

*WARREN COUNTY
BOARD OF COMMISSIONERS*

October 3, 2011

5:45 PM - Public Hearing

6:00 PM – Regular Meeting

*WARREN COUNTY ARMORY CIVIC CENTER
WARRENTON, NORTH CAROLINA*

Prepared by

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

October 3, 2011
5:45 PM – Public Hearing

Close-out
of
08-C-1840
Community Development
Block Grant (CDBG) Project

Public Hearing Agenda

- ▶ Chairman call Public Hearing to Order
 - ▶ Clerk read Notice of Public Hearing
 - ▶ Comments from Julie Reid, COG Grants Program Coordinator
 - ▶ Clerk read Rules of Citizen Comments
 - ▶ Citizen Comments
 - ▶ County Manager and/or Commissioner Comments
 - ▶ Adjourn Public Hearing
- 

NORTH CAROLINA
WARREN COUNTY

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

Notice of
Public Hearing
2008 Close-out

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

9/21 20 11

Man Son Chock
Editor or Office Manager

Sworn to and subscribed before me this

22 day of September, 20 11.

Lucille Lee Weldon
Notary Public

My commission expires: 12-6-14

NOTICE OF PUBLIC HEARING

Notice is hereby served that the Warren County Board of Commissioners will hold a public meeting on Monday, October 3, 2011 at 5:45 p.m. in the Warren County Armory Civic Center, 501 US Highway 158 BUS E, Warrenton, NC 27589. The purpose of this hearing is to receive citizen's comments regarding:

The close out of the Community Development Block Grant Program, Project number 08-C-1840. This project was to provide housing rehabilitation, reconstruction, demolition and urgent repairs for low-moderate income homeowners.

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

Linda T. Worth, County Manager
County of Warren
105 S. Front Street; P.O. Box 619
Warrenton, North Carolina 27589
lworth@co.warren.nc.us

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

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

Barry Richardson, Chairman
Warren County Board of Commissioners



Comments
from
Julie Reid, COG
Grants Program
Coordinator



PUBLIC HEARING PROCEDURES

This public hearing is being held to hear citizens' comments regarding Close-out of 08-C-1840 Community Development Block Grant (CDBG) Project

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 October 3, 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 five (5) minutes;
Clerk to the Board will keep time.

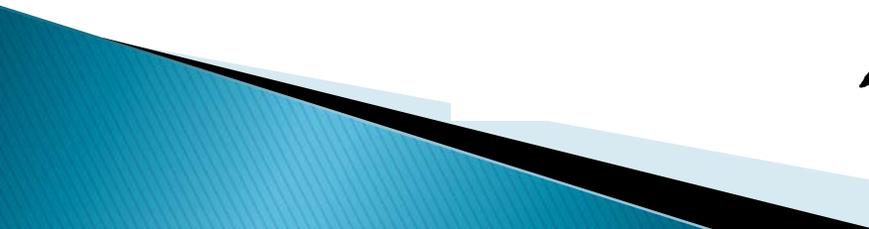
Any group of people who support or oppose the same position should
designate a spokesperson.

Please address only those items which might not have been addressed
by a previous speaker.

If response from Manager and/or Board is desired, please leave a copy
of your comment(s) with the Clerk to the Board.

Order and decorum will be maintained. This is not a question and
answer session.

*Warren County
Board of Commissioners*



Meeting Date: October 3, 2011

Agenda Item # 5

SUBJECT: Adopt October 3, 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
October 3, 2011 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
Warren County Armory Civic Center, Meeting Room
WARRENTON, NORTH CAROLINA*

5:45 – Public Hearing – Close Out CDBG 03-C-1840 Scattered Sites Housing Project

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 October 3, 2011 Suggested Agenda
6. Consent Agenda
 - A. Approve Minutes of September 6, 2011:
 - Public Hearing** – *2012 ROAP Funding Application*
 - Public Hearing – Text Amendments to County Subdivision Ordinance*
 - Public Hearing – Amendments to Official Zoning Map*
 - Public Hearing – Revisions and Updates to County Zoning Ordinance*
 - Regular Meeting*
 - B. Interest Income Report August 2011 – Finance Director Barry Mayo
 - C. Tax Collector’s Report August 2011 – Tax Administrator Robert Mitchum
 - D. Tax Release Requests (Over \$100) – Tax Administrator Robert Mitchum
Tax Release Requests (Under \$100) - “ “ “ “
 - E. Resolution – National Breast Cancer Awareness Month & Pink Ribbon Week 2011
7. Finance Office – Barry Mayo, Finance Officer
 - A. Amendment # 3 to the 2011-2012 Warren County Budget Ordinance
 - B. Grant Project Ordinance – Contingency Infrastructure Hook-Up (IFHU) Grant Agreement
8. Follow-Up to Public Hearing – Julie Reid, CDBG Grant Coordinator

9. Follow-Up to Board of Elections Request for Travel Reimbursement – Deborah Formyduval
10. Personnel Matters – Elgin Lane
 - A. Replace Health Department Rehabilitation Therapist Class title Salary Grade 14 with Program Assistant IV at Salary Grade 13
 - B. Reclassify Karen Prince from Rehabilitation Therapist Salary Grade 14 to Program Assistant IV Salary Grade 13
11. Consider Bid on Tax Foreclosed Property – Clerk to the Board
12. Schedule Public Hearings
 - A. Solid Waste Management Plan/3 Year Update for Nov. 7, 2011 at 5:45 pm – M. Brothers
 - B. Proposed Secondary Road Construction Program for Nov. 7th at 5:30 pm – S. Winstead
 - C. Petition to Abandon a part of SR 1203 (Spain Rd) for Nov. 7th at 5:15 pm – K. Norwood
13. Award Bid Water & Sewer District III, Phase III – Macon Robertson
14. Board of Education – Dr. Ray Spain, Superintendent
 - A. Revised Lease Agreement with Warren County Board of Education for Senior Center Buildings
 - B. Request to Revise How the County’s FY 12 Funding Appropriation for Warren County Schools will be Allocated
15. County Manager’s Report
 - A. Atlantic Energy Concepts Energy Efficient Lighting Contract Change Orders
 - B. Contracts Approved
 - C. Manager’s Monthly Report
 - D. Extend Appointment of Paul Westfall as Cooperative Extension Interim Director
- 16. *Closed Session in accordance with § 143-318.11(3)(6)* - Attorney/Client Privileged Information and Personnel Matters**
17. Adjourn Meeting

Meeting Date: October 3, 2011

Agenda Item # 6A

SUBJECT: Approve Minutes of September 6, 2011:

Public Hearing – 2012 ROAP Funding Application

Public Hearing – Text Amendments to County Subdivision Ordinance

Public Hearing – Amendments to Official Zoning Map

Public Hearing – Revisions and Updates to County Zoning Ordinance

Regular Meeting

REQUESTED BY: Clerk to the Board

SUMMARY: None

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Minutes of September 6, 2011

Public Hearings & Regular Monthly Meeting

Have been provided by separate E-mail prior to the meeting.



Meeting Date: October 3, 2011

Agenda Item # 6B

SUBJECT: Approve Interest Income Report for August 2011

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: None

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

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 August 2011

FUND	AUGUST INCOME	FISCAL YEAR TO - DATE
General	301.22	519.82
Revaluation	4.15	7.81
E 911 Telephone System	3.86	7.26
Buck Spring Project	6.65	12.51
Ambulance Storage Facility	20.50	40.96
National Guard Armory	0.45	0.85
Simulcast System Upgrade	2.80	5.27
Regional Water Enterprise Fund	10.58	19.83
District 1 Enterprise Fund	15.43	29.04
Solid Waste	1.01	2.92
District II Enterprise Fund	14.63	27.53
District III Capital Project Fund	3.27	6.15
District III Phase II BANS	0.09	0.17
District III Enterprise Fund	2.89	5.44
Soul City Pump Station Improvements	0.39	0.74
	387.92	686.30

Meeting Date: October 3, 2011

CONSENT AGENDA Item # 6C

SUBJECT: Approve Tax Collector's Report for August 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 and Interest Income Report supplied for Board's
information**

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

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

Current Year Collections

Tax Year	Charge	Collected in August	Collected to Date	Balance Outstanding	Percentage Collected
AUGUST 2011 FY12	\$15,246,829	\$16,177	\$1,682,638	\$13,564,191	11.04
AUGUST 2010 FY11	\$14,359,628	16,252	1,701,012	12,658,615	11.85

Delinquent Collections

2010	\$770,080	\$75,794	\$142,027	628,053	18.44
2009	257,291	15,646	24,451	232,841	9.50
2008	175,573	8,560	11,502	164,071	6.55
2007	156,355	2,395	4,154	152,200	2.66
2006	136,764	813	1,104	135,659	0.81
2005	113,356	1,143	1,486	111,870	1.31
2004	100,817	384	522	100,295	0.52
2003	85,453	561	778	84,675	0.91
2002	108,173	334	458	107,716	0.42
2001	161,282	362	543	160,739	0.34
Total Delinquent Years	\$ 2,065,144	\$105,992	\$ 187,025	\$ 1,878,119	

Other AUGUST Receipts

County Penalties

\$ 13,002	\$ 22,556
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Landfill User Fees

\$ 130,008	\$ 146,106
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Municipalities

\$ 54,779	\$ 58,594
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Fire District Taxes

\$ 87,701	\$ 95,776
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Advance Taxes

0.00	0.00
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AUGUST GRAND TOTAL

\$ 407,659	\$ 2,192,695
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R. Edwin Mitchum

R. Edwin Mitchum, Tax Collector

9/20/2011

Date

SUBJECT: Request for Tax Releases

REQUESTED BY: Robert E. Mitchum, Tax Administrator

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

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Over
\$100

Over \$100	10/6/2011	Date: _____
<u>ERROR CORRECTION RELEASES:</u>		
ABBOTT EDITH	2011 111 300 B9 39	10 \$ 170.00 DIDNT REC AGEX/DOES QUALIFY
ALBIS CARL JR & OTHERS	2011 28083 300 K2A 71	15190 \$ 270.82 DW CHARGED TWICE/JET SKI SOLD 2009
CORONA CARLOS S/MARIA S	2011 24402 301 D9 26D	24314 \$ 127.32 REMOVE LFUF/ADJUST MH VALUE
CORONA CARLOS S/MARIA S	2011 24402 302 D9 26E	24315 \$ 657.38 REMOVE LFUF/ADJUST DW VALUE
CORONA CARLOS S/MARIA S	2011 24402 303 D9 26F	24316 \$ 140.21 REMOVE LFUF/REMOVE HOMESITE VALUE
ERICKSON MARY ANN & ARTHUR	2011 19700 200	29444 \$ 164.57 MH IS LISTED ON ACC# 30187 300
GRAND VENETTA J HEIRS	2011 18118 300	5363 \$ 301.20 DWELLING ALSO LISTED ON 43728 328
HENDERSON EMMA	2011 19535 200	31420 \$ 135.80 MH TORN DOWN 5/2010
USOC OF GREATER NC LLC	2011 2422 204	31531 \$ 2,458.98 BUSINESS WAS OVERASSESSED

SUB-TOTAL ERROR CORRECTIONS: \$4,426.28

<u>MOTOR VEHICLE RELEASES:</u>		
BYNUM MOORE H	2011 2505 2785 XWH1119	62136 \$213.60 DMV ERROR
BYNUM MOORE H	2011 2505 110 XWH1119	52446 \$129.43 TURNED BACK IN TO DEALER
ENTERPRISE FM TRUST	2011 33610 2860 YPZ4300	62211 \$158.62 SOLD
ENTERPRISE FM TRUST	2011 33610 2813 ZNR9114	62164 \$158.62 SOLD
HONDA LEASE TRUST	2011 2000 110 XVN5985	57319 \$142.62 DMV ERROR
JONES MICHAEL A	2011 3498 2808 ACC3238	67077 \$169.62 SOLD
PETTWAY NATHAN DANIEL	2011 22996 2871 VSL4434	62222 \$128.83 DMV ERROR

SUB-TOTAL MOTOR VEHICLE RELEASES: \$1,101.34

SUB-TOTAL CORRECTION RELEASES: \$4,426.28

Total Releases \$ 5,527.62

<u>LANDFILL USER FEE RELEASES:</u>		
ANKUM LLC	2011 31481 301 E6B 22	3927 \$115.00 LIVES IN TOWN/NO LFUF
ANKUM LLC	2010 31481 110 E6B 22	3927 \$115.00 LIVES IN TOWN/NO LFUF
ANKUM LLC	2009 31481 109 E6B 22	3927 \$105.00 LIVES IN TOWN/NO LFUF
BROWNE RICHARD E	2011 29382 300 J2A 145	16062 \$115.00 HAS PRIVATE HAULER
BURNETTE HERMAN W & GENERAL	2011 8739 300 J2A 4	1976 \$115.00 NO ELECTRICITY
BURNETTE HERMAN WILLIE JR	2011 8771 302 J2C 82	8973 \$115.00 NO ELECTRICITY
CAMPBELL ALLEN E JR	2011 6533 333 C4 4	2184 \$115.00 HAS PRIVATE HAULER
CONNER PATRICIA B	2011 4599 300 J2A 91	696 \$115.00 NO ELECTRICITY
DAVIS MICHAEL W & SARAH ANN	2011 31628 300 C6 56 A1	23922 \$115.00 NO ELECTRICITY
ELKIN LANE W & BARRY W ELKIN	2011 9320 301 L3C 2	15583 \$115.00 NO ELECTRICITY
HARRIS W DENNIE & LOREE	2011 18325 300 E8 8A	6137 \$230.00 HAS PRIVATE HAULER
JOHNSON MARIE C HEIRS	2011 22203 300 C10 42	6128 \$115.00 NO ELECTRICITY
KING WILSON & CHARLES	2011 24812 302 J3 45	7706 \$115.00 NO ELECTRICITY
MOSLEY KENNETH	2011 14638 311 C11 40	3897 \$115.00 NO DWELLING ON PROP/NO LFUF
RUSSELL EVELYN H	2011 20868 300 C2 38B	22465 \$115.00 NO ELECTRICITY
SEWARD INDIANA K HEIRS	2011 36529 300 A1D 7	10911 \$115.00 NO ELECTRICITY
SPRUILL W E & BB&T	2011 6306 306 G7 1	2018 \$115.00 NO DWELLING ON PROP/NO LFUF
SRS OF HENDERSON LLC	2011 31864 300 E4 43 A2	16959 \$115.00 HAS PRIVATE HAULER
ST SING ROBERT W	2011 4668 301 G5D 5	12583 \$70.00 NO ELECTRICITY
WILLIAMS DAVID	2011 43923 324 K10 34	13627 \$115.00 NO ELECTRICITY

TOTAL LFUF RELEASES: \$2,360.00

Total Releases \$ 7,887.62

*Under
\$100*

Under \$100

10/6/2011

Date:

*LJW
9/26/11*

ERROR CORRECTION RELEASES:

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD #</u>	<u>AMOUNT</u>	<u>REASON</u>
BARNES CLARA C	2011	1782 300	I2C 86	9413	\$ 9.83	BOAT OVERASSESSED
CARTER JULIAN A	2011	22404 300	J1 11	2297	\$ 43.09	DIDN'T REC DEED FOR 2011/ADJUST MADE
CAWTHORNE & THOMPSON	2009	25037 109	B9 31L	58919	\$ 53.25	LOT ASSESSED IN VANCE CO
CAWTHORNE & THOMPSON	2010	25037 110	B9 31L	60253	\$ 42.46	LAND IN VANCE CO
MCGEE NEIL & PEGGY	2011	17062 300		15153	\$ 51.33	BOAT OVERASSESSED

SUB-TOTAL ERROR CORRECTIONS:

\$ 199.96

MOTOR VEHICLE RELEASES:

AREYUANO HUMBERTO	2011	7354 110	AAH1422	58128	\$28.30	SOLD
BILLUPS JOSEPH	2011	22663 1881	WTX2173	67977	\$10.16	RELEASED TO VANCE CO
BILLUPS JOSEPH	2011	22663 1397	4P6716	67493	\$15.51	RELEASED TO VANCE CO
BRUSCA DONALD R	2011	24721 2638	BZ70116	68734	\$4.02	RELEASED TO HALIFAX CO
BRYANT LISA M	2011	1143 2349	ZSW4876	61700	\$53.17	DMV ERROR
BUCHANAN THOMAS L	2011	12188 1011	XRN9362	60362	\$7.20	SOLD
CABARELLO DEBBIE S	2011	6506 110	NUZ1167	56998	\$34.88	TRUCK SOLD IN 2010/DMV ERROR
CARVER LAWRENCE R	2011	17706 2327	ACV2586	68423	\$14.67	SOLD
CLAIBORNE HENRY L	2011	770 2805	AEH2417	70358	\$22.12	SOLD
COSOM MARY T	2011	33917 1537	ZTH4303	67633	\$8.71	SLAVAGEABLE TITLE
DUNSON TARA S	2011	29199 2330	WC1021	66801	\$96.23	RELEASED TO VANCE CO
GILBERT EDWARD A	2011	19796 2210	AEH1090	68306	\$7.49	SOLD
GREENE ALGIE S	2011	47202 2380	XWH1876	61731	\$8.82	JUNKED
HAWKINS CLEMON A	2011	18723 1198	VRJ5783	65889	\$8.88	SOLD
HAYWOOD GERRARD A	2011	29172 1198	TOFARGON	68951	\$2.70	SOLD
HENDERSON KERRY G SR	2011	17351 1680	XSB1316	59855	\$13.42	TOTALED
JONES JOAN VANESSA	2011	3498 2221	RVF1514	61572	\$46.42	SOLD
MALCOLM SHERYL A	2011	6953 1701	E911DV	66172	\$27.20	GAVE TO SON
MCAUSLAN JAMES L	2011	26204 1796	YRP1690	78873	\$4.10	SOLD
NEWMAN CLAUDE JR	2011	11190 2064	ACV5470	68160	\$22.25	CAR KEPT IN WISE NOT TOWN OF NORLINA
RICHARDSON JENNIFER M	2011	29437 110	YTX4597	57061	\$4.80	SOLD
RICHARDSON LARRY W	2011	33819 2510	4P6760	68606	\$33.80	SOLD
RICHARDSON RUBY R	2011	33713 1083	TZN1111	74171	\$1.24	SOLD
RICHARDSON TANEKA D	2011	28785 2450	YVS9291	61801	\$19.88	DMV ERROR
ROSE CONNIE H	2011	19588 1845	SRK5582	61196	\$28.46	DMV ERROR
ROSE JAMIE LYNN	2011	19142 2088	STZ6477	61419	\$38.09	DMV ERROR
RUSSELL ERNESTINE R	2011	25374 1452	LYJ2829	75872	\$4.65	GAVE AWAY
SILVER BETTY S	2011	39440 1443	RVW6541	67539	\$11.73	SOLD
STEGALL HOWARD F	2011	38912 1984	BZ94198	68080	\$95.60	DMV ERROR
THOMAS BRYANT A	2011	31890 2604	ZRA9217	61955	\$8.88	TOTALED
THORPE COOPER OLA M	2011	33482 2657	MRSCOOP	62008	\$25.02	SOLD
VAUGHAN JENNIFER RENEE	2011	5277 1665	ZSW7065	69418	\$20.60	JUNKED
WEBER JANE L	2011	23852 1880	WST1425	61231	\$17.57	SOLD
YOUNG ROBERT L	2011	36026 1604	DJ1629	67700	\$41.37	RELEASED TO HALIFAX CO

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$781.72

SUB-TOTAL CORRECTION RELEASES:

\$ 199.96

Total Releases

\$981.68

Meeting Date: October 3, 2011

CONSENT AGENDA Item # 6E

SUBJECT: Resolution – National Breast Cancer Awareness Month & Pink Ribbon Week 2011

REQUESTED BY: Margaret Clayton

SUMMARY: Resolution presented for Board’s review and adoption.

FUNDING SOURCE: N/A

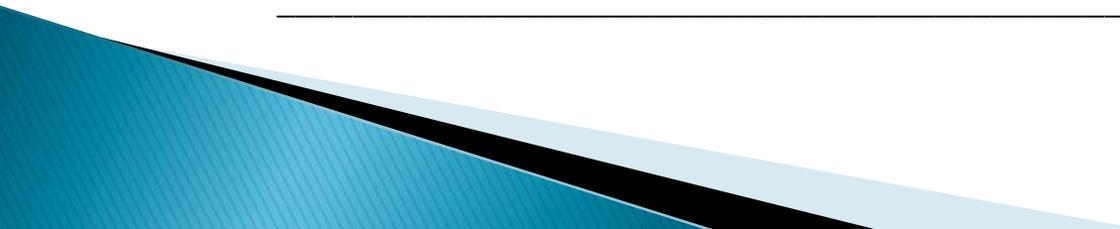
APPLICABLE STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:





WARREN COUNTY BOARD OF COMMISSIONERS

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

Proclamation
**National Breast Cancer Awareness Month
and Pink Ribbon Week 2011**
by
Warren County Board of Commissioners

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, breast cancer is the most commonly diagnosed cancer and the second leading cause of cancer deaths amongst women in North Carolina and the United States;

WHEREAS, approximately, 6,330 North Carolina women will be diagnosed with breast cancer and approximately 1,210 North Carolina women will die from the disease in 2011;

WHEREAS, every woman is at risk for breast cancer even if she has no family history of the disease, but women over the age of 50 are at the greatest risk for being diagnosed with breast cancer;

WHEREAS, a mammogram is the single most effective method of detecting breast changes, long before physical symptoms that may be cancer can be seen or felt;

WHEREAS, October is designated as National Breast Cancer Awareness Month;

WHEREAS, the pink ribbon is the internationally recognized symbol of breast cancer awareness symbolizing "hope for a cure;"

WHEREAS, county government agencies, community organizations, churches, synagogues and other places of worship, and work sites can play a special role in educating their members or employees about breast cancer;

NOW THEREFORE we, the Warren County Board of Commissioners, do hereby recognize October 2011 as National Breast Cancer Awareness Month and proclaim October 16 through 22, 2011, as Pink Ribbon Week in Warren County by wearing and or/displaying pink ribbons in recognition of breast cancer and in honor of women who are now courageously fighting the battle with breast cancer. We further encourage women to consult with their health care providers concerning regular screening and to promote early detection of breast cancer by having regular clinical breast examinations, getting regular mammograms, and practicing monthly breast self-examination.

Signed, this 3rd day of October, 2011

ATTEST:

Mr. Barry Richardson, Chairman
Warren County Board of Commissioners

Angelena Kearney-Dunlap, Clerk

Phone: (252) 257-3115
Fax: (252) 257-5971
www.warrencountync.com

Meeting Date: October 3, 2011

Item # 7-A

**SUBJECT: Amendment # 3 to the Warren County FY 2011-2012
Budget Ordinance**

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY:

FUNDING SOURCE: N/A

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. 3

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

Increase/(Decrease) Appropriations:

County Commissioners	12,000
Health Department	143,447
Recreation Program	900
DSS Administration	71,775
Total	\$ 228,122

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

Increase/(Decrease) Revenues:

Restricted Intergovernmental - Health	143,447
Restricted Intergovernmental - DSS 1571	71,775
Miscellaneous Revenue	900
Fund Balance Appropriated	12,000
Total	\$ 228,122

This amendment:

- appropriates funds to the County Commissioner budget for Contracted Services.
Funding Source: Fund Balance Appropriated
- appropriates fund to the Health Department in accordance with State allocations.
Funding Source: NC DHHS - Division of Public Health
- appropriates fund to the Recreation Department for soccer shirts.
Funding Source: Private Contributions
- appropriates fund to DSS Administration in accordance with State allocation.
Funding Source: NC DHHS - Division of Social Services

Respectfully Submitted 10-03-2011

Barry J. Mayo

Barry J. Mayo, Finance Director

Meeting Date: October 3, 2011

Item # 7-B

**SUBJECT: Grant Project Ordinance, Contingency Infrastructure
Hook-Up (IFHU) Grant Agreement**

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Request for approval of Grant Project Ordinance for the Contingency Infrastructure Grant in the amount of \$250,000 from the NC Department of Commerce.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

**GRANT PROJECT ORDINANCE
CONTINGENCY INFRASTRUCTURE HOOK-UP (IFHU) GRANT AGREEMENT**

Be it ordained by the Warren County Board of Commissioners that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Grant Project Ordinance is hereby adopted:

Section 1. The project authorized is the Contingency Infrastructure Hook-Up (IFHU) Grant. Said project shall be in accordance with the County's Community Development Block Grant Application as approved by the North Carolina Department of Commerce.

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents executed with the North Carolina Department of Commerce and the funds appropriated herein.

Section 3. The following revenues are anticipated to be available to the County of Warren to complete the project: State of North Carolina, Department of Commerce, CDBG Grant \$250,000

Section 4. The following amounts are appropriated for the project:

Administration	\$ 25,000
Water Improvements	<u>\$225,000</u>
Total	\$250,000

Section 5. The Finance Officer is hereby directed to maintain within the Grant Project Funds sufficient detailing of accounting records to provide the accounting to the grantor agency required by the grant agreement and federal and state regulations.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 7. The Finance Officer is directed to report monthly to the Board of Commissioners on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8. Copies of this grant ordinance shall be entered into the minutes of the Governing Board, made available to the Finance Officer, and the Clerk to the Board for direction in carrying out the project.

Adopted this 3rd day of October 2011

Warren County Board of Commissioners
Barry Richardson, Chairman

Meeting Date: October 3, 2011

Item # 8

SUBJECT: FOLLOW-UP TO PUBLIC HEARING

**REQUESTED BY: Julie Reid, Kerr Tar Regional Council of Governments,
CDBG Program Coordinator**

**SUMMARY: In follow-up to October 3, 2011 public hearing held at 5:45 pm,
the Board is requested to consider Close-Out of CDBG Project 08-C-1840.
Also request Chairman and/or County Manager be authorized to sign related
documentation.**

FUNDING SOURCE: CDBG Grant Funds

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

September 27, 2011

Memorandum to: *Warren County Board of Commissioners*

From: *Julie A. Reid, Community Development Administrator*

Regarding: *Authorization for Closeout of the 2008 Scattered Site Rehabilitation Program*

A public hearing is required to hear any comment on the 2008 Scattered Site Program prior to its closeout. A grant of \$400,000 was received for the program. Funds were spent to:

- demolish three substandard houses
- build three new homes
- rehabilitate an additional house
- provide urgent repairs to 5 more housing units.

A 2011 Scattered Site Rehabilitation Program will be announced shortly and staff has been working to prepare public outreach events to inform the public of the programs available.

Recommended Action:

I hereby recommend that the Chairman of the Board of Commissioners and the County Manager be authorized to sign all required closeout documents as presented.

Meeting Date: October 3, 2011

Item # 9

SUBJECT: Follow-Up to Board of Elections Request

REQUESTED BY: Deborah Formyduval, Elections Supervisor

SUMMARY: In follow-up to request for travel reimbursement to Elections Board member Dr. Merwin Dieckman, tabled from September 6, 2011 Board meeting, it is now presented for Board action.

FUNDING SOURCE: N/A

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: October 3, 2011

Item # 10-A

SUBJECT: Personnel - Position Reclassification

REQUESTED BY: Elgin Lane, Human Resources Manager

SUMMARY: According to Office of State Personnel Standards, Rehabilitation Therapist class title has been abolished, therefore it is recommended to delete said position from the Warren County Health Department job title listing and amend the County's job classification schedule to add a new class of Program Assistant IV at Salary Grade 13.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

MEMORANDUM

TO: Warren County Board of Commissioners

FROM: Elgin J. Lane, Human Resources Manager

DATE: September 26, 2011

RE: Job Reclassification Request for Rehabilitation Therapist

The Office of State Personnel has informed that the Rehabilitation Therapist class title, among other class titles has been abolished from the Local Government Salary Plan effective August 1, 2011. The Office of State Personnel has established new class titles to replace the titles that were abolished; however, the new class titles require that specific duties and responsibilities are performed in addition to a licensure requirement that must be met not only by new appointees but incumbents as well. There is no “grandfather” provision to allow an unlicensed individual to continue performance of these duties without licensure granted by the North Carolina Board of Recreational Therapy Licensure (NCBRTL).

Karen Prince, Rehabilitation Therapist is employed at the Warren County Health Department. Positions in the Health and Social Services Departments are subject to the State Personnel Act; therefore, the North Carolina Office of State Personnel must determine the job classification based on job description and information submitted. After a review of Ms. Prince’s job description, the Office of State Personnel is recommending the following:

- Amend the Warren County’s job classification schedule to add a new class of Program Assistant IV at Salary Grade 13.

•Reclassify Ms. Prince from her current class title of Rehabilitation Therapist at Salary Grade 14 to the new class title of Program Assistant IV at Salary Grade 13.

Salary Administration

The salary administration policy states that “If as a result of a reclassification, a job is changed to a lower salary grade, incumbents who are within the new salary maximum will receive no pay treatment”. The salary range for Salary Grade 13 is \$21,657 - \$34,752 and Ms. Prince’s current salary is \$29,948. Therefore, Ms. Prince will retain her current salary.

Thus, I am requesting that the Board consider and approve the amendment to the job classification schedule as well as the reclassification request recommended above from the Office of State Personnel.

Thanks in advance for your consideration and approval.

Meeting Date: October 3, 2011

Item # 10-B

SUBJECT: Personnel - Position Reclassification

REQUESTED BY: Elgin Lane, Human Resources Manager

SUMMARY: It is requested to reclassify Karen Prince in the Health Department from Rehabilitation Therapist (Salary Grade 14) to the new class title of Program Assistant IV (Salary Grade 13). There is no change in salary.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

Meeting Date: October 3, 2011

Item # 11

SUBJECT: Tax Foreclosed Property Auction

REQUESTED BY: Clerk to the Board

SUMMARY: Having been given authorization to hold tax foreclosed property sale via web based auction, the following property has received a bid below minimum. Therefore item is submitted for Board's consideration and direction.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval as this is the only bid received on this property which has been advertised for sale on three different occasions in three different venues.

NOTES:

Tax Property ID D4D299 - Norlina, NC

Taxes & Fees owed	\$10,401
Bid amount	<u>\$ 9,900</u>
Difference of	\$ 501



Meeting Date: October 3, 2011

Item # 12-A

SUBJECT: Schedule Public Hearings

REQUESTED BY: Marshall Brothers, Public Works Director

SUMMARY: It is submitted to schedule a public hearing to hear citizens comments regarding proposed Warren County Solid Waste Management Plan/Three Year Update.

Suggested Date: Monday, November 7, 2011 Time: 5:45 pm

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: October 3, 2011

Item # 12-B

SUBJECT: Schedule Public Hearings

REQUESTED BY: Stephen D. Winstead, PE, DOT District Engineer

SUMMARY: It is submitted to schedule a public hearing to hear citizens comments regarding the Proposed Secondary Road Program.

Suggested Date: Monday, November 7, 2011 Time: 5:30 pm

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: October 3, 2011

Item # 12-C

SUBJECT: Schedule Public Hearings

REQUESTED BY: Kenneth Michael Norwood, Petitioner

SUMMARY: It is submitted to schedule a public hearing to hear citizens comments regarding a petition to abandon approximately 100 feet of SR 1203 (Spain Road).

Suggested Date: Monday, November 7, 2011 Time: 5:15 pm

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: October 3, 2011

Item # 13

SUBJECT: Award Bid for Water & Sewer District III, Phase III Construction Contract

REQUESTED BY: Macon Robertson, Director – Public Utilities

SUMMARY: Request for approval to award District III, Phase III construction contract to Herring & Rivenbark for the sum of \$1,344,205.05 as recommended by the Project Engineer, Fred Stowe of Rivers and Associates Engineering.

FUNDING SOURCE: USDA Rural Development

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER’S RECOMMENDATION:

NOTES:

Bids received for Project

Herring & Rivenbark, Inc.	\$ 1,344,205.05
T.A. Loving Company	\$ 1,645,152.50
H.G. Reynolds Co., Inc.	\$ 1,664,698.00
Triangle Grading & Paving, Inc.	\$ 1,860,997.00
Key Constructors, Inc.	\$ 1,948,266.10
Haymes Brothers, Inc.	\$ 2,366,106.70

*** Award recommended to Herring & Rivenbark for the sum of \$1,344,205.05 as recommended**

September 28, 2011

Ms. Linda T. Worth, County Manager
Warren County
105 Front Street
P.O. Box 619
Warrenton, NC 27589

SUBJECT: Warren County
Water and Sewer District No. 3, Phase III
Water System Improvements
Rivers File 2009090G

Dear Ms. Worth:

Sealed bids for the subject project were received and thereafter publicly opened and read at 2:30 PM on September 20, 2011 in the Conference Room of the Warren County Memorial Library. A total of fourteen (14) sets of plans and specifications were mailed out to contractors, subcontractors, suppliers, and plan rooms. The project was very competitively bid throughout the construction industry. The list of bidders and corresponding base bid totals, corrected if necessary, are provided below:

Herring & Rivenbark, Inc.	\$ 1,344,205.05
T.A. Loving Company	\$ 1,645,152.50
H.G. Reynolds Co., Inc.	\$ 1,664,698.00
Triangle Grading & Paving, Inc.	\$ 1,860,997.00
Key Constructors, Inc.	\$ 1,948,266.10
Haymes Brothers, Inc.	\$ 2,366,106.70

The project was advertised in a paper of general circulation at least seven (7) days prior to receipt of bids, and the bids were received and opened at the prescribed time, place, and manner as required by North Carolina's general statutes.

The bids have been tabulated and have been corrected where necessary in accordance with specified requirements. The bids have been reviewed for concurrence with requirements set forth in the Contract Documents. A copy of the certified Bid Tabulation is attached for your records. The Engineer's Opinion of Probable Construction Cost was \$1,958,348.00. Due to favorable interest in the project, it is our opinion that the bids received were competitive and five (5) of the six (6) bids received were below the Engineers Estimate.

While preparing the certified Bid Tabulation, we noted that the apparent low-bidder, Herring & Rivenbark, Inc. submitted incomplete copies of the Compliance Statement (RD 400-6) and the Certification Regarding Debarment, etc. (AD-1048) with their Bid. Furthermore, Herring & Rivenbark, Inc. did not complete pages 10 and 11 of the Bid Form (RUS Bulletin 1780-26 Attachment G), omitting address, contact information, and license information. In addition, the date for submittal of the Bid was not included in section 9.02 on page 11.

W:\Muni\WARREN\Dist 3 Ph III\G\Post Bid\109281\Recommendation.DOC

Ms. Linda T. Worth
September 28, 2011
Page 2

Complete copies of the Bid documents submitted by the three (3) lowest bidders were submitted to, and reviewed by Ms. Karlene Turrentine, Attorney representing the Warren County Board of Commissioners. Based on the opinion issued by Ms. Turrentine, the incomplete items of the lowest Bid noted above can be waived as informalities not involving price, time, or changes in the Work as long as the non-conformities are corrected.

Therefore, based on the opinion of the County's Attorney, we recommend that the Warren County Board of Commissioners tentatively award the Construction Contract for the subject project to Herring & Rivenbark, Inc., the lowest responsive bidder, in the amount of their Base Bid of \$1,344,205.05 contingent upon concurrence by USDA-RD, the County's legal counsel, acquisition of all easements, receipt of complete information from the successful bidder as noted above and successful closing of bond anticipation note financing.

We appreciate the opportunity to work with Warren County and look forward to our continuing relationship during the construction phase of this important project.

Sincerely,



David G. Malinauskas, P.E.
Project Engineer

Encl.

cc: Mr. Macon Robertson, Warren County Public Utilities, w/encl.
Ms. Linda Evans, Warren County Public Utilities, w/encl.
Ms. Karlene Turrentine, Attorney, DeCillis & Turrentine, PLLC, w/encl.
Mr. Thurman Murphy, USDA-RD, w/encl.
File, w/encl.

**RIVERS AND ASSOCIATES, INC.
 BID TABULATION SHEET**

OWNER: Warren County
 PROJECT: District No. 3, Phase III - Water System Improvements
 LOCATION: Warren County Memorial Library Conference Room
 BIDS OPENED: Tuesday, September 20, 2011 @ 2:30 pm

CONTRACTOR ADDRESS		Herring-Rivenbark, Inc. 415 Central Avenue, P.O.Box 3425 Kinston, NC 28504 3937/5%		T.A. Loving Company P.O. Box 919 Goldsboro, NC 27533 325/5%		H.G. Reynolds Co., Inc. P.O. Box 209 Henderson, NC 27536 14149/5%		
LIC#/BID BOND								
ITEM NO.	QTY. UNIT	DESCRIPTION	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
26.	1 EA	6" x 4" Cut-In Tee	<u>\$850.00</u>	<u>\$850.00</u>	<u>\$1,600.00</u>	<u>\$1,600.00</u>	<u>\$1,250.00</u>	<u>\$1,250.00</u>
27.	31 EA	Fire Hydrant with Valve & Box	<u>\$2,400.00</u>	<u>\$74,400.00</u>	<u>\$3,000.00</u>	<u>\$93,000.00</u>	<u>\$3,016.00</u>	<u>\$93,496.00</u>
28.	186 EA	3/4" Water Service Connection	<u>\$375.00</u>	<u>\$69,750.00</u>	<u>\$500.00</u>	<u>\$93,000.00</u>	<u>\$488.00</u>	<u>\$90,768.00</u>
29.	5,580 LF	3/4" Service Line	<u>\$2.03</u>	<u>\$11,327.40</u>	<u>\$1.50</u>	<u>\$8,370.00</u>	<u>\$2.00</u>	<u>\$11,160.00</u>
30.	2,790 LF	Bore for 3/4" Service Line	<u>\$3.00</u>	<u>\$8,370.00</u>	<u>\$4.00</u>	<u>\$11,160.00</u>	<u>\$4.00</u>	<u>\$11,160.00</u>
31.	5 EA	1" Water Service Connection	<u>\$510.00</u>	<u>\$2,550.00</u>	<u>\$700.00</u>	<u>\$3,500.00</u>	<u>\$560.00</u>	<u>\$2,800.00</u>
32.	150 LF	1" Service Line	<u>\$2.00</u>	<u>\$300.00</u>	<u>\$3.00</u>	<u>\$450.00</u>	<u>\$3.50</u>	<u>\$525.00</u>
33.	75 LF	Bore for 1" Service Line	<u>\$3.50</u>	<u>\$262.50</u>	<u>\$10.00</u>	<u>\$750.00</u>	<u>\$5.00</u>	<u>\$375.00</u>
34.	1 EA	2" Water Service Connection	<u>\$2,000.00</u>	<u>\$2,000.00</u>	<u>\$2,000.00</u>	<u>\$2,000.00</u>	<u>\$1,870.00</u>	<u>\$1,870.00</u>
35.	45 LF	2" Service Line	<u>\$3.25</u>	<u>\$146.25</u>	<u>\$5.00</u>	<u>\$225.00</u>	<u>\$5.00</u>	<u>\$225.00</u>
36.	30 LF	Bore for 2" Service Line	<u>\$6.00</u>	<u>\$180.00</u>	<u>\$20.00</u>	<u>\$600.00</u>	<u>\$10.00</u>	<u>\$300.00</u>
37.	166 EA	3/4" PRV @ Service	<u>\$200.00</u>	<u>\$33,200.00</u>	<u>\$165.00</u>	<u>\$27,390.00</u>	<u>\$226.00</u>	<u>\$37,516.00</u>
38.	2 EA	1" PRV @ Service	<u>\$369.00</u>	<u>\$738.00</u>	<u>\$200.00</u>	<u>\$400.00</u>	<u>\$280.00</u>	<u>\$560.00</u>
39.	1 EA	2" PRV @ Service	<u>\$775.00</u>	<u>\$775.00</u>	<u>\$700.00</u>	<u>\$700.00</u>	<u>\$761.00</u>	<u>\$761.00</u>
40.	8 EA	2" Post Flushing Hydrant	<u>\$1,425.00</u>	<u>\$11,400.00</u>	<u>\$1,800.00</u>	<u>\$14,400.00</u>	<u>\$1,324.00</u>	<u>\$10,592.00</u>
41.	20 EA	1" Manual Air Release Valve	<u>\$460.00</u>	<u>\$9,200.00</u>	<u>\$1,000.00</u>	<u>\$20,000.00</u>	<u>\$473.00</u>	<u>\$9,460.00</u>
42.	633 LF	Replace Asphalt Pavement	<u>\$10.00</u>	<u>\$6,330.00</u>	<u>\$35.00</u>	<u>\$22,155.00</u>	<u>\$25.00</u>	<u>\$15,825.00</u>
43.	18 LF	ABC Stone in Roads	<u>\$20.00</u>	<u>\$360.00</u>	<u>\$25.00</u>	<u>\$450.00</u>	<u>\$20.00</u>	<u>\$360.00</u>
44.	354 LF	Concrete Driveway Replacement	<u>\$10.00</u>	<u>\$3,540.00</u>	<u>\$55.00</u>	<u>\$19,470.00</u>	<u>\$25.00</u>	<u>\$8,850.00</u>
45.	156 LF	Asphalt D/W & S/W Replacement	<u>\$10.00</u>	<u>\$1,560.00</u>	<u>\$35.00</u>	<u>\$5,460.00</u>	<u>\$25.00</u>	<u>\$3,900.00</u>
46.	18 LF	Brick Drive Replacement	<u>\$15.00</u>	<u>\$270.00</u>	<u>\$100.00</u>	<u>\$1,800.00</u>	<u>\$50.00</u>	<u>\$900.00</u>
47.	2,038 LF	ABC Stone in Driveways	<u>\$8.00</u>	<u>\$16,304.00</u>	<u>\$10.00</u>	<u>\$20,380.00</u>	<u>\$5.00</u>	<u>\$10,190.00</u>
48.	200 CY	Rock Excavation	<u>\$20.00</u>	<u>\$4,000.00</u>	<u>\$75.00</u>	<u>\$15,000.00</u>	<u>\$38.00</u>	<u>\$7,600.00</u>
49.	172 CY	Select Backfill	<u>\$5.00</u>	<u>\$860.00</u>	<u>\$15.00</u>	<u>\$2,580.00</u>	<u>\$15.00</u>	<u>\$2,580.00</u>
50.	20 CY	Stabilization Stone	<u>\$5.00</u>	<u>\$100.00</u>	<u>\$50.00</u>	<u>\$1,000.00</u>	<u>\$50.00</u>	<u>\$1,000.00</u>
51.	100 EA	Rock Silt Check Dam	<u>\$125.00</u>	<u>\$12,500.00</u>	<u>\$150.00</u>	<u>\$15,000.00</u>	<u>\$120.00</u>	<u>\$12,000.00</u>
52.	6 TN	Rip Rap	<u>\$70.00</u>	<u>\$420.00</u>	<u>\$100.00</u>	<u>\$600.00</u>	<u>\$60.00</u>	<u>\$360.00</u>

**RIVERS AND ASSOCIATES, INC.
 BID TABULATION SHEET**

OWNER: Warren County
 PROJECT: District No. 3, Phase III - Water System Improvements
 LOCATION: Warren County Memorial Library Conference Room
 BIDS OPENED: Tuesday, September 20, 2011 @ 2:30 pm

CONTRACTOR ADDRESS		Herring-Rivenbark, Inc. 415 Central Avenue, P.O. Box 3425 Kinston, NC 28504 3937/5%		T.A. Loving Company P.O. Box 919 Goldsboro, NC 27533 325/5%		H.G. Reynolds Co., Inc. P.O. Box 209 Henderson, NC 27536 14149/5%	
ITEM NO.	QTY. UNIT DESCRIPTION	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
53.	680 LF Silt Fence	\$2.20	\$1,496.00	\$5.00	\$3,400.00	\$3.00	\$2,040.00
54.	600 SY Matting for Erosion Control	\$2.25	\$1,350.00	\$5.00	\$3,000.00	\$3.00	\$1,800.00
55.	8 EA Buried Pipeline Warning Sign	\$250.00	\$2,000.00	\$500.00	\$4,000.00	\$200.00	\$1,600.00
*56.	112,250 LF Pipeline Pressure Testing, Disinfection, Cleanup & Seeding	\$1.36	\$152,660.00	\$1.35	\$151,537.50	\$1.60	\$179,600.00
57.	2 EA Project Sign	\$300.00	\$600.00	\$750.00	\$1,500.00	\$400.00	\$800.00
58.	1 EA Testing Allowance	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
TOTAL OF ALL BID PRICES		\$1,344,205.05 *		\$1,645,152.50 *		\$1,664,698.00	
* The total price bid for this item shall be at least 20% of the total price bid for all scheduled unit price pipelines (Item No.'s 5-13)		Total 5-13	\$750,827.90	Total 5-13	\$735,075.00	Total 5-13	\$808,588.00
		20% of Total	\$150,165.58	20% of Total	\$147,015.00	20% of Total	\$161,717.60
List of Proposed Subcontractors		Submitted		Submitted		Submitted	
List of Proposed Suppliers		Submitted		Submitted		Submitted	
List of Proposed References		Submitted		Submitted		Submitted	
Contractor's Qualification Statement		Submitted		Submitted		Submitted	
Compliance Statement (RD 400-6)		Submitted		Submitted		Submitted	
RD Instruction 1940-Q, Exh. A-1, Certification		Submitted		Submitted		Submitted	
Certification Regarding Debarment, etc. (AD-1048)		Submitted		Submitted		Submitted	
Total Value of Minority Business Contracting (MB-1)		\$0.00		\$356,000.00		\$289,000.00	
Listing of Good Faith Efforts (MB-2)		55 Points		90 Points		55 Points	
Intent to Perform Contract with own Workforce (MB-3)		Not Submitted		Not Submitted		Not Submitted	

RIVERS AND ASSOCIATES, INC.
BID TABULATION SHEET

OWNER: Warren County
 PROJECT: District No. 3, Phase III - Water System Improvements
 LOCATION: Warren County Memorial Library Conference Room
 BIDS OPENED: Tuesday, September 20, 2011 @ 2:30 pm

CONTRACTOR ADDRESS		Triangle Grading & Paving, Inc. P.O. Drawer 2570 Burlington, NC 27215	Key Constructors, Inc. P.O. Box 698 Clarksville, VA 23927	Haymes Brothers, Inc. 440 Hawkins Road Chatham, VA 24531			
LIC#/BID BOND		17456/5%	51194/5%	7276/5%			
ITEM NO.	QTY. UNIT DESCRIPTION	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
1.	1 EA Creek Crossing No. 1 - SR 1509 8" HDPE Directional Bore (Detail 2/21)	<u>\$49,500.00</u>	<u>\$49,500.00</u>	<u>\$58,000.00</u>	<u>\$58,000.00</u>	<u>\$80,000.00</u>	<u>\$80,000.00</u>
2.	1 EA Creek Crossing No. 2 - SR 1509 8" HDPE Directional Bore (Detail 3/21)	<u>\$49,500.00</u>	<u>\$49,500.00</u>	<u>\$42,000.00</u>	<u>\$42,000.00</u>	<u>\$67,000.00</u>	<u>\$67,000.00</u>
3.	1 EA Creek Crossing No. 3 - SR 1509 8" HDPE Directional Bore (Detail 10/21)	<u>\$49,500.00</u>	<u>\$49,500.00</u>	<u>\$63,000.00</u>	<u>\$63,000.00</u>	<u>\$90,000.00</u>	<u>\$90,000.00</u>
4.	1 EA Creek Crossing No. 4 - SR 1509 8" HDPE Directional Bore (Detail 5/22)	<u>\$49,500.00</u>	<u>\$49,500.00</u>	<u>\$83,000.00</u>	<u>\$83,000.00</u>	<u>\$119,000.00</u>	<u>\$119,000.00</u>
5.	12,320 LF 8" Water Main	<u>\$10.00</u>	<u>\$123,200.00</u> *	<u>\$13.00</u>	<u>\$160,160.00</u>	<u>\$11.00</u>	<u>\$135,520.00</u>
6.	89,250 LF 6" Water Main	<u>\$8.00</u>	<u>\$714,000.00</u>	<u>\$7.00</u>	<u>\$624,750.00</u>	<u>\$10.00</u>	<u>\$892,500.00</u>
7.	9,040 LF 4" Water Main	<u>\$7.65</u>	<u>\$69,156.00</u>	<u>\$6.00</u>	<u>\$54,240.00</u>	<u>\$9.00</u>	<u>\$81,360.00</u>
8.	640 LF 2" Water Main	<u>\$4.00</u>	<u>\$2,560.00</u>	<u>\$5.50</u>	<u>\$3,520.00</u>	<u>\$7.00</u>	<u>\$4,480.00</u>
9.	80 LF 8" DIP Water Main	<u>\$30.00</u>	<u>\$2,400.00</u>	<u>\$37.00</u>	<u>\$2,960.00</u>	<u>\$30.00</u>	<u>\$2,400.00</u>
10.	620 LF 6" DIP Water Main	<u>\$23.00</u>	<u>\$14,260.00</u>	<u>\$30.00</u>	<u>\$18,600.00</u>	<u>\$24.50</u>	<u>\$15,190.00</u>
11.	40 LF 4" DIP Water Main	<u>\$22.00</u>	<u>\$880.00</u>	<u>\$31.00</u>	<u>\$1,240.00</u>	<u>\$25.00</u>	<u>\$1,000.00</u>
12.	80 LF 8" Restrained Joint DIP Water Main	<u>\$40.00</u>	<u>\$3,200.00</u>	<u>\$38.00</u>	<u>\$3,040.00</u>	<u>\$41.00</u>	<u>\$3,280.00</u>
13.	180 LF 6" Restrained Joint DIP Water Main	<u>\$30.00</u>	<u>\$5,400.00</u>	<u>\$30.00</u>	<u>\$5,400.00</u>	<u>\$35.00</u>	<u>\$6,300.00</u>
14.	500 LB Miscellaneous Ductile Iron Fittings	<u>\$5.00</u>	<u>\$2,500.00</u>	<u>\$5.00</u>	<u>\$2,500.00</u>	<u>\$5.00</u>	<u>\$2,500.00</u>
15.	35 LF 18" Steel Casing (Jack & Bore)	<u>\$160.00</u>	<u>\$5,600.00</u>	<u>\$176.00</u>	<u>\$6,160.00</u>	<u>\$168.00</u>	<u>\$5,880.00</u>
16.	70 LF 16" Steel Casing (Jack & Bore)	<u>\$155.00</u>	<u>\$10,850.00</u>	<u>\$166.00</u>	<u>\$11,620.00</u>	<u>\$163.00</u>	<u>\$11,410.00</u>
17.	4 EA 8" Gate Valve & Box	<u>\$1,130.00</u>	<u>\$4,520.00</u>	<u>\$1,130.00</u>	<u>\$4,520.00</u>	<u>\$990.00</u>	<u>\$3,960.00</u>
18.	45 EA 6" Gate Valve & Box	<u>\$800.00</u>	<u>\$36,000.00</u>	<u>\$834.00</u>	<u>\$37,530.00</u>	<u>\$715.00</u>	<u>\$32,175.00</u>
19.	5 EA 4" Gate Valve & Box	<u>\$700.00</u>	<u>\$3,500.00</u>	<u>\$721.00</u>	<u>\$3,605.00</u>	<u>\$590.00</u>	<u>\$2,950.00</u>
20.	1 EA 2" Gate Valve & Box	<u>\$550.00</u>	<u>\$550.00</u>	<u>\$440.00</u>	<u>\$440.00</u>	<u>\$445.00</u>	<u>\$445.00</u>
21.	12 EA Tie-into Existing 6" Main	<u>\$1,900.00</u>	<u>\$22,800.00</u>	<u>\$2,420.00</u>	<u>\$29,040.00</u>	<u>\$1,300.00</u>	<u>\$15,600.00</u>
22.	5 EA Tie-into Existing 8" Main	<u>\$2,000.00</u>	<u>\$10,000.00</u>	<u>\$2,420.00</u>	<u>\$12,100.00</u>	<u>\$1,350.00</u>	<u>\$6,750.00</u>
23.	3 EA Cut-in 6" Valve	<u>\$2,200.00</u>	<u>\$6,600.00</u>	<u>\$1,842.00</u>	<u>\$5,526.00</u>	<u>\$2,050.00</u>	<u>\$6,150.00</u>
24.	2 EA 8" x 6" Cut-In Tee	<u>\$2,100.00</u>	<u>\$4,200.00</u>	<u>\$1,545.00</u>	<u>\$3,090.00</u>	<u>\$1,830.00</u>	<u>\$3,660.00</u>
25.	1 EA 6" x 6" Cut-In Tee	<u>\$1,800.00</u>	<u>\$1,800.00</u>	<u>\$1,375.00</u>	<u>\$1,375.00</u>	<u>\$1,715.00</u>	<u>\$1,715.00</u>

RIVERS AND ASSOCIATES, INC. BID TABULATION SHEET

OWNER: Warren County
 PROJECT: District No. 3, Phase III - Water System Improvements
 LOCATION: Warren County Memorial Library Conference Room
 BIDS OPENED: Tuesday, September 20, 2011 @ 2:30 pm

CONTRACTOR ADDRESS		Triangle Grading & Paving, Inc. P.O. Drawer 2570 Burlington, NC 27215 17456/5%		Key Constructors, Inc. P.O. Box 698 Clarksville, VA 23927 51194/5%		Haymes Brothers, Inc. 440 Hawkins Road Chatham, VA 24531 7276/5%	
ITEM NO	QTY. UNIT DESCRIPTION	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
26.	1 EA 6" x 4" Cut-In Tee	<u>\$2,000.00</u>	<u>\$2,000.00</u>	<u>\$1,368.00</u>	<u>\$1,368.00</u>	<u>\$1,700.00</u>	<u>\$1,700.00</u>
27.	31 EA Fire Hydrant with Valve & Box	<u>\$3,350.00</u>	<u>\$103,850.00</u>	<u>\$3,407.00</u>	<u>\$105,617.00</u>	<u>\$3,000.00</u>	<u>\$93,000.00</u>
28.	186 EA 3/4" Water Service Connection	<u>\$575.00</u>	<u>\$106,950.00</u>	<u>\$669.00</u>	<u>\$124,434.00</u>	<u>\$625.00</u>	<u>\$116,250.00</u>
29.	5,580 LF 3/4" Service Line	<u>\$2.50</u>	<u>\$13,950.00</u>	<u>\$4.50</u>	<u>\$25,110.00</u>	<u>\$6.00</u>	<u>\$33,480.00</u>
30.	2,790 LF Bore for 3/4" Service Line	<u>\$13.00</u>	<u>\$36,270.00</u>	<u>\$22.00</u>	<u>\$61,380.00</u>	<u>\$7.00</u>	<u>\$19,530.00</u>
31.	5 EA 1" Water Service Connection	<u>\$950.00</u>	<u>\$4,750.00</u>	<u>\$770.00</u>	<u>\$3,850.00</u>	<u>\$665.00</u>	<u>\$3,325.00</u>
32.	150 LF 1" Service Line	<u>\$2.50</u>	<u>\$375.00</u>	<u>\$4.50</u>	<u>\$675.00</u>	<u>\$6.00</u>	<u>\$900.00</u>
33.	75 LF Bore for 1" Service Line	<u>\$13.00</u>	<u>\$975.00</u>	<u>\$22.00</u>	<u>\$1,650.00</u>	<u>\$8.00</u>	<u>\$600.00</u>
34.	1 EA 2" Water Service Connection	<u>\$1,900.00</u>	<u>\$1,900.00</u>	<u>\$1,600.00</u>	<u>\$1,600.00</u>	<u>\$1,590.00</u>	<u>\$1,590.00</u>
35.	45 LF 2" Service Line	<u>\$7.00</u>	<u>\$315.00</u>	<u>\$5.68</u>	<u>\$255.60</u>	<u>\$11.00</u>	<u>\$495.00</u>
36.	30 LF Bore for 2" Service Line	<u>\$13.00</u>	<u>\$390.00</u>	<u>\$23.50</u>	<u>\$705.00</u>	<u>\$38.00</u>	<u>\$1,140.00</u>
37.	166 EA 3/4" PRV @ Service	<u>\$245.00</u>	<u>\$40,670.00</u>	<u>\$325.00</u>	<u>\$53,950.00</u>	<u>\$437.00</u>	<u>\$72,542.00</u>
38.	2 EA 1" PRV @ Service	<u>\$580.00</u>	<u>\$1,160.00</u>	<u>\$365.00</u>	<u>\$730.00</u>	<u>\$420.00</u>	<u>\$840.00</u>
39.	1 EA 2" PRV @ Service	<u>\$1,125.00</u>	<u>\$1,125.00</u>	<u>\$812.00</u>	<u>\$812.00</u>	<u>\$1,150.00</u>	<u>\$1,150.00</u>
40.	8 EA 2" Post Flushing Hydrant	<u>\$1,700.00</u>	<u>\$13,600.00</u>	<u>\$1,493.00</u>	<u>\$11,944.00</u>	<u>\$1,450.00</u>	<u>\$11,600.00</u>
41.	20 EA 1" Manual Air Release Valve	<u>\$585.00</u>	<u>\$11,700.00</u>	<u>\$998.00</u>	<u>\$19,960.00</u>	<u>\$760.00</u>	<u>\$15,200.00</u>
42.	633 LF Replace Asphalt Pavement	<u>\$16.00</u>	<u>\$10,128.00</u>	<u>\$37.00</u>	<u>\$23,421.00</u>	<u>\$80.00</u>	<u>\$50,640.00</u>
43.	18 LF ABC Stone in Roads	<u>\$7.00</u>	<u>\$126.00</u>	<u>\$7.50</u>	<u>\$135.00</u>	<u>\$60.00</u>	<u>\$1,080.00</u>
44.	354 LF Concrete Driveway Replacement	<u>\$23.00</u>	<u>\$8,142.00</u>	<u>\$46.00</u>	<u>\$16,284.00</u>	<u>\$50.00</u>	<u>\$17,700.00</u>
45.	156 LF Asphalt D/W & S/W Replacement	<u>\$20.00</u>	<u>\$3,120.00</u>	<u>\$19.00</u>	<u>\$2,964.00</u>	<u>\$62.00</u>	<u>\$9,672.00</u>
46.	18 LF Brick Drive Replacement	<u>\$60.00</u>	<u>\$1,080.00</u>	<u>\$97.00</u>	<u>\$1,746.00</u>	<u>\$60.00</u>	<u>\$1,080.00</u>
47.	2,038 LF ABC Stone in Driveways	<u>\$7.00</u>	<u>\$14,266.00</u>	<u>\$4.50</u>	<u>\$9,171.00</u>	<u>\$17.00</u>	<u>\$34,646.00</u>
48.	200 CY Rock Excavation	<u>\$85.00</u>	<u>\$17,000.00</u>	<u>\$121.00</u>	<u>\$24,200.00</u>	<u>\$150.00</u>	<u>\$30,000.00</u>
49.	172 CY Select Backfill	<u>\$22.00</u>	<u>\$3,784.00</u>	<u>\$9.00</u>	<u>\$1,548.00</u>	<u>\$30.00</u>	<u>\$5,160.00</u>
50.	20 CY Stabilization Stone	<u>\$40.00</u>	<u>\$800.00</u>	<u>\$56.00</u>	<u>\$1,120.00</u>	<u>\$40.00</u>	<u>\$800.00</u>
51.	100 EA Rock Silt Check Dam	<u>\$206.00</u>	<u>\$20,600.00</u>	<u>\$111.00</u>	<u>\$11,100.00</u>	<u>\$86.00</u>	<u>\$8,600.00</u>
52.	6 TN Rip Rap	<u>\$61.00</u>	<u>\$366.00</u>	<u>\$70.50</u>	<u>\$423.00</u>	<u>\$62.00</u>	<u>\$372.00</u>

RIVERS AND ASSOCIATES, INC. BID TABULATION SHEET

OWNER: Warren County
 PROJECT: District No. 3, Phase III - Water System Improvements
 LOCATION: Warren County Memorial Library Conference Room
 BIDS OPENED: Tuesday, September 20, 2011 @ 2:30 pm

CONTRACTOR ADDRESS		Triangle Grading & Paving, Inc. P.O. Drawer 2570 Burlington, NC 27215 17456/5%	Key Constructors, Inc. P.O. Box 698 Clarksville, VA 23927 51194/5%	Haymes Brothers, Inc. 440 Hawkins Road Chatham, VA 24531 7276/5%			
LIC#/BID BOND							
ITEM NO.	QTY. UNIT DESCRIPTION	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
53.	680 LF Silt Fence	<u>\$2.80</u>	<u>\$1,904.00</u>	<u>\$2.00</u>	<u>\$1,360.00</u>	<u>\$7.00</u>	<u>\$4,760.00</u>
54.	600 SY Matting for Erosion Control	<u>\$2.50</u>	<u>\$1,500.00</u>	<u>\$2.00</u>	<u>\$1,200.00</u>	<u>\$4.00</u>	<u>\$2,400.00</u>
55.	8 EA Buried Pipeline Warning Sign	<u>\$200.00</u>	<u>\$1,600.00</u>	<u>\$100.00</u>	<u>\$800.00</u>	<u>\$2.15</u>	<u>\$17.20 *</u>
*56.	112,250 LF Pipeline Pressure Testing, Disinfection, Cleanup & Seeding	<u>\$1.70</u>	<u>\$190,825.00</u>	<u>\$1.75</u>	<u>\$196,437.50</u>	<u>\$2.05</u>	<u>\$230,112.50</u>
57.	2 EA Project Sign	<u>\$650.00</u>	<u>\$1,300.00</u>	<u>\$1,200.00</u>	<u>\$2,400.00</u>	<u>\$1,000.00</u>	<u>\$2,000.00</u>
58.	1 EA Testing Allowance	<u>\$2,500.00</u>	<u>\$2,500.00</u>	<u>\$2,500.00</u>	<u>\$2,500.00</u>	<u>\$2,500.00</u>	<u>\$2,500.00</u>
TOTAL OF ALL BID PRICES		<u>\$1,860,997.00 *</u>		<u>\$1,948,266.10 *</u>		<u>\$2,366,106.70 *</u>	
* The total price bid for this item shall be at least 20% of the total price bid for all scheduled unit price pipelines (Item No.'s 5-13)		Total 5-13	<u>\$935,056.00</u>	Total 5-13	<u>\$873,910.00</u>	Total 5-13	<u>\$1,142,030.00</u>
		20% of Total	<u>\$187,011.20</u>	20% of Total	<u>\$174,782.00</u>	20% of Total	<u>\$228,406.00</u>
List of Proposed Subcontractors		Submitted		Submitted		Submitted	
List of Proposed Suppliers		Submitted		Submitted		Submitted	
List of Proposed References		Submitted		Submitted		Submitted	
Contractor's Qualification Statement		Submitted		Submitted		Submitted	
Compliance Statement (RD 400-6)		Submitted		Submitted		Submitted	
RD Instruction 1940-Q, Exh. A-1, Certification		Submitted		Submitted		Submitted	
Certification Regarding Debarment, etc. (AD-1048)		Submitted		Submitted		Submitted	
Total Value of Minority Business Contracting (MB-1)		\$187,000.00		\$244,180.00		\$527,661.38	
Listing of Good Faith Efforts (MB-2)		125 Points		50 Points		85 Points	
Intent to Perform Contract with own Workforce (MB-3)		Not Submitted		Not Submitted		Submitted	

Meeting Date: October 3, 2011

Item # 14-A

SUBJECT: Warren County Board of Education Revised Lease Agreement

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

SUMMARY: A revised Lease Agreement that includes the former New Tech High School Cafeteria Building to expand the existing Senior Center facilities and activities.

Lease Term: September 20, 2011 to September 20, 2021. No rental fee.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

NORTH CAROLINA

WARREN COUNTY

THIS LEASE, made and executed in duplicate originals this the 20th day of September, 2011, by and between the Board of Education of Warren County, a body corporate and politic, hereinafter called the "Lessor", and the Warren County Board of Commissioners, hereinafter called the "Lessee",

WITNESSETH:

THAT, the Lessor does hereby lease unto the Lessee that one-story, brick building located on the Hawkins Educational Center campus known as the Senior Citizens building and that one-story, brick building known as the cafeteria building.

1. The terms of this lease shall be from September 20, 2011 to September 20, 2021 or until such time as the Lessor shall notify the Lessee that said premises are needed for school purposes. Such certification of need shall be established by the School Board as then constituted, and the Lessee shall be given ninety days' notice prior to the termination of said terms of lease.
2. It shall be the responsibility of the Lessee to obtain and maintain fire insurance coverage on the leased property. The Lessee may provide said fire insurance under the Lessor's present policy, if the Lessee reimburses the Lessor for that portion of the premium which reflects coverage upon the leased property. If Lessee elects to purchase a separate fire insurance policy, said policy must be in amount set by the Board and documentation of such coverage must be furnished to Lessor. Lessor shall be the loss payee under any and all policies of insurance.
3. The Lessee shall obtain, at no expense to the Lessor, separate metering mechanisms for all utilities to be used in connection with the lease of said premises, and the Lessee shall be liable for payment of said utilities.

4. The Lessee shall be responsible for any repairs relating to day-to-day maintenance arising out of the normal use of said premises. Lessor may annually inspect the premises to determine if they are being properly used and maintained.
5. Major renovations or alterations of the premises by the Lessee will be permitted only by prior approval of the then constituted Board of Education.
6. The Lessee agrees to hold harmless and safe from any liability, the Lessor from any claim arising out of the Lessee's use of said premises.
7. The Lessee has been in possession of that one-story, brick building located on the Hawkins Educational Center campus known as the Senior Citizens building under the terms and conditions of a previous lease.

LESSOR:

THE WARREN COUNTY BOARD OF EDUCATION

By: 
Chairman

Attest: 
Secretary

LESSEE:

WARREN COUNTY BOARD OF COMMISSIONERS

By: _____
Chairman

Attest: _____
Secretary

STATE OF NORTH CAROLINA

COUNTY OF WARREN

I, Deborah H. Cox, a Notary Public of said County and State, do hereby certify that Ray V. Spain, personally known to me, personally appeared before me this day and acknowledged that he/she is the Secretary of the Warren County School Board of Education, and that by authority duly given and as the act of the said Board of Education, the foregoing Lease was signed in its name by its Chairperson and attested by him/her as its Secretary.

WITNESS my hand and notarial seal on this 20th day of September, 2011.

Deborah H. Cox
NOTARY PUBLIC

My commission expires: July 17, 2016



STATE OF NORTH CAROLINA

COUNTY OF WARREN

I, _____, a Notary Public of said County and State, do hereby certify that _____, personally known to me, personally appeared before me this day and acknowledged that he/she is the Secretary of the Warren County Board of Commissioners, and that by authority duly given and as the act of the said Board of Commissioners, the foregoing Lease was signed in its name by its Chairperson and attested by him/her as its Secretary.

WITNESS my hand and notarial seal on this _____ day of _____, 2011.

NOTARY PUBLIC

My commission expires: _____

SUBJECT: FY 12 County Budget Appropriation for Warren County Schools

REQUESTED BY: Dr. Ray Spain, Superintendent

SUMMARY: Request is submitted by the Warren County Board of Education to revise how they wish to allocate the County's FY 12 budget appropriation. The revised plan includes using State Lottery funds in the amount of \$577,000 in lieu of County general funds to replace the high school roof. The \$577,000 allocated in the schools budget would be used to purchase two modular units in lieu of leasing them, an activity bus, replacement furniture, and renovation of the WCMS media center. After those expenditures are made, there would be approximately \$105,209 remaining in the Schools budget (allocation for modular unit lease) that could be placed in a County CIP account for the school system's future capital needs.

FUNDING SOURCE: State Lottery Funds & General Fund

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of application for lottery funding and proposed use of Warren County School's general fund appropriation.

NOTES:



WARREN COUNTY SCHOOLS

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

Phone: 252-257-3184
Fax: 252-257-5357
www.wesck12.org

September 26, 2011

Ms. Linda Worth, County Manager
County of Warren
PO Box 619
Warrenton, NC 27589

Dear Ms. Worth:

As we discussed earlier, the Warren County Board of Education is proposing the use of state lottery funds for the Warren County High School roofing project. The County Commissioners previous approved a \$577,000.00 capital outlay project for the high school roof. Our proposal would effectively be an even switch, the the funding source for the high school roof project. This proposal will benefit both the Board of Education and County Commissioners as well as save county money and provide funding for much needed capital outlay projects. During the past two years our lottery funds has increased to allow us to cover the roofing project. Lottery fund regulation will not allow us to purchase the current modular unit at Warren New Tech High School (WNTHS) nor purchase the proposed new unit at Warren Early College (WECHS).

We are currently paying an annual lease for both units which will exceed the purchase price for both units in six years. While the annual lease cost may be affordable, it does create an annual request (and obligation for the school board and commissioners) for funding of the leases over the next several years. The County Commissioners may also be able to save the current lease appropriation of \$105,209.00 since it would not be needed in our proposal to purchase the modular unit for Warren Early College High School.

Enclosed is the detailed page for use of lottery funds with background information (Attachment B). I discussed this proposal to swap out the cost of the roof project using lottery funds so that we can receive funds from the County commissioners which would allow us to fund capital outlay projects. Based on our proposal, the Board of Education voted to approve the application for the use of Lottery Funds. This application (Attachment A), was approved at the September 20, 2011 Board Meeting. We are requesting lottery funds in the amount of \$577,000 to fund the Warren County High School roof replacement.

This would allow the school district to fund the purchase of modular units at WNTHS and the proposed modular unit at WECHS. This action will save a substantial saving of money by eliminating leasing on the two modular buildings. We are also proposing to purchase a needed activity bus, replacement furniture as well as the renovation of Warren County Middle School's media center.

Ms. Linda Worth
September 26, 2011
Page 2

Thank you for taking this request to the Board of County Commissioners. I will be happy to address any questions about this request prior to or during your next meeting of the Board of County Commissioners.

Sincerely

Ray V. Spain, Ed.D.
Superintendent

CC: Dr. Charles Grady, Chairman – Warren County Board of Education
Stanley Williams, Finance Officer

Enclosure: Attachment A: Lottery Application
Attachment B: Purchase vs Lease of Mobile Classroom Units

**APPLICATION
PUBLIC SCHOOL BUILDING CAPITAL FUND
NORTH CAROLINA EDUCATION LOTTERY**

Approved: _____

Date: _____

County: WarrenContact Person: Stanley E. WilliamsLEA: Warren County Public SchoolsTitle: Business Adm/Finance OfficerAddress: 109 Cousin Lucy's Ln. Warrenton, NcPhone: (252)257-3184Project Title: Warren County High School Roofing RepairLocation: 149 Campus Drive Warrenton, NC 27589Type of Facility: Educational Facility

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2. Further, G.S. 115C-546.2 (d) has been amended to include the following:

(3) No county shall have to provide matching funds...

(4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.

(5) A county may not use monies in this Fund to pay for school technology needs.

As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. **Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.**

Short description of Construction Project: Roofing Repairs to Warren County High School structure.

Estimated Costs:

Purchase of Land _____	\$ _____
Planning and Design Services _____	_____
New Construction _____	_____
Additions / Renovations _____	577,000.00
Repair _____	_____
Debt Payment / Bond Payment _____	_____
TOTAL _____	\$ _____ 577,000.00

Estimated Project Beginning Date: 11/15/2011Est. Project Completion Date: 3/15/2012

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 577,000.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature — Chair, County Commissioners)

(Date)

(Signature — Chair, Board of Education)

(Date)

**Purchase vs Lease
of Modular Classroom Units
2011-2012**

Revenue:

Public School ADM Unallocated Balance	4,256.59
Lottery Unallocated Balance	<u>660,431.56</u>
	664,688.15

County Approp. For:

WCHS Roof	577,000.00
WECHS Modular Unit	<u>105,209.00</u>
	682,209.00

Lease:	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>	<u>Total</u>
Warren New Tech High	28,664.28	28,664.28	28,664.28	28,664.28	28,664.28	28,664.28	171,985.68
Warren Early College High	42,809.88	42,809.88	42,809.88	42,809.88	42,809.88	42,809.88	256,859.28
Additional Set up cost in year 1	<u>66,085.62</u>						66,085.62
	137,559.78	71,474.16	71,474.16	71,474.16	71,474.16	71,474.16	494,930.58
Purchase:							
Warren New Tech High	204,250.00						
Warren Early College High	231,896.85						
Add. Set up cost less tear down	<u>45,687.50</u> (save tear down cost of 20,398.12)						
Total Purchase cost	481,834.35						

We can apply for Lottery to replace the WCHS roof since the purchase of modular units are not allowed with Lottery funds. This would allow us to - with the approval of the County Commissioners and Board of Education - (1) Replace the roof at WCHS, (2) Purchase NTH and Early College mobile units, (3) Purchase an activity bus, replace WCMS media center carpet and purchase media furniture, and (4) allow Warren County Commissioners to retain the \$105,209 allocated for WEC mobile units as well as eliminate the continued lease of these units.

Meeting Date: October 3, 2011

Item # 15-A

SUBJECT: County Manager

REQUESTED BY: Linda T. Worth, Warren County Manager

SUMMARY: Atlantic Energy Concepts Contract Change Orders #1 and #2 for the Energy Efficient Lighting Project are presented for the Board's information. The net effect of both change orders is to increase the original contract price of \$129,273.41 to \$134,259.24. All contract work has been completed and we are moving forward to close-out the project.

FUNDING SOURCE: ARRA grant funds and Progress Energy Incentive Funds

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

1. Change Order #1

Due to additional funds remaining in the energy efficiency lighting project grant, Change Order #1 was implemented to add lighting upgrades for the Detention Center Building to Atlantic Energy Concepts' contract. The effect of this change order was an increase in the contract amount from \$129,273.41 to \$147,113.41.

2. Change Order #2

Revisions to the scope of work outlined in the Atlantic Energy Concepts' contract to remove the Free Clinic Finance Building, and Former Doctor's Office Building necessitated Change Order #2. The effect of this change Order was a reduction in the revised contract amount of \$147,113.41 to a final contract price of \$134,259.24.

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LW*
DATE: September 28, 2011
RE: Atlantic Energy Concepts Energy Efficient
Lighting Improvements Contract Change Orders

For the Board's information, please find attached copies of the following change orders to the ARRA funded Atlantic Energy Concepts Energy Efficient Lighting Improvements Contract:

1. Change Order #1

Due to additional funds remaining in the energy efficiency lighting project grant, Change Order #1 was implemented to add lighting upgrades for the Detention Center Building to Atlantic Energy Concepts' contract. The effect of this change order was an increase in the contract amount from \$129,273.41 to \$147,113.41.

2. Change Order #2

Revisions to the scope of work outlined in the Atlantic Energy Concepts' contract to remove the Free Clinic Finance Building, and Former Doctor's Office Building necessitated Change Order #2. The effect of this change Order was a reduction in the revised contract amount of \$147,113.41 to a final contract price of \$134,259.24.

All work has been completed under this contract. We are in the process of reconciling the project budget to facilitate project close-out.

Please feel free to contact me should there be any questions regarding this matter.

Attachments

Atlantic Energy Concepts

Your success is our commitment.

Main Office

129 Excelsior Drive
PO Box 14745
Reading, PA 19612
877.234.1134 *toll free*
610.916.5014 *fax*



Virginia Office

3715 Latimers Knoll Court
Suite 105
PO Box 3897
Fredericksburg, VA 22402-3897
877.234.1134 *toll free*
540.834.0195 *fax*



Florida Office

165 Casseekee Trail
Melbourne Beach, FL 32951
610.763.6100
610.916.5014 *fax*



Connecticut Office

92 Limewood Avenue
Suite A-4
Branford, CT 06405
877.234.1134 *toll free*
203.483.6839 *fax*



LightingPro Division

310 East State Road 135
PO Box 561
Morgantown, IN 46160
877.234.1134 *toll free*
812.597.0327 *fax*



www.atlanlicenergyconcepts.com

June 1, 2011

Debbie Formyduval
Warren County Board of Elections
309 N. Main St
Warrenton, NC 27589

RE: Proposal # 1933-2 lighting upgrades for the Detention Center building at 128 Rafter's Lane.

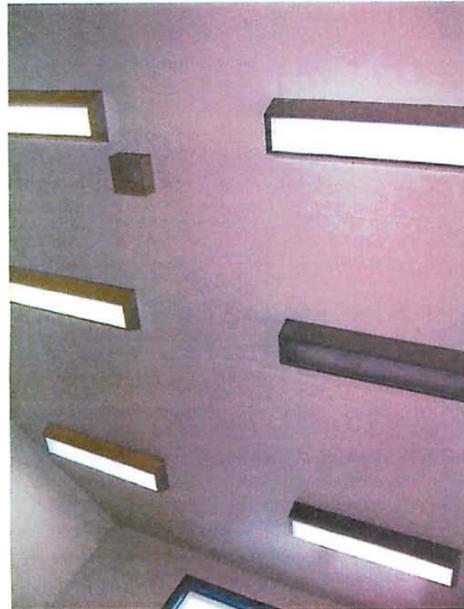
Dear Ms. Formyduval:

Atlantic Energy Concepts is pleased to provide a quotation for an upgrade to the lighting systems in the Warren County Detention Center. Our proposed design will reduce energy consumption, while providing a higher quality of light by using the latest T8 fluorescent lamp and ballast technology to replace existing T12 lamps and ballasts. When visiting the facility, we found the majority of the existing fixtures to be in good shape and not in need of replacement, so our quantities and strategy differ from that of the other contractor that has provided a quotation.

Our scope will include:

- Lamp and ballast retrofits of the existing 2 lamp one foot by four foot surface mount vandal proof fixtures with new high efficiency electronic ballasts and (2) 32W extended performance, long life T8 lamps. This includes ceiling mounted and wall mounted fixtures. This lamp and ballast combination will provide consistency with the materials used in the other buildings that have recently been retrofitted.
 - These fixtures also include a compact fluorescent "night light" on a magnetic ballast. This proposal includes retrofitting the night lights in these fixtures with long-life LED replacement lamps designed specifically for this application.
- Lamp and ballast retrofits of the existing 3-lamp and 2-lamp recessed 2'x4' lensed troffers with new high efficiency electronic ballasts and (2) 32W extended performance, long life T8 lamps. In this case, the existing 3-lamp T12 troffers will be de-lamped to 2-lamp T8.
- Replace the existing 48" surface wraparound luminaires that are in poor condition with new 48" surface wraparound luminaires using high efficiency electronic ballasts and (2) 32W extended performance, long life T8 lamps.
- The 8" x 12" surface mount fixtures (currently used in the showers and visitor booths) will remain as existing, as there is not an effective, cost efficient method to replace/ retrofit them.
- The shorter version of the wall mount vandal proof fixture that is used over sinks will remain as existing, as there is not an effective, cost efficient method to

replace/ retrofit them. However, the night light in these fixtures will also be retrofit with the LED replacement lamps designed for this application.



Our price of \$17,840 includes all labor, material (including sales tax), disposal and recycling for the work described above. Please contact me if you have any questions about this proposal.

Regards,

Kirk White, CLEP, LC
Senior Account Executive

 **Atlantic** Energy Concepts

Your success is our commitment.

▲ Reading, PA ▲ Fredericksburg, VA ▲ Morgantown, IN ▲ Melbourne Beach, FL ▲ Branford, CT ▲ 877.234.1134 toll free
▲ www.atlanticenergyconcepts.com

Meeting Date: October 3, 2011

Item # 15-B

SUBJECT: County Manager's Report

REQUESTED BY: Linda T. Worth, Warren County Manager

SUMMARY: Having been granted authority to approve contracts up to but not to exceed \$50,000, County Manager's Report of contracts approved is presented for the Board's information.

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 *LJW*
DATE: September 27, 2011
RE: Notice of Contracts Approved by the County Manager

*Entire document
distributed in
separate e-mail.*

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:

2010 CDBG Contingency Grant Project

Kerr-Tar Regional Council of Governments
P.O. Box 709
Henderson, NC 27536

Proposal and contract with the Kerr-Tar Council of Governments to provide program administrative services for the County's 2010 \$250,000 CDBG contingency grant funded water hook-up project. Funds are appropriated in the grant to pay for administrative services and service delivery.

Economic Development Commission

M. Benjamin Finch
150 Crestwood
Henderson, NC 27536

This is the final one-month extension to the EDC Contractor Service Agreement for the provision of economic development consulting services through September 30, 2011. Lapsed salaries and fringes in the EDC departmental budget are being used to pay for this consulting contract.

Warren County EMS

Biomedical Alternatives
2174 Clover Hill Rd.
Dayton, VA 22821

Annual renewal maintenance agreement to cover the cardiac care equipment at Warren County EMS. The contract cost of \$960 is budgeted in the EMS departmental budget.

2008 CDBG Scattered Site Housing Program

A.R.E. Mechanical
P.O. Box 988
Henderson, NC 27536

Urgent repair contract bid on 8/15/11 for property located at 1007 No Bottom Rd., Warrenton was awarded to low bidder, A.R.E. Mechanical, at a contract price of \$4,568. Funds will come from the 2008 Scattered Site CDBG grant to pay for this contract work.

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

Attachments

Meeting Date: October 3, 2011

Item # 15-C

SUBJECT: County Manager's Report

REQUESTED BY: Linda T. Worth, Warren County Manager

SUMMARY: County Manager's Report of activities for September, 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:



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

Administration

- Furlough Day (9/2/11)
- Labor Day Holiday (9/5/11)
- Prepared for and attended Board of Commissioners public hearing and regular meeting (9/6/11)
- Met with representative from E-NC Authority and IT/GIS Administrator to discuss the County's broadband needs (9/7/11)
- Met with Superintendent of Schools to discuss Schools' FY 12 budget (9/7/11)
- Participated in start-up meeting for CDBG contingency grant funded hook-up project with reps from Community Investment & Assistance, Warren County, and Kerr-Tar COG (9/8/11)
- Attended Seven Habits of Highly Effective People Session (9/9/11)
- Attended Kerr Lake Regional Water System Advisory Board meeting (9/12/11)
- Attended JCPC Advisory Board meeting (9/12/11)
- Attended Region K Manager's Meeting in Butner, NC (9/13/11)
- Met with Golden LEAF President and Warren County citizens to discuss Warren County's participation in the Community Investment Assistance process (9/14/11)
- Met with county staff and representatives from Granville Communications re: Radio Tower Project (9/14/11)
- Met with Senior Center participants to share information on new CDBG funded projects (9/15/11)
- Chaired the quarterly Vance-Warren-Granville-Franklin CJPP Advisory Board meeting (9/16/11)
- Annual Leave (9/21-23/11)
- Met with representatives from O'Brien Gere, Public Utilities Director, and Director of Wastewater Treatment Plant to discuss WWTP Asset Management Plan (9/27/11)
- Attended Emergency Management Class at VGCC (9/28/11)
- Attended Town of Warrenton Small Town discussion meeting (9/28/11)
- Office Safety Training (9/30/11)
- Met with Interim Cooperative Extension Director to discuss GreenTech project (9/30/11)

Other Activities

- Attended Reception for outgoing Warrenton Town Manager (9/27/11)
- Attended Warren County Health Department's Annual Health Night Out (9/28/11)
- Attended Warren County Senior Center's Women's Health & Fitness Day (9/28/11)
- Attended Soil Conservation's Annual Ecology Field Day at WCMS (9/29/11)
- Attended EMS Station #2 Dedication & Open House (9/29/11)
- Attended Growing Local Project Meeting (9/29/11)

Project Updates

Construction/Renovation Projects

EMS Satellite Facility #2

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

In-House Repair & Renovation Projects

Work on the former Doctor's Office building that will house County Administration is approximately 80% complete at this time. County Administrative offices are tentatively scheduled to move to the new location the week of 10/17/11.

CDBG Projects

2008 Scattered Site Housing CDBG Project

A close-out public hearing for this project is scheduled for October 3, 2011.

Ephraim Place Subdivision CDBG Housing Project

Warren Family Institute is moving forward to identify potential homeowners for the four homes to be constructed in the subdivision so the CDBG portion of this project can be closed out.

2010 CDBG Contingency Hook-Up Project

The County has received \$250,000 in CDBG contingency funds to hook-up qualified citizens to the public water system and make urgent repairs to owner occupied homes. We have had one public meeting at the Senior Center to promote this grant funded project to citizens to increase our list of potentially qualified participants for this project.

SUBJECT: County Manager's Report

REQUESTED BY: Linda T. Worth, Warren County Manager

SUMMARY: Request to extend Interim Cooperative Extension Director's appointment through 12/31/2011, if vacancy is not filled prior to said date. Terms are the same as prior appointment.

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

FUNDING SOURCE: Lapsed salaries in the Cooperative Extension departmental budget.

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LJW*
DATE: September 30, 2011
RE: Request to Extend Interim Cooperative Extension Director's Appointment

As you are aware, Mr. Paul Westfall, Granville County's Cooperative Extension Director, was initially appointed on March 15, 2011 as Interim Warren County Extension Director to fill the vacancy created by the resignation of Mr. Tyrone Fisher. Mr. Westfall has served two three-month terms in this interim capacity. His current term ends today, September 30, 2011. Due to our vacant position not yet being filled by NC State University, I am respectfully requesting the Board's approval to extend Mr. Westfall's interim appointment an additional three (3) months from October 1, 2011 through December 31, 2011 at the same terms. Mr. Westfall is willing to serve in the interim capacity for three additional months. It is my understanding that Granville County is also amenable to this continued shared arrangement.

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

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

Funds to pay Warren County's share of Mr. Westfall's salary/fringes would come from lapsed salaries and fringes in the Cooperative Extension Service departmental budget. Should the vacant position be filled prior to 12/31/11, this interim arrangement with Mr. Westfall would be terminated.

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

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

NC STATE UNIVERSITY

Warren County Center
North Carolina Cooperative Extension
158 Rafter's Lane
Warrenton, NC 27589
Phone: (252) 257-3640
Fax: (252) 257-5616

September 30, 2011

Linda Worth
Warren County Manager
105 Front Street
P O Box 619
Warrenton NC 27589

Re: Warren County Extension Director Position

Dear Ms. Worth:

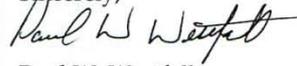
I spoke with Jim Cowden to get an update on the status of the Warren County CED position. At this time, NC State University is still installing an upgrade to their Human Resources software, and it is taking longer than expected. Mr. Cowden did say that he intends to advertise the Warren County CED position as soon as he gets the approval to do so. He anticipates that will happen once the software upgrade is complete.

Since the exact date that the position will be advertised has not yet been determined, and the hiring process does take some time with the screening and interview process at the University and County levels, Mr. Cowden is requesting that the agreement for me to serve as Interim CED for Warren County be extended through December 31, 2011.

I anticipate that the hiring process will take most of this time, and that we can expect that the position will be filled sometime in mid-December, 2011 or early January 2012. I am agreeable to continuing this arrangement for the next three months. I sincerely hope that this meets with the approval of the Warren County Commissioners.

Please let me know if you have questions. I will keep you up to date on the hiring process, which should begin within a month.

Sincerely,



Paul W. Westfall
Interim County Extension Director

Cc: Jim Cowden

Meeting Date: October 3, 2011

Item # 16

Closed Session
in accordance with
§ 143-318.11

**(3) Attorney/Client Privileged
Information**

&

(6) Personnel Matters

Adjourn

October 3, 2011

Meeting

