

*WARREN COUNTY
BOARD OF COMMISSIONERS*

*February 6, 2012
6:00 pm*

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

PREPARED BY

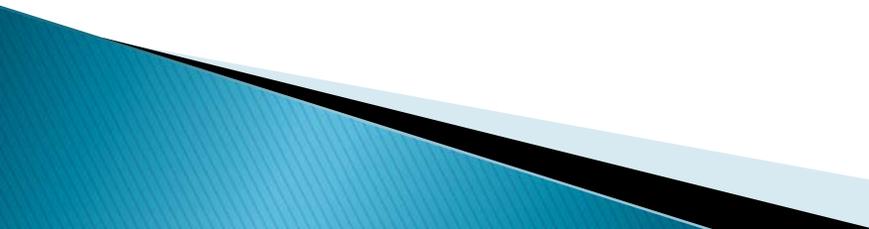
**Angelena Kearney-Dunlap, Clerk
Warren County Board of Commissioners**

Call to Order February 6, 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.

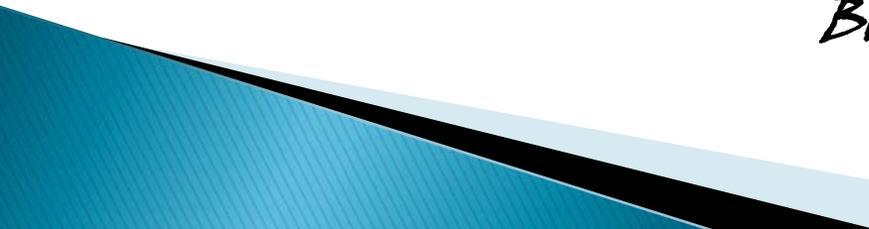
Any group of people who support or oppose the same position should
designate a spokesperson.

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: February 6, 2012

Agenda Item # 5

SUBJECT: Adopt Suggested Agenda

REQUESTED BY: Clerk / Deputy Clerk to the Board

SUMMARY: None

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



**Revised
Item 10A
Added**

*SUGGESTED AGENDA
FOR
February 6, 2012 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
Armory Civic Center Commissioners' 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 February 6, 2012 Suggested Agenda
6. Consent Agenda
 - A. Approve Minutes
 - December 5, 2011 Organizational Meeting & Regular Monthly Meeting
 - January 3, 2012 Regular Meeting
 - January 9, 2012 Special Meeting
 - January 18, 2012 Account of Budget Goal Setting Work Session
 - 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. Resolution In Honor of Warren County's Quilting Heritage – Jereann King Johnson
 - F. Proclamation – Black History Month – February 2012
7. Finance Officer – Barry Mayo
 - A. Amendment # 6 to the FY 2011-12 Warren County Budget Ordinance
 - B. Amendment # 2 to the Capital Project Ordinance - Water & Sewer District III, Phase III
 - C. Amendment # 9 to the Capital Project Ordinance - Ambulance Storage Facility

**Revised
Item 10A
Added**

7. Continued...
 - D. Resolution Authorizing the Filing of an Application for Approval of a Financing Agreement Authorized by NC General Statute 160A-20
 - E. Resolution Designation of Applicant's Agent, NC Division of Emergency Management for FEMA-4019-DR-NC
8. Report of Unpaid 2011 Taxes and Order to Advertise – Eddie Mitchum
9. Board/Commissioner/Committee Member Appointments
 - A. Board of Health: Dr. Crenshaw
 - B. CDBG Housing Committee Appointments: L.Worth, R.Evans, D.Pearce, E.Fields, L.Hawkins, K.Krulik, C.Alston-Kearney, B.Williams, & A.Richardson; and Request to Schedule Public Hearing on March 12, 2012 to Receive Public Comment on the Submission of the 2011 Scattered Site Housing Rehabilitation Program Funding Application
 - C. Council of Government Workforce Development Board: Paul Kearney
 - D. Board of Equalization and Review: R.King, J.Febel, L.Carver & O.Meek
 - E. Designate County Commissioner to Attend Lake Gaston Association 5 County Forum
10. Request for Endorsement of Community Services Block Grant Application from Franklin-Vance-Warren Opportunity
- 10A. Request from Relay for Life to Use Warren County Armory Civic Center with Rental Fee Waived for March 10, 2012 - Patricia Earnhardt Tyndall
11. Extension of Paul Westfall's Appointment as Interim Cooperative Extension Director
12. Revisions to Board Meeting Schedule
 - A. Public Hearing – Amendments to Zoning Map: March 12 at 5:45 pm
 - B. Public Hearing – Amendments to Subdivision Ordinance: March 12 at 5:30 pm
 - C. FY 2013 Budget Calendar
13. Proposed Revisions to Citizens Advisory Council-Land Use By-Laws - Ken Krulik, Planner
14. County Manager's Reports
 - A. Contracts Approved
 - B. Manager's Status Report for December 2011
15. Adjourn February 6, 2012 Meeting

Meeting Date: February 6, 2012

Consent Agenda Item # 6A

SUBJECT: Approve Minutes

REQUESTED BY: Clerk to the Board

SUMMARY: December 5, 2011 Minutes of Organizational Meeting and Regular Monthly Meeting were tabled from January 3, 2012 agenda and are now presented for approval along with minutes of:

January 3, 2012 Regular Meeting

January 9, 2012 Special Meeting

January 18, 2012 Account of Budget Goal Setting Work Session

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

The following Minutes, which have been provided by e-mail shall be considered for approval:

December 5, 2011 Minutes of Organizational Meeting and Regular Monthly Meeting, tabled from January 3, 2012 Agenda

January 3, 2012 Regular Meeting

January 9, 2012 Special Meeting

January 18, 2012 Account of Budget Goal Setting Work Session

Meeting Date: February 6, 2012

Consent Agenda Item # 6B

SUBJECT: Interest Income Report

REQUESTED BY: Barry Mayo, Finance Director

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

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



INTEREST INCOME REPORT
Month of December 2011

FUND	DECEMBER INCOME	FISCAL YEAR TO - DATE
General	783.65	2,329.55
Revaluation	16.39	44.16
E 911 Telephone System	18.49	48.22
Buck Spring Project	20.59	60.67
Ambulance Storage Facility	22.17	124.96
National Guard Armory	1.38	4.08
Simulcast System Upgrade	8.66	25.53
Regional Water Enterprise Fund	29.72	91.91
District 1 Enterprise Fund	55.28	151.03
Solid Waste	1.65	6.19
District II Enterprise Fund	53.59	146.12
District III Capital Project Fund	17.19	38.47
District III Phase II BANS	23.93	24.46
District III Enterprise Fund	1.22	25.26
Soul City Pump Station Improvements	0.27	2.64
	1,054.18	3,123.25

Meeting Date: February 6, 2012

Consent Agenda Item # 6C

SUBJECT: Tax Collector's Report

REQUESTED BY: Robert E. Mitchum, Tax Administrator

SUMMARY: Tax Collector's Report for the month of December 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 is supplied for Board's information**

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

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

Current Year Collections

Tax Year	Charge	Collected in DECEMBER	Collected to Date	Balance Outstanding	Percentage Collected
DECEMBER 2011 FY12	\$15,572,320	\$4,921,283	\$11,488,439	\$4,083,881	73.77
DECEMBER 2010 FY11	\$15,081,895	4,660,978	10,982,576	4,099,318	72.82

Delinquent Collections

2010	\$766,901	\$31,936	\$312,244	454,656	40.72
2009	257,139	4,484	56,274	200,865	21.88
2008	175,482	1,447	22,705	152,777	12.94
2007	156,347	1,075	9,338	147,008	5.97
2006	136,764	747	4,469	132,294	3.27
2005	113,356	226	3,241	110,115	2.86
2004	100,817	429	1,940	98,877	1.92
2003	85,453	218	1,794	83,659	2.10
2002	108,173	269	1,562	106,612	1.44
2001	161,282	32	1,046	160,235	0.65
Total Delinquent Years	\$ 2,061,714	\$40,863	\$ 414,613	\$ 1,647,098	

Other DECEMBER Receipts

County Penalties
Landfill User Fees
Municipalities
Fire District Taxes
Advance Taxes

\$ 9,937	\$ 65,482
\$ 301,576	\$ 812,489
\$ 277,073	\$ 497,824
\$ 231,153	\$ 562,966
760.00	760.00

DECEMBER GRAND TOTAL

\$ 5,782,645	\$ 13,842,573
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R Edwin Mitchum

R. Edwin Mitchum, Tax Collector

1/26/2012

Date

Meeting Date: February 6, 2012

CONSENT AGENDA Item # 6D

SUBJECT: Request for Approval of Tax Releases

REQUESTED BY: Robert E. Mitchum, Tax Administrator

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

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Request For Tax Releases Over \$100

Over \$100

2/6/2012

Date: _____

ERROR CORRECTION RELEASES:

ALSTON LATISHA D	2011 23411 200		30882 \$	150.28	MH WAS ALWAYS IN VANCE CO
ALSTON LATISHA D	2010 23411 110		58165 \$	162.40	MH WAS ALWAYS IN VANCE CO
ALSTON LATISHA D	2010 23411 110		58165 \$	124.53	MH WAS ALWAYS IN VANCE CO
ALSTON LATISHA D	2010 23411 110		58181 \$	127.36	MH WAS ALWAYS IN VANCE CO
HAYWOOD ANTHONY	2009 32794 109		51094 \$	171.32	MH CHARGED ON PARCEL B10 1
HAYWOOD ANTHONY	2010 32794 110		58020 \$	168.52	MH CHARGED ON PARCEL B10 1
HAYWOOD ANTHONY	2011 32794 200		29022 \$	161.36	MH CHARGED ON PARCEL B10 1
HENDRICKS ELNORA E	2010 8497 110		58046 \$	134.80	MH CHARGED TWICE/ON ACC 7994
HENDRICKS ELNORA E	2011 8497 200		28263 \$	122.37	MH CHARGED TWICE/ON ACC 7994
JOHNSON CHARLES T JR	2011 21839 301	E6B396	3185 \$	234.19	CLERICAL ERROR
LOCKETT SHENIKA	2011 32303 200	E2 1551	31359 \$	184.43	MH INCORRECTLY ASSESSED
NEAL TOMMY L	2001 2740 101	H7 16 1X	32795 \$	294.09	MH TORN DOWN BY OWNER YRS AGO
NEAL TOMMY L	2002 2740 102	H7 16 1X	33828 \$	282.58	MH TORN DOWN BY OWNER YRS AGO
NEAL TOMMY L	2003 2740 103	H7 16 1X	35008 \$	276.66	MH TORN DOWN BY OWNER YRS AGO
NEAL TOMMY L	2004 2740 104	H7 16 1X	36272 \$	266.05	MH TORN DOWN BY OWNER YRS AGO
NEAL TOMMY L	2005 2740 105	H7 16 1X	38942 \$	250.04	MH TORN DOWN BY OWNER YRS AGO
NEAL TOMMY L	2006 2740 106	H7 16 1X	41967 \$	235.64	MH TORN DOWN BY OWNER YRS AGO
NEAL TOMMY L	2007 2740 107	H7 16 1X	44536 \$	215.42	MH TORN DOWN BY OWNER YRS AGO
NEAL TOMMY L	2008 2740 108	H7 16 1X	47505 \$	206.58	MH TORN DOWN BY OWNER YRS AGO
SMITH DERRICK	2011 879 200		30659 \$	124.99	ONLY 1 MH ON PROP
VERMISSEN D & RITA L MAES	2011 20431 301	I3D 358	15992 \$	101.35	BOAT ALSO CHARGED ON REC 15993
WIGGINS GRACE V	2005 4198 105		38624 \$	373.84	SOLD MH TO AL FLEMING IN 2004

SUB-TOTAL ERROR CORRECTIONS:

\$4,348.60

MOTOR VEHICLE RELEASES:

AYSCUE NANCY A	2011 2107 2192	YYX5989	74781 \$	110.22	SOLD
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SUB-TOTAL MOTOR VEHICLE RELEASES:

\$110.22

SUB-TOTAL CORRECTION RELEASES:

\$4,348.60

Total Releases

\$ 4,458.82

LANDFILL USER FEE RELEASES:

CAUDLE WILLIAM T HEIRS	2011 7428 328	F10 17C	17592	\$115.00	RELEASE GRANTED PREVIOUS YRS
GUNN FANNIE W	2011 24994 301	J3B104	16159	\$115.00	HAS PRIVATE HAULER
HARMON ROBBY LEE	2011 17509 302	E3 98	2851	\$115.00	NO ELECTRICITY
HUDGINS ANNIE R	2011 20808 302	K2C 83D	17988	\$115.00	LFUF CHARGED TWICE
LEETE MOBILE HOME MER LLC	2011 35706 200		31725	\$805.00	ONLY 1 MH SALVAGEABLE
PRIVETTS JAMES	2011 10364 301	F6 154	3054	\$115.00	HSE UNLIVEABLE
SHEARIN JASPER W JR	2011 36906 300	H3 52	11127	\$117.30	NO ELECTRICITY
SPRUILL HUGHLEY C HEIRS	2009 3509 109	I6 33	51859	\$105.00	HSE UNLIVEABLE
SPRUILL HUGHLEY C HEIRS	2010 3509 110	I6 33	59388	\$115.00	HSE UNLIVEABLE
SPRUILL HUGHLEY C HEIRS	2011 3509 110	I6 33	12218	\$115.00	HSE UNLIVEABLE
WILKER DOROTHY D & OTHERS	2011 11312 367	E5 198	14270	\$115.00	EXTRA LFUF CHARGED IN ERROR

TOTAL LFUF RELEASES:

\$1,947.30

Total Releases

\$ 6,406.12

County Manager approved Tax Releases Under \$100

Under \$100

2/6/2012

Date:

Low
1/26/12

ERROR CORRECTION RELEASES:

NAME	Year	ACCT#	MAP #	RECORD #	AMOUNT	REASON
ABBOTT BRADFORD L	2011	35475 300	E3 107	8943	\$ 9.20	MH CHARGED TWICE ON BILL
CAPPS WELDON C SR & BETTY B	2008	6933 108	K9 40	45796	\$ 52.17	BILLED IN ERROR
CLEMENTS PHILLIP P & NANCY	2011	5932 300	H1C 242	21588	\$ 27.93	BOAT MOTOR HAS INCORRECT VALUE
DOWNEY RICKY	2006	4913 106	D2 7 2X	41871	\$ 4.06	MH SOLD TO MARGARET DOWNEY
HALL CHARLES	2011	16917 300	A2B 13	4966	\$ 2.04	CLERICAL ERROR/NO DOG
HIGHT DAVID M & DENISE	2011	19939 110	H5 6A	12218	\$ 41.80	BUSES DOUBLE LISTED
INGRAM LARRY EDWARD	2011	9158 1955	BZ98482	71323	\$ 29.57	CAMPER INCORRECTLY ASSESSED
JENKINS ANGEL N	2008	32431 108		47606	\$ 22.40	HAS NEVER OWNED BOAT
JOHNSON THOMAS MITCHELL JR	2008	28147 108		47530	\$ 50.11	SOLD BOAT IN 2006
JONES GLADYS ROBINSON TRUST	2011	22534 300	K2C 38	6501	\$ 6.92	BOAT LISTED IN WAKE CO
LEWIS DONALD R	2006	4245 106		41679	\$ 23.59	BOAT SOLD IN JUNE 2005
MERCER CLAUDE	2006	4099 106	L4A 26B 3X	42031	\$ 24.89	LEASEHOLD MH REMOVED/OLD BILL
PAYNTER LOTTIE & THOMAS	2008	30411 108	H6 7A	48082	\$ 65.19	PROP LISTED WITH H6 13
PIERSON ASHLEY E	2011	29535 200		26403	\$ 74.63	BOATS KEPT IN WAKE CO
PLACER TERESA HEIRS	2007	2190 107	H4 45	44558	\$ 4.80	STORAGE BUILDING REMOVED
RICHER JOHNNIE B & CATHY	2006	16127 106		41579	\$ 23.16	SOLD BOAT IN 2004
SACKETT WILLIAM	2011	7019 200		30156	\$ 36.94	SOLD BOAT MAY 2011

SUB-TOTAL ERROR CORRECTIONS:

\$ 499.40

MOTOR VEHICLE RELEASES:

ALSTON JESSICA Y	2011	34667 2339	AEM3179	70092	\$12.40	REPOSSESSED
BARHAM BARBARA F	2011	152 110	0795NR	57546	\$62.30	DMV ERROR
BOYD ADRIENNE M	2011	34494 2369	AEM6185	71737	\$81.20	SOLD
CAMPBELL CHRISTOPHER J	2011	3285 2069	ZTN4076	69822	\$48.96	TRADED
COX LEW A HILLIARD	2011	8619 2266	HD36183	61607	\$35.35	SOLD
DAVIS CALVIN JR	2011	108097 1104	AEJ1091	67200	\$5.30	SOLD
DAVIS LARRY	2011	23428 1870	TTF7542	61221	\$7.20	JUNKED
DEBNAM ELLEN R	2011	13044 1851	SVA3952	66322	\$32.67	SOLD
DUFAULT STEVEN G SR	2011	16128 1371	IMIUBU	69124	\$10.78	SOLD
EGERTON GILBERT G JR	2011	13036 2293	VWWW4161	74862	\$39.79	SALVAGEABLE TITLE
ELLIS EDITH	2011	26887 110	WSH9727	57463	\$49.29	DMV ERROR
FALTZ FELICIA R	2011	25893 1916	AEH1863	69669	\$10.67	SOLD
FARLEY MORRIS WAYNE	2011	35278 2536	BY90958	75125	\$72.92	WRONG INFORMATION
FRANCIS BENNIE F	2011	15124 1593	PTM2230	60944	\$4.47	SOLD
GOOLSBY JAMES L JR	2011	24273 1913	BR28575	74502	\$2.04	RELEASED TO VANCE CO
GREMILLIN A F JR	2011	17738 1396	RXY6238	72354	\$9.24	SOLD
HERWICK HYLE K JR	2010	22374 110	ZRD4776	57659	\$82.36	DMV ERROR
JOYNER MARCUS E	2011	36111 1458	AEF7244	69211	\$6.54	TOTALED
KNIGHT LINDA C	2011	24702 1819	RRL3780	78896	\$10.85	SOLD
KOCOCH DARLENE	2011	16886 2393	ZPW4221	79470	\$6.99	SOLD
LUCAS AMANDA H	2011	32518 2483	YVT2715	68579	\$5.45	SOLD
MARTIN DAVID M	2011	6860 2042	XZS7331	77720	\$4.68	TOTALED
MULLEN KATHERINE M	2011	25548 110	RSH9373	56177	\$13.15	SOLD
NEAL EDNA	2011	29620 2406	XNB2499	74995	\$76.60	SOLD
RUDD KARY M	2011	35533 1226	VWWW7339	68979	\$6.72	SOLD
STEGALL LUTHER E	2011	38932 2180	976390	68276	\$10.20	SOLD
SWEENEY VIRGINIA G	2011	2198 1052	XWF8705	67148	\$3.20	GAVE AWAY
SWENSON JANICE ANN	2011	36148 2347	TA77743	70100	\$32.23	RELEASED TO VANCE CO

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$743.55

SUB-TOTAL CORRECTION RELEASES:

\$ 499.40

Total Releases

\$1,242.95

Meeting Date: February 6, 2012

Consent Agenda Item # 6E

SUBJECT: Adopt Resolution

REQUESTED BY: Jereann King Johnson, Heritage Quilters

SUMMARY: Resolution In Honor of Warren County's Quilting Heritage is submitted for Board's review and adoption.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:



WARREN COUNTY BOARD OF COMMISSIONERS

602 WEST RIDGEWAY STREET
POST OFFICE BOX 619
WARRENTON, NORTH CAROLINA 27589

~ R E S O L U T I O N ~

IN HONOR OF WARREN COUNTY'S QUILTING HERITAGE

Whereas: Warren County has a rich tradition of arts and crafts, with quilt-making being one that is most commonly known and experienced by the population. We are grateful for many generations of quilters from all ethnic groups – African American, Caucasian and Native American, that can be found in Warren County. The rich heritage left by past quilters, as well as that generated by present-day quilters pays tribute to Warren County's heritage.

Whereas: Several quilt guilds and associations are based in Warren County; most notable are *The Heritage Quilters*, *Lake Gaston Piecemakers* and *Refuge Quilters*. Other quilters are associated with local clubs and churches.

Whereas: *The Heritage Quilters'* mission is to encourage and document quilting traditions and activities. This diverse group of men and women are celebrating ten years of preserving local traditions through *quilts and quilting*. This group, individually and collectively, staged numerous quilt shows, hosted quilting events and established a giving fund to support youth and educational activities.

Whereas: Quilters of the Olive Grove Community in Warren County have an exceptional reputation and utilized special quilting practices that are recognizable and well-documented.

Whereas: *The Heritage Quilters*, in partnership with Warren County Memorial Library and the Warren County Arts Council, and directed by Jereann King Johnson, documented more than 90 Warren County quilts. The documentation, which is of interest to quilt historians, preservationists, quilters, local citizens and tourists, is housed in the Warren County Memorial Library.

Whereas: *The Heritage Quilters*, in partnership with *Preservation Warrenton*, use quilts as the backdrop for many of the tours highlighting Warren County's unique architectural features. These tours have drawn countless tourists to experience the rich folk art of Warren County.

Whereas: Warren County residents and Vance-Granville Community College instructors, Peggy Stocks and Velvet Boyd, have been instrumental in instructing a new generation of quilters, both male and female. Portia Harris Hawes, a retired home economics teacher, has drawn attention to quilting history through a segment on *Our State* that is aired regularly on University of North Carolina Public

Ulysses S. Ross, Chairman
Barry Richardson, Vice Chairman
Ruby Downey
Bertadean Baker
Jennifer Jordan

Linda T. Worth
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

Television. Mary Terry, an expert quilter, is building a thriving business marketing quilts and other quilted items. Louise Spruill has continued the hand quilting tradition and completed more than fifty quilts. Shelia Carver, a local innkeeper, has collected hundreds of quilts and displays them throughout the restored *Magnolia Manor Bed and Breakfast*.

Whereas: *The Heritage Quilters*, in partnership with the Warren County Arts Council, initiated a *Quilt Trail* featuring six, four-foot square panel of quilts or quilt patterns drawn by local artists Karen Lynch Harley, Corey Long, and J.A. Person for display throughout the area to honor Warren County's rich quilting traditions, draw attention to all of the fine quilts currently in the county, and promote Warren County as a destination for cultural and historic tours.

Whereas: Warren County is home to several nationally acclaimed quilters who have established studios to showcase quilts and quilting. Among them are Cathy Wiggins and Ellen Pankey.

Whereas: Susan Blevins launched *Quilt Lizzy*, a full-service quilt store in downtown Warrenton that carries retail and consumer merchandise – fabric, quilting supplies and quilt-making tools. Betty Rollinson and Deborah Robertson maintain a gift shop, *Friends Two*, on Warrenton's Main Street in which they make and sell art quilts as well as other quilted items.

Therefore, be it resolved: That Warren County's quilts, quilters, and quilting traditions are potentially critical to the cultural and economic future of this community. That in respect of this tradition, the Warren County, North Carolina, Board of Commissioners recognize the efforts of the Heritage Quilters and local quilt businesses and designate Warren County as a community for quilts, quilting and quilters.

Resolved this the 6th day of February 2012.

WARREN COUNTY BOARD OF COMMISSIONERS

Ulysses S. Ross, Chairman

ATTEST:

Angelena Kearney-Dunlap

Clerk to the Board

Heritage Quilters
2012

Ihsan Abdin
P.O. Box 272
Manson, NC 27553
252-456-4128k08
osun_toki@yahoo.com

Belinda Alston
960 Abbott St.
Henderson, NC 27536
252-572-2264 home
252-432-0714 work
beaaquilter@yahoo.com

Cathy Alston-Kearney
217 Church St.
Warrenton, NC 27589
252-257-5756
wfi@vance.net

Margaret Bullock
274 Big Woods Road
Warrenton, NC 27589
252-257-1741
mw_bullock@hotmail.com

Ruth H. Chambers
5048 Whitner Road
Wilmington, NC 28409
917-710-6145
rhchambers@att.net

Wallace Evans
1123 E. Andrews Ave.
Henderson, NC 27536
252-432-2295 cell
evanswallace97@yahoo.com

Portia Hawes
318 W. Franklin St.
Warrenton, NC 27589
252-257-9194

Terri Grady
P.O. 366
Warrenton, NC 27589
terrigrady9@gmail.com
252-257-5978

Earlean Henderson
P.O. Box 26
Ridgeway, NC 27570
252-456-3036
henderson.earlean@gmail.com

Leo Kelly, Jr.
1214 Alpha St.
Henderson, NC 27536
252-492-0475
awkelly@nc.rr.com

Connie Kenney
136 Willow Creek Run
Henderson, NC 27536
252-492-6308
conniekenney@hotmail.com

Jereann King Johnson
111 S. Front St.
Warrenton, NC 27589
252-257-1274
jereking@ncol.net

Hollis & Krista Larkins
266 Carroll Town Road
Macon, NC 27551
bigbugan@c.s.com
252-257-0178

Dorothy Luis
1955 Lynch Road
Hollister, NC 27844
252-586-5505

Victoria Lynch
647 Lynch Road
Hollister, NC 27844
ladyvlynch@aol.com
252-586-3799

Ellen Pankey
1617 Parktown Road
Warrenton, NC 27589
252-257-0123 home
252-213-9044 cell
ClassicCorso1@aol.com
ellenpankey@aol.com

Jackie Privet
P.O. Box 175
Middleburg, NC 27556
252-767-2668
jacqrabbitt@ncol.net

Wilhelmina Scott-Ratliff
752 Oine Road
Norlina, NC 27563
252-767-5940
ceceliamina@yahoo.com
wratliff@warrenk12nc.org

Louise Spruill
290 Carroll Town Rd.
Macon, NC 27551
252-257-1917

Mary Terry
P.O. Box 162
Vaughan, NC 27586
252-586-2772
terrymary75@yahoo.com

Meeting Date:

February 6, 2012

Consent Agenda Item # 6F

SUBJECT:

Adopt Proclamation

REQUESTED BY:

SUMMARY:

Proclamation – Black History Month – February 2012 and solicitation for members of the Monument to Equality Committee is submitted for Board’s review and adoption.

FUNDING SOURCE:

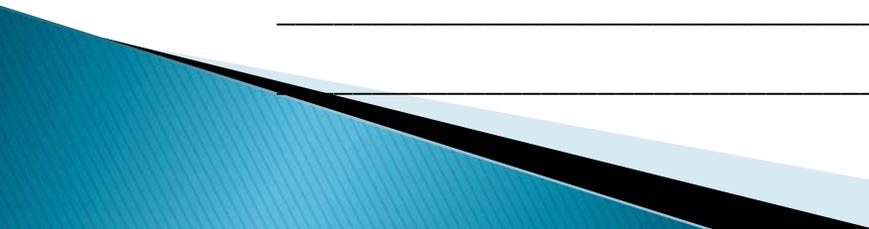
APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

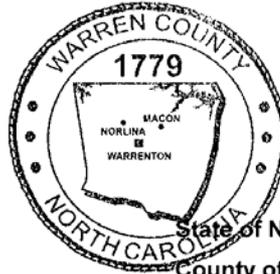
FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:





WARREN COUNTY BOARD OF COMMISSIONERS

602 WEST RIDGEWAY STREET
POST OFFICE BOX 619
WARRENTON, NORTH CAROLINA 27589

State of North Carolina
County of Warren

Ulysses S. Ross, Chairman
Barry Richardson, Vice Chairman
Ruby Downey
Bertadean Baker
Jennifer Jordan

Linda T. Worth
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

PROCLAMATION

WHEREAS, February has been designated as Black History Month and will be observed in many area communities; and

WHEREAS, this observance affords special opportunity to become more knowledgeable about black heritage, and to honor the many black leaders who have contributed to the progress of our nation; and

WHEREAS, such knowledge can strengthen the insight of all our citizens regarding the issues of human rights, the great strides that have been made in the crusade to eliminate the barriers of equality for minority groups, and the continuing struggle against racial discrimination and poverty;

NOW, THEREFORE, BE IT RESOLVED, that the Warren County Board of Commissioners, do hereby proclaim the month of February, 2012 as:

BLACK HISTORY MONTH 2012

In the County of Warren and express special commendation to those throughout the County who have labored so diligently to make this observance a reality in our area; and encourage it's citizenry to become actively involved in the "Monument to Equality Committee" tasked with designing and financing a monument to recognize progress in this area.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that I urge all residents to make special note of the various community activities and celebrations, and join together in making this a period of rededication to the principles of justice and equality for all people.

This the 6th day of February 2012.

Warren County Board of Commissioners

ATTEST:

Ulysses S. Ross, Chairman

Angelena Kearney-Dunlap
Clerk to the Board

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

Meeting Date: February 6, 2012

Item # 7-A

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

**SUMMARY: Amendment # 6 to the FY 2011-2012 Warren County
Budget Ordinance**

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE

2011/2012

Amendment No. 6

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:

Building, Grounds & Maintenance	104,265
Cooperative Extension	100,000
DSS Administration	41,356
Rural Operating Assistance Program	14,226
Senior Center	6,981
Warren County Public Schools	376,625
Total	\$ 643,453

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

Increase/(Decrease) Revenues:

Restricted Intergovernmental - DSS	14,226
Restricted Intergovernmental - DSS - 1571	41,356
Restricted Intergovernmental - Other	677,000
Miscellaneous Revenue	(197,735)
Fund Balance - Appropriated	108,606
Total	\$ 643,453

Section 4 of the Warren County Budget Ordinance, pertaining to the Fire Service Districts operations of the County, shall be amended as follows:

Increase/(Decrease) Appropriations:

Smith Creek	17,326
Soul City	(20,351)
Inez	2,280
Total	(745)

Section 5 of the Warren County Budget Ordinance, pertaining to the Fire Service Districts operations of the County, shall be amended as follows:

Increase/(Decrease) Revenues:

Smith Creek	17,326
Soul City	(20,351)
Inez	2,280
Total	(745)

This amendment:

- appropriates funds to Buildings, Grounds and Maintenance to fund construction positions as approved in the November 7th, 2011 Board of Commissioners meeting.

Funding Source: Fund Balance Appropriated

- Appropriates funds to Cooperative Extension for Growing Local/Buying Local Grant.

Funding Source: Blue Cross/Blue Shield of NC

- appropriates funds to DSS for Low Income Home Energy Assistance Program.

Funding Source: NC - DHHS - Division of Social Services

- appropriates funds to DSS to agree with state allocation.

Funding Source: NC DOT

- appropriates funds to the Senior Center collected from fundraising events in FY11 but not spent nor rebudgeted In FY 12.

Funding Source: Fund Balance Appropriated

- appropriates funds to the Senior Center from Home Community Care Block Grant Funds received in FY11 but not spent nor rebudgeted In FY 12.

Funding Source: Fund Balance Appropriated

- Appropriates additional funds to the Warren County Public Schools budget to reflect the use of ADM/Lottery funds for the new roof at Warren County High School and the use of proceeds from installment purchase for the purchase of two (2) modular units at the New Tech High School and Warren County High School.

Funding Source: ADM/Lottery Funds and Proceeds Installment Purchase

- Correctly budgets revenues and expenditures for the above named Fire Districts. These revenues and expenditures were incorrectly budgeted in the original ordinance due to clerical error.

Funding Source: Fire Districts Current Taxes

Respectfully Submitted 02/6/12

Barry J. Mayo

Barry J. Mayo, Finance Director

Meeting Date: February 6, 2012

Item # 7-B

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

**SUMMARY: Amendment # 2 to the Capital Project Ordinance -
Water & Sewer District III, Phase III**

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE FOR
WARREN COUNTY WATER & SEWER
DISTRICT NO. III PHASE III PROJECT**

(Amendment No. 2)

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

Increase/(Decrease) Appropriations:

Construction Contract	(614,143)
Contingency	\$ <u>614,143</u>
Total	\$ 0

This amendment:

Adjusts project line items to the most recent costs estimates.

Respectfully Submitted 02-06-2012

Barry J. Mayo

Barry J. Mayo
Finance Director

Meeting Date: February 6, 2012

Item # 7-C

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

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

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

**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:

Architectural Fees	\$ 2,650
Site Development	<u>(2,650)</u>
Total	\$ -

This amendment appropriates funds for additional architectural fees.

Respectfully Submitted 02/06/2012

Barry J. Mayo
Barry J. Mayo, Finance Director

Meeting Date: February 6, 2012

Item # 7-D

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Resolution – Authorizing the Filing of an Application for Approval of A Financing Agreement Authorized by NC General Statute 160A-20 to purchase 2 modular classrooms

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:
Recommend approval and authorize Chairman to execute Resolution.

NOTES:

RESOLUTION

AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF A FINANCING AGREEMENT AUTHORIZED BY NORTH CAROLINA GENERAL STATUTE 160A-20

WHEREAS, the County of Warren, North Carolina desires to purchase two (2) modular buildings to serve as classroom (the "Project") to better serve the citizens of Warren County; and

WHEREAS, The County of Warren desires to finance the Project by the use of an installment contract authorized under North Carolina General Statute 160A, Article 3, Section 20; and

WHEREAS, findings of fact by this governing body must be presented to enable the North Carolina Local Government Commission to make its findings of fact set forth in North Carolina General Statute 159, Article 8, Section 151 prior to approval of the proposed contract;

NOW, THEREFORE, BE IT RESOLVED that the Board of Warren County Commissioners of Warrenton, Warren County, North Carolina, meeting in regular session on the 6th day of February, 2012 make the following findings of fact:

1. The cost of financing under the proposed contract is greater than the cost of issuing general obligation bonds considering expenses relating to special referendum and bond counsel.
2. The sums to fall due under the contract are adequate and not excessive for the proposed purpose due to the County's diligence to provide services at a level previously not available while being conservative in design.
3. The County of Warren's debt management procedures and policies are in compliance and the County is well below its debt margin with no defaults on debt service payments.
4. The County of Warren is not in default in any of its debt service obligations.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the County Finance Director is hereby authorized to act on behalf of the County of Warren in filing an application with the North Carolina Local Government Commission for approval of the Project and the proposed financing contract and other actions not inconsistent with this resolution.

This resolution is effective upon its adoption this 6th day of February, 2012.

The motion to adopt this resolution was made by Commissioner _____, seconded by Commissioner _____ and passed by a vote of _____ to _____.

Ulysses S. Ross, Chairman
Warren County Board of Commissioners

ATTEST:

Angelena Kearney-Dunlap, Clerk

This is to certify that this is a true and accurate copy of Resolution
**AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF A
FINANCING AGREEMENT AUTHORIZED BY NORTH CAROLINA
GENERAL STATUTE 160A-20** Adopted by the Warren County Board of
Commissioners on the 6th day of February, 2012.

Angelena Kearney-Dunlap, Clerk

Date

Meeting Date: February 6, 2012

Item # 7-E

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

**SUMMARY: Resolution - Designation of Applicant's Agent, NC Division of
Emergency Management authoring County's agents to execute and file
applications for federal and/or state assistance on behalf of Warren County.**

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

**Recommend approval of Resolution with authorization given to Chairman to execute
same on behalf of Warren County.**

NOTES:

**RESOLUTION
DESIGNATION OF APPLICANT'S AGENT**

North Carolina Division of Emergency Management

Organization Name (hereafter named Organization) Disaster Number:
County of Warren FEMA-4019-DR-NC

Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate):

Applicant's Fiscal Year (FY) Start Month: July Day: 1
 FY12

Applicant's Federal Employer's Identification Number
 56 - 6000348

Applicant's Federal Information Processing Standards (FIPS) Number

PRIMARY AGENT	SECONDARY AGENT
Agent's Name Barry Mayo	Agent's Name Gloria Edmonds
Organization Warren County	Organization Warren County
Official Position Finance Director	Official Position Accounting Manager
Mailing Address 548 West Ridgeway St. #	Mailing Address 548 West Ridgeway St #
City ,State, Zip Warrenton, NC 27589	City ,State, Zip Warrenton, NC 27589
Daytime Telephone (252) 257-1778	Daytime Telephone (252) 257-1778
Facsimile Number (252) 257-6523	Facsimile Number (252) 257-6523
Pager or Cellular Number	Pager or Cellular Number

BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally. PASSED AND APPROVED this _____ day of _____, 20__.

GOVERNING BODY	CERTIFYING OFFICIAL
Name and Title	Name
Name and Title	Official Position
Name and Title	Daytime Telephone

CERTIFICATION

I, Ulysses S. Ross, (Name) duly appointed and Chairman (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of County of Warren (Organization) on the _____ day of _____, 20__.

Date: _____ Signature: _____

Meeting Date: February 6, 2012

Item # 8

SUBJECT: Report of Unpaid 2011 Taxes & Order to Advertise

REQUESTED BY: Robert Mitchum, Tax Collector

SUMMARY: In accordance with NC GS 105-369, each year the Tax Collector shall report to the Board the total amount of unpaid taxes for current fiscal year that are liens on real property. It is requested the Board order Tax Collector to advertise such tax liens totaling \$1,356,284.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: NC GS 105-369

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

Memorandum

To: Board of Commissioners

From: R. Edwin Mitchum, Tax Collector

REM

Date: 01/27/2012

Re: Report of Unpaid 2011 Taxes That Are Liens on Real Property And Order To Advertise

North Carolina General Statute 105-369 states that each year the Tax Collector shall report to the Board of Commissioners the total amount of unpaid taxes for the current fiscal year that are liens on real property, and that the Board shall thereupon order the Collector to advertise such tax liens.

The Total amount of unpaid taxes, which constitute a lien on real property, is \$1,356,284. Upon your order, these liens will be advertised in the month of March. A detailed listing is available for your inspection if you so wish.

Meeting Date: February 6, 2012

Agenda Item # 9-A

SUBJECT: Board/Commission/Committee Member Appointments

REQUESTED BY: Andy Smith, Health Director

SUMMARY: Dr. Kara Henderson, DDS has moved out of Warren County, therefore Dr. James Crenshaw is presented for appointment to the Board of Health to complete vacant term which expires December 2012.

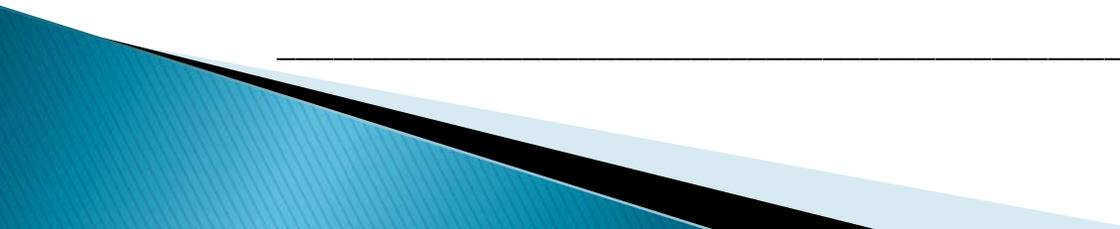
FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Good Afternoon and hope you are doing well! At yesterday's Warren County Board of Health meeting on January 17, 2012, the Warren County Board of Health voted unanimously to appoint Dr. James Crenshaw, DDS to the Warren County Board of Health. Dr. Crenshaw will replace Dr. Kara Henderson, DDS who no longer resides in Warren County. I would greatly appreciate your assistance in placing this matter on the Warren County Commissioners Meeting agenda on February 6, 2012.

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
Staff Liaison: Kaye Hall, Interim
Health Director (252)-
257-1185

Member	Position	Term
Amy OMalley	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. Crenshaw appointed to replace Dr. Kara Henderson in her second term	Replace Dr. Henderson	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	Sep02-Dec08, Jan09-Dec11, Jan12-Dec14

Meeting Date: February 6, 2012

Agenda Item # 9-B

SUBJECT: Board/Commission/Committee Member Appointments

REQUESTED BY: Karen Foster, Kerr-Tar COG CDBG Grants Administrator

SUMMARY: It is submitted to appoint the individuals on the attached list to serve on the Community Development Block Grant Housing Selection Committee and to schedule a Public Hearing at the March 12, 2012 meeting to solicit public comment regarding the submission of the 2011 CDBG Scattered Site Housing Rehabilitation Program funding application

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Suggest scheduling the requested Public Hearing on 3/12/12 at 5:15 p.m.

NOTES:

The proposed members of the 2011 Housing Selection Committee is as follows:

Linda Worth, County Manager

Mayor Rob Evans, Town of Macon

Mayor Dwight Pearce, Town of Norlina

Essie Fields, Department of Social Services

Lloyd Hawkins, Former Grant Recipient

Cathy Alston-Kearney, Warren Family Institute

Ken Krulik, Warren County Planner

Baron Williams, Warren County Code Enforcement

Al Richardson, Haliwa-Saponi Tribe

In addition, it is submitted to schedule a Public Hearing at the March 12, 2012 meeting to solicit public comment regarding the submission of the 2011 CDBG Scattered Site Housing Rehabilitation Program funding application.

Suggested time: 5:15pm

Timothy M. Baynes
Executive Director

**Member
Governments**

COUNTIES

Franklin
Granville
Person
Vance
Warren

MUNICIPALITIES

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

MEMORANDUM

To: Warren County Board of Commissioners
From: Karen Foster, Community Development Planner
Date: January 23, 2012
RE: 2011 Community Development Block Grant Application

1. Approval of 2011 Housing Selection Committee

The housing selection committee is convened in accordance with program regulations pursuant to the Community Development Block Grant program. The responsibilities of the committee include: 1) recommend the approval of the Housing Distribution Plan; 2) Recommend to the Board of Commissioners the type of rehabilitation financial assistance to be offered to recipients; 3) Development of an Individual Recipient Rehabilitation Applicant Form; 4) the selection of the neediest applicants from all eligible individual applications submitted to the county for rehabilitation assistance; 5) choose final program recipients; 6) develop rehabilitation Assistance Policies; 6) recommend any needed programmatic changes to the Board of Commissioners and the Kerr Tar staff.

The proposed members of the 2011 Housing Selection Committee is as follows:

Linda Worth, County Manager
Mayor Rob Evans, Town of Macon
Mayor Dwight Pearce, Town of Norlina
Essie Fields, Department of Social Services
Lloyd Hawkins, Former Grant Recipient
Cathy Alston-Kearney, Warren Family Institute
Ken Krulik, Warren County Planner
Baron Williams, Warren County Code Enforcement
Al Richardson, Haliwa-Saponi Tribe

2. Request to Set Public Hearing

As required for the submission of the 2011 CDBG Grant Application, we are requesting to be included on the February 6, 2012 Board of Commissioners Agenda for the purposes of scheduling of a Public Hearing on March 6, 2011 to solicit public comment regarding the submission of the 2011 CDBG Scattered Site Housing Rehabilitation program.

Upon completion of the public hearing, we will need action by the Board of Commissioners approving submission of the application for funding consideration.

STATEMENT OF INTEREST TO SERVE

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Warren County Board of Commissioners
c/o Clerk to the Board
PO Box 619
Warrenton, NC 27589

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Kern Tar
2. _____
3. _____
4. _____

Your full name Loyd C. Hawkins
Date of Birth 11-30-1927 Sex M Race B
Mailing Address 998 Eaton Ferry Road
City and Zip Code Littleton 27860
Street Address Same
City and Zip Code _____
Home Phone Same 252-586-3671 Work Phone 252-532-8445
Job Title Retired
Company or Agency _____
Email Address loydch@embarqmail.com

Do you live in the county? Yes No

Please list your County Commissioner District River (1)
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended 11
Name and Address of College Attended _____
Degree Received _____

Please list any military experience _____

If you are presently serving as an elected or appointed official, please explain: None

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

Work Experience Agent - North Carolina Mutual Life Ins.
Retired - Mental Health

Volunteer Experience Pres. United ^{Shiloh} Church Union

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

Newspaper Current Warren County Volunteer Other

If other, please explain: I was Ask from Kern Town Regional Council

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature Step Carter Hankins
Date Jan 24, 2012

Please feel free to attach a resume if so desired.

Meeting Date: February 6, 2012

Agenda Item # 9-C

SUBJECT: Board/Commission/Committee Member Appointments

REQUESTED BY: Vincent Gilreath, COG - Workforce Development Director

SUMMARY: It is submitted to appoint Paul D. Kearney to serve on the Work Force Development Board for an initial one-year.

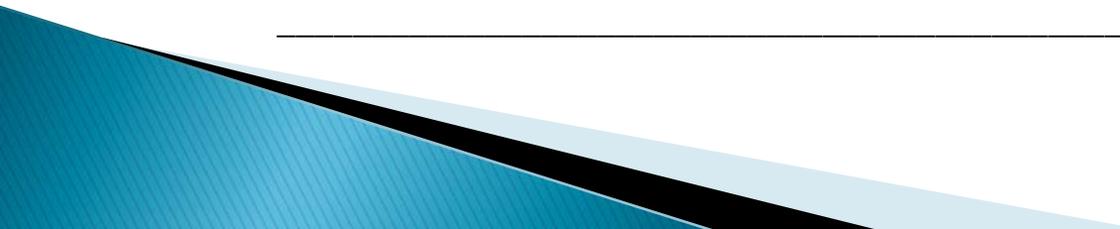
FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Kerr-Tar
Regional Council
Of Governments

Timothy M. Baynes
Executive Director

**Member
Governments**

COUNTIES

Franklin
Granville
Person
Vance
Warren

MUNICIPALITIES

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

January 20, 2012

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

Dear Ms. Kearney-Dunlap:

I write to request that the Warren County Board of Commissioners appoint Mr. Paul D. Kearney, Sr., 1512 Highway 401 S., Warrenton, N.C. 27589 to the Kerr-Tar Workforce Development Board for an initial one-year term. Mr. Kearney will fill a required private industry slot on the Board.

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

Sincerely,



Vincent Gilreath
Workforce Development Director

Meeting Date: February 6, 2012

Agenda Item # 9-D

SUBJECT: Board/Commission/Committee Member Appointments

REQUESTED BY: Robert "Eddie" Mitchum, Tax Administrator

SUMMARY: It is submitted to re-appoint the individuals on the attached list to the Board of Equalization and Review (E&R) for an additional term expiring March 2013.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Terms expire March 2013

Dr. Russell C. King	4th term
Joel W. Febel	5th term
Lawrence R. Carver	5th term
Oscar “Butch” Meek	5th term

Board of Equalization & Review (E&R)

Term of Office: 1 Year
 Authority: Article 21 – Review & Appeals of Listing & Valuat
 Membership: Appointed
 Responsibilities: (1) Duty to Review Tax Lists. (2) Duty to Hear Taxpayer Appeals (3) Powers in Carrying Out Duties (4) Power to Submit Reports (5) Duty to Change Abstracts and Records After Adjournment
 Meeting Schedule: To be established
 Staff Liaison: Robert Eddie Mitchum, Tax Administrator

Member	Position	Term
Commissioner Barry Richardson	Designated (3rd term)	Mar08–Dec2012
<i>Dr. Russell C. King</i>	<i>Appointed (4th term)</i>	<i>Mar09–12, Mar12–13</i>
<i>Joel W. Febel</i>	<i>Appointed (5th term)</i>	<i>Mar08–12, Mar12–13</i>
<i>Lawrence R. Carver</i>	<i>Appointed (5th term)</i>	<i>Mar08–12, Mar12–13</i>
<i>Oscar Butch Meek</i>	<i>Appointed (5th term)</i>	<i>Mar08–12, Mar12–13</i>
Vacancy		

Memorandum

To: Angelina Kearney-Dunlap, Clerk

From: Robert Edwin Mitchum, Tax Administrator

Date: 1/12/2012

Re: Board of Equalization Members

Our current board members have expressed interest in serving for another term. They have done an outstanding job and their rulings have been fair and just.

Enclosures



STATEMENT OF INTEREST TO SERVE

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Warren County Board of Commissioners
c/o Clerk to the Board
PO Box 619
Warrenton, NC 27589

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. TAX REVIEW BOARD
2. _____
3. _____
4. _____

Your full name RUSSELL C. KING
Date of Birth 1-12-48 Sex M Race C
Mailing Address 2442 US 1 N
City and Zip Code NORLINA, NC 27563-9029
Street Address 2442 US 1 N.
City and Zip Code NORLINA, 27563
Home Phone 252-213-1076 Work Phone _____
Job Title RETIRED
Company or Agency _____
Email Address RUSSELL_KING@NCSU.EDU

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended NORLINA
Name and Address of College Attended NC STATE, UNIV OF NEW HAMPSHIRE, LONGWOOD UNIV
Degree Received B.S., M.S., EDU

Please list any military experience US MARINES CORP

If you are presently serving as an elected or appointed official, please explain: TAX REVIEW Bd.

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

Work Experience N.C. STATE COOP EXTENSION
AGRONOMY & ADMIN.

Volunteer Experience LAKE GASTON WEED CONTROL COUNCIL
4-11
SENIORS GOLF TOURNAMENT

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

Newspaper Current Warren County Volunteer Other

If other, please explain: _____

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature *Russell C. Ford*

Date 1-11-12

Please feel free to attach a resume if so desired.

STATEMENT OF INTEREST TO SERVE

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Warren County Board of Commissioners
c/o Clerk to the Board
PO Box 619
Warrenton, NC 27589

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Board of Equalization Review
2. _____
3. _____
4. _____

Your full name JOEL WILLIAM FEBEL
Date of Birth 2-7-1938 Sex M Race C
Mailing Address 112 E MAPLE POINTE DRIVE
City and Zip Code LITTLETON, 27850
Street Address 112 E MAPLE POINTE DR
City and Zip Code LITTLETON, NC 27850
Home Phone 252/586-6107 Work Phone _____
Job Title Retired
Company or Agency _____
Email Address joelfebel@

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended NILES TWP H.S., SKOKIE, IL
Name and Address of College Attended US NAVAL ACAD., ANNAPOLIS, MD & HARVARD BUSINS SCH
Degree Received BS and MBA CAMBRIDGE, MA

Please list any military experience USNAVAL ATTACK PILOT 1960-69

If you are presently serving as an elected or appointed official, please explain: BORDER, WARREN CO, NC

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

Work Experience

Volunteer Experience

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

Newspaper

Current Warren County Volunteer



Other

If other, please explain:

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature

Paul W. Orban

Date

January 11, 2012

Please feel free to attach a resume if so desired.

STATEMENT OF INTEREST TO SERVE

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Warren County Board of Commissioners
c/o Clerk to the Board
PO Box 619
Warrenton, NC 27589

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. EQUALIZATION & REVIEW
2. _____
3. _____
4. _____

Your full name Lawrence R. Carter

Date of Birth 11-26-49 Sex M Race _____

Mailing Address 128 PCT BIRNELL RD.

City and Zip Code WARRENTON, NC

Street Address _____

City and Zip Code _____

Home Phone 252-257-6055 Work Phone _____

Job Title _____

Company or Agency _____

Email Address LVHKE@JENS@MAILHELIAMAHOR.BMB.COM

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended NO. BIRNELL REG. H.S.

Name and Address of College Attended WEST VIRGINIA UNIVERSITY

Degree Received BS BUS MGR.

Please list any military experience NONE

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

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

Work Experience _____

Volunteer Experience _____

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

Newspaper

Current Warren County Volunteer

Other

If other, please explain: _____

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature _____

Date _____

Please feel free to attach a resume if so desired.

STATEMENT OF INTEREST TO SERVE

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Warren County Board of Commissioners
c/o Clerk to the Board
PO Box 619
Warrenton, NC 27589

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. BOARD of E & R 3. _____
2. _____ 4. _____

Your full name OSCAR L. "Pat" Meek

Date of Birth 10/14/60 Sex M Race W

Mailing Address 315 DINE Rd

City and Zip Code NORLINA NC 27563

Street Address SAME

City and Zip Code _____

Home Phone 456-2164 Work Phone 857-1355

Job Title OWNER

Company or Agency O.L. Meek INS Agency NATIONWIDE INS

Email Address _____

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended NORLINA

Name and Address of College Attended NCSU

Degree Received BA

Please list any military experience NONE

If you are presently serving as an elected or appointed official, please explain: YES currently
serve on Bd of E&D & Zoning Bd of Adj

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

Work Experience _____

Volunteer Experience _____

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

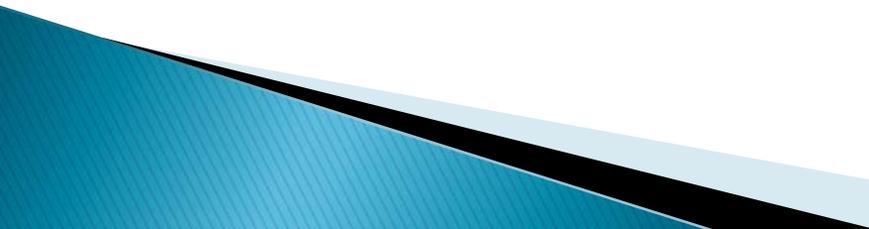
Newspaper Current Warren County Volunteer Other

If other, please explain: Eddie Mitchell

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature Alan Smeal
Date 1/11/12

Please feel free to attach a resume if so desired.



Meeting Date: February 6, 2012

Agenda Item # 9-E

SUBJECT: Lake Gaston Association 5 County Forum

REQUESTED BY: Doug Hughes, President LGA

SUMMARY: The LGA has scheduled a Five County Forum on March 15, 2012 at 9:00 a.m. and invited Chairman Ross, one other Commissioner and the County Manager to attend. It is presented to designate a Board member to attend. Please note Commissioners Baker, Jordan and Downey have accepted an invitation from the Senior Center's RAPIDD Program for the same date and time.

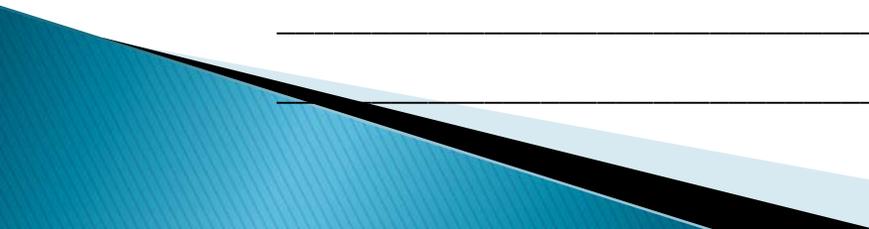
FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:





(252) 586-6577
Toll free 1-888-586-6577
P.O. Box 656 ♦ Littleton, NC 27850
www.LakeGastonAssoc.com

JAN 26 2011

*Your primary VOICE on lake issues
Celebrating 23 years in 2012*

WARREN COUNTY MANAGER'S OFFICE

January 23, 2012

- The Honorable Glen Barbour, Chairman, Mecklenburg County Board of Supervisors
- The Honorable Welton Tyler, Chairman, Brunswick County Board of Supervisors
- The Honorable James Hester, Chairman, Northampton County Board of Commissioners
- The Honorable James Pierce, Chairman, Halifax County Board of Commissioners
- The Honorable Ulysses S. Ross, Chairman, Warren County Board of Commissioners

Dear Chairman Ross,

The Lake Gaston Association (LGA) cordially invites you and one additional commissioner/supervisor, and your County Manager/Administrator to participate in the 2012 Five County Forum, hosted by the LGA, and to be held on Thursday, March 15, 2012. The forum will be held at the Lake Gaston Lion's Club Den on Stanley Road, commencing at 9 AM, so please arrive by 8:45. We plan to conclude the forum not later than noon, followed by a catered lunch. The Lion's Den is located at 139 Stanley Road, just off Lizard Creek Rd. The Wildwood Nursery and Garden Center is at the corner of Stanley Road and Lizard Creek Road.

The proposed forum agenda is attached and the topics are: Tourism, Noxious Weed Control, Emergency Medical Services, Economic Development, Lake Cleanup Day 2012 and Taxes. Additional agenda topics will also be accepted from county managers/administrators, but should be submitted not later than February 15, 2012.

The forum will be an open meeting under North Carolina and Virginia open meeting laws. Notice of the meeting will be provided to area media and to LGA members. Minutes of the meeting will be taken by the LGA Secretary and provided to participants within a week following the forum.

Please R.S.V.P. with the names of your attendees by letter to the address above, or by phone to the LGA office, (252) 586-6577 or 1-888-586-6577, not later than close of business Wednesday, March 7, 2012. If you have further questions, or need further information, please do not hesitate to call the office.

I look forward to the leaders of our five county governments sitting down together with the LGA to discuss how we can collaborate on key issues of importance to all of us.

Sincerely,



Doug Hughes
President

✓Cc: County Administrators and Managers



LGA Mission... to identify issues affecting our members and pursue resolution with the responsible organizations.

Email: Info@LakeGastonAssoc.com

FIVE COUNTY FORUM

Proposed Agenda

March 15, 2012

Lake Gaston Lion's Club Den

139 Stanley Road, Henrico, N. C.

- 8:45 - 9:00 Check-in**
- 9:00 - 9:15 Welcome and Coffee Service**
- 9:15 - 9:35 Introductory Comments (Moderator and Attendees)**
- 9:35 - 9:50 Tourism Topic (guest speaker)**
- 9:50 - 10:00 Tourism Topic Discussion**
- 10:00 - 10:15 Noxious Weed Control Topic (guest speaker)**
- 10:15 - 10:25 Noxious Weed Control Topic Discussion**
- 10:25 - 10:35 Emergency Medical Services Topic (Patrick Card)**
- 10:35 - 10:45 Emergency Medical Services Topic Discussion**
- 10:45 - 10:50 Break**
- 10:50 - 10:55 Economic Development Topic (Moderator)**
- 10:55 - 11:05 Economic Development Topic Discussion**
- 11:05 - 11:10 Lake Cleanup Day 2012 Topic (Patrick Card)**
- 11:10 - 11:20 Lake Cleanup Day 2012 Topic Discussion**
- 11:20 - 11:25 Property Taxes Topic (Moderator)**
- 11:25 - 11:35 Property Taxes Topic Discussion**
- 11:35 - 11:45 Action Item Review (Moderator)**
- 11:45 - 12:00 Closing Remarks**
- 12:00 - 1:00 Participants Lunch**

Meeting Date: February 6, 2012

Agenda Item # 10

SUBJECT: Request for Grant Application Endorsement

**REQUESTED BY: Sara S. Rudolph, Executive Director
Franklin-Vance-Warren Opportunity**

SUMMARY: Community Services Block Grant Application (which has been provided under separate cover), is presented for Board of Commissioners review and endorsement to submit to NC Department of Health & Human Services, Office of Economic Opportunity.

FUNDING SOURCE:

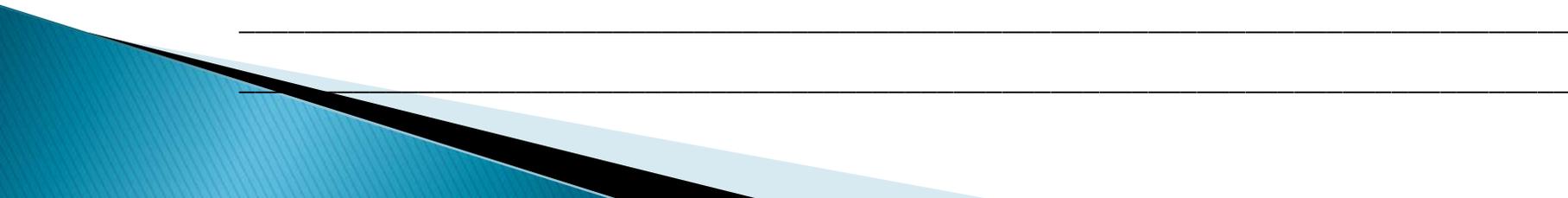
APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:



**159 page
Community Services Block Grant
Application
has been provided under separate
cover.**

**A brief overview of the Grant
Application follows this page.**



FRANKLIN-VANCE-WARREN OPPORTUNITY, INC.

POST OFFICE BOX 1453, HENDERSON, NORTH CAROLINA 27536

TELEPHONE: 252-492-0161- TOLL FREE: 1-800-682-1163 (NORTH CAROLINA) - FAX (252) 492-6250

<http://www.fvwopp.com>

srudolph@fvwopp.com

Community Services Block Grant 2012-2013 Overview

The Community Services Block Grant program (CSBG) will be focusing on education for the 2012-2013 fiscal year. It has been determined that without education/specialized training, finding a job in this economy is not possible. Employers are looking for individuals that have certain skills. Although education is the main focus, the program will also focus on the following areas based on the results of a needs assessment:

- Education
- Employment
- Housing
- Emergency Assistance

The CSBG program will work with 100 individuals in the 2012-2013 fiscal year. The agency is being held accountable by the Office of Economic Opportunity as to how many individuals the CSBG program is serving in each county. Warren County has a target number of sixteen individuals (16), with a County budget of \$63,319.00 and of that amount \$10,379 will be spent on direct services to clients.

North Carolina Department of Health and Human Services

OFFICE of
ECONOMIC OPPORTUNITY

Community Services Block Grant Program

Fiscal Year 2012-13 Application for Funding
Project Period July 1, 2012 – June 30, 2013
Application Due Date: February 15, 2012

Applicant Information	
Agency:	Franklin-Vance-Warren Opportunity, Inc.
Federal I.D.	56-0861261
DUNS Number:	159658236
Administrative Office Address:	180 South Beckford Drive, Henderson, NC 27536
Mailing Address:	P. O. Box 1453, Henderson, NC 27536
Telephone Number:	252-492-0161
Board Chairperson:	Mr. Ernest Thompson
Board Chairperson's Address: (where communications should be sent)	P. O. Box 1453, Henderson, NC 27536
Board Chairperson's Term of Office:	2 years
Executive Director:	Mrs. Sara S. Rudolph
Executive Director Email Address:	srudolph@fvwopp.com
Agency Fiscal Officer:	Ms. Tanya Yancey
Fiscal Officer Email Address:	tanyayancey@fvwopp.com
CSBG Program Director:	Mrs. Felicia C. Gregory
CSBG Program Director Email Address:	feliciacoleman@fvwopp.com

North Carolina Department of Health and Human Services
Office of Economic Opportunity
Verna P. Best, Director
2013 Mail Service Center
Raleigh, North Carolina 27699-2013
verna.best@dhhs.nc.gov
<http://www.ncdhhs.gov/oeo/>

Addition to February 6, 2012 Agenda

Agenda Item # 10A

SUBJECT: Request from Relay for Life for use of Warren County Armory Civic Center with Fee Waive

REQUESTED BY: Patricia Earnhardt Tyndall, Community Manager
The American Cancer Society

SUMMARY: The American Cancer Society Relay for Life of Warren County requests use of the Armory Civic Center with rental fee waived on March 10th for “Light Your Fire for Relay for Life” event. If fee is waived, group will be required to pay the \$300 deposit which will be refunded at if building passes inspection at conclusion of event.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



February 3, 2012

Mr. Ulysses Ross
Chairman, Warren County Board of Commissioners
105 S. Front Street
Warrenton, NC 27589

Dear Mrs. Ross,

The American Cancer Society Relay For Life of Warren County requests the use of the Armory Civic Center on March 10 for a public event which will bring Jeff Ross, a nationally recognized American Cancer Society volunteer speaker and Reuel Johnson, the American Cancer Society's national vice president for Relay For Life to the county.

Light Your Fire for Relay For Life was originally scheduled for February 3 at Warren County High School, but had to be cancelled. The high school is not available on March 10 and it is the only available date the two speakers are able to arrange.

We are aware that there is an event in the center on March 9. We are willing to use the center with the understanding that it cannot be cleaned between the March 9 event and our program and that we may have to do some cleaning to prepare for our program.

This event will be open to anyone interested in hearing this inspirational program. We expect to have Relay For Life volunteers attend this event from Warren, Vance, Franklin, Halifax, Nash, Wilson, Edgecombe and other surrounding counties. It is a wonderful opportunity for the public to see this wonderful venue and representation of Warren County.

We have requested a check for the security deposit of \$350 and it will arrive in just a few business days.

Thank you for considering our request to use the civic center for this event on March 10.

Sincerely,

Patricia Earnhardt Tyndall
Community Manager
The American Cancer Society

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): Patricia Earnhardt Tyndall

Applicant Address: 930-B Welness Drive City: Greenville

State: NC Zip Code: 27834 Email:
patricia.earnhardttyndall@cancer.org

Telephone: 919 418-5017 Cell Phone: same Fax:

Organization Name: The American Cancer Society Relay For Life of Warren County

Applicant Address: 930-B Welness Drive City: Greenville

State: NC Zip Code: 27834 Website: www.cancer.org

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.

Have a motivational speaker come to speak about the American Cancer Society. Lunch will be available prior to the program for a donation, but tickets will not be required or sold for the event. Volunteers will have tables set up with fundraisers, such as bake sale items and luminaria.

Event Date: March 10, 2012 Room Selection: C and kitchen

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

Estimated Attendance: ___250-plus_____

Arrival Time: (For set-up/decorating) ___9 a.m._____

Event Start Time: ___12 p.m._____

Event End Time: ___4 p.m._____ Must be Midnight or earlier. (All events must end no later than Midnight.)

Departure Time: ___6 p.m._____ Building must be cleaned and vacated no later than 1:00a.m.

Will you be serving alcohol free of charge to attendees? ___No, not serving_____

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

Will you be selling alcohol? ___No_____

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

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

Groups Permitted to Use the Warren County Armory

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

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

Meeting Date: February 6, 2012

Agenda Item # 11

SUBJECT: Extension of Interim Cooperative Extension Director Appointment

REQUESTED BY: Dr. T. Burke, Northeast District Extension Director

SUMMARY: Hiring process to fill vacancy is ongoing, therefore it is requested that the agreement with Paul Westfall as Interim Extension Director be extended through March 31, 2012. Arrangement and terms for the next three months remain the same as agreed upon previously:

58.99% (\$48,210) paid by NC State University

32.81% (\$26,814) paid by Granville County

8.20% (\$6,704) paid by Warren County

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LW*
DATE: January 31, 2012
RE: Request to Extend Interim Cooperative Extension Director's Appointment

As you are aware, Mr. Paul Westfall, Granville County's Cooperative Extension Director, was appointed effective March 15, 2011 as Interim Warren County Extension Director to fill the vacancy created by the resignation of Mr. Tyrone Fisher. Mr. Westfall was initially appointed for a three-month term through June 30, 2011. Due to our vacant position not yet being filled by NC State University, I am respectfully requesting the Board's approval to extend Mr. Westfall's interim appointment an additional three (3) months effective January 1, 2012 through March 31, 2012 at the same terms. Mr. Westfall is willing to serve in the interim capacity for three additional months. It is my understanding that Granville County is also amenable to this continued shared arrangement.

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

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

Funds to pay Warren County's share of Mr. Westfall's salary/fringes would come from lapsed salaries and fringes in the Cooperative Extension Service departmental budget.

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

cc: Dr. Travis Burke, Northeast District Extension Director
Brian Alligood, Granville County Manager
Paul Westfall, Granville County CED

Meeting Date: February 6, 2012

Agenda Item # 12-A

SUBJECT: Board / Budget Meeting Schedule

REQUESTED BY: Ken Krulik, Planner/Zoning Administrator

SUMMARY: Schedule Public Hearing to hear citizen comments regarding amendments to the Warren County Zoning Map.

Suggested date and time: March 12, 2012 at 5:45 pm.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: February 6, 2012

Item # 12-B

SUBJECT: Board / Budget Meeting Schedule

REQUESTED BY: Ken Krulik, Planner/Zoning Administrator

SUMMARY: Schedule Public Hearing to hear citizen comments regarding amendments to the Warren County Subdivision Ordinance.

Suggested date and time: March 12, 2012 at 5:30 pm.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: February 6, 2012

Item # 12-C

SUBJECT: Board / Budget Meeting Schedule

REQUESTED BY: Clerk to the Board

SUMMARY: Adopt FY 2013 Budget Meeting Schedule per attached. All meetings will be held in the Armory Civic Center, Commissioner's Meeting Room.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

WARREN COUNTY

FY 2012-13 Budget Calendar

Please note that all dates are subject to change per direction of the Board of County Commissioners

DATE	TIME/LOCATION	ACTIVITY
May 7, 2012	6 pm Armory Civic Ctr	Annual Budget Presentation to the Board of County Commissioners. Department Heads required to attend.
May 16, 2012	9 am – 4 pm Armory Civic Ctr	County Commissioners Budget Work Session
May 30, 2012	1 pm – 4 pm Armory Civic Ctr	County Commissioners Budget Work Session. Department Head presentations tentatively scheduled
June 11, 2012	6:00 pm Armory Civic Ctr	Budget Public Hearing - Held in accordance with N.C.G.S. to receive citizens' comments.
June 14, 2012	1 pm – 4 pm Armory Civic Ctr	County Commissioners Budget Work Session
June 20, 2012	6 pm Armory Civic Ctr	Special Meeting to Adopt FY 2012-2013 Budget Ordinance

Meeting Date: February 6, 2012

Item # 13

SUBJECT: Revisions to Citizens Advisory Council Land Use (CAC-LU) By-Laws

REQUESTED BY: Ken Krulik, Planning/Zoning Administrator

SUMMARY: Proposed revisions to the CAC-LU By-Laws are submitted for Board's review and adoption.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:





Planning/Zoning and Code Enforcement Department
542 West Ridgeway Street
Warrenton, NC 27589
(PH) 252-257-7027 (FX) 252-257-1083

BYLAWS OF THE WARREN COUNTY CITIZEN'S ADVISORY COUNCIL-LAND USE

I – Function:

- ◆ The Warren County Citizen's Advisory Council-Land Use (hereafter referred to as the CAC-LU in this document) shall adhere to the powers and duties described in these Bylaws, revised as of this day-_____, 2012
- ◆ The CAC-LU shall meet and elect a chairperson and vice-chairperson within 30 days after appointment to the CAC-LU. The term of the chairperson and vice-chairperson shall be one year, with eligibility of reelection. The CAC-LU shall keep a record of its members' attendance and of its resolutions, discussions, findings and recommendations, and shall be a public record.
- ◆ The CAC-LU shall meet when necessary and in accordance with the provisions of North Carolina General Statutes - Section 143, Article 33C, "Public Meetings Laws". There shall be a quorum of four members for the purpose of taking any official action.
- ◆ The CAC-LU is appointed to act as an advisory body on zoning, land use and growth management matters to the Warren County Board of Commissioners, and will be afforded the flexibility to present information related to the work of CAC-LU both formally at regular Board of Commissioners' meetings and informally with individual Commissioners, with the concurrence of the CAC-LU Chair and/or CAC-LU Secretary.
- ◆ CAC-LU members serve at the pleasure of the Warren County Board of Commissioners and their terms shall run concurrent with County Commissioners who appointed them, unless a newly elected County Commissioner determines to maintain the CAC-LU member for their district and in that instance the term of the CAC-LU member is concurrent with the newly elected Commissioner.

II - Powers and Duties:

- ◆ The Powers and Duties of the CAC-LU shall include:
 - A. Research into an updated Comprehensive Development Plan (Land Use Plan), based on the adopted March 11, 2002 document, for Warren County (not inclusive of the Towns of Norlina and Warrenton and their respective Extraterritorial Jurisdiction (ETJ), but including and with agreement by the Town of Macon), to form recommendations to the Warren County Board of Commissioners,
 - B. Research, development, and review of Warren County's Comprehensive Development Plan (Land Use Plan) as related to the duties and responsibilities of the CAC-LU in order to form recommendations to the Warren County Board of Commissioners,
 - C. Presenting said recommendations to the Warren County Board of Commissioners for review, consideration, and potential action, and
 - D. To hear and decide all matters referred to it or upon which it is required to conduct its work as the CAC-LU of Warren County North Carolina.

III – Election of Officers:

- ◆ The CAC-LU shall elect a chairperson and a vice-chairperson from among its members.
- ◆ All officers may succeed themselves.
- ◆ Vacancies in office shall be filled immediately for the un-expired term by appointment of the Board of Commissioners for the officer.

IV - Duties of Officers:

- ◆ The *Chairperson* will:
 - A. Preside at all meetings of the CAC-LU and shall be a non-voting member of the CAC-LU (eight member Council). If a full board is not present and there is a quorum with an even number of CAC-LU members present, in the event of a tie vote the Chairperson shall be permitted to vote on the action item under consideration.
 - B. Decide all points of order or procedure.
 - C. Transmit and certify all reports and recommendations of the CAC-LU to the Warren County Board of Commissioners, Warren County Planning Board, and Warren County Board of Adjustments as necessary.
- ◆ The *Vice-Chairperson* will:
 - A. Assume the duties of the chairperson when the chairperson cannot preside.
- ◆ The *Secretary*, who is the County staff member from the Warren County Planning/Zoning and Code Enforcement Department, shall:
 - A. Keep minutes of the CAC-LU meetings in proper form for the approval of the CAC-LU at its next regular meeting.
 - B. Mail notices of regular meetings of the CAC-LU, with a copy of the agenda, in accordance with these rules.
 - C. Give notice of special meetings called in accordance with North Carolina Open Meetings Law.
 - D. Maintain all files, records, and correspondence of the CAC-LU.
- ◆ Should either the Chairperson or Vice-Chairperson be unable to preside at a meeting, the Secretary (County staff member) shall act as Chairperson for that meeting only, or until such time as the Chairperson or Vice-Chairperson can resume their responsibilities.
- ◆ Should the Secretary be unable to attend a meeting, the Planning and Zoning Administrator (or his/her designee) or Assistant Planner (or his/her designee) with the concurrence of the Chairperson of the CAC-LU, shall appoint an acting secretary to record and prepare the minutes.

V – Meetings:

- ◆ The CAC-LU will hold regular monthly meetings on the 1st Monday of the month at 10:00 AM in the Planning/Zoning and Code Enforcement Department conference room, unless circumstances determine otherwise when the date and time of CAC-LU meeting would need to change to facilitate the upcoming meeting requirements. If a scheduled meeting should fall on a holiday, the meeting will be held on the following Thursday. Should it be deemed appropriate and necessary, said meetings may be held in an area of the County where a particular issue/area of focus is under discussion by the CAC-LU.
- ◆ Additional meetings may be held with the agreement of a quorum of the members (determined to be four (4) voting members) of the CAC-LU at a regular meeting, where all absent members are notified of the time and place of any additional meetings.
- ◆ The Chairperson may call special meetings, provided that a minimum 72 hour notice is given each CAC-LU member.
- ◆ The Warren County Clerk of the Board of Commissioners shall be notified of all regular meetings, additional or special meetings of the CAC-LU.
- ◆ All CAC-LU meetings shall be open to the public, except for executive sessions convened in strict conformance with North Carolina General Statutes.
- ◆ If several members notify the group of their inability to attend a meeting and a quorum cannot be met, the chairperson may dispense with a meeting by giving written or oral notice to all members. The public shall be notified of any such cancellation to the maximum extent feasible.

- ◆ A quorum shall consist of a majority (defined as four (4)) of the voting members as the Chairperson is non-voting member), excluding any unfilled vacancies.
- ◆ In the absences of a quorum, business shall be conducted with a minimum of three voting members or three voting members and the Chair or Vice Chair present with the same Powers and Duties as stated under Section IV of these Bylaws.
- ◆ In all matters, effort shall be made to formulate a consensus. Should a consensus not be possible, or in the absence of a quorum of voting members, the vote of a majority of the members present and voting shall decide issues before the CAC-LU. All plans, reports, and recommendations of the CAC-LU must be approved by at least a majority of its members.
- ◆ Should a CAC-LU member be unable to attend a meeting where action items are on the agenda, a written proxy vote may be submitted with copy to both the CAC-LU Chair and CAC-LU Secretary, for those action items identified on the meeting agenda for that date as set by the CAC-LU. Said proxy vote will be counted and recorded in the meeting minutes as pertains to the agenda items for that particular meeting only. In each instance where a proxy is necessary, a new proxy must be submitted to both the CAC-LU Chair and CAC-LU Secretary in advance of the upcoming meeting date.

VI - Rules of Conduct for Members:

- ◆ Members of the Board may be removed for violations of the rules stated below.
 - A. Attendance at meetings of the CAC-LU and conscientious performance of the duties required of the members of the CAC-LU shall be considered a prerequisite to continuing membership on the CAC-LU.
 - B. Personal illness, family illness or death or required attendance at a work related function will be considered acceptable reasons for absence.
 - C. If three consecutive meetings are missed without communication to staff of a reason as indicated in this section, then that member shall be replaced through procedure of the Board of Commissioners and CAC-LU.
 - D. **CONFLICT OF INTEREST:** No CAC-LU member shall take part in a hearing, consideration, or determination of any matter in which he/she has direct financial interest or advancement. Any member, who has such an interest in matters under consideration by the CAC-LU, shall declare such interest prior to any consideration of the matter or as soon as such an interest becomes apparent to the member.
 - E. Unless determined otherwise by the CAC-LU, Roberts Rules of Order shall preside inclusive of a record of voting by roll call.

VII - Changes to the Bylaws:

- ◆ No changes shall be made to the Bylaws without the affirmative vote of a majority of the CAC-LU and with formal adoption of the Warren County Board of Commissioners.

VIII - Agenda for a Meeting of the CAC-LU:

- ◆ The agenda for regular meetings shall be prepared by the Secretary of the CAC-LU with the assistance and concurrence of the CAC-LU Chairperson.
- ◆ To the maximum extent feasible, the agenda shall be mailed not less than seven (7) days prior to a regular meeting to each CAC-LU member. Copies of the agenda will be made available to the Clerk of the Board of Commissioners and to the local press.
- ◆ The agenda shall consist of the following (per the Powers and Duties of the CAC-LU):
 - A. Any item which the Board of Commissioners, CAC-LU, Planning Board, or Board of Adjustments has requested to be studied/acted upon.
 - B. Any item which any member of the CAC-LU has requested at a prior meeting.
 - C. Any item which any member of the County Planning staff (Planning and Zoning Administrator and/or Assistant Planner) has requested to be considered.
 - D. Any item which any member of the public has requested to be considered, in writing, which falls within the powers and duties of the CAC-LU.
 - E. Any item that requires specific action by the CAC-LU, after all materials required have been submitted, reviewed and deemed complete by professional staff.

F. Any item specifically held over from a previous meeting of the CAC-LU.

- ◆ Materials submitted after the agenda has been prepared may be presented by a person appearing at the regular meeting of the CAC-LU. These materials may be presented after all regular agenda items have been considered, unless by majority vote of the members present, the CAC-LU elects to amend the official agenda and permit presentation of unlisted items in any order determined by the CAC-LU. No official action shall be taken on any item not submitted as part of the regular agenda, unless the CAC-LU, by a majority of votes, determines such action is necessary for the public health, safety or welfare of the community.

IX – Committees:

- ◆ The CAC-LU or its Chairperson may establish sub-committees of the CAC-LU and assign each committee specific Chair/Vice-Chair, duties and functions.
- ◆ The Chairperson of the CAC-LU may designate the chairperson for any such committee from the CAC-LU members and may appoint members to such committees. The members of the CAC-LU may volunteer for committees of their choice. The members of the CAC-LU may agree to allow additional non-CAC-LU members to serve on such committees. The chairperson of such a committee may select members to fill vacancies on committees as they occur.
- ◆ When it is deemed advisable, a committee may seek technical assistance or professional advice from individuals who are not members of the committee, provided that any expenditure of funds for such consultation (if required) shall be in accordance with Warren County's Budget and Policies and Policies/Procedures.

X – Records:

- ◆ The Secretary shall maintain a file of all studies, plans, reports, recommendations, and minutes made by the CAC-LU in the discharge of its duties and responsibilities.
- ◆ All records and adopted minutes of the CAC-LU shall be a public record.

Ulysses S. Ross, Chairman
Warren County Board of Commissioners

Date Adopted

Attest:

Angelena Kearney-Dunlap, Clerk to the Board
Warren County Board of Commissioners

Meeting Date: February 6, 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: Various

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

RE: Notice of Contracts/Agreements Approved by the County Manager

Pursuant to the contracting authority granted to me by the Board of County Commissioners, please be advised that I have approved the following contractual agreements on behalf of Warren County:

Sheriff's Department

NC Department of Public Safety
Secretary Reuben F. Young

This Agreement allows Warren County to participate in the Statewide Misdemeanant Confinement Program that was created by the Legislature to provide housing for misdemeanants serving sentences of more than 90 days and up to 180 days in local confinement facilities. Misdemeanants with impaired driving offenses are excepted from this program. The program has evolved from the initial drafts of the legislation which would have sent the misdemeanants to us with no reimbursement to the current adopted legislation which provides for counties with available beds to receive a per diem for the extra prisoners to cover all expenses incurred for housing, care, supervision, transportation and other related expenses. We have our State Association to thank for lobbying on our behalf to have the legislation amended to favor counties. (See attached article from the January issue of CountyLines.) Sheriff Williams and I agree that participation in this program could be financially beneficial for Warren County.

Human Resources Department

Mark Knuckles Associates, Inc.
P.O. Box 2246
Hickory, NC 28603-2246

This is a contract for Human Resources Management Consultation Services with Mark Knuckles Associates, Inc. Services to be provided on an as-needed basis include: technical assistance, consultation and training relating to human resource management and compliance with Wage and Hour and Employment Discrimination Laws. Funds are budgeted in the County Attorney's departmental budget to accommodate any expenditures for the listed services.

General County

BlueCross BlueShield of NC

This is the Agent Fees Collection Agreement between Blue Cross and Blue Shield of NC, Hill, Chesson & Woody Employee Benefit Services, LLC, and Warren County. The previous agreement with BB&T Insurance has been replaced with this new agreement with Hill, Chesson & Woody, our new Brokerage Firm. The fee for services remains the same as the previous fee with BB&T and is billed as part of our monthly BCBS insurance premium. This expense is budgeted in the health insurance lines in the various County departments/agencies with covered employees.

Hill, Chesson & Woody Employee Benefit Services, LLC
194 Finley Golf Course Rd., Suite 200
Chapel Hill, NC 27517

This is the Service Agreement and Business Associate Agreement with Hill, Chesson & Woody the County's new Brokerage Firm for the provision of services associated with the management and administration of the County's employee benefits program. The fee for services is calculated as a percentage of the County's annual health/dental insurance premium.

Senior Center

PBH
4855 Milestone Avenue
Kannapolis, NC 28081

This is the Memorandum of Agreement between PBH and Warren County to ensure continuity of care and appropriate payment for services rendered by providers during the transition of Five County Mental Health Authority consumers to PBH.

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

Attachments

**47 page document has been
provided under separate cover.**



Meeting Date: February 6, 2012

Agenda Item # 14-B

SUBJECT: County Manager's January 2012 Report

REQUESTED BY: County Manager Linda T. Worth

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

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



RE: January Status Report

Following is a recap of my work activities for the month of January 2012:

Administration

- New Year's Day Holiday (1/2/12)
- Prepared for and attended Board of Commissioners Regular meeting (1/3/12)
- Prepared for and attended meeting with WWTP partners to discuss Asset Management Plan (1/4/12)
- Mtg. with representatives from Vance and Franklin Counties to discuss proposed plan for a regional PSAP Back-Up Center (1/6/12)
- Mtg. with Senior Center Director and HR Manager to discuss a personnel matter (1/6/12)
- Conference call with Hill, Chesson & Woody staff and HR Manager (1/9/12)
- Prepared for and attended Board of Commissioners Special meeting (1/9/12)
- Mtg. with Interim Cooperative Extension Director to discuss BCBS Foundation Grant (1/10/12)
- Mtg. with Fleet Manager and Accounting Manager to discuss County Fleet Program budget comparisons (1/11/12)
- Mtg. with Mr. B. Kearney to discuss initiatives surrounding environmental justice activities in Warren County (1/12/12)
- Mtg. with Mr. M. Yandle of NC Rural Communities Assistance Program to discuss providing assistance to help establish a WWTP Advisory Board (1/12/12)
- Dr. M. L. King, Jr. Holiday (1/16/12)
- Mtg. with Finance Director and others to discuss FY 11 Audit Report (1/17/12)
- Mtg. with Economic Development Director to discuss status of ongoing activities and projects (1/17/12)
- Mtg. with Economic Development Director and representatives of Raleigh Area Development Authority to discuss economic development initiatives (1/17/12)
- Prepared for and attended Board of Commissioners Budget Goals Setting Work Session (1/18/12)

- Attended Public Utilities District 3, Phase 3 progress meeting (1/19/12)
- Mtg. with representatives of Hill, Chesson & Woody and HR Manager (1/23/12)
- Attended Farm Service Agency Public Meeting (1/24/12)
- Prepared for and conducted Department Heads monthly meeting (1/25/12)
- Attended meeting with Vance and Franklin County representatives, Coms. Downey and Baker, and Warren County 911 staff to discuss proposed regional Back-Up PSAP (1/27/12)

Project Updates

Construction/Renovation Projects

EMS Satellite Facility #2

The plumbing has been installed and inspected, the concrete floor has been poured and the framing of exterior walls has commenced at EMS satellite facility #2. The facility is now approximately 20% complete. We have had very good weather which has allowed us to move this construction forward with no delays.

In-House Repair & Renovation Projects

Construction of a handicapped ramp at the additional building leased for the Senior Center is 100% 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. CI has granted permission to allow this project to remain open until a handicapped ramp can be constructed at one of the homes. We are moving forward to have the ramp constructed so close-out can take place on or before March 6, 2012.

Ephraim Place Subdivision CDBG Housing Project

Warren Family Institute is still working diligently to identify 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. CI has granted the County a short-term extension to 3/31/12 to have the housing units constructed and occupied by low and moderate income persons and the close-out documents submitted to their office by March 31, 2012. If this does not happen, CI may request the County to repay the CDBG funds in the amount of \$190,000 allocated for this project.

Adjourn

February 6, 2012
Regular Meeting

