

*WARREN COUNTY
BOARD OF COMMISSIONERS*

September 6, 2011

5:00 pm - Public Hearing

5:15 pm - Public Hearing

5:30 pm - Public Hearing

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

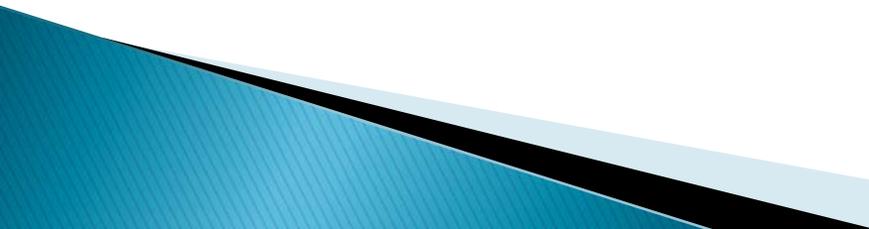
September 6, 2011
5:00 PM – Public Hearing

FY 2012

**Rural Operating Assistance
Program (ROAP)**



Public Hearing Agenda

- ▶ Chairman call Public Hearing to Order
 - ▶ Clerk read Notice of Public Hearing
 - ▶ Public Hearing Survey
 - ▶ Comments from Barry Mayo, Finance Director/
ROAP Grant Coordinator
 - ▶ Clerk read Rules of Citizen Comments
 - ▶ Citizen Comments
 - ▶ County Manager and/or Commissioner Comments
 - ▶ Adjourn Public Hearing
- 

Public Hearing Notice

- ▶ This is to inform the public of the opportunity to attend a public hearing on the proposed Rural Operating Assistance Program (ROAP) application to be submitted to the North Carolina Department of Transportation no later than August 30, 2011 by the county of Warren. The public hearing will be held on Tuesday, September 6, 2011 at 5:00 pm at the Warren County commissioners meeting room in the Armory Civic Center located at 501 US Highway 158 Business East, Warrenton, NC. Warren County will provide auxiliary aids and services under the ADA for disabled persons who wish to participate in the hearing. Anyone requiring special services should contact Barry Mayo, Finance Officer/ **Transportation Director** at (252) 257-1778 as soon as possible so that arrangements can be made.
- ▶ The programs included in the Rural Operating Assistance Program application are:
 - ▶ Elderly & Disabled Transportation Assistance (EDTAP) Program provides operating assistance for the transportation of elderly and disabled citizens.
 - ▶ Employment Transportation Assistance Program is intended to provide operating assistance for the transportation of persons with employment related transportation needs.
 - ▶ Rural General Public (RGP) Program funds are intended to provide operating assistance for the transportation of individuals who do not have human service agency assistance to pay for their transportation and live in non-urbanized areas.
- ▶ The period of performance for Rural Operating Assistance Program funds is July 1, 2011 through June 30, 2012. The FY2012 ROAP individual program totals are:

• PROGRAM	TOTAL
• EDTAP	\$ 53,818
• EMPL	\$ 14,092
• RGP	\$ 46,104
• TOTAL	\$ 114,014

- ▶ This application may be inspected at the Warren County Finance Office located at 548 West Ridgeway Street, Warrenton, NC from 9:00 am to 4:30 pm, each weekday. Written comments should be directed to Barry Mayo, Finance Officer/Transportation Director at PO Box 619, Warrenton, NC 27589 before September 6, 2011.

Barry Richardson, Chairman
Warren County Board of Commissioners

Public Hearing Survey

Voluntary Title VI Public Involvement

Title VI of the Civil Right's Act of 1964 requires North Carolina Department of Transportation to gather statistical data on participants and beneficiaries of the agency's federal-aid highway programs and activities. The North Carolina Department of Transportation collects information on race, color, national origin and gender of the attendees to this public meeting to ensure the inclusion of all segments of the population affected by a proposed project.

The North Carolina Department of Transportation wishes to clarify that this information gathering process is **completely voluntary** and that you are not required to disclose the statistical data requested in order to participate in this meeting. This form is a public document.

The completed forms will be held on file at the North Carolina Department of Transportation. For Further information regarding this process please contact Sharon Lipscomb, the Title VI Manager at telephone number 919.508.1808 or email at slipscomb@ncdot.gov.

Project Name:		Date:
Meeting Location:		
Name (please print)		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
General ethnic identification categories (check one)		
<input type="checkbox"/> Caucasian	<input type="checkbox"/> Hispanic American	<input type="checkbox"/> American Indian/Alaskan Native
<input type="checkbox"/> African American	<input type="checkbox"/> Asian/Pacific Islander	Other:
Color:	National Origin:	

After you complete this form, please fold it and place it inside the designated box on the registration table.

Thank you for your cooperation.

Comments From Barry Mayo Finance Director/ ROAP Grant Coordinator

(A copy of the FY12 ROAP Application has been provided in a separate e-mail or you can view it on Warren County's web site at http://www.warrencountync.com/_fileUploads/forms/534_9-6-11%20ROAP%20Application%20WEB%20SITE.pdf).

FY2012 ROAP Sub-Allocation Worksheet

Agencies Receiving Sub-Allocations	Elderly and Disabled Transportation Assistance Program			Employment Transportation Assistance Program			Rural General Public Transportation		
	Proposed			Proposed			Proposed		
	Amount of request to be suballocated	Number of One Way Passenger Trips	Number of Other Services	Amount of request to be suballocated	Number of One Way Passenger Trips	Number of Other Services	Amount of request to be suballocated	Number of One Way Passenger Trips	Number of Other Services
KERR AREA TRANS. ATUH.	\$0			\$0			\$46,104	3565	
Warren Co. DSS	\$24,218	1614		\$0			\$0		
Warren Co. DSS (Work First)	\$0			\$14,092	1281		\$0		
Warren Co. Sr. Center	\$24,218	1937		\$0			\$0		
Five County Mental Health	\$5,382	431		\$0			\$0		
	\$0			\$0			\$0		
	\$0			\$0			\$0		
	\$0			\$0			\$0		
	\$0			\$0			\$0		
	\$0			\$0			\$0		
	\$0			\$0			\$0		
	\$0			\$0			\$0		
	\$0			\$0			\$0		
TOTAL AMOUNT	\$53,818	3982	0	\$14,092	1281	0	\$46,104	3565	0

Agencies Receiving Sub-Allocations	EDTAP		EMPL		RGP	
	Avg Cost of Trip	Avg Cost of Serv	Avg Cost of Trip	Avg Cost of Serv	Avg Cost of Trip	Avg Cost of Serv
KERR AREA TRANS. ATUH.	\$0.00	\$0.00	\$0.00	\$0.00	\$12.93	\$0.00
Warren Co. DSS	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Warren Co. DSS (Work First)	\$11.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Warren Co. Sr. Center	\$12.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Five County Mental Health	\$12.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Applicant must calculate Average Cost of Trips and Other Services

Avg Cost of Trip = $\frac{\text{Suballocation}}{\text{Proposed \# of Trips}}$

Avg Cost of Other Serv = $\frac{\text{Suballocation}}{\text{Proposed \# of Serv}}$

FY2009 Statewide Averages
 \$9.47 avg cost of trip
 \$11.13 avg cost of other service

 Name of Applicant (County)

 Signature - MDS Reviewer

PUBLIC HEARING PROCEDURES

- ▶ This public hearing is being held to hear citizens' comments regarding *FY 2012 Rural Operating Assistance Program (ROAP)*.

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*

▶ County Manager and/or
Board Member Comments

▶ Adjourn Public Hearing

September 6, 2011
5:15 PM – Public Hearing

Text Amendments
to the
Warren County
Subdivision Ordinance



Public Hearing Agenda

- ▶ Chairman call Public Hearing to Order
 - ▶ Clerk read Notice of Public Hearing
 - ▶ Comments from Ken Krulik, Planner/Zoning Administrator
 - ▶ Clerk read Rules of Citizen Comments
 - ▶ Citizen Comments
 - ▶ County Manager and/or Commissioner Comments
 - ▶ Adjourn Public Hearing
- 

Warren County Board of Commissioners

Public Hearings

Notice is hereby served that the Warren County Board of Commissioners has scheduled public hearings for Tuesday, September 6, 2011, to hear citizen comments regarding proposed:

5:15 pm text amendments to the Warren County Subdivision Ordinance

All meetings will be held in the Warren County Armory Civic Center – Meeting Room, 501 US Hwy 158 Business, East, Warrenton, NC.

All interested citizens are urged to attend these meetings. For further information, contact:

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

Barry Richardson, Chairman
Warren County Board of Commissioners

Comments from Ken Krulik, Planner/Zoning Administrator

(A copy of the amended Warren County Subdivision Ordinance has been provided in a separate e-mail or you can view it on Warren County's web site at http://www.warrencountync.com/_fileUploads/forms/528_DRAFT%20COPY%20-%20UNSIGNED%20REVISED%20SUBDIVISION%20ORDINANCE%209-6-11.doc).

PUBLIC HEARING PROCEDURES

- ▶ This public hearing is being held to hear citizens' comments regarding *Text Amendments to the Warren County Subdivision Ordinance.*

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*

▶ County Manager and/or
Board Member Comments

▶ Adjourn Public Hearing

September 6, 2011
5:30 PM – Public Hearing

Amendment to the Official Zoning
Map for properties currently
zoned R (Residential) bordering
Kerr Lake and Lake Gaston.

Public Hearing Agenda

- ▶ Chairman call Public Hearing to Order
 - ▶ Clerk read Notice of Public Hearing
 - ▶ Comments from Ken Krulik, Planner/Zoning Administrator
 - ▶ Clerk read Rules of Citizen Comments
 - ▶ Citizen Comments
 - ▶ County Manager and/or Commissioner Comments
 - ▶ Adjourn Public Hearing
- 

Warren County Board of Commissioners

Public Hearing

Notice is hereby served that the Warren County Board of Commissioners has scheduled a public hearing to hear citizen comments regarding a proposed amendment to the Official Zoning Map of Warren County. This proposed amendment is for those properties currently zoned R (Residential) bordering Kerr Lake and Lake Gaston, the proposed map amendment is from R (Residential) to RL (Residential Lakeside) and only for those properties bordering Kerr Lake and Lake Gaston. This public hearing is set for Tuesday, September 6, 2011 at 5:30 PM to be held in the Warren County Armory Civic Center – Meeting Room, 501 US Highway 158 Business E, Warrenton, NC.

For further information or to review proposed document, contact:

Ken Krulik, AICP CZO
Planning and Zoning Administrator
542 West Ridgeway Street
Warrenton, North Carolina 27589
Planning & Zoning: (252) 257-7027 ph
kkrulik@co.warren.nc.us

All interested citizens are urged to attend this meeting.

Barry Richardson, Chairman
Warren County Board of Commissioners

Comments from Ken Krulik, Planner/Zoning Administrator

(A copies of the amended Zoning Maps have been provided in a separate e-mail or you can view them on Warren County's web site at <http://www.warrencountync.com/onLineForms.aspx> under Planning).

PUBLIC HEARING PROCEDURES

- ▶ This public hearing is being held to hear citizens' comments regarding *Amendments to the Official Zoning Map of Warren County for those properties currently zoned R (Residential) bordering Kerr Lake and Lake Gaston.*

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*

▶ County Manager and/or
Board Member Comments

▶ Adjourn Public Hearing

September 6, 2011
5:45 PM – Public Hearing

Revise & update in its
entirety the
Warren County Zoning
Ordinance

Public Hearing Agenda

- ▶ Chairman call Public Hearing to Order
 - ▶ Clerk read Notice of Public Hearing
 - ▶ Comments from Ken Krulik, Planner/Zoning Administrator
 - ▶ Clerk read Rules of Citizen Comments
 - ▶ Citizen Comments
 - ▶ County Manager and/or Commissioner Comments
 - ▶ Adjourn Public Hearing
- 

Warren County Board of Commissioners Public Hearings

Notice is hereby served that the Warren County Board of Commissioners has scheduled public hearings for Tuesday, September 6, 2011, to hear citizen comments regarding proposed:

5:45 pm revision and update in its entirety of the Warren County Zoning Ordinance

All meetings will be held in the Warren County Armory Civic Center – Meeting Room, 501 US Hwy 158 Business, East, Warrenton, NC.

All interested citizens are urged to attend these meetings. For further information, contact:

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

Barry Richardson, Chairman
Warren County Board of Commissioners

Comments from Ken Krulik, Planner/Zoning Administrator

(A copy of the revised and updated Warren County Zoning Ordinance has been provided in a separate e-mail or you can view it on Warren County's web site at

http://www.warrencountync.com/_fileUploads/forms/530_DRAFT%20COPY-%20UNSIGNED%20REVISED%20ZONING%20ORDINANCE%209-6-11.doc).



Planning/Zoning and Code Enforcement Department

542 West Ridgeway Street
Warrenton, NC 27589
(PH) 252-257-7027 (FX) 252-257-1083

To: Warren County Board of Commissioners
From: Ken Krulik, AICP CZO - Planning and Zoning Administrator
Date: June 8, 2011 (for June 15, 2011 work session)
Re: Overview of proposed revised zoning ordinance.

The proposed, **fully revised**, zoning ordinance is the culmination of over two years work from staff, the Citizen's Advisory Council-Land Use (CAC-LU) and Planning Board. Documents submitted for the 6/15/11 work session are the current zoning ordinance (with incremental and changes from 2004 through 2011) and the **proposed, draft ordinance** (complete revision is more current with development issues and a more user friendly):

- ◆ **Proposed revised ordinance** illustrates changes/revisions based on final review by the Planning Board and CAC-LU (bolded and in blue in the draft document on pages 5, 7, 8, 10, 11, 13, 15, 19, 26, 27, 28, 37, 43, 44, 50, 51, 52 and 55).
- ◆ **Proposed revised ordinance** consolidates the dimensional requirement (page 10), permitted uses (pages 11-18) and signage requirements (pages 38 and 39) into an easy-to-reference format for the public and staff.
- ◆ Number of permitted uses in current ordinance is 91 with 17 conditional use permit activities; in the **proposed revised ordinance** these numbers have been increase to 106 permitted uses with 28 conditional use permit activities.
- ◆ Added three new zoning districts (RL-Residential Lakeside, HB-Heavy Business and HI-Heavy Industrial) in the **proposed revised ordinance**.
- ◆ **Proposed revised ordinance** includes impervious surface cover requirements to reduce stormwater runoff and sedimentation in surface waters (development which includes buildings, sidewalks, and driveways: no more than 25% of the ground covered for residential and 36% for non-residential).
- ◆ **Proposed revised ordinance** adds a defined 25' rear setback on lakeside properties where the current ordinance allows a "0" setback on rear yards for properties abutting Kerr lake and Lake Gaston.

**ROANOKE RAPIDS AND GASTON HYDROPOWER PROJECT
FEDERAL ENERGY REGULATORY COMMISSION PROJECT NO 2009
WARREN COUNTY COMMISSIONERS WORK SESSION
APRIL 20, 2011**

**PROPOSAL TO IMPLEMENT BUILDING SETBACKS
LAKE GASTON**

Background

- License Issuance: Original FERC license issued March 1951
New license issued March 31, 2004
- License Term is 40 years
- License conditions and FERC regulations include:
 - Dam safety and integrity
 - Dam operation
 - Security responsibilities
 - Environmental parameters

Shoreline Management

- License Article 420 requires development of a Shoreline Management Plan (SMO)
- Draft plan completed in 2000 and implemented at that time (pre-license issuance)
 - Assessment of fish and wildlife
 - Assessment of land use
 - Assessment of shoreline condition and protective measures
 - Assessment of recreational resources
 - Requirements for shoreline protection
 - Requirements for aesthetics protection
 - Requirements for shoreline access for the public
 - Requirements for terrestrial and aquatic habitat protection
 - Requirements for development (public and private) of Dominion's property (within the "Project Boundary")
- SMP developed collaboratively
 - US Fish and Wildlife Service
 - NC Wildlife Resources Commission
 - VA Department of Game and Inland Fisheries
 - NC Department of Environment and Natural Resources
 - Regional Partnership of Local Governments
 - Lake Gaston Association
- License Article 420 Requires a 5-year review of the Plan
 - 5-year review occurred in 2010
 - Issue raised of no Warren County, NC building set-backs
 - Dominion took on the responsibility of follow-up

Regional Partnership of Local Governments

- Halifax, Northampton and Warren Counties, NC
- Brunswick and Mecklenburg Counties, VA

- Represented by Slayton, Bane and Clary
- Slayton, Bane and Clary responsible for obtaining setbacks
 - Brunswick: 25' setback
 - Mecklenburg: 15' setback
 - Halifax: 30' setback
 - Northampton: 25' setback
 - Warren: None

Proposal

Warren County, NC implement a 25 - 30' setback for all buildings requiring a county building permit for property adjacent to Dominion's Lake Gaston FERC Project Boundary.

Reasoning

- Encroachments
 - Any structures found on Dominion property after 1999, Dominion will require property owner to remove the structure at property owner's cost.
 - Current practice is to remove all structures (including fences) upon discovery unless owner can provide proof the structure was built prior to 1999. Dominion may upon receipt of proof, enter into a revocable license agreement, good only for the current property owner
- Land disturbance
 - SMP requires protection of the project boundary. Dominion allows disturbance of the natural landscape only upon an approved permit.
 - Structures built up to and adjacent the Dominion project boundary likely to cause Dominion's land to be disturbed. Dominion will not issue a permit for such occurrences
- Protection of Fish and Wildlife
 - Undisturbed and natural barriers filter and remove sedimentation from runoff.
 - Dominion receives regular complaints of sediment filling coves requiring dredging - a practice discouraged by the natural resource agencies and limited by the SMP

PUBLIC HEARING PROCEDURES

- ▶ This public hearing is being held to hear citizens' comments regarding *Revised / updated Warren County Zoning Ordinance in its entirety.*

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*

▶ County Manager and/or
Board Member Comments

▶ Adjourn Public Hearing

6:00 pm

Call to Order September 6, 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: September 6, 2011

Agenda Item # 5

SUBJECT: Adopt September 6, 2011 Suggested Agenda

REQUESTED BY: Clerk / Deputy Clerk to the Board

SUMMARY: None

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



*SUGGESTED AGENDA
FOR
SEPTEMBER 6, 2011 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
WARREN COUNTY ARMORY CIVIC CENTER
WARRENTON, NORTH CAROLINA*

*5:00 pm - Public Hearing: FY 2012 ROAP Application
5:15 pm - Public Hearing: Text Amendments to Subdivision Ordinance
5:30 pm - Public Hearing: Amendments to Official County Zoning Map
5:45 pm - Public Hearing: Revisions & Updates to Entire Zoning Ordinance*

- 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 September 6, 2011 Suggested Agenda**
- 6. Consent Agenda**
 - A. Approve Minutes of:**
 - August 1, 2011 – Public Hearing: NCDOT Petition Request to Rename Leroy Cheek Rd**
 - August 1, 2011 – Regular Monthly Meeting**
 - August 11, 2011 – Special Meeting: Personnel Matters**
 - August 17, 2011 – Public Hearing: Amend CDBG 08-C-1840 Scattered Site Housing Project**
 - B. Interest Income Report July 2011 – Finance Director Barry Mayo**
 - C. Tax Collector’s Report July 2011 – Tax Administrator Robert Mitchum**
 - D. Tax Release Requests (Over \$100) – Tax Administrator Robert Mitchum**
Tax Release Requests (Under \$100) - “ “ “ “
 - E. Senior Center Month Proclamation - September 2011**

- 7. Amendment # 2 to FY 2012 Budget Ordinance – Barry Mayo, Finance Director**
- 8. Follow-Up to Public Hearings:**
 - A. 5:00 pm - FY 2012 ROAP Application**
 - B. 5:15 pm - Text Amendments to Subdivision Ordinance**
 - C. 5:30 pm - Amendments to Official County Zoning Map**
 - D. 5:45 pm – Revisions & Updates to Entire Zoning Ordinance**
 - E. August 17th – Amendments CDBG 08-C-1840 Scattered Sites Housing Project**
- 9. Board/Commission Appointments**
 - A. Historic Preservation Commission – Bruce Rogers**
 - B. Juvenile Crime Prevention Council (JCPC) – M. Yancey, W. Kearney, T. Wimbrow, F. Harris, L. Mills, & B. Braxton**
 - C. Juvenile Crime Prevention Council (JCPC) – Commissioner Representative**
 - D. Fire Commission – Chris Pegram**
 - E. Voluntary Agricultural District Advisory Board – J.L.C. Skinner, E.B. Harris, G.D. Holtzman & H.T. Pulley**
 - F. Monument to Equality Commission – C. Haywood, S.D. Perry & L. Spruill**
 - G. Lake Gaston Weed Control Council – R.King or P.A. Card**
 - H. Senior Center Advisory Board – K. Harris, F. Davis & V. Perry**
- 10. Employment Offer for Economic Development (EDC) Director – Elgin Lane, HR Manager**
- 11. Request for Fee Waiver/Reimbursements**
 - A. Electrical Permit Fees for Citizens with Storm Damages to Electrical Services**
 - B. Lake Gaston Chamber of Commerce for building permit fees**
 - C. Travel for Merwin Dieckmann, Elections Board Chairman**
- 12. Approve FY 2012 NC Forest Services Agreement (60% State \$167,569 and 40% County \$111,712 funds)**

13. **Follow-up to August 17th Work Session:**
 - A. **Approve Proposed “Public Records Request Policy” – County Manager Worth**
 - B. **Approve Revised “Computer Replacement Policy” – Marcus Johnson, IT Director**
 - C. **Designate Armory Civic Center Meeting Room the “Official Meeting Room” for Board of Commissioners’ Regular & Special Meetings – Commissioner Ross**
14. **Adopt Resolutions:**
 - A. **Declare Surplus Property and Authorize Sale via Web Based Auction Sites – Clerk to the Board**
 - B. **Proclamation Recognizing & Expressing Support for the 10th Anniversary of 9/11 National Day of Service & Remembrance**
 - C. **Approve Authorizing Resolution to Apply for DWSRF Grant/Loan for District II Meter Replacement Program**
15. **Schedule Board Meetings**
 - A. **Public Hearing: 2008 Scattered Sites Close-Out for October 3, 2011 at 5:45 pm**
 - B. **EMS Afton Satellite Facility Dedication and Open House**
16. **10-C-2227 Community Investment & Assistance Contingency Infrastructure Hook-Up CDBG Project**
 - A. **Accept Funding Approval**
 - B. **Approve Grant Agreement**
17. **Adopt 2012 Holiday Schedule**
18. **County Manager’s Report**
 - A. **Contracts Executed**
 - B. **Manager’s Monthly Report**
19. **Closed Session – in accordance with GS § 143-318.11(a)(3)(4)(6) to discuss Personnel Matters, Attorney Clients Privileged Information and Property Acquisition.**
20. **Adjourn Meeting**

Meeting Date: September 6, 2011

CONSENT AGENDA Item # 6A

SUBJECT: Approve Minutes of August 2011:

August 1, 2011 – Public Hearing: NCDOT Petition Request to Rename Leroy Cheek Rd (SR 1611)

August 1, 2011 – Regular Monthly Meeting

August 11, 2011 – Special Meeting: Personnel Matters

August 17, 2011 – Public Hearing: Amendment to CDBG 08-C-1840 Scattered Site Housing Project

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

August 1, 2011 – Public Hearing: NCDOT Petition Request to Rename Leroy Cheek Rd (SR 1611)

August 1, 2011 – Regular Monthly Meeting

August 11, 2011 – Special Meeting: Personnel Matters

August 17, 2011 – Public Hearing: Amendment to CDBG 08-C-1840 Scattered Site Housing Project

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



Meeting Date: September 6, 2011

CONSENT AGENDA Item # 6B

SUBJECT: Approve Interest Income Report for July 2011

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: None

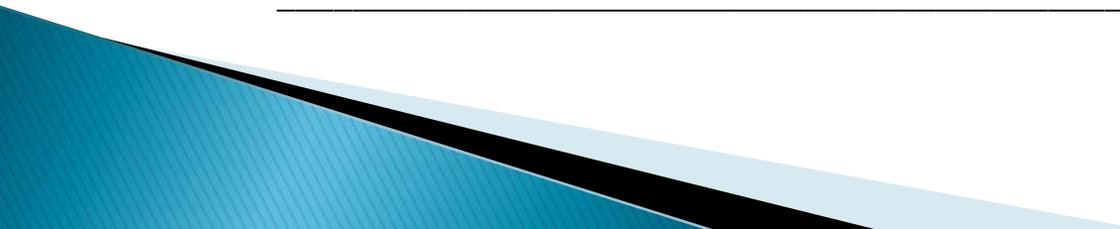
FUNDING SOURCE: N/A

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 July 2011**

FUND	JULY INCOME	FISCAL YEAR TO - DATE
General	218.60	218.60
Revaluation	3.66	3.66
E 911 Telephone System	3.40	3.40
Buck Spring Project	5.86	5.86
Ambulance Storage Facility	20.46	20.46
National Guard Armory	0.40	0.40
Simulcast System Upgrade	2.47	2.47
Regional Water Enterprise Fund	9.25	9.25
District 1 Enterprise Fund	13.61	13.61
Solid Waste	1.91	1.91
District II Enterprise Fund	12.90	12.90
District III Capital Project Fund	2.88	2.88
District III Phase II BANS	0.08	0.08
District III Enterprise Fund	2.55	2.55
Soul City Pump Station Improvements	0.35	0.35
	298.38	298.38

Meeting Date: September 6, 2011

CONSENT AGENDA Item # 6C

SUBJECT: Approve Tax Collector's Report for July 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 JULY 2011**

Current Year Collections

Tax Year	Charge	Collected in JULY	Collected to Date	Balance Outstanding	Percentage Collected
JULY 2011 FY12	\$14,779,832	\$64,980	\$64,980	\$14,714,852	0.44
JULY 2010 FY11	\$14,302,478	75,805	75,805	14,226,673	0.53

Delinquent Collections

2010	\$773,572	\$66,233	\$66,233	707,338	0.09
2009	257,576	8,805	8,805	248,772	0.03
2008	175,573	2,942	2,942	172,631	0.02
2007	156,468	1,759	1,759	154,709	0.01
2006	136,771	291	291	136,480	0.21
2005	113,356	343	343	113,013	0.30
2004	100,817	138	138	100,679	0.14
2003	85,453	217	217	85,236	0.25
2002	108,173	124	124	108,049	0.11
2001	161,282	181	181	161,101	0.11
Total Delinquent Years	\$ 2,069,041	\$81,033	\$ 81,033	\$ 1,988,008	

Other JULY Receipts

County Penalties
Landfill User Fees
Municipalities
Fire District Taxes
Advance Taxes

\$ 9,554	\$ 9,554
\$ 16,098	\$ 16,098
\$ 3,815	\$ 3,815
\$ 8,075	\$ 8,075
0.00	0.00

JULY GRAND TOTAL

\$ 183,555	\$ 183,555
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R. Edwin Mitchum

R. Edwin Mitchum, Tax Collector

8/26/2011

Date

Meeting Date: September 6, 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:



Releases Over \$100

ERROR CORRECTION RELEASES:

BLAYLOCK D F JR	2011 3433 300	F6 7A	16845 \$	279.90	HSE STILL NOT COMPLETE
BRUNETT KRYSTAL S	2011 28162 300	L4A 26B 8)	16470 \$	145.06	MH SOLD & LISTED ON REC#26164 FOR
DAVIS SUSIE B	2011 14219 300	E5 236B	3537 \$	572.00	AGEX WENT OFF IN ERROR
DIRECTV INC	2011 7815 200		26569 \$	148.54	USED WRONG SCHEDULE
DIRECTV INC	2011 7815 201		36569 \$	171.50	USED WRONG SCHEDULE
DIRECTV INC	2011 7815 202		26570 \$	108.61	USED WRONG SCHEDULE
DIRECTV INC	2011 7815 203		26570 \$	135.31	USED WRONG SCHEDULE
DUNCAN HAULING	2011 12315 200		29136 \$	107.20	M & E OVERASSESSED
EWING A DIRK & JANA W	2011 25761 300	J2A 60	11850 \$	209.14	13.91 ACRES NOT TAKEN OFF PROP
FRAZIER MARY R	2011 4174 200		31447 \$	137.00	MH SOLD 8/2010
HACKLEY RICHARD & MICHELLE	2011 28798 300	L2A116	21990 \$	322.56	ADJUST LOT FOR CLERICAL ERROR
HARGROVE HELEN & ANGELA	2011 4969 200	F8 72U	30028 \$	211.11	MH MOVED TO NASHVILLE,NC 9/2010
HARGROVE JOHN & ELNORA	2011 17314 315	C4 57	5259 \$	178.74	HOUSE GROWN UP/VACANT
HARGROVE JOHN & ELNORA	2010 17314 315	C4 57	5259 \$	176.63	HOUSE GROWN UP/VACANT
HARGROVE JOHN & ELNORA	2009 17314 315	C4 57	5259 \$	166.40	HOUSE GROWN UP/VACANT
HARRIS EQUIPMENT CO	2011 9198 201		26588 \$	1,769.54	M&E WAS OVERASSESSED
HUDSON GARY L	2011 16624 300	L2B114	15531 \$	659.78	LISTING ERROR/ADJUST VALUE
IRWIN EVELYN T	2011 14593 300	H1B 37	1202 \$	536.25	CLERICAL ERROR/LOT VALUE
JONES EARLY	2011 6735 300	F8 52C	2590 \$	487.82	DW CHARGED TWICE/REC# 26782
LAYNE MICHAEL R & ERICA	2011 21814 300	E8B606	774 \$	276.81	ADJUST VALUE
LAYNE MICHAEL R & ERICA	2011 21814 302	E8B250	4919 \$	409.81	ADJUST VALUE
NEWSOME H D	2011 3988 300	K5 89 A1	20056 \$	196.84	MH WAS MOVED TO VA 8/2010
NEWSOME H D	2011 3988 301	K5 88A	24377 \$	296.10	VETERAN DISCOUNT DIDNT SHOW UP
NOWELL TARRA & MICHAEL MODROW	2011 31180 300	K3A 52	1409 \$	128.22	ADJUST VALUE OF DOCK
PARRISH EDITH C	2011 7909 300	E6B 31	12135 \$	175.49	ADJUST HOME VALUE
PFEIFFER GEORGE & BETH L	2011 26482 300	I3D467	16384 \$	518.40	ADJUST VALUE
POPLAR RIDGE TRUCKING INC	2011 6533 200		26525 \$	1,372.59	INCORRECTLY ASSESSED
POWELL FRED H JR & PATRICIA B	2011 19819 300	E2 27	3575 \$	411.13	SW WADDITION CODED IN ERROR
RICHARDSON PATRICIA E & ROBERT	2011 34012 316	J11 18	10816 \$	125.99	CLERICAL ERROR
RICHARDSON HELEN	2011 10773 300	I9 33C	17828 \$	135.09	MH SOLD TO ERICA EVANS IN 2010
RICHARDSON STEVE	2011 4798 300	I12 2A	18803 \$	998.01	HSE& 1.51 ACRES ON DIFF ACCT FOR 2
RILEY RAY F & FANNIE M	2011 20797 300	H1B 32	14632 \$	165.75	PROP ASSESSED MORE IN VA
ROBERTS CONNIE L	2011 1808 300	L2D209	5117 \$	1,430.51	CLERICAL ERROR
SEAMAN CRAIG	2011 18876 300	B5 87A	24295 \$	115.51	WRONG YR ASSESSED ON MH
SHORE J MEADE & COLLEEN B	2011 26691 300	E6B 33A	26691 \$	614.89	ADJUST HOME VALUE
SHUGART NANCY TRUST	2011 32571 300	J3B 49	12767 \$	911.24	CLERICAL ERROR/CORRECT SF&PCTC
STONE HOUSE CREEK INC	2010 10999 200		31488 \$	434.21	BPP WAS OVERASSESSED
THOMSON PHILIP W & BEVERLY A	2011 11265 303	L2C 69	748 \$	210.56	ADJUST LOT FOR CLERICAL ERROR
TIME WARNER ENTERTAINMENT	2011 18709 300	E5 228A	13219 \$	145.44	OVERASSESSED FOR M&E
TIPPETT ENTERPRISES	2011 6448 200		31637 \$	201.01	INCORRECTLY ASSESSED
WEST STERLING SR HEIRS	2009 43126 300	K10 31	13715 \$	485.22	WRONG VALUE ON PROP FOR 09
WILLIAMS KATTIE R	2011 5680 200	D6 83	27103 \$	321.00	MH MOVED TO HALIFAX VA 3/2010
WILLIAMS THEODORE	2011 44837 337	K2A 58A 1)	14079 \$	175.95	GARAGE&HOOKUP ON ACC 44837 300
WILSON JANE CONNELL	2011 6857 314	E6 7	7775 \$	\$296.26	USE VALUE

SUB-TOTAL ERROR CORRECTIONS:

\$17,073.12

MOTOR VEHICLE RELEASES:

ATKINSON CHARLES G	2011 27298 2341	VSL4503	61692	\$106.95	ERROR FROM DMV
AYSCUE GREGORY E	2011 18763 2763	YVH3680	62114	\$109.82	ERROR FROM DMV
COX ALISON K	2011 34654 2558	ZRE9088	61909	\$266.44	ERROR FROM DMV
HILE SONIA L	2011 21700 2509	ZRA9107	61880	\$114.51	ERROR FROM DMV
MAY ROBERT T JR	2011 34583 110	ZPP2415	57605	\$278.70	ERROR FROM DMV
MOSS STEVEN DALE	2011 6094 2389	CH3601	66860	\$118.74	RELEASED TO VANCE CO
PHILLIPS EDWARD D	2010 2131 2419	BM8582	61770	\$107.80	TRADED
SAMMONS CHARLES	2011 11644 2844	XZM5935	62195	\$186.33	MOVED TO GA

SUB-TOTAL MOTOR VEHICLE RELEASES:**\$1,291.29****SUB-TOTAL CORRECTION RELEASES:****\$17,073.12****Total Releases****\$ 18,364.41****LANDFILL USER FEE RELEASES:**

ALSTON WILMA W	2011 2480 300	G11 5A	16947	\$115.00	LOT VACANT/NO LFUF
CARTER DEBRA M B	2011 2165 300	F4 40	1185	\$115.00	HOUSE BURNED 2010
CREWS JOE HEIRS	2011 9807 300	D6 143	3300	\$115.00	HOUSE NOT LIVEABLE/LFUF REMOVED
HARRIS W DENNIS	2011 18325 300	E8 8A	6137	\$230.00	HAS PRIVATE HAULER
KING MAGGIE	2011 2499 304	D8 144	223	\$115.00	MH VANDALIZED/NOT LIVEABLE
PASCHALL MELVIN G	2011 30206 300	E6B191A	8789	\$115.00	LIVES IN CITY LIMITS/NO LFUF
PELLETIER JOHN & PAMELA B	2011 14962 300	E6B186	50	\$115.00	LIVES IN CITY LIMITS OF WARRENTON
POWELL WALTER HEIRS	2011 32323 300	J11 14	10237	\$115.00	HSE NOT LIVEABLE FOR 10 YRS
TAYLOR TERESA	2011 9098 300	L4A 15	106	\$115.00	HOUSE BURNED 2010

TOTAL LFUF RELEASES:**\$1,150.00****Total Releases****\$ 19,514.41**

Releases Under \$100

Under \$100

9/6/2011

Date: *JW*
8/29/11

ERROR CORRECTION RELEASES:

NAME	Year	ACCT#	MAP #	RECORD	AMOUNT	REASON
BARNES J MARSHALL III	2011	31732 200		27857	\$ 9.43	BOAT VALUED WRONG
BRANTON FRED A & NELLIE	2011	1398 300	J3A 66	18421	\$ 14.68	BOAT OVERASSESSED
BREWER DAN & BARBARA	2011	32477 302	J3B100	16155	\$ 66.70	BOAT OVERASSESSED
BREWER DAN & BARBARA	2011	32477 300	J3B105	16160	\$ 85.20	BOAT CHARGED TWICE
BROWNE CHARLES S & LINDA	2011	5398 300	H1D148	9165	\$ 37.90	ADJUST VESSEL VALUE
BROWN GAVIN THURLETTA M	2011	4912 302	E6B379	1579	\$ 11.17	OUT OF BUSINESS 2010
CELLCO PARTNERSHIP	2011	28473 110		57715	\$ 16.31	NO LATE LIST/RECEIVED ON TIME
CHANDLER EARL E & THEODORA	2011	18291 200	J4 5C	9961	\$ 2.00	DOG DIED 2 YRS AGO
CHAPPELL SUSAN E	2011	13124 108	D4D344A	47873	\$ 4.00	DON'T HAVE ANY DOGS
COLEMAN DONALD E	2011	7339 200		30196	\$ 54.55	SOLD BOAT ON 6/2010
DAVIS EMILY P & RONALD K	2011	9364 300	H1D 70	13169	\$ 99.13	BOAT VALUE WAS OVERASSESSED
DAVIS GEORGE H	2011	10825 200		26793	\$ 2.00	DOG LISTED ON 2 ACCTS
DICKENS JEANA L	2011	30342 200		26810	\$ 7.96	SOLD BOAT 2009
DIRECTV INC	2011	7815 204		26572	\$ 4.92	USED WRONG SCHEDULE
DIRECTV INC	2011	7815 205		26572	\$ 11.72	USED WRONG SCHEDULE
FLEMING ALVIS	2011	14522 322	L3D 57	3869	\$ 2.00	DOES NOT HAVE A DOG
FOSS DANIEL R	2011	29341 200		26260	\$ 20.13	SOLD BOAT 6/2010
FOUCHER DANA	2009	28487 109		51065	\$ 35.76	BOATS LISTED IN WAKE CO
FOUCHER DANA	2010	28487 110		57984	\$ 30.41	BOATS LISTED IN WAKE CO
FOUCHER DANA	2011	28487 200		28549	\$ 29.48	BOATS LISTED IN WAKE CO
GECF LOAN/LEASE HOLDING INC	2011	26194 201		31554	\$ 11.68	M&E ASSESSED TWICE
GIBBS JOSEPH T JR & LINDA L	2011	11976 300	J2A 78	13926	\$ 15.72	BOAT WAS OVERASSESSED
GILBERTSON GARY D & PAULINE H	2011	4688 300	H2 19B	21697	\$ 50.31	ADJUST BOAT VALUE
GLOVA MARC A & VANESSA J	2011	19444 300	L3B103	10232	\$ 36.00	BOAT OVERASSESSED
HARRIS JOHN T II	2011	18022 326	E5 221	3266	\$ 15.33	1 AC SHOULD HAVE BEEN TAKEN OFF
HENDERSON GERALDINE	2008	19425 108	A5 81D	51048	\$ 99.91	PARCEL COMBINED W/A5 61 IN 2008
HETZER VINCENT	2011	19845 300	E6B 542	819	\$ 10.05	CAR SOLD 2010/LIVES IN PA W/DOGS
HICKS JERRY	2011	34389 200		29708	\$ 16.90	BOAT SOLD IN 2010
HICKS LORAN C	2011	13021 300	H1C166	11254	\$ 18.31	BOAT OVERASSESSED
HONEYCUTT ANTHONY & THERESA	2011	3525 300	I2A 81	1453	\$ 34.32	ADJUST BOAT VALUE CONDITION
IPOCK MARY ALICE T & OTHERS	2009	41106 109	B10 7 1X	52217	\$ 77.78	NO BULKBARN
IPOCK MARY ALICE T & OTHERS	2010	41106 110	B10 7 1X	52217	\$ 72.85	NO BULKBARN
IPOCK MARY ALICE T & OTHERS	2011	41106 310	B10 7 1X	21415	\$ 68.00	NO BULKBARN
KARLS JEFFREY A & WANDA F	2011	32765 300	K2A100	15706	\$ 78.27	BOAT WAS OVERASSESSED
KOGER DAVID L & WANDA	2011	35071 300	J3A 48	18403	\$ 4.00	DON'T HAVE ANY DOGS
LAKE GASTON EMBROIDERY INC	2011	22682 200		26601	\$ 53.56	NO LONGER IN BUSINESS
MAC GRAY SERVICES INC	2011	26245 200		30258	\$ 1.22	WRONG SCHEDULE USED
MAUZY EDWARD SCOTT & OTHERS	2011	33192 300	J2A 31 32	9117	\$ 18.79	ADJUST VESSEL VALUE
MITCHELL KENNETH	2011	12083 200		26259	\$ 9.78	BOAT SOLD IN 2008
MORGAN ANTHONY D	2011	32253 200		28447	\$ 22.92	BOAT WAS OVERASSESSED
NAYLOR RALPH L & SUZZANNE	2011	20951 300	H1B 58	639	\$ 3.48	ADJUST BOAT VALUE
NEWSOME H D	2011	28910 312	K588	8247	\$ 50.68	.63 ACRES TAKEN OFF & CHARGED TO
PATTON JOHN J III & TERRI B	2011	7763 301	L2C 20	7177	\$ 93.24	BOAT OVERASSESSED
PROFESSIONAL LAKE MANAGEMENT	2011	27483 200		29228	\$ 24.08	95 COMBEE BOAT SOLD JULY 2009
REDNECK FLYERS LLC	2011	34252 300	H1B 87	5122	\$ 96.21	DON'T OWN BOAT/MH VALE ADJUSTED
RUDD ALAN W & ELIZABETH POOLE	2011	23087 300	D4 16B	15798	\$ 6.29	DON'T HAVE A CARPORT OR DOG
SCIORTINO MICHAEL DAVID	2011	34496 200		29761	\$ 76.80	BOAT IS STORED IN WAKE CTY SINCE 2
SHAW STEPHEN J JR	2011	27106 300	J4 8B1	19150	\$ 27.21	CLERICAL ERROR
SHEARIN DAVID A	2011	2556 200		27083	\$ 47.17	BOAT SOLD JANUARY 2010
SPARKS ROGER W & DENISE L	2011	13561 300	E6B591	7264	\$ 24.97	ADJUST LAND UNITS
SPARKS ROGER W & DENISE L	2011	13561 300		7264	\$ 49.20	NEVER OWNED A BOAT
STOLZE MARTIN & ANNETTE	2011	26157 200		29246	\$ 41.87	BOAT OVERASSESSED
SUNRISE RIDGE FARMS	2011	9198 202		29522	\$ 6.85	M&E WAS OVERASSESSED
THOMPSON LAURA DBA PRIDE &	2011	18291 200		27431	\$ 10.04	OUT OF BUSINESS 12/2011
WARRENDALE CEMETERY INC	2007	25276 107	D5 125	45211	\$ 14.18	CEMETERY EXEMPT
WARRENDALE CEMETERY INC	2011	25278 300	E4 65	15781	\$ 13.05	CEMETERY EXEMPT
WEINGARTEN DONALD A & KATHER	2011	15654 300	I3D 43 44	13585	\$ 23.82	ADJUST BOAT VALUE
WOOD DANIEL T	2011	25229 200		28607	\$ 17.05	SOLD BOAT 2009

SUB-TOTAL ERROR CORRECTIONS:

\$ 1,887.32

MOTOR VEHICLE RELEASES:

ALEXANDER JOSEPH N	2011	325 1062	XSB4271	59057	\$9.98	ERROR FROM DMV
ALSTON JAMETRICE C	2011	33466 110	ZPW4504	57438	\$64.03	ERROR FROM DMV
ALSTON SANDY JR	2011	1601 1408	XSB4253	60759	\$9.98	ERROR FROM DMV
ALSTON SHAMIKA R	2010	32731 110	ZWS1189	54758	\$0.68	STOLEN

ATKINSON CHARLES G	2011 27296 2353	VSL4503	60348	\$61.20	TRADED
BANKS LATRICE D	2011 34673 2863	ZPW6432	62214	\$10.14	ERROR FROM DMV
BORCHARDT GLENN H IV	2011 31540 2034	4D7988	61385	\$13.99	ERROR FROM DMV
BOWMAN MARY C	2011 3908 1350	XSB3525	60701	\$5.32	ERROR FROM DMV
BOYD EDDIE W	2011 4029 1850	RRL5857	61201	\$8.91	ERROR FROM DMV
BOYD JAMES OLLIE	2011 433 1529	XNB2837	60860	\$24.92	ERROR FROM DMV
BOYD JAMES O	2011 433 1537	XNB2837	59532	\$14.64	GAVE AWAY
BOYD MATTIE T	2011 4101 2144	ZSW4811	61495	\$29.73	ERROR FROM DMV
BOYD OLIVER JR	2011 4205 110	ZNA1883	55467	\$23.70	REPOED
BOYD OLIVER JR	2011 4205 2028	XSB3096	61379	\$32.57	ERROR FROM DMV
BRANDT ANDREA A	2011 33476 2412	YTX3193	61763	\$10.62	ERROR FROM DMV
BROWN RICHARD E	2011 20988 1280	LYC6328	65751	\$2.40	SOLD
BULLOCK RONALD WAYNE	2010 13611 110	ZPW5814	57232	\$16.75	BILLED IN VANCE CO FOR 2010
BULLOCK RONALD WAYNE	2011 13611 1762	ZPW6273	61113	\$8.32	BILLED FROM VANCE CO FOR 2011
BULLOCK RONALD WAYNE	2011 13611 1629	ZPW6272	60980	\$8.18	BILLED FROM VANCE CO FOR 2011
CALLAHAN MISHA L	2011 7386 1702	YVT5079	61053	\$40.82	ERROR FROM DMV
CAMPBELL BONNIE G	2011 6533 2160	CCA1785	61511	\$43.12	TURNED OVER TO SON
CAMPBELL JOYCE P	2011 8898 1771	NWM2277	61122	\$23.13	ERROR FROM DMV
CARLILES DAISY R	2011 16961 1958	WTV7001	68054	\$48.26	RELEASED TO VANCE CO
CARTER VETA	2011 7338 1307	LYC9877	60658	\$3.60	ERROR FROM DMV
CLARK SANDY L	2011 3631 2158	XZM3839	60153	\$15.25	TOTALED
CLARK SANDY L	2011 3631 2146	XZM3839	61497	\$36.16	ERROR FROM DMV
CLARY LORRIE W	2011 10353 1757	VVW6750	61108	\$86.10	ERROR FROM DMV
CLARY LORRIE W	2011 10353 1796	SNW7150	61147	\$36.16	ERROR FROM DMV
COLLYMORE BEY C	2011 24556 2623	HD32742	61974	\$13.13	ERROR FROM DMV
COOPER WESLEY E	2011 9433 1426	SRK6267	60777	\$3.96	ERROR FROM DMV
COPELAND MATTHEW E	2011 4100 2102	XWH1410	61453	\$3.60	ERROR FROM DMV
CORBITT ERNEST	2011 32203 2873	LBTCTRY	62224	\$64.70	ERROR FROM DMV
CREWS LINNETTE D	2011 19966 2540	ZSW4832	61891	\$97.09	ERROR FROM DMV
DAVIS JOHN E	2011 10078 1584	WYM6045	60935	\$15.42	ERROR FROM DMV
ECHOLS MARGARET H	2011 12735 110	TRH9793	55903	\$55.60	SOLD
EDWARDS DONALD R	2011 24086 2018	PTR7690	61369	\$21.57	ERROR FROM DMV
EDWARDS DONALD RAY	2011 24086 2032	PTR7690	60027	\$10.20	SOLD
EDWARDS LONNIE K	2011 16131 110	MXA7400	56978	\$42.64	ERROR FROM DMV
ELLIOTT MARK LANE	2011 32292 2504	TSM7448	61855	\$72.13	RELEASED TO VANCE CO
FELTS LINWOOD EVANS	2011 14128 1183	WNK5098	60534	\$3.99	ERROR FROM DMV
GALINDEZ BRUNO R	2011 15516 1972	ZPH2770	61323	\$29.66	SOLD IN 2010
GALINDEZ BRUNO	2011 15516 110	ZPH2770	52385	\$34.76	TOTALED
GRAF MICHELLE M	2011 20825 1007	MIC	60358	\$9.90	ERROR FROM DMV
GUASTINI MICHAEL A	2011 3241 2446	WTX1039	68917	\$46.30	TRUCK VALUED TO HIGH
HALL JEAN SEAY	2011 16917 2310	XSB4840	61661	\$70.59	ERROR FROM DMV
HARGROVE CALVIN D	2010 2761 110	ZPW5530	56769	\$15.78	TURNED IN
HARGROVE CALVIN D	2010 2761 110	XTR8396	56709	\$52.40	TURNED IN
HARRIS MCKINLEY	2011 472 1271	YVT5203	60622	\$9.98	ERROR FROM DMV
HAWKINS ARLENE	2011 9491 2313	VRJ1217	75401	\$1.32	JUNKED
HAWKINS BROWN J	2011 18719 1276	YRP2075	60527	\$8.58	ERROR FROM DMV
HAWLEY DELPHINE A	2011 35344 110	ZSW1909	55150	\$7.44	TRADED
HAYWOOD GERRARD A	2011 29172 110	AAH1473	56721	\$4.83	SOLD
HEAVENS JOANNE D	2011 24429 1678	ZB20709	61029	\$53.59	ERROR FROM DMV
HENDERSON KERRY G SR	2011 17351 1651	XSB1316	61002	\$13.39	ERROR FROM DMV
HETZER VINCENT D	2011 19845 2580	TSM5465	79657	\$32.88	ERROR FROM DMV
HICKS CLIFTON R	2011 9508 1876	NNH6443	61227	\$10.85	SOLD
HICKS MARGARET W	2011 19812 1330	XSB4440	60681	\$3.60	ERROR FROM DMV
ISIDRO PATRICIA C	2011 26396 2777	XWH1361	62128	\$24.55	ERROR FROM DMV
JACKSON WILLIAM LEE	2011 16052 1694	3R5180	61045	\$8.74	ERROR FROM DMV
JOHNSON CHARLES T JR	2010 21939 1670	ZSB6895	71669	\$2.12	SOLD
JOHNSON GERALD M	2010 1263 1735	2M2313	61086	\$15.30	TOTALED
JONES CINDY T K K	2011 35907 1202	VSL3217	65673	\$4.27	RELEASED TO HALIFAX CO
JONES NATHANIEL L JR	2011 22836 1404	TSN2971	60755	\$9.98	ERROR FROM DMV
JUSTICE LOUIS D III	2011 27347 1727	XWH5380	74815	\$2.49	SOLD
KEARNEY DYRON M	2011 25272 110	AV1222	56827	\$19.09	ERROR FROM DMV
KEARNEY JOHN H SR	2011 11574 1328	WSY9320	60679	\$9.90	ERROR FROM DMV
KIDD WALTER W JR	2011 24024 1557	MYP8615	60908	\$24.64	CAR SOLD FEB 2010
KNEISEL FRED W	2011 20250 1929	YPS5232	66400	\$86.32	RELEASED TO HALIFAX CO
KNEISEL FRED W	2011 20250 2195	SNW8436	66686	\$42.66	RELEASED TO HALIFAX CO
LOYD LINDA A	2011 32074 2570	YTX3065	61921	\$39.77	DOESNT LIVE IN CITY LIMITS
MARRS GLENN E JR	2011 21139 2663	XWA1218	62014	\$82.13	RELEASED TO ONSLOW CO
MARTIN DAVID M	2011 6860 1457	SRK5037	67553	\$27.94	SOLD
MARTIN REBECCA J	2011 499 1836	TSM6967	61176	\$3.45	SOLD

MAXWELL OMA E	2011 27031 1887	RSL7454	61238	\$36.77	ERROR FROM DMV
MCKNIGHT CHARLES B	2011 26416 1981	RRL5643	61332	\$9.98	ERROR FROM DMV
MERCER ROBERT JAMES II	2011 35964 2503	AAJ1652	68974	\$9.57	RELEASED TO HALIFAX CO
MOORE CHARLENA JONES	2011 27832 110	HD43001	55973	\$16.03	SOLD
MORRIS ROBERT D	2011 28005 2376	VSL3118	61727	\$36.88	WRONG DESC & VALUE PER DMV
MOSELEY OLIVIA Y	2011 28019 1475	XSB4749	60826	\$2.52	SOLD
MUNOZ SIGIFREDO A	2011 20142 1257	YRN8055	74345	\$3.48	JUNKED
MUSTIAN C E JR	2011 28337 1987	EDNAM	61318	\$25.15	ERROR FROM DMV
NORLINA AUTO PARTS	2011 5522 2101	YVT2952	65517	\$12.40	SOLD
ONEAL JOANIE A	2010 29406 1417	RRL3021	75837	\$4.10	JUNKED
PANEPINTO JOSEPH T	2011 7755 2640	4916FP	61991	\$62.10	SOLD
PARKER JOE D	2011 729 2798	BT73133	62149	\$80.84	ERROR FROM DMV
PATTERSON JOHN D	2011 30694 2183	WSS5443	61534	\$6.16	GAVE AWAY
PAYNTER CANDICE M	2011 14513 2120	SXT6589	72119	\$20.28	TRADED
PAYNTER JENNIE C	2011 30337 1787	RVD8397	66258	\$12.69	SOLD
PERRY GEORGE E JR	2011 31226 2372	YVS9254	61723	\$81.05	ERROR FROM DMV
PORSCHE LEASING LTD	2011 26117 2407	OPONS	67375	\$16.61	SOLD
PUCKETT NELSON M	2011 35951 2214	AAH5236	66685	\$85.62	RELEASED TO HALIFAX CO
RICHARDSON GARY L	2011 3943 1210	AIO292	60581	\$8.27	ERROR FROM DMV
RICHARDSON LARRY W	2011 33819 2881	4D7973	62232	\$42.66	ERROR FROM DMV
RICHARDSON WANDA J	2011 17393 2480	AAJ1866	66951	\$16.29	SOLD
ROBERTS MAXINE P	2011 34436 2304	MZW1119	61655	\$24.43	ERROR FROM DMV
SALMON CAROL LEWIS	2011 36003 1851	XRN7814	61202	\$14.30	GAVE AWAY
SANDERSON EDWARD L	2011 23780 110	SXT8472	55981	\$73.17	SOLD IN 2010
SATTERWHITE RYAN S	2011 32173 1121	XWH1907	60472	\$11.29	ERROR FROM DMV
SHEARIN SARAH ANDREWS	2010 26303 110	TXK6553	55288	\$16.53	TRADED
SHEARIN WILLIAM D	2011 32365 1660	MA5022	64921	\$45.90	SOLD
SIKES SONYA B	2011 18693 110	ZRA8998	52389	\$6.80	SOLD
SIKES SONYA B	2011 18693 2088	ZRA8998	61417	\$16.62	ERROR FROM DMV
SINEATH JAMES V JR	2011 28677 2060	KARONIE	61411	\$64.36	ERROR FROM DMV
SMITH JEROLD L	2011 4397 1948	ZPW6316	61299	\$18.34	ERROR FROM DMV
SOLARI WILLIAM J	2011 38110 1049	810808	60400	\$7.37	ERROR FROM DMV
SPAIN ROY D	2011 38321 1920	KXW9777	61271	\$35.09	ERROR FROM DMV
STALLINGS ROBERT P	2011 38639 1945	AAH4966	68416	\$77.20	SOLD
STEWART JAMES E	2011 5522 2101	AAH5159	68572	\$16.50	SOLD
SWEENEY ALAN M	2011 474 1449	RRM3664	59444	\$5.53	SOLD
SWEENEY ALAN M	2011 474 1445	RRM3664	60796	\$9.60	ERROR FROM DMV
THOMPSON SUSAN C	2011 27397 1841	ZPW6417	61192	\$18.15	ERROR FROM DMV
UNDERWOOD JOHN RAY	2011 41422 2558	PTS4274	61907	\$85.58	MOVED TO FLA/HAS FLA PLATES
VITALE VITO A	2011 26083 110	AAH1497	56687	\$58.92	SOLD
WEST BOBBY RAY	2011 43028 2313	HD74409	66784	\$58.68	SOLD
WEST BOBBY R	2011 43028 1269	SXT8113	71268	\$5.05	SOLD
WEST RANDY CONNER	2011 8972 2919	TTM1439	60914	\$26.18	TRADED
WEST RANDY CONNER	2011 8972 2895	TTM1439	62246	\$44.53	ERROR FROM DMV
WEST THERESA F	2011 11286 1891	LYC5601	61242	\$11.80	ERROR FROM DMV
WHEELER BETTY B	2011 5310 1675	AAH4946	66146	\$15.84	TRADED
WILLIAMS SAMANTHA J	2011 15795 1746	SRK5728	61097	\$46.46	ERROR FROM DMV
YOUNG DANIEL ALFRED	2011 354 2892	ZSX6431	62243	\$17.28	ERROR FROM DMV
YOUNG JASON A	2011 34971 109	WNK2887	55149	\$15.79	ERROR FROM DMV
YOUNG WILLIAM B	2011 34686 2732	ZSW4242	62083	\$51.28	TRADED

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$3,357.49

SUB-TOTAL CORRECTION RELEASES:

\$ 1,887.32

Total Releases

\$5,244.81

Meeting Date: September 6, 2011

CONSENT AGENDA Item # 6E

SUBJECT: Senior Center Month Proclamation

REQUESTED BY: Arnetta Yancey, Senior Center Director

SUMMARY: Declare September 2011 Senior Center Month

FUNDING SOURCE: N/A

APPLICABLE STATUTE: N/A

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

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

STATE OF NORTH CAROLINA

COUNTY OF WARREN

Senior Center Month Proclamation

Whereas, older Americans are significant members of our society, investing their wisdom and experience to help enrich and better the lives of younger generations; and

Whereas, the Warren County Senior Center has acted as a catalyst for mobilizing the creativity, energy, vitality and commitment of the older residents of Warren County, NC and

Whereas, through the wide array of services, programs and activities, senior centers empower older citizens of Warren County to contribute to their own health and well-being and the health and well-being of their fellow citizens of all ages; and

Whereas, the senior center in the County of Warren affirms the dignity, self worth and independence of older persons by facilitating their decisions and actions; tapping their experiences, skills and knowledge; and enabling their continued contributions to the community;

Now, therefore, we the Warren County Board of Commissioners do hereby proclaim September 2011

Senior Center Month

Phone: (252) 257-3115
Fax: (252) 257-6971
www.warrencountync.com

And call upon all citizens to recognize the special contributions of the senior center participants, and the special efforts of the staff and volunteers who work every day to enhance the well-being of the older citizens of our community.

Board of Commissioners Chairman

Signed in Warren County
this 6th day of September 2011

ATTEST

Angelena Kearney-Dunlap, Clerk

Meeting Date: September 6, 2011

Item # 7

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Amendment # 2 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. 2

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:

Sheriff's Office	2,966
Emergency Shelter Care	(1,975)
Total	\$ 991

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

Increase/(Decrease) Revenues:

Restricted Intergovernmental - Other	991
Total	\$ 991

This amendment:

- appropriates funds to the Sheriff's Office for equipment.

Funding Source: Federal Drug Forfeiture Funds

- decreases appropriation to Emergency Shelter Care in accordance with State allocation.

Funding Source: NC Department of Juvenile Justice and Delinquency Prevention

Respectfully Submitted 09/06/2010

Barry J. Mayo

Barry J. Mayo, Finance Director

Meeting Date: September 6, 2011

Item # 8-A

SUBJECT: Follow-Up to Public Hearings

**REQUESTED BY: Barry Mayo, Finance Director
ROAP Program Coordinator**

SUMMARY: After holding a required public hearing to hear citizen comments regarding FY 2012 ROAP Program Application on Tuesday, September 6, 2011 at 5:00 pm, it is presented to consider approval of same authorize County Manager's signature.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

▶ PROGRAM	TOTAL
▶ EDTAP	\$ 53,818
▶ EMPL	\$ 14,092
▶ RGP	\$ 46,104
▶ TOTAL	\$ 114,014

**A copy of the FY12 ROAP Application
has been provided in a separate e-
mail or you can view it on Warren
County's web site at:**

http://www.warrencountync.com/_fileUploads/forms/534_9-6-11%20ROAP%20Application%20WEB%20SITE.pdf

Meeting Date: September 6, 2011

Item # 8-B

SUBJECT: Follow-Up to Public Hearings

REQUESTED BY: Ken Krulik, Planning/Zoning Administrator

SUMMARY: After holding a required public hearing to hear citizen comments regarding text amendments to the Warren County Subdivision Ordinance on Tuesday, September 6, 2011 at 5:15 pm, it is presented to consider adoption of same and authorize County Manager and/or Chairman to the Board to sign related documentation.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: GS 153A-340 and Section 307 of the Warren County Subdivision Ordinance (pg 7-8)

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

§ 153A-45. Adoption of ordinances.

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

A copy of the amended Warren County Subdivision Ordinance has been provided in a separate e-mail or you can view it on Warren County's web site at

http://www.warrencountync.com/_fileUploads/forms/528_DRAFT%20COPY%20-%20UNSIGNED%20REVISED%20SUBDIVISION%20ORDINANCE%209-6-11.doc

Meeting Date: September 6, 2011

Item # 8-C

SUBJECT: Follow-Up to Public Hearings

REQUESTED BY: Ken Krulik, Planning/Zoning Administrator

SUMMARY: After holding a required public hearing to hear citizen comments regarding amendments to the Official Zoning Map of Warren County on Tuesday, September 6, 2011 at 5:30 pm, it is presented to consider adoption of same and authorize Chairman to the Board to sign.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: GS 153A-340 & ARTICLE X – AMENDMENTS *of the Warren County Zoning Ordinance*

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

§ 153A-45. Adoption of ordinances.

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

Copies of the amended County Zoning Maps have been provided in a separate e-mail or you can view them on Warren County's web site at

<http://www.warrencountync.com/onLineForms.aspx>

under Planning).

Meeting Date: September 6, 2011

Item # 8-D

SUBJECT: Follow-Up to Public Hearings

REQUESTED BY: Ken Krulik, Planning/Zoning Administrator

SUMMARY: After holding a required public hearing to hear citizen comments regarding revisions & updates in its entirety to the Warren County Zoning Ordinance on Tuesday, September 6, 2011 at 5:45 pm, it is presented to consider adoption of same and authorize Chairman to the Board to sign.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: GS 153A-340 & ARTICLE X – AMENDMENTS *of the Warren County Zoning Ordinance*

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

§ 153A-45. Adoption of ordinances.

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

A copy of the revised and updated Warren County Zoning Ordinance has been provided in a separate e-mail or you can view it on Warren County's web site at

http://www.warrencountync.com/_fileUploads/forms/530_DRAFT%20COPY-%20UNSIGNED%20REVISED%20ZONING%20ORDINANCE%209-6-11.doc

Meeting Date: September 6, 2011

Item # 8-E

SUBJECT: Follow-Up to Public Hearings

**REQUESTED BY: Julie Reid, Community Development Block Grant
Coordinator, Kerr Tar Regional Council of Governments**

**SUMMARY: After holding a required public hearing to hear citizen
comments regarding CDBG Project 08-C-1840 related to technical bulletin 10-2,
(additional terms and budget categories) on Wednesday, August 17, 2011 at 5:45
pm, it is presented to consider adoption of amended program terms and related
budget revisions. It is further requested to authorize County Manager and/or
Chairman to the Board to sign related documentation.**

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

*Program Amendment
To
CDBG Project 08-C-1840
relating to Technical Bulletin 10-2
where additional terms
and
budget categories are defined.*



Meeting Date: September 6, 2011

Item # 9-A

SUBJECT: Board/Commission Member Appointment

REQUESTED BY: Ken Krulik, Planning/Zoning Administrator

SUMMARY: It is submitted on recommendation of the Historic Preservation Commission to appoint Bruce Rogers to serve on the Historic Preservation Commission for a three (3) year term, expiring January 2014.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Historic Preservation Commission

Term of Office: Initial terms (3yrs – 3 members; 2yrs
– 2 members; 1 yr–2 members)
Thereafter three year terms for all
members

Authority:

Membership: Appointed

Responsibilities:

Meeting Schedule: To be established

Staff Liaison: Ken Krulik, Planner/Zoning
Administrator

Member	Position	Term
Commissioner Bertadean Baker	Designated	Jan2011–Dec2012
Dorothy Jean Bennett	Appointed	Feb08 – Jan2011
Ernest Fortson Fleming, III	Appointed	Feb2011–Jan2014
J. Noel Robertson	Appointed	Aug10 – Jan2013
Jane Ball–Groom	Appointed	
Richard Hunter	Appointed	Feb08 – Jan2010
Bruce Rogers	Appointed	Sept2011–Jan2014
Virginia Karama Broach	Appointed (1st term)	Sept09 – Jan2012

Please let me know, also please add the recommendation of the Historic Preservation Commission to have Bruce Rogers be appointed to the Historic Preservation Commission:

Bruce Rogers
216 Westwinds Road
Macon, NC 27551
(H) 252-257-5500

Thanks,
Ken

Ken Krulik, AICP CZO
Planning and Zoning Administrator
Warren County Planning/Zoning and Code Enforcement Department
542 West Ridgeway Street
Warrenton, NC 27589
(P) 252-257-7027 ext. 30
(F) 252-257-1083
kkruklik@co.warren.nc.us

STATEMENT OF INTEREST TO SERVE

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

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

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

1. WARREN CO HISTORIC PRESERVATION COMMISSION
2. _____
3. _____
4. _____

Your full name RICHARD BRUCE ROGERS
Date of Birth MAY 3, 1945 Sex M Race W
Mailing Address 216 WEST WINDS CD
City and Zip Code MACON 27551
Street Address 216 WEST WINDS
City and Zip Code MACON 27551
Home Phone 252-257-5500 Work Phone _____
Job Title _____
Company or Agency _____
Email Address bruce.rogers@embargo.com

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended BEXLEY - BEXLEY OHIO 1963 GRAD
Name and Address of College Attended UNIV. OF DUBUQUE, DUBUQUE BA 1967
Degree Received OHIO UNIVERSITY MA 1973

Please list any military experience NONE

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

If you are presently serving as an elected or appointed official, please explain: No

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

Work Experience TEACHER NELSONVILLE-YORK HIGH SCHOOL 1968-1984
ASST. PRINCIPAL 1984-1985
PRINCIPAL 1985-1998
INSTRUCTOR - OHIO UNIVERSITY 1998-2000 ATHENS OHIO

Volunteer Experience ATHENS Co LIBRARY Bd 25 yrs
PRESIDENT WARREN Co. HABITAT FOR HUMANITY
OTHER ENCLOSED

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

Newspaper Current Warren County Volunteer Other

If other, please explain: TELEPHONE CALL KEN KRULIK

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 Richard Bruce Rogus

Date 6/27/11

Please feel free to attach a resume if so desired.

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

Meeting Date: September 6, 2011

Item # 9-B

SUBJECT: Board/Commission Member Appointment

**REQUESTED BY: William A. Kearney, Chairman
Juvenile Crime Prevention Council**

**SUMMARY: It is submitted to appoint/reappoint individuals to the JCPC for
two year terms, expiring January 2013.**

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Reappoint

McDonald Yancey, Representing School System - 3rd Term

William Kearney, Rep. Parks & Recreation – 3rd Term

Teresa Wimbrow, Rep. Girl Scouts – 3rd Term

Appoint

Freddie Harris, Rep. Social Services – 1st Term

Larissa Mills, Rep. Health Dept – 1st Term

Bobby Braxton, Rep. Sheriff's Office – 1st Term

**Also expressed interest to serve:
James O. Gray, III**

Terms expire January 2013



**WARREN COUNTY JUVENILE CRIME
PREVENTION COUNCIL (JCPC)**

POST OFFICE BOX 619
WARRENTON, NC 27589

(252) 257-3115

Warren County Commissioners
619 Front Street
Warrenton, NC 27589

August 18, 2011

Dear Commissioners:

The Warren County Juvenile Crime Prevention Council meets monthly to discuss the services being provided to help reduce/prevent juvenile crime in our community. The council is comprised of a diverse group of individuals from the community.

Each appointed member serves a two year term. We have three members whose terms have expired. We would like to request that McDonald Yancey of Warren County Schools, William Kearney of Parks and Recreation Department and Teresa Wimbrow of Girl Scouts be reappointed to the council. Their terms would run from January 2011 through January 2013.

Please appoint the following people as representatives of their respective departments:

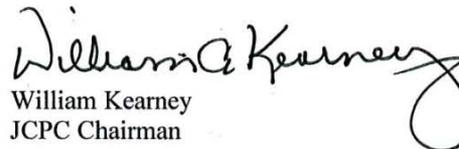
Freddie Harris – DSS

Larissa Mills – Health Department

Bobby Braxton – Warren County Sheriff's Office

On behalf of the Juvenile Crime Prevention Council, I would like to say thank your for your consideration of this request.

Sincerely,


William Kearney
JCPC Chairman

Juvenile Crime Prevention Council (JCPC)

Term of Office: 2 years, expire in January
Authority: Juvenile Justice Reform Act
Membership: Appointed
Meeting Schedule: 2nd Monday of each month
Staff Liaison: County Manager

Member	Position	Term
Angela Williams	Central Childrens Home Emergency Shelter	No Term
Cessel Boyd Rouse	Area Mental Health	Mandated
Charles Walton	Social Services Representative	Mandated
Cindy Porterfield	Area Consultant	No Term
Commissioner U. Ross	Designated (3rd term)	Jan07-10, Jan11-Dec2012
Cora Boyd	Department of Social Services	Mandated
Darell Vaughan	Community Member	Dec 2010 – Jun 2012
Debbie Scott	Youth Services Bureau Director	No Term
Donna Stearns	Tri-County Conflict Management Program	No Term
Eunice Royster	Clerk of Court Representative	Mandated
Gary Holtzman	Community Member	Dec 2010 – Jun 2012
Jacqueline Hargrove	Public Schools Representative	Mandated
Linda T. Worth	Warren County Manager	No Term
McDonald Yancey	Community Member	Jan 2011-Jan 2013
Onica Fuller	District Attorney's Office	Dec 2010 – Jun 2012
Robin S. Williams	Juvenile Court Counselor	Mandated
Sallie Howell	Substance Abuse Professional	Dec 2010 – Jun 2012
Teresa Wimbrow	Girl Scouts of NC Representative	Jan 2011-Jan 2013
Ulysses Ross	County Commissioner	Jan 2011-Dec 2012
William (Bill) Kearney	Recreation Commission Manager	Jan 2011-Jan 2013
Willie A. Boyd, Jr.	Faith Community	Dec 2010 – Jun 2012

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. JUVENILE CRIME PREVENTION COUNCIL
- 2. _____
- 3. _____
- 4. _____

Your full name Bobby J. BRAXTON
 Date of Birth 6/19/65 Sex M Race W
 Mailing Address 212 FAIRVIEW STREET
 City and Zip Code WARRENTON N.C. 27589
 Street Address _____
 City and Zip Code _____
 Home Phone (252) 432-5582 Work Phone (252) 257-3344
 Job Title INVESTIGATOR
 Company or Agency WARREN COUNTY SHERIFF'S OFFICE
 Email Address wcs bbraxton@co.warren.nc.us

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended D.H. CONLEY High School GREENVILLE, N.C.
 Name and Address of College Attended PIH Comm. College GREENVILLE, N.C.
 Degree Received CRIMINAL JUSTICE

Please list any military experience _____

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 21 YEARS LAW ENFORCEMENT EXPERIENCE

Volunteer Experience _____

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

Newspaper Current Warren County Volunteer Other

If other, please explain: SHERIFF JOHNNIE M. WILLIAMS

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 [Signature]
Date AUGUST 23, 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.

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. Juvenile Crime and Prevention Council (JCPC) 3. _____
2. _____ 4. _____

Your full name Larissa Rakel Mills
Date of Birth 04/02/1981 Sex F Race B
Mailing Address 3312 Jason Drive
City and Zip Code Rocky Mount 27803
Street Address same as mailing address
City and Zip Code same as mailing address
Home Phone (252) 443-7326 Work Phone (252) 257-6017
Job Title Public Health Educator I
Company or Agency Warren County Health Department
Email Address lmills@co.warren.nc.us

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended Rocky Mount Senior High School, Rocky Mount, NC 27802
Name and Address of College Attended North Carolina Central University, Durham, NC 27707
Degree Received Bachelor of Science in Community Health Education

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 _____ I have worked in the areas of public health for about 7 years.

Volunteer Experience _____ I have worked with youth at my previous church for 4 years.

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 am taking the place of Mary Marrow, whom has retired from the county.

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 _____ 

Date _____ 8/29/2011

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.

RECEIVED

JUL 11 2011

WARREN COUNTY MANAGER'S OFFICE

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

Also expressed
interest to serve on
JCPC:
James O. Gray, III

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

- 1. Juvenile Crime Prevention (JCPC)
- 2. _____
- 3. _____
- 4. _____

Your full name James O Gray III
 Date of Birth 12-1-1986 Sex M Race Black
 Mailing Address 1049 NC Highway 903
 City and Zip Code Littleton, 27860
 Street Address same Address
 City and Zip Code _____
 Home Phone 252-586-5012 Work Phone _____
 Job Title _____
 Company or Agency _____
 Email Address Jamesbmore21@yahoo.com

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended Overlea High 5201 Kenwood Ave 21206
 Name and Address of College Attended _____
 Degree Received Diploma

Please list any military experience MCJROTC

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 Armed security Officer, security AGENT
Auxiliary Police officer in Baltimore, Maryland

Volunteer Experience Volunteer Fire man and Auxiliary Police officer
in Baltimore, Maryland

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

James O. Blaw

Date

7-9-11

Please feel free to attach a resume if so desired.

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

Meeting Date: September 6, 2011

Item # 9-C

SUBJECT: Board/Commission Member Appointment

REQUESTED BY:

SUMMARY: Commissioner Ross who has served on the JCPC for 5 terms, wishes to relinquish his seat and give the opportunity to another Board member. It is submitted to appoint a Board of Commissioner representative to the JCPC to replace Mr. Ross. Said appointee will serve out the current term which expires December 2012.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Commissioners Currently Serving:

Term Duration Jan 2011- Dec 2012

Downey

**Kerr-Lake Regional Water System Board Directors
Warren County DOT Planning Committee (2-15-11)
VGCC Board of Trustees (2-15-11)**

Jordan

**Council of Government Board of Directors
Personnel Committee
Recreation Commission
Social Services Board
Vance Granville Franklin Warren Criminal Justice (VGFW)
Water Committee**

Richardson

**Equalization & Review (E&R)
Council of Government Board of Directors (Commissioner)
Finance Committee
Fire Commission
Personnel Committee
Resource Conservation & Development Council (RC&D)
NC Association of County Commissioners Liaison
Kerr-Tar HUB Triangle North Board of Directors (Commissioner)
E-911 Commission (2-15-11)**

Commissioners Currently Serving (continued):

Baker

EMS Peer Review Advisory

Health, Board of

Kerr Tar RPO RTAC (alternate)

Local Emergency Planning Committee (LEPC)

Senior Center

Area Mental Health (2-15-11)

Home & Community Care (Senior Ctr) (2-15-11)

Ross

Historic Preservation Commission

Finance Committee

Juvenile Crime Prevention Council (JCPC)

Kerr-Tar HUB Triangle North Board of Directors (at large)

Kerr Tar RPO RTAC

Kerr-Tar Rural Transport Planning Committee (RPO)

Lake Gaston Weed Control Council

Kerr Area Rural Transportation Authority (KARTS) (2-15-11)

Meeting Date: September 6, 2011

Item # 9-D

SUBJECT: Board/Commission Member Appointment

REQUESTED BY: Douglas Young, Fire Marshal

SUMMARY: It is submitted to reappoint Chris Pegram to serve on the Fire Commission for a 2nd three (3) year term expiring June 2013.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

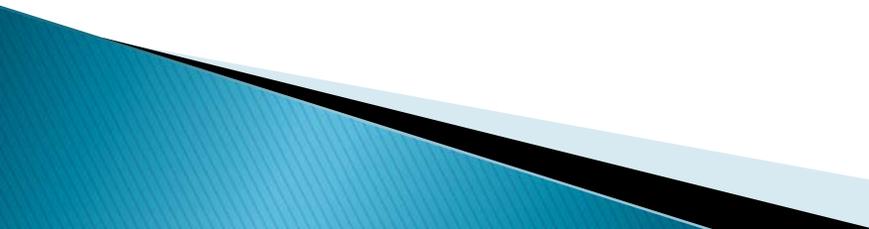
COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Fire Commission

Term of Office: 3 years, expires June
Authority: NC GS 153(A)-233
Membership: Appointed
Responsibilities:
Meeting Schedule: Last Tuesday of each month
Staff Liaison: Douglas R. Young, CEM,
 Emergency Management
 Coordinator

Member	Position	Term
Chris Pegram	2 nd Term	Expires June 2013
Commissioner Barry Richardson	Designated (3rd term)	Jan07-Dec08, Jan09-Dec10, Jan11-Dec2012
Hugh W. Freeman	Appointed (1st term)	Feb10-June2013
Mark E. Pitzing	Appointed (2nd term)	Aug07-Dec10, Dec10-Dec2013
McConnel Silver	Appointed (1st term)	Feb10-June2013





COUNTY OF WARREN, NC

DEPARTMENT OF EMERGENCY SERVICES

Emergency Management * Emergency Medical Services * Fire Marshal's Office

PO Box 619
540 W. Ridgeway St.
Warrenton, NC 27589

Douglas R. Young, CEM / VP
Director / Fire Marshal

Office 252-257-2666
Fax 252-257-9458

July 27, 2011

To: Angelena Kearney-Dunlap
Clerk to the Warren County Board of Commissioners

From: Douglas Young, Fire Marshal

Date: July 27, 2011

Ref: Re-appointment of Chris Pegram

The Warren County Fire Commission submits this memo to recommend to the County Board of Commissioners for approval of Chris Pegram to be re-appointed to the Warren County Fire Commission with a term to expire in June, 2013.

Meeting Date: September 6, 2011

Item # 9-E

SUBJECT: Board/Commission Member Appointment

REQUESTED BY: Paul Westfall, Cooperative Extension Interim Director

SUMMARY: It is submitted to reappoint the following individuals to serve on the Voluntary Agricultural District Advisory Board for three (3) year terms expiring March 2014.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Reappoint

John L. C. Skinner - 2nd term

Ernest Boyd (EB) Harris - 2nd Term

Gary D. Holtzmann - 3rd Term

Henry Travis Pulley - 3rd term (Alternate)

Terms expire March 2014



Voluntary Agricultural Districting Advisory Brd

Term of Office: To be established

Authority: Article 61 – Preservation of Farmland

Membership: Appointed

Responsibilities: An Agricultural District Ordinance shall provide for the establishment of an agricultural advisory board, organized, and appointed as the county or city that adopted the ordinance shall deem appropriate. The county or city may confer upon this advisory bo

Meeting Schedule: To be established

Staff Liaison: Tyrone Fisher, Director, Warren County Cooperative Extension Service

Member	Position	Term
Calvin Seaman, Smith Creek Township	Appointed (2nd term)	Mar08–Mar10, Mar10–Mar2013
Charlie Dortch, Nutbush Township	Appointed (2nd term)	Mar08–Mar10, Mar10–Mar2013
Earl Serls	Alternate	Aug10–Mar2011
EB Harris, Fork Township	Appointed (2 nd term)	March 08–11 March 2011–14
Gary Holtzman, Soil & Water	Appointed (3 rd term)	Mar08–Mar9, Mar10–11, Mar2011–14
John Skinner, Littleton Township	Appointed (2 nd term)	March 08–11 March 2011–14
Travis Pulley, Warrenton Township	Alternate (3 rd term)	Mar08–9, Mar10–11 March 2011–2014
William Fuller, Shocco Township	Appointed	March 08 – March 2011

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. Voluntary Agricultural Districting Advisory Board 3. _____
2. _____ 4. _____

Your full name JOHN LITTLE CLAY SKINNER
Date of Birth 3 25 64 Sex M Race W
Mailing Address 140 BIRCH SKINNER RD.
City and Zip Code LITTLETON, NC 27850
Street Address _____
City and Zip Code _____
Home Phone 252 586-4934 Work Phone 252-308-2616
Job Title OWNER/MANAGER
Company or Agency SKINNER FARMS CO.
Email Address _____

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended Enfield Academy
Name and Address of College Attended NC State University
Degree Received BA Agriculture, BSA Soil Science

Please list any military experience _____

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

Pres. Cattlemans Assoc 2005 - 2008
WT Skinner III LLC - manager
W.A. Pierce Farms - manager
NODA Plant Industry - district supervisor

Volunteer Experience _____

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

Newspaper

Current Warren County Volunteer

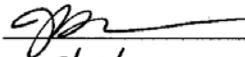
Other

If other, please explain:

Served previously on same board

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



Date

7/19/11

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.

If you are presently serving as an elected or appointed official, please explain: currently on
Voluntary Agricultural Districting Advisory Board

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

Work Experience Been involved in agriculture all my life

Volunteer Experience been a volunteer fireman for 30+ years

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 E B Hair

Date 7-20-11

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.

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. Voluntary Agricultural Districting Advisory Board 3. _____
- 2. _____ 4. _____

Your full name Henry Travis Pulley
 Date of Birth 12-20-1941 Sex M Race White
 Mailing Address 402 Fairview St
 City and Zip Code Warrenton, NC 27589
 Street Address 402 Fairview
 City and Zip Code Warrenton NC 27589
 Home Phone 252-257-4354 Work Phone _____
 Job Title Self employed - farmer
 Company or Agency _____
 Email Address _____

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended Micro High School, Micro NC
 Name and Address of College Attended NC State
 Degree Received Ag Institute Associate Degree 1962

Please list any military experience _____

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:

Voluntary Ag Districting Advisory Board (Alternate)

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

Work Experience

① USDA Soil Conservation Tech
② Carolina Biological - Warren Lab's - Farm mgr.

Volunteer Experience

Soil Conservation District Supervisor

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

Newspaper

Current Warren County Volunteer

Other

If other, please explain: Word of mouth

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

Date

Hayes G. Kelly
9/19/11

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.

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. Voluntary Agricultural Districting Advisory Board
2. _____
3. _____
4. _____

Your full name Gary Dean Holtzmann

Date of Birth 4-16-1959 Sex M Race W

Mailing Address 193 Rodgers Pl

City and Zip Code Norlina, NC 27563

Street Address _____

City and Zip Code _____

Home Phone 252-430-4516 Work Phone 252-257-3836 W3

Job Title Soil & Water District Technician

Company or Agency Warren Soil & Water Conservation District

Email Address gary.holtzmann@nc.nacdnet.net

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended Norlina

Name and Address of College Attended Barton College, Wilson, NC

Degree Received BS Accounting

Please list any military experience _____

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

Soil & Water District Technician

Volunteer Experience

Drewry VFD - 32 yrs & Fire Assoc. Secy,
past Fire Commission member, Warrenton Lions Club

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

Jay D Helthmann

Date

7-13-11

Please feel free to attach a resume if so desired.

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

Meeting Date: September 6, 2011

Item # 9-F

SUBJECT: Board/Commission Member Appointment

REQUESTED BY: Clerk to the Board

SUMMARY: It is submitted to appoint Charles Haywood, Sharon Davis Perry and Larry Spruill to serve on the Monument to Equality Commission.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

**The Monument to Equality Steering Committee
shall consist of eleven members:**

Commissioner District 1 representative: Charles Haywood

Commissioner District 2 “

Commissioner District 3 “

Commissioner District 4 “

Commissioner District 5 representative: Larry Spruill

Arts Council representative “

Minority representative: Sharon Davis Perry

Haliwa-Saponi Tribe representative

Hispanic Community representative

Historic Preservation Committee rep

Community-at-large representative

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. Social Services Board
2. Recreation Commission
3. Monument to Equality Commission
4. _____

Your full name SHARON DAVIS PERRY
Date of Birth 7/1/1956 Sex F Race Af Am
Mailing Address 941 NO BOTTOM ROAD
City and Zip Code WARRENTON 27589
Street Address _____
City and Zip Code _____
Home Phone 252-767-5690 Work Phone 252 257-5972
Job Title Processing Assistant III
Company or Agency Warren County DSS
Email Address perrys716@yahoo.com

Do you live in the county? Yes No

Please list your County Commissioner District #1 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 William C. Bryant High School - ^{48-01 315th} Queens City
Name and Address of College Attended York College - Jamaica NY
Degree Received No Degree

Please list any military experience _____

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 New York City
1981-1995 - HEALTH Hospitals Systems
1995-1999 - WAKEMED HOSPITAL - RALEIGH
1999-2002 - Local 1199 Health + Benefits Fund
2002-2004 - Interactive Medical Systems, 2005-2007 - Blue
Cross Blue Shield
Volunteer Experience WITHIN DSS - TOYS FOR TOTS, CLOTHING DRIVE
- NCSSA -
RED CROSS DISASTER RELIEF

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

Newspaper Current Warren County Volunteer Other

If other, please explain: DSS

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 Sharon Perry
Date 7/14/11

Please feel free to attach a resume if so desired.

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

Meeting Date: September 6, 2011

Item # 9-G

SUBJECT: Board/Commission Member Appointment

REQUESTED BY:

SUMMARY: It is submitted to fill an expired term on the Lake Gaston Weed Control Council for a three (3) year term expiring June 2014. Candidates are:

**Russell King, term expired June 2010 - or -
Patrick A. Card, this will be his first term.**

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

STATEMENT OF INTEREST TO SERVE

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

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

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

1. Child Protection Team
2. E-911 Commission
3. Lake Gaston Weed Control Council
4. Social Services Board of Directors

Your full name Patrick A. Card
Date of Birth August 11, 1953 Sex Male Race White
Mailing Address 112 Sugar Creek Lane
City and Zip Code Littleton, NC 27850-8070
Street Address 112 Sugar Creek Lane
City and Zip Code Littleton, NC 27850-8070
Home Phone 252-586-3503 Work Phone 252-532-6964
Job Title self-employed; Senior Security Consultant
Company or Agency Golden Brook Solutions LLC
Email Address pacard@embarqmail.com

Do you live in the county? Yes No

Please list your County Commissioner District 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 Corning-Painted Post West High School, Corning, NY
Name and Address of College Attended New School University, NYC, NY
Degree Received Bachelor of Science - Human Resources Management 1986

Please list any military experience _____
U.S. Navy active duty 1971-1993. Rose from junior enlisted to senior enlisted and then commissioned as a Naval Officer.

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: _____
Not an elected official nor appointed to any board or commission

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

Work Experience Managed a \$25M federal program budget cost commensurate under budgetary constraints.
Served 35 years in the federal government in the Department of the Navy and the Department of Energy.
Served as a senior manager of an agency, responsible for national security and nuclear security matters.
Currently provides nuclear security consulting for commercial nuclear organizations.

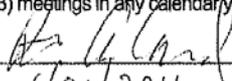
Volunteer Experience Co-chair and organizer of my high school reunion committee.
Member of the Lake Gaston Association serving on the Safety Committee and the Government Relations Committee.
Webmaster for Eaton's Ferry Estates Property Owner's Association.
(Please see attached sheet for Life Experiences).

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

Newspaper Current Warren County Volunteer Other

If other, please explain: Web site.

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 

Date 6/21/2011

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.

Meeting Date: September 6, 2011

Item # 9-H

SUBJECT: Board/Commission Member Appointment

REQUESTED BY: Arnetta Yancey, Senior Center Director

SUMMARY: It is submitted to appoint/reappoint membership on the Senior Center Advisory Council for a three (3) year term expiring July 2014.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Appoint

Kathy Harris, Center Participant

Reappoint

Florine Davis, Center Participant

Vonciel Perry, Center Participant

Terms expire July 2014



Senior Center Advisory Council

Term of Office: Three (3) years expiring on December 31st
 Authority: NC Division of Aging, Section V C (1).
 Membership: Appointed
 Responsibilities: Advisory to Senior Center and report directly to Senior Center Director. Assists in monitoring, reviewing, and evaluating all policies, programs, and actions that affect the Warren County Senior Center. Appointees must be legal residents of Warren County
 Meeting Schedule: Quarterly – January, April, July & October. The 4th Tuesday at the beginning of the quarter.
 Staff Liaison: Arnetta Yancey, Director – Warren County Senior Center

Member	Position	Term
Charles Jefferson	Senior Tar Heel Legislature	Jan2010–Dec2011
Charles Walton	Department of Social Services	Jan2010–Dec2012
Commissioner Ruby Downey	Designated	Mar2011–Dec2012
County Manager Linda T. Worth	Appointed	No Expiration
Diane Tant	Department of Social Services	Jan2010–Dec2011
Florine Davis	Senior Center Participant	Dec10–Jul14
Hilda Baskerville	Health Department	Jan2010–Dec2012
Judith I. Forrest	Appointed	March10–Dec2011
Kathy Harris	Senior Center Participant	Sep11–Jul14
Olivia Y. Richardson	Appointed	March10–Dec2012
Rachel Harris–Monteverdi	Cooperative Extension Rep	Jan2010–Dec2012
Richard "Dickie" Williams	Parks & Recreation	Jan2010–Dec2012
Roberta Scott	Appointed	March10–Dec2012
Vonciel Perry	Senior Center Participant	Dec10–Jul14

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. any Board that
2. relates to my background
3. I'm open to other Boards as well

Your full name Kathy Do HARRIS
Date of Birth 10-31-45 Sex Female Race Native American Indian
Mailing Address 1083 Richardson Rd.
City and Zip Code Warrenton, NC 27589
Street Address _____
City and Zip Code _____
Home Phone _____ Work Phone _____
Job Title Area Leader
Company or Agency NEBA (Title II)
Email Address Cat3145@CenturyLink.net & Harris Kathy 3155@yahoo.com
Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended Halwa School (Holliston, NC)
Name and Address of College Attended Smithdeal Massey Business (Richmond VA)
Degree Received Associate Degree
also certified Paralegal
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 Helmus-Saxon Tribe Inc
10 yrs as Director & Asst Dir. Community
Planning & Admin. Many years of sales &
Public relations. Presently assigned to
NCBA as area legal leader & trained as
Volunteer Experience a participant under NCBA as
office/asst. & paralegal.

Volunteer Exp: worked with Both Groups of
Senior Citizens in Warren Co. & Youth leader in
How did you become aware of Warren County volunteer opportunities? (Please circle appropriate response) Community

Newspaper Current Warren County Volunteer Other

If other, please explain: n/a

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 year.

Signature Kathy D. Ward
Date 4-13-11

Please feel free to attach a resume if so desired. Resume will be sub-
mitted upon request.
Thanks, Kathy D. Ward
Wed,
4-13-11

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

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. Senior Center
2.
3.
4.

Your full name FLORENE A DAVIS
Date of Birth 3-5-32 Sex F Race
Mailing Address PO BOX 309
City and Zip Code WARRENTON 27589
Street Address 200 HALL MEMORIAL DR
City and Zip Code WARRENTON 27589
Home Phone 252 879 0142 Work Phone
Job Title
Company or Agency
Email Address

Do you live in the county? Yes [X] No []

Please list your County Commissioner District
(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
Name and Address of College Attended
Degree Received

Please list any military experience

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 _____

Volunteer Experience Senior Center Advisory 1 yr

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 Florine A Davis
Date 7-26-011

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.

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. Senior Center
2. _____
3. _____
4. _____

Your full name VONCIEL PERRY
Date of Birth 12-16-42 Sex F Race Black
Mailing Address 104 Joyce Dr.
City and Zip Code WARRENTON, N.C. 27589
Street Address 104 Joyce Dr.
City and Zip Code Warrenton N.C. 27589
Home Phone (252) 257-2769 Work Phone N/A
Job Title Retired
Company or Agency _____
Email Address _____

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended CHAOTAW CO. High School
Name and Address of College Attended WESTCHESTER Community College
Degree Received _____

Please list any military experience _____

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 _____

Volunteer Experience Warren County Senior Center

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

Newspaper Current Warren County Volunteer Other

If other, please explain: Warren Co. Senior Center

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 Wanciel Perry
Date Warren County Senior Center 7/26/11

Please feel free to attach a resume if so desired.

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

Meeting Date: September 6, 2011

Item # 10

SUBJECT: Authorize Employment Offer

REQUESTED BY: Sallie D. White, EDC Board Chairman

SUMMARY: On recommendation of EDC Board, employment offer to Gabriel Cumming for Economic Development Director is presented for Board's action.

Available Part-time: September 20th to September 30th

Begin Full-time: Monday, October 17th

Salary: \$60,000/year

FUNDING SOURCE: General Fund

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:



MEMORANDUM

TO: Mr. Barry Richardson, Chairman
Warren County Board of Commissioners

From: Sallie D. White, Chairman *SDW/mr*

Date: August 31, 2011

RE: Recommendation for Economic Development Director

At our meeting on August 30, 2011, the Economic Development Commission Board of Directors voted unanimously to recommend to the Warren County Board of Commissioners to hire Gabriel Cumming, PhD, as Director of Economic Development, at an annual salary of \$60,000.

The Board of Directors requests that the Warren County Board of Commissioners approve the candidate and hiring salary. If approved, Gabriel Cumming will be available to begin work on a part time, hourly basis (hourly rate to be based on annual salary) from September 20, 2011 through September 30, 2011. After finalizing his prior commitments, Mr. Cumming will begin full time work on October 16, 2011.

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

Thank you for your attention to this matter.

SDW/mr

Gabriel Cumming, PhD

109 West Lavender Street, Durham, NC 27704

919.260.1891 / gabriel.cumming@duke.edu

EDUCATION

University of North Carolina at Chapel Hill, Curriculum in Ecology. Doctor of Philosophy, August 2007.
Swarthmore College. Bachelor of Arts with High Honors, May 2000. Phi Beta Kappa.

Honors major in Religion, honors minor in Sociology/Anthropology, concentration in Envr. Studies.

EMPLOYMENT HISTORY

Postdoctoral Associate, Duke University Nicholas School of the Environment/Duke University Marine Lab, Lisa Campbell's lab. 2008-present. Collaborate with diverse partners to plan and implement a multi-county asset-based economic development strategy. Conduct ethnographic/documentary research and community engagement processes, supervise student work. Co-direct North Carolina site of Community Forestry and Environmental Research Partnerships, a participatory research fellowship program. Develop and teach a new course on documentary research methods.

Independent Consultant. 2006-present. Provide consulting services in community-based economic development/natural resource management strategies, public engagement, grant writing, qualitative research, and documentary film production. Designed and led public participation process for seven-county land use planning initiative, which won state and national awards. Clients have included the Community Foundation of Western North Carolina, the Conservation Fund, the Land Trust for the Little Tennessee, the Marine Conservation Society (UK), QSR International (Australia), Sandhills Family Heritage Association, and the UNC Center for Integrating Research and Action.

Community Outreach and Communications Assistant, Catawba Lands Conservancy, Charlotte, NC. 2001-02. Developed and implemented community research/engagement initiative. Coordinated marketing and public education campaigns, partnered with local businesses to promote land protection strategies, designed and gave presentations, coordinated and trained volunteers.

GRANTS and FELLOWSHIPS

Co-authored grants for sustainable economic development projects:

North Carolina Rural Economic Development Center, Economic Innovation Grant	\$350,000
Z. Smith Reynolds Foundation	\$50,000
North Carolina Rural Economic Development Center, Building Reuse Predevelopment Grant, 2008	\$24,780

Fellowships received:

Morris K. Udall Foundation, Environmental Public Policy and Conflict Resolution Dissertation Fellowship, 2006-07	\$24,000
Joseph E. Pogue Fellowship, UNC, 2002-2007	\$85,000

VIDEO DOCUMENTARIES PRODUCED

Turtles in South Caicos: Talking about management (Marine Conservation Society, 2010). *Voices of Down East* (Change in Coastal Communities research project, 2009). *Seeking balance in the mountains*. (Mountain Landscapes Initiative, 2008). *Our land, our community, our family heritage* (Sandhills Family Heritage Association/Conservation Fund, 2006). *Land for tomorrow: What does it mean for Durham?* (Land for Tomorrow, 2006). *Macon County Voices* (Little Tennessee Perspectives, 2005).

SOFTWARE PROFICIENCY

Nvivo, Atlas.ti, Final Cut Pro, Photoshop, Excel, Word

Gabriel Cumming, Ph.D.

Since 2001, Gabriel has coordinated economic development, planning, and natural resource management initiatives in 13 counties across North Carolina. He has helped to launch several initiatives in Warren County, including the Growing Local/Buying Local project—a participatory research project aimed at building a stronger local agricultural economy—and the Produce Packs project, which is designed to improve low-income consumers' access to local produce. With his wife, Warren County native Carla Norwood, he directs 108 South Main Street, LLC—a company that is currently renovating a historic property on Warrenton' main street.

When completed, the building will house both residences and businesses—including Warren FoodWorks, a new local food preparation facility/bakery. An experienced fundraiser, Gabriel has helped to secure more than \$1.4 million in investment for projects in rural North Carolina—including \$700,000 in Warren County.

Gabriel worked for Duke University from 2008-11, during which time he helped to launch a regional asset-based economic development initiative in Carteret, Dare, and Hyde counties. Since 2006, he has also been an independent consultant working with corporate, non-profit, and government clients, both in North Carolina and internationally. In 2008, he was outreach director for the Mountain Landscapes Initiative, a regional growth management and sustainable economic development project in western North Carolina that won state and national awards. Gabriel has expertise in public participation and documentary media (he has produced 11 films, including a new film about Warren County agriculture). He received his bachelor's degree from Swarthmore College in 2000 and a doctorate from UNC-Chapel Hill in 2007.

Gabriel looks forward to taking an asset-based approach to economic development in Warren County—fostering economic opportunities that build on the county's human, natural, and cultural resources. His goals include: helping to attract and strengthen agricultural/food businesses, improving public participation in economic development processes, building research and development partnerships with regional universities, supporting emerging entrepreneurs, and identifying innovative strategies for boosting local tourism.

Gabriel was born and raised in rural South Carolina. He and Carla have a three-year old daughter, Juniper.

Meeting Date: September 6, 2011

Item # 11-A

SUBJECT: Requests for Fee Waiver/Reimbursement

REQUESTED BY: Linda T. Worth, Warren County Manager

SUMMARY: County Manager requests authorization to waive the \$40 electrical permit fee for citizens with storm-related damages to their electrical services. See attached memorandum.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LW*
RE: Request to Waive Electrical Permit Fees for Storm Victims
DATE: August 31, 2011

I am respectfully requesting the Board of Commissioners to consider waiving the \$40.00 electrical permit fee for citizens who must have electrical repair work done to their meter box and/or service disconnect as a result of damages sustained to their home or business during Hurricane Irene. Electrical repairs must be performed by a licensed electrician and inspected by Code Enforcement before the power company will restore power to a structure.

As a result of numerous trees being blown down on power lines during the storm, in many cases electrical lines were literally ripped from structures causing severe damages to meter boxes and service disconnects. I am certain relief from having to pay the electrical permit fee will be appreciated by our citizens as they move forward to make necessary repairs to their homes, businesses and other structures.

Your favorable consideration of this request is greatly appreciated.

cc: Baron Williams, Chief Code Administrator

Meeting Date: September 6, 2011

Item # 11-B

SUBJECT: Requests for Fee Waiver/Reimbursement

**REQUESTED BY: Almira Papierniak, Executive Director
Lake Gaston Chamber of Commerce**

SUMMARY: Ms. Papierniak requests Board grant building permit fee waiver in the amount of \$1,782.00 for renovation of new Chamber headquarters.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:



CHAMBER OF COMMERCE
& VISITOR'S CENTER, INC.
2475 Eatons Ferry Road
LITTLETON, NC 27850

August 23, 2011

RECEIVED

AUG 25 2011

Warren County Manager
Linda Worth
105 Front Street, PO Box 619
Warrenton, NC 27589

WARREN COUNTY MANAGER'S OFFICE

Dear Linda Worth,

The Lake Gaston Chamber of Commerce & Visitor's Center, Inc. has recently purchased the property located at 2357 Eaton Ferry Rd., Littleton, NC, which includes a partially finished building that we plan to complete for the new chamber office and visitor center. The previous building permit for this property has expired, and we are requesting that Warren County waive the fees for the chamber to reinstate a pending building permit in the amount of \$1,782.00.

The Lake Gaston Chamber is a non-profit organization dedicated to serving the businesses and the community surrounding Lake Gaston. Although our original plan was to construct a new office on our existing property, this recent opportunity provides us with a more affordable plan while still remaining in Warren County. We believe that should Warren County allow us to renew the previous permit at no charge we could utilize those funds to better serve Warren County business development in many ways.

Additional office space will be available in the new building for either rental to existing small businesses or for business incubation to support new entrepreneurial efforts. We also hope to provide a room with high speed internet access, a work area and classroom space. Should funding allow, our renovation plans also include a small meeting facility which will create opportunities for increased income to the Chamber, a quality location for Chamber programs, and a banquet area with some kitchen facilities available. It will serve for Chamber functions and be an attractive room available for rental to groups such as homeowner's associations, wedding receptions and local organizations.

A larger facility will enable the Chamber to hire more employees and utilize volunteers to address the needs of the community. These needs include recruitment of new businesses to locate in the area, expansion of year-round services, and the opportunity to develop a quality visitor's center to promote tourism growth and development.

Thank you for the continued opportunity to serve the businesses and the citizens of Warren County.

Sincerely,

Almira Papierniak
Executive Director

1-866-730-5711 • 252-586-5711 • FAX: 252-586-3152
www.LakeGastonChamber.com • EMAIL: lgcc@earthlink.net

Meeting Date: September 6, 2011

Item # 11-C

SUBJECT: Requests for Fee Waiver/Reimbursement

REQUESTED BY: Deborah Formyduval, Elections Director

SUMMARY: Elections Board Member, Dr. Merwin Dieckman attended an Elections Conference at a cost of \$805.00 in Asheville on July 28-29 that was not approved prior to travelling as required by the Warren County Travel Policy. Dr. Dieckmann is requesting approval of his travel-related expenses for attending the conference.

FUNDING SOURCE: Board of Elections Departmental Budget

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Memo

To: Linda Worth –County Manager

From: Deborah Formyduval

CC: Barry Mayo-Finance Director

Date: 8/24/2011

Re: School of Government Invoice #26031

This memo comes as a request for you to approve payment of the referenced invoice (Copy attached) for Dr. Merwin R. Dieckmann who attended the Two Days of Election Conference in Asheville, North Carolina on July 28, 2011 and July 29, 2011. The Board of Elections received your final denial on July 25, 2011. Dr. Dieckmann was out of town at the time that the denial was forwarded to our office. The Board of Elections has had a long-standing and good relationship with the Institute of Government and it is the desire of this office to maintain that relationship and not have unpaid invoices continue to be mailed to us while we hash out the authority of the local governing body over the Board of Elections and travel issues.

Debbie Formyduval

From: Linda T Worth [lworth@co.warren.nc.us]
Sent: Wednesday, August 24, 2011 10:49 AM
To: 'Debbie Formyduval'
Cc: 'Barry Richardson'; 'Ulysses Ross'; 'Jennifer Jordan'; 'Bertadean Baker'; 'Ruby Downey'
Subject: Dr. Dieckman's Travel Expense Report

Debbie,

I spoke with Chairman Richardson this morning regarding Dr. Dieckman's travel expenses for his trip to Asheville to attend a conference that had not received prior approval as required by the Warren County Travel Policy, and was instructed by him to put the expense report and School of Government invoice for conference registration on the agenda for the Board's 9/6/11 Board meeting for the Board's consideration. Please send the expense report back to my office with a note to the Board requesting their consideration to approve it.

Thanks,
Linda

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

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

Meeting Date: September 6, 2011

Agenda Item # 12

SUBJECT: FY 2012 NC Forest Services Agreement

REQUESTED BY: Reid Hildreth, District Forester

SUMMARY: Annual NC Department of Agriculture & Consumer Services budget allocation (60% @ \$167,569) with a (40% @ \$111,712) County match is presented for Board's review and approval. Total FY 2012 budget = \$279,281.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

STATE OF NORTH CAROLINA

Department of Agriculture and
Consumer Services

\$279,281
Total Cooperative Appropriation

\$167,569 60%
State

\$ 111,712 40%
County

AGREEMENT FOR THE PROTECTION, DEVELOPMENT AND IMPROVEMENT
OF FOREST LAND IN WARREN COUNTY, NORTH CAROLINA.

THIS AGREEMENT, made under authority of "An act to authorize Counties to cooperate with State in Forest Protection, Reforestation and promotion of Forest Management," (Section 113-59 of the general Statutes of North Carolina - 1943), and also under authority of another Section of the General Statutes, namely Section 113-54, by the North Carolina Department of Agriculture and Consumer Services (hereinafter Called the Department), party of the first part, and the Board of Commissioners of WARREN County, in the State of North Carolina (hereinafter called the Board), party of the second part, witnesseth:

That WHEREAS the said Board, recognizing the need for active forest protection, development, reforestation, management and improvement in WARREN County, has accepted the offer of the Department for cooperation in accomplishing this object:

Now THEREFORE, in consideration of the mutual covenants hereinafter set forth, the said parties contract and agree to maintain a legally appointed and equipped Forest Ranger organization in said county at the joint cost of the State and County, insofar as the joint funds will permit as follows:

Part I. THE DEPARTMENT AGREES:

1. To select, employ and appoint, after consultation with the Board, a County Forester or County Forest Ranger for the purposes of controlling forest fires in said County; for detecting and extinguishing fires that break out; for investigating the origin of forest, woodland and field fires; for enforcing State forest fire laws; for taking such preventative measures, educational and otherwise, as shall seem necessary to prevent forest fires; for developing and improving the forests through reforestation promotion and practice of Forest Management practices; and for protection from insects and diseases.

2. To furnish to each Forester or Forest Ranger so employed a badge of office, stationery and report forms, instructional posters for use in the County, leaflets for distributing to landowners and others; to purchase necessary equipment, communication systems, and other Forestry improvements deemed necessary insofar as the joint funds will permit.

3. To pay the Forester or Forest Ranger for all official services rendered, at a fair rate of pay. Rates of pay are to be established by the Department in accord with existing State salary schedules.

4. To direct supervise, instruct, and inspect, through its agents, the work and conduct of the Forester or Forest Ranger, to discipline and, when necessary, discharge such Forester or Forest Ranger.

5. To submit to the Board of Commissioners monthly (or at other mutually satisfactory intervals) an itemized statement of all monies to be paid by the County and those paid by the Department for proper conduct of the work within said County.

6. To make available annually from State, Federal, and other funds allotted to it, the sum of One Hundred Sixty-Seven Thousand, Five Hundred Sixty-Nine Dollars (\$167,569) as its share of an annual budget of Two Hundred Seventy-Nine Thousand, Two Hundred Eighty-One Dollars (\$279,281) for carrying the work in said County.

Part II. THE BOARD AGREES:

1. To pay to the Department **40%** of the total cost of the Forester or Forest Ranger salaries and expenses and of other proper expenditures made in connection with the over-all Forestry program in said County, upon receipt and consequent approval of the periodic statements submitted by the Department.

2. To appropriate annually the sum of One Hundred Eleven Thousand, Seven Hundred Twelve Dollars (\$111,712) which sum shall be available for expenditure under the terms of this Agreement, and shall represent the County's share of the annual budget.

Part III. IT IS EXPRESSLY AGREED AND UNDERSTOOD BY BOTH PARTIES:

1. That this Agreement becomes effective **July 1, 2011**.

2. That the annual appropriations as set forth above may be revised by mutual agreement between the Department and the Board, based on the amount of annual appropriation desirable for the proper conduct of the Forestry work, such revision to become effective at the beginning of a given Fiscal Year. Any unused balance of County funds remaining at the end of a Fiscal Year shall revert to said County unless otherwise mutually agreed upon by both parties.

3. That the Board reimburses the Department as provided in Part II, Item 1, by forwarding a county voucher drawn in favor of the Department for the amount of the County's share of expenditures as set forth in the Department's periodic statement to the Board. That such payments be made by the Board within thirty days following receipt of the Department's billing.

4. That title to all improvements and equipment purchased and/or constructed in connection with this agreement will rest with the Department; such materials or their equivalent will remain in the County as long as this agreement is in effect, or as long as they are needed by the Department for the proper conduct of the work therein.

5. That the Forester or Forest Ranger periodically or at the request of the Board, shall present to the Board statements of the work being done within the County, so that said Board may be fully informed at the times regarding the Forestry finances and activities within the County.

IN WITNESS WHEREOF, the said parties do hereunto affix their names and seals upon the date herein below specified.

For the Board of County Commissioners of Warren County.

Date _____ Chairman

Provisions for the payment of the monies to fall due under this Agreement have been made by appropriation duly made or by bonds or notes duly authorized, as required by the "County Fiscal Control Act."

Date 8-17-11  County Finance Officer

For the North Carolina Department of Agriculture and Consumer Services

Date _____ Signature

N. David Smith, Chief Deputy Commissioner

Meeting Date: September 6, 2011

Agenda Item # 13-A

SUBJECT: Follow-Up to August 17th Work Session

REQUESTED BY: County Manager Worth

SUMMARY: Approve proposed “Public Records Policy” a guideline for filling requests for information from the public.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:



WARREN COUNTY

PUBLIC RECORDS REQUEST POLICY

How to make a Public Records Request:

Pursuant to N.C.G.S. Chapter 132 (2011), the County of Warren makes available to the public all records in its custody and control that are defined as “public records” under N.C.G.S. 132-1. Any person may request public records by completing a Public Records Request Form and delivering it via mail or hand-delivery to: Warren County Manager’s Office, 105 S. Front St., P.O. Box 619, Warrenton, NC 27589 or, via facsimile to: (252) 257-5971. A request may also be made to the custodian of the records desired; however, the custodian must then forward the request to the County Manager’s Office for processing. Following processing, requests shall be maintained on file pursuant to the N.C.G.S. § 121-5 and N.C.G.S § 130A-99.

Response to Public Records Request:

In order to effectively fulfill and track public records requests (which are public records themselves), the following procedures will be followed by County staff when responding to such requests:

1. When the County Manager’s Office receives a public records request, staff shall record and forward the request to the proper department for research and fulfillment. (The dates of both the County Manager’s Office’s receipt and forwarding of such requests shall be logged.)
2. Upon receipt of a request from the County Manager’s Office, the department head must determine an approximate cost for the records requested and advise the County Manager’s staff of such cost.
3. There shall be no cost for electronic copies *unless* hardcopies must be made in order for the County to be able to forward the requested electronic copies.
4. The County Manager’s Office staff shall contact the requestor to advise of the cost of filling the records request and to what address payment should be delivered in order for the request to be fulfilled.

5. Staff shall further advise requestor of the shipping/ mailing costs for the requested documents if requestor indicates a desire to have documents mailed. (Postage must also be paid in advance.)
6. Within two business days of receiving requestor's payment for costs, County Manager's office staff will notify the specific department head to produce the requested records, and will further advise the department of the date said records are due to be received by the County Manager's Office.
7. *With the exception of massive requests (i.e. university research requests and extensive journalist requests),* records are to be produced (and delivered to the County Manager's office) by the specific department within 15 calendar days* of the date the completed request (including payment therefore) was received by the County Manager's Office. (*If the request is nominal and known to be easily fulfilled, then the specific department should deliver the records to the County Manager's Office within 5 calendar days of its receiving notice of the request.)
8. Given the County's hours of operations, staffing, scope and breadth of the request, and form of retention, massive requests *may* require additional time to fulfill but the department head should inform County Manager's staff of such delay so that the requestor may be notified of the delay.
9. Once a fulfilled request is delivered to the County Manager's Office by a department, the County Manager's office staff will: a) log the date the records were received from the department, and; b) require the delivering department employee sign attesting to the date the records were delivered to the County Manager's Office.
10. If requestor prepaid the postage for mailing, County Manager's office staff shall package and mail the requested records within one business day of having received them in the County Manager's Office. If no postage was prepaid, the County Manager's Office staff will contact the requestor to advise that records are ready for pick-up.
11. Before releasing the requested records, County Manager's Office staff will record the date the records were mailed, or have the requestor sign and date the log when records are picked up.
12. Should a public records request be denied, the written denial must state "The law prohibits the County from disclosing the information (or whatever part thereof) you have requested." (Before issuing such denial, the department head should speak with the County Attorney to confirm there is a statutory basis for such denial. If the County Attorney agrees that the request should be denied, the County Attorney should inform the County Manager's Office staff of the specific legal basis for the denial, such basis to be noted in the log.)
13. In the event a County department requires additional information or clarification from the requestor in order to enable it to fulfill a request, the request shall not be

deemed complete until such clarification has been received by the County Manager's office—at which time, the County's delivery timeline begins.

The timeline outlined above for delivery of records requests is the time not to be exceeded in fulfilling requests. However, where the request is simple and easy to fulfill, the County should work to fulfill said request as promptly as possible. In all cases, each and every public records request shall be reviewed by the County Manager's Office and the County Attorney to confirm the lawfulness of the request and its fulfillment *prior to* the request being fulfilled.

Persons making a public records request may obtain a copy of the County's current fee schedule and/or a Public Records Request Form from the County Manager's Office or on the County's website.)

Requests for Inspection:

In the event a requestor desires only to inspect records, the requestor must submit a Public Records Request Form noting that it is an inspection only request. The County will then notify the requestor of days and times when the public records shall be available for inspection. Due to the limited staff of the County, the requestor shall be obligated to choose an appointment time for his/her records inspection. Any appointment to inspect records shall be limited to no more than a two-hour appointment on any given day, unless otherwise mutually agreed upon by requestor and the County. If the requestor fails to make or to attend a scheduled appointment with the County to inspect the records within fourteen (14) calendar days of being notified that the records are available for inspection: (1) the records will be returned to the originating department, and; (2) the requestor will need to submit a new Public Records Request Form to the County Manager's Office to begin the process anew.

To protect the confidentiality and integrity of records stored on the County's computer system, in lieu of and inspection of the original electronic record, the County reserves the right to provide a copy of any electronically-stored data. If the requestor requests a hard copy, the requestor shall be responsible for payment in accordance with the County Fee Schedule.

Fee Schedule: The law permits the County to charge a fee for an uncertified copy of a record that recovers the actual cost of duplicating the record. If the County has to use an outside consultant for processing this request, the County will charge a fee to cover the incurred expenses. If the County needs to have an informational technology consultant to process these requests, an estimated time and cost will be given to the requestor. The associated cost will be based on the hourly rate charged for services. The requestor shall pay for the full cost of these services before the County produces these documents. If it is determined the costs may exceed the estimate, then the requestor shall be notified of the increase in costs. All fees and charges shall be collected before producing the records or at the time the records are delivered. If the

estimated cost for producing records is more than the actual cost thereof, the County Finance Department shall issue any refund due requestor within ten days of fulfillment of the request.

BLACK & WHITE COPIES PER PAGE – letter or legal \$.05

COLOR COPIES PER PAGE – letter or legal \$.10

COPIES OF COMPACT DISCS - \$2 per CD

NOTICE TO EMPLOYEES AND THE PUBLIC: THE LAW DOES NOT REQUIRE THE COUNTY TO CREATE RECORDS BUT ONLY TO PROVIDE ACCESS TO PUBLIC RECORDS ALREADY KEPT IN THE NORMAL COURSE OF COUNTY BUSINESS.

Adopted the 6th day of September 2011.

WARREN COUNTY BOARD OF COMMISSIONERS

Barry Richardson, Chairman

ATTEST:

Angelena Kearney-Dunlap, Clerk to the Board



PUBLIC RECORDS REQUEST FORM

The County of Warren requires payment in accordance with the adopted Public Records Request Fee Schedule and the signature of the requestor prior to releasing any documents. Persons making a Public Records Request may obtain a copy of the adopted Public Records Request Fee Schedule form from the County Clerk or on the County Website.

Date of Request: _____

Name of person or group making request: _____

Address/phone number to contact person making request: _____

Name of person responsible for payment: _____

Desired method of delivery of requested records: _____ Pick-up _____ Mailed

Complete description of the requested records (including title, date and location, if known):

Form of request: _____ Inspection _____ Copying

Signature of requesting party

Date of request

For Office Use Only

Total number of copies provided: _____ Postage cost, if applicable: \$ _____

Amount due for copies per fee schedule \$ _____ Total due: \$ _____

Payment received (method) Check _____ Cash _____ Money Order _____

Staff filling request: _____ Date request filled: _____

Meeting Date: September 6, 2011

Agenda Item # 13-B

SUBJECT: Follow-Up to August 17th Work Session

REQUESTED BY: Marcus Johnson, IT Director

SUMMARY: Approve revised “Computer Replacement Policy” a guide for replacing and/or declaring surplus computers/electronics used in Warren County Departments.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

WARREN COUNTY

Computer Replacement Policy



105 S. Front St
Warrenton, NC27589
Phone: (252)257-3115

Warren County Computer Replacement Policy

Section 1 - Purpose

To establish a personal computer (PC) equipment replacement policy for Warren County in order to utilize the benefits of next generation office environments, simplify technical support issues, and increase Warren County's ability to deploy new solutions to business problems.

Section 2 - Statement

Guidelines and procedures are required to maintain a replacement cycle of PC equipment within the useful and expected lifetime of the equipment, while preventing a stock pile of aging, obsolete, out-of-warranty, unsupported, and incompatible systems.

Section 3 - Cycle of Replacement

It is Warren County's policy to cycle replaced computers through the major classifications of technology users (see section 6). PCs that have been replaced and are no longer appropriate for one classification of technology users should be used to upgrade and replace a PC with older technology within the county. In this manner, a PC with the oldest technology is phased out and the county can continue to benefit from its investments in PCs.

Section 4 - Replacement Rationale

Desktop computers, by their nature are relatively inexpensive computing devices that have a limited lifespan compared to other office equipment. The rule of thumb for obsolescence of desktop computers is 3-4 years. However, changing business practices, new technology, and new software applications can impose increased demands on computing power that can force a more frequent replacement cycle for employees affected by the changing business practices or those using the new technology or software.

Section 5 - Replacement vs. Upgrade & Buy vs. Build

It is Warren County's policy to replace PCs with the latest technology rather than to apply major upgrades to existing PCs. Current research indicates that:

- Upgrading is expensive because, more often than not, multiple system components must be upgraded in order to achieve the intended performance improvement.
- The purchase price of the various hardware components needed to accomplish an upgrade will exceed the purchase price of a new computer.
- The cost of labor to install an upgrade to existing hardware will far exceed the cost of labor to install a new PC.
- Upgraded PCs have uncertain maintenance profiles and support costs.
- There is no increase in residual value of upgraded PCs.
- Upgrading PCs tends to increase the overall complexity in the installed hardware base.

Section 6 - Classification of Users

There are four classifications of users, defined as:

Leading Edge Technology Users

- Users within the organization who need to be at the forefront of technology.

These individuals carry out but are not limited to the following functions:

- Heavy usage of database applications (Access)
- Heavy usage of the Internet (downloading virus fixes, programs, reports, uploading data to various organizations, research & analysis)
- Moderate to heavy usage of the Microsoft Office suite (Excel, Word, Power Point, Publisher, Outlook)
- Moderate to heavy usage of various Windows applications (Adobe Acrobat, Adobe Illustrator, etc.)
- Previewing and testing various software through demos or Web-casts, and regularly utilizing CPU or memory intensive applications (CorelDraw, Paint Shop, Macromedia Flash, etc.)

Power Users

- Users within the organization whose daily business operations require heavy utilization of information technology.

They have a standardized suite of applications on their desktops:

- Moderate to heavy usage of the Microsoft Office suite (Excel, Word, Power Point, Publisher, Outlook, Access).
- Moderate to heavy usage of Adobe Acrobat and other applications used to complete grants, reports and forms.
- Moderate to heavy usage of the Internet (E-mailing, Research, etc.)

Mainstream Users

- Users within the organization whose daily business operations require moderate utilization of technology for everyday office functions.

They have a standardized suite of applications, access to printers, etc. Functions performed by these users are (but are not limited to) the following:

- Occasional to Moderate usage of the Microsoft Office suite (Excel, Word, Power Point, Publisher, Outlook, Access)
- Occasional usage of Adobe Suites
- Moderate usage of the Internet (Research, E-mail, etc.)
- Occasional to moderate usage of third party applications

Conservative Technology Users

- Users within the organization whose daily business operations require the utilization of technology for everyday office functions only.

They have a standardized suite of applications and access to printers. Functions performed by these users are (but are not limited to) the following:

- Occasional to Moderate usage of the Microsoft Office suite (Excel, Word, Power Point, Publisher, Outlook, Access)
- Moderate usage of Acrobat Reader only
- Occasional browsing and Internet usage

Replacement Schedule

The following is a general guideline for replacing PCs. Departments should consult with the Information Technology Director for assistance in determining their specific replacement needs. Replacement schedules vary according to the following four major classifications of technology users:

Leading Edge Technology Users

Replace computers every second or third year.

Power Users

Replace computers every three to four years.

Mainstream Technology Users

Replace every four to five years.

Conservative Technology Users

Replace as needed, no more than every 6 years.

Note: All computers taken from Conservative Users not deemed obsolete will be passed on to the Information Technology Department for repurposing, and/or spare parts stock.

Section 7 - Replacement Process

Once a computer is requested, the Information Technology Director will:

- Determine the classification level of the requestor
- Determine the specifications for the new computer.
- The Information Technology Director or his/her designee will order new computer equipment
- Upon arrival of the computers, an e-mail notification will be sent to the recipients informing them of the arrival and the date/time of the installation.
- **Users should not attempt to copy/move the entire contents of their C: drive and/or delete any files.**
-

- New computers will include the following operating system and applications:
 - a) Microsoft Windows 7
 - b) Microsoft Office 2007 or Office 2010
 - c) Internet Explorer or Mozilla Firefox
 - d) Local printer drivers
 - e) Adobe Acrobat Reader
 - f) Current Antivirus

Once the recipients receive their computers, the Information Technology Department will perform the following steps:

- Configure the computer to access Warren County's network
- Configure Antivirus to run a scan daily after working hours
- Configure the computer to work with either a local or a network printer

All computers being replaced will be returned to the Information Technology Department to be cleaned and reallocated or retired in accordance with the replacement policy.

The Information Technology Department is not responsible for the installation and reconfiguration of "unsupported" software packages.

The Information Technology Department will NOT be responsible for the installation and reconfiguration of "unsupported" peripheral devices or devices that were installed by users.

If you have questions or concerns with the policy, please contact the Information Technology Department at (252)257-1000 or email the IT Director.

Adopted the ____ day of _____ 2011.

WARREN COUNTY BOARD OF COMMISSIONERS

Barry Richardson, Chairman

Attest:

Angelena Kearney-Dunlap
Clerk to the Board

Meeting Date: September 6, 2011

Agenda Item # 13-C

SUBJECT: Follow-Up to August 17th Work Session

REQUESTED BY: Commissioner Ulysses Ross

SUMMARY: Designate Warren County Armory Civic Center Meeting Room the official location for Warren County Board of Commissioners' work session, regular and special meetings.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: September 6, 2011

Agenda Item # 14-A

SUBJECT: Resolution Declaring Surplus Property & Authorizing Auction

REQUESTED BY: Clerk to the Board

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

FUNDING SOURCE:

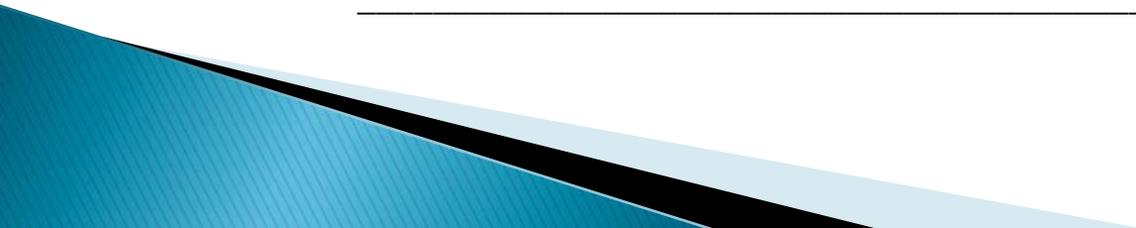
APPLICABLE GENERAL STATUTE: Article 12, NC GS 160A-268

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTE



ADDRESS	TAXES OWED	FEES & SUITE COSTS	Total Due
Collins Rd., Ridgeway	5289.61	1184.22	6473.83
806 N. Main St., Warrenton	6793.34	1348.95	8142.29
Sandstone Ln, Norlina (Soul City)	801.27	1052.51	1853.78
Sandstone Ln, Norlina (Soul City)	801.27	1038.96	1840.23
Sandstone Ln, Norlina (Soul City)	801.27	1043.76	1845.03
836 Macon-Embros Rd., Macon	0	1146.79	1146.79
540 Watson Rd., Norlina	1740.82	1125.13	2865.95
Copeland Rd., Macon	279.18	1141.89	1421.07
Cole Farm Rd., Warrenton	1177.91	1267.74	2445.65
150 Rockbound Hill Cir., Norlina	2044.85	1149.58	3194.43
588 No Bottom Rd., Warrenton	5842.83	1158.69	7001.52
S. Main St., Warrenton	4632.44	1159.60	5792.04
Tower Rd., Norlina	3868.66	1920.01	5788.67



WARREN COUNTY BOARD OF COMMISSIONERS

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

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

Linda T. Worth
 County Manager

Angelena Kearney-Dunlap
 Clerk to the Board

RESOLUTION

**SALE OF SURPLUS
 WARREN COUNTY PROPERTY**

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

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

ADDRESS	TAXES OWED	FEES & SUITE COSTS	Total Due
Collins Rd., Ridgeway	5289.61	1184.22	6473.83
806 N. Main St., Warrenton	6793.34	1348.95	8142.29
Sandstone Ln, Norlina (Soul City)	801.27	1052.51	1853.78
Sandstone Ln, Norlina (Soul City)	801.27	1038.96	1840.23
Sandstone Ln, Norlina (Soul City)	801.27	1043.76	1845.03
836 Macon-Embryo Rd., Macon	0	1146.79	1146.79
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S. Main St., Warrenton	4632.44	1159.60	5792.04
Tower Rd., Norlina	3868.66	1920.01	5788.67

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

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

BE IT FURTHER RESOLVED, The Board of Commissioners authorizes the County Manager (or designee) to dispose of this property and incur those costs incidental to sale property; and that advertising, describing the property, the

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 Fax: (252) 257-5971
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method for bidding and the date, time and place for the bid opening be placed with GovDeals and/or Public Surplus online auction site with notice in the Warren Record and otherwise appropriately advertised according to law.

ADOPTED this the 6th day of September 2011.

WARREN COUNTY BOARD OF COMMISSIONERS

Barry Richardson, Chairman

ATTEST:

Angelena Kearney-Dunlap, Clerk to the Board

Meeting Date: September 6, 2011

Agenda Item # 14-B

SUBJECT: Proclamation Recognizing 10th Anniversary of 9/11

REQUESTED BY: Clerk to the Board

SUMMARY: A Proclamation Recognizing & Expressing Support of the 10th Anniversary of 9/11 A National Day of Service and Remembrance is submitted for Board's review and adoption.

FUNDING SOURCE:

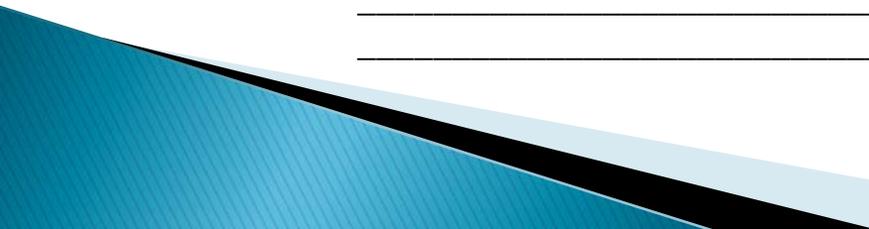
APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTE





WARREN COUNTY BOARD OF COMMISSIONERS

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

WARREN COUNTY BOARD OF COMMISSIONERS

Proclamation Recognizing & Expressing Support for the

10th Anniversary of 9/11 National Day of Service & Remembrance

On September 11, 2001, the peace and security of our nation was shattered by cowardly terrorist attacks that killed nearly 3,000 innocent and brave people at the World Trade Center towers in New York City, at the United States Pentagon, and in the pristine fields of Shanksville, Pennsylvania. Although the terrorists' goal was to strike a powerful blow to the hearts of all Americans and tear at the fabric of our nation, arising from the very ashes of that tragedy came a remarkable spirit of unity, compassion and determination that will never be forgotten, just as we will never forget those who were lost and injured on that day, and those who rose in service during the rescue and recovery effort and in defense of our nation both here, at home and abroad.

In observance of the 10th anniversary of the September 11, 2001 attacks on America, which killed citizens from 92 different countries, we hereby adopt the following Proclamation in tribute to those lost and injured on 9/11, and the many who gave of themselves in service to their communities and to this country in the aftermath of the attacks:

Whereas, people of all ages and walks of life, across America, and around the world, collectively witnessed an event of immense tragedy on September 11, 2001;

Whereas, the events of that day instantly transformed nearly everyone's life, some through personal loss, and many others through an unfamiliar sense of individual and national vulnerability; and

Whereas, an unprecedented, historic bonding of Americans arose from the collective shock, unifying the country in an outpouring of national spirit, pride, selflessness, generosity, courage and service; and

Whereas, many brave people heroically, tirelessly and courageously participated in an extraordinarily difficult and dangerous rescue and recovery effort, in some cases voluntarily putting their own well-being at risk; and

Whereas, September 11 will never, and should never be just another day in the hearts and minds of all Americans;

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 September 11, 2011 will be the 10th anniversary of the 9/11 attacks on America; and

Whereas many citizens may wish to memorialize September 11 by engaging in, or making a plan to engage in personal and individual acts of community service, or other giving activities, as part of a solemn day of remembrance and tribute; and

Whereas, on March 19, 2009, the United States Congress passed bipartisan legislation authorizing the establishment of September 11 as a federally recognized National Day of Service and Remembrance, which President Barack Obama signed into law on April 21, 2009 and;

Whereas, the President of the United States, on September 11, 2009, issued the Patriot Day Proclamation officially and permanently designating September 11 as a National Day of Service and Remembrance, and calling upon all interested Americans to participate in this observance through moments of silence, the flying of the flag of the United States at half-staff, as well as community service and charitable activities in tribute and remembrance; and

Now, therefore, be it resolved by the Warren County Board of Commissioners, in tribute to all of the victims of 9/11 and the many who rose in service in response to the 9/11 terrorist attacks, will observe September 11, 2011, the 10th Anniversary of 9/11, as a voluntary Day of Service and Remembrance, and furthermore calls upon all its citizens and organizations to consider joining in this observance and to engage in activities of tribute, solemn remembrance and charitable service.

Adopted this the 6th day of September, 2011.

Barry Richardson, Chairman
Warren County Board of Commissioners

Angelena Kearney-Dunlap, Clerk

Meeting Date: September 6, 2011

Agenda Item # 14-C

**SUBJECT: Authorizing Resolution for Meter Replacement Project
in Water & Sewer District II**

REQUESTED BY: Macon Robertson, Public Utilities Director

**SUMMARY: Above referenced Resolution is presented to the Board for review
and adoption. Authorize Chairman and Clerk to the Board to sign related
documents**

FUNDING SOURCE:

APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

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

NOTE



WARREN COUNTY BOARD OF COMMISSIONERS

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

State of North Carolina

County of Warren

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

**AUTHORIZING RESOLUTION BY THE BOARD OF COMMISSIONERS
OF THE COUNTY OF WARREN
FOR
METER REPLACEMENT PROJECT WITHIN
WARREN COUNTY WATER AND SEWER DISTRICT II**

WHEREAS, The Federal Safe Drinking Water Act Amendments of 1996 and the North Carolina Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of drinking water system improvements; and

WHEREAS, Warren County Water and Sewer Regional District II has need for and intends to implement a meter replacement project within this District, where the meter age is approximately 10 years old.

Water meters are mechanical, and as the meters age, the internal parts wear and, as such, the meters lose accuracy and run slower. Through this meter replacement project the County intends to bring all meters up to current standards for accuracy ensuring that they are AMR radio read capable. Once the meters are changed to AMR radio read meters, it is anticipated that the unaccounted for water in the system will drop to a very small percentage of water pumped. Unaccounted for water will decrease since water currently being delivered to the consumer may not be captured by an aged meter. It is anticipated that all water will be accounted for by the new meters. Also, because of the increased accuracy of the new AMR meters, water and sewer bills will probably increase because consumers will then be billed for actual usage. The higher bills should produce additional revenue assisting the County in paying for the project, but the increased accuracy will also produce increased water conservation on the part of consumers, trying to cut back on their water expenses. The County is anticipating that the meter project will result in increased conservation of water; some increased revenue for the County; and a saving of time for County personnel. In addition, the meter replacement program would allow the County to install a more technologically advanced water meter at every customer site, thereby reducing meter reading time from 5 days to

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a few hours. There should also be a reduction in vehicle expenses such as gasoline, and wear and tear on breaks and tires, since the need to physically stop at each meter will be eliminated. The AMR radio read meters also provide: a leak detection feature, back-flow detection, a log of high water usage, a printout of water usage for the customer's review, a tool to more easily evaluate billing disputes, and no registration of air (as air may currently be registered by the Touch Read meters). Other benefits include: improvement of meter reading safety, and not needing to access the meter to obtain the reading, as some meters may be obstructed by such things as: vehicles sitting atop the meter, meters behind fences, dangerous dogs, snow, and other poor accesses; and

WHEREAS, Warren County Water and Sewer District II intends to request State grant/loan assistance for this project;

NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF WARREN:

That the Board of Commissioners of the County of Warren will allow Warren County Water and Sewer District II, the Applicant, to arrange financing for all remaining costs of the project, if approved for a State loan/grant award **with at least 50% forgiveness of principal.**

That the Board of Commissioners of the County of Warren will allow the Warren County Water and Sewer District II, the Application, to adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the Board of Commissioners of the County of Warren, agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Warren County Water and Sewer District II to make scheduled repayment of the loan, to withhold from the Warren County Water and Sewer District II any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the Board of Commissioners of the County of Warren acknowledges that Warren County Water and Sewer District II, the Applicant, will provide efficient operation and maintenance of the project on completion of construction thereof.

That Barry Richardson, Chairman of the Warren County Board of Commissioners, and successors so titled, and Linda T. Worth, County Manager, and successors so titled, are hereby authorized to execute and file an application on behalf of Warren County Water and Sewer District II with the State of North Carolina for a loan/grant to aid in the construction of the project described above.

That Barry Richardson, Chairman of the Warren County Board of Commissioners, and successors so titled, and Linda T. Worth, County Manager, and successors so titled, are hereby authorized and directed to furnish such information as the appropriate State Agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the County of Warren has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to the grants pertaining thereto.

Adopted this the 6th day of September, 2011, at Warrenton, North Carolina.

Barry Richardson, Chairman
Warren County Board of Commissioners

ATTEST:

Angelena Kearney-Dunlap
Clerk to the Board



WARREN COUNTY BOARD OF COMMISSIONERS

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

CERTIFICATE OF RECORDING OFFICER

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

The undersigned duly qualified and acting Clerk to the Board of Commissioners of the County of Warren does hereby certify:

That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Board of Commissioners duly held on the 6th day of September, 2011; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 6th day of September, 2011.

Angelena Kearney-Dunlap
Clerk to the Board

Meeting Date: September 6, 2011

Item # 15-A

SUBJECT: Schedule Board Meetings

REQUESTED BY: Julie Reid, COG – CDBG Grant Program Coordinator

SUMMARY: It is submitted to schedule a public hearing to hear citizen comments regarding close-out of 08-C-1840 CDBG Scattered Site Housing Project for Monday, October 3, 2011 at 5:45 pm.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Meeting Date: September 6, 2011

Item # 15-B

SUBJECT: Schedule Board Meetings

REQUESTED BY:

SUMMARY: It is submitted to schedule a Dedication Ceremony and Open House for the Afton EMS Satellite #1 Site.

Suggested Date: Thursday, September 29, 2011

Suggested Time: 12:00 Noon

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Meeting Date: September 6, 2011

Item # 16-A

**SUBJECT: CDBG Project 10-C-2227 Community Investment & Assistance
Contingency Infrastructure Hook-Up Project**

REQUESTED BY: Department of Commerce

**SUMMARY: Acceptance of Funding Approval related to CDBG 10-C-2227 Contingency Grant
Funds in the amount of \$250,000 is submitted for Board's review and acceptance.
Authorize Chairman and/or County Manager to sign related documentation.**

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:



**Community Investment & Assistance
Community Development Block Grant Program
Funding Approval**

1. Name and Address of Recipient

Warren County
Post Office Box 619
Warrenton, North Carolina 27589-0281

2. Grant Number and Funding Approval Date

GrantNumber : 10-C-2227
Date of Original Funding Approval : 08/22/11
Date of Amended Funding Approval :

3. Approved Projects**Approved Amount**

C1 Contingency Water Hook Up

\$250,000.00

Total Grant Award

\$250,000.00

4. Funding Approval Conditions

The following conditions must be removed in writing by Community Investment & Assistance(CI) in order for all funds to be released for the approved project(s) listed in item (3) , above:

A. Environmental Condition:

No funds may be obligated or expended in any project activity except for the administration activity in the C-1 project until the recipient has complied with the Environmental Review Procedures for the N.C. CDBG Program and the CDBG regulations contained in 4 NCAC 19L.1004.

B. Citizen Participation and Compliance Condition:

No funds may be obligated or expended in any project activity except for the administration activity until CI is provided with documentation of compliance with citizen participation requirements in the application process (4NCA 19L.1002 (b). The publisher's affidavit of notice for the June 6, 2011 public hearing was submitted with the application. The publisher's affidavit of notice for the other public hearing and minutes signed by the city clerk of the two required public hearings must be submitted before the condition can be released.

C. Accomplishments & Beneficiaries Condition:

No funds may be obligated or expended in any project activity except for the administration activity until CI is provided with the Accomplishments and Beneficiaries form for each activity.

D. Administration Contracts/Inter-local agreements Condition:

No funds may be obligated or expended in any project activity except the administration activity until the recipient has submitted either a copy of the contract awarded for administration of this grant or a statement signed by the CEO stating that the contract will be administered internally.

E. Revised Budget Condition:

No funds may be obligated or expended in any project, except for the administration activity in the C-1 project, until the recipient submits a revised budget that re-distributes the \$400,000 amount the approved activities.

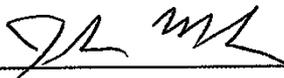
F. Performance Based Contract Condition:

No funds may be obligated or expended in any project activity except for the administration activity until the recipient has returned to CI one copy of the properly completed Performance Based Contract signed by the CEO.

G. Use of Experienced CDBG Administrator:

No funds may be obligated or expended for the administration activity until the recipient has submitted a statement signed by the CEO stating that they will be using an experienced CDBG administrator or local government staff. This person should be one who has actually administered more than one (1) CDBG project. Please note that if issues result from the CDBG administrator, the local government will be subject to 4 NCAC 19L

5. Signature of Authorized Official



Name Vickie Miller 08/22/11

Date

Title

6. Signature of Authorized Local Official

Name Date

Title

Meeting Date: September 6, 2011

Item # 16-B

**SUBJECT: CDBG Project 10-C-2227 Community Investment & Assistance
Contingency Infrastructure Hook-Up Project**

REQUESTED BY: Department of Commerce

**SUMMARY: Grant Agreement related to CDBG 10-C-2227 Contingency Grant
Funds in the amount of \$250,000 is submitted for Board's review and acceptance.
Authorize Chairman and/or County Manager to sign related documentation.**

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:



North Carolina Department of Commerce
Community Investment and Assistance
Community Development Block Grant Program

Contingency Infrastructure Hook-Up (IFHU)
Grant Agreement

Upon execution of this grant agreement, the North Carolina Department of Commerce (DOC) agrees to provide to Warren County, (the “Recipient” and collectively with DOC, the “Parties”), Community Development Block Grant (CDBG) assistance under Title I of the Housing and Community Development Act of 1974, (P.L. 93-383), as amended, authorized (and subject to Recipient’s compliance with) the DOC funding approval, the North Carolina Community Development Block Grant administrative rules, other applicable laws, rules, regulations, and all other requirements of DOC now or hereafter in effect. The grant agreement is effective on the date the grant agreement and funding approval are signed by the Recipient. The grant agreement consists of the program guidelines and the approved application, including the certifications, maps, schedules and other submissions in the application, any subsequent amendments to this document or the approved application and funding approval and the following general terms and conditions:

1. Definitions. Except to the extent modified or supplemented by the agreement, any term defined in the North Carolina Community Development Block Grant Administrative Rules, 4 NCAC 19L, shall have the same meaning when used herein.
 - (a) Agreement means this grant agreement, as described above and any amendments or supplements thereto.
 - (b) Recipient means Warren County, the entity designated as a recipient for grant assistance in the grant agreement and funding approval.
 - (c) Certifications mean the certifications submitted with the grant application pursuant to the requirements of Paragraph (e) of Rule .0407 of the North Carolina Community Development Block Grant Administrative Rules, 4 NCAC 19L.
 - (d) “Assistance” or “Grant” means the grant funds provided under this Agreement from funds allocated to the State of North Carolina from the Federal Treasury through the CDBG and supporting laws, rules, requirements and regulations, in the amount of \$250,000 except as modified.
 - (e) Program means the community development program, project, or other activities, including the administration thereof, for which assistance is being provided under this Agreement and which is

(f) The date for receiving the grant means the date of the CI Director's signature on the Grant Agreement and Funding Approval.

2. Timely Execution. Due to the need to expedite the use and expenditure of CDBG funds, Recipient's failure to execute and return a copy of the Agreement within 60 days of the date of the CI Director's signature on the Grant Agreement and Funding Approval may be deemed by DOC to determine the funds are available for reallocation to other subrecipients.

3. Obligations of the Recipient. The recipient shall perform the Program as specified in the application approved by DOC as may be amended with DOC approval. The Recipient hereby certifies that it will comply with all applicable federal and state laws, regulations, rules and Executive Orders, pursuant to Paragraph (e) of Rule .0407 of the North Carolina Community Development Block Grant Administrative Rules, 4 NCAC 19L. The Recipient shall also comply with all other lawful requirements of DOC, all applicable requirements of the General Statutes of the State of North Carolina specifically N. C. G. S. 87-1-87-15.9 and any other applicable laws, rules, regulations, requirements, and Executive Orders currently or hereafter in force. Recipient is prohibited from any fraud, waste and abuse of CDBG funds by any person or entity. The rules contained in 4 N.C.A.C. 19L (as well as applicable federal rules and regulations) are part of the Agreement, except where specifically modified by applicable law, rule, regulation, DOC, the CDBG HUD Program Requirements and any subsequent amendments, regulations or clarifications to any of the foregoing.

Additionally, Recipient agrees to ensure compliance with respect to the Program and the Grant (and any of its proceeds) with all applicable federal and state laws, rules, regulations and requirements, including but not limited to the following (as each may be modified or amended): (1) the CDBG HUD Program Requirements; (2) Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5301 *et seq*), (3) existing CDBG laws, rules, regulations and requirements, as may be amended, including those set forth in 24 C.F.R., Part 570; (4) North Carolina laws, rules, regulations and requirements; (5) DOC guidance and requirements regarding CDBG now or hereafter in effect, including but not limited to: DOC's CDBG Guidelines and Application Instructions, and DOC bulletins or other guidance documents; and (6) Recipient's own approved CDBG application to DOC, as may be amended with DOC approval.

4. Obligations of Recipient with Respect to Certain Third Party Relationships. Recipient is responsible to **DOC** for ensuring compliance with the provisions of this Agreement and all applicable laws, rules, regulations and requirements, even when the recipient designates a third party or parties to undertake all or any part of the Program. The Recipient shall comply with all lawful requirements of DOC necessary to ensure that the program is carried out in accordance with the Recipient's certifications including but not limited to the certification of assumption of environmental responsibilities under Rule .1004 of the North Carolina Community Development Block Grant Administrative Rules, 4 NCAC 19L. If the Recipient contracts with or designates a third party to undertake all or part of the Program, the Recipient's contract with the third party must require the third party to comply with this Agreement, all applicable laws, rules, regulations and requirements, including but not limited to the procurement standards set forth in 4 N.C. Administrative Code 19L .0908 as may be applicable.

Recipient shall likewise ensure that all subrecipient contracts regarding Grant funds or relating to the Program include all required contractual elements in order to be in compliance with all Federal, State and local laws, including but not limited to the provisions contained in 24 C.F.R. § 570.503, 24 C.F.R. § 85.37, and other provisions described throughout this Agreement, where applicable. In any event, the Recipient is liable to DOC and HUD for any improper expenditures, damage, loss or harm resulting from the failure of any person or entity to comply with any applicable law, rule, regulation or requirement regarding the Grant funds and/or the Program, including but not limited to an act or omission by a subrecipient or other third party. The Recipient agrees to periodically and rigorously monitor and audit its subrecipients and other third parties to ensure compliance with all applicable requirements.

Any subcontracts or subrecipient agreements entered into by the Recipient with Grant funds shall be subject to all terms and conditions of this Agreement. Payment of all subcontractors and subrecipients shall be the sole responsibility of the Recipient, and DOC shall not be obligated to pay for any work performed by any subcontractor or subrecipient. The Recipient shall be responsible for the performance of all subcontractors and subrecipients and shall not be relieved of any of the duties and responsibilities of this Agreement as a result of entering into subcontracts or subrecipient agreements.

5. Changes to Agreement. Recipient agrees that DOC may supplement or modify this Agreement as may be necessary to implement additional or modified Federal or State guidance regarding implementation of the CDBG program.

6. Conflict of Interest. Recipient agrees to comply with all applicable conflict of interest provisions, including but not limited to those found at 4 N.C.A.C. 19 L .0908 and .0914, N.C. Gen. Stat. § 14-234, 24 C.F.R. § 85.36, 24 C.F.R. § 570.489 (g) and (h), and 24 C.F.R. § 570.611, where applicable, copies of which may be obtained from DOC.

Except for eligible administrative or personnel costs, the general rule is that no persons described in the following sentence who exercise or have exercised any functions or responsibilities with respect to grant activities assisted under this Agreement or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a Grant-assisted activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

The conflict of interest summary in the sentence above generally applies to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or Recipient or applicable third parties which are receiving CDBG grant funds.

Recipient agrees to include these same prohibitions in all such contracts or subcontracts with any subrecipients or other third parties relating to the Program.

In any event, the Assistance provided under this Agreement shall not be used in the payment of any bonus or commission for the purpose of obtaining DOC approval of the application for such assistance, or DOC approval of applications for additional assistance, or any other approval or concurrence of DOC required under this Agreement, or the North Carolina Community Development Block Grant Administrative Rules, with respect thereto; provided, however, that reasonable fees or bona fide technical, consultant, managerial or other such services, other than actual solicitation, are not prohibited if otherwise eligible as program costs and allowed by applicable law.

Additionally, certain limited exceptions to the conflict of interest rules listed in 24 C.F.R. § 570.489 may be granted in writing by HUD and/or DOC upon written request and the provision of information specified in 24 C.F.R. § 570.489(h)(ii)(4).

7. Reimbursement to DOC for Improper Expenditures. The Recipient will reimburse DOC for any amount of Grant assistance improperly expended, either deliberately or non-deliberately, by any person or entity. Additionally, a contract for administrative services shall include a clause holding the administrator organization responsible for reimbursement to the Recipient for any improperly expended grant funds that had to be returned to DOC.
8. Recordkeeping Requirements. Recipient will maintain any and all records and comply with all responsibilities as may be required under typical CDBG recordkeeping (for example, records and responsibilities set forth in 4 N.C.A.C. 19L.0911 (“Recordkeeping”), 24 C.F.R. 570.490 (“Recordkeeping Requirements”), 24 C.F.R. § 570.506 (“Records to be maintained”) and 24 C.F.R. § 85.42 (“Retention and Access Requirements for Records”) as each may be modified by HUD or DOC) as well as records and responsibilities related to CDBG or specifically to CDBG funds. Recipient agrees to comply with any additional record-keeping requirements now or hereinafter set forth by DOC, HUD or any other federal or state entity.
9. Access to Records. The Recipient shall provide any duly authorized representative of DOC, the State of North Carolina, the federal Department of Housing and Urban Development (HUD), and the Comptroller General, the Inspector General and other authorized parties at all reasonable times access to and the right to inspect, copy, monitor, and examine all of the books, papers, records, and other documents relating to the grant for a period of five years following the completion of all close-out procedures. All original files shall be maintained at the Local Government offices for access purposes.
10. Release of Personal, Financial and Identifying Information. To ensure and document compliance with CDBG income requirements as well as other matters, Recipient shall obtain and retain personal, income-related, financial, tax and/or related information from individuals and families that are benefitting from Grant or Program funds. Additionally, Recipient is obligated to provide access to any and all information relating to the Program to DOC, HUD or some other appropriate federal or state monitoring entity, upon DOC’s request. This obligation includes, but is not limited to, the personal, financial and identifying information of individuals assisted by the Program. As such, Recipient shall obtain any releases or waivers from all individuals or entities necessary to ensure that this information

can be properly and legally provided to appropriate federal and state entities, including DOC and HUD, without issue or objection by the individual or entity.

11. Project Savings. The Recipient is obligated to contribute 100 percent of its pledged cash contribution to the CDBG project even if the project experiences a savings after authorized activities are completed. Any project savings accrue to the CDBG program. **Substitution of in-kind contributions for cash is not allowed.**
12. Expenditure of Non-CDBG Funds. The recipient must ensure that non-CDBG funds are expended along with CDBG funds, following the implementation schedule described in the approved application and modified by the Performance Contract (or otherwise with DOC approval), and shall report on non-CDBG expenditures with each Annual Performance Report, consistent with Section .1100 PERFORMANCE of the program regulations (4NCAC 19L) as well as any other applicable reporting requirements.
13. Method of Payment. The Department of Commerce uses the Office of State Controller (OSC) to make CDBG payments to units of local government. The Electronic Payment Form from OSC must be completed for funds to be electronically transferred. Arrangements must be made with the Finance Officer in Community Investment and Assistance if a Recipient does not want to use the electronic funds transfer.
14. Fair Housing. Recipients of CDBG funds are required to comply with fair housing and non-discrimination laws and regulations. Recipients should consult Section .1001 of the CDBG administrative rules for further information on equal opportunity requirements. Recipients are required to submit a fair housing plan for its jurisdiction. Recipients with 10,000 persons or more will be required to complete an Analysis to Impediments to Fair Housing Choice Study. For each grant year that a CDBG project is active, a Recipient must describe the actions it will take in the areas of enforcement, education and removal of barriers and impediments to affirmatively further fair housing. Guidance for developing a Fair Housing Plan can be found in CDBG Bulletin 10-25 and the CDBG Implementation Notebook.
15. Equal Employment and Procurement Opportunity. A Recipient must describe the actions it will take annually while the grant is open in the areas of enforcement, education and removal of barriers and impediments that affirmatively further equal access in employment and procurement. This includes a description of steps to be taken in the areas of advertisement, compliance and complaint tracking.
16. Local Economic Benefit (Section 3 Regulation). For each year that a CDBG is active, the Recipient must describe a strategy whereby opportunities in employment and procurement arising out of a CDBG assisted project are identified and made available to low-income residents within the CDBG assisted area to the greatest extent feasible. This strategy must include (1) identification of training and technical assistance resources to prepare low-income residents for employment and procurement opportunities, (2) attempts to reach the numerical targets for new hires set forth in the Section 3 regulation, which applies to Recipients receiving \$200,000 or more in non-administrative line items expended for construction contracts and (3) education of low-income residents within the CDBG assisted area about the components and opportunities of the program.

In addition, Recipients will be required to coordinate additional activities as it relates to Section 3 with the DOC CDBG Compliance Office.

17. Section 504 and ADA. Recipients must complete the Section 504 Survey and Transition Plan. This plan will not satisfy all the requirements of the Americans with Disabilities Act, but it will meet the minimum requirements for a CDBG assisted project.
18. Environmental Review. Recipients of CDBG funds are required to complete the document entitled “Environmental Review Procedures for the CDBG Program.” Once the Environmental Review Record (ERR) is received, CI will review for completeness and submit selected CDBG ERRs if required to the State Clearinghouse for other State agencies to review and comment. Recipients cannot conduct any program activities until CI issues an environmental clearance.
19. Language Access Plan (LAP). Recipients of Federal financial assistance have an obligation to reduce language barriers that can preclude meaningful access by Limited English Proficient (LEP) persons to important government programs, services, and activities. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and its implementing regulations require that Recipients take responsible steps to ensure meaningful access by LEP persons. Recipients will be required to submit a language access plan using the approved template from CI. The plan will address the LAP policy, translation of required vital documents, and requirements for citizen participation.
20. Procurement Standards. Where applicable, Recipient shall follow the procurement standards established in the “Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments” (24 C.F.R., Part 85) and HUD implementing regulations contained in 24 C.F.R. § 570.489(g), which explicitly prohibit cost plus a percentage of cost and percentage of construction cost methods of contracting. 4 N.C.A.C. 19L.0908.
 - a. Any Recipient or Subrecipient shall follow other applicable procurement standards set forth in 4 N.C.A.C. 19L.0908, and the relevant laws cited therein, including but not limited to, laws related to conflicts of interest (N.C.G.S. §14-234), public building contracts (N.C.G.S. § 148-128 to 135), and payment and performance bonds (N.C.G.S. § 44A-25 through 35); acquisition and relocation (4 N.C.A.C. 19L.1003); property management standards (4 N.C.A.C. 19L.0909); equal opportunity (4 N.C.A.C. 19L.1001); and labor standards (4 N.C.A.C. 19L.1006).
 - b. Recipient shall likewise follow all other applicable federal and state procurement rules, guidelines and procedures, including those set forth in Office of Management and Budget Circular No. A-87 (“Cost Principles for State and Local Governments”).

In any event, per 24 C.F.R. 570.489(g), all purchase orders and contracts shall include any clauses required by Federal statutes, executive orders and implementing regulations.

Additionally, Recipient acknowledges and agrees that, in its conduct under this Agreement and in connection with any and all expenditures of Grant funds made by it, Recipient, its officers, agents and employees shall be and are subject to the provisions of the North Carolina General Statutes and the North Carolina Administrative Code relating to and governing procurement, public contracts, suspension and debarment. Recipient further acknowledges and agrees that, in the event that it grants any of the Grant funds awarded hereunder to one or more subrecipients or other applicable entities, Recipient shall, by contract, ensure that the provisions of all applicable laws relating to and governing

procurement, public contracts, suspension and debarment are made applicable to and binding upon any and all subrecipients and/or other applicable entities.

21. Labor Standards. Recipient shall follow all applicable laws, rules and regulations concerning the payment of wages, contract work hours, safety, health standards, and equal opportunity for CDBG-R programs, including but not limited to the rules set forth in 4 N.C.A.C 19L.1006, 24 C.F.R. § 570.603 and the following (as may be applicable to CDBG-R projects):
- a. Davis-Bacon Act (40 U.S.C.A. 276a). Among other provisions, this act requires that prevailing local wage levels be paid to laborers and mechanics employed on certain construction work assisted with CDBG funds.
 - b. Contract Work Hours and Safety Standards Act (40 U.S.C.A. 327 through 333). Under this act, among other provisions, laborers and mechanics employed by contractors and subcontractors on construction work assisted with CDBG funds must receive overtime compensation at a rate not less than one and one-half the basic rate of pay for all hours worked in excess of forty hours in any workweek. Violators shall be liable for the unpaid wages and in addition for liquidated damages computed in respect to each laborer or mechanic employed in violation of the act.
 - c. Fair Labor Standards Act (29 U.S.C. 201 et seq.), requiring among other things that covered employees be paid at least the minimum prescribed wage, and also that they be paid one and one-half times their basic wage rate for all hours worked in excess of the prescribed work-week.
 - d. Federal anti-kickback laws (18 U.S.C. 874 and 40 U.S.C. 276), which, among other things, outlaws and prescribes criminal penalties for "kickbacks" of wages in federally financed or assisted construction activities. Weekly statements of compliance and weekly payrolls must be provided by all contractors and subcontractors.

Recipient agrees to maintain records regarding compliance with the laws and regulations cited in 4 N.C.A.C. 19L.1006 (including the citations listed above) in accordance with 4 N.C.A.C. 19L.0911.

All contracts between Recipient and third parties shall contain labor standards provisions as required in 4 N.C.A.C. 19L.1006.

22. Architectural Barriers. Per 4 N.C.A.C.19L.1007, 24 C.F.R. §§ 570.487 and 570.614 and other applicable law, all applicable buildings or facilities designed, constructed or altered with CDBG Grant funds shall be made accessible and useable to the physically handicapped as may be required by applicable laws, rules, regulations or requirements. Additionally, Recipient must comply with the following (as may be applicable to CDBG projects):
- a. Architectural Barriers Act of 1968 (P.L. 90-480). This act requires Recipient to ensure that certain buildings constructed or altered with CDBG funds are readily accessible to the physically handicapped.
 - b. Minimum Guidelines and Requirements for Accessible Design 36 C.F.R. Part 1190. These regulations establish guidelines for implementing the federal acts described in 4 N.C.A.C.19L.1007(1)(a). The regulations provide technical standards which must be met by Recipient.
 - c. Americans with Disabilities Act ["ADA"] and the ADA Accessibility Guidelines for Buildings and Facilities or the Uniform Federal Accessibility Standards.

- d. North Carolina Building Code, Volume I, Chapter 11-X. These provisions describe minimum standards Recipient must meet in constructing or altering building and facilities, to make them accessible to and useable by the physically handicapped.
23. Change of Use of Real Property. Recipient agrees not to change the use or planned use of any property acquired with CDBG funds from that for which the acquisition or improvement was made, in accordance with this Agreement and applicable law, rule, regulation or requirement, unless (i) the DOC grants explicit written approval and (ii) the requirements of 24 C.F.R. § 570.489(j), 24 C.F.R. § 570.505 and other applicable requirements are followed, as modified (or as may be modified) by HUD or DOC.
24. Obligation of Recipient With Regard to Vacant Units. The recipient shall ensure that all vacant units being rehabilitated will be occupied by a low or moderate income person by the time close-out occurs.
25. Utility Assessments or Fees: Assessments or fees to recover the CDBG funded portion of a utility project may be charged to properties not owned and occupied by low and moderate income persons. Such assessments are program income and, as such, must be used for eligible CDBG activities that meet a CDBG national objective.
26. False or Misleading Information. Recipient is advised that providing false, fictitious or misleading information with respect to CDBG funds may result in criminal, civil, or administrative prosecution under 18 U.S.C. § 1001, 18 U.S.C. § 1343, 31 U.S.C. § 3729, 31 U.S.C. § 3801, or another applicable statute. Recipient shall promptly refer to DOC and HUD's Office of the Inspector General any credible evidence that a principal, employee, agent, contractor, sub-grantee, subcontractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving CDBG funds.
27. Disputes with DOC. If Recipient has any disagreement or dispute with any action or inaction by DOC, Recipient shall inform DOC by letter addressed to Vickie L. Miller, Director, Department of Commerce – Division of Community Investment and Assistance, 4313 Mail Service Center, Raleigh, NC 27699-4313. The Division of Community Investment and Assistance ["CI"] will endeavor to respond in writing to said letter within 30 days from receipt. Recipient shall not be entitled to a hearing under Chapter 150B for matters described in N.C. Gen. Stat. § 150B(c)(8), added by N.C. Senate Bill 960, including matters related to "contracts, disputes, protests, and/or claims arising out of or relating to the implementation of the [CDBG]." This includes actions arising out of or related to this Agreement or the Program.
28. Disputes or Complaints by Subrecipients or Other Entities. Recipient is responsible for developing, implementing and utilizing its own dispute resolution procedures with respect to disputes and/or complaints between and among Recipient, a Subrecipient, a contractor and/or any other person or entity (other than DOC). This includes (but is not limited to) procedures relating to procurement disputes or protests discussed in 24 C.F.R. 85.36. In the event of a dispute between and among Recipient, any Subrecipient, contractor and/or any other persons or entities (not including DOC), Recipient shall make every effort to resolve the dispute pursuant to its own dispute resolution procedures and shall issue a final decision on the

matter as soon as is reasonably practicable. Recipient's dispute resolution procedure shall provide that, in the event that any party to such a dispute or complaint is dissatisfied with the final decision or other resolution provided by Recipient, the dissatisfied party shall appeal to the North Carolina Superior Court in an appropriate County for a trial de novo, to the extent that jurisdiction is proper pursuant to N.C. Gen. Stat. § 7A-240 and other applicable law.

29. Schedules

- (a) Schedule for Release of Conditions and Completion Activities. **The Recipient must satisfy all Funding Approval Conditions to release CDBG funds within 3 months (November 22, 2011) from the date the Grant Agreement and Funding Approval were signed by the CI Director.** The recipient must draw down all CDBG funds, expend all local non-CDBG funds and complete all project activities in conformance with the activities implementation schedule in the application as modified by the Performance Based Contract.
- (b) **The Recipient must obligate all funds within 12 months (August 22, 2012) from the date the Grant Agreement and Funding Approval are signed by CI Director.**
- (c) **All funds are to be expended within 15 months (November 22, 2012) from the date the Grant Agreement and Funding Approval are signed by CI Director. Any remaining funds will be de-obligated.**
- (d) **All closeout documents must be returned to CI by (February 22, 2013).**
- (e) Schedule for Submission of Compliance Documents. The Recipient must submit the following compliance documents within the specified number of months from the date the Grant Agreement and the Funding Approval were signed by the CI Director:
- **Environmental – 3 months (November 22, 2011)**
 - **Equal Employment and Procurement Plan – 4 months (December 22, 2011)**
 - **Fair Housing – 4 months (December 22, 2011)**
 - **Section 3 Plan – 4 months (December 22, 2011)**
 - **Analysis of Impediments- 4 months (December 22, 2011)**
 - **Request for Release of Funds – 5 months (January 22, 2012)**
- (f) Timely Draw down of Funds. Recipient is expected make timely draw downs so that funds are expended in a timely manner.

30. Quarterly Progress Report. Per Bulletin 10-23, Recipient shall ensure that a quarterly progress report that reflects approved CDBG program activity progress and CDBG financial status is presented to Recipient's elected board and a copy of that report, endorsed by the Chief Elected Official or the county/city/town manager will be provided to DOC not later than the fifteenth (15th) day of the month following the ending month of the reporting period.

31. Performance Measures

The CPD Performance Measurement System is HUD's response to the standards set by the Government Performance and Results Act (GPRA) of 1993. This act holds all Federal agencies accountable for establishing goals and objectives and measuring achievements.

- (a) The recipient must ensure that all activities in the funded project(s) meet the appropriate objectives, outcomes, and indicators established by HUD and selected by

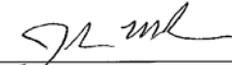
DOC. CDBG funds cannot be used to pay for any activity that does not meet the above requirement.

- (b) The recipient must also assist DOC, when requested, in collecting indicators and any other data necessary to fulfill the requirements of the CPD Performance Measures System, which includes data for the Integrated Disbursement and Information System (IDIS).

Upon execution of this agreement by DOC and the Recipient, the Recipient hereby accepts the assistance on the terms of this grant agreement effective on the date indicated below, and further certifies that the official signing this document has been duly authorized by the recipient's governing body to execute this Grant Agreement.

Secretary of the Department of Commerce

Date: 8/22/2011

By: 
Vickie L. Miller
Director
Community Investment and Assistance

Date: _____

Name of Recipient

By: _____
Signature of Authorized Official

(Title)

Meeting Date: September 6, 2011

Item # 17

SUBJECT: Adopt 2012 Holiday Schedule

REQUESTED BY: Clerk to the Board

SUMMARY: 2012 Holiday Schedule is presented for Board's adoption. This schedule is identical to the State's schedule.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

2012 Holiday & Furlough Schedule

<i>Holiday</i>	<i>Observed</i>
New Year's Day	January 2, 2012 Monday
Martin L. King Day	January 16, 2012 Monday
Furlough Day	February 20, 2012 President's Day Monday
Good Friday	April 6, 2012 Friday
Furlough Day	May 25, 2012 Friday
Memorial Day	May 28, 2012 Monday
Independence Day	July 4, 2012 Wednesday
Labor Day	September 3, 2012 Monday
Veterans Day	November 12, 2012 Monday
Thanksgiving Day	November 22 & 23 2012 Thursday & Friday
Christmas	December 24,25,26, 2012 Monday, Tuesday & Wednesday

Note: County Holiday schedule is identical to the State's schedule.

Meeting Date: September 6, 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.**

RE: Notice of Contracts Approved by the County Manager

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

Telecommunications (E-911) Department

Wireless Communications, Inc.
4800 Reagan Dr.
Charlotte, NC 28206

This is the annual renewal of the Patriot 911 System Maintenance Agreement for the E-911 Center. The annual charge of \$12,480 is budgeted in the Telecommunications budget.

Public Utilities

MicroComm
15895 S. Pflumm Rd.
Olathe, KS 66062

This is an extended service warranty agreement for the Micro-Comm telemetry system equipment in the Public Utilities Department. Funds are budgeted in the Public Utilities budgets to accommodate this expense.

Economic Development Commission

M. Benjamin Finch
150 Crestwood
Henderson, NC 27536

This is an additional one-month extension to the EDC Contractor Service Agreement for the provision of economic development consulting services. Lapsed salaries and fringes in the EDC departmental budget are being used to pay for this consulting contract.

2008 CDBG Scattered Site Housing Program

L. R. Richardson & S. Richardson

Due to a change order in the amount of \$2,600, the Loan Modification Agreement amends the note and deed of trust entered into in November 2010 to incorporate the additional amount. This is a 2008 Scattered Site Housing Program agreement.

Senior Center

Spirit Cruises
109 East Main St., Suite 500
Norfolk, VA 23510

Contract for Senior Center outing on the Spirit of Norfolk cruise line. Funds to pay this contract come from individual ticket purchases to participate in the event.

Long Creek Coach Line
250 Welcome Avenue
Henderson, NC 27536

Contract with coach line for Senior Center participants to travel to Norfolk, VA to participate in a Spirit of Norfolk cruise. Funds to pay this contract come from individual ticket purchases to participate in the event.

Gill Transportation Service

Contract for the provision of transportation services for the Senior Center. Funds to pay for this contract are budgeted in the form of grants from various sources.

Kerr Area Transportation Authority

Contract for the provision of transportation services for the Senior Center. Funds to pay for this contract are budgeted in the form of grants from various sources.

NC Department of Insurance
SHIIP Division
11 South Boylan Ave.
Raleigh, NC 27603

FY 12 contract for Senior Health Insurance Information Program (SHIIP) grant in the amount of \$3,858 from the NC Department of Insurance for the Senior Center.

Meeting Date: September 6, 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 August, 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: August Status Report

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

Administration

- Met with Finance Staff, D. Formyduval and C. Ayscue to discuss Energy Grant Project (8/1/11)
- Prepared for and attended Board of Commissioners public hearing and regular meeting (8/1/11)
- Met with Dr. Appleton and others to discuss status of GreenTech Project (8/2/11)
- Attended Triangle North Warren delegation meeting (8/2/11)
- Met with YSB Director to discuss program needs (8/3/11)
- Met with CDBG Scattered Site Project Administrator and Clerk to the Board to discuss proposed project amendment (8/3/11)
- Met with Warren County Chamber Director to discuss concerns regarding EDC Director position (8/3/11)
- Attended Seven Habits of Highly Effective People Make-Up Session (8/4/11)
- Attended Energy Efficiency Community Program (8/5/11)
- Attended Seven Habits of Highly Effective People Training (8/5/11)
- Attended JCPC Advisory Board meeting (8/8/11)
- Met with CDBG Scattered Site Project Administrators to discuss additional grant funding (8/9/11)
- Attended RPO/TAC/TCC Meeting at COG (8/9/11)
- Met with CenturyLink Representative and IT Director to discuss issues and concerns regarding E-911 Center (8/9/11)
- Attended FEMA Board Meeting (8/11/11)
- Met with SHP representatives, Emergency Services Director and Executive Assistant to discuss Communications Tower Project (8/11/11)
- Attended Special Meeting of Board of County Commissioners (8/11/11)
- Attended Seven Habits of Highly Effective People Training (8/12/11)
- Attended KLRWS Advisory Board meeting (8/15/11)
- Met with Animal Control Director to discuss concerns (8/15/11)

- Attended EDC Board Meeting (8/15/11)
- Participated on Interview Panel for EDC Director position (8/16/11)
- Attended meeting with National SEMAA rep and SEMAA staff for annual program review (8/17/11)
- Met with County Attorney to discuss county legal matters (8/17/11)
- Met with SHP, Emergency Services Director and Executive Assistant to discuss Communications Tower project (8/17/11)
- Attended meeting to discuss GreenTech project (8/17/11)
- Prepared for and attended Board of Commissioners Public Hearing and Regular Work Session (8/17/11)
- Meeting with Public Utilities Staff, Engineer and Finance Director to discuss public utilities projects (8/18/11)
- Participated on Interview Panel for EDC Director position (8/22/11)
- Participated on Interview Panel for EDC Director position (8/23/11)
- Attended Customer Service Committee meeting (8/25/11)
- Met with Library Director to welcome to County Government (8/25/11)
- Met with Emergency Services Director to begin planning for Hurricane Irene (8/25/11)
- Conducted monthly Department Heads meeting (8/25/11)
- Attended Emergency Management Briefing on Hurricane Irene with the Emergency Services Director and representatives from two municipalities (8/25/11)
- Attended Kerr-Tar COG Board meeting (8/25/11)
- Met with Emergency Services Director and Sheriff to discuss preparations for Hurricane Irene (8/25/11)
- Attended Briefing on Hurricane Irene at Emergency Operations Center (EOC) (8/26/11)
- In EOC to help coordinate County's response to hurricane (8/26/11)
- In EOC to help coordinate County's response to hurricane (8/27/11)
- Damage Assessment tour with Emergency Services Director, Chief of Roanoke Wildwood VFD, and Com. Ross around Lake Gaston (8/29/11)

Other Activities

- Attended Soul City Volunteer Fire Department Family Day (8/6/11)
- Attended Growing Local Presentation & Community Discussion (8/16/11)

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. Work is scheduled to resume on this project the week of September 12, 2011.

In-House Repair & Renovation Projects

Work on the former Doctor's Office building that will house County Administration is approximately 70% complete at this time.

CDBG Projects

2008 Scattered Site Housing CDBG Project

A public hearing has been held on proposed amendments to the project and action by the Board on the amendments is scheduled for 9/6/11. A close-out public hearing for this project will be scheduled for October 3, 2011.

Ephraim Place Subdivision CDBG Housing Project

The Division of Community Investment and Assistance has approved our proposed amendment to this CDBG Housing project that reduces the number of dwellings to be completed as part of the CDBG portion of the project from 19 to 4. Warren Family Institute is moving forward to identify potential homeowners so the four homes can be constructed and the CDBG portion of this project closed out. If the homes are not constructed by 9/30/11, we will be required to request a short term project extension. More information will be forthcoming.

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.

September 6, 2011

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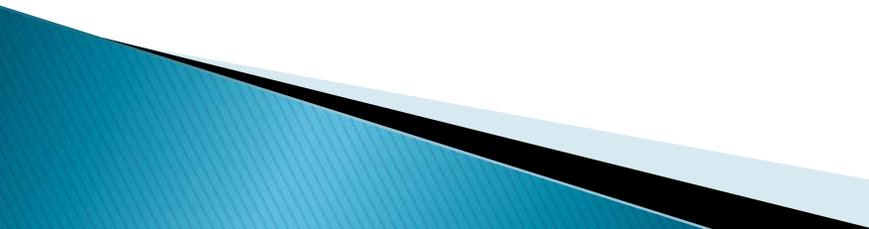
Enter Into

Closed Session in accordance with

GS § 143-318.11(a)(3)(4)(6)

to discuss

**Personnel Matters, Attorney Client Privileged
Information and Property Acquisition**



Adjourn

September 6, 2011

Meeting

