

*WARREN COUNTY
BOARD OF COMMISSIONERS*

*Annual Organizational
Meeting*

*December 5, 2011
5:45 pm*

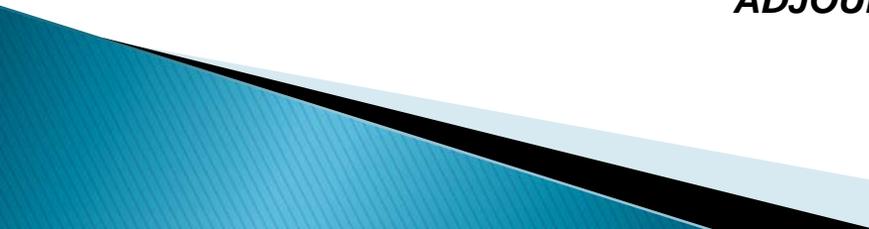
WARREN COUNTY ARMORY CIVIC CENTER
COMMISSIONERS' MEETING ROOM
WARRENTON, NORTH CAROLINA

**SUGGESTED AGENDA
FOR
December 5, 2011
ANNUAL ORGANIZATIONAL MEETING**

5:45 Pm - Call to Order Organizational Meeting – County Attorney

- 1) Election of Chairman to the Board
- 2) Election of Vice-Chairman to the Board
- 3) Appointment of County Attorney
- 4) Appointment of Clerk to the Board
- 5) Appointment of Deputy Clerk to the Board
- 6) Appointment of Deputy Tax Collectors
- 7) Designation of Current Depositories for Warren County Funds
- 8) Authorization to Honor Facsimile Signatures

ADJOURN ORGANIZATIONAL MEETING



ORGANIZATIONAL MEETING

DATE: December 5, 2011

ITEM: # 1

SUBJECT: Election of Chairman to the Board of Commissioners

SUMMARY: The Board of Commissioners holds its Annual Organizational Meeting the first Monday in December, at which time, the Chairman and other officers are elected to serve for the upcoming year.

NOMINATIONS: Name: _____ Motion _____ 2nd _____

Name: _____ Motion _____ 2nd _____

Name: _____ Motion _____ 2nd _____

ACTION TAKEN:



ORGANIZATIONAL MEETING

DATE: December 5, 2011

ITEM: # 2

SUBJECT: Election of Vice-Chairman to the Board of Commissioners

SUMMARY: The Board of Commissioners holds its Annual Organizational Meeting the first Monday in December, at which time, the Vice-Chairman and other officers are elected to serve for the upcoming year.

NOMINATIONS: Name: _____ Motion _____ 2nd _____
Name: _____ Motion _____ 2nd _____
Name: _____ Motion _____ 2nd _____

ACTION TAKEN:



ORGANIZATIONAL MEETING

DATE: December 5, 2011

ITEM: # 3

SUBJECT: Appointment / Re-Appointment of the County Attorney

SUMMARY: The Board of Commissioners holds its Annual Organizational Meeting the first Monday in December, at which time, the County Attorney and others are appointed to serve for the upcoming year. Karlene Turrentine is currently serving and is presented for consideration for re-appointment.

NOMINATIONS: Name: _____ Motion _____ 2nd _____
Name: _____ Motion _____ 2nd _____

ACTION TAKEN:



ORGANIZATIONAL MEETING

DATE: December 5, 2011

ITEM: # 4

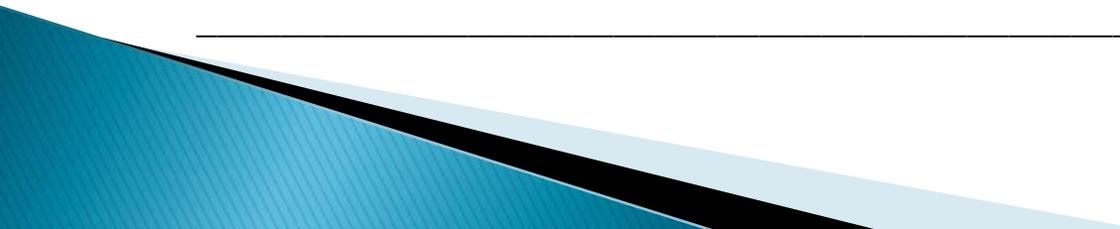
SUBJECT: Appointment / Re-Appointment of the Clerk to the Warren County Board of Commissioners

SUMMARY: The Board of Commissioners holds its Annual Organizational Meeting the first Monday in December, at which time, the Clerk to the Warren County Board of Commissioners and others are appointed to serve for the upcoming year. Angelena Kearney-Dunlap is currently serving and is presented for consideration for re-appointment.

NOMINATIONS: Name: _____ Motion _____ 2nd _____

Name: _____ Motion _____ 2nd _____

ACTION TAKEN:



ORGANIZATIONAL MEETING

DATE: December 5, 2011

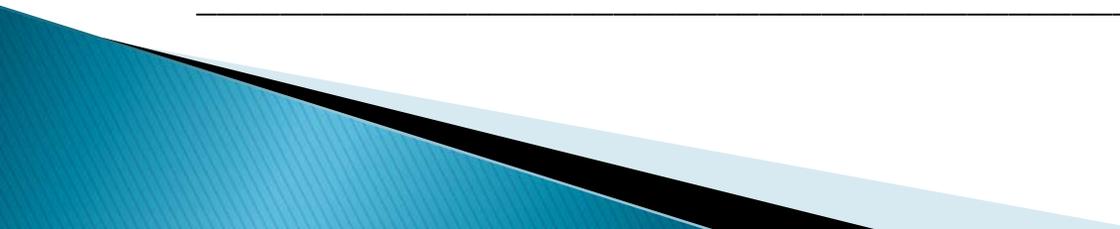
ITEM: # 5

SUBJECT: Appointment of the Deputy Clerk to the Warren County Board of Commissioners

SUMMARY: The Board of Commissioners holds its Annual Organizational Meeting the first Monday in December, at which time the Deputy Clerk to the Warren County Board of Commissioners and others are appointed to serve for the upcoming year. Paula Pulley is currently serving and is presented for consideration for re-appointment.

NOMINATIONS: Name: _____ Motion _____ 2nd _____
Name: _____ Motion _____ 2nd _____

ACTION TAKEN:



ORGANIZATIONAL MEETING

DATE: December 5, 2011

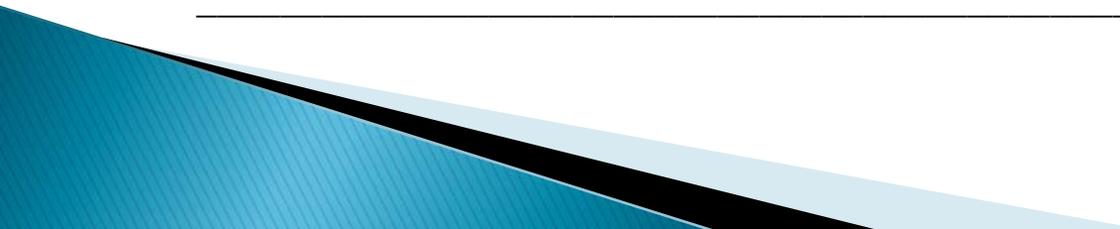
ITEM: # 6

SUBJECT: Appointment / Re-Appointment of Deputy Tax Collectors

SUMMARY: Each year appointments/re-appointments of certain positions are made. It is submitted to re-appoint Deputy Tax Collectors as follows. Each requires an individual motion:

	Motion	2nd to motion
Bonnie C. Andrews	_____	_____
Gladys Banks	_____	_____
Laura Tucker	_____	_____
Yvonne Sharpes	_____	_____
 <u>Delinquent Tax Collector:</u>		
Karen Towns	_____	_____

ACTION TAKEN:



ITEM: #7

SUBJECT: Designation of Depositories for various Warren County Funds

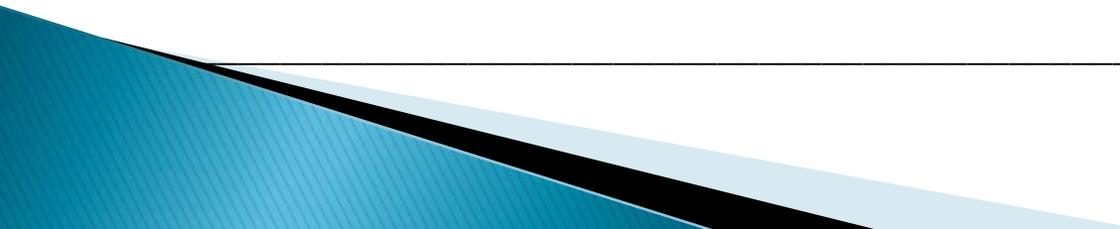
**SUMMARY: Each year designation of depositories for County funds is made.
Request is submitted for Board review and approval.**

**CURRENT DEPOSITORIES FOR
WARREN COUNTY FUNDS
AS OF DECEMBER 1, 2011**

Motion / 2nd

- | | |
|---|----------------------|
| 1. 1st Citizens Bank & Trust Company - Warrenton, NC | _____ / _____ |
| 2. Branch Banking & Trust Company - Warrenton, NC | _____ / _____ |
| 3. NC Capital Management Trust - Charlotte, NC | _____ / _____ |

ACTION TAKEN:



ORGANIZATIONAL MEETING

DATE: December 5, 2011

ITEM: # 8

SUBJECT: Designation of positions/individuals with Facsimile Signature Authority.

SUMMARY: Each year appointments/re-appointments of certain positions with signatory authority are made. The list of appointees/ designees is submitted for Board review and approval. Each requires an individual motion.

Signatures for Warren County Funds

- | | |
|---|---------------------|
| 1. Warren County Operating Account & Warren County General Fund Payroll Account: | Motion / 2nd |
| a) County Finance Officer – Barry Mayo | _____ / _____ |
| b) Chairman of the Board of County Commissioners | _____ / _____ |
| c) Clerk to the Board of County Commissioners | _____ / _____ |
|
 | |
| 2. Warren County Department of Social Services Trust Fund Account: | |
| a) Director of Social Services – Jeffrey Woodard | _____ / _____ |
| b) Administrative Officer II – Mary Ann Roberson | _____ / _____ |

ACTION TAKEN:

Adjourn

Organizational Meeting

**Special Recognition
Of
Achievement for Excellence in
Financial Reporting**



Warren County Finance Office

Barry Mayo, Finance Officer & Staff



**The Government Finance Officers Association
of the United States and Canada**

presents this

AWARD OF FINANCIAL REPORTING ACHIEVEMENT

to

Finance Office
Warren County, North Carolina



The award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the individual(s) designated as instrumental in their government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.

Executive Director

Date August 29, 2011

Certificate of Achievement for Excellence in Financial Reporting

Presented to

Warren County
North Carolina

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended
June 30, 2010

A Certificate of Achievement for Excellence in Financial Reporting is presented by the Government Finance Officers Association of the United States and Canada to government units and public employee retirement systems whose comprehensive annual financial reports (CAFRs) achieve the highest standards in government accounting and financial reporting.



Linda C. Davison

President

Jeffrey R. Emer

Executive Director

*WARREN COUNTY
BOARD OF COMMISSIONERS*

December 5, 2011

6:00 PM – Regular Meeting

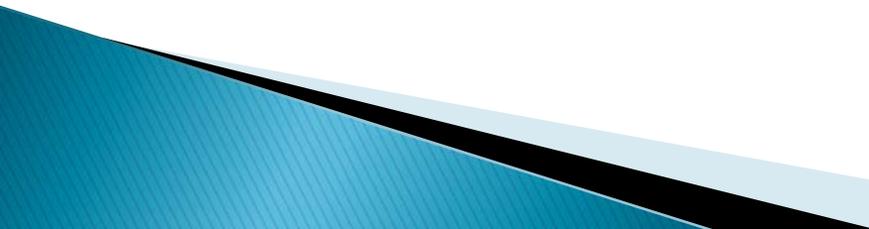
*WARREN COUNTY ARMORY CIVIC CENTER
COMMISSIONERS' MEETING ROOM
WARRENTON, NORTH CAROLINA*

6:00 PM
Call to Order December 5, 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 five (____) 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: December 5, 2011

Agenda Item # 5

SUBJECT: Adopt December 5, 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
DECEMBER 5, 2011 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
Armory Civic Center Commissioner's Meeting Room
WARRENTON, NORTH CAROLINA*

Revised

**Special Recognition of Achievement
For Excellence In Financial Reporting
Warren County Finance Office
Barry Mayo, Finance Officer & Staff**

- 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 December 5, 2011 Suggested Agenda
- 6 Consent Agenda
 - A. Approve Minutes - November 7, 2011:
 - * Public Hearing – DOT Petition to Abandon Portion of Spain Road (SR 1203)
 - * Public Hearing- DOT Proposed 2011-2012 Secondary Road Construction Program
 - * Public Hearing – Three-Year Update of Ten-Year Solid Waste Management Plan
 - * 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) - “ “ “ “

Revised

7. Finance Office – Barry Mayo
 - A. Amendment # 4 to the Warren County FY 2011-12 Budget Ordinance
 - B. Amendment # 1 to the Capital Project Ordinance Warren County Simulcast System Upgrade
8. Board Appointments to the Recreation Commission: W. Powell & L.A. Thomas
9. Request for NC Department of Transportation to leave Otis Clark Road Bridge Open – E.B. Harris
10. Request to Waive Building Permit Fees to Construct Habitat Home – Bruce Rogers
11. Revised Job Description for vacant Utility Office Coordinator position – Elgin Lane
12. Building & Grounds Construction Division
 - A. Construction of Second EMS Sub-Station
 - B. Continued Funding Past 12/31/2011
13. NC International Terminal (NCIT) and Feasibility Study – County Manager Worth
14. Board of Commissioner’s 2012 Meeting Schedule
 - A. Regular Monthly Meetings
 - B. Work Sessions
 - C. Budget Goals Setting Work Session
15. County Manager’s Status Report for November 2011
16. **VGCC and Warren County Chamber of Commerce request Armory Fee Waived for February 2012 Business Afterhours**
17. *Closed Session in accordance with GS 143-318.11(3)(6) Attorney/Client Privileged Information and Personnel Matters*
18. Adjourn December 5, 2011 Meeting

Meeting Date: December 5, 2011

Agenda Item # 6A

SUBJECT: Approval of Minutes

REQUESTED BY: Clerk to the Board

SUMMARY: November 7, 2011 minutes have been provided via e-mail to Board Members for review:

- * Public Hearing – DOT Petition to Abandon Portion of Spain Road (SR 1203)
- * Public Hearing- DOT Proposed 2011-2012 Secondary Road Construction Program
- * Public Hearing – Three-Year Update of Ten-Year Solid Waste Management Plan
- * Regular Monthly Meeting

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Minutes of November 7, 2011 meetings have been provided by e-mail prior to the meeting

- * Public Hearing – DOT Petition to Abandon Portion of Spain Road (SR 1203)
- * Public Hearing- DOT Proposed 2011-2012 Secondary Road Construction Program
- * Public Hearing – Three-Year Update of Ten-Year Solid Waste Management Plan
- * Regular Monthly Meeting

Meeting Date: December 5, 2011

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 October 2011

FUND	OCTOBER INCOME	FISCAL YEAR TO - DATE
General	252.31	1,048.67
Revaluation	5.18	16.97
E 911 Telephone System	6.37	18.14
Buck Spring Project	7.63	26.51
Ambulance Storage Facility	21.11	82.41
National Guard Armory	0.51	1.79
Simulcast System Upgrade	3.21	11.16
Regional Water Enterprise Fund	11.77	42.60
District 1 Enterprise Fund	18.09	62.14
Solid Waste	0.42	4.43
District II Enterprise Fund	17.72	59.74
District III Capital Project Fund	3.75	13.03
District III Phase II BANS	0.10	3.75
District III Enterprise Fund	4.51	10.33
Soul City Pump Station Improvements	0.45	1.27
	353.13	1,402.94

Meeting Date: December 5, 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 October 2011 is presented for the Board's information.

FUNDING SOURCE: N/A

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

Current Year Collections

Tax Year	Charge	Collected in October	Collected to Date	Balance Outstanding	Percentage Collected
OCTOBER 2011 FY12	\$15,445,896	\$714,410	\$3,380,970	\$12,064,926	21.89
OCTOBER 2010 FY11	\$14,821,352	778,439	3,201,164	11,620,188	21.60

Delinquent Collections

2010	\$770,892	\$54,799	\$244,888	526,004	31.77
2009	257,145	6,800	45,325	211,820	17.63
2008	175,491	3,082	17,293	158,198	9.85
2007	156,347	1,665	6,469	149,877	4.14
2006	136,764	894	2,219	134,545	1.62
2005	113,356	588	2,237	111,120	1.97
2004	100,817	364	1,240	99,577	1.23
2003	85,453	373	1,442	84,012	1.69
2002	108,173	285	984	107,189	0.91
2001	161,282	313	891	160,391	0.55
Total Delinquent Years	\$ 2,065,720	\$69,163	\$ 322,988	\$ 1,742,733	

Other OCTOBER Receipts

County Penalties
Landfill User Fees
Municipalities
Fire District Taxes
Advance Taxes

\$ 12,620	\$ 43,812
\$ 63,158	\$ 286,998
\$ 26,548	\$ 92,552
\$ 40,137	\$ 145,632
0.00	0.00

OCTOBER GRAND TOTAL

\$ 926,036	\$ 4,272,952
-------------------	---------------------

R Edwin Mitchum

R. Edwin Mitchum, Tax Collector

11/29/2011

Date

Meeting Date: December 5, 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:

Recommend approval.

NOTES:

Over \$100

12/6/2011

Date: 11-22-11

ERROR CORRECTION RELEASES:

BULLOCK WALTER M	2011 9852 300	B5 59 1X	21751 \$	124.62	HSE BURNED IN 2005
GURGANIOUS FRANKLIN & BETTY	2011 30187 110	D10 64	58101 \$	125.90	MH NOT HOOKED UP
HENDERSON EMMA	2011 19535 200		31420 \$	135.80	MH TORN DOWN IN 2010
LEIGHTON MARY K	2011 25317 305	I2 15F	24371 \$	542.50	PART OF LOT ASSESSED IN VA
MACK VIRGIE PERRY HEIRS	2011 17929 300	F6 110	9460 \$	122.54	NO LONGER IN BUSINESS

SUB-TOTAL ERROR CORRECTIONS:

\$1,051.36

MOTOR VEHICLE RELEASES:

BERNARD DAVID S	2011 27098 2735	VSL3113	62086	\$103.93	DMV ERROR
NIXON DAVID E	2011 20729 110	VRJ4392	57543	\$202.71	DMV ERROR

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$306.64

SUB-TOTAL CORRECTION RELEASES:

\$1,051.36

Total Releases

\$ 1,358.00

LANDFILL USER FEE RELEASES:

BLANKENSHIP WILEY C	2011 31043 300	B7 28	9809	\$115.00	MINIMUM ELECTRIC PER LIGHT CO
BROWN VOYETTE P H	2011 21108 300	B6A 51	7919	\$115.00	HAS PRIVATE HAULER
BUXTON PLANTATION	2011 17830 300	G12 15	2070	\$115.00	HAS PRIVATE HAULER
CARTER DEBRA B	2009 2165 109	F4 40	1185	\$105.00	HSE BURNED IN 2008
CARTER DEBRA B	2010 2165 110	F4 40	58343	\$115.00	HSE BURNED IN 2008
DAVIS CALVIN	2011 10607 300	D7A 15	3539	\$115.00	HAS PRIVATE HAULER
DURHAM LOUISE V	2011 12512 300	C8 56	5430	\$115.00	NO ELECTRICITY
ELLINGTON REBECCA B	2011 13137 301	B3 82	3931	\$115.00	NO ELECTRICITY
FLOOD SHIRLEY JEAN ROBINSON	2011 13042 300	E2 16A	18556	\$115.00	HAS PRIVATE HAULER
GREER BROTHERS INC	2011 16427 327	G7 37 1X	5702	\$115.00	HAS PRIVATE HAULER
HALES BOBBY G & FAYE S	2011 5465 300	J2A 75	8635	\$115.00	HAS PRIVATE HAULER
HARMON BOBBY L & ORA F	2011 17504 300	D4 75	5362	\$345.00	HAS PRIVATE HAULER
HARRIS ERNEST B & ANNE T	2011 17830 342	G8 19	4470	\$115.00	HAS PRIVATE HAULER
JOHNSON EFFIE C	2011 22488 300	F9 25C	22518	\$115.00	NO ELECTRICITY
JONES L/C BOYD/J BOYD	2011 25312 300	F2 40	1385	\$115.00	HSE BURNED IN 2009
MUSTIAN HOWARD JR & ELEANOR	2011 28407 311	D3 65	10546	\$115.00	NO ELECTRICITY
NELSON CLARA & ELOISE CARTER	2011 14913 301	D10 48D	2354	\$115.00	NO ELECTRICITY
OWEN DANNY M & DIANNE	2011 8082 300	E4 154A	19443	\$115.00	HAS PRIVATE HAULER
PERSON MILDRED J	2011 31507 300	E2 102	9549	\$115.00	HAS PRIVATE HAULER
POWELL ROOSEVELT	2011 7879 300	E5 146	6968	\$115.00	NO ELECTRICITY
ROBERTS DARRELL & ELIZABETH	2011 9969 300	L2C223	8054	\$115.00	HAS PRIVATE HAULER
ROGERSON JASON M & MELINDA H	2011 18746 300	J2A136	16053	\$115.00	HAS PRIVATE HAULER
STEMBRIDGE C F III & MICHELLE	2011 17689 300	L2D353	13441	\$115.00	HAS PRIVATE HAULER
VARNER DEAN & CINDY L	2011 22752 301	K7 33F	22899	\$115.00	NO DWELLING ON PROP
VAUGHAN FRANK SR	2011 41735 200	C4 37	27079	\$115.00	HAS PRIVATE HAULER
WILLIAMS JULIA & LEON	2011 4343 300	C5 42A	19332	\$115.00	HAS PRIVATE HAULER
WILLIAMS MARY F	2011 4799 301	H8 21	14045	\$115.00	NO ELECTRICITY
YOUNG KARL MICHAEL	2011 409 300	J2A 76	14218	\$115.00	HAS PRIVATE HAULER

TOTAL LFUF RELEASES:

\$3,440.00

Total Releases

\$ 4,798.00

Request For Tax Releases Over \$100

Under \$100

12/6/2011

Date: 11-22-11 Lw

ERROR CORRECTION RELEASES:

NAME	Year	ACCT#	MAP #	RECORD #	AMOUNT	REASON
DANIELS MARILYN	2011	5228 300	D10 48G	106	\$ 3.40	MH WAS REMOVED 11/2010
RIGGAN GLENN R	2011	34301 315	G5D 31	11500	\$ 70.00	HSE TORN DOWN AFTER HURRICANE
SMITH MICHAEL T DBA THE LEE	2011	5034 200		27425	\$ 6.98	NO LONGER IN BUSINESS
WATSON JAMES & BERTIE	2011	5210 308	C6 25	3769	\$ 27.81	MH HOOKUP REMOVED

SUB-TOTAL ERROR CORRECTIONS:

\$ 108.17

MOTOR VEHICLE RELEASES:

AYSUCUE LEWIS T	2011	2101 1180	RRL5823	78257	\$3.03	TOTALED
BAILEY DOMINIQUE RENEE	2011	33761 1224	ZSW4348	60575	\$7.41	DMV ERROR
BAKER OSCAR RAY	2011	39273 2195	HD49900	71563	\$75.60	HIGH MILEAGE
BALL WILLARD LOU	2011	2566 1877	WZ9759	61228	\$22.57	TAGS TURNED IN 5/28/10
BOONE TIMOTHY P	2011	11499 110	XWH11155	57142	\$82.45	DMV ERROR
BROWN MARTHA ANNE	2011	14860 1540	ZRL8844	60891	\$26.35	PAID IN DURHAM CO
BUKOWSKI STEVE S	2011	16723 2287	XSB4500	61638	\$45.65	SOLD IN CALIFORNIA IN 2010
BUKOWSKI STEVE S	2011	16723 1750	BW51893	66221	\$3.85	SOLD
CATON JOHNSON MCEACHERN	2011	35118 2234	ZVW9427	71602	\$73.85	RELEASED TO BRUNSWICK CO
CLARY DAVID JUSTIN	2011	17199 110	ZPW4561	57465	\$5.58	SOLD
DAVIS AVA B	2011	18950 110	TTX2292	57636	\$9.52	JUNKED
FAGLIE CLAUDETTE	2011	9347 2630	ZTN2655	68726	\$21.77	SOLD
HAZZARD PHILLIP K SR	2011	23470 2209	TZN7741	75297	\$3.91	GAVE TO SON
HUNTER DENA J	2011	404 2222	WTX4968	71590	\$67.00	REPOED
JAFFE ALAN J	2011	4053 2142	VWV5661	71510	\$12.24	HIGH MILEAGE
JOHNSON CHARLES T III	2011	19899 1759	XTZ5119	71127	\$54.49	SOLD
LEONARD JOHN B	2011	25330 2491	TXP3927	71859	\$80.80	SOLD
LILES SAMMY REID	2011	25506 110	YPS4607	56793	\$10.33	DMV ERROR
LOPEZ NORA H L	2011	29162 1819	ADE7350	71187	\$9.02	SOLD
LYNCH BRENDA SUE	2011	4561 2619	XWH1881	61970	\$90.39	RELEASED TO FRANKLIN CO
MANNING PAMELA E	2011	9630 2384	ZSW7889	71752	\$13.87	RELEASED TO VANCE CO
MARTIN REBECCA JONES	2011	499 1825	TSM6967	61176	\$35.21	DMV ERROR
NIELSEN LAWRENCE B JR	2011	5569 2296	RXY5509	68959	\$4.74	JUNKED
PARSON LAWRENCE JR	2011	36143 2272	WSW6807	70025	\$79.94	RELEASED TO HALIFAX CO
PEARCE JOYCE S	2011	36120 1723	MPS6278	69476	\$37.38	RELEASED TO FRANKLIN CO
REED GAIL R	2011	2976 1298	YVS9610	60649	\$10.62	DMV ERROR
RICHARDSON LARRY W	2011	33819 2395	4S5718	71763	\$32.80	SOLD
RICHIE MICHAEL JR	2011	12320 2521	ZPW6464	61872	\$75.46	DMV ERROR
ROGERSON JASON M	2011	18746 1047	XVM4723	78124	\$4.50	SOLD
ROOKER MARVIN P	2011	35125 1894	MZL1682	66365	\$23.31	SOLD
SCHINDEHETTE A W	2011	36115 2093	YTX3689	66564	\$24.84	SOLD
SHELTON GORDON R	2011	33453 1766	XWH2167	61117	\$33.42	DMV ERROR
SHINN JERRY L	2011	37201 1511	YWZ1366	67607	\$42.81	MOVED TO FL
SMITH MICHAEL T	2011	5034 2025	AAH4523	66496	\$9.15	DOES NOT LIVE IN CITY LIMITS
TATUM WILLIAM B	2011	19788 2691	BS30144	79768	\$21.28	SOLD
UNDERWOOD MORIA J	2011	41424 2762	YTX2771	62113	\$84.08	RELEASED TO HALIFAX CO
VENEGAS DARLENE K	2011	12785 1646	ZTN2882	69399	\$16.47	SOLD
VITALE VITO A	2011	26083 1616	AEH2883	70984	\$52.78	SOLD
WEST JOHN CURTIS	2011	36202 1461	WIS2	70829	\$49.16	RELEASED TO HALIFAX CO
WEST MARY W	2011	43038 1751	LNN2623	77429	\$7.01	GAVE AWAY
WIEHE STEPHEN JAMES	2011	36052 2105	BX60881	68201	\$2.52	RELEASED TO HALIFAX CO
WIGGINS TEYAN J	2011	24762 1423	AAH5264	65894	\$14.64	TOTALED
YANCEY ROSA J	2011	18839 1253	ROSA1	60604	\$5.45	PLATES NOT RENEWED

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$1,387.25

SUB-TOTAL CORRECTION RELEASES:

\$ 108.17

Total Releases

\$1,495.42

County
Manager
approved
Tax Releases
Under \$100

Meeting Date: December 5, 2011

Item # 7-A

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Amendment # 4 to the Warren County FY 2011-2012 Budget Ordinance submitted for Board's approval.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE

2011/2012
Amendment No. 4

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

Increase/(Decrease) Appropriations:

Health Department	13,211
Sheriff's Department	1,085
Senior Center	10,625
Veterans Services	8,690
Total	\$ 33,611

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

Increase/(Decrease) Revenues:

Restricted Intergovernmental - Health	13,211
Restricted Intergovernmental - DSS	12,195
Restricted Intergovernmental - Other	(1,570)
Miscellaneous Revenue	1,085
Fund Balance Appropriated	8,690
Total	\$ 33,611

This amendment:

- appropriates funds to the Health Department to agree with state allocation.
Funding Source: NC DHHS - Division of Public Health
- appropriates funds to the Sheriff's Department for vehicle repair.
Funding Source: Insurance Claims
- appropriates funds to the Senior Center for new time limited Admin Assist as approved at the November 7, 2011 Commissioners meeting.
Funding Source: Home & Community Care Block Grant Funds
- appropriates funds to Veteran's Services Office for a part-time Admin Assist as approved at the November 7, 2011 Commissioners meeting.
Funding Source: Fund Balance Appropriated

Respectfully Submitted 12-05-11

Barry J. Mayo
Barry J. Mayo, Finance Director

Meeting Date: December 5, 2011

Item # 7-B

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Amendment # 1 to the Capital Project Ordinance Warren County Simulcast System Upgrade submitted for Board's approval.

FUNDING SOURCE: N/A

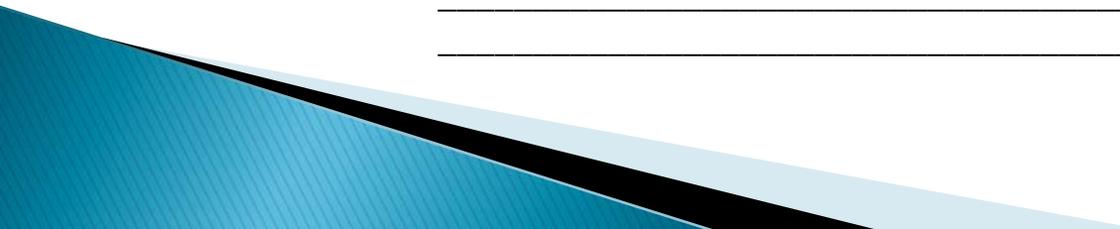
APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:



**CAPITAL PROJECT ORDINANCE
WARREN COUNTY
SIMULCAST SYSTEM UPGRADE
(Amendment No. 1)**

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

Increase/(Decrease) Appropriations:

Land	6,500
Contingency	<u>(6,500)</u>
Total	0.00

This amendment adjust the budget to the most recent costs estimates.

Respectfully Submitted 12/5/11

Barry J Mayo/gme

Barry J. Mayo, Finance Director

Meeting Date: December 5, 2011

Agenda Item # 8

SUBJECT: Board/Commission Member Appointment

**REQUESTED BY: Richard "Dickie" Williams, Director
Parks & Recreation**

SUMMARY: It is submitted to appoint/re-appoint the following individuals to the Recreation Commission for a three year term on recommendation of Director Williams. Terms expire February 2013.

Re-appoint William Powell – 3rd term

Appoint Linda A. Thomas – 1st term (replacing Rebecca Burgess)

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Recreation Commission

Term of Office:	Three years, expires in February
Authority:	Article 18, Chapter 160A
Membership:	Appointed
Responsibilities:	
Meeting Schedule:	2nd Thursday of each month
Staff Liaison:	Richard "Dickie" Williams, Parks & Recreation (252) 257-2272

Member	Position	Term
Commissioner Jennifer Jordan	Designated (2nd term)	Jan09–Dec10, Jan11–Dec2012
Dr. S Charmaine McKissick–Melton	Appointed 1st term	Apr09–Feb12
Franklin L. Fleming, II	Appointed 2nd Term	Jan06–Feb09 Apr09–Feb2012
Michael Humphries	Appointed 2nd Term	Dec05–Feb09 Apr09–Feb2012
Michael Martin	Appointed 2nd Term	Nov05–Feb–09 Apr09–Feb2012
Linda A. Thomas	(replacing Rebecca Burgess)	Dec. 2011– February 2013
Ruth Paulsen Brown	Appointed	Sept 04 – Dec. 2010
Walter Eugene Powell	Appointed	Sept 04 – Dec. 2010 Dec.10–February 2013
William A. Kearney	Appointed 3rd term	Oct03–2006, 06–Feb09 Apr09–Feb2012

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. Recreation Commission
2. Aging Advisory Council
3. Social Services Board
4. Nursing Home Advisory Council

Your full name Linda A. Thomas
Date of Birth 7/21/51 Sex F Race Black
Mailing Address 116 N. DOVE LAKE
City and Zip Code LITTLETON, 27850
Street Address 116 N. DOVE LAKE
City and Zip Code LITTLETON, 27850
Home Phone 262586-7005 Work Phone _____
Job Title _____
Company or Agency _____
Email Address lakegirl234@embaregma.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 Springer HS, Wash D.C. 20019
Name and Address of College Attended P.G. Community College, Landover, MD 20785
Degree Received NONE

Please list any military experience NONE

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

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

Work Experience I worked for Verizon for 26 years.
Over the course of 26 years my duties involved:
information technology, billing, technical support,
and customer service.

Volunteer Experience Blood Drives

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

Newspaper

Current Warren County Volunteer

Other

If other, please explain:

LGA - email

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

Linda A Thomas

Date

July 15, 2011

Please feel free to attach a resume if so desired.

Meeting Date: December 5, 2011

Agenda Item # 9

SUBJECT: Request for DOT to leave Otis Clark Road Bridge Open

REQUESTED BY: E.B. Harris

SUMMARY: Mr. Harris desires the Board of Commissioners intervene on his behalf to the North Carolina Department of Transportation with a request to leave the SR 1641 Otis Clark Road Bridge Open.

(Please refer to attached response from Steve Winstead, DOT District Engineer.)

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

From: Winstead, Stephen D [stevewinstead@ncdot.gov]
Sent: Wednesday, November 23, 2011 11:06 AM
To: Angelena Kearney-Dunlap (adunlap@co.warren.nc.us)
Cc: Jones, Brandon H; Bowman, John W
Subject: SR 1641 Otis Clark Road bridge site

Angelena, from your request here's a summary of what I discussed with you over the phone and some additional information. This information was discussed by Division 5 Engineer, Mr. Wally Bowman at the CIW (Citizen Information Workshop) at the Arcola VFD between 5-7 PM on Nov. 15, 2011.

The NCDOT (North Carolina Department of Transportation) has approximately 4,000 bridges state wide that were built in the 50's and are near the end of their life cycle and need to be replaced/ removed. Previous funding allowed for approximately 100 bridge replacements per year, however recent legislation has increased the funding to 200-300 bridges per year. Still with this increased funding we're still facing the fact that these 4,000 bridges won't last until they are replaced. So the NCDOT is looking ahead at these bridge sites that have low traffic counts and also have short alternate travel routes that impact the public the least amount.

As for the bridge on SR 1641, this would be one site that is a candidate of the option to eventually remove the bridge. SR 1641 traffic counts presented at the CIW indicated the Average Daily Traffic (ADT) of 114 and projected traffic in 20 years would be 154. Most citizens that came to the CIW indicated the 114 ADT was probably taken during hunting season and the actual count is probably half this amount. The bridge/road is still open and within the last year and half the NCDOT performed maintenance work on the bridge that has extended the life of the structure. The bridge is still safe to travel on within the posted weight limits. The NCDOT will continue to do

inspections on the bridge every two years, however the remaining life of the bridge depends upon the traffic and loads that continue to cross the bridge and environmental/water impacts. We hope the bridge can function in place for several more years before a final decision has to be made to close and/or remove the bridge.

The purpose of the CIW was to see what hardships the citizens would have as a result of bridge being removed and not replaced. Citizens were provided the opportunity to send in written comments to the NCDOT. Citizens we also informed to keep in mind that if this bridge gets replaced and other bridges(in the area or within the state) that carry more traffic and/or have longer alternate routes may not get replaced because of funding shortfall. The NCDOT also expressed at the CIW, the concern if you were put in our shoes of choosing, do you replace this bridge with low traffic counts and having an alternate travel route that is located close by verses one that carries the higher traffic counts and has a long alternate route what would you do. Most if not all still chose the bridge on SR 1641 being replaced verses closing it. The extreme length of the alternate route is 6.8 miles from one side of the bridge to the other side. For most commuters it would be less than the 6.8 miles, with some citizens expressing that it added only 3 to 4 miles to their commute. The NCDOT will be facing tough choices to make in this regard with other structures in poor condition.

In summary, NCDOT only plans to close the bridge once the condition of the bridge dictates the need to do such. Also, NCDOT has invested maintenance dollars into the structure to hopefully extend the life by several years.

NCDOT will try to have someone at the 6:00 PM December 3, 2011 County Commissioner's Meeting, located at the Armory.

Stephen D. Winstead, PE
District Engineer
321 Gillburg Road
Henderson, NC 27537
252-492-0111 Office
252-492-0123 Fax

Meeting Date: December 5, 2011

Agenda Item # 10

SUBJECT: Request from Habitat for Humanity

REQUESTED BY: R. Bruce Rogers, President
Warren County Habitat for Humanity

SUMMARY: Mr. Rogers requests official release from building permit fees for one (1) of seven (7) homes to be constructed on Walker Road during the Spring of 2012. Amount to be released is \$505.00.

FUNDING SOURCE: General Fund

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval to encourage home ownership for those who may not otherwise be able to afford decent and affordable housing. Once built, these homes will also add value to the County's tax base.

NOTES:

Estimated Fees according to Code

Office:

**.20 per sq. ft.—1000 (200.00) or
1400 (\$280.00)**

\$40.00 Electrical

\$40.00 Mechanical

\$40.00 Plumbing

10.00 Homeowner's fee

Development permit (50.00) or

Zoning (75.00)

Decking \$20.00 fee



*Warren County Habitat for Humanity
Post Office Box 413
Warrenton, NC 27589*

November 4, 2011

Warren County Habitat for Humanity
c/o Bruce Rogers
216 West Winds Rd.
Macon, N.C. 27551-9005

Warren County Board of Commissioners
PO Box 619
Warrenton, N.C. 27589

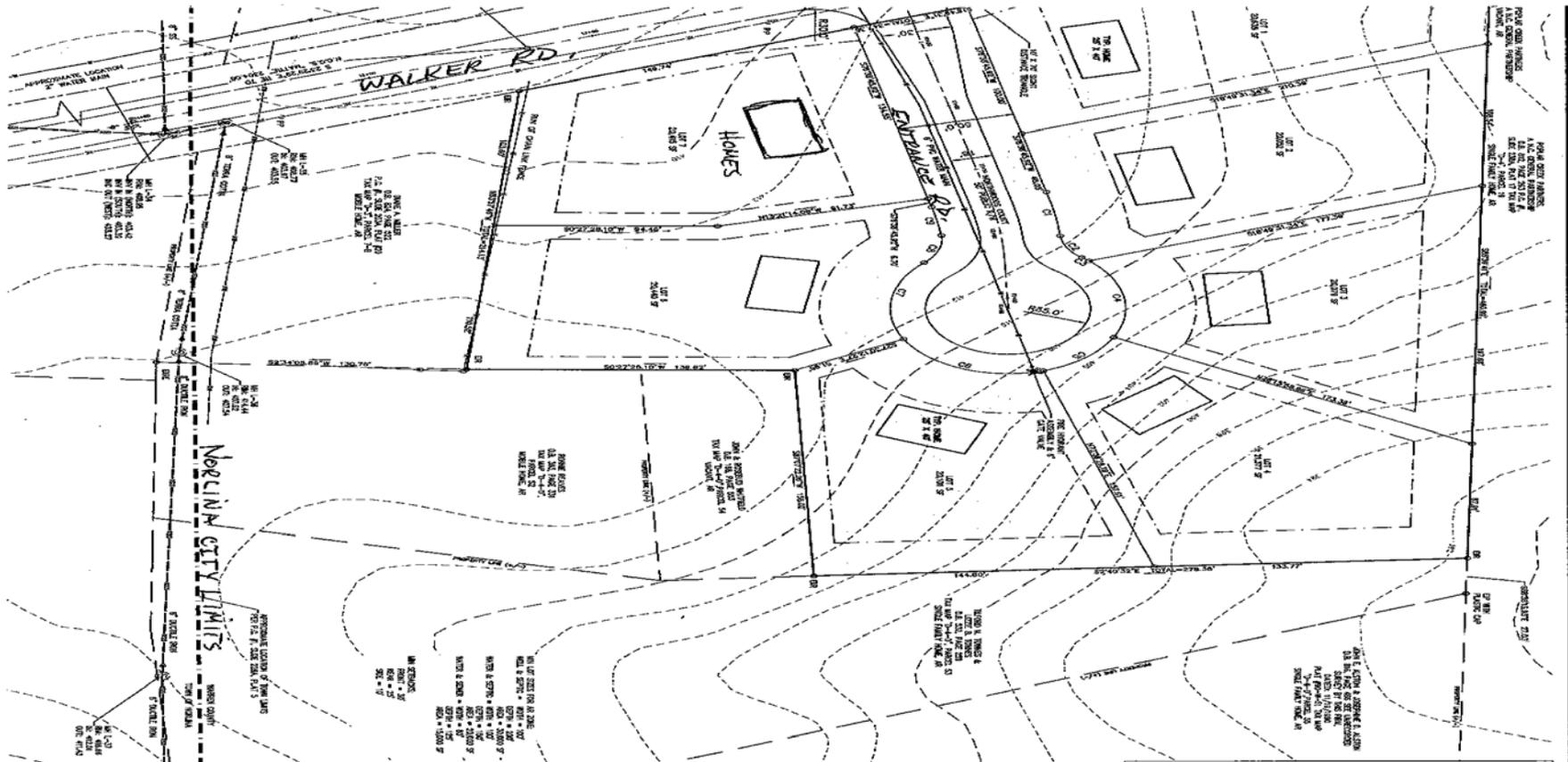
Dear Board Members,

I am writing on behalf of Habitat for Humanity in Warren County for an official release from building permits fees for our newest home to be built early in the spring of 2012. We are planning to build one house at a time for a total of seven homes North of Norlina on Walker Road. The current plan to build homes will from 1,000 to 1,400 sq ft, using habitat plans (similar to ones we have built in the past). We are including in this mailing a plot plan.

Thank you for all you have done for us in the past and we look forward to working with you in the future as we endeavor to provide adequate housing for all people.

Sincerely,

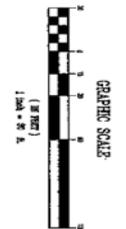
R. Bruce Rogers
President, Warren County Habitat for Humanity
(H) 252-257-5500 © 252-532-1760



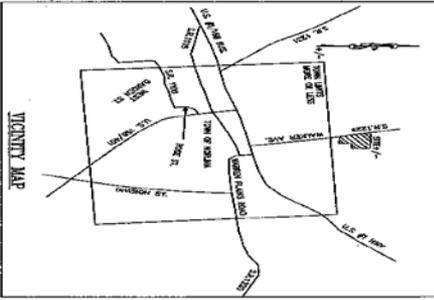
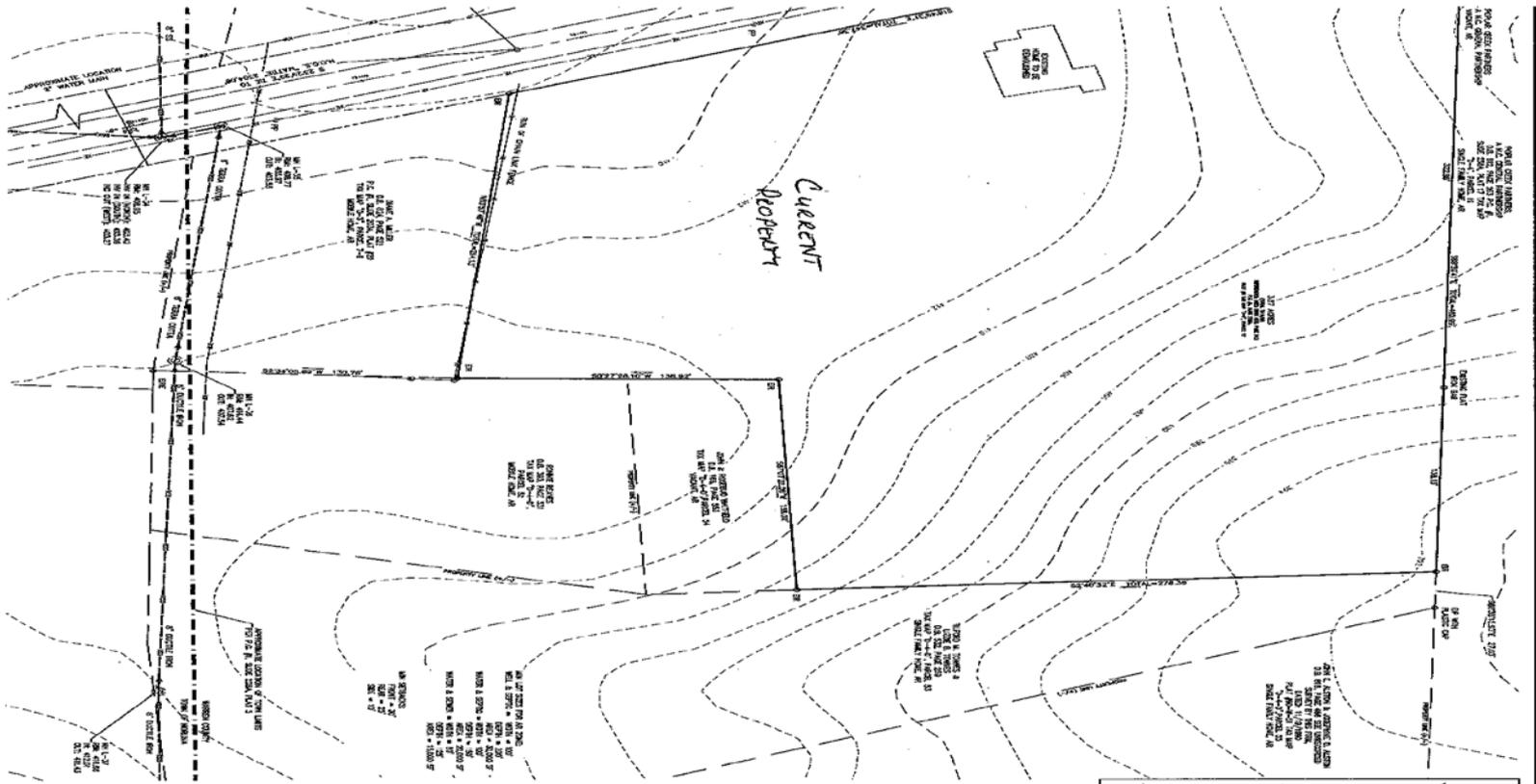
PROJECT DATA	
OWNER/DEVELOPER	NORLINA COUNTY HABITAT FOR HUMANITY P.O. BOX #13, WAREHOUSING, NC
SPONSOR	ROBERT SARGENT, PA 437 DANBET DR, HENDERSON, NC 27536
FIN #	2332-61-6378
MAP #	TAX MAP: 04 PARCELS 17
RECORD #	5246
ZONE	AR
AGES	3.5% TOTAL TO RIGHT-OF-WAY
BLANK	ROMANUC RIVER BASIN
OBJECT USE	VACANT SINGLE FAMILY RESIDENTIAL
PROPOSED USE	SINGLE FAMILY RESIDENTIAL
DEED	BOOK # 633 PAGE# 612
LEGAL DESCRIPTION	PLAT 1/228/5 - HEMAN ST
FEIN MAP	3702038000, 419/07, NO FLOODPLAIN

CHECK TABLE	
DATE	DESCRIPTION
01/20/2008	20% PERMITS
02/14/2008	40% PERMITS
03/12/2008	60% PERMITS
04/10/2008	80% PERMITS
05/08/2008	100% PERMITS
06/05/2008	100% PERMITS
07/03/2008	100% PERMITS
08/01/2008	100% PERMITS
09/01/2008	100% PERMITS
10/01/2008	100% PERMITS
11/01/2008	100% PERMITS
12/01/2008	100% PERMITS

CALL BEFORE YOU DIG. IT'S THE LAW.
CALL THE NC 811-CALL-411-888
FOR A LIST OF PARTICIPATING UTILITIES IN YOUR AREA.
24 HOURS A DAY, 7 DAYS A WEEK.
WWW.811-NC.COM

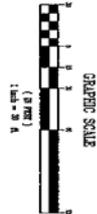


C2.0 SHEET NO. REVISIONS DATE BY DESCRIPTION	NORTHWOODS SUBDIVISION NORLINA ETJ, WARREN COUNTY, NC SITE PLAN		EarthCentric Engineering, Inc. 204 W. Clay Street Mebane, NC 27302 Phone: (919) 583-8041 Fax: (919) 304-9234 E-Mail: Phil.Koch@EarthCentric.com
	PROJECT DATA OWNER/DEVELOPER: NORLINA COUNTY HABITAT FOR HUMANITY SPONSOR: ROBERT SARGENT, PA FIN #: 2332-61-6378 MAP #: TAX MAP: 04 PARCELS 17 RECORD #: 5246 ZONE: AR AGES: 3.5% TOTAL TO RIGHT-OF-WAY BLANK: ROMANUC RIVER BASIN OBJECT USE: VACANT SINGLE FAMILY RESIDENTIAL PROPOSED USE: SINGLE FAMILY RESIDENTIAL DEED: BOOK # 633 PAGE# 612 LEGAL DESCRIPTION: PLAT 1/228/5 - HEMAN ST FEIN MAP: 3702038000, 419/07, NO FLOODPLAIN		



PROJECT DATA	
OWNER/DEVELOPER	WARREN COUNTY HERBERT THE HOA/UNITY P.O. BOX 413, WARRENTON, NC
SUBMITTER	437 MARKET ST., WARRENTON, NC 27555
PN #	2009-54-978
MAP #	104 MAP 01 PARCEL 17
RECORD #	5405
ZONE	R4
ADDRESS	3877 101st. TO RIGHT-OF-WAY
BASIN	ROMANCE RIVER BASIN
CURRENT USE	VACANT SINGLE FAMILY RESIDENTIAL
PROPOSED USE	SINGLE FAMILY RESIDENTIAL
DEED	BOOK 633 PAGE 812
LOCAL DESCRIPTION	PLAT 1/2281/5 HERMAN ST
FEAR MAP	ST0203800L 4/9/07, NO FLOODPLAIN

CALL BEFORE YOU DIG, 1-73 THE LINK
 1-800-4-A-DIG
 2 WORK SAFE AND 3 ALWAYS CALL BEFORE YOU DIG
 NORTH CAROLINA RECORDS CENTER (9-1-02)



REV.	DATE	DESCRIPTION	BY

NORTHWOODS SUBDIVISION
 NORLINA ETJ, WARREN COUNTY, NC

EXISTING CONDITIONS & DEMOLITION PLAN



EarthCentric Engineering, Inc.

204 W. Clay Street
 Mebane, NC 27302
 Phone: (919) 583-3041
 Fax: (919) 304-3234
 E-Mail: Phil.Koch@EarthCentric.com

SHEET NO. **C1.0**

Meeting Date: December 5, 2011

Agenda Item # 11

SUBJECT: Personnel Matter – Revise Job Description for Vacant Position

REQUESTED BY: Elgin Lane, Human Resource Manager

SUMMARY: HR Manager, on request of Public Utilities Director seeks authorization to revise vacant Public “Utility Office Coordinator” position job description.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval as revised job description will better serve the work load in the Public Utilities Office.

NOTES:

MEMORANDUM

TO: Warren County Board of Commissioners

FROM: Elgin J. Lane, Human Resources Manager

DATE: November 29, 2011

RE: Revised Job Description for Vacant Utility Office Coordinator Position

The Utility Office Coordinator position in the Public Utilities Department is currently vacant. Prior to the recruitment process, Macon Robertson, Public Utilities Director has assessed the duties and responsibilities of the vacant position as well as the flow of work in the office and based on his assessment, he has decided to make some changes.

In the past, the Utility Office Coordinator position was responsible for financial, accounting and budgetary related tasks along with customer service duties which included supervising two Administrative Assistants. Mr. Robertson has determined that the position would better serve the department if it focused primarily on the fiscal related tasks. Therefore, the customer service related duties, including the supervision of two Administrative Assistants will be performed by other employees in the department. It is possible that Mr. Robertson may consider restructuring and/or revising duties and responsibilities for other departmental positions and if so, this will be presented to you as a part of the 2012-13 budget process.

I ask that the Board consider and approve the attached revised job description for the vacant Utility Office Coordinator position with no change in salary grade. Once the job description is approved, the recruitment process will begin.

Thanks in advance for your consideration and approval.

Job Description

UTILITY OFFICE COORDINATOR

GENERAL DEFINITION OF WORK

Performs difficult technical and administrative work overseeing all of the accounting, budgeting, and fiscal related functions for the Public Utilities Department; does related work as required. Work is performed under the general supervision of the Public Utilities Director.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Prepares annual budget and enterprise funds; oversees billing and collection activities; coordinates capital budgets and reporting; prepare and maintains fiscal related files and records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position).

- Oversees capital projects; works with the funding agency, engineers, contractors and contractor documents throughout the project.
- Prepares quarterly progress reports when required by the funding agency.
- Assists with the preparation of the annual budget and enterprise funds.
- Codes monthly vendor invoices and tracks the process through to the issuance of the check to the vendor.
- Prepares Public Utilities agenda items to be presented at the Board of Commissioners meeting.
- Prepares administrative correspondence for the Department.
- Audits the daily deposits and posts to the Finance Department General ledger.
- Provides analysis information necessary to make decisions on rate increases.
- Prepares and maintains databases necessary to track monthly unaccounted for water.
- Prepares water usage reports necessary to bill the Towns for monthly water usage.
- Prepares purchase order requisitions.
- Oversees CDBG Project and necessary documentation.
- Performs related tasks as required.

(Job Description continued)

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of bookkeeping principles and practices as they relate to utility office management; thorough knowledge of standard office accounting and management practices, procedures and equipment; general knowledge of utility service practices; ability to maintain varied and complex records and filing systems and to prepare reports from such records; ability to establish and maintain effective relationships with officials, employees and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in accounting or related field and considerable knowledge of utility collections.

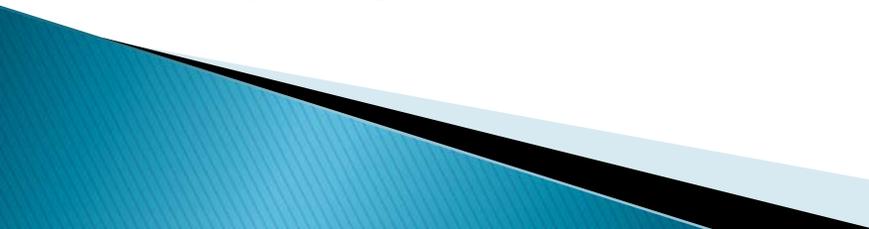
PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

December 2011



Meeting Date: December 5, 2011

Agenda Item # 12-A

SUBJECT: Consider EMS Satellite Site # 2

REQUESTED BY: Board of Commissioners

SUMMARY: In follow-up to November 7, 2011 Regular Monthly Board meeting, the County Manager is presenting information to assist the Board in making a decision on whether to formally bid or construct in-house the second EMS Sub-Station.

FUNDING SOURCE: General Fund

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

RE: Construction of Second EMS Sub-Station

At the November 7, 2011 Board of Commissioners meeting, action was taken to request the County Manager to bid the second EMS Sub-Station to give the Board some construction cost information to compare with the cost of constructing the first EMS Sub-Station in-house. Following the meeting, I learned that because we had planned to construct the two sub-stations in-house we had not had the Architectural firm that prepared the construction drawings in 2008 to prepare a specification book. In order to formally bid this project we would need a specification book for potential bidders to complete their bid proposals. I am advised by the Architect that it will take between four to five weeks to make any necessary revisions to the construction drawings due to code changes since the plans were initially drawn and to produce the specifications book. The bidding process requires a four-week timetable.

In the interim, I contacted Kilian Engineering, Inc. with a request to provide us with some comparable building projects that have been constructed in the last two to three years. Mr. Michael Kilian has provided us with some comparables; however, our cost to construct the first sub-station, \$146,010, does not include labor costs. As I have indicated to the Board previously, it will be very difficult to calculate labor costs for construction of the first sub-station because our Buildings & Ground construction staff was working on several other projects while constructing the sub-station. Also, some components of the project were contracted out which do include labor costs.

MEMORANDUM

PAGE 2

November 28, 2011

I am attaching the information received from Kilian Engineering, Inc. along with the Buildings & Grounds Manager's itemized cost to construct the Afton EMS Sub-station for the Board's review. At this point, the second substation is approximately 10 to 15% complete and some construction materials have already been purchased in an effort to save money by purchasing materials in bulk for both facilities.

Please feel free to contact me if there are any additional questions regarding this matter.

cc: Charles Ayscue, Buildings & Grounds Manager
Attachments

Kilian Engineering Inc.

P.O. Box 3301, Henderson, North Carolina, 27536

Corporate License Number: C-2277

Phone: 252.438.8778 · Fax: 252.438.8741

Email: mkilian@kilianengineering.com

MEMORANDUM

TO	Linda Worth	FROM	Michael Kilian
DATE	11/18/11	TOTAL NO. OF PAGES INCLUDING COVER	1
RE		YOUR REFERENCE NUMBER	

Warren County EMS

Thank you for the opportunity to provide data on construction costs for recent EMS projects. I trust you will find this information useful.

Granville County constructed two EMS stations in 2008 at a cost of approximately \$390,000 each. These stations were about 3020 sf each, had truck bays, working quarters, small laundry space, and also had generator backup power. This equates to \$129/sf. The price here included site work, the building, building services, and the generator. This price does not include the land.

If you use the same construction cost/sf as Granville County for the Davis-Bugg Road EMS Station $\$129/\text{sf} \times 1550 = \$199,950$. Without a generator I would subtract about \$10,000 for a total proposed construction cost of \$189,950 (remaining site work and building.) Additionally, plans would need to be updated for review by the county code enforcement.

About two years have passed since these comparable construction projects. Due to the weak economy we have seen bid projects stay at competitive rates since this time.

Another comparable is a nearby fire station that was constructed for less than \$100/sf in the last two years. This facility had more bay area and a higher percentage of un- air conditioned space, partially leading to lower costs.

Please note we cannot guarantee cost estimates. The only way to verify current market conditions is to bid the work with a consistent set of plans.

Please call if questions.

Thank you.



HUBSCO

AFTON EMS

COMPANY	SPECIALTY	MINORITY	PAID
KPH Paving	Site Work	Yes	\$ 10,039.47
Moseley plumbing	Plumbing	No	\$ 13,460.51
Duncan Hauling	Site Work	No	\$ 1,407.00
A&S Pest Control	Termite	Yes	\$ 250.00
Covenant Concrete	Concrete	Yes	\$ 2,100.00
Terracon	Testing	No	\$ 829.50
BFPE	Sprinkler	No	\$ 11,923.00
Larry Taylor	Brick Work	Yes	\$ 560.00
George Fogg	Brick Work	Yes	\$ 560.00
Fairborn Equipment	Overhead doors	No	\$ 4,487.00
LR West	HVAC	No	\$ 7,400.00
Stallings Superior	Electrician	No	\$ 22,720.00
Brannock Glass	Glass	No	\$ 6,222.07
Harris Equipment	Water Tap	No	\$ 2,992.80
Ahner	Fire Alarm	No	\$ 2,540.00
Hughes Insulation	Insulation	No	\$ 1,664.00
Boltons Backhoe	Septic Tank	No	\$ 2,800.00
Robert Henry Woodwork	Cabnets	No	\$ 4,992.13
Lucious Fogg	Brick Work	Yes	\$ 256.00
AB Hair Carpets	Flooring	No	\$ 4,870.00
Sub-Contractor Total			\$ 102,073.48
Project Total			\$ 146,010.56

Meeting Date: October 5, 2009

Item # 12-B

SUBJECT: Follow-up to October 19th Work Session

REQUESTED BY: Board of Commissioners

SUMMARY: Discussion of Building & Grounds Department, Construction Division continued funding past December 31, 2011 was held during the October 19th work session and November 7th regular meeting. It is presented for Board action.

FUNDING SOURCE: Fund Balance

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Should the Board wish to fund the Buildings & Grounds Construction Division staff for the period of January 1 – June 30, 2012 additional funding in the amount of \$104,265 will need to be appropriated from Fund Balance to the Buildings & Grounds Departmental budget to cover salaries and fringes.

NOTES:

Meeting Date: October 5, 2009

Item # 13

SUBJECT: Proposed NC International Terminal (NCIT) and Feasibility Study

REQUESTED BY: County Manager Linda T. Worth

SUMMARY: Proposed Resolution of Support for the subject project is submitted for Board's review and adoption.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval. This appears to be an opportunity that, if approved, may aid North Carolina's economic recovery.

NOTES:

**Resolution in Support
of the
Recommended Feasibility Study for the Proposed
North Carolina International Terminal at Southport**

WHEREAS, the facts regarding the ECONOMIC IMPACTS of the proposed North Carolina International Terminal at Southport have not been determined; and

WHEREAS, the facts regarding the ENVIRONMENTAL IMPACTS of the proposed North Carolina International Terminal at Southport have not been determined; and

WHEREAS, the facts regarding the INFRASTRUCTURE NEEDS related to the proposed North Carolina International Terminal at Southport have not been determined; and

WHEREAS, the movement of many Asian freight carriers to the “New Panamax” or “Post Panamax” class of container vessel is logical, reasonable, economical, and inevitable; and

WHEREAS, the “New Panamax” container vessels can only dock in deepwater ports and that the current port at Wilmington cannot handle vessels of the size; and

WHEREAS, the members of the Warren County Board of Commissioners, wish for it to be known and clearly understood that we feel that the proposed NC International Terminal at Southport project merits a full and complete Feasibility Study as recommended by the U.S. Army Corps of Engineers. We feel that any project of this size and scope has the potential to dramatically affect the economic well being of our County, the Southeast Region and our entire State. As such, we give our full and unwavering support of the completion of the recommended Feasibility Study.

NOW THEREFORE, BE IT RESOLVED that the Warren County Board of Commissioners fully support the completion of the recommended Feasibility Study for the Proposed North Carolina International Terminal at Southport.

Approved and adopted this the 5th day of December, 2011.

Warren County Board of Commissioners

Yes Port NC Resolution Report for the North Carolina International Terminal (NCIT)

Feasibility Study Support or Opposition

Name	Adoption Date in favor	County In Favor of Study	City/Town in Favor of Study	Organization in Favor of Study	Other Positions Oppose, neutral, or need information
Alamance County	7-20-2011	•			
Ashe County	5-24-2011				In review
Bald Head Island (Brunswick County)	6-18-2010				Opposes NCIT
Bladen County	9-06-2011	•			
Boiling Spring Lakes (Brunswick County)	7-06-2011				Opposes NCIT
Brunswick County	9-19-2011	•			
Camden	7-31-2011				No position
Cape Fear Pilots	6-07-2011			•	
Caswell Beach (Brunswick County)	3-13-2008				Opposes NCIT
Charlotte (Mecklenburg)	9-27-2011				In review
China Grove (Rowan County)	5-10-2011		•		
Chowan County	9-01-2011				No position
Clinton (Sampson County)	10-04-2011		•		
Columbus County	7-19-2010	•			
Cumberland County	5-02-2011	•			
Dare County	4-04-2011				No position
Davidson County	4-04-2011				No position
Emerald Isle	6-11-2011				Neutral
Fairmont (Robeson)	9-22-2011		•		
Garner	6-09-2011				In review
Halifax					In review
Harnett County	5-03-2011				Maritime Study Delay
High Point	5-10-2011				No position
Hoke County	4-18-2011	•			
Hyde County	7-20-2011	•			
ILA 1426	4-28-2011			•	
ILA 1838	4-28-2011			•	
Johnston County	4-05-2011				No position
Lake Waccamaw (Columbus County)	5-10-2011		•		
Lumberton (Robeson County)	7-13-2011		•		
Martin County	4-13-2011	•			

Name	Adoption Date in favor	County in Favor of Study	City/Town in Favor of Study	Organization in Favor of Study	Other Positions Oppose, neutral, or need information
Mecklenburg	6-14-2011				In review
Montgomery County	9-20-2011	•			
Montgomery County Econ Development Commission	10-25-2011			•	
Morrisville	6-18-2011				No position
Murfreesboro (Hertford)	5-24-2011		•		
Navassa (Brunswick County)	5-19-2011		•		
New Hanover County	9-22-2011				No position
Northwest (Brunswick County)	4-26-2011		•		
Oak Island (Brunswick County)	7-10-2011				Opposes NCIT
Pender County	5-20-2011				Neutral
Pitt	9-02-2011				In review
Richmond County	10-04-2011	•			
Robeson County	9-07-2010	•			
Robeson County Committee of 100	9-15-2011			•	
Saint James (Brunswick County)					Opposes NCIT
Sampson County	8-02-2010	•			
Scotland County	10-04-2010	•			
Southport (Brunswick County)	6-10-2010				Opposes NCIT
Spencer	6-14-2011				No Position
Stanly	9-12-2011	•			
Wagram (Scotland)	9-16-2011		•		
Washington	11-07-2011	•			
Weaverville	5-23-2011				In review
Whiteville	9-22-2011				In review
Wilmington (New Hanover)	7-12-2011				No position
Wrightsville Beach (New Hanover County)	5-27-2011				Neutral

Meeting Date: December 5, 2011

Agenda Item # 14-A

SUBJECT: 2012 Board of Commissioners Regular Meeting Schedule

REQUESTED BY: Clerk to the Board

**SUMMARY: It is submitted to adopt 2012 Regular Monthly Meeting schedule
(see next page).**

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:





Warren County Board of Commissioners
&
Warren County Board of Commissioners
As
Governing Body of Water District III
2012 Meeting Schedule

The Warren County Board of Commissioner’s regularly scheduled meetings are held on the first Monday of each month at 6:00 pm. Mid-Monthly meetings shall be scheduled as needed. All meetings are in the Board of Commissioners’ Official meeting room at the Warren County Armory Civic Center unless otherwise posted.

PLEASE NOTE:

* The 1st Monday in January and September fall on a County observed Holiday, therefore the meetings will be held as indicated.

January 3, 2012 * (2nd is observed as a holiday)	July 2nd
February 6th	August 6th
March 5th	September 4th * (3rd is a holiday)
April 2nd	October 1st
May 7th	November 5th
June 4th	December 3rd

Meeting Date: December 5, 2011

Agenda Item # 14-B

SUBJECT: 2012 Board of Commissioners Work Session Schedule

REQUESTED BY: Clerk to the Board

SUMMARY: It is submitted to adopt 2012 Work Session schedule:

February 15th, April 18th, June 20th, August 15th, October 17th & December 19th

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:





Warren County Board of Commissioners

2012 Work Session Schedule

Work Sessions are held the 3rd Wednesday of every other month unless otherwise posted.

Regular Commissioner Work Sessions

**6:00 pm in the Warren County
Board of Commissioners'**

Armory Civic Center Meeting Room

February 15th

June 20th

October 17th

April 18th

August 15th

December 19th

Meeting Date: December 5, 2011

Agenda Item # 14-C

SUBJECT: 2012 Board of Commissioners Budget Goal Setting Work Session

REQUESTED BY: Clerk to the Board

**SUMMARY: It is submitted to adopt 2012 Budget Goal Setting Work Session date and time:
January 18, 2012 – 10:00 a.m. – 3:00 p.m.**

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



January 18th
Budget Goal Setting Work Session

TIME:
10:00 am – 3:00 pm

LOCATION:
Armory Civic Center Meeting Room

Meeting Date: December 5, 2011

Agenda Item # 15

SUBJECT: County Manager's November 2011 Status Report

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: Manager's Monthly Report is submitted for the Board's information.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



RE: November Status Report

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

Administration

- Met with representatives of Argand Energy Solutions, Com. Baker, representatives of Warren County School System, and County Buildings & Grounds staff to discuss solar systems (11/2/11)
- Attended Kerr Tar RPO/TCC/TAC meeting (11/4/11)
- Prepared for and attended BOC Public Hearings and Regular Board meeting (11/7/11)
- Attended Kerr Tar TCC meeting (11/8/11)
- Attended Triangle North Advisory Board Meeting (11/9/11)
- Participated in Health Department Certification Interview with Certification Team (11/9/11)
- Met with Engineer to discuss EMS Sub-Station Project (11/9/11)
- Met with Emergency Services Director and EMS Coordinator to discuss Medicare recertification process (11/10/11)
- Met with Franklin County GIS Administrator to discuss Warren County GIS (11/10/11)
- Veteran's Day Holiday Observed (11/11/11)
- County Administration Office Move (11/10 & 11/14/11)
- Met with Public Utilities Director to discuss personnel matter (11/16/11)
- Met with Tom Potter, Director of NC Paddle Trails, Soil Conservation Director, and Interim Cooperative Extension Service Director and staffer to discuss and visit Buck Spring 4-H Camp to develop potential grant-funded project (11/16/11)
- Met with Planning/Code Administrator and Com. Ross to discuss scoring DOT road projects in Region K (11/22/11)
- County Furlough Day (11/23/11)
- Thanksgiving Holidays Observed (11/24-25/11)
- Meeting with Emergency Services Director and Executive Assistant to discuss Radio Tower Project (11/29/11)
- Meeting with Pierce Benefits representatives, HR Manager and Com. Downey to discuss County Employees Benefits Plans (11/29/11)
- Participated in Community Investment & Assistance Monitoring Visit for Close-out of 2008 Scattered Site CDBG Project (11/30/11)

Other Activities

- Guest speaker at Warren County High School PTSA Meeting (11/15/11)
- Participated in Employee Service Awards Program (11/15/11)
- Attended DSS Angel Tree Luncheon (11/16/11)
- Attended Prison Ministry Program at Spring Green Baptist Church (11/20/11)
- Participated in County Employees Thanksgiving Covered Dish Luncheon (11/22/11)
- Attended New Tech High School Open House (11/29/11)

Project Updates

Construction/Renovation Projects

EMS Satellite Facility #2

No additional work has been done on the Davis-Bugg Road EMS satellite facility which is approximately 10-15% complete at this time.

In-House Repair & Renovation Projects

County Administration has moved into the former Doctor's Office Building that has been completely renovated. An open house will be scheduled in the next two weeks for the public to view the building.

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

Community Investment & Assistance (CI) approved our last extension request and the project has been closed out. A close-out monitoring visit is scheduled for 11/29/11 with CI representatives.

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.

Addition to December 5, 2011 Agenda

Item # 16

SUBJECT: Request for Armory Civic Center Fee Waiver

**REQUESTED BY: Angela Ballentine, Interim President
Vance Granville Community College (VGCC)**

SUMMARY: VGCC and Chamber of Commerce requests Armory Civic Center rental fee waived in order to hold a February 16, 2012 Business After Hours in the facility. Submitted for Board's consideration and action.

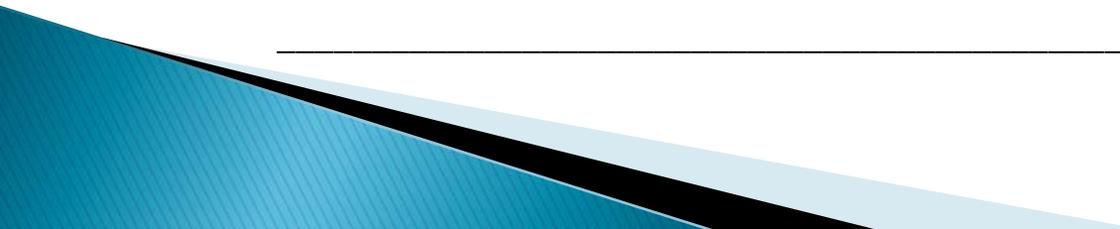
FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



VANCE-GRANVILLE COMMUNITY COLLEGE

Gateway To Endless Possibilities

P.O. Box 917 • HENDERSON, N.C. 27536 • (252) 492-2061 • FAX (252) 430-0480

November 30, 2011

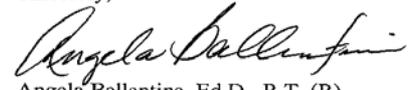
Mrs. Linda Worth
Warren County Manager
PO Box 619
Warrenton, NC 27589

Dear Linda:

This year the Warren County and Lake Gaston Chambers have agreed to have their business after hours meetings with Vance-Granville on February 16, 2012 at the Armory. This annual performance program will showcase our Community Band and Music Scholars. Thank you for agreeing to waive the fee of the Warren County Armory for this event. The signed agreement is enclosed.

I hope that you and our commissioners will be able to attend this event on February 16 and so appreciate your continued support of Vance-Granville Community College.

Sincerely,



Angela Ballentine, Ed.D., R.T. (R)
Interim President

/ap

Enclosure

pc: George Henderson
Michael Stephenson

RECEIVED

DEC - 2 2011

SOUTH CAMPUS
P.O. Box 39
Creedmoor, NC 27522
(919) 528-4737
Fax: (919) 528-1201

FRANKLIN CAMPUS
P.O. Box 777
Louisburg, NC 27549
(919) 495-1967
Fax: (919) 496-8804
www.vgcc.edu

WARREN COUNTY MANAGER'S OFFICE
WARREN CAMPUS
P.O. Box 207
Warrenton, NC 27589
(252) 257-1900
Fax: (252) 257-3512

WARREN COUNTY ARMORY CIVIC CENTER RENTAL AGREEMENT

Warren County Manager's Office
P.O. Box 619
Warrenton, NC 27589
252-257-3115 (P) 252-257-5971 (F)

Name of Applicant(s): Vance-Granville Community College

Applicant Address: PO Box 917 City: Henderson

State: NC Zip Code: 27536 Email: ballentine@vgcc.edu

Telephone: 252-738-3227 Cell Phone: _____ Fax: 252-431-0197

Organization Name: Vance-Granville Community College

Address: PO Box 917 Website: www.vgcc.edu

City: Henderson State: NC Zip Code: 27536

Is the Organization Non-Profit? VGCC/Community Band/Chamber After Hours
Non-Profit Organizations must include proof of Non-Profit status to receive the Group II Rate. Only Non-Profit Organizations will be allowed to charge admission or sell tickets to an event held at Warren County Armory Civic Center.

Type of Event: Give a brief description of the event, including whether or not you will charge admission or require attendees to purchase a ticket in advance. Please note that only Non-Profit Organizations are allowed to charge admission or require the purchase of tickets to an event held at the Warren County Armory Civic Center.

VGCC Community Band/Chamber After Hours Event – no admission charge

Event Date: February 16, 2012 Room Selection: C

If using Room C, will you be using the stage? Yes
If so, will you need access to the Wheelchair Lift? No

Estimated Attendance: 150

Arrival Time: (For set-up/decorating) 2:30 p.m.

Event Start Time:5:30 p.m.

Event End Time: 8 p.m. Must be Midnight or earlier. (All events must end no later than Midnight.)

Departure Time: 10 p.m. Building must be cleaned and vacated no later than 1:00a.m.

Will you be serving alcohol free of charge to attendees? No

If serving alcohol, will attendance include individuals under the age of 21? _____

Will you be selling alcohol? No

(Events including alcohol may require a North Carolina Alcoholic Beverage Control Commission temporary permit. Please see the "Alcohol" section of this agreement to determine if a permit is necessary for your event. If a permit is necessary, a copy must be on file in the Warren County Manager's office no less than 48 hours prior to the event. Only non-profit organizations will be allowed to sell alcoholic beverages. Brown bagging is prohibited. All organizations and individuals serving/selling alcohol must provide proof of liability insurance coverage.)

NOTICE: A Criminal Background Check will be conducted on each person wishing to rent the Warren County Armory Civic Center. The outcome of the Criminal Background Check could determine your ability to rent the facility.

Groups Permitted to Use the Warren County Armory

Group I – This group is defined as Warren County Government sponsored events. There is no charge for this group.

Group II – This group includes other Governmental Agencies, School Partnerships, and non-profit organizations. Group II users must use the facility for the purpose of representing their organization. All rules and regulations apply. A recognized organization or company official must sign the rental agreement. Rental fees must be paid with organization or company funds by organization or company check. Proof of non-profit status is required at the time this agreement is signed.

Group III – Any person, organization, or association not covered in Group I or Group II. All rules and regulations apply to these users.

Securing a Reservation

To secure a reservation, the applicant must be at least 21 years of age. Representatives leasing the facility on behalf of an organization must provide

proof of authorization to lease in the organization's name. This proof can be a letter on organizational letterhead appointing said person as the representative and signed by the official holding the highest-level seat in the organization. The person who signs the rental agreement will be considered the "Responsible Party" for the event.

A reservation deposit of ½ of the total rental fee is expected at the time the Rental Agreement is filed with the Warren County Manager's Office. This deposit is non-refundable and will be used toward the total Rental Fee for the event if the application is approved.

There is also a Cleaning/Damage Deposit required to be paid no less than 2 weeks prior to the event. (Please see Rental Fees & Cleaning/Damage Deposit Schedule for the amount of the Cleaning/Damage Deposit.) This deposit is refundable provided the after-event facility inspection is satisfactory. A copy of the inspection report will be provided to the applicant accompanied by either the applicant's Cleaning/Damage Deposit or a letter advising the Cleaning/Damage Deposit will not be returned. Failure to properly clean the facility or findings of damage as a result of the event will constitute forfeiture of your right to a refund of the Cleaning/Damage Deposit. Further, the applicant is responsible for the actual cost of repair or replacement of any property damaged during the time of rental. It may further result in suspension of your right to lease the facility in the future. Using the facility in any manner inconsistent with the Rules and Regulations set forth in the Rental Agreement will cause a forfeiture of the deposit as well as any future use of the facility.

1. In order to secure a reservation, the applicant must be at least 21 years of age. AD
2. No reservation will be confirmed until the executed Rental Agreement is on file and the Reservation Deposit (at least ½ of the rent amount) has been received. If application is approved, the Reservation Deposit is non-refundable and will be applied to the Rental Fee. AD
3. The applicant is charged with the duty of supervising the activities at the facility. The applicant is also charged with the duty of ensuring that all attendees abide by the Rules and Regulations set forth in this Rental Agreement. AD
4. The applicant and his/her agents must comply with and abide by all laws and ordinances, including Federal, State, County, and Municipal, which may apply to the use of this facility. AD
5. The applicant will not sublease or assign the use of the facility to any other person or organization. Any sublease or assignment made will be invalid and will result in the forfeiture of the right to use the facility in the future as well as the forfeiture of all deposits. AD
6. The applicant will be held liable for any damages or losses inside or outside the facility. You will be billed for any damages not covered by the Cleaning/Damage Deposit; such bill must be paid within 30 days to avoid legal action. AD
7. The Cleaning/Damage Deposit must be paid to the Warren County Manager's Office no less than 2 weeks prior to the event. AD
8. The balance of the rental fee must be paid to the Warren County Manager's Office no less than 1 week prior to the event. AD
9. No decorations are to be taped, nailed, pinned, or stapled to the walls or furnishings of the facility. AD
10. No tables, chairs or other furnishings are to be propped against the walls of the facility. AD
11. The facility must be left in the same condition as it was found. This includes returning tables, chairs, and other furnishings to the locations they were in prior to the start of your event. AD
12. No equipment can be used that dispenses smoke – whether synthetic or real. AD
13. Use of candles is allowed on cakes; however, candles as decorations must be either floating, or contained within a hurricane globe or other protective barrier. AD
14. Smoking is prohibited in all County-owned buildings. Any evidence of smoking inside this facility may result in a fine of \$250.00 as well as forfeiture of your Cleaning/Damage Deposit. AD
15. Firearms are prohibited on all County-owned property. Possession of a firearm by the applicant or anyone on the premises during the time the facility is rented could result in the cancellation of the event and forfeiture of rental fees and cleaning/damage deposit. AD
16. Fires and pyrotechnics are prohibited on the grounds and within the facility. AD
17. Only those groups listed as Group I or Group II will be allowed to charge admission or sell tickets in advance for an event held at the Warren County Armory Civic Center. AD

Alcohol

ALCOHOL WILL NOT BE PERMITTED AT AN EVENT HELD FOR A MINOR. (i.e. Sweet Sixteen, Quincenera, High School Graduation party, etc.)

18. The Warren County Armory Civic Center does not have an ABC Permit. Applicant must secure all permits/licenses required by law if alcohol is going to be served, sold, or consumed. Permits can be acquired by contacting the NC ABC Commission located at 3322 Garner Road in Garner NC. The contact number for the NC ABC Commission is 919-779-0700. A copy of the permit must be turned in to the Warren County Manager's Office no less than 48 hours prior to the event. AD
19. BROWNBAGGING IS PROHIBITED! NO EXCEPTIONS! AD
20. Alcoholic beverages may be served, sold, or consumed only by approved organizations and if included in the Rental Agreement. AD
21. ONLY NON-PROFIT ORGANIZATIONS ARE PERMITTED TO SELL ALCOHOL TO GUESTS. THIS INCLUDES BEER, WINE, AND CHAMPAGNE. A permit is required to sell alcohol and the applicant must contact the NC ABC Commission to obtain said permit. AD
22. You do not need an ABC Permit if serving free beer, unfortified wine, or champagne to guests. AD
23. No person under the age of 21 should be allowed to consume alcohol at the facility. Serving alcohol to minors will constitute suspension of your right to rent the facility in the future. AD
24. Alcohol service must be closed one hour prior to the end of the event. AD
25. **Alcohol must be under the control of a bartender or caterer at all times.** Common source containers (kegs, alcoholic punches, etc.) without an individual server are prohibited. Glass beer bottles are prohibited. AD
26. All alcoholic beverages must be served and consumed only in the area where the original alcohol permit is posted. AD
27. When serving alcohol, the applicant must provide, at applicant's cost, proof of at least a \$1,000,000 Tenant Users Liability Insurance Protection policy including host liquor liability coverage naming Warren County as an additional insured in which the carrier agrees to defend, save harmless, and indemnify Warren County from all financial loss, damage, or harm arising out of the dispensing of alcoholic beverages. A copy of the insurance policy must be submitted to Warren County no less than 15 days prior to the Event and must remain in effect at least 72 hours after the event ends. AD

Security

28. Security is required for all events. Security will be provided by the Warren County Sheriff's Department. The number of Officers required for non-alcoholic events will be determined by the Warren County Sheriff's Department based on the expected number of attendees and the type of event being held. Events including alcohol will require two or more uniformed armed officers at the discretion of the Warren County Sheriff's Department. The applicant is responsible for the cost of security at a rate of \$100.00 per Officer for the first five hours and \$20.00 per hour per Officer for each additional hour. Applicant must contact the Warren County Sheriff's Department at 252-257-3364 to arrange for security at least 15 days before the date of the event. The keys to the Armory Civic Center will not be released to a renter unless the Sheriff's Department confirms that proper arrangements have been made for Security. AD
29. If at any time during the event the Officer/Officers on duty witness any criminal or malicious acts, or if the Rules and Regulations set forth in the Rental Agreement are being broken, the Officer/Officers on duty reserve the right to close down the event. AD

Insurance & Liability

30. The person or organization to which a Rental Agreement is issued shall be liable for any loss, damage, or injury sustained by any person(s) during the time the facility is leased. AD
31. The applicant must provide proof of liability insurance coverage if alcohol is being served, sold, or consumed. (See item # 26) AD
32. An event anticipated to have attendance of 250 or more is considered a large event. For these events, the applicant must have a \$1,000,000 Tenant Users Liability Insurance Protection liability policy naming Warren County as an additional insured, and a copy of the insurance policy must be provided 15 days prior to the event. AD
33. Depending on the size and nature of the event, the County may require that a certificate of insurance be presented at least 15 days prior to the event. AD
34. Occupancy beyond the posted capacity is prohibited. The applicant is responsible for fire code compliance. AD
35. Neither Warren County, the County Manager, the Board of Commissioners, nor any County personnel assumes responsibility for loss or damage to any property placed on the premises by the renter or their associates, nor for personal injury which may occur during the use of the facility. Furthermore, the County assumes no responsibility for items left by the applicant in or around the facility. AD
36. Parking for the facility is provided; however, Warren County assumes no responsibility for damage to vehicles or items stolen there from. AD

Rules for Caterers

37. The applicant must provide a copy of this agreement to any and all hired Caterers. AD
38. The applicant will be held responsible for seeing that caterers adhere to the Facility Use Rules and Regulations. AD
39. The applicant is responsible for Caterers' access to the facility. AD
40. Catering staff must be neat/clean in appearance and adhere to the Caterer's Code of Ethics. AD
41. Caterers must bring their own cleaning equipment and supplies. AD
42. Caterers are responsible for removing all trash from the kitchen area and any other areas in which food is served. AD
43. No food or drinks are to be left in the refrigerators at the Warren County Armory Civic Center. AD
44. All appliances are to be cleaned inside and out and left clean and turned off. AD
45. Upon completion of food service, Caterers should begin to load-out, remove equipment, food, etc. into vehicles. Caterers should complete clean-up before the end time listed in this agreement. AD
46. Floors in the kitchen and food service areas are to be swept and mopped and all trash is to be removed. AD

Before Vacating the Facility

47. All decorations, food, equipment, and other personal effects must be removed by the end time on this agreement unless satisfactory arrangements have been made prior to the event. AD
48. All trash must be emptied from all trash receptacles, including those in the bathrooms, and carried off by the applicant. AD
49. If any damage occurs during an event, the applicant must notify a representative of the Warren County Buildings and Grounds Department immediately. A contact name and number will be provided applicant before the date of the event. AD

Cancellation & Default

50. The applicant forfeits all monies used to confirm a Rental Agreement if they fail to cancel more than 30 days in advance of the event date. AD
40. The applicant may forfeit all monies and use of the facility if the balance is not paid 2 weeks prior to the event. AD
41. The facility must be cleaned and vacated by 1:00am. AD
42. The County Board of Commissioners and the Warren County Manager reserve the right to cancel an approved request or revoke the right of the use of the Warren County Armory Civic Center to any group or individual when: AD
- Said group or individual has shown sufficient disregard for the Rules and Regulations set forth in this document.
 - It is deemed necessary for the concern of the health, safety, and welfare of the applicant, guests, or the general public.
 - It is in the best interest of the Warren County Armory Civic Center.
- If the Warren County Board of Commissioners or the Warren County Manager cancels an approved request, the applicant forfeits monies paid to the Warren County Manager's Office. AD
43. In cases of event cancellation or postponement due to inclement weather, or other situation(s) beyond our control, the Warren County Manager's Office will work with the applicant to secure the next available date for use of the facility. AD
44. Each event requires a new Rental Agreement. AD

It is the duty of the applicant to maintain order and decorum when using the facility, and to inform group members, affiliates, caterers, and guests of the Rules and Regulations of the Warren County Armory Civic Center. Failure to comply with any or all of the Rules and Regulations could result in forfeiture of all monies paid for the rent of the facility, including the Cleaning/Damage Deposit, and could also result in forfeiture of the right to rent the facility in the future.

By signing this agreement, applicant acknowledges that he/she has read and understands the terms set forth in this Rental Agreement, and that he/she assumes the role of "Responsible Party".

Vance-Granville Community College

Organization

Angela Ballentine, Executive Director

Applicant

12/1/11

Date

WARREN COUNTY

Linda Worth, Warren County Manager

Date

A copy of the signed, approved Rental Agreement will be provided to the Applicant.

ROOM SELECTED	Group II	GROUP III
Room A: 308 Sq. Ft. Capacity: Tables & Chairs 20 Chairs 28 Standing 44		
RENTAL FEE	\$150.00	\$225.00
CLEANING/DAMAGE DEPOSIT	\$50.00	\$50.00
Room B: 1200 Sq. Ft. Capacity: Tables & Chairs 80 Chairs 110 Standing 170		
RENTAL FEE	\$250.00	\$325.00
CLEANING/DAMAGE DEPOSIT	\$100.00	\$100.00
Room C: 5300 Sq. Ft. Capacity: Tables & Chairs 350 Chairs 480 Standing 750		
RENTAL FEE	\$600.00	\$800.00
CLEANING/DAMAGE DEPOSIT	\$300.00	\$300.00
Rooms A, B, and C		
RENTAL FEE	\$1,000.00	\$1,350.00
CLEANING/DAMAGE DEPOSIT	\$300.00	\$300.00

NOTE: All rental prices are for rental of the selected space(s) for six (6) hours or less. An additional charge of \$25.00 per hour will be assessed for events lasting more than six (6) hours.

Closed Session in accordance with §
143-318.11(3)(6)

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Attorney/Client Privileged Information and
Personnel Matters

Adjourn

December 5, 2011
Regular Meeting