

*WARREN COUNTY  
BOARD OF COMMISSIONERS*

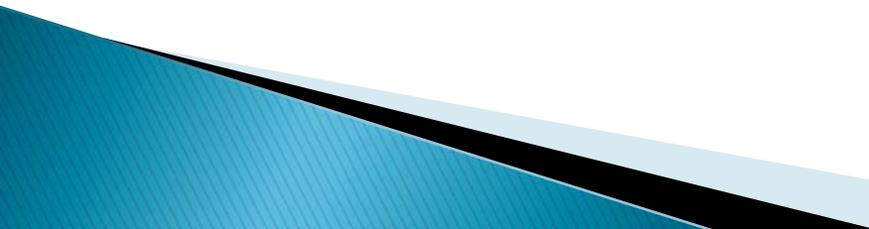
*January 3, 2012*

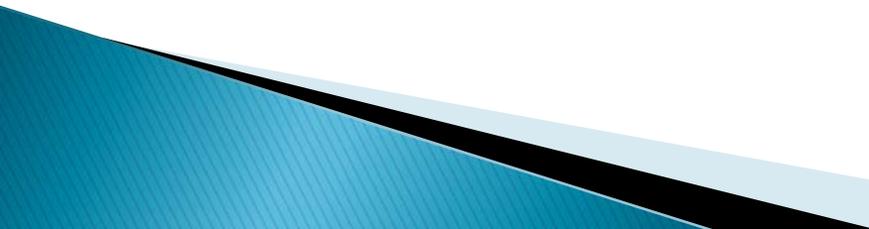
*WARREN COUNTY ARMORY CIVIC CENTER  
COMMISSIONERS' MEETING ROOM  
WARRENTON, NORTH CAROLINA*

6:00 pm  
Call to Order January 3, 2012  
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.
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**Agenda Item # 4**

# **Citizen Comments**



# Rules for Citizen Comments

Please sign up to speak.

The maximum time allotted to each speaker will be \_\_\_ (\_\_\_) minutes;  
Clerk to the Board will keep time.

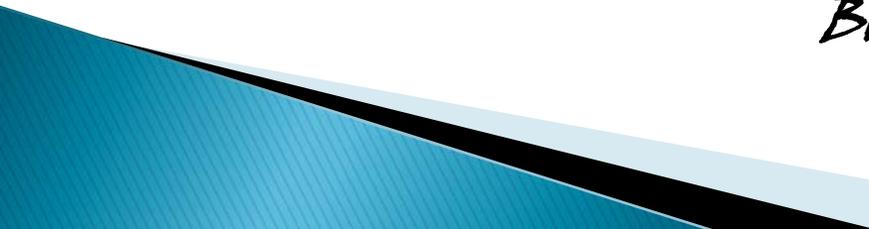
Any group of people who support or oppose the same position should  
designate a spokesperson.

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

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

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

*Warren County  
Board of Commissioners*



Meeting Date: January 3, 2012

Agenda Item # 5

**SUBJECT:** Adopt January 3, 2012 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:**

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**NOTES:**

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*SUGGESTED AGENDA  
FOR  
January 3, 2012 REGULAR MONTHLY MEETING  
OF THE WARREN COUNTY BOARD OF COMMISSIONERS  
Armory Civic Center - Meeting Room  
WARRENTON, NORTH CAROLINA*

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 January 3, 2012 Suggested Agenda
6. Consent Agenda
  - A. Approve Minutes – December 5, 2011:
    - \* Organizational Meeting
    - \* Regular Monthly Meeting
  - B. Interest Income Report – Finance Director Barry Mayo
  - C. Tax Collector’s Report – Tax Administrator Robert Mitchum
  - D. Tax Release Requests (Over \$100) – Tax Administrator Robert Mitchum  
Tax Release Requests (Under \$100) - “ “ “ “
  - E. Employee Performance Bond Renewal: Finance Officer – Barry J. Mayo
7. Finance Officer – Barry Mayo, Finance Officer
  - A. Amendment # 5 to the FY 2011-2012 Warren County Budget Ordinance
  - B. Amendment # 9 to the Ambulance Storage Facility Project Ordinance

8. Follow-Up to December 21, 2011 Work Session
  - A. Proposal to Provide Grant Writing Technical Assistance for Buck Springs 4-H Camp
  - B. Proposals for Benefits Broker Services
  - C. Disposition of Hendricks House Historic Property – former Manager’s Office Building
9. Request Permission to Grant Individual Extension of Time for Listing Real & Personal Property – Eddie Mitchum, Tax Administrator
10. Board/Committee/Commission Member Appointments
  - A. Board of Health: Michael Kilian
  - B. Firefighters Relief Fund Boards
11. WCHS Jr. ROTC Request use of Armory Civic Center with Fees Waived – E. Martin
12. Bond Issue for LGC Approval – Water District III , Phase 3 – Macon Robertson, Utilities Director
13. Reschedule March 5, 2012 Regular Board Meeting
14. County Manager’s Reports
  - A. Contracts Approved
  - B. Manager’s Status Report for December 2011
15. Adjourn January 3, 2012 Meeting

Meeting Date: January 3, 2012

Consent Agenda Item # 6A

**SUBJECT:**                    **Approve Minutes**

**REQUESTED BY:**        **Clerk to the Board**

**SUMMARY:**    **December 5, 2011 Minutes have been provided via e-mail to Board Members for review:**

- # Organizational Meeting**
- # Regular Monthly Meeting**

**FUNDING SOURCE:**    **N/A**

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

**FOLLOW-UP REQUIRED:**                **N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

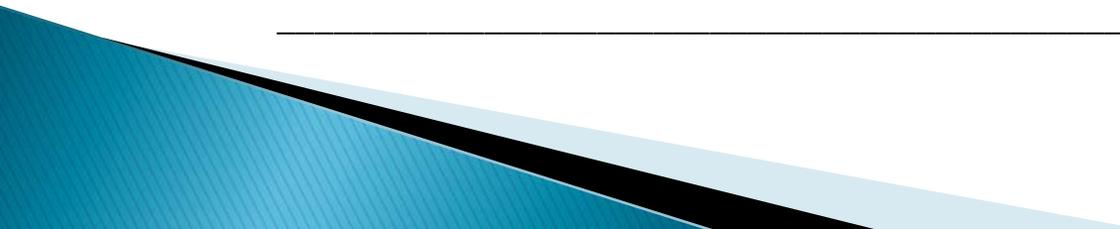
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**NOTES:**

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*December 5, 2011 Minutes have been provided by e-mail:*

- # Organizational Meeting**
- # Regular Monthly Meeting**

Meeting Date: January 3, 2012

Consent Agenda Item # 6B

**SUBJECT:** Approve Interest Income Report

**REQUESTED BY:** Barry Mayo, Finance Director

**SUMMARY:** Interest Income Report for the month of November 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:**

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**NOTES:**

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***INTEREST INCOME REPORT***  
***Month of November 2011***

<b><i>FUND</i></b>	<b><i>NOVEMBER INCOME</i></b>	<b><i>FISCAL YEAR TO - DATE</i></b>
General	497.23	1,545.90
Revaluation	10.80	27.77
E 911 Telephone System	11.59	29.73
Buck Spring Project	13.57	40.08
Ambulance Storage Facility	20.38	102.79
National Guard Armory	0.91	2.70
Simulcast System Upgrade	5.71	16.87
Regional Water Enterprise Fund	19.59	62.19
District 1 Enterprise Fund	33.61	95.75
Solid Waste	0.11	4.54
District II Enterprise Fund	32.79	92.53
District III Capital Project Fund	8.25	21.28
District III Phase II BANS	0.18	0.53
District III Enterprise Fund	10.61	24.04
Soul City Pump Station Improvements	0.80	2.37
	666.13	2,069.07

**Meeting Date: January 3, 2012**

**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 November 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 and Interest Income Report are supplied for Board's  
information**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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

**Current Year Collections**

Tax Year	Charge	Collected in NOVEMBER	Collected to Date	Balance Outstanding	Percentage Collected
NOVEMBER 2011 FY12	\$15,502,932	\$3,186,186	\$6,567,156	\$8,935,776	42.36
NOVEMBER 2010 FY11	\$14,955,710	2,828,590	6,321,598	8,634,112	42.27

**Delinquent Collections**

2010	\$767,112	\$35,420	\$280,308	486,804	36.54
2009	257,139	6,465	51,790	205,349	20.14
2008	175,482	3,965	21,258	154,224	12.11
2007	156,347	1,794	8,263	148,084	5.28
2006	136,764	1,503	3,722	133,041	2.72
2005	113,356	778	3,015	110,341	2.66
2004	100,817	271	1,511	99,306	1.50
2003	85,453	134	1,576	83,878	1.84
2002	108,173	309	1,293	106,880	1.20
2001	161,282	123	1,014	160,268	0.63
<b>Total Delinquent Years</b>	<b>\$ 2,061,925</b>	<b>\$50,762</b>	<b>\$ 373,750</b>	<b>\$ 1,688,175</b>	

**Other NOVEMBER Receipts**

County Penalties  
Landfill User Fees  
Municipalities  
Fire District Taxes  
Advance Taxes

\$ 11,733	\$ 55,545
\$ 223,915	\$ 510,913
\$ 128,199	\$ 220,751
\$ 186,181	\$ 331,813
0.00	0.00

**NOVEMBER GRAND TOTAL**

<b>\$ 3,786,976</b>	<b>\$ 8,059,928</b>
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*R Edwin Mitchum*

R. Edwin Mitchum, Tax Collector

12/12/2011

Date

**Meeting Date: January 3, 2012**

**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:**

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**NOTES:**

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# Request For Tax Releases Over \$100

Over \$100

1/3/2012

Date: \_\_\_\_\_

**ERROR CORRECTION RELEASES:**

CARTER HILBERT MARY	2010 21288 110	I3D 299	58951 \$	161.93	AGEX LEFT OFF IN ERROR FOR 2010
HADDAD PRISCILLA A & GEORGE	2011 3748 200		26024 \$	347.21	MH LISTED ON ACC 2294 200
HADDAD PRISCILLA A & GEORGE	2011 3748 201		30816 \$	375.63	MH LISTED ON ACC 2294 300
PAIGE REGINA	2001 4509 101		32625 \$	471.23	MH LISTED BY OS DAVIS
PAIGE REGINA	2002 4509 102		33842 \$	428.42	MH LISTED BY OS DAVIS
PAIGE REGINA	2003 4509 103		34804 \$	391.20	MH LISTED BY OS DAVIS
PAIGE REGINA	2004 4509 104		36040 \$	354.08	MH LISTED BY OS DAVIS
PAIGE REGINA	2005 4509 105		38692 \$	315.92	MH LISTED BY OS DAVIS
PAIGE REGINA	2006 4509 106		41687 \$	292.12	MH LISTED BY OS DAVIS
PAIGE REGINA	2011 4509 200		29744 \$	156.65	MH LISTED BY OS DAVIS
RICHARDSON ANNIE	2011 33316 317	I11 7	10295 \$	161.75	AGEX TOOK OUT OF SYS IN ERROR
ROBINSON TIMOTHY	2010 31246 300	L2A 63D	23398 \$	1,027.49	CLERICAL ERROR
ROBINSON TIMOTHY	2011 31246 300	L2A 63D	23398 \$	1,061.74	CLERICAL ERROR
WILLIAMS EUGENE & DELOIS	2011 44030 331	J10 53	13502 \$	246.16	MH CHARGED TO SON ON REC 27101
WORTHAM DEREKE & ALMEDA	2011 5892 200	F7 8	30580 \$	120.48	MH UNLIVEABLE
WORTHAM DEREKE	2011 5892 201	F7 3	27111 \$	189.39	MH UNLIVEABLE

**SUB-TOTAL ERROR CORRECTIONS:**

**\$6,101.40**

**MOTOR VEHICLE RELEASES:**

FOWLER LEE G	2011 24598 1998	TWJ6729	72956 \$	127.20	SOLD
JONES MARSHALL R JR	2011 1995 2121	AAX9862	73079 \$	194.04	TRADED

**SUB-TOTAL MOTOR VEHICLE RELEASES:**

**\$321.24**

**SUB-TOTAL CORRECTION RELEASES:**

**\$6,101.40**

**Total Releases**

**\$ 6,422.64**

**LANDFILL USER FEE RELEASES:**

ALSTON TOYIE	2011 1620 200	H10 28	26638	\$115.00	NO ELECTRICITY
BOWES DEBORAH W	2011 3931 302	D4 6	13019	\$115.00	HAS PRIVATE HAULER
BOWES DEBORAH W & WILLIAM A	2011 3931 301	D4 75	13119	\$115.00	HAS PRIVATE HAULER
BULLOCK MELVIN	2011 11697 300	C5 38	1793	\$115.00	NO ELECTRICITY
CAMPBELL SYLVIA E & GEORGE	2011 6097 301	H4 5F1	19434	\$115.00	HAS PRIVATE HAULER
CARROLL ALICE B HEIRS	2011 7012 300	B8 70	2251	\$115.00	NO ELECTRICITY
DOWNNEY PERCELL HEIRS	2011 6975 200	D2 7	26868	\$115.00	NO ELECTRICITY
HELLAMS SAMUEL W	2011 30470 300	B2 28G	19266	\$115.00	NO LIVEABLE PER HALIFAX ELEC
HOLTZMAN BARBARA E	2011 20504 305	C4 18	7579	\$115.00	HAS PRIVATE HAULER
HOLTZMAN GARY DEAN	2011 20510 300	C4 18A	17966	\$115.00	HAS PRIVATE HAULER
HOLTZMAN LAURA & RANDY	2011 3173 200		26910	\$115.00	HAS PRIVATE HAULER
JONES S R HEIRS	2011 23001 301	K2 22	7021	\$115.00	NO ELECTRICITY
JORDAN MARY ELIZA	2011 7784 300	C5 21	14163	\$115.00	HAS PRIVATE HAULER
KING MAGGIE E	2011 2499 301	D6 92C	20445	\$115.00	HAS PRIVATE HAULER
LEETE MOBILE M E R LLC	2011 35706 200		31725	\$115.00	8 MOBILE HOMES NOT LIVEABLE
MORGANO LOUIS P HEIRS	2011 3924 301	G5 103A	18793	\$115.00	HSE NOT LIVEABLE/OWNER DECEASED
NORWOOD WILLIE L & MABEL	2011 29135 336	J10 83	8422	\$115.00	PARTIAL ELECTRIC/SECURITY ONLY
PERNELL EDNA P	2011 31104 305	D8 1	9365	\$115.00	NO ELECTRICITY
POWELL WALTER EUGENE	2011 1765 200	G6 135	26927	\$115.00	NO ELECTRICITY
SMITH MARY	2011 38001 301	L2C211	10032	\$115.00	HAS PRIVATE HAULER
SMITH MARY	2011 38001 300	L2C213	9029	\$115.00	HAS PRIVATE HAULER
SMITH MARY A	2011 38001 322	L2C128	11857	\$115.00	HAS PRIVATE HAULER
SMITH MARY A	2011 38001 304	L2A 61A	19270	\$115.00	HAS PRIVATE HAULER
SMITH MARY A	2011 38001 320	L2D 40	9605	\$115.00	HAS PRIVATE HAULER
SMITH MARY A	2011 38001 306	L2C 1 2	10143	\$115.00	HAS PRIVATE HAULER
SMITH MARY A	2011 38001 329	K8 33	310	\$115.00	HAS PRIVATE HAULER
STELMACK JOHN H	2011 25443 300	K4 42	8977	\$115.00	NO ELECTRICITY
TERRY JOHN & ELLEN W	2011 2796 300	B6 55	19463	\$115.00	HAS PRIVATE HAULER
VAUGHAN LARRY	2011 48402 200		27081	\$115.00	HAS PRIVATE HAULER
WILKINS BERNARD	2011 15341 300	K4B 68A	17465	\$115.00	NO ELECTRICITY
WINSLOW JACK R & AMY	2011 18708 301	L3D 80	21223	\$115.00	HAS PRIVATE HAULER

**TOTAL LFUF RELEASES:**

**\$3,565.00**

**Total Releases**

**\$ 9,987.64**

# County Manager approved Tax Releases Under \$100

Under \$100

1/3/2012

Date: \_\_\_\_\_

**ERROR CORRECTION RELEASES:**

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD #</u>	<u>AMOUNT</u>	<u>REASON</u>
ARMSTRONG J E JR & BARBARA	2011	1110 300	I4B169	16413	\$ 36.70	ADJUST BOAT VALUES
COAN CHARLOTTE A TRUSTEE	2011	28553 300	G10 9F	12832	\$ 61.27	CLERICAL ERROR
HALL CHARLES & JEAN	2011	16917 300	A2B 13	4966	\$ 2.00	NO DOG ON PROPERTY
MARLIN LEASING	2010	2120 110		26399	\$ 40.32	BILL SHOULD BE RELEASED
MARLIN LEASING	2011	2120 200		26399	\$ 7.33	INCORRECT BILL/NO AUDIT REPORT
PHELPS HENRY F	2011	31538 300	I3D305	9580	\$ 2.00	NO DOG ON PROPERTY
WARD JERRY M & LINDA M	2011	8864 300	L4A 33	14950	\$ 59.98	CLERICAL ERROR

**SUB-TOTAL ERROR CORRECTIONS:**

**\$ 209.60**

**MOTOR VEHICLE RELEASES:**

BALL WILLARD LOU	2011	2566 1568	YVS9384	72526	\$7.65	SOLD
BRICKEY ALAN DALE	2011	10744 2108	4D7971	61459	\$4.52	DMV ERROR
BROWN EVA ALSTON	2011	4909 1566	NRS5971	72524	\$12.80	TRADED
CLARKE BRENDA M	2011	21602 101	KWX8658	32375	\$4.36	DECEASED
COOPER DAVID A	2011	11149 110	YWZ4456	54896	\$4.23	TRADED
DAEKE ANN MARGARET	2011	23117 9999	WTX1485	26538	\$8.91	CLERICAL ERROR
DAEKE JOHN A	2011	7364 9999	WTX1484	26544	\$10.20	CLERICAL ERROR
DAVIS ANDREW LEE	2011	10526 1085	TXK2809	68838	\$5.81	SOLD
DIEHL GEORGE	2011	21403 9999	XYZ5373	26518	\$9.60	DISCOVERED TWICE IN ERROR
EVEREADY TRUCKING INC	2011	25676 2608	BV38133	68704	\$28.44	SALVAGED
GARY BETTIE ANNE	2011	31259 1787	YTN2813	61138	\$8.64	JUNKED
GOOLSBY JAMES L JR	2010	24273 1297	CA21053	72255	\$2.04	RELEASED TO VANCE CO
HAND KEVIN A	2011	5133 1442	RXZ3853	72400	\$22.20	SOLD
HUNTER RICHARD E JR	2011	21103 1551	RWY1661	72509	\$25.56	SOLD
HUX CLIFTON	2011	5695 1583	HD11834	67679	\$5.75	RUSTED OUT
MATA VICTOR	2011	19477 1215	YVT5769	67311	\$6.09	SOLD
MCAUSALAN MARGARET	2011	8128 2042	YVT4058	71410	\$19.84	WRECKED
MOSS AUDREY JONES	2011	36298 1436	SXT5025	72394	\$88.04	RELEASED TO VANCE CO
NELSON MATT D III	2011	28730 1166	YNC6321	72124	\$3.08	HIGH MILEAGE
NEWELL KATHRYN ANITA	2011	34007 2624	YYX5440	73582	\$40.83	WRONG VALUE&DESC ON TRUCK
PENA LEONARD	2011	17530 1654	HD57594	72612	\$21.20	GAVE AWAY
PROCTOR PATRICK S	2011	34671 2795	ZSW4643	62146	\$15.11	LIVES IN VANCE CO
PUCKETT NELSON M	2011	35951 2173	XXW8226	71541	\$60.33	RELEASED TO HALIFAX CO
ROBINSON MICHELLE L	2011	34637 1066	YWD1804	65537	\$10.19	RELEASED TO JOHNSON CO
SHENISE KATHRYN RUTH	2011	6673 2191	YNC7494	73149	\$43.74	SOLD
SPARKS DENISE L	2011	13561 2333	VSS9583	61684	\$15.33	SOLD
STONE SHARON DENISE	2011	24900 110	VRV3696	56010	\$2.01	WRECKED
SUGGS RONALD H	2011	36293 1144	LNW9066	72102	\$10.35	RELEASED TO LENOIR CO
SUMLER JOHNATHAN J	2011	33592 1908	AAF8942	66379	\$9.90	SOLD
TABRON WILLIAM LEON	2011	39605 1542	SYW7372	72500	\$23.00	SOLD
VAUGHAN FOREST E JR	2011	688 1055	XWH2013	60406	\$8.17	DOES NOT LIVE IN CITY LIMITS
VITALE VITO A	2011	26083 2438	AEH3285	73396	\$45.81	SOLD
WATSON MAGNOLIA	2011	42737 2351	XNB5491	61702	\$77.41	RELEASED TO WAKE CO

**SUB-TOTAL MOTOR VEHICLE RELEASES:**

**\$660.94**

**SUB-TOTAL CORRECTION RELEASES:**

**\$ 209.60**

**Total Releases**

**\$870.54**

**Meeting Date: January 3, 2012**

**CONSENT AGENDA Item # 6E**

**SUBJECT: Employee Performance Bond Renewal**

**REQUESTED BY:**

**SUMMARY: Bond renewal for Finance Officer – Barry Mayo:**  
**Term: 1-24-2012 to 1-24-2013**  
**\$50,000 coverage**  
**\$175 premium**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

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**NOTES:**

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**NOTICE OF PREMIUM DUE**  
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**CNA**  
Phone: 1-888-866-2666  
Fax: 1-605-335-0357  
Email: uwservices@cnaSurety.com

Bond/Policy#: 0601 14939441  
Billing Date: 11/18/2011  
Due Date: 01/24/2012  
  
Premium: \$175.00

BARRY J. MAYO  
% WARREN COUNTY  
548 W. RIDGEWAY ST.  
WARRENTON, NC 27589

**Amount Due: \$175.00**

Bond/Policy#: 0601 14939441  
Effective Date: 01/24/2012      Anniversary Date: 01/24/2013  
Bond amount: \$50,000.00  
Name: BARRY J. MAYO  
Description: NC FINANCE OFFICER COUNTY OF WARREN

Written By: WESTERN SURETY COMPANY

Your agent has requested that we bill your bond/policy directly from our office. PLEASE PAY THE AMOUNT INDICATED to CNA Surety. If this is a renewal, please submit payment at least two weeks prior to the due date to ensure proper and timely renewal of your bond/policy coverage.

If you have any questions, please contact your agent with whom the bond/policy was written.

Phone: (252)257-3104  
Agency: 32-02393

**Warrenton Insurance  
Agency, Inc.  
P. O. Box 633  
Warrenton, NC 27589-0633**

RECEIVED  
NOV 28 2011  
3:00 PM

Please detach and return the coupon below with your payment. Please send payment to the address below. For overnight payments please call 1-888-866-2666.

**CNA Surety**

**Amount Due: \$175.00**

Bond/Policy#: 0601 14939441      Effective Date: 01/24/2012  
Name: BARRY J. MAYO  
Description: NC FINANCE OFFICER COUNTY OF WARREN  
Written By: WESTERN SURETY COMPANY  
Agency: 32-02393 Warrenton Insurance

Check here if changes needed and explain below.

Make Check Payable To CNA Surety

CNA Surety  
P.O. Box 802876  
Chicago, IL 60680-2876

**Meeting Date: January 3, 2012**

**Agenda Item # 7-A**

**SUBJECT: Finance Office**

**REQUESTED BY: Barry Mayo, Finance Director**

**SUMMARY: Amendment # 5 to the FY 2011-12 Warren County  
Budget Ordinance**

**FUNDING SOURCE:**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

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**NOTES:**

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**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE  
2011/2012  
Amendment No. 5**

**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:

Recreation Program	8,751
Transfer to Other Funds - Solid Waste	8,751
Building, Grounds & Maintenance	(40,420)
Animal Control	357
<b>Total</b>	<b>\$ (22,561)</b>

**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:

Miscellaneous Revenue	\$ (22,561)
<b>Total</b>	<b>\$ (22,561)</b>

**Section 6** of the Warren County Budget Ordinance, pertaining to the Solid Waste Enterprise fund operations of the County, shall be amended as follows:

Increase/(Decrease) Appropriations:

Solid Waste Program	\$ 8,751
<b>Total</b>	<b>\$ 8,751</b>

**Section 7** of the Warren County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Revenues:

Transfer from Other Funds - General Fund	8,751
<b>Total</b>	<b>\$ 8,751</b>

**This amendment:**

- **Transfers a Building and Grounds Maintenance Worker Position from Building, Grounds and Maintenance to a split position (50/50) between the Recreation Program and Solid Waste Program. This transfer is retroactive to December 13, 2011.**

**Funding Source: Building, Grounds and Maintenance Budget**

- **Appropriates funds to Animal Control to purchase equipment (i.e., cat towers)**

**Funding Source: Miscellaneous Revenue - Private Contributions**

- **Reallocates funds incorrectly budgeted in Budget Amendment No. 1. Budget Amendment No. 1 appropriated funds to be used for the Building Repairs/Dr. Williams Office renovations. The amendment appropriated funds as proceeds installment purchase in error. Funds actually were transferred from the Mental Health Renovation line within the Building, Grounds & Maintenance Budget.**

**Respectfully Submitted 01/03/12**

*Barry J. Mayo*

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**Barry J. Mayo, Finance Director**

**Meeting Date: January 3, 2012**

**Agenda Item # 7-B**

**SUBJECT: Finance Office**

**REQUESTED BY: Barry Mayo, Finance Director**

**SUMMARY: Amendment # 9 to the Ambulance Storage Facility  
Project Ordinance**

**FUNDING SOURCE:**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

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

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**NOTES:**

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**CAPITAL PROJECT ORDINANCE  
WARREN COUNTY  
AMBULANCE STORAGE FACILITY PROJECT  
(Amendment No. 9)**

**Section 4 of the Warren County Budget Ordinance pertaining to the Ambulance Storage Facility funds shall be amended as follows:**

<b>Architechtrual Fees</b>	<b>\$ 5,500</b>
<b>Site Development</b>	<b><u>(5,500)</u></b>
<b>Total</b>	<b>\$ -</b>

**This amendment appropriates funds for additional architectural fees.**

**Respectfully Submitted 01/03/2012**

Barry J. Mayo

**Barry J. Mayo, Finance Director**

**Meeting Date: January 3, 2012**

**Agenda Item # 8-A**

**SUBJECT: Follow-up to December 21, 2011 Work Session**

**REQUESTED BY: County Manager**

**SUMMARY: Having discussed Proposal to Provide Grant Writing, Technical Assistance and Project Management Services for Buck Springs 4-H Camp during the Dec. 21<sup>st</sup> work session, it is now presented for Board's action**

**FUNDING SOURCE: \$14,500 in General Fund as part of grant match**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval to submit grant application to the NC Parks & Recreation Trail Grants Program and to use \$14,500 trail grant funds budgeted in the Buck Springs departmental budget as part of the required 25% grant match.**

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**NOTES:**

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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

Eugene Brown  
Secretary/Treasurer  
Northampton County

Council Members  
**Edgecombe County**  
T.C. Cherry  
Renee Long  
Art Bradley

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Kenneth Brantley

**Northampton County**  
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Chester Deloatch

**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

**Meeting Date: January 3, 2012**

**Agenda Item # 8-B**

**SUBJECT: Follow-up to December 21, 2011 Work Session**

**REQUESTED BY: Linda Worth, County Manager  
Elgin Lane, HR Manager and  
Commissioner Ruby Downey**

**SUMMARY: Having discussed Proposals for Benefits Broker Services during work session, it is now presented for Board's action.**

**Recommended: Hill, Chesson & Woody be retained to replace BB& T Insurance as the County's Benefits Brokerage firm for the FY 13 budget year. The fee for services will be based on a percentage (to be negotiated) of the County Employees' FY 13 approved health/dental/vision insurance plan premium.**

**FUNDING SOURCE: General Fund**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval effective February 2012.**

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**NOTES:**

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## 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.

**Meeting Date: January 3, 2012**

**Agenda Item # 8-C**

**SUBJECT: Follow-up to December 21, 2011 Work Session**

**REQUESTED BY: Linda Worth, County Manager**

**SUMMARY: Having discussed disposition of the Hendricks House Historic Property (former County Manager's Office Building), it is now presented for Board's action.**

**Recommended: Declare property surplus and advertise as appropriate to determine if there may be a non-profit organization or other entity interested in properly restoring the historical property for use as a museum or other appropriate use. Interested groups must submit proposals to the County Manager who will review and make recommendations to the Board of County Commissioners for consideration. Should no organization or other entity express interest in the property, request authorization to dispose of property utilizing the sealed bid process.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

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**NOTES:**

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*STATE OF NORTH CAROLINA  
COUNTY OF WARREN*

*RESOLUTION  
SALE OF SURPLUS  
WARREN COUNTY PROPERTY*

*WHEREAS, the County of Warren has certain property which is no longer needed and may lawfully dispose of such property through declaring "Surplus Property" and convey or sale by auction, bid, and/or electronic advertisement.*

*NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to Article 12, North Carolina General Statute 160A-268, the Warren County Board of Commissioners will convey or sell the following property declared Surplus Property:*

*Hendricks House Historic Property  
former County Manager's Office Building  
105 South Front Street, Warrenton*

*BE IT FURTHER RESOLVED, The Board of Commissioners authorizes the County Manager (or designee) to dispose of this property and incur those costs incidental to convey or sell property; and that advertising, describing the property, the method of transfer (by conveyance, sale or auction) and the date, time and place for the award of bid will be placed in the Warren Record and displayed electronically, otherwise appropriately advertised according to law.*

*ADOPTED this the 3<sup>rd</sup> day of January 2012.*

*WARREN COUNTY BOARD OF COMMISSIONERS*



## 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.

**Meeting Date: January 3, 2012**

**Agenda Item # 9**

**SUBJECT: Request Permission to Grant Individual Extensions of Time for the Listing of Real & Personal Property**

**REQUESTED BY: Robert "Eddie" Mitchum, Tax Collector**

**SUMMARY: An annual request in accordance with GS 105-307, April 15, 2012 would be the extended deadline for listing upon Board approval.**

**FUNDING SOURCE: N/A**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: GS 105-307**

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

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**NOTES:**

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# Memorandum

**To:** Warren County Board of Commissioners

**From:** R. Edwin Mitchum, Tax Administrator

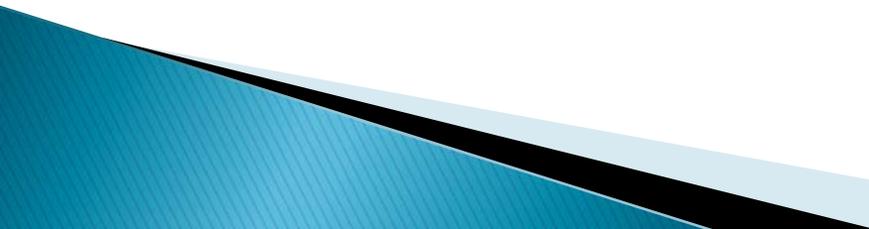
**Date:** January 3, 2012

**Re:** Request for Permission to Grant Individual Extensions of Time for the Listing of Real and Personal Property

The annual tax listing period will commence on January 3, 2012 and end on January 31, 2012. To accommodate taxpayers who are unable to list their property during the regular listing period, I hereby request permission from the Board to be allowed to grant individual extensions of time for the listing of real and personal property upon written request and for good cause shown. The authority to grant such extensions can be delegated by the Board of County Commissioners to the Tax Assessor pursuant to G.S. 105-307 entitled, "Length of listing period; extension; preliminary work", (copy enclosed). Extensions granted under this statute shall not extend beyond April 15.

Thank you for your consideration of this request. If there are any questions or concerns, please do not hesitate to contact me.

Enclosure



**§ 105-307. Length of listing period; extension; preliminary work.**

(a) Listing Period. – Unless extended as provided in this section, the period during which property is to be listed for taxation each year begins on the first business day of January and ends on January 31.

(b) General Extensions. – The board of county commissioners may, by resolution, extend the time during which property is to be listed for taxation as provided in this subsection. Any action by the board of county commissioners extending the listing period must be recorded in the minutes of the board, and notice of the extensions must be published as required by G.S. 105-296(c). The entire period for listing, including any extension of time granted, is considered the regular listing period for the particular year within the meaning of this Subchapter.

- (1) In nonrevaluation years, the listing period may be extended for up to 30 additional days.
- (2) In years of octennial appraisal of real property, the listing period may be extended for up to 60 additional days.
- (3) If the county has provided for electronic listing of personal property under G.S. 105-304, the period for electronic listing of business personal property may be extended up to June 1.

(c) Individual Extensions. – The board of county commissioners shall grant individual extensions of time for the listing of real and personal property upon written request and for good cause shown. The request must be filed with the assessor no later than the ending date of the regular listing period. The board may delegate the authority to grant extensions to the assessor. Extensions granted under this subsection shall not extend beyond April 15. If the county has provided for electronic listing of personal property under G.S. 105-304, the period for electronic listing of business personal property is as provided in subsection (b) of this section.

(d) Preliminary Work. – The assessor may conduct preparatory work before the listing period begins, but may not make a final appraisal of property before the day as of which the value of the property is to be determined under G.S. 105-285. (1939, c. 310, s. 905; 1971, c. 806, s. 1; 1973, cc. 141, 706; 1975, c. 49; 1977, c. 360; 1987, c. 43, s. 5; c. 45, s. 1; 2001-279, s. 2; 2006-30, s. 2.)

**Meeting Date: January 3, 2012**

**Agenda Item # 10-A**

**SUBJECT: Board/Commission Appointments (Re-Appointments)**

**REQUESTED BY: Andy Smith, Health Director**

**SUMMARY: It is submitted to reappoint Mr. Michael Kilian to the Board of Health for an additional, three (3) year term expiring December 2014.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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On Tuesday, December 20, 2011, The Warren County Board of Health voted unanimously to re-appoint Mr. Michael Kilian to serve another three-year term on the Board of Health. Mr. Kilian currently serves as the Professional Engineer representative.

The Board of Health would greatly appreciate your assistance in getting Mr. Kilian's re-appointment on next month's County Commissioner Meeting agenda.

Sincerely,

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

## Health Board

Term of Office: Three years, expire December  
 Authority: GS 130A-35  
 Membership: Appointed  
 Responsibilities:  
 Meeting Schedule: 3rd Tuesday of each Month

Member	Position	Term
Amy O'Malley	Veterinarian	Feb04-Dec06, Dec06-Dec09, Dec09-Dec2012
Audrey H. Tippet	Nurse (2nd term)	Jan07-Dec-09/Dec09-Dec2012
Commissioner Bertadean Baker	Designated	Jan2011-Dec2012
Dr. Elton Brown, III	Optometrist (1st Term)	Dec2011, Jan12-Dec2014
Dr. Kara Henderson	Dentist (2nd term)	Jan07-Dec-09/Dec09-Dec2012
Dr. Merwin Dieckman (Rep)	Physician (3rd Term)	Feb04 / Dec07-Dec10, Dec10-Dec2013
Jerry Bolton, Sr.	At Large (2nd term)	Dec07-Dec10, Dec10-Dec2013
Linda Baker	Pharmacist (5th term)	Jan99-Dec01, Dec01-Dec04, Dec04-Dec07, Dec07-Dec10, Dec10-Dec2013
Margaret Foster Brake	Member-At-Large (2nd term)	Jan09-Dec11, Jan12-Dec2014
Melissa S. Richardson	At Large (2nd term)	Unexpired Term Feb06-Dec07, Dec07-Dec10, Dec10-Dec2013
Michael Kilian	Professional Engineer	Sept02-Dec08, January2009- December2011, Jan12-Dec14

**Meeting Date: January 3, 2012**

**Agenda Item # 10-B**

**SUBJECT: Board/Commission Appointments (Re-Appointments)**

**REQUESTED BY: Doug Young, Emergency Services Director**

**SUMMARY: It is submitted to appoint the individuals on the attached list to serve on the Firefighter's Relief Fund representing their individual Fire Stations (see attached):**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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To: Warren County Board of Commissioners

From: Douglas R. Young, CEM/ Director , Fire Marshal

Ref: Recommendations for Appointments to Firefighters' Relief Fund Boards

BACKGROUND:

The Firefighters' Relief Fund (FRF) benefit (General Statutes 58-84-1 through 58-84-60 ) was passed into Legislation in 1907. Its purpose was to financially assist firefighters that may have been injured while volunteering their service to their community.

A local Firefighters' Relief Fund Board of Trustee's is elected/appointed to control the local funds. The Firefighters' Relief Fund Board of Trustee's is comprised of five (5) people: two shall be elected/ appointed by the County governing body annually. The Local Firefighters' Relief Fund Board of Trustees must be a resident of the fire district.

RECOMMNDATIONS:

The following are each Fire Chief's request to the Board of Commissioners to be appointed to their boards to fill the county's positions for the year of 2012.

## Part I

Norlina Fire	Johnny Williams & Shelia Payner
Inez fire	Shane Williams & Harrell Johnson
Drewry Fire	Carl Bender & George Watkins
Warrenton Rural Fire	Lee Edmonds & Joyce Green-Williams
Macon Fire	Ron Riggans & M.C. Clary
Hawtree Fire	Shermon Jones & Coleman Perkinson
Ronaoke Wildwood Fire	Paul R. Bell & William E. Hoofnagle
Afton-Elberon Fire	Joey Andrews & William Fuller
Ridgeway Fire	John Alston & Randall Williams

## Part II

Long Bridge Fire	Bob Weathered & Norman Lunde
Soul City fire	Phillip Heck & Joel Valentine
Arcola Fire	Joe Oliver Richardson & Lynn Martin
Churchill Five Forks Fire	Stanley Brothers & Kenneth Smith

**Meeting Date: January 3, 2012**

**Agenda Item # 11**

**SUBJECT: Request to Use Armory Civic Center with Fees Waived**

**REQUESTED BY: Warren County High School, Jr. ROTC**

**SUMMARY: Use of the Armory Civic Center for the Military Ball on March 31, 2012 with related fees waived is requested by Edward Martin, WCHS Jr. ROTC, student participant. This annual request has been approved in the past with the \$300 deposit required, but refunded after satisfactory inspection of building at event conclusion.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

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**NOTES:**

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## Warren County High School AFJROTC

Unit NC-200612

149 Campus Dr. Warrenton, NC 27589  
Office: (252) 257-4413 Fax: (252) 257-5689



Mrs. Worth,

My name is Edward Martin Commander of the Warren County Chapter NC 200612 unit of AFJROTC. We are a non-profit organization which specializes in instilling leadership and everyday life skills in students to assist in our community.

Every year we attend or sponsor a Cadet Military Ball. In March 2012 we will be hosting the ball. We are requesting the rental fee to be waived for the Warren County Armory Civic Center. We are requesting the waiver so that we will not have to charge over our cadets on their ticket prices. We are trying to keep prices as low as we possibly can due to the fact that many cadets are seniors who have other financial requirements.

We appreciate the support you have given us. Any help with the rental fee will be highly appreciated.

Sincerely,

Edward Martin

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): Theodore Paige, LT COL

Applicant Address: 149 Campus Dr City: Warrenton

State: NC Zip Code: 27589 Email: tpaige@warrenh12@NC.org

Telephone: <sup>252</sup>257-4413 Cell Phone: <sup>252</sup>425-1861 Fax: 252-257-5689

Organization Name: Warren County HS - AFJROTC

Address: 149 Campus Dr Website: tpaige@warrenh12@NC.org

City: Warrenton State: NC Zip Code: 27589

Is the Organization Non-Profit? Yes

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. (AFJROTC Military Ball - Non Profit organization)

Cadet Ball - gathering of Cadets from different units coming together to celebrate military life.

Event Date: 31 March 2012 Room Selection: A-B-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: 200-210

Arrival Time: (For set-up/decorating) 4:00 pm

Event Start Time: 6:00 pm

Event End Time: 11:30 pm Must be Midnight or earlier. (All events must end no later than Midnight.)

Departure Time: 12:30 am 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? N/A - NO

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.

## Rental Fees & Cleaning/Damage Deposit Schedule

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

**SUBJECT: Bond Issue for Warren County Water Sewer District III**

**REQUESTED BY: Macon Robertson, Public Utilities Director**

**SUMMARY: Attached documentation to be submitted to the Local Government Commission for approval is presented for the Board's review and approval. Request board authorize County Manager and/or Chairman to the Board to execute related documentation when appropriate.**

**FUNDING SOURCE: Warren County District III Enterprise Fund**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

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**NOTES:**

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# Resolution has been provided in separate E-mail.

Angelena

Attached is the sale resolution for adoption by BOCC on 1/3/2012 authorizing the sale of \$1,561,000 GO Water Bonds, Series 2012 to USDA - bearing interest at 3.75% per annum, payable annually, beginning June 1, 2012 - and with principal maturing in installments as set forth in the schedule incorporated in the resolution.

THANKS

Steve

Stephen L. Cordell

McGUIREWOODS

**STATE OF NORTH CAROLINA**  
**DEPARTMENT OF STATE TREASURER**  
*State and Local Government Finance Division*  
*And the Local Government Commission*  
325 North Salisbury Street, Raleigh, North Carolina 27603-1385  
**PROJECTION OF WATER AND SEWER NET REVENUES**

Unit Warren County Water and Sewer District III

Fund District III Enterprise Fund

Complete only if the proposed financing is for water or sewer facilities. Where separate accounting funds are maintained for each system, one schedule may be completed for proposed water bonds and one for proposed sewer bonds. Water and sewer operations may be consolidated when either water or sewer financing or both are proposed. Use actual amounts on modified accrual basis of accounting (budgetary basis) from latest audit report.

		Fiscal Year <u>2011</u>		Fiscal Year <u>2012</u>
REVENUES	1. Actual Revenue for Last Complete Fiscal Year	Estimated Increase or (Decrease)		1 + 2 + 3 Estimated Revenue for Fiscal Year After Completion of Project
		2. Due to Normal Growth and Rate Changes	3. Due to Expanded System	
Operating Revenues:				
Customer charges	545,815	27,290	102,000	675,105
Impact fees				
Tap fees			14,250	14,250
Other revenue	1,278		1,000	2,278
Total				
Non-operating Revenues:				
Interest	613			613
Restricted sales tax				
Other	2,054		1,000	3,054
Total	549,760	27,290	118,250	695,300
Total Revenues				

EXPENDITURES

		1. Actual Expenditure for Last Complete Fiscal Year	Estimated Increase or (Decrease)		1 + 2 + 3 Estimated Expenditure for Fiscal Year After Completion of Project
			2. Due to Normal Growth and Rate Changes	3. Due to Expanded System	
Operating Expenditures:					
Administration	Salaries	14,883		960	15,843
	Other	33,211		1,365	34,576
Operations	Salaries				
	Water Purchases	96,730	4,837	22,272	123,839
	Debt Principal	96,000	4,000		100,000
	Debt Interest	390,787	(4,079)	20,368	407,076
Total Expenditures		631,611	4,758	44,965	681,337
Excess Revenues over Expenditures		<u>(81,851)</u>	<u>22,532</u>	<u>73,285</u>	<u>13,963</u>

Projection of water and sewer net revenues (continued)

Other (Do not include depreciation):	Actual Expenditures for Last Complete Fiscal Year	Estimated Expenditures First Fiscal Year After Completion of Project
Debt principal		
Interest		
Capital outlay		
Capital reserve		
Transfer to (from) other funds		
Other		
_____		
_____		
Total other		
Net Income (Loss)		

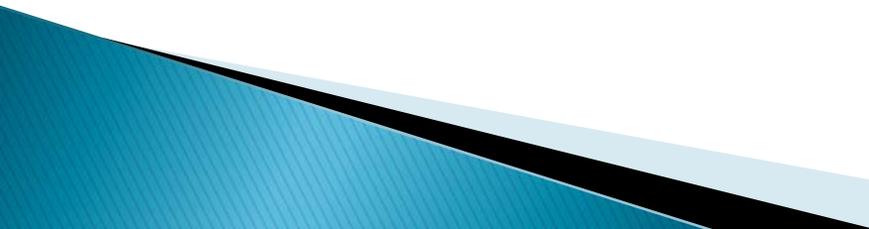
Does the Unit own and operate a Water System and a Sewer System? Yes \_\_\_\_\_ No \_\_\_\_\_ If "No", explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Customers		<u>Current</u>	<u>After Completion of Project</u>
Water	Residential	2200	245
	Commercial	15	5
Sewer	Residential	_____	_____
	Commercial	_____	_____

	<u>Current</u>	<u>After Completion of Project</u>	<u>Percentage of Change</u>
<b>Rate and Fee Structure</b>			
Indicate monthly cost for an average residential customer:			
Average gallons per month (for residential customer):	\$28.50/3,000 gallons		
<b>WATER</b>			
Rate (Include minimum cost/thousand gallons, etc.) – Residential	\$19.00 minimum+ <u>\$ 3.25 per 1,000 gal</u>	\$19.00 minimum + <u>\$ 3.25 per 1,000 gal</u>	0%
Average monthly bill within city limits	N/A _____	_____	_____
Average monthly bill outside city limits	<u>\$28.50/3,000 gallons</u>	_____	_____
<b>SEWER</b>			
Rate (Include minimum, etc.) – residential	N/A _____	_____	_____
Average monthly bill within city limits	_____	_____	_____
Average monthly bill outside city limits	_____	_____	_____
<b>TAP FEE POLICY</b>	\$950.00 per tap _____		
<hr/>			
<b>IMPACT FEE POLICY</b>	System Development Fees: Connection Fee \$250.00/Lot Fee \$250.00/lot/Hydrant Fee \$50.00/hydrant _____		



**WARREN COUNTY  
WATER AND SEWER DISTRICT NO. 3 PHASE III  
WATER SYSTEM IMPROVEMENTS**

**AMENDED PROJECT BUDGET  
DECEMBER 23, 2009  
REVISED APRIL 5, 2010  
REVISED FEBRUARY 3, 2011  
REVISED DECEMBER 22, 2011**

**PROJECT REVENUES**

USDA Loan	\$ 1,561,000.00
USDA Grant	920,000.00
User Fees	54,000.00
<b>Total</b>	<b>\$ 2,535,000.00</b>

**PROJECT EXPENSES**

Construction	\$ 1,344,205.05
Engineering (Study & Report Phase)	30,000.00
Engineering (Basic Services) :	
Preliminary & Final Design Phase	86,637.00
Bidding & Negotiating Phase	12,377.00
Construction Phase	18,565.00
Construction Complete	6,188.00
Engineering (Additional Services - PER Amendment)	1,500.00
Resident Project Representative	110,768.00
Subsurface Investigation	8,620.00
Legal	22,000.00
Interest During Construction	150,000.00 <sup>1</sup>
Contingency	744,139.95
Initial Operation and Maintenance	-
<b>Total</b>	<b>\$ 2,535,000.00</b>

1. Interest During Construction is subject to change based on latest USDA-RD interest rate (not available at the time of printing).

**WARREN COUNTY**  
**WATER & SEWER DISTRICT NO. 3 PHASE III**  
**WATER SYSTEM IMPROVEMENTS**

**MONTHLY CASH FLOW PROJECTION**  
**DECEMBER 22, 2011**

Period	Month	Construction	Engineering (Study & Report Phase)	Engineering (Basic Services)	Engineering (Additional Services - PER Amendment)	Resident Project Representative	Subsurface Investigation	Legal Fees	Interest During Construction	Contingency	Initial Operation & Maintenance	TOTAL
1	Dec-11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	Jan-12	\$ 211,610.48	\$ 30,000	\$ 101,937.00	\$ 1,500.00	\$ 11,000.00	\$ 8,620.00	\$ 22,000.00	\$ -	\$ -	\$ -	\$ 386,667.48
3	Feb-12	\$ 300,000.00	\$ -	\$ 4,143.00	\$ -	\$ 15,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 319,943.00
4	Mar-12	\$ 200,000.00	\$ -	\$ 2,762.00	\$ -	\$ 15,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 218,562.00
5	Apr-12	\$ 200,000.00	\$ -	\$ 2,762.00	\$ -	\$ 15,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 218,562.00
6	May-12	\$ 150,000.00	\$ -	\$ 2,072.00	\$ -	\$ 15,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 167,872.00
7	Jun-12	\$ 100,000.00	\$ -	\$ 1,381.00	\$ -	\$ 15,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 117,181.00
8	Jul-12	\$ 82,594.57	\$ -	\$ 1,141.00	\$ -	\$ 15,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99,535.57
9	Aug-12	\$ 100,000.00	\$ -	\$ 7,569.00	\$ -	\$ 4,968.00	\$ -	\$ -	\$ 150,000.00	\$ 744,139.95	\$ -	\$ 1,006,676.95
10	Sep-12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 1,344,205.05</b>	<b>\$ 30,000.00</b>	<b>\$ 123,767.00</b>	<b>\$ 1,500.00</b>	<b>\$ 110,768.00</b>	<b>\$ 8,620.00</b>	<b>\$ 22,000.00</b>	<b>\$ 150,000.00</b>	<b>\$ 744,139.95</b>	<b>\$ -</b>	<b>\$ 2,535,000.00</b>

**SUBJECT: Reschedule March 5, 2012 Regular Board Meeting**

**REQUESTED BY: Clerk to the Board**

**SUMMARY: It is requested to reschedule the March 5, 2012 regular meeting to Monday, March 12, 2012 due to several members of the Board of Commissioners and the County Manager being scheduled to attend the Annual NACo Legislative Conference, March 4-7, 2012, in Washington, DC**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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# Revised 2012 Regular Board Meeting Schedule

<b>January 3, 2012 *</b>	<b>July 2<sup>nd</sup></b>
<b>February 6<sup>th</sup></b>	<b>August 6<sup>th</sup></b>
<b>March 12<sup>th</sup></b> <b>(2<sup>nd</sup> Monday in month)</b>	<b>September 4<sup>th</sup> *</b>
<b>April 2<sup>nd</sup></b>	<b>October 1<sup>st</sup></b>
<b>May 7<sup>th</sup></b>	<b>November 5<sup>th</sup></b>
<b>June 4<sup>th</sup></b>	<b>December 3<sup>rd</sup></b>

**Meeting Date: January 3, 2012**

**Agenda Item # 14-A**

**SUBJECT: Contracts Approved by the County Manager**

**REQUESTED BY: County Manager – Linda T. Worth**

**SUMMARY: Having been granted authority to enter into contracts up to but not to exceed \$50,000, contracts executed by the County Manager are presented for the Board's information.**

**FUNDING SOURCE: Ambulance Storage Facility Capital Project**

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

**FOLLOW-UP REQUIRED: N/A**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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## **M E M O R A N D U M**

**TO:** Warren County Board of Commissioners  
**FROM:** Linda T. Worth, County Manager *LW*  
**DATE:** December 21, 2011  
**RE:** Notice of Contract Approved by the County Manager

Pursuant to the contracting authority granted to me by the Board of County Commissioners, please be advised that the following proposal for Architect and Engineering services has been accepted:

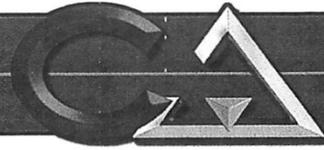
### Ambulance Storage Facility Capital Project

Creative Architecture  
109 Kandemor Lane  
Rocky Mount, NC 27804

A Proposal for Architect and Engineering services has been entered into with Creative Architecture at a cost of \$5,500 to be paid from the Ambulance Storage Facility Capital Project. Creative Architecture will be updating our original plans and specifications for the EMS substations that were prepared in May 2008 to meet the current 2009 State Building Code. These updates must be made prior to us moving forward to construct the second substation.

Please advise if there are any questions or concerns regarding this agreement.

Attachment



**CREATIVE ARCHITECTURE**  
PROFESSIONAL ASSOCIATION

December 13, 2011

Warren County Office  
105 Front Street  
P.O. Box 619  
Warrenton, NC 27589

Attn: Linda T. Worth, County Manager

Re: EMS #2 Design-Build Plans

Dear Mrs. Worth:

Charles Ayscue and I have discussed in detail the revisions required for a set of Design-Build plans for the EMS #2 project. We are pleased to offer this Proposal for Architect and Engineer services for the planned EMS facility. We will update our original plans of May, 2008 to meet the current 2009 State Building Code. There are a number of code updates that have to be made to the plans. Major among them is the addition of an automatic fire sprinkler system to the Residential R2 occupancy portion of the building (i.e. sleeping quarters) to be addressed on the Building Code Summary, Appendix B. Also, the men and women's restrooms must be revised and the Engineer will need to revise his portion of the plans for the 2009 NC Energy Code.

I understand the site has county water and will use a septic system for waste product. I also understand the foundation is already in place and ready for plumbing rough-in.

**Our A/E Proposal:**

1. Rework Architectural Plans	\$2,750.00
3. Plumbing, Mechanical & Electrical Update	\$2,000.00
4. Structural Engineering Update	<u>\$ 750.00</u>
Total A/E Fee for Code Related Work:	\$5,500.00

In addition to this fee amount will be added the following reimbursable expenses:

**Reimbursable Expenses:**

1. Plotting of Plans	\$ 55.00
2. Printing of plans (5 sets maximum)	\$ 165.00
3. Travel at \$ .555 per mile	If needed
4. Misc. (phone, emails, postage, etc)	To be determined
Total Estimated Reimbursable Expenses:	Calculated at project end

**Exclusions from Contract:**

1. Surveyor (Boundary Map & Topography) (Provided by Owner)
2. Civil Engineering (Grading, Landscaping, Erosion Control, etc) (Provided by Owner)
3. Sprinkler Design (Provided by Subcontractor/Owner)

To revise the plans will take approximately 4 to 5 weeks due to my office and my Engineer's Holiday schedule. We require \$2,750.00 to begin our services. The final payment must be paid in-full before plans can be delivered for construction. We are eager to begin work immediately upon receipt of the initial payment.

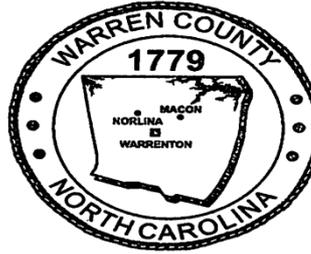
I hope this breakdown is clear and provides the information needed. I look forward to hearing from you soon. I will let this letter serve as our contract agreement, upon approval of the proposal.

Sincerely yours,  
Creative Architecture, PA



Archie A. Collie, Jr. AIA, NCARB  
President

*Proposal accepted*  
*LW*  
*12/14/11*



## WARREN COUNTY BOARD OF COMMISSION

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

December 14, 2011

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

Mr. Archie A. Collie, Jr., AIA, NCARB  
President  
Creative Architecture  
P.O. Box 8466  
Rocky Mount, NC 27804

Re: EMS #2 Design-Build Plans

Dear Mr. Collie:

Thank you for your proposal dated December 13, 2011 to provide necessary code revisions to our set of Design-Build plans for the EMS #2 project. It is my understanding that our original plans of May 2008 must be updated to meet the current 2009 State Building Code. You are hereby notified that I accept your proposal to provide the stated services at a cost of \$5,500 with a provision for certain reimbursable expenses.

As Mr. Charles Ayscue has indicated to you, the Warren County Board of Commissioners has decided to construct the sub-station in-house. However, we are under a very tight timeline to complete this project by June 30, 2012. You indicate in your proposal that it will take four to five weeks to revise the plans due to your holiday schedule. I am requesting if at all possible that you revise the plumbing section of the plans first and provide the revised plans to us as soon as possible so that we may move forward to have the plumbing roughed-in and the concrete floor poured as adverse weather may become an issue in January. Please advise me if you will be able to accommodate this request, and if so, how soon you would be able to get revised plumbing plans to us.

As requested in your proposal, Warren County's check in the amount of \$2,750 will be forwarded to you in the next few days. Please let me hear from you at your earliest opportunity.

Sincerely,

A handwritten signature in cursive script that reads "Linda T. Worth".

Linda T. Worth  
Warren County Manager

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

cc: Charles Ayscue, Buildings & Grounds Manager

**Meeting Date: January 3, 2012**

**Agenda Item # 14-B**

**SUBJECT: County Manager's December 2011 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:**

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**NOTES:**

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**RE: December Status Report**

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

**Administration**

- Met with Tax Administrator and others to discuss tax office related matters (12/1/11)
- Met with Public Works Director and Recreation Director to discuss staffing matters (12/2/11)
- Attended Kerr Lake Regional Water System Advisory Board meeting (12/5/11)
- Prepared for and attended Board of Commissioners Organizational and Regular meetings (12/5/11)
- Met with Buildings & Grounds Manager to discuss grounds maintenance matters (12/5/11)
- Annual Leave (12/7/11)
- Participated in Kerr Tar RPO/TCC Conference Call (12/9/11)
- Participated in Cooperative Extension CED interviews (12/12/11)
- Attended monthly JCPC Advisory Board meeting (12/12/11)
- Attended EDC Board meeting (12/12/11)
- Met with three Benefits Brokerage Firms along with Com. Downey and HR Manager (12/13/11)
- Met with Public Utilities Director to discuss WWTP issues (12/14/11)
- Met with representative from Advanced Imaging Systems along with several Department Heads and staff to hear presentation on document imaging (12/14/11)
- Met with Com. Downey and HR Manager to review and discuss Brokerage Firm proposals (12/15/11)
- Met with Joe Armstrong to discuss Buck Springs Plantation (12/16/11)
- Participated in Community Investment and Assistance monitoring visit of the Ephraim Place CDBG project along with Warren County Finance Office staff and WFI, Project Administrators (12/19/11)
- Prepared for and attended Board of Commissioners Work Session (12/21/11)
- Annual Leave (12/22-23/11)
- Christmas Holidays (12/26-27/11)
- Annual Leave (12/28-30/11)

## **Other Activities**

- Attended Warren County Chamber of Commerce Business After Hours (12/8/11)
- Extended greetings to Attendees at the Cooperative Extension District Advisory Council Meeting at the Armory (12/8/11)
- Attended Warrenton Christmas Parade (12/10/11)
- Hosted Annual Department Heads' Holiday Luncheon (12/15/11)
- Open House of New County Administrative Offices (12/16/11)
- Attended DSS Foster Parents Christmas Dinner (12/16/11)

## **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. We have retained the services of Creative Architecture to bring the 2008 plans/specifications in compliance with the 2009 Building Code requirements. Plumbing rough-in and pouring of the concrete floor will be done in January 2012.

#### **In-House Repair & Renovation Projects**

Construction of a handicapped ramp at the additional building leased for the Senior Center is approximately 75% complete.

### **CDBG Projects**

#### **2008 Scattered Site Housing CDBG Project**

I participated in a close-out monitoring visit with Community Investment & Assistance (CI) on 11/30/11. The project will remain open until a handicapped ramp can be constructed at one of the homes.

#### **Ephraim Place Subdivision CDBG Housing Project**

Warren Family Institute is working on identifying potential homeowners for the four homes to be constructed in the Ephraim Place Subdivision so the CDBG portion of this project can be closed out. I participated in a Monitoring Visit with representatives of WFI, Warren County Finance Office, and our CI Grants Management Representative after which we submitted another short-term extension request through 3/31/2012 to complete and close-out this project.

*Adjourn*

*January 3, 2012*  
*Regular Meeting*

