

*WARREN COUNTY  
BOARD OF COMMISSIONERS*

*5:15 Public Hearing*

*Historic Preservation Ordinance – Design Guidelines*

*5:30 Public Hearing*

*Division of Community Assistance CDBG Grants*

*5:45 Public Hearing*

*2010 CDBG Contingency Projects - Water Hook-Up Program*

*Monday, June 6, 2011*

*6:00 pm Regular Meeting*

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

*JUNE 6, 2011*  
*5:15 PM – Public Hearing*

*Historic Preservation Ordinance*  
*Design Guidelines*

*===*

*Ken Krulik*  
*Planner/Zoning Administrator*

# **PUBLIC HEARING PROCEDURES**

**This public hearing is being held to hear citizens' comments regarding proposed revisions to the Warren County Historic Preservation Ordinance – Design Guidelines .**

## **RULES:**

- **Please sign up to speak**
- **The maximum time allotted to each speaker will be five (5) 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 during this hearing.**
  - **Two questions are permitted by each speaker.**

*Warren County  
Board of Commissioners*

# Public Hearing Agenda

- Chairman call Public Hearing to Order
- Clerk read Notice of Public Hearing
- Overview by Ken Krulik
- Clerk read Rules of Citizen Comments
- Citizen Comments
- County Manager and/or Commissioner Comments
- Adjourn



# **Warren County Board of Commissioners**

## **Public Hearing**

**Notice is hereby served that the Warren County Board of Commissioners has scheduled a public hearing to hear citizen comments regarding proposed revisions to the Warren County Historic Preservation Ordinance – Design Guidelines for Monday June 6, 2011 at 5:15 PM to be held in the Warren County Armory Civic Center – Warrenton, NC.**

**All interested citizens are urged to attend this meeting.**

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



*Revised  
Historic Preservation Ordinance  
Design Guidelines*

**Entire document is available from Clerk to the  
Board at (252) 257-3115 or  
[adunlap@co.warren.nc.us](mailto:adunlap@co.warren.nc.us).**

*JUNE 6, 2011*  
*5:30 PM – Public Hearing*

*Division of Community Assistance*  
*CDBG Grants*

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*Julie Reid, COG*  
*Grants Administrator*

# **PUBLIC HEARING PROCEDURES**

**This public hearing is being held to hear citizens' comments regarding Department of Commerce, *Division of Community Assistance, Community Development Block Grant (CDBG) Applications.***

## **RULES:**

- **Please sign up to speak**
- **The maximum time allotted to each speaker will be five (5) 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 during this hearing.**
    - **Two questions are permitted by each speaker.**

*Warren County  
Board of Commissioners*

# Public Hearing Agenda

- Chairman call Public Hearing to Order
- Clerk read Notice of Public Hearing
- Overview by Julie Reid
- Clerk read Rules of Citizen Comments
- Citizen Comments
- County Manager and/or Commissioner Comments
- Adjourn

# PUBLIC NOTICE WARREN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT

Notice is hereby given that the Warren County Board of Commissioners will hold the first of two required Public Hearings on June 6, 2011 at 5:30 p.m. in the Warren County Armory Civic Center, 501 US Highway 158 BUS E, Warrenton, NC 27589. A second Public Hearing will be held by the Warren County Board of Commissioners prior to submitting an application for Funds. The purpose of the Public Hearing is to inform the public as to the types of Grants available through the Department of Commerce, Division of Community Assistance and to receive citizens' comments on applications for Community Development Block Grant funding.

The primary purpose of the North Carolina CDBG Program is to provide grants to local governments to develop viable communities by providing decent housing, suitable living environments and expanding economic opportunities, principally for persons of low and moderate income.

During this hearing, general information will be provided on the following topics and the public will have an opportunity to express comments to the Board of Commissioners:

- Availability and types of CDBG programs including but not limited to Scattered Site Housing.
- Regulations, terms and conditions related to funding and eligible grant activities; and
- Citizen participation requirements



A second Public Hearing on the contents of an application will be held prior to submitting an application to the N.C. Division of Community Assistance for 2011 Funds. Any and all interested citizens are invited to attend this Public Hearing. Assistance or special aids for the handicapped are available upon request. Warren County uses the state TDD number which is: 1-800-735-2962. Questions or comments concerning this Public Hearing or the Community Development Block Grant Program should be addressed to:

Linda T. Worth, County Manager  
County of Warren  
P. O. Box 619  
Warrenton, North Carolina 27589  
[lworth@co.warren.nc.us](mailto:lworth@co.warren.nc.us)

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

*Esta información está disponible en español o en cualquier otro idioma que necesita. Por favor, póngase en contacto con Kristie Harris al 1-252-257-5000 o Hilda Benedict al 1-252-257-1185 para esta solicitud.*

Barry Richardson, Chairman  
Warren County Board of Commissioners

*JUNE 6, 2011*  
*5:45 PM – Public Hearing*

*2010 CDBG Contingency Projects -  
Water Hook-Up Program*

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*Julie Reid, COG  
Grants Administrator*

# **PUBLIC HEARING PROCEDURES**

**This public hearing is being held to hear citizens' comments regarding Department of Commerce, *Division of Community Assistance, 2010 CDBG Contingency Projects - Water Hook-Up Program***

## **RULES:**

- **Please sign up to speak**
- **The maximum time allotted to each speaker will be five (5) 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 during this hearing.**
    - **Two questions are permitted by each speaker.**

*Warren County  
Board of Commissioners*

# Public Hearing Agenda

- Chairman call Public Hearing to Order
- Clerk read Notice of Public Hearing
- Overview by Julie Reid
- Clerk read Rules of Citizen Comments
- Citizen Comments
- County Manager and/or Commissioner Comments
- Adjourn



*Contingency Guidelines for NC Small Cities  
CDBG Program*

**Entire document is available from Clerk to the  
Board at (252) 257-3115 or  
[adunlap@co.warren.nc.us](mailto:adunlap@co.warren.nc.us).**

## Notice of Public Hearing

Notice is hereby served that the Warren County Board of Commissioners will hold a public hearing Monday, June 6, 2011 at 5.45 p.m. at the Warren County Armory Civic Center, 501 US Highway 158 BUS E, Warrenton, NC 27589. The purpose of the hearing is to receive comments from the public on the following proposed application for 2010 CDBG Contingency Projects -Water Hook-up program. Such application must be filed with the Division of Community Assistance between June 15<sup>th</sup> and June-30<sup>th</sup>, 2011.

Warren County proposes to submit application to hook-up 30-35 households to the County public water system. The application will be in the amount of \$125,000.

Any and all interested citizens are invited to attend this Public Hearing. Assistance or special aids for the handicapped are available upon request. Warren County uses the state TDD number which is: 1-800-735-2962. Questions or comments concerning this Public Hearing or the Community Development Block Grant Program should be addressed to:

Linda T. Worth, County Manager  
105 S. Front Street, P. O. Box 619, Warrenton, North Carolina 27589  
[lworth@co.warren.nc.us](mailto:lworth@co.warren.nc.us)

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

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

*Esta información está disponible en español o en cualquier otro idioma que necesita. Por favor, póngase en contacto con Kristie Harris al 1-252-257-5000 o Hilda Benedict al 1-252-257-1185 para esta solicitud.*

Barry Richardson, Chairman  
Warren County Board of Commissioners



6:00 pm

Call to Order June 6, 2011  
Regular Monthly Meeting  
By  
Chairman or Designee

Moment of Silence

Conflict of Interest Disclaimer

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



# 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: June 6, 2011

Agenda Item # 5

**SUBJECT:** Adopt June 6, 2011 Suggested Agenda

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

**SUMMARY:** None

**FUNDING SOURCE:** N/A

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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*SUGGESTED AGENDA  
FOR  
June 6, 2011 REGULAR MONTHLY MEETING  
OF THE WARREN COUNTY BOARD OF COMMISSIONERS  
Armory Civic Center, Meeting Room  
WARRENTON, NORTH CAROLINA*

*5:15 Public Hearing*

*Historic Preservation Ordinance – Design Guidelines*

*5:30 Public Hearing*

*Division of Community Assistance CDBG Grants*

*5:45 Public Hearing*

*2010 CDBG Contingency Projects - Water Hook-Up Program*

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 June 6, 2011 Suggested Agenda
6. Consent Agenda
  - A. Approve Minutes of May 2, 2011 Regular Meeting
  - B. Interest Income Reports for March & April 2011 - 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 Officer – Barry Mayo
  - A. Amendment # 12 to the Warren County FY 2010-11 Budget Ordinance
  - B. Amendment # 13 to the Warren County FY 2010-11 Budget Ordinance
  - C. Amendment # 2 to the Warren County W/S Meter Replacement Project
8. Follow-Up to Public Hearings:
  - A. Historic Preservation Ordinance – Design Guidelines – Ken Krulik
  - B. Division of Community Assistance CDBG Grants - Julie Reid
  - C. 2010 CDBG Contingency Projects - Water Hook-Up Program – Julie Reid
9. Boards & Commissions
  - A. (Re)-Appoint: C.Lynch, R.Downey, V.Hunt, Jr. to the Economic Development Commission (or: B.Richardson, E.Fleming, K.Harris & D. Duxbury) – Benny Finch
  - B. Re-Appoint: Karl Hehl to the ABC Commission
10. Award Bids for CDBG Scattered Sites Housing Project – Julie Reid
  - A. 1929 Licksillet Road
  - B. 110 White Rock Church Road
11. Award Bid for Warren County Employees Group Health /Dental Benefits Insurance
12. Award Bid for Warren County General Liability/Property/Public Officials & Workers Compensation Insurance
13. A. Approve FY 2012 Home & Community Care Block Grant for Older Adults County Funding Plan – Arnetta Yancey
  - B. Award Bid for Senior Center Nutrition Program – Arnetta Yancey
14. Adopt By-laws for Monument to Equality Committee -Clerk
15. Adopt “Resolution In Support of House Bill 472 Electronic Meeting Notification” – Clerk
16. Adopt Resolution Declaring Surplus Property from Health Department and authorize online auction - Clerk

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17. Consider Amendment to Budget Work Session Schedule – Clerk
  18. County Manager’s Reports
    - A. Award Bid for Private Housekeeping Services
    - B. Report of Contracts Executed
    - C. County Manager’s May 2011 Status Report
  19. Adopt FY 2012 JCPC Budget
  20. Adjourn Meeting

Meeting Date: June 6, 2011

CONSENT AGENDA Item # 6A

**SUBJECT:** Approve Minutes

**REQUESTED BY:** Clerk to the Board

**SUMMARY:** Approve Minutes of May 2, 2011 Regular Meeting

**FUNDING SOURCE:** N/A

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Minutes of May 2, 2011**

**Regular Monthly Meeting  
have been provided by e-mail prior to the meeting.**

Meeting Date: June 6, 2011

CONSENT AGENDA Item # 6B

**SUBJECT:** Interest Income Report(s)

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

**SUMMARY:** Interest Income Reports for the month of March and April 2011 are submitted for the Board's information.

**FUNDING SOURCE:** N/A

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**INTEREST INCOME REPORT**  
**Month of March 2011**

FUND	MARCH INCOME	FISCAL YEAR TO - DATE
General	1,543.02	12,260.05
Revaluation	17.43	163.92
E 911 Telephone System	34.18	391.77
Buck Spring Project	27.91	305.04
Ambulance Storage Facility	29.51	268.34
Library Building Project Fund	0.00	12.54
National Guard Armory	1.73	40.13
Regional Water Enterprise Fund	54.82	504.71
District 1 Enterprise Fund	68.51	723.74
Solid Waste	42.97	282.57
District II Enterprise Fund	69.09	724.72
District III Capital Project Fund	13.79	169.85
District III Phase II BANS	0.36	3.97
District III Enterprise Fund	46.11	531.29
Soul City Pump Station Improvements	0.39	4.27
	1,949.82	16,386.91

**INTEREST INCOME REPORT**  
**Month of April 2011**

FUND	APRIL INCOME	FISCAL YEAR TO - DATE
General	1,270.51	13,530.56
Revaluation	14.50	178.42
E 911 Telephone System	28.44	420.21
Buck Spring Project	23.22	328.26
Ambulance Storage Facility	27.79	296.13
Library Building Project Fund	0.00	12.54
National Guard Armory	1.44	41.57
Regional Water Enterprise Fund	45.60	550.31
District 1 Enterprise Fund	56.99	780.73
Solid Waste	35.75	318.32
District II Enterprise Fund	57.47	782.19
District III Capital Project Fund	11.47	181.32
District III Phase II BANS	0.30	4.27
District III Enterprise Fund	38.36	569.65
Soul City Pump Station Improvements	0.32	4.59
	1,612.16	17,999.07

**Meeting Date: June 6, 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 April 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, Interest Income Report supplied for Board's  
information**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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

**Current Year Collections**

Tax Year	Charge	Collected in APRIL	Collected to Date	Balance Outstanding	Percentage Collected
APRIL 2011 FY11	\$15,340,069	\$146,443	\$14,297,404	\$1,042,665	93.20%
APRIL 2010 FY10	\$15,144,804	156,051	14,251,072	893,732	94.10%

**Delinquent Collections**

2009	\$689,572	\$14,606	\$370,260	304,705	55.81%
2008	241,254	2,215	54,047	184,993	23.32%
2007	188,349	2,003	25,387	160,959	14.54%
2006	160,520	938	19,657	139,925	12.83%
2005	129,205	355	13,734	115,116	10.90%
2004	111,054	432	8,475	102,146	8.02%
2003	93,454	430	5,799	87,225	6.67%
2002	115,031	610	5,022	109,399	4.90%
2001	168,174	372	5,053	162,748	3.23%
2000	93,724	243	3,443	90,038	3.93%
<b>Total Delinquent Years</b>	<b>\$ 1,990,337</b>	<b>\$22,204</b>	<b>\$ 510,877</b>	<b>\$ 1,457,254</b>	

**Other APRIL Receipts**

County Penalties

\$ 15,279	\$ 159,144
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Landfill User Fees

\$ 19,741	\$ 1,126,186
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Municipalities

\$ 10,447	\$ 672,722
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Fire District Taxes

\$ 10,873	\$ 724,407
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Advance Taxes

\$ 10,446	\$ 10,505
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**APRIL GRAND TOTAL**

<b>\$ 235,433</b>	<b>\$ 17,501,245</b>
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*R Ed Mitchum*

R. Edwin Mitchum, Tax Collector

5/12/2011

Date

**Meeting Date: June 6, 2011**

**CONSENT AGENDA Item # 6D**

**SUBJECT: Request for Tax Releases**

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

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

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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# Request For Tax Releases Over \$100

Over \$100

6/6/2011

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

**ERROR CORRECTION RELEASES:**

FOX TONY	2010 29087 200	B10 48B	29776	\$ 120.74	PURCHASED MH IN 2010
HAYES SPRIG HEIRS	2001 19124 101	B10 39	33740	\$111.29	PROPERTY NOT THERE
HAYES SPRIG HEIRS	2002 19124 102	B10 39	34851	\$108.25	PROPERTY NOT THERE
HAYES SPRIG HEIRS	2003 19124 103	B10 39	36117	\$102.73	PROPERTY NOT THERE
KERR LAKE HOMES LLC	2009 31843 109	B1 60	22835	\$1,302.40	CLERICAL ERROR
KERR LAKE HOMES LLC	2010 31843 321	B1 60	22835	\$1,302.40	CLERICAL ERROR
KERR LAKE HOMES LLC	2009 31843 109	B1 61	22836	\$1,120.00	CLERICAL ERROR
KERR LAKE HOMES LLC	2010 31843 322	B1 61	22836	\$1,120.00	CLERICAL ERROR
KERR LAKE HOMES LLC	2009 31843 109	B1 62	22837	\$1,120.00	CLERICAL ERROR
KERR LAKE HOMES LLC	2010 31843 323	B1 62	22837	\$1,120.00	CLERICAL ERROR
KERR LAKE HOMES LLC	2009 31843 109	B1 63	22838	\$1,120.00	CLERICAL ERROR
KERR LAKE HOMES LLC	2010 31843 324	B1 63	22838	\$1,120.00	CLERICAL ERROR
KERR LAKE HOMES LLC	2009 31832 109	B1 64	22839	\$1,120.00	CLERICAL ERROR
KERR LAKE HOMES LLC	2010 31843 325	B1 64	22839	\$1,120.00	CLERICAL ERROR
ROBINSON WILSON HEIRS	2010 34910 311	L5 33	12109	\$102.51	LAND CAN'T BE FOUND PER MJ
ROBINSON WILSON HEIRS	2010 34910 311	L5 34	12109	\$102.51	LAND CAN'T BE FOUND PER MJ
ROBINSON WILSON HEIRS	2000 34910 100	L5 34	32823	\$103.56	LAND CAN'T BE FOUND PER MJ
ROBINSON WILSON HEIRS	2001 34910 100	L5 34	33864	\$190.67	LAND CAN'T BE FOUND PER MJ
ROBINSON WILSON HEIRS	2002 34910 102	L5 34	34979	\$177.35	LAND CAN'T BE FOUND PER MJ
ROBINSON WILSON HEIRS	2003 34910 103	L5 34	36251	\$180.95	LAND CAN'T BE FOUND PER MJ
ROBINSON WILSON HEIRS	2004 34910 104	L5 34	37643	\$174.46	LAND CAN'T BE FOUND PER MJ
ROBINSON WILSON HEIRS	2005 34910 105	L5 34	40501	\$164.62	LAND CAN'T BE FOUND PER MJ
ROBINSON WILSON HEIRS	2006 34910 106	L5 34	43817	\$154.78	LAND CAN'T BE FOUND PER MJ
ROBINSON WILSON HEIRS	2007 34910 107	L5 34	47167	\$144.95	LAND CAN'T BE FOUND PER MJ
ROBINSON WILSON HEIRS	2008 34910 108	L5 34	50732	\$147.13	LAND CAN'T BE FOUND PER MJ
ROBINSON WILSON HEIRS	2009 34910 109	L5 34	58055	\$110.97	LAND CAN'T BE FOUND PER MJ
RODWELL ANGELA	2000 6454 100		32597	\$263.18	NEVER OWNED MH
RODWELL ANGELA	2001 6454 101		32597	\$243.17	NEVER OWNED MH
WILLIAMS J RICHARD	2009 44906 109	C5 95	58232	\$205.32	LAND CAN'T BE FOUND PER MJ
WILLIAMS J RICHARD	2010 44906 313	C5 95	14126	\$189.12	LAND CAN'T BE FOUND PER MJ

**SUB-TOTAL ERROR CORRECTIONS:**

**\$14,663.06**

# County Manager approved Tax Releases Under \$100

Under \$100

6/6/2011

Date: 6/11/11

**ERROR CORRECTION RELEASES:**

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD #</u>	<u>AMOUNT</u>	<u>REASON</u>
HAYES SPRIG HEIRS	2000	19124 100	B10 39	32714	\$ 42.03	PROPERTY NOT THERE
HAYES SPRIG HEIRS	2004	19124 104	B10 39	37493	\$ 99.36	PROPERTY NOT THERE
HAYES SPRIG HEIRS	2005	19124 105	B10 39	40339	\$ 93.72	PROPERTY NOT THERE
HAYES SPRIG HEIRS	2006	19124 106	B10 39	43632	\$ 88.08	PROPERTY NOT THERE
HAYES SPRIG HEIRS	2007	19124 107	B10 39	46954	\$ 82.46	PROPERTY NOT THERE
HAYES SPRIG HEIRS	2008	19124 108	B10 39	50444	\$ 83.49	PROPERTY NOT THERE
ROBINSON WILSON HEIRS	2000	34910 100	L5 33	32822	\$ 15.61	LAND CAN'T BE FOUND PER MJ
ROBINSON WILSON HEIRS	2001	34910 101	L5 33	33863	\$ 22.31	LAND CAN'T BE FOUND PER MJ
ROBINSON WILSON HEIRS	2002	34910 102	L5 33	34978	\$ 21.00	LAND CAN'T BE FOUND PER MJ
ROBINSON WILSON HEIRS	2003	34910 103	L5 33	38250	\$ 20.67	LAND CAN'T BE FOUND PER MJ
ROBINSON WILSON HEIRS	2004	34910 104	L5 33	37642	\$ 20.58	LAND CAN'T BE FOUND PER MJ
ROBINSON WILSON HEIRS	2005	34910 105	L5 33	40500	\$ 19.38	LAND CAN'T BE FOUND PER MJ
ROBINSON WILSON HEIRS	2006	34910 106	L5 33	43816	\$ 18.18	LAND CAN'T BE FOUND PER MJ
ROBINSON WILSON HEIRS	2007	34910 107	L5 33	47166	\$ 17.00	LAND CAN'T BE FOUND PER MJ
ROBINSON WILSON HEIRS	2008	34910 108	L5 33	50731	\$ 16.79	LAND CAN'T BE FOUND PER MJ
ROBINSON WILSON HEIRS	2009	34910 109	L5 33	58054	\$ 13.13	LAND CAN'T BE FOUND PER MJ
WILLIAMS J RICHARD	2008	44906 108	C5 95	50824	\$ 64.07	LAND CAN'T BE FOUND PER MJ
YANCEY LINWOOD	2008	6977 108		55626	\$ 5.84	MH MOVED
YANCEY LINWOOD	2009	6977 200		30379	\$ 34.91	MH MOVED
YANCEY LINWOOD	2010	6977 200		30379	\$ 3.45	MH MOVED

**SUB-TOTAL ERROR CORRECTIONS:**

\$ 782.06

**MOTOR VEHICLE RELEASES:**

BUCKLEY PRESTON E	2010	5314 1449	JO2SSM	77127	\$6.99	HIGH MILEAGE
BUCKLEY PRESTON E	2010	5314 1598	YRN8985	77274	\$6.65	HIGH MILEAGE
BULLOCK CHARLIE PETTE	2010	5407 1905	WH8763	71904	\$3.28	JUNKED
CARTER RUFUS A	2010	7850 1976	ZPW5265	77654	\$53.70	SOLD
COLLINS JACKSON C JR	2010	3565 1539	LSX9546	64800	\$5.28	TRADED
DAVIS JOANNE A	2010	23952 1179	ZWX2119	75599	\$6.24	SOLD
DEGRANT ROBERT L	2010	11730 2561	YZW9375	70890	\$27.44	TRADED
DEGRANT ROBERT L	2010	11730 1449	RWX2102	21448	\$42.15	SOLD
EDWARDS MARLEEN D	2010	16131 1907	NWX8851	77585	\$68.00	SOLD
GARDNER EMILY T	2010	15505 1642	LNN4265	77320	\$13.50	SOLD
HAWKINS JONTE C	2010	20879 2319	PTA1967	77997	\$86.58	TRADED
HAWKINS NELSON LEE	2010	13428 1898	XNB3974	73488	\$37.45	TRADED
HENDERSON CAROLYN G	2010	19405 2119	SXT7145	73709	\$42.28	TOTALED
KILIAN JOHN K	2010	24101 1365	ZWS2443	71364	\$4.45	SOLD
LUCAS HAROLD E JR	2010	5462 2174	YYX6143	72173	\$52.00	HIGH MILEAGE
MANNING PAMELA EVANS	2010	9630 2226	VRJ2497	77904	\$48.72	RELEASED TO VANCE CO
RICHARDSON ARNIE SILVER	2010	33640 1784	KTA7458	65045	\$6.16	TOTALED
RICHARDSON KRISTIE L	2010	6902 2571	YWW7964	67539	\$52.15	REPOSSESSED
RICHARDSON LARRY W	2010	33819 2097	4L7099	77775	\$20.50	SOLD
RILEY TED ANDREW	2010	35500 1751	DC9431	74839	\$8.70	SOLD
VAZQUEZ NATHANIEL	2010	16135 2200	ZTD3651	72199	\$35.90	MOVED TO FL
VAZQUEZ CARMEN L	2010	16135 2044	XNB4920	75132	\$35.28	MOVED TO FL
WALKER SARAH COLLINS	2010	42206 1597	TWE2236	64858	\$4.33	TRADED
WEMYSS MACON T	2010	6847 1629	TSL4841	76049	\$73.52	TRADED
WETHINGTON MARK W	2010	8790 1497	XRD4016	77175	\$13.00	SOLD
WILLIAMS DELORIS DIANE	2010	4844 2145	ZYA9941	73735	\$54.11	TOTALED
WOLFGANG RICHARD E	2010	12905 1469	PYD1060	71468	\$9.48	SOLD

**SUB-TOTAL MOTOR VEHICLE RELEASES:**

\$817.84

**SUB-TOTAL CORRECTION RELEASES:**

\$ 782.06

**Total Releases**

**\$1,599.90**

**Meeting Date: June 6, 2011**

**Item # 7-A**

**SUBJECT: Finance Office**

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

**SUMMARY: Amendment # 12 - FY 2010-2011 Warren County Budget Ordinance**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE**

**2010/2011**

**Amendment No. 12**

**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:

Information Technology	20,688
Central Communications	133,447
<b>Total</b>	<b>\$ 154,135</b>

**Section 2** of the Warren County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Revenues:

Transfer from Other Funds - E911	142,635
Transfer from Other Funds - Meter Replacement Project	2,765
Fund Balance Appropriated	8,735
<b>Total</b>	<b>\$ 154,135</b>

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

Maintenance	832
Operating Expense Sewer	1,671
Project Reserves	610
<b>Total</b>	<b>\$3,113</b>

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

Misc Revenue	2,503
Transfer from Other Funds - Meter Replacement Project	<u>610</u>
<b>Total</b>	<b>\$3,113</b>

**Section 11. Expenditures** of the Warren County Budget Ordinance, pertaining to the District I Water System Enterprise Fund operations of the County, shall be amended as follows:

Maintenance	1,219
Water Purchases	2,447
Project Reserves	<u>14,640</u>
<b>Total</b>	<b>\$18,306</b>

**Section 12. Revenues** of the Warren County Budget Ordinance, pertaining to the District I Water System Enterprise Fund operations of the County, shall be amended as follows:

Misc Revenue	3,666
Transfer from Other Funds - Meter Replacement Project	<u>14,640</u>
<b>Total</b>	<b>\$18,306</b>

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

Maintenance	803
Operating Expenses Sewer	<u>1,611</u>
<b>Total</b>	<b>\$2,414</b>

**Section 14. Revenues** of the Warren County Budget Ordinance, pertaining to the District II Water System Enterprise Fund operations of the County, shall be amended as follows:

Misc Revenue	\$2,414
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**Section 15. Expenditures** of the Warren County Budget Ordinance, pertaining to the District III Water System Enterprise Fund operations of the County, shall be amended as follows:

Maintenance	119
Water Purchase	239
	<hr/>
<b>Total</b>	<b>\$358</b>

**Section 16. Revenues** of the Warren County Budget Ordinance, pertaining to the District III Water System Enterprise Fund operations of the County, shall be amended as follows:

Misc Revenue	\$358
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**Section 17. Expenditures** of the Warren County Budget Ordinance, pertaining to the Enhanced 911 System Fund operations of the County, shall be amended as follows:

Transfer to General Fund	142,635
Project Reserves	(104,795)
	<hr/>
<b>Total</b>	<b>\$37,840</b>

**Section 18. Revenues** of the Warren County Budget Ordinance, pertaining to the Enhanced 911 System Fund operations of the County, shall be amended as follows:

Fund Balance Appropriated	\$37,840
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**This amendment:**

- increases funding to the Information Technology Department for equipment. This Amendment also appropriates funds for website design which are no longer E911 eligible.

Funding Source: E-911 Funds

- increases funding to the Central Communications Department for equipment.

Funding Source: E-911 Funds

- appropriates \$2,503 to Regional Water System Enterprise Fund.

Funding Source: Surplus Property

- appropriates \$610 to Regional Water System Enterprise Fund.

Funding Source: Meter Replacement Project

- appropriates \$3,666 to District I Water System Enterprise Fund.

Funding Source: Surplus Property

- appropriates \$14,640 to District I Water System Enterprise Fund.

Funding Source: Meter Replacement Project

- appropriates revenues to District II Water System Enterprise Fund.

Funding Source: Surplus Property

- appropriates revenues to District III Water System Enterprise Fund.

Funding Source: Surplus Property

- Transfer Funds to the General Funds for E-911 eligible expenditures.

Funding Source: Fund Balance Appropriated - E911

Respectfully Submitted 06/06/2011

*Barry J. Mayo*

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Barry J. Mayo, Finance Director

**Meeting Date: June 6, 2011**

**Item # 7-B**

**SUBJECT: Finance Office**

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

**SUMMARY: Amendment # 13 - FY 2010-2011 Warren County Budget Ordinance**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE**

**2010/2011**

**(Amendment No. 13)**

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

Transfer to Other Funds – Soul City Pump Station	\$	<u>11,930</u>
<b>Total</b>	\$	<b>11,930</b>

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

Fund Balance - Appropriated	\$	<u>11,930</u>
<b>Total</b>	\$	<b>11,930</b>

This amendment corrects Sections numbers on Amendment No. 1 Regional Water Enterprise Fund adopted 05-02-2011.

Respectfully Submitted 06-06-2011

Barry J. Mayo

Barry J. Mayo  
Finance Officer

**Meeting Date: June 6, 2011**

**Item # 7-C**

**SUBJECT: Finance Office**

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

**SUMMARY: Amendment # 2 - Capital Project Ordinance Warren County Water & Sewer for the Meter Replacement Project**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE**  
**WARREN COUNTY WATER & SEWER**  
**FOR THE METER REPLACEMENT PROJECT**  
**(Amendment No.2)**

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

American Recovery and Reinvestment Act of 2009/Loan	(2,944)
American Recovery and Reinvestment Act of 2009/Grant	(2,944)
<b>TOTAL</b>	<b><u>(5,888)</u></b>

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

American Recovery and Reinvestment Act Loan/Grant Fees	7,421
Meters & Material Purchase	(3,639)
Engineering/Design	(13,229)
Engineering/Administration	(2,057)
Engineering/Construction Services	(2,732)
Administrative (non engineering)	(87)
Project Sign	(100)
Transfer to Other Funds - Regional Water Enterprise Fund	610
Transfer to Other Funds - District I Enterprise Fund	14,640
Transfer to Other Funds - General Fund	2,765
Closing Cost(s)	(7,421)
Construction Contingency	<u>(2,059)</u>
<b>TOTAL</b>	<b>(5,888)</b>

This amendment adjusts the budget to the actual cost of the project and closes the project.

Respectfully Submitted, 06/06/2011

*Barry J. Mayo*

Barry J. Mayo  
Finance Director

**Meeting Date: June 6, 2011**

**Item # 8-A**

**SUBJECT: Follow-up to Public Hearing – Revisions to Historic Preservation Ordinance – Design Guidelines**

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

**SUMMARY: Having held a required public hearing on Monday, June 6, 2011 at 5:15 pm to hear citizen comments regarding revisions to the Warren County Historic Preservation Ordinance – Design Guidelines, it is now presented for Board’s review and action.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:  
Recommend approval.**

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**NOTES:**

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**Meeting Date: June 6, 2011**

**Item # 8-B**

**SUBJECT: Follow-up to Public Hearing – Division of Community Assistance  
CDBG Grants**

**REQUESTED BY: Julie Reid, COG CDBG Grants Administrator**

**SUMMARY: Having held a required public hearing on Monday, June 6, 2011  
at 5:30 pm to hear citizen comments regarding DCA Community Development Block  
Grants, it is now presented for Board’s review and authorization to apply  
for CDBG grant funding.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

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**NOTES:**

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## **2011 CDBG Applications General Public Hearing**

*A general information public hearing required for any CDBG applications you may wish to consider for the current funding cycle. It is requested that the Board of Commissioners give authorization to apply for CDBG grant funding.*

*Thank you for allowing us to administer your CDBG program. We look forward to serving you in the coming grant year.*

**Meeting Date: June 6, 2011**

**Item # 8-C**

**SUBJECT: Follow-up to Public Hearing – 2010 CDBG Contingency  
Projects Water Hook-Up Program**

**REQUESTED BY: Julie Reid, COG CDBG Grants Administrator**

**SUMMARY: Having held a required public hearing on Monday, June 6, 2011  
at 5:45 pm to hear citizen comments regarding 2010 CDBG Contingency Projects  
Water Hook-Up Program, it is now presented for Board's review and action.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

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**NOTES:**

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## **2010 Contingency Grant Application-Water hookup**

Warren County completed all of the homes proposed for the 2008 Warren County Water Hookup Grant. The County then sought and obtained permission to treat several more homes. These too were completed and the grant was closed satisfactorily. As a result of timely completion of the 2008 grant and accomplishing more than was required, the County was offered the opportunity to apply for Contingency Funding. These funds have been de-obligated from other projects statewide where funds were not fully spent.

It was requested that the Board of Commissioners set a public hearing date for June 6, 2011, to hear comments from the public on the proposed project.

**The Board of Commissioners will be asked to authorize the submission of a grant in the amount of \$125,000 to hook residents of Warren County to the public water system.**

**Meeting Date: June 6, 2011**

**Agenda Item # 9-A**

**SUBJECT: Boards & Commissions**

**REQUESTED BY: Economic Development Commission**

**SUMMARY: On recommendation of the Economic Development Commission, it is presented to appoint three individuals to the Economic Development Commission for a three (3) year term expiring June 2014 (see attached). Statements of Interest to Serve from interested citizens are attached: R.Downey, V.Hunt, B.Richardson, K.Harris, E.Fleming, C.Lynch & D.Duxbury.**

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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## **Recommendations from EDC.**

### **Terms expire June 2014**

Carl D. Lynch	1 <sup>st</sup> term
Commissioner Downey	1 <sup>st</sup> term
Victor M. Hunt	1 <sup>st</sup> term

**Others expressing interest in serving: B.Richardson,  
K.Harris, E.Fleming & D.Duxbury.**

**Economic Development Commission (EDC)**

Term of Office: 3 Year Terms, expires June  
 Authority: NC GS 158-8, 158-15, HB 344  
 Membership: Appointed  
 Meeting Schedule: 3rd Monday in February, April, June,  
 August, October & December

Staff Liaison: Peggy Richardson, EDC Admin. Assistant  
 252-257-3114

Member	Position	Term
Brady Martin	Appointed	Aug08-Jun09 filled vacancy, June09-June2012
Carl Lynch, Temple-Inland	(Filled vacancy of T. Echols)	Mar07-Jun2011 Jun11-2014
Cathy Alston-Kearney, Warren Family Institute	Appointed	Aug08-May2011
David Hight, Jr.	Appointed	June 6011-June2014
Herbert R. Burrows	Appointed (1st term)	July09-June2012
John E. Alston	Appointed	Dec03-May08, Jul08-May2011
Peter J. Deschenes, Sr.	Appointed (4th term)	Sept04-Jun10, Jun10-Jun13
Robert F. Burton	Appointed (3rd term)	May02-Jun10, Jun10-Jun13
Sallie D. White	Appointed (2nd term)	Aug07-Jun10, Jun10-Jun13



## MEMO

TO: Mr. Barry Richardson, Chairman  
Warren County Board of Commissioners  
From: Benny Finch, Interim Director  
Date: May 23, 2011  
RE: Recommendation for EDC Board Appointments

At our meeting on May 16, 2011, the Directors of the Economic Development Commission voted to recommend the re-appointment of Carl Lynch, Human Resources Manager for Temple-Inland Petersburg, VA and Warren County, NC plants, to the Board of Directors of the Economic Development Commission, to serve his first three-year term. Mr. Lynch filled an unexpired term in 2010, which expires in June, 2011. His re-appointment will continue his industry representation and insight to the board, as well as human resources expertise as the board pursues hiring a director. If re-appointed his term would expire in June 2014.

Also at that meeting the board filled two additional vacancies being created by the ending of the terms of Cathy Alston-Kearney and John Alston. The EDC wishes to extend deep appreciation to these citizens for their dedication to our efforts.

The directors voted to recommend Mr. Victor Hunt, for agribusiness expertise, and Ms. Ruby Downey, Warren County Commissioner, for three-year terms which would expire in June 2014.

Attached, please find a current list of Directors, and all Statements of Interest to Serve received as of May 16, 2011. (Note: There were no other current Statements of Interest on file with the Clerk to the Board.)

RF/mr

**Warren County Economic Development Commission**

Board of Directors 2010-2011

501 US Hwy 501-Bus E/ PO Box 804  
Warrenton, NC 27589  
Voice: 252-257-3114 Fax: 252-257-2277Regular Meetings are Held on the 3<sup>rd</sup> Monday of Every Month at 4 P.M.  
in the EDC Office Conference Room at the Warren County Armory  
Civic Center**2011 Meeting Schedule: Jan 24, Feb 21, Mar 21, April 18, May 16, June 13, July 18, Aug 15, Sept 19, Oct 17, Nov 21, and Dec 19, 2011**

<u>Directors as of Dec. 2010</u>	<u>Appointed</u>	<u>Term(s) Served</u>	<u>Term Expiration</u>
Sallie White, Chair 528 S. Main Street Warrenton, NC 27589 252-257-5381 BB&T direct 252-257-3318 wk	8/07	(2 <sup>nd</sup> )	6/30/2013
John Alston, Secretary 710 Axtell/Ridgeway Road Norlina, NC 27563 252-456-2362 252-430-9529 mobile	12/03 (filled unexp. term) 5/05	(2 <sup>nd</sup> )	5/30-2011
Carl D. Lynch Temple-Inland PO Box 338/967 US Hwy 1 Manson, NC 27553 252-456-3111 wk	6/10 (filled unexp. term)		5/30/2011
Peter J. Deschenes 136 Holly Point Littleton, NC 27850 252-586-3144	9/04 6/07	(3 <sup>rd</sup> )	6/30/2013
Robert Burton 114 US #1 South Norlina, NC 27563 252-456-4842 252-432-1438 mobile	5/02 (filled unexp. term) 6/04 6/07		6/30/2013
Brady Martin Halifax EMC PO Box 667 Enfield, NC 27823 252-445-5111 Wk	8/08 6/09		5/30/2012
Cathy Alston-Kearney 217 Church Street Warrenton, NC 27589 252-257-5756 HM 252-257-1134 Wk	8/08		5/30/2011
Herbert R. Burrows PO Box 761 Norlina, NC 27563 252-456-2406 wk	7/09		6/30/2012
David M. Hight, Jr. 204 Theo Robertson Road Macon, NC 27551 252-257-1261 252-213-1083 Wk	5/11		6/30/2014



**Statements of Interest to Serve  
are available from Clerk to the Board at  
(252) 257-3115 or  
[adunlap@co.warren.nc.us](mailto:adunlap@co.warren.nc.us).**

**Meeting Date: June 6, 2011**

**Agenda Item # 9-B**

**SUBJECT: Boards & Commissions**

**REQUESTED BY: ABC Commission**

**SUMMARY: On recommendation of the ABC Commission, it is presented to re-appoint Karl Hehl to the ABC Commission, for a 6<sup>th</sup> three (3) year term expiring June 2014.**

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**May 26, 2011**

**At the May 12, 2011 meeting of the ABC Board, the Board voted unanimously to recommend reappointment of Karl F. Hehl, Jr. to another term on the Warren County ABC Board.**

**Should you have any questions or require more information, please let me know.**

**Thank you,**

**Susan W. Brown,  
Finance Officer**

# ABC Commission

Term of Office: Appointed June every 3 years  
 Authority: Chapter 18B, Article 7,  
 Section 18B  
 Membership: Appointed  
 Responsibilities:  
 Meeting Schedule: 4th Monday monthly  
 Staff Liaison: Chairman Karl Hehl,


Member	Position	Term
Clarence E. Jones	1st Term	Apr08-Jun10, June10-June2013
Karl Hehl	Appointed – 6 <sup>th</sup> term	Oct96-June08/June08-June2011, June11-June2014
Susan Brown	Finance Officer	
Wilford E. Exum	Appointed (4th term)	June 93 - Sept 01, June 03 - June09, June09-June2012

**Meeting Date: June 6, 2011**

**Agenda Item # 10-A**

**SUBJECT: 2010 CDBG Scattered Sites Housing Project**

**REQUESTED BY: Julie Reid, COG CDBG Grants Coordinator**

**SUMMARY: It is presented to award bid for 1929 Licksillet Rd CDBG Scattered Site Housing Project to the lowest responsible bidder. Authorize Chairman's signature.**

**Recommended pending license & insurance verification: Clement Construction \$87,210.**

**FUNDING SOURCE: CDBG Scattered Site Housing Grant**

**APPLICABLE GENERAL STATUTE:**

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval pending licensing and insurance verifications .**

**NOTE**

May 26, 2011

Memorandum to: Barry Richardson, Chairman of the Board  
From: Karen Foster, CD Planner, Kerr-Tar Regional COG  
Regarding: 05/26/2011 CDBG Scattered Site Bid Opening

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

COUNTY: WARREN		BID TABULATION			
PROJECT NAME: 2008 SCATTERED SITE					
DATE	ADDRESS	ADDRESS	ADDRESS	ADDRESS	ADDRESS
05/26/2011	1929 Licksillet Rd.				
STAFF ESTIMATE					
CONTRACTOR/COMPANY NAME	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT
Clement Construction	\$87,210.00				
Humphries Construction	\$94,449.00				
Dickerson Building	\$93,400.00				
DB Williams	\$89,810.00				

Present:  
Angelena Kearney-Dunlap  
Kendra Jensen

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

1929 Licksillet Road, Warrenton: Clement Construction: \$87,210.00

If for some reason the contractor recommended above fail to enter into a binding contract or we find that the bid is not a responsible bid for the project, it is hereby authorized to use the 2<sup>nd</sup> lowest bidder. Should the above fail, the properties in question will be re-bid.

BID AWARD APPROVAL: Recommended: \_\_\_\_\_ Date  
Barry Richardson, Chairman of the Board

License Year

2011

License No.

61660

# North Carolina

## Licensing Board for General Contractors

This is to Certify That:

Clement Construction Company Inc.  
Timberlake, NC

is duly registered and entitled to practice  
**General Contracting**

Limitation: Limited  
Classification: Building

until

December 31, 2011

when this Certificate expires.

Witness our hands and seal of the Board.

Dated, Raleigh, N.C.

January 1, 2011

This certificate may not be altered.



*[Signature]*  
Chairman

*[Signature]*  
Secretary-Treasurer

# ACORD<sup>TM</sup> CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/20/2010

<b>PRODUCER</b> The Insurance Pros. Inc. 3200 Crossdelle Dr. Suite 603 Durham NC 27706		(819)294-6613 THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
<b>INSURED</b> Clement Construction Company, Inc 167 Foxcroft Drive Timberlake, NC 27683		<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
		INSURER A	Erie Insurance Exchange
		INSURER B	Erie Insurance Exchange
		INSURER C	
		INSURER D	
		INSURER E	Erie Insurance Exchange

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURANCE LETTER NUMBER	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	Q321520989	8/15/2010	8/15/2011	EACH OCCURRENCE \$ 1000000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				DAMAGES TO RENTED PREMISES (PER OCCURRENCE) \$ 1000000 MEDICAL EXPENSE (PER OCCURRENCE) \$ 5000 PERSONAL & AD-&ALTS (PER OCCURRENCE) \$ 1000000 GENERAL AGGREGATE \$ 2000000 PRODUCTS - COMPLETION \$ 2000000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Q081630746	8/15/2010	6/16/2011	COMBINED SINGLE LIMIT (PER OCCURRENCE) \$ 1000000
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				BODILY INJURY (PER OCCURRENCE) \$ BODILY INJURY (PER ACCIDENT) \$ PROPERTY DAMAGE (PER OCCURRENCE) \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY \$ AGGREGATE \$55000
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ALL PROPRIETOR/PARTNER/EXECUTIVE OFFICER/NUMBER EXCLUDED? USE RETIREMENT/SPECIAL PROVISIONS below	Q921000576	08/10/2010	08/10/2011	<input checked="" type="checkbox"/> DISEASE - EMPLOYEE \$ <input type="checkbox"/> EACH ACCIDENT \$ 100,000 <input type="checkbox"/> DISEASE - EMPLOYEE \$ 100,000 <input type="checkbox"/> DISEASE - POLICY LIMIT \$ 500,000
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

## CERTIFICATE HOLDER

Kent Ter Regional Council Of Government  
 PO Box 709  
 Henderson, NC 27538

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL \_\_\_\_\_ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.  
 AUTHORIZED REPRESENTATIVE

**Meeting Date: June 6, 2011**

**Agenda Item # 10-B**

**SUBJECT: 2010 CDBG Scattered Sites Housing Project**

**REQUESTED BY: Julie Reid, COG CDBG Grants Coordinator**

**SUMMARY: It is presented to award bid for 110 White Rock Church Rd CDBG Housing Project to the second lowest responsible bidder due to the declination of the award by the first lowest responsible bidder due to time constraints. Authorize Chairman's signature.**

**Recommended pending license and insurance verification: DB Williams \$82,075.**

**FUNDING SOURCE: CDBG S**

**APPLICABLE GENERAL STATUTE:**

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval pending licensing and insurance verifications.**

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**NOTE**

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License Year

2011

License No.

12657

# North Carolina

## Licensing Board for General Contractors

This is to Certify That:

D. B. Williams Construction Co., Inc.  
Oxford, NC

is duly registered and entitled to practice

## General Contracting

Limitation: Unlimited  
Classification: Building

until

December 31, 2011

when this Certificate expires.

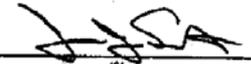
Witness our hands and seal of the Board.

Dated, Raleigh, N.C.

January 1, 2011

This certificate may not be altered.



  
Chairman

  
Secretary-Treasurer

Client#: 142303 20DBWIL  
**ACORD CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
 03/18/11

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>BB&amp;T Insurance-Asura</b> Post Office Box 13941 Research Triangle Park Durham, NC 27709	CONTACT NAME: PHONE (A/C, No, Ext): <b>919 281-4500</b> FAX (A/C, No): <b>887468761</b> E-MAIL: ADDRESS: PRODUCER CUSTOMER ID #:
INSURED <b>D.B. Williams Construction Company, Inc</b> P.O. Box 1302 Oxford, NC 27565	INSURER(S) AFFORDING COVERAGE INSURER A: <b>Builders Mutual Insurance Compa</b> NAIC # <b>10844</b> INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

RISK	TYPE OF INSURANCE	ADDL. SUBR. INSR. INFO.	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL. AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		CPP00722409	01/01/2011	01/01/2012	EACH OCCURRENCE <b>\$1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) <b>\$100,000</b> MED EXP (Any one person) <b>\$5,000</b> PERSONAL & ADV INJURY <b>\$1,000,000</b> GENERAL AGGREGATE <b>\$2,000,000</b> PRODUCTS - COM/OP AGG <b>\$2,000,000</b> \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> Drive Other Car		CAP000380109	01/01/2011	01/01/2012	COMBINED SINGLE LIMIT (Ea accident) <b>\$1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10000		UMB000207409	01/01/2011	01/01/2012	EACH OCCURRENCE <b>\$2,000,000</b> AGGREGATE <b>\$2,000,000</b> \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y N/A	WCP002615009	01/01/2011	01/01/2012	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT <b>\$1,000,000</b> E.L. DISEASE - EA EMPLOYEE <b>\$1,000,000</b> E.L. DISEASE - POLICY LIMIT <b>\$1,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--------------------	--

**Meeting Date: June 6, 2011**

**Agenda Item # 11**

**SUBJECT: Warren County Employees Group Health/Dental Benefits Insurance**

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

**SUMMARY: At the Board's request, the Employees Group Health/Dental Benefits insurance was bid by our Agent, BB&T Insurance. The following major health insurance providers declined to bid on our policy due to their rates not being competitive with our BCBS renewal quotes and one provider also could not match our 5-Tier Rate structure or plan designs:**

**United HealthCare – Declined to Quote – Rates not Competitive**

**Cigna – Declined to Quote – Rates not Competitive**

**WellPath, A Coventry Healthcare Plan – Declined to Quote – Rates not Competitive & could not match our 5-Tier Rate Structure or plan design.**

**Blue Cross/Blue Shield Renewal Quotes are attached for the Board's Consideration to award the contract for FY 12 Group Health/Dental Benefits Insurance.**

**FUNDING SOURCE: General Fund**

**APPLICABLE GENERAL STATUTE:**

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of BCBS revised single option final quote with plan revisions for Group Medical (3% increase); and revised final alternate quote with plan revisions for Dental (1.36% increase for FY 12.**

Research Triangle Region  
4309 Emperor Boulevard, Suite 300  
Durham, NC 27703  
P.O. Box 13941  
Research Triangle Park, NC 27709  
(919) 281-4500  
Toll Free (800) 672-1674  
Fax (888) 746-8761

May 25, 2011

Mrs. Linda Worth  
Warren County  
105 South Front Street  
Warrenton, NC, 27589

**RE: Warren County July 2011 Medical and Dental Renewal**

Dear Linda;

Thank you for allowing BB&T Insurance Services, Inc. to manage your employee benefits plan over the past year.

At the request of Warren County, we did go out to bid on behalf of Warren County and requested quotes from the following carriers:

United Healthcare  
Cigna  
WellPath, A Coventry Healthcare Plan

United declined to quote immediately, Cigna followed after more careful consideration and WellPath initially presented us with a quote, however, their rates were not competitive and they could not match your current 5-Tier Rate structure or plan designs so they decided to withdraw their bid and Decline to Quote. Letters to this effect are included in this package.

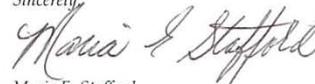
As discussed, I am enclosing copies of the final renewal rates for your BCBS Medical and Dental July 1, 2011 Renewal.

In retrospect, your BCBS renewal increase for your July 1, 2011 renewal was at 19.6%; however, we have been able to negotiate your renewal to 8.8% with no plan changes. Additional savings can be made with plan changes if Warren County should decide to do so.

Your Dental renewal was initially at 48.1%; however we have been able to negotiate this amount also to 15.08% with no plan changes. Additional savings can be made with plan changes if Warren County should decide to do so.

Linda, thank you for being a valued client and we look forward to discussing this with you and working towards a mutually agreeable 2011 Renewal.

Sincerely,



Maria E. Stafford  
Account Executive  
BB&T Insurance Services

C: C. Kelly Upchurch III

RECEIVED

MAY 26 2011

## Market Responses

May 1, 2011

**Entire document is  
available from Clerk  
to the Board at  
(252) 257-3115**

**or**

**[adunlap@co.warren.nc.us](mailto:adunlap@co.warren.nc.us)**

Carrier	Coverage Requested	Response
BCBS of NC	Medical Renewal	Renewal Received
BCBS of NC	Medical Alternates	Alternates Received
BCBS of NC	Dental Renewal	Renewal Received
BCBS of NC	Dental Renewal	Alternates Received
United Healthcare	Medical Alternates	Declined To Quote
Cigna Healthcare	Medical Alternates	Declined To Quote
WellPath, A Coventry Health Care Plan	Medical Alternates	Declined To Quote
Ameritas	Dental Alternate	Alternates Received- Rates not Competitive
Lincoln Financial	Dental Alternate	Alternates Received- Rates not Competitive
Mutual of Omaha	Dental Alternate	Alternates Received- Rates not Competitive
MetLife	Dental Alternate	Alternates Received- Rates not Competitive

Meeting Date: June 6, 2011

Agenda Item # 12

**SUBJECT:** Warren County General Liability/Property/Public Officials & Workers Compensation Insurance

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

**SUMMARY:** The General Liability/Property/Public Officials & Workers Compensation insurance was bid by our Agent, BB&T Insurance. Attached is a bid tabulation of quotes received. One Beacon Insurance declined to quote. Proposals from Argonaut/Key Risk, Travelers/Synergy and NCACC Risk Management Pools are available for review.

**FUNDING SOURCE:** General Fund

**APPLICABLE GENERAL STATUTE:**

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

**COUNTY MANAGER'S RECOMMENDATION:**

**It is recommended to award the contract for FY 12 for these insurance coverages to our current carriers, Argonaut (General Liability/Property/Public Officials) and Key Risk (Workers Compensation) at a combined renewal cost of \$342,053.**

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**Proctor Owen Agency**

935 Park Avenue  
P.O. Box 460  
Roanoke Rapids, NC 27870-0460  
(252) 537-1151  
Fax (252) 537-5811

May 31, 2011

Linda Worth

After securing proposals from various other carriers, I am glad to say that our existing carriers, Argonaut & Key Risk, are considerably cheaper than the others. While the workers comp is up somewhat due to North Carolina increasing the rates on several of the governing classifications, Key Risk remains significantly lower than the other work comp carriers. Synergy was the closest in price, but was still \$34,000 higher. The property and casualty rates remained flat but there was a small increase in premium due to some property value adjustments and additions.

The liability limits remain at \$2 million this year through a combination of \$1 million underlying and \$1 million excess. With the \$1 million reduction in the underlying coverages, the liability premiums were reduced approximately \$11,700 to pay for the excess which is \$10,404. Each line of liability does have its own separate limit under the excess, so the coverage has not changed.

We are pleased to once again confirm Argonaut and Key Risk have some of the best pricing to go along with their specialized coverages and expertise in the Public Entity arena.



Wayne Brown

## Premium Summary

### WARREN COUNTY

Coverage	Argonaut/ Key Risk	Travelers/ Synergy	One Beacon	NCACC
Property	40,922	32,120	Declined	42,261
General Liability	23,071	23,521		9,786
Public Officials	13,043	5,081		9,228
Employment Practices Liability	Inc. in Public Officials	20,935		7,047
Law Enforcement	22,383	30,658		33,554
Auto	42,881	40,141		54,360
Inland Marine	3,016	4,225		Inc in Prop
Crime	4,584	1,034		774
Excess Liability	10,404*			
Work Comp	181,749	215,000	Declined	235,037
<b>Total</b>	<b>342,053</b>	<b>372,715</b>	<b>Declined</b>	<b>392,047</b>

\*This year Argonaut has changed the each occurrence/claim limit from \$2 million to \$1 million and a \$1 million excess liability policy has been added. The coverage has not been changed because each line of liability has its own separate limit under the excess liability.

Message

**Roberts, Carolyn**

**From:** Vasquez, Mary [MVasquez@OneBeacon.com]  
**Sent:** May 19, 2011 9:44 AM  
**To:** Roberts, Carolyn  
**Cc:** Byrom, David P.  
**Subject:** RE: Warren County #secure#  
 Carolyn,

Thank you for considering OBGR as your market for Warren County. Per our conversation, we are going to take a pass on this one based for underwriting reasons and time restraints.

We will be happy to take another look next term.

Regards,

**Mary Vasquez** CIC, Senior Underwriter | **OneBeacon Government Risks**  
 tel: 781.332.8527 | [onebeacongov.com](http://onebeacongov.com)

Submit new business to: [obgrnewbusiness@onebeacon.com](mailto:obgrnewbusiness@onebeacon.com)  
 Submit endorsement to: [obgrendorsements@onebeacon.com](mailto:obgrendorsements@onebeacon.com)  
 Submit claims to: [obclaim@onebeacon.com](mailto:obclaim@onebeacon.com)

-----Original Message-----

**From:** Carolyn Roberts [mailto:ime\_mailer.4-5432862-3927011-LUW6THH2@securemessage.bbandt.com] **On Behalf Of** Carolyn Roberts  
**Sent:** Monday, April 25, 2011 12:50 PM  
**To:** OBGR Newbusiness  
**Subject:** Warren County #secure#



**Dear Valued Client,**

This email notifies you that you have received a secure electronic message from **Carolyn Roberts** at **BB&T Client Service Agent II**.

Please view this message at your earliest convenience by clicking this button:



This message will be available until Wednesday May 25, 2011 at 14:51:31 EST.

If you did not expect this message or you would like to verify its authenticity please contact **Carolyn Roberts** at 252-537-5733

**Having trouble?**

If clicking the "View Message" button above does not automatically launch your web browser and take you to view message, then follow these steps:

**Meeting Date: June 6, 2011**

**Agenda Item # 13-A**

**SUBJECT: Senior Center & DSS Aging Programs**

**REQUESTED BY: Arnetta Yancey, Director-Warren County Senior Center**

**SUMMARY: Approve FY 2012 Home & Community Care Block Grant for Older Adults County Funding Plan.**

**FUNDING SOURCE: HCCBG Funds & General Fund Match**

**APPLICABLE GENERAL STATUTE:**

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

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**NOTE**

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## **2012 Home & Community Care Block Grant Proposed Funding Plan**

**Entire document is available from Clerk to  
the Board at (252) 257-3115 or  
[adunlap@co.warren.nc.us](mailto:adunlap@co.warren.nc.us).**

**Meeting Date: June 6, 2011**

**Agenda Item # 13-B**

**SUBJECT: Senior Center**

**REQUESTED BY: Arnetta Yancey, Director-Warren County Senior Center**

**SUMMARY: Award Bid for Senior Center Nutrition Program. Recommended to award to Moms Meals (the only bidder) at \$5.85 per meal for Congregate and Home-Delivered Meals. A savings in total cost is estimated to be \$10,532 in FY 12. See attached memorandum.**

**FUNDING SOURCE: HCCBG**

**APPLICABLE GENERAL STATUTE:**

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend bid for Senior Center Nutrition Program be awarded to Moms Meals at the stated cost per meal.**

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**NOTE**

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**32 page bid  
packet  
from  
Moms  
Meals has  
been  
provided in  
separate  
e-mail.**



**Warren County Senior Center**

*Arnetta Yancey, Director*

*ayancey@co.warren.nc.us*

*435 West Franklin Street*

*Warrenton, NC 27589*

Phone: (252) 257-3111

Fax: (252) 257-0154

## Memo

**To:** Warren County Board of Commissioners , Warren County  
Manager, and Clerk to the Board of Commissioners

**From:** Arnetta M. Yancey, Director

**Date:** 5/25/2011

**Re:** Award Bid for Warren County Senior Center Nutrition Program

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Bids were received for the Warren County Senior Center Nutrition Program and opened on Wednesday, May 25, 2011 at 10:00 a.m.

Notices of Nutrition Bids were posted on Monday, May 16, 2011 and ran in the Warren Record on May 18, 2011. Request for proposals were sent out to the following:

Warren County Schools Nutrition Program  
Moms Meals                      Bluedog Associates  
Bateman Senior Meals      Golden Cuisine  
Morrison Healthcare

There was only one bid received, which was from Moms Meals.

Moms Meals cost of \$5.85 includes ready to heat meals and delivery costs. Five (5) meals would be delivered to each client on Monday's by FedEx and



## **Warren County Senior Center**

*Arnetta Yancey, Director*

*ayancey@co.warren.nc.us*

*435 West Franklin Street*

*Warrenton, NC 27589*

Phone: (252) 257-3111

Fax: (252) 257-0154

# Memo

weekly count for congregate meals on each Monday to the Senior Center by FedEx.

The current nutrition program at the center is congregate (hot meal 5 days a week at Center), home-delivered (hot meal 5 days a week delivered by volunteer drivers to 65 clients), and week-end meals (shelf meals delivered on Fridays to 65 clients). We currently have nine (9) routes and six (6) volunteer drivers. Due to rising cost of gas, we have lost volunteer drivers and have been recruiting for the past three months. The total cost of operating the nutrition program not including staff for this current year is \$147,422.00. Total meal cost for congregate and home delivered is \$93,422.00, meal cost for weekend meals is \$16,000.00, and mileage reimbursement for volunteer drivers is \$38,000.00. Nutrition site manager and all volunteer drivers are trained annually on food safety and how to check temperatures properly. The Nutrition Site Manager is required to check temperatures daily of meals delivered to the Center and verify food received is according to menu approved. Nutrition Site Manager and Director reassess each home-delivered meal client every six months and every other six months make a home visit. Administrative Assistant is required every twelve months to reassess congregate clients and update files and system.



**Warren County Senior Center**

*Arnetta Yancey, Director*

*ayancey@co.warren.nc.us*

*435 West Franklin Street*

*Warrenton, NC 27589*

Phone: (252) 257-3111

Fax: (252) 257-0154

# Memo

The proposed revised nutrition program total cost for FY 2011-2012 including meal and delivery for Congregate is \$38,025.00 and for Home-Delivered is \$98,865.00. The savings in cost is \$10,532.00 and the program would be more manageable.

Due to receiving only one bid, I contacted Diane Cox, AAA Executive Director for our region and Audrey Edmisten, NC DHHS. Ms. Cox informed me per Timothy Baynes with the Kerr-Tar Regional Council of Governments, according to state guidelines we did not need to receive more than one bid to award. Audrey informed me by email, per Gary Cyrus, DAAS Finance Officer, we can award the bid.

My request is submitted to award the bid to Moms Meals.

Company	Congregate Meals	Home-Delivered Meals
Moms Meals	5.85	5.85



866.204.6111  
orders@momsmeals.com

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*"I'm immensely satisfied with your service. The meals have been delectable! The directions to heat them are very clear and easy to understand and follow. They are delivered with no problems" - Jerry A.*

*"Thank you for your meals, which helped to control my diabetes. Instead of taking insulin shots everyday, with your meals, I have only taken 3-5 shots a month. My doctor is ecstatic." - Linda S.*



1  
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2  
FRESH Delivery

3  
Heat & Eat!

## ORDER

Mom's Meals is a USDA inspected and approved FRESH food preparation and delivery service dedicated to providing great tasting, FRESH meals to seniors and the disabled.

Phone 866.204.6111  
Fax 515.382.3789  
Mail 718 SE Shurfine Dr.  
Ankeny, Iowa 50021  
Email orders@momsmeals.com  
Web www.momsmeals.com



**Meeting Date: June 6, 2011**

**Agenda Item # 14**

**SUBJECT: Monument to Equality Committee**

**REQUESTED BY: Clerk to the Board**

**SUMMARY: It is presented to adopt By-laws relative to the conduct for above referenced committee.**

**Please note resolution creating Monument to Equality Committee stipulated representation from the local NAACP on the committee. The local NAACP is inactive at this time, therefore appointments from same will be delayed until NAACP is reactivated.**

**FUNDING SOURCE: N/A**

**APPLICABLE GENERAL STATUTE:**

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

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**NOTE**

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Warren County

**Monument to Equality  
Steering Committee  
By-Laws**

**ARTICLE I - Name**

The name of this Committee shall be the Warren County Monument to Equality Steering Committee (the Steering Committee).

**ARTICLE II - Purpose**

Based upon “**Resolution Authorizing Monument to Equality**” adopted May 2, 2011, this project is established to encourage countywide efforts to promote equality among all races, ethnic and social groups within the boundaries and proximity of Warren County.

**ARTICLE III – Goals & Objectives**

The overriding goal of the Steering Committee is to raise funds to support efforts, plan strategies and coordinate volunteers to support the design and development of a Monument to Equality that will be erected at a suitable location on the County’s Courthouse Square.

**ARTICLE IV – Accountability**

The Steering Committee shall report to the Warren County Board of Commissioners (the Board) on a quarterly basis and on other occasions as requested by the Board.

**ARTICLE V - Membership**

The Steering Committee shall consist of eleven members:  
Commissioner District 1 representative: Charles Haywood  
Commissioner District 2 “  
Commissioner District 3 “  
Commissioner District 4 “  
Commissioner District 5 “  
Arts Council representative “

Local NAACP representative  
Haliwa-Saponi Tribe representative  
Hispanic Community representative  
Historic Preservation Committee representative  
Community-At-Large representative

### **ARTICLE VI - Governing Body**

- 1.Appointment: The members of the Steering Committee shall be selected by the agency/ organization for which they are representing and recommended to the Warren County Board of Commissioners for appointment.
- 2.Vacancies: Should a member of the Steering Committee that represents an appointed organization vacate the position, the organization which they are representing shall designate a replacement, within 15 days of notification. Chair of the Steering Committee shall contact the agency to notify of vacancy and receive information on new appointee.
- 3.Consensus/Voting: A quorum shall consist of **one-third** of voting members. Decision(s) shall be made by consensus; if consensus cannot be reached the chair will take a vote where a majority vote shall prevail. Should an appointed member not be able to attend a Steering Committee meeting, a pre-designated alternate from the appointing organization may attend with full voting privileges.
- 4.Meetings: The Steering Committee shall have no less than four (4) meetings per year until project conclusion. The Steering Committee shall invite the public to attend every meeting and shall give a summary overview to the public at conclusion of project. Notice of meetings involving consensus building (or vote) shall be sent to the Steering Committee Members at a minimum of 10 days in advance. A calendar of meetings shall be adopted and circulated to all members and interested public. Radio and Newspaper shall be used to generate public interest in attending meetings.
- 5.Meeting Attendance: After a voting member (or designee) has missed two consecutive meetings, the Steering Committee Secretary under direction of the Chairman shall send written notification of the continued obligation as an active member of the steering committee and if that member/organization deems it necessary to appoint another member (and/or designee) to the committee, such member shall be named within fifteen (15) days. If no appointment is made the Steering Committee shall act upon the removal of such member and/or organization.

## **ARTICLE VII - Officers**

1.Chairman: There shall be one Chairman of the Steering Committee. The Chair shall preside over meetings, authorize calls for special meetings and in general perform the duties of the presiding officer. The Chair serves on all ad-hoc and subcommittees.

Vice-Chairman: There shall be one Vice-Chairman of the Steering Committee. The Vice Chair shall preside in the absence of the Chairman.

Recording Secretary: Shall take minutes of the Steering Committee meetings and make the minutes available to the full committee at least ten (10) days before the next scheduled meeting.

Treasurer: Shall maintain an accurate record of expenditures and report to the steering Committee at each meeting and/or as requested by Chairman or majority of the Steering Committee.

1.Term of Officers: Each officer serves at the will of the majority of the Steering Committee.

2. Vacancy: in the event of a vacancy in the office of chairman, vice-chairman, recording secretary and/or treasurer, a special election to replace said officer will be held at the next regular meeting following the recognized vacancy.

## **ARTICLE VIII – Committees**

1.Creation: The Steering Committee can establish and abolish ad-hoc committees by a majority vote. Ad-hoc committees shall consist of at least one steering Committee member serving as the chair or co-chair and may consist of members of the community interested in assisting in the fulfillment of the goals and objectives as outlined by this project.

2.Members: All standing committees shall include but are not limited to at least one member from the Steering Committee.

3.Standing Committees: It shall be the duty of the Steering Committee to establish the following permanent committees and appoint its members:

- Executive Committee: Chairman, Vice-Chairman, Secretary, Treasurer, a random member of Steering Committee and County liaison

- Fundraising: Chairman, Treasurer, random member of Steering Committee, Banking representative and one (1) community representative

- Public Relations: Chairman, Secretary, one (1) representative from Chamber of Commerce, and one (1) community representative
  - Monument Design Committee: Vice-Chairman, a random member of the Steering Committee, two (2) representatives from the Arts Council, and Representative from Commissioner District I
  - Other Standing Committees as deemed necessary by a majority of the Steering Committee
- 1.Meetings: Standing committee meetings may be held as deemed by the subcommittee chairman and/or a majority of the standing committee members.

### **ARTICLE IX – Amendments to these By-Laws**

These By-Laws may be amended at any regular meeting of the Steering Committee at which a quorum is present, by a consensus (majority vote if consensus cannot be reached) of the members present, after having circulated amendments to full Steering Committee 30 days prior. The Warren County Board of Commissioners shall have final approval authority of any proposed amendments to these By-Laws.

Adopted by Warren County Monument to Equality Steering Committee \_\_\_\_\_, 2011.

Signed: \_\_\_\_\_  
Steering Committee Chairman

Adopted by the Warren County Board of Commissioners, June 6, 2011.

Signed: \_\_\_\_\_  
Barry Richardson, Chairman

**Meeting Date: June 6, 2011**

**Agenda Item # 15**

**SUBJECT: Resolution in Support of House Bill 472  
Electronic Meeting Notification**

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

**SUMMARY: In an effort to reduce advertising costs, it is requested the Board of Commissioners lend support to this effort by adopting the attached resolution**

**FUNDING SOURCE:**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

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**NOTE**

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## RESOLUTION IN SUPPORT OF HOUSE BILL 472 ELECTRONIC MEETING NOTIFICATION

**WHEREAS**, North Carolina General Statute 143-318.12 specifies that all official meetings of a public body must be noticed to the public; and

**WHEREAS**, the cost to publicly notice official meetings in newspapers of general circulation may be prohibitively expensive for some bodies; and

**WHEREAS**, significant portions of the general public now use websites, email, Facebook, Twitter, and other forms of electronic media to keep informed about news and events; and

**WHEREAS**, the United States Census Bureau reports that as of 2009 62 percent of American households have internet access in their homes and the numbers are steadily increasing; and

**WHEREAS**, House Bill 472, “A Bill to Allow All Cities and Counties to Give Electronic Notice”, would allow for electronic meeting notification in lieu of or in addition to advertising in a newspaper of general circulation;

**NOW, THEREFORE, BE IT RESOLVED** that the County of Warren supports House Bill 472 and encourages other counties and municipalities to do the same.

Adopted on this the 6th day of June 2011.

ATTEST:

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

\_\_\_\_\_  
Barry Richardson, Chairman  
Warren County Board of Commissioners

## BILL DRAFT 2011-LB-193A [v.3] (11/24)

(THIS IS A DRAFT AND IS NOT READY FOR INTRODUCTION)

3/13/2011 10:56:22 AM

Short Title: City/County Electronic Notice.

(Public)

Sponsors: Representative McGrady.

Referred to:

- 1 A BILL TO BE ENTITLED  
2 AN ACT TO ALLOW ALL CITIES AND COUNTIES TO GIVE ELECTRONIC NOTICE.  
3 The General Assembly of North Carolina enacts:  
4 **SECTION 1.** Chapter 160A of the General Statutes is amended by adding a new  
5 section to read:  
6 **"§ 160A-81.2. Electronic Notice.**  
7 (a) The governing body of a city may adopt ordinances providing that any notice it is  
8 required by law to publish, whether under G.S. 1-597 or under any other general law or local  
9 act, may in lieu of or in addition to such notice be published as provided by this section. The  
10 ordinances may cover all notices required to be published or a selected class or classes.  
11 (b) Any notice published under subsection (a) of this section shall meet the following  
12 requirements, which are mandatory and not directory:  
13 (1) The notice is published on the city's Internet web site no later than the time  
14 that publication is required under the applicable statute.  
15 (2) The city's website contains on its main or index page links to all notices, or a  
16 link to another page with links to notices.  
17 (3) Notices and links to notices on the city's website must be maintained there  
18 for at least one year after publication.  
19 (4) The city must print a copy of the notice and file it in the notice book  
20 provided by G.S. 160A-78.1.  
21 (c) If the Secretary of State or other State agency maintains an electronic repository of  
22 notices published under this section, the city shall transmit a copy of the notice for filing in the  
23 electronic repository.  
24 (d) Ordinances adopted pursuant to this section shall not supersede any State law or  
25 local act that requires notice by mail to certain classes of persons or the posting of signs on  
26 certain property."  
27 **SECTION 2.** Chapter 160A of the General Statutes is amended by adding a new  
28 section to read:  
29 **"§ 160A-78.1. Notice book.**  
30 Each city shall file a true copy of each notice published in accordance with G.S. 160A-81.2  
31 in a notice book separate and apart from the council's ordinance book or minute book. The  
32 notice book shall be appropriately indexed and maintained for public inspection in the office of  
33 the city clerk."

1           **SECTION 3.** Chapter 153A of the General Statutes is amended by adding a new  
2 section to read:

3 **"§ 153A-52.2. Electronic Notice.**

4           (a) The governing body of a county may adopt ordinances providing that any notice it is  
5 required by law to publish, whether under G.S. 1-597 or under any other general law or local  
6 act, may in lieu of or in addition to such notice be published as provided by this section. The  
7 ordinances may cover all notices required to be published or a selected class or classes.

8           (b) Any notice published under subsection (a) of this section shall meet the following  
9 requirements, which are mandatory and not directory:

10           (1) The notice is published on the county's Internet web site no later than the  
11 time that publication is required under the applicable statute.

12           (2) The county's website contains on its main or index page a link to all  
13 notices, or a link to another page with links to notices.

14           (3) Notices and links to notices on the county's website must be maintained  
15 there for at least one year after publication.

16           (4) The county must print a copy of the notice and file it in the notice book  
17 provided by G.S. 153A-48.1.

18           (c) If the Secretary of State or other State agency maintains an electronic repository of  
19 notices published under this section, the county shall transmit a copy of the notice for filing in the  
20 electronic repository.

21           (d) Ordinances adopted pursuant to this section shall not supersede any State law or  
22 local act that requires notice by mail to certain classes of persons or the posting of signs on  
23 certain property."

24           **SECTION 4.** Chapter 153A of the General Statutes is amended by adding a new  
25 section to read:

26 **"§ 153A-48.1. Notice book.**

27           Each county shall file a true copy of each notice published in accordance with G.S. 153A-  
28 52.2 in a notice book separate and apart from the county's ordinance book or minute book. The  
29 notice book shall be appropriately indexed and maintained for public inspection in the office of  
30 the clerk to the board of commissioners or in the office of the Register of Deeds."

31           **SECTION 5.** G.S. 159-1(b)(5) reads as rewritten:

32           "(b) The words and phrases defined in this section have the meanings indicated when  
33 used in this Chapter, unless the context clearly requires another meaning, or unless the word or  
34 phrase is given a more restrictive meaning by definition in another Article herein.

35           ...

36           (5) "Publish," "publication," and other forms of the word "publish" mean  
37 insertion in a newspaper qualified under G.S. 1-597 to publish legal  
38 ~~advertisements~~-advertisements, but also includes publication as provided by  
39 G.S. 153A-52.2 or G.S. 160A-81.2.

40           ...."

41           **SECTION 6.** S.L. 2003-81, S.L. 2003-161, S.L. 2007-86, and S.L. 2008-5 are  
42 repealed but any ordinance adopted under any of those acts shall remain valid until amended or  
43 repealed under G.S. 160A-81.2. This act prevails over any local act relating to publication of  
44 notice by a city or county.

45           **SECTION 7.** This act is effective when it becomes law.

**Meeting Date: June 6, 2011**

**Agenda Item # 16**

**SUBJECT: Surplus Property**

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

**SUMMARY: It is submitted to adopt resolution declaring 3 wooden desks in the Health Department as surplus property and authorize sale via GovDeals web based auction.**

**FUNDING SOURCE:**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

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**NOTE**

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**RESOLUTION  
SALE OF SURPLUS  
WARREN COUNTY PROPERTY**

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

*NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to Article 12, North Carolina General Statute 160A-268, the Warren County Board of Commissioners will sell through online auction the following personal property: 3 WOOD OFFICE DESKS.*

*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 6<sup>th</sup> day of June 2011.*

**WARREN COUNTY BOARD OF COMMISSIONERS**

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*Barry Richardson, Chairman*

**ATTEST:**

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*Ange Iena Kearney-Dunlap  
Clerk to the Board*



**Meeting Date: June 6, 2011**

**Agenda Item # 17**

**SUBJECT: Amendment to Budget Work Session Schedule**

**REQUESTED BY: Clerk to the Board**

**SUMMARY: It is noted that a budget work session is scheduled for June 15<sup>th</sup> from 1 to 4pm, followed by the regular work session at 6:00 pm. It is submitted for Board's review and direction whether one meeting should be rescheduled to a later date.**

**FUNDING SOURCE:**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Meeting Date: June 6, 2011**

**Agenda Item # 18A**

**SUBJECT: Award Bid for Private Housekeeping Services**

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

**SUMMARY: Two proposals were received for the provision of private housekeeping services for County buildings/facilities as follows:**

<b>A+ Cleaning Services (Warren County) -</b>	<b>\$7,578/month</b>
<b>Jani-King of Raleigh/Durham -</b>	<b>\$11,600/month</b>

**Both proposals meet the needs specified in the RFP.**

**FUNDING SOURCE: General Fund**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend bid award to A+ Cleaning Services at a monthly contract price of \$7,578/mo or \$90,936/year effective 7/1/11. Awarding of this contract would eliminate employment of all housekeeping staff currently employed by Warren County**

**NOTES:**

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***A+ Custodial Service***  
***Specializing in Commercial***  
***Residential Any Custodial Needs***

**Proposal**

**September 18, 2010**

**Warren County Buildings**

Thank you for the opportunity to evaluate and discuss the janitorial maintenance needs of your establishment. After thorough consideration of all the specifics of the description provided, I am pleased to present this proposal for your review.

**Our Organization**

A+ Custodial Service provides a myriad of services which include but are not limited to janitorial, hard surface floor care, carpet cleaning, window cleaning and cleaning supplies that are provided by our company. We are committed to providing quality service at a fair price.

**Personnel**

At A+ Custodial Services all employees must pass a background screening before gaining a position with the company. We also reserve the right to randomly drug test any employee. Each employee will arrive prompt and on schedule, wearing the appropriate attire with the desire to perform all required tasks during work hours. Furthermore each employee has received thorough training of proper cleaning procedures before working on this or any potential project.

**Work Schedule**

Routine cleaning will be completed daily, five (5) days per week throughout the year. We will accommodate your preferences as to the exact scheduled

***A+ Custodial Service***  
***Specializing in Commercial***  
***Residential Any Custodial Needs***

start time for each employee as not to inconvenience your work staff.

**Insurance**

A+ Custodial Services is fully insured and bonded. We will provide proof of coverage.

**Performance Audits**

A+ Custodial Service will make regular, unannounced inspections of your place of business to ensure that our service meets, if not exceeds the highest of standards.

**Cancellation**

Either party may cancel this service with thirty (30) day written notice.

**We will be pleased to provide you with the services outlined in your job description**

\$ 90,936.00 per year

\$ 7,578.00 per month

If you have any questions please contact us, we look forward to providing you with excellent service.

Respectfully submitted by

\_\_\_\_\_  
**Stewart M. Steverson**

\_\_\_\_\_  
**Linda Worth**

## II. OFFICES

### A. Daily

1. Empty wastebaskets
2. Dust furniture, including desks, chairs, and tables
3. Dust interior window ledges
4. Dust telephones
5. Spot clean desk tops
6. Dust mop all composition floors
7. Spot mop composition floors
8. Vacuum carpet
9. Spot clean carpet

### B. Weekly

1. Low dust horizontal surfaces to (70")
2. Damp clean baseboards
3. Damp clean window ledges
4. Remove fingerprints from doors, frames, light switches, kickplates, handles, and railings
5. Spray buff all composition floors

### C. Monthly

1. High dust all horizontal surfaces, including ceilings, shelves, moldings, ledges, pipes, ducts, heating outlets, etc.
2. Dust venetian blinds

### D. Annually

1. Wash all windows and glass partitions (both sides)
2. Refinish all composition floors

## III. LOUNGES

### A. Daily

1. Empty wastebaskets
2. Dust furniture, including desks, chairs and tables
3. Dust interior window ledges
4. Dust telephones
5. Spot clean windows to hand height
6. Damp clean counter tops
7. Damp clean vending machines
8. Dust mop all composition floors
9. Spot mop all composition floors
10. Vacuum carpet
11. Spot clean carpet

### B. Weekly

1. Low dust all horizontal surfaces to hand height (70")
2. Damp clean baseboards
3. Remove fingerprints from doors, frames, light switches, kickplates, handles, and railings
4. Spray buff all composition floors

### C. Monthly

1. High dust all horizontal surfaces, including shelves, ceiling, moldings, pipes, ducts, etc.
2. Dust venetian blinds

### D. Annually

1. Refinish all composition floors
2. Damp clean all washable furniture

## V. CORRIDORS

### A. Daily

1. Spot clean all partitions and doors
2. Clean and sanitize water fountains
3. Dust interior window ledges
4. Dust mop composition floors
5. Spot mop composition floors
6. Vacuum carpet
7. Spot clean carpet
8. Vacuum walkoff mats
9. Clean under entrance mats
10. Empty trash receptacles

### B. Weekly

1. Damp clean baseboards
2. Damp clean window ledges
3. Scrub and buff all composition floors

### C. Monthly

1. High dust (above 70") all horizontal surfaces, including shelves, moldings, ceilings, ledges, pipes, ducts, etc.
2. Scrub and wax all composition floors (as needed)

### D. Annually

1. Refinish all composition floors

## RESTROOMS

### A. Daily

1. Empty wastebaskets
2. Clean, sanitize, and polish all vitreous fixtures including toilet bowls, urinals, and hand basins
3. Clean and polish chrome fixtures
4. Clean and sanitize toilet seats
5. Clean and polish glass and mirrors
6. Spot clean stall partitions
7. Sweep floors
8. Damp mop floors with germicidal disinfectant

### B. Weekly

1. Low dust horizontal surfaces to hand height (70")
2. Damp clean baseboards
3. Remove fingerprints from doors, frames, light switches, kick plates, handles, railings, etc.

### C. Monthly

1. High dust above horizontal surfaces, including shelves, ceilings, moldings, ledges, pipes, etc.
2. Wash and sanitize metal partitions
3. Machine scrub floors with germicidal disinfectant

## IX. OUTSIDE ENTRANCE AREAS (10 FEET OUT FROM DOORS)

### A. Daily

1. Pick up litter
2. Clean glass doors
3. Sweep concrete

A+ Custodial Service will provide the following cleaning Supplies:

1. Floor Wax
2. Floor Stripper
3. Floor Neutral Cleaner
4. Carpet Cleaner
5. Bathroom Cleaner
6. Glass Cleaner
7. All Purpose Cleaner
8. Air Fresheners
9. Bathroom Disinfectants
10. Buffing Pads
11. Soap

Warren County will provide the followings supplies:

1. Paper Towels
2. Toilet Papers
3. Trash Bags

All required cleaning equipment will be provide by A+ Custodial Services.

Respectfully submitted by

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Stewart M. Steverson

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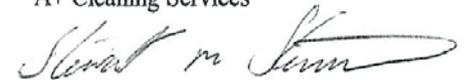
Approval

Subject: Contract Services for custodial services  
Warren County buildings.  
Mar.9, 2011

To Whom It May Concern:

This is to inform you that I have arranged to have the necessary insurance coverage, including liability and works men comprehensive to cover all my employees. Such insurances will be implemented upon approval of contract for cleaning of warren county buildings.

Sincerely  
Stewart M Steverson  
A+ Cleaning Services





February 28, 2011

**WARREN COUNTY BUILDINGS AND GROUNDS**

Charles Ayscue  
710 US Hwy 158 Business West  
Warrenton, NC 27589

Dear Mr. Ayscue,

Thank you very much for your time and interest concerning the housekeeping for your building. **JANI-KING** appreciates this opportunity.

Enclosed is a customized professional cleaning program designed specifically to address the needs of your facility.

The total monthly charge represents your only cost, and includes the following:

- All labor
- All supervision
- All material for cleaning
- All equipment for cleaning
- All payroll, payroll taxes, insurance, etc.

All **JANI-KING** staff members undergo background checks, wear uniforms and are fully covered by General Liability, Workers' Compensation coverage and an Employee Dishonesty Policy.

Please do not hesitate to contact me for any additional information you need. I can be reached at **(919) 852-1555**.

Trusting we may be of service,

A handwritten signature in blue ink that reads "Gregg Ellis".

Gregg Ellis  
Area Operations Manager  
Jani-King of Raleigh/Durham

919-852-1555 (Office)  
919-852-0779 (Fax)  
[www.janikingrdu.com](http://www.janikingrdu.com)

# GENERAL PROCEDURES

## I. SUPERVISION

- A. JANI-KING personnel are trained, supervised and expected to perform at the highest level.
- B. JANI-KING personnel will be checked regularly as to performance and ability to maintain JANI-KING standards.
- C. JANI-KING will stay in close contact with the assigned JANI-KING franchise owner and the facility management concerning all work performed.
- D. JANI-KING will perform regular inspections to ensure a consistent, high level of service.

## II. WAGE SCALE

- A. JANI-KING personnel will be paid no less than minimum scale as required by Federal Law.
- B. JANI-KING will thoroughly explain to all personnel, work hours, work week, job methods, procedures, pay periods and pay scale.

## III. SECURITY PROCEDURES AND INSURANCE

- A. JANI-KING will set up and maintain a card file on all JANI-KING personnel.
- B. JANI-KING will perform nationwide criminal background checks on all personnel.
- C. JANI-KING will provide all necessary insurance and bonds on all its personnel. (see Certificate of Insurance)
- D. JANI-KING personnel will ensure that lights are turned off and the building is properly secured before leaving the property.

## IV. SAFETY PROCEDURES

- A. JANI-KING will ensure that all general cleaning procedures are performed in a safe manner.
- B. JANI-KING will adhere to all OSHA standards and regulations concerning blood borne pathogens.
- C. JANI-KING will ensure that all employees are familiar with the content of required MSD sheets.
- D. JANI-KING will ensure that MSD sheets are on file (on-site) for all cleaning chemicals.

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/08/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Morrow / Wolff Company 2224 NW 50th St, Ste 294W Oklahoma City, OK 73112 405-840-0058	CONTACT NAME: PHONE (Ac, No, Ext): 405-840-0058      FAX (Ac, No): E-MAIL ADDRESS: certs@morrowwolff.com PRODUCER CUSTOMER ID#:
	INSURER(S) AFFORDING COVERAGE      NAIC #
<b>INSURED</b> Synergy Franchising Corp dba Jani-King of Raleigh/Durham & Its Authorized Franchisees 801 Jones Franklin Rd., Ste 230 Raleigh, NC 27606	INSURER A: Twin City Fire Ins Co      29459
	INSURER B: Hartford Fire Ins Co      29682
	INSURER C: Hartford Casualty Ins Co      29424
	INSURER D: Hartford Ins Co of the Midwest      37478
	INSURER E: Travelers Cas & Surety Co of America      31194
	INSURER F:

**COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ITR	TYPE OF INSURANCE	ADD'LSUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Care, Custody & Control GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC		42UUNUA9180	02-20-2011	02-20-2012	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS		42UUNUA9180	02-20-2011	02-20-2012	COMBINED SINGLE LIMIT (Ea Accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
C	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000		42RHUUG9725	02-20-2011	02-20-2012	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	42WBNY4885	02-20-2011	02-20-2012	<input checked="" type="checkbox"/> WC STATUS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Employee Dishonesty		42UUNUA9180	02-20-2011	02-20-2012	\$300,000 Limit
E	Excess Fidelity		105523953	02-20-2011	02-20-2012	\$700,000 Limit

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

SAMPLE CERTIFICATE FOR PROPOSAL PURPOSES

<b>CERTIFICATE HOLDER</b> SAMPLE CERTIFICATE FOR PROPOSAL PURPOSES	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Elizabeth J. Morrow</i>
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# JANI-KING®

## MAINTENANCE AGREEMENT

This Maintenance Agreement ("Agreement") is made as of the Effective Date below by and between SYNERGY FRANCHISING CORPORATION dba JANI-KING of Raleigh/Durham ("JANI-KING") and WARREN COUNTY BUILDINGS AND GROUNDS ("Client").

In consideration of the mutual covenants and obligations set out in the Agreement, the parties hereby agree as follows:

### 1. PERFORMANCE OF SERVICES

- a. Performance of the services scheduled shall begin the \_\_\_\_\_ day of \_\_\_\_\_, 2011.
- b. The services shall be performed at the following location:

**WARREN COUNTY BUILDINGS AND GROUNDS**  
710 US Hwy 158 Business West  
Warrenton, NC 27589

- c. The premises making up the working area under this Agreement will be known further in the Agreement as the "Named Areas", which are defined as: \* See **buildings specifications page**.
- d. JANI-KING agrees to service the Named Areas as scheduled: \* See **buildings specifications page**.
- e. JANI-KING agrees to furnish all equipment, tools and paraphernalia necessary to maintain the Named Areas in a neat, clean and orderly condition as outlined in the Cleaning Schedule attached and made a part of this Agreement.

### 2. PAYMENT OF SERVICES

- a. Client agrees to pay to JANI-KING each month the total minimum sum stated in the attached Pricing Schedule, on or before the last day of each month in which services are rendered. Additionally, Client also agrees to pay any sales or use tax levied by a taxing authority on the value of the services provided or supplies purchased. Client agrees that all payments due and owing JANI-KING, for any reason, shall be properly credited only when delivered to JANI-KING OF RALEIGH/DURHAM, 801 JONES FRANKLIN ROAD, SUITE 230, RALEIGH, NC 27606.
- b. Credits for holidays recognized by Client were pre-determined as part of the monthly charge herein. No other adjustments will be made for those holidays.
- c. The amount to be paid by Client may be increased or decreased to reflect an increase or decrease in the area of space serviced and the kind, amount or frequency of service to be rendered. Such modifications shall be binding only if in writing and signed by both parties.
- d. In the event payment for services is not received within thirty (30) days from the date such payment is due, JANI-KING may suspend services to Client until such payment is received. Suspension of services by JANI-KING under this Section shall not deprive JANI-KING of any of its remedies or action for payment of services or other rights.

### 3. INDEPENDENT BUSINESS RELATIONSHIP

- a. It is agreed that JANI-KING will select and designate all personnel to perform its obligations under this Agreement.
- b. It is agreed that JANI-KING and any of its personnel are not, and shall not be, during the term hereof, employees of Client but are independent contractors; and in this regard, such JANI-KING authorized personnel will not be within the protection or coverage of Client's Workers' Compensation Insurance and no withholding of Social Security, Federal or State Income Tax or other deductions shall be made from the sums agreed to be paid to JANI-KING herein, the same being contract payments and not wages.
- c. Client agrees during the term of this Agreement and within one hundred and eighty (180) days after termination that it will not employ any employees, agents, representatives or franchisees of JANI-KING without the express written consent of JANI-KING. JANI-KING agrees during the term of this Agreement and within one hundred and eighty (180) days after termination it will not employ any employees, agents or representatives of Client without the express written consent of Client.

#### **4. TERM OF AGREEMENT**

- a. The term of this Agreement shall be for one (1) year from the date services are scheduled to begin, as stated in Section 1.a, and shall be automatically renewed on each anniversary date on the same terms and conditions, unless either party shall give written notice of termination at least thirty (30) days prior to such anniversary date. If timely notice is given for termination, this Agreement shall expire at midnight of the anniversary date. Otherwise, this Agreement may only be terminated for non-performance as set out below.
- b. Non-performance is defined as the failure, neglect or refusal to perform any act outlined in the Cleaning Schedule. Before any termination for non-performance is effective, the terminating party must give the other party written notice specifying in detail the nature of any defect or failure in performance. Upon the effective date of the receipt of notice of non-performance, JANI-KING, at its election, shall have fifteen (15) days in which to cure the defect in performance to the reasonable satisfaction of Client. In the event the defect is not satisfactorily cured at the end of the fifteenth (15th) day from the effective date, the terminating party shall provide written notification to the other party of the failure to satisfactorily cure the defect. This Agreement shall then terminate fifteen (15) days from the date of the second notice.
- c. All notices between Client and JANI-KING shall be in writing and deposited, postpaid and certified, with the United States Postal Service, or a recognized common parcel courier providing express, receipted delivery to the address as stated in this Agreement. All other notices, including notices personally delivered to individuals performing services under this Agreement, shall be ineffective.

Time is of the essence for all notices required under the terms of this Agreement.

#### **5. GENERAL PROVISIONS**

- a. In the event it becomes necessary for either party to institute suit against the other to secure or protect its rights under this Agreement, the prevailing party shall be entitled to all associated costs of the suit, including reasonable attorney's fees, administrative fees, court costs and damages as part of any judgment entered in its favor.
- b. The terms of this Agreement shall be binding upon and inure to the benefit of JANI-KING and Client and their respective heirs, representatives, successors and assigns, except as otherwise herein provided.
- c. Any waiver by either party to this Agreement of a breach of any term or condition of this Agreement shall not constitute a waiver of any subsequent breach of the same or any other term or condition of this Agreement.
- d. Both parties agree that they have fully reviewed and discussed the terms of this Agreement, with the attached Cleaning Schedule, and acknowledge that the terms reflect the entire Agreement of the parties and it supersedes all prior representations and understandings of the parties.
- e. Any changes or modification to this Agreement must be in writing, signed by both parties and attached hereto.

## CLEANING SCHEDULE

### WARREN COUNTY BUILDINGS AND GROUNDS

#### EACH CLEANING

- A. All Named Areas: See buildings specifications page.
1. Entryways – Sweep up to 10 feet from building. Empty entryway trash cans and ashtray urns.
  2. Trash – Empty receptacles and remove trash to a collection point. (Liners to be furnished by Client) Change liners and sanitize receptacles, as needed.
  3. Dust all cleared horizontal surfaces, including file cabinets, partition tops, windowsills, ledges, counters, tables, chairs, wall fixtures and all manner of furnishings. Personal desks/workstations, desk equipment and phones will be cleaned only when cleared for cleaning.
  4. Break Rooms and Coffee Stations – Damp wipe cabinet doors, sinks, sink fixtures, counters, tables and all soiled horizontal surfaces. Arrange furniture in an orderly fashion.
  5. Clean & polish water fountains and/or water coolers.
  6. Spot clean interior partition glass and office door glass.
  7. Carpet – Vacuum traffic patterns and doorway mats.
  8. Hard surface floors – Dust mop and spot mop hard surface floors to remove soil and spills.
  9. Spot clean carpeting to remove non-permanent spillage.
- B. RESTROOMS
1. Dispensers – re-stock hand towels, toilet tissue, seat covers and hand soap. (To be furnished by client)
  2. Sanitary napkin receptacles – empty and disinfect.
  3. Trash receptacles – Empty receptacles and remove trash for disposal. Clean and disinfect, as needed.
  4. Using a microfiber duster, dust partition tops, wall fixtures and ceiling vents.
  5. Mirrors – Clean and leave streak-free.
  6. Toilets and urinals – Clean, scour and disinfect surfaces, inside and out.
  7. Sinks and counters – Clean, scour and disinfect surfaces. Polish stainless steel.
  8. Walls – Clean and disinfectant walls around sinks, toilets, urinals, partitions and trash cans.
  9. Hard surface floors – Using a microfiber mopping system, dust mop, wet mop and rinse restroom floors with a neutral floor sanitizer.

#### WEEKLY CLEANING

- A. All Named Areas: See buildings specifications page.
1. Details vacuum all accessible carpeting, taking care to get into corners and along edges.
  2. Detail damp mop accessible hard surface flooring, taking care to get into corners and along edges.
- B. Elevators
1. Dust and wipe down walls
  2. Clean and polish metal.
  3. Clean entry doors, inside and outside.
- D. Stairwells
1. Sweep stairs
  2. Spot mop stairs
  3. Clean entry doors, inside and outside.

#### MONTHLY CLEANING

- A. All Named Areas: See buildings specifications page.
1. High dusting – Using a microfiber duster and/or vacuum attachment, dust ceiling vents, ceiling fans, wall fixtures, mini-blinds and high corners and edges.
  2. Remove fingerprints and marks from around light switches, doors, door frames and hardware.

## BUILDINGS SPECIFICATION PAGE

- 1) Cooperative Extension: Upstairs, 4 x week. Downstairs, Twice per month.
- 2) Animal Shelter: Twice per week - \* Floors and restrooms only.
- 3) Law Enforcement Center: 5 x week.
- 4) Armory & Economic Development offices: 1 x week.
- 5) Senior Center: 3 x week.
- 6) Library: 5 x week.
- 7) County Mangers Office: 4 x week. \* downstairs only.
- 8) County Tax Office: 4 x week.
- 9) Court House: 4 x week.
- 10) Unemployment Bldg.: 4 x week.
- 11) Dept. Social Services: 4 x week.
- 12) Gym: 1 x week. \* Gym floor not included.
- 13) Finance Office: 4 x week.
- 14) Health Dept.: 4 x week.
- 15) Landfill: \* Only deliver supplies, twice per month.



### PRICING SCHEDULE

for

#### WARREN COUNTY BUILDINGS AND GROUNDS

710 US Hwy 158 Business West  
Warrenton, NC 27589

The Premises will be serviced (\*see buildings specification page) for a monthly charge of:

ELEVEN THOUSAND NINE HUNDRED DOLLARS

~~(\$11,900.00)~~ 11,600.00

PER MONTH

*Jeeli*

IN WITNESS WHEREOF, the Parties hereto have set their hands this \_\_\_\_ day of \_\_\_\_\_, 2009.

Jani-King Commercial Cleaning – Regional Office  
801 Jones Franklin Road, Suite 230  
Raleigh, NC 27606  
Phone: 919-852-1555  
Fax: 919-852-0779

Signature

Gregg Ellis  
Account Executive  
Jani-King of Raleigh/Durham

Signature 

Print Name

Title

WARREN COUNTY BUILDINGS AND GROUNDS  
710 US Hwy 158 Business West  
Warrenton, NC 27589  
Phone:  
Fax:

Signature

Print Name

Title

E-Mail Address

Client's Contact Name (If different from signer)

Contacts E-Mail Address

Billing information:

Account Payable Contact

Billing Address

City, State ZIP

Account Payable Phone Number / Extension

Account Payable FAX Number

Account Payable E-Mail Address

Purchase Order Number (if applicable)

## **PRICING GUIDELINE FOR ADDITIONAL REQUESTED CLEANING**

### **FLOORS**

A. Upon request, the following services will be performed for an additional fee:

	<u>COST PER SQUARE FOOT</u>
Carpet Cleaning (\$100.00 minimum)	10-15 cents
Strip, reseal and refinish tile floors (\$150.00 minimum)	25-35 cents

### **WINDOWS**

A. Upon request, windows will be washed for an additional fee per square foot of surface glass at:

Interior surfaces	10 cents
Exterior surfaces	10 cents
Exterior surfaces (2 <sup>nd</sup> Floor & higher)	20 cents

## OTHER SERVICES

1. Defective or inoperable building equipment will be brought to the attention of CLIENT such as:
  - A. Leakage or problem plumbing.
  - B. Defective lights or lighting.
  - C. Doors and/or gates not properly secured.
  - D. Other unusual circumstances such that might affect the security, maintenance or effectiveness of the facility.
2. Additional cleaning and maintenance services shall be provided, upon request, for an additional fee. Those services include:
  - A. An anti-static material applied to all newly cleaned carpeting.
  - B. A carpet-protector material applied to all newly cleaned carpeting.
  - C. Carpet extraction.
  - D. Carpet spot cleaning.
  - E. Ceiling and wall cleaning.
  - F. Light cover cleaning and relamping.
  - G. HVAC filter removal and replacement.
  - H. Window cleaning. (Perimeter interior and exterior)
  - I. Mini-Blind cleaning. (Remove, clean and replace)
  - J. Sidewalk and parking lot cleaning.
3. Care will be exercised so that baseboards, walls and furniture will not be splashed, marred, disfigured or damaged during these or any other scheduled operations.
4. Janitor closets, equipment and materials shall be kept in a neat, clean and orderly condition at all times.  
JANI-KING will keep MSD sheets on file (on-site) for all chemicals.
5. JANI-KING is available for emergency cleaning ... 24/7 ... please call 919-852-1555.



## Jani-King of Eastern North Carolina

**“Currently servicing over 1,000 Raleigh/Durham Clients”**

When you select a commercial cleaning company for your property, you want to be assured of the company’s qualifications, track record and ability to follow through. Because JANI-KING provides quality service at competitive prices, many companies, large and small, rely on our unique program to fulfill their commercial cleaning needs.

JANI-KING Commercial Cleaning currently services over 1,000 satisfied clients throughout Raleigh/Durham. Our widely diverse clientele are literally in every segment of business and industry including medical offices, manufacturing facilities, retail establishments, banks, schools, churches, small individual professional offices and multi-tenant multi-story office buildings. Our services are used in virtually every commercial setting regardless of the size and scope of the facility.

We are very proud to offer your company a specific list of references relevant to your particular business size and type. We know that checking references is a time consuming process and we offer you a customized reference list in an effort to make it most worthy of your time.

Please contact JANI-KING @ 919-852-1555 for a specific list of references.

**Meeting Date: June 6, 2011**

**Agenda Item # 18-B**

**SUBJECT: Contracts Executed by County Manager**

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

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

**FUNDING SOURCE: Various**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**48 page  
report  
from  
County  
Manager  
has been  
provided in  
separate  
e-mail.**

**RE:** Notice of Contracts Approved by the County Manager

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

Emergency Medical Services

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

This is a Products and Services Agreement for the purchase a new telephone system for EMS Satellite #1 in Afton-Elberon. Agreement includes installation, training and maintenance. Contract cost is budgeted in the Capital Budget for this project.

Sheriff's Department

MorphoTrak, Inc.  
1250 N. Tustin Avenue  
Anaheim, CA 92807

This is an extension to the Maintenance and Support Agreement #003779-000 for the LiveScan Station in the Sheriff's Department. Agreement is extended for the period of 7/1/11 thru 6/30/12. Contract cost is budgeted in the Sheriff's Department's proposed FY 12 budget request.

Economic Development Department

Eva Clayton Associates International, Inc.  
3100 Smoketree Court, Suite 420  
Raleigh, NC 27604

This is a five-month Contractor Service Agreement with former Congresswoman Eva Clayton to provide consulting services to the Economic Development Department and the Economic Development Commission to assist the County with various projects related to economic development. Compensation for services is \$1.00 plus reimbursement of business-related expenses incurred by the contractor in fulfilling her obligations outlined in the contract. Contract cost is budgeted in the Economic Development Department budget.

MEMORANDUM

Page 2

May 27, 2011

Cooperative Extension Service

Clean Energy Durham

P.O. Box 2223

Durham, NC 27702

This is a Sub-Award Grant Agreement whereby Warren County will receive grant funds as a sub-award recipient in the amount of \$2,800 to participate in a Student Energy Internship and Fellowship program as part of an initiative proposed by Clean Energy Durham. The Student Intern will work out of the Cooperative Extension Office with office and meeting space rent being paid from the \$2,800 grant. The Student Intern will provide residential energy outreach and education for Warren County's citizens. The local match requirement is the mentoring time of Extension staff working with the Student Intern. We have Ms. Rachel Monteverdi, former FCS Agent with Warren County Cooperative Extension, to thank for including us in this timely project.

Tax Collection Department

NC Department of Revenue

Raleigh, NC

This is a Subordination Agreement between the NC Department of Revenue and Warren County in regards to Tax Parcel #E6B119 that is scheduled to be foreclosed due to unpaid taxes. This subordination agreement will subordinate to the interests of Warren County the Department of Revenue's tax lien filed against the delinquent taxpayer, to the extent the Department's lien attaches to the subject property, in return for payment by the County of \$500. The funds to facilitate this agreement are budgeted in the Tax Collection Department's budget.

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

Attachments

**Meeting Date: June 6, 2011**

**Agenda Item #18-C**

**SUBJECT: County Manager's Status Report for May 2011**

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

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

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**RE:** May Status Report

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

**Administration**

- Prepared for and attended Board of Commissioners regular meeting (5/2/11)
- Participated in conference call with Energy Project Manager, Buildings & Grounds Manager, and representatives from State Energy Office (5/2/11)
- Hosted Region K Managers in Warren County for our quarterly Manager's Meeting (5/3/11)
- Attended Interstate BioEconomic Alliance Meeting (5/5/11)
- Attended Kerr Lake Regional Water System Advisory Bd. Mtg. (5/9/11)
- Attended JCPC Advisory Board Meeting (5/9/11)
- Attended 7 Habits for Highly Effective People Class (5/13/11)
- Prepared for and attended Board of Commissioners Budget Work Session (5/17/11)
- Attended 7 Habits for Highly Effective People Class (5/20/11)
- Participated in Warren County Government Celebration (5/20/11)
- Attended Interstate BioEconomic Alliance Work Shop (5/23/11)
- Conducted CIP Meeting (5/24/11)
- Met with Housekeeping Contractor and B&G Manager to discuss bid proposal (5/24/11)
- Met with Personnel Committee to review Library Director applications (5/26/11)
- Attended Kerr-Tar COG Board Meeting (5/26/11)
- Met with BB&T Agent to discuss GL/P/PO/WC Insurance Proposals (5/26/11)
- 5/30/11 – Memorial Day Holiday
- 5/31/11 – Furlough Day

## **Project Updates**

### **Construction/Renovation Projects**

#### **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 complete. Landscaping remains to be completed.

### **CDBG Projects**

#### **2008 Scattered Site Housing CDBG Project**

Division of Community Assistance representatives met with Warren County and COG staff on 3/24/11 to conduct a monitoring and site visit of this project. We have received and responded to the monitoring letter from DCA and are now awaiting their final response to issues/concerns raised.

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

Contracts have been awarded for both energy efficiency and weatherization improvements in this project. The contractors are proceeding with this work in various county buildings and facilities.

### **Other Activities**

- Attended NCACC County Assembly Day in Raleigh (5/25/11)
- Participated in Senior Center's Age Strong Live Long Event (5/27/11)

**Meeting Date: June 6, 2011**

**Agenda Item # 19**

**SUBJECT: FY 2012 Juvenile Crime Prevention Council (JCPC)  
Recommended Budget**

**REQUESTED BY: Charles Walton, JCPC Chairman**

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

**FUNDING SOURCE: DJJDP Funds and local match.**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

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**NOTES:**

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# Warren County

## Department of Juvenile Justice and Delinquency Prevention County Funding Allocation

Available Funds: \$ 81,719 Local Match: \$ 8,170 Rate: 10%

A Program Agreement Form for each program listed below is included as an attachment to the Community Prevention and Intervention Plan.

#	Program Provider	DJJDP Funding	LOCAL FUNDING		OTHER	OTHER	Total	% Non-DJJDP Program Revenues
			Local Cash Match	Local In-Kind	State/Federal	Funds		
1	JCPC Administrative	\$5,000	\$500				\$5,500	9%
2	Conflict Management Services	\$4,028	\$402				\$4,430	9%
3	Central Children's Home	\$16,826	\$1,682				\$18,508	9%
4	Warren County Youth Servicers	\$47,694	\$4,769				\$52,463	9%
5	Unallocated	\$8,171	\$817				\$8,988	9%
6							\$0	#DIV/0!
7							\$0	#DIV/0!
8							\$0	#DIV/0!
9							\$0	#DIV/0!
10							\$0	#DIV/0!
11							\$0	#DIV/0!
12							\$0	#DIV/0!
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16							\$0	#DIV/0!
17							\$0	#DIV/0!
18							\$0	#DIV/0!
<b>TOTALS:</b>		<b>\$81,719</b>	<b>\$8,170</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$89,889</b>	<b>9%</b>

The above plan was derived through a planning process by the Warren County  
 Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 2011-12



*Adjourn*

*June 6, 2011 Regular Meeting*