

*WARREN COUNTY  
BOARD OF COMMISSIONERS*

*December 21, 2011*

*6:00 PM*

*Board Work Session*

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

*December 21, 2011*  
*Work Session Agenda*

1. **Department Head Reports to the Board:**  
A-Register of Deeds  
B-Senior Center  
C-Clerk to the Board
2. **Request to Waive Landfill User Fee – Patricia Wesley**
3. **Technical Assistance Proposal for Buck Spring 4-H Camp – Tom Potter,  
Four Rivers RC&D Council**
4. **Status of NASA Funding for SEMAA – Jackie Leath, Director**
5. **Feasibility Study to Provide Public Water Service to Private Subdivisions on  
Lake Gaston – Macon Robertson, Public Utilities Director**
6. **Proposals for Benefits Broker Services – Linda T. Worth, County Manager**
7. **Deposition of Hendricks House – Linda T. Worth, County Manager**
8. **Adjourn Work Session**

*December 21, 2011*  
*Work Session Agenda*

Item # 1

**Department Head Reports**

- **Register of Deeds**
- **Senior Center**
- **Clerk to the Board**

*December 21, 2011*  
*Work Session Agenda*

*Item # 2*

**Request to Waive Landfill User Fee**

== =

**Patricia Wesley**

1700 Rt. 37 west, Unit 109-13

Toms River, NJ 08757

November 1, 2011

RECEIVED

NOV - 3 2011

WARREN COUNTY MAN.

Board of Commissioners

P.O. Box 619

Warrenton, NC 27589

RE: Landfill User Fee for 121 Cedar Pointe Lane, Littleton, NC Account #15981 300

Commissioners:

We lived at the reference address for 15 years and had to relocate to NJ to be close to family and medical care that was not readily available in the local area. Our family doctor, Dr. Gross at Lake Gaston clinic, recommended that we relocate to NJ for the various medical specialists my husband requires.

I am requesting relief from the Landfill User Fee since the house has been vacant since June 1, 2011. The property is for sale and there is no one using the landfill. I have been told by Mr. Mitchum that current policy requires the electricity be turned off in order to avoid the Landfill User fee. The realtors would be unable to show the property without having the electricity on and heat or A/C. Since the property is vacant I request exemption from the Landfill User Fee. I am willing to have the property checked to ensure that there is no one living there. I have been told by Mr. Mitchum that I am the only property owner that has requested this exception under these conditions. That being the case, granting the exemption should have no impact on the Warren County budget. I appreciate your consideration in this matter.

Respectfully,

*Patricia Wesley*

PATRICIA WESLEY

COUNTY OF WARREN

SOLID WASTE FEE EXEMPTION FORM  
FISCAL YEAR 2011-2012

Name (as it appears on the tax bill): Robert & Patricia Wesley

Tax Account No.: 15981 300 Tax Record No.: \_\_\_\_\_

Mailing Address: 1700 Rt 37 west, Unit 109-13 Tomo River

Telephone: Day: 848-480-2298 Evening: \_\_\_\_\_ RD 027

Location of Property for which exemption is requested (Please provide E-911 address and/or State Road Number): 121 Cedar Pointe Lane, Littleton

REASON FOR REQUESTING EXEMPTION

Property is not habitable or not in use during the period July 1, 2011 through June 30, 2012. ~~This fact must be evidenced by a statement from your electrical service provider (Progress Energy or Halifax Electric) that there is no electrical meter on the structure.~~ Electric is on to show property as shown in the encl.

Property is located within the municipalities of Warrenton, Norlina, or Macon. This fact must be evidenced by a property tax bill issued by the applicable municipality.

Property is served by a licensed private contractor who disposes of solid waste outside of Warren County. The private contractor must have qualified for and received a license from Warren County. Your contract with the hauler must have been effective on July 1, 2011. Please attach a copy of your properly executed and dated contract with the hauler.

I, THE UNDERSIGNED, HEREBY AGREE TO THE FOLLOWING:

- I understand that any incorrect information provided above may result in a fine up to \$250.00. I further understand that if the property becomes occupied before June 30, 2012, I must notify the Tax Assessor's Office and pay the annual Solid Waste Fee.
- I give permission to the County of Warren to investigate the validity of this application by entering upon said property (not entering buildings) for the purpose of determining whether the property is occupied.

Signed: Patricia Wesley Date: 8/25/11

\*\*\*\*\*  
DEADLINE FOR MAKING APPLICATION IS DECEMBER 1, 2011  
\*\*\*\*\*

Please Return Completed Form to:

Warren County Tax Administrator  
117 South Main Street  
Warrenton, NC 27589

For Information or Questions Please Call: (252) 257-4158

NO  
RES  
EM  
9-30-11

1700 Rt. 37 west, Unit 109-13

Toms River, NJ 08757

August 16, 2011

Warren County Tax Collector

P.O. Box 240

Warrenton, NC 27589

RE: Account # 15981 300

Gentlemen:

I recently received my tax bill for my property at 121 Cedar Pointe Lane, Littleton. My home is vacant and is on the market. No one is there to use the landfill, therefor, I request a reduction on my bill for the landfill user fee. The fact that the property is vacant can be verified by my realtor Marcia Kerr of REMAX on the lake. Here cell # is 252-678-2101. The electricity remains on so the property can be shown. I appreciate your consideration in this matter. If you have further questions, I can be reached by phone at 848-480-2298.

Thank You,

Patricia Wesley

*December 21, 2011*  
*Work Session Agenda*

*Item # 3*

**Proposal to Provide Grant Writing, Technical  
Assistance and Project Management Services  
For  
Buck Springs 4-H Camp  
= = =**

**Tom Potter, Project Manager  
Four Rivers RC&D Council**

P.O. Box 218 Jackson, NC 27845  
Office (252)534-2591 Fax (252)534-1850



November 29, 2011

Linda T. Worth  
Warren County Manager  
P.O. Box 619  
Warrenton, NC 27589

Dear Mrs. Worth:

I enjoyed meeting with you and the other county staff members to discuss trail development plans for Buck Springs Plantation. The property lends itself well to enhance the existing trails, both as hiking trails and being a component of a regional paddle trail system for the Lakes Region of North Carolina.

As we discussed I believe the project will qualify for the upcoming N. C. Division of Parks and Recreation's Recreation Trails Program Grant. This grant will provide up to \$75,000.00 annually for trail development projects and it does require a 25% match. The funds the County has on hand this will be a great funding opportunity. In-kind services can also be utilized for the match requirement.

Four Rivers Resource Conservation and Development Council, Inc.(Four Rivers) can provide grant writing, technical assistance and project management services for this project on a fee based agreement. Four Rivers can provide the trail development plan for developing the grant application, which will include specific recommendations for improving the existing hiking trail and existing boat dock. Specifics we discussed include improving the hiking trail to provide for all-weather use and access, developing a canoe/kayak launch site and dock improvements. If desired the development of a canoe/kayak camping site would certainly enhance the use of the property for the developing canoe/kayak trails in the region.

The county currently has approximately \$14,000.00 on hand for the project. Calculating the required match required for the grant, those funds could be used to leverage approximately \$55,000.00 in grant funds. If the county wanted to provide some in-kind services as part of the match, the total amount of the grant could be increased. These services could include hauling materials, trail clearing and grading.

**EXECUTIVE BOARD**

Dan Brummitt  
Chairman  
Vance County

Larry West  
Vice-Chairman  
Warren County

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**Vance County**  
Samuel Green, Jr  
Robert Southerland

**Warren County**  
Barry Richardson  
Tyrone Fisher

501(c) 3 Non-Profit Organization

\* Granville \* Vance \* Warren \* Halifax \* Northampton \* Edgecombe \*

Page 2

Four Rivers proposes partnering the Warren County to provide the services outlined above for 7% of the total project cost, which would amount to approximately \$4,900.00. Preliminary study of the project site indicates the need to improve approximately 4,000 feet of trail as well as replacing the existing dock on the Lake. Trail improvements will include developing an all-weather trail surface, rerouting segments of the trail and developing trail components such as water bars and other techniques for diverting water from the trail as well as protecting water quality for Lake Gaston.

A pre-application for the grant must be submitted by December 31, 2011 with the grant application being due on January 31, 2012.

I hope this information will be helpful as Warren County continues to develop the Buck Springs Plantation Property. Please feel free to contact me if you have any questions.

Sincerely,

*Tom Potter*

Tom Potter  
Project Manager  
Four Rivers RC&D Council, Inc.  
600 Lancaster Road  
Pikeville, NC 27863  
[tmpotter@coastalnet.com](mailto:tmpotter@coastalnet.com)  
919-738-6314

*December 21, 2011*  
*Work Session Agenda*

*Item # 4*

**Status of NASA Funding  
For  
SEMAA Program**

**== =**

**Jackie Leath, Director**



**WARREN COUNTY NASA SEMAA**  
**149 CAMPUS DRIVE**  
**WARRENTON, NC 27589**

*Tel. 252-257-7015 or 7016*

*Fax 252-257-7017*

*Website [www.semaa-nc.com](http://www.semaa-nc.com)*

## **Memorandum**

TO: Linda T. Worth, County Manager  
From: Jacqueline Leath  
Subject: NASA SEMAA Funding  
Date: December 13, 2011

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NASA educational programs are in the process of being re-evaluated. Programs are being downsized or eliminated. This has impacted the SEMAA programs funding for the 2012 fiscal year. As a result, Warren County SEMAA has only received \$28,750.00 in funding. It was indicated that this may be all the funding received for the current fiscal year. NSO advised that continuation of upcoming sessions would be at risk, unless other funding sources are available. The FY-2012 budget for SEMAA is \$168,361.00. Projected funds from NASA included in the current budget are \$93,500.00. Continued, full operations of the SEMAA program will result in a revenue shortfall of approximately \$64,000+ for FY-2012 without further funding from NASA.

When attending the National SEMAA Directors Meeting, we were told that NASA would be making funding decisions by the end of December. Last week we were asked by NASA how much funding would we need to run the Winter Session and we sent that information to them, but have not heard anything further at this time.

I have prepared a spreadsheet indicating the expense to operate the winter session, to be considered by the county commissioners.

Warren County SEMAA  
Winter Session-2012 Estimated Expenses

Line Item	Cost	Description
Teachers	7,344.00	(9 Teachers for 8 weeks, 4hrs per day at a cost of \$25.50 per Hour)
AEL Student Asst.	174.00	Take pictures and assist students in lab during Saturday morning sessions
Program Assistant	174.00	Make sure teachers have supplies as needed, serve snacks, collect paper work
Materials	350.00	(Student supplies and snacks)
Awards Program	275.00	(Certificates, Medals, Refreshments)
<b>Estimated Cost</b>	<b>8,317.00</b>	This is the most it would cost, could be less depending on the number of actual students

**2nd Quarter Expenses for SEMAA Staff**

Salaries	18,000.00	(Director, AEL Coordinator, Family Coordinator)
FICA	2,385.00	
Retirement	1,440.00	
Hospitalization	1,560.84	
<b>Estimated Cost</b>	<b>23,385.84</b>	
<b>Estimated Total</b>	<b>31,702.84</b>	
<b>Not included in this amount is the daily operations cost (copier, telephone ink, etc.)</b>		

*December 21, 2011*  
*Work Session Agenda*

*Item # 5*

**Presentation of Preliminary Feasibility Study to  
Provide Public Water Service to Private  
Subdivisions on Lake Gaston**

**== =**

**Completed & Presented  
by  
Fred Stowe, Rivers & Associates, Inc.**

**Presentation  
of  
Feasibility Study**

**to provide Water Service to Private  
Subdivisions on Lake Gaston has been  
provided in a separate e-mail.**

**PRELIMINARY FEASIBILITY STUDY**

FOR

**WARREN COUNTY**

**PRIVATE SUBDIVISION WATER MAIN EXTENSIONS**

**DECEMBER 2011**

**Entire document  
provided in a separate  
e-mail.**



Engineers  
Planners  
Surveyors

**PRELIMINARY FEASIBILITY STUDY**

FOR

**WARREN COUNTY**

**PRIVATE SUBDIVISION WATER MAIN EXTENSIONS**

**DECEMBER 2011**

**Entire document  
provided in a separate  
e-mail.**

Prepared By:

*Rivers & Associates, Inc.  
107 East Second Street  
P.O. Box 929  
Greenville, NC 27835*

License #F-0334



David G. Malinauskas, P.E.  
Project Engineer

12/12/11

Date



Frederick L. Stowe, P.E.  
Project Manager

12/12/11

Date

**Entire document  
provided in a separate  
e-mail.**

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2.0 PROPOSED WATER MAIN EXTENSIONS	1
3.0 PROJECT BUDGET	2
4.0 PROJECT FEASIBILITY	3
5.0 CURRENT RATE STRUCTURE	3
6.0 POTENTIAL FUNDING SOURCES	4
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8.0 CONCLUSIONS AND RECOMMENDATIONS	6

**EXHIBITS**

EXHIBIT A - Water Main Schematics

EXHIBIT B - Opinion of Probable Cost

EXHIBIT C - Project Budget

EXHIBIT D - Construction Cost Summary Per Segment

EXHIBIT E - Revenue From Water Sales With Current Rate Structure

EXHIBIT F - Annual Debt Service Payment

EXHIBIT G - Projected Annual Operating Budget With USDA-RD Loan

EXHIBIT H - Projected Annual Operating Budget With SRF Loan

**WARREN COUNTY  
PRIVATE SUBDIVISION WATER MAIN EXTENSIONS  
PRELIMINARY FEASIBILITY STUDY**

**Entire document  
provided in a separate  
e-mail.**

**1.0 INTRODUCTION:**

This study has been prepared at the request of Warren County who is considering extension of water service to four (4) private subdivisions near Lake Gaston. The names of the subdivisions are as follows:

Summer Place  
Robinson Ferry  
Holly Trail  
Lyons Creek

All four (4) subdivisions are located in Water and Sewer District No. 3 but were not served by any of the District No. 3 projects because they are not accessible by public roads. Warren County maintains a policy that prohibits installation of water mains along private roads where the County would have to obtain easements.

Warren County Public Utilities (WCPU) has been contacted by several homeowners in these four (4) subdivisions to request that the County provide them with public water service. Each subdivision has provided evidence that easements would be dedicated by the subdivision to the County for installation, operation, and maintenance of the water mains and appurtenances.

Warren County wishes to provide water service to all District No. 3 customers when economically feasible. Therefore, WCPU requested that Rivers & Associates, Inc. prepare this Preliminary Feasibility Study to evaluate the costs and the potential funding options to provide water service to these four (4) subdivisions. Furthermore, the criteria developed by this study would provide a standard for other private subdivisions that may request public water service in the future.

**2.0 PROPOSED WATER MAIN EXTENSIONS:**

Currently, residents in each of the subdivisions included in this study obtain water from individual private wells. Ground water in the vicinity of Lake Gaston is generally of poor quality with high concentrations of iron and manganese. Also, the hardness of the water is high which usually requires softening. To produce quality water suitable for human consumption requires the installation of expensive residential treatment systems to remove iron and manganese and soften the water.

**Entire document  
provided in a separate  
e-mail.**

Not only is the quality of the ground water poor, but there have been reliability issues as well. Due to droughts in recent years, many residents have experienced loss of water supply due to declining ground water levels.

The following sections briefly describe the proposed improvements in each subdivision. Exhibit A includes water main schematics for each subdivision. The estimated construction costs of each subdivision and the overall project development costs including contingencies, legal and administrative cost and associated engineering costs are presented in the Preliminary Opinion of Probable Cost included in Exhibit B.

**Summer Place:**

This segment includes the installation of approximately 3,100 linear feet of 6” water main and appurtenances on Spring Branch Drive and Six Pound Drive to serve 23 total possible residential customers at an estimated construction cost of \$57,430.

**Robinson Ferry:**

This segment includes the installation of approximately 10,900 linear feet of 6” water main and appurtenances on Willie Robinson Road, Robinson Ferry Road and Pointe Drive to serve 40 total possible residential customers at an estimated construction cost of \$156,310.

**Holly Trail:**

This segment includes the installation of approximately 2,850 linear feet of 6” water main and appurtenances on Holly Trail Road and Stewart Payne Road to serve 18 total possible residential customers at an estimated construction cost of \$52,060.

**Lyons Creek:**

This segment includes the installation of approximately 4,350 linear feet of 6” water main and appurtenances on Lyons Creek Road and Hallock Court to serve 15 total possible residential customers at an estimated construction cost of \$71,360.

The total estimated construction cost of all water main extensions is \$337,160. Including all project development costs, the total estimated project cost is \$528,880.

**3.0 PROJECT BUDGET:**

The Budget for the proposed project is included in Exhibit C. Warren County proposes to borrow funds to cover the majority of the project cost. Potential funding sources will be discussed in detail in Section 6.0. The funding agencies will require that a portion of the project cost be funded by local contribution. Generally, the local contribution is raised by offering a reduced cost sign-up incentive to the potential customers in the proposed project

*December 21, 2011*  
*Work Session Agenda*

*Item # 6*

**Proposals  
For  
Benefits Broker Services**

**== =**

**Linda T. Worth, County Manager  
Com. Ruby Downey  
Elgin Lane, HR Manager**

**MEMORANDUM**

**Entire document  
provided in a separate  
e-mail.**

**TO:** Warren County Board of Commissioners  
**FROM:** Linda T. Worth, County Manager *LW*  
Com. Ruby Downey *R.D.*  
Elgin Lane, Human Resources Manager *E.L.*  
**DATE:** December 16, 2011  
**RE:** Benefits Brokerage Firms Proposals

As part of our preparations for the upcoming budget cycle, we interviewed the following four Benefits Brokerage Firms in November and December. These firms were identified as currently serving as Benefits Consultants to governmental entities in our region. As noted below, BB&T Insurance Services is currently serving as Warren County's Benefits Broker.

1. Pierce Group Benefits  
4928 Linksland Drive, Suite 201  
Holly Springs, NC 27540
2. Hendricks Insurance  
Independent Insurance Associate  
130 North Main St.  
Warrenton, NC 27589
3. BB&T Insurance Services (Current Brokerage Firm)  
Research Triangle Region  
4309 Emperor Blvd., Suite 300  
Durham, NC 27703
4. Hill, Chesson & Woody  
194 Finley Golf Course Road, Suite 200  
Chapel Hill, NC 27517

**MEMORANDUM**

**Page 2**

**December 16, 2011**

**Entire document  
provided in a separate  
e-mail.**

Each of the firms met with us to present information on the benefits consultation services they are capable of providing to governmental entities. Each meeting lasted over an hour. Attached are summaries provided by each of the firms interviewed that outline the service packages they provide. Copies of each firm's full presentation will be available at the Work Session for the Board's review.

Following a review of all information received from each of the firms interviewed, it was the consensus of the interviewers that we recommend the Board of Commissioners considers taking action at the January Board of Commissioners meeting to retain the services of Hill, Chesson & Woody effective February 1, 2012. Should the Board take this action in January, it would necessitate terminating our current contract with BB&T Insurance Services that is in effect until June 30, 2012. Our current contract cost with BB&T is \$30,000 per year which is based on a percentage of our total health/dental insurance premium cost with BlueCross BlueShield of NC which is how each Brokerage firm determines annual contract cost. Hill, Chesson & Woody indicated that should we choose to retain their services, there would not be an increase in our contract cost. We need to bring the new Brokerage firm on as soon as possible so they can begin the process of bidding or re-negotiating our current health/dental insurance plan for FY 13 and take an in-depth look at the County's overall benefits strategy.

It is of utmost importance that Warren County continues to retain the services of a Benefits Brokerage Firm due to the escalating costs of health insurance for our employees and the numerous changes in compliance laws. There are other benefits we may be able to make available to our employees, with the assistance of an experienced benefits consulting firm, such as Health Savings Accounts, Flexible Spending Accounts, Health Care Reimbursement at little to no cost to the County. Also, the services they provide such as new hire enrollments, claims advocacy, researching billing/eligibility errors, establishing websites, managing the annual implementation process for all benefit plans, etc. that would take a huge burden off of the Human Resources Manager freeing her up to do other tasks in the HR Office.

We will look forward to discussing this matter with the Board at the Work Session on December 21, 2011. Please do not hesitate to contact either of us should there be any questions in the interim.

*December 21, 2011*  
*Work Session Agenda*

*Item # 7*

**Disposition  
of the  
Hendrick's House Historic Property  
(Former County Manager's Office Building)**

**== =**

**Linda T. Worth, County Manager**



## WARREN COUNTY BOARD OF COMMISSIONERS

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

### MEMORANDUM

Barry Richardson, Chairman  
Ulysses S. Ross, Vice Chairman  
Ernest Fleming  
William Davis  
Jennifer Jordan

Linda T. Worth  
County Manager

Angelena Kearney-Dunlap  
Clerk to the Board

**TO:** Board of County Commissioners  
**FROM:** Linda T. Worth, County Manager *LW*  
**DATE:** December 19, 2011  
**RE:** Disposition of Hendrick's House

Now that the County's Administrative Offices have been relocated to a renovated building on Ridgeway Street, I am requesting input from the Board on the disposition of the historic Hendrick's House. Some of the Board members may recall when the Peter Davis Store building ceased to be used for county offices, the then sitting Board declared it surplus property and authorized staff to dispose of it using the sealed bid process. The building was purchased by a private citizen, fully restored and is now a beautiful addition to downtown Warrenton.

The Hendrick's House is no longer functional or needed for county office space and is in such disrepair that I would recommend the Board take action to surplus it and hopefully sell it to someone or some entity that will restore it to its original beauty. Consideration by a new owner to move the house and restore it elsewhere would free up the lot upon which it sits making full use of the parking lot for court-related and other downtown functions.

I welcome the opportunity to discuss this matter with the Board at the December 21, 2011 Work Session.

*December 21, 2011*  
*Work Session Agenda*

*Item # 8*

**Adjourn Work Session**