



*WARREN COUNTY
BOARD OF COMMISSIONERS*

March 7, 2011 Meeting

Rescheduled Date:

Monday, March 14, 2011

5:30 Public Hearing

5:45 Public Hearing

6:00 pm Regular Meeting

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

5:30 pm
Public Hearing

**Petition For Re-Zoning
Commercial to Residential
In
Roanoke Township**

5:30 pm
Public Hearing

Notice of Public Hearing

Notice is hereby served that the Warren County Board of Commissioners will hold a public hearing on Monday, March 14, 2011 at 5:30 PM in the Warren County Armory Civic Center, Warrenton, NC. The purpose of this hearing is to receive citizen's comments regarding:

Petition for Re-Zoning (commercial to residential) to re-zone Lot 1 (2.87 acres) from [NB] Neighborhood Business to [R] Residential on Tax Map L2B-88C located on Lizard Creek Road at Quail Ridge Road in Roanoke Township.

All questions or written comments should be directed to:

Ken Krulik, Warren County Planning and Zoning Administrator
542 West Ridgeway Street
Warrenton, North Carolina 27589
Telephone: (252) 257-7027
kkruklik@co.warren.nc.us

A map of the property is available for review in the office of the Warren County Planning and Zoning Administrator. All interested citizens are urged to attend this public hearing.

Barry Richardson, Chairman
Warren County Board of Commissioners

Agenda

1. Chairman or designee call Public Hearing to Order - 5:30 pm
2. Clerk to the Board Read Notice of Public Hearing
3. Overview by Ken Krulik, Planner/Zoning Administrator
4. Citizen Comments
5. County Manager and/or Commissioner Comments
6. Adjourn Public Hearing

Public Hearing Procedures

This hearing is being held to hear any persons who wish to be heard relative to Petition for Re-Zoning located on Lizard Creek Road at Quail Ridge Rd in Roanoke Township.

RULES:

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

*Warren County
Board of Commissioners*



Adjourn

5:30 pm

Public Hearing

5:45 pm
Public Hearing

Proposals For County Zoning

Notice of Public Hearing

Notice is hereby served that the Warren County Board of Commissioners will hold a public hearing on Monday, March 14, 2011 at 5:45 PM in the Warren County Armory Civic Center, Warrenton, NC. The purpose of this hearing is to receive citizen's comments regarding:

Options for the Board of Commissioners to consider for expanding zoning throughout the County (current zoning ordinance or the proposed revised ordinance):

- **Option 1** - Maintain the current zoned areas/boundaries of Kerr Lake and Lake Gaston.
- **Option 2** - Proposed corridor zoning (major transportation corridors).
- **Option 3** - Proposed phased zoning (areas north of 158 and Warrenton Road SR 1001).
- **Option 4** - Proposed countywide zoning (with intergovernmental agreements between the Town of Macon and Haliwa-Saponi Tribal Community).

All questions or written comments should be directed to:

Ken Krulik, Warren County Planning and Zoning Administrator
542 West Ridgeway Street
Warrenton, North Carolina 27589
Telephone: (252) 257-7027
kkruklik@co.warren.nc.us

Maps are available for review in the office of the Warren County Planning and Zoning Administrator. All interested citizens are urged to attend this public hearing.

Barry Richardson, Chairman
Warren County Board of Commissioners

Agenda

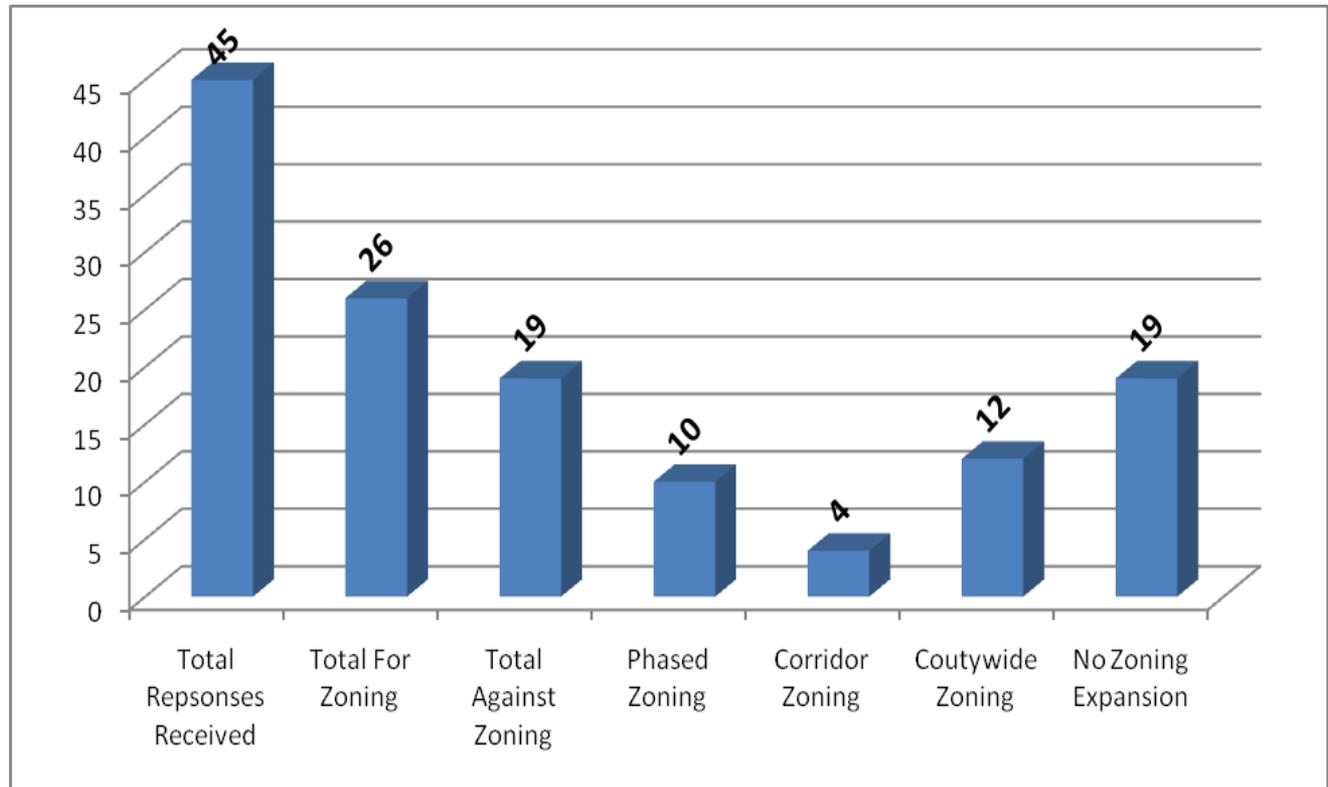
1. Chairman or designee call Public Hearing to Order - 5:45 pm
2. Clerk to the Board Read Notice of Public Hearing
3. Overview by Ken Krulik, Planner/Zoning Administrator
4. Citizen Comments
5. County Manager and/or Commissioner Comments
6. Adjourn Public Hearing

To: Warren County Board of Commissioners, County Manager
From: Ken Krulik, AICP CZO - Planning and Zoning Administrator
Date: March 14, 2011 Public Hearing
Re: Information on zoning (potential expansion countywide)

Options for the Board of Commissioners to consider for expanding zoning throughout the County (current zoning ordinance—March 1, 2010—can be used in combination with the options below or the proposed revised ordinance per the Citizen’s Advisory Council—Land Use can be used):

- **Option 1** - Maintain the current zoned areas/boundaries of Kerr Lake and Lake Gaston.
- **Option 2** - Move forward with proposed corridor zoning as indicated by the Board of Commissioners (April 2009 meeting with the Citizen’s Advisory Council-Land Use).
- **Option 3** - Move forward with the proposed phased zoning, inclusive of the areas north of 158 and Warrenton Road, joining the lake areas as well as closing the gap between the ETJ's of both Warrenton and Norlina. **NOTE - THIS OPTION IS RECOMMENDED FROM BOTH THE CAC-LU AND STAFF AS IT PROVIDES MORE EQUAL ADMINISTRATION OF THE COUNTY'S ZONING ORDINANCE.**
- **Option 4** – Move forward with countywide zoning to encompass all un-zoned areas (Town of Macon and Haliwa Saponi Tribal Community to adopt an agreement to either administer their own zoning or have the County administer zoning for their respective boundaries – similar to what historically had been conducted with the Town of Norlina)

**PUBLIC INFORMATION MEETING SURVEY RESULTS (AS OF 12/15/10)
FIVE MEETINGS – TOTAL OF 81 ATTENDEES**



To: Warren County Board of Commissioners, County Manager
From: Ken Krulik, AICP CZO - Planning and Zoning Administrator
Date: March 14, 2011 Public Hearing
Re: Information on zoning (potential expansion countywide)

•Zoning and managed land use is important for Warren County in order to:

- ◆ **BE PROACTIVE AND NOT REACTIVE** to land use/development issues, the County can develop and grow in a way that provides convenience to residents and business owners as well as protection from inappropriate uses.
- ◆ **PREVENT INAPPROPRIATE/INCOMPATIBLE BUSINESSES AND USES** from being built next to one's home, school or church (protect owner's investment in their land as this prevents adjacent property development that could have negative impacts).
- ◆ **STABILIZE OR INCREASE PROPERTY VALUES** as property values will tend to stabilize or even increase due to predictability in neighboring land uses, increased order in development, and separation of conflicting/inappropriate uses.
- ◆ **REDUCE POTENTIAL CONFLICTS** between residents and businesses/industry as the areas designated for these uses (agricultural, residential, business/industrial) can be separated to avoid conflicts.
- ◆ **PROVIDE THE COUNTY BOARD OF COMMISSIONERS** a better means on which to base land use decisions affecting growth and development that impacts the County.
- ◆ **PROVIDE FOR GREATER INPUT FROM RESIDENTS** as the Board of Commissioners have the opportunity to consider the views/concerns of residents to a greater degree in making land use decisions than without zoning.

•Zoning can:

- Aid development by helping reserve sites for industrial/commercial users.
- Protect property from inconsistent or harmful uses of adjacent property.
- Provide orderly transition in land use through public hearings/local decisions.
- Help prevent objections to normal and necessary farming operations.**
- Make the community more attractive by assisting the preservation of open space, unique natural resources and features.
- Inform residents where industry will be allowed to develop in an orderly fashion.
- Protect a community's historic and architectural heritage.
- Provide standards for density and traffic circulation.

•Zoning cannot:

- Change or correct land uses already in existence.
- Prohibit farm buildings or interfere in farming decisions.**
- Establish higher development standards than the community desires.
- Guarantee that industrial, commercial, or tourism development will take place.
- Assure that land uses will be permanent as assigned under its zoning (rezoning is possible in response to changing conditions/opportunities.)
- Replace State Building Code or assure proper administration of the zoning ordinance.

GOALS AND OBJECTIVES PER THE WARREN COUNTY COMPREHENSIVE DEVELOPMENT PLAN (LAND USE PLAN) ADOPTED MARCH 11, 2002

Goals, Objectives, Strategies (selected as relates to zoning)

This section defines the goals of the plan established by the Warren County Board of Commissioners. These goals represent what the County wants to achieve. In combination with the plan goals, objectives are determined, which define how the goals would be met. Strategies are identified as a method to be used to achieve them. In conclusion, a list of potential recommendations (planning tools) to implement this plan and to assist in the County's primary goal of managed quality development is included.

- To promote, expand and diversify the economic base and job opportunities in Warren County in such a way that will maximize the use our workers while protecting our environment.

1.Objective 1: Protect and enhance Kerr Lake and Lake Gaston and the surrounding wetlands.

Strategies:

- Consider countywide zoning with appropriate use categories to protect County natural resources.**

1.Objective 2: Protect water quality and natural resources.

Strategies:

- Consider countywide zoning with appropriate use categories to protect County natural resources.**

1.Objective 3: Encourage light industrial and commercial development to meet County needs, increase the tax base, and job supply.

Strategies:

- Consider countywide zoning with appropriate use categories to encourage industrial and commercial development where resources are appropriate, while maintaining the integrity of existing land use patterns.**

E. Objective 5: Encourage farming options for the local agricultural community.

Strategies:

- Consider countywide zoning with appropriate use categories to protect County natural resources.**

- To promote, encourage and stimulate the conservation of existing housing and the construction of new housing needed currently as well as need to attract new families to Warren County.

1.Objective 1: Ensure that adequate infrastructure for water and sewer, schools, and roads are provided to meet the needs of the County.

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Strategies:

•Consider countywide zoning with appropriate use categories to encourage both high and low density residential development, while maintaining the integrity of existing land use patterns and area natural resources.

3. To provide and maintain, adequate county services and facilities to accommodate economic development and growth and to protect the public health and general welfare.

1.Objective 3: To enhance and maintain recreation facilities and programs.

Strategies:

•Consider countywide zoning with appropriate use categories to encourage use of natural resources for greenways and Greenspace preservation, while maintaining the integrity of existing land use patterns and area natural resources.

4. To encourage development at a rate and in a pattern which can be efficiently served by existing and planned service and facilities.

1.Objective 1: Manage development so as to not overburden the land or infrastructure systems and allow for development to occur, as infrastructure becomes available.

Strategies:

•Consider countywide zoning with appropriate use categories to encourage both high and low density residential development, while maintaining the integrity of existing land use patterns and area natural resources.

1.Objective 3: Minimize incompatible land uses.

Strategies:

•Require appropriate landscaping, buffering, and/or additional setbacks between conflicting land uses.

•Review and revise subdivision requirements to incorporate soil surveys on all subdivisions and development

•Review and revise subdivision requirements to require additional buffers for surface waters (Tar-Pamlico River Basin) Rules

1. Objective 4: Improve the image and character of the County.

Strategies:

- **Require new development to incorporate Best Management Practices to enhance the aesthetics of the County.**

- **Require open space areas appropriate to the types and level of development; ensure the preservation of mature trees and landscaping.**

5. To develop a transportation system that will address economic development and local travel concerns.

1. Objective 1: Maintain and improve Transportation Routes.

Strategies:

- **Consider countywide zoning with appropriate use categories to encourage development for all land uses in consideration of current and planned transportation systems, while maintaining the integrity of existing land use patterns and area natural resources.**

RECOMMENDATIONS PER THE WARREN COUNTY COMPREHENSIVE DEVELOPMENT PLAN (LAND USE PLAN) ADOPTED MARCH 11, 2002

Plan Recommendations

Upon completion and adoption of the updated Comprehensive Development Plan (Land Use Plan), several planning tools are recommended for Warren County to implement the final plan (coordinated with the Planning Board, County Manager, County Planner, Board of Commissioners, and public meetings/input).

- Adopt/implement County Comprehensive Development Plan (Land Use Plan-**achieved 3/11/02**).

- Hire County Planner (**achieved**).

- Update tax maps and mapping system (**achieved**).

- Incorporate/purchase GIS (computer mapping) system for use by County departments (Planning, Public Works, Fire/Rescue, and Police - **achieved**).

- Increase staff for Code Enforcement/Inspections and Dept. of Environmental Health (***achieved***).
- Create and adopt the documents listed below (***IN PROGRESS***):
 - ◆**Adequate Public Facilities Ordinance (APF)**. To assist in developing funding mechanisms to provide all appropriate infrastructure required by new development (before development receives final approval-addresses water and sewer infrastructure, schools, and roads).
 - ◆**Revise subdivision and zoning ordinances, CREATE/ADOPT COUNTYWIDE ZONING, Revise subdivision and zoning ordinances for residential and commercial uses, including (but not limited to) required buffers, impervious surface limits, open space designation, complete soil surveys for subdivisions, defined approval process, and potential new use categories included in zoning. Based on the Proposed Land Use map generated by COG staff, some modifications to existing zoning may be required, based upon final review and adoption by the Planning Board and Board of Commissioners.**
 - ◆**Natural Resources Protection Ordinance**. To protect the natural resources of Warren County and incorporate practices that will allow managed development. Sections included would be best management practices (control stormwater runoff), erosion and sediment controls ordinance, floodplain regulations (NFIP Program), and creation/incorporation of a countywide greenway (hiker/biker trails) system.
 - ◆**Agricultural Ordinance**. To protect the agricultural resources of Warren County, while allowing for development, and ensuring the quality of life for residents near agricultural operations (***achieved through the Voluntary Agricultural District Program***).
 - ◆**Minimum Housing Code (Manufactured and Stick Built)**. To provide minimum safe standards for housing, single family (stick-built), manufactured, and multi-family.
 - ◆**Downtown Revitalization**. County coordinates efforts with the incorporated municipalities, through a program to revitalize and maintain the character of the downtown areas in its incorporated municipalities (Warrenton, Norlina, and Macon).
 - ◆**Pursue Clean Water Management Trust Grants and Wetlands Restoration-preserve Lake Gaston and Kerr Lake**. Meetings to be held with stakeholders and the necessary agencies to manage the wetlands around both lake areas protect the water supply and natural resources for the lake areas (water pollution prevention, buffers, and land purchase/trusts for conservation easements).
 - ◆**Capital Improvements Plan**. Provides a priority list of needs, preliminary costs for programs and construction and a timeline for completion of each project.

Public Hearing Procedures

This hearing is being held to hear any persons who wish to be heard relative to proposal for County Zoning.

RULES:

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

*Warren County
Board of Commissioners*



Adjourn

5:45 pm

Public Hearing



NOTICE OF MEETING DATE CHANGE

Warren County Board of Commissioners

Notice is hereby given that the Warren County Board of Commissioners regular scheduled MARCH 7, 2011 meeting is rescheduled to Monday – March 14, 2011 in the Armory Civic Center. Public Hearings will start at 5:30 pm.

All future Board of County Commissioner meetings and work sessions shall be held at the Armory Civic Center until further notice.

Interested citizens are urged to attend these meetings.

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



Call to Order March 14, 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: March 14, 2011

Agenda Item # 5

SUBJECT: Adopt Suggested Agenda - **AMENDED**

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:

NOTES:

*SUGGESTED AGENDA
FOR
March 7, 2011 REGULAR MONTHLY MEETING
Rescheduled Date: March 14, 2011
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
Armory Civic Center
WARRENTON, NORTH CAROLINA*

(Amended)

**5:30 pm Public Hearing – Rezoning Request
5:45 pm Public Hearing – Proposals for County Zoning**

- 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 March 14, 2011 Suggested Agenda**
- 6 Consent Agenda**
 - A. Approve Minutes – February 15, 2011 - Regular Monthly Meeting**

March 3, 2011 – Joint Meeting with EDC & Stakeholders *(Added)*
 - B. Interest Income Report – Finance Director Barry Mayo**
 - C. Tax Collector’s Report – Tax Administrator Robert Mitchum**
 - D. Tax Release Requests (Over \$100) – Tax Administrator Robert Mitchum**
Tax Release Requests (Under \$100) - “ “ “ “
- 7 Finance Office – Barry Mayo**
 - A. Amendment # 9 to Warren County FY 2010-11 Budget Ordinance**
 - B. Amendment # 1 to Capital Project Ordinance for Warren County Water & Sewer District III, Phase III Project**

8. **Follow-Up to March 14, 2011 Public Hearings**
 - A. **Rezoning Request from Tom & Sherrie Charnetzky in Roanoke Township**
 - B. **Proposals for County Zoning**
9. **Funding Request for Proposed Agri-Business Economic Development Project – John Alston, Vice-Chairman, EDC**
10. **Boards/Commissions/Committees**
 - A. **Revised By-Laws for Local Emergency Planning Committee – Dennis Paschall**
 - B. **Revised By-Laws for Economic Development Commission**
 - C. **Re-appointments to Planning Board: D.Ross, J.D.Williams, L.A.Thompson, W.L.Perry, & W.S.Pearce – Ken Krulik**
 - D. **Appointments to the Citizens Advisory Council Representing District III: T.R.Bookbinder & C. Jefferson – Commissioner Downey**
 - E. **Re-appointments to the Board of Equalization & Review (E&R): R.C. King, J.W.Febel, L.R. Carver & O.B. Meek – Eddie Mitchum**
 - F. **Appointment to the Senior Center Advisory Board: Commissioner R.Downey**
 - G. **Appointment to Inez VFD Tax Board: Thomas Powell (**Added**)**
11. **Public Utilities – Macon Robertson, Director**
 - A. **Resolution Approving Water Shortage Response Plan**
 - B. **Resolution 10-110 – Authorizing the Mayor to Sign a Revised Water Shortage Response Agreement Which Establishes Procedures and Measures for the Essential Conservation of Water Resources**
12. **Resolution Declaring Surplus Property & Authorizing Auction – Water Meter Housing**
13. **Amendments to Board of Commissioners Meeting Schedule**
 - A. **Reschedule May 31st Budget Work Session to June 1st**
 - B. **Schedule Rezoning Public Hearing for April 4, 2011 at 5:45 pm**
14. **County Manager’s Report**
 - A. **Update on FY 11 Financial Condition**
 - B. **Request for Interim Cooperative Extension Director**
 - C. **Contracts Approved for February 2011**
 - D. **County Manager’s February 2011 Status Report**
15. **Closed Session – In accordance with GS 143-318.11(A)(5) Property Acquisition**
15. **Adjourn March 14, 2011 Board Meeting**

Meeting Date: March 14, 2011

Consent Agenda Item # 6A

SUBJECT: Approve Minutes

REQUESTED BY: Clerk to the Board

SUMMARY: February 15, 2011 Minutes have been provided via e-mail to Board Members for review. Added: March 3, 2011 Joint Meeting minutes

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



February 15, 2011

&

March 3, 2011 Joint Meeting

minutes have been provided to

Board Members by e-mail.

Meeting Date: March 14, 2011

Consent Agenda Item # 6B

SUBJECT: Interest Income Report

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Interest Income Report for the month of January 2011 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:

NOTES:

INTEREST INCOME REPORT
Month of January 2011

| FUND | JANUARY INCOME | FISCAL YEAR TO - DATE |
|-------------------------------------|-------------------|--------------------------|
| General | 1,833.08 | 9,432.18 |
| Revaluation | 18.29 | 134.01 |
| E 911 Telephone System | 44.28 | 330.85 |
| Buck Spring Project | 28.86 | 257.13 |
| Ambulance Storage Facility | 26.99 | 213.12 |
| Library Building Project Fund | 0.00 | 12.54 |
| National Guard Armory | 1.79 | 37.16 |
| Regional Water Enterprise Fund | 46.46 | 413.88 |
| District 1 Enterprise Fund | 65.90 | 607.73 |
| Solid Waste | 20.51 | 211.69 |
| District II Enterprise Fund | 64.51 | 608.35 |
| District III Capital Project Fund | 16.34 | 145.52 |
| District III Phase II BANS | 0.38 | 3.35 |
| District III Enterprise Fund | 39.22 | 453.14 |
| Soul City Pump Station Improvements | 0.40 | 3.60 |
| | 2,207.01 | 12,864.25 |

Meeting Date: March 14, 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 January 2011 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:

NOTES:

**Tax Collector's Report
to the Warren County Board of Commissioners
For the Month JANUARY 2011**

Current Year Collections

| Tax Year | Charge | Collected in JANUARY | Collected to Date | Balance Outstanding | Percentage Collected |
|---------------|--------------|----------------------|-------------------|---------------------|----------------------|
| JAN 2011 FY11 | \$15,123,547 | \$2,382,318 | \$13,364,895 | \$1,758,652 | 88.37% |
| JAN 2010 FY10 | \$15,038,120 | 2,277,763 | 13,445,168 | 1,592,952 | 89.41% |

Delinquent Collections

| | | | | | |
|-------------------------------|---------------------|-----------------|-------------------|---------------------|--------|
| 2009 | \$690,474 | \$25,803 | \$293,439 | 397,035 | 42.50% |
| 2008 | 241,766 | 3,782 | 34,665 | 207,101 | 14.34% |
| 2007 | 188,454 | 2,053 | 17,446 | 171,007 | 9.26% |
| 2006 | 160,823 | 1,822 | 13,482 | 147,340 | 8.38% |
| 2005 | 129,527 | 854 | 9,967 | 119,560 | 7.70% |
| 2004 | 111,398 | 370 | 7,161 | 104,237 | 6.43% |
| 2003 | 93,814 | 212 | 4,520 | 89,295 | 4.82% |
| 2002 | 115,157 | 142 | 4,017 | 111,140 | 3.49% |
| 2001 | 168,296 | 157 | 3,730 | 164,567 | 2.22% |
| 2000 | 93,770 | 230 | 2,770 | 91,000 | 2.95% |
| Total Delinquent Years | \$ 1,993,479 | \$35,425 | \$ 391,197 | \$ 1,602,282 | |

Other JANUARY Receipts

County Penalties
Landfill User Fees
Municipalities
Fire District Taxes
Advance Taxes

| | |
|------------|------------|
| \$ 18,996 | \$ 88,828 |
| \$ 168,892 | \$ 970,789 |
| \$ 108,184 | \$ 613,327 |
| \$ 114,229 | \$ 655,374 |
| \$ 859 | \$ 2,662 |

JANUARY GRAND TOTAL

| | |
|---------------------|----------------------|
| \$ 2,828,903 | \$ 16,087,072 |
|---------------------|----------------------|

R. Edwin Mitchum

R. Edwin Mitchum, Tax Collector

2/24/2011

Date

Meeting Date: March 14, 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:

NOTES:

**Request
For Tax
Releases
Over \$100**

| Over \$100 | 3/6/2011 | | | Date: _____ | | |
|-------------------------------------------|----------------|---------|-------|-------------------|----------------------------|-------|
| <u>ERROR CORRECTION RELEASES:</u> | | | | | | |
| EDWARDS JOHN R HEIRS | 2010 12921 321 | B3 4 | 3727 | \$205.71 | PARCEL NO LONGER EXIST | 14361 |
| EDWARDS JOHN R HEIRS | 2009 12921 321 | B3 4 | 3727 | \$205.71 | PARCEL NO LONGER EXIST | 14362 |
| EDWARDS JOHN R HEIRS | 2008 12921 321 | B3 4 | 3727 | \$171.98 | PARCEL NO LONGER EXIST | 14363 |
| EDWARDS JOHN R HEIRS | 2006 12921 321 | B3 4 | 3727 | \$153.71 | PARCEL NO LONGER EXIST | 14364 |
| EDWARDS JOHN R HEIRS | 2005 12921 321 | B3 4 | 3727 | \$153.71 | PARCEL NO LONGER EXIST | 14365 |
| GARRISON GLENN W & ANNE | 2010 21455 300 | I3D138 | 10592 | \$115.66 | PTC | 14366 |
| HINTON MARY J | 2001 20211 101 | E2 76 | 33761 | \$139.54 | PROPERTY DOES NOT EXIST | 14367 |
| HINTON MARY J | 2002 20211 102 | E2 76 | 34873 | \$135.44 | PROPERTY DOES NOT EXIST | 14368 |
| HINTON MARY J | 2003 20211 103 | E2 76 | 36140 | \$128.48 | PROPERTY DOES NOT EXIST | 14369 |
| HINTON MARY J | 2004 20211 104 | E2 76 | 37519 | \$124.74 | PROPERTY DOES NOT EXIST | 14370 |
| HINTON MARY J | 2005 20211 105 | E2 76 | 40370 | \$117.54 | PROPERTY DOES NOT EXIST | 14371 |
| HINTON MARY J | 2006 20211 106 | E2 76 | 43664 | \$110.34 | PROPERTY DOES NOT EXIST | 14372 |
| MHC LAKE GASTON LLC | 2010 29901 300 | | 8503 | \$234.80 | SOLD BOATS TO OUTDOOR W | 14373 |
| SEAMAN JEREMY & ADRIENNE | 2010 24704 300 | C3 42A | 22941 | \$100.43 | WRONG YR ON DW | 14374 |
| SUMMER JAMES S & RHONDA N | 2010 14938 493 | J3 14A | 17183 | \$2,170.00 | LOT TRANSFER IN ERROR TO | 14375 |
| SUB-TOTAL ERROR CORRECTIONS: | | | | \$4,267.79 | | |
| <u>MOTOR VEHICLE RELEASES:</u> | | | | | | |
| HEDGEPEETH VIOLA M | 2010 29824 109 | ZNL6526 | 55412 | \$104.57 | TURNED IN | 14375 |
| SUB-TOTAL MOTOR VEHICLE RELEASES: | | | | \$104.57 | | |
| SUB-TOTAL CORRECTION RELEASES: | | | | \$4,267.79 | | |
| Total Releases | | | | \$4,372.36 | | |
| <u>LANDFILL USER FEE RELEASES:</u> | | | | | | |
| ALSTON ROSA J | 2010 2138 301 | E5 161 | 12082 | \$115.00 | DON'T OWN SW ON PROP | 14376 |
| PAYNTER JAMES | 2010 30336 302 | E3 1411 | 17326 | \$118.16 | NO DWELLING, NO LFUF | 14377 |
| SYKES T M HEIRS | 2010 39433 334 | L2B 85 | 12910 | \$115.00 | NO ELECTRICITY PER HALIFAX | 14378 |
| TOTAL LFUF RELEASES: | | | | \$348.16 | | |
| Total Releases | | | | \$4,720.52 | | |

Under \$100

3/6/2011

Date: *LW*
2/28/11

ERROR CORRECTION RELEASES:

| <u>NAME</u> | <u>Year</u> | <u>ACCT#</u> | <u>MAP #</u> | <u>RECORD #</u> | <u>AMOUNT</u> | <u>REASON</u> | <u>Rel #</u> |
|-------------------------|-------------|--------------|--------------|-----------------|---------------|---------------------------|--------------|
| BULLARD WAYNE R | 2010 | 8786 300 | H1D150 | 3196 | \$ 7.12 | BT TRADED IN FOR 2007 BT | 14326 |
| DAVIS CONSTANCE | 2010 | 4560 300 | J3B 80 | 16135 | \$ 54.56 | PTC | 14327 |
| EDWARDS JOHN R HEIRS | 2007 | 12921 321 | B3 4 | 3727 | \$ 96.25 | PARCEL NO LONGER EXIST | 14328 |
| MHC LAKE GASTON LLC | 2010 | 29901 300 | L4A 59 | 8503 | \$ 38.22 | SOLD BOASTS TO OUTDOOR V | 14329 |
| REINHARDT GARY E | 2010 | 3041 200 | | 28639 | \$ 23.81 | DON'T OWN BOATS IN WARREI | 14330 |
| ROANOKE RENTALS LLC | 2005 | 26082 105 | C5 77C2 | 55818 | \$ 70.57 | DON'T OWN PROPERTY, CL | 14331 |
| ROANOKE RENTALS LLC | 2006 | 26083 311 | C5 77C2 | 18776 | \$ 63.26 | DON'T OWN PROPERTY, CLER | 14332 |
| ROANOKE RENTALS LLC | 2007 | 26082 107 | C5 77C2 | 49713 | \$ 72.65 | DON'T OWN PROPERTY, CLER | 14333 |
| ROANOKE RENTALS LLC | 2008 | 26082 108 | C5 77C2 | 57296 | \$ 77.88 | DON'T OWN PROPERTY, CLER | 14334 |
| TANT CEDRIC & DIANNE | 2010 | 39711 302 | D4D 344B | 1493 | \$ 66.51 | MH HOOKUP TAKEN OFF | 14335 |
| THOMSON ROBERT R & TAMI | 2010 | 35066 301 | L2C 68 | 8207 | \$ 17.29 | SWMH ASSESSED AS REAL&PI | 14336 |
| TURNER MARY E | 2010 | 41135 300 | G5 131 | 12478 | \$ 2.39 | WAS NOT LISTED LATE | 14337 |

SUB-TOTAL ERROR CORRECTIONS:

\$ 590.51

MOTOR VEHICLE RELEASES:

| | | | | | | | |
|------------------------|------|------------|---------|-------|---------|-------------------------|-------|
| BOYD OLLIE JR | 2010 | 4205 2042 | XSB3096 | 60037 | \$5.42 | TOTALED | 14338 |
| BROWN JOYCE ALSTON | 2010 | 15280 1221 | ZWW2159 | 72811 | \$3.10 | JUNKED | 14339 |
| BULLOCK NATHANIEL JR | 2010 | 22485 1976 | RXY4205 | 66944 | \$5.00 | SOLD | 14340 |
| CROWE GLADYS B | 2010 | 9912 2107 | YRN7386 | 73697 | \$4.25 | DAMAGES/HIGH MILEAGE | 14341 |
| DAVIS LARRY D | 2010 | 33147 109 | WRJ5429 | 55153 | \$35.18 | RELEASED TO FRANKLIN CO | 14342 |
| DCFS TRUST | 2010 | 6643 2360 | YNC5573 | 67907 | \$38.56 | SOLD | 14343 |
| DICKERSON FRED M | 2010 | 11909 2232 | WTX4303 | 70561 | \$36.06 | STOLEN | 14344 |
| DICKERSON FRED M | 2010 | 11909 1986 | VWW8423 | 67533 | \$5.14 | SOLD | 14345 |
| FERGUSON BERNARD JR | 2010 | 15766 2141 | ZTW2043 | 68804 | \$4.74 | RELEASED TO RICHMOND CO | 14346 |
| HUNTER TARAN K | 2010 | 7047 1368 | XNB7387 | 72958 | \$16.47 | HIGH MILEAGE | 14347 |
| JORDAN HATTIE D | 2010 | 1120 109 | PNY3952 | 54672 | \$26.91 | TOTALED | 14348 |
| KELLY CHARLOTTE Y | 2010 | 7623 2633 | YVT2749 | 64108 | \$5.40 | REG IN ANOTHER STATE | 14349 |
| KOLB DOUGLAS J | 2010 | 8872 1426 | WYY8026 | 73016 | \$15.36 | SOLD | 14350 |
| LYNCH CHARLES E | 2010 | 7068 109 | ZPH1990 | 55897 | \$4.24 | SOLD | 14351 |
| NICHOLSON SUSIE M | 2010 | 35082 100 | NYX9509 | 66575 | \$12.25 | SOLD | 14352 |
| PLUMMER PAUL B | 2010 | 32006 100 | SRK4400 | 66191 | \$2.15 | SOLD | 14353 |
| RICHARDSON IRIS F | 2010 | 33636 2459 | ZNA5510 | 74049 | \$8.50 | GAVE AWAY | 14354 |
| SMITH FRANK Y JR | 2010 | 29468 2363 | VWW8912 | 67331 | \$11.28 | REG IN ANOTHER STATE | 14355 |
| VANHORNE ROGER D | 2010 | 14252 1432 | MXB2417 | 71431 | \$53.13 | RELEASED TO WAKE CO | 14356 |
| VITALE VITO A | 2010 | 26083 2387 | ZWS1863 | 72386 | \$83.97 | SOLD | 14357 |
| WEST JAMES A | 2010 | 19407 2031 | 3B9223 | 70360 | \$14.88 | SOLD | 14358 |
| WHITE JAMES A | 2010 | 33664 1813 | YVT3209 | 65074 | \$4.50 | SOLD | 14359 |
| WILLIAMS PAULA L FIELD | 2010 | 20860 1123 | ZWS2276 | 72713 | \$8.91 | SOLD | 14360 |

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$405.40

SUB-TOTAL CORRECTION RELEASES:

\$590.51

Total Releases

\$995.91

**Request
For Tax
Releases
Under \$100**

Meeting Date: March 14, 2011

Item # 7-A

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

**SUMMARY: Amendment # 9 to the Warren County FY 2010-2011
Budget Ordinance**

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE

2010/2011

Amendment No. 9

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:

| | |
|------------------------------------|------------------|
| Tax Collection | 30,000 |
| Emergency Medical Services | 10,000 |
| Buildings, Grounds and Maintenance | (27,000) |
| Cooperative Extension | 7,000 |
| Health Department | 1,450 |
| Recreation | 10,000 |
| Total | \$ 31,450 |

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 | 1,450 |
| Fund Balance Appropriated | 30,000 |
| Total | \$ 31,450 |

This amendment:

- appropriates funds to the Tax Collector for legal services performed in relation to tax foreclosures. Currently Zacchaeus Legal Services has invoices totaling \$20,806.13 outstanding with the County.

Funding Source: Fund Balance Appropriated

- appropriates funds to Emergency Medical Services for shed repairs.

Funding Source: Building, Grounds and Maintenance - Contingency

- appropriates funds to Cooperative Extension for building repairs.

Funding Source: Building, Grounds and Maintenance - Contingency

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

Funding Source: NC Division of Public Health

- appropriates funds to Recreation Department for gym repairs.

Funding Source: Building, Grounds and Maintenance - Contingency

Respectfully Submitted 03/14/2011

Barry J. Mayo

Barry J. Mayo, Finance Director

Meeting Date: March 14, 2011

Item # 7-B

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

**SUMMARY: Amendment # 1 to the Capital Project Ordinance
Warren County Water & Sewer District No. III,
Phase III Project**

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE FOR
WARREN COUNTY WATER & SEWER
DISTRICT NO. III PHASE III PROJECT**

(Amendment No. 1)

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

Increase/(Decrease) Appropriations:

| | |
|-------------------------------------------|-------------------|
| Engineering / Design | 536 |
| Engineering / Bidding | 77 |
| Engineering / Construction Administration | 153 |
| Engineering / Additional Services | (13,500) |
| Soil Investigations | 6,620 |
| Construction Contract | 12,128 |
| Contingency | \$ <u>(6,014)</u> |
| Total | \$ 0 |

This amendment:

adjusts project line items to the most recent costs estimates.

Respectfully Submitted 03/14/2011

Barry J. Mayo

Barry J. Mayo
Finance Director

Meeting Date: March 14, 2011

Item # 8-A

**SUBJECT: Follow-Up to March 14, 2011 Public Hearing regarding
Petition for Re-Zoning (commercial to residential)**

REQUESTED BY: Ken Krulik, Planner/Zoning Administrator

**SUMMARY: Having held a required public hearing on Monday, March 14, 2011
at 5:30 pm to hear citizen comments regarding a petition to rezone
2.87 acres from [NB] Neighborhood Business to [R] Residential
on Lizard Creek Road at Quail Ridge Road in Roanoke Township, it
is now presented for Board's action.**

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Petition from Tom & Sherrie Charnetzky for Re-Zoning (commercial to residential) to re-zone Lot 1 (2.87 acres) from [NB] Neighborhood Business to [R] Residential on Tax Map L2B-88C located on Lizard Creek Road at Quail Ridge Road in Roanoke Township.

Meeting Date: March 14, 2011

Item # 8-B

**SUBJECT: Follow-Up to March 14, 2011 Public Hearing regarding
Proposals for County Zoning**

REQUESTED BY: Ken Krulik, Planner/Zoning Administrator

**SUMMARY: Having held public forums throughout the County to receive
public comment and a required public hearing on Monday,
March 14, 2011 at 5:45 pm to hear citizen comments regarding
proposals for county zoning, it is now presented for Board's action.**

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

- 
- **Option 1** - Maintain the current zoned areas/boundaries of Kerr Lake and Lake Gaston.
 - **Option 2** - Proposed corridor zoning (major transportation corridors).
 - **Option 3** - Proposed phased zoning (areas north of 158 and Warrenton Road SR 1001).
 - **Option 4** - Proposed countywide zoning (with intergovernmental agreements between the Town of Macon and Haliwa-Saponi Tribal Community).

Meeting Date: March 14, 2011

Agenda Item # 9

SUBJECT: Funding Request for Proposed Agri-Business Economic Development Project

REQUESTED BY: John Alston, Vice Chairman, EDC

SUMMARY: A request is submitted for \$50,000 from Warren County to retain the services of Dr. Peter Appleton, EDC Consultant, to move forward with a proposed regional agri-business economic development project entitled: "NC Agri-Food Green Technology Campuses" to be situated in Warren and Halifax Counties.

FUNDING SOURCE: General Fund

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Determine how much stakeholders are willing to financially invest in the project to help fund the \$50,000, and request EDC to provide documentation on any additional financial resources that have been identified or committed to this project. Commissioners' questions regarding structure of project must also be answered by the EDC and the Consultant.

NOTES:

Meeting Date: March 14, 2011

Agenda Item # 10-A

SUBJECT: Boards/Commissions/Committees

REQUESTED BY: Dennis Paschall, Chairman - LEPC

SUMMARY: Revised By-laws to the Local Emergency Planning Committee (LEPC) are presented for Boards review and adoption on recommendation of LEPC Chairman and membership.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

**THE BYLAWS
OF
WARREN COUNTY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)**

ARTICLE 1 - NAME

This organization shall be known as the Warren County Local Emergency Planning Committee.

ARTICLE II - PURPOSE

The duties and activities of the Committee are those set forth by the Superfund Amendment and Reauthorization Act of 1987

- Establish procedures for reviewing and processing requests from the public for Information under Section 324 of the SARA Act.
- Establish procedures for receiving and handling Material Safety Data Sheets (MSDS) Tier I, and Tier II information submitted by facilities.
- Annually review emergency response plan. In reviewing this plan, the committee will evaluate available resources for preparing for and responding to a potential chemical accident. The plan must include:
 - Identification of facilities and extremely hazardous substances transportation routes.
 - Emergency response procedures, on-site and off-site.
 - Designation of a community coordinator and facility coordinator(s) to implement the plan.
 - Emergency notification procedures.
 - Methods for determining the occurrence of a release and the probable affected area and population.
 - Description of community, emergency industry equipment, facilities, and the identity of persons responsible for them.
 - Evacuation plans.
 - Description and schedules of a training program for emergency response personnel.

- Methods and schedules for exercising emergency response plans.
- Submit any revisions of the emergency response plan, to the State Emergency Response Commission for review.

ARTICLE III MEMBERS

Section 1. **Members,** Warren County Local Emergency Planning Committee (LEPC) shall consist of the following members:

- State or local elected official
- Law Enforcement (city, county or State)
- Emergency Medical Services
- Emergency Management
- Health (public, local or State government)
- Fire (captain or above)
- Environmental (professional, local or State government or other environmental official)
- Transportation (trucking industry, school, railroad, evacuation or DOT)
- Media (one each of radio, and print)
- Community groups (citizen group or private community group)
- Facilities (private sector and or public sector)
- Public
- Agriculture (in extension service)
- Others as desired by the Board of County Commissioners.

Section 2. **Inactive Member,** an appointed member shall be considered inactive when they miss more than two consecutive meetings without notification to the committee chairperson or staff office, with significant reasons why they were unable to attend the meetings.

Section 3. **Removal of Member,** a member may be removed in accordance with G.S. 143 B-16.

Section 4. **The Warren County Board of Commissioners shall fill vacancies for remainder of unexpired term.**

ARTICLE IV - OFFICERS

Section 1. **Named**, the officers of the committee shall consist of a chairperson, Vice chairperson, and secretary.

Section 2. **Election and Term**, The committee shall elect, from its own membership, a chairperson, and a vice-chairperson who shall serve for one year, resignation, retirement, removal, disqualification or his/her successor shall have been elected and qualified. At the first meeting of each calendar year an election shall be held to elect officers for the next year,

Section 3. **Removal**, the chairperson or vice-chairperson may be removed by the committee whenever, in its judgment, the best interests of the committee will be served thereby.

Section 4. **Vacancies**, the committee shall fill officer vacancies caused by death, resignation, or other reasons, except as otherwise provided in Article IV, Section 2.

ARTICLE V - DUTIES OF THE OFFICERS

Section 1. **Duties of the Chairperson**, preside at all meetings of the committee, preserve order during meetings, appoint all sub-committees, serve as an ex-officio member of such sub-committee, sign all minutes, and such records, vouchers, or other documents connected with the work of the committee requiring such signature.

Section 2. **Duties of the Vice-Chairperson**, In the absence of the chairperson or in the event of his inability or refusal to act, the vice-chairperson, unless otherwise determined by the committee, shall perform the duties of the chairperson, and when so acting shall have all the powers of the chairperson. He shall exercise such other duties as from time to time may be assigned to him by the chairperson or the committee.

Section 3. **Duties of the Secretary**, have charge of all books, papers, records, and other documents of the committee, and shall keep the minutes of all meetings, and the executive board thereof, shall conduct all correspondence pertaining to the office of the secretary, shall compile statistics and other data as

may be required for the use of the members of the committee, and shall perform such other duties as may be directed by the LEPC executive board.

ARTICLE VI - STAFF

- The committee may hire and discharge its own staff, if it so desires, or it may use the personnel of Warren County Emergency Services with the approval of that agency's head.

ARTICLE VII - MEETINGS

Section 1. **Regular Meetings**, the committee shall meet at least once a quarter

Section 2. **Special Meetings**, the chairperson may call such special meetings as may be deemed necessary to carry out the duties of the committee. Upon the written request of at least four members, the chairperson shall call a meeting within 10 days.

Section 3. **Hearings**, the committee shall hold such hearing forums as it may deem necessary and desirable at such times and places as may be determined by a majority vote of the committee in regular meeting.

Section 4. **Quorum**, shall consist of a minimum of eight committee members as listed in Article III

Section 1. A quorum shall be required to transact business. Members may also vote by proxy to establish a quorum. A voting member may designate in writing someone to vote on his/her behalf. This documentation must be presented to the Chairman before the meeting begins.

Section 5. **Agenda**, any member may request the chairperson to place an Item on the agenda. If the chairperson should decline to do so, a member may have such item placed on the agenda by submitting it in writing to the chairperson with supporting signatures of three members.

Section 6. **Robert's Rules of Order, Newly Revised, shall govern rules of order, the deliberations of all meetings of the committee and its various sub-committees.**

Section 7. **Notice of Meetings**, a notice of the time, place, and agenda items to be considered at each meeting shall be given in writing to all members at least two weeks prior to each meeting by the secretary. Any matters not appearing on the agenda may be considered upon a favorable vote of a majority of members present. Notice of special meetings and intended agenda items shall be given to all committee members in writing or by phone at least seven (7) days in advance of any special meeting.

ARTICLE VIII - VOTING

Section 1. **One Vote Each**, committee members including the chairperson, shall be entitled to one vote.

Section 2. **Proxy Vote**, a voting member may vote by proxy.

Section 3. **Abstentions**, members may register their abstentions. Members may register their abstention on any vote, which shall be reflected in the minutes, and members are encouraged to abstain on matters, which would pose, for them, a conflict of interest. Members must complete an annual conflict of interest statement.

Section 4. **Determination of Actions**, all final actions, committee positions, or policy recommendations shall require the favorable vote of a majority of those committee members present at a duly called meeting.

ARTICLE IX - REPORTS AND RECOMMENDATIONS

Section 1. **Annual Report**, by February 1 each year, the committee shall make a report describing its activities for the preceding calendar year to the Board of County Commissioners.

Section 2. **The full committee at a regular scheduled meeting shall circulate draft reports and proposed annual report at least 30 days prior to consideration.**

Section 3. **Issuance of Reports**, no reports of any kind shall be released in the name of the committee unless and until it has been duly adopted by a favorable vote of a majority of the members of the committee.

Section 4. **Committee Recommendations**, may address matters regarding legislation to be endorsed by the State Emergency Response Commission in between regularly scheduled meetings. This may be accomplished by means of telephone conferences/electronic mail. The committee chairperson shall be a party to all conference/electronic mail.

ARTICLE X - AMENDMENTS

These by-laws may be amended or replaced upon the affirmative vote of a majority of the members of the committee at any regular meeting of the committee, given proposed changes have been circulated to all members 30 days prior to any action thereon.

ARTICLE XI - RATIFICATION PROVISIONS

A majority of the members of the committee duly amends these by-laws on this 10th **day of February 2011** meeting in Warrenton, North Carolina. The signatures of those officers subscribing to these by-laws are set forth below.

Chairperson
Local Emergency Planning Committee

Chairperson
Board of Commissioners

Acting Secretary

Clerk Board of Commissioners

Original Adoption –June 22, 1994

Revised – March 14, 2011

Meeting Date: March 14, 2011

Agenda Item # 10-B

SUBJECT: Boards/Commissions/Committees

REQUESTED BY: Barry Richardson, Chairman – Board of Commissioners

SUMMARY: Revised By-laws for the Economic Development Commission are presented for Boards review and adoption.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

BY-LAWS
WARREN COUNTY ECONOMIC DEVELOPMENT COMMITTEE

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BY-LAWS

Warren County Economic Development Commission (EDC)

Article 1. Organization:

The Warren County Economic Development Commission (EDC) is organized pursuant to and by virtue of the authority of North Carolina General Statutes § 158, Article 2, and by the terms of H. B. 344 enacted April 3, 1959, and any other subsequent amendments thereto.

Section 1. Name:

The name of the organization shall be “Warren County Economic Development Commission” (EDC).

Section 2- Purpose/Mission:

The purpose of the EDC is to foster a comprehensive Economic Development Program that will grow and maintain a strong, diverse local economy, which provides job opportunities, enhances the local tax base, and improves the quality of life for the County’s citizens.

Article II. Office:

The office of the EDC shall be located at 501 US Highway 158 Business East Warrenton, NC 27589 or, a such other place(s) as may be designated by the Warren County Board of Commissioners (hereinafter, “BOC”).

Article III. Board Members:

Section 1. Number of Board Members

There shall be a total of nine (9) voting EDC Board Members and nine (9) ex-officio non-voting members.

The EDC will consist of the following Voting Members:

- One (1) representative each from three (3) businesses located in Warren County (3 Members)
- Two (2) sitting Warren County Commissioners (2 Members)
- Two (2) members from the agriculture community (2 Members)
- One (1) representative from the nonprofit sector (1 Member)
- One (1) representative from the Haliwa-Saponi Indian tribe (1 Member)

The EDC will further consist of the following Non-Voting Ex-Officio Members:

Vance-Granville Community College President or his/her representative (1 Member)
One (1) representative from the Workforce Development Board (1 Member)
Warren County Superintendent of Schools or his/her designee (1 Member)
Warren County Director of Social Services or his/her designee (1 Member)
Director of the Warren County Chamber of Commerce (1 Member)
Director of Lake Gaston Chamber of Commerce (1 Member)
One (1) at-large member (1 Member)
Warren County Manager (1 Member)
EDC Executive Director (1 Member)

Section 2. Appointment of Board Members:

The two (2) Warren County Board of Commissioners' seats will be appointed by majority vote of the BOC. Initial appointments of remaining members to the EDC shall be by the BOC. Thereafter, EDC board members shall be appointed by the BOC initially based upon recommendations made to the BOC by seated EDC members. Recommendations must be submitted to the BOC by delivering written notice of said recommendation to the Warren County Manager's office not less than fifteen (15) days before appointments are to be acted upon by the BOC. To be included in the written notice shall be: 1) the name, address and telephone number of the proposed candidate; 2) a signed statement by the candidate stating his/her place of residency and interest in serving; 3) specific qualifications of the candidate to serve (i.e. profession or relevant job skills, prior public service and/or community involvement); and, 4) the name, telephone number and signature of the nominator.

Upon review of valid nominations proffered, the Board of Commissioners may accept or reject any and all recommendations. In the event the Warren County Board of Commissioners elects to reject one or more of the EDC recommended candidates, appointments to the vacant EDC position/s shall be made by movement and majority vote of the BOC.

Section 3: Term of Appointments:

Initial appointments of voting members shall be made for one, two and three year staggered terms, as specified hereunder in this Section 3 below. After the initial appointments are made, all subsequent appointments will be for two year unlimited terms.

Initial terms of voting members shall be as follows:

One (1) representative each from three (3) businesses located in Warren County – One year terms
Two (2) sitting Warren County Commissioners – Two year terms*
Two (2) members from the agriculture community – Three year terms
One (1) representative from the nonprofit sector – One year term
One (1) representative from the Haliwa-Saponi Indian tribe – Two year term

Non-voting ex-officio members shall remain in their appointed seats until and unless they no longer hold the designated positions. Upon vacating a designated position, the successor filling the position will be considered for appointment to fill the vacant seat on the Commission.

*Warren County Board of Commissioners will be seated for two year terms unless they vacate their Commissioner seats.

Article IV-Officers, Duties and Compensation:

Section 1. Officers

The officers of the EDC shall consist of: Chairperson, Vice-Chairperson, Treasurer and Secretary. Officers will be elected annually by majority vote of EDC members during the EDC's first meeting following the start of each new fiscal year.

Section 2. Duties of the Chairperson of the Board

The Chairperson shall preside at all board meetings of the EDC. The Chairperson shall, acting through his/her agent, give notice of all official meetings in accordance with North Carolina law and Warren County ordinances/resolutions. The Chairperson shall appoint committees as needed and shall submit quarterly reports to the Warren County Board of Commissioners. However, before appointment such committees, the Chairperson shall inquire of each and every EDC member of their desire and willingness to voluntarily serve on such committed. Further, following consultation with the EDC, the Chairperson shall submit such recommendations and information as is appropriate and necessary concerning the business affairs, programs, projects, and other activities of the organization.

Section 3. Duties of the Vice-Chairperson of the Board:

The Vice-Chair shall assist the Chairperson in the performance of his/her duties and responsibilities. The Vice-Chair shall perform the duties of the Chairperson if the Chairperson is unable to do so. The Vice-Chair shall serve as Chairperson in the event of absence, resignation or death of the Chairperson, until new elections are held.

Section 4. Duties of the Treasurer:

The Treasurer shall work in close conjunction with the Executive Director of the EDC in reviewing the organization's budget and financial goals and needs. The Treasurer shall be the EDC's main contact in spearheading the work with the organization's Executive Director within the community and State in seeking out new possible sources of funding and/or revenue for the organization. The Treasurer shall also record all minute of official and/or special EDC board meetings at which the Secretary is absent.

Section 5. Duties of the Secretary of the Board:

The Secretary shall record all minutes of official and special EDC board meetings. The Secretary or his/her designee shall keep records of all meetings, records of attendance and assist the Executive Director, and Chairperson with the preparation of the agenda for all meetings. The Secretary will cause notices to be sent to members of the EDC and the public within the time prescribed by these By-Laws, Warren County ordinances and NC law.

Section 6. Additional Duties:

All Board members shall work with the EDC Treasurer and each other to assist the Executive Director in seeking out new possible sources of funding and/or revenue for the organization. Further, all EDC members shall also perform such other duties and functions as may from time to time be required by the organization or the By-Laws or rules and regulations of the organization.

Section 7. Officer Compensation:

Board members are not entitled to compensation except for out-of-pocket expenses incurred while performing his/her duties as a board member. Members may travel on official business of the organization with prior approval of the EDC Board. However, the EDC Board must authorize expenses of the board members prior to any expenses being incurred.

The organization will use travel rates established by the Warren County Board of Commissioners. To ensure accountability, all reimbursements for travel and subsistence must not exceed Warren County's established travel expense rates.

ARTICLE V: Vacancies:

In the event of vacancies unrelated to expiring terms, the EDC shall make a recommendation to the BOC, pursuant to Section 2 herein. In the event that a County Commissioner vacates his/her Commissioner seat, a replacement will be appointed by a majority vote of the Warren County Board of Commissioners. That replacement Commissioner shall serve a two year term, unless they vacate their Commissioner seat. Other EDC members filling vacancies will serve out the term of the member they are replacing, if any, and; at the conclusion of the former member's term, the replacement member may be considered for reappointment to serve an additional seat term.

Article VI- EDC Staff:

Section 1. Executive Director:

The Executive Director shall be hired by the Warren County Commissioners upon recommendation from the EDC and/or the Warren County Manager. This recommendation may be accepted or rejected by the Warren County Board of Commissioners. In the event the Warren County Board of Commissioners rejects the EDC recommended candidate, the BOC may choose to advertise the position and fill the vacancy by majority vote of the BOC.

The Executive Director shall work directly with the EDC to develop and implement the County's comprehensive economic development program to support existing businesses and industries, and the recruitment and retention of new and expanding businesses and industries. The Warren County Manager shall be responsible for general supervisory oversight of the Executive Director in accordance with Warren County Human Resources Policies and Procedures. The Executive Director shall have the responsibility of supervising the administration of the projects and business affairs of the EDC. He/she shall be charged with management of the organization's programs, projects and other activities' and shall serve as a non-voting, ex-officio member of the EDC Board. The Executive Director shall be responsible for EDC/Warren County property and the preparation of all reports required by program funders and sponsors. The Executive Director will meet all program goals and objectives established by the EDC and supervise all staff in the EDC Department. The Executive Director is empowered to recommend the hiring and termination of staff in accordance with Warren County Human Resources Policies and Procedures. The County Manager has the final authority to approve hiring and terminations within the EDC Department. The Executive Director and all other staff who handle organization funds must be bonded in a sufficient amount as required by NC General Statutes and laws.

Section 2. Additional Duties:

The Executive Director shall perform such other duties and responsibilities as may be necessary from time-to-time as mandated by the EDC, laws or rules and regulations of organizational sponsored programs. A general job description shall be attached to these By-Laws.

Section 3. Compensation:

Compensation for the Executive Director will be established and administered within the guidelines of the Warren County Salary Administration Policy and Warren County Job Classification Schedule.

Section 4: Additional Staff

Additional staff may be employed as needed by the EDC subject to budgeting by the Warren County Board of Commissioners.

Article VII-Meetings:

Section 1. Regular Meetings:

Regular meetings of the EDC shall be held monthly on the third Monday of each month or more or less as dictated by the business of EDC. At least ten (10) days notice of meetings will be given to EDC members and to the public.

Section 2. Special Meetings:

The Chairperson, for the purpose of transacting priority business of the organization, may call special meetings of the organization as necessary and appropriate. A special meeting may be called upon written request to the Chairperson by seven (7) members of the Commission. Notice of any special meeting(s) must be given in advance of the meeting in compliance with the requirements of the NC Open Meetings Law which currently requires a minimum of forty-eight (48) hours notice be given to the organization members, the media and sunshine list members. At special meetings, no other business shall be conducted other than that for which the special meeting was called.

Section 3. Member Attendance Requirements:

EDC members are required to attend all annual, regular and special meetings of the board. Those missing three (3) consecutive meetings may be removed from the EDC board unless they are excused (by majority vote of the EDC) for not attending. EDC members shall determine what an excused absence is. In the event that a member cannot fulfill the attendance requirements, his/her Member seat shall be considered vacated and shall be filled in accordance with Article III Section II.

Section 4. Quorum:

Seven (7) Voting EDC Members present at a board meeting shall constitute a quorum.

Section 5: Order of Business:

At all meetings of the board the following shall be the order of the business:

- . Invocation/Moment of silence
- . Minutes
- . Executive Director's Report.
- . Old Business.
- . New Business.
- . Committee Reports.
- . Announcements.
- . Other business.

Section 6. Manner of Voting:

The voting on all questions coming before the organization shall be by hand vote, including board officer elections.

Article VIII- Committees:

Section 1. The Executive Committee:

The Executive Committee shall consist of three (3) Officers (Chairperson, Vice-Chairperson, and Secretary) and shall be empowered to conduct business on behalf of the organization when critical matters must be dealt with in a timely manner and/or prior to the next scheduled EDC Board meeting.

Section 2. Other Committees:

The Chairperson may appoint other committees as deemed necessary and appropriate.

Section 3. Terms of Committees:

Excepting the Executive Committee, which shall be a standing committee; all other committees of the EDC shall exist for so long as is necessary to accomplish the work and/or tasks for which they are created. In the event a committee member's EDC Member term expires, that EDC Member's appointed replacement shall also replace the Member on said committee.

Article IX-General Provisions:

Section 1. Amendments:

These By-Laws of the Warren County EDC shall take full force and effect upon their adoption by the Warren County Board of Commissioners and shall remain so until amended by the majority vote of the Warren County Board of Commissioners; except that in no case shall these By-Laws supersede any portion of Section 158-8 to 158-15 of the General Statutes of North Carolina, nor the terms of H.B. 344 enacted April 3, 1959, and any subsequent amendment thereto.

Section 2. Fiscal Year:

The EDC fiscal year shall run in congruence with the County's fiscal year.

Section 3. Proxies:

The EDC will not honor proxy votes.

Section 4. Parliamentary Procedures:

The accepted laws of parliamentary procedures shall be in effect at all meetings of the EDC.

These By-Laws were duly adopted at a regularly scheduled meeting of the Warren County Board of Commissioners held the ____ day of _____ 2011.

WARREN COUNTY BOARD OF COMMISSIONERS

Barry Richardson, Chairman

ATTEST:

Angelena Kearney-Dunlap, Clerk to the Board

AMENDMENTS:

Meeting Date: March 14, 2011

Agenda Item # 10-C

SUBJECT: Boards/Commissions/Committees

REQUESTED BY: Ken Krulik, Planner/Zoning Administrator

SUMMARY: Re-appointments to the Planning Board are presented on recommendation of Ken Krulik, Planner/Zoning Administrator as follows: Doris Ross, John David Williams, Lewis Al Thompson, III, William L. Perry, Jr. and Willie S. "Billy" Pearce. This action was approved during the Planning Board's February 2011 monthly meeting. Terms expire March 2014.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Term Served

| | |
|-----------------------|-----------------|
| Doris Ross | 4 th |
| John David Williams | 3 rd |
| Lewis Al Thompson | 5 th |
| William L. Perry, Jr. | 2 nd |
| Willie S. Pearce, Jr. | 2 nd |

All terms expire March 2014.

Angelena Kearney-Dunlap

From: Ken Krulik [kkruklik@co.warren.nc.us]
Sent: Tuesday, February 22, 2011 12:01 PM
To: 'Angelena Kearney-Dunlap'
Subject: Planning Boadr re-appointments.....

Importance: High

As of March 2011 terms are ending for the following members: Doris Ross, David Williams, Al Thompson, William Perry, and Billy Pearce. The minuets from their 2/1/11 meeting reflect that all agreed to continue serving though the election of officers has been tabled until the formal re-appointments.

- ◆ *Acting Chair Doris Ross moved to the first item as new business, verification of Member's continuation on Board/term extension and voting of Chair/Vice Chair.*
- ◆ *Ken Krulik stated that the terms for several of the Member's are coming up in March 2011 and needed to determine who would continue to serve (Acting Chair Doris Ross, David Williams, Al Thompson, William Perry, and Billy Pearce).*
- ◆ *Marty Richardson noted that he will be returning to school for a PHD program and may need to step down from the Board as of July 2011 (his term runs through 2012).*
- ◆ *Ken Krulik noted he would handle the process for filling the remainder of his term once he steps down. All of the noted Members agreed to continue serving on the board.*
- ◆ *Ken Krulik then asked for a formal recommendation on a Chair and Vice-Chair since there has been an "Acting" chair for some time.*
- ◆ *There was discussion on the original Chair/Vice-Chair (Al Cooper was the last Chair).*
- ◆ *Al Thompson suggested tabling this action until all the Members who are going to continue serving have reached the end of their terms and are formally re-appointed by the Board of Commissioners. Acting Chair Doris Ross agreed to continue in this capacity until that time, she entertained a motion:*
 - A. *Motion was made by David Williams to table voting a Chair and Vice Chair until the re-appointment of Members who have completed their terms as of March 2011.*
 - B. *Second was made by Marty Richardson, on call for a vote by Acting Chair Doris Ross all members voted to table the action as noted.*

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

Meeting Date: March 14, 2011

Agenda Item # 10-D

SUBJECT: Boards/Commissions/Committees

REQUESTED BY: Ruby Downey, Commissioner - District III

SUMMARY: Appointments to the Citizens Advisory Council are presented on recommendation of Commissioner Downey for representation in District. III as follows: Trudy Russell Bookbinder and Charles Jefferson.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

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. community advisory commity 3. _____
2. _____ 4. _____

Your full name Trudy Russell Bookbinder

Date of Birth 9/22/45 Sex F Race Tri

Mailing Address 993 Beck Ford Dr

City and Zip Code Henderson NC. 27536

Street Address 254 Bella Russell Rd.

City and Zip Code Manson NC. 27553

Home Phone 252-456-2959 Work Phone _____

Job Title _____

Company or Agency _____

Email Address TrudyBookbinder@Hughes.net

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended Over Brook

Name and Address of College Attended Cherry, VOP

Degree Received none

Please list any military experience none

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

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

Work Experience owner + admin. of assisted liv. for
Frail elderly with Dementia. 20 yrs
Co-owner + manager of Bookbinder Pharmacy 30 yr.

Volunteer Experience Warren County Free Clinic. Worked
to get Clinic open by a specific date.
Produced paper work for Clinic to become a
member of National Free Clinic association.

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

Newspaper

Current Warren County Volunteer

Other

If other, please explain: request for service by Smith Creek area commission

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

Judy Baathide

Date

3/2/11

Please feel free to attach a resume if so desired.

STATEMENT OF INTEREST TO SERVE

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

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

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

1. Citizen's Advisory Council, Rep. Dist 3
2. _____
3. _____
4. _____

Your full name Charles Jefferson
Date of Birth 9/22/37 Sex male Race Black
Mailing Address 368 Russell Union Rd.
City and Zip Code Norlina, NC 27563
Street Address Same as above
City and Zip Code _____
Home Phone 252 456 4731 Work Phone 252 2575108
Job Title Assistant
Company or Agency Warren County Senior Center
Email Address Jeffers2cha@aol.com

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended Warren County Training School
Name and Address of College Attended Norfolk State College / New School for Social Research
Degree Received None

Please list any military experience United States Air Force

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: Senior Citizen's Advisory Council
Regional Area Advisory Council, Chief Judge, Warren County Board of Election

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

~~Volunteer Experience:~~
~~Work Experience~~ Guardian Ad Litem, Delegate for Warren County to The North Carolina Senior Tax Heel Legislature

~~Volunteer Experience~~ Retired, New York State Division for Youth/office of Children and Family Services

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

Charles Jeffers

Date

2/18/11

Please feel free to attach a resume if so desired.

Meeting Date: March 14, 2011

Agenda Item # 10-E

SUBJECT: Boards/Commissions/Committees

REQUESTED BY: Eddie Mitchum, Tax Collector

SUMMARY: Re-appointments to the Board of Equalization and Review (E&R) are presented on recommendation of Tax Collector as follows: Dr. Russell C. King, Joel W. Febel, Lawrence R. Carver and Oscar Butch Meek. One (1) year terms expire March 2012.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Terms Served

Dr. Russell C. King **3rd**

Joel W. Febel **4th**

Lawrence R. Carver **4th**

Oscar Butch Meek **4th**

Terms expire March 2012.

Angelena Kearney-Dunlap

From: Eddie Mitchum [emitchum@co.warren.nc.us]
Sent: Friday, February 25, 2011 1:31 PM
To: 'Angelena Kearney-Dunlap'
Cc: 'Paula Pulley'
Subject: boards and commissions agenda item

Angelena

The same citizens have expressed desire to remain in place.

These are the minutes from last March. Commissioner Richardson is in place as the Chairman

On motion of Commissioner Ross, which was seconded by Commissioner Fleming and duly carried by unanimous vote, Dr. Russell C. King was re-appointed to serve his second, one (1) year term on the Board of Equalization and Review, term expires March 2011.

On motion of Commissioner Fleming, which was seconded by Commissioner Davis and duly carried by unanimous vote, Joel W. Febel was re-appointed to serve his second, one (1) year term on the Board of Equalization and Review, term expires March 2011.

On motion of Commissioner Fleming, which was seconded by Commissioner Davis and duly carried by unanimous vote, Lawrence R. Carver was re-appointed to serve his second, one (1) year term on the Board of Equalization and Review, term expires March 2011.1360

On motion of Commissioner Fleming, which was seconded by Commissioner Davis and duly carried by unanimous vote, Oscar Butch Meek was re-appointed to serve his second, one (1) year term on the Board of Equalization and Review, term expires March 2011.

Eddie Mitchum
Warren County Tax Assessor/Collector
117 South Main Street
PO Box 240
Warrenton NC 27589

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. Board of E&R
2. _____
3. _____
4. _____

Your full name Oscar L Meek
Date of Birth 10/11/1948 Sex male Race W
Mailing Address 315 Oine Rd
City and Zip Code Norlina 27563
Street Address _____
City and Zip Code _____
Home Phone 456-2664 Work Phone 257-1333
Job Title Owner
Company or Agency O.L. Meek Insurance Agency Nationwide Insurance
Email Address butch@olmeekins.com

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended Norlina
Name and Address of College Attended NCSU
Degree Received Associates of Arts

Please list any military experience None

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

If you are presently serving as an elected or appointed official, please explain: Yes, serve on Zoning BD of Adjustment, BD of E&R

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

Work Experience Former County Commissioner , Planning Board, EDC Board ,
Fire Commission

Volunteer Experience Norlina VFD

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

Newspaper Current Warren County Volunteer **Other**

If other, please explain: Currently seated on Bd of E&R asked to continue to serve.

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 *Robert M. Mark*

Date 02/25/2011

Please feel free to attach a resume if so desired.

Meeting Date: March 14, 2011

Agenda Item # 10-F

SUBJECT: Boards/Commissions/Committees

REQUESTED BY: Commissioner Bertadean Baker

SUMMARY: On request of Commissioner Baker, appointment of Commissioner Ruby Downey to the Warren County Senior Center Advisory Board is presented for action. Commissioner Downey's term will expire December 2012.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

ADDITION TO AGENDA

Meeting Date: March 14, 2011

Agenda Item # 10-G

SUBJECT: Appointment to Boards/Commissions/Committees

REQUESTED By: Harry Williams, Chief, Inez VFD

SUMMARY: Appoint Thomas C. Powell to the unexpired term of Elizabeth Reid on the Inez Volunteer Fire Department.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Inez Volunteer Fire Department, Inc.
2588 NC Highway 58
Warrenton, NC 27589

March 10, 2011

To: Warren County Board of Commissioners
c/o Mrs. Linda Worth, County Manager

hand-delivered

Re: Appointment to fill unexpired term of Tax Board Member Elizabeth W. Reid.

The Inez Volunteer Fire Department, Inc., met on March 9, 2011, for its regular business meeting. The late Elizabeth W. Reid was recognized for her years of service to the Inez Volunteer Fire Department. Thomas C. Powell of the Inez Community has indicated that he is willing to serve on the Inez Tax District Board to fill the unexpired term of Mrs. Reid who died March 1, 2011. The members of the department voted unanimously to recommend Mr. Powell to the county commissioners to fill this position.

Please address our request for approval of this appointment at your next County Commissioner's meeting.

Sincerely,



Harry M. Williams, III
Chief

Meeting Date: March 14, 2011

Agenda Item # 11-A

SUBJECT: Public Utilities

REQUESTED BY: Macon Robertson, Director

SUMMARY: Resolution Approving Water Shortage Response Plan is presented for Board adoption.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:



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

STATE OF NORTH CAROLINA

COUNTY OF WARREN

RESOLUTION FOR APPROVING WATER SHORTAGE RESPONSE PLAN

WHEREAS, North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water services or plans to provide such services shall, either individually or together with other such units of local government, prepare and submit a Water Shortage Response Plan; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Water Shortage Response Plan for Warren County has been developed and submitted to the Board of Commissioners for approval; and

WHEREAS, the Board of Commissioners finds that the Water Shortage Response Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for Warren County as well as useful information to the Department of Environment and Natural Resources for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Warren County that the Water Shortage Response Plan entitled, Warren County Water County Water Shortage Response Plan dated March 2011, is hereby approved and shall be submitted to the Department of Environment and Natural Resources, Division of Water Resources; and



BE IT FURTHER RESOLVED that the Board of Commissioners of Warren County intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This the 14TH day of March 2011.

Warren County Board of Commissioner

ATTEST:

Barry Richardson, Chairman

Angelena Kearney-Dunlap
Clerk to the Board



**Entire Water
Shortage
Response
Plan has
been
provided in
separate
E-Mail**

**Water Shortage Response Plan
Warren County, North Carolina
March 2011**

Meeting Date: March 14, 2011

Agenda Item # 11-B

SUBJECT: Public Utilities

REQUESTED BY: Macon Robertson, Director

SUMMARY: Resolution 10-110, "Authorizing the Mayor to Sign a Revised Water Shortage Response Agreement Which Establishes Procedures and Measures for the Essential Conservation of Water Resources" adopted by the City of Henderson as a member of the governing Body of the Kerr Lake Regional Water System is now submitted to Warren County for approval and signature.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

RESOLUTION 10—110

A RESOLUTION AUTHORIZING THE MAYOR TO SIGN A REVISED WATER SHORTAGE RESPONSE AGREEMENT WHICH ESTABLISHES PROCEDURE AND MEASURES FOR THE ESSENTIAL CONSERVATION OF WATER RESOURCES

WHEREAS, the Henderson City Council identified eight Key Strategic Objectives (KSO) at its 2010 Strategic Planning Retreat; *and*

WHEREAS, one of the Key Strategic Objectives is addressed by this request as follows: KSO 5: Provide Reliable, Dependable Infrastructure; *and*

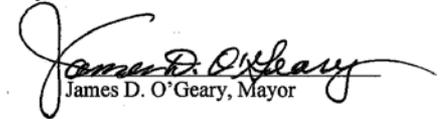
WHEREAS, the State Division of Water Resources has mandated that agreements be in place that establish Procedures and Measures for the essential conservation of water resources in drought conditions; *and*

WHEREAS, this agreement is necessary to provide for the declaration of official phases of water supply shortage situations and the implementation of voluntary and mandatory water conservation measures in the event of a water shortage or water emergency; *and*

WHEREAS, revisions to the agreement has been submitted to the State for its review and approval and has also been submitted to the City of Oxford and Warren County as members of the Kerr Lake Regional Water System.

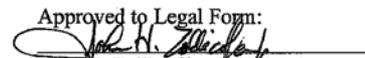
NOW, THEREFORE BE IT RESOLVED BY THE HENDERSON CITY COUNCIL THAT IT DOES HEREBY authorize the Mayor to sign the Water Shortage Response Agreement on behalf of the City of Henderson, said agreement being more fully articulated in **Attachment A** to this Resolution.

The foregoing Resolution 10—110, upon motion of Council Member Davis and second by Council Member Rainey, and having been submitted to a roll call vote received the following votes and was APPROVED on this the 8th day of November 2010: YES: Inscoc, Rainey, Peace-Jenkins, Dacke, Davis, Daye and Coffey. NO: None. ABSTAIN: None. ABSENT: Evans.


James D. O'Geary, Mayor

ATTEST:

Esther J. McCrackin, City Clerk

Approved to Legal Form:

John H. Zollicoffer, Jr., City Attorney

Reference: Minute Book 41, pp. 706.

**Resolution 10-110
Attachment A**

**KERR LAKE REGIONAL WATER SYSTEM
HENDERSON, NORTH CAROLINA
WATER SHORTAGE RESPONSE AGREEMENT**

This is an agreement authorizing the declaration of Water Shortage Conditions, and Establishing Procedures and Measures for the Essential Conservation of Water Resources. Be It Agreed on behalf of the Kerr Lake Regional Water System by the City of Henderson, the City of Oxford and Warren County all of North Carolina.

SECTION 1. PURPOSE:

The purpose of this agreement is to provide for the declaration of official phases of water supply shortage situations and the implementation of voluntary and mandatory water conservation measures in the event a shortage or water emergency is declared by the governing body or an appointed representative of the Kerr Lake Regional Water System. These measures would apply to the bulk customers, being the City of Henderson, the City of Oxford and Warren County. It shall be the responsibility of each of these bulk customer to notify its employees and customers.

SECTION 2. DEFINITIONS:

- (a) "Any Water," as the term is used in this agreement, shall mean any person using water, including fresh water, wastewater, or reclaimed water.
- (b) "Customer," as the term is used in this agreement, shall mean any person using water for any purpose from the Kerr Lake Regional Water Supply System and for which either a regular charge is made or, in this case of bulk sales, a cash charge is made at the site of delivery.
- (c) "Emergency," as the term is used in this agreement, shall mean that water supplies are below the level necessary, to meet normal needs and that serious shortages exist in the area.
- (d) "Excess Use," as the term is used in this agreement, shall mean the usage of water by a water customer in excess of water allotment provided under the water rationing provisions of this agreement for that customer, over any applicable period.
- (e) "Fresh Water," as the term is used in this agreement, shall mean water withdrawn from surface or groundwater that has not been previously used.
- (f) "Mandatory Conservation," as the term is used in this agreement, shall mean that raw water supplies reservoir levels are consistently below seasonal averages, and if they continue to decline, may not be adequate to meet normal needs.
- (g) "Rationing," as the term is used in this agreement, shall mean procedures established to provide for the equitable distribution of critically-limited water supplies, in order to

balance demand and limited available supplies, and to assure that sufficient water is available to preserve public health and safety.

(h) "Voluntary Conservation," as the term is used in this agreement, shall mean that conditions exist which indicate the potential for serious water supply shortages.

(i) "Waste of Water," as the term is used in this agreement, includes, but is not limited to (1) permitting water to escape down a gutter, ditch, or other surface drain, or (2) failure to repair a controllable leak of water due to defective plumbing.

(j) "Water," as the term is used in this agreement, shall mean water available to the City of Henderson, the City of Oxford and Warren County from the Kerr Lake Regional Water System by virtue of its contract, for introduction into their respective water distribution systems, including water offered for sale.

(k) "Water Use Classes," as the term used in this agreement, shall be established as follows:

CLASS 1 ESSENTIAL WATER USES:

Domestic Use:

- Water necessary to sustain human life and the lives of domestic pets, and to maintain minimum standards of hygiene and sanitation.

Health Care Facilities:

- Fire Hydrants
 1. Firefighting.
 2. Certain testing and drills by the fire department if performed in the interest of public safety and if approved by the municipal governing body.
- Flushing of Sewers and Hydrants: As needed to ensure public health and safety and if approved by the governing body.

CLASS 2 SOCIALLY OR ECONOMICALLY IMPORTANT USES OF WATER:

All Domestic Uses Other Than Those Included in Classes 1 and 3:

- Home water use including kitchen, bathroom and laundry use.
- Minimal watering of vegetable gardens.
- Watering of trees where necessary to preserve them.

Commercial, Agricultural, Industrial and Institutional Uses

- Outdoor commercial watering (public or private) using conservation measures and to the extent that sources of water other than fresh water are not available to use.
- Irrigation for commercial vegetable gardens and fruit orchards or the maintenance of livestock.
- Watering by commercial nurseries at a minimum level necessary to maintain stock.
- Water use by arboretums and public gardens of national, State, or regional significance where necessary to preserve specimens.
- Use of fresh water at minimum rate necessary to implement vegetation following earth moving, where such vegetation is required by law or regulation.
- Watering of golf course greens.
- Filling and Operation of Swimming Pools:

1. Residential pools which serve more than 25 dwelling units.
2. Pools used by health care facilities for patient care and rehabilitation.
3. Municipal pools.

- Commercial car and truck washes.
- Commercial Laundromats.
- Restaurants, clubs, and Eating Places.
- Air Conditioning:

1. Refilling for start up at the beginning of the cooling season.
2. Make-up of water during the cooling season.
3. Refilling specifically approved by health officials and the municipal governing body, where the system has been drained for health protection or repair purposes.

- Schools, Churches, Motels/Hotels and Similar Commercial Establishments.

CLASS 3 NON-ESSENTIAL USES OF WATER:

Ornamental Purposes:

- Fountains, reflecting pools, and artificial waterfalls.

Outdoor Non-Commercial Watering (public or private):

- Gardens, lawns, parks, golf course (except greens), playing fields and other recreational areas.
- Filling and operation of recreational swimming pools which serve fewer than 25 dwellings.
- Non-commercial washing of motor vehicles.
- Serving water in restaurants, clubs, or eating places except by specific request.

- Air Conditioning: refilling cooling towers after draining except as specified in Class 1.

SECTION 3. DECLARATION OF VOLUNTARY CONSERVATION:

Whenever the governing body of the Kerr Lake Regional Water System, finds the water level in Kerr Lake is nearing elevation 294, it shall declare that Voluntary Conservation conditions exist, and that the Director of the Kerr Lake Regional Water System shall, on a daily basis, monitor the lake level and the water use demand.

In addition, the Kerr Lake Regional Water System shall call upon its bulk customers to employ voluntary water conservation measures within 48 hours of receiving notice (see Addendum) to limit water use (especially Class 3 uses) and eliminate the waste of water. It shall be the responsibility of each of the bulk customers to employ voluntary water conservation measures on their water customers. The goal for water reduction shall be 5%.

SECTION 4. DECLARATION OF MANDATORY CONSERVATION:

Whenever the governing body of the Kerr Lake Regional Water System finds the water level in Kerr Lake is nearing elevation 289, it shall declare that Mandatory Conservation conditions exist. This implies that lake level is nearing a level where insufficient water can enter the raw water intake.

The Kerr Lake Regional Water System shall continue to encourage voluntary water conservation measures for the bulk customers of the Kerr Lake Regional Water System as defined under the Voluntary Conservation declaration, and shall further require mandatory measures be put in place, such as a ban be imposed on all Class 3 uses for the duration of the shortage. The goal for water reduction shall be 10%. Official notice shall be given to the City of Henderson, the City of Oxford, and Warren County.

SECTION 5. DECLARATION OF A WATER SHORTAGE EMERGENCY:

Whenever the governing body of the Kerr Lake Regional Water System finds that water level in Kerr Lake has dropped to elevation 284 or below, and/or that a serious shortage exists due to other reasons it shall declare that a water shortage Emergency exists. It would be the recommendation of the Regional Water System that the City of Henderson, the City of Oxford and Warren County identify all Class 1, Essential Uses, in specific, and make them targets for voluntary conservation initiatives.

The Kerr Lake Regional Water System shall require mandatory measures be put in place, such as a ban be imposed on all Class 2 and Class 3 uses for the duration of the shortage. The goal for water reduction shall be 40%. These restrictions should be continued until the emergency is declared ended.

Official notice shall be given to the City of Henderson, the City of Oxford and Warren County of the emergency situation. It shall be the responsibility of each separate bulk water user, the City of Henderson, the City of Oxford and Warren County, to employ water restrictions on their water customers.

SECTION 6. DECLARATION OF RATIONING:

Whenever the governing body of the Kerr Lake Regional Water System finds that water level in Kerr Lake has dropped to elevation 280, declared a Water Shortage Emergency, and finds a need to provide for the equitable distribution of critically-limited water supplies, in order to balance demand on limited available supplies, and to assure that sufficient water is available to preserve public health and safety, it shall call for mandatory rationing by all three (3) of the members and their water users until the emergency is declared ended.

It shall be the responsibility of each of the three (3) members to employ water restrictions on their water customers.

During this emergency situation, the amount of water to each member could be reduced by fifty percent (50%) or more. This amount shall be determined by the governing body of the Kerr Lake Regional Water System. Official notice shall be given to the City of Henderson, City of Oxford and Warren County.

SECTION 6A. OBJECTIVES OF RATIONING:

It is imperative that water customers achieve an immediate further reduction in water use in order to extend existing water supplies and at the same time, assure that sufficient water is available to preserve the public health and sanitation and to provide fire protection service.

Hospitals and health care facilities should comply with all restriction imposed on residential and non-residential water customers as may be applicable to each individual institution, to the extent compliance will not endanger the health of the patients or residents of the institution.

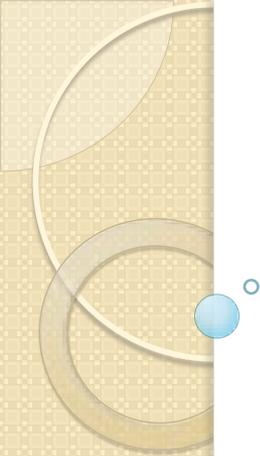
SECTION 6B. ENFORCEMENT OF WATER RATIONING

Each of three (3) members has primary responsibility for monitoring of compliance with the water-rationing measures. There are no enforcement provisions associated with this agreement.

SECTION 7. ENFORCEMENT

In order to effectuate compliance with this plan, enforcement of water conservation restrictions shall be the responsibility of each of the three (3) bulk customers. Each customer shall employ measures not limited to written notices, administrative and civil penalties, and service disruption.

SECTION 8. VARIANCE PROTOCOL



Kerr Lake Regional Water System understands that water restrictions can cause economic hardships on certain portions of their water customers: additionally, the restriction could be infeasible for others that have implemented water use reduction strategies into their daily practices prior to drought conditions being in place. Each of the three (3) bulk customers has the authority to consider variances for those showing proof of economic hardship, public health care facilities, or those that have previously implemented and documented water use reduction strategies such that achieving further water reduction goals may not be achievable. Each of the three (3) bulk customer shall adopt a protocol for accepting and ruling on a variance request. A copy of each variance request and decisions shall be forwarded to the governing body of the Kerr Lake Regional water System for record keeping.

SECTION 9. EFFECTIVENESS

The effectiveness of the Kerr Lake Regional Water System WSRP will be determined by comparing the stated water conservation goals with observed water use reduction data for each of the three (3) bulk customers. Data will be compared against the previous non-water restrictions year's data to determine effectiveness of its actions. Tracking will be conducted using a spreadsheet, updated monthly, which compares water use against the baseline time period seasonal data. Other factors to be considered include use of a shortage water rate structure, frequency of plan activation, notification procedures, any problem periods without activation, and total number of enforcement actions.

SECTION 10. REVISION PROTOCOL

This WSRP will be reviewed and revised as needed to adapt to new circumstances affecting water supply and demand, following implementation of emergency restrictions, and at a minimum of every five years in conjunction with the update in of the Local Water Supply Plans of each of the three (3) bulk customers. Further, the governing body of the Kerr Lake Regional Water System will review procedures following each emergency or rationing stage to recommend any necessary improvements to the plan. Each of the three (3) bulk customers shall also conduct a review of their plan and actions on this cycle and provide comments or suggestions to the Kerr Lake Regional Water System. If revisions are not recommended following a review, a memo will be filed documenting the effectiveness of the WSRP. The governing body of the Kerr Lake Regional Water System is responsible for initiating all subsequent revisions.

SECTION 11. EFFECTIVE DATE

This agreement shall take effect immediately upon adoption or passage by the governing body of the Kerr Lake Regional Water System.

SECTION 12. EFFECTIVE PERIOD

This agreement will remain in effect until terminated by action of the governing body of the Kerr Lake Regional Water System.

CITY OF HENDERSON

Date

James D. O'Geary *Feb. 22, 2011*
James D. O'Geary, Mayor

CITY OF OXFORD

Date

Alvin Woodlief, Jr., Mayor

WARREN COUNTY

Date

Barry Richardson, Chairman

**APPENDIX TO THE INTER-LOCAL AGREEMENT
KERR LAKE REGIONAL WATER SYSTEM
HENDERSON, NORTH CAROLINA
WATER SHORTAGE RESPONSE AGREEMENT**

CONSERVATION MEASURES

Direct users to adopt the following conservation measures:

INDOOR RESIDENTIAL USE:

CONSERVATION FOR VOLUNTARY AND MANDATORY CONSERVATION PHASES:

- Use dishwashers only when they are full. Washing dishes by hand (don't let the tap run!) Saves about 25 gallons.
- Adjust water level on clothes washing machines, if possible. Use full load only, if not adjustable.
- Turn off faucets while brushing teeth, etc. Saves about 5 gallons per day.
- Reduce water used per flush by installing toilet tank displacement inserts. A plastic jug may often be used as an alternative. DO NOT USE BRICKS – they disintegrate when soaked and the resulting grit hinders closing of the flap valve.
- Do not use the toilet as a trash can.
- Use sink and tub stoppers to avoid wasting water.
- Keep a bottle of chilled water in the refrigerator for drinking.
- Find and fix leaks in faucets and water-using appliances. Faucets can usually be fixed cheaply and quickly by replacing washers.
- Adapt plumbing with flow restricting or other water-saving devices. These are usually inexpensive and easy to install. See attached list of devices. (Need list.)
- Learn to read your water meter so you can judge how much water you use and what difference conservation makes.
- Take shorter showers and shallow baths. Saves about 25 gallons.
- Reduce the number of toilet flushes per day. Each flush uses about 5 gallons (2-3 if you have water saving toilets).
- Don't use a garbage disposal.
- Use non-phosphate detergent and save laundry water for lawns and plants.

CONSERVATION FOR EMERGENCY CONSERVATION OR RATIONING PHASE (In addition to measures listed above).

- Turn off shower while soaping up.
- Use disposable eating utensils.

OUTDOOR RESIDENTIAL USE

CONSERVATION FOR NORMAL CONDITIONS AND VOLUNTARY CONSERVATION PHASE:

Lawns:

- Water before 10:00 a.m. to prevent evaporation that occurs during the hottest part of the day. Morning is better than evening, when the dampness encourages growth of fungus.
- Water only when lawn shows signs of wilt. Grass that springs back when stepped on does not need water.
- Water thoroughly, not frequently: long enough to soak roots. A light sprinkling evaporates quickly and encourages shallow root systems. Water slowly to avoid runoff.
- Don't let the sprinkler run any longer than necessary. In an hour, 600 gallons can be wasted.
- Allow maximum of one inch of water per week on your lawn. To measure, place cake tins outside to collect rain and water from sprinklers.
- Use pistol-grip nozzles on hoses to avoid waste when watering flowers and shrubs.
- Aerate lawns by punching holes 6 inches apart. This allows water to reach roots rather than run off surfaces.
- Position sprinklers to water the lawn, not the pavement.
- Avoid watering on windy days when the wind not only blows water off target, but also causes excess evaporation.
- Keep sprinkler heads clean to prevent uneven watering.
- Adjust hose to simulate gentle rain. Sprinklers that produce a fine mist waste water through evaporation.
- Know how to turn off an automatic sprinkler system in case of rain.
- Use an alarm clock or stove timer to remind you to shut off sprinklers that don't have timers.

Vegetables and Flower Gardens:

- Water deeply, slowly and weekly. Most vegetables require moisture to a depth of 6 to 8 inches.
- Keep soil loose so water can penetrate easily.
- Keep weeds out to reduce competition for water.
- Put the water where you want it and avoid evaporation by using soil-soakers or slow running hoses, not sprinklers.

Trees and Shrubs:

- Water deeply using a soil-soaker or drip-irrigation.
- Water only when needed. Check the depth of soil dryness by digging with a trowel.
- Mulch to reduce evaporation. A 2" to 3" layer of wood chips, pine needles, grass clippings, or straw keeps the soil cool in summer.

- Dig troughs around plants to catch and retain water.
- Water trees growing in full sun more often than those in shade.
- Do not use sprinklers. Apply water directly at base.
- Do not fertilize during the summer. Fertilizing increases a plant's need for water.
- Postpone planting until fall or spring when there is generally less need for water.
- Install trickle-drip irrigation systems close to the roots of your plants. By dripping water slowly, the system doesn't spray water in to the air. Use soil probes for large trees.
- Water when cloudy, at night, or even when a light rain is falling.

OUTDOOR RESIDENTIAL USE CONSERVATION FOR VOLUNTARY CONSERVATION PHASE (in addition to measures listed above).

- Do not allow children to play with hose or sprinklers.
- Limit car washing.
- Be ready to catch rainfall that occurs. Place containers under drain sprouts.
- Use leftover household water if available.
- Consider delaying the seeding or sodding of new lawns.
- Determine the amount of water being used outdoors by comparing water bills for summer and winter.

CONSERVATION FOR MANDATORY CONSERVATION PHASE (In addition to measures listed above).

- Vegetable gardens and food trees should be given minimal amounts of water on an individual basis only.
- Do not water lawns and inedible plants.
- Do not use sprinklers.

Most outdoor watering is prohibited under Emergency Conservation conditions.

HOSPITAL AND HEALTH CARE FACILITY USE:

- Reduce laundry usage or services by changing the linens, etc. only when necessary to preserve the health of patients or residents.
- Use disposable food service items.
- Eliminate, postpone, or reduce, as they may be appropriate, elective surgical procedures during the period of emergency.

INDUSTRIAL USE

- Identify and repair all leaky fixtures and water-using equipment. Give special attention to equipment connected directly to waterlines, such as processing machines, steam-using machines, washing machines, water-cooled air conditioners, and furnaces.

- 
- Assure that valves and solenoids that control water flows are shut off completely when the water-using cycle is not engaged.
 - Adjust water-using equipment to use the minimum amount of water required to achieve its stated purpose.
 - Shorten rinse cycles for laundry machines as much as possible; implement lower water levels wherever possible.
 - For processing, cooling, and other uses, either re-use water or use water from sources that would not adversely affect public water supplies.
 - Advise employees, students, patients, customers, and other users not to flush toilets after every use. Install toilet tank displacement inserts; place flow restrictors in showerheads and faucets; close down automatic flushes overnight.
 - Install automatic flushing valves to use as little water as possible or to cycle at longer intervals.
 - Place water-saving posters and literature where employees, students, patients, customers', etc. will have access to them.
 - Check meters on a frequent basis to determine consumptive patterns.
 - Review usage patterns to see where other savings can be made.

Meeting Date: March 14, 2011

Agenda Item # 12

SUBJECT: Resolution Declaring Surplus Property & Authorizing Auction

REQUESTED BY: Angelena Kearney-Dunlap, Clerk to the Board

SUMMARY: It is submitted by Resolution to declare Water Meter Housing (Clean Brass): lot # 1 - 3,050 lbs and lot # 2 - 800 lbs, 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.

NOTE

***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: Water Meter Housing (Clean Brass):

Lot # 1 – 3,050 lbs

Lot # 2 – 800 lbs

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 14th day March 2011.

WARREN COUNTY BOARD OF COMMISSIONERS

Lot #1

Approximately 3060 lbs surplus brass water meter housing (cleaned brass). Buyer is responsible for loading. Contact Teresa Harris or Rick Lynch at 252-257-3645 for inspection.

Minimum Bid: \$6,500.00

Special Instructions:

- Contact Teresa Harris or Rick Lynch at 252-257-3645 for inspection. ALL PROPERTY IS OFFERED "AS IS, WHERE IS". Buyer should inspect items before leaving Warren County property. NO REFUNDS will be made once items have been removed. Payment in full is due not later than 5 business days from the time and date of the Buyer's Certificate. Payment must be made in: US Currency, Certified Cashiers Check or Money Order. Checks should be made payable to Warren County Public Utilities. Mail payments to: Warren County Public Utilities, P. O. Box 577, Warrenton, NC 27894. If paying in person, bring to Warren County Public Utilities, 712 US Highway 158 Business West, Warrenton, NC 27589. All items must be removed within 10 business days from the time and date of issuance of the Buyer's Certificate. Purchases will be released only upon receipt of payment as specified. Successful bidders are responsible for loading and removal of any and all property awarded to them from the place where the property is located as indicated on the website and Buyer's Certificate. The Buyer will make all arrangements and perform all work necessary, including packing, loading, and transportation of property. Under no circumstances will Warren County assume responsibility for packing, loading or shipping. Items may be removed between the hours of 9:00 AM and 3:00 PM, Tuesday through Thursday, excluding legal holidays. Warren County reserves the right to reject any and all bids and to withdraw from sale any of the items listed. Items are located at 712 US Highway 158 Business West, Warrenton, NC 27589.

A \$10 PER DAY STORAGE FEE MAY BE CHARGED FOR ITEMS NOT REMOVED WITHIN 10 BUSINESS DAYS.



Lot #2

Approximately 800 lbs of clean brass (the container is not included in the sale). Used water meters – cleaned and ready to be sold for scrap. Contact Teresa Harris or Rick Lynch at 252-257-3645 for inspection.

Minimum Bid: \$960.00

Special Instructions:

Contact Teresa Harris or Rick Lynch at 252-257-3645 for inspection. ALL PROPERTY IS OFFERED “AS IS, WHERE IS”. Buyer should inspect items before leaving Warren County property. NO REFUNDS will be made once items have been removed. Payment in full is due not later than 5 business days from the time and date of the Buyer’s Certificate. Payment must be made in: US Currency, Certified Cashiers Check or Money Order.

Checks should be made payable to Warren County. Mail payments to: Warren County Public Utilities, P. O. Box 577, Warrenton, NC 27894. If paying in person, bring to Warren County Public Utilities, 712 US Highway 158 Business West, Warrenton, NC 27589. All items must be removed within 10 business days from the time and date of issuance of the Buyer’s Certificate. Purchases will be released only upon receipt of payment as specified. Successful bidders are responsible for loading and removal of any and all property awarded to them from the place where the property is located as indicated on the website and Buyer’s Certificate. The Buyer will make all arrangements and perform all work necessary, including packing, loading, and transportation of property. Under no circumstances will Warren County assume responsibility for packing, loading or shipping. Items may be removed between the hours of 9:00 AM and 3:00 PM, Tuesday through Thursday, excluding legal holidays. Warren County reserves the right to reject any and all bids and to withdraw from sale any of the items listed. Items are located at 712 US Highway 158 Business West, Warrenton, NC 27589.



Meeting Date: March 14, 2011

Agenda Item # 13-A

SUBJECT: Amendment to Board of Commissioner's Meeting Schedule

REQUESTED BY: Angelena Kearney-Dunlap, Clerk to the Board

SUMMARY: It is submitted to reschedule May 31, 2011 Budget Work Session to Wednesday June 1, 2011. May 31st is a mandated furlough day for Warren County Government employees.

FUNDING SOURCE:

APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTE

WARREN COUNTY FY 2011-12 Budget Calendar

Please note that all dates are subject to change per direction of the Board of County Commissioners

| <u>DATE</u> | <u>TIME/LOCATION</u> | <u>ACTIVITY</u> |
|---------------|------------------------------------|-------------------------------------------------------------------------------------------------------|
| May 2, 2011 | 6 pm Armory Civic Ctr | Annual Budget Presentation to the Board of County Commissioners. Department Heads required to attend. |
| May 17, 2011 | 9 am - 4 pm Armory Civic Ctr | County Commissioners Budget Work Session |
| June 1, 2011 | 1 pm - 4 pm Armory Civic Ctr | County Commissioners Budget Work Session. Department Head presentations tentatively scheduled |
| June 13, 2011 | 6:00 pm Armory Civic Ctr | Budget Public Hearing - Held in accordance with N.C.G.S. to receive citizens' comments. |
| June 15, 2011 | 1 pm - 4 pm Armory Civic Ctr | County Commissioners Budget Work Session |
| June 21, 2011 | 6 pm Armory Civic Ctr | Special Meeting to Adopt FY 2011-2012 Budget Ordinance |
| 02/16/2011 | AKD | |

Meeting Date: March 14, 2011

Agenda Item # 13-B

SUBJECT: Amendment to Board of Commissioner's Meeting Schedule

REQUESTED BY: Ken Krulik, Planner/Zoning Administrator

SUMMARY: It is submitted to schedule a public hearing to hear citizen comments regarding a rezoning request. Suggested day and time: Monday, April 4, 2011 at 5:45 pm.

FUNDING SOURCE:

APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTE

Meeting Date: March 14, 2011

Agenda Item # 14-A

SUBJECT: Update on FY 11 Financial Condition

REQUESTED BY: Linda T. Worth, County Manager

SUMMARY: In follow-up to the Board's March 23, 2011 Work Session, the Manager will update the Board on the current status of the efforts to reduce the fund balance allocation to balance the current year's budget.

FUNDING SOURCE: General Fund

APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTE

Meeting Date: March 14, 2011

Agenda Item # 14-B

SUBJECT: Request for Interim Cooperative Extension Director

REQUESTED BY: Linda T. Worth, County Manager

SUMMARY: It is submitted to retain the services of the Granville County Cooperative Extension Director (CED) to serve in an Interim capacity with Warren County until our vacant CED position is filled. See attached memorandum for details and cost.

FUNDING SOURCE: Cooperative Extension Service Budget

APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTE

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LTW*
DATE: March 10, 2011
RE: Interim Cooperative Extension Director

As you are aware, Mr. Tyrone Fisher left his position of Cooperative Extension Director (CED) with Warren County on February 28, 2011. I am advised by Mr. Jim Cowden, North Central District Extension Director, that Mr. Paul Westfall, Granville County's CED, is willing to serve in an interim capacity with Warren County until our vacant CED position is filled or at least until July 2011. It is my understanding that Granville County is amenable to this shared arrangement as well. If this arrangement is approved, I would request it be effective Tuesday, March 15, 2011.

As Interim CED, Mr. Westfall would devote one day per week to Warren County. We would share with Granville County a proportionate share of the county portion of Mr. Westfall's annual salary during the time he actually serves in the interim capacity. If this arrangement is approved, Mr. Westfall's annual salary of \$81,728 would be paid as follows:

58.99% (\$48,210) paid by NC State University
32.81% (\$26,814) paid by Granville County
8.20% (6,704) paid by Warren County

Funds to pay Warren County's share of Mr. Westfall's salary/fringes would come from lapsed salaries and fringes in the Cooperative Extension Service departmental budget.

Thank you in advance for your favorable consideration of this request. Please do not hesitate to contact me should there be any questions or concerns.

cc: Jim Cowden, North Central District Extension Director
Brian Alligood, Granville County Manager
Paul Westfall, Granville County CED

Meeting Date: March 14, 2011

Agenda Item # 14-C

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:

NOTES:



**COPIES OF CONTRACTS
AVAILABLE UPON REQUEST**

Meeting Date: March 14, 2011

Agenda Item # 14-D

SUBJECT: County Manager's February 2011 Report

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: Manager's February Monthly Status Report 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:

NOTES:

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LJW*
DATE: March 10, 2011
RE: February Status Report

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

Administration

- Attended meeting to discuss E-911 Funding (2/1/11)
- Attended meeting to discuss economic development project (2/11/11)
- Attended JCPC Board Meeting (2/14/11)
- Prepared for and attended Board of County Commissioners' Regular Meeting (2/15/11)
- Participated in NACo Webinar discussing President's proposed budget (2/17/11)
- Phone conference with Board Retreat Facilitator to discuss Commissioners Planning Retreat Agenda (2/17/11)
- Participated in a conference call with Division of Community Assistance Staff, COG Staff and Clerk to the Board to discuss Infrastructure Hook-Up Grant Funding (2/18/11)
- Met with Warrenton Town Administrator to discuss WWTP Rehab Project (2/18/11)
- Stayed in close contact with Emergency Services Director and Board of County Commissioners all weekend due to forest fire in southern part of the county (2/19-20/11)
- Participated in Site Visit with Forest Ranger and Commissioners to tour areas burned in the forest fire (2/21/11)
- Prepared for and attended Board of County Commissioners Work Session (2/23/11)
- Attended FEMA Advisory Board Meeting (2/23/11)
- Conducted monthly Department Heads meeting (2/24/11)
- Met with District Extension Director to discuss securing an Interim Director for Cooperative Extension Service (2/24/11)
- Attended meeting with stakeholders to discuss economic development project (2/28/11)

Project Updates

Construction/Renovation Projects

Modifications on the lower level of the Finance Office building to make the area below grade handicapped accessible are approximately 90% complete. The tile floor has been installed; final painting has been completed; ceiling and lights have been installed; concrete for handicapped parking spaces and sidewalk have been poured; A-Roof has been framed and porch has been framed and installed. This project is anticipated to be completed by Friday, March 18, 2011.

EMS Satellite Facilities

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 99% complete. The tile floors have been installed and cabinets, tops and painting inside are complete. Work remaining includes installation of carpet, concrete sidewalk and paving the parking lot.

CDBG Projects

Ephraim Place Subdivision CDBG Project

DCA has approved our proposed revised Plan of Action to complete four homes in Ephraim Place Subdivision by September. Once the homes are completed, the CDBG grant portion of this project can be closed-out. I will work with Cathy Alston-Kearney, Executive Director, of Warren Family Institute, who is serving as the Project Administrator, to complete this project.

Energy Efficiency Community Block Grant Program

Contracts have been awarded for both energy efficiency and weatherization improvements in this project. I signed off on the weatherization contract with Applied Energy Management, Inc. on February 14, 2011 in the amount of \$48,100. This company was the only one to bid at the 11/29/10 bid opening on the weatherization improvements. We anticipate completion of both components of this project within the next few weeks.

Other Activities

- Attended Retirement Luncheon for Gladys Favours, Emergency Services Admin Assistant along with Emergency Services & EMS Staff (2/1/11)
- Attended Farm Bureau's Annual Legislative Reception & Dinner (2/1/11)
- Guest Speaker at Ridgeway Baptist Church Black History Month Celebration (2/6/11)
- Attended Essentials of County Government Course with Coms. Baker & Downey (2/9-10/11)
- Attended Chamber of Commerce Business After Hours Event featuring VGCC Band (2/17/11)
- Attended Forget-Me-Not Alzheimer's Awareness Project Activities (2/26/11)
- Attended Farewell Luncheon for Tyrone Fisher and Rachel Monteverdi (2/28/11)



Closed Session
In Accordance With
G.S. 143-318.11(A)(5)
To Discuss
Property Acquisition



Adjourn

March 14, 2011
Regular Meeting