

*WARREN COUNTY
BOARD OF COMMISSIONERS*

November 7, 2011

5:15 – Public Hearing

5:30 – Public Hearing

5:45 – Public Hearing

Special Recognition

6:00 PM – Regular Meeting

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

November 7, 2011
5:15 PM – Public Hearing

Department of
Transportation (DOT)
Petition Request to
Abandon a Portion of
Spain Road (SR 1203).

Public Hearing Agenda

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

NORTH CAROLINA
WARREN COUNTY

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

Notice of
Public Hearing
Re: Request to abandon
portion of Spain Rd.

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:

Oct. 26 20 11
Mary Lou Cheek
Editor or Office Manager

Sworn to and subscribed before me this
27 day of October, 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 has scheduled a public hearing to hear citizen comments regarding Department of Transportation Petition Request to Abandon a Portion of Spain Road (SR 1203). This public hearing will be held Monday, November 7, 2011 at 5:15 pm in the Warren County Armory Civic Center, 501 US Hwy 158 Business, East, Warrenton, NC 27589.

Written comments should be addressed to:

Linda T. Worth
Warren County Manager
105 South Front St, PO Box 619
Warrenton, NC 27589
(252) 257-3115 phone
(252) 257-5971 fax
e-mail: adunlap@co.warren.nc.us

All interested citizens are encouraged to attend this public hearing.

Warren County Board of Commissioners
Barry Richardson, Chairman



Comments
from
Kenneth Norwood,
Petitioner



From: Mike Norwood [MNorwood@gateprecast.com]
Sent: Thursday, September 22, 2011 11:02 AM
To: 'adunlap@co.warren.nc.us'
Cc: ppulley@co.warren.nc.us
Subject: Petition for resolution of partial abandonment
Attachments: Road.pdf

Ms. Kearney-Dunlap:

I have had email correspondence with Ms. Pulley in your office. She directed me to send the attached information to you. What we are trying to do is get the area of state road 1203 (Spain Road) declared abandoned by the State DOT. I am not really sure how it needs to be done, but as you can see, the area is not used by automobiles, and is not being maintained by the State. We want to put a gate at the end so that people cannot ride golf carts and such through the area. This is a huge problem, especially during the summer. We had someone vandalize some areas on the farm this summer, and also had equipment stolen, and taking this step will help us to protect things better. Please let me know if there is further information you need, and I will get it to you. I am more than willing to appear at the Board meeting to speak about the matter. Please let me know if I need to schedule anything or what I need to do to attend, as I would like to do so.

Thanks in advance for the help.



Michael Norwood
Estimator
Gate Precast Company
3800 Oxford Loop Road
P.O. Box 1604
Oxford, NC 27565
919-603-6237 (office)
919-603-0580 (fax)

Warren County Commissioners

Dear Board of Commissioners:

I am writing this letter in hopes to get a piece of road right of way changed back to our possession. This piece of state road 1203 has not been maintained in my lifetime of 38 years, and I do not know how long before that. My grandmother passed away in February of this year, and is still listed as a landowner. I am signing and doing this in her name and in the name of my great aunt, Nancy Spain, who is also part landowner and wants this to occur. We only want the area in question, which is approximately 75 ot 100 feet and shown on the attached maps to taken off the NC DOT maps as being maintained. The issue is with people from across the field having young children drive through this area at all times of the day night on golf carts and four wheelers. We want this to cease, and in order to do so, need the ability to put up a gate. As you can see from the arial photograph, we have agriculture products growing on both sides of this area, and this area is not being maintained by the State. Please help us to get this done as soon as possible.

Sincerely,

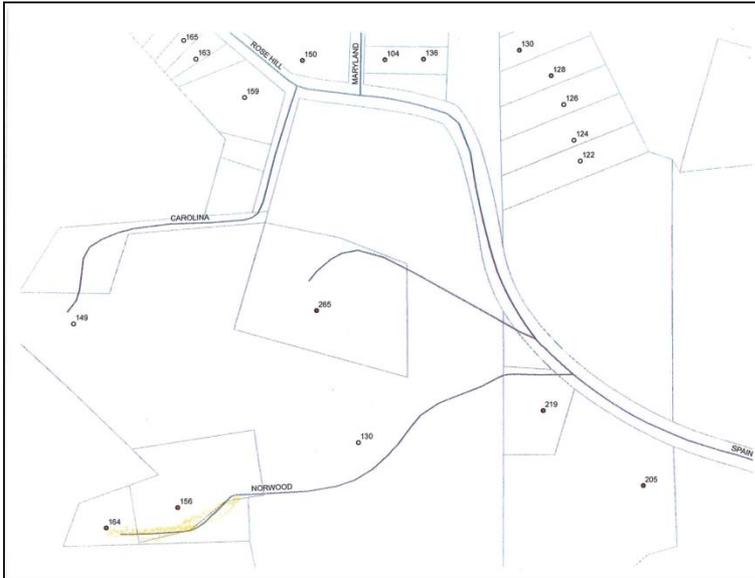


Kenneth Michael Norwood

North Carolina Department of Transportation
Division of Highways
Abandonment Petition

North Carolina

County of WARREN



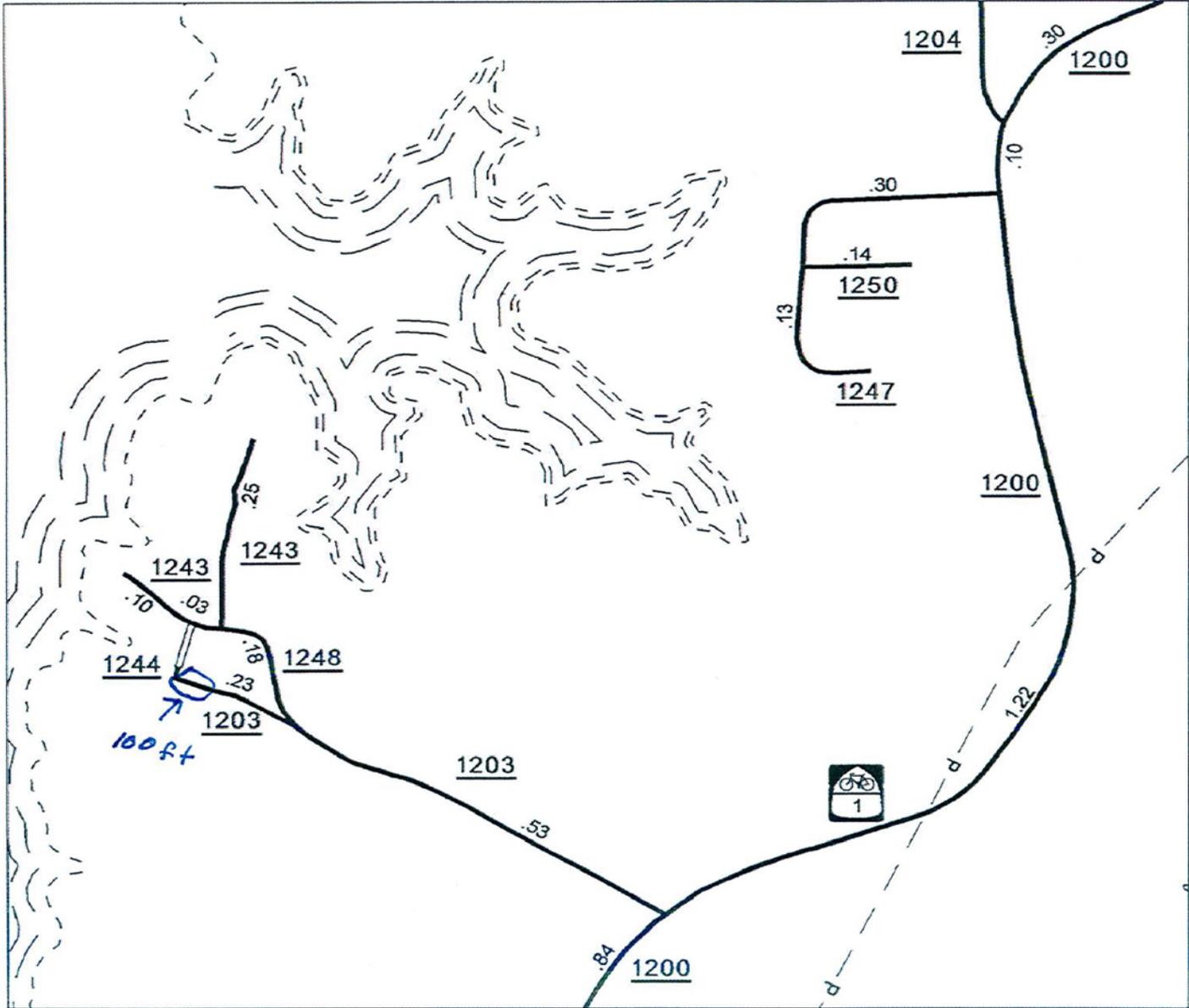
Petition request for the abandonment of Secondary Road #1203 (portion) from the State.

Maintained System

We the under signed, being all of the property owners on Secondary Road #1203 (portion)
in Warren County do hereby request the Division of Highways of the Department of
Transportation to abandon the road from the State Maintained System.

PROPERTY OWNERS

<u>Name</u>	<u>Address</u>
<u>NANCY SPAIN</u>	<u>265 Spain Road, Marion, NC 27553</u>
<u>K. Michael Norwood (an heir of Amy S. Norwood)</u>	<u>265 Spain Road, Marion, NC 27553</u>



From: Gordon Jones [gjones1541@sbcglobal.net]
Sent: Friday, October 14, 2011 8:24 PM
To: adunlap@co.warren.nc.us
Subject: SR 1203 (Spain Rd.)

Dear Mrs. Kearney-Dunlap,

Could you tell us which part of Spain Rd. the DOT wants to abandon?

The paved portion of SR 1203 that runs west northwest from SR 1200 for one kilometer is essential for access to our house and property. But the unpaved portion at the west end, while bordering part of our property, is not essential to us.

Any information you could give us would be helpful.

Thanks,

GK Jones

Gordon K. Jones
214 Spain Rd.
Manson, NC 27553
847-234-9074 (H)
847-502-0197 (Cell)
847-688-2100 x 3314 (O)
Gjones1541@sbcglobal.net
Gordon.jones@med.navy.mil
Gordon.jones2@va.gov



area of "road" in question.

Public Hearing Procedures

This hearing is being held to hear any persons who wish to be heard relative to Department of Transportation (DOT) Petition Request to Abandon a Portion of Spain Road (SR 1203).

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
- Two questions are allowed from each speaker.

*Warren County
Board of Commissioners*

- ▶ County Manager and/or Board Member Comments

- ▶ Adjourn Public Hearing

November 7, 2011
5:30 PM – Public Hearing

NC Board of
Transportation, Division
of Highways, Proposed
Secondary Road
Construction Program
2011–2012

Public Hearing Agenda

- ▶ Chairman call Public Hearing to Order
 - ▶ Clerk read Notice of Public Hearing
 - ▶ Comments from Stephen Winstead, P.E. District Engineer
 - ▶ Clerk read Rules of Citizen Comments
 - ▶ Citizen Comments
 - ▶ County Manager and/or Commissioner Comments
 - ▶ Adjourn Public Hearing
- 

LEGAL NOTICE

Notice of Public Hearing on Proposed Secondary Road Construction Program

Representatives of the North Carolina Board of Transportation and the Division of Highways will meet with the Warren County Board of Commissioners and other Citizens present on November 7, 2011 5:30 P.M. in the Armory Civic Center to discuss and advise of the proposed plans and proposals for the Annual Secondary Road Construction Program for Warren County.

The Proposed Program is posted in the Warren County Courthouse.

Please send us an affidavit of publication verifying that the above notice was published on the dates indicated: October 26, 2011 and November 2, 2011.

A handwritten signature in black ink, appearing to read "Stephen D. Winstead", with a long horizontal flourish extending to the right.

**Stephen D. Winstead, P.E.
District Engineer**

Comments
from
Stephen Winstead
P.E. District Engineer



NCDOT

SECONDARY ROAD PROGRAM

2011-2012

WARREN COUNTY

North Carolina Department of Transportation
Secondary Roads Construction Program

Warren County

FY 2011-2012 Allocations	Highway Fund GS 136-44.5b	\$463,715.80
	Trust Fund GS 136-182	\$348,322.55
	Total	<u>\$812,038.35</u>

I. Paving Unpaved Roads Programmed Paving Goal: 0.00 Miles

A. Rural Paving Priority

*See attached schedule of previously funded Secondary Roads. We will continue to survey, draft plans and acquire right of way on additional unpaved secondary roads in priority order. Construction funding will be requested once all needed right of way has been acquired and the road is ready to build.

II. General Secondary Road Improvements

A. Paved Road Improvements

Various	Countywide Maintenance to include Widening, Strengthening, Spot Stabilization, Safety Projects, etc.	\$812,038.35
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Subtotal \$812,038.35

III. Trust Fund Safety Improvements (GS 136-182)

<u>SR No.</u>	<u>Length (Miles)</u>	<u>Project Description</u>	<u>Est. Cost</u>

Subtotal \$0.00

IV. Funds reserved for surveying, right of way acquisition, road additions, contingencies, overdrafts, and paving entrances certified fire departments, rescue squads, etc.

Subtotal \$0.00

GRAND TOTAL \$812,038.35

**ROADS WITH UNAVAILABLE RIGHT OF WAY
2011-2012**

Warren County

RURAL ROADS

<u>SR Number</u>	<u>Name</u>	<u>Length (mi.)</u>
1220	Ellington Road	0.60
1627	Old Neck Road	0.90
1322A	King Road	0.50
1606A	Baltimore Church Road	0.90
1125	Afton Road	0.40
1301	Wallace Paschall Road	0.20
1312	Boyd Stegall Road	1.60
1612	Old Mill Road	0.76
1501	Pete Burrows Road	0.22
1533	John Shearin Road	1.30

SUBDIVISION ROADS

<u>SR Number</u>	<u>Name</u>	<u>Length (mi.)</u>
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SUMMARY

Number of roads on list
Total length of roads

10
7.38

Unpaved Secondary Roads Summary Report

Wednesday, September

1:39:30 PM

WARREN					ROAD LENGTHS										BUS					
S/R	PR	FZ	SU	HL	NAME	PAV	UNP	TOTAL	PRG	HOM	P/H	SCH	CH	BS	IN	RF	#B	RT	TRAF	T/F
1308	1	X	R	N	DRAKE ROAD	0	2.1	2.1	2.1	2	0	0	0	0	2	0	0	N	34	F
1127 A	2	X	R	N	STEWART ROAD PART 2	0	0.6	0.6	0.6	2	0	0	0	0	0	0	0	N	47	N
1223	3	X	R	N	JOHN EDWARDS ROAD	0	2	2	2	5	0	0	0	0	0	0	1	Y	86	F
1240	4	X	R	N	BLUE MUD SWAMP RD.	0	0.55	0.55	0.55	2	0	0	0	0	0	0	0	Y	75	N
1529	5	X	R	N	BIG REID ROAD	0	1	1	1	4	0	0	0	0	0	0	0	N	52	H
1249	6	X	R	N	MEADOWS RD	0	0.27	0.27		3	0	0	0	0	0	0	0	Y	48	N
1121	7	X	R	N	BOYD FARM ROAD	0	2	2		3	0	0	0	1	0	0	0	N	51	F
1339	8	X	R	N	HAITHCOCK ROAD	0	0.4	0.4		2	0	0	0	0	0	0	0	N	61	N
1503	9	X	R	N	BOB LYNCH ROAD	0	0.6	0.6		4	0	0	0	1	0	0	0	N	36	N
1316	10	X	R	N	BEEF TONGUE ROAD	0	1.7	1.7		1	0	0	0	0	0	0	0	Y	46	F
1359	11	X	R	N	PEARSON ROAD	0	0.5	0.5		3	0	0	0	0	0	0	0	N	49	N
1611	12	X	R	N	OLD MILL ROAD	0	1.3	1.3		5	0	0	0	0	0	0	0	Y	31	N
1601	13	X	R	N	LEMUEL BULLOCK ROAD	0	0.25	0.25		1	0	0	0	1	0	0	0	Y	34	N
1633	14	X	R	N	RIDDLEY POWELL ROAD	0	1.5	1.5		2	0	0	0	0	0	0	0	Y	40	N
1527	15	X	R	N	BELLE SHEARIN ROAD	0	0.2	0.2		2	0	0	0	0	0	0	0	N	45	N
1307 A	16		R	N	DR. PEETE RDPART2	0	3.7	3.7		1	0	0	1	0	0	0	0	Y	134	F
1318 A	17		R	N	OLD MACON HWY	0	1.7	1.7		3	0	0	0	0	0	0	0	Y	50	F
1624	18		R	N	SHERIFF DAVIS ROAD	0	0.8	0.8		0	0	0	0	0	0	0	0	N	57	F
1216	19		R	N	ZION CHURCH ROAD	0	0.3	0.3		2	0	0	0	0	0	0	0	N	51	N

Wednesday, September 15, 2010

Page 1 of 3

WARREN					ROAD LENGTHS										BUS					
S/R	PR	FZ	SU	HL	NAME	PAV	UNP	TOTAL	PRG	HOM	P/H	SCH	CH	BS	IN	RF	#B	RT	TRAF	T/F
1628	20		R	N	E.A. TURNER ROAD	0	2.6	2.6		0	4	0	0	0	0	0	0	N	49	N
1641	21		R	N	OTIS CLARK ROAD	0	1	1		2	0	0	0	0	0	0	1	N	26	F
1235	22		R	N	BENDER ROAD	0	0.5	0.5		2	0	0	0	0	0	0	0	N	31	N
1318 C	23		R	N	VAUGHAN MILL RD	0	0.01	0.01		0	0	0	0	0	0	0	0	N	41	N
1317	24		R	N	FRAZIER-ROSE STREET	0	0.1	0.1		2	0	0	0	1	0	0	0	N	19	N
1642	25		R	N	CLAUDE COLEMAN ROAD	0	0.7	0.7		1	0	0	0	0	1	0	0	N	24	N
1528 A	26		R	N	BILLSKINNERRD	0	2.5	2.5		0	0	0	0	0	0	0	1	Y	19	F
1150	27		R	N	FAIRVIEW ROAD	0	0.1	0.1		1	0	0	0	0	0	0	0	N	31	N
1347	28		R	N	KEARNS ROAD	0	0.4	0.4		3	0	0	0	0	0	0	0	N	18	N
1244	29		R	N	CAROLINA LANE	0	0.1	0.1		2	0	0	0	0	0	0	0	Y	12	N
1103	30		R	N	JOE JONES ROAD	0	0.4	0.4		2	0	0	0	0	0	0	0	N	12	F
1239	31		R	N	HAL PASCHALL	0	0.1	0.1		1	0	0	0	0	0	0	0	N	17	F
1635	32		R	N	OLD AVENUE	0	0.3	0.3		2	0	0	0	0	0	0	0	N	20	N
1512	33		R	N	REEDY CREEK ROAD	0	2.4	2.4		0	0	0	0	0	0	0	1	Y	10	F
1523	34		R	N	AIRLIE ROAD	0	0.25	0.25		0	0	0	0	0	0	0	0	N	19	F
1132	35		R	N	THAD DAVIS ROAD	0	0.6	0.6		2	0	0	0	0	0	0	0	N	12	N
1340	36		R	N	NICHOLSON ROAD	0	0.7	0.7		2	0	0	0	0	0	0	0	N	12	N
1203	37		R	N	SPAIN ROAD	0	0.1	0.1		1	0	0	0	0	0	0	0	N	15	N
1536	38		R	N	DAVIS DEAD END	0	0.7	0.7		1	0	0	0	0	0	0	0	N	15	N
1604	39		R	N	PETE BURWELL ROAD	0	0.4	0.4		0	0	0	0	0	0	0	0	N	15	H
1227	40		R	N	BURTON ROAD	0	0.6	0.6		1	0	0	0	0	0	0	0	N	13	N

<i>WARREN</i>				<i>ROAD LENGTHS</i>										<i>BUS</i>						
<i>S/R</i>	<i>PR</i>	<i>FZ</i>	<i>SU</i>	<i>HL</i>	<i>NAME</i>	<i>PAV</i>	<i>UNP</i>	<i>TOTAL</i>	<i>PRG</i>	<i>HOM</i>	<i>P/H</i>	<i>SCH</i>	<i>CH</i>	<i>BS</i>	<i>IN</i>	<i>RF</i>	<i>#B</i>	<i>RT</i>	<i>TRAF</i>	<i>T/F</i>
1514	41		R	N	BOB HARDY ROAD	0	0.6	0.6		1	0	0	0	0	0	0	0	N	13	N
1532	42		R	N	BRISTON BROWN ROAD	0	2.9	2.9		1	0	0	0	0	0	0	1	N	6	F
1375	43		R	N	JOHNSON FARM ROAD	0	0.17	0.17		1	0	0	0	0	0	0	1	N	8	N
1535	44		R	N	HALIFAX DE ROAD	0	0.2	0.2		1	0	0	0	0	0	0	0	N	6	N
1313	45		R	N	RICHARD GREENE ROAD	0	1	1		1	0	0	0	0	0	0	0	N	6	N
1516	46		R	N	CAPPS ROAD	0	2.4	2.4		0	0	0	0	0	0	0	0	N	5	H
1525	47		R	N	JOHN ALSTON ROAD	0	1.5	1.5		0	0	0	0	0	0	0	0	N	4	N
1124	48		R	N	PAINTER ROAD	0	0.6	0.6		0	0	0	0	0	0	0	0	N	3	N
<i>TOTAL ROAD LENGTHS</i>						<i>TOTAL</i>										<i>TOTAL</i>				
<i>PAV UNP TOTAL PRG</i>						<i>HOM P/H SCH CH BS IN RF #B</i>										<i>TRAF</i>				
<i>Total Roads:</i>	48					0	45.4	45.7	6.25	77	4	0	1	4	3	0	6		1508	

Construction schedule of previously funded Secondary Roads

Secondary Roads Improvements during the 2011-2012 Calendar Year

SR #	FROM	TO	LENGTH	DESCRIPTION	STATUS	SCHEDULE
SR 1515 (Rosser Road)	SR 1517	Existing pavement	2.10 mi	Grade, Drain, Base, Pave	Update Erosion Control Plans	Begin construction winter 11-12
SR 1602 (Hammie Mill Rd.)	SR 1600	End State Maintenance	0.90 mi	Grade, Drain, Base, Pave	Seeking Right of Way	-
SR 1506 (Vaughn Gin Rd.)	SR 1507	Dead End	0.70 mi	Grade, Drain, Base, Pave	Seeking Right of Way	-
SR 1308 (Drake Rd.)	SR 1306	SR 1309	2.10 mi	Grade, Drain, Base, Pave	Seeking Right of Way	-
SR 1127A (Stewart Rd.)	SR 1126	End State Maintenance	0.60 mi	Grade, Drain, Base, Pave	Updating Erosion Control Plans	Begin construction Spring 2012
SR 1240 (Blue Mud Swamp Rd)	SR 1321	End State Maintenance	0.70 mi	Grade, Drain, Base, Pave	Seeking Right of Way	-
SR 1223 (John Edwards Rd)	SR 1222	SR 1226	2.00 mi	Grade, Drain, Base, Pave	Seeking Right of Way	-
SR 1612 (Greentown Rd.)	NC 58	Existing Pavement	0.73 mi	Grade, Drain, Base, Pave	Seeking Right of Way	-
SR 1529 (Big Reid Rd) Partially Funded	US 158	SR 1350	1.00 mi	Grade, Drain, Base, Pave	Under Design	-
SR 1738 (Birch Lane)	SR 1377	SR 1378	0.20 mi	Grade, Drain, Base, Pave	Updating Erosion Control Plans	Begin construction Spring 2012

Public Hearing Procedures

This hearing is being held to hear any persons who wish to be heard relative to NC Board of Transportation, Division of Highways 2011-2012 Proposed Secondary Road Construction Program

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
- Two questions are allowed from each speaker.

*Warren County
Board of Commissioners*

- ▶ County Manager and/or Board Member Comments

- ▶ Adjourn Public Hearing

*November 7, 2011
5:45 PM – Public Hearing*



**WARREN COUNTY SOLID WASTE
MANAGEMENT PLAN**

Three Year Update

JULY 1, 2012 – JUNE 30, 2022

Public Hearing Agenda

- ▶ Chairman call Public Hearing to Order
 - ▶ Clerk read Notice of Public Hearing
 - ▶ Comments from Marshall Brothers, Public Works Director
 - ▶ Clerk read Rules of Citizen Comments
 - ▶ Citizen Comments
 - ▶ County Manager and/or Commissioner Comments
 - ▶ Adjourn Public Hearing
- 

NORTH CAROLINA
WARREN COUNTY

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

Warren Co. Board of
Commissioners Public Hearing
Re: Three year update
of Ten Year Solid Waste Mgmt.

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:

Oct. 26 20 11

Mary Lou Cheek
Editor or Office Manager

Notice
Warren County Board of Commissioners
Public Hearing

Notice is hereby served that the Warren County Board of Commissioners has scheduled a Public Hearing for Monday, November 7, 2011, at 5:45 p.m. to hear citizen comments regarding:

Three-year update of the Ten-Year Solid Waste Management Plan (2012-2022) - In accordance with NCGS 130A-309.09B.

A copy of the Plan is available for review in the Warren County Memorial Library and on the Warren County website (www.warrencountync.com).

The public hearing will be held at the Warren County Armory Civic Center, 501 U.S. Highway 158 Business East, Warrenton, North Carolina. All interested citizens are urged to attend this meeting.

Barry Richardson, Chairman
Warren County Board of Commissioners



Sworn to and subscribed before me this

27 day of October, 20 11.

Lucille Lee Weldon
Notary Public

My commission expires: 12-6-14.

**Comments
from
Marshall Brothers
Public Works Director**



**A copy of the Proposed Plan has been
supplied to the Board of
Commissioners by hard copy and
e-mail.**

**The public can view the Proposed Plan
on the county web site at
www.warrencountync.com
select “online forms and downloads”.**

WARREN COUNTY ACCEPTS COOKING/VEGETABLE OIL

*Effective July 1, 2011, cooking/vegetable oil
is accepted at the
Warren County Convenience Centers.*



Warren County is committed to providing the residents cooking oil recycling services needed to sustain a healthy environment.

You should dispose of your used oil into the container provided at each Convenience Center. Please make sure that the vegetable oil does not contain water or trash and that the lid is firmly closed.

"A partnership for a Cleaner Warren County"

ELECTRONICS RECYCLING DEPOT

ACCEPTABLE ITEMS

Personal Computers, Monitors, LCD Screen/Flat Screen Monitors, VCRs, Radios, Stereos, DVD Players, Microwaves, Power Supplies, Rechargeable Batteries, Vacuums, Banking Equipment, Telephones, Pagers, Networking Equipment, Laptops, Keyboards, Mice, Power Cables, Medical Equipment (Non-Hazardous), Printers, Copy Machines, Fax Machines, Cell Phones, Transformers, Scanners, Portable Electronic Devices, Servers, HUBS, Ink Cartridges, Toner Cartridges, Remote Modems, Projectors, Cameras, and Televisions.

UNACCEPTABLE ITEMS

Refrigerators, Washing Machines, Clothes Dryers, Dish Washers, Mercury Containing Devices (Thermometers, Fire Alarms), Hazardous Chemicals/Materials, Light Bulbs, Florescent Tubes, and Bio-Waste.

LOCATIONS

Warren County Transfer Station
559 Baltimore Road
Warrenton, North Carolina 27589
(252) 257-2711

Convenience Site #1
Eaton's Ferry (SR #1334)
Long Bridge Fire House
Littleton, North Carolina 27850
(252) 586-2185

State of North Carolina

County of Warren

**RESOLUTION ACCEPTING AND ENDORSING THE SOLID WASTE
MANAGEMENT PLAN OF 2012 FOR WARREN COUNTY**

WHEREAS, the State of North Carolina has placed planning responsibility on local government for the management of solid waste; and

WHEREAS, the Warren County Board of Commissioners recognizes the need for an improved solid waste management system, as well as the need to control the cost associated with the same; and

WHEREAS, N.C. General Statute 130A-309.09A(b) requires each unit of local government, either individually or in cooperation with other units of local government, to update the Ten-Year Comprehensive Solid Waste Management Plan at least every three years; and

WHEREAS, the Board of County Commissioners did hold a public hearing to receive citizens' comments on its proposed solid waste management plan; and

WHEREAS, the proposed solid waste management plan was also presented to municipalities in the County with the Towns of Macon, Norlina and Warrenton endorsing same;

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

That Warren County's 2012 Three-Year Comprehensive Solid Waste Management Plan is accepted and endorsed and placed on file with Clerk to the Board on this day, _____ 2011.

WARREN COUNTY BOARD OF COMMISSIONERS

Barry Richardson, Chairman

ATTEST:

Angelena Kearney-Dunlap, Clerk to the Board

Public Hearing Procedures

This hearing is being held to hear any persons who wish to be heard relative to the Three-year update of the Ten-Year Solid Waste Management Plan (2012-2022).

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
- Two questions are allowed from each speaker.

*Warren County
Board of Commissioners*

▶ County Manager and/or
Board Member Comments

▶ Adjourn Public Hearing

Special Recognition

Warren County Senior Center
Arnetta Yancey, Director
Staff & Volunteers

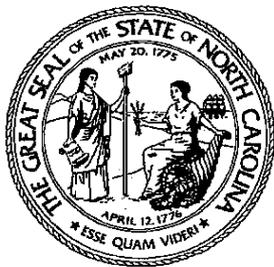
Center of Excellence
October 2011 – September 2016

North Carolina Division of Aging and Adult Services
Certificate of Excellence

Presented to

Warren County Senior Center

*Whereas the Warren County Senior Center in
Warrenton, North Carolina
has met all criteria and achieved recognition and is hereby declared a
Senior Center of Excellence for a five-year term.*



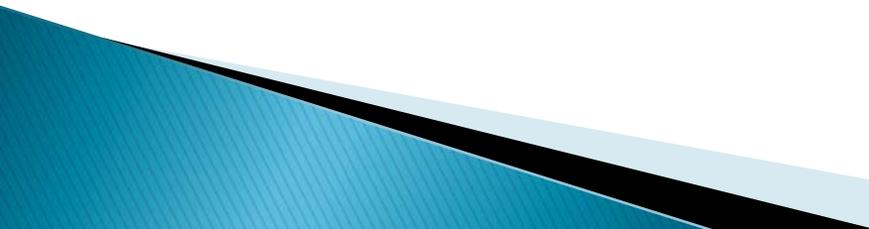
October 1, 2011-September 30, 2016

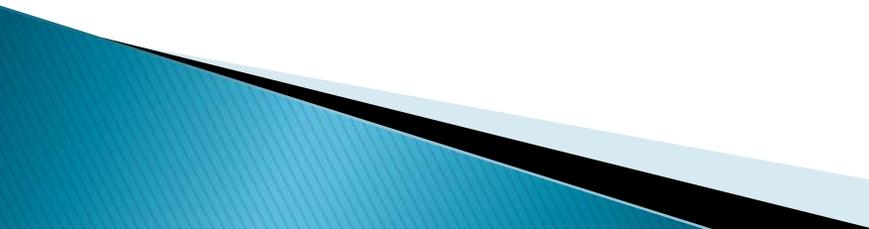
Dennis W. Streets
Dennis W. Streets, Director

6:00 pm
Call to Order November 7, 2011
Regular Monthly Meeting
By
Chairman or Designee

Agenda Item # 2
Moment of Silence

Agenda Item # 3
Conflict of Interest Disclaimer



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

Agenda Item # 4

Citizen Comments

Rules for Citizen Comments

Please sign up to speak.

The maximum time allotted to each speaker will be ____ 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: November 7, 2011

Agenda Item # 5

SUBJECT: Adopt November 7, 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

*November 7, 2011 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
Warren County Armory Civic Center, Commissioner's Meeting Room
WARRENTON, NORTH CAROLINA*

- 5:15 – Public Hearing – DOT Petition to Abandon a Portion of Spain Road
- 5:30 – Public Hearing – 2011-2012 Secondary Road Construction Program
- 5:45 – Public Hearing – Solid Waste Management Plan - Three Year Update

Special Recognition
Warren County Senior Center
Director, Staff & Volunteers

- 1 Call to Order Regular Monthly Meeting – 6:00 pm by Chairman
- 2 Moment of Silence
- 3 Conflict of Interest Disclaimer
- 4 Citizen Comments
- 5 Adopt November 7, 2011 Suggested Agenda
- 6 Consent Agenda
 - A. Approve Minutes October 3, 2011 – Public Hearing & Regular Monthly Meeting
 - B. Interest Income Report – Finance Director Barry Mayo
 - C. Tax Collector's Report – Tax Administrator Robert Mitchum
 - D. Tax Release Requests (Over \$100) – Tax Administrator Robert Mitchum
Tax Release Requests (Under \$100) - “ “ “ “
 - E. Employee Performance Bonds: Register of Deeds Yvonne Alston
Sheriff Johnny Williams

7. Reserved for Finance Office
8. Follow-Up to Public Hearings
 - A. Public Hearing – DOT Petition to Abandon a Portion of Spain Road – Kenneth Norwood
 - B. Public Hearing – 2011-2012 Secondary Road Construction Program – Stephen Winstead
 - C. Public Hearing – Solid Waste Management Plan - Three Year Update – Marshall Brothers
9. Board Appointments
 - A. Planning Board – David Duxbury
 - B. Kerr-Tar Workforce Development – Michael L. Palmer & Cathy Alston-Kearney
 - C. Health Board – Dr. E. Brown & Margaret Brake
 - D. Monument to Equality – Charles S. Grady
 - E. Juvenile Crime Prevention Council – Juwan Kearney & Jennifer Short
 - F. Child Protection Team – Patrick A. Card
10. Follow-Up to October 19th Work Session
 - A. Warren County Public Schools request for revised FY 2012 budget allocation – Dr. Spain
 - B. Request for Solid Waste Fee Waiver – Viola Alston
 - C. Building & Grounds Department Construction Division Funding Past 12-31-11
 - D. Veteran Services Office Request for Part-Time Office Assistant – Zaida White
 - E. DSS Proposed Position Reclassification Plan & Salary Adjustments – Jeffrey Woodard
 - F. Public Records Request Policy – County Manager
11. Agreement for Provision of County-Based Aging Services, Senior Center General Purpose Funds – A. Yancey
12. Public Utilities – Macon Robertson
 - A. Approve District III Phase III Engineer Inspection Plan as Required by USDA – Macon Robertson
 - B. Approve and Execute Construction Contract with Herring & Rivenbark for District III Phase III Capital Project
13. Establish New Grant Funded, Time Limited Administrative Assistant in the Senior Center – Elgin Lane

14. Resolution of Support for Buringi's House "Adolescent Pregnancy Program" – Freddie Harris
15. County Manager's Report
 - A. Contracts Approved
 - B. Manager's Report for October 2011
- 16. *Closed Session in accordance with § 143-318.11(3)(6)* - Attorney/Client Privileged Information and Personnel Matters**
17. Adjourn November 7, 2011 Meeting

Meeting Date: November 7, 2011

CONSENT AGENDA Item # 6A

SUBJECT: Approve Minutes

REQUESTED BY: Clerk to the Board

SUMMARY: Minutes have been provided via e-mail to Board Members for review:
October 3, 2011 – Public Hearing & Regular Monthly Meeting

Minutes have been provided by e-mail prior to the meeting.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: November 7, 2011

CONSENT AGENDA Item # 6B

SUBJECT: Approve Interest Income Report

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Interest Income Report for the month of October 2011 is submitted for the Board's information.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



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 September 2011

FUND	SEPTEMBER INCOME	FISCAL YEAR TO - DATE
General	276.54	796.36
Revaluation	3.98	11.79
E 911 Telephone System	4.51	11.77
Buck Spring Project	6.37	18.88
Ambulance Storage Facility	20.34	61.30
National Guard Armory	0.43	1.28
Simulcast System Upgrade	2.68	7.95
Regional Water Enterprise Fund	11.00	30.83
District 1 Enterprise Fund	15.01	44.05
Solid Waste	1.09	4.01
District II Enterprise Fund	14.49	42.02
District III Capital Project Fund	3.13	9.28
District III Phase II BANS	3.48	3.65
District III Enterprise Fund	0.38	5.82
Soul City Pump Station Improvements	0.08	0.82
	363.51	1,049.81

Meeting Date: November 7, 2011

CONSENT AGENDA Item # 6C

SUBJECT: Approve Tax Collector's Report

REQUESTED BY: Robert E. Mitchum, Tax Administrator

SUMMARY: Tax Collector's Report for the month of September 2011 is presented for the Board's information.

FUNDING SOURCE: N/A

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: G.S. 105 350
Tax Collection reports, Interest Income 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 SEPTEMBER 2011**

Current Year Collections

Tax Year	Charge	Collected in September	Collected to Date	Balance Outstanding	Percentage Collected
September 2011 FY12	\$15,372,369	\$983,902	\$2,666,540	\$12,705,829	17.35
September 2010 FY11	\$14,878,996	876,920	2,342,974	12,536,022	15.75

Delinquent Collections

2010	\$770,080	\$48,062	\$190,089	579,990	24.68
2009	257,281	14,074	38,525	218,766	14.97
2008	175,573	2,709	14,211	161,362	8.09
2007	156,355	650	4,804	151,551	3.07
2006	136,764	221	1,325	135,439	0.97
2005	113,356	163	1,649	111,708	1.45
2004	100,817	354	876	99,941	0.87
2003	85,453	291	1,069	84,384	1.25
2002	108,173	241	699	107,474	0.65
2001	161,282	35	578	160,704	0.36
Total Delinquent Years	\$ 2,065,134	\$66,800	\$ 253,825	\$ 1,811,319	

Other September Receipts

County Penalties
Landfill User Fees
Municipalities
Fire District Taxes
Advance Taxes

\$ 8,636	\$ 31,192
\$ 77,734	\$ 223,840
\$ 33,958	\$ 92,552
\$ 49,856	\$ 145,632
0.00	0.00

SEPT GRAND TOTAL

\$ 1,220,886	\$ 3,413,581
---------------------	---------------------

R. Edwin Mitchum

R. Edwin Mitchum, Tax Collector

10/24/2011

Date

Meeting Date: November 7, 2011

CONSENT AGENDA Item # 6D

SUBJECT: Request for Tax Releases

REQUESTED BY: Robert E. Mitchum, Tax Administrator

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

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Request For Tax Releases Over \$100

Over \$100	11/6/2011	Date: _____
ERROR CORRECTION RELEASES:		
BOYD ROSA A T/A BOYD'S BP	2011 4071 301 A5 48	1344 \$ 1,269.64 PENALTY WAS WAIVED PER BOER
HARRIS BROTHERS FARM	2011 547 301	29169 \$ 2,862.31 PENALTY WAS WAIVED PER BOER
HARRISON LEROY HEIRS	2011 18516 300 C9 26F	6241 \$ 136.16 NO MH ON PROPERTY
HAWKINS CHRISTOPHER	2011 35474 300 F6 72T	16220 \$ 149.62 REDUCE MH VALUE & LFUF
INLAND PAPERBOARD & PACKAGING	2011 22376 300 C5 116A	5314 \$ 13,548.34 ADJUST BILL PER BOER
MORGAN MALCOLM JR	2008 30044 108 H1D 41	47445 \$ 146.48 MH SOLD IN 2008
MORGAN MALCOLM JR	2009 30044 109 H1D 41	50888 \$ 131.65 MH SOLD IN 2008
MORGAN MALCOLM JR	2010 30044 110 H1D 41	57774 \$ 147.88 MH SOLD IN 2008
MORGAN MALCOLM JR	2011 30044 200 H1D 41	26528 \$ 136.64 MH SOLD IN 2008
RELATIONAL LLC	2011 28401 200	26059 \$ 488.58 MACHINERY WAS ASSESSED TWICE
ROBERTS JAMES & CHARLOTTE	2011 33542 300 I2D110	18665 \$ 157.95 BOAT LISTED IN VA
SMOKE HOUSE LUMBER CO	2011 25436 300 G11 14A	2863 \$ 2,349.76 PENALTY WAS WAIVED PER BOER
VAN PETTEN THOMAS L	2011 41720 300 J2C 25	12993 \$ 241.80 PLANE LISTED IN MECKLENBURG CO
WHITMORE DAVID W	2011 43527 300 D4D438	13928 \$ 115.90 MH LISTED ON REC N 20423/BY SON
SUB-TOTAL ERROR CORRECTIONS:		\$21,882.71
MOTOR VEHICLE RELEASES:		
BERNARD DAVID S	2011 27098 2735 VSL3113	62086 \$103.20 DMV ERROR
SUSSIN NINA RAE & STANLEY M	2011 34764 100 ZSW4008	61772 \$205.31 TRADED VEHICLE
SUB-TOTAL MOTOR VEHICLE RELEASES:		\$308.51
SUB-TOTAL CORRECTION RELEASES:		\$21,882.71
Total Releases		\$ 22,191.22
LANDFILL USER FEE RELEASES:		
ALEXANDER MARGARET D	2011 336 301 D2 7E	18392 \$230.00 HAS PRIVATE HAULER
ALSTON ANGELA D & CALVIN E	2011 14472 300 D6 75N	18854 \$115.00 HAS PRIVATE HAULER
BOYD FRANK	2011 5142 301 C2 2F	21078 \$115.00 HAS PRIVATE HAULER
BROWN ALLEN E & MARY P	2011 4821 300 F7 24B	1537 \$115.00 HAS PRIVATE HAULER
BULLOCK JANET R	2011 4387 303 F6A 4	1718 \$11.00 HAS PRIVATE HAULER
BULLOCK PAUL A & EMILY H	2011 5740 300 B3 16	1735 \$115.00 NO ELECTRICITY
CARTER DEBRA M BRANTLEY	2011 2165 300 F4 40	1185 \$115.00 HSE BURNED IN 2008
CASHION PATRICIA	2011 24858 300 H5 23D	9329 \$115.00 HAS PRIVATE HAULER
CONNELL DAVID A	2011 7947 300 E5 195B 1Z	3082 \$57.50 HOUSE NOT LIVEABLE
FITTS ELMO RAYMOND JR & HAZEL	2011 6357 301 J3 20	3743 \$115.00 NO ELECTRICITY
FLOYD CYNTHIA C	2011 7948 300 E5 195B 2Z	17986 \$57.50 HOUSE NOT LIVEABLE
GIBBS JOSEPH T JR & LINDA L	2011 11876 300 J2A 78	13926 \$115.00 HAS PRIVATE HAULER
HARMON ROBBY L & TAMMIE C	2011 17509 300 D4 75B	17392 \$230.00 HAS PRIVATE HAULER
HUX CLIFTON LEE & MARY E	2011 5695 300 J2A 86	8110 \$115.00 HAS PRIVATE HAULER
JOHNSON ELVERTIE HEIRS OF	2011 22018 300 F7 39	5866 \$115.00 NO ELECTRICITY
JORDAN REBECCA ALSTON	2011 28478 200	26093 \$115.00 NO ELECTRICITY
PERRY ALPHEUS & ALMA	2011 31126 300 D6 23	9380 \$115.00 HAS PRIVATE HAULER
PHILLIPS JAMES E & DIANE L	2011 23272 300 L3B100	9779 \$115.00 HAS PRIVATE HAULER
RICHARDSON DEBORAH L	2011 33510 300 K9 4H	10503 \$115.00 NO ELECTRICITY
RICHARDSON WILLIE L & DEBORAH	2011 33510 302 I9 2A	19029 \$115.00 NO ELECTRICITY
SEAY RICHARD I & JANICE M	2011 7766 300 L2B 14 15	9114 \$115.00 HAS PRIVATE HAULER
STONEHOUSE TIMBER LODGE INC	2011 17355 316 K3D191	9795 \$115.00 HAS PRIVATE HAULER
STONEHOUSE TIMBER LODGE INC	2011 17355 313 K3D200A	9822 \$115.00 HAS PRIVATE HAULER
STONEHOUSE TIMBER LODGE INC	2011 17355 315 K3D193	16196 \$115.00 HAS PRIVATE HAULER
STONEHOUSE TIMBER LODGE INC	2011 17355 314 K3D201	4365 \$115.00 HAS PRIVATE HAULER
STONEHOUSE TIMBER LODGE INC	2011 17355 312 K3D173	8043 \$115.00 HAS PRIVATE HAULER
STONEHOUSE TIMBER LODGE INC	2011 17355 311 K3D172	8042 \$115.00 HAS PRIVATE HAULER
STONEHOUSE TIMBER LODGE INC	2011 17355 302 K3D194 19E	10343 \$115.00 HAS PRIVATE HAULER
STONEHOUSE TIMBER LODGE INC	2011 17355 303 K3D196	7715 \$460.00 HAS PRIVATE HAULER
SULLIVAN MARK R & JAN S	2011 9004 301 L2B 12 13	11784 \$115.00 HAS PRIVATE HAULER
VAN PETTEN THOMAS L	2011 41720 300 J2C 25	12993 \$115.00 HAS PRIVATE HAULER
WAGNER CAROLYN P	2011 2337 300 D4C 8	8902 \$115.00 IN CITY LIMITS
WOODY ROBERT E JR & SHARON	2011 10915 301 G6 9B	14220 \$115.00 HAS PRIVATE HAULER
TOTAL LFUF RELEASES:		\$4,151.00
Total Releases		\$ 26,342.22

County Manager approved Tax Releases Under \$100

Under \$100

11/6/2011

Date:

LW
10/27/11

ERROR CORRECTION RELEASES:

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD #</u>	<u>AMOUNT</u>	<u>REASON</u>
BOYD ROSA A	2011	4071 301	A5 48	1344	\$ 5.30	DIFF IN AMENDED ASSESSMENT
EDWARDS LONNIE K & MARLEEN D	2011	16131 300	L3C 63	18619	\$ 20.67	BOATS OVERASSESSED
LILES LARRY B	2011	8624 200		26077	\$ 23.66	BOAT OVERASSESSED
MCBRIDE KEAN L & JENNIFER A	2011	1925 300	K2A116	15698	\$ 17.92	BOAT OVERASSESSED
OWENS CLIFFORD C	2011	35869 300	L2B 119	15537	\$ 81.32	BOATS CHARGED TWICE
WAMPFLER JERRY & CAROL TRUST	2011	42301 301	K2D 72	13178	\$ 16.45	BOAT OVERASSESSED
WILSON DOCTOR M & EDNA A	2011	45138 341	H6 2A	20165	\$ 23.88	ADJUST ACREAGE

SUB-TOTAL ERROR CORRECTIONS:

\$ 189.20

MOTOR VEHICLE RELEASES:

BOLTON ERNEST LEE	2011	3724 2337	BW89428	70090	\$14.01	VALUE TOO HIGH/PER BILL OF SALE
BUCHANAN THOMAS L	2011	12188 1011	XRN9362	60362	\$10.15	DMV ERROR
BUKOWSKI STEVE S	2011	16723 2287	XSB4500	61638	\$45.01	DMV ERROR
CLAIBORNE HENRY L	2011	770 2605	AEH2417	70358	\$22.12	SOLD
CLARK DOLORES E	2011	12845 1983	SRK6225	61334	\$30.46	DMV ERROR
CLARK DOLORES ELAINE	2010	12845 1997	SRK6225	59992	\$7.29	JUNKED
CLARK JAMES T	2011	8506 1616	ADE7161	69369	\$19.14	SALVAGEABLE VALUE
CLINE ASHLEIGH LYNN	2011	34648 2411	YVW8118	61762	\$29.69	RELEASED TO HALIFAX CO
EVANS EARL C	2011	14864 1415	ZTJ2211	65886	\$15.68	HIGH MILEAGE
GAVIN & DOWNEY	2011	24220 1450	YNC5445	75870	\$5.73	SOLD
GERBING FREDERICK & ARLEEN	2011	15736 1490	BA41930	65961	\$23.28	SOLD
HANDY JUDITH MARIE	2011	24215 1520	ZSW4761	60871	\$12.18	SOLD
HAYES JAMES A JR	2011	19038 1536	SVP1633	60887	\$32.96	DMV ERROR
HOLST GREGORY JAY	2011	25700 2056	XSB2265	77734	\$33.21	MOVED TO VA
HOLST JEANETTE CAROL	2011	25700 1958	HD29577	69711	\$26.32	MOVED TO VA
JONES KIMBERLY A	2011	22735 2116	ZNA2576	75204	\$24.26	TRADED
KUYKENDALL ROGER DEAN	2011	24746 1803	NWL3191	69556	\$40.11	TEXAS RESIDENT/IN SERVICE
LEONARD JOHN B	2011	25330 1782	MZW5614	69535	\$13.40	SOLD
LILES SAMMY REID	2011	25506 110	YPS4607	56793	\$10.19	DMV ERROR
MARRS GLEN E JR	2011	21139 110	8940R	57429	\$80.58	DMV ERROR
MATTHEWS OTHA T JR	2011	26934 1707	ZTH3308	61058	\$24.15	TAGS TURNED IN FEB 2011
MITCHUM ROBERT E	2011	28888 1583	VTZ6172	60934	\$90.85	DMV ERROR
PASCHALL JACK JR	2011	30140 1043	XTH7524	76721	\$4.86	SOLD
PERNELL JOYCE S	2011	31119 1441	XWH2645	60792	\$7.81	TAGS TURNED IN FEB 2011
PERSON JOHN A	2011	27378 100	SRK5728	61097	\$2.32	WRONG NAME PUT ON VEHICLE
POTEAT RACHEL G	2011	4554 1221	WNK2828	60572	\$10.35	DMV ERROR
REID ALTON GRAY	2011	3267 1672	XRN8490	61023	\$21.35	SOLD
REID MARION L	2011	18888 1469	NWH7777	77147	\$4.77	SOLD
SHEARIN PEGGY R	2011	37014 2481	YVS9103	61832	\$92.75	DMV ERROR
STEEDMAN TERRY W	2011	14389 2131	SNW7106	61482	\$10.31	DMV ERROR
TALLEY DORIS E	2011	15639 2697	ZPW6251	62048	\$0.73	SOLD
WATKINS DAVID DEWITT	2011	32549 1123	PXC5273	60474	25.84	DMV ERROR
WATKINS DAVID DEWITT	2011	32549 1614	SZX7716	60965	47.21	DMV ERROR
WESLEY PATRICIA E	2011	15981 1883	HD10240	67979	\$24.60	SOLD
WESLEY ROBERT	2011	15981 2176	HD56537	69929	\$80.30	REG IN NJ
WILLIAMS CORA W	2011	45004 2320	XSB6923	79397	\$17.19	SOLD

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$941.16

SUB-TOTAL CORRECTION RELEASES:

\$ 189.20

Total Releases

\$1,130.36

Meeting Date: November 7, 2011

CONSENT AGENDA Item # 6E

SUBJECT: Employee Performance Bond Renewals

REQUESTED BY:

SUMMARY: Bond renewals for:

**Sheriff Johnny Williams: Dec. 5, 2011 to Dec. 5, 2012; \$20,000 coverage
premium of \$100**

**Register of Deeds: Dec. 1, 2011 to Dec. 1, 2012; \$10,000 coverage
premium of \$100**

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

Bond renewal for:

- 1 - Sheriff Johnny Williams: Dec. 5, 2011 to Dec. 5, 2012**
\$20,000 coverage **premium of \$100**

 - 2 - Register of Deeds Yvonne Alston: Dec. 1, 2011 to Dec. 1, 2012**
\$10,000 coverage **premium of \$100**
- 

Meeting Date: November 7, 2011

Item # 7

SUBJECT: Reserved for Finance Office

REQUESTED BY:

SUMMARY:

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: November 7, 2011

Item # 8-A

SUBJECT: Follow-up to Public Hearing

REQUESTED BY: Kenneth Norwood, Petitioner

SUMMARY: Having held a required public hearing on Monday, November 7, 2011 at 5:15 pm to hear citizen comments regarding DOT Petition Request to Abandon a Portion of SR 1203, Spain Road, it is presented for Board action.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

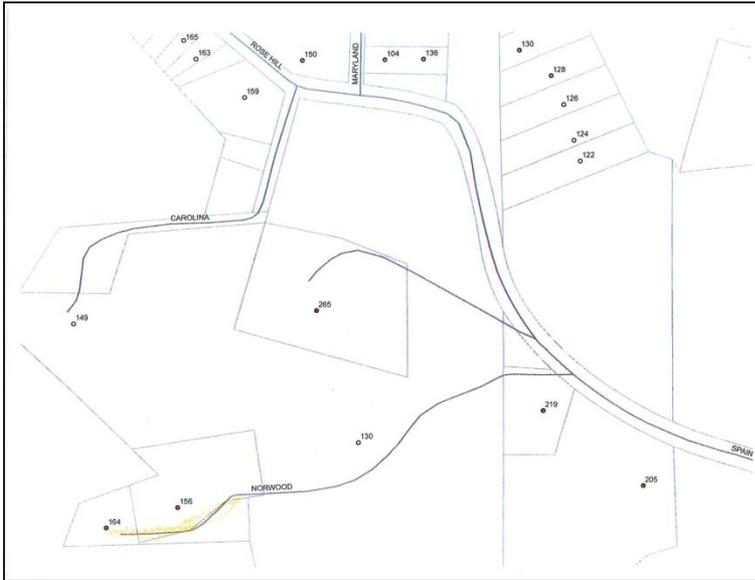
COUNTY MANAGER'S RECOMMENDATION:

NOTES:

North Carolina Department of Transportation
Division of Highways
Abandonment Petition

North Carolina

County of WARREN



Petition request for the abandonment of Secondary Road #1203 (portion) from the State.

Maintained System

We the under signed, being all of the property owners on Secondary Road #1203 (portion)
in Warren County do hereby request the Division of Highways of the Department of
Transportation to abandon the road from the State Maintained System.

PROPERTY OWNERS

<u>Name</u>	<u>Address</u>
<u>NANCY SPAIN</u>	<u>265 Spain Road, Marion, NC 27553</u>
<u>K. Michael Norwood (an heir of Amy S. Norwood)</u>	<u>265 Spain Road, Marion, NC 27553</u>

Meeting Date: November 7, 2011

Item # 8-B

SUBJECT: Follow-up to Public Hearing

**REQUESTED BY: Stephen Winstead, PE District Engineer
NC Department of Transportation**

SUMMARY: Having held a required public hearing on Monday, November 7, 2011 at 5:30 pm to hear citizen comments regarding 2011-2012 Secondary Road Construction Program for Warren County, it is presented for Board action.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

**North Carolina Department of Transportation
Secondary Roads Construction Program**

Warren County

FY 2011-2012 Allocations	Highway Fund GS 136-44.5b	\$463,715.80
	Trust Fund GS 136-182	<u>\$348,322.55</u>
	Total	\$812,038.35

I. Paving Unpaved Roads Programmed Paving Goal: 0.00 Miles

A. Rural Paving Priority

*See attached schedule of previously funded Secondary Roads. We will continue to survey, draft plans and acquire right of way on additional unpaved secondary roads in priority order. Construction funding will be requested once all needed right of way has been acquired and the road is ready to build.

II. General Secondary Road Improvements

A. Paved Road Improvements

Various	Countywide Maintenance to include Widening, Strengthening, Spot Stabilization, Safety Projects, etc.	\$812,038.35
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Subtotal \$812,038.35

III. Trust Fund Safety Improvements (GS 136-182)

<u>SR No.</u>	<u>Length (Miles)</u>	<u>Project Description</u>	<u>Est. Cost</u>

Subtotal \$0.00

IV. Funds reserved for surveying, right of way acquisition, road additions, contingencies, overdrafts, and paving entrances certified fire departments, rescue squads, etc.

Subtotal \$0.00

GRAND TOTAL \$812,038.35

Meeting Date: November 7, 2011

Item # 8-C

SUBJECT: Follow-up to Public Hearing

**REQUESTED BY: Marshall Brothers, Director
Warren County Public Works**

SUMMARY: Having held a required public hearing on Monday, November 7, 2011 at 5:45 pm to hear citizen comments regarding Three-year update of the Ten-Year Solid Waste Management Plan (2012-2022) for Warren County, Resolution is presented for Board approval and Chairman Richardson's authorization to sign same.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

State of North Carolina

County of Warren

**RESOLUTION ACCEPTING AND ENDORSING THE SOLID WASTE
MANAGEMENT PLAN OF 2012 FOR WARREN COUNTY**

WHEREAS, the State of North Carolina has placed planning responsibility on local government for the management of solid waste; and

WHEREAS, the Warren County Board of Commissioners recognizes the need for an improved solid waste management system, as well as the need to control the cost associated with the same; and

WHEREAS, N.C. General Statute 130A-309.09A(b) requires each unit of local government, either individually or in cooperation with other units of local government, to update the Ten-Year Comprehensive Solid Waste Management Plan at least every three years; and

WHEREAS, the Board of County Commissioners did hold a public hearing to receive citizens' comments on its proposed solid waste management plan; and

WHEREAS, the proposed solid waste management plan was also presented to municipalities in the County with the Towns of Macon, Norlina and Warrenton endorsing same;

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

That Warren County's 2012 Three-Year Comprehensive Solid Waste Management Plan is accepted and endorsed and placed on file with Clerk to the Board on this day, _____ 2011.

WARREN COUNTY BOARD OF COMMISSIONERS

Barry Richardson, Chairman

ATTEST:

Angelena Kearney-Dunlap, Clerk to the Board

Meeting Date: November 7, 2011

Item # 9-A

SUBJECT: Board/Committee/Commission Member Appointment

REQUESTED BY: Ken Krulik, Planner/Zoning Administrator

SUMMARY: It is presented on recommendation of the Planning Board to appoint David Duxbury to fill the unexpired term of Marty Richardson to same. Term expires March 2012.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



David Duxbury (his statement of interest should already be on file) was recommended by the Planning Board tonight (vote of 4-0 in favor with quorum) to fill Marty Richardson's vacancy. Please note this for the next Commissioners' meeting.

**Thank you and have a good evening,
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
kkrulik@co.warren.nc.us**

Planning Board

Term of Office: Three years, expire March
 Authority: GS 153A-321
 Membership: Appointed
 Responsibilities:
 Meeting Schedule: First 1st Tuesday of the month
 Staff Liaison: Ken Krulik, Planner/Zoning
 Administrator (252) 257-7027

Member	Position	Term
Anthony B. Moran	Appointed (1st term)	May11–March2014
Doris Ross	Appointed (4th term)	Mar01–Mar2011, Mar11–Mar2014
John David Williams	Appointed (3rd term)	Jun05–Mar2011, Mar11–Mar2014
Ken Krulik	Planner	No Term
Lewis Al Thompson, III	Appointed (5th term)	Jun98–Mar2011, Mar11–Mar2014
David Duxbury	Marvin (Marty) Richardson Resigned (2nd term)	Nov 2011 – Mar 2012
Ted Echols	Appointed (1st term)	Sept 09 – Mar 2012
Willie Seth Pearce, Jr.	Appointed (2nd term)	Mar08–Mar11, Mar11–2014

Meeting Date: November 7, 2011

Item # 9-B

SUBJECT: Board/Committee/Commission Member Appointment

REQUESTED BY: Vincent Gilreath, Kerr Tar COG Workforce Development

SUMMARY: It is submitted on recommendation of Vincent Gilreath, Director, Kerr-Tar COG Workforce Development to re-appoint Michael L. Palmer and Cathy Alston-Kearney to the Kerr Tar Workforce Development Board for a second two (2) year term. Terms expire September 2013.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



**Kerr-Tar COG Workforce Development
Board, re-appoint to two (2) year terms,
expiring September 2013:**

Michael L. Palmer

Cathy Alston-Kearney





Timothy M. Baynes
Executive Director

**Member
Governments**

COUNTIES

Franklin
Granville
Person
Vance
Warren

MUNICIPALITIES

Bunn
Butner
Creedmoor
Franklinton
Henderson
Kittrell
Louisburg
Macon
Middleburg
Norlina
Oxford
Roxboro
Stem
Stovall
Warrenton
Youngsville

October 3, 2011

Ms. Angelena Kearney-Dunlap, Clerk
Warren County Board of Commissioners
P.O. Box 619
Warrenton, N.C. 27589

Dear Ms. Kearney-Dunlap:

I write to request that the Warren County Board of Commissioners re-appoint Michael L. Palmer and Cathy Alston Kearney to the Kerr-Tar Workforce Development Board for two-year terms. Mr. Palmer and Ms. Alston have been very active board members. Both fill required positions on the Board (private industry and community based organization representatives).

Thank you in advance for your assistance. If you have any questions or need additional information, please contact me at 436-2052.

Sincerely,

A handwritten signature in black ink that reads "Vincent Gilreath". The signature is written in a cursive, flowing style.

Vincent Gilreath
Workforce Development Director

Meeting Date: November 7, 2011

Item # 9-C

SUBJECT: Board/Committee/Commission Member Appointment

REQUESTED BY: Andy Smith, Health Director

SUMMARY: It is submitted on recommendation of Warren County Board of Health to reappoint Dr. Elton Brown, Optometrist and Margaret Brake, Member-At-Large to serve a second three (3) year term on the Board of Health. Terms January 2012 to December 2014.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

**Warren County Board of Health re-appoint to
three (3) year terms expiring December 2014:**

Dr. Elton Brown, Optometrist

Margaret Brake, Member-At-Large

During the monthly Board of Health Meeting on October 18, 2011, Warren County Board of Health members voted unanimously to re-appoint Dr. Elton Brown, Optometrist and Margaret Brake, Member-At-Large to another three year term effective December 2011. I would greatly appreciate your assistance in placing the re-appointments of Dr. Brown and Ms. Brake on the November 7th Warren County Commissioners meeting agenda for their approval.

Thank you so much in advance for your assistance!

**Andy Smith, REHS, MPA
Health Director
Warren County Health Department**

Health Board

Term of Office: Three years, expire December
Authority: GS 130A-35
Membership: Appointed
Responsibilities:
Meeting Schedule: 3rd Tuesday of each Month
Staff Liaison: Andy Smith, Health Director
 (252)-257-1185

Member	Position	Term
Amy O'Malley	Veterinarian	Feb04-Dec06, Dec06-Dec09, Dec09-Dec2012
Audrey H. Tippett	Nurse (2nd term)	Jan07-Dec-09 Dec09-Dec2012
Commissioner Bertadean Baker	Designated	Jan2011-Dec2012
Dr. Elton Brown, III	Optometrist	Filled vacancy of R. Beauchaine, expires Dec2011, Jan2012-Dec2014
Dr. Kara Henderson	Dentist (2nd term)	Jan07-Dec-09 Dec09-Dec2012
Dr. Merwin Dieckman (Rep)	Physician (3rd Term)	Feb04 / Dec07-Dec10, Dec10-Dec2013
Jerry Bolton, Sr.	At Large (2nd term)	Dec07-Dec10, Dec10-Dec2013
Linda Baker	Pharmacist (5th term)	Jan99-Dec01, Dec01-Dec04, Dec04-Dec07, Dec07-Dec10, Dec10-Dec2013
Margaret Foster Brake	Member-At-Large	Jan2009-December2011 Jan2012-Dec2014
Melissa S. Richardson	At Large (2nd term)	Unexpired Term Feb06-Dec07, Dec07-Dec10, Dec10-Dec2013
Michael Kilian	Professional Engineer	Sept02-Dec08, Jan2009-Dec2011

Meeting Date: November 7, 2011

Item # 9-D

SUBJECT: Board/Committee/Commission Member Appointment

REQUESTED BY:

**SUMMARY: Statement of Interest to Serve on the Monument to Equality
Committee is submitted by Charles S. Grady for membership consideration.
Current Board membership and vacancies are listed on next page.**

**NOTE: Mr. Grady is willing to serve as representative outside of his Commissioner
District 1.**

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

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. Monument to Equality
2. _____
3. _____
4. _____

Your full name CHARLES STEWART GRADY

Date of Birth 02/15/1937 Sex MALE Race BLACK

Mailing Address P.O. BOX 366

City and Zip Code Warrenton, NC 27589

Street Address 147 RIDGEWAY - WARRENTON ROAD

City and Zip Code _____

Home Phone 252-257-5978 Work Phone _____

Job Title RETIRED - CURRENTLY, CHAIRPERSON OF WARREN COUNTY

Company or Agency BOARD OF EDUCATION

Email Address csgrady4@embalqmail.com

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended LEHN R. HAWKINS HIGH SCHOOL

Name and Address of College Attended VIRGINIA STATE U., PETESBURG, VA - MONTCLAIR

Degree Received STATE U., MONTCLAIR, NJ - RUTGERS U. LAW SCHOOL, NEWARK.
B.S., M.A., J.D.

Please list any military experience U.S. ARMY 1ST LT. 1959-1963

If you are presently serving as an elected or appointed official, please explain: ELECTED MEMBER OF WARREN COUNTY BOARD OF EDUCATION

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

Work Experience PUBLIC SCHOOL EDUCATOR - NEW JERSEY -
ACCOUNTANT OFFICE, NEW YORK CITY (ABEX CORP.) -
U.S. ARMY OFFICER

Volunteer Experience WARREN COUNTY LIBRARY BOARD - WARREN
ARTS COUNCIL - RESERVATION WARRENTON - WARREN
COUNTY COMMUNITY FOUNDATION - TOWN OF WARRENTON
TRAINING BOARD

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

Newspaper

Current Warren County Volunteer

Other

If other, please explain: A Good Friend, CHARLES P. HAYWOOD

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 Charles S. Grady

Date 10/24/2011

Please feel free to attach a resume if so desired.

Meeting Date: November 7, 2011

Item # 9-E

SUBJECT: Board/Committee/Commission Member Appointment

REQUESTED BY: William Kearney, JCPC Chairman

SUMMARY: Juvenile Crime Prevention Council (JCPC) recommends member appointments per attached, for Juwan Kearney, youth representative and Jennifer Short, Chief Court Counselor.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Juvenile Crime Prevention Council (JCPC) member appointments:

Juwan Kearney, youth representative

**two year term expires
January 2014**

**Jennifer Short, Chief Court Counselor
for Warren County**

**No term, membership is
mandated by Gen Statute**

Juvenile Crime Prevention Council (JCPC)

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

Member	Position	Term
Angela Williams	Central Children's Home Emergency Shelter	No Term
Bobby Braxton, Sheriff's Office	1st Term	Sept 2011 – Jan 2013
Cessel Boyd Rouse	Area Mental Health	Mandated
Charles Walton	Social Services Representative	Mandated
Cindy Porterfiled	Area Consultant	No Term
Commissioner Jennifer Jordan	fill unexpired term of Com. U. Ross	Sept 2011 – Dec 2012
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
Freddie Harris, DSS	1st Term	Sept 2011–Jan13
Gary Holtzman	Community Member	Dec 2010 – Jun 2012
Jacqueline Hargrove	Public Schools Representative	Mandated
Larissa Mills, Health Dept	1st Term	Sept 2011–Jan13
Linda T. Worth	Warren County Manager	No Term
McDonald Yancey, School System	3rd Term	2007–09, 09–11, Jan11–Jan13
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	3rd Term	2007–09, 09–11, Jan11–Jan13
William A. Kearney, Parks & Rec	3rd Term	2007–09, 09–11, Jan11–Jan13
Willie A. Boyd, Jr.	Faith Community	Dec 2010 – Jun 2012



**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

October 19, 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 received a Statement of Interest to Serve from Juwan Kearney. The council would like to appoint him to the Youth under 21 position. His term would run from November 2011 – October 2013.

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

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. JCP _____ 3. _____
- 2. _____ 4. _____

Your full name Junon Dean Kearney
 Date of Birth 5/22/92 Sex Male Race black
 Mailing Address 544 Shocco Springs Rd.
 City and Zip Code Warrenton, NC 27589
 Street Address 544 Shocco Springs Rd.
 City and Zip Code Warrenton, NC 27589
 Home Phone (252) 257-2725 Work Phone _____
 Job Title N/A
 Company or Agency N/A
 Email Address JunonKearney@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 Warren County High School
 Name and Address of College Attended General
 Degree Received General

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 Assistant Director Faith Form, Future Research

Volunteer Experience Animal Control, & working with youth at Colley Springs

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

Newspaper _____ Current Warren County Volunteer _____ Other _____

If other, please explain: JCP Council Member

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 Junon Kearney
Date Oct-5-2011

Please feel free to attach a resume if so desired.

Meeting Date: November 7, 2011

Item # 9-F

SUBJECT: Board/Committee/Commission Member Appointment

**REQUESTED BY: April Williams, Chairperson – Warren County Community
Child Protection Team & Child Fatality Team**

**SUMMARY: It is submitted to affirm existing membership and appoint
Patrick Card as Community Member to the above referenced Committee.**

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Patrick Card submitted for initial appointment

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.

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 Patrick A. Card
Date 6/21/2011

Please feel free to attach a resume if so desired.

The Warren County Community Child Protection Team and Warren County Child Fatality Team recommends the following members for the committee:

**Active
Team
Membership
submitted
for
affirmation.**

Mr. Jeff Woodard, Director of Warren County Department of Social Services
Ms. Freddie Harris, CPS Supervisor with Warren County DSS
Ms. Anita Evans, Foster Care Supervisor with Warren County DSS
Caption Al Kearney, Warren County Sheriff Department
Ms. Onica Fuller, Assistant District Attorney, Warren County
Ms. Ashley Evans, Citizens against Domestic Violence
Ms. Melinda Pope, Citizens against Domestic Violence
Mrs. Alicia R. Giddiens, Warren County Schools
Mrs. April D. Williams, Warren County Schools
Mrs. Janet Hilliard, Community Member
Mrs. Cessel Rouse, Five County Mental Health Authority Care Coordinator
Mrs. Mary Jo Vanhorne, Guardian Ad Litem Coordinator
Mrs. Allison Brame, Warren County Health Department
Mr. Andy Smith, Director of Warren County Health Department
Mr. Dennis Paschall, Warren County EMS
Ms. Ginnelli Evans, Kerr-Tar Regional
Mrs. Robin Williams, Juvenile Court Counselor
Mr. Terry Satterwhite, Juvenile Court Counselor
Ms. Jennifer Jordan, Warren County Board of Social Services
Mr. Patrick Card, Community Member

If there are any questions, please call me at (252) 213-3724. Thank you.

Meeting Date: November 7, 2011

Agenda Item # 10-A

SUBJECT: Follow-up to October 19th Work Session

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

SUMMARY: Proposal to revise the FY 2012 budget allocation for the Warren County School System was discussed and is now presented for Board's action. Dr. Spain presented Options A & B for consideration.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of either option presented by the Superintendent. Funds will need to be borrowed by the County to facilitate either option. Debt service on \$577,000 is budgeted in the FY 12 budget.

NOTES:



WARREN COUNTY SCHOOLS

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

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

October 12, 2011

RECEIVED

OCT 13 2011

WARREN COUNTY MANAGER'S OFFICE

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

Dear Mrs. Worth:

Thank you for meeting with me and sharing the results of the discussion of the Warren County Commissioners on our September 26 request for use of the appropriated \$577,000 in the Budget for local capital projects and our request to use lottery funds for the WCHS roof replacement project.

As pointed out, this would allow us to purchase two modular units for Warren New Tech High School and Warren Early College High School and reduce having to request an increase for lease payments for the next several years. We felt that eliminating this annual payment would reduce the need in the budget for that as well as the need for \$105,000 appropriation this year for the Warren Early College High school modular unit.

Attached you will find our initial request on Attachment B. Also you had indicated a need for an itemized list of our initial request which is reflected on Attachment C.

Attachment A reflects a proposal to purchase the two modular units. Attachment A also reflects a reduction in the overall request as the \$105,209 could be used to reduce the purchase price. Therefore, our alternate request would be for a total of \$376,625 to purchase both modular units (Attachment A).

I am prepared to be attend your October 19 Work Session and will have additional information to share and will speak to any questions at that time. Should there be questions before then, please feel free to give me a call.

Again, thank you for this opportunity to meet with the Warren County Commissioners and discuss this request and I look forward to seeing you as well as the Commissioners on October 19.

Sincerely,

Ray V. Spain, Ed.D.
Superintendent

Enclosure: Attachment A, Attachment B, and Attachment C

Warren County Schools Proposal to Revise FY 2012 Capital Budget Request

Dr. Ray V. Spain
Superintendent

October 19, 2011
slide presentation
Provided to Board
under separate e-mail

Proposal A

- Purchase vs. leasing both WECHS & WNTHS modular units
- Current allotment of \$105,209 used to applied to purchase
- Fund request reduced from \$577,000 to \$376,625 (saving \$200,375)

Proposal B (Original Request)

- Swap budgeted \$577,000 roof project with Lottery funds
- Request county budgeted \$577,000 for:
 - Purchase two modular units
 - Activity bus with handicapped accessibility
 - Renovate Warren County MS media center

Meeting Date: November 7, 2011

Agenda Item # 10-B

SUBJECT: Follow-up to October 19th Work Session

REQUESTED BY: Viola Alston

SUMMARY: Ms. Alston made a request during the October 19th Work Session for Board to waive \$146.90 solid waste fee related to roofing material disposal after Hurricane Irene. Item is now presented for Board's action.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

I do not recommend approval of this request as the Board approved the waiver of vegetative storm debris "only" resulting from Hurricane Irene. It is not recommended to set the precedent of waiving solid waste fees for construction/demolition debris due to the cost incurred by the county for disposal of that type of solid waste.

NOTES:

****DUPLICATE TICKET****
 WARREN COUNTY PUBLIC WORKS
 712 US HIGHWAY 158 BUS WEST
 WARRENTON, N.C. 27589

001220 Viola Alston
 274 Gillis Alston RD
 Warrenton NC 27589

SITE	TICKET	GRID	WEIGHMASTER	
02	019859		ANTHONY JONES	
DATE IN	DATE OUT	TIME IN	TIME OUT	VEHICLE
10/06/11	10/06/11	11:16	11:16	
REFERENCE		ORIGIN		

Manual Gross Wt.	13440	LB	Inbound - Charge ticket
Manual Tare Wt.	8920	LB	
Net Weight	4520	LB	

QTY.	UNIT	DESCRIPTION	RATE	EXTENSION	FEE	TOTAL
2.26	TON	CONSTRUCTION-TRANSFE	65.00	146.90	0.00	146.90

Operating hours 7:30AM to 4PM Monday thru Friday.
 This is to certify that this load does not contain any hazardous materials, medical waste or liquids of any type.

CSY

NET AMOUNT	146.90
TENDERED	
CHANGE	
CHECK NO.	

WW671 TO REORDER CONTACT CAROLINA SOFTWARE (910) 799-6767 SIGNATURE

****DUPLICATE TICKET****
 WARREN COUNTY PUBLIC WORKS
 712 US HIGHWAY 158 BUS WEST
 WARRENTON, N.C. 27589

001220 Viola Alston
 274 Gillis Alston RD
 Warrenton NC 27589

SITE	TICKET	GRID	WEIGHMASTER	
02	019859		ANTHONY JONES	
DATE IN	DATE OUT	TIME IN	TIME OUT	VEHICLE
10/06/11	10/06/11	11:16	11:16	
REFERENCE		ORIGIN		

Manual Gross Wt.	13440	LB	Inbound - Charge ticket
Manual Tare Wt.	8920	LB	
Net Weight	4520	LB	

QTY.	UNIT	DESCRIPTION	RATE	EXTENSION	FEE	TOTAL
2.26	TON	CONSTRUCTION-TRANSFE	65.00	146.90	0.00	146.90

Operating hours 7:30AM to 4PM Monday thru Friday.
 This is to certify that this load does not contain any hazardous materials, medical waste or liquids of any type.

CSY

NET AMOUNT	146.90
TENDERED	
CHANGE	
CHECK NO.	

WW671 TO REORDER CONTACT CAROLINA SOFTWARE (910) 799-6767 SIGNATURE

PRESS RELEASE #2

CONTACT: Linda T. Worth
 (252) 257-3115

FOR IMMEDIATE RELEASE: August 29, 2011

WARREN COUNTY EXPERIENCES THE WRATH OF HURRICANE IRENE

Signs of Hurricane Irene can be seen all across Warren County. Our County's pristine landscape is littered with fallen trees, branches and other storm debris resulting from high winds and heavy rainfall as the hurricane slowly made its way through Warren County beginning Friday night and lasting well into late Saturday evening. Hundreds of residents remain without power in both the Progress Energy and Halifax EMC service areas. Both electric companies are working diligently to have most power outages restored between Tuesday and Wednesday.

Preliminary damage assessments coordinated by Warren County Emergency Management and conducted by the County's Volunteer Fire Departments and Forest Service have identified 20 homes destroyed and over 100 homes with minor to major storm-related damages. Assessments in the hardest hit areas around Lake Gaston and the Arcola Community are still being undertaken and are not included in the preliminary numbers. Residents are urged to contact their homeowner's insurance carrier to immediately report storm-related damages. For those residents who may not have sufficient insurance coverage to make all necessary storm repairs, County Administration has made initial contact with USDA Rural Development to investigate the possibility of low interest loans and/or grant dollars that may be made available to storm victims. More information on this and other federal emergency disaster assistance programs will be forthcoming.

As residents begin the clean-up phase, effective Monday, 8/29/2011, the Warren County Landfill located at 559 Baltimore Road in Warrenton will waive tipping fees for disposal of vegetative storm debris, i.e. trees, branches/limbs, and brush during the Landfill's regular operating hours of 7:00 a.m. – 4:00 p.m. Fees will be waived for vegetative storm debris disposal only for two weeks ending Monday, September 12, 2011. For more information residents may call the County Landfill at 252-257-2711.

Residents are encouraged to take all necessary precautions to avoid downed power lines and to report power outages to your electric company immediately at the numbers below:

Progress Energy: 1-800-419-6356

Halifax EMC: 1-800-690-0522

Meeting Date: November 7, 2011

Agenda Item # 10-C

SUBJECT: Follow-up to October 19th Work Session

REQUESTED BY: Board of Commissioners

SUMMARY: Discussion of Buildings & Grounds Department, Construction Division continued funding past December 31, 2011 was held during the October 19th work session. It is now presented for Board's action.

FUNDING SOURCE: Fund Balance

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Should the Board approve this matter, additional funding in the amount of \$104,265 will need to be appropriated to the Buildings & Grounds departmental budget from fund balance to cover salaries/fringes from 1/1/12 to 6/30/12.

NOTES:

Meeting Date: November 7, 2011

Agenda Item # 10-D

SUBJECT: Follow-up to October 19th Work Session

REQUESTED BY: Zaida White, Veteran Services Administrator

SUMMARY: A request for part-time Administrative Assistant I position in the Veterans Service Office was discussed during the October 19th work session. It is now presented for Board's action. The amount requested in the attached memo is based on 12 months of employment. If the Board approves this request effective 12/1/11, the amount would be pro-rated accordingly.

FUNDING SOURCE: Fund Balance

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Should the Board approve this request, additional funding in the amount of \$8,690 will need to be appropriated to the Veterans Services departmental budget from fund balance to cover salaries/fringes for the part-time position effective 12/1/11 thru 6/30/11.

NOTES:



Warren County Veterans Services

♦ 109 S Main Street ♦ Warrenton, NC 27589 ♦ Phone: (252) 257-3385 ♦ Fax: (252) 257-3360

Linda T. Worth
County Manager
PO Box 619
Warrenton, N.C. 27589

October 5, 2011

Due to the increase of veterans requiring assistance, I hereby request that I be granted an administrative assistant to work 22.5 hours per week. The cost for the position is:

Salary -	\$12,994.20
FICA -	994.05
Retirement -	<u>908.29</u>

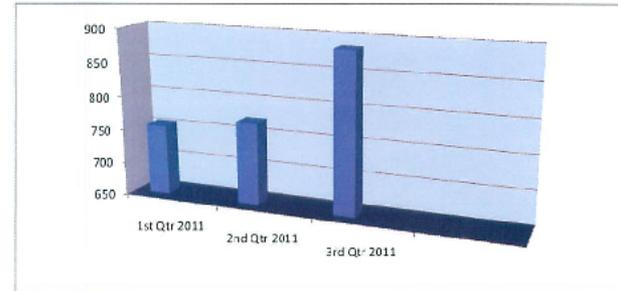
The total is: **\$14,896.54**

Thank you for your prompt attention to this matter.

Handwritten signature of Zalda E. White in black ink.

Zalda E. White
Warren County Veterans Service Officer
District Number 3

NUMBER OF VETERANS SERVED JAN 2011 THRU SEP 2011



Totals: 1st Qtr 2011 (755) 2nd Qtr 2011 (772) 3rd Qtr 2011 (886)

Services Rendered

Compensation

Burial Benefits

Home Loan Program

Disabled Veteran Life Insurance

CHAMPVA Dependent Insurance

VA Health care

Dependency & Indemnity Compensation

Medical Expense Reimbursement

Scholarships (State) & Dependent's Education Assistance (Federal)

Dept. of Defense Benefits

Veteran's & Widow's Pension

Appeals

Miscellaneous

Meeting Date: November 7, 2011

Agenda Item # 10-E

SUBJECT: Follow-up to October 19th Work Session

REQUESTED BY: Jeffrey Woodard, DSS Director

SUMMARY: Proposed Position Reclassification Plan and Salary Adjustment request for DSS Director and other staff positions was discussed during the October 19th work session. It is now presented for Board's action.

FUNDING SOURCE: General Fund

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

The Director is to be commended for his efforts to increase operational efficiencies within DSS; however, I cannot recommend the Board's approval of his request because this is not the appropriate time to consider making piecemeal salary adjustments in individual departments. It is my opinion that if this request is approved, it would be highly detrimental to employee morale and would set a precedent for other large/medium sized departments to try to utilize funds within their departmental budgets to increase salaries, which would not be possible for smaller departments. Consideration should be given in the FY 13 budget to make some adjustments in all employee salaries as the County is fiscally able to do so.

NOTES:

October 4, 2011

Warren County Board of Commissioners
C/o Angelena Kearney-Dunlap, Clerk to the Board
105 Front Street
P.O. Box 619
Warrenton, North Carolina 27589

Attention: Commissioner Barry Richardson, Chairman

Re: Warren County Social Services Position Reclassification Plan
& Salary Adjustment for Agency Restructuring

Dear Commissioner Richardson:

The Warren County Department of Social Services requests your support as we implement our position reclassification plan and salary adjustment for agency restructuring. The dynamics of our changing work environment and the need to operate more efficiently have fostered this plan.

It is not uncommon for agency reorganizing and/or restructuring efforts to occur to achieve program and agency outcomes. We have implemented such initiatives in past years and they have proven to be successful. I solicit your support this time as I am making salary/classification changes to achieve targeted agency objectives. In summary, this plan will enable us to operate more efficiently; address future challenges faced by the department; and restructure some of our programs with **no additional cost**.

I will present our request at the County Commissioners work session October 16, 2010 and await your approval at the November 7th Commissioner meeting.

The Warren County Board of Commissioners and the Warren County Social Services Board has consistently championed those causes that have positively impacted both residents and their service delivery system. Once again, I trust that you will support us on this initiative.

Sincerely,

Jeffrey Woodard, MSW, Director
Warren County Department of Social Services

March 3, 2011

Warren County Board of Commissioners
C/o Angelena Kearney-Dunlap, Clerk to the Board
105 Front Street
P.O. Box 619
Warrenton, North Carolina 27589

Attention: Commissioner Barry Richardson, Chairman

Re: Salary Adjustment

Dear Commissioner Barry Richardson:

I trust that this letter finds you and the Board of Commissioners in good health and spirit. The Warren County Board of Social Services requests the Board of County Commissioners support as we recommend a salary adjustment for our social services director, Mr. Jeffrey Woodard. Our recommendation is based upon the following three considerations: (a) the director's work performance for the county; (b) an evaluation of his actual salary in comparison to Warren County's Job Classification Schedule and typical salaries for similar DSS directors and/or counties; and (c) the additional work duties (Child Support Enforcement Program) assigned and approved by the Board of Commissioners for Mr. Woodard to implement and supervise.

Our board supports and recommends an adjustment of 20% (\$13,260), which brings the director's salary align with the County's salary market rate for the position and the considerations listed above. The effective date of the salary adjustment is recommended as July 1, 2011.

We have outlined our business case that supports our recommendation. Thank you for your on-going support to this department and the hundreds of citizens it serves. Again, your consideration is greatly appreciated.

Sincerely,

Ms. Charlene Brown, Chairperson
Warren County Board of Social Services

Attachment: Request for Salary Adjustment- DSS Director's Business Case

Warren County Social Services
Position Reclassification Plan & Salary Adjustment for
Agency Restructuring

Purpose: Use existing (Commissioner approved) DSS budget to restructure, reclassify, and adjust positions to meet agency's needs. Plan requires **no new cost** to the budget while meeting agency outcomes.

- Eliminate one **PA-III** position (child care subsidy) and use the salary for reclassification & salary adjustment. Divert fringes back to the County for a savings. This position is budgeted at grade **(11) \$24,384** (base) and **\$9,813** (fringes) for total of **\$34,197**.
- Convert/Reclassify current **SW-I** position in Crisis/Transportation to a Crisis/Transportation Coordinator position. DSS has a Day Care Coordinator position to which a job description can be modeled. The SW-I is an existing position.
(a). from **\$29,214 – base (19) to \$35,277 (23)** [entry level for coordinator] +/- **\$6,063**
- Convert/Reclassify current **PA-III (11)** position in CPS to **Administrative Assistant I (13)**. Cross-train position for both CPS clerical duties and Foster care clerical duties.
(a). from **\$19,643 – base (11) to \$21,657 (13)** [entry level for AA-I] +/- **\$2,014**
- Convert/Reclassify current **PA-III (11)** position as Director's Secretary to **Administrative Assistant II (15)**. Position will support director carry out his/her duties at an executive level.
(a). from **\$21,671 – base (11) to \$23,876 (15)** [entry level for AA-II] +/- **\$2,199**
- **Total Reclassification Cost:** \$10,276. **Funding Source:** \$34,197 (position elimination). **Balance** (after reclassification & position reduction): \$23,921.
- **Salary Adjustment for DSS Director** Position based on current job duties and increased responsibilities. Request was made 2009-2010 and approved by DSS board but director voluntarily withdrew request at Commissioner meeting due to county's fiscal condition. A **17%** (\$11,271) increase was requested (see 2009-2010 request submission attached). No new funds are needed as existing budget will support adjustment due to requested elimination of clerical position. Implement director's salary adjustment from \$66,300 to \$77,571.
+/- **\$11,271**
- **Salary Adjustment for IMC-III** position (Work First Program) based on current job duties and additional foreign language interpretive duties assigned. DSS has no foreign language interpreter position on staff. Additionally, there is no position within Warren County Government whereby interpreting is the employee's primary duty. The DSS director assigns bilingual staff (IMC-III position) to interpret for all DSS programs. Our CPS, Foster Care, and Medicaid units are

frequent users of this staff to perform off-site interpretation. Additionally, other county departments have requested this staff usage to interpret and translate both written and oral communication. These requests impact the amount of service time available to this staff. However it is more cost effective to cross- utilize current bilingual staff as oppose to hiring a new foreign language interpreter. This request will meet Title -VI federal requirements (Persons with Limited Proficiency in English). No new funds are needed to support this request. Implement IMC-III salary adjustment from \$30,601 to \$32,131.

+/- **\$1,530**

- **Total Salary Adjustment Cost:** \$12,801. **Funding Source:** \$23,921 (remaining balance from position elimination). **Final Position Reclassification & Salary Adjustment Balance:** \$11,120
- Revert **\$11,120** of position elimination (PA-III) to the County Contingency Fund. This is an **\$11,120 savings** to the County!
- Total **new** cost to County for Reclassification and Salary Adjustment Plan: **\$0.00**

Recommendation: The Warren County Social Services **Position Reclassification & Salary Adjustment Plan** be adopted for this department as this plan accounts for no additional County dollars to the Citizens of Warren County; enables DSS to meet its program and performance outcomes; AND this plan renders the County a surplus of **\$11,120** annually that can be reverted to the Contingency Fund.

Attachment: 2009-2010 Salary Adjustment Request

Submitted by: Jeffrey Woodard, MSW Director
Warren County Department of Social Services
October 2011

Request for Salary Adjustment- DSS Director's Business Case

A. Director's Work Performance & Qualifications:

- Prior DSS director's salary was \$77,000 per year with 20+ years of social services experience.
- Current DSS director's salary is \$66,300 per year with 20+ years of social services experience – same initial job duties as predecessor; plus the additional job duties listed below; advanced educational training in the field of social work – (MSW degree plus previous regional director experience in a level III county); notable service awards/recognitions such as NCSU social work alumni of the year and guest attendee to Welfare-to Work forum, Washington DC - Vice President Al Gore (guest speaker); etc.

New job duties (in addition to current job duties) implemented by director to enhance performance outcomes for agency [These items did not exist prior to current director's hire.]

- Implemented customer service surveys for client - 97% satisfaction
- Implemented customer service surveys for staff - 95% satisfaction
- Developed and implemented agency newsletter
- Developed and implemented agency employee of the quarter program
- Develop and implement county leading by results model (evidence-based outcome model that measures performance)
- Develop and implement performance management employee evaluation system (redesigned the model to account for skill-based differences)
- Develop and implement director's work plan for DSS board approval
- Develop and implement monthly radio station (WARR 1590 AM) script highlighting DSS services including participation in "live" radio interviews with director and his staff
- Serve as co-chair for NC Director Association Personnel Subcommittee
- Develop and implement DSS board annual planning and strategic retreat
- Manage largest Warren County government department to include both staff size, budget, and clientele served (average 1200-1500 per month)
- Incorporate and utilize graduate-level interns (UNC-Chapel Hill and East Carolina) to enhance DSS service delivery and supplement agency's manpower needs
- Redesigned DSS Medicaid transportation program saving our department \$40,000 per year in operational cost

B. Comparable DSS director salary for proximity and size & Warren County Market Rate for DSS Director:

Nash County	(2010)	\$80,000	adjacent to Warren County
Vance County	(2010)	\$88,116	adjacent to Warren County
Halifax County	(2010)	\$90,633	adjacent to Warren County
Franklin County	(2010)	\$81,692	adjacent to Warren County

Northampton County	(2010)	\$76,344	population size 21,000
Bertie County	(2010)	\$87,425	population size 20,000
Hertford County	(2010)	\$69,146	population size 23,000
Currituck County	(2010)	\$76,313	population size 23,000

Warren County Job Classification Schedule for DSS Director: The Market Rate (midpoint) per Warren County Job Classification Schedule is \$78,574. Market rate salary (or midpoint) is defined as the amount equivalent to other salaries in government and/or private industry performing similar tasks and/or related job duties for a similar position. When an employee's salary is equivalent to the market rate, he/she is presumed adequately compensated for their work duty performed. Any amount above market rate is usually based on documented exceptional work performance.

Warren County Job Classification Schedule ranks the DSS Director's position in top 3 county positions when considering skill-set required, job complexity, liability and legal mandates assigned [County Manager, DSS Director, and Public Health Director positions rank as top 3 in county].

Average salary for DSS director based on county proximity \$85,110.
Average salary for DSS director based on county size \$77,307.

C. New appointment as director for Child Support Enforcement agency

- Mr. Woodard was appointed as director for the child support enforcement agency in fall 2009. Prior to 2010, the agency was a state-operated agency independent of the County with a separate budget, staff and management, performance goals and service operation responsibilities. New tasks and functions assigned include a \$370,000+ budget, 5 new staff, local management of the child support enforcement program and the leasing of the building – all under his directorship as the CSE program is county-operated. Again, this is a new mandate with new add-on responsibilities for Mr. Woodard (including the assignment of 1.5 attorneys, interpret and implement state policy; track state & federal program outcomes; supervise and apply OSP personnel practices with staff; respond to local community inquires and complaints, manage the fiscal health of the CSE program, etc).

Funding Source Consideration: Fund Balance Account

Meeting Date: November 7, 2011

Agenda Item # 10-F

SUBJECT: Follow-up to October 19th Work Session

REQUESTED BY: County Manager Worth

SUMMARY: The proposed “Public Records Policy,” a guideline for county employees filling requests for information from the public, has been on the following agendas for discussion and action:

Work Session agendas -August 17th & October 19th

Regular meeting agenda – September 6th

It is now presented for Board’s action.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval to ensure the county has standardized procedures in place for County employees to respond to and fulfill public information requests.

NOTES:

The County Manager pointed out that the only revision since presentation during the September 6th meeting, was the area highlighted in yellow.

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 said request to the County Manager’s Office for processing. Public records requests made orally shall be honored *so long as* the requestor supplies enough information to enable the County to fulfill such request. Upon receiving an oral public records request, County staff shall reduce the request to writing and forward said 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.



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 said request to the County Manager's Office for processing. **Public records requests made orally shall be honored so long as the requestor supplies enough information to enable the County to fulfill such request. Upon receiving an oral public records request, County staff shall reduce the request to writing and forward said 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 therequested 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.



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: _____ Form of request: Oral Written**

Name of person or group making request: _____

Address/phone number to contact person making request: _____

Name of person responsible for payment, if applicable: _____

How requestor desires to view requested records: In-house inspection Copies delivered

Desired method of delivery of requested records: Pick-up E-mail (if available) U. S. Mail

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

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: _____

**If written request was received, such request should be attached hereto for filing.

Public Records Overview Warren County Board of Commissioners August 17, 2011

Frayda S. Bluestein
UNC School of Government

Ten Key Concepts

1. State law requires public agencies to provide broad access to records made or received in the transaction of public business. [G.S. 132-1]
2. Email and other electronic records are covered by the public records law. [G.S. 132-1]
3. The content of a record, not its form or location, determines whether it is subject to disclosure under the public records law.
4. The law does not apply to records that are personal and do not involve the transaction of public business.
5. The right of access includes the right to inspect and obtain a copy. [G.S. 132-6(a)] Public agencies may charge only "actual costs" for providing copies of public records, which means only those costs that would not have been incurred but for the request. Actual costs do not include employee time spent responding to the request. [G.S. 132-6.2]
6. The purpose or motive for which a person seeks a public record is irrelevant and cannot be requested as a condition of providing access. [G.S. 132-6(b)]
7. The law does not require public agencies to create records; only to provide access to records that exist. [G.S. 132-6.2(e)]
8. A record is subject to disclosure under the public records law unless a specific exception in the law allows or requires that it not be disclosed. There are two types of exceptions: some deny a right of access, though access is not prohibited (an example is criminal investigation information under G.S. 132-1.4); others prohibit disclosure (examples are trade secret information under G.S. 132-1.2(1), and exceptions in the various personnel privacy statutes).
9. There is no exception for "drafts" of public records.
10. State rules dictate what records must be retained and for how long. Records of "short term value" may be discarded, but if they exist when a request is received, they must be provided unless an exception applies. [NC Records Retention Guidelines: <http://www.records.ncdcr.gov/guidelines.htm>]

Major Statutory Exceptions

Most personnel records [G.S. 153A-98 (counties); 160A-168(cities)]. The following information is public: (1) Name; (2) Age; (3) Date of original employment or appointment; (4) The terms of any contract by which the employee is employed whether written or oral, past and current, to the extent that the agency has the written contract or a record of the oral contract in its possession; (5) Current position; (6) Title; (7) Current salary; (8) Date and amount of each increase or decrease in salary with that department, agency, institution, commission, or bureau; (9) Date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with that department, agency, institution, commission, or bureau; (10) Date and general description of the reasons for each promotion with that department, agency, institution, commission, or bureau; (11) Date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the department, agency, institution, commission, or bureau. If the disciplinary action was a dismissal, a copy of the written notice of the final decision of the head of the department setting forth the specific acts or omissions that are the basis of the dismissal. (12) The office or station to which the employee is currently assigned.

Legal documents: Letters from lawyers to board, about litigation [G.S. 132-1.1(a)]; and trial preparation materials [G.S. 132-1.9]

Criminal investigation records: [G.S. 132-1.4]

Business trade secrets: Information that derives commercial value from not being generally known or independently ascertainable [G.S. 132-1.2; G.S. 66-152(2)(3)]

Records of local taxes that show income or gross receipts: [G.S. 153A-148.1 and 160A-208.1]

Minutes of closed sessions: For as long as necessary to avoid frustrating the purpose of the closed session. [G.S. 143-318.10(e)]

Social security numbers and other personal identifying information: Including drivers' license numbers, financial account numbers, state identification or passport numbers, employer taxpayer identification numbers, digital signatures, finger prints, passwords, biometric data. [G.S. 132-1.10]

Economic development project records: [G.S. 132-6(b)]

Medical records: Including (1) Records containing privileged patient information, and information about lead poisoning in children; and (2) Information or records that identify a person who has AIDS virus infection or who has or may have a communicable disease or condition. [G.S. 130A-12, G.S. 130A-143]

Framework for Responding to Public Records

- 1. Does a record exist that corresponds to the request? *If not, no disclosure is required. If so, continue to question 2.***
- 2. Is the record “made or received in the transaction of public business?” *If not, no disclosure is required. If so, continue to question 3.***
- 3. Is there an exception that applies? *If not, the requested access must be provided. If so, continue to question 4.***
- 4. Does the exception apply to the entire record, or only to certain information, and does it prohibit disclosure or does it deny the right of access? *If a prohibition applies to the entire record, do not disclose; if it applies only to certain information, redact and disclose. If there is no right of access to some or all of the information, but release is not prohibited, determine whether or not to release the entire or a redacted record.***

Resources: David M. Lawrence, *Public Records Law for North Carolina Local Governments*, 2d. ed., 2009;

Coates' Canons: North Carolina Local Government Law Blog:

<http://sogweb.sog.unc.edu/blogs/localgovt>

Blog Posts:

Is this a Public Record? A Framework For Answering Questions About Public Records Requests

Is Metadata a Public Record?

Individual Board Member Access to Email

Citizen Participation Records as Public Record

Email as a Public Record: Five Things You Should Know

Attorney General Opinion on Personnel Privacy Changes

Meeting Date: November 7, 2011

Agenda Item # 11

SUBJECT: Agreement for Provision of County-Based Aging Services

REQUESTED BY: Arnetta Yancey, Senior Center Director

SUMMARY: Above referenced is presented for Board approval and Chairman's authorization to sign same.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

October 1, 2011 Through June 30, 2012

Agreement for the Provision of County-Based Aging Services

Senior Center General Purpose Funds

This Agreement, entered into as of this 1st day of October, 2011, by and between Warren County (hereinafter referred to as the "provider") and the Kerr-Tar Regional Council of Governments Area Agency on Aging, (hereinafter referred to as the "Area Agency").

Witnesseth That:

WHEREAS, the Area Agency and the provider agree to the terms and conditions for provision of aging services in connection with activities financed in part by Older Americans Act grant funds, provided to the Area Agency from the United States Department of Health and Human Services through the North Carolina Division of Aging and Adult Services (DAAS) and state appropriations made available to the Area Agency through the North Carolina Division of Aging and Adult Services, as set forth in a) this document, b) the Division of Aging and Adult Services Service Standards Manual, Volumes I through IV, and, c) the Division of Aging and Adult Services Community Service Providers Monitoring Guidelines.

NOW THEREFORE, in consideration of these premises, and mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

1. Availability of Funds. The terms set forth in this Agreement for payment are contingent upon the receipt of funding by the Area Agency.
2. Grant Administration. The grant administrator for the Area Agency shall be Diane Cox, Aging Director (title). The grant administrator for the provider shall be Linda Worth, County Manager (title).

It is understood and agreed that the grant administrator for the provider shall represent the provider in the performance of this Agreement. The provider shall notify the Area Agency in writing if the administrator changes during the grant period. Specific responsibilities of the grant administrator for the provider are provided in paragraph six (6) of this Agreement.

3. Services authorized through this agreement are to commence no later than October 1, 2011 and shall be undertaken and pursued in such sequence as to assure their expeditious completion. All services required hereunder shall be completed on or before the end of the Agreement period, June 30, 2012.

4. Assignability and Contracting. The provider shall not assign all or any portion of its interest in this Agreement. Any purchase of services with grant funding shall be carried out in accordance with the procurement and contracting policy of the provider or, where applicable, the Area Agency, which does not conflict with procurement and contracting requirements contained in 45 CFR 92.36. Federal funds shall not be awarded to any subrecipients who have been suspended or debarred by the Federal government. In addition, Federal funds may not be used to purchase goods or services costing over \$100,000 from a vendor that has been suspended or debarred from Federal grant programs.

5. Compensation and Payments to the Provider. The provider shall be compensated for the work and services actually performed under this Agreement by payments to be made monthly by the Area Agency. Total reimbursement to the provider under this Agreement may not exceed the grand total of available funding.

(a) Reimbursement of Service Costs

Reimbursements of service costs are carried out as provided in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.

6. Reallocation of Funds and Budget Revisions. Any reallocation of funding between providers shall be voluntary on the part of the provider and shall be effective only for the period of the Agreement. The reallocation of funds between providers will not affect the allocation of future funding to the provider. If during the performance period of the Agreement, the Area Agency determines that a portion of the funds will not be expended, the grant administrator for the provider shall be notified in writing by the Area Agency and given the opportunity to make funds available for reallocation to other providers in the Planning and Service Area or elsewhere in the state.

Providers may request budget revisions during the period of the agreement, with final budget revisions due to the Area Agency no later than May 1, 2012.

Unless community services providers have been given the capacity to enter data into the Aging Resources Management System (ARMS), Area Agencies on Aging are responsible for entering amended service data into the Division of Aging Management Information System, as specified in the N.C. Division of Aging Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.

7. Monitoring. This Agreement will be monitored to assure that services are being provided in compliance with the N.C. Division of Aging Service Standards Manual, dated July 1, 1992, and the N.C. Division of Aging Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997. Further, compliance with updated

receive just and equitable compensation for any work satisfactorily performed under this Agreement.

10. Audit. The Community Service Provider agrees to have an annual independent audit in accordance with North Carolina General Statutes, North Carolina Local Government Commission requirements, Division of Aging and Adult Services Program Audit Guide for Aging Services and Federal Office of Budget and Management (OMB) Circular A-133.

Community service providers must provide a copy of their year end financial statements, and any required audit, to the Area Agency on Aging. Community service providers, as specified in paragraph one (1) are subject to audit and fiscal reporting requirements as stated in NC General Statute 143-6.2 and OMB Circular a-133, where applicable. Home and Community Care Block Grant providers are not required to submit Activities and Accomplishments Reports. For-profit corporations are not subject to the requirements of OMB Circular A-133, but are subject to NC General Statute 143-6.2 and Yellow Book audit requirements, where applicable. **Federal funds** may not be used to pay for a **Single or Yellow Book audit** unless it a federal requirement. **State funds** will not be used to pay for a **Single or Yellow Book** audit if the provider receives less than \$500,000 in state funds. The Department of Health and Human Services will provide confirmation of federal and state expenditures at the close of the state fiscal year. Information on audit and fiscal reporting requirements can be found at <http://www.ncauditor.net/nonprofitsite>.

The following provides a summary of reporting requirements under NCGS 143-6.2 and OMB Circular A-133 based upon funding received and expended during the service provider's fiscal year.

<u>Annual Expenditures</u>	<u>Report Required to AAA</u>	<u>Allowable Cost for Reporting</u>
• Less than \$25,000 in State or Federal funds	Certification form and State Grants Compliance Reporting <\$25,000 (item # 11, Activities and Accomplishments does <u>not</u> have to be completed) OR Audited Financial Statements in compliance with GAO/GAS (i.e. Yellow Book)	N/A
Greater than \$25,000 and less that \$500,000 in State or Federal Funds	Certification form and Schedule of Grantee Receipts >\$25,000 and Schedule of Receipts and Expenditures OR Audited Financial Statements in	N/A

compliance with GAO/GAS (i.e. Yellow Book)

- \$500,00+ in State funds and Federal pass through in an amount less than \$500,00
Audited Financial Statement in compliance with GAO/GAS (i.e. Yellow Book)
May use State funds, but not Federal Funds
 - \$500,000+ in State funds and \$500,000+ in Federal pass through funds (i.e. at least \$1,000,000)
Audited Financial Statement in compliance with OMB Circular A-133 (i.e. Single Audit)
May use State and Federal funds
 - Less than \$500,000 in State funds and \$500,000+ in Federal pass through funds
Audited Financial Statement in compliance with OMB Circular A-133 (i.e. Single Audit)
May use Federal funds, but not State funds.
11. Audit/Assessment Resolutions and Disallowed Cost. It is further understood that the community service providers are responsible to the Area Agency for clarifying any audit exceptions that may arise from any Area Agency assessment, county or community service provider single or financial audit, or audits conducted by the State or Federal Governments. In the event that the Area Agency or the Department of Health and Human Services disallows any expenditure made by the community service provider for any reason, the Community Service Provider shall promptly repay such funds to the Area Agency once any final appeal is exhausted in accordance with paragraph nine (9). The only exceptions are if the Area Agency on Aging is designated as a community service provider through the County Funding Plan or, if as a part of a procurement process, the Area Agency on Aging enters into a contractual agreement for service provision with a provider which is in addition to the required County Funding Plan formats. In these exceptions, the Area Agency is responsible for any disallowed costs. The County or Area Agency on Aging can recoup any required payback from the community service provider in the event that payback is due to a community service provider's failure to meet OMB Circular A-122 requirements, requirements of A-110, requirements of 45CFR, Part 1321, and 45CFR, Part 92, or state eligibility requirements as specified in policy.
12. Indemnity. The provider agrees to indemnify and save harmless the Area Agency, its agents, and employees from and against any and all loss, cost, damages, expenses, and liability arising out of performance under this Agreement to the extent of errors or omissions of the provider.
13. Equal Employment Opportunity and Americans With Disabilities Act Compliance. The provider shall comply with all federal and state laws relating to equal employment opportunity and accommodation for disability.

14. Data to be Furnished to the Provider. All information which is existing, readily available to the Area Agency without cost and reasonably necessary, as determined by the Area Agency's staff, for the performance of this Agreement by the provider shall be furnished to the provider without charge by the Area Agency. The Area Agency, its agents and employees, shall fully cooperate with the provider in the performance of the provider's duties under this Agreement.
15. Rights in Documents, Materials and Data Produced. The provider agrees that at the discretion of the Area Agency, all reports and other data prepared by or for it under the terms of this Agreement shall be delivered to, become and remain the property of the Area Agency upon termination or completion of the work. Both the Area Agency and the provider shall have the right to use same without restriction or limitation and without compensation to the other. For the purposes of this Agreement, "data" includes writings, sound recordings, or other graphic representations, and works of similar nature. No reports or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the provider.
16. Interest of the Provider. The provider covenants that neither the provider nor its agents or employees presently has an interest, nor shall acquire an interest, direct or indirect, which conflicts in any manner or degree with the performance of its service hereunder, or which would prevent, or tend to prevent, the satisfactory performance of the service hereunder in an impartial and unbiased manner.
17. Interest of Members of the Area Agency, Lead Regional Organization, and Others. No officer, member or employee of the Area Agency or Lead Regional Organization, and no public official of any local government which is affected in any way by the Project, who exercises any function or responsibilities in the review or approval of the Project or any component part thereof, shall participate in any decisions relating to this Agreement which affects his personal interest or the interest of any corporation, partnership or association in which he is, directly or indirectly, interested; nor shall any such persons have any interest, direct or indirect, in this Agreement or the proceeds arising therefrom.
18. Officials not to Benefit. No member of or delegate to the Congress of the United States of America, resident Commissioner or employee of the United States Government, shall be entitled to any share or part of this Agreement or any benefits to arise herefrom.
19. Prohibition Against Use of Funds to Influence Legislation. No part of any funds under this Agreement shall be used to pay the salary or expenses of any employee or agent acting on behalf of the provider to engage in any activity designed to influence legislation or appropriations pending before Congress.

20. Applicable Law. This Agreement is executed and is to be performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State.

In witness whereof, the Area Agency and the provider have executed this Agreement as of the day first written above.

Warren County

Attest:

_____ By: _____
Authorized Representative

Date: _____ Date: _____

Area Agency on Aging

Attest:

Dean Lee By: James M. Byrd
Area Agency Director Executive Director, Lead Regional Organization

Date: 10/6/11 Date: 10/6/11

Provision for payment of the monies to fall due under this Agreement within the current fiscal year have been made by appropriation duly authorized as required by the Local Government Budget and Fiscal Control Act.

BY: James B. Pearce Jr. DATE: 10-6-11
FINANCE OFFICER, Lead Regional Organization

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act

Sh... 11-1-11

Meeting Date: November 7, 2011

Agenda Item # 12-A

SUBJECT: Public Utilities

REQUESTED BY: Macon Robertson, Public Utilities Director

SUMMARY: Warren County Water & Sewer District III, Phase III Engineer Inspection Plan as required by USDA is submitted by Rivers & Associates for Board's review and adoption. Authorize Chairman to sign related documentation.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

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

NOTES:

RUS Project: Warren County - Water & Sewer District No. 3, Phase III
 Engineering Firm: Rivers & Associates, Inc.

Date: October 17, 2011

**North Carolina - USDA Rural Development
 Construction Inspection Plan**
 Attachment to EJCDC E-506, AGREEMENT BETWEEN
 OWNER and ENGINEER for PROFESSIONAL SERVICES
 (See General Conditions and Approvals on reverse)

Applicant/ Borrower: Warren County

Brief Description of Project:
 (elements, components, and quantities) Construction of approximately 112,250 linear feet of 2" through 8" water mains and appurtenances in
 Water & Sewer District No. 3, Phase III of Warren County, North Carolina.

Engineering Consulting Firm: Rivers & Associates, Inc.

Contract #	Contractor	Total Contract Amount	Notice to Proceed Date
1	Herring & Rivenbark, Inc.	\$ 1,344,205.05	To be determined
2	(insert contractors name)	\$ -	---
3	(insert contractors name)	\$ -	---
4	(insert contractors name)	\$ -	---
5	(insert contractors name)	\$ -	---

The Consulting Engineer, Rivers & Associates, Inc., hereby proposes to provide resident construction services on the above project in accordance with the following schedule of personnel to be assigned to this project and in general accordance with the following projected time requirement and costs. Only inspectors who are proposed to be used on this project should be listed. If necessary other inspectors may be added later through amendment to this schedule.

Section I - Personnel Costs

Note: Maximum Hourly Rates Approved by Rural Development (Effective 10/1/05)

Advanced:	Inspector Only - \$65 / hr	Inspector + All Expenses - \$71 / hr
Intermediate:	Inspector Only - \$53 / hr	Inspector + All Expenses - \$63 / hr
Entry:	Inspector Only - \$54 / hr	Inspector + All Expenses - \$59 / hr

Inspector's Name	Classification *	Contract(s) Assigned	Estimated Hours** Required	Hourly*** Rate \$ / hr	Estimated Cost
Jay Davis	Advanced	1	1376	\$ 66.00	\$ 90,816.00
					\$ -
					\$ -
					\$ -

Total Inspection Cost Estimate: \$ 90,816.00
 (Personnel Costs)

* Advanced - At least five years on the job inspection experience with similar projects and capable of functioning independently with minimum supervision from engineer.

Intermediate - 1-5 years on-the-job inspection experience with similar projects - works under general supervision of advanced inspector.

Entry - Less than one year experience with similar projects - works under close supervision of advance inspector and/or engineer.

** Attach a separate sheet with documentation of estimated hours for each inspector.

*** Proposed billing rates are inclusive of salary, overhead, and profit.

RUS Project: Warren County - Water & Sewer District No. 3, Phase III
 Engineering Firm: Rivers & Associates, Inc.

Date: October 17, 2011

Section II - Mileage, Per Diem, and Miscellaneous Costs

Total Estimate Mileage (all inspectors)	34,400	miles	x	\$ 0.55 (reimbursement rates)	\$ 18,920.00
Per Diem - if applicable (all inspectors)	172	total days	x	\$ 6.00 (daily rate)	\$ 1,032.00
Miscellaneous Expenses	\$ -				\$ -

Resident Inspection Ceiling Cost: \$ 110,768.00
 (Section I + Section II)

* Attach a separate sheet with documentation of all per diem, mileage, and itemized miscellaneous expenses.

Construction Inspection Plan - General Conditions

The Consulting Engineer hereby agrees to prepare the construction inspection plan and perform construction inspection services in accordance with the following conditions:

- The experience level of the inspector(s) assigned will be commensurate with the nature and difficulty of the work to be performed, inasmuch as scheduling and overall efficiency of the inspection effort will allow. The hourly rates indicated in the inspection plan shall reflect the level of experience of the inspector assigned.
- The Engineer will use his best judgment when allocating time of an inspector to each job. The inspector will not be assigned responsibilities on the job site when the nature of the work does not require his presence.
- The Engineer will take into account the work location(s), construction time period, number of construction crews, expected level of effort required, etc., when developing the construction inspection plan and assigning inspectors.
- The Engineer will manage the inspection effort in accordance with the approved plan and will notify the Owner and RD of any anticipated change or modification in the plan. Any changes in inspectors, proposed ceiling increase, or major changes in inspector assignments will not be made or effective until an amendment to the plan has been prepared and approved by all parties.
- The Engineer agrees not to bill for inspection services, in excess of the ceiling amount established above, without first obtaining approval of all parties through an amendment to the plan. Detailed justification for additional time, number of inspectors, etc., will be required from the Engineer in support of any change to the original plan.
- Invoices for inspection services will be based on actual hours of inspection service required and actual expenses incurred subject to the ceiling amount established above.
- Unless otherwise stated the inspector's duties and responsibilities shall be set forth in Exhibit D and as further defined in paragraph NC-C.2.04 to the EJCDC E-500 Agreement.
- No RD funds or RD administered funds will be expended for resident inspection services prior to review and approval of the construction inspection plan by all parties. The Engineer will submit resumes for each inspector to be used on this project for review and approval by RD with this inspection plan. No inspector will be used on the project until approved by RD.

Approval of Proposed Inspection Plan

Owner/Applicant:

(signature) (date)  10-17-11 (signature) (date)

Barry Richardson, Chairman
 (print name)

Gregory J. Churchill, P.E.
 (print name)

Rural Development:

(signature) (date)

(print name)

JAY DAVIS, RESIDENT PROJECT REPRESENTATIVE



Education:

B.S., Urban & Regional Planning, East Carolina University, 1992
Studies in Engineering Technology, Pitt Community College, 1994

Certification:

Level I Concrete Technician
Certified Soil Density Inspector
Level I Asphalt Technician
Microstation CAD Technician
Certified GPS Training
Certified GIS ARC/View Training

Employment:

Rivers & Associates, Inc., 10 years (2000 - present)
NCDOT, 8 years

Mr. Davis' experience includes construction inspection of public works utility, street construction, municipal building projects, countywide water systems, water supply wells, elevated tanks, major construction on wastewater collection/treatment and water distribution systems for municipalities. He has managed construction observation services for various types of construction.

Selected Project Experience:

Sanitary Sewer Rehabilitation, Town of Beaufort, NC: Resident Project Representative for 33,900 LF sanitary sewer rehabilitation project throughout the Town of Beaufort also including 7,300 LF of sewer main replacement, 38 manhole replacements, 526 VF of manhole rehabilitation and 632 service lateral replacements.

Skewarkee Canal Drainage Improvements, Main Street, Williamston, NC: Resident Project Representative for the construction administration of drainage improvements. The project consisted of 95 LF of 10-inch diameter steel casing under CSX Railroad, replacement of 120 LF of water main, 500 LF of gravity sewer main and 60 LF of 8' x 6' box culvert to improve drainage along Main Street.

Water System Improvements, District #3, Phase 2, Warren County, NC: Resident Project Representative for the construction administration of water system improvements. The project consisted of the design and construction administration of water system improvements. The project consisted of 628,800 LF of 2 through 10-inch diameter water mains and appurtenances, and one (1) 300,000 gallon Elevated Water Storage Tank and four (4) pressure reducing valve stations in Warren County, North Carolina. The project is funded in part by USDA at a total project cost of approximately \$9,063,000.

U.S. Hwy. 17 South, Water & Sewer Utility Improvements, Martin County, NC: Resident Project Representative for the work consisting of the construction of water and sanitary sewer extensions, including three submersible sewage pump stations, to serve the US Highway 17 corridor south of Williamston, North Carolina. Acted as liaison between Engineer, Owner, NCDOT, utility companies and Contractors. Reviewed pay requests on monthly basis.

Water Distribution System, Martin County Water District # 1 and # 2, Martin County, NC: Resident Project Representative for work consisting of approximately 10 miles in district 1 and 150 miles in district 2 of various size water distribution mains to serve various areas of

ENGINEERS • PLANNERS • SURVEYORS • LANDSCAPE ARCHITECTS

JAY DAVIS, RESIDENT PROJECT REPRESENTATIVE



rural Martin County. Acted as liaison between Engineer, Owner, NCDOT, utility companies and Contractors. Reviewed pay requests on monthly basis.

U.S. Hwy. 17 South, Elevated Water Tank, Martin County, NC: Resident Project Representative for the work consisting of the construction of 500,000 gallon elevated pedosphere water tower including pile foundation. Acted as liaison between Engineer, Owner, NCDOT, utility companies and Contractors. Reviewed pay requests on monthly basis.

Vacuum Sewer System and Force Main, Town of Grimesland, NC: Resident Project Representative responsible for work consisting of approximately 10 miles of vacuum and gravity sewer collection lines and a vacuum/effluent sewer pump station as well as 9 miles of 8" sewer force main from Town of Grimesland to City of Greenville along NC Highway 33. Acted as liaison between Engineer, Owner, NCDOT, utility companies and Contractors. Reviewed pay requests on monthly basis.

Water System Improvements, Eastern Pines Water Corporation, Pitt County, NC: Resident Project Representative for the work consisting of the construction of 1,000,000 gallon elevated fluted column water tower including pile foundation, well blending facility, 1.5 miles of 24" water transmission main and 5 miles of 10" and 12" water transmission main. Acted as liaison between Engineer, Owner, NCDOT, utility companies and Contractors. Reviewed pay requests on monthly basis.

20-inch Finished Water Transmission Main to serve Eastern Pines Water Corporation (EPWC), Pitt County, NC: Resident Project Representative for the work consisting of 7 miles of 20" water transmission main to serve Eastern Pines Water Corporation service area. Acted as liaison between Engineer, Owner, NCDOT, utility companies and Contractors. Reviewed pay requests on monthly basis.

Selected Project Experience also includes:

- Rail Division, NCDOT, Raleigh, NC, Engineering Technician III, Responsible for Inventory Control of all at-grade Railroad Crossings in North Carolina which included Database Updates to the Federal Railroad Administration
- Resident Engineering Office, NCDOT, Nashville, NC, Engineering Technician II
- Planning and Environmental Branch, NCDOT, Raleigh, NC, Environmental Modeler

Meeting Date: November 7, 2011

Agenda Item # 12-B

SUBJECT: Public Utilities

REQUESTED BY: Macon Robertson, Public Utilities Director

SUMMARY: Warren County Water & Sewer District III, Phase III Capital Project Construction Contract with Herring & Rivenbark is submitted by Rivers & Associates for Board's review and Chairman's authorization to execute documentation. The Board awarded the bid for this project to Herring & Rivenbark at the 10/3/11 Board meeting.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

Notice of Award

Date: October 3, 2011

Project: Water & Sewer District No. 3, Phase III

Owner: Warren County

Owner's Contract No.: N/A

Contract: Water System Improvements

Engineer's Project No.: 2009090

Bidder: Herring & Rivenbark, Inc.

Bidder's Address: *[send Notice of Award Certified Mail, Return Receipt Requested]*

P.O. Box 3425

Kinston, NC 28502

You are notified that your Bid dated September 20, 2011 for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for Water & Sewer District No. 3, Phase III Water System Improvements

[Indicate total Work, alternates, or sections of Work awarded.]

The Contract Price of your Contract is One Million, Three Hundred Forty-Four Thousand, Two Hundred Five and 05/100 Dollars (\$1,344,205.05).

[Insert appropriate data if unit prices are used. Change language for cost-plus contracts.]

5 copies of the proposed Contract Documents (except Drawings) accompany this Notice of Award.

3 sets of the Drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions precedent within [15] days of the date you receive this Notice of Award.

1. Deliver to the Owner [5] fully executed counterparts of the Contract Documents.
2. Deliver with the executed Contract Documents the Contract security [Bonds] as specified in the Instructions to Bidders (Article 20), General Conditions (Paragraph 5.01), and Supplementary Conditions (Paragraph SC-5.01).
3. Other conditions precedent:
None

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

Warren County
Owner
By: _____
Authorized Signature

Title

Copy to Engineer

Entire 99 page document has been provided to the Board in separate e-mail.

Meeting Date: November 7, 2011

Agenda Item # 13

SUBJECT: Human Resources – Personnel

**REQUESTED BY: Elgin Lane, Human Resources Manager &
Arnetta Yancey, Director Senior Center**

SUMMARY: It is presented to approve establishing a new grant-funded, time-limited Administrative Assistant I position in the Warren County Senior Center. The “Center” has received an additional \$12,195 from Home & Community Care Block Grant for the FY 2011-12. Approval is requested to create an Administrative Assistant I position at Salary Grade 13 (range \$21,657 to \$34,752), a part-time position at 20 hours per week through the end of this Fiscal Year.

FUNDING SOURCE: Home & Community Care Block Grant Funds

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval effective 11/16/11.

NOTES:

MEMORANDUM

TO: Warren County Board of Commissioners

FROM: Elgin J. Lane, Human Resources Manager

DATE: October 31, 2011

**RE: Establishment of New Grant Funded, Time-Limited
Administrative Assistant I Position**

The Warren County Senior Center has received an additional \$12,195 from the Home and Community Care Block Grant (HCCBG) for the current fiscal year 2011-12. The additional increase in funds from the HCCBG was based on previous unallocated State funding, restoration of State funding that was previously diverted to other programs and the fiscal year 2011-12 allocation from the Administration on Aging.

The number of seniors that are participating at the Senior Center continues to expand and this has resulted in an increase in workload among current staff as well as an increase in workload for front desk office support duties that are currently provided by volunteers. Therefore, Arnetta Yancey, Senior Center Director is requesting to allocate the additional funds to Senior Center Operations where a portion of the funds will be used to establish a new Administrative Assistant I position.

The new Administrative Assistant I position will be temporary, part-time (20 hours) and will exist only for the remainder of the 2011-12 fiscal year. The new position will provide administrative office support including receptionist duties, registering Center participants and coordinating transportation to and from the Center. At the end of the fiscal year, the County will not be asked to continue to support this position with the use of County general funds.

I recommend that the Board consider and approve:

- A new grant funded, time-limited Administrative Assistant I position at Salary Grade 13 with a salary range of \$21,657 - \$34,752.

Thanks in advance for your consideration and approval.

Meeting Date: November 7, 2011

Agenda Item # 14

SUBJECT: Resolution of Support for Grant Application

REQUESTED BY: Freddie Harris, Grant Writer & CEO Buringi's House, Inc.

SUMMARY: Buringi's House, Inc. (non-profit) requests adoption of Resolution of support for Proposal to NC Department of Health and Human Services Division of Public Health to operate an Adolescent Parenting Program to benefit Warren County youth in partnership with the Warren County Department of Social Services.

NOTE: Warren County is ranked 21st in NC counties for teen pregnancy.

FUNDING SOURCE: NC Dept of Health & Human Services

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

Resolution Supporting Buringis' House Adolescent Parenting Program

WHEREAS, Warren County is ranked 21st in the State for Teen Pregnancy and teen birth rates in the US are up to 9 times higher than in most other developed countries; and

Whereas, Hispanic and black teen girls are about 2-3 times more likely to give birth and use of birth control is lower among sexually active black and Hispanic high school students; and

Whereas, girls born to teen parents are almost 33% more likely to become teen parents themselves, continuing the cycle of teen pregnancy; and

Whereas, approximately 50% of teen mothers get a high school diploma by age 22, compared to 90% of teen girls who do not give birth.

NOW, THEREFORE BE IT RESOLVED the Warren County Board of Commissioners endorse and support *“Buringis' House Adolescent Parenting Program”*.

BE IT FURTHER RESOLVED, that the Warren County Board of Commissioners support the partnership of Buringi's House and the Warren County Department of Social Services in the effort to reduce and educate our youth in the epidemic of Teen Pregnancy.

Adopted this the 7th day of November, 2011.

Barry M. Richardson, Chairman
Warren County Board of Commissioners

According to the North Carolina Dept of Health and Human Services Division of Public Health, Warren County has been identified among the top 25 counties in North Carolina with a high teen pregnancy rate among females ages 15 to 19. This was based on a five year average between 2005-2009.

Currently grant funding is available thru the Adolescent Parenting Program that will provide four year annually renewable grant awards in the amount of \$60,000.00 to projects to provide services for pregnant or parenting teens throughout North Carolina.

The goal of the Adolescent Parenting Program is to:

- Increase self sufficiency outcomes for APP participants by:
 - (1) Increasing the delay of a subsequent pregnancy;
 - (2) Increasing graduation from high school with diploma or completion of GED
 - (3) Increasing successful transition to adulthood including enrollment in post-secondary education, vocational training, or employment at a livable wage, and living in safe and stable housing after graduation from APP.
- Improve development outcomes for the children of APP participants by:
 - (1) Increasing healthy births;
 - (2) Increasing incidence of appropriate discipline, nurturing behavior, and children who are well cared for;
 - (3) Increasing age-appropriate physical, emotional, cognitive, and social development, including readiness for school success.

Buringi's House, Inc is a non-profit 501©3 organizations and our goal is to work with homeless, parenting and pregnant teenagers. We are seeking the support of the Warren County Commissioners in our application for these funds to provide services to the youth of Warren County. Please visit our website at

www.buringishouse.com for further information.

Rank	County	5-yr Rate	Rank Points	Existing APP	Points if No APP	Total Points
1	Vance	106.4	5	Yes	0	5
2	Robeson	97.3	5	No	5	10
3	Richmond	96.6	5	Yes	0	5
4	Edgecombe	91.1	5	Yes	0	5
5	Hertford	88.7	5	Yes	0	5
6	Bertie	88.5	4	No	4	8
7	Lenoir	87.4	4	No	4	8
8	Lee	87.2	4	Yes	0	4
9	Northampton	86.4	4	No	4	8
10	Scotland	85.1	4	Yes	0	4
11	Halifax	84.8	3	No	3	6
12	Washington	82.8	3	Yes	0	3
13	Onslow	81.6	3	Yes	0	3
14	Duplin	80.4	3	No	3	6
14	Wilson	80.4	3	No	3	6
16	Columbus	80.1	2	No	2	4
17	Swain	79.9	2	No	2	4
18	Montgomery	79.4	2	No	2	4
19	Craven	79.3	2	No	2	4
20	Anson	78.0	2	Yes	0	2
21	Warren	77.5	1	No	1	2
22	Sampson	75.9	1	No	1	2
23	Bladen	75.7	1	No	1	2
24	Chowan	74.8	1	No	1	2
25	Wayne	74.2	1	No	1	2

Meeting Date: November 7, 2011

Item # 15-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:



MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LW*
DATE: November 1, 2011
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:

General County

Intercomp Systems
3901 Barrett Drive, Suite 305
Raleigh, NC 27609

This is a six-month IT support services contract for all county departments. Lapsed salary/fringes in the IT departmental budget will be used to pay the total contract cost of \$9,780.

Detention Center

PAY-TEL Communications, Inc.
P.O. Box 8179
Greensboro, NC 27419

This is an agreement for the provision of prepaid telephone calling cards for the inmate population at the Detention Facility. Inmates will be responsible for paying for the calling cards and Warren County would receive a commission on all cards sold. There is no cost to the county to participate in this program.

Entire 37 page document has been provided in a separate e-mail.

MEMORANDUM
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November 1, 2011

Senior Center

Kerr-Tar Area Agency on Aging
Kerr-Tar COG
P.O. Box 709
Henderson, NC 27536

This is the agreement for the state appropriation for senior centers from the 2011 Session of the NC General Assembly. The amount of this appropriation is \$4,069 which requires a 25% local match of \$1,356 which is budgeted in the Senior Center departmental budget.

Xavus Solutions, LLC
P.O. Box 55071 #30713
Boston, MA 02205-5071

This is the Purchase and Licensing agreement for the My Senior Center hardware and software products that will automate the Senior Center's management system. The discounted fee of \$3,700 will be paid from Home and Community Care Block Grant funds.

Child Support Enforcement Office

Atty. Marvin P. Rooker
P.O. Box 178
Warrenton, NC 27589

This is the lease agreement for office space in the Williamsburg Manor Office Building for the Child Support Enforcement Office. The annual base rental amount of \$14,400 is budgeted in the Child Support Enforcement office departmental budget.

Telecommunications

Eaton Corporation
8609 Six Forks Rd.
Raleigh, NC 27615

This is a Service Agreement for PowerCare Battery Update for equipment in the E-911 Center. The cost of new batteries, \$2,737, will be paid from E-911 funds.

Memorandum
Page 3
November 1, 2011

Buildings & Grounds Department

UniFirst
821 S. Church St.
Rocky Mount, NC 27803

This is a customer service agreement for Buildings & Grounds Department employees' uniforms, and housekeeping supplies (toilet paper, paper towels, and trash can liners). The funds to accommodate this agreement are budgeted in the Buildings & Grounds Departmental budget.

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

Attachments

Meeting Date: November 7, 2011

Agenda Item # 15-B

SUBJECT: County Manager's Report

REQUESTED BY:

SUMMARY: County Manager's Report of October 2011 activities is presented for the Board's information.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



RE: October Status Report

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

Administration

- Prepared for and attended Board of Commissioners public hearing and regular meeting (10/3/11)
- Met with Environmental Consultant and Planning/Zoning Administrator to discuss potential EPA Brownfield's programs/grants for Warren Co. (10/5/11)
- Attended FEMA Board meeting (10/6/11)
- Attended VWGF Sub-Committee Meeting (10/6/11)
- Met with representative of Pierce Group Benefits to discuss county benefits plans (10/7/11)
- Met with Superintendent of Schools to discuss budget reallocation proposals (10/10/11)
- Met with County Forest Ranger to discuss Buck Springs Plantation Forestry Management Plan (10/11/11)
- Met with Dr. Appleton to discuss status of GreenTech Project (10/11/11)
- Attended Emergency Services' After Action Review for Hurricane Irene Response (10/18/11)
- Met with Officers of East Coast Natural to discuss status of Meat Processing Plant project (10/19/11)
- Prepared for and attended Board of Commissioners Work Session (10/19/11)
- Met with Public Utilities Director to discuss issues of concern (10/19/11)
- Met with Tax Administrator to discuss GIS mapping/addressing issues (10/21/11)
- Met with EDC Director to discuss economic development projects and other issues of concern (10/25/11)
- Attended Senior Citizens Advisory Board Meeting (10/25/11)
- Met with HR Manager and County Attorney to discuss ESC hearing procedures (10/26/11)
- Conducted monthly Department Head meeting (10/27/11)
- Attended Kerr-Tar COG Advisory Board meeting (10/27/11)
- Met with EDC Director to discuss economic development (10/28/11)
- Attended Office Safety Training meeting (10/31/11)

Other Activities

- Attended Five County Mental Health Authority/Piedmont Behavioral Health Community Briefing (10/5/11)
- Attended Glen Raven Mills Solar Celebration (10/10/11)
- Attended Firemen's Association Annual meeting (10/11/11)
- Attended Public Health Forum at the County Health Department (10/12/11)
- Attended "Project Liberation" at the Memorial Library (10/18/11)
- Attended and participated in Senior Center Celebration of being designated a Center of Excellence (10/28/11)

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 10-15% complete at this time. The Buildings & Grounds Manager is waiting on approval from the Board of Commissioners to move forward with in-house construction of this facility. The next step would be to have the plumbing roughed in so the concrete floor can be poured.

In-House Repair & Renovation Projects

Work on the former Doctor's Office building that will house County Administration is approximately 98% complete at this time. County Administration offices are tentatively scheduled to move to the new location in the next two weeks.

The Buildings & Grounds Department will also be working on a handicapped ramp at the additional building leased for the Senior Center to make the building accessible.

CDBG Projects

2008 Scattered Site Housing CDBG Project

This project is in the process of being closed out. A short-term extension to 11/4/11 has been requested to allow for processing of all invoices and preparation of final close-out paperwork. We have not received confirmation from Community Investment & Assistance that the extension has been granted.

Ephraim Place Subdivision CDBG Housing Project

Warren Family Institute is still working on identifying potential homeowners for the four homes to be constructed in the subdivision so the CDBG portion of this project can be closed out.

Meeting Date: November 7, 2011

Item # 16

Closed Session in accordance with
GS § 143-318.11(3)(6)
Attorney/Client Privileged
Information and Personnel Matters



Adjourn

November 7, 2011
Regular Meeting