



*WARREN COUNTY
BOARD OF COMMISSIONERS*

Monday, April 2, 2012

6:00 pm Regular Meeting

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

Prepared by:

***Angelena Kearney-Dunlap
NC Certified County Clerk***



Call to Order April 2, 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*

REVISED
SUGGESTED AGENDA
FOR
April 2, 2012 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
Armory Civic Center
WARRENTON, NORTH CAROLINA

- 1. Call to Order Regular Monthly Meeting - 6:00 pm by Chairman**
- 2. Moment of Silence**
- 3. Conflict of Interest Disclaimer**
- 4. Citizen Comments**
- 5. Adopt April 2, 2012 Suggested Agenda**
- 6. Consent Agenda**
 - A. Approve Minutes - March 12, 2012**
 - 2011 CDBG Public Hearing**
 - Amendments to Subdivision Ordinance Public Hearing**
 - Amendments to Official Zoning Map Public Hearing**
 - Regular Monthly Meeting (Rescheduled from March 5, 2012)**
 - B. Interest Income Report - Finance Director Barry Mayo**
 - C. Tax Collector's Report - Tax Administrator Robert Mitchum**
 - D. Tax Release Requests (Over \$100) - Tax Administrator Robert Mitchum**
 - Tax Release Requests (Under \$100)- “**
 - E. Resolution in Support of Take Pride in Lake Gaston Clean-up Day 2012**
- 7. Finance Office - Barry Mayo**
 - A. Amendment # 8 to Warren County FY 2011-12 Budget Ordinance**
 - B. Amendment # 1 to Capital Project Ordinance WWTP Phase I Rehab Project**
 - C. Clean Water State Revolving Fund Loan - Offer and Acceptance Documentation WWTP**

- 8. Boards/Commissions/Committees**
 - A. Nursing Home Advisory Council: Kathy Harris (by Kim Hawkins, COG)**
 - B. KARTS Board of Directors: Tokila Cooper (by Jeff Woodard, DSS)**
- 9. Longbridge VFD Tax Exempt Loan - Hugh Freeman**
- 10. Award Bids**
 - A. Courthouse Roof Replacement**
 - B. Replacement of Clarifier Equipment and SCADA System at WWTP**
 - C. Award Engineering Contract for Simulcast Radio System - Phase I**
- 11. Designate Voting Delegate to Annual Rural Water Association Meeting - Macon Robertson, Director Public Utilities**
- 12. Declare Surplus Property and Authorize Online Auction - Clerk to the Board**
- 13. Reschedule May 30th Work Session**
- 14. County Manager's Report**
 - A. Contracts Approved for March 2012**
 - B. County Manager's March 2012 Status Report**
- 15. Closed Session - In accordance with NCGS 143-318.11(a)(3) - Attorney Client Privilege**
- 16. Adjourn - April 2, 2012 Board Meeting**

Meeting Date: April 2, 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:

Meeting Date: April 2, 2012

Consent Agenda Item # 6A

SUBJECT: Approve Minutes

REQUESTED BY: Clerk to the Board

SUMMARY: Minutes of March 12, 2012 Meetings have been provided via e-mail to Board Members for review.

**2011 CDBG Public Hearing
Amendments to Subdivision Ordinance Public Hearing
Amendments to Official Zoning Map Public Hearing
Regular Monthly Meeting (Rescheduled from March 5, 2012)**

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Minutes of March 12, 2012 Meetings have been provided via e-mail to Board Members for review.

2011 CDBG Public Hearing

Amendments to Subdivision Ordinance Public Hearing

Amendments to Official Zoning Map Public Hearing

Regular Monthly Meeting (Rescheduled from March 5)

Meeting Date: April 2, 2012

Consent Agenda Item # 6B

SUBJECT: Interest Income Report

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Interest Income Report for the month of February 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:

COUNTY OF WARREN
FINANCE OFFICE
P. O. BOX 185
WARRENTON, NC 27589
Telephone: (252) 257-1778 Fax: (252) 257-6523

Barry J. Mayo
Finance Officer

INTEREST INCOME REPORT
Month of February 2012

FUND	FEBRUARY INCOME	FISCAL YEAR TO - DATE
General	703.29	4,090.50
Revaluation	11.16	69.66
E 911 Telephone System	14.54	80.91
Buck Spring Project	14.03	92.71
Ambulance Storage Facility	18.99	165.23
National Guard Armory	0.94	6.23
Simulcast System Upgrade	5.82	38.93
Regional Water Enterprise Fund	20.25	138.17
District 1 Enterprise Fund	39.04	240.20
Solid Waste	15.23	33.07
District II Enterprise Fund	37.94	232.75
District III Capital Project Fund	11.42	64.93
District III Phase II BANS	0.18	1.21
District III Enterprise Fund	18.66	90.51
Soul City Pump Station Improvements	0.83	5.49
District III Phase III	58.66	74.65
	970.98	5,425.15

Meeting Date: April 2, 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 February 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 FEBRUARY 2012**

Current Year Collections

Tax Year	Charge	Collected in FEBRUARY	Collected to Date	Balance Outstanding	Percentage Collected
FEBRUARY 2012 FY12	\$15,676,283	\$1,308,530	\$14,492,113	\$1,184,171	92.45
FEBRUARY 2011 FY11	\$15,169,084	518,461	13,883,356	1,285,728	91.52

Delinquent Collections

2010	\$765,952	\$38,893	\$430,164	335,788	56.16
2009	257,106	12,594	77,455	179,650	30.13
2008	175,292	4,317	30,075	145,217	17.16
2007	156,294	2,858	14,459	141,834	9.25
2006	136,568	2,663	7,989	128,579	5.85
2005	113,089	1,934	5,432	107,657	4.80
2004	100,655	1,839	4,091	96,564	4.06
2003	85,283	1,393	3,406	81,876	3.99
2002	107,989	1,280	3,091	104,898	2.86
2001	161,085	1,021	2,621	158,463	1.63
Total Delinquent Years	\$ 2,059,313	\$68,792	\$ 578,783	\$ 1,480,526	

Other FEBRUARY Receipts

County Penalties
Landfill User Fees
Municipalities
Fire District Taxes
Advance Taxes

\$ 30,166	\$ 129,519
\$ 76,817	\$ 1,096,262
\$ 26,355	\$ 644,792
\$ 31,959	\$ 726,753
4162.00	5237.00

JANUARY GRAND TOTAL

\$ 1,546,781	\$ 17,673,459
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R. Edw. Mitchum

R. Edwin Mitchum, Tax Collector

3/23/2012

Date

Meeting Date: April 2, 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

4/2/2012

Date: _____

ERROR CORRECTION RELEASES:

COLLIER DAVID C JR	2011 2967 300	B9 30B 1X	23116	\$157.68 MH WAS MOVED MAY 2010
CONRAY RICHARD	2007 31050 107		44571	\$114.97 DECEASED 3/2011
EVERETT JAMES P & CHERIE	2007 16042 207	C7 67	49030	\$285.41 NO MH LOCATED ON THIS PARCEL
EVERETT JAMES P & CHERIE	2008 16042 208	C7 67	56071	\$199.12 NO MH LOCATED ON THIS PARCEL
EVERETT JAMES P & CHERIE	2009 16042 209	C7 67	57333	\$242.46 NO MH LOCATED ON THIS PARCEL
EVERETT JAMES P & CHERIE	2010 16042 110	C7 67	58615	\$242.46 NO MH LOCATED ON THIS PARCEL
EVERETT JAMES P & CHERIE	2011 16042 111	C7 67	4541	\$245.45 NO MH LOCATED ON THIS PARCEL
FALKNER LIZZIE HEIRS	2005 13926 105	D5 57 1X	38828	\$175.94 DECEASED 2004 MH TORN DOWN
GOODING DAVID	2007 28166 107	L3C 1 12X	45273	\$272.44 TRADED SW IN FOR DW IN 2006
LOCUST GROVE BAPTIST CHUR	2001 1170 101	E2 170	32754	\$102.40 EXEMPT PROPERTY
THOMPSON RICHARD JR	2009 40430 300	E3 177	8892	\$115.48 MH SOLD IN 2008
THOMPSON RICHARD JR	2010 40430 300	E3 177	8892	\$140.70 MH SOLD IN 2008
THOMPSON RICHARD JR	2011 40430 300	E3 177	8892	\$139.66 MH SOLD IN 2008

SUB-TOTAL ERROR CORRECTIONS:

\$2,434.17

MOTOR VEHICLE RELEASES:

BENNETT & BENNETT	2011 4609 2600	WNB4966	78183	\$118.62 SOLD
TANNER MICHAEL DEAN	2011 36606 2048	ZZN8253	77631	\$125.24 RELEASED TO FRANKLIN CO
WILLIAMS KEON M	2011 25529 2320	ZSW8655	66791 \$	140.80 EXEMPT, IN SERVICE, FLA HME STATE

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$140.80

SUB-TOTAL CORRECTION RELEASES:

\$2,434.17

Total Releases

\$ 2,574.97

Request For Tax Releases Under \$100

Under \$100

4/2/2012

Date:

LW
3/13/12

ERROR CORRECTION RELEASES:

NAME	Year	ACCT#	MAP #	RECORD #	AMOUNT	REASON
COLLIER BENNIE P	2010	9183 110	H11 2	58963	\$ 16.75	COLLECTION ERROR
PAYNTER DANNY	2010	30321 110	E2 25	58948	\$82.44	COLLECTION ERROR

SUB-TOTAL ERROR CORRECTIONS:

\$ 99.19

MOTOR VEHICLE RELEASES:

ALSTON PHILIP JAMES	2011	33651 1116	YWZ2843	68869	\$8.16	SOLD
AMSLER SUELLEN M	2011	6509 1303	YPS4862	75440	\$27.50	SOLD
BRANCH JOHN LEE	2011	4420 110	XNB4552	56330	\$6.54	SOLD
BRITT MARGARET AYSUCUE	2011	10630 1308	XNB3577	76891	\$9.22	REDUCED VALUE/RUSTY
BROWN ZENOBIA H	2011	20528 1377	ZTH2575	73966	\$6.95	TOTALED
COX KENNETH RAY	2011	8619 2612	3W9630	70365	\$23.58	SOLD
CROWE GLADYS B	2011	9912 2053	YRN7386	76190	\$3.43	CAR WRECKED
DAVIS PHILLIP A	2011	35493 1450	ZWS3304	77033	\$6.33	DMV ERROR CHARGED TWICE
EDWARDS CLAUDE ALLEN	2011	12829 1583	YYX7728	77166	\$45.36	SOLD
FAULKNER HARRIET M	2011	14030 1502	ZWS1389	74091	\$51.90	SOLD
FESSENDEN DUANE F	2011	16515 1932	YNZ9437	74521	\$50.61	SOLD
FLEMING CLIFTON L	2011	14601 1735	AFS5284	75872	\$22.32	SOLD
FOWLER BRUCE LEIGH	2011	16101 2434	XRN3540	78017	\$49.90	SOLD
GAVIN JAMES E III	2011	21216 2295	YNC6890	77878	\$69.39	REPOED
HARGROVE GIVIE BURTON	2011	4061 1481	SNX4175	77064	\$19.11	TAGS TURNED IN 4/15/2011
HARRIS CARROLL	2011	17716 1628	SPM4854	74217	\$20.37	SOLD
HIGGS KARRON E	2011	20780 1750	AEH3059	71118	\$9.00	SOLD
HIGGS KARRON E	2011	20780 1951	YYX7030	76088	\$14.49	SOLD
IZZO LENA COLLEEN	2011	28480 2532	WNK1827	78115	\$6.72	HIGH MILEAGE
JACKSON JANE K	2011	21539 1986	SPS3430	77569	\$71.44	DOUBLE BILLED
LEWIS AMENA W	2011	6301 2444	ZWS1231	75033	\$17.99	TOTALED
LYNCH CHARLES E	2011	7068 110	ZPH1990	57192	\$22.57	DMV ERROR TAGS NOT RENEWED
MILTIER MICHAEL E	2011	34681 2529	ZSP7112	75118	\$15.66	REPOED
NEWELL STANFORD R	2011	23307 1023	ZSW6964	68776	\$9.60	SOLD
PARKER DANIEL A	2011	38831 1617	AJR3611	77200	\$36.99	SOLD
PARKER JOE D	2011	849 1563	WNK1392	77146	\$8.56	SOLD
PATTON TERRI B	2011	7763 1569	LGFLOWER	74168	\$5.76	SOLD
RICHARDSON KELLY	2011	33801 1841	WTX7438	67837	\$1.56	GAVE AWAY
RICHARDSON KELLY	2011	33801 1514	SXT9235	70882	\$3.60	GAVE AWAY
RICHARDSON LARRY W	2011	33819 2639	4W2916	78222	\$68.76	SOLD
RUDD KARY M	2011	35533 1088	NNH9800	72046	\$5.10	SOLD
SHARPS GEORGE LEWIS	2011	9886 1173	VRJ1009	76756	\$4.25	TRADED
SPRUILL WILLIAM E	2011	38528 1488	PYD2987	69241	\$15.30	SOLD
SPRUILL WILLIAM E	2011	38528 1166	WA3224	67262	\$3.75	SOLD
STRICKLAND WILLIAM B JR	2011	36611 2193	TZN7388	77776	\$71.18	RELEASED TO HALIFAX CO
SYKES JUDY W	2011	35675 1846	OBX37453	75983	\$12.80	HIGH MILEAGE
TARHEEL TIRE SALES & SERV	2011	39715 1343	WNK1365	76926	\$11.70	TOTALED
TAYLOR MARK ADAM	2011	9940 1134	ZTN5639	72092	\$8.01	SOLD
VAN BUREN DOROTHY HEIRS	2011	41709 1950	PNY3790	77533	\$12.46	DECEASED 3/2011
WILSON CHARLES WAYNE	2011	45129 1224	MPS4611	67320	\$3.68	SOLD

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$861.60

SUB-TOTAL CORRECTION RELEASES:

\$ 99.19

Total Releases

\$960.79

Meeting Date: April 2, 2012

CONSENT AGENDA Item # 6E

SUBJECT: Resolution

REQUESTED BY: Lake Gaston Association

**SUMMARY: Resolution in Support of Take Pride in Lake Gaston Clean-up
Day 2012**

FUNDING SOURCE: N/A

APPLICABLE STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption.

NOTES:



WARREN COUNTY BOARD OF COMMISSIONERS

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

Resolution in Support of Take Pride in Lake Gaston Clean-up Day 2012

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

WHEREAS, there is a need to improve the appearance of Lake Gaston by removing litter and debris that create eyesores and harm the environment; and

WHEREAS, a clean Lake Gaston environment positively impacts water safety, economic development, travel, tourism and quality of life; and

WHEREAS, the Lake Gaston Association is sponsoring Take Pride in Lake Gaston clean-up of the lake on May 5, 2012 in an effort to educate citizens on the harmful effects of litter; and

WHEREAS, there is a need for citizen participation in maintaining the beauty of our county, and

WHEREAS, it is in the interest of Warren County to support our volunteers in efforts to improve the appearance of the county;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of Warren County, NC that it endorses and supports the Take Pride in Lake Gaston Clean-up Day 2012 initiative.

Adopted this the 2nd day of April, 2012.

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

ATTEST:

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

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

Meeting Date: April 2, 2012

Item # 7-A

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

**SUMMARY: Amendment # 8 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. 8

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

Increase/(Decrease) Appropriations:

Health Department	6,467
Total	\$ 6,467

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

Increase/(Decrease) Revenues:

Restricted Intergovernmental - Health	6,467
Total	\$ 6,467

Section 9 of the Warren County Budget Ordinance, pertaining to the Regional Water System Enterprise fund operations of the County, shall be amended as follows:

Increase/(Decrease) Appropriations:

Transfer to Other Funds - WWTP Reserve	5,044 (5,044)
Total	-

Section 11 of the Warren County Budget Ordinance, pertaining to the District I Water System Enterprise fund operations of the County, shall be amended as follows:

Increase/(Decrease) Appropriations:

Transfer to Other Funds - WWTP Reserve	110 (110)
Total	-

Section 13 of the Warren County Budget Ordinance, pertaining to the District II Water System Enterprise fund operations of the County, shall be amended as follows:

Increase/(Decrease) Appropriations:

Transfer to Other Funds - WWTP Reserve	329 (329)
Total	-

This amendment:

- Appropriates funds to the Health Department to agree with State allocation.
Funding Source: DHHS - Department of Public Health
- Transfers funds to the Waste Water Treatment Plant Phase I Rehab Project for closing cost on NC DENR Clean Water State Revolving Fund Loan.
Funding Source: Regional Water System Enterprise Fund
District I Water System Enterprise Fund
District II Water System Enterprise Fund

Respectfully Submitted 04/02/12

Barry J. Mayo
Barry J. Mayo, Finance Director

Meeting Date: April 2, 2012

Item # 7-B

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

**SUMMARY: Amendment #1 to the Capital Project Ordinance
WWTP-Phase I Rehab Project is submitted for the Board's
approval.**

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

**CAPITAL PROJECT ORDINANCE
WARREN COUNTY
WWTP PHASE I REHAB PROJECT
(Amendment No. 1)**

Section 3 of the above referenced capital project ordinance shall be amended as follows:

Reimbursement from Municipalities	11,867
Transfer from Other Funds - Regional	5,044
Transfer from Other Funds - District I	110
Transfer from Other Funds - District II	<u>329</u>
 Total	 17,350

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

Engineering	(300)
Additional Services	(115,474)
Construction/Clarifiers	(402,500)
Construction/SCADA	(202,300)
Construction Contract	751,074
Closing Cost	17,350
Contingency	<u>(30,500)</u>
 Total	 17,350

This amendment adjust the budget to the most recent costs estimates after receiving construction bids.

Respectfully Submitted 4/2/2012

Barry J. Mayo/gme

Barry J. Mayo, Finance Director

Meeting Date: April 2, 2012

Item # 7-C

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: NC Department of Environment and Natural Resources – Offer and Acceptance for State Loan Project No. CS370520-04 Waste Water Treatment Plant Rehabilitation in the amount of \$867,500 is submitted by resolution for Board’s review and adoption.

Authorize Chairman and/or County Manager to sign related documentation.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Adopt Resolution, Approve State Loan Offer And Acceptance Document and Standard Conditions For Federal SRF Loans, and authorize Chairman and/or County Manager to sign related documentation.

NOTES:

RESOLUTION
by
WARREN COUNTY BOARD OF COMMISSIONERS
Waste Water Treatment Plant Rehabilitation

WHEREAS, the North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of waste-water treatment works, wastewater collection systems, water supply systems and water conservation projects, and

WHEREAS, the North Carolina Department of Environment and Natural Resources has offered North Carolina Clean Water Revolving Loan (project no. CS370520-04), in the amount of \$867,500 for the rehabilitation of the Waste Water Treatment Plant (WWTP), and

WHEREAS, the Warren County Board of Commissioners intend to construct said project in accordance with approved plans and specifications,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR WARREN COUNTY, NC:

That Warren County does hereby accept the NC Clean Water Resolving Loan Offer of \$867,500.

That the Warren County Board of Commissioners do hereby give assurance to the NC Department of Environment and Natural Resources that all items specified in the loan offer, Section II – Assurances will be adhered to.

That Ulysses S. Ross, Chairman-Warren County Board of Commissioners and/or Linda T. Worth, Warren County Manager or their successors so titled, are hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That Warren County Board of Commissioners have substantially complied or will substantially comply with the Federal, State and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 2nd day of April, 2012 in Warrenton, Warren County, NC.



North Carolina Department of Environment and Natural Resources

Division of Water Quality

Charles Wakild, P. E.

Director

Dee Freeman

Secretary

Beverly Eaves Perdue
Governor

March 9, 2012

RECEIVED

MAR 13 2012

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

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

WARREN COUNTY MANAGER'S OFFICE

SUBJECT: Offer and Acceptance for a State Loan
Project No. CS370520-04
WWTP Rehabilitation

Dear Mr. Richardson:

Warren County has been approved for loan assistance from the Clean Water State Revolving Fund in the amount of \$ 867,500.

Enclosed are two (2) copies of an Offer and Acceptance Document extending a State Revolving loan in the amount of \$ 867,500. This offer is made subject to the assurances and conditions set forth in the Offer and Acceptance Document. Please submit the following items to the Infrastructure Finance Section, 1633 Mail Service Center, Raleigh, North Carolina 27699-1633 within forty-five (45) days of receipt.

1. A resolution adopted by the governing body accepting the loan offer and making the applicable assurances contained therein. (Sample copy attached)
2. One (1) copy of the original Offer and Acceptance Document executed by the authorized representative for the project, along with the signed "Standard Conditions for the Federal SRF loans". **Retain the other copy for your files.**
3. Federal Identification Number of the Recipient (Memo attached)

Barry Richardson, Chairman

March 9, 2012

Page 2

On behalf of the Department of Environment and Natural Resources, I am pleased to make this offer of State Revolving Loan funds made available by North Carolina Water Infrastructure Fund and the Federal Clean Water Act Amendments of 1987.

Sincerely,

Kim H. Colson, P.E., Chief
Infrastructure Finance Section

KA/sd

Enclosures:

Loan Offer and Acceptance Document (2 copies)

Guidance Document

Reimbursement Request form

Fed ID Request Form

Resolution to accept Loan offer (suggested format)

cc: Steve Scruggs, PE, AECOM

PMB

SRF

STATE OF NORTH CAROLINA
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DIVISION OF WATER QUALITY

State Loan or Grant Offer and Acceptance

This Offer must be accepted, if at all, within forty-five (45) days of receipt.
This Offer is made subject to the attached Standard Conditions and Assurances

Legal Name and Address of Award Recipient

Warren County
PO Box 619
Warrenton, NC 27589

Account

Clean Water State Revolving Fund (SRF)
State General Loan (SRL)
State Emergency Loan (SEL)
High Unit Cost Grant (SRG)
Technical Assistance Grant

State Project Number: E-SRF-T-11-0280

Federal Project Number: CS370520-04

CFDA Number: 66.458

Project Description:

Sanitary Sewer Rehabilitation

Total Financial Assistance Offer: **\$867,500**

Interest Rate: 2.455% Per Annum

Maximum Loan Term: 20 Years

Closing Fee (2%): \$ 17,350 (Actual invoiced closing costs will be calculated based on bids)

Consideration having been given by the Department of Environment and Natural Resources to the application submitted by the applicant pursuant to North Carolina General Statute 159G, (1) the applicant is an eligible unit of government, (2) the project meets the eligibility criteria for a State Loan or Grant, and (3) the project has been approved and certified by the Department of Environment and Natural Resources as being entitled to priority for State financial assistance,

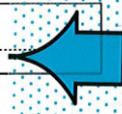
The Department of Environment and Natural Resources, acting on behalf of the State of North Carolina, hereby offers the financial assistance described in this document.

For The State of North Carolina:

Dee Freeman, Secretary

North Carolina Department of Environment & Natural Resources

Signature: *Dee Freeman* Date: 3/9/12



On Behalf of:

Warren County

Name of Representative in Resolution: _____

Title (Type or Print): _____

I, the undersigned, being duly authorized to take such action, as evidenced by the attached CERTIFIED COPY OF AUTHORIZATION BY THE APPLICANT'S GOVERNING BODY, do hereby accept this State Loan or Grant offer and make the assurances and accept the conditions.

Signature: _____ Date: _____

STANDARD CONDITIONS FOR FEDERAL SRF LOANS

1. The recipient shall comply with all provisions of the following Federal laws and authorities (super cross-cutters):
 - (a) Title VI of the Civil Rights Act of 1964 – 42 U.S.C. §2000d
 - (b) CFR 35.3145(c) (Civil Rights laws) and provide completed EPA 4700-4 form
 - (c) Section 13 of the Federal Water Pollution Control Act Amendments of 1972 – 33 U.S.C. §1251
 - (d) Section 504 of the Rehabilitation Act of 1973 – 29 U.S.C. §794
2. The recipient agrees to establish and maintain a financial management system that adequately accounts for revenues and expenditures.
3. Civil Rights and Labor Standard Requirements, and use of MBE (Minority Business Enterprise), WBE (Women's Business Enterprise), and Small Businesses:
 - (a) Specific MBE/WBE (DBE) requirements are included in the SRF Special Conditions that are to be included in the contract specifications. Positive efforts shall be made by recipients, their consultants and contractors to utilize small businesses and minority-owned businesses for sources of supply and services. Such efforts should allow these sources the maximum feasible opportunity to compete for subagreements and contracts to be performed, utilizing Federal SRF funds. Documentation of efforts made to utilize minority and women-owned firms must be maintained by all recipients, consulting firms, and construction contractors, and made available upon request.
 - (b) The recipient shall not award contracts to any firm that has been debarred for noncompliance from the Federal Labor Standards, Title VI of the Civil Rights Act of 1964, as amended, or any firm that appears on the EPA's list of debarred firms. The recipient shall also comply with 40 CFR 32. (Complete the Debarment Certification in the SRF Special Conditions)
 - (c) The recipient shall require all prime construction contractors, as part of their bid, to certify that subcontracts have not and will not be awarded to any firm that has been debarred for noncompliance from the Federal Labor Standards, Title VI of the Civil Rights Act of 1964, as amended, or Executive Order 11246, as amended, or any firm that appears on the EPA's list of debarred firms. (Complete the Debarment Certification in the SRF Special Conditions for each Subcontractor)
 - (d) The recipient shall require all contractors on the project to comply with the Department of Labor's Safety and Health Regulations for construction promulgated under the Occupational Safety and Health Act of 1970 (PL 91-946), under Section 107 of the Contract Work Hours and Safety Standards Act (PL 91-54).
4. Acquisition of Real Property:

The recipient shall comply with all applicable provisions of the Uniform Relocation and Real Property Acquisition Policies Act of 1970 (PL 92-646), as amended, in regard to acquisition of

all real property, (including easements), for the project covered by this loan, and any resulting relocation of persons, businesses, or farm operations. See Assurance 8.

5. Prompt Payment and Payment Retainage:

It is the policy of the State of North Carolina to make timely periodic loan disbursements to the recipient, and to require the recipient to make prompt periodic payment on subagreements. Partial disbursements on this loan will be made promptly upon request, subject to adequate documentation of incurred eligible costs, and subject to the recipient's compliance with the conditions of this loan and subsequent amendments;

- (a) The recipient agrees to make prompt payment to its contractor, and to retain only such amount as allowed by North Carolina General Statute.
- (b) The recipient agrees to include appropriate provisions in each construction contract, and to require the prime contractor to include them in all subcontracts, to implement this prompt payment requirement.

6. **The construction contract(s) requires the contractor to adhere to Davis Bacon and Related Acts Provisions and Procedures as listed in the Code of Federal Regulations Chapter 29 Part 5 Section 5 (29 CFR 5.5). Public Law pertaining to this is also enacted in Title 40, United States Code, Subtitle II Section 3141 through Section 3148.**

ASSURANCES

- 1. The recipient acknowledges that in the event that a milestone contained in the most recent Clean Water State Revolving Fund Intended Use Plan and/or the Notice of Intent to Fund is not met, this State Loan or Grant offer will be rescinded by the Department of Environment and Natural Resources.
- 2. The final plans and specifications have or will be approved by the Division of Water Quality and the applicant so notified, prior to the project being advertised or placed on the market for bids.
- 3. Eligible project expenses are as discussed in the North Carolina Clean Water SRF Program Guidance. Projects will not receive reimbursement for sales taxes. Sales taxes are deducted from project costs at the 90% milestone in accordance with the SRF Program Guidance.
- 4. The applicant agrees to construct the project or cause it to be constructed to final completion in accordance with the application and plans and specifications approved by the Division of Water Quality.
- 5. The construction contract(s) requires the contractor to furnish performance and payment bonds, each of which is in an amount of not less than one hundred percentum (100%) of the contract price; and to maintain during the life of the contract(s) adequate fire, extended coverage, workmen's compensation, public liability, and property damage insurance.
- 6. The construction of the project, including the letting of contracts in connection therewith, conforms to the applicable requirements of State and local laws and ordinances.
- 7. Any change or changes in the approved plans and specifications or contract(s) which (has/have) made or will make any major alteration in the work required by the plans and specifications, or which increases the

cost of the project above the latest estimate approved by the Department of Environment and Natural Resources, was or will be submitted to the Division of Water Quality for approval.

8. The construction contract(s) provides that any duly authorized representative of the State will have access to the work whenever it is in preparation or progress, and that the contractor will provide proper facilities for such access and inspection. Further, any authorized representative of the State shall have access, for the purpose of audit and examination, to any books, documents, papers and records of the applicant that are pertinent to funds received under the Act; and the applicant shall submit to the Division of Water Quality such documents and information as it may require in connection with the project.
9. The applicant will provide and maintain competent and adequate engineering supervision and inspection of the project to insure that the construction conforms with the approved plans and specifications. Proof of adequate inspection is required as part of the Project Bid Information package.
10. The applicant shall demonstrate to the satisfaction of the Department of Environment and Natural Resources that it has or will have a fee simple or such other estate or interest in the site of the project, including necessary easements and rights-of-way, to assure undisturbed use and possession for the purpose of construction and operation for the estimated life of the project prior to the authorization to award construction contracts. No loan disbursements will be made until clear site certificates are submitted.
11. At least thirty (30) days, shall be allowed from the first date of publication to the date of bid opening.
12. The Project Bid Information package, including MBE and WBE (DBE) requirements, must be submitted and approved prior to the State issuing an Authorization to Award letter. If the approval of the debt instrument for this loan is necessary for the applicant to award contracts, the completed Project Bid Information and supporting documentation must be delivered to the Division of Water Quality a minimum of twenty (20) days prior to the award of contracts.
13. The recipient shall not award any contracts for construction until the Authority to Award is given by the State. Doing so, will be at the risk of the award recipient.
14. Recipient acknowledges that no loan disbursements will be made until the contract documents are submitted and approved. The recipient shall notify the State when contracts are awarded.
15. The recipient shall conduct a preconstruction conference, if applicable, for each construction contract in cooperation with the State, and, in accordance with guidelines which shall be furnished by the State. The State shall be invited to the conference.
16. The Local Government Commission will forward the debt instrument after total project costs are established in the Authority to Award Letter. The applicant must execute the debt instrument a minimum of ten (10) days prior to the request of disbursement of loan funds.
17. Recipient acknowledges that no loan disbursements will be made on the engineering planning and design or construction phase services until the contracts are submitted and approved.
18. Recipient acknowledges that no loan disbursements will be made until the recipient has enacted the User Charge System and the Sewer Use Ordinance, as approved by the State.
19. Eligible small purchases estimated to exceed \$10,000 require three informal bids for approval.

20. Recipient acknowledges that no more than ninety (90) percent of the loan may be disbursed before the final O&M Manual is submitted and approved.
21. Within thirty (30) days of the date of completion of the project, the applicant will make available to the Construction Grants Section staff all requested project closeout items including final costs for the purpose of making final adjustments to the Revolving Loan and debt instrument.
22. The recipient, one year after the completion of construction and initial operation of the wastewater facilities, shall certify whether or not such treatment works meet the design specifications and effluent limitations, according to the Division of Water Quality's Performance Certification Policy.
23. All principal payments will be made annually on or before May 1st. The first principal payment is due not earlier than six months after the original date of completion of the project. All interest payments will be made semiannually on or before May 1st and November 1st of each year. The first interest payment is due not earlier than six months after the original date of completion of the project.
24. In accordance with G.S. 159-26(b)(6), a capital project fund is required to account for all debt instrument proceeds used to finance capital projects. It is required that a capital project ordinance, in accordance with G.S. 159-13.2, be adopted by the governing board authorizing all appropriations necessary for the completion of the project. A copy of the approved ordinance must be submitted to this office before submitting the first reimbursement request.
25. Adequate accounting and fiscal records will be maintained during the construction of the project and these records will be retained and made available for a period of at least three (3) years following completion of the project.
26. Each Loan recipient will be required to submit an annual audit, prepared by an independent external auditor, in accordance with GS 159-34.
27. All funds loaned pursuant to North Carolina General Statute 159G shall be expended solely for carrying out the approved project and an audit shall be performed in accordance with G.S. 159-34, as amended. Please note that the State is not a party to the construction contract(s) and the loan recipient is expected to uphold its contract obligations regarding timely payment. See Standard Condition 5.
28. The applicant shall demonstrate to the satisfaction of the Department of Environment and Natural Resources its ability to pay the remaining or ineligible cost of the project.

Acknowledgement of Standard Conditions and Assurances

The Applicant hereby gives assurance to the Department of Environment and Natural Resources that the declarations, assurances, representations, and statements made by the applicant in the application; and all documents, amendments, and communications filed with the Department of Environment and Natural Resources by the applicant in support of its request for a loan will be fulfilled.

.....
Signature

.....
Date

North Carolina Clean Water SRF Program Overview

Infrastructure Finance Section Website: All required materials can be found at <http://portal.ncdenr.org/web/wq/ifs/fap/apps>

Summary of the Application Process

- Submit Application by Deadline. Please review the attached information on eligible costs.
- Notice of Intent to Fund letters mailed within 30 calendar days. Section I, Funding Phase, applies. Recipients of this letter move on to the next three steps:
 - Engineering Report Submittal
 - Permitting/Plans & Specifications
 - Contracting- See sections II & III contracting, construction and reimbursements.

Description of Project Phases

I. FUNDING PHASE

A) Application

Applications for State Revolving Fund (SRF) loan assistance may be downloaded from the Construction Grants and Loans (CG&L) Section website. **The following forms, constitute a complete application package:**

- Common Application (5 pages)
- Complete signed DENR Appendix with appropriate boxes checked
- Resolution with Certification of Recording Officer (sample included with Appendix)
- Water and Sewer Rate Form (Included with Appendix, N/A for Stormwater Projects)
- Priority Point sheet with supporting documentation for the SRF program.
- Form LGC 108A (Download all LGC forms separately from the DENR website)
- Form LGC 108 C (Wastewater Projects) or LGC 108D or 108E (Stormwater Projects)
- **PLEASE NOTE - an Engineering Report will only be required if your project is approved for funding.**

The DENR Clean Water Appendix download contains additional instructions, a Sample Resolution and the Water and Sewer Rate form. Local Government Commission (LGC) Forms 108A, and 108C, 108D or 108E as required may be downloaded separately from the same web page. The Priority Rating Sheet and Guidance are separate downloads from the DENR website.

Interest rates for loans are set on March 31st of each year at ½ the 20-year bond buyers index. The LGC sets the loan term with a maximum term of 20 years. The LGC meets on the first Tuesday of each month. **Applications that score enough points in the Priority Rating System will have their applications forwarded to the LGC after the Engineering Report is approved.** This approval is required to ensure that the unit of government has the ability to repay borrowed funds.

B) Loan Offer

After approval of the Loan Application by the LGC, a formal Loan Offer is prepared. Two copies of the Loan Offer are mailed to recipients with several attachments (including this guidance). The loan recipient should sign and return one copy to CG&L with a resolution accepting the loan offer and keep the other copy for their files.

In the event of bids that exceed the project budget, a loan increase for up to 10% but not over \$500,000 dollars can be authorized without additional approval of the LGC.

Amounts above these require a modified application to be submitted to CG&L for LGC approval. **The SRF 2% Closing Fee** is invoiced when bids are approved (paragraph II A below). It is due 30 days from when it is dated. The first project reimbursement will not be approved until the closing fee is received.

II. CONSTRUCTION CONTRACTING PHASE

A) Authority to Award (ATA)

The contracts may be advertised as soon as plans & specifications are approved and permits are issued. NC General Statutes require the project to be advertised for 7 days, however the Infrastructure Finance section requires projects to be advertised for 30 days. For the initial advertisement period, three bids must be received in order for an award to be made. The Plans & Specifications approval letter has the Project Bid Information form attached. It and the other information described in it must be submitted to and approved by this office **before contracts can be awarded**. This information is as follows:

- Project Bid Information Form, signed by authorized representative
- Bid tabulation, sealed by the consulting engineer
- Proposals of the successful bidders
- Tentative award resolution from loan recipient subject to CG&L's approval
- Engineer's recommendation
- Proof of Advertisement
- Debarment Certification
- MBE/WBE requirements. (Detailed guidance on the website)

Note, Asset Management Plan must be approved if points were claimed on the funding application and all addenda must be approved before the ATA letter will be issued.

Please note, by the second reimbursement, these additional documents will be required.

- **Engineering Contracts for Planning and Design and Construction Phase Services.** (Detailed Guidance later in this document)
- **EPA 4700 compliance form** (found on website).
- **Clear Site Certificates** (found on website).
- **Capital Project Ordinance (as required by GS 159-13.2)**

B) Construction Contract Document Approval

This is the last step before a promissory note will be drawn up and funds can be reimbursed. Approval of contracts requires the following:

- Contract must be fully executed
- Notice to Proceed must be executed by owner and contractor
- Bonds must be dated on or after contract date
- Original power of attorney must be dated on or after bonds
- Insurance must be current
- All documents must be bound with the specifications

III. CONSTRUCTION PHASE AND REIMBURSEMENTS

A) Inspections

Coordinate the Preconstruction Conference with the Inspector assigned to project. Inspections ensure conformance with approved plans & specs, ensure eligibility of changes to the project, monitor safe construction practices and environmental compliance and conformance with programmatic conditions.

B) Promissory Note

A promissory note is requested after Construction Contract approval. This enables funds to be disbursed for the project. This amount and what it covers, is detailed in the ATA letter. It is issued by the LGC at the request of the Infrastructure Finance Section. A new note will be issued at project completion based on funds actually used.

C) Reimbursements - General Information (\$\$\$)

- Forms can be found online. A sample was included with the Loan Offer
- Please limit requests for reimbursement to one per month. Checks are cut by the State only once per week.
- All items must be approved in advance before being reimbursed.
- One copy of the following information is required for reimbursements:
 - Reimbursement request form with original signature.
 - Contractor monthly estimates
 - Engineering invoices
 - Invoices for any other approved costs (force account, equipment, testing)
 - Eligible land cost reimbursement requires a receipt indicating fair market value has been deposited with the Court, an appraisal indicating fair market value, and a copy of an offer to purchase the land.
- Indicate cumulative totals on the reimbursement form
- As noted in the Loan Offer Assurances, sales taxes will be deducted from loan proceeds at the 90% milestone, but the Loan Recipient may opt to deduct them with each reimbursement request. Sales Taxes are reimbursed by the NC Department of Revenue.

D) First Payment

- The Promissory Note must be executed by the applicant and a copy received by the Section.

E) Second Payment

- Capital Project Ordinance required
- 4700 Form
- Site Certificates by Owner and Title Counsel
- Engineering Contracts if payment is sought.

F) 90% payment milestone

- O&M manuals must be approved.
- All sales tax certificates must be submitted. Monthly tax reports should have been sent with reimbursements, but taxes are not withheld until now.

G) 95 % Milestone - Project Closeout and Final Reimbursement

Final payment (or beyond 95%) requires the following:

General

- The inspector must issue final inspection report signifying that project is complete and all concerns have been satisfied and all change orders must have been submitted. Inspector will also be the point of contact for O&M manual submittal for WWTP projects.

Submit to Leslie Rogers

- All final invoices showing zero retainage must be submitted.

Submit to Pam Whitley

- Engineer's and Owner certifications.
- Signed Closeout Checklist.
- Form 6100-2

IV. REPAYMENT PHASE

Repayments will be reflected in the final promissory note and will be for the actual funds borrowed. Repayments by the recipient begin on the May 1st or the November 1st that is between 6 months and 12 months after original project completion in the notice to proceed. The May 1st payment includes principal and interest and the November 1st payment is only interest. **Interest begins to accrue from the date of completion on the Notice to Proceed.** (i.e., no interest during the originally planned construction period) For multi-prime contracts the General contract will be used to set this date.

Eligible Expenses

Generally, project eligibility is defined under Sections 212, 319 and 320 of the Clean Water Act. This has historically excluded collection systems intended only to serve growing areas. In 2007, EPA issued the "White Paper" which explored eligible costs in an effort to increase the flexibility of what the SRF program can fund.

Anything to be reimbursed must be approved by this office. This includes formal construction bids, small purchases, engineering contracts and engineering amendments, and change orders.

I. Construction Projects

- A. Project elements not essential for treating wastewater are not eligible .
- B. If preference is given to a brand, it must be bid as a preferred alternate and any cost increase above the base bid is not eligible.
- C. The SRF will pay to restore project related items such as road patching, sidewalks and seeding.

II. Engineering and Technical Services

A. Planning and Design Contracts

- Calculated after bids using the bid prices and EPA allowance curves
- Must include task descriptions
 1. Planning Tasks
 - Facility Plan/Engineering Report preparation.
 - Environmental Assessment
 - Preliminary Planning
 - Preliminary Design
 - Rate analysis
 - Alternative Analysis
 2. Design Tasks
 - Surveying for Plan Map (may be pulled out from design curve with sufficient justification)
 - Final Design
 3. Other (not included in allowance but need quotes to pay)
 - Soils Report (Geotechnical Report)
 - Hydro-geologic Report (For facilities that land apply)
 - Any mark-up by primary A/E is still subject to the allowance curve.

B. Construction Administration and Inspection

- Construction Inspection is required by the Loan Offer
- Price should be cost plus fixed fee or per diem with a ceiling. This fee schedule should be in the contract.
- Task Description should be included
- Note - Invoices must included hours, rate and task
- Time Frame for Performance included
- Payment provisions included
- Loan Administration contracts (COG's, etc.). Hourly rate are not required but a task description or list of services is required and a fee ceiling.
- Contract must be amended to pay beyond the ceiling. Must be a corresponding change order.

- Inspection fees are only eligible when they cover eligible construction work. This applies to change orders too.

1. Construction Administration typical tasks

- Attend various meetings and conferences
- Provide copies of plans and specs for owner or contractor
- Sometimes bidding, addenda, tabulation of bids, recommendation, sometimes this is broken out separately
- Review shop drawings
- Review field tests
- Interpret intent of drawings
- Establish benchmarks (but not actual staking)
- Preconstruction Conference
- Review of Payment Applications
- Prepare Change Orders
- Coordinate with DWQ
- Sometimes O&M manual included here
- Provide As-Builts to the owner
- Start-up sometimes included here

C. Other items broken out separately. These may be paid as lump sums

- Bidding
- Construction Testing Services (Concrete, Geotechnical etc.)
- Record Drawings
- TV and Clean
- Startup Services
- O&M Manuals

D. Engineering Amendments

- Typically if the days in the associated change order were deemed eligible then the associated days in the amendment are eligible for reimbursement. When change order work is not the reason for an amendment, a case by case decision will be made.

III. Other Eligible Costs

- Legal - Legal fees for contract review and for advertisements etc.
- Real Property-SRF pays costs associated with real property acquisition but not the cost of the real property itself unless it is integral to wastewater treatment (e.g. land for spray irrigation). Costs for appraisals shall be limited to \$1,000. This is based on typical market rates and may be adjusted from time to time. This limit is deemed high enough to account for MAI status, commercial properties, availability of an appraiser, etc.
- Soil Testing - Will pay up to \$10,000 in invoices w/o requiring a contract. (when not performed by the engineer). Can also be approved as part of the engineering contract.
- Preparation of applications and permits required by Federal, State or local regulations or procedures. (40 CFR Pt 35, Subpt. I, App A, H, 2, b.) Permits imposed by the local unit such as building permits are not eligible.

Meeting Date: April 2, 2012

Agenda Item # 8-A

SUBJECT: Boards/Commissions/Committees

REQUESTED BY: Kimberly Hawkins, Regional Ombudsman, Kerr Tar COG

SUMMARY: It is recommended by Kimberly Hawkins to appoint Ms. Kathy Harris to the Nursing Home Advisory Council for a one year term to fill vacancy of Sharon Berrun. Ms. Harris' term expires January 1, 2013.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Nursing Home Advisory Council

Term of Office: Three years, expire in January
Authority: Chapter 88, Senate Bill 18
Membership: Appointed
Responsibilities:

Meeting Schedule: Random

Staff Liaison: Kimberly Hawkins, Kerr Tar Council of Government (252) 436-2040

Member	Position	Term
Carolyn Williams	Appointed (6th term)	Dec97-Jan11, Jul11-Jan2014
Charles Jefferson	Appointed (fill Clayton term)	Apr11-Dec2012
Kimberly Hawkins	Advisor	N/A
Mary Wilkerson	Appointed 3rd term	Jan02-06, Jan06-09, January09-December2012
Oscar Butch Meek	Appointed 3rd term	Oct02-Jun05, Jun05-Jan09, January2009-December2012
Kathy Harris	Appointed	Apr 12 - January 1, 2013

MAR - 5 2012

Timothy M. Baynes
Executive Director

MEMORANDUM

WARREN COUNTY MANAGER'S OFFICE

**Member
Governments**

COUNTIES

Franklin
Granville
Person
Vance
Warren

MUNICIPALITIES

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

To: Ms. Linda Worth, Warren County Manager
From: Kimberly Hawkins, Regional Ombudsman
Date: March 2, 2012
Re: Warren County Nursing Home Community Advisory Committee
(Regional Long Term Care Ombudsman Program Volunteers)

Per this memo please review the requested action listed below on behalf of the Warren County Nursing Home Community Advisory Committee (NCGS§131E-128) and the Adult Care Home Community Advisory Committee Adult Care (NCGS§131D-31).

I am requesting the Warren County Board of County Commissioners to take the following actions on the above referenced committees.

A. Replace The Following Members

Adult Care Home CAC

Velvet Williams (Per member request), Member

Term Limit:

12/1/2012

B. Reappoint

Nursing Home CAC

Charles Jefferson, Member
Carolyn Williams, Member

Term:

Three years
One Year

C. Appoint

Nursing Home CAC

(Vacant position)

Term:

One Year (Initial) Term

Ms. Kathy Harris
1083 Richardson Road
Warrenton, NC 27589
(252) 257-2700

Thank you for your continued support of the Ombudsman Program. Feel free to contact me with any questions or comments.

Meeting Date: April 2, 2012

Agenda Item # 8-B

SUBJECT: Boards/Commissions/Committees

REQUESTED BY: Angela Eubanks, KARTs Administrative Assistant

SUMMARY: Acting on behalf of KARTs Board of Directors, Ms. Eubanks requests a replacement to the KARTS Board for DSS representative Ms. Nell Moseley (who retired several years ago). DSS Director Jeffery Woodard submits Ms. Tokila Cooper, DSS Crisis & Medicaid Transportation Supervisor, for appointment to this Board.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

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. KARTS BOARD
2. _____
3. _____
4. _____

Your full name TOKILA COOPER

Date of Birth 11/29/1982 Sex F Race B

Mailing Address 307 N. MAIN STREET

City and Zip Code WARRENTON, NC 27589

Street Address 4038 MEDOC MOUNTAIN RD

City and Zip Code ENFIELD, NC 27823

Home Phone _____ Work Phone 252/257-5021

Job Title CRISIS & MEDICAID TRANSPORTATION SUPERVISOR

Company or Agency WARREN COUNTY DEPT OF SOCIAL SERVICES

Email Address TCOOPER@CO.WARREN.NC.US

Do you live in the county? Yes No

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

Educational Background

Name and Address of High School Attended NORTHWEST HALIFAX HIGH, LITTLETON NC

Name and Address of College Attended EAST CAROLINA UNIV., GREENVILLE NC

Degree Received B.S: FAMILY & COMMUNITY SERVICES/MINOR: SOCIOLOGY

Please list any military experience N/A

If you are presently serving as an elected or appointed official, please explain: N/A

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

Work Experience WARREN COUNTY D.S.S. CRISIS & TRANSPORTATION SOCIAL WORKER

Volunteer Experience _____

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

Newspaper Current Warren County Volunteer Other

If other, please explain: DIRECTOR, JEFF WOODARD

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

Signature Dokila Cooper

Date 3-22-12

Please feel free to attach a resume if so desired.

Meeting Date: April 2, 2012

Agenda Item # 9

SUBJECT: Longbridge VFD Tax Exempt Loan

REQUESTED BY: Hugh Freeman, Treasurer-Longbridge VFD

SUMMARY: It is requested that board adopt resolution authorizing Longbridge Volunteer Fire Department to enter into loan agreement with First-Citizens Bank & Trust Company for purchase of a fire truck in the amount of \$195,000.

A required public hearing has been advertised and will be held on Thursday, March 29th. Minutes will be provided to the Board once received.

Approve Resolution and authorize Clerk to the Board to certify proceedings.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Approval of Resolution.

NOTES:

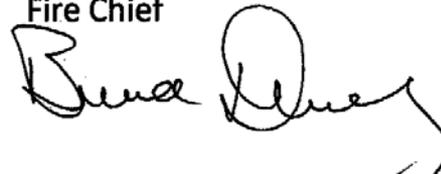
Warren County Board of Commissioners

The Longbridge VFD is attempting to purchase a new Tanker truck from Midwest Fire Equipment. The reason for the purchase of this Tanker is to hopefully LOWER our ISO rating. The state is coming to Longbridge in May for this inspection. We are writing this letter with the intention of acquiring a tax free loan from First Citizens Bank of Roanoke Rapids. Your approval and support would be greatly appreciated.

Thank You,

Bruce Dunlevy

Fire Chief

A handwritten signature in black ink, appearing to read "Bruce Dunlevy", written in a cursive style.



WARREN COUNTY BOARD OF COMMISSIONERS

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

NC VFD16B

WARREN COUNTY APPROVAL

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

STATE OF NORTH CAROLINA

COUNTY OF WARREN

CERTIFICATE OF CLERK RE APPROVAL OF TAX-EXEMPT LOAN TO VOLUNTEER FIRE DEPARTMENT BY BOARD OF COMMISSIONERS

The undersigned, being the duly qualified Clerk of Warren County, North Carolina, does hereby certify that the following is a true and accurate copy of a Resolution passed by the Board of Commissioners of Warren County, North Carolina, at its regular meeting on the 2nd day of April, 2012, which Resolution was duly introduced, seconded, and approved, and that said Resolution remains in full force and effect:

"NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Board of Commissioners of Warren County, North Carolina does hereby approve (within the scope of the qualifying language set forth below) a tax-exempt loan to the Long Bridge Volunteer Fire Department, Incorporated, (the "VFD") from First-Citizens Bank & Trust Company in the principal amount of One Hundred Ninety-One Thousand Five Hundred Eighty-Eight Dollars (\$191,588.00) which loan is for the following purpose:

- The purchase by the VFD of a tanker fire truck, and

which tanker fire truck will be owned and operated by the VFD at the following address:

1678 Eaton Ferry Road
Littleton, North Carolina 27850

RESOLVED, FURTHER, that the approval of the loan to the VFD set forth above is given solely for purposes of the public approval requirements for tax-exempt financing applicable to the VFD because of Section 150 (e) (3) and Section 147(f) of the Internal

Revenue Code of 1986, as amended, and such approval does not obligate the County or its Board of Commissioners in any way regarding repayment of the debt."

Duly certified by the execution hereof and the placing hereon of the seal of the said County, this the 2nd day of April, 2012.

(Clerk's Seal)

Angelena Kearney-Dunlap, CLERK
Warren County, North Carolina

**CERTIFIED COPY OF CORPORATE RESOLUTIONS TO AUTHORIZE
TAX-EXEMPT LOAN TO VOLUNTEER FIRE DEPARTMENT
TO PURCHASE A FIRE TRUCK**

LONG BRIDGE VOLUNTEER FIRE DEPARTMENT

I, the undersigned, do certify to First-Citizens Bank & Trust Company (the "Bank"):

- (i) that I am the Secretary of the above-named Volunteer Fire Department (the "VFD"),
- (ii) that the VFD is a non-profit corporation duly organized and existing under the laws of the State of North Carolina that has been approved by the Internal Revenue Service as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"),
- (iii) that Michael R. Simmons is the President of the VFD,
- (iv) that the following is a true copy of the resolutions duly adopted by the Board of Directors of the VFD effective on the 16th day of March, 2012,
- (v) that the following resolutions were adopted at a duly authorized and held meeting of the Board of Directors at which a quorum was present and proper notice was given.
- (vi) that such resolutions have not been rescinded or modified and such resolutions are still in full force and effect:

WHEREAS, the Board of Directors of the VFD has determined that it is in the best interests of the VFD to borrow money from Bank to purchase a fire truck; and,

WHEREAS, in order to induce Bank to make said loan, the VFD is willing to grant to Bank a security interest in said fire truck or such other property as may be satisfactory to the Bank; and,

WHEREAS, Bank is willing to make said loan to the VFD; and,

WHEREAS, both Bank and the VFD intend that the interest to be received by Bank be considered tax-exempt interest pursuant to Section 103 of the Code.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the VFD is authorized to borrow from Bank up to the sum of One Hundred Ninety-Five Thousand (\$195,000.00) to be used for the purchase of the fire truck; and,

RESOLVED FURTHER, that the VFD is authorized in connection with such loan to grant to Bank a security interest in said fire truck or other property; and,

RESOLVED FURTHER, that the President of the VFD, in conjunction with the Secretary, are authorized to execute notes, security agreements and other documentation required by Bank on behalf of the VFD in connection with said loan, including without limitation, a Registered Promissory Note, a Security Agreement, the Internal Revenue Service Form 8038-G or 8038-GC, a Tax-Exempt Agreement, a Non-Arbitrage Certificate and a Certificate of Public Hearing; and,

RESOLVED FURTHER, that the Secretary of the VFD be, and hereby is, authorized to certify to Bank the foregoing resolutions and the provisions thereof are in conformity with the Articles of Incorporation and bylaws of the VFD and that there is no provision in the Articles of Incorporation or bylaws of the VFD limiting the power of the Board of Directors on behalf of the VFD to borrow the aforementioned sum from Bank and to give the aforementioned security therefor; and,

RESOLVED FURTHER, that the Secretary of the VFD be, and hereby is, authorized, to certify to Bank that Michael R. Simmons is President of the VFD; and,

RESOLVED FURTHER, that the appropriate officers of the VFD be, and hereby are, authorized to take all other steps necessary and desirable in connection with effecting the transactions contemplated by these resolutions.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of said VFD, this the 16th day of March, 2012.


Robert F. Haislip, Secretary

(Corporate Seal)





Long Bridge Volunteer Fire Department – Truck Purchase Request

Hugh W. Freeman, Treasurer

Email: LBVFDTreasurer@gmail.com

Home: (252) 586-6938

Cell: (252) 532-3027

Bruce W. Dunlevy, Chief

Email: dunlevy@ncol.net

Work: (252) 586-2634

Cell: (252) 532-5225

Michael R. Simmons, President

Email: longbridgevfd@gmail.com

Home: (252) 586-2975

Cell: (252) 578-1957

Robert F. Haislip, Secretary

Email: roberthaislip@yahoo.com

Home: (252) 586-586-0676

Cell: (252) 532-3543

Meeting Date: April 2, 2012

Agenda Item # 10-A

SUBJECT: Award Bid for Courthouse Roof Replacement

REQUESTED BY: Linda T. Worth, County Manager & Charles Ayscue, B&G Manager

SUMMARY: Three bids were received for courthouse roof replacement as outlined in the attached memorandum. Recommend bid be awarded to Gupton Services, the second low bidder, at a contract price of \$65,600 based on warranty offered and no contingencies in bid proposal.

FUNDING SOURCE: General Fund

APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend bid award to Gupton Services for courthouse roof replacement in the contract amount of \$65,600. Funds are budgeted in the FY 12 Buildings & Grounds Maintenance budget.

NOTE

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager
DATE: March 27, 2012
RE: Courthouse Roof Replacement Bids

Mr. Charles Ayscue, Buildings & Grounds Manager, recently solicited and received the following bids for replacement of the Courthouse Roof. We budgeted \$50,000 for this project and I am advised by Mr. Ayscue that additional funds needed to accommodate this project are available in the Buildings & Grounds budget due to cost under runs in other projects. The bid tabulation and copy of bids received are attached.

- | | |
|---|--|
| 1. Baker Roofing
P.O. Box 26057
Raleigh, NC | \$62,304 (Plus Contingency – See
Item #2, Pg. 2 in bid
document) |
| 2. Gupton Services
134 Horner St.
Henderson, NC | \$65,600 (Total Contract Price) |
| 3. Triangle Roofing Services
P.O. Box 949
Zebulon, NC 27597 | \$193,680 (Total Contract Price) |

After carefully reviewing the bids, Mr. Ayscue is recommending the bid contract be awarded to Gupton Services, the second lowest bidder, at a total contract price of \$65,600. This recommendation is based on the roof warranty offered by Gupton Services and also takes into consideration the potential of an additional \$5,000+- increase in the Baker Roofing contract price based on the contingency clause in Item #2, Page 2, which indicates should the company find damaged decking and/or framing it will be replaced at a cost of \$50 per 4x8 sheet of plywood and \$4 per linear foot of 1x6. The bid price submitted by Gupton Services represents the total cost to replace the roof with no contingencies requested.

I concur with Mr. Ayscue's recommendation and respectfully request the Board to consider awarding this roofing contract to Gupton Services of Henderson, NC at a total contract price of \$65,600. Please advise if there are any questions or concerns regarding this matter.

Attachments



WARREN COUNTY BUILDINGS & GROUNDS
710 US HIGHWAY 158 BUSINESS WEST
WARRENTON, NC 27589
PHONE: (252) 257-5555 FAX: (252) 257-5197

Memorandum

To: Board of County Commissioners

From: Charles Ayscue, Manager

Date: March 27, 2012

Re: Courthouse Roof

Attached you shall find the bid tabulation sheet for the Courthouse Roof. As you can see Baker Roofing is the lowest bidder at \$62,304 however, it is our recommendation to award the bid to Gupton Services at \$65,600. The reason is because Baker Roofing is asking for a contingency line to cover roof sheeting, decking and installation boards repairs. Whereas, Gupton Services quote is a contractor's quote covering these same items.

CA/eh

Attachment

WARREN COUNTY
NORTH CAROLINA

PROJECT NAME: Warren County Court House Roof DATE: 3-27-12

BID TABULATION

VENDOR/CONTRACTOR	BASE BID	REMARKS
<u>Baker Roofing</u>	<u>62,304</u>	<u>Plus Contingency</u>
<u>Huyton Linnie</u>	<u>65,600</u>	<u>Total Contract price</u>
<u>Triangle Roofing</u>	<u>193,680</u>	

This is to certify that the bids tabulated herein were publicly opened and read aloud at 9:00 am on the 27th day of March of 2012, at the Building & Grounds Office, Warren County, Warrenton, NC.

[Signature]
Witness

[Signature]
Signature



CONTRACTUAL AGREEMENT

AGREEMENT made this March 19, 2012 by and between **Baker Roofing Company**, hereinafter called the "CONTRACTOR", **Warren County Maintenance Department**, hereinafter called the "OWNER".

SCOPE OF WORK

The Contractor agrees to provide all tools, labor, materials, equipment and supervision necessary to perform roof project on discussed property in accordance to the following specifications:

PROJECT:
Warren County Courthouse
710 US Hwy 158 Business West
Warrenton, NC 27589

Scope of Work: Low Slope Roof Areas

1. Perform pre-construction meeting to discuss set up, staging area for equipment and loading of the roof, appropriate work hours, safety and production projections
2. **Remove and dispose of existing roofing and components on section "A" in accordance with Local, State, and Federal guidelines. Cut the existing membrane 5' OC on remaining section and leave in place. Provide a moisture scan to identify any wet insulation (Sections B, C, D, and E) in the existing system to satisfy the manufacturer's requirements for warranty. This scan would normally cost \$ 1,500.00 but will be done at no charge if Baker Roofing is awarded the project.**
3. **Replace insulation at a unit cost if required on sections B, C, D, and E**
4. Install 1 layers of 1.5" Polyisocaynurate on section "A" and .5" HD wood fiberboard on B, C, D, E
5. Install a fully adhered .045 White TPO system with heat welded seams in accordance with manufacture's specification and details.
6. Custom fabricate and install new 24 gauge coping for the perimeter of all roof areas under this scope of work. Coping shall cover existing concrete caps. (Color to be selected by the owner)
7. Provide manufacture's 15-year labor and materials warranty.
8. Provide a Baker Roofing Company 2-year contractor's warranty against defects in workmanship.

Total: Forty Eight Thousand One Hundred Seventy Seven Dollars -----\$ 48,177.00

Add Alternates:

Membrane and Warranty Upgrades

- a. Upgrade to .060 TPO with a 20 year labor and materials warranty

Total: Two Thousand One Hundred Dollars -----\$ 2,100.00

Cover Boards and Insulation Upgrades

- a. Substitute 1" Polyisocyanurate insulation for the proposed .5" HD wood fiberboard on sections B, C, D and E.

Total: Eight Hundred Fifty Dollars -----\$ 850.00

Scope of Work: Shingle Roof Area:

1. Remove existing shingles on courthouse. Dispose of resulting debris.
2. Inspect for and, if necessary, replace any damaged decking and/or framing on a time and materials basis. Plywood replacement is \$50.00 per 4x8 sheet. 1x6 is \$4.00 per linear foot.
3. Install 30 lb. felt underlayment.
4. Apply self-sealing membrane leak barrier at lower eaves above membrane.
5. Install new edge metal at upper eaves CertainTeed Swift-Start starter strip at all roof perimeters.
6. Install CertainTeed XT25 three tab shingles.
7. Protect the shrubs and plants around the work area.
8. Magnet sweep to be used in work area to remove any discarded nails.
9. A ten-year written workmanship warranty from Baker Roofing Company is included. **WARRANTY IS FULLY TRANSFERABLE**

Total: Eleven Thousand One Hundred Seventy Seven Dollars -----\$ 11,177.00

ROOF GUARD CONTRACT

Acceptance / Decline / Defer

____ ACCEPT

The above prices, terms specifications, and conditions are satisfactory and are hereby accepted. Contractor is authorized to do the work as specified. Payment will be made as outlined above.

____ DECLINE

I have received and am declining the Roof Guard Maintenance Program with the understanding that I am responsible for the due diligence of daily roof maintenance in order to meet the requirements and maintain any and all warranties on the roof system.

____ DEFER

I have received and am deferring the decision for the Roof Guard Maintenance Program, to another decision maker in reference to the above-mentioned property. I acknowledge that the owner is responsible for the maintenance of the roof system in order to fulfill the requirements of maintaining any and all warranties on the roof system.

ROOF TOP EQUIPMENT

Mechanical equipment / penetrations that will need to be raised, shifted or moved to allow the installation of the new roof system shall be the sole responsibility of the owner. The owner and/or tenants shall be responsible for all work associated and the cost thereof including but not limited to disconnects, reconnects, and/or recalibrations. The contractor will coordinate all work with owners and/or tenants as required. Contractor is not responsible for the watertight integrity of the skylight, once the original watertight integrity of the skylight has been disturbed.

SCHEDULE

The standard operating procedure for project start is within (6) weeks of contract approval and signature by Owner. Other scheduling arrangements will be considered on a case-by-case basis.

WEATHER CONDITIONS

Inclement weather such as high winds (exceeding 20 MPH), snow or ice accumulations, and or rainfall will negatively effect production. The owner may at their option elect to pay extra labor charges at \$38.00 per hour for dealing with such conditions. Baker Roofing Company Inc. will not remove excessive accumulations of water, snow, or ice unless so directed by the owner. Baker Roofing Company Inc. will not incur additional labor to fight high winds as described above.

MOLD DISCLAIMER, RELEASE AND WAIVER

We, the contractor, will not be held responsible for any damages caused by mold or some other agent that may be associated with our construction and or pre-existing conditions. Owner hereby releases Contractor from all claims losses damages risks or causes of action ("Claims") whether now known or unknown, arising now or in the future directly or indirectly from Contractor's services which result in any damages or injuries or claims either to property or person caused by mold or mold related issues. Owner expressly intends and agrees to indemnify, reimburse and hold harmless Contractor with respect to any and all claims for injury or death to any person or injury to any property arising out of, directly or indirectly, from any and all mold and claims resulting from the Contractor's services, even if caused by the actions or inaction of the Contractor.

STANDING WATER DISCLAIMER

Standing water is typical in roofing situations where 100% positive drainage and slope does not exist. Most manufacturer's warranties do not exclude standing water. Added drainage and or total positive drainage is recommended. Baker Roofing Company is not responsible for providing 100% positive drainage.

POSITIVE OR NEGATIVE BUILDING PRESSURES

We, the contractor, will not and can not be responsible for any damages caused by positive or negative internal building pressures that may be associated with our construction and or pre-existing conditions. Owner hereby releases Contractor from all claims losses damages risks or causes of action ("Claims") whether now known or unknown, arising now or in the future directly or indirectly from Contractor's services which result in any damages or injuries or claims either to property or person caused by pressure related issues. Owner expressly intends and agrees to indemnify, reimburse and hold harmless Contractor with respect to any and all claims for injury or death to any person or injury to any property arising out of, directly or indirectly, from any and all mold and claims resulting from the Contractor's services, even if caused by the actions or inaction of the Contractor.

UN-FORESEEN ELECTRICAL MECHANICAL OR WATER LINES

We, the contractor, will not and can not be responsible for any damages caused by mechanical fasteners penetrating existing electrical lines that can not be seen or are installed against the existing deck. Owner hereby releases Contractor from all claims losses damages risks or causes of action ("Claims") whether now known or unknown, arising now or in the future directly or indirectly from Contractor's services which result in any damages or injuries or claims either to property or person caused by mold or mold related issues. Owner expressly intends and agrees to indemnify, reimburse and hold harmless Contractor with respect to any and all claims for injury or death to any person or injury to any property arising out of, directly or indirectly, from any and all mold and claims resulting from the Contractor's services, even if caused by the actions or inaction of the Contractor.

**ASBESTOS AND LEAD CONTAINING MATERIALS
DISCLAIMER, RELEASE AND WAIVER**

We, the contractor, will not be held responsible for any damages caused by asbestos or some other agent that may be associated with our construction and or pre-existing conditions. Owner hereby releases Contractor from all claims losses damages risks or causes of action ("Claims") whether now known or unknown, arising now or in the future directly or indirectly from Contractor's services which result in any damages or injuries or claims either to property or person caused by Asbestos and or Lead related issues. Owner expressly intends and agrees to indemnify, reimburse and hold harmless Contractor with respect to any and all claims for injury or death to any person or injury to any property arising out of, directly or indirectly, from any and all Asbestos and or Lead claims resulting from the Contractor's services, even if caused by the actions or inaction of the Contractor. All new materials shall be free of lead and asbestos.

CONTRACT PRICE

Customer: Warren County Maintenance Department
710 US Hwy 158 Business West
Warrenton, NC 27589

Location: Warren County Courthouse

Total: Forty Eight Thousand One Hundred Seventy Seven Dollars ----- \$ 48,177.00

Add Alternates:

Membrane and Warranty Upgrades

____ - a. Two Thousand One Hundred Dollars ----- \$ 2,100.00

Cover Boards and Insulation Upgrades

____ - a. Eight Hundred Fifty Dollars ----- \$ 850.00

____ - Shingles - Eleven Thousand One Hundred Seventy Seven Dollars ----- \$ 11,177.00

TERMS OF PAYMENT

Owner agrees to pay Contractor 40% due upon delivery of materials, monthly progress billings through substantial completion totaling 55% and 5% due upon final completion and issuance of warranty. Terms net 10 days. Finance charges at an 18% annual percentage or .05% per day plus reasonable attorney charges will apply should terms not be followed.

CONTRACT ACCEPTANCE

The above prices, terms, specifications, and conditions are satisfactory and are hereby accepted. Contractor is authorized to do the work as specified. Payment will be made as outlined above.

The Owner confirms that by signing this agreement, no existing contract / warranty to which the customer is a party is, or will be, breached. This agreement is not binding on Baker Roofing until executed by an authorized officer of Baker Roofing.

The above contract may be withdrawn by Contractor if not accepted within 30 days of the Contractor's signing date.

CONTRACTOR: Baker Roofing Company
P.O. BOX 26057
Raleigh, NC 27611

Authorized Manager
Baker Roofing Company

Signature: 

Name & Title: Steve Burns, Contract Mgr.

Date: 03-19-12

Signature: _____

Name & Title: _____

Date: _____

Owner: _____

Address: _____

Signature: _____

Name & Title: _____

Date: _____

Total: \$ _____

Billing Instructions Must Be Filled Out: (please indicate your choice below)

Bill To Owner

Bill To Other

Name Address Phone Number



TRIANGLE ROOFING SERVICES, INC.
 P. O. BOX 949
 Zebulon, NC 27597
 (919) 269-8882 Fax (919) 269-8832

PROPOSAL

E-mail: chris@triangleroof.com

Submitted To: Warren County Court House **Fax:** 252-257-5197 **Date:** 3-23-12
 710 US Highway 158 Bus W
 Warrenton, NC 27589

-Attention: Andy Riggleman **Phone:** 252-257-5555 **Proposal #** CH898

We hereby submit specifications and estimates for: Warren Co. Court House

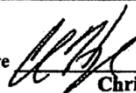
We are pleased to submit this proposal to you for roofing on the above referenced project.

1. Remove existing shingles and dispose or properly offsite.
2. Furnish and install 30lb roofing felt.
3. Furnish and install Ice & Water Shield around perimeter.
4. Furnish and install 25 year standard three tab shingles in standard color.
5. Remove existing Built Roof and EPDM roofs and dispose of properly offsite.
6. Install polyisocyanurate insulation by means of mechanically attachment. (R-30)
7. Fully adhere 60 mil white TPO Single-Ply roof system per manufactures guidelines.
8. Shop fabricate and install 24 ga. Steel Kynar finished coping cap in a standard color.
9. Triangle Roofing Services, Inc. will provide two-year workmanship warranty.
10. Manufacture will provide 20 year warranty on flat roof.

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:
 One Hundred Ninety Three Thousand Six Hundred Eighty Dollars and Zero Cents **\$193,680.00**

Payment to be made as follows: Monthly progress billings with remainder due upon completion.

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tomado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Note: This proposal may be withdrawn by us if not accepted within 30 Days.

Authorized Signature  Chris Hughes

Acceptance of Proposal

The prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified.
 Payment will be made as outlined above.

Authorized Signature _____

Date Accepted _____

FEB 21 2012

QUOTATION # 7724

GUPTON SERVICES, INC.
 P.O. Box 90 - 134 Horner St.
 Henderson, NC 27536
 252-492-5131
 Fax 252-492-5248

09/13/11
 252-257-1948
 Fax 252-257-5197

CUSTOMER# 359
 Mr. Charles Ayscue
 Warren County - Court House
 C/O Warren County Facilities Dir.
 712 US Highway 158 Business West
 Warrenton, NC 27589

State License No. 10286 H-1,2 & 3 Class I

Charles Ayscue/C/O Warren County Faci Quote by ANDRES ARIAS

QUANTITY	UNITS	DESCRIPTION	PRICE	EXTENSION
1.00		New Roof Warrenton Court House ----- Shingle Roof Area - 32 SQS ----- > Remove Existing Shingles to Deck & Scrap > Install New 30# Dry-In Felt > Install 3-Tab 25 Year Certainteed Shingles - Std Color > Install New .032 Alum Flashing at Roof P	7500.00	7500.00
1.00		Low Slope Roof/Wall Area - 94 SQS ----- > Remove & Dispose of Gravel Surface Roof at Roof Area "B" = 18 SQS & Install 1 1/2 Iso Roof Insulation and this Portion of Roof Only > Remove Existing EPDM Roofing & Haul to Scrap. Replace Wet & Damaged Insul- > Mechanically attach a layer of 1" Iso > Install Fully Adhered .060 TPO Roofing onto New Iso Rigid Roof Insulation > Extend New TPO Roofing up the back side of Parapet Walls and Terminate per Mfg	45000.00	45000.00
1.00		> Install 20 Ga Continuous Cilp at Front Edge of Wall Cap Bolcks > Install New 24 Ga Kynar-500 Pre-Finished Wall Cap to Hook Over Cleat & Lap Onto the New TPO Roof Attached with Screws (600 LF of Wall Cap) > Roof Warranty is 20 Years by Mfgr & 10 Years Labor By GS	13100.00	13100.00
			QUOTE TOTAL	65600.00

Thank you for the opportunity of making this proposal and we hope to be of service to you. Terms: Full payment of invoice, whether partial or final is due within 15 days of invoice date. Interest at 18% APR is due on all invoices not paid within 15 days of invoice. This quotation is valid for 30 days.

GUPTON SERVICES, INC.:

W. S. Gupton

Authorized Signature

ACCEPTED BY THE OWNERS:

Date

Meeting Date: April 2, 2012

Agenda Item # 10-B

SUBJECT: Award Bid for Waste Water Treatment Plant Rehab Project

REQUESTED BY: Linda T. Worth, County Manager

SUMMARY: Bids were received for Replacement of Clarifier Equipment and SCADA System at Warren County Wastewater Treatment Plant and are presented with recommendation to award to Turner Murphy Company of Rock Hill, SC. At \$751,074.

FUNDING SOURCE: Regional Water System Enterprise Budget and Towns of Norlina & Warrenton

APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTE



AECOM 919-854-6250 tel
701 Corporate Center Drive 919-854-6259 fax
Suite 475
Raleigh, North Carolina 27607
www.aecom.com

March 28, 2012

Ms. Linda T. Worth, Manager
Warren County
P.O. Box 619
602 West Ridgeway Street
Warrenton, NC 27589

Re: Recommendation of Award
Replacement of Clarifier Equipment and SCADA System
Warren County Wastewater Treatment Plant
AECOM Project No. 60189536

Dear Ms. Worth:

Formal bids, for Replacement of Clarifier Equipment and SCADA System at the County's Wastewater Treatment Plant, were received on March 21, 2012. A total of seven (7) bids were received. A copy of the certified bid tabulation is enclosed. Presented below is information for the low bidder:

Turner Murphy Company, Inc. P.O. Box 3490 Rock Hill, SC 29732-5490	
Base Bid Amount (Bid Items 1 through 2):	\$751,074.00

It is recommended that the Town make an award to the Turner Murphy Company in the amount of \$751,074.00 for the work included in the Base Bid (Bid Items 1 through 2). I am familiar with Turner Murphy Company's work as they have successfully constructed a number of projects for my former employer.

Bid Item No. 2 of the Base Bid consists of a \$30,000.00 bid allowance (contingency) that is to be used only at the direction of the Engineer and Owner. At completion of the project, any remaining portion shall be deducted from the Total Base Bid. It is recommended to include this contingency in the award so that any unexpected and needed work can be performed during the project.

If there are any questions, or if additional information is needed, please do not hesitate to contact us.

Sincerely,

AECOM Technical Services of North Carolina, Inc.

Steve Scruggs, P.E.
Project Manager

w/enclosure

BID TABULATIONS

I certify this to be a true and accurate tabulation of bids as received.

BY: *P. Stephen Lewis*

Client: Warren County, NC Project: Repl. Clarifier/SCADA Bid: 2:00 PM, March 21, 2012 Place: County Mgr. Office, 602 W. Ridgeway Street, Warrenton, NC		Turner Murphy Co., Inc. PO Box 3490 Rock Hill, SC 29732-5490 5% Bid Bond	Dellinger, Inc. PO Box 929 Monroe, NC 28111-0929 5% Bid Bond	Heaton Const. Inc. 309 Long Circle Roanoke Rapids, NC 27870 5% Bid Bond	H.G. Reynolds Co., Inc. PO Box 209 Henderson, NC 27536 5% Bid Bond	DeVere Const. Co., Inc. 1030 DeVere Drive Alpena, MI 49707 5% Bid Bond					
AECOM TECHNICAL SERVICES OF NC, INC. RALEIGH, NORTH CAROLINA											
ITEM-DESCRIPTION-MEASURE UNIT	QTY	BID	TOTAL	BID	TOTAL	BID	TOTAL	BID	TOTAL	BID	TOTAL
1. Single Prime Lump Sum	1	721,074.00	721,074.00	751,781.00	751,781.00	753,000.00	753,000.00	756,834.00	756,834.00	768,000.00	768,000.00
2. Bid Allowance (LS)	1	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
TOTAL BID-ITEMS 1-2			751,074.00		781,781.00		783,000.00		786,834.00		798,000.00
MANUFACTURERS:											
Clarifier Equipment:		Amwell		Amwell		Amwell		Amwell		Amwell	
SCADA System		Lord & Company		Lord & Company		Lord & Company		Lord & Company		Lord & Company	
CONTRACT TIME: 270											

BID TABULATIONS

I certify this to be a true and accurate tabulation of bids as received.
 BY: D. Stephen Linger

Client: Warren County, NC Project: Repl. Clarifier/SCADA Bid: 2:00 PM, March 21, 2012 Place: County Mgr. Office, 602 W. Ridgeway Street,		Hickory Const. Co. PO Box 1769 Hickory, NC 28603 5% Bid Bond		Water & Waste Systems Const. Co. 14 Apotecary Ct. Garner, NC 27529 5% Bid Bond							
AECOM TECHNICAL SERVICES OF NC, INC. RALEIGH, NORTH CAROLINA											
ITEM-DESCRIPTION-MEASURE UNIT	QTY	BID	TOTAL	BID	TOTAL	BID	TOTAL	BID	TOTAL	BID	TOTAL
1. Single Prime Lump Sum	1	815,000.00	815,000.00	840,000.00	840,000.00		-		-		-
2. Bid Allowance (LS)	1	30,000.00	30,000.00	30,000.00	30,000.00		-		-		-
TOTAL BID-ITEMS 1-2			845,000.00		870,000.00		-		-		-
MANUFACTURERS:											
Clarifier Equipment:		Arnwell		Arnwell							
SCADA System		Lord & Company		Lord & Company							
CONTRACT TIME: 270											

Meeting Date: April 2, 2012

Agenda Item # 10-C

SUBJECT: Engineering Services Contract for Simulcast Radio System-Phase I

REQUESTED BY: Linda T. Worth, County Manager

SUMMARY: Statements of Qualification were received for the Simulcast Radio System-Phase I project as noted in the attached memorandum. TSS Partners, LLP was chosen for interview by our Interview Team. We have negotiated the attached proposal with TSS Partners, LLP to provide professional consulting services for this project at a contract price of \$37,000 plus travel expenses that are estimated at less than \$1,500. This price is within the amount budgeted in the Capital Project Ordinance, and we respectfully request the Board to award this contract to TSS Partners, LLP.

FUNDING SOURCE: Simulcast Radio System Capital Budget

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 27, 2012
RE: Simulcast Radio System - Phase I Engineering Proposals

We recently advertised and received Statements of Qualification for Simulcast Radio System – Phase I Engineering Services from the following companies. Copies of the proposals received will be available at the meeting.

1. TSS Partners, LLP
429 Grosvenor Dr.
Raleigh, NC 27615
2. Federal Engineering
10600 Arrowhead Drive
Fairfax, VA 22030
3. L. R. Kimball
328 Innovation Blvd., Suite 222
State College, PA 16803

After carefully evaluating all of the Statements of Qualifications, TSS Partners, LLP was chosen for an interview which took place on February 29, 2012. Our Interview Team consisted of Com. Barry Richardson; Sheriff Johnny Williams; Doug Young, Emergency Services Director; Paula Pulley, Executive Assistant; and myself. Prior to the interview, I contacted references provided by TSS and am pleased to report that all references were highly satisfied with the services provided by TSS on their various projects and recommended them highly for our consideration.

Following the interview, we negotiated the attached proposal with TSS to provide professional consulting services for this project at a contract price of \$37,000 plus travel expenses at cost. Travel expenses are estimated at less than \$1,500. This price is within the amount budgeted in the Capital Project Ordinance for this project. We feel confident TSS will provide the necessary services to move this project forward expeditiously.

I respectfully request the Board to award this contract to TSS Partners, LLP at the stated contract price. Please advise if there are any questions or concerns regarding this matter.

Attachments



Engineering Services Contract for Simulcast Radio System-Phase I

**18 Page document has been
provided in separate e-mail.**

Meeting Date: April 2, 2012

Agenda Item # 11

SUBJECT: Public Utilities

REQUESTED BY: Macon Robertson, Director

SUMMARY: It is submitted to designate Macon Robertson, Public Utilities Director, as voting delegate to the May 16, 2012 NC Rural Water Association's Annual Meeting. Teresa Harris will serve as alternate.

FUNDING SOURCE:

APPLICABLE GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTE

DELEGATE FORM FOR NCRWA MEMBERSHIP MEETINGS

According to the By-Laws of the North Carolina Rural Water Association, Inc., each System Member shall select a delegate, and may select an alternate delegate, to represent the member at meetings of the association. Please complete the form below and return it to the NCRWA office by May 1, 2012 or bring the form to the registration desk by 11:00 AM on May 16, 2012. If the delegate certification is not completed including the attachment of the System Member's corporate seal, your representative cannot vote at the annual meeting. If you have any questions please call the NCRWA office at 336-731-6963. Thank you for your cooperation.

CERTIFICATION OF DELEGATES

As duly elected Chairman Ulysses Ross (Mayor, Chair, or President of the Board)
of Warren County Water System,
(System Member name)

I hereby certify the individuals listed below as designated official voting delegate and alternate delegate to the North Carolina Rural Water Association Membership meetings for one year beginning at the date of authorization.

Delegate Macon Robertson, Director

Alternate
Delegate Teresa Harris, ORC

Mayor, Chair, or President

Date of Authorization

And

Secretary

Affix Seal (required)

Meeting Date: April 2, 2012

Agenda Item # 12

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.

**(2) 2001 Ford Crown Victoria used by Sheriff's Office:
ID # 6853 - 198,482 miles & ID # 6855 - 170,744 miles**

FUNDING SOURCE:

APPLICABLE GENERAL STATUTE: Article, 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, North Carolina General Statute 160A-268, the Warren County Board of Commissioners will convey or sell the following property declared Surplus Property:

2001 Ford Crown Victoria used by Sheriff's Office ID # 6853 - 198,482 miles

2001 Ford Crown Victoria used by Sheriff's Office ID # 6855 - 170,744 miles

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 2nd day of April 2012.

WARREN COUNTY BOARD OF COMMISSIONERS

Ulysses S. Ross, Chairman



**01 Ford Crown Victoria (Brown) ID 6853
Miles 198,482**

**01 Ford Crown Victoria (Green) ID 6855
Miles 170,744**

Meeting Date: April 2, 2012

Agenda Item # 13

SUBJECT: Revision to Budget Meeting Schedule

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: The NCACC Assembly Day is scheduled for May 30, 2012 which is a scheduled Budget Work Session date. Suggested date to reschedule budget work session is Tuesday, May 29th to allow Commissioners and County Manager to attend Assembly Day.

FUNDING SOURCE: Various

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

**Warren County Board of Commissioners
FY 2013 Budget Schedule**

All meetings are in the Armory Civic Center Meeting Room

May 7, 2012 - Monday

6 pm – Annual Budget Presentation to the Board of County Commissioners. Department Heads required to attend.

May 16, 2012 - Wednesday

9 am – 4 pm – County Commissioners Budget Work Session

May 29, 2012 - Tuesday

***1 pm – 4 pm - County Commissioners Budget Work Session
Department Heads presentations tentatively scheduled.***

June 11, 2012 – Monday

6:00 pm - Budget Public Hearing

June 14, 2012 – Thursday

1pm – 4 pm - County Commissioners Budget Work Session

June 20, 2012 – Wednesday

6:00 pm – Special Meeting to adopt FY 2012-13 Budget

Meeting Date: April 2, 2012

Agenda Item # 14-A

SUBJECT: Contracts Approved by the County Manager

REQUESTED BY: County Manager - Linda T. Worth

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

FUNDING SOURCE: Various

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LW*
DATE: March 27, 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

Southern Software, Inc.
150 Perry Drive
Southern Pines, NC 28387

This is the Annual Support Agreement for the provision of software support for mission critical operation of Jail-Pak software in the Detention Center. Funds to accommodate the annual cost are budgeted in the Detention Center's FY 12 departmental Budget.

Sheriff's Department

MorphoTrak, Inc.
1250 N. Tustin Ave.
Anaheim, CA 92807

This agreement extends the Maintenance and Software Support Agreement for the LiveScan Station in the Sheriff's Department. Funds to accommodate the annual cost are budgeted in the Sheriff's FY 12 departmental budget.

MEMORANDUM
PAGE 2
March 27, 2012

Senior Center & General County

A+ Custodial Service
132 Parrish Rd.
Warrenton, NC 27589

This is an addendum to the County's Custodial Services Contract for housekeeping services in Warren County's buildings and facilities. The addendum was necessary to add housekeeping services at the Senior Center Exercise Building to the contract. We have also added to this contract cleaning of the Armory Civic Center after large events on an as-needed basis at a cost of \$250 per cleaning. Funds to accommodate these additional services are available in the Buildings & Grounds Maintenance budget and the Armory budget respectively.

Emergency Medical Services

Vidacare Corporation
4350 Lockhill Selma, Suite 150
Shavano Park, TX 78249

This agreement sets out the terms and conditions for EMS to purchase various products from this company at the stated prices.

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

Attachments

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



Meeting Date: April 2, 2012

Agenda Item # 14-B

SUBJECT: County Manager's March 2012 Report

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: Manager's March 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 *LW*

DATE: March 28, 2012

RE: March Status Report

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

Administration

- Mtg. with Interim Cooperative Extension Director & Horticultural Agent to discuss Buck Springs Forestry Management Plan (3/1/12)
- Mtg. with J. King to discuss Hendricks House Proposal (3/1/12)
- Attended E-911 Committee meeting (3/1/12)
- Attended JCPC Monthly Meeting (3/12/12)
- Attended Environmental Justice Planning Committee meeting (3/12/12)
- Prepared for and attended Board of Commissioners Public Hearings and Regular Meeting (3/12/12)
- Meeting with Public Works Director to discuss solid waste matters (3/13/12)
- Met with K. Foster of Kerr-Tar COG to discuss 2011 CDBG SS application (3/19/12)
- Meetings with Department Heads to discuss FY 13 Budget Requests (3/19/12)
- Meetings with Department Heads to discuss FY 13 Budget Requests (3/20/12)
- Meetings with Department Heads to discuss FY 13 Budget Requests (3/21/12)
- Attended WWTP Phase I Rehab Bid Opening (3/21/12)
- Meetings with Department Heads to discuss FY 13 Budget Requests (3/22/12)
- Attended and Chaired VWGF CJPP Advisory Board meeting (3/23/12)
- Met with VGCC President and Finance Director to discuss FY 13 Budget Request (3/26/12)
- Worked on FY 13 Budget & BOC 4/2/12 Agenda (3/26/12)
- Worked on FY 13 Budget & BOC 4/2/12 Agenda (3/27/12)
- Worked on FY 13 Budget (3/28/12)
- Worked on FY 13 Budget (3/29/12)
- Worked on FY 13 Budget (3/30/12)

Activities

- Attended NACo Legislative Conference (3/4-7/12)
- Attended & participated in Relay For Life Event at the Armory (3/10/12)
- Attended LGA 5-County Forum (3/15/12)

Project Updates

Construction/Renovation Projects

EMS Satellite Facility #2

EMS satellite facility #2 is 40-45% complete. Plumbing has been roughed in and electrical rough-in is scheduled. Glass frames have been set and hanging of sheetrock in the ceiling is scheduled to be done to allow sprinkler system heads to be set. The brick work will be scheduled in about 20 days.

CDBG Projects

2008 Scattered Site Housing CDBG Project

We are still waiting to hear from Community Investment & Assistance (CI) relative to our request to officially 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. Attached are copies of the monthly reports provided by Ms. Alston-Kearney that have been submitted to CI.

Attachment

INTEROFFICE MEMORANDUM

TO: LINDA WORTH, COUNTY MANAGER
FROM: CATHY ALSTON-KEARNEY, EXECUTIVE DIRECTOR
SUBJECT: EPHRAIM PLACE UPDATE AS OF MARCH 1
DATE: 3/12/2012
CC: DENNIS BRANCH, GRANT'S MANAGEMENT REPRESENTATIVE

This correspondence is to provide an update of activity with the above referenced CDBG project since the update provided on February 1. These additional actions were taken toward the goal of having 4 homes constructed and occupied by March 31, 2012.

- Builder indicated he has submitted six additional applications to USDA for potential mortgage funding.
- WFI staff made presentation to DSS staff on February 23 and distributed ten applications. One completed application has been returned and one person picked up three additional applications after stopping by our office to have her questions answered regarding the process.
- WFI staff made a presentation on local radio station WARR on February 25, 2012. One application was distributed immediately after and several inquiries have been made since it aired.
- WFI staff and a board member met with a second general contractor who specializes in off frame modular and with representatives of HandCrafted Homes in Henderson. We agreed to set up a meeting with USDA representatives who could field questions regarding the construction financing and appraisal requirements now in effect.
- WFI board members have generated three new applicants since the board meeting held February 20, 2012.

INTEROFFICE MEMORANDUM

TO: LINDA WORTH, COUNTY MANAGER
FROM: CATHY ALSTON-KEARNEY, EXECUTIVE DIRECTOR
SUBJECT: EPHRAIM PLACE UPDATE AS OF FEBRUARY 15
DATE: 3/12/2012
CC: DENNIS BRANCHI, GRANTS MANAGEMENT REPRESENTATIVE

This correspondence is to provide an update of activity with the above referenced CDBG project since the update provided on February 1. These additional actions were taken toward the goal of having 4 homes constructed and occupied by March 31, 2012.

- WFI Staff contacted Bobbitt Surveying to authorize work order for re-staking the lots. This work was completed on February 10, 2012 and the builder has also staked the footprints for the first four homes.
- WFI Staff and board chair met with the builder to discuss next steps in getting the footings poured and foundations constructed to expedite setting the units in case the weather takes a turn in coming weeks. We also discussed escalating the process of identifying at least two more qualified buyers. We agreed to contact and secure applications from at least six additional prospects by Monday, February 20.
- WFI staff confirmed meeting with DSS staff on February 23, 2012 and agreed to provide written materials including prequalification forms in advance of the date to be distributed to interested participants.
- WFI staff collected additional information from previous applicants and forwarded to the appropriate financing entity. Also assisted one USDA prospect with next steps in completing her application.
- WFI staff is scheduled for an interview on local radio station WARR on February 25, 2012 regarding the project. This is intended to supplement paid advertising and outreach efforts.

INTEROFFICE MEMORANDUM

TO: LINDA WORTH, COUNTY MANAGER
FROM: CATHY ALSTON-KEARNEY, EXECUTIVE DIRECTOR
SUBJECT: EPHRAIM PLACE UPDATE AS OF FEBRUARY 1
DATE: 2/9/2012
CC: DENNIS BRANCH, GRANT'S MANAGEMENT REPRESENTATIVE

This correspondence is to provide an update of activity with the above referenced CDBG project since the update provided on January 20. These additional actions were taken toward the goal of having 4 homes constructed and occupied by March 31, 2012.

- WFI staff and board chair met with the off-frame modular builder to receive the information he gathered on pricing and availability. We discussed the subdivision layout and identified the lots best suited for this type of construction. He indicated having spoken with two potential buyers who are immediately interested in the site and WFI agreed to receive and forward any prequalification applications he collects as well as take direct client referrals. In moving forward, we agreed to have the surveyor re-stake the lots with the builder's assistance. We also discussed strategies each party would be responsible for in seeking additional applicants.
- WFI staff contacted the Department of Social Services director to determine if there is a staff meeting or other means for communicating the opportunity to employees. The director agreed to place us on the February 23 all staff agenda. We are supplying information in advance in hopes that some employees will be prepared to send in the prequals after any questions are answered.
- WFI staff attended the quarterly meeting of the United Shiloh Baptist Association on Saturday, January 28 to network with local pastors and provide information about the project to participating churches. Follow-up appointments were made with two congregations to make a presentation at the church. These will be completed in the next two weeks. In addition, the board chair agreed to facilitate a similar effort with her congregation.
- The clients who are moving forward received notice that USDA funding is on hold at this time. They will be notified when funds are available and further action on their application will take place within the next 60 days.

INTEROFFICE MEMORANDUM

TO: LINDA WORTH, COUNTY MANAGER
FROM: CATHY ALSTON-KEARNEY, EXECUTIVE DIRECTOR
SUBJECT: CDBG #03-(C)-1897 -EPIHRAIM PLACE UPDATE
DATE: 1/20/2012
CC: DENNIS BRANCH, GRANT'S MANAGEMENT REPRESENTATIVE

This correspondence is to provide an update of activity with the above referenced CDBG project since our meeting on December 20, 2012. As discussed with Dennis Branch, the following actions were taken toward the goal of having 4 homes constructed and occupied by March 31, 2012.

- WFI staff facilitated a meeting with the builder and the two clients closest to completing their financing packages. This meeting took place on Thursday, January 5 at one of the builders' model sites. One client was unable to attend because of a shift in work schedule but will reschedule. At this meeting the builder ascertained the client's needs and offered several scenarios for moving forward. He agreed to look at the available financing and come back with a proposal in a week or so for how the client's needs could be met within that budget. The builder indicated that construction can begin at any time as long as the site is dry enough to pour the footings. Weather permitting, construction can be completed within sixty days.
- The builder has set a follow-up meeting with the client to review potential floor plans that would accommodate the household. That meeting has not been held.
- WFI staff met the builder at the Ephraim Place site to go over technical drawings and identify the lots best suited to the client's needs. Several lots were flagged based on the footprint of the proposed floor plan. The client will review the lots and state their preferences.
- WFI staff secured additional documents requested from the client and forwarded them to the financial institution. We will also assist with addressing any remaining requirements.
- In addition to screening prequalification documents and forwarding them to USDA, WFI has established a relationship with The Support Center as an alternative for applicants who are not USDA eligible. Support Center Staff has been on-site about every other week to meet with perspective home buyers and has taken applications from three. We are in communication with them regarding the status of these applicants and work with the applicant to secure any documentation that is requested.
- WFI staff met with a second builder whose specialty is off-frame modular construction on January 10, 2012. He agreed to research current prices for units similar to the floor plans we are promoting. We will continue to explore this strategy especially for additional clients this builder has agreed to help identify.



Closed Session

**In accordance with
NC GS § 143-318.11(A)(3)
attorney-client privilege.**



Adjourn

April 2, 2012
Regular Meeting