you have read and understand the terms and conditions of this annual support agreement.

***Important- Support Renewal Clause***

*A lapse in support renewal will require that all outstanding support balances be paid in full prior to reinstatement of support. Support fees are non-refundable.*

*Linda J. Woot*  
Customer Representative Signature

1/24/11  
Date

**WARREN COUNTY SHERIFF (NCIC), NC**

Name of Department

**NOTE: IF A PURCHASE ORDER NUMBER IS REQUIRED ON THE SUPPORT INVOICE PLEASE ENTER HERE \_\_\_\_\_ . IF THE NUMBER IS NOT AVAILABLE AT THIS TIME, PLEASE FAX THE PURCHASE ORDER TO (910)695-0251 WHEN IT IS AVAILABLE.**

**NO PURCHASE ORDER NUMBER WILL BE REQUIRED.**

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

*[Signature]* 1-22-11

# **SOUTHERN SOFTWARE'S ANNUAL SOFTWARE SUPPORT AGREEMENT MAPPING SOFTWARE 24/7**

This Software Support Agreement covers support 24 hours a day, seven days a week.

## **Problem Resolution**

Southern Software will provide customer software support for mission critical operation of the mapping software 24 hours a day, seven days a week. This Agreement does not constitute a warranty but provides for mission critical problem resolutions and non-mission critical problem resolutions of repeatable errors during normal business hours, EST. Southern Software cannot warrant the product will operate free of problems in perpetuity. Southern Software does not warrant third party software applications used in programs provided to customers, i.e., Microsoft® Word. The purpose of this Agreement is to provide the necessary technical assistance to ensure a timely problem resolution and to minimize down time. Mission critical is defined as "any problem that renders the entire system unstable or inoperable".

For problems covered under this Agreement, Southern Software will provide the following:

- Telephone response within three hours of notification of the problem from 8:30 a.m. to 5:00 p.m., EST, Monday thru Friday. During this initial response, support personnel will determine the nature of the problem and severity. An attempt to resolve the problem will be made by giving instructions to the customer.
- Telephone response within one hour of notification of the problem after 5:00 p.m., EST and during holidays that fall on a normal work day. During this initial response, support personnel will determine the nature of the problem and severity. An attempt to resolve the problem will be made by giving instructions to the customer.
- If this is unsuccessful or the severity too great, then Southern Software will escalate to a Level 2 response. A Level 2 response involves a support technician connecting remotely to the customer's network using industry standard secure remote diagnostic methods to attempt to resolve the problem.
- If the problem is unable to be detected or resolved with a Level 2 response then a technician will be scheduled for an on site visit. There is no cost to the customer for the on site visit as long as the problem is with a Southern Software product or equipment covered by a Southern Software support contract and as long as the problem is not due to a virus or negligent actions/treatment

The user understands support staff may provide a temporary fix. A permanent fix will be provided at a later date.

## **Program Updates**

Southern Software will provide program updates to support customers as new updates, fixes and features are added. Updates will be made universally to all supported customers at one time. No custom programming will be performed.

### **Third Party**

If, at any time, an update of a third party's software is required, Southern Software will not incur the cost of such upgrade.

### **System Administrator**

The customer agrees to have a designated administrator (primary contact for support and update issues). It is highly desirable that the administrator be knowledgeable in networking and Windows® operating systems.

### **Data Backup Statement**

The customer understands that it is the customer's responsibility to ensure data backups are being made daily and verified for accuracy.

### **Virus Statement**

The customer agrees to have virus protection software loaded on each machine and agrees to update it weekly. (Southern Software recommends updating your virus protection software on each machine daily.) This support contract does not cover assistance in the recovery of damage caused by viruses. *Southern Software will charge a fee for virus recovery assistance.*

### **Items not covered under this annual support agreement -**

- Installation and setup of new equipment.
- Transferring of data.
- Moving equipment from one site to another.
- On-site installation/reinstallation of Southern Software products or installation/reinstallation of third party software/products.
- Virus damage/recovery repair work.
- Recovery/repair work related to natural disasters such as lightning, floods, etc..
- Replacement of equipment that is out of warranty.
- Cost of upgrades to third party software including but not limited to Microsoft™ products (ie. Office, SQL, etc.), Anti-virus software, PcAnywhere™, etc. or cost of updates to operating systems.
- Data Conversions.
- On-site Training.
- Interfaces with third party products.
- Data loss due to drive crashes, machine failures, etc.

**Benefits**

- **The Software Support Agreement only covers software developed by Southern Software.**
- **Toll-free telephone support, seven days a week, 24 hours a day including holidays.**
- **24-hour fax availability**
- **Software Updates**
- **Remote System Support**
- **Annual User's Conference**
- **Free hardware/network assessments for upgrades.**
- **Free follow-up/new employee training at Southern Software's office.**

**System Access/Customer Responsibility**

The customer agrees to provide a dedicated telephone line capable of remote access to a designated computer. The computer designated for remote connectivity shall allow access to all computers on the network. The customer understands that it is the customer's responsibility to ensure data backups are being made daily and verified for accuracy.

**This Annual Software Support Agreement provides coverage that begins July 15, 2011 and ends July 14, 2012.**

**Annual Support \$4,083.00**

By signing this document you are confirming that you have read and understand the terms and conditions of this annual support agreement.

***Important- Support Renewal Clause***

*A lapse in support renewal will require that all outstanding support balances be paid in full prior to reinstatement of support. Support fees are non-refundable.*

*Jinda J. Worth*  
Customer Representative Signature

1/24/11  
Date

**WARREN COUNTY SHERIFF (MAPS), NC**  
Name of Department

**NOTE: IF A PURCHASE ORDER NUMBER IS REQUIRED ON THE SUPPORT INVOICE PLEASE ENTER HERE \_\_\_\_\_ . IF THE NUMBER IS NOT AVAILABLE AT THIS TIME, PLEASE FAX THE PURCHASE ORDER TO (910)695-0251 WHEN IT IS AVAILABLE.**

**NO PURCHASE ORDER NUMBER WILL BE REQUIRED.**

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

*AM 91*  
*1-22-11*

# **SOUTHERN SOFTWARE'S ANNUAL SOFTWARE SUPPORT AGREEMENT CAD™ 24/7**

**Southern Software's CAD™ Computer Aided Dispatch.** This Software Support Agreement covers 24 hours a day, seven days a week support.

## **Problem Resolution**

Southern Software will provide customer software support for mission critical operation of CAD™, 24 hours a day, seven days a week. This period includes holidays and weekends. This Agreement does not constitute a warranty but provides for mission critical problem resolutions at any time and non-mission critical problem resolutions of repeatable errors during normal business hours, EST. Southern Software cannot warrant the product will operate free of problems in perpetuity. Southern Software does not warrant third party software applications used in programs provided to customers, i.e., Microsoft® Word. The purpose of this Agreement is to provide the necessary technical assistance to ensure a timely problem resolution and to minimize down time. This Agreement is not intended to provide around-the-clock assistance for problems not deemed to be operation critical. Mission critical is defined as "any problem that renders the entire system unstable or inoperable".

For problems covered under this Agreement, Southern Software will provide the following:

- Telephone response within three hours of notification of the problem from 8:30 a.m. to 5:00 p.m., EST, Monday thru Friday. During this initial response, support personnel will determine the nature of the problem and severity. An attempt to resolve the problem will be made by giving instructions to the customer. Any problem deemed mission critical will take top priority over all other calls.
- Telephone response within one hour of notification of the problem after 5:00 p.m., EST and during holidays that fall on a normal work day. During this initial response, support personnel will determine the nature of the problem and severity. An attempt to resolve the problem will be made by giving instructions to the customer.
- If this is unsuccessful or the severity too great, then Southern Software will escalate to a Level 2 response. A Level 2 response involves a support technician connecting remotely to the customer's network using industry standard secure remote diagnostic methods to attempt to resolve the problem.
- If the problem is unable to be detected or resolved with a Level 2 response then a technician will be scheduled for an on site visit. There is no cost to the customer for the on site visit as long as the problem is with a Southern Software product or equipment covered by a Southern Software support contract and as long as the problem is not due to a virus or negligent actions/treatment

The user understands support staff may provide a temporary fix. A permanent fix will be provided at a later date.

### **Program Updates**

Southern Software will provide program updates to support customers as new updates, fixes and features are added. Updates will be made universally to all supported customers at one time. No custom programming will be performed.

### **Third Party**

If, at any time, an update of a third party's software is required, Southern Software will not incur the cost of such upgrade.

### **System Administrator**

The customer agrees to have a designated administrator (primary contact for support and update issues). It is highly desirable that the administrator be knowledgeable in networking and Windows® operating systems.

### **Data Backup Statement**

The customer understands that it is the customer's responsibility to ensure data backups are being made daily and verified for accuracy.

### **Virus Statement**

The customer agrees to have virus protection software loaded on each machine and agrees to update it weekly. (Southern Software recommends updating your virus protection software on each machine daily.) This support contract does not cover assistance in the recovery of damage caused by viruses. **Southern Software will charge a fee for virus recovery assistance.**

### **Items not covered under this annual support agreement -**

- **Installation and setup of new equipment.**
- **Transferring of data.**
- **Moving equipment from one site to another.**
- **On-site installation/reinstallation of Southern Software products or installation/reinstallation of third party software/products.**
- **Virus damage/recovery repair work.**
- **Recovery/repair work related to natural disasters such as lightning, floods, etc..**
- **Replacement of equipment that is out of warranty.**
- **Cost of upgrades to third party software including but not limited to Microsoft™ products (ie. Office, SQL, etc.), Anti-virus software, PcAnywhere™, etc. or cost of updates to operating systems.**
- **Data Conversions.**
- **On-site Training.**
- **Interfaces with third party products.**
- **Data loss due to drive crashes, machine failures, etc.**

**Benefits**

- **The Software Support Agreement only covers software developed by Southern Software.**
- **Toll-free telephone support, seven days a week, 24 hours a day including holidays.**
- **24-hour fax availability**
- **Software Updates**
- **Remote System Support**
- **Annual User's Conference**
- **Free hardware/network assessments for upgrades.**
- **Free follow-up/new employee training at Southern Software's office.**

**System Access/Customer Responsibility**

The customer agrees to provide a dedicated computer capable of remote access for support purposes. The computer designated for remote connectivity shall allow access to all computers on the network requiring support.

**This Annual Software Support Agreement provides coverage that begins August 15, 2011 and ends August 14, 2012 .**

**Annual Support \$6,747.00**

By signing this document you are confirming that you have read and understand the terms and conditions of this annual support agreement.

***Important- Support Renewal Clause***

*A lapse in support renewal will require that all outstanding support balances be paid in full prior to reinstatement of support. Support fees are non-refundable.*

*Justin J. Woot*  
Customer Representative Signature

11/27/11  
Date

**WARREN COUNTY SHERIFF (CAD), NC**

Name of Department

**NOTE: IF A PURCHASE ORDER NUMBER IS REQUIRED ON THE SUPPORT INVOICE PLEASE ENTER HERE \_\_\_\_\_ . IF THE NUMBER IS NOT AVAILABLE AT THIS TIME, PLEASE FAX THE PURCHASE ORDER TO (910)695-0251 WHEN IT IS AVAILABLE.**

**NO PURCHASE ORDER NUMBER WILL BE REQUIRED.**

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

*[Signature]* 1-27-11

**SOUTHERN SOFTWARE'S  
ANNUAL SOFTWARE SUPPORT AGREEMENT  
AMS™  
8:30 a.m., EST to 5:00 p.m., EST**

**AMS™.** This Software Support Agreement covers support from 8:30 a.m. to 5:00 p.m., EST, Monday through Friday.

**Problem Resolution**

Southern Software will provide customer software support for mission critical operation of AMS™, from 8:30 a.m. to 5:00 p.m., EST, Monday through Friday. This Agreement does not constitute a warranty but provides for mission critical problem resolutions and non-mission critical problem resolutions of repeatable errors during normal business hours, EST. Southern Software cannot warrant the product will operate free of problems in perpetuity. Southern Software does not warrant third party software applications used in programs provided to customers, i.e., Microsoft® Word. The purpose of this Agreement is to provide the necessary technical assistance to ensure a timely problem resolution and to minimize down time. Mission critical is defined as "any problem that renders the entire system unstable or inoperable".

For problems covered under this Agreement, Southern Software will provide the following:

- Telephone response within five hours of notification of the problem. During this initial response, support personnel will determine the nature of the problem and severity. An attempt to resolve the problem will be made by giving instructions to the customer.
- If this is unsuccessful or the severity too great, then Southern Software will escalate to a Level 2 response. A Level 2 response involves a support technician connecting remotely to the customer's network using industry standard secure remote diagnostic methods to attempt to resolve the problem.
- If the problem is unable to be detected or resolved with a Level 2 response then a technician will be scheduled for an on site visit. There is no cost to the customer for the on site visit as long as the problem is with a Southern Software product or equipment covered by a Southern Software support contract and as long as the problem is not due to a virus or negligent actions/treatment.

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**Program Updates**

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### **Items not covered under this annual support agreement -**

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- Transferring of data.
- Moving equipment from one site to another.
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- Virus damage/recovery repair work.
- Recovery/repair work related to natural disasters such as lightning, floods, etc..
- Replacement of equipment that is out of warranty.
- Cost of upgrades to third party software including but not limited to Microsoft™ products (ie. Office, SQL, etc.), Anti-virus software, PcAnywhere™, etc. or cost of updates to operating systems.
- Data Conversions.
- On-site Training.
- Interfaces with third party products.
- Data loss due to drive crashes, machine failures, etc.

### **Benefits**

- The Software Support Agreement only covers software developed by Southern Software.
- Toll-free telephone support, Monday through Friday, 8:30 a.m. to 5:00 p.m., EST
- 24-hour fax availability

**(Benefits continued)**

- **Software Updates**
- **Remote System Support**
- **Annual User's Conference**
- **Free hardware/network assessments for upgrades.**
- **Free follow-up/new employee training at Southern Software's office.**

**System Access/Customer Responsibility**

The customer agrees to provide a dedicated computer capable of remote access for support. The computer designated for remote connectivity shall allow access to all computers on the network.

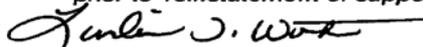
**This Annual Software Support Agreement provides coverage that begins July 15, 2011 and ends July 14, 2012.**

**Annual Support: \$1,103.00**

By signing this document you are confirming that you have read and understand the terms and conditions of this annual support agreement.

***Important- Support Renewal Clause***

*A lapse in support renewal will require that all outstanding support balances be paid in full prior to reinstatement of support. Support fees are non-refundable.*



Customer Representative Signature

1/24/11  
Date

**WARREN COUNTY SHERIFF (AMS), NC**

Name of Department

NOTE: IF A PURCHASE ORDER NUMBER IS REQUIRED ON THE SUPPORT INVOICE PLEASE ENTER HERE \_\_\_\_\_. IF THE NUMBER IS NOT AVAILABLE AT THIS TIME, PLEASE FAX THE PURCHASE ORDER TO (910)695-0251 WHEN IT IS AVAILABLE.

NO PURCHASE ORDER NUMBER WILL BE REQUIRED.

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

 1-22-11

**Meeting Date: February 15, 2011**

**Agenda Item # 19-B**

**SUBJECT: County Manager's January 2011 Report**

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

**SUMMARY: Manager's Monthly Status 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:** February 2, 2011

**RE:** January Status Report

Following is a recap of my work activities for the month of January 2011:

### Administration

- Prepared for and attended Board of County Commissioners public hearings and regular monthly meeting (1/3/11)
- Attended meeting to discuss Forget Me Not Project (1/5/11)
- Meeting to discuss economic development project (1/6/11)
- Meeting with Finance Office Staff to prepare for Budget Goals Setting Work Session (1/7/11)
- Attended Kerr Lake Regional Water System Advisory Board Meeting (1/10/11)
- Meeting with citizen to discuss issue of concern (1/12/11)
- Attended Triangle North Advisory Board meeting (1/13/11)
- Met with Finance Office Staff to prepare for Budget Goals Setting Work Session (1/18/11)
- Attended District 7 Public Forum (1/19/11)
- Attended NCACC Legislative Goals Session in RTP (1/20-21/11)
- Attended CDBG Housing Committee Meeting (1/24/11)
- Attended Finance Committee Meeting (1/24/11)
- Attended Dinner Meeting with VGCC Board of Trustees (1/24/11)
- Attended Region K Managers' Quarterly Meeting (1/25/11)
- Attended Senior Center Advisory Board Meeting (1/25/11)
- Met with concerned citizen to discuss Animal Control issues (1/25/11)
- Prepared for and attended Board of Commissioners Budget Goals Setting Work Session (1/26/11)
- Attended Tourism Assessment Session to discuss tourism plan for Lake Gaston area (1/27/11)
- Attend Kerr-Far COG Board Meeting (1/27/11)
- Met with Warrenton Com. Davey and others to discuss Downtown Revitalization Project (1/28/11)
- Prepared for and conducted monthly Department Heads Meeting (1/28/11)
- Attended joint meeting of the Board of Education and Board of County Commissioners (1/31/11)
- Met with Finance Office Staff to discuss preparations for FY 12 budget (1/31/11)

## **Project Updates**

### **Construction/Renovation Projects**

Modifications on the lower level of the Finance Office building to make the area below grade handicapped accessible are on-going. The corridor has been framed and a dropped ceiling is being installed in preparation for lighting fixtures. The store front entrance and glass has also been installed and secured. This project is anticipated to be completed within 30 days.

### **EMS Satellite Facilities**

Due to adverse weather conditions, no additional work has been done on the Davis-Bugg Road EMS facility which is approximately 15 - 20% complete at this time.

The Afton EMS facility is approximately 91% 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**

Submittal of the Engineering Report to DWQ has been done by the January 3, 2011 deadline which is the first milestone identified for this project in the loan award letter. We are also currently working in-house on the Asset Management Plan for the WWTP and continuing to search for additional funding for the remaining phases of the WWTP Rehab.

### **CDBG Projects**

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

A revised Plan of Action to complete four homes in Ephraim Place Subdivision by September 2011 has been submitted to the Division of Community Assistance (DCA). Once the homes are completed, the CDBG grant portion of this project can be closed-out. 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 energy efficiency improvements to the low bidder, Atlantic Energy Concepts, in the amount of \$129,273.41. A contract has been awarded and we anticipate completion of this phase of the project within the next six to eight weeks. 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. A separate contract in the amount of \$48,100 for weatherization and insulation improvements will be forwarded to Applied Energy Management, Inc. of Huntersville, NC for execution. This was the only company that bid on weatherization and insulation at the 12/6/10 bid opening.

February 15, 2011 - Closed Session  
in accordance with  
GS 143-318.11 (a)

(3) Matters Protected By the Attorney Client Privilege.

&

(5) Property Acquisition

*Adjourn*

*February 15, 2011*  
*Regular Meeting*

