

# *WARREN COUNTY BOARD OF COMMISSIONERS*

*August 1, 2011*

*5:45 pm – Public Hearing*

*6:00 PM – Regular Meeting*

*WARREN COUNTY ARMORY CIVIC CENTER  
WARRENTON, NORTH CAROLINA*

*Prepared by*

*Angelena Kearney-Dunlap  
NC Certified Clerk to the Board of Warren County Commissioners*

*August 1, 2011*

*5:30 PM – Public Hearing*

*Cancelled*



***August 1, 2011***  
***5:45 PM – Public Hearing***

*Department of Transportation*  
*Petition Request*  
*to Rename*  
*Leroy Cheek Road*

**Suggested road names:**

**Charlie Williams Road**  
**Williams Estate Road**  
**E. Williams Drive**

# Public Hearing Agenda

- ▶ Chairman call Public Hearing to Order
  - ▶ Clerk read Notice of Public Hearing
  - ▶ Petitioner Comments
  - ▶ Clerk read Rules of Citizen Comments
  - ▶ Citizen Comments
  - ▶ County Manager and/or Commissioner  
Comments
  - ▶ Adjourn
- 

Affidavit of Printer's Proof

NORTH CAROLINA  
WARREN COUNTY

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

Notice of Public  
Hearing - Petition  
to rename Leroy  
Cheek Road

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

\_\_\_\_\_

June 2 2011  
M. L. Cheek  
Editor or Office Manager

Sworn to and subscribed before me this

21 day of July, 2011  
Lucille Lee Weldon  
Notary Public

My commission expires: 12-6-14

**Notice of Public Hearing**  
Notice is hereby served that the Warren  
County Board of Commissioners has  
scheduled a public hearing to hear citizen  
comments regarding Department of  
Transportation Petition Request to Rename  
Leroy Cheek Road (SR 1811). This public  
hearing will be held Monday, August 1,  
2011, at 6:00 pm in the Warren County  
Army Civil Center, 201 US Hwy 159  
Business East, Warrenton, NC 27698.  
Written comments should be addressed to:  
Linda T. Worth  
Warren County Manager  
116 South Front St, PO Box 618  
Warrenton, NC 27569  
(252) 257-3115 phone  
(252) 257-3971 fax  
e-mail: [ldworth@poco.warren.nc.us](mailto:ldworth@poco.warren.nc.us)  
All interested citizens are encouraged  
to attend this public hearing.  
Warren County Board of Commissioners  
Burry Richardson, Chairman



# PUBLIC HEARING PROCEDURES

- ▶ This public hearing is being held to hear citizens' comments regarding *Department of Transportation Petition Request to Rename Leroy Cheek Road.*

## RULES:

- ▶ Please sign up to speak
- ▶ The maximum time allotted to each speaker will be \_\_\_\_ 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*

PETITION TO RENAME A STATE ROAD

We the landowner of property along Leory Cheek Rd (Road Name) in the Park Town Subdivision/Community in Park Town Township request this road be named Charlie Williams (1<sup>st</sup> choice); The Williams Estate Rd (2<sup>nd</sup> choice); Charlie Williams (3<sup>rd</sup> choice)  
Length of Road 1-20 Number of homes having street/road frontage: 5  
Location: 1/2 mile miles N S E W of the intersection of Route 1620 and Route 1611 SR, NC or US

PROPERTY OWNERS

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>
1) <u>Mattie Marie Williams</u>	<u>24 Blum St Newark, NJ 07103</u>	<u>973-353-9563</u>
2) <u>Mattie Williams</u>	<u>305 Leory Cheek Rd Warrenton, NC</u>	<u>857-0409</u>
3) <u>Mary Kearney</u>	<u>474 So 14th St Newark NJ 07102</u>	
<u>Mary Kearney</u>	<u>309 Leory Cheek Rd Warrenton NC</u>	<u>2758</u>
4) <u>Monica Kearney</u>	<u>308 Leory Cheek Rd Warrenton NC</u>	<u>2758</u>
<u>Monica Kearney</u>	<u>426 So 18th St N NJ 07103</u>	
5) <u>Jennis Williams</u>	<u>306 Leory Cheek Rd Warrenton N.C.</u>	<u>27589</u>
6) <u>Nicole Townes</u>	<u>305B Leory Cheek Rd Warrenton N.C.</u>	<u>27589</u>
7) <u>Thomas Williams</u>	<u>Leory Cheek Rd Warrenton N.C.</u>	<u>27589</u>

# Warren County Petition to Name/Rename a Private Road

The regulations for naming/renaming a private road are as follows:

1. No duplicate, deceptively similar or sound-alike names will be approved nor assigned. The following kinds of names should be avoided: numerical, alphabetical, and similar in nature, and/or complex names.
2. Petition must be signed by a 2/3 majority or 67% of property owner along the petitioned road to ensure each property owner is aware the name of the road is being changed.
3. Individual signatures are required and are subject to validation.

**\*\*IMPORTANT NOTE\*\***

**The process of changing a road name constitutes a change in the E-911 address assigned to your residence. It is the responsibility of the property owner to notify business, personal contacts and other entities of the change in address.**

Current Road Name Leroy Check Road

Please list three (3) name choices for your road in the spaces provided below.

Choice #1 Charlie Williams Road

Choice #2 Williams Estate Road

Choice #3 E. Williams Drive

Signature of Homeowner

Telephone Number

- |     |                        |                     |
|-----|------------------------|---------------------|
| 1.  | <u>Mattie Williams</u> | <u>913-353-9563</u> |
| 2.  | <u>Mattie Williams</u> | <u>252-257-0409</u> |
| 3.  | <u>Mary Kearney</u>    | <u>973-824-7121</u> |
| 4.  | <u>Sennis Williams</u> | <u>257-3932</u>     |
| 5.  | <u>Marian Kearney</u>  | <u>973-573-5300</u> |
| 6.  |                        |                     |
| 7.  |                        |                     |
| 8.  |                        |                     |
| 9.  |                        |                     |
| 10. |                        |                     |

If you have questions concerning road name approval procedures, please contact the Warren County Information Technology Department at (252)257-1000.

## Letter in opposition

Post Office Box 51224  
Durham NC 27717

July 27, 2011

Warren County Board of Commissioners  
105 South Front Street  
Post Office Box 619  
Warrenton NC 27589

Re: DOT Petition to Rename Leroy Cheek Road

Dear Ms. Worth:

This letter is written in opposition to the petition for renaming Leroy Cheek Road.

As a property owner on that road, with generational ties to that area, I believe the current name of the road should remain. The name of the road is a reflection of Warren County history that remains pertinent to us today.

Leroy Cheek was born in the house on the corner of that road in 1912 to Leroy Cheek Sr & Bettie Harriet Cheek. He was a very active society member in Warren County. He initiated the request bringing in federal registrars to Warren County to aid minority voter registration during the tumultuous time of segregation. He was the first minority elected as Constable in Warren County. Shortly after the election, he had a shoot out in the front yard of the home he was born in with the Ku Klux Klan. These are just some of the factors that firmly tie his name to this road. These events, though past, remain relevant to our present and hopefully they will not be forgotten.

Thank you for your consideration in this matter.

Respectfully,  
Cheryl Cheek Carroll

# Special Recognition

**Warren County  
Parks & Recreation Program**

**Richard “Dickie” Williams**

# Certificate of Recognition

Presented the 1st Day of August 2011

By the

**Warren County Board of  
Commissioners**

To the

**2011 Warren County All Stars  
Dixie Youth AA-District 10  
2nd Place Winners**

Semaj Alexander  
Cameron Burnette  
Shayne Edwards  
Eddie Green  
Devon Henry  
Camren Hogan



Michael Holtzman  
Semaj Kearney  
Diondre Langston  
Roshene Mills  
Russell Moore  
Kellen Tucker

Head Coach James Alexander  
Assistant Coach Marcus Foster  
Assistant Coach Michael Holtzman  
Assistant Coach Rorshon Williams

# Certificate of Recognition

Presented the 1st Day of August 2011

By the

**Warren County Board of  
Commissioners**

To the

**2011 Warren County All Stars  
Dixie Youth Majors  
District 10 Champions**

Weldon Capps  
Caleb Conn  
Dustin Fountain  
Justin Fountain  
Christian Hernandez  
Tyler Hobgood



Deon Howard  
Trey Martin  
Blake Owen  
Timari Perry  
Brandon Pulley  
Matthew White

Head Coach Randy Martin  
Assistant Coach Stewart White  
Assistant Coach Eric Hobgood

6:00 pm  
Call to Order August 1, 2011  
Regular Monthly Meeting  
By  
Chairman or Designee

Moment of Silence

Conflict of Interest Disclaimer



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

# Citizen Comments



# Rules for Citizen Comments

Please sign up to speak.

The maximum time allotted to each speaker will be \_\_\_\_ (\_\_) 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: August 1, 2011

Agenda Item # 5

**SUBJECT:**                    **Adopt August 1, 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:**

---

---

---

**NOTES:**

---

---

---

---



*SUGGESTED AGENDA  
FOR  
August 1, 2011 REGULAR MONTHLY MEETING  
OF THE WARREN COUNTY BOARD OF COMMISSIONERS  
Warren County Armory Civic Center  
WARRENTON, NORTH CAROLINA*

*5:45 pm - Public Hearing DOT Petition Request to Rename Leroy Cheek Rd*

**Revised  
Agenda**

*Special Recognition  
Warren County Parks & Recreation Program*

1. Call to Order Regular Monthly Meeting – 6:00 pm by Chairman or Designee
2. Moment of Silence
3. Conflict of Interest Disclaimer
4. Citizen Comments
5. Adopt August 1, 2011 Suggested Agenda
6. Consent Agenda
  - A. Approve Minutes of:
    - July 5, 2011 – Public Hearing: Amend FY 2003 CDBG Ephraim Place Housing Development Project
    - July 5, 2011 – Regular Monthly Meeting
  - B. Interest Income Report July 2011 – Finance Director Barry Mayo
  - C. Tax Collector’s Report June 2011 – Tax Administrator Robert Mitchum
  - D. Tax Release Requests (Over \$100) – Tax Administrator Robert Mitchum
  - Tax Release Requests (Under \$100) - “ “ “ “
7. Finance Office – Barry Mayo, Finance Officer
  - A. Amendment # 1 to the FY 2012 Warren County Budget Ordinance
  - B. Schedule FY 2012 ROAP Public Hearing – September 6, 2011 @ 5:00 pm
8. Settlement of 2010 Tax Levy & Order to Collect – Eddie Mitchum, Tax Administrator
9. Follow-Up to Public Hearing – DOT Petition Request to Rename Leroy Cheek Road

**Revised  
Agenda**

10. Board/Commission Appointments
  - A. Library Board of Trustees: J.Boyle, L.Mitchum or D.Edwards-Hargrove
  - B. Social Services Board of Directors: C.H. Davis
11. Requests from Warren County School System - Dr. Ray Spain, Superintendent
  - A. \$1,792.80 refund of permit fees for installation of modular units at Warren Early College on VGCC Satellite Campus
  - B. Easement to Progress Energy for installation of transformer and wiring on John Graham property for Early College modular units
12. CDBG Housing Development Project (03-C-1187) Ephraim Place – Cathy Alston-Kearney, WFI
  - A. Equal Employment and Procurement Plan
  - B. Section 3 Plan
13. Board of Elections Request for funding allocation – Deborah Formyduval, Director
14. Economic Development Commission request for inclusion in Federal Foreign Trade Zone Alternating Site Framework (ASF) Program through Triangle J COG – Benny Finch
15. Human Resources – Elgin Lane
  - A. Local Salary Plan Reporting Form
  - B. FY 2011-12 Salary Plan
  - C. FY 2011-12 Warren County Job Classification Schedule
  - D. Appointment of Library Director
16. Designate Voting Delegate to the NCACC Annual Conference – Commissioner Baker
17. Resolution Conveying Three (3) Surplus Desks to Lakeland Cultural Arts Center – Clerk
18. County Manager’s Report
  - A. Contracts Executed
  - B. Manager’s Monthly Report

*Adjourn Meeting*

Meeting Date: August 1, 2011

CONSENT AGENDA Item # 6A

**SUBJECT:**                    **Approve Minutes of July 5, 2011:**  
**Public Hearing regarding Amendment to FY 2003 CDBG Ephraim Place**  
**Housing Development Project**  
**Regular Monthly Meeting**

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

**SUMMARY:**                **None**

**FUNDING SOURCE:**    **N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

---

---

**NOTES:**

---

---

*Minutes of July 5, 2011*

*Public Hearing & Regular Monthly Meeting*

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



Meeting Date: August 1, 2011

CONSENT AGENDA Item # 6B

**SUBJECT:** Approve Interest Income Report for June 2011

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

**SUMMARY:** None

**FUNDING SOURCE:** N/A

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:** Interest Income Report  
supplied for Board's information

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

**COUNTY MANAGER'S RECOMMENDATION:**

---

---

---

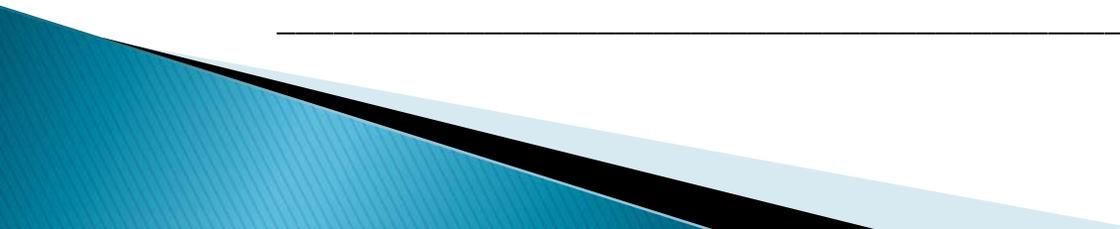
**NOTES:**

---

---

---

---



**COUNTY OF WARREN**  
**FINANCE OFFICE**  
**P. O. BOX 185**  
**WARRENTON, NC 27589**  
**Telephone: (252) 257-1778 Fax: (252) 257-6523**

---

**Barry J. Mayo**  
**Finance Officer**

**INTEREST INCOME REPORT**  
**Month of June 2011**

<b>FUND</b>	<b>JUNE INCOME</b>	<b>FISCAL YEAR TO - DATE</b>
General	327.65	14,529.78
Revaluation	5.94	196.28
E 911 Telephone System	5.97	450.64
Buck Spring Project	9.52	356.88
Ambulance Storage Facility	22.54	345.47
Library Building Project Fund	0.00	12.54
National Guard Armory	0.64	43.44
Simulcast System Upgrade	3.68	3.68
Regional Water Enterprise Fund	15.14	598.40
District 1 Enterprise Fund	23.15	852.32
Solid Waste	4.72	344.31
District II Enterprise Fund	23.25	855.18
District III Capital Project Fund	4.68	195.43
District III Phase II BANS	0.12	4.64
District III Enterprise Fund	11.30	612.75
Soul City Pump Station Improvements	0.61	5.50
	458.91	19,407.24

**Meeting Date: August 1, 2011**

**CONSENT AGENDA Item # 6C**

**SUBJECT: Approve Tax Collector's Report for June 2011**

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

**SUMMARY: None**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

---

---

---

**NOTES:**

---

---

---

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

**Current Year Collections**

Tax Year	Charge	Collected in JUNE	Collected to Date	Balance Outstanding	Percentage Collected
JUNE 2011 FY11	\$15,347,376	\$136,224	\$14,573,750	\$773,626	94.96%
JUNE 2010 FY10	\$15,198,781	124,042	14,496,240	702,542	95.38%

**Delinquent Collections**

2009	\$683,800	\$212	\$426,404	257,396	62.36%
2008	240,930	4,653	65,443	175,487	27.16%
2007	188,089	2,026	31,601	156,468	16.80%
2006	160,093	1,671	23,323	136,771	14.57%
2005	129,037	893	15,680	113,356	12.15%
2004	110,886	1,077	10,069	100,817	9.08%
2003	93,290	1,517	7,837	85,453	8.40%
2002	114,867	1,043	6,694	108,173	5.83%
2001	167,987	1,170	6,705	161,282	3.99%
2000	93,551	3,961	4,336	89,216	4.63%
<b>Total Delinquent Years</b>	<b>\$ 1,982,510</b>	<b>\$18,223</b>	<b>\$ 598,092</b>	<b>\$ 1,384,419</b>	

**Other JUNE Receipts**

County Penalties  
Landfill User Fees  
Municipalities  
Fire District Taxes  
Advance Taxes

\$ 18,861	\$ 192,274
\$ 20,177	\$ 1,147,624
\$ 7,460	\$ 680,182
\$ 12,222	\$ 747,591
\$ 22,665	\$ 45,425

**JUNE GRAND TOTAL**

<b>\$ 235,832</b>	<b>\$ 17,984,938</b>
-------------------	----------------------

*R. Edwin Mitchum*

R. Edwin Mitchum, Tax Collector

6/22/2011

Date

**Meeting Date: August 1, 2011**

**CONSENT AGENDA Item # 6D**

**SUBJECT: Request for Tax Releases**

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

**SUMMARY: None**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

---

---

**NOTES:**

---

---

---



Over \$100

8/6/2011

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

**ERROR CORRECTION RELEASES:**

ARRINGTON PLACE LTD PARTNER	2010 3380 300	E6B475	18585	\$ 1,488.58	VALUE WAS CHANGED PER PTC
BENDER JEFFREY & LISA	2010 6854 300	B8 9B	16530	\$ 407.16	BULK BARNs ALREADY ASSESSED
LYNCH CHARLES	2010 25908 311	D4 62	7719	\$ 2,011.76	PENALTY WAIVED PER BOER
MARBURY ROLAND & SHIRLEY	2009 26629 109	J12 20	56597	\$ 227.04	DW LISTED ALSO LISTED REAL
MARBURY ROLAND & SHIRLEY	2010 26629 110	J12 20	57809	\$ 241.76	DW LISTED ALSO LISTED REAL
WEST STERLING SR HEIRS	2010 43126 110	K10 31	59512	\$ 516.75	HSE TRANSFERRED TO WRONG LOT

**SUB-TOTAL ERROR CORRECTIONS:**

**\$4,893.05**

**MOTOR VEHICLE RELEASES:**

HARRISON BRADLEY D	2010 20772 110	XTJ3599	57377	\$166.25	PAID IN GRANVILLE CO
--------------------	----------------	---------	-------	----------	----------------------

**SUB-TOTAL MOTOR VEHICLE RELEASES:**

**\$166.25**

**SUB-TOTAL CORRECTION RELEASES:**

**\$4,893.05**

**Total Releases**

**\$ 5,059.30**

Under \$100

8/6/2011

Date: *2/16*  
*7/25/11*

**ERROR CORRECTION RELEASES:**

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD #</u>	<u>AMOUNT</u>	<u>REASON</u>
DUNCAN HAULING	2010	12315 200		29136	\$ 76.70	BPP OVER ASSESSED

**SUB-TOTAL ERROR CORRECTIONS:**

**\$ 76.70**

**MOTOR VEHICLE RELEASES:**

ALSTON JAMETRICE C	2010	33466 110	ZPW4504	57438	\$64.03	TAGS NEVER BEEN RENEWED
ALSTON ROCKY C	2010	46307 1538	YST8992	78615	\$15.17	SOLD
BERNARD ROSEMARY A	2010	33883 2070	HD64781	68733	\$12.60	TRADED
CAPPS MALVIN D JR	2010	7341 110	2S8226	57048	\$24.16	SOLD
CAWTHORNE & THOMPSON LLC	2010	25037 110	B931L	60253	\$7.41	RELEASED TO VANCE CO
DANIELS DARRYL A	2010	18142 109	XRN6353	56285	\$13.92	SOLD
DANIELS DARRYL A	2010	18142 110	XRN6353	57515	\$34.10	SOLD
EVANS ORIS G	2010	13708 1217	XNB9058	74305	\$3.12	JUNKED
FLOYD SANDRA L	2010	5375 1194	XSB2954	78271	\$6.80	SOLD
HARRISON BRADLEY D	2010	20772 110	PTS3123	57133	\$12.05	PAID IN GRANVILLE CO
KILIAN GWEN ETTA	2010	24112 1605	SRR4801	77283	\$24.01	SOLD
RICHARDSON JENNIFER M	2010	29437 2010	XTN2170	79087	\$18.04	SOLD
TALLEY PATRICIA ANN	2010	5662 2459	TXK6216	72458	\$1.92	SURRENDERED
WIGGINS RUSSELL R	2010	23363 110	MXV4690	56979	\$53.32	TAGS TURNED IN
WRIGHT SHERMAN G JR	2010	4994 2595	ZSW7826	69258	\$1.86	GAVE AWAY

**SUB-TOTAL MOTOR VEHICLE RELEASES:**

**\$292.51**

**SUB-TOTAL CORRECTION RELEASES:**

**\$ 76.70**

**Total Releases**

**\$369.21**

**Meeting Date: August 1, 2011**

**Item # 7-A**

**SUBJECT: Finance Office**

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

**SUMMARY: Amendment # 1 to the FY 2012 Budget Ordinance**

**FUNDING SOURCE: General Fund**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

---

---

---

**NOTES:**

---

---

---

---

**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE  
2011/2012  
Amendment No. 1**

**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:**

Health Department	55,715
Board of Elections	10,197
Senior Center	2,454
Recreation	650
Youth Services Bureau	1,500
<b>Building, Grounds, Maintenance – Contingency</b>	<b>(10,197)</b>
<b>Building, Grounds, Maintenance - New Co. Mgr's Office</b>	<b>45,450</b>
<b>Total</b>	<b>\$ 105,769</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:**

<b>Restricted Intergovernmental - Health</b>	<b>55,715</b>
<b>Restricted Intergovernmental - Other</b>	<b>3,954</b>
Miscellaneous Revenue	23,568
<b>Fund Balance - Appropriated</b>	<b>22,532</b>
<b>Total</b>	<b>\$ 105,769</b>

**This amendment:**

- **appropriates funds to the Health Department to agree with state allocations.**  
Funding Source: **NC Department of Public Health**

- **appropriates funds to the Board of Elections for HVAC replacement.**  
Funding Source: **Building, Grounds and Maint - Contingency**
  
- **appropriates funds to the Recreation Department.**  
Funding Source: **Private Contributions**
  
- **appropriates funds to the Youth Services Bureau.**  
Funding Source: **United Way of Vance County**
  
- **appropriates funds to the Senior Center.**  
Funding Source:
 

<b>United Way Grant</b>	<b>\$1,000</b>
<b>Walmart Grant</b>	<b>\$500</b>
<b>SHIP Grant</b>	<b>\$954</b>
  
- **appropriates funds to Building, Ground and Maintenance for the renovation of the Doctor's Office for the new County Manager's Office.**  
Funding Source: **Fund Balance - Appropriated Proceeds Installment Purchase**

**Respectfully Submitted 08/01/2010**

*Barry J. Mayo*

---

**Barry J. Mayo, Finance Director**



**Meeting Date: August 1, 2011**

**Item # 7-B**

**SUBJECT: Schedule Public Hearing**

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

**SUMMARY: It is presented to schedule a Public Hearing to hear citizen comments regarding FY 2012 Rural Operating Assistance Program.**

**Suggested date and time: September 6, 2011 @ 5:00 pm**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

---

---

---

**NOTES:**

---

---

---

---

**Meeting Date: August 1, 2011**

**Item # 8**

**SUBJECT: Settlement of 2010 Tax Levy & Order to Collect**

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

**SUMMARY: In accordance with NC GS 105-321 Tax Collector is hereby authorized, empowered and commanded to collect the taxes set forth in the tax records filed in the office of the Tax Collector.**

**FUNDING SOURCE: General Fund**

**APPLICABLE GENERAL STATUTE: NC GS 105-321, 105-375, 105-367**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

---

---

---

**NOTES:**

---

---

---

R. Edwin Mitchum  
Tax Administrator



117 S. Main Street  
Post Office Box  
Warrenton, North Carolina  
Phone: (252) 257-  
Fax: (252) 257-

COUNTY OF WARREN  
OFFICE OF THE TAX ADMINISTRATOR

2010 TAX YEAR ANNUAL SETTLEMENT

2010 TAX YEAR ORIGINAL LEVY	\$17,413,844.79
ADDITIONS:	
DISCOVERIES	\$ 789,521.05
INTEREST	51,761.80
STATE 3% INTEREST	5,163.93
LIEN ADVERTISING COST	6,435.33
TOTAL	\$18,266,726.90
REDUCTIONS	
UNCOLLECTED BALANCE	
CASH COLLECTIONS	\$16,988,837.59
RELEASES	214,585.69
TOTAL	\$17,203,423.28
BALANCE OUTSTANDING AT JUNE 30, 2011	\$ 1,063,303.62
TOTAL	\$18,266,726.90

## Warren County Board of Commissioners

### State of North Carolina County of Warren County

To the Tax Collector of Warren County:

Pursuant to N. C. G. S. 105-321, you are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of the Tax Collector and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Warren, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on, seize and sell any real or personal property of such taxpayers, for and on account hereof, in accordance with the law.

Pursuant to N. C. G. S. 105-375, you are further authorized, empowered, and commanded to collect taxes from prior years. This order shall be full and sufficient authority for the Tax Collector to file judgments on real property and request execution on those judgments.

Pursuant to N. C. G. S. 105-367, you are hereby authorized to direct executions to the Sheriff of Warren County to levy on and sell any personal property of taxpayers whose taxes are delinquent for the collection of said taxes. You are further authorized to bid on any real or personal property at the time of the foreclosure sale conducted under N. C. G. S. 105-375.

Witness my hand and official seal this the 1st day of August, 2011.

---

Chairman of the Board of Commissioners of  
Warren County

ATTEST:

Angelena K. Dunlap  
Clerk of the Board of Commissioners  
Warren County

**Meeting Date: August 1, 2011**

**Item # 9**

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

**REQUESTED BY: Petitioner – Mattie Williams**

**SUMMARY: After holding a required public hearing on Monday, August 1, 2011 at 5:45 pm, DOT Petition Request to Rename Leroy Cheek Road is presented for Board’s review and action.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**If request is approved, Petitioners should select final name for this road.**

---

---

---

**NOTES:**

---

---

---

---

**Suggested names:**

**1 – Charlie Williams Road**

**2 – Williams Estate Road**

**3 – E. Williams Drive**

**Meeting Date: August 1, 2011**

**Item # 10-A**

**SUBJECT: Board/Commission Member Appointment**

**REQUESTED BY: Terry Henderson, Interim Director  
Warren County Memorial Library**

**SUMMARY: It is submitted to (re)appoint and appoint individuals to serve on the Library Board of Trustees for three (3) year terms, expiring June 2014.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

---

---

---

**NOTES:**

---

---

---

**Three Year Terms – Expire June 2014**

**John F. Boyle (2<sup>nd</sup> Term)**

**Louise Bynum Mitchum (1<sup>st</sup> Term)**

**Also submitted “Statement of Interest To Serve”:**

**Dean Edwards-Hargrove**



# Memorial Library

Term of Office: 3 years, expires June  
 Authority: NCGS Chapter 153A, Article 14  
 Membership: Appointed

Responsibilities: § 153A–266. Powers and duties of trustees; board of trustees shall elect a chairman and may elect other officers; governing body may delegate to trustees the following powers: (1) form & adopt programs, policies, and regulations for government of library

Meeting Schedule: 2nd Thursday bi-monthly  
 Staff Liaison: Chief Librarian (252) 257-4990

Member	Position	Term
Candice Wagner White	1st Term	June10–Jun2013
Cheryl Coffman	Appointed (1st term)	Oct10–Jun2013
Elmer Taylor Malone, Jr.	2nd Term	Nov07–Jun10, Jun10–Jun13
Fern L. Boyd	1st Term	Jun10–Jun2013
<b>John Boyle</b>	<b>2nd Term</b>	<b>Jan07–11, Jun11–Jun14</b>
Lawrence Lux Boyd	1st Term	Jun10–Jun2013
Magnolia Williams Clanton	1st Term	Jun10–Jun2013
Mildred Stewart C. Johnson	2nd Term	Jul07–Jun10, Jun10–Jun2013
Robert A. Thompson	1st Term	Jun10–Jun2013
Tanious Smith	2nd Term	July05–Jun2011
<b>Louise Bynum Mitchum</b>	<b>1st Term</b>	<b>June2011–Jun2014</b>
Wadie Ryan	3rd Term	Apr04–Jun07; Jun07–Jun10, Jun10–Jun2013

WARREN COUNTY MEMORIAL LIBRARY

119 S. FRONT STREET  
WARRENTON, NORTH CAROLINA 27589

---

---

**MEMORANDUM**

---

---

**To:** Angelena Kearney-Dunlap  
Clerk to the Board

**From:** Terry Henderson, Interim Director   
Warren County Memorial Library

**Date:** July 14, 2011

**RE:** Board Actions June 9, 2011 Meeting

The Warren County Library Board of Trustees during their June 9, 2011 monthly meeting recommended that John Boyle be reappointed to the Library Board of Trustees for the third term.

Feel free to contact this office if further assistance is needed.

Thanks, TH

# STATEMENT OF INTEREST TO SERVE

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

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

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

1. Library Trustee
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name John Francis Boyle  
Date of Birth 8/4/38 Sex M Race W  
Mailing Address 211 Wilson Oaks Dr  
City and Zip Code Littleton ~~NC~~ 27850  
Street Address Same  
City and Zip Code Same  
Home Phone (252) 586-7169 Work Phone \_\_\_\_\_  
Job Title retired teacher  
Company or Agency \_\_\_\_\_  
Email Address \_\_\_\_\_

Do you live in the county? Yes  No

Please list your County Commissioner District # 2  
(This information can be obtained from the Board of Elections at (252) 257-2114).

### Educational Background

Name and Address of High School Attended East Troy Community School, East Troy, WI  
Name and Address of College Attended Maryknoll College, Maryknoll, N.Y.  
Degree Received BA + MA

Please list any military experience 4 years - Navy

*New Rochelle College,  
New Rochelle, N.Y.  
(Master in Education)*

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

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

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

Work Experience 5th grade teacher, 23 years,  
Ossining Sch. Dist. Ossining, N.Y.

Volunteer Experience Vice chair - Democratic Party,  
Roanoke Precinct chair, library trustee

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

Newspaper

Current Warren County Volunteer

Other

If other, please explain:

I became involved in building a new library.

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature

John Boyle

Date

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

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

WARREN COUNTY MEMORIAL LIBRARY

119 S. FRONT STREET  
WARRENTON, NORTH CAROLINA 27589

---

**MEMORANDUM**

---

**To:** Angelena Kearney-Dunlap  
Clerk to the Board

**From:** Terry Henderson, Interim Director   
Warren County Memorial Library

**Date:** July 15, 2011

**RE:** Board Actions July 14, 2011 Meeting

The Warren County Library Board of Trustees during their July 14, 2011 monthly meeting recommended that Louise Mitchum be appointed to the Library Board of Trustees for the first term.

Feel free to contact this office if further assistance is needed.

Thanks, TH

## STATEMENT OF INTEREST TO SERVE

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

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

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

1. Library BOT
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name Louise Bynum Mitchum  
Date of Birth 3/24/59 Sex F Race W  
Mailing Address 209 Plummer St  
City and Zip Code Warrenton, NC 27589  
Street Address same as above  
City and Zip Code \_\_\_\_\_  
Home Phone 257-0311 Work Phone 4322592 (cell)  
Job Title Professor, Louisburg College  
Company or Agency Louisburg College  
Email Address Lbmitchum@embargo.mail.com

Do you live in the county? Yes  No

Please list your County Commissioner District 1  
(This information can be obtained from the Board of Elections at (252) 257-2114).

### Educational Background

Name and Address of High School Attended Wilson Hall  
Name and Address of College Attended Salem College, Clemson Univ BS  
Degree Received PhD USC Col UNC Chapel Hill - MA

Please list any military experience N/A

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

If you are presently serving as an elected or appointed official, please explain: N/A

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

Work Experience see attached resume

Volunteer Experience Wesley Memorial United Methodist Church

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

Newspaper       Current Warren County Volunteer       Other  
If other, please explain: \_\_\_\_\_

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature Louise Bynum Mitchum  
Date July 12, 2011

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

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

## **Louise Bynum Mitchum, PhD**

209 Plummer Street • Warrenton, NC 27589 • 252-257-2311 • lbmitchum@embarqmail.com

### **SUMMARY OF QUALIFICATIONS**

- Accomplished versatile professional with 19 years experience in higher education and non-profit management
- Proven educator with experience in instruction, curriculum development, and assessment, student advising, student recruitment, and first year programs
- Demonstrated competencies include program design and development, marketing, and administration

### **EDUCATION**

PhD., Doctor of Philosophy in Higher Education Administration  
The University of South Carolina, Columbia, SC, May 1992  
Dissertation: *Motivations of Third-Age Students in Learning-in-Retirement Institutes*

M.S., Master of Science in Recreation Administration  
The University of North Carolina-Chapel Hill, May 1983

B.S., Bachelor of Science in Recreation and Park Administration  
Clemson University, Clemson, SC, May 1981

### **ACADEMIC EXPERIENCE**

**Director of Crossroads (First-year seminar)**  
**Phi Theta Kappa Honor Society Advisor**  
**Faculty Member**

Louisburg College, Louisburg, NC  
August 2006 – present

- Provide strategic leadership for first-year seminar
- Develop curriculum for Crossroads program
- Serve on Academic Affairs Committee Retention Task Force and Academic Council
- Serve on College committees including the search for Vice President for Academic Life and Vice President for Enrollment

**Adjunct Faculty and Coordinator, New Program Development**  
Davidson County Community College, Lexington, NC  
August 2003 – July 2006

- Authored and managed new program curriculum applications for the College

- Oversaw the planning process, created and implemented employment availability surveys, convened advisory committees, estimated institutional costs, and collaborated with faculty on curriculum design
- Revised Career Assessment Course and implemented the curriculum online
- Composed and edited *Guidelines for Internships* manual for business students and employers

**Assistant Professor, Department of Recreation and Leisure Services**

Springfield College, Springfield, MA

August 1992 - October 1993

- Instructed and designed seven Recreation major courses
- Advised entering students in course selection
- Established and maintained a network of internship placements

**Courses Taught**

Introduction to Recreation and Leisure Services

Leisure and Aging

Commercial Recreation

Program and Event Planning in Recreation

Therapeutic Recreation

Introduction to Gerontology

Special Populations

Career Assessment

Foundational Reading and English

Sports Management

University 101

Public Speaking

Graduate Seminar First Year Experience

Business Etiquette

College Success and Study Skills

**PROFESSIONAL EXPERIENCE**

**Senior Program Coordinator, Office of Continuing Medical Education**

Duke School of Medicine, Durham, NC

March 1999 - December 2001

- Educated and enforced CME regulatory requirements for the Medical Center
- Oversaw planning of physician educational events including design, marketing, budgeting, logistics, and assessment

**Coordinator, Center for International Business, Education and Research**

The Fuqua School of Business, Duke University, Durham, NC  
August 1998 - February 1999

- Prepared and administered a \$300,000 grant for international business
- Organized CIBER conferences and workshops for academicians in business

**Director, Programs and Volunteer Services**

Methodist Retirement Community, Durham, NC  
November 1993 - August 1996

- Planned and conducted the recreational programs and volunteer services for 300 residents
- Managed six staff members and eighty volunteers

**PUBLICATIONS AND PRESENTATIONS**

White, H., MD, McConnell, E., RN, Ph.D., Clipp, E, Ph.D., Bynum, L.L, Ph.D., Navas, L.MD & Pieper, C., Dr P.H. (1999). Surfing the net in later life: A pilot study of computer use and quality of life among congregate housing residents, *Journal of Applied Gerontology*, Vol 18, No.3.

Bynum, L.L. & Seaman, M. A. (1993). Motivations of third-age students in learning in retirement institutes, *Continuing Higher Education Review*, Vol. 57, Nos. 1 & 2, Winter/Spring.

Learning-in-Retirement Programs: Higher Education Confronts the Age Wave, National Conference on the Adult Learner, University of South Carolina, Columbia, SC, May 1992.

Bynum, L.L. (1990). Understanding the normal aging process. *An Instructor's Manual for Patient Care Associates*, R.C. Arrundell (Ed.), Charlotte, NC, Senior Resources, Inc.

NC Workshop Leader, Southeastern Jurisdictional Older Adult Convocation, United Methodist Conference Center, Lake Junaluska, NC, 1997.

---

---

## MEMORANDUM

---

---

**To:** Angelena Kearney-Dunlap  
Clerk to the Board

**From:** Terry Henderson, Interim Director  
Warren County Memorial Library

**Date:** March 28, 2011

**RE:** Board Actions March 10, 2011 Meeting

The Warren County Library Board of Trustees during their March 10, 2011 monthly meeting recommendation of Dean E. Hargrove to be appointed to the Library Board of Trustees was "no action taken".

Feel free to contact this office if further assistance is needed.

Thanks, TH

## STATEMENT OF INTEREST TO SERVE

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

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

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

1. Warren Co Memorial Library
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name Dean Edwards-Hargrove  
Date of Birth 1/5/1951 Sex Female Race African American  
Mailing Address 101 Greenwood Blvd.  
City and Zip Code Warrenton, NC 27589  
Street Address \_\_\_\_\_  
City and Zip Code \_\_\_\_\_  
Home Phone 252) 257-2817 Work Phone 252) 257-1185  
Job Title Office Asst. Warren Co Health Dept  
Company or Agency NCBA  
Email Address deanunc@gmail.com

Do you live in the county? Yes  No  (#1)

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

### Educational Background

Name and Address of High School Attended John R. Hawkins Warrenton, NC  
Name and Address of College Attended UNC's School of Dentistry Chapel Hill, NC  
Degree Received Reg. Denture Ass. (Ass)

Please list any military experience N/A

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

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

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

Work Experience Reg: Dental Ass. Dr. Upton, Dearstynne, Fisher  
Supervisor Lauten's Glass Co Henderson, NC

Owner of In Home Day Care  
employed with The National Caucus and Center on  
Black Aged Inc.

Volunteer Experience Strategic Community Team of WCMC  
SCSEP

Training sites: ① Warren Co Senior Ctr, ② Leaves of Fisher  
③ Warren Co Memorial Library ④ Warren Co Health Dept

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

Newspaper \_\_\_\_\_ Current Warren County Volunteer \_\_\_\_\_ Other

If other, please explain: Present; Warren Co Memorial Library Director  
James (Jay) Stephens

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature Dean F. Wargrave

Date 2/25/11

Please feel free to attach a resume if so desired.

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

## **Dean Edwards-Hargrove**

121 Greenwood Blvd

Warrenton, NC 27589

(252)257-2817

**CAREER OBJECTIVE:** Enthusiastic senior over the age of 55 seeking part time work to use my skills in the best possible way for achieving the company's goals.

### **WORK SKILLS:**

- Interpersonal Communication Skills
- providing excellent customer service
- ability to prioritize
- ability to handle complaints effectively
- problem solving skills

### **WORK HISTORY:**

**Circulation Assistant**, Warren County Memorial Library (Training Site for NCBA Warren County Government)  
April 2010 - present

- Attend to the circulation desk, assist patrons in obtaining books, files and other items. Shelf read maintain and straighten shelving area and assigned area of the library. Answers directional queries and perform other special desk projects as assigned. .

**Warehouse Packer**, Loaves and Fishes (Training Site for NCBA Warren County Government)  
December 2009 - April 2010

- Listened and understood complex situations of clients while maintaining confidentiality. Made decisions that would effectively help clients. Prepared produce bags for clients, distributed supplies to clients through organized organization...

**Office Assistant**, Warren County Senior Center (Training Site for NCBA Warren County Government)  
September 2009 - Dec. 2009

- Performed a variety of administrative and clerical duties necessary to run an organization efficiently. Served as information and communication managers for office; plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; conduct research; and disseminate information by using the telephone, mail services, Web sites, and e-mail. Used a variety of office equipment, such as fax machines, photocopiers, scanners, and telephone systems. .

**Home Daycare Provider**, Dean's Day Service  
1998 - 2008

- Responsible for children 0-4 years, supervised and assisted with meal/snack preparations and clean-up, responsible for planning and executing activities, assisted in the maintenance of a safe, healthy and stimulating environment according to OSHA, Provided constant supervision of children at all times including meal time, outside play, and nap time.

**Registered Dental Assistant, Dr. Upton, Dearstyn, Fisher and Associates**  
1980 - 1997

- Utilized 4-6 handed dentistry pour models, captured study impressions for crowns, dentures, implants and retainers, documented health history of patients that included all medical alerts, charted all information pertaining to existing and future dental procedures, screened for periodontal disease of the soft and hard tissue, sterilized the dental equipment to meet OSHA regulations.

**SCHOOLS ATTENDED:**

**University of North Carolina-Chapel Hill**  
1985 - 1987  
Associate of Dentistry

**John R. Hawkins High School**  
1965 - 1969  
Diploma

**REFERENCES:**

Available upon request

**Meeting Date: August 1, 2011**

**Item # 10-B**

**SUBJECT: Board/Commission Member Appointment**

**REQUESTED BY: Jeffrey Woodard, DSS Director**

**SUMMARY: It is submitted to appoint Constance H. Davis to serve on the Social Services Board of Directors for a three (3) year term as Board of Commissioners appointee. Term expires June 2014.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

---

---

---

**NOTES:**

---

---

---

---

Added  
to the  
Agenda

Added  
to the  
Agenda

Dear Angelena:

Is it too late to add an agenda item on the County Commissioners agenda for August 1st? It is a simple request. Approve Constance H. Davis (P.O. Box 345 Wise, NC 27594) as the DSS Commissioner-Board appointee. We have 5 slots on the DSS Board (2 State appointees, 2 Commissioner appointees, and 1 DSS Board member appointee). Our commissioner appointee ended June 30th and the DSS Board met and recommended Ms. Davis as one of the two commissioner slots for DSS at our July board meeting. I will have Brenda Abbott bring her application to you for electronic posting for the commissioners. Her term will be from July 1, 2011 thru June 30th 2014.

Ms. Davis is a retired elementary school principal with a master degree in Early Childhood Education and a certification in administration. This is her wish to serve: "As a member of the Warren County Board of Social Services, I would use my skills and experiences as a former school administrator and educator to assist the works of the board. I would also use this opportunity to continue to advocate for the children, families, and citizens of Warren County."

Again, our existing Social Services Board supports her appointment and asks the BOC to endorse our nomination.

Sincerely,

Jeffrey Woodard, MSW, Director  
Warren County Social Services

**Meeting Date: August 1, 2011**

**Item # 11-A**

**SUBJECT: Request for Permit Fee Waiver with Refund**

**REQUESTED BY: Dr. Ray Spain, Superintendent, Warren County Public Schools**

**SUMMARY: Request waiver and refund in the amount of \$1,792.80 for permit fee to install modular units at Warren Early College High School on the VGCC satellite campus.**

**FUNDING SOURCE: General Fund**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval to refund permit fee paid by Warren County Schools.**

---

---

---

**NOTES:**

---

---



## WARREN COUNTY SCHOOLS

109 Cousin Lucy's Lane  
Post Office Box 110  
Warrenton, North Carolina 27589

Phone: (252) 257-3184  
Fax: (252) 257-5357  
www.warrenk12nc.org

July 6, 2011

Mrs. Linda Worth  
County Manager  
County of Warren  
Post Office Box 619  
Warrenton, NC 27589

Dear Mrs. Worth:

I am writing to respectfully request that a waiver be granted for the permit fee in the amount of \$1,792.80 for the installation of the modular unit at Warren Early College High School on the Vance-Granville Community College campus.

Also, I am respectfully requesting that the Warren County Commissioners grant permission for an easement to Progress Energy for the installation of a transformer and wiring on the John Graham property. This approval must be stated in the meeting minutes.

Your consideration for these requests are greatly appreciated. I would also like to say once again how much I appreciate your support and that of the Warren County Commissioners as the school district moves forward with high school reform and efforts to increase student academic achievement.

Sincerely,

Ray V. Spain, Ed.D.  
Superintendent

RVS/dc

c: Joe Mustian, Maintenance Director

RECEIVED



WARREN COUNTY SCHOOLS  
P.O. BOX 110 - WARRENTON, NORTH CAROLINA 27589

**Current Expense Fund**  
General Expense Voucher

REORDER 905 - U.S. PATENT NO. 5,538,230, 5,572,308, 5,641,190, 5,759,903, 5,984,264, 6,003,000  
UNIT NO. **930** CHECK NO. **549123**

ACCOUNT NUMBER	INVOICE #	P.O. #	DESCRIPTION	INV. AMOUNT	DISCOUNT	NET AMOUNT
4.9101.001.311.360.000.00	7/08/11 WBCHS		89 PAT 070811 WARREN COUNTY	1,792.80		1,792.80

PAYEE SHOULD DETACH STUB AND DEPOSIT VOUCHER AT ONCE

THIS CHECK IS VOID WITHOUT A COLORED BORDER AND BACKGROUND PLUS A KNIGHT & FINGERPRINT WATERMARK ON THE BACK - HOLD AT ANGLE TO VIEW

FIRST CITIZENS BANK & TRUST COMPANY  
WARRENTON, N.C. 27589

**WARREN COUNTY SCHOOLS**  
P.O. BOX 110 - WARRENTON, NORTH CAROLINA 27589  
CURRENT EXPENSE FUND

66-30 NO. **549123**  
531

This check is void after 60 days from date.

DATE

07/20/11

\$ 1,792.80

PAY EXACTLY \*\*\*\*\*1,792 DOLLARS AND 80 CENTS

TO THE ORDER OF

WARREN COUNTY FINANCE OFFICE  
548 W. RIDGEWAY STREET  
WARRENTON, NC 27589

THIS DISBURSEMENT HAS BEEN APPROVED AS REQUIRED BY THE SCHOOL BUDGET AND FISCAL CONTROL ACT.

*Ray V. Spain*  
SUPERINTENDENT

*Eric M. Quinn*  
SCHOOL FINANCE OFFICER

⑈549123⑈ ⑆053100300⑆ 4255000077⑈

**Meeting Date: August 1, 2011**

**Item # 11-B**

**SUBJECT: Easement to Progress Energy**

**REQUESTED BY: Dr. Ray Spain, Superintendent, Warren County Schools**

**SUMMARY: Request Board grant permission for an easement to Progress Energy for installation of transformer and wiring on the John Graham property for new modular units. Authorize Chairman to sign documentation.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

---

---

---

**NOTES:**

---

---

EASEMENT

NORTH CAROLINA

WARREN COUNTY

THIS EASEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, from COUNTY OF WARREN, a body politic and corporate, existing under and by virtue of the laws of the State of North Carolina, hereinafter referred to as GRANTOR (whether one or more), to CAROLINA POWER & LIGHT COMPANY, a North Carolina public service corporation, d/b/a PROGRESS ENERGY CAROLINAS, INC., hereinafter referred to as PEC

WITNESSETH:

THAT GRANTOR, for and in consideration of the sum of ONE DOLLAR (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, does hereby grant unto PEC, its successors and assigns, the right, privilege, and easement to go in and upon the land of GRANTOR situated in Warrenton Township of said County and State, described as follows: containing 6.589 acres more or less; being the land described in a deed from the Warren County Board of Education to County of Warren, dated July 10, 1996, and recorded in Deed Book 625, Page 384A, Warren County registry, LESS AND EXCEPT any prior out-conveyances, and to construct, maintain, and operate electric and/or communication facilities thereon consisting of poles, cables, wires, underground conduits, enclosures, and other pertinent facilities within an easement area ten (10) feet wide, together with an area ten (10) feet wide on all sides of the foundation of any PEC enclosure, with the right to do all things necessary, including, but not being limited to, the right: (a) to enter said easement area at all times over the adjacent land to inspect, repair, maintain, and alter said facilities; and (b) to keep said easement area cleared of trees, shrubs, undergrowth, buildings, structures, and obstructions. The center line of the facilities shall be the center line of said easement area. **PEC shall not install facilities outside of said easement area without obtaining another EASEMENT.**

TO HAVE AND TO HOLD said rights, privilege, and easement unto PEC, its successors and assigns, forever. IN WITNESS WHEREOF, GRANTOR has caused this EASEMENT to be signed by its duly authorized officials and its official seal to be hereunto affixed, pursuant to a resolution of its governing body, as of the date first above written.

WARREN COUNTY

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

BARRY RICHARDSON, Chairman,  
Board of Commissioners

ATTEST:

\_\_\_\_\_  
ANGELINA KEARNEY DUNLAP, County Clerk



**Meeting Date: August 1, 2011**

**Agenda Item # 12-A**

**SUBJECT: CDBG Housing Project 03-C-1187 – Ephraim Place**

**REQUESTED BY: Cathy Alston-Kearney, Executive Director  
Warren Family Institute**

**SUMMARY: Equal Employment and Procurement Plan for above referenced project is presented for Board's adoption. Authorize Chairman to sign documentation.**

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

---

---

**NOTES:**

---

---

## **Equal Employment and Procurement Plan**

The County of Warren maintains the policy of providing equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment.

In furtherance of this policy, Warren County prohibits any retaliatory action of any kind taken by any employee of the locality against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

The County shall strive for greater utilization of all persons by identifying previously underutilized groups in the workforce, such as minorities, women, and the handicapped, and making special efforts toward their recruitment, selection, development and upward mobility and any other term, condition, or privilege of employment.

Responsibility for implementing equal opportunities and affirmative action measures is hereby assigned to the County Manager to assist in the implementation of this policy statement.

The County shall develop a self-evaluation mechanism to provide for periodic examination and evaluation. Periodic reports as requested on the progress of Equal Employment Opportunity and Affirmative Action will be presented to the Board of Commissioners.

The County is committed to this policy and is aware that with its implementation, the County will receive positive benefits through the greater utilization and development of all its human resources.

Adopted this 1st day of August, 2011.

---

Barry Richardson, Chairman

ATTEST:

---

Angelena Kearney-Dunlap, Clerk to the Board

**Meeting Date: August 1, 2011**

**Agenda Item # 12-B**

**SUBJECT: CDBG Housing Project 03-C-1187 – Ephraim Place**

**REQUESTED BY: Cathy Alston-Kearney, Executive Director  
Warren Family Institute**

**SUMMARY: Section 3 Plan for above referenced project is presented for Board's adoption. Authorize Chairman to sign documentation.**

**FUNDING SOURCE: N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

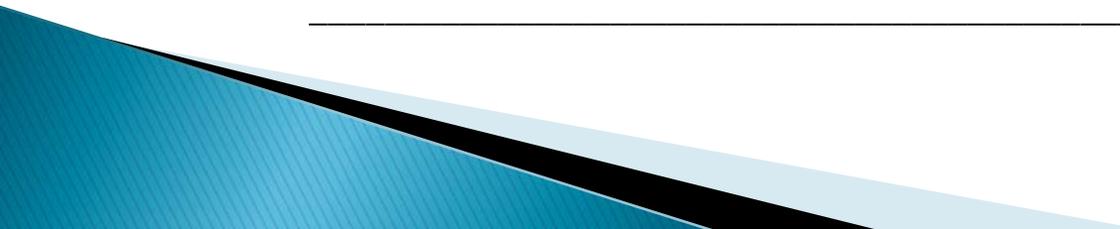
---

---

**NOTES:**

---

---



**WARREN COUNTY**  
**CDBG: 03-C-1187**

**SECTION 3 PLAN**

Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 (24 CFR Part 135) that helps foster local economic development, neighborhood economic improvements, and individual self-sufficiency. The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods.

In order to support the goals of HUD to foster local economic development, neighborhood development and individual self-sufficiency, the County will carry out the following four activities.

1. An approved contractor list for housing rehab and/or public facilities project will be used to invite contractors to submit a bid or proposal for a rehab or public facilities project. The HUD Section 3 Clause and goals will be explained to the contractors at bid openings and pre-construction conferences.
2. At the preconstruction conference contractors will complete a brief survey to determine if they are Section 3. Contractors with contracts less than \$100,000 will be encouraged to hire locally (from the target area) if possible should the need arise to hire a new employee(s). The contractor will also be encouraged to buy building materials local subcontractors to the extent possible. . Documentation of Section 3 efforts will be recorded in the preconstruction conference minutes.
3. Contractors with contracts in excess of \$100,000 including public facilities contractors will be required to submit a Section 3 Plan which outlines their work needs in connection with the project. Should a need exist to hire additional personnel; the contractor agrees to contact the local Employment Security Commission. The contractor also agrees to employ local subcontractors for the project to the extent possible. All Section 3 documents to be signed by the contractor will be explained and signed at the pre-construction conference. The minutes of the pre-construction conference will reflect the Section 3 activities
4. The HUD approved Section 3 Clause will be included in all contracts. The Section 3 covered project area for the purposes of this grant shall include the County of Warren.

Adopted this 1<sup>st</sup> day of August, 2011.

---

Barry Richardson, Chairman

**Meeting Date: August 1, 2011**

**Item # 13**

**SUBJECT: Board of Elections**

**REQUESTED BY: Deborah Formyduval, Director**

**SUMMARY: Request from Board of Elections for an appropriation of \$10,000 based on the anticipation of possible litigation cost for agency during the 2011-2012 budget year.**

**FUNDING SOURCE: General Fund**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Request Board of Elections to provide Board of County Commissioners historical data on past litigation costs incurred by the Warren County BOE, as well as an explanation of what the \$10,000 request for litigation costs is based upon (i.e. quote from an Attorney, etc.)**

---

---

---

**NOTES:**

---

---

---



## WARREN COUNTY BOARD OF ELECTIONS

John Graham Building Annex  
309 North Main Street  
Post Office Box 803  
Warrenton, North Carolina 27589

252-257-2114 (Office)

252-257-5232 (Fax)

July 21, 2011

The Honorable Barry Richardson  
Chairman, Warren County Board of Commissioners  
P.O. Box 619  
Warrenton, North Carolina 27589

Dear Chairman Richardson:

The Warren County Board of Elections has directed me as Election Director to forward a request to you and the Warren County Board of Commissioners for a funding appropriation request of \$10,000.00. The request is based on the Board's anticipation of possible litigation cost for the agency during the 2011-2012 Budget year.

A copy of the minutes of the meeting of July 19, 2011 is attached as supporting documentation for this request. If you have questions regarding this correspondence, please feel free to contact me at (252) 257-2114.

Sincerely,

  
Deborah S. Formyduval-Director

Enclosure-minutes of July 19, 2011

**MINUTES**  
**(ORGANIZATIONAL MEETING OF BOARD MEMBER FOLLOWING APPOINTMENT BY THE NC**  
**STATE BOARD OF ELECTIONS)**

**WARREN COUNTY BOARD OF ELECTIONS**  
**JULY 19, 2011-12:00 NOON**  
**309 NORTH MAIN STREET-WARRENTON NC**

**PRESENT:** Sandra W. Shearin, Jennie A. Johnson Franklin, Merwin R. Dieckmann, Debbie Formyduval-Election Director, Robin Green-Deputy Election Director and Jennifer Harris-Editor for the Warren Record.

Richard Hunter, Clerk of Superior Court administered the oath of office to the newly appointed members of the Warren county Board of Elections. Those appointees included Sandra Shearin, Jennie A. Johnson Franklin, and Dr. Merwin R. Dieckmann. Jennie Franklin nominated Sandra Shearin as chairman for the Board. This was seconded by Dr. Dieckmann and passed 3-0. Jennie Franklin nominated Merwin R. Dieckmann, MD for secretary of the Board. This was seconded by Chairman Shearin and passed 3-0.

Chairman Shearin then called the meeting to order. Dr. Dieckmann moved to amend the agenda by adding the following items for board action.

1. Discussion and action concerning the opinions that had been forwarded to each of the Board members by Warren County attorney-Karlene "Honey" Turrentine regarding board member and staff travel and classification of Board of Elections employees by Warren County.
2. Approval of the travel, lodging, and meals for the board members and the staff to the meeting in Asheville, North Carolina July 27<sup>th</sup>-29<sup>th</sup>.
3. Confirmation of the continued employment of Debbie Formyduval as Election Director and Robin Green as Deputy Director for the Warren County Board of Elections.
4. Discussion of the furlough day policies of the Warren County Board of Commissioners for county employees and the fact that Board of Elections staff are not county employees but are employees of the board of elections.
5. A request for appropriation of \$10,000. By the Warren County Board of Commissioners to provide for an attorney for the Board of Elections as stated in N. C.G.S. 163-35 and 163.33(2).
6. To make official part of the minutes email confirmation by Board members to extend the filing period to Noon on Wednesday, July 20, 2011 for the Town of Macon Commissioner seat for which insufficient candidates filed during the normal filing period.

This was seconded by Jennie A. Johnson Franklin and passed 3-0.

Discussion was held regarding the email that had been sent by the Warren County Manager that included opinions by Warren County Attorney Karlene "Honey" Turrentine have gross errors in quoting of the law in stating that the employees of the Warren County Board of Elections are county employees. It was noted that Director Formyduval was nominated by the local County board of Elections and her appointment approved by Executive Director of the North Carolina State Board of Elections (G.S. 163-35). (Copy of letter of approved appointment attached) and that Deputy Director Robin Green was appointed by the WCBOE as per the statutes (G.S. 163-33(2)). A motion by Dr. Dieckmann, seconded by Jennie Franklin that Warren County Board of Elections employees are not in fact employees of Warren County as stated in correspondence from Attorney Turrentine. This was passed 3-0. A motion was made by Dr. Dieckmann stating that in as much as the Director and the Deputy Director are not county employees they are not subject to furlough policies of Warren County. This was seconded by Jennie Franklin and passed 3-0.

Jennie Franklin moved that the minutes of the June 9, 2011 minutes be approved as presented. This was seconded by Dr. Dieckmann and passed 3-0.

Jennie Franklin moved that the Director's report be accepted as a part of these minutes. This was seconded by Dr. Dieckmann and passed 3-0.

Being no further business before the Board, Jennie Franklin made a motion that the meeting be adjourned at 1:00 PM. This was seconded by Dr. Dieckmann and passed 3-0.

Respectfully submitted,

(Seal)

Merwin R. Dieckmann-Secretary

Attest:

---

**Meeting Date: August 1, 2011**

**Item # 14**

**SUBJECT: Economic Development Commission**

**REQUESTED BY: Benny Finch, Interim Director**

**SUMMARY: EDC Board requests approval of letter supporting application for Warren County to be included in the Federal Foreign Trade Zone Alternating Site Framework (ASF) Program through Triangle J COG. A \$1,000 allocation is requested and authorization for Chairman to sign letter.**

**FUNDING SOURCE: General Fund**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval with the \$1,000 fee to be paid from the Economic Development departmental budget.**

---

---

---

**NOTES:**

---

---



ECONOMIC DEVELOPMENT COMMISSION

## MEMORANDUM

TO: Barry Richardson, Chairman  
Warren County Board of Commissioners

Linda Worth  
Warren County Manager

FROM: Benny Finch Interim Director

DATE: July 21, 2011

RE: Foreign Trade Zone Participation

The Warren County Economic Development Commission supports and recommends that Warren County join the service area of Foreign Trade Zone #93 as a contiguous county in the expanded service area. An application will be needed to join the Foreign Trade Zone (FTZ) and a fee of \$1,000 should accompany the request for participation. The County should submit a letter of support for the Alternative Site Management Framework, FTZ # 93 application by August 31, 2011 to the Triangle J Council of Governments. A sample letter is attached for the Commissioners to approve.

While trade zone status is not needed at this time it may very well be beneficial to companies locating in the County, particularly the IBEA site and/or Triangle North Warren sites.

The Research Triangle Regional Partnership Economic Development Advisory Committee supports this project as does the Kerr-Tar Council of Governments.

Five Research Triangle Region counties have recently submitted application letters.

I have attached information for your review. Please contact me if you need anything further.

BF/mr  
Attachments

August 1, 2011

Kirby Bowers, Executive Director  
Triangle J Council of Governments  
Post Office Box 12276  
Research Triangle Park, NC 27709

Dear Mr. Bowers:

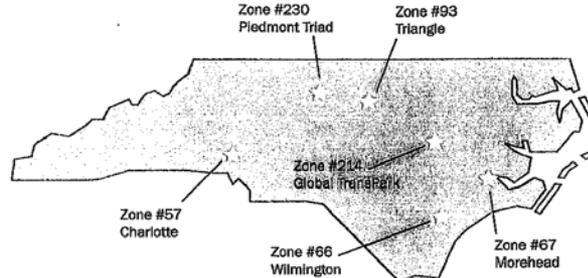
The purpose of this letter is to document the support of Warren County for inclusion within the Service Area of Foreign Trade Zone (FTZ) #93. We understand that this means that the grantee, Triangle J Council of Governments, will be able to apply to the US Foreign-Trade Zones Board for authority to serve sites located within this county based on the trade related needs of businesses. We also note that the zone will be made available on a uniform basis to companies in a manner consistent with the legal requirements that each FTZ be operated as a public utility.

Sincerely,

Barry M. Richardson  
Chairman

# Foreign Trade Zones

North Carolina currently boasts six general-purpose foreign trade zone grants. Sub-zones are approved for use by individual companies: Merck in Wilson and Durham Counties; Dai Nippon Printing Co. - Cabarrus County; NACCO - Pitt County; Revlon Consumer Products - Granville County; United Chemi-Con - Avery County; Banner - Guilford County; Klausner Home Furnishings - Randolph and Montgomery Counties; Unifi - Yadkin County; Rocky Mount Engine Plant - Nash County.



## What is a Foreign Trade Zone?

A Foreign Trade Zone is a designated site licensed by the Foreign-Trade Zones (FTZ) Board at which special customs procedures may be used. These procedures allow domestic activity involving foreign items to take place prior to formal customs entry. Duty-free treatment is accorded to items that are re-exported and duty payment is deferred on items sold in the U.S. market. If the final product is imported into the U.S., customs duty and excise taxes are due only at the time of transfer from the foreign trade zone and formal entry into the U.S. on the product itself or its imported parts, whichever is lower. Spoiled, damaged or waste may be disposed of or re-exported without payment of duty.

General-purpose zones (GPZ) are usually located at ports or industrial parks; available to multiple zone users. Although manufacturing is permitted within general-purpose zones, the most common activity is for warehousing and distribution.

Subzones are special-purpose zones, usually at manufacturing plants. A subzone can be approved if the company is unable to locate facilities into a general-purpose zone. Subzones are approved for use by one company for a specific activity. A site which has been granted zone status may not be used for zone activity until the site has been separately approved for FTZ activation by local U.S. Customs and Border Protection (CBP) officials, and the zone activity remains under the supervision of CBP. FTZ sites and facilities remain within the jurisdiction and laws of local, state and federal governments.

## Where can a Zone be Located?

GPZ sites must be within 60 miles or 90 minutes drive to a U.S. Customs (CBP) port of entry. A subzone site does not have to meet the adjacency requirement; it may qualify to be considered adjacent if the CBP Port Director is willing to concur that proper oversight can be provided.

### Greater Charlotte, Zone #57

Grantee: Charlotte Regional Partnership  
Administrator: Laura Foor  
website: [www.charlotteusa.com](http://www.charlotteusa.com)  
NASCAR Plaza  
550 South Caldwell Street, Suite 160  
Charlotte, NC 28202  
Phone: 704-347-8942  
E-mail: [lfoor@charlotteusa.com](mailto:lfoor@charlotteusa.com)

### Operators:

#### Consolidation Services

543 12th St. Dr. NW, Hickory, 28601  
Tel: 828-725-6500. Fax: 828-725-6550  
E-mail: [jgray@merchantsdistributors.com](mailto:jgray@merchantsdistributors.com)

#### Distribution Technology Inc.

P.O. Box 7123 Charlotte, 28241  
Tel: 704-587-5587. Fax: 704-587-5591  
E-mail: [mark.miralia@distributiontechnology.com](mailto:mark.miralia@distributiontechnology.com)

### Zones #66 & #67, The Ports

#### Grantee:

North Carolina Department of Commerce  
[www.nccommerce.com](http://www.nccommerce.com)

Contact: Jean Davis 919-715-5746

Zone #66 - Port of Wilmington

Zone #67 - Port of Morehead City

NC State Ports Authority

Contact: Lance Kenworthy

P.O. Box 9002, Wilmington, NC 28402

Main: 800-334-0682. Fax: 910-763-6440

E-mail: [lance\\_kenworthy@ncports.com](mailto:lance_kenworthy@ncports.com)

### The Triangle #93, Raleigh/Durham

Grantee: Triangle J Council of Governments

Administrator: Pamela Davison

E-mail: [FTZwoman@yahoo.com](mailto:FTZwoman@yahoo.com)

Website: [www.tjcoj.dst.nc.us](http://www.tjcoj.dst.nc.us)

Tel: 919-558-9394. Fax: 919-9390

Operator: Longistics (3 sites)

P.O. Box 110007, RTP, 27709

Contact: Duane Long

Tel: 919-872-7626. 800-289-0082

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

### The TransPark Region, Zone #214,

Grantee: Global TransPark Authority

Administrator: Darlene Waddell;

Website: [www.ncgtp.com](http://www.ncgtp.com)

2780 Jetport Road, Suite A, Kinston 28504

Tel: 252-522-4929 ext. 714

E-mail: [dwaddell@ncgtp.com](mailto:dwaddell@ncgtp.com)

Operators: Longistics - Kinston Regional

Jetport

Kanban Logistics - Rocky Mount

### The Piedmont Triad, Zone #230

Grantee: Piedmont Triad Partnership

Administrator: Penny Whiteheart;

website: [www.piedmonttriadnc.com](http://www.piedmonttriadnc.com)

416-M Gallimore Dairy Road

Greensboro, NC 27409

Tel: 336-668-4556, 800-669-4556

E-mail: [pwhiteheart@piedmonttriadnc.com](mailto:pwhiteheart@piedmonttriadnc.com)

Operator: Liberty Hardware

Licensed Custom Brokers, CCS

Sr. Logistics Manager

Tel: 336-771-6550

E-mail: [cthomas@libertyhardware.com](mailto:cthomas@libertyhardware.com)

# 21 Ways to Benefit with the FTZ Program

.....

1. **DUTY DEFERRAL** - Customs duties are paid only when imported merchandise is shipped into US Customs territory. Merchandise may be held in inventory in the FTZ without Customs duty, indefinitely.
2. **EXPORTS** - Customs duties are not paid on merchandise exported from the FTZ.
3. **DEFECTS, DAMAGE, OBSOLESCENCE, WASTE, SCRAP** - Customs duties are significantly reduced or eliminated on merchandise subject to defect, damage, obsolescence, waste and scrap in the FTZ.
4. **NONDUTIABILITY OF LABOR, OVERHEAD AND PROFIT** - Customs duties are not owed on labor, overhead and profit attributed to production operations in the FTZ.
5. **INVERTED CUSTOMS DUTY SAVINGS** - FTZ users may elect to pay the duty rate applicable to component materials or merchandise produced from component materials - whichever is lower.
6. **INTERNATIONAL RETURNS** - Merchandise exported and subsequently returned to the FTZ is not subject to Customs duties upon return. It can be repaired and reexported without duty.
7. **SPARE PARTS** - Unneeded spare parts may either be returned to the foreign vendor free of duty or destroyed, avoiding Customs duties.
8. **US QUOTAS** - Most merchandise may be held in the FTZ, even if it's subject to US quotas. When the quota opens, the product may be immediately shipped into the US Customs territory.
9. **SIMPLIFIED IMPORT/EXPORT PROCEDURES** - Delays in Customs clearances and duty drawback procedures are eliminated. Delivery times are reduced by direct shipments to the FTZ.
10. **QUALITY CONTROL** - The FTZ may be used for quality control inspections to ensure that only products that meet specifications are imported. Substandard goods can be destroyed before duty is paid.
11. **CARGO INSURANCE** - Some FTZ users have negotiated up to 40% reduction in cargo insurance rates because imported merchandise is shipped directly to the FTZ, thus avoiding potential pilferage at deep water ports and major international airports.
12. **SECURITY** - The FTZ is subject to Customs supervision and security procedures, saving you, the FTZ users, expenses for security and insurance.
13. **INVENTORY CONTROL** - FTZ operations require careful accounting on receipt, processing and shipment of merchandise. Firms find that the increased accountability cuts down on problems with inaccurate receiving and shipping as well as waste and scrap.
14. **CONSUMED MERCHANDISE** - Merchandise consumed in processing in the FTZ is generally not subject to Customs duties.
15. **INVENTORY TAXES** - By federal statute, tangible personal property imported from outside the US, and tangible personal property produced in the US held in a zone for export are not subject to state and local ad valorem taxes. Most state and county tax authorities exempt all merchandise in the FTZ from inventory tax.
16. **EXHIBITION** - Merchandise may be held for exhibition without Customs duty payments. Many companies use FTZ's as display areas for merchandise and machinery.
17. **REDUCED INSURANCE COSTS** - The insurable value of merchandise held in the FTZ need not include the Customs duty payable on products. Therefore, insurance costs should be less.
18. **COUNTRY OF ORIGIN MARKING AND LABELING** - No country-of-origin labels are required on merchandise admitted to the FTZ, saving a complicated procedure and up-front expense. If needed, the labels can be applied in the FTZ.
19. **ZONE-TO-ZONE TRANSFER** - An increasing number of firms are transferring merchandise from one zone to another. If the transfer is in-bond, customs duty is not owed until the product is finally shipped into the US.
20. **TRANSFER OF TITLE** - Title to merchandise may be transferred in the FTZ, as long as there is no "retail" sale. The global supplier can own it until it is shipped just-in-time to local manufacturers.
21. **ACCOUNTING SYSTEMS** - The specific identification of merchandise is unnecessary in the FTZ.

Source: National Association of Foreign-Trade Zones  
<http://www.naftz.org/>

# WHAT IS A FOREIGN TRADE ZONE?

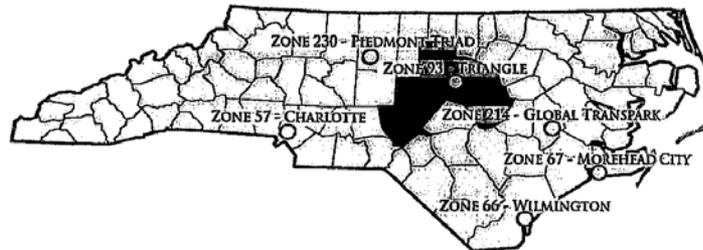
A Foreign Trade Zone (FTZ) is a very secure area in or near a port of entry that is considered outside of US "commerce" but is under US Customs supervision. The FTZ program was created in 1934 to provide special customs procedures to US companies engaged in international trade. The goal is to offset customs advantages available to overseas producers competing with domestic industry.

Domestic and foreign merchandise may be admitted to an FTZ without a formal Customs entry. Goods in the Zone may be sorted, manipulated, used in manufacturing, inspected, combined with other domestic or foreign materials, displayed for sale, and re-exported without payment of duty.

Subzones may be created if specific criteria are met. FTZ Subzones approved under FTZ #93 include: Merck Sharpe and Dohme Corp. locations in Wilson & Durham Counties and Revlon Consumer Products located in Granville County. Other Subzones in NC serve diverse industries.

Even small to medium-sized companies may take advantage of FTZ benefits and cost savings that include a provision for weekly entries with US Customs & Border Protection. Duty and other fee savings as well as zone-to-zone transfers are some of the many reasons to consider using the FTZ program.

## Foreign Trade Zones in North Carolina



## ABOUT FOREIGN TRADE ZONE #93

On November 4, 1983, Triangle J Council of Governments was approved as grantee of Foreign Trade

Zone #93. FTZ #93 is a full-service, multi-site Zone serving the Greater Triangle Region. The Zone operator, Longistics International, furnishes secure, customs-bonded space for products and is able to expand its FTZ operations to other, approved locations including a company's own plant site. FTZ #93 has facilities for storing, assembling, manufacturing and displaying merchandise. Land is available for new industry location.

The US FTZ Board and Triangle J Council of Governments' Rates, Tariff, & Legal Review Board require that zone activities result in significant public benefit and a net positive economic impact. FTZ #93 stimulates trade in the Greater Triangle Region by creating new jobs in companies engaged in international commerce and encouraging job creation in spin-off industries.



## FOREIGN TRADE ZONE #93 SITES

**Site 1A. WORLD TRADE PARK  
FTZ #93 HEADQUARTERS**  
(85 acres), near Raleigh-Durham Airport, Raleigh, NC

**Contact:**  
Duane Long, Chairman, Longistics  
Matt Nolan, Vice President -  
Longistics International  
P O Box 110007  
Research Triangle Park, NC 27709  
Phone: 919.281.2511  
Toll-Free: 800.289.0082  
Web: <http://www.longistics.com>  
Email: [mnolan@longistics.com](mailto:mnolan@longistics.com)

**Site 2. DUDSON CHINA, USA**  
(6 acres), in North Raleigh, NC

This site is at full-capacity.

**Site 3. HOLLY SPRINGS BUSINESS PARK**  
(240 acres), Holly Springs, NC

**Contact:**  
Irena Krstanovic  
Phone: 919.557.3923  
Web: <http://www.hollyspringsnc.org>  
Email:  
[irena.krstanovic@hollyspringsnc.us](mailto:irena.krstanovic@hollyspringsnc.us)

## FTZ #93 Service Area & Sites



For more information on FTZ #93 or FTZ subzones, please contact:

**Pamefa Davison**  
FTZ #93 Administrator  
Triangle J Council of Governments  
Phone: 919.558.9394  
Email: [pdavison@tjcoog.org](mailto:pdavison@tjcoog.org)

**Meeting Date: August 1, 2011**

**Item # 15-A**

**SUBJECT: Local Salary Plan Reporting Form**

**REQUESTED BY: Elgin Lane, Human Resources Director**

**SUMMARY: FY 2011-12 Local Salary Plan Reporting Form is presented for Board's review and approval. Authorize Chairman to sign documentation.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

**NOTES:**



# *MEMORANDUM*

**TO:** Warren County Board of Commissioners  
**FROM:** Elgin J. Lane, Human Resources Manager  
**DATE:** July 25, 2011  
**RE:** Local Salary Plan Reporting Package

I am requesting that the Board consider and approve the 2011-12 local salary plan reporting package which includes the following:

- # 2011-12 Salary Plan Reporting Form.
- # 2011-12 Salary Plan with Warren County's class titles, minimum, maximum, and average salaries that are comparable to the State of North Carolina's class titles.
- # Job Classification Schedule Effective July 1, 2011.

Positions in Health and Social Services Departments are subject to the State Personnel Act. Although the County can establish the salary ranges for jobs that are subject to the State Personnel Act, the North Carolina Office of State Personnel must review the County's pay plan to ensure that the County maintains specified grade differences between levels that are within the same class (i.e. Social Worker I, Social Worker II, and Social Worker III). The specified grade difference between the County classes must correlate to the grade differences in the State classes for comparable class titles.

Thanks in advance for your consideration and approval.

2011-2012 Salary Plan Reporting Form

**Office of State Personnel  
2011-2012 Salary Plan Reporting Form**

Name of Jurisdiction Warren County Government  
 Name of Individual Completing Form Ms. Elgin J. Lane  
 Title Human Resources Manager  
 Phone Number (252) 257-7132  
 E-Mail Address of Pay Plan Contact Person elane@co.warren.nc.us  
 Effective Date of Pay Plan 1. 7/1/11  
 Amount of Increase in Schedule 2. None  
 Amount of Increase given to Employees 3. None

4. Agencies covered by this salary plan: Social Services  Total # DSS Positions 70  
 Public Health  Total # PH Positions 49  
 Mental Health N/A Total # MH Positions N/A

5. With the exception of employees in trainee status, the salaries of all SPA employees must be between the minimum and the maximum of the assigned range. Does your jurisdiction meet this requirement?  Yes  No  
 If "No", please explain. \_\_\_\_\_

6. Are the salaries of all employees in trainee status below the minimum rate for the full class?  Yes  No

7. Has your Area, District Board, or Board of Commissioners approved the plan?  Yes  No

8. Do all pay rates reflected on your salary schedule meet the State minimum wage of \$7.25?  Yes  No

9. Have you attached a copy of your approved salary schedule?  Yes  No

**You must answer "Yes" to questions 6, 7, 8 and 9, before submitting your form.**

**2011-2012 LOCAL SALARY PLAN**

Please enter the salary grade you have assigned your jurisdiction's SPA classes in the block labeled "County Grade." Only those classes in use, or which you anticipate needing this fiscal year should be included.

Please verify that the required pay grade relationships have been maintained within Occupational Groupings. This can be done by subtracting the number in the State SG column from the number in the County SG column. If you have entered your salary schedule information in the Local Government Salary Plan spreadsheet these numbers will populate automatically. **The numbers in the "Rel Dif" column must be identical for each class you are reporting within the same occupational grouping.** The separate occupational groups are differentiated by bold lines to assist you in identifying classes having required relationships.

2011-2012 Salary Plan Reporting Form

The following sections should be completed, listing salary grades (or minimum salary rates) assigned to your **County Social Services, Local Health and Area Mental Health Directors**, and **Human Services Deputy Director** positions:

**Social Services Jurisdictions**

10. Title of the highest level class supervised by County Social Services Director, excluding **Human Services Deputy Director and the Attorney series**:  
Social Work Supervisor III
11. Grade of highest level supervised 29 12. Minimum Rate 47,273
13. Grade of County Social Services Director (if app) 34 14. Minimum Rate 60,333
15. Subtract line 12 from line 14. 13,060 16. Divide by line 12. 28%
17. Is the resulting answer between 20% and 60%  Yes  No  
**You must answer "Yes" to question 17 before submitting your form.**

**Single and Multi-County District Health Jurisdictions**

18. Title of the highest level class supervised by Local Health Director, excluding **Physicians, Physician Extenders, Pharmacists, Dentists and Human Services Deputy Director**:  
Public Health Nurse Director I
19. Grade of highest level supervised 30 20. Minimum Rate 49,636
21. Grade of Local Health Director (if app) 34 22. Minimum Rate 60,333
23. Subtract line 20 from line 22. 10,697 24. Divide by line 20. 22%
25. Is the resulting answer between 20% and 60%  Yes  No  
**You must answer "Yes" to question 25 before submitting your form.**

**Single and Multi-County Area Mental Health Jurisdictions** N/A

26. Title of the highest level class supervised by Dir. of MH, excluding **Physicians, Physician Extenders, Pharmacists and Human Services Deputy Director. (Jurisdictions have the option of also excluding Psychology classes for which a Ph.D. in Psychology is required)**: \_\_\_\_\_
27. Grade of highest level supervised \_\_\_\_\_ 28. Minimum Rate \_\_\_\_\_
29. Grade of Mental Health Director (if app) \_\_\_\_\_ 30. Minimum Rate \_\_\_\_\_
31. Subtract line 28 from line 30. \_\_\_\_\_ 32. Divide by line 28. \_\_\_\_\_%
33. Is the resulting answer between 20% and 60%  Yes  No

**Social Services, Public Health and Area Mental Health Jurisdictions:**

34. Title of the Director class under which **Human Services Deputy Director** serves: N/A
35. Grade of highest level supervised by Director \_\_\_\_\_ 36. Minimum Rate \_\_\_\_\_
37. Grade of HSDD \_\_\_\_\_ 38. Minimum Rate \_\_\_\_\_
39. Subtract line 36 from line 38. \_\_\_\_\_ 40. Divide by line 36. \_\_\_\_\_%
41. Is the resulting answer between 10% and 40%  Yes  No

You must answer "Yes" to question 41 before submitting your form.

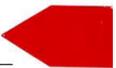
**CERTIFICATION OF SALARY PLAN**

**Single Reporting Jurisdictions**

I hereby certify that the attached salary plan submitted for Warren County, is complete and compliant with all the relevant provisions in NCGS 126, the State Personnel Act. Furthermore, the salary plan was completed in accordance with the instructions that have been provided and is deemed accurate at the time of submission. I further certify that I am the authorized official. (Electronic signatures are acceptable.)

Signature of Authorized Official \_\_\_\_\_

Title Chair, Board of County Commissioners Date \_\_\_\_\_



**Multi-County Area Mental Health AND District Health Jurisdictions N/A**

42. Does your pay plan exceed the highest paying member county in your Area? ( ) Yes ( ) No

43. If "yes", have you received authorization from all counties in the area to exceed? ( ) Yes ( ) No

**You must answer "Yes" to question 43 before submitting your form.**

If you answered "No" to question 42, please complete as follows: I hereby certify that the attached salary plan submitted for \_\_\_\_\_ Area Mental Health or District Health, is complete and compliant with all the relevant provisions in NCGS 126, the State Personnel Act. Furthermore, the salary plan was completed in accordance with the instructions that have been provided and is deemed accurate at the time of submission. (Electronic signatures are acceptable.)

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

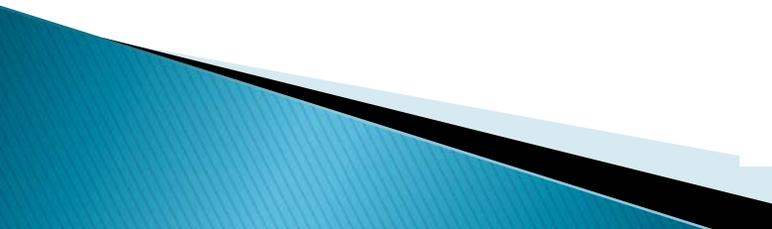
If you answered "Yes" to questions 42 and 43, please complete as follows: We, the Area Mental Health or District Health Board Chairperson, and the Chairperson of the Board of County Commissioners of each member county; or the County Commissioner Representative on the Area Mental Health or District Health Board (acting on behalf of their respective Boards of County Commissioners in authorizing that the Area or District Health pay plan may exceed that of the highest paying county); hereby certify that the attached salary plan submitted for \_\_\_\_\_ Area Mental Health or District Health is complete and compliant with all the relevant provisions in NCGS 126, the State Personnel Act. Furthermore, the salary plan was completed in accordance with the instructions that have been provided and is deemed accurate at the time of submission. (Electronic signatures are acceptable.)

Jurisdiction \_\_\_\_\_ County \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Title Area Board Chairperson Title \_\_\_\_\_

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



2011-2012 Salary Plan Reporting Form

County \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

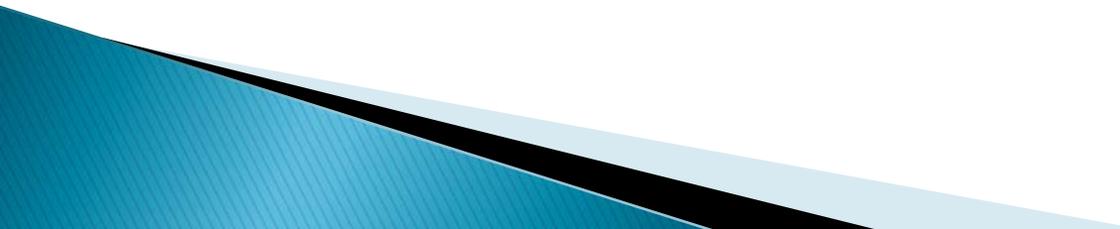
---

If you need assistance, please contact your assigned HR Consultant (see LG Contacts Listing on OSP website).

**PLEASE ~~PRINT~~ THIS COMPLETED REPORTING FORM WITH THE ELECTRONIC SIGNATURES BY JULY 1, 2011 TO:**

e-mail: [localsalary.plans@osp.nc.gov](mailto:localsalary.plans@osp.nc.gov)

**Early submission of salary plan reports will be appreciated.**



**Meeting Date: August 1, 2011**

**Item # 15-B**

**SUBJECT: 2011-2012 Warren County Salary Plan**

**REQUESTED BY: Elgin Lane, Human Resources Director**

**SUMMARY: FY 2011-12 Salary Plan is presented for Board's review and approval**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

---

---

**NOTES:**

---

---

**2011-2012 Warren County  
Salary Plan  
has been provided in a separate  
e-mail prior to the meeting.**



**Meeting Date: August 1, 2011**

**Item # 15-C**

**SUBJECT: 2011-2012 Warren County Job Classification Schedule**

**REQUESTED BY: Elgin Lane, Human Resources Director**

**SUMMARY: FY 2011-12 Job Classification Schedule is presented for Board's review and approval**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

---

---

**NOTES:**

---

---



**Warren County  
Job Classification Schedule  
Effective July 1, 2011**

NOTE: Positions with \* are subject to the State Personnel Act

Grade	Salary Range			Job Title	OSP Code
	Minimum	Midpoint	Maximum		
1	12,058	15,704	19,350		
2	12,661	16,490	20,318		
3	13,296	17,315	21,334		
4	13,960	18,182	22,403		
5	14,658	19,089	23,520		
6	15,391	20,043	24,696		
7	16,160	21,045	25,930		
8	16,968	22,098	27,227		
9	17,817	23,204	28,591		
10	18,708	24,363	30,019	Human Resources Aide*	5345
11	19,643	25,582	31,521	Animal Shelter Attendant	
				General Utility Worker*	6514
				Office Assistant (General County)	
				Office Assistant III (OSSOG Level 57)*	403
12	20,624	26,860	33,097	Processing Assistant III (OSSOG Level 57)*	440
				Community Health Assistant*	5346
13	21,657	28,204	34,752	Accounting Clerk	
				Accounting Clerk IV (OSSOG Level 59)*	470
				Administrative Assistant I	
				Deputy Register of Deeds	
14	22,739	29,613	36,487	Office Assistant IV (OSSOG Level 59)*	404
				Processing Assistant IV (OSSOG Level 59)*	441
				Building and Grounds Maintenance Worker I	
				Community Health Technician*	5347
				Deputy Elections Director	
15	23,876	31,095	38,314	Deputy Tax Assessor	
				Deputy Tax Collector	
				Foreign Language Interpreter	
				Library Aide	
				Rehabilitation Therapist*	5153
				Revaluation Clerk	
15	23,876	31,095	38,314	Weighmaster	
				Accounting Technician (General County)	
				Administrative Assistant II	
				Animal Control Officer I	
				Assistant Register of Deeds	
				Library Clerk	
				Nutrition Site Manager	
				Recreation Maintenance Specialist	
				Telecommunicator	
				Utilities Customer Service Specialist	
Utility Service Technician					
				Youth Services Program Assistant	

**Warren County  
Job Classification Schedule  
Effective July 1, 2011**

NOTE: Positions with \* are subject to the State Personnel Act

16	25,070	32,649	40,229	Computer Support Technician I* Detention Officer Detention Transportation Officer Emergency Medical Technician - Basic Human Resources Placement Specialist Human Resources Technician Income Maintenance Caseworker I* Recreation Assistant Recreation Coordinator Senior Center Activity Coordinator Solid Waste Operator	2296     9910
17	26,324	34,282	42,241	Accounting Specialist Administrative Assistant I* Chief Telecommunicator Child Support Officer Practical Nurse II* Senior Administrative Assistant Veterinary Technician/Program Coordinator	1601    5328
18	27,639	35,996	44,354	Accounting Technician IV* Animal Control Officer II Building & Grounds Maintenance Worker II Chore Service Supervisor II* Delinquent Tax Specialist Emergency Medical Technician - Intermediate Income Maintenance Caseworker II* Income Maintenance Investigator I* Library Computer Lab Technician Library Technical Assistant Nutritionist I* Public Health Educator I* Real Property Appraiser Utility Crew Leader	129   9952   9911 9996   5241 2961
19	29,022	37,797	46,572	Administrative Assistant II* Building & Grounds Maintenance Supervisor I Deputy Sheriff Detention Sergeant Medical Laboratory Technician II* SEMAA Parent Coordinator Social Worker I* Solid Waste Supervisor Utility Office Coordinator	     4612  4011
20	30,474	39,688	48,902	Accounting Manager Code Enforcement Officer Code Enforcement Officer/Planning Technician Emergency Medical Technician - Paramedic Income Maintenance Caseworker III* Soil and Water District Technician Veterans Administrator	    9995

**Warren County  
Job Classification Schedule  
Effective July 1, 2011**

NOTE: Positions with \* are subject to the State Personnel Act

21	31,997	41,671	51,348	Administrative Officer I* Assistant Detention Center Administrator Deputy Sheriff Investigator Deputy Sheriff Sergeant Executive Assistant Nutritionist II* Tax Collection Supervisor	1605     5242
22	33,597	43,755	53,913	Deputy Sheriff Sergeant/Detective Elections Director Emergency Medical Technician Supervisor Human Services Coordinator II* Income Maintenance Supervisor II* Public Health Educator II* Senior Center Director	   4054 9999 2962
23	35,277	45,943	56,610	Assistant Building & Grounds Maintenance Manager Child Support Agent II Clerk to the Board Computer Systems Administrator I* Daycare Services Coordinator I* Deputy Sheriff Lieutenant Detention Center Administrator Public Health Nurse I* Social Worker II* Utilities Superintendent/ORC	   2268 9856   5007 4012
24	37,041	48,241	59,442	Administrative Officer II* Animal Control Director E-911 Coordinator Environmental Health Specialist* Planner/Zoning Officer SEMAA AEL Coordinator Soil and Water Conservation Director	1606    5356
25	38,893	50,652	62,412	Child Support Supervisor I Code Enforcement Administrator Deputy Sheriff Captain Emergency Medical Services Coordinator Parks and Recreation Director Public Health Nurse II* SEMAA Director Social Worker III* Youth Services Program Director	     5014  4033
26	40,838	53,185	65,532	Public Health Educator III* Public Health Nurse III* Social Work Supervisor II* Social Worker Investigative/Assessment & Treatment*	 5016 4016 35074
27	42,878	55,843	68,808	Environmental Health Supervisor I* Public Health Nurse Supervisor I* Register of Deeds	5676 5038
28	45,024	58,636	72,248	IT/GIS Administrator	

**Warren County  
Job Classification Schedule  
Effective July 1, 2011**

NOTE: Positions with \* are subject to the State Personnel Act

29	47,273	61,566	75,859	Economic Development Director Emergency Services Director/Fire Marshal Human Resources Manager Library Director Planning/Zoning Administrator Public Health Nurse Supervisor II* Social Work Supervisor III*	5039 4085
30	49,636	64,644	79,652	Building & Grounds Maintenance Manager Public Health Nurse Director I* Public Utilities Director Public Works Director	5087
31	52,118	67,876	83,634	Tax Administrator	
32	54,724	71,270	87,816	Finance Director Sheriff	
33	57,461	74,835	92,208		
34	60,333	78,574	96,816	Director of Social Services* Local Health Director*	9929 9928
35	63,350	82,504	101,657		
36	66,518	86,629	106,741	County Manager	
37	69,843	90,961	112,078		

**Meeting Date: August 1, 2011**

**Item # 15-D**

**SUBJECT: Appoint Library Director**

**REQUESTED BY: Elgin Lane, Human Resources Manager**

**SUMMARY: On behalf of the Personnel Committee and the Library Board of Trustees, the HR Manager requests authorization to offer position of Library Director to Ms. Cheryl Reddish at an annual salary of \$60,000. Date of commencement – August 16, 2011.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend approval.

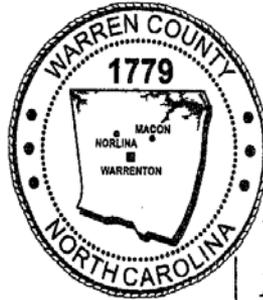
---

---

**NOTES:**

---

---



**WARREN COUNTY  
HUMAN RESOURCES DEPARTMENT**

P.O. Box 619  
Warrenton, NC 27589  
**Elgin J. Lane**  
*Human Resources Manager*  
elane@co.warren.nc.us

Telephone:  
252-257-7132

Fax:  
252-257-5971

www.warrencountync.com

**MEMORANDUM**

**TO:** Warren County Board of Commissioners  
**FROM:** *Elgin J. Lane*  
Elgin J. Lane, Human Resources Manager  
**DATE:** July 26, 2011  
**RE:** Candidate for Library Director

The Personnel Committee recommends Ms. Cheryl Reddish to the Board of Commissioners to fill the Library Director position. We are recommending a starting salary of \$60,000.

Contingent upon the approval of the Board, Ms. Reddish has accepted a tentative offer of employment and will be available to begin work on August 16, 2011.

Your consideration of appointing Ms. Reddish to fill this position is greatly appreciated.

cc: Ted Malone, Library Board Chair

**CHERYL L. REDDISH**  
706 Grandview Drive  
Durham, NC 27703  
919-598-1502 (Home); 919-491-3170 (Cell)  
clreddish123@gmail.com

### **Career Objective**

To secure an administrative position in a public library environment focusing on effective and efficient leadership, management, assessment, library administration, strategic planning, resources and services budget planning, business / family / community partnership program development, collaboration / communication responsibilities, and library advocacy.

### **Skills Summary**

- Extensive librarian / teaching experience related to library administration, management, program development, research, reading, information and digital literacy, collaboration, and team building principles.
- Efficient management and effective leadership skills, capable of working quickly and accurately under pressure to successfully meet short deadlines.
- Innovative, visionary thinker, with excellent customer service skills.
- Effective public relations skills, including delivering formal presentations, oral, written, and technological communications.
- Extraordinary work ethic and tenacity to do whatever needs to be done to achieve the library's goals and objectives as a team player and effective listener.

### **Experiences and Accomplishments**

**Lecturer and Continuing Education Coordinator, School of Library and Information Sciences, N. C. Central University**

Teaching Duties: Five campus and online courses related to management and teaching youth from birth to eighteen in a school and public library setting

- Course Topics: Family and Community Relationships (Developing Service Policies and Procedures for Families, Creating Partnerships, Meeting Community Needs), Management (Operating Budgets, Grant Writing, Goals and Objectives, Strategic Planning, Facilities Management, Advocacy, Staff Training), Resources and Services (Child and Family Needs, Print and Technological Resources to Enhance Community Literacy, Programming Strategies that Support Family Development), the Practicum Experience (Onsite Evaluation of Librarians and Students, Importance of Keeping Current in the Profession), and Technology for Educational Leadership (Using Technology in the Library Environment; E-Books, Electronic Readers; Merging New Technologies in Current Library Programs)
- Class Themes: Appreciation and importance of diversity and meeting customer and community needs; developing service learning partnerships in non-profit organizations in their communities; performing effective management skills
- Managed the school media program (data collection and analysis, reports, advising). Advised approximately 75-100 students per semester;
- Planned, developed, organized 26 local / national continuing education conferences, seminars, and workshops. Continuing Education Programs were designed to keep Librarians and their staff current in the profession.
- Policy and Procedures Committee/Faculty Senate/Faculty Marshal

**Youth Services Administrator, Durham County Public Library**

- Coordinated educational and recreational programs and served as community, parent, teacher liaison for children's and youth services
- Developed a family and educational service policy for the youth services division
- Worked with the first major collaborative initiative of Smart Start in Durham
- Administered the youth services operating budget and assisted with appropriate county government reports / data collection / assessment

**Youth Services Librarian, Durham County Public Library,**

- Responsible for managing the children's department and increasing patronage at Stanford L Warren Branch Library
- Established an increased education focus of the library services to community youth and child care providers by enhancing and refocusing the after school homework hotline and preschool programs
- Developed school outreach programs with child care providers and collaborated with Durham Technical Institute to teach reading skills to young, new mothers; partnered with various community organizations for support
- Provided story hours for various child care providers linked with tools that could assist them in developing family centered programs

**Librarian /Teacher, Durham Public Schools**

- Managed and re-organized two school libraries (E. K. Powe Elementary School and Shepard Middle School) to make them more student/family centered
- Managed the library operational budget; utilized effective teaching skills for effective classroom management and discipline; worked collaboratively with all teachers to create innovative activities that focused on the whole child's learning environment
- Utilized flexible access, innovative teaching, and collaborative planning to enhance student thinking and comprehension skills
- (Worked part time with Duke Development office on the Annual Capital Campaign) for Duke alumni and managed the office in the evening for Measurement Incorporated's Texas project)

**Circulation / Serials Librarian, School of Law Library, N.C. Central University**

Responsible for continuous day and evening coverage of the library service points

- Assisted law students with online reference services in conjunction with reserve materials
- Developed policies and procedures for managing the access and delivery of serial titles
- Supervised employees in the serials and circulation departments

**Detective, Duke University**

- Responsible for criminal investigations and presenting outreach programs related to rape awareness and crime prevention for the Duke campus and hospital community
- Participated in specific training in interviewing, conflict resolution, and investigation of criminal activity
- Other duties: writing reports, keeping accurate records, and filing appropriately

**Police Officer, Duke University**

- Responsible for knowledge of criminal law and various components that must be met for arrest; provided protection, safety, and service for the Duke campus; passed the Basic Law Enforcement training and commission class
- Wrote accurate reports and worked in stressful situations with families, students, and employees

**Cheryl L. Reddish**

**Page 4**

**Education / Licensing / Scholar and Professional Affiliation**

M.L.S., Master of Library & Information Sciences, N. C. Central U. (Magna Cum Laude)  
B.A., Bachelor of Arts, Sociology, N. C. State University

North Carolina Teaching License, Department of Public Instruction, Current  
North Carolina Public Library Certification, State Library of North Carolina, Current

Beta Phi Mu, International Library Science Honor Society  
Current Membership: American Library Association, North Carolina Library  
Association, Public Library Association

**Professional and Personal References**

**Dr. Benjamin F. Speller, Jr.**

Retired Dean / Professor / Consultant

School of Library & Information Sciences

North Carolina Central University

Contact Number: 919-402-3240 or 252-482-4079

**Evelyn Council**

Associate Director for Collection Development

Fayetteville State University, Chesnut Library

Contact Number: 919-672-1520  
(910)

**Tysha Jacobs**

Former Director of Graduate Studies

School of Library & Information Sciences

North Carolina Central University

Contact Number: 919-957-0137

**Julie Marshall**

Public Relations Office

Durham Public Schools

Contact Number: 919-560-3651

**Meeting Date: August 1, 2011**

**Item # 16**

**SUBJECT: Designate Voting Delegate for 2011 NCACC Annual Conference**

**REQUESTED BY: Clerk to the Board**

**SUMMARY: Annually a voting delegate from the Board of Commissioners is selected to attend the NCACC Annual Conference. This year the conference is scheduled for August 18-21, 2011 in Cabarrus County. It is submitted to designate Commissioner Bertadean Baker as such.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

---

---

**NOTES:**

---

---



## Designation of Voting Delegates to NCACC Annual Conference

I, Bertadean Baker, hereby certify that I am the duly designated voting delegate for WARREN County at the 104<sup>th</sup> Annual Conference of the North Carolina Association of County Commissioners to be held in Cabarrus County, N.C., on August 18-21, 2011.

Signed: \_\_\_\_\_

Title: Commissioner

### Article VI, Section 2 of our Constitution provides:

“On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its county commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the board of county commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year's dues.”

Please return this form to Sheila Sammons by: **Friday, August 12, 2011:**

NCACC  
215 N. Dawson St.  
Raleigh, NC 27603  
Fax: (919) 733-1065  
sheila.sammons@ncacc.org

**Meeting Date: August 1, 2011**

**Item # 17**

**SUBJECT: Convey Surplus Property By Private Sale**

**REQUESTED BY: Clerk to the Board**

**SUMMARY: Resolution conveying by private sale three (3) surplus desks at \$1.00, previously used by the Health Department is presented for Board's adoption.**

**NOTE: These desks were approved for auction, but did not sell.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

---

---

---

**NOTES:**

---

---

---



## WARREN COUNTY BOARD OF COMMISSIONERS

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

### *Resolution Conveying Personal Property By Private Sale*

Barry Richardson, Chairman  
Ulysses S. Ross, Vice Chairman  
Ruby Downey  
Bertadean Baker  
Jennifer Jordan

Linda T. Worth  
County Manager

Angelena Kearney-Dunlap  
Clerk to the Board

**WHEREAS**, G.S. 1601-279 states that a county may in lieu of or in addition to an appropriation, convey by private sale, real or personal property to any public or private entity that carries out a public purpose; and

**WHEREAS**, in such conveyance, the County shall attach covenants and/or conditions that assure that said property will be put to a public use by the recipient entity; and

**WHEREAS**, said conveyance must be in accordance with the procedural provisions set forth in G.S. 160A-267.

**NOW, THEREFORE BE IT RESOLVED**, that the Warren County Board of Commissioners hereby orders the County Manager to dispose of and convey by private sale to Lakeland Cultural Arts Center three (3) desks withdrawn from use by the Warren County Health Department at a negotiated price of \$1.00.

**BE IT FURTHER RESOLVED** that a notice summarizing the contents of the Resolution shall be published in the local newspaper upon its adoption with final conveyance occurring at least ten (10) days after said publication.

**Adopted this 1<sup>st</sup> day of August 2011.**

WARREN COUNTY BOARD OF COMMISSIONERS

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

ATTEST:

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



## NOTICE OF SALE OF COUNTY-OWNED PROPERTY

**NOTICE IS HEREBY GIVEN** that the County of Warren has adopted a Resolution authorizing the sale of real property by private negotiation and sale, in accordance with G.S. 160A-266 and 160A-267 by meeting the following conditions:

1. The property is to be sold to a non-profit.
2. Non-profit agrees to use said property for public purposes.

The County of Warren shall receive \$1.00 from Lakeland Cultural Arts Center in exchange for: three (3) desks.

By order given the 1<sup>st</sup> day of August, 2011.

Angelena Kearney-Dunlap, Clerk  
WARREN COUNTY  
BOARD OF COMMISSIONERS

---

**Run: Warren Record – August 3, 2011**



**Meeting Date: August 1, 2011**

**Item # 18-A**

**SUBJECT: County Manager's Report**

**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. Contracts approved are submitted for the Board's information:**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

---

---

---

**NOTES:**

---

---

---



**Related  
documentation  
has been sent to  
Board members  
in a separate  
e-mail.**

County Manager, Human Resources,  
County Commissioners Departments

Time Warner Cable

Agreement for installation of high speed internet services in the renovated Administration Building on Ridgeway Street and right of entry agreement authorizing Time Warner to enter upon the property to install the necessary equipment. Funds are budgeted in the building renovation budget and the departmental budgets to accommodate these expenses.

2008 CDBG Scattered Site Housing Program

Mustian Electric & Plumbing  
1561 US Hwy. 401-S  
Warrenton, NC 27589

Urgent Repair Contract in the amount of \$2,650 for property at 112 Jessie Pridgen Rd., Norlina, NC. Bids were opened on 7/7/11 for this repair contract and awarded to the low bidder, Mustian Electric & Plumbing. Funds are budgeted in the 2008 CDBG Scattered Site Project to pay this contract amount.

**Related  
documentation  
has been sent to  
Board members  
in a separate  
e-mail.**

Memorial Library

McNaughton  
50 Arch St.  
Williamsport, PA 17701-7809

This is the renewal of the annual contract for Warren County Memorial Library Adult Book Lease. The annual contract cost of \$3,864 is budgeted in the Library's budget.

Memorial Library

Evolution Design Concepts  
134 Lynch Rd.  
Macon, NC 27551

This is the Memorial Library Website Maintenance and Hosting Contract Agreement for FY 12. The annual cost of \$1,491.60 is budgeted in the Library's budget.

Telecommunications (E-911) Department

CenturyLink  
665 Lexington Avenue  
Mansfield, OH 44907

This is the annual renewal of the products and services agreement for the E-911 Center equipment. The annual charge of \$9,277.56 is budgeted in the Telecommunications budget.

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

Attachments

**Meeting Date: August 1, 2011**

**Item # 18-B**

**SUBJECT: County Manager's Report**

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

**SUMMARY: County Manager's Report of activities for July, 2011 is presented for the Board's review and approval.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

---

---

---

**NOTES:**

---

---

---



**RE:** July Status Report

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

**Administration**

- Annual Leave (7/1/11)
- Holiday (7/4/11)
- Prepared for and attended Board of Commissioners public hearing and regular meeting (7/5/11)
- Met with Emergency Services Director to conduct six month performance evaluation (7/7/11)
- Met with Fleet Manager to discuss fleet issues (7/7/11)
- Met with Interim EDC Director to discuss economic development matters (7/7/11)
- Attended Seven Habits of Highly Effective People Training (7/8/11)
- Met with Representative of Sturgis Web Services and staff members to discuss County Web Site (7/13/11)
- Attended Seven Habits of Highly Effective People Training (7/15/11)
- Participated in a Technical Assistance Visit for Ephraim Place CDBG project with State Rep and Program Administrator (7/18/11)
- Met with Buildings & Grounds Manager and Contractor re: contracting issue (7/18/11)
- Met with Public Utilities staff to get an update on system repairs (7/19/11)
- Met with Warrenton Town Manager to discuss WWTP issues (7/19/11)
- Met with Finance Director and staff to discuss Energy Grant Project and former Drs. Office Building Renovation Project (7/20/11)
- Met with BB&T insurance reps to discuss property values (7/20/11)
- Participated in interviews for Library Director (7/20/11)
- Birthday Off (7/21/11)
- Annual Leave (7/22/11)
- JCPC Nominating/Membership Committee Meeting (7/26/11)
- Senior Center Advisory Board Meeting (7/26/11)

- Meeting with Public Utilities Director to discuss equipment/property values (7/26/11)
- Meeting with USDA and Ephraim Place Program Administrator to discuss housing financing programs (7/27/11)
- Conducted monthly Department Heads Meeting (7/28/11)
- Attend Seven Habits for Highly Effective People Training (7/29/11)

### **Other Activities**

- Warren County Schools Meet and Greet with new teachers (7/29/11)
- Memorial Library Summer Reading Closing Program (7/29/11)

### **Project Updates**

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

##### **EMS Satellite Facility #2**

No additional work has been done on the Davis-Bugg Road EMS facility which is approximately 15-20% complete at this time.

##### **In-House Repair & Renovation Projects**

Work on the former Doctor's Office building that will house County Administration is approximately 35% complete at this time. A budget amendment to appropriate additional funds for the project will be presented to the Board of County Commissioners on 8/1/11.

The John Graham Gym and Cooperative Extension Service building renovation/repair projects were completed in June 2011.

## **CDBG Projects**

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

Contracts have been awarded to replace two homes approved in the project and an urgent repair contract has been awarded for an additional home.

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

The Board approved amendments to this CDBG Housing project at the 7/5/11 meeting that reduced the number of dwellings to be completed as part of the CDBG portion of the project from 19 to 4. This information will be forwarded on to the Division of Community Investment and Assistance.

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

All work has been completed for energy efficiency and weatherization improvements. We are reconciling the project budget in preparation of closing out this ARRA funded grant project.

*Adjourn*

*August 1, 2011*  
*Meeting*

