



*WARREN COUNTY
BOARD OF COMMISSIONERS*

Monday, June 4, 2012

5:30 Public Hearing

5:45 Public Hearing

6:00 pm Regular Meeting

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

Prepared by:

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

5:30 pm
Public Hearing

2012-2013
Rural Operating Assistance
Program (ROAP)

5:30 Public Hearing

Agenda

1. Chairman or designee call Public Hearing to Order
2. Clerk to the Board Read Notice of Public Hearing
3. FY 2012-2013 ROAP Program Overview by Barry Mayo,
Finance Director
4. Citizens Complete Voluntary Title VI Public Involvement Form
5. Citizen Comments
6. County Manager and/or Commissioner Comments
7. Adjourn Public Hearing

NORTH CAROLINA
WARREN COUNTY

I, MARY LOU CHEEK, Office
Manager of The Warren Record, a
weekly newspaper publication in the
town of Warrenton, Warren County, and
state of North Carolina, do so solemnly
swear that a legal action entitled:

ROAP
2012-2013
Public Hearing
Notice

a true copy of which is made a part of
this affidavit, did appear in the said The
Warren Record in the following
consecutive issues:

May 23 20 12
Mary Lou Cheek
Editor or Office Manager

Sworn to and subscribed before me this

25 day of May, 20 12.

Lucille Lee Weldon
Notary Public

My commission expires: 12-6-14

**Rural Operating Assistance Program (ROAP)
2012-2013 Public Hearing Notice**

This is to inform the public of the opportunity to attend a public hearing on the proposed Rural Operating Assistance Program (ROAP) application to be submitted to the North Carolina Department of Transportation no later than June 20, 2012 by the County of Warren. The public hearing will be held on Monday, June 4, 2012 at 5:30 pm at the Warren County Board of Commissioners meeting room in the Warren County Armory Civic Center, 501 US Hwy 158 Business, East Warrenton, NC 27589. Warren County will provide auxiliary aids and services under the ADA for disabled persons who wish to participate in the hearing. Assistance or special aids for the handicapped are available upon request by contacting Arnetta Yancey (252) 257-3111, at the Warren County Senior Center as soon as possible so that arrangements can be made or call TDD number 1-800-735-2962.

The programs included in the Rural Operating Assistance Program application are:

1. Elderly & Disabled Transportation Assistance (EDTAP) Program provides operating assistance for the public transportation of elderly and disabled citizens.
2. Employment Transportation Assistance Program provides operating assistance for the public transportation of persons with employment related transportation needs.
3. Rural General Public (RGP) Program provides operating assistance for the public transportation of persons living in non-urban areas of the county.

The period of performance for Rural Operating Assistance Program funds is **July 1, 2012 through June 30, 2013**. The FY 2013 individual program totals are:

PROGRAM	TOTAL
EDTAP	\$52,240.00
EMPL	\$11,784.00
RGP	\$55,313.00
TOTAL	\$119,337.00

This application may be inspected at the Warren County Finance Office, 604 West Ridgeway Street, Warrenton, NC from 9am to 4:30 pm Monday through Friday. Written comments should be directed to Barry Mayo, Finance Director, before Friday, June 1st at 4:30 pm.



Application for Transportation Operating Assistance

FY2013 Rural Operating Assistance Program Funds

Name of Applicant (County)	Warren
County Manager	Linda T. Worth
County Manager's Email Address	lworth@co.warren.nc.us
County Finance Officer	Barry Mayo
CFO's Email Address	bmayo@co.warren.nc.us
CFO's Phone Number	252-257-1778
Person Completing this Application	Arnetta M Yancey
Person's Job Title	Warren County Senior Center Director
Person's Email Address	ayancey@co.warren.nc.us
Person's Phone Number	252-257-3111
Community Transportation System	Kerr Area Transportation Authority
Name of Transit Contact Person	Rob Brink
Transit Contact Person's Email Address	rbrink@kartsnc.com

Application Completed by:

Arnetta M. Yancey
Signature

Date: 5/29/12

I certify that the content of this application is complete and accurately describes the county's administration of the ROAP Program, and the use of the ROAP funds in accordance with applicable state guidelines.

County Manager: _____ Date: _____
Signature

County Finance Officer: _____ Date: _____
Signature

Application Instructions

County officials should read the ROAP Program State Management Plan which contains guidance on the administration of the ROAP Program and information about the preparation of grant applications.

- The application must be completed by an official of the county or his/her designee.
- Click on the **gray rectangle** and type each answer. If needed, the text will automatically wrap to the next row. The answer may wrap to the next page if necessary.
- If the county wishes to explain their response to any questions or provide more information, the county may include additional pages with this application form. All the pages of the application and any pages added by the applicant should be scanned into the same file.
- If there are questions regarding this application, contact the NCDOT-PTD Mobility Development Specialist assigned to the area served by the transit system.

**Citizens
Complete
Voluntary
Title VI
Public
Involvement
Form**

Voluntary Title VI Public Involvement

Title VI of the Civil Right's Act of 1964 requires North Carolina Department of Transportation to gather statistical data on participants and beneficiaries of the agency's federal-aid highway programs and activities. The North Carolina Department of Transportation collects information on race, color, national origin and gender of the attendees to this public meeting to ensure the inclusion of all segments of the population affected by a proposed project.

The North Carolina Department of Transportation wishes to clarify that this information gathering process is **completely voluntary** and that you are not required to disclose the statistical data requested in order to participate in this meeting. This form is a public document.

The completed forms will be held on file at the North Carolina Department of Transportation. For Further information regarding this process please contact Sharon Lipscomb, the Title VI Manager at telephone number 919.508.1808 or email at slipscomb@ncdot.gov.

Project Name:		Date:
Meeting Location:		
Name (please print)		Gender:
		<input type="checkbox"/> Male <input type="checkbox"/> Female
General ethnic identification categories (check one)		
<input type="checkbox"/> Caucasian	<input type="checkbox"/> Hispanic American	<input type="checkbox"/> American Indian/Alaskan Native
<input type="checkbox"/> African American	<input type="checkbox"/> Asian/Pacific Islander	Other:
Color:		National Origin:

After you complete this form, please fold it and place it inside the designated box on the registration table.

Thank you for your cooperation.

Public Hearing Procedures

This hearing is being held to hear any persons who wish to be heard relative to submission of the FY 2012-2013 Rural Operating Assistance Program Application.

RULES:

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

*Warren County
Board of Commissioners*



Adjourn

5:30 pm

Public Hearing

Amendment to Warren County Zoning Ordinance

**“Temporary Suspension of
Zoning Permits for New
Commercial Signs”**

5:45 Public Hearing

Agenda

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

Affidavit of Printer's Proof

NORTH CAROLINA
WARREN COUNTY

I, MARY LOU CHEEK, Office
Manager of The Warren Record, a
weekly newspaper publication in the
town of Warrenton, Warren County, and
state of North Carolina, do so solemnly
swear that a legal action entitled:

Notice of
Public Hearing

a true copy of which is made a part of
this affidavit, did appear in the said The
Warren Record in the following
consecutive issues:

May 23 2023
Mary Lou Cheek
Editor or Office Manager

Sworn to and subscribed before me this

25 day of May, 2012.

Lucille Lee Weldon
Notary Public

My commission expires: 12-6-14.

Notice of Public Hearing

Notice is hereby served that the Warren County Board of
Commissioners will hold a public hearing on Monday, June 4, 2012
at 5:45 PM in the Warren County Armory Civic Center, Warrenton,
NC. The purpose of this hearing is to receive citizen's comments
regarding the following request for a temporary suspension on the
issuance of zoning permits for new commercial signs:

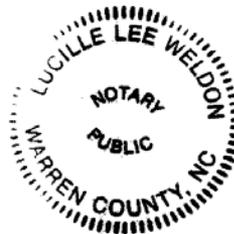
Planning staff and the Citizen's Advisory Council Land Use
requests a temporary suspension on zoning permits for new
commercial signs in order to revise the County's Zoning Ordinance
as relates to new commercial signs. This temporary suspension is
requested for sixty (60) days from the date of this public hearing.

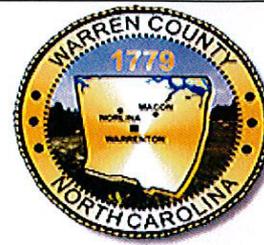
All questions or written comments should be directed to:

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

A copy of the Zoning Ordinance is available for review in the office
of the Warren County Planning and Zoning Administrator. All
interested citizens are urged to attend this public hearing.

Ulysses S. Ross, Chairman
Warren County Board of Commissioners





5:45 pm
Public Hearing

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

**Timeline/Work for Temporary Suspension of Zoning Permits
For New Commercial Signs**

(June 4, 2012 Public Hearing/Commissioners meeting)

Purpose of a proposed “temporary suspension” is to:

- A. Allow Staff and the Warren County Planning Board to revise the Zoning Ordinance language with reference to signage (including, but not limited to, distance between existing and new signs, size of signs, and definitions of signage).
- B. Provide a means for Staff and the Warren county Planning board a means to establish improved enforcement of the signage section of the Zoning Ordinance and enhance maintenance of existing signage in the lake areas (by property owners and sign owners).

NOTE: This is an estimate based on current workload and staff ability to meet this task. **This timeline is an estimate and it is feasible the project could be completed in less time.**

- I. **June 4, 2012** Board of Commissioners Public Hearing - proposed Temporary Suspension on Zoning Permits for New Commercial Signs (90 day suspension).
- II. **June 5, 2012** Planning Board meeting to draft proposed ordinance revisions.
- III. **July 2, 2012** Proposed revisions submitted to Board of Commissioners and public hearing on revised ordinance set for August 2012 meeting.
- IV. **August 6, 2012** Board of Commissioners meeting to take action on proposed revised ordinance.
- V. **September 4, 2012** Potential Commissioners meeting if action tabled at the August 2012 meeting or if extra time is necessary for the Planning Board to develop proposed revisions).

Public Hearing Procedures

This hearing is being held to hear any persons who wish to be heard relative to Proposed Amendment to the Warren County Zoning Ordinance
“Temporary Suspension of Zoning Permits for New Commercial Signs”

RULES:

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

*Warren County
Board of Commissioners*



Adjourn

5:45 pm

Public Hearing



Call to Order June 4, 2012
Monthly Meeting
By
Chairman or Designee

Agenda Item # 2
Moment of Silence

Agenda Item # 3
Conflict of Interest Disclaimer

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



Agenda Item # 4

Citizen Comments

Rules for Citizen Comments

Please sign up to speak.

The maximum time allotted to each speaker will be five (5) minutes;
Clerk to the Board will keep time.

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

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

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

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

*Warren County
Board of Commissioners*

Meeting Date: June 4, 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:

*SUGGESTED AGENDA
FOR
June 4, 2012 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
Armory Civic Center
WARRENTON, NORTH CAROLINA*

**5:30 – Public Hearing: 2012-13 ROAP Program Application
5:45 – Public Hearing: Amendment to the Zoning Ordinance**

- 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 June 4, 2012 Suggested Agenda**
- 6. Consent Agenda**
 - A. Approve Minutes of:
May 7, 2012 Regular Monthly Meeting
May 21, 2012 Public Hearing & Special Meeting**
 - B. Interest Income Report – Finance Director Barry Mayo**
 - C. Tax Collector’s Report – Tax Administrator Robert Mitchum**
 - D. Tax Release Requests (Over \$100) – Tax Administrator Robert Mitchum
Tax Release Requests (Under \$100) - “ “ “ “**
 - E. Report of Internet Based Auction – Clerk to the Board**
- 7. Finance Office - Amendment # 10 to FY 2011-12 Budget Ordinance – Barry Mayo**
- 8. Follow-up to Public Hearings:**
 - A. FY 2012-13 ROAP Program Application**
 - B. Consider Resolution Approving Amendment to Warren County Zoning Ordinance**

June 4, 2012 Agenda (cont'd)

9. Resolutions:
 - A. Joint Resolution Approving the Dissolution of Five County Mental Health Authority and Establishment of an Area Authority for the New Fifteen County Catchment Area – Valerie Hennike, Director
 - B. Resolution in Support of Senate Bill 433 – Flexibility for Local Human Services
 - C. Resolution Declaring Surplus Property: Air Compressor & Office Desks
10. Juvenile Crime Prevention Council FY 2013 Certification – William Kearney, JCPC Chairman
11. Longbridge VFD Request to Waive Fees related to 4th of July Celebration
 - A. \$60 Fireworks Permit Fee
 - B. \$25 Noise Ordinance Permit Fee
12. Award Bid for Senior Center Meal Program – Arnetta Yancey
13. Tax Administration – Eddie Mitchum
 - A. Reappoint Tax Assessor to 2 or 4 year term
 - B. Approve Employee Performance Bond for Tax Assessor
14. Revision to Budget Work Session Schedule
15. County Manager – Linda T. Worth
 - A. Renewal of Property/Casualty & Workers' Compensation Insurance Coverage
 - B. Contracts Approved in May
 - C. May Status Report
16. Closed Session – In accordance with NC GS § 143-318.11(A)(3)(6) attorney-client privileged and personnel matters.
17. Adjourn June 4, 2012 Regular Meeting

Meeting Date: June 4, 2012

Consent Agenda Item # 6A

SUBJECT: Approve Minutes

REQUESTED BY: Clerk to the Board

SUMMARY: Minutes have been provided via e-mail to Board Members for review as follows:

**May 7, 2012 Regular Monthly Meeting
May 21, 2012 Public Hearing & Special Meeting**

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: June 4, 2012

Consent Agenda Item # 6B

SUBJECT: Interest Income Report

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Interest Income Report for the month of April 2012 is submitted for the Board's information.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

INTEREST INCOME REPORT
Month of April 2012

FUND	APRIL INCOME	FISCAL YEAR TO - DATE
General	792.45	5,755.83
Revaluation	15.08	99.89
E 911 Telephone System	21.73	123.51
Buck Spring Project	19.36	131.08
Ambulance Storage Facility	19.67	205.63
National Guard Armory	1.30	8.81
Simulcast System Upgrade	6.24	51.29
Regional Water Enterprise Fund	33.15	199.14
District 1 Enterprise Fund	63.80	356.54
Solid Waste	26.45	84.44
District II Enterprise Fund	53.86	338.18
District III Capital Project Fund	9.52	83.80
District III Phase II BANS	0.25	1.71
District III Enterprise Fund	35.68	152.20
Soul City Pump Station Improvements	1.15	7.61
District III Phase III	40.63	177.96
	1,140.32	7,777.62

Meeting Date: June 4, 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 April 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 APRIL 2012**

Current Year Collections

Tax Year	Charge	Collected in APRIL	Collected to Date	Balance Outstanding	Percentage Collected
APRIL 2012 FY12	\$15,780,442	\$138,459	\$14,853,895	\$926,547	94.13
APRIL 2011 FY11	\$15,340,069	146,443	14,297,404	1,042,665	93.20

Delinquent Collections

2010	\$765,666	\$13,729	\$462,407	303,259	60.39
2009	256,979	4,490	85,813	171,166	33.39
2008	174,925	2,881	35,789	139,136	20.46
2007	154,332	2,471	17,986	136,347	11.65
2006	136,422	1,255	10,651	125,771	7.81
2005	113,061	929	7,757	105,304	6.86
2004	100,278	786	5,894	94,384	5.88
2003	84,965	1,196	4,091	80,875	4.81
2002	107,681	635	4,067	103,614	3.78
2001	161,010	447	3,870	157,140	2.40
Total Delinquent Years	\$ 2,055,319	\$28,819	\$ 638,325	\$ 1,416,996	

Other APRIL Receipts

County Penalties
Landfill User Fees
Municipalities
Fire District Taxes
Advance Taxes

\$ 13,151	\$ 158,646
\$ 67,112	\$ 1,163,374
\$ 7,852	\$ 667,646
\$ 11,436	\$ 744,740
4836.00	16,475.00

APRIL GRAND TOTAL

\$ 271,665	\$ 18,243,101
-------------------	----------------------

R Edwin Mitchum

R. Edwin Mitchum, Tax Collector

5/21/2012

Date

Meeting Date: June 4, 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:

Recommend approval

NOTES:

Request For Tax Releases Over \$100

Over \$100	6/4/2012		Date: _____	
<u>ERROR CORRECTION RELEASES:</u>				
CDT & B PROPERTIES LLC	2010 35366 110	E6B 272	58467	\$129.60 BPP OVERASSESSED
CDT & B PROPERTIES LLC	2011 35366 110	E6B 272	22074	\$131.75 BPP OVERASSESSED
SUB-TOTAL ERROR CORRECTIONS:				\$261.35
<u>MOTOR VEHICLE RELEASES:</u>				
CURTO SAMUEL RICHARD	2011 13073 1895	PTR4832	80422	\$118.00 SOLD
D AND Z TIMBER LLC	2011 36697 2225	DR8387	79519	\$244.65 RELEASED TO BLADEN CO
TARTANELLA EMILY TURNER	2011 35688 2086	ZXT6222	80613	\$164.82 RELEASED TO GRANVILLE CO
SUB-TOTAL MOTOR VEHICLE RELEASES:				\$527.47
SUB-TOTAL CORRECTION RELEASES:				\$261.35
Total Releases				\$ 788.82

Request For Tax Releases Under \$100

Under \$100

6/4/2012

Date: ²⁰⁰ 5/24/12

MOTOR VEHICLE RELEASES:

ADAMS CECIL K	2011 13400 2510	TZN8044	78093	\$18.35	SOLD
BALES ELEANOR KAYE	2011 4395 2397	XNC2464	74986	\$20.24	TRADED
CALIXTE JACQUES	2011 5898 2150	VRJ2599	80677	\$61.05	SURRENDERED
COOPER ALL L JR	2011 9334 1602	WRV6890	78895	\$29.25	TRADED
COPELAND PERCY L	2011 16645 1163	YYX5839	78456	\$29.80	SOLD
DEAN JOSEPH T	2011 18743 1525	WYY7521	74114	\$15.15	TRADED
DUFAULT KELLIE H	2011 16128 2366	3A4091	70119	\$4.40	SOLD
HAYES MAURICE D	2011 2637 110	XPA2119	54668	\$56.10	REPOSSESSED
HERBST DEBRA	2011 36841 2343	AJR4348	80870	\$72.81	MOVED OUT OF STATE
HOLT HUGH FRANKLIN	2011 8381 1538	RTC6180	80065	\$50.60	SOLD
JOHNSON WALLACE	2011 13685 2157	RSJ1158	80684	\$28.44	SOLD
NORWOOD LISA THOMPSON	2011 28860 2316	XPA4229	77899	\$21.99	SURRENDERED
STEGALL BUY MARSHALL	2011 38838 2296	YYX7152	76433	\$6.64	SOLD
THOMPSON RICHARD JR	2011 40430 2001	XZA2977	79284	\$57.68	SOLD
UNDERWOOD TRACY DENISE	2011 36207 1598	AEZ4163	70966	\$28.34	RELEASED TO LENOIR CO
WHITEHEAD DEBORAH W	2011 5346 1100	SVT5569	79527	\$4.62	SOLD
WILSON NINA GAYE	2011 32890 2381	YPS5043	74970	\$19.04	SOLD

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$524.70

SUB-TOTAL CORRECTION RELEASES:

\$

Total Releases

\$524.70

Meeting Date: June 4, 2012

CONSENT AGENDA Item # 6E

SUBJECT: Report of Internet Based Auction

REQUESTED BY: Clerk to the Board

SUMMARY: Submitted for Board's information.

FUNDING SOURCE: N/A

APPLICABLE STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Sold Asset Report

Warren County, NC

ID	Description	Category	Buyer	Starting Bid	Sold Amount	Bids	Auction Ended
239	1992 Dodge Ram 350 Van	Vans	samuel walker	\$300.00	\$975.00	18	5/3/2012 20:00
6855	2001 Ford Crown Victoria Police Interceptor	Automobile	chet chester	\$100.00	\$511.99	22	5/18/2012 16:00
6853	2001 Ford Crown Victoria Police Interceptor	Automobile	AW Powell	\$100.00	\$501.99	18	5/18/2012 15:45
				\$500.00	\$1,988.98		

Meeting Date: June 4, 2012

Item # 7

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

**SUMMARY: Amendment # 10 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. 10

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

Increase/(Decrease) Appropriations:

Sheriff's Department	4,000
Juvenile Crime Prevention Council	5,991
Tri-county Conflict Mgmt	(1,200)
Emergency Shelter Care	(5,991)
Youth Services Bureau	1,200
Total	\$ 4,000

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 - Other	4,000
Total	\$ 4,000

This amendment:

- appropriates funds to Sheriff's Department for K-9.
Funding Source: Drug Forfeitures Funds
- appropriates funds to Juvenile Crime Prevention Council.
Funding Source: Emergency Shelter Care
- appropriates funds to Youth Services Bureau.
Funding Source: Tri-county Conflict Mgmt.

Respectfully Submitted 06-04-12

Barry J. Mayo

Barry J. Mayo, Finance Director

Meeting Date: June 4, 2012

Agenda Item # 8-A

SUBJECT: FY 2012-2013 ROAP Program Application.

REQUESTED BY: Barry Mayo, Finance Officer

SUMMARY: Having held a required public hearing on Monday, June 4, 2012 at 5:30 pm, it is now presented for Board action.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Application and authorize County Manager and/or Board Chair to sign same.

NOTES:

Meeting Date: June 4, 2012

Agenda Item # 8-B

SUBJECT: Amendment to Warren County Zoning Ordinance

REQUESTED BY: Ken Krulik, Planning/Zoning Administrator

SUMMARY: Having held a required public hearing on Monday, June 4, 2012 at 5:45 pm, Resolution approving proposed amendment is presented for Board action.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Planning/Zoning and Code Enforcement Department

542 West Ridgeway Street

Warrenton, NC 27589

(PH) 252-257-7027 (FX) 252-257-1083

A RESOLUTION ENACTING A TEMPORARY SUSPENSION ON ZONING PERMITS FOR NEW COMMERCIAL SIGNS IN THE ZONED AREA OF THE WARREN COUNTY PETITONS FOR THE PURPOSE OF REVISING UPDATING THE WARREN COUNTY ZONING ORDINANCE, EFFECTIVE 8:30 A.M. ON JUNE 5, 2012 AND CONTINUING UNTIL 5:00 PM, SEPTEMBER 4, 2012

WHEREAS, the Warren County Board of Commissioners is resolved to update the Warren County Zoning Ordinance, regarding acceptance, review and approval of zoning permits for new commercial signs, inclusive of the Lake Gaston and Kerr-Lake areas as the zoned parts of in Warren County; and

WHEREAS, the Warren County Board of Commissioners recognizes that it is important to provide a current ordinance that reflects the needs of Warren County's residents to insure or effect the following: (1) clarity of information to all users (2) insure legal sufficiency (3) enhance review, approval, and enforcement procedures regarding signage in the zoned areas of Warren County, and

WHEREAS, the Warren County Board of Commissioners recognizes the rights of private property owners to use their property in a manner that is reasonable, does not harm the public health, welfare, or damage the quality of life of the community as a whole, and is consistent with established development patterns and Warren County's land use regulations, and

WHEREAS, after a duly-advertised public hearing pursuant to G.S. 153A-323, this Temporary Suspension on Zoning Permits for New Commercial Signs was heard by the Warren County Board of Commissioners at its scheduled budget work session and public hearing, as an advertised public meeting on June 4, 2012.

NOW, THEREFORE, BE IT RESOLVED by action of the Warren County Board of Commissioners and this Resolution there shall be a Temporary Suspension on Zoning Permits for New Commercial Signs effective from 8:30 AM on June 5, 2012 and continuing until 5:00 PM September 4, 2012, unless otherwise modified by action of the Warren County Board of Commissioners. This Temporary Suspension shall be enforced on all Zoning Permits for New Commercial Signs for all zoning districts in Warren County (not inclusive of the Towns of Warrenton and Norlina and their respective Extraterritorial Jurisdictions).

Ulysses S. Ross, Chairman
Warren County Board of Commissioners

Date Adopted

Meeting Date: June 4, 2012

Agenda Item # 9-A

SUBJECT: Joint Resolution Approving the Dissolution of Five County Mental Health Authority and Establishment of an Area Authority for the New Fifteen County Catchment Area

**REQUESTED BY: Valerie Hennike, Area Director
Five County Mental Health Authority**

SUMMARY: It is presented to approve above referenced "Joint Resolution" as presented effective July 1, 2012.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Resolution and authorize Chairman to sign same.

NOTES:



WARREN COUNTY BOARD OF COMMISSIONERS

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

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

Board of Commissioners of Warren County

Joint Resolution Approving the Dissolution of Five County Mental Health Authority and Establishment of an Area Authority for the New Fifteen County Catchment Area

June 4, 2012

WHEREAS, House Bill 916, 2011 N.C. Session Laws 264, was enacted by the General Assembly of North Carolina effective June 23, 2011, and requires that the 1915(b)/(c) Medicaid Waiver Program be completed statewide by July 1, 2013, and that each LME by such date shall have a minimum population of at least 500,000 within its catchment area, and further requires that all local management entities ("LMEs" or "LME") meet certain additional deadlines to participate in the waiver by either merging with other LMEs or entering into interlocal agreements with other LMEs; and

WHEREAS, the provisions of N.C. Gen. Stat. § 122C-115.3 govern the dissolution of an area authority, and said statute requires that a county demonstrate prior to the dissolution of an area authority that continuity of services will be maintained; and

WHEREAS, Five County Mental Health Authority ("Five County"), is currently established as a multi-county area mental health, developmental disabilities, and substance abuse authority and LME serving the counties of Franklin, Granville, Halifax, Vance, and Warren ("Five County Catchment Area"); and

WHEREAS, PBH is currently established as a multi-county area mental health, developmental disabilities, and substance abuse authority, LME and Managed Care Organization ("MCO") serving the counties of Alamance, Cabarrus, Caswell, Davidson, Rowan, Stanly, and Union, established effective October 1, 2011, by the Joint Resolution of the Boards of Commissioners of each of the affected counties, and in accordance with 2011 N.C. Session Laws 264; and

WHEREAS, Orange-Person-Chatham Mental Health, Developmental Disabilities, & Substance Abuse Authority ("OPC") is currently established as a

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www.warrencountync.com



multi-county area mental health, developmental disabilities, and substance abuse authority and LME serving the counties of Orange, Person and Chatham; and

WHEREAS, Five County entered into a Management, Merger and Dissolution Agreement dated January 1, 2012, by which PBH was given the duty to perform the obligations under Five County's Contract #205-010, executed October 1, 2011, between Five County and the North Carolina Department of Health and Human Services for the period from January 1, 2012 through June 30, 2012, which further called for the five counties which currently comprise the Five County Catchment Area to jointly establish with PBH and OPC an area authority for Alamance, Cabarrus, Caswell, Chatham, Davidson, Franklin, Granville, Halifax, Orange, Person, Rowan, Stanly, Union, Vance, and Warren Counties ("New Catchment Area"), and Five County shall at that time be dissolved, in accordance with the terms and conditions of the said Management, Merger and Dissolution Agreement by and between PBH and Five County dated January 1, 2012, and with the approval of the Secretary of the N.C. Department of Health and Human Services; and

WHEREAS, consistent with the legislative mandate, PBH, an MCO and area authority acting pursuant to Chapter 122C of the North Carolina General Statutes, has been approved by the State of North Carolina to operate as an LME/MCO under North Carolina's 1915(b)/(c) Medicaid Waiver Program to serve the New Catchment Area as a single prepaid inpatient health plan for mental health, intellectual/developmental disabilities and substance abuse services, effective July 1, 2012; and

WHEREAS, the Boards of County Commissioners of Franklin, Granville, Halifax, Vance and Warren Counties have previously approved in principle Five County's entering into the Management, Merger and Dissolution Agreement with PBH, and have been asked to approve by joint resolution the establishment of PBH as an area authority for the fifteen counties of the New Catchment Area, as of July 1, 2012; and

WHEREAS, Five County, PBH and OPC have jointly and separately recommended to their respective constituent counties a consolidation of those three distinct area programs into one single Area Authority, LME and MCO accountable to the counties of the New Catchment Area; and

WHEREAS, the Board of Commissioners of Warren County finds that the dissolution of Five County and the consolidation of its operations with those of PBH and OPC to serve the New Catchment Area under the 1915(b)/(c) Medicaid Waiver Program is in the public interest and would better meet the needs of persons with mental illness, developmental disabilities and substance abuse issues residing in the region in light of the provisions of 2011 N.C. Session Laws 264; and

WHEREAS, upon the dissolution of Five County, the Boards of County Commissioners of Franklin, Granville, Halifax, Vance, and Warren Counties shall appoint the members of the Community Oversight Board for PBH in their respective counties to ensure that PBH properly maintains and provides mental health, developmental disabilities and substance abuse service programs in those counties; and



WHEREAS, if at any time PBH fails to provide any mental health, developmental disabilities and substance abuse services deemed necessary by said Counties, then the Counties may provide those services as an in-kind appropriation for purposes of N.C. Gen. Stat. § 122C-115; and

WHEREAS, a notice of the regular meeting of the Board of Commissioners has been duly published, and all other legal requirements have been satisfied in order for said Board to approve the consolidation of the area authorities and dissolution of Five County.

NOW, THEREFORE, be it jointly resolved as follows:

1. **PURPOSE.** In recognition of the fact that pursuant to the Management, Merger and Dissolution Agreement dated January 1, 2012, PBH has been performing the Five County's obligations under Contract #205-010 with the North Carolina Department of Health and Human Services since January 1, 2012, and as of July 1, 2012, PBH will operate as the LME/MCO in the counties of Franklin, Granville, Halifax, Vance, and Warren, and Five County shall be considered to have dissolved pursuant to N.C. Gen. Stat. § 122C-115.3.

2. **PRINCIPAL OFFICE, LOCAL PRESENCE AND COMMUNITY OVERSIGHT BOARD.** The principal office of PBH, under whatever name it shall be known in the future, shall be located at 4855 Milestone Ave., Kannapolis, NC 28081. The current local offices of Five County will remain at 134 S. Garnett Street, Henderson, NC 27536 and will become the Local Office of PBH following the Effective Date of the Dissolution and has been identified by PBH and shall continue to be identified as "Five County Community Operations Center, a division of PBH." The Board of Commissioners of Franklin, Granville, Halifax, Vance, and Warren Counties, shall appoint the members of the Community Oversight Board for PBH in the Five County Catchment Area to ensure that PBH continues to properly maintain and provide comprehensive mental health, developmental disabilities and substance abuse services programs in said counties in accordance with the Joint Resolution dealing with the governance of the reorganized PBH which to be adopted by the County Commissioners of all counties represented by the New Catchment Area.

3. **COUNTY APPROPRIATIONS.** The County Commissioners of each of the counties in the Five County Catchment Area may from time to time make, in their sole discretion, in kind contributions to and adjustments to the N.C. Gen. Stat. § 122C-115 appropriation for mental health, developmental disabilities and substance abuse services programs taking into consideration the cost of the liabilities to PBH. Said County Commissioners may elect to provide mental health, developmental disabilities and substance abuse services programs, including but not limited to guardianship services, the costs of which shall be treated as in kind contributions to and adjustments to the N.C. Gen. Stat. § 122C-115 appropriation to the LME/MCO.

4. **REPRESENTATIONS OF PBH.** The Counties of the Five County Catchment Area explicitly state that PBH has represented to said Counties that it shall continue at all times to use its best efforts to deliver high quality mental

health services to all residents of the Five County Catchment Area within existing finances on and after July 1, 2012. Other terms of the consolidation of Five County with PBH are set forth in the Management, Merger and Dissolution Agreement entered into by and between PBH and Five County, dated January 1, 2012, which terms are hereby incorporated by reference into this Joint Resolution and are acknowledged and accepted by the Board of Commissioners.

5. **AREA BOARD, GOVERNANCE AND FUNCTIONS.** The Counties of the New Catchment Area will adopt prior to July 1, 2012, a Joint Resolution to establish Cardinal Innovations Healthcare Solutions as the new Area Authority as successor to PBH, Five County and OPC LMEs and to operate as a Managed Care Organization and Prepaid Inpatient Health Plan pursuant to the 1915(b)(c) Medicaid Waiver and 42 C.F.R. § 438.2 as of that date. Said Joint Resolution shall, among other things, set forth the governance and structure of the new Area Board, and the functions, powers and duties of the new Area Authority and MCO.

6. **CATCHMENT AREA.** The New Catchment Area for PBH, or by whatever name it shall be known in the future, as of July 1, 2012 shall be comprised of the Counties of Alamance, Cabarrus, Caswell, Chatham, Davidson, Franklin, Granville, Halifax, Orange, Person, Rowan, Stanly, Union, Vance, and Warren Counties.

7. **PLAN OF MERGER AND AGREEMENT.** The Area Board of Five County shall enter into a Plan of Merger and Agreement, by whatever name that agreement shall be known, with the Area Boards of OPC and PBH which shall set forth the precise terms and conditions of the consolidation of the three LMEs.

8. **FURTHER ACTIONS.** The Board of Commissioners hereby authorizes the officers and Area Board of Five County to take any and all actions necessary or desirable to effectuate this action consistent with this Resolution.

9. **COUNTERPART RESOLUTIONS.** The Board of Commissioners understands that the same resolution, or one similar to this resolution in all material respects, approving the consolidation and dissolution of the LMEs as described herein has been or shall be adopted by the boards of county commissioners of the other counties affected by this resolution.

This 4th day of June, 2012.

WARREN COUNTY

By: _____
Ulysses S. Ross, Chairman
Board of County Commissioners

ATTEST:

Meeting Date: June 4, 2012

Agenda Item # 9-B

SUBJECT: Resolution In Support of Senate Bill 433

REQUESTED BY:

SUMMARY: Above referenced resolution is presented for approval to allow counties flexibility to organize local human services for more streamlined and efficient government and minimize administrative costs while maximizing services to citizens.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Resolution and authorize Chairman to sign same. Also recommend sending copies of the executed Resolution to Warren County's Legislative Delegation in the NC General Assembly.

NOTES:



WARREN COUNTY BOARD OF COMMISSIONERS

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

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

County of Warren
State of North Carolina

RESOLUTION IN SUPPORT OF SENATE BILL 433

WHEREAS, the membership of the North Carolina Association of County Commissioners adopted a legislative goal to “allow county flexibility to organize local human services” so counties can offer a more streamlined and efficient government to minimize administrative costs and maximize services for citizens; and

WHEREAS, North Carolina county governments are responsible for administering social services and community health programs with county employees; and

WHEREAS, counties cover more than \$500 million per year on DSS administrative costs, while state dollars cover less than 3 percent of these costs; and

WHEREAS, a study commissioned by the General Assembly recommended that counties be given flexibility in determining how to organize their local human services delivery programs; and

WHEREAS, Senate Bill 433 would provide all counties with the option to determine locally how they can best provide human services to their citizens; and

WHEREAS, Senate Bill 433 overwhelmingly passed the Senate in 2011 with a majority of Senators in both parties in support;

NOW, THEREFORE, BE IT RESOLVED that the Warren County Board of Commissioners adopts this resolution in support of S433 to “**allow county flexibility to organize local human services**”;

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

FURTHER BE IT RESOLVED that copies of this resolution be transmitted to the members of the General Assembly representing Warren County to let them know of our support for this issue.

Adopted this the 4th day of June 2012.

Ulysses S. Ross, Chairman
Warren County Board of Commissioners

Meeting Date: June 4, 2012

Agenda Item # 9-C

SUBJECT: Resolution Declaring Surplus Property

REQUESTED BY: Clerk to the Board

SUMMARY: Resolution declaring air compressor (used by Public Utilities) and 3 desks (used by Health Department) surplus property and authorizing internet based auction is presented for Board's review and adoption.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Resolution and authorize the Chairman to sign same.

NOTES:



Meeting Date: June 4, 2012

Agenda Item # 10

SUBJECT: Certification of 2013 Juvenile Crime Prevention Council

REQUESTED BY: William A. Kearney, JCPC Chairman

SUMMARY: FY 2013 Certification for JCPC is presented for Board's review and approval.

FUNDING SOURCE: NC Dept of Public Safety & local match

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:



NC Department of Public Safety, Division of Juvenile Justice
Juvenile Crime Prevention Council Certification

Fiscal Year: 2012 -2013

County: Warren	Date: 5/24/12
-----------------------	----------------------

CERTIFICATION STANDARDS

STANDARD #1 - Membership

- A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners? Yes
 - B. Is the membership list attached? Yes
 - C. Are members appointed for two year terms and are those terms staggered? Yes
 - D. Is membership reflective of social-economic and racial diversity of the community? Yes
 - E. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-846? Yes
- If not, which positions are vacant and why?

STANDARD #2 - Organization

- A. Does the JCPC have written Bylaws? Yes
 - B. Bylaws are attached or on file (Select one.)
 - C. Bylaws contain Conflict of Interest section per JCPC policy and procedure. Yes
 - D. Does the JCPC have written policies and procedures for funding and review? Yes
 - E. These policies and procedures attached or on file. (Select one.) Yes
 - F. Does the JCPC have officers and are they elected annually? Yes
- JCPC has: Chair; Vice-Chair; Secretary; Treasurer.

STANDARD #3 - Meetings

- A. JCPC meetings are considered open and public notice of meetings is provided. Yes
- B. Is a quorum defined as the majority of membership and required to be present in order to conduct business at JCPC meetings? Yes
- C. Does the JCPC meet bi-monthly at a minimum? Yes
- D. Are minutes taken at all official meetings? Yes
- E. Are minutes distributed prior to or during subsequent meetings? Yes

STANDARD #4 - Planning

- A. Does the JCPC conduct an annual planning process which includes a needs assessment, monitoring of programs and funding allocation process? Yes
- B. Is this Annual Plan presented to the Board of County Commissioners and to the Division of Juvenile Justice? Yes
- C. Is the Funding Plan approved by the full council and submitted to Commissioners for their approval? Yes

Juvenile Crime Prevention Council Certification (cont'd)

STANDARD #5 - Public Awareness

- A. Does the JCPC communicate the availability of funds to all public and private non-profit agencies which serve children or their families and to other interested community members? (RFP, distribution list, and article attached) Yes _____
- B. Does the JCPC complete an annual needs assessment and make that information available to agencies which serve children or their families, and to interested community members? Yes _____

STANDARD #6 – No Overdue Tax Debt

- A. As recipient of the county DJJ allocation, does the County certify that it has no overdue tax debts, as defined by N.C.G.S. §105-243 (1), at the Federal, State, or local level? Yes _____

Briefly outline the plan for correcting any areas of standards non-compliance.

Having complied with the Standards as documented herein, the Juvenile Crime Prevention Council may use up to \$15,500 of its annual Juvenile Crime Prevention fund allocation to cover administrative and related costs of the council. Attach Line Item Budget Information and Budget Narrative sheets detailing the expenditure budget. The JCPC Certification **must be received by June 30, 2012.**

**JCPC Administrative Funds
SOURCES OF REVENUE**

DJJ	_____	5299
Local	_____	530
Other	_____	
Total	_____	5829

William Keowny _____ *5/23/12*
 JCPC Chairperson Date

 Chairman, Board of County Commissioners Date

 Chief Deputy Secretary or Designee, Division of Juvenile Justice Date

Meeting Date: June 4, 2012

Agenda Item # 11-A

SUBJECT: Annual Request for Fireworks Permit Waiver

REQUESTED BY: Longbridge VFD

SUMMARY: It is requested to waive the \$60 permit fee to hold an annual Fireworks demonstration for Independence Day celebration. Longbridge VFD's proof of liability coverage is provided .

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

Meeting Date: June 4, 2012

Agenda Item # 11-B

SUBJECT: Annual Request for Fireworks Permit Waiver

REQUESTED BY: Longbridge VFD

SUMMARY: It is requested to waive the \$25 Noise Ordinance permit fee to hold an annual Fireworks demonstration for Independence Day celebration. Proof of liability coverage has been provided .

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

Meeting Date: June 4, 2012

Agenda Item # 12

SUBJECT: Award Bid for Senior Center Meal Program

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

SUMMARY: Bids were received per attached for FY 2013 Senior Center Meal Program. It is presented for Board's consideration and award. Recommendation is to award to Bluedog Associates at \$5.75 congregate meals and \$5.75 Home-Delivered meals.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval to award contract to Bluedog Associates at the stated prices.

NOTES:



Warren County Senior Center

Arnetta Yancey, Director

ayancey@co.warren.nc.us

435 West Franklin Street

Warrenton, NC 27589

Phone: (252) 257-3111

Fax: (252) 257-0154

Memo

My request is submitted to award the bid to Bluedog Associates.

Company	Congregate Meals	Home-Delivered Meals
Moms Meals	5.85	5.85
Bluedog Associates	5.75	5.75
Southern City Steak & Seafood House	4.26	4.26

Decision based on review of complete requirements for current nutrition program.



Warren County Senior Center

Arnetta Yancey, Director

ayancey@co.warren.nc.us

435 West Franklin Street

Warrenton, NC 27589

Phone: (252) 257-3111

Fax: (252) 257-0154

Memo

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

From: Arnetta M. Yancey, Director

Date: 5/23/2012

Re: Award Bid for Warren County Senior Center Nutrition Program

Bids were received for the Warren County Senior Center Nutrition Program and opened on Wednesday, May 23, 2012 at 10:00 a.m.

Notices of Nutrition Bids were posted on Wednesday, May 2, 2012 and ran in the Warren Record on May 16, 2012. Request for proposals were sent out to the following:

Warren County Schools Nutrition Program	
Moms Meals	Southern City Grille & Restaurant
Sun Meadow Meals	Golden Cuisine
Morrison Healthcare	Mama's Kitchen
Bluedog Associates	

Meeting Date: June 4, 2012

Agenda Item # 13-A

SUBJECT: Tax Administrator

REQUESTED BY:

SUMMARY: In accordance with Article 16, Section 105-294, during the July 8, 2008 Board meeting Tax Administrator –Robert “Eddie” Mitchum was appointed to a four (4) year term as Tax Assessor, this term expires July 1, 2012. It is, therefore, presented to consider reappointment of Tax Assessor for a 2 or 4 year term.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: Article 16, Section 105-294,

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Article 16.

County Listing, Appraisal, and Assessing Officials.

§ 105-294. County assessor.

(a) Appointment. – Persons occupying the position of county assessor on July 1, 1983, shall continue in office until the first Monday in July, 1983. At its first regular meeting in July, 1983, and every two years or four years thereafter, as appropriate, the board of county commissioners of each county shall appoint a county assessor to serve a term of not less than two nor more than four years; provided, however, that no person shall be eligible for initial appointment to a term of more than two years unless such person is deemed to be qualified as provided in subsection (b) of this section or has been certified by the Department of Revenue as provided in subsection (c) of this section. The board of commissioners may remove the assessor from office during his term for good cause after giving him notice in writing and an opportunity to appear and be heard at a public session of the board. Whenever a vacancy occurs in this office, the board of county commissioners shall appoint a qualified person to serve as county assessor for the period of the unexpired term.

(b) Persons who held the position of assessor on July 1, 1971, and continue to hold the position, and persons who have been certified for appointment as assessor by the Department of Revenue between July 1, 1971, and July 1, 1983, are deemed to be qualified to serve as county assessor. Any other person selected to serve as county assessor must meet the following requirements:

- (1) Be at least 21 years of age as of the date of appointment;
- (2) Hold a high school diploma or certificate of equivalency, or in the alternative, have five years employment experience in a vocation which is reasonably related to the duties of a county assessor;
- (3) Within two years of the date of appointment, achieve a passing score in courses of instruction approved by the Department of Revenue covering the following topics:
 - a. The laws of North Carolina governing the listing, appraisal, and assessment of property for taxation;
 - b. The theory and practice of estimating the fair market value of real property for ad valorem tax purposes;
 - c. The theory and practice of estimating the fair market value of personal property for ad valorem tax purposes; and NC General Statutes - Chapter 105 493
 - d. Property assessment administration.
- (4) Upon completion of the required four courses, achieve a passing grade in a comprehensive examination in property tax administration conducted by the Department of Revenue.

(c) Certification. – Persons meeting all of the requirements of this section shall be certified by the Department of Revenue. From the date of appointment until the date of certification, persons appointed to serve as county assessor are deemed to be serving in an acting capacity. Any person who fails to qualify within two years after the date of initial appointment shall not be eligible for reappointment until all of the requirements have been met.

(d) In order to retain the position of county assessor, every person serving as county assessor, including those persons deemed to be qualified under the provisions of this act, shall, in each period of 24 months, attend at least 30 hours of instruction in the appraisal or assessment of property as provided in regulations of the Department of Revenue.

(e) The compensation and expenses of the county assessor shall be determined by the board of county commissioners.

(f) Alternative to separate office of county assessor. – Pursuant to Act [Article] VI, Section 9 of the North Carolina Constitution, the office of county assessor is hereby declared to be an office that may be held concurrently with any other appointive or elective office except that of member of the board of county commissioners. (1939, c. 310, ss. 400, 401; 1953, c. 970, ss. 1, 2; 1971, c. 806, s. 1; 1973, c. 476, s. 193; 1983, c. 813, s. 2; 1987, c. 45, ss. 1, 2; 1997-23, s. 5.)

§ 105-295. Oath of office for assessor.

The assessor, as the holder of an appointed office, shall take the oath required by Article VI, § 7 of the North Carolina Constitution with the following phrase added to it: "that I will not allow my actions as assessor to be influenced by personal or political friendships or obligations,". The oath must be filed with the clerk of the board of county commissioners. (1939, c. 310, s. 402; 1971, c. 806, s. 1; 1987, c. 45, s. 1; 1991, c. 110, s. 4; 1991 (Reg. Sess., 1992), c. 1007, s. 21.)

§ 105-

§ 105-349. Appointment, term, qualifications, and bond of tax collectors and deputies.

(a) Appointment and Term. – The governing body of each county and municipality shall appoint a tax collector on or before July 1, 1971, to serve for a term to be determined by the appointing body and until his successor has been appointed and qualified. Until the first such appointments are made, county and municipal taxes shall be collected by the tax collectors presently serving under prior provisions of law. The governing body may remove the tax collector from office during his term for good cause after giving him notice in writing and an opportunity to appear and be heard at a public session of the governing body. No hearing shall be required, however, if the tax collector is removed for failing to meet the prerequisites prescribed by G.S. 105-352(b) for NC General Statutes - Chapter 105 556 delivery of the tax receipts. Unless otherwise provided by G.S. 105-373, whenever any vacancy occurs in this office, the governing body shall appoint a qualified person to serve as tax collector for the period of the unexpired term.



(b) Qualifications. – The governing body shall appoint as tax collector a person of character and integrity whose experience in business and collection work is satisfactory to the governing body.

(c) Bond. – No tax collector shall be allowed to begin his duties until he shall have furnished bond conditioned upon his honesty and faithful performance in such amount as the governing body may prescribe. A tax collector shall not be permitted to collect any taxes not covered by his bond, nor shall a tax collector be permitted to continue collecting taxes after his bond has expired without renewal.

(d) Compensation. – The compensation and expense allowances of the tax collector shall be fixed by the governing body.

(e) Alternative to Separate Office of Tax Collector. – Pursuant to Article VI, Sec. 9, of the North Carolina Constitution, the office of tax collector is hereby declared to be an office that may be held concurrently with any appointive or elective office other than those hereinafter designated, and the governing body may appoint as tax collector any appointive or elective officer who meets the personal and bonding requirements established by this section. A member of the governing body of a taxing unit may not be appointed tax collector, nor may the duties of the office be conferred upon him. A person appointed or elected as the treasurer or chief accounting officer of a taxing unit may not be appointed tax collector, nor may the duties of the office of tax collector be conferred upon him except with the written permission of the secretary of the Local Government Commission who, before giving his permission, shall satisfy himself that the unit's internal control procedures are sufficient to prevent improper handling of public funds.

(f) Deputy Tax Collectors. – The governing body of a county or municipality is authorized to appoint one or more deputy tax collectors and to establish their terms of office, compensation, and bonding requirements. A deputy tax collector shall have authority to perform, under the direction of the tax collector, any act that the tax collector may perform unless the governing body appointing the deputy specifically limits the scope of the deputy's authority.

(g) Oath. – Every tax collector and deputy tax collector, as the holder of an office, shall take the oath required by Article VI, § 7 of the North Carolina Constitution with the following phrase added to it: "that I will not allow my actions as tax collector to be influenced by personal or political friendships or obligations,". The oath must be filed with the clerk of the governing body of the taxing unit. (1939, c. 310, ss. 1701, 1702; 1957, c. 537; 1971, c. 806, s. 1; 1991, c. 110, s. 6; 1991 (Reg. Sess., 1992), c. 1007, s.

Meeting Date: June 4, 2012

Agenda Item # 13-B

SUBJECT: Tax Administrator

REQUESTED BY:

SUMMARY: It is presented to approve employee performance bond for Tax Assessor Robert Edwin Mitchum for the period July 10, 2012 through July 10, 2013 with a premium of \$200 for \$20,000 coverage.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

NOTICE OF PREMIUM DUE

RECEIVED CNA

MAY 16 2012

Phone: 1-888-866-2666
Fax: 1-605-335-0357
Email: uwservices@cnaSurety.com

Bond/Policy#: 0601 70129558
Billing Date: 05/04/2012
Due Date: 07/10/2012

WARREN COUNTY MANAGER'S OFFICE

ROBERT EDWIN MITCHUM
% WARREN COUNTY TAX COLLECTOR
548 W. RIDGEWAY ST.
WARRENTON, NC 27589

RECEIVED
MAY 14 2012
FINANCE

Premium: \$200.00

Amount Due: \$200.00

Bond/Policy#: 0601 70129558
Effective Date: 07/10/2012 Anniversary Date: 07/10/2013
Bond amount: \$20,000.00
Name: ROBERT EDWIN MITCHUM
Description: NC TAX COLLECTOR COUNTY OF WARREN

104144 545300
ROM/BLA

Written By: WESTERN SURETY COMPANY

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

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

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

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

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

CNA Surety

Amount Due: \$200.00

Bond/Policy#: 0601 70129558 Effective Date: 07/10/2012
Name: ROBERT EDWIN MITCHUM
Description: NC TAX COLLECTOR COUNTY OF WARREN
Written By: WESTERN SURETY COMPANY
Agency: 32-02393 Warrenton Insurance

Check here if changes needed and explain below.

Make Check Payable To CNA Surety

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

Meeting Date: June 4, 2012

Agenda Item # 14

SUBJECT: Revision to Budget Meeting Schedule

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: Reschedule June 14, 2012 Budget Work Session from 1pm -4pm to begin at 9:00 am and conclude at Noon.

FUNDING SOURCE:

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

Meeting Date: June 4, 2012

Agenda Item # 15-A

SUBJECT: Renewal of Property/Casualty & Workers Comp Insurance Coverage

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: Quotes were solicited by BB&T Insurance Services, Inc. for the subject county insurance coverage. A summary of the companies that responded is attached. It is recommended to renew with our current property/casualty insurance carrier Millennium/Argonaut at a cost of \$158,431 based on a review of the comprehensive package offered. It is also recommended to renew with our current Workers' Comp carrier, Key Risk, at a cost of \$199,039, which is the only company that responded.

FUNDING SOURCE: General Fund

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval and authorize County Manager to sign necessary documents for insurance renewals. Funds are in the proposed FY 13 budget to pay these expenses.

NOTES:



BB&T Insurance Services, Inc.

Proctor Owen Agency

935 Park Avenue
P.O. Box 460
Roanoke Rapids, NC 27870-0460
(252) 537-1151
(252) 537-5811

May 09, 2012

Warren County
PO Box 619
Warrenton, NC 27589

Dear Linda:

BB&T Insurance Services, Inc. would like to take this opportunity to thank you for allowing us to assist you with your insurance needs.

Once again we checked with the various Public Entity markets and are providing you with the most comprehensive coverages we can find at the best pricing possible. As we discussed we had two companies with competitive property & casualty packages. Millennium/Argonaut, our existing carrier is providing us with a very competitive renewal and we are all very familiar with them as they have been on this coverage since 2007. They also are providing the work comp through Key Risk and they continue to give you very good pricing.

HCC has also provided a competitive property & casualty quote this year. We have not personally dealt with them before, but they have been strong in other states for BB&T Insurance.

We also went to Berkley, Travelers, EMC and Lion, but received declinations for various reasons. I have attached a summary of this for you.

Thanks again for your continued confidence in BB&T & myself. Please let me know if you have any questions.

Sincerely,

Wayne C. Brown, CIC
Vice President
Agency Manager

Premium Summary

Warren County

Coverage	Expiring	Argonaut	US Specialty
Property	41,645	40,855	48,195
General Liability	23,071	21,213	6,068
Public Officials	13,043	13,671	7,299
Employment Practices Liability	INC	INC	11,695
Law Enforcement	22,383	23,182	37,660
Auto	42,881	42,139	23,533
Inland Marine	3,016	2,374	5,031
Crime	4,584	4,401	3,195
Umbrella	10,404	10,506	10,151
Total	161,027	158,431	152,827

ALSO SUBMITTED TO:

TRAVELERS – DECLINED
 BERKLEY - DECLINED
 EMC - NO QUOTE

Premium Summary

Warren County

Coverage	Expiring	Key Risk
Workers Comp	\$181,749	\$199,039

ALSO SUBMITTED TO:

TRAVELERS – DECLINED
 LION - DECLINED

Meeting Date: June 4, 2012

Agenda Item # 15-B

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:

**35 page
document
has been
provided
to Board
members
in a separate
e-mail.**

M E M O R A N D U M

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LW*
DATE: May 30, 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:

Simulcast System Upgrade Capital Project

TSS Partners, LLP
429 Grosvenor Drive, Suite100
Raleigh, NC 27615

I have approved a Consulting Services Agreement with TSS Partners, LLP for the provision of engineering services for the Simulcast System Upgrade Project. The cost of the agreement is \$37,000 plus related travel expenses up to (but not to exceed) \$1,500. Funds are budgeted in the Capital Budget for this project.

Cooperative Extension

I have approved a contract for grant administration for the Growing Local/Buying Local Project with Working Landscapes. This is a twenty-four month project funded through a Blue Cross Blue Shield of NC Foundation grant. The contract cost of \$50,000 for grant administration is included in the grant. There is no county match required for this grant.

Social Services Department

I have approved a Contractor Service Agreement with Mr. Henry C. Hayes to serve as Interim DSS Director for a period of up to three months, renewable as needed on a month-to-month basis after that time period. The contract cost of \$5,525 per month is to be paid from lapsed salaries/fringes in the DSS Administrative budget.

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

Attachments

Meeting Date: June 4, 2012

Agenda Item # 15-C

SUBJECT: County Manager's May 2012 Report

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: Manager's May 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:

RE: May Status Report

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

Administration

- Met with Dr. Spain re: School's budget request (5/1/12)
- Annual leave (5/4/12)
- Prepared for and attended Board of Commissioners Regular Meeting (5/7/12)
- Mtg. with Wayne Brown to discuss property/liability insurance renewals (5/9/12)
- Mtg. with Executive Director of Warrenton Chamber (5/9/12)
- Mtg. with C. Norwood & others to discuss Growing Local/Buying Local Project (5/9/12)
- Attended WWTP IBT meeting at DWR in Raleigh with KLRWS Partners (5/10/12)
- Viewed SOG Health Systems Webinar (5/11/12)
- Participated in SECU Groundbreaking Ceremony (5/11/12)
- Attended JCPC Advisory Board Meeting (5/14/12)
- Met with C. Alston-Kearney to discuss Ephraim Place CDBG Project (5/14/12)
- Attended Environmental Justice Committee Meeting (5/14/12)
- Participated in BCBS Conference Call to discuss Flexible Spending Account (FSA) Implementation (5/16/12)
- Met with County Attorney to discuss legal matters (5/17/12)
- Met With Animal Control Director to discuss animal control issues (5/18/12)
- Prepared for and attended BOC Budget Work Session (5/21/12)
- Prepared for and attended BOC Public Hearing and Special Meeting (5/21/12)
- Met with IBEA Officials and Others to discuss GreenTech Project (5/22/12)
- Met with T. Baynes and Triangle North Warren delegation to discuss project matters (5/22/12)

- Attended mandatory FSA meeting (5/23/12)
- Mtg. with YSB director to discuss personnel matters (5/23/12)
- Mtg. with P. Smith and K. Krulik to discuss proposed project development in Warren County (5/24/12)
- Attended Public Utilities District III Phase III Progress Meeting (5/24/12)
- Attended Kerr-Tar RPO/TCC Meeting (5/24/12)
- Furlough Day (5/25/12)
- Memorial Day Holiday (5/28/12)
- Prepared for and attended BOC Budget Work Session (5/29/12)
- Mtg. with Public Utilities Staff and Others to discuss fire department water use (5/31/12)
- Mtg. with Economic Development Director to discuss various issues (5/31/12)
- Conducted monthly Department Heads meeting (5/31/12)

Activities

- Attended and Participated in County Government Day at the Animal Ark (5/12/12)
- Guest Speaker at Jordan Hill Missionary Baptist Church Women's Conference (5/26/12)
- Attended NCACC County Assembly Day in Raleigh (5/30/12)

Project Updates

Construction/Renovation Projects

EMS Satellite Facility #2

EMS satellite facility #2 is approximately 75% complete. The sprinkler system, brickwork, wiring, plumbing and HVAC system are complete, and sheetrock is being hung.

CDBG Projects

Ephraim Place Subdivision CDBG Housing Project

Warren Family Institute is 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. Community Investment and Assistance (CI) had requested the county to construct four housing units and occupy them with low and moderate income persons by March 31, 2012 in order to meet the LMI National Objective per 24 CFR Part 570.483. Because the County and Warren Family Institute were not able to complete and occupy the four homes by the stated deadline, CI has requested the County to repay the CDBG funds in the amount of \$190,000 by June 1, 2012. Due to the burden it will place on Warren County government and taxpayers, Warren Family Institute and the County have submitted written requests to CI asking for a waiver of the request to repay the CDBG funds.



Closed Session

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



Adjourn

June 4, 2012
Regular Meeting