



*WARREN COUNTY
BOARD OF COMMISSIONERS*

*March 5, 2012 Meeting
Rescheduled Date:*

Monday, March 12, 2012

*5:15 pm Public Hearing
5:30 pm Public Hearing
5:45 pm Public Hearing
6:00 pm Regular Meeting*

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

5:15 pm
Public Hearing

**2011 (CDBG)
Community Development
Block Grant**

**Scattered Sites Housing
Program**

5:15 Public Hearing

Agenda

- 1. Chairman or designee call Public Hearing to Order**
- 2. Clerk to the Board Read Notice of Public Hearing**
- 3. CDBG 2011 Scattered Sites Housing Program Overview by Julie Reid or Karen Foster, Kerr Tar COG - CDBG Grants Administrators**
- 4. Citizen Comments**
- 5. County Manager and/or Commissioner Comments**
- 6. Adjourn Public Hearing**

5:15 pm
Public Hearing

**NOTICE OF PUBLIC HEARING
COMMUNITY DEVELOPMENT BLOCK GRANT
COUNTY OF WARREN**

Notice is hereby given that on Monday, March 12, 2012, the Warren County Board of Commissioners will hold a Public Hearing as per the requirements of the N.C. Community Development Block Grant (CDBG) Program, at 5:15 P.M. at the Warren County Armory Civic Center located at 501 US Hwy 158 Business-East, Warrenton, NC 27589.

The primary purpose of the NC CDBG Program is to provide grants to local governments to develop viable communities by providing decent housing, suitable living environments and expanding economic opportunities, principally for persons of low and moderate income.

This is the second Public Hearing for the submission of the 2011 Community Development Block Grant Application. The purpose of the Public Hearing is to review the contents of the application prior to submitting to the N.C. Division of Community Assistance for consideration.

During this hearing, the following properties will be presented for inclusion in the 2011 Community Development Block Grant:

Reconstruction:

- 172 E Kearney Road, Warrenton
- 127 Edgerton-Bryant Road, Warrenton
- 202 Carrie Dunn Road, Wise

Rehabilitation

- 283 Axtell-Ridgeway Rd, Norlina

Alternates/Reconstruction

- 600 Tutelo Road, Warrenton
- 311 NC Hwy 43, Warrenton
- 1187 Old Macon Hwy, Macon
- 365 Tuscarora Road, Warrenton

Alternate/Substantial Rehabilitation

- 180 Davis Hyman Road, Norlina

Alternates/Rehabilitation

- 1937 Lickskillet Road, Warrenton
- 607 Ernest Turner Road, Warrenton
- 634 Ernest Turner Road, Warrenton
- 556 Ridgeway Warrenton Road, Norlina
- 108 Coplin Quarter Road, Warrenton
- 401 Division Street, Norlina

All interested citizens are invited to attend the Public Hearing. Assistance or special aids for the handicapped are available upon request prior to meetings. Warren County uses the state TDD number which is 1-800-735-2962. Questions or comments concerning this Public Hearing or the Community Development Block Grant Program should be addressed to:

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

Warren County does not discriminate due to age, sex, familial status, religious preference, handicap, national origin, sexual preferences, race color or creed.

Warren County is an equal opportunity employer and service provider and invites underutilized businesses as well as businesses that are owned by or who utilizes the employment of women and or minorities to inquire about and bid on work.

Esta información está disponible en español o en cualquier otro idioma que necesita. Por favor, póngase en contacto con Kristie Harris al 1-252-257-5000 o Hilda Benedict al 1-252-257-1185 para esta solicitud.



**Overview of 2011 CDBG
Grant Application
by
Julie Reid or Karen Foster
Kerr Tar COG Grant
Administrators**

Timothy M. Baynes
Executive Director

**Member
Governments**

COUNTIES

Franklin
Granville
Person
Vance
Warren

MUNICIPALITIES

Bunn
Butner
Creedmoor
Franklin
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: February 28, 2012

RE: 2011 Community Development Block Grant
Submission Date: March 30, 2012

The County of Warren is eligible to submit a 2011 CDBG grant application for Scattered Site housing rehabilitation and/or reconstruction. This grant cycle began with the release of the application and guidelines in December 2011 and ends on March 20, 2012 with the submission of the proposed projects.

Awardees are eligible to receive \$400,000 to cover both the administrative cost associated with administering the project and the hard cost associated with the actual construction/rehabilitation of the identified dwellings. Allowed cost includes housing rehabilitation and reconstruction; as well as emergency repairs.

This is the second of the required two public hearings to be held in accordance with making application. During this hearing, the eligible properties are being presented for inclusion in the 2011 Community Development Block Grant, with the understanding that several other eligibility components must be verified/re-verified and qualifications met prior to the beginning of construction. Please note that this will dictate the order in which dwellings receive service and could possibly change the category in which the dwellings are being presented tonight.

For the purposes of this application, Warren County residents were made aware of the application process through advertisement in the Warren Record. Applications were placed strategically throughout the county at public offices to allow easier access for applicants. Of those who applied, fifteen applicants met the income guidelines and their homes were assessed for program suitability.

The Housing Selection Committee convened on February 22, 2012 to review all eligible housing application surveys and to rank them according to need and household make up. The following properties are being presented in the categories found to be most suitable for them at the time of application; taking into account funding, estimate cost for repairs/reconstruction, household characteristics, and dwelling needs.

Reconstruction:

- 172 E Kearney Road, Warrenton
- 127 Edgerton-Bryant Road, Warrenton
- 202 Carrie Dunn Road, Wise

Rehabilitation

- 283 Axtell-Ridgeway Rd, Norlina

Alternates/Reconstruction

- 600 Tutelo Road, Warrenton
- 311 NC Hwy 43, Warrenton
- 1187 Old Macon Hwy, Macon
- 365 Tuscarora Road, Warrenton

Alternate/Substantial Rehabilitation

- 180 Davis Hyman Road, Norlina

Alternates/Rehabilitation

- 1937 Licksillet Road, Warrenton
- 607 Ernest Turner Road, Warrenton
- 634 Ernest Turner Road, Warrenton
- 556 Ridgeway Warrenton Road, Norlina
- 108 Coplin Quarter Road, Warrenton
- 401 Division Street, Norlina

A copy of the proposed budget is also attached for your review.

The action required tonight by the Board of Commissioners is approval to submit the application on behalf of the County of Warren with the recommended properties.

Project Budget for C-1 Activities		Name of Applicant: Warren County	
1. CDBG Grant Amount Requested			\$400,000.00
2. Program Income			0
3. Subtotal CDBG Resources			0
4. Other Funds			0
5. Total Project Resources			\$400,000.00
6. Activity	7. CDBG Costs	8. Other Costs	9. Total Project Costs
a. Acquisition			
b. Disposition			
c. Public facilities and improvements			
(1) Senior and handicapped centers			
(2) Parks, playgrounds and recreation facilities			
(3) Neighborhood facilities			
(4) Solid waste disposal facilities			
(5) Fire protection and equipment			
(6) Parking facilities			
(7) Public utilities other than water and sewer			
(8) [Reserved]			
(9) Street improvements			
(10) Flood and drainage improvements			
(11) Pedestrian improvements			
(12) Other public facilities			
(13) Public sewer improvements			
(14) Public water improvements			
d. Clearance activities			
e. Public services			
f. Relocation assistance			
g. Construction, rehabilitation and preservation activities			
(1) Construction or rehabilitation of commercial and industrial buildings			
(2) Rehabilitation of privately owned dwellings			
a. Rehabilitation	20,000.00		20,000.00
b. Reconstruction	280,000.00		280,000.00
c. Clearance	27,000.00		27,000.00
d. Temporary Relocation Expenses	15,000.00		15,000.00
(3) Rehabilitation of publicly owned dwellings			
(4) Code enforcement			
(5) Historic preservation			
h. Development financing			
(1) Working capital			
(2) Machinery and equipment			
i. Removal of architectural barriers			
j. Other activities			
k. SUBTOTAL	\$342,000.00	\$	\$342,000.00
l. Planning (should not exceed \$7,000)		7,000.00	7,000.00
m. Administration		51,000.00	51,000.00
n. TOTAL	\$400,000.00	\$	\$400,000.00

Public Hearing Procedures

This hearing is being held to hear any persons who wish to be heard relative to submission of the CDBG 2011 Scattered Sites Housing Program Grant Application.

RULES:

- Please sign up to speak
- The maximum time allotted to each speaker will be five minutes.
The Clerk to the Board will keep time.
- Any group of people who support or oppose the same position should designate a spokesperson.
- Please address only those items which might not have been addressed by a previous speaker
 - Order and decorum will be maintained
 - Two questions are allowed from each speaker.

*Warren County
Board of Commissioners*



**Comments from
County Manager
and/or
Board of Commissioners**



Adjourn

5:15 pm

Public Hearing

5:30 pm
Public Hearing

Amendments
to the
Warren County
Subdivision Ordinance

5:30 Public Hearing

Agenda

1. Chairman or designee call Public Hearing to Order
2. Clerk to the Board Read Notice of Public Hearing
3. Overview of Text Amendments to the Warren County Subdivision Ordinance by Ken Krulik, Planner/Zoning Administrator
4. Citizen Comments
5. County Manager and/or Commissioner Comments
6. Adjourn Public Hearing

5:30 pm
Public Hearing

Warren County Board of Commissioners Public Hearings

Notice is hereby served that the Warren County Board of Commissioners has scheduled public hearings for Monday, March 12, 2012, to hear citizen comments regarding proposed:

*** 5:30 pm text amendment to the Warren County Subdivision Ordinance**

5:45 pm amendments to the Official Zoning Map of Warren County to correct four properties zoned as RL (Residential Lakeside) as of the September 6, 2011 zoning map update, to LB (Lakeside Business) zoning district.

All meetings will be held in the Warren County Armory Civic Center – Meeting Room, 501 US Hwy 158 Business East, Warrenton, NC.

All interested citizens are urged to attend these meetings. For further information, contact:

Ken Krulik, AICP CZO
Planning and Zoning Administrator
542 West Ridgeway Street
Warrenton, North Carolina 27589
(252) 257-7027
kkrulik@co.warren.nc.us

Ulysses S. Ross, Chairman
Warren County Board of Commissioners



**Overview of Amendments to
The Warren County
Subdivision Ordinance
By
Ken Krulik
Planner/Zoning Administrator**

ARTICLE VIII

DEFINITIONS

Section 801 DEFINITIONS

Section 801.1 "SUBDIVISION" DEFINED: For the purpose of this ordinance, "subdivision" means all divisions of a tract or parcel of land into two or more lots, building site, or other divisions for the purpose of sale, lease, or building development (whether immediate or future) and includes all divisions of land involving the dedication of a new street or a change in existing streets; however, the following is not included within this definition and is not subject to any regulations enacted pursuant to this ordinance:

- **Combination/Recombination** - The combination or recombination of portions of previously subdivided and recorded lots where the total number of lots is not increased and the resultant lots are equal to or exceed the standards of the County as shown by the regulations prescribed by this ordinance, shall be exempt
- **Divisions Greater Than Ten (10) Acres** - The division of land into parcels greater than ten (10) acres where no street right-of-way dedication is involved shall be exempt.
- **Public Acquisitions/Right-of-Way** - The public acquisition by purchase of strips of land for the widening or openings of street shall be exempt.
- **Lots Of Record Not Platted** - Lots of record which were recorded by a deed in the Warren County Courthouse prior to the adoption of the subdivision ordinance may have a plat prepared and recorded.
- **Cemetery Lots** - Individual cemetery plots may be platted and recorded that do not meet the minimum lot size requirement of the zoning district in which it exists; however, the cemetery shall comply with the applicable zoning district regulations.
- **Utility Easements/Lease Agreements** - Utility easements shall be shown on subdivision plats as required by this ordinance; however, utility easements and utility lease agreements for distribution boxes or structures shall be exempt from the subdivision regulations.
- **Conservation Easements**
- **Estate Exclusion** - A voluntary partition of land or subdivision of land made for dividing the estate of a decedent among his/her heirs, whether the decedent died testate or intestate. In the event of a transfer or division of an estate in which interior parcels do not abut a public road, each such parcel must have an approved access to a public road with a minimum of a fifty (50) foot right-of-way.

Section 802 OTHER DEFINITIONS: For the purpose of this ordinance, certain words or terms used herein shall be defined as follows:

- ALLEY** - A minor right-of-way privately or publicly owned, primarily for service access to the back or side of properties.
- BUFFER STRIP** - A solid fence or wall, or a planted strip at least five (5) feet in width composed of deciduous and/or evergreen trees spaced not more than ten (10) feet apart, and not less than one (1) row of dense shrubs spaced not more than five (5) feet apart, which shall be established maintained in perpetuity by the owner of the property whenever required under the terms and provisions of this ordinance.
- BUILDING SETBACK LINE** - A line parallel to the front property line in front of which no structure shall be erected.
- CORNER LOT** - A lot, which abuts the right-of-way of two (2) streets at their intersection.
- DEDICATION** - A gift, by the owner, or a right to use of land for a specified purpose or purposes. Because a transfer of property rights is entailed, dedication must be made by written instrument and is completed with an acceptance.
- DOUBLE FRONTAGE LOT** - A continuous (through) lot, which is accessible from both streets upon which it fronts.
- EASEMENT** - A grant by the property owner of a strip of land for a specified purpose and use by the public, a corporation, or persons.
- LOT**- A portion of subdivision, or any other parcel of land, intended as a unit for transfer of ownership or for development or both.
- LOT OF RECORD** - A lot which is part of a subdivision, a plat of which has been recorded in the Office of Register of Deeds of Warren County prior to the adoption of this ordinance; or a lot described by metes and bounds, the description of which has been so recorded prior to the adoption of this ordinance.
- OFFICIAL MAPS** - Any maps or plans officially adopted by the County Commissioners as a guide to the development of the County of Warren.
- OPEN SPACE** - An area (land and/or water) generally lacking in man-made structures and reserved for enjoyment in its unaltered state.
- PLANNED UNIT DEVELOPMENT** - *The planned unit development of at least **one hundred (100) two (2)** acres designed to provide for developments incorporating a single type or a variety of residential, commercial, industrial, and related uses which are planned and developed as a unit. Such development may consist of individual lots or common building sites to affecting the long-term value of the entire development.*
- PLANNING BOARD** - The Planning Board of Warren County.
- PLAT** - A map or plan of a parcel of land, which is to be or has been subdivided.
- PRIVATE DRIVEWAY EASEMENT** - A roadway serving three (3) or fewer lots (50 feet wide), building sites or other division of land and not intended, for public ingress or egress.
- PRIVATE STREET** - An undedicated private right-of-way, which affords access to abutting properties and requires a subdivision streets disclosure statement in accordance with G.S. 136-02.6.
- PUBLIC SEWAGE DISPOSAL SYSTEM** - A system serving two (2) or more dwelling units and approved by the Warren County Division of the District Health Department and the North Carolina Department of Natural and Economic Resources.

•**PUBLIC WATER SUPPLY** - A Public Water system means a system for the provision to the public of piped water for human consumption if such system has at least 15 service connections or regularly serves and average of at least 25 individuals daily at least 60 days out of the year. Such term includes:

- ◆ any collection, treatment, storage, and distribution facility under control of the operator of such system and use primarily in connection with such systems; and
- ◆ any collection of pre-treatment storage facility not under such control which is used primarily in connection with such systems.

A public water system is either a "community water system" or a "non-community water system." A Community Water System means a public water system, which serves at least 15 service connections or regularly serves at least 25 year-round residents. Non-community Water System means a public water system, which is not a community water system.

•**RECREATION AREA OR PARK** - An area of land or combination of land and water resources that is developed for active and/or passive recreation pursuits with various man-made features that accommodate such activities.

•**RESERVATION** - A reservation of land does not involve any transfer of property rights. It simply constitutes an obligation to keep property free from development for a stated period of time.

•**SINGLE-TIER LOT** - A lot which backs upon limited access highway, a railroad, a physical barrier, or another type of land use and which access from the rear is usually prohibited.

•**STREET** - A dedicated and accepted public right-of-way for vehicular traffic. The following classification shall apply.

•**RURAL ROADS**

- ◆ **Principal Arterial** - A rural link in a network of continuous routes serving corridor movements having trip length and travel density characteristics indicative of substantial state-wide or interstate travel and existing solely to serve traffic. This network would consist of Interstate routes and other routes designed as principal arterials.
- ◆ **Minor Arterial** - A link in a network adjoining cities and larger towns and providing intrastate and undercount service at relatively high (55 mph) overall travel speeds with minimum interference through movement. This network would primarily serve traffic.
- ◆ **Major Collector** - A road, which serves major intra-county travel corridors and traffic generators and provides access to the arterial system.
- ◆ **Minor Collector** - A road, which provides service to small local communities and links the locally important traffic generators with their rural hinterland.
- ◆ **Local Road (Local Street)** - A local road serves primarily to provide access to adjacent land and for travel over relatively short distances.

•**SPECIFIC TYPE RURAL OR URBAN STREET**

- ◆ **Cul-de-sac** - A cul-de-sac is a short street having but one end open to traffic and the other end being permanently terminated and a vehicular turn-around provided.

◆ **Frontage, Road (Marginal Access)** - A frontage road is a local street or road that is parallel to a full or partial access controlled facility and functions to provide access to adjacent land.

◆ **Alley** - A strip of land owned publicly or privately, set aside primarily for vehicular service access to the back or side of properties otherwise abutting road which serves traffic with full or partial control of access and generally with grade separations at intersections; however, infrequent at-grade crossing may be permitted.

◆ **Freeway (Limited Access)** - A freeway is a divided street or road, which serves through traffic with full control of access and with grade separations at intersections.

• **SUBDIVIDER** - A person, firm, or corporation who subdivides or develops any land deemed to be subdivision as herein defined.

• **TECHNICAL REVIEW COMMITTEE** - A committee established to review minor subdivisions to insure compliance with standards established by this ordinance. The Technical Review Committee shall be composed of the following: (a) Planning Director/Zoning Administrator (b) Environmental Health Specialist and, (c) Public Works Director

WORD INTERPRETATION - For the purpose of this ordinance, certain words shall be interpreted as follows:

Words used in the present tense include the future tense.

Words used in the singular number include the plural, and words used in the plural number include the singular, unless the natural construction of the wording indicates otherwise.

The word "person" includes firm, association, corporation, trust and company, as well as an individual.

The words "used for" shall include the meaning "designed for."

The word "structure" shall include the word "building."

The word "lot" shall include the words "plot," "parcel," or "tract."

The word "shall" is always mandatory and not merely directory.

Public Hearing Procedures

This hearing is being held to hear any persons who wish to be heard relative to Text Amendments to the Warren County Subdivision Ordinance.

RULES:

- Please sign up to speak
- The maximum time allotted to each speaker will be five minutes.
The Clerk to the Board will keep time.
- Any group of people who support or oppose the same position should designate a spokesperson.
- Please address only those items which might not have been addressed by a previous speaker
 - Order and decorum will be maintained
 - Two questions are allowed from each speaker.

*Warren County
Board of Commissioners*



**Comments from
County Manager
and/or
Board of Commissioners**



Adjourn

5:30 pm

Public Hearing

**Amendments
to the
Official Zoning Map
Of
Warren County**

5:45 Public Hearing

Agenda

1. Chairman or designee call Public Hearing to Order
2. Clerk to the Board Read Notice of Public Hearing
3. Overview of amendments to the Official Zoning Map of Warren County to correct four properties zoned as RL (Residential Lakeside) to LB (Lakeside Business) zoning district by Ken Krulik, Planner/Zoning Administrator
4. Citizen Comments
5. County Manager and/or Commissioner Comments
6. Adjourn Public Hearing

5:45 pm
Public Hearing

Warren County Board of Commissioners Public Hearings

Notice is hereby served that the Warren County Board of Commissioners has scheduled public hearings for Monday, March 12, 2012, to hear citizen comments regarding proposed:

5:30 pm text amendment to the Warren County Subdivision Ordinance

*** 5:45 pm amendments to the Official Zoning Map of Warren County to correct four properties zoned as RL (Residential Lakeside) as of the September 6, 2011 zoning map update, to LB (Lakeside Business) zoning district.**

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All interested citizens are urged to attend these meetings. For further information, contact:

Ken Krulik, AICP CZO
Planning and Zoning Administrator
542 West Ridgeway Street
Warrenton, North Carolina 27589
(252) 257-7027
kkruklik@co.warren.nc.us

Ulysses S. Ross, Chairman
Warren County Board of Commissioners



**Overview of Amendments
to the
Official Zoning Map of
Warren County
By
Ken Krulik
Planner/Zoning Administrator**

Property to be corrected
RL (Residential Lakeside) Zoning District
To LB (Lakeside Business) Zoning District





Public Hearing Procedures

This hearing is being held to hear any persons who wish to be heard relative to proposed Amendments to the official Zoning Map of Warren County.

RULES:

- Please sign up to speak
- The maximum time allotted to each speaker will be five minutes.
The Clerk to the Board will keep time.
- Any group of people who support or oppose the same position should designate a spokesperson.
- Please address only those items which might not have been addressed by a previous speaker
 - Order and decorum will be maintained
 - Two questions are allowed from each speaker.

*Warren County
Board of Commissioners*



**Comments from
County Manager
and/or
Board of Commissioners**



Adjourn

5:45 pm

Public Hearing



NOTICE OF MEETING DATE CHANGE

Warren County Board of Commissioners

Notice is hereby given that the Warren County Board of Commissioners regular scheduled March 5, 2012 meeting is rescheduled to Monday – March 12, 2012 in the Armory Civic Center.

Public Hearings will start at 5:15 pm.

**Ulysses S. Ross, Chairman
Warren County Board of Commissioners**



Call to Order March 12, 2012
Monthly Meeting
By
Chairman or Designee

Agenda Item # 2
Moment of Silence

Agenda Item # 3
Conflict of Interest Disclaimer

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



Agenda Item # 4

Citizen Comments

Rules for Citizen Comments

Please sign up to speak.

The maximum time allotted to each speaker will be five (5) 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: March 12, 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

*SUGGESTED AGENDA
FOR*

*March 12, 2012 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
Armory Civic Center
WARRENTON, NORTH CAROLINA*

**5:15 pm Public Hearing - CDBG 2011 Scattered Sites Housing Program
5:30 pm Public Hearing - Text Amendment to Subdivision Ordinance
5:45 pm Public Hearing - Amendments to Official Zoning Map**

- 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 March 12, 2012 Suggested Agenda**
- 6. Consent Agenda**
 - A. Approve Minutes - February 6, 2012 - Regular Monthly Meeting**
 - B. Interest Income Report - Finance Director Barry Mayo**
 - C. Tax Collector's Report - Tax Administrator Robert Mitchum**
 - D. Tax Release Requests (Over \$100) - Tax Administrator Robert Mitchum**
Tax Release Requests (Under \$100) - " " " "
 - E. Proclamation - Soil & Water Stewardship Week - April 29-May 6, 2012**
- 7. Amendment # 7 to Warren County FY 2011-12 Budget Ordinance - Barry Mayo**

8. **Follow-Up to March 12, 2012 Public Hearings**
 - A. **CDBG 2011 Scattered Sites Housing Program – Julie Reid or Karen Foster**
 - B. **Amendments to the Warren County Subdivision Ordinance – Ken Krulik**
 - C. **Amendments to the Official Warren County Zoning Map – Ken Krulik**
9. **Follow-up To February 15, 2012 Work Session**
 - A. **Request for Easement Across Buck Springs Property – Marvin Howard**
 - B. **Policy for Adoption of Resolutions & Proclamations – Clerk to the Board**
 - C. **Request to Use Armory Civic Center with Fees waived – Larry Jones, Jr.**
 - D. **FY 12 SEMAA Funding Update – Jackie Leath, Interim SEMAA Director**
10. **Boards/Commissions/Committees**
 - A. **Lake Gaston Stakeholders Board: Appoint Alternate – Pete Deschenes**
 - B. **Senior Center Advisory Council: C.Jefferson & J.Forrest – Arnetta Yancey**
 - C. **Adopt 2011 CDBG Housing Selection Committee By-Laws – Karen Foster**
 - D. **Central Warren Fire Service District Board: W.S.Bugg, J.Green-Williams, D.Proctor, W.H. Tunstall, and E.Q.Clayton**
11. **Personnel Matters**
 - A. **Consider Position Reclassification – Information Technology Department**
 - B. **Consider Appointment of Cooperative Extension Director**
 - C. **Consider Recommendation for Healthy Foods Program Administrator**
12. **Declare Surplus Property and Authorize Online Auction**
 - A. **1992 Dodge Van & Sharp Calculator**
 - B. **Tax Foreclosed Properties (3)**
13. **County Manager’s Report**
 - A. **Contracts Approved for February 2012**
 - B. **County Manager’s February 2012 Status Report**
 - C. **Grassroots Advocacy – NCACC Legislative Issues**
14. **Closed Session - In accordance with NC GS § 143-318.11(A)(3)(6) attorney-client privileged and personnel matters.**
15. **Adjourn March 12, 2012 Board Meeting**

Meeting Date: March 12, 2012

Consent Agenda Item # 6A

SUBJECT: Approve Minutes

REQUESTED BY: Clerk to the Board

SUMMARY: Minutes of February 6, 2012 Monthly Meeting have been provided via e-mail to Board Members for review.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



*February 6, 2012 Minutes
have been provided to Board Members by e-mail.*

Meeting Date: March 12, 2012

Consent Agenda Item # 6B

SUBJECT: Interest Income Report

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Interest Income Report for the month of January 2012 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 January 2012

FUND	JANUARY INCOME	FISCAL YEAR TO - DATE
General	1,057.66	3,387.21
Revaluation	14.34	58.50
E 911 Telephone System	18.15	66.37
Buck Spring Project	18.01	78.68
Ambulance Storage Facility	21.28	146.24
National Guard Armory	1.21	5.29
Simulcast System Upgrade	7.58	33.11
Regional Water Enterprise Fund	26.01	117.92
District 1 Enterprise Fund	50.13	201.16
Solid Waste	11.65	17.84
District II Enterprise Fund	48.69	194.81
District III Capital Project Fund	15.04	53.51
District III Phase II BANS	0.23	1.03
District III Enterprise Fund	23.88	71.85
Soul City Pump Station Improvements	1.07	4.66
District III Phase III	15.99	15.99
	1,330.92	4,454.17

Meeting Date: March 12, 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 January 2012 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 JANUARY 2012**

Current Year Collections

Tax Year	Charge	Collected in JANUARY	Collected to Date	Balance Outstanding	Percentage Collected
JANUARY 2012 FY12	\$15,621,823	\$2,580,702	\$14,069,141	\$1,552,682	90.06
JANUARY 2011 FY11	\$15,123,547	2,382,318	13,364,895	1,758,652	88.37

Delinquent Collections

2010	\$766,706	\$79,027	\$391,271	375,434	51.03
2009	257,139	8,587	64,861	192,278	25.22
2008	175,482	3,053	25,758	149,723	14.68
2007	156,347	2,263	11,601	144,746	7.42
2006	136,674	857	5,326	131,348	3.90
2005	113,257	257	3,498	109,759	3.09
2004	100,705	312	2,252	98,454	2.24
2003	85,332	219	2,013	83,319	2.36
2002	108,038	249	1,811	106,227	1.68
2001	161,133	554	1,600	159,532	0.99
Total Delinquent Years	\$ 2,060,813	\$95,378	\$ 509,991	\$ 1,550,820	

Other JANUARY Receipts

County Penalties
Landfill User Fees
Municipalities
Fire District Taxes
Advance Taxes

\$ 33,871	\$ 99,353
\$ 201,456	\$ 1,019,445
\$ 120,613	\$ 618,437
\$ 131,828	\$ 694,794
343.00	1103.00

JANUARY GRAND TOTAL

\$ 3,164,191	\$ 17,012,264
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R. Edwin Mitchum

R. Edwin Mitchum, Tax Collector

2/13/2012

Date

Meeting Date: March 12, 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

3/5/2012

Date: _____

ERROR CORRECTION RELEASES:

ALSTON DOROTHY MAE	2001 839 101		32473	\$211.00 MH VACANT/TAYPAYER DECEASED
ALSTON DOROTHY MAE	2002 839 102		33503	\$201.39 MH VACANT/TAYPAYER DECEASED
BAKER ANNE F	2011 2311 300	J3B 22	720	\$230.40 BOAT LISTED ON WRONG ACCT
BARNES BERNICE W HEIRS	2004 15071 104		36072	\$188.43 NO LOCATION OF MH/NO HEIRS
BARNES BERNICE W HEIRS	2005 15071 105		38728	\$179.87 NO LOCATION OF MH/NO HEIRS
BARNES BERNICE W HEIRS	2006 15071 106		41729	\$169.61 NO LOCATION OF MH/NO HEIRS
BARNES BERNICE W HEIRS	2007 15071 107		44734	\$159.29 NO LOCATION OF MH/NO HEIRS
BARNES BERNICE W HEIRS	2008 15071 108		47729	\$150.23 NO LOCATION OF MH/NO HEIRS
BARNES BERNICE W HEIRS	2009 15071 109		51185	\$134.78 NO LOCATION OF MH/NO HEIRS
BROWN SHARON I HEIRS	2004 7987 104		36027	\$220.38 TAXPAYER DIED/MH VANDALIZED/UNLIVEA
BROWN SHARON I HEIRS	2006 7987 106		41672	\$188.57 TAXPAYER DIED/MH VANDALIZED/UNLIVEA
BROWN SHARON I HEIRS	2007 7987 107		44671	\$173.78 TAXPAYER DIED/MH VANDALIZED/UNLIVEA
BROWN SHARON I HEIRS	2008 7987 108		47662	\$162.21 TAXPAYER DIED/MH VANDALIZED/UNLIVEA
BROWN SHARON I HEIRS	2009 7987 109		51102	\$141.02 TAXPAYER DIED/MH VANDALIZED/UNLIVEA
BROWN SHARON I HEIRS	2010 7987 110		58029	\$141.70 TAXPAYER DIED/MH VANDALIZED/UNLIVEA
BROWN SHARON I HEIRS	2011 7987 200		29129	\$145.75 TAXPAYER DIED/MH VANDALIZED/UNLIVEA
DRIVER MARK	2002 3204 102		33633	\$173.92 MH MOVED 9/2001
DRIVER MARK	2002 3204 102		33634	\$184.17 MH MOVED 9/2001
DRIVER MARK	2002 3204 102		33632	\$200.27 MH MOVED 9/2001
DRIVER MARK	2002 3204 102		33631	\$202.87 MH MOVED 9/2001
DRIVER MARK	2007 3204 107		44661	\$159.23 MH MOVED 9/2001
DRIVER MARK	2008 3204 108		47629	\$150.17 MH MOVED 9/2001
DRIVER MARK	2009 3204 109		51080	\$135.06 MH MOVED 9/2001
DUNLEVY'S MARINE & CONSTRU	2011 12323 311		10663	\$1,234.20 VESSEL WAS OVERASSESSED
FOREST P H INVESTMENTS LLC	2007 29917 107	F6 175	45138	\$2,297.86 PROP SOLD IN 2006
GREEN JAMES HEIRS	2002 2114 102	E3 7A 2X	33981	\$677.85 DW REMOVED/TAXPAYER DECEASED
GREEN JAMES HEIRS	2003 2114 103	E3 7A 2X	33981	\$736.26 DW REMOVED/TAXPAYER DECEASED
GREEN JAMES HEIRS	2004 2114 104	E3 7A 2X	36451	\$709.96 DW REMOVED/TAXPAYER DECEASED
GREEN JAMES HEIRS	2002 2006 102		33510	\$212.85 ALL MH OWNED BY LEETE MHP
GREEN JAMES HEIRS	2003 2006 103		34683	\$207.85 ALL MH OWNED BY LEETE MHP
GREEN JAMES HEIRS	2004 2006 104		35927	\$195.82 ALL MH OWNED BY LEETE MHP
GREEN JAMES HEIRS	2005 2006 105		35927	\$183.29 ALL MH OWNED BY LEETE MHP
GREEN JAMES HEIRS	2006 2006 106		41544	\$170.92 ALL MH OWNED BY LEETE MHP
HARGROVE JANICE	2011 14693 200	J6 41C	26901	\$275.10 DW REPOSSESSED 8/2010
KEARNEY DELMOND & VERA	2001 10305 101		32629	\$209.58 NO REC OF MH AT WHITES MH PARK
NORLINA GRADING & EXCAVATIN	2010 23903 110		58826	\$696.79 PER BOER
SCHAFFER MARK LOUIS	2007 30631 107		44561	\$206.02 BOAT LISTED ON ACCT 24149
SKINNER W T III HEIRS	2011 37627 329		27198	\$698.80 PER BOER

Request For Tax Releases Over \$100

Page 2

SNYDER WILMA/NORLINA GRAD	2011 23903 300		8684	\$691.93	INTEREST WAS REDUCED PER BOER
TILLMAN JESSE LAMONT HEIRS	2001 7482 101	H4 70A	32678	\$191.35	DECEASED/NO RELATIVES/VACANT
TILLMAN JESSE LAMONT HEIRS	2002 7482 102	H4 70A	34875	\$185.40	DECEASED/NO RELATIVES/VACANT
TILLMAN JESSE LAMONT HEIRS	2003 7482 103	H4 70A	34875	\$177.20	DECEASED/NO RELATIVES/VACANT
TILLMAN JESSE LAMONT HEIRS	2004 7482 104	H4 70A	36124	\$175.65	DECEASED/NO RELATIVES/VACANT
TILLMAN JESSE LAMONT HEIRS	2005 7482 105	H4 70A	38791	\$158.89	DECEASED/NO RELATIVES/VACANT
TILLMAN JESSE LAMONT HEIRS	2006 7482 106	H4 70A	41794	\$167.29	DECEASED/NO RELATIVES/VACANT
TILLMAN JESSE LAMONT HEIRS	2007 7482 107	H4 70A	44809	\$142.09	DECEASED/NO RELATIVES/VACANT
TILLMAN JESSE LAMONT HEIRS	2008 7482 108	H4 70A	47816	\$136.37	DECEASED/NO RELATIVES/VACANT
TILLMAN JESSE LAMONT HEIRS	2009 7482 109	H4 70A	51310	\$125.65	DECEASED/NO RELATIVES/VACANT
TILLMAN JESSE LAMONT HEIRS	2010 7482 110	H4 70A	58377	\$134.77	DECEASED/NO RELATIVES/VACANT
TILLMAN JESSE LAMONT HEIRS	2011 7482 300	H4 70A	1546	\$123.61	DECEASED/NO RELATIVES/VACANT
WATSON DANIEL L	2011 10304 300	D8 60	13513	\$548.10	LAND SEPERATED/HSE ON REC 24355
WILLIAMS J RICHARD	2003 44906 103		34665	\$291.16	NEVER HAD A BUSINESS IN WC
WUERCH RYAN	2008 30410 108		47485	\$348.04	BOAT WAS REMOVED DEC 2007

SUB-TOTAL ERROR CORRECTIONS:

\$16,314.75

MOTOR VEHICLE RELEASES:

HARRIS HEAVY HAULING LLC	2011 9198 2270	CA1788	61821	\$136.60	CLERICAL ERROR
PINNELL ALYCE C	2011 28336 2063	CR6927	76200	\$ 121.05	TRADED
RUIZDEVILLA AMADA	2011 35054 2290	ZTN4044	73248	\$ 112.15	SOLD
MORTON JOHN WAYNE	2011 24414 2315	DJ7738	66786	\$ 121.40	MOVED TO TEXAS

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$121.05

SUB-TOTAL CORRECTION RELEASES:

\$16,314.75

Total Releases

\$ 16,435.80

LANDFILL USER FEE RELEASES:

ALSTON RAYMOND & CAROLYN	2011 16335 200	E6 78	27158	\$115.00	NO ELECTRICITY PER FIELD VISIT
GREEN JAMES HEIRS	2006 28173 106		41560	\$155.29	ALL MH OWNED BY LEETE MHP
HARRISON HATTIE HEIRS	2001 839 101		32473	\$192.75	LISTED BY TANYA ROBINSON
WILKER DOROTHY D & OTHERS	2011 11312 367	E5 198	14270	\$117.30	MH USED AS STORAGE

TOTAL LFUF RELEASES:

\$580.34

Total Releases

\$ 17,016.14

Request For Tax Releases Under \$100

Under \$100

3/5/2012

Date:

2000
2/27/12

ERROR CORRECTION RELEASES:

NAME	Year	ACCT#	MAP #	RECORD #	AMOUNT	REASON
AMERICAN EXPRESS FINANCE	2004	4284 104		36034	\$ 57.48	HAD NO LEASE IN WC
HAIRR JAMES ALTON	2011	26290 200		27281	\$29.25	BOAT SOLD IN 2004
HAIRR JAMES ALTON	2010	26290 110		57895	\$17.56	BOAT SOLD IN 2004
HAIRR JAMES ALTON	2009	26290 119		50986	\$31.04	BOAT SOLD IN 2004
HAIRR JAMES ALTON	2007	26290 107		44570	\$61.06	BOAT SOLD IN 2004
PERRY MICHAEL L	2006	3334 106		41719	\$27.92	NOT OWNED BOAT SINCE 2005
TYSOR WILLIAM F JR	2011	30648 200		27198	\$19.90	BOAT WAS REMOVED 2 YRS AGO
WARREN FRANCES C	2006	42428 106	I2D 85 1X	42034	\$95.81	LEASEHOLD BT HSE/MOVED OUT OF CO
WARREN FRANCES C	2007	42428 107	I2D 85 1X	45066	\$89.95	LEASEHOLD BT HSE/MOVED OUT OF CO
WARREN FRANCES C	2008	42428 108	I2D 85 1X	48120	\$91.43	LEASEHOLD BT HSE/MOVED OUT OF CO
WARREN FRANCES C	2009	42428 109	I2D 85 1X	51738	\$94.27	LEASEHOLD BT HSE/MOVED OUT OF CO
WARREN FRANCES C	2010	42428 110	I2D 85 1X	59203	\$89.22	LEASEHOLD BT HSE/MOVED OUT OF CO
WARREN FRANCES C	2011	42428 301	I2D 85 1X	10571	\$82.58	LEASEHOLD BT HSE/MOVED OUT OF CO
WARREN MARY L	2006	5410 106		41818	\$31.34	BOAT SOLD IN 2006
WILKINS CARRIE	2011	43712 200	F8 29	27096	\$24.58	FIRE TAX ALSO ON REC N 13337

SUB-TOTAL ERROR CORRECTIONS:

\$ 843.39

MOTOR VEHICLE RELEASES:

ALSTON GREGORY DARNELL	2011	11357 2381	AEL8350	76518	\$42.31	WRONG VEHICLE LISTED ON BILL
BIALAS KAREN	2011	15690 9999	PBN7523	26503	\$28.49	RELEASED TO NORTHAMPTON CO
DORTCH CHARLIE GRAHAM	2011	12101 2282	BM8100	76419	\$63.09	GAVE AWAY
DORTCH CHARLIE GRAHAM	2011	12101 110	BM8099	56836	\$1.33	GAVE AWAY
EVEREADY TRUCKING INC	2011	25676 2383	MH4903	76520	\$87.78	SOLD
FOWLER HUGH	2011	9307 1526	AA1499	75663	\$32.40	SOLD
GOFF HAROLD W JR	2011	22999 1368	SZR7859	73957	\$43.68	TURNED BACK IN
GRANGER BENJAMIN W JR	2011	18782 1729	XWH1864	61080	\$3.32	SOLD
JONES JOHN ELBERT	2011	22288 110	XSB2301	67483	\$10.52	SOLD
JONES SCOTTY D	2011	31000 1679	WTT4832	67775	\$8.25	SOLD
KILIAN DARRYL H	2011	27080 2115	YYX6462	74704	\$16.08	HIGH MILEAGE
KOHL RICHARD T	2011	9290 1566	RZE4824	70934	\$5.45	SOLD
KOHL RICHARD T	2011	9290 2537	CY2939	61888	\$1.54	SOLD
MCLARIN ROBIN ANN	2011	29820 1951	YTX3002	61302	\$5.88	SOLD
PHILLIPS DENNIS EARL	2011	17814 1095	PNB7517	67191	\$3.24	SOLD
RICHARDSON CHARLES LEE	2011	33424 1158	VVVW6931	68911	\$2.32	JUNKED
RICHARDSON KATHY B	2011	3942 2286	XNC4274	76423	\$54.98	SOLD
RICHARDSON LARRY W	2011	33819 2003	4W2905	76140	\$30.33	SOLD
RICHARDSON TIACHI D	2011	1342 1407	SNX9816	75544	\$10.70	SOLD
RIGHTMYER JOHN MICHAEL	2011	23903 300	SYJ3437	75460	\$87.62	VEHICLE BILLED TO HALIFAX CO
ROSS BECKY ANNE	2011	35274 1406	ADE9930	75543	\$84.10	RELEASED TO NORTHAMPTON CO
ROSS SAMUEL R	2011	6372 1362	YRN7807	75499	\$35.10	SOLD
SHEARIN RICHARD A	2011	23347 9999	5746DV	26686	\$41.22	BILL DISCOVERED TWICE
SHEARIN RICHARD ALLEN	2011	23347 9999	8647DV	26682	\$37.44	BILL DISCOVERED TWICE
TAYLOR QIANA O	2011	39801 2407	VRJ5542	61758	\$43.83	DMV ERROR CAR SOLD APRIL 2011
THOMAS BRYANT A	2011	31890 2447	ADE8997	75036	\$11.48	VEHICLE TURNED IN
TUNSTALL WILLIAM HUGH	2011	13777 1022	TSX5772	68775	\$7.12	SOLD
VARNADORE DIANE STEGALL	2011	9356 1343	CA36987	70711	\$35.00	SOLD
VAULT TRUST	2010	17292 2185	XNW2986	72184	\$41.80	SOLD
WILLIAMS RICHARD KEITH	2011	32341 110	XZB8596	57648	\$67.25	RELEASED TO GRANVILLE CO
YOUNG RUSSELL W	2011	23745 1897	LXA9582	71896	\$6.06	TRADED

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$949.71

SUB-TOTAL CORRECTION RELEASES:

\$ 843.39

Total Releases

\$1,793.10

Meeting Date: March 12, 2012

CONSENT AGENDA Item # 6E

**SUBJECT: Proclamation Soil & Water Stewardship Week
April 29 - May 6, 2012**

REQUESTED BY: Larry West, Director - Soil & Water Conservation

SUMMARY: Proclamation presented for Board's review and adoption.

FUNDING SOURCE: N/A

APPLICABLE STATUTE: N/A

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

Soil & Water Stewardship Week 2012



PROCLAMATION

Whereas fertile soil and clean water provide us with our daily sustenance, and
Whereas effective conservation practices have helped provide us a rich standard of living,
and
Whereas our security depends upon healthy soil and clean water, and
Whereas stewardship calls for each person to help conserve these precious resources,

Therefore, I do hereby proclaim

April 29 to May 6, 2012

Soil & Water Stewardship Week



Name

Title

Date



Warren County Soil & Water Conservation District

820 Hwy 158 Bus. W., Suite 102, Warrenton, NC 27589 ♦ Phone: 252-257-3836 Fax: 252-257-4499

DATE: February 24, 2012
TO: Warren County Manager's Office
FROM: Kaye Bales-Neal, Soil & Water Conservation *KBN*
SUBJECT: Proclamation Request

Warren Soil & Water Conservation is requesting the attached proclamation, ***Soil & Water Stewardship Week, April 29 – May 6, 2012***, be presented to the Warren County Board of Commissioners at their April 7th Commissioner meeting.

The National Association of Conservation Districts has assigned the week of April 29 – May 6, 2012, as ***Soil and Water Stewardship Week***. This week is set aside to promote good stewardship from each of us regarding our natural resources. This year's theme is "***Soil to Spoon***". Soil is the starting foundation of all we eat. Making the connection back to the soil, where our food comes from, is so important. Our goal is to press upon our citizens that the next time they sit down to a meal, to take a minute to think about where the food comes from, and the farmers who helped produce it. As they work to produce the food for the growing population, today's farmers are dedicated to using responsible land management practices to ensure a sustainable food supply and healthy land and soil for future generations. In addition, we have many educational programs designed for all age groups to inform citizens on what they can do as individuals to help maintain the soil.

After Chairman Ross has signed the proclamation, please notify us and we will pick it up from the County manager's Office. If you have any questions, please call me.

Thank you.

Meeting Date: March 12, 2012

Item # 7

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

**SUMMARY: Amendment # 7 to the Warren County FY 2011-2012
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. 7

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:

Sheriff's Department	25,984
Central Communication	8,977
Juvenile Crime Prevention Council	(8,988)
Youth Services Bureau	8,988
Total	\$ 34,961

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

Increase/(Decrease) Revenues:

Miscellaneous Revenue	25,984
Transfer From Other Funds - E911	8,977
Total	\$ 34,961

Section 17 of the Warren County Budget Ordinance, pertaining to the Enhanced 911 fund operations of the County, shall be amended as follows:

Increase/(Decrease) Appropriations:

Transfer to General Fund	\$ 8,977
Total	\$ 8,977

Section 18 of the Warren County Budget Ordinance, pertaining to the Enhanced 911 operations of the County, shall be amended as follows:

Increase/(Decrease) Revenues:

E911 Surcharges	8,977
Total	\$ 8,977

This amendment:

- Appropriates funds to Sheriff's Department for vehicle repairs.
Funding Source: Miscellaneous Revenue - Insurance Claims
- Increase funding to the Central Communications Department for equipment.
Funding Source: E-911 Funds
- Increase funding to the Youth Services Bureau for Program Expenditures.
Funding Source: Juvenile Crime Prevention Council

Respectfully Submitted 3/12/12

Barry J. Mayo

Barry J. Mayo, Finance Director

Meeting Date: March 12, 2012

Item # 8-A

SUBJECT: Follow-Up to March 12, 2012 Public Hearings

REQUESTED BY: Julie Reid, COG CDBG Grant Administrator

SUMMARY: Having held a required public hearing on Monday, March 12, 2012 at 5:15 pm to hear citizen comments regarding submission of the 2011 Community Development Block Grant Application, it is now presented for Board's action to approve submission and acknowledge CDBG Citizen Participation Requirements.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend submission of 2011 CDBG Scatter Sites Grant application as proposed and execution of acknowledgement of CDBG Citizen Participation Requirements.

NOTES:

State CDBG Program Regulations Citizen Participation

If funded, the grantee will have documentation on file of compliance with citizen participation requirements in the application process 4 NCAC 19L. 1002 (b): publisher's affidavits of notices and minutes signed by the town or county clerk of the two required public hearings.

Project Administration

- The grantee is responsible for CDBG oversight. If funded, the grantee will supervise the implementation of the project as follows:
- The local government manager reviews and signs off on all project reports.
- The project administrator or local government staff will present and give at least quarterly written status reports to the elected board. A signed copy of the quarterly report must be submitted to the grant representative for review.
- At least two persons from the local government listed on the signatory cards will review and sign off on invoices and requests for payment.
- Maintain all project files at the local government offices and make them available to citizens during regular business hours.

Audits/Compliance

CDBG grantees expending \$25,000 or more in a fiscal year are required to have funds audited for the CDBG program. CDBG funds can be used to pay for the CDBG portion of the audit provided the grantee has expended \$500,000 or more in the fiscal year in total federal awards (CDBG and other federal funds). If the grantee has expended less than \$500,000 in total federal awards, the grantee may budget local funds in the administrative line item in the CDBG application to pay for the CDBG portion of the audit and claim the local administrative funds as local commitment.

Housing

Substantial Rehabilitation: Any rehabilitation cost above \$40,000 per unit or 38 per square foot which would include the Lead Based Paint cost and any other additional funds is considered substantial rehabilitation and requires the prior approval of CI.

Manufactured Homes Policy: Manufactured homes rehabilitated with CDBG funds must be converted into real property (according to G.S. 105-273 paragraph 13) that is owned and occupied by the homeowner prior to any rehabilitation.

The CDBG assistance must be secured by a Note and Deed of Trust at the time of rehabilitation. The maximum amount that may be spent rehabilitating a manufactured home is \$20,000. No CDBG funds may be spent to rehabilitate any manufactured home built prior to 1978.

In addition, the grantee will adhere to the following:

1-Adopt a financial design for rehabilitation that meets the minimum CI criteria. The financial design must be submitted to CI for review.

2-Prior to rehabilitating a house with a pit privy/outhouse or no wastewater disposal system, if public sewer is unavailable, contact the local health department for a determination whether the property can be permitted for an on-site wastewater system. If not, the family should be relocated.

3-Clear titles as required in the application.

4-Have houses inspected by a North Carolina licensed home inspector. Attach the summary from each inspection to the SSH application.

5-Work with the State Health Hazard Control Unit and local government departments to comply with federal and state lead-based paint requirements. In addition, ensure rehabilitation design will address lead-based paint hazards.

6-Voluntary withdrawal from the program, document with evidence on file.

7-Establish and implement a home maintenance program to instruct occupants of rehabilitated houses, including (1) maintenance of any on-site wastewater systems and/or wells or (2) maintenance of newly installed indoor plumbing.

8-Install water saving devices in houses with on-site septic tanks. If facets need to be replaced install a water saving device. See Bulletin 02-5, Low Flow Plumbing Fixtures.

9-If undertaking voluntary clearance, document with evidence on file that property owners are aware of and agree to voluntary clearance.

10-If undertaking rehabilitation, acquisition and/or clearance of dwellings, comply with state notification, certification and disposal requirements for asbestos.

11-If acquiring property with a dwelling, maintain a plan for residential reuse of the residential property.

12-If undertaking temporary or permanent relocation, budget adequate funds based on the costs of housing in the area.

13-If abandoning outhouses or septic tanks, budget adequate funds to cover related costs in accordance with state and local health department regulations.

14-Establish a written recipient referral procedure to address non-CDBG needs (i.e. social services, credit counseling, employment, etc.)

15-Low and moderate beneficiaries may not be charged for tap fees or assessments for water or sewer improvements.

16-All items rehabilitated, if required under the building code, must be permitted and inspected.

17-Under procurement, and bid request for rehabilitation should include a section for estimated man hours expended on the project. It should include both administration and labor.

The applicant hereby assures and certifies that by his/her signature, its duly authorized official has read and understands the State CDBG Program Regulations and, if funded, will adhere to all regulations applicable to the funded project.

Date

Signature of Authorized Official
Chairman, Warren County Board of
Commissioners

Meeting Date: March 12, 2012

Item # 8-B

SUBJECT: Follow-Up to March 12, 2012 Public Hearings

REQUESTED BY: Ken Krulik, Planner/Zoning Administrator

SUMMARY: Having held a required public hearing on Monday, March 12, 2012 at 5:30 pm to hear citizen comments regarding Text Amendments to the Warren County Subdivision Ordinance, it is now presented for Board's action.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Ordinance

§ 153A-45. Adoption of ordinances.

To be adopted at the meeting at which it is first introduced, an ordinance or any action having the effect of an ordinance (except the budget ordinance, any bond order, or any other ordinance on which a public hearing must be held before the ordinance may be adopted) must receive the approval of all the members of the board of commissioners. If the ordinance is approved by a majority of those voting but not by all the members of the board, or if the ordinance is not voted on at that meeting, it shall be considered at the next regular meeting of the board. If it then or at any time thereafter within 100 days of its introduction receives a majority of the votes cast, a quorum being present, the ordinance is adopted. (1963, c. 1060, ss. 1, 1 1/2; 1965, cc. 388, 567, 1083, 1158; 1967, c. 495, s. 2; 1969, c. 36, s. 1; 1971, c. 702, ss. 1-3; 1973, c. 822, s. 1.)

Meeting Date: March 12, 2012

Item # 8-C

SUBJECT: Follow-Up to March 12, 2012 Public Hearings

REQUESTED BY: Ken Krulik, Planner/Zoning Administrator

SUMMARY: Having held a required public hearing on Monday, March 12, 2012 at 5:45 pm to hear citizen comments regarding Amendments to the Official Zoning Map of Warren County to correct four properties zoned as RL (Residential Lakeside) as of the September 6, 2011 zoning map update, to LB (Lakeside Business) zoning district, it is now presented for Board's action.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Property to be corrected
RL (Residential Lakeside) Zoning District
To LB (Lakeside Business) Zoning District



Meeting Date: March 12, 2012

Agenda Item # 9-A

SUBJECT: Follow-Up to February 15, 2012 Work Session

REQUESTED BY: Marvin Howard, Petitioner

SUMMARY: A request for 60 foot Easement across approximately 35 feet of Buck Springs property is presented for Board's action. Mr. Howard represents several property owners in this request.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend Board's approval and authorization to the County Manager and County Attorney to determine actions necessary to facilitate the requested easement.

NOTES:

To: Warren County Board of Commissioners

Date: February 8, 2012

From: Marvin G. Howard

Re: Road Easement

Mr. Chairman and Commissioners, Staff, Ladies and Gentlemen

I, Marvin G. Howard, come before you to respectfully request an easement for a road purpose in the Buckspring area. In order to comply with the county code, I have maps to explain this matter.

I am making this request for the following:

The T.K. Howard estate

The Cleaton Howard estate

The Artelia Howard Carter estate

The J. D. Wilson land

The Alice T. Howard land and home

The Marvin G. Howard and Mary J. Howard land

The P. H. Forest Investments,LLC land

Thank you for your cooperation and consideration in this matter.

Meeting Date: March 12, 2012

Agenda Item # 9-B

SUBJECT: Follow-Up to February 15, 2012 Work Session

REQUESTED BY: Clerk to the Board of Commissioners

SUMMARY: Proposed "Policy for Resolutions and Proclamations" is presented for Board's action.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

County of Warren Proclamation Request Guidelines and Procedures

Proclamations are ceremonial in nature and are provided by the Board of Commissioners as a service to County of Warren citizens, with the goal of honoring and celebrating Warren County people and events and increasing awareness of noteworthy issues among citizens throughout the County. These public service documents are strictly honorary and are not legally binding. Issuance of a proclamation does not necessarily constitute an endorsement by the County of Warren government.

Proclamations are reviewed on a case-by-case basis to ensure compliance with these guidelines and procedures. For consistency and to ensure equitable treatment of everyone, the Board of County Commissioners will only issue a proclamation that complies with these guidelines. For additional information or questions, please contact the County Clerk's Office at (252) 257-3115.

Guidelines

1. Proclamations must support the Mission of the Warren County Board of Commissioners:

Mission Statement -

"The mission of the Warren County Board of Commissioners is to provide leadership and support for an effective county government that seeks to enhance the quality of life for the people of Warren County."

2. We will only issue proclamations for Warren County citizens or for County related events.
3. For retirement proclamations the person must have been employed with their current employer for 25 years or more.
4. For birthday proclamations the person must be at least 75 years of age.
5. For wedding, church, or pastoral anniversary proclamations the anniversary must be 25 years or more.
6. Any proclamation request for a Warren County or municipal/Town board, commission or committee member must be approved in advance by the Warren County Manager's office.
7. Any proclamation request for a County employee must be approved in advance by the department director.
8. Annual or other repeat requests must be made in writing for each occasion in accordance with these guidelines. Proclamations are not automatically renewed.
9. Only a County recognized event, sponsored in whole or in part by the County or municipal/Town government may be used as part of an advertisement or commercial promotion.

Unfortunately, we cannot issue proclamations for commercial purposes, such as the opening of a new business, a new service, a new product, or a new professional service.

We will not issue proclamations taking sides in matters of a political issue, addressing personal convictions, campaigns or events.

Generally, we will not issue backdated proclamations.

Procedure

All requests for proclamations must be made in writing to the Warren County Manager's Office at least 20 business days prior to the date when the proclamation is needed. To make a request please send an email with "Request for Proclamation" in the subject line to warrencountygov@co.warren.nc.us or mail the request to the Warren County Manager's Office, P.O. Box 619, Warrenton, NC 27589.

Individuals or organizations seeking a proclamation must include the following information with the request:

- Name of organization or individual;
- Proposed text for the proclamation, including facts about the subject matter and enough information to make four points. Avoid repetition, and emphasize the most important items or issues;
- Specific title of what will be proclaimed, including name, day of the week, or month to be proclaimed;
- Date of the proclamation presentation;
- Date the proclamation is needed; and
- Action to be taken when the proclamation is ready for pickup (person to be notified either by telephone or email when the proclamation is ready).

Any draft language submitted is subject to editing or revisions.

Once a proclamation request is made, the County Manager's Office, on behalf of the Board, will contact the person requesting the proclamation to notify them of the status of the request.

The original proclamation will be issued to the individual or organization (including individual recipients) at no cost.

Proclamations must be picked up at the County Manager's Office unless prior arrangements are made.

Warren County Manager's Office
Post Office Box 619
602 W. Ridgeway Street
Warrenton, NC 27589

(252) 257-3115 phone

(252) 257-5971 fax

e-mail: warrencountygov@co.warren.nc.us

Meeting Date: March 12, 2012

Agenda Item # 9-C

SUBJECT: Follow-Up to February 15, 2012 Work Session

**REQUESTED BY: Martin Luther King, Jr. Committee:
Larry C. Jones, Chairman and Pastor Carson F. Jones, Jr.**

SUMMARY: A request was made to the Board at the 2/15/12 Work Session on behalf of the Dr. Martin L. King, Jr. Planning Committee to use the Armory Civic Center for a Community Banquet Saturday, **JANUARY 19, 2013 with fees waived. It is presented to the Board for consideration to approve or disapprove the request.**

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Warren County Reverend Dr. Martin L. King, Jr., Planning Committee

937 Licksillet Road

Warrenton, North Carolina 27589

Telephone: (252) 257-5674 or (252) 382-4180

“United to Keeping the Dream Alive”

Larry M. Jones, Jr., Chairperson

Gary A. Jones, Vice-Chairperson

Joyce B. Barnes, Secretary/Treasurer

February 9, 2012

To: Warren County Board of Commissioners

The Martin L. King, Jr. Holiday celebrates the life and legacy of a man who brought hope and healing to America. We commemorate as well the timeless values he taught us through his example –the values of courage, truth, justice, compassion and service that so radiantly defined Dr. King’s character and empowered his leadership.

For the past nine years, churches in Warren County have united to sponsor a special worship service commemorating the life and work of the late Reverend Dr. Martin L. King, Jr. As we continue to remember his life, and begin to embark on this our tenth year of celebration, the Warren County MLK Planning Committee wish to address the County Commissioners on their next upcoming meeting to unite as a county to celebrate the life and work of Dr. King. We are also requesting to address the commissioners in regards to the Committee being able to use the Warren County Armory Civic Center for a community Banquet in January 2013.

Should you have any questions, please feel free to contact me at (252) 382-4180.

Thanks

Larry M. Jones, Jr.
Chairperson, Warren County MLK Planning Committee

Meeting Date: March 12, 2012

Agenda Item # 9-D

SUBJECT: Follow-Up to February 15, 2012 Work Session

REQUESTED BY: Jackie Leath, Interim Director - SEMAA Program

SUMMARY: FY 12 SEMAA Program funding update.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: March 12, 2012

Agenda Item # 10-A

SUBJECT: Boards/Commissions/Committees

REQUESTED BY: Pete Deschenes, Chairman – Lake Gaston Stakeholders Board

SUMMARY: Lake Gaston Stakeholders Board requests the appointment of an alternate to fill-in on this Board when Chairman Ross is not able to attend the Stakeholders meetings. Request is made to consider appointment of Gabriel Cumming, EDC Director, as Warren County’s alternate. John Church, former EDC Director, served as Warren County’s alternate on this Board in the past.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Linda T Worth

From: Pete & Susie Deschenes [stugaville@embarqmail.com]
Sent: Wednesday, February 08, 2012 3:45 PM
To: Linda T Worth
Subject: Re: Lake Gaston Stakeholders Board

Linda,

In 2005, the Bass Anglers Sportsmen Society (BASS), the Lake Gaston Weed Control Council and the Lake Gaston Association partnered to form a group called the Lake Gaston Stakeholders Board (LGSB). The purpose of establishing this group was to actively help plan / manage the aquatic vegetation in Lake Gaston. This would include consideration of limiting noxious weeds, but also include promoting native vegetation to insure a healthy aquatic habitat.

There were over 20 State, Federal and local (all 5 Counties surrounding Lake Gaston) organization involved in the establishment of the LGSB. We have an annual meeting with participating member groups: All 5 Counties; Dominion Generation; NC Department of Environmental & Natural Resources (DENR); Virginia Department of Game and Inland Fisheries (VDGIF); NC Wildlife Resource Commission and the US Corp of Engineers, to name a few. The LGSB established a Technical Advisory Group (TAG). The TAG would be composed of members of academia and the scientific community to help design technically informed long and short plans to accomplish the desired outcome. The TAG is chaired by Dr Rob Richardson of NCSU with members recognized locally and nationally as 'experts in the field' aquatic vegetation and habitant. They meet annually to review previous year results and develop ongoing strategies and recommendations for the LGSB approval.

The LGSB reviews these recommendations. After review, they are presented to the Lake Gaston Weed Control Council for their consideration in the noxious vegetation management task.

Commissioner Ross is Warren Counties representative on the LGSB. Based on the busy schedule of all of the Supervisors / Commissioners on our Board, we recommend that each County appoint an alternate to insure that each County is properly represented in these important meetings/

Your assistance is always appreciated,

Meeting Date: March 12, 2012

Agenda Item # 10-B

SUBJECT: Boards/Commissions/Committees

REQUESTED BY: Arnetta Yancey, Director - Warren County Senior Center

SUMMARY: Senior Center Advisory Council recommends the following re-appointments:

	<u>Term Expires</u>
Charles Jefferson - Senior Tar Heel Legislature 2-yrs	Jan .2014
Judith Forrest - Senior Center Participant At/Large 1-yr	Jan. 2013

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Senior Center Advisory Council

Authority: NC Division of Aging, Section V C (1).
Membership: Appointed
Responsibilities: Advisory to Senior Center and report directly to Senior Center Director. Assists in monitoring, reviewing, and evaluating all policies, programs, and actions that affect the Warren County Senior Center. Appointees must be legal residents of Warren County
Meeting Schedule: Quarterly - January, April, July & October. The 4th Tuesday at the beginning of the quarter.
Staff Liaison: Arnetta Yancey, Director - Warren County Senior Center

Member	Position	Term
Charles Jefferson	Senior Tar Heel Legislature	Jan10-Dec11; Dec11-Jan2014
Charles Walton	Department of Social Services	Jan2010-Dec2012
Commissioner Ruby Downey	Designated	Mar2011-Dec2012
County Manager Linda T. Worth	Appointed	No Expiration
Diane Tant	Department of Social Services	Jan2010-Dec2011
Florine Davis	2nd Term (participant)	Jan10-Dec10, Dec10-July2014
Hilda Baskerville	Health Department	Jan2010-Dec2012
Judith I. Forrest	Appointed	Mar10-Dec11; Dec11-Jan2013
Kathy D. Harris	1st Term (participant)	Sept11-July2014
Olivia Y. Richardson	Appointed	March10-Dec2012
Rachel Harris-Monteverdi	Cooperative Extension Rep	Jan2010-Dec2012
Richard "Dickie" Williams	Parks & Recreation	Jan2010-Dec2012
Roberta Scott	Appointed	March10-Dec2012
Vonciel Perry	2nd Term (participant)	Jan10-Dec10, Dec10-July2014



To: Warren County Board of Commissioners , Warren County
Manager, and Clerk to the Board of Commissioners

From: Arnetta M. Yancey, Director 

Date: 2/27/2012

Re: Re-Appointments to Warren County Senior Center Advisory
Council

I recommend the following re-appointments:

Charles Jefferson – Senior Tar Heel Legislature – Two-year term

Judith Forrest – Senior Center Participant/At-Large – One-year term

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. SR. Member Advisory
2.
3.
4.

Your full name Judith Forrest
Date of Birth 09/27/1938 Sex F Race Can.
Mailing Address P.O. Box 845
City and Zip Code Littleton, NC 27850
Street Address 318 Odell Littleton Road
City and Zip Code Littleton, NC 27850
Home Phone 252-586-2181 Work Phone Post.
Job Title
Company or Agency
Email Address Forrest@Hotmail.com

Do you live in the county? Yes [X] No []

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

Educational Background

Name and Address of High School Attended Stapp Co. HS.
Name and Address of College Attended Mary Washington University
Degree Received Bachelor's Degree in Business

Please list any military experience 42 years + Civilian - EEO Officer
Department of Defense

Judith G. Forrest

This "Statement of Interest to Serve" will remain active for six (6) months from date received in the County Manager's office.

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. Warren County Senior Center Advisory Board
2. _____
3. _____
4. _____

Your full name Charles Jefferson
Date of Birth 9/22/37 Sex Male Race Black
Mailing Address 368 Russell Union Rd
City and Zip Code Norlina, NC 27563
Street Address 368 Russell Union Rd
City and Zip Code Norlina, NC 27563
Home Phone 252 456 4731 Work Phone _____
Job Title Retired
Company or Agency _____
Email Address Jeffers2cha@aol.com

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended Wilson County Training School, Wilson, NC
Name and Address of College Attended Norfolk Division of Virginia State College
Degree Received None

Please list any military experience United States Air Force

Meeting Date: March 12, 2012

Agenda Item # 10-C

SUBJECT: Boards/Commissions/Committees

REQUESTED BY: Karen Foster, COG – CDBG Grants Administrator

SUMMARY: Proposed By-laws for the 2011 CDBG Housing Selection Committee are presented 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
HOUSING SELECTION COMMITTEE
BY-LAWS**

Article I—Name and Purpose

Section A.

The official name of this body shall be Warren County Housing Selection Committee.

Section B.

The above-named committee shall exist only during such times as it may be authorized by the Warren County Board of Commissioners.

Section C.

The housing selection committee is convened in accordance with program regulations pursuant to the Community Development Block Grant program under the guidance of the NC Department of Commerce, Division of Community Investment and Assistance; hereinafter referred to as the Division.

The responsibilities of the committee include:

1. To develop (if appropriate), review and recommend the approval of the Housing Distribution Plan pursuant to the guidelines established by the Division.
2. To recommend to the Board of Commissioners the type of rehabilitation financial assistance to be offered to recipients.
3. To review eligible individual application packets and make a selection for housing assistance based on the current CDBG grant guidelines.
4. To develop, review, and/or edit, when applicable, the Rehabilitation Assistance Policies.
5. To recommend any needed programmatic changes to the Board of Commissioners and the Kerr-Tar staff.

Article II—Membership

Section A.

The Housing Selection Committee will consist of a minimum of 7 members and a maximum of 10 members, excluding ex-officio members.

Section B.

Appointments to the Housing Selection Committee shall be made by the Warren County Board of Commissioners in consultation with the Kerr-Tar Regional Council of Governments.

Section C.

The Housing Selection Committee membership will include, but not be limited to a representative from the following:

- Warren County Government
- Town of Warrenton
- Town of Norlina
- Town of Macon

Warren County
Housing Selection Committee
By-Laws

- Warren County Senior Center
- Warren County Department of Social Services
- Warren County Homeowner/Formal CDBG Grant Recipient

Section D.

Each appointment of a housing selection committee member shall be for no less than the term of the applicable grant cycle. Additional terms may be served at the discretion of the Warren County Board of Commissioners; but shall be approved in accordance with local policies governing board and committees.

Article III—Officers and Their Duties

Section A.

The officers shall be: a chair, a vice-chair, and a secretary.

Section B.

All officers shall be elected by a majority vote of the committee members at the beginning of the term.

Section C.

The chair shall be elected from among those members who have served on the committee for at least one year. His/her duties shall be:

- a. To preside at the meetings of the committee; and
- b. To appoint special subcommittees.

Section D.

The secretary shall:

- a. Keep records of the attendance of members at meetings;
- b. Keep a record of discussion and recommendations;
- c. Maintain a permanent record file of committee activities; and
- d. Distribute minutes of committee meetings and copies of other committee documents to committee members, teachers, and concerned parties.

Article IV—Meetings

Section A.

Meetings of the housing selection committee will be prior to the submission of the CDBG housing rehabilitation grant and prior to the submission of any programmatic amendment that will change the previously selected group of homeowners for the grant.

Section B.

Meetings shall be scheduled on an as-needed basis taking into account the submission deadlines as provided by the Division.

Section C.

All meetings will be open to the public.

Warren County
Housing Selection Committee
By-Laws

Article V—Subcommittees

Section A.

As the need for standing and special subcommittees arises, such subcommittees may be appointed by majority vote of the Housing Selection Committee membership.

Section B.

Subcommittees shall report regularly to the Housing Selection Committee.

Section C.

A subcommittee will automatically be discharged upon accomplishing the task(s) for which it was established.

Article VI—Amendments

The bylaws may be amended by a majority vote of active members at any regular Housing Selection Committee meeting.

Article VII—Rules of Order

The meetings and activities of the Housing Selection Committee shall be conducted according to Robert's Rules of Order, except as otherwise provided by these bylaws.

Meeting Date: March 12, 2012

Agenda Item # 10-D

SUBJECT: Boards/Commissions/Committees

REQUESTED BY: Walter M. Gardner, Jr., Fire Chief-Warrenton Rural VFD

SUMMARY: It is presented to appoint/re-appoint members on the attached list to the Central Warren Fire Service District Board for a four (4) year term expiring March 2016, on recommendation of Fire Chief Gardner.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Re-appoint:

W.S. Smitty Bugg

Joyce Green-Williams

Appoint to 1st term:

David F. Proctor

William H. Tunstall

Eddie Q “Kenny” Clayton



Warrenton Rural Volunteer Fire Department

"Serving the Central Warren Fire District and the Town of Warrenton"

Post Office Box 175
236 South Main Street
Warrenton, North Carolina 27589-0175

Walter M. Gardner, Jr.
Fire Chief
(252) 257-3104 Voice
(252) 257-3108 Fax
(252) 213-3034 Cell
warrentonruralvfd@nc.rr.com

Lee Edmonds
Assistant Fire Chief
Cell (252) 213-4522

John E. Blalock
Treasurer
(252) 257-1572

March 1, 2012

Mr. Barry Richardson, Chairman
Warren County Board of Commissioners
PO Box 619
Warrenton, NC 27589

Ref: Central Warren Fire Service District Board

Dear Chairman Richardson:

We find it necessary to recommend changes to our Fire Service District Board. As we prepare the 2012-13 budget working with this Board, we ask that you act on these recommendations during your March 5, 2012 meeting.

Currently, each of these members serve on our board and have proven to be vital members and with your re-appointment, will continue to serve.

- W. S. "Smitty" Bugg, currently serves as our Chairman
- Joyce Green-Williams

We wish to make the following recommendations:

- Replace Keith Tunstall due to inactivity.
- Replace Theodore Smiley due to health issues making meeting attendance difficult.
- Replace W. Monroe Gardner due to his untimely death.
- Appoint David F. Proctor, 526 Eaton Ave., Warrenton, NC 27589
- Appoint William H. Tunstall, 138 No Bottom Rd., Warrenton, NC 27589
- Appoint Eddie Q. "Kenny" Clayton, 174 Foxfield Manor Dr., Warrenton, NC 27589

Each of these appointees have agreed to serve.

If you have any questions or concerns, please contact me. Thank you for your prompt action.

Sincerely,

Walter M. Gardner, Jr.

Walter M. Gardner, Jr.
Fire Chief

Meeting Date: March 12, 2012

Agenda Item # 11-A

SUBJECT: Personnel Matter

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: It is submitted to consider reclassification of the IT/GIS Administrator position in the Information Technology Department to the proposed Information Technology Administrator at Salary Grade 26. A revised job description and information on the proposed new salary grade is provided for the Board’s review and consideration.

FUNDING SOURCE: General Fund

APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval effective 4/1/12 so we can move forward to advertise and fill the IT Administrator position that will provide assistance to all county departments on information technology related matters. These services are currently being contracted out to an IT Consultant Firm.

NOTE

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LW*
DATE: March 2, 2012
RE: Position Reclassification Request

I am requesting the Board's consideration and approval of the following position reclassification:

Information Technology Department

As you are well aware, the IT/GIS Administrator position has been vacant for several months due to the resignation of our former Administrator. In reviewing duties and responsibilities of the current position and the County's needs, I am proposing to reclassify the IT/GIS Administrator position to a new job title of Information Technology Administrator. The GIS (mapping) and E911 Addressing functions have been removed from the position description and the position is reclassified from its current salary grade of 28 (\$45,024 - \$72,248) to a new salary grade of 26 (\$40,838 - \$65,532). The proposed salary grade for the reclassified position is comparable to the salary grades for the IT Manager/Director positions in Franklin (\$39,614 - \$59,421) and Halifax (\$39,929 - \$64,807) counties.

We are proposing to have the E911 addressing functions performed by our Planning/Zoning Administrator and the GIS (mapping) functions performed by an employee in the Tax Administrator's office. Additional information will be included in the FY 13 budget request relative to the reassignment of those two functions.

The revised job description for the reclassified position is attached for your review. I respectfully request the Board's consideration and approval to reclassify this position by approving the proposed Information Technology Administrator job description and proposed salary grade of 26 (\$40,838 - \$65,532) effective April 1, 2012. Should the Board approve this request, we will begin advertising immediately to fill this position.

Your favorable consideration of this request is greatly appreciated.

cc: Elgin Lane, HR Manager
Attachment

Human Resources Request for New or Revised Jobs
FY 2012

Department Information Technology

Requested by Linda T. Worth

Request is for:

Full-time
 Part-time _____ Hours per week
 Temporary _____ Months

Please complete one of the following:

Request for New Job:

Proposed Job Title _____
Proposed Salary Grade _____
Proposed Hire Date _____

Request for Revised Job:

Current Job Title Information Technology And GIS Administrator
Proposed Job Title Information Technology Administrator
Proposed Salary Grade 26 \$40,838 - \$53,185 - \$65,532
Proposed Effective Date 4-1-12

Estimate the other indirect cost related to this request:

Uniforms \$ _____
Office Space \$ _____
County Car \$ _____
Computer Equipment \$ _____
Other \$ _____

Will the County receive any revenue in reimbursement for this request? No
Source _____ Line Item # _____ Amount \$ _____

Justification for Request: Answer the following questions and provide information to justify your request. (Attach additional pages if needed)

If this request is approved, list the benefits to the Citizens. (Ex: number of citizens served, additional services provided, provide faster more efficient service, what will be different?). Position will provide in-house support to maintain county's information system. Currently, IT support is contracted with a private vendor.

If this request is not approved, what is the overall impact to the Citizens? (Ex: impact to service provided, number of citizens served, potential negative complaints). Impact is greater for staff that relies upon information systems to complete job assignments.

Department Head Approval Linda T. Worth Date 3/24/12

WARREN COUNTY JOB INFORMATION QUESTIONNAIRE FISCAL YEAR 2012

Please complete the following questionnaire for any request for new or revised jobs.

Department Information Technology Requested By Linda T. Worth

Proposed Job Title Information Technology Administrator

Reports To (Job Title) County Manager

1. What is the primary purpose of the job?

Provide maintenance and support of the county's information systems, including but not limited to: applications, systems, network, personal computers including hardware and software. Supports the users of the computerized environment including system backups. Tests new applications and monitors system security; creates and maintains websites, administers, monitors, and maintains internal email messaging server environment, evaluates IT needs and recommends solutions to County Manager and department heads.

2. Will this job supervise any employees in other jobs? (Yes or No) No If yes, list the other jobs that this job will supervise and the number of incumbents for each job.

3. List the duties and responsibilities of this job. Include other related information such as how often the work is done, daily, weekly, monthly, or annually.

This is proposed to be a full-time permanent position. See attached proposed job description.

List any decision-making authority that this job will have and give examples.

Departmental spending up to maximum limits allowed. Authority to recommend proposals for appropriate IT solutions to the County Manager and department heads.

4. List any special license or certification required for this job.

Certifications of proficiency in Network Infrastructure, Design, and Operating Systems preferred but not required.

5. What level of education does this job require? (High School Diploma, Associates Degree, Bachelors Degree, Masters Degree) If a degree is required, list major courses of study that would be acceptable.

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in management information systems, computer science or related field.

6. List the experience required for this job and the number of years required.

Bachelor's degree in field described in #5 and 2-4 years of experience, or 5-10 years experience in the field or in a related area

7. List any physical requirements for this job. (Sedentary work, light work, medium work, heavy work, very heavy work.)

Light work requiring the exertion of up to 20 pounds of force occasionally, and up to 10 pounds of force frequently or constantly to move objects; work requires kneeling, lifting, fingering, and repetitive motion.

8. List any working conditions or occupational exposures that the employee will be exposed to in this job. (Inside environment, outside environment, hazards such as exposure to chemicals, or occupational exposure to blood.)

Inside environment, with no hazardous exposures.

INFORMATION TECHNOLOGY ADMINISTRATOR – 1150

GENERAL DEFINITION OF WORK:

Performs difficult managerial and professional work planning, organizing and coordinating the development, implementation and maintenance of the County's electronic information systems and related operations; does related work as required. Work is performed under the general supervision of the County Manager.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing and directing computer system operations; maintains operations of the County's information system, including but not limited to: applications, operating systems, network, servers, and personal computers including hardware and software support. Coordinates work with County Manager and department directors; prepares and maintains systems, records and files.

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

- Coordinates new system development and recommends improvements to existing systems.
- Resolves network problems and offers technical assistance to users;
- Installs, configures and maintains the County's network;
- Acts as primary organizational interface with vendors and provides internal analysis and support; visits work sites and provides technical answers via telephone or modem to diagnose network problems.
- Develops an annual IT budget and provides fiscal direction for technology within County departments.
- Provides advice and consultation to managers, supervisors, and employees on all aspects of the County's information systems, including the development of departmental information technology plans, goals, and objectives to ensure consistency with the County's overall plans, goals and objectives.
- Assists with the creation of policies and guidelines for websites, email and internet usage.
- Reviews, evaluates, recommends and approves proposals for hardware and/or software acquisition.
- Manages data conversion, design, development, training and quality assistance for software systems applications.
- Provides maintenance for computers and computer peripherals and coordinates computer/system maintenance with outside vendors when necessary; provides system set-up and software installation.
- Provides assistance with the development and maintenance of the County's external website and maintains the County's internal website.
- Troubleshoots network and IT system problems and performs difficult maintenance on servers, computers and peripheral equipment.
- Serves as Chairperson of the Information Technology GSII Sub-Committee which provides ongoing analysis of systems improvement.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of all phases of systems analysis, programming and personal computer operations; general knowledge of the functions and operation of county departments; comprehensive knowledge of computer networking methodologies and techniques and related hardware and software; ability to establish and maintain effective working relationships with county officials and associates; ability to determine department and countywide information system needs and formulate an effective program to meet the needs; ability to diagnose and solve software and hardware problems; ability to write clear and concise reports; ability to communicate ideas effectively both orally and in writing.

INFORMATION TECHNOLOGY ADMINISTRATOR - 1150

Page 2

EDUCATION AND EXPERIENCE:

Bachelor's degree in Computer Science or a related area with major course work in management information systems, computer science or related field and 2-4 years experience, or 5-10 years experience in a related area. Familiarity with standard concepts, practices, and procedures in varied Server and Workstation Operating Systems, Network Infrastructure and Design, Network Security Policies, Network Topologies and Wiring Environment.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, and up to 10 pounds of force frequently or constantly to move objects; work requires kneeling, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, and assembly or fabrication of parts at or within arm's length; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Meeting Date: March 12, 2012

Agenda Item # 11-B

SUBJECT: Personnel Matter

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: County Manager Worth is recommending the Board's consideration to appoint Ms. Crystal M. Smith to the position of County Extension Director in the Cooperative Extension Service effective 4/16/12.

Salary: \$54,850* Start Date: April 16, 2012

***This is Ms. Smith's current salary in the same position in Hertford County.**

FUNDING SOURCE: Lapsed salary

APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTE

MEMORANDUM

TO: Warren County Board of Commissioners

FROM: Linda T. Worth, County Manager *LW*

DATE: March 2, 2012

RE: Appointment of Warren County Extension Director (CED)

I am requesting the Board's consideration and approval of the following personnel action:

Cooperative Extension Service

Following an extensive and lengthy search, I am pleased to recommend Ms. Crystal M. Smith to fill our vacant County Extension Director (CED) position. Ms. Smith is currently serving in the CED position in Hertford County's Cooperative Extension Service. Her resume' is attached for your review.

In conjunction with NC State University, I am recommending that Ms. Smith continue to receive her current salary of \$54,850. Warren County's share of her salary would be \$19,197, with NC State University's share being \$35,653. Should the Board approve Ms. Smith's appointment to this position, we are requesting a start date of April 16, 2012. There are sufficient lapsed salaries/fringes in the Cooperative Extension Service's FY 12 budget to accommodate this personnel action.

Your favorable consideration of this request is greatly appreciated. Should you have any questions or concerns in the interim, please do not hesitate to contact me.

cc: Dr. Travis Burke, Northeast Extension Director
Paul Westfall, Interim CED

Crystal M. Smith

115 Jay Trail
Murfreesboro, NC 27855
919.495.1777 (mobile)
252-358-7822 (work)
crystal_smith@ncsu.edu

OBJECTIVE: To obtain a position with North Carolina State University as a County Extension Director.

QUALIFICATIONS

Fifteen years experience with North Carolina Cooperative Extension.

Nineteen years experience in youth development.

Experienced in grant writing (over \$3 million), budget management, justification, implementation, and accountability.

Experienced in networking with other educational agencies, youth agencies, and programs.

Experienced in leadership development for youth, adults, and program staff.

Experienced in supervising Extension Agents, Para-professionals, summer youth counselors and volunteers.

EDUCATION

A.A. Accounting, Hardbarger Junior College, Raleigh, NC; 1988.

B.S. Business Education, Saint Augustine's College, Raleigh, NC; 1991.

M.S. Agricultural Education, North Carolina A&T University, Greensboro, NC; 2006.

EMPLOYMENT

2010 – Present: County Extension Director, North Carolina Cooperative Extension, Hertford County

2003 – 2010: Extension Agent, 4-H Youth Development, North Carolina Cooperative Extension, Franklin County.

2000 – 2003: Extension Agent, 4-H Youth Development, North Carolina Cooperative Extension, Granville County.

1996- 2000: Extension Agent, 4-H Youth Development, North Carolina Cooperative Extension, Warren County.

Summer, 1996: Summer 4-H Program Assistant, North Carolina Cooperative Extension, Franklin County.

1992 – 1996: Teacher's Assistant, Franklin County Schools, Louisburg, NC

Crystal M. Smith

PROFESSIONAL ASSOCIATION

North Carolina Association Extension 4-H Agents

Member, 1996 – present

State Recognition Chair, 2009 - 2010

State President, 2006 – 2008

State Treasurer, 2001 – 2003

National Meetings: 2000, 2002, 2004, 2006, 2007

State Meetings: 1997 – 2011

Winter Professional Conferences: 1996 – 2008

District Director: 2000 – 2001

District Treasurer: 2002 – present

District Secretary: 1997 – 1999

T. C. Blalock Young Agent Award: 2000 and 2002

Chet Black Professional Scholarship: 2002, 2004

Distinguished Service Award, 2006

Dr. & Mrs. Jon Ort Professional Development Scholarship, 2007

Lathan F. Smith, Jr. Award of Excellence in 4-H, 2010

Epsilon Sigma Phi

Member: 2001 – present

Necrology Chair: 2003 – present

Dr. Bernadette Watts Professional Development Scholarship, 2004

Granville Area Volunteer Administrators

Board Member: 2001 – 2004

President: 2003 – 2004

Make a Different Chair: 2001, 2002

Social Committee Chair: 2002

Juvenile Crime Prevention Council

Warren County Board Member: 1999 – 2000

Granville County Program Manager, 2000 – 2003

Franklin County Program Manager, 2003 – present

Warren County One-on-One

Board Member: 1998 – 2000

Secretary: 1999 – 2000

Warren Family Institute

Board Member: 1997 – 2000

National Progressive Farmer Farm Safety Evaluation

Board Member: 2000 – 2005

Crystal M. Smith

CIVIC

Greater Franklin County Chamber of Commerce

Ambassador, 2005 – present
Leadership Franklin Co-Chair, 2006
Leadership Franklin Graduate, 2005

Leadership Granville, 2002

Delta Sigma Theta Sorority, Inc., Oxford-Henderson Alumnae

Member, 2003 – present
Chapter Treasurer, July, 2009 - 2011
Correspondence Secretary, 2004 – 2006
Program Chair, 2005 – 2007

Alpha Pi Chi, Nu Epsilon Chapter

Member, 2005 – 2009
1st Vice President, 2007 - 2009
Historian, 2006 – 2009

South Main Street Missionary Baptist Church

Member
Youth Director, 1994 - present
Program Committee
L.A.C.E.R. Camp Coordinator, 1994, 1995

Reclaiming Our Youth (ROY)

Member
Franklin County Area Representative, 2005 – present
R.I.S.E. Youth Director, 2008 - present

North Carolina State University

Pathway Leadership Graduate, September 2009 – August 2010
Trained Facilitator, 2011

Meeting Date: March 12, 2012

Agenda Item # 11-C

SUBJECT: Warren County Healthy Foods Program

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: County Manager Worth is recommending Working Landscapes to serve as Program Administrator for the Warren County Healthy Foods Program which is a 24-month grant funded program through BCBS Foundation. Funds are included in the grant for program administration. Request is made to authorize the County Manager to negotiate and execute a contract with Working Landscapes to serve as Program Administrator.

FUNDING SOURCE:

APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTE

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LW*
DATE: March 2, 2012
RE: Warren County Healthy Foods Program

As you may recall, Warren County was recently awarded a \$200,000 grant from BlueCross BlueShield Foundation to fund the development of programs designed to:

- a) Increase consumer demand and use of locally grown foods;
- b) Increase the number of farmers providing local foods to Warren County residents;
- c) Increase the availability of locally grown foods in retail outlets;
- d) Introduce locally grown foods into institutional food service kitchens; and
- e) Increase the number of residents consuming locally grown foods.

Staff in the Warren County Cooperative Extension Service will be responsible for oversight of this grant; however, funding is included in the grant to cover the cost of a Grant Program Administrator. The grant implementation period is twenty-four months. In response to our advertised Request for Qualifications Statements from organizations experienced in agricultural enterprise development to provide program administration services for this grant, we received Qualifications Statements from the following agencies (copies attached):

1. Working Landscapes
108 S. Main St.
Warrenton, NC 27589
2. Citizens Against Domestic Violence, Inc.
108 S. Bragg St., Suite 7
Warrenton, NC 27589

A Committee consisting of myself; Paul Westfall, Interim CED; and Paul McKenzie, Agricultural Extension Agent, reviewed and evaluated the two Qualifications Statements, and we are respectfully requesting the Board of Commissioners consideration to authorize me to negotiate and execute a contract with Working Landscapes to serve as Program Administrator for this grant.

Your favorable consideration of this request is greatly appreciated. Should you have any questions or concerns in the interim, please do not hesitate to contact me.

cc: Paul Westfall, Interim CED
Attachments

WARREN COUNTY, NORTH CAROLINA

REQUEST FOR QUALIFICATIONS STATEMENTS FROM ORGANIZATIONS EXPERIENCED IN AGRICULTURAL ENTERPRISE DEVELOPMENT TO ASSIST WITH THE DEVELOPMENT OF A HEALTHY FOODS PROGRAM FOR WARREN COUNTY RESIDENTS

PROJECT SCOPE

Warren County, NC has been awarded a \$200,000 BlueCross BlueShield Foundation grant to be implemented by staff in the Warren County Cooperative Extension Service over a twenty-four month time period. The scope of work is to assist with the development of programs designed to: a) increase consumer demand and use of locally grown foods; b) increase the number of farmers providing local foods to Warren County residents; c) increase the availability of locally grown foods in retail outlets; d) introduce locally grown foods into institutional food service kitchens; and e) increase the number of residents consuming locally grown foods.

SUBMITTAL REQUIREMENTS

Statements of Qualification should clearly and concisely address the following:

- Organization name and location of office where work will be performed.
- Brief overview and history of the organization.
- Experience in planning, design, and delivery of programs to increase production and consumption of locally grown foods.
- Experience in working with retail outlets to promote use of locally grown foods.
- Qualifications and experience of key personnel who will be involved in this project, including experience in working with similar projects.
- Other work commitments of the specified key personnel during this project time frame.
- A payment schedule for project expenditures.

The submission should be printed on one side, on 8-1/2" x 11" paper, and single-spaced. Eight (8) copies of the statement of qualifications are due no later than 5:00 p.m. on Friday, February 17, 2012. No statements of qualification will be accepted after this time. The mailing address is:

County of Warren
Attn: Linda T. Worth, County Manager
P.O. Box 619
602 W. Ridgeway Street
Warrenton, NC 27589
252-257-3115

ppulley@co.warren.nc.us

WARREN COUNTY ENCOURAGES PROPOSALS FROM SMALL, MINORITY, AND FEMALE-OWNED BUSINESSES,
AND DOES NOT DISCRIMINATE ON ANY BASIS.

Warren County reserves the right to reject any and all proposals.

To: Warren County Manager and Cooperative Extension
From: Carla Norwood, PhD, Working Landscapes
Date: February 2, 2012
RE: Statement of qualifications to assist Cooperative Extension in Healthy Food Program

Working Landscapes, a Warren-based nonprofit organization, requests consideration by the County to assist the Cooperative Extension Service in the planning and implementing activities related to Blue Cross Blue Shield of North Carolina Foundation's Healthy Food program.

Working Landscapes was founded in 2010, and received its official IRS nonprofit determination in 2011. Our mission is to build healthy and vibrant rural communities through civic engagement, sustainable resource management and asset-based economic development. One of our primary areas of focus is rebuilding viable local and regional food systems that can more sustainably and ethically provide healthy, local food to citizens at all income levels, with a primary interest in Warren County. Our office is based in downtown Warrenton, at 108 South Main Street. Our board includes a full-time farmer and the NCSU Center for Environmental Farming Systems (CEFS) community food systems coordinator, as well as community leaders and scholars working to find ways that work to promote the health of rural communities. We were organized precisely to implement projects like this one.

We currently have no paid staff, but anticipate hiring initial staff in 2012. As our board chair, I oversee several programs that have been developed in partnership with local and regional entities, for which we have helped to raise more than \$400,000 in two years.

Several of these programs are relevant to this proposal, because they demonstrate our organization's experience with planning, designing and delivering programs to increase the production and consumption of locally grown foods. These are briefly summarized below:

1) FoodCorps. Working Landscapes is one of 42 service sites nationally for the new FoodCorps program (which is based on the AmeriCorps model). Currently, Celeste Frisbee is our service member. She will be with us until the summer, and we anticipate that we will continue to have service members based at Working Landscapes for several years. This program is a significant asset to meeting the goals of the BCBSNC Foundation proposal, because approximately 50% of our volunteer's time is being devoted to Farm-to-School activities and increasing institutional sourcing from local farmers. Further, the program offers expertise in promoting local agriculture and increasing familiarity with locally-grown food through hands-on education programs.

2) Produce Packs. In partnership with the UNC Center for Health Promotion and Disease Prevention, Working Landscapes managed the pilot season of the Produce Packs project this year. Funded by the NC Rural Center's Economic Innovation Fund, Produce Packs established a new mechanism for connecting local retailers (the Norlina IGA, Buchanan's Store and Pay Jay's) with local farmers. We worked with a marketing firm to develop marketing materials, developed practices for purchasing locally grown produce from small and medium size farmers, and worked with retail locations to pack, display and



sell this produce to local consumers. We will be continuing the Produce Packs project this year. I am attaching a poster from this project to illustrate the high quality of marketing/materials Working Landscapes generated for a local foods initiative.

3) Institutional and Wholesale relationships. While not a formal project, our board has been developing a relationship with wholesale buyers at UNC Chapel Hill, and believe that local farmers can benefit from these relationships as early as this growing season. We have also begun building a relationship with WholeFoods Market in Durham, and have communicated with the NC Department of Agriculture's Farm-to-School program about the potential to increase purchasing from Warren County farmers.

4) Along with my husband, Gabriel Cumming, I co-directed the Growing Local/Buying Local research project in 2010-11. This project took place while we were postdoctoral researchers at the Duke University Nicholas School of the Environment. The goals of this research and engagement project were to understand the opportunities for a more local/regional food system to support economic development and quality of life in Warren County. The project included gathering the perspectives of a range of Warren County residents through interviews. We supervised ten graduate students who focused on myriad topics, including a geospatial analysis that suggested the significant potential in Warren County to grow produce for local residents and regional consumers. I also supervised a student who identified all the vegetable gardens in the county, and am currently working on developing a model of local food production based on this data.

If awarded the contract, Working Landscapes will hire personnel to manage the project who have substantive experience and relevant project management skills. At this time, it is expected that I will come off the board and become Working Landscapes' first staff person. I am attaching a resume that summarizes my professional experience. I have been involved in food systems projects since 2009, and have worked for more than 15 years exclusively in the fields of grassroots engagement, civic engagement and rural community development. I earned a PhD in Ecology from UNC Chapel Hill in 2009, and have expertise in map making/cartography, public engagement processes, survey design, statistics, qualitative analysis and landscape ecology—many of these skills are relevant to planning and implementing this project successfully. I have been the Executive Director and sole employee of a nonprofit organization in the past, and have also earned the Duke University Certificate in Nonprofit Management. Since 2004, I have managed four intensive community visioning and planning processes that have involved more than 1000 rural North Carolina citizens. These processes have helped to identify pathways for new collaborations among stakeholders and to leverage significant funding for implementation projects in communities across the state. I also a proven grant writer.

I bring to this work a strong network of collaborators who can help this project to succeed. I have good contacts in statewide food system efforts, and also have developed trusted working relationships with many agricultural, civic, government and business leaders in Warren County. In addition, my mixed-race heritage (my mother's family is white and my father's family is American Indian) is an asset in racially-diverse Warren County. Finally, I am from Warren County, and am deeply committed to using my education and experience to benefit my home community.



During the next two years, I am committed to devoting sufficient time to this project to complete all objectives in a timely manner. In addition, I do have limited other professional commitments. I continue to be involved in other Working Landscapes projects, such as Produce Packs and FoodCorps. Beyond my responsibilities to Working Landscapes, I am also starting a small business in downtown Warrenton (tentatively named Warren FoodWorks), for which I will be hiring a full-time manager and several service staff. I estimate that I will devote 15 hours/week to FoodWorks in the coming year.

Working Landscapes' proposed budget for this project is summarized here. My understanding is that funds for the acquisition of food system infrastructure (cold storage, refrigerated truck, etc) will be managed by the county, while program-related expenses (for personnel, trainings, outreach, marketing, planning, etc) will be the responsibility of the successful subcontracting organization. Therefore, I do not include estimates for infrastructure expenditures, which I believe total approximately half of the grant.

Year One: Personnel and programming expenses of approximately 65,000, to be divided roughly equally throughout the year (Feb 2012 - Dec 2012)

Year Two: Personnel and programming expenses of approximately 35,000, to be divided roughly equally throughout the year (Jan 2013-Dec 2013)

Because more planning is required in year one, I am proposing a budget in which most of the planning and capacity-building is undertaken in the first year. This leaves a much larger percentage of the 2nd year budget to be used for the purchase and installation of larger-scale food systems infrastructure. This budget is open to discussion and to revision based on the critical data gathering and planning work that must happen to ensure long-term success. In other words, our understanding of priorities may shift as we undertake the necessary planning steps, as will our work plan and schedule, which will also have implications for the timing of expenditures.

Thank you for the opportunity to contribute to the important work of rebuilding local food systems and improving the health of Warren County residents. I am happy to answer any questions about this proposal. Also, references for Working Landscapes or myself are available upon request.

CARLA NORWOOD, PHD

109 W. Lavender St.

Durham, NC 27704

Ph: (919) 323-4254

carla.m.norwood@gmail.com

EDUCATION

PhD in ECOLOGY, August 2009

Curriculum in Ecology, University of North Carolina-Chapel Hill, Chapel Hill NC

Dissertation title: Making maps that matter? The role of geospatial information in addressing rural landscape change. *Advisor:* Flora Lu

MASTER OF ENVIRONMENTAL MANAGEMENT, September 2001

Nicholas School of the Environment and Earth Sciences, Duke University, Durham, NC

BACHELOR OF ARTS, *magna cum laude*, December 1996

Trinity College of Arts and Sciences, Duke University, Durham, NC

PROFESSIONAL EXPERIENCE

Manager, 108 South Main Street, LLC, Warrenton, NC.

Spearheading redevelopment of long-vacant 6500 sqft commercial property in economically depressed Warrenton. Developed financial and architectural plans, secured funding for Phase 1 from private, state and federal sources. Preparing educational materials about building reuse experience to help others undertake similar projects.

Founding Board Chair, Working Landscapes, Warrenton, NC.

Catalyst for new nonprofit organization dedicated to revitalizing rural communities through sustainable resource management and asset-based economic development. Organization will support agricultural economic development, implement alternative resource management strategies and support social entrepreneurship. 2009 to present.

Provost's Postdoctoral Fellow, Nicholas School of the Environment, Duke University, Durham, NC.

Initiated an interdisciplinary, community-based research project in Warren County to explore the potential of more local food, fiber and fuel systems to contribute to triple-bottom-line objectives. Co-directed the NC Field Site of the national Community Forestry and Environmental Research Partnerships program. 2009-2011.

Executive Director, Little Tennessee Watershed Association, Franklin, NC

Directed and managed all programs for grassroots conservation organization. Oversaw stream restoration and index of biotic integrity sampling programs. Initiated and designed effective outreach and educational materials. Created maps, performed GIS analyses, gave presentations, designed and maintained the website, formed alliances with local government, nonprofits and schools. Successfully executed day-to-day affairs of a community-based conservation organization. 2002 – 2003

Co-founder and Steering Committee, Macon Tomorrow, Franklin, NC

Grassroots organization dedicated to community-based land use planning in Macon County. Developed organization vision, mission and outreach materials. 2002-2003.

Founding Board Member, Friends of the Greenway, Franklin, NC
Served on advisory board for a group that manages a 3-mile public greenway along the Little Tennessee River. Provided advice on environmental and public engagement issues. 2002-2003.

PROFESSIONAL TRAINING

EMPIRE: Executive Minority Program in Real Estate. Sponsored by the NC Institute of Minority Economic Development, Self Help Credit Union and the Durham Chamber of Commerce. 12-week course introducing all stages of commercial real estate development. 2010.

Macon Leadership, sponsored by the Macon County, NC government. 2003.

Duke University Certificate in Nonprofit Management, 2001. Completed 50-hours of training in the skills necessary to successfully lead a nonprofit organization, including grant writing, fundraising, publicity, accounting and volunteer management.

RECENT PUBLICATIONS

Norwood, C. and G. Cumming. In press. Making maps that matter: Situating GIS within community conversations about changing landscapes. *Cartographica*.

Cumming, G. and C. Norwood. In review. The Community Voice Method: Creating new spaces for dialog about changing landscapes. *Landscape and Urban Planning*.

Boucquey, N., L. Campbell, G. Cumming, Z. Meletis, C. Norwood, and J. Stoll. 2010. Interpreting amenities, envisioning the future: Common ground and conflict in North Carolina's rural coastal communities. *Geojournal*.

Cumming, G., S. J. Guffey, and C. Norwood. 2008. Opportunities and challenges in community capacity building: Lessons from participatory research in Macon County, North Carolina. In *Participatory research for community-based natural resource management: lessons from North America*, ed. C. Wilmsen, W. Elmendorf, L. Fisher, J. Ross, B. Sarathy, and G. Wells, 127-46. London: Earthscan.

VIDEO DOCUMENTARIES (co-produced with Gabriel Cumming)

Growing opportunities in Warren County soil. Growing Local / Buying Local research project, 2011.

Seeking balance in the mountains. Mountain Landscapes Initiative (dissertation research project), 2008

Our land, our community, our family heritage. Sandhills Family Heritage Association and The Conservation Fund, 2006.

Land for tomorrow: What does it mean for Durham? Land for Tomorrow, 2006. (volunteer project)

Macon County voices. Little Tennessee Perspectives (dissertation research project), 2005.

GRANTS AND FELLOWSHIPS

Fellowships

Provost's Postdoctoral Fellows fellowship, Duke University	\$90,000
Community Forestry and Environmental Research Partnerships (2006-2008)	\$17,000
Royster Society of Fellows Graduate Fellowship, UNC-Chapel Hill (2003-2008)	\$90,000
National Science Foundation Graduate Research Fellowship (2004-2007)	\$90,000
Highlands Biological Station Summer Fellowship (2005)	\$1,800
UNC Chapel Hill Institute for Southern Studies Summer Fellowship (2004)	\$1,200
The Doris Duke Charitable Foundation Conservation Fellowship (1999-2001)	\$28,000
The Alumni Association Fellowship (2000)	\$2,000
Service Learning Fellowship, Duke University (Summer 1996)	\$2,000
BN Duke Leadership Award, Duke University (1993-1996)	\$75,000

Extramural Grants

NC Department of Commerce Green Building Fund, to support 108 South Main Street Redevelopment	\$134,200
NC Rural Center Economic Innovation Grant, to support Warren County Produce Packs project, 2011 (with UNC Center for Health Promotion and Disease Prevention)	\$75,000
NC Rural Center Building Reuse Development Grant, 2011 (with Town of Warrenton)	\$56,000
North Carolina Value-Added Cost Share Program, to support Warrenton commercial kitchen development	\$25,000
National Trust for Historic Preservation, 2010 (with the Land Trust for the Little Tennessee)	\$3,000
Ford Foundation, to support Community Forestry and Environmental Research Partnerships NC Field Site, 2009-2011	\$85,000
NC Sea Grant, 2008-09 (in collaboration with Lisa Campbell)	\$75,000
NC Rural Center Building Reuse Planning Grant, 2008 (with Town of Warrenton)	\$24,780
Student Travel Grant, Urban Rural Interface Conference 2007	\$500
Community Foundation of Western North Carolina., funding to support "Little Tennessee Perspectives" research project, 2004	\$6,875
National Fish and Wildlife Foundation. "Upper Little Tennessee River Biodiversity Project," 2003	\$35,000
Southern Appalachian Man and the Biosphere (SAMAB), general operating support for the Little Tennessee Watershed Association, 2003	\$40,000

SOFTWARE PROFICIENCY

ArcGIS, NVivo, FinalCut Pro, Microsoft Office, Prezi



CITIZENS AGAINST DOMESTIC VIOLENCE, INC.

Helping Hands

108 South Bragg Street, Suite 7
Post Office Box 938
Warrenton, North Carolina 27589

252-257-6781
www.cadvofnc.org

February 10, 2012

County of Warren

Attn: Linda T. Worth, County Manager

P.O. Box 619

602 W. Ridgeway Street

Warrenton, NC 27589

Dear Mrs. Worth:

We would like to submit the enclosed Statements of Qualifications (8 copies) for consideration to assist with the development of a healthy foods program for Warren County Residents. Thank you for affording us the opportunity to apply to be a part of this valuable program.

Please feel free to contact Ashley Evans, Displaced Homemakers Coordinator or myself at (252) 257-6781 or email at scottonealnc@gmail.com if additional information is needed.

Sincerely,

Scott K. O'Neal, Executive Director

Qualifications Statement from Citizens Against Domestic Violence, Inc DBA Helping Hands to Assist with the Development of a Healthy Foods Program for Warren County Residents

Citizens Against Domestic Violence, Inc DBA Helping Hands is a non-profit 501©3 corporation whose main office is located at 123 South Main Street, Warrenton, North Carolina. The agency was incorporated in May 1997 and focuses on victims of Domestic Violence, victims of Sexual Assault, and Displaced Homemakers. Currently the agency assists with court advocacy, emergency transportation, shelter, daily meals, education assistance, childcare, employment search and other services for victims and citizens of the county that are under employed, unemployed or who may lose their benefits within the next two years. One of our major objectives is to promote health and nutrition but due to the lack of availability of fresh produce, a majority of the food that we provide has been processed.

Although our clients range in age from infant to senior citizens, they have little knowledge of Warren County agriculture. Our agency has group meetings with staff, clients, community groups, religious groups, and volunteers of all ages, genders and socio-economic backgrounds where we can utilize our over 50 years of experience to plan, design and deliver programs to promote the production and consumption of locally grown foods to and by the general and targeted populations. We will be able to stress nutrition; provide healthy meals and food; and build a stronger workforce for business, agriculture and healthcare. Since we have a SADD (Students Against Destructive Decisions) Charter, we will be able to reach the youth and encourage them to focus on locally grown foods to focus away from some of the destructive food choices and eating habits. Our staff has experience in healthcare, agriculture, retail, business, counseling, finance, education and victim services. Individual staff members have experience with crop and produce production in Warren and Halifax counties. Staff has experience with outlets of both the retail market at the local farmers markets as well as selling to local outlet at wholesale prices.

The Displaced Homemaker Coordinator and Community Education/Outreach staff in addition to her formal education has a multigenerational agricultural background and lifetime experiences. She has formal knowledge of horticulture, program design, marketing and presentations. In her position as a project Coordinator and Outreach/Educator she will be able to bring her experience with community outreach to all segments of the county's population regardless of their age, gender, nationality and socio-economical standing. The Executive Director in addition to his formal education also has a multigenerational agricultural background and lifetime experiences. During his years as a Warren County farmer he also worked with the NC Extension Service for 4 years as an On-Farm Test Cooperator and was awarded numerous awards such as Youth Service to Agriculture, Crop Science Award and the Blue Award. As Director of the agency he will be able to bring the experience of community outreach, public service, agricultural production, education, counseling and marketing to this project. We would like to employ a seasonal specialist to assist with the consumer market, data collection, produce collection/distribution, food preservation and uses. This program will be incorporated into public outreach activities, educational programs, and health programs.

The proposed schedule of payments will include a portion of the Displaced Homemakers Coordinator/Outreach staff member's wages at 48 weeks x 10 hours per week x \$13 per hour which



totals \$6240 per annum. The Seasonal Specialist is planned to be employed 20 hours a week (from April – September) x \$10 per hour for 26 weeks per year for a projected total of \$5200. For the Director \$3600 will be projected to be paid toward his annualized salary. Salaries are requested in the amount of \$15040 per year plus FICA in the amount of \$1151. Other costs requested include \$1400 for office and storage space; \$750 for phone and utilities; \$400 in printing and copies; and \$1200 in educational/instructional/other supplies. The total requested per year is \$19,941 and the total requested for two years is \$39,882.

Meeting Date: March 12, 2012

Agenda Item # 12-A

SUBJECT: Resolution Declaring Surplus Property & Authorizing Auction

REQUESTED BY: Angelena Kearney-Dunlap, Clerk to the Board

SUMMARY: It is submitted by Resolution to declare certain county owned property surplus and authorize sale by internet based auction.

**1992 Dodge Van (RAM) 350 – 140,954 miles used by Health Dept
Sharp Calculator – used by Finance Office**

FUNDING SOURCE:

APPLICABLE GENERAL STATUTE: Article 12, NC GS 160A-268

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTE

STATE OF NORTH CAROLINA

COUNTY OF WARREN

RESOLUTION

*SALE OF SURPLUS
WARREN COUNTY PROPERTY*

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

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

1 - 1992 Dodge (Van) Ram 350

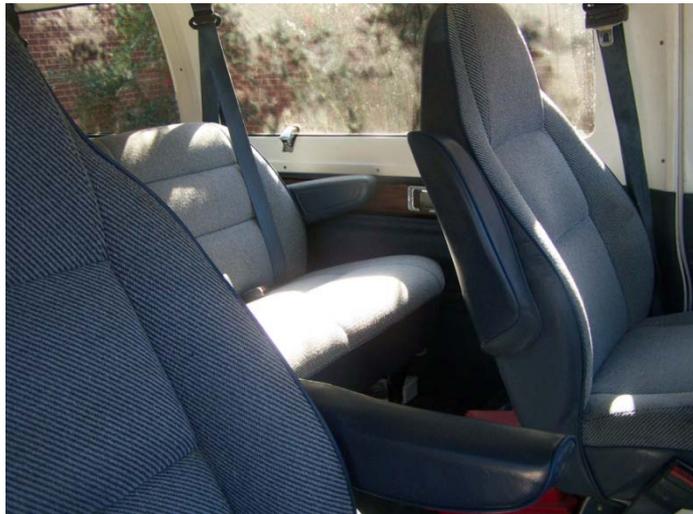
1 - Sharp Calculator

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

ADOPTED this the 12th day of March 2012.

WARREN COUNTY BOARD OF COMMISSIONERS

Ulysses S. Ross, Chairman



*1992 Dodge (Van) Ram 350
140,954 miles*





Sharp Calculator – Compet QS-2760A

Meeting Date: March 12, 2012

Agenda Item # 12-B

SUBJECT: Resolution Declaring Surplus Property & Authorizing Auction

REQUESTED BY: Angelena Kearney-Dunlap, Clerk to the Board

SUMMARY: It is submitted by Resolution to declare tax foreclosed property surplus and authorize sale by internet based auction.

**Parcel C2 11A – Off Harristown Road, Manson
Parcel F7 74E – Off Baltimore Road, Warrenton
Parcel 19 19U – Off NC Hwy 43, Warrenton**

FUNDING SOURCE: N/A

APPLICABLE GENERAL STATUTE: Article 12, NC GS 160A-268

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTE

STATE OF NORTH CAROLINA
COUNTY OF WARREN

**RESOLUTION
SALE OF SURPLUS
WARREN COUNTY PROPERTY**

WHEREAS, the County of Warren has certain property which has been foreclosed for delinquent taxes and may lawfully dispose of such property through online auction.

NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to Article 12, North Carolina General Statute 160A-268, the Warren County Board of Commissioners will sell through online auction the following real property:

<u>Property Identification</u>	<u>Minimum Bid Accepted</u>	<u>Acres</u>
<u>Parcel ID</u>		
C2 11A Off Harristown Road, Manson, Smith Creek Township	\$2,971	1
F7 74E Off Baltimore Road, Warrenton, Shocco Township	\$3,108	7.23
I9 19U Off NC Hwy 43, Warrenton, Fishing Creek Township	\$1,260	1.5

The properties will not be open for inspection and are being sold in "as is" condition with no warranties.

A minimum bid has been established per property. The Warren County Board of Commissioners reserve the right to reject any or all bids, to waive informalities, and to award bid in the opinion of the Owner in its best interest. All questions should be directed as follows:

Regarding property: Eddie Mitchum, Tax Administrator at emitchum@co.warren.nc.us, (252) 257-4158

Regarding auction: Angelena Kearney-Dunlap, Clerk-Board of Commissioners, adunlap@co.warren.nc.us (252) 257-3115

Linda T. Worth, County Manager lworth@co.warren.nc.us, (252) 257-3116 between the hours of 8:30 am – 5:00 pm, Monday thru Friday.

BE IT FURTHER RESOLVED, The Board of Commissioners authorizes the County Manager (or designee) to dispose of this property and incur those costs incidental to sale property; and that advertising, describing the property, the method for bidding and the date, time and place for the bid opening be placed with auction site with notice in the Warren Record and otherwise appropriately advertised according to law.

ADOPTED this the 12th day of March 2012.

WARREN COUNTY BOARD OF COMMISSIONERS
Ulysses S. Ross, Chairman

Meeting Date: March 12, 2012

Agenda Item # 13-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:

M E M O R A N D U M

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LW*
DATE: March 2, 2012
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:

Detention Center

Norment Security Group, Inc.
621 Poole Drive
Garner, NC 27529

This is a System Maintenance Agreement that covers the Detention Center's security systems. Funds to accommodate the annual cost are budgeted in the Detention Center's FY 12 Departmental Budget.

Finance Department

Progressive Business Systems, Inc.
1393 Duncan Lane, Suite 600
Auburn, GA 30011-3808

This is the Maintenance Agreement for the Finance Department's electronic check signer. Funds to accommodate the annual cost are budgeted in the Finance Department's FY 12 Departmental Budget.

Emergency Medical Services

Zoll Medical Corporation
269 Mill Rd.
Chelmsford, MA 01824

This is the Service Provider Agreement that gives Warren County EMS access to Zoll's RescueNet 12-Lead Service server to retrieve or review our EKG data. There is no charge for this service.

MEMORANDUM

Page 2

March 2, 2012

Emergency Medical Services cont'd

US Cellular

This is the service agreement for cell phone service for the Zoll defibrillator which requires cell phone service to transmit data to a receiving facility from the defibrillator. Funds to accommodate the cost of these services are budgeted in the EMS FY 12 Departmental Budget.

Emergency Services

NC Department of Public Safety
Division of Emergency Management

This is the Memorandum of Agreement between the Department of Public Safety, Division of Emergency Management and Warren County for a Mass Care Support Trailer. There is no cost to Warren County for this emergency management equipment. The federal government is paying the \$14,665 cost on our behalf.

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

Attachments

**ENTIRE 31 PAGE DOCUMENT
HAS BEEN PROVIDED IN
SEPARATE E-MAIL.**



Meeting Date: March 12, 2012

Agenda Item # 13-B

SUBJECT: County Manager's February 2012 Report

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: Manager's February Monthly Status Report 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:

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager
DATE: March 2, 2012
RE: February Status Report

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

Administration

- Attended NC City & County Manager's Winter Conference (2/1-3/12)
- Prepared for and attended Board of Commissioners Regular Meeting (2/6/12)
- Attended PCB Environmental Celebration Planning Mtg. (2/8/12)
- Mtg. with rep from NC Rural Communities Assistance Program to discuss WWTP Structure (2/9/12)
- Attended Kerr Lake Regional Water System Advisory Bd. Mtg. (2/13/12)
- Mtg. with Emergency Services Director (2/14/12)
- Mtg. with Finance Director, DSS Director & Senior Ctr. Director to discuss ROAP Funding (2/14/12)
- Attended CDBG Housing Committee mtg. (2/14/12)
- Participated in conference call with NASA reps re: SEMAA (2/15/12)
- Prepared for and attended the BOC Work Session (2/15/12)
- Mtg. with Public Works Director, B&G Manager, and Recreation Director to discuss budgetary matters (2/16/12)
- Cancer Awareness Proclamation Signing (2/17/12)
- County Furlough Day (2/20/12)
- Mtg. with Chairperson of Customer Service Committee to discuss Customer Service Seminar (2/21/12)
- Mtg. with EDC Board Chair & EDC Director to discuss economic development matters (2/21/12)
- Attended Triangle North Advisory Board meeting (2/22/12)
- Mtg. with Executive Assistant & Emergency Services Director to discuss Radio System Project Statements of Qualification (2/22/12)
- Met with County Attorney to discuss legal matters (2/22/12)
- Attended CDBG Housing Committee Mtg. (2/22/12)
- Conducted monthly Department Heads meeting (2/23/12)
- Attended E911 Committee meeting (2/23/12)
- Chaired Vance-Warren-Granville-Franklin CJPP Advisory Bd. Mtg. (2/24/12)
- Met with rep from Advanced Imaging Systems to discuss document scanning (2/27/12)
- Met with reps of Arcola Fire Department, BOC Vice-Chair and Elections Director to discuss polling place issues (2/27/12)
- Attended BOC/BOE Joint Meeting (2/28/12)

- Participated in Engineering Firm interview for Radio System Project (2/29/12)

Activities

- Attended Farm Bureau Legislative Reception & Dinner (2/7/12)
- Participated in South Warren Elementary School Career Day (2/10/12)
- Black History Month Speaker at Ridgeway Baptist Church (2/12/12)
- Attended VGCC/Chamber of Commerce Business After Hours @ the Armory Civic Center (2/16/12)
- Attended Roberts Rules of Order Webinar (2/16/12)
- Attended Health Department Certification Plaque Presentation @ Health Bd. Mtg. (2/21/12)
- Participated in PCB Day at Warren Early College High School (2/28/12)

Project Updates

Construction/Renovation Projects

EMS Satellite Facility #2

EMS satellite facility #2 is 20% complete with an estimated value of \$50,000. We have had very good weather which has allowed us to move this construction forward with no delays.

CDBG Projects

2008 Scattered Site Housing CDBG Project

CI granted permission to allow this project to remain open until a handicapped ramp can be constructed at one of the homes. The ramp has been constructed by another agency at no cost to the CDBG Program. We have requested CI to officially allow us to close-out this project.

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.

Meeting Date: March 12, 2012

Agenda Item # 13-C

SUBJECT: Grassroots Advocacy

REQUESTED BY: County Manager - Linda T. Worth

SUMMARY: NCACC requests all counties schedule a meeting with Legislative Delegates to support NCACC collecting county's key issues for consideration during 2012 Short Session:

**Suggested dates & time: Thursday - April 5th at 4pm - or
Thursday - April 12th at 4pm**

*** Time will be adjusted to accommodate Legislative Schedules as necessary.**

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



WARREN COUNTY BOARD OF COMMISSIONERS

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

Memorandum

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

Date: March 8, 2012
To: Warren County Board of Commissioners
From: Linda T. Worth, Warren County Manager *LW*
Re: County Grassroots Advocacy Meeting with NC Legislators to Discuss
NCACC Key Legislative Issues for the 2012 Short Session.

The North Carolina Association of County Commissioners (NCACC) is requesting that all counties convene meetings with their legislative delegation to discuss and get feedback on the three key issues for counties for the 2012 Short Session. The Association has provided meeting materials to support this effort, and would like for us to provide feedback on the meeting at NCACC's District Meeting in April.

The NCACC's Legislative Goals Committee and Board of Directors have reviewed in detail the legislative accomplishments for 2011. They have determined what counties can reasonably expect to complete in what is planned to be a fast-paced, focused 2012 Short Session. After these deliberations, it is important for counties to focus on the following three key issues:

1. State Budget: Increase County Lottery Funds and Restore Mental Health Funding
2. Allow Human Services Administrative Flexibility
3. Authorize County Broadband Public /Private Partnerships

The NCACC believes it is important for all Commissioners to help lay the ground-work for advancing these key issues. The meeting with our delegation will help provide us and NCACC staff with guidance on strategic approaches to our advocacy success. We are being asked to bring the results of our discussions with our Legislators to an NCACC District Meeting in April. The District Meeting closest to Warren County is being held on Tuesday, April 24th at Piedmont Community College, Roxboro in Person County. NCACC staff recommends that the Board of Commissioners schedule the meeting with the delegation as soon as is reasonably convenient.

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



TO: Chairman, Board of County Commissioners
County Manager
Clerk to the Board of County Commissioners

FROM: David F. Thompson, NCACC Executive Director

SUBJECT: 2012 County Grassroots Advocacy Meetings with Legislators
Reports at 2012 NCACC District Meetings

DATE: March 2, 2012

We need your help. The General Assembly's 2012 Short Session starts on Wednesday, May 16. Several critical county issues, including the state budget (specifically the lottery and mental health funding), flexibility for administrating human services and broadband public/private partnerships are eligible for legislative action. Please help us before the Short Session begins by laying the groundwork for advancing these county issues.

We are asking each county to schedule a meeting with its legislative delegation in March or early April to discuss these priority concerns and to gather feedback on your Legislators' responses. Enclosed in this packet are all the materials you need to convene your meeting:

- **A Sample Board of Commissioners' Agenda Item** so you can discuss the meeting arrangements in an open forum (this press coverage helps promote the county legislative key agenda).
- **Facilitator Notes** to help the discussion leader conduct the business of the meeting with legislators.
- **2012 Legislative Session Update**, which provides details on the three key issues noted above and provides a status update on all 2011-12 county goals.
- **A 2012 Key Legislative Issues Feedback Form** for recording notes from your meeting and to bring to the April NCACC District Meeting.
- **All necessary amenities** including name badges and lanyards, contact information for your Legislators, and "Thank You" cards to send to your Legislators afterwards.

We believe the 2012 Short Session will be fast-paced and focused primarily on the second year of the state budget. We appreciate your efforts on this project and look forward to hearing about your meetings at the NCACC District Meetings in April. If you have any questions please do not hesitate to contact NCACC Legislative Grassroots Coordinator Alissa Willett at (919) 715-7654 or alissa.willett@ncacc.org.

Thank you for all you do on behalf of county government.



Instructions for Grassroots Advocacy Meeting Facilitator

1. Review the enclosed materials and share them with other members of your Board. Each packet is individually tailored to your county. If you need additional details to carry on the discussion with your Legislators, contact Alissa Willett at (919) 715-7654 or alissa.willett@ncacc.org.
2. Talk with your County Manager and your Clerk to arrange to have this item on the agenda of your next Board of Commissioners' meeting.
3. Establish a preferred date, time, location, etc., for the discussion with your Legislators.
4. Invite all of your county's Legislators and county commissioners. Your County Manager can be especially helpful in making these arrangements.
5. At the meeting with your Legislators, recognize each of them by name, thank them for attending, and invite any guests in the room to introduce themselves.
6. Note that the purpose of the meeting is to help Legislators understand the three key issues of critical importance to counties for consideration in the Short Session, and to receive their input and guidance on how we might be successful.
7. Discuss each issue. Ask each Legislator his/her thoughts on recommended approaches.
8. Designate someone to take notes on the Key Legislative Issues Feedback Form, including Legislator suggestions or pointers, and any issues that might need follow-up by NCACC staff.
9. At the conclusion of the meeting, express your sincere appreciation to all your Legislators for all they do to help your county and their districts.
10. Designate a commissioner to report on your meeting at the April NCACC District Meeting your Board plans to attend. Bring the completed feedback form with you, so the NCACC staff can keep your discussion notes for reference during the Short Session.

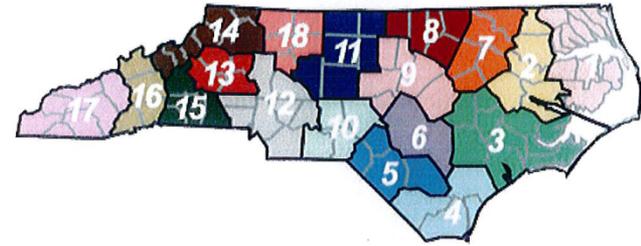
If your county cannot be represented at one of NCACC's District Meetings, fax or e-mail your county's report to the District Director who represents your county on the NCACC Board of Directors. He or she can then make the report on your county's behalf. Contact information for District Directors is included on the back of this page.

If you have any questions or need further support for this project, please do not hesitate to contact our Legislative Grassroots Coordinator Alissa Willett at (919) 715-7654, or alissa.willett@ncacc.org.

2012 NCACC Grassroots Advocacy Key Legislative Issues

1. State Budget: Increase County Lottery Funds and Restore Mental Health Funding
2. Allow Human Services Administrative Flexibility
3. Authorize County Broadband Public/Private Partnerships

NCACC Districts



District	Director	County	Phone	Email
District 1	Sandra Duckwall	Camden	252-333-1603	sduckwall@camdencountync.gov
District 2	William Mitchell	Hertford	252-358-0127	bmitchell76@gmail.com
District 3	Jerry Jones	Greene	252-747-3884	jjones@co.greene.nc.us
District 4	Ted Davis	New Hanover	910-762-5175	tdavis@nhcgov.com
District 5	Jerry Stephens	Robeson	910-671-3010	JLStephens@bellsouth.net
District 6	Jeannette Council	Cumberland	910-678-7770	jcouncil@co.cumberland.nc.us
District 7	Marcelle Smith	Halifax	252-826-4044	smithm@halifaxnc.com
District 8	Don Lancaster	Franklin	919-496-7295	dlancaster@unionbanknc.com
District 9	Erv Portman	Wake	919-856-5699	ervin.portman@wakegov.com
District 10	Jarvis Woodburn	Anson	704-694-7015	jwoodburn@windstream.net
District 11	Sam Watford	Davidson	336-248-8440	samwatford@aol.com
District 12	Jennifer Roberts	Mecklenburg	704-336-5887	jennifer.roberts@mecklenburgcountync.gov
District 13	Larry Yoder	Alexander	828-632-0059	lyoder@alexandercountync.gov
District 14	Judy Porter Poe	Ashe	336-846-5516	judyppoe@ashecountygov.com
District 15	Andy Webb	McDowell	828-724-9040	andrewkwebb@charter.net
District 16	Bill Stanley	Buncombe	828-250-6077	bill.stanley@buncombecounty.org
District 17	Michael Edwards	Graham	828-479-3156	medwards52@hughes.net
District 18	Leon Inman	Stokes	336-983-3237	linman5006@yahoo.com



2012 NCACC Grassroots Advocacy Key Legislative Issues Feedback

Please use this form as a guide for recording your discussion with your Legislators regarding counties' three key legislative issues for the 2012 Short Session. Be as specific as possible in your notes. Your feedback will be used to guide NCACC staff as we work with Legislators to promote county interests.

1. State Budget: Increase County Lottery Funds and Restore Mental Health Funding
2. Allow Human Services Administrative Flexibility
3. Authorize County Broadband Public/Private Partnerships

Issue #1: State Budget: Increase County Lottery Funds and Restore Mental Health Funding

County Impact: _____

Legislator Feedback: _____

Issue #2: Allow Human Services Administrative Flexibility

County Impact: _____

Legislator Feedback: _____

Issue #3: Authorize County Broadband Public/Private Partnerships

County Impact: _____

Legislator Feedback: _____

Other issues brought up during your discussion (please specify):

County Impact: _____

Legislator Feedback: _____



Closed Session
In accordance with
NC GS §
143-318.11(A)(3)(6)
attorney-client
privileged and
personnel matters.



Adjourn

March 12, 2012
Regular Meeting