

*WARREN COUNTY  
BOARD OF COMMISSIONERS*

*August 6, 2012*

*5:45 PM – Public Hearing*

*6:00 PM – Regular Meeting*

*WARREN COUNTY ARMORY CIVIC CENTER  
WARRENTON, NORTH CAROLINA*

*Prepared by*

*Angelena Kearney-Dunlap  
NC Certified Clerk to the Board of Warren County Commissioners*

August 6, 2012

5:45 pm

# Public Hearing

# Warren County Hazard Mitigation Plan

# 5:45 Public Hearing

## Agenda

1. Chairman or designee call Public Hearing to Order
  2. Clerk to the Board Read Notice of Public Hearing
  3. Overview of Warren County Hazard Mitigation Plan - Doug Young, Emergency Services Director
  4. Citizens Comments
  5. County Manager and/or Commissioner Comments
  6. Adjourn Public Hearing
- 

**Chairman or designee  
call Public Hearing to  
Order**

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:

\_\_\_\_\_

\_\_\_\_\_

*7/25, 2012*  
*Mary Lou Cheek*  
Editor or Office Manager

Sworn to and subscribed before me this

*26* day of *July*, 20*12*.

*Lucille Lee Weldon*  
Notary Public

My commission expires: *12-6-14*.

**Notice of Public Hearing**  
**Re-Adoption of Hazard Mitigation Plan**

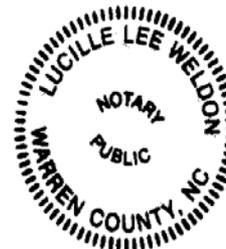
Notice is hereby served that on Monday, August 6, 2012 at 5:45 pm, in the Warren County Armory Civic Center, 501 US Highway 158 Business East, Warrenton, the Warren County Board of Commissioners will hold a public hearing to hear citizen comments regarding a request from Warren County Emergency Management to re-adopt the county's Hazard Mitigation Plan.

For further information contact:

Douglas Young, CEM  
Emergency Services Director  
540 West Ridgeway Street  
Warrenton, NC 27589  
Phone # (252) 257-2666  
Fax # (252) 257-9458  
[warrencoem@co.warren.nc.us](mailto:warrencoem@co.warren.nc.us)

All interested citizens are urged to attend this public hearing.

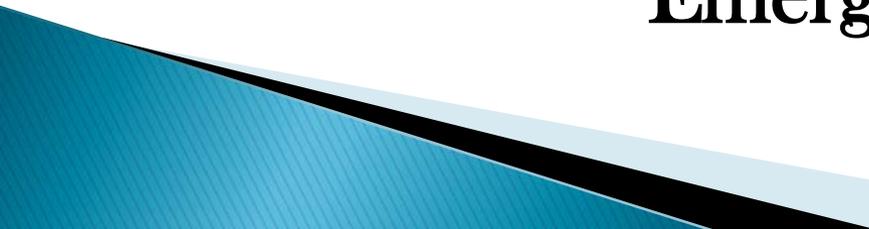
Ulysses S. Ross, Chairman  
Warren County Board of Commissioners



**Overview  
of  
Warren County  
Hazard Mitigation Plan**

**By**

**Doug Young  
Emergency Services Director**



# Citizens Comments

# PUBLIC HEARING PROCEDURES

- ▶ This public hearing is being held to hear citizens' comments regarding Warren County's Hazard Mitigation Plan.

## RULES:

- ▶ Please sign up to speak
- ▶ The maximum time allotted to each speaker will be 5 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 during this hearing.
  - ▶ Two questions are permitted by each speaker.

*Warren County  
Board of Commissioners*

**County Manager  
and/or  
Commissioner  
Comments**

**Adjourn**

**Public Hearing**

6:00 pm

Call to Order August 6, 2012  
Regular Monthly Meeting  
By  
Chairman or Designee

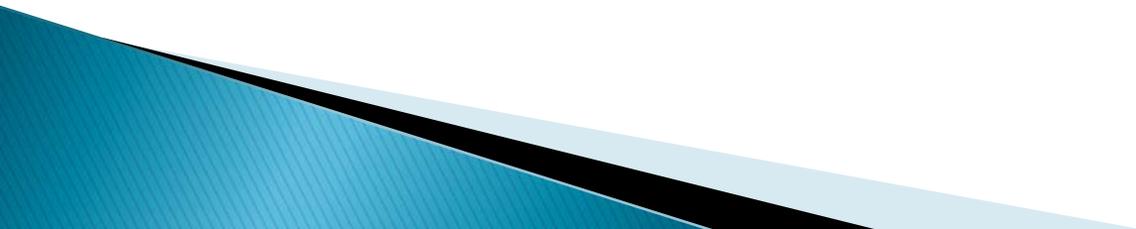
Moment of Silence

Conflict of Interest Disclaimer



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

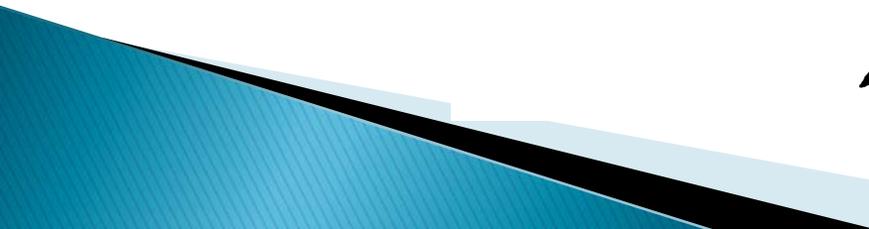
Any group of people who support or oppose the same position should  
designate a spokesperson.

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: August 6, 2012

Agenda Item # 5

**SUBJECT:** Adopt August 6, 2012 Suggested Agenda

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

**SUMMARY:** None

**FUNDING SOURCE:** N/A

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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*SUGGESTED AGENDA  
FOR  
August 6, 2012 REGULAR MONTHLY MEETING  
OF THE WARREN COUNTY BOARD OF COMMISSIONERS  
Warren County Armory Civic Center  
WARRENTON, NORTH CAROLINA*

*5:45 pm - Public Hearing  
Warren County EM Hazard Mitigation Plan*

1. Call to Order Regular Monthly Meeting – 6:00 pm by Chairman or Designee
2. Moment of Silence
3. Conflict of Interest Disclaimer
4. Citizen Comments
5. Adopt August 6, 2012 Suggested Agenda
6. Consent Agenda
  - A. Approve Minutes of July 9, 2012 – Regular Monthly Meeting
  - B. Interest Income Report June 2012 – Finance Director Barry Mayo
  - C. Tax Collector’s Report June 2012– Tax Administrator
  - D. Tax Release Requests (Over \$100) – Tax Administrator  
Tax Release Requests (Under \$100) - “ “
7. Amendment # 1 to the FY 2013 Warren County Budget Ordinance - Barry Mayo, Finance Officer
8. Tax Collector’s 2011 Settlement and Order to Collect - Bonnie Andrews, Interim Tax Administrator
9. Follow-Up to Public Hearing – Consider Adoption of Warren County Hazard Mitigation Plan –Doug Young

10. Board/Commission Appointments
  - A. Senior Center Advisory Board: T.Alston, C.Smith & D.Talley
  - B. ABC Commission: V.Hunt
  - C. Historic Preservation Commission: R.Hunter & V.Broach
  - D. Five County Community Operations Center Board: Com. Baker
11. Approve 2012-2013 Local Salary Plan Reporting Package – Elgin Lane, HR Manager
12. CDBG Housing Development Project (11-C-2328) – Julie Reid, Kerr Tar COG
  - A. Resolution Acceptance & Execution of Grant Agreement & Funding Approval for SSH CDBG Program
  - B. Resolution Authorization of Persons to Sign Requisition for Funds Form
  - C. Project Ordinance
  - D. Contract for Grant Administration between the County and Kerr Tar COG
  - E. Performance Based Contract
  - F. Equal Employment and Procurement Plan
  - G. Revision to CDBG 11-C-2328 Project Budget
13. Request from Haliwa-Saponi Tribal School - Majorie J. Barber, Supt/Principal
14. John Graham Building Cooling Tower Replacement – Charles Ayscue, Buildings & Grounds
15. Bd. Of Elections Request for Funding to Cover Cost of Elections Equipment Hardware/Software License & Maintenance Agreement – D. Formyduval, Elections Director
16. Adopt 2013 Holiday Schedule – Clerk to the Board
17. County Manager’s Reports
  - A. Contracts Executed
  - B. Bids Awarded by County Manager in the 2010 CDBG Water Hook-Up Program
  - C. Manager’s Monthly Report
18. Miscellaneous Items – Addition to Agenda:
  - A. Cooperative Extension 40 hours Special Leave – Crystal Smith, CED
  - B. Forestry Service 2012-13 Annual Contract – Ranger Bryant Pitchford
19. ***Adjourn Meeting***

Meeting Date: August 6, 2012

CONSENT AGENDA Item # 6A

**SUBJECT:**                    **Approve Minutes of July 9, 2012:**  
**Regular Monthly Meeting**

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

**SUMMARY:**                **None**

**FUNDING SOURCE:**    **N/A**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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*Minutes of July 9, 2012*

*Regular Monthly Meeting*

*have been provided by e-mail prior to the meeting.*



Meeting Date: August 6, 2012

CONSENT AGENDA Item # 6B

**SUBJECT:** Approve Interest Income Report for June 2012

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

**SUMMARY:** None

**FUNDING SOURCE:** Various

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:** Interest Income Report  
supplied for Board's information

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

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**INTEREST INCOME REPORT**  
**Month of June 2012**

FUND	JUNE INCOME	FISCAL YEAR TO - DATE
General	475.34	6,970.63
Revaluation	11.22	126.53
E 911 Telephone System	15.74	163.21
Buck Spring Project	14.41	165.29
Ambulance Storage Facility	14.93	240.25
National Guard Armory	0.97	11.11
Simulcast System Upgrade	4.64	62.31
Regional Water Enterprise Fund	24.97	255.25
District 1 Enterprise Fund	43.99	467.02
Solid Waste	9.29	113.86
District II Enterprise Fund	33.99	428.54
District III Capital Project Fund	8.03	101.57
District III Phase II BANS	0.19	2.16
District III Enterprise Fund	5.92	196.57
Soul City Pump Station Improvements	0.18	8.45
District III Phase III	16.78	228.69
	680.59	9,541.44

**Meeting Date: August 6, 2012**

**CONSENT AGENDA Item # 6C**

**SUBJECT: Approve Tax Collector's Report for June 2012**

**REQUESTED BY: Bonnie Andrews, Interim Tax Administrator**

**SUMMARY: None**

**FUNDING SOURCE: N/A**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: G.S. 105 350  
Tax Collection Report supplied for Board's information**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Tax Collector's Report  
to the Warren County Board of Commissioners  
For the Month JUNE 2012**

**Current Year Collections**

Tax Year	Charge	Collected in JUNE	Collected to Date	Balance Outstanding	Percentage Collected
JUNE 2012 FY12	\$15,839,539	\$90,084	\$15,090,863	\$748,676	95.27
JUNE 2011 FY11	\$15,347,376	136,224	14,573,750	773,626	94.96

**Delinquent Collections**

2010	\$765,182	\$8,575	\$499,283	265,899	65.25
2009	256,908	3,508	96,263	160,644	37.47
2008	174,626	1,163	40,555	134,071	23.22
2007	154,180	870	20,277	133,903	13.15
2006	136,269	640	12,730	123,539	9.34
2005	112,909	411	8,625	104,284	7.64
2004	100,125	104	6,318	93,807	6.31
2003	84,816	123	4,326	80,491	5.10
2002	107,532	143	4,400	103,132	4.09
2001	161,010	286	4,299	156,711	2.67
<b>Total Delinquent Years</b>	<b>\$ 2,053,557</b>	<b>\$15,823</b>	<b>\$ 697,076</b>	<b>\$ 1,356,481</b>	

**Other JUNE Receipts**

County Penalties  
Landfill User Fees  
Municipalities  
Fire District Taxes  
Advance Taxes

\$ 8,584	\$ 185,248
\$ 14,747	\$ 1,201,166
\$ 23,501	\$ 667,646
\$ 30,298	\$ 775,038
12215.00	42,889.00

**JUNE GRAND TOTAL**

<b>\$ 195,252</b>	<b>\$ 18,659,926</b>
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*Bonnie Andrews*  
Bonnie Andrews Interim Tax Assessor

7/25/2012  
DATE

**Meeting Date: August 6, 2012**

**CONSENT AGENDA Item # 6D**

**SUBJECT: Request for Tax Releases**

**REQUESTED BY: Bonnie Andrews, Interim Tax Administrator**

**SUMMARY: None**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

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**NOTES:**

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# Memorandum

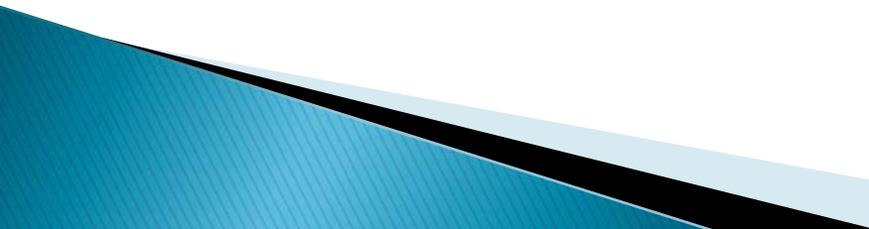
**To:** Linda Worth, County Manager & Board of Commissioners  
**From:** Tax Administrator  
**Date:** July 25, 2012  
**Re:** Tax Release Request under & over \$100

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The attached tax release requests under & over \$100 are respectfully submitted for your approval.

Please feel free to contact me if there are any questions or concerns. Thank you in advance for your consideration.

Attachment



Over  
\$100

Over \$100

8/6/2012

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

**ERROR CORRECTION RELEASES:**

LEE TIM C	2004 24106 104		34933	\$205.73	BOAT WAS REPOSSESSED
READ ROBERT & LEAH	2011 1762 300	B1 2E	31565	\$125.69	CLERICAL ERROR/WRONG AGEX
RICHARDSON BETTY S HEIRS	2012 10046 300	K11 1D	19179	\$502.24	DW WAS MOVED TO HALIFAX CTY 7/08
RICHARDSON BETTY S HEIRS	2011 10046 300	K11 1D	61588	\$512.13	DW WAS MOVED TO HALIFAX CTY 7/08
RICHARDSON BETTY S HEIRS	2010 10046 300	K11 1D	53578	\$550.05	DW WAS MOVED TO HALIFAX CTY 7/08
RICHARDSON BETTY S HEIRS	2009 10046 300	K11 1D	49620	\$591.70	DW WAS MOVED TO HALIFAX CTY 7/08
WILLIAMS DIANE	2010 44802 110		58025	\$140.41	MH WAS ASSESSED TWICE
WILLIAMS DIANE	2011 44802 200		29095	\$129.59	MH WAS ASSESSED TWICE

**SUB-TOTAL ERROR CORRECTIONS:**

**\$2,757.54**

**MOTOR VEHICLE RELEASES:**

GROCH HENRY J	2011 30575 2831	AMV3645	63806	\$158.33	RELEASED TO GUILFORD CO
HUNDLEY GAIL T	2011 20914 2109	XVX8428	63084	\$208.08	SOLD
VITALE VITO A	2011 26083 2830	AJR6912	63805	\$105.38	SOLD

**SUB-TOTAL MOTOR VEHICLE RELEASES:**

**\$471.79**

**SUB-TOTAL CORRECTION RELEASES:**

**\$2,757.54**

**Total Releases**

**\$ 3,229.33**

Under  
\$100

Under \$100

8/6/2012

Date: *Low*  
*7/31/12*

**ERROR CORRECTION RELEASES:**

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP#</u>	<u>RECORD#</u>	<u>AMOUNT</u>	<u>REASON</u>
CRYSTAL BROADBAND	2012	35190 200		29131	\$ 12.66	BUSINESS NO LONGER IN COUNTY

**SUB-TOTAL ERROR CORRECTIONS:**

**\$ 12.66**

**MOTOR VEHICLE RELEASES:**

COOPER WILLIE NORMAN	2011	21750 1150	YYX7370	76733	\$4.88	DMV ERROR/TAGS NOT RENEWED
DAVIS OSCAR JR	2011	28022 111	VRJ1936	57419	\$14.85	SOLD
DILDINE THOMAS L	2011	35889 2839	CA81683	63814	\$2.70	SOLD
ELLIOTT WHITLEY J	2011	33080 2447	ZRN1378	82329	\$76.60	SOLD
FLEMING PHILLIP R	2011	14710 111	SX2154	56756	\$18.37	VALUE TOO HIGH
GARDNER RICK L	2011	21703 2064	PTR8370	63039	\$49.86	SOLD
GAUTIER WILLIAM ANTHONY	2011	37072 1778	K454	82753	\$23.42	RELEASED TO HALIFAX CO
HARRIS HEAVY HAULING LLC	2011	9198 1642	CA1789	62617	\$22.23	SOLD
HESTER LEIGH	2011	33750 111	ZXF5279	56969	\$38.32	SOLD
JONES VANESSA O	2011	34175 2189	YYX6859	76326	\$5.12	SOLD
MARTINEZ FRANCISCO J O	2011	7702 111	ACA9969	55582	\$8.06	SOLD
MEEHAN CATHERINE S	2011	24628 2742	AMD6120	63717	\$26.00	SOLD
MEEHAN CATHERINE S	2011	24628 2396	BP17925	63371	\$1.71	SOLD
MORRIS ROBERT D	2011	28005 2137	VSL3118	63112	\$2.77	WRONG DESCRIPTION ON TRUCK
MORRIS ROBERT DARRELL	2011	28005 2131	XRN5292	82013	\$55.00	SOLD
PAYNTER PEARL H	2011	6199 2354	TXK4545	73312	\$6.24	GAVE AWAY
RICHARDSON LARRY W	2011	33819 1557	4W2978	62532	\$48.88	SOLD
ROBERTS DONALD L	2011	34436 1546	YPT8841	78839	\$13.60	SOLD
ROBSON RALPH T JR	2011	24608 2081	WNK1923	81963	\$93.40	SOLD
RYDER FRANK J II	2011	19978 1130	XNB1664	72088	\$7.64	SOLD
SMITH CHARLOTTE W	2011	34627 1618	XVR5942	62593	\$39.28	SOLD
TORR WILLIAM BERNARD	2011	31843 111	ZRA7859	59096	\$6.77	WRONG FIRE DISTRICT
TOWNS SHANNON R	2011	36960 2390	AJR5380	82272	\$11.84	SOLD
WILLIS LISA SMITH	2011	3320 1859	WTX6397	74448	\$9.56	SOLD
WOODARD ELAINE B	2011	18267 1395	R96782	62370	\$1.71	GAVE AWAY

**SUB-TOTAL MOTOR VEHICLE RELEASES:**

**\$588.81**

**SUB-TOTAL CORRECTION RELEASES:**

**\$ 12.66**

**Total Releases**

**\$601.47**

**Meeting Date: August 6, 2012**

**Item # 7**

**SUBJECT: Finance Office**

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

**SUMMARY: Amendment # 1 to the FY 2012-13 Budget Ordinance**

**FUNDING SOURCE: General Fund**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

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**NOTES:**

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**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE**

**2012/2013**

**Amendment No. 1**

**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:

Animal Shelter		1,000
<b>Total</b>	<b>\$</b>	<b>1,000</b>

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

Increase/(Decrease) Revenues:

Fund Balance Appropriated		1,000
<b>Total</b>	<b>\$</b>	<b>1,000</b>

**This amendment:**

- appropriates funds to the Animal Shelter. These funds were originally received during FY12 but not expended. These funds were from private contributions for the spay and neuter program.

Funding Source: Fund Balance Appropriated

Respectfully Submitted 08/06/2012

*Barry J. Mayo*

Barry J. Mayo, Finance Director

**Meeting Date: August 6, 2012**

**Item # 8**

**SUBJECT: Settlement of 2011 Tax Levy & Order to Collect**

**REQUESTED BY: Bonnie Andrews, Interim Tax Collector**

**SUMMARY: In accordance with NC GS 105-321, the Board is requested to authorize, empower and command the Tax Collector to collect the taxes set forth in the tax records filed in the office of the Tax Collector.  
Authorize Chairman of the Board to sign Order to Collect.**

**FUNDING SOURCE: General Fund**

**APPLICABLE GENERAL STATUTE: NC GS 105-321, 105-375, 105-367**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Interim Tax Collector's Settlement of 2011 Tax Levy and Order her to Collect the Taxes set forth in the tax records.**

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**NOTES:**

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117 S. Main Street  
Post Office Box 240  
Warrenton, North Carolina 27589  
Phone: (252) 257-3337  
Fax: (252) 257-9369

**COUNTY OF WARREN  
OFFICE OF THE TAX ADMINISTRATOR**

**2011 TAX YEAR ANNUAL SETTLEMENT**

2011 TAX YEAR ORIGINAL LEVY	\$18,021,662.53
ADDITIONS:	
DISCOVERIES	\$ 557,377.63
INTEREST	50,079.08
STATE 3% INTEREST	4,975.80
LIEN ADVERTISING COST	5,878.00
TOTAL	\$18,639,973.04
REDUCTIONS	
UNCOLLECTED BALANCE	
CASH COLLECTIONS	\$17,534,937.53
RELEASES	84,317.77
TOTAL	\$17,619,255.30
BALANCE OUTSTANDING AT JUNE 30, 2012	\$ 1,020,717.74
TOTAL	\$18,639,973.04

**Warren County Board of Commissioners**

**State of North Carolina  
County of Warren County**

To the Tax Collector of Warren County:

Pursuant to N. C. G. S. 105-321, you are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of the Tax Collector and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Warren, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on, seize and sell any real or personal property of such taxpayers, for and on account hereof, in accordance with the law.

Pursuant to N. C. G. S. 105-375, you are further authorized, empowered, and commanded to collect taxes from prior years. This order shall be full and sufficient authority for the Tax Collector to file judgments on real property and request execution on those judgments.

Pursuant to N. C. G. S. 105-367, you are hereby authorized to direct executions to the Sheriff of Warren County to levy on and sell any personal property of taxpayers whose taxes are delinquent for the collection of said taxes. You are further authorized to bid on any real or personal property at the time of the foreclosure sale conducted under N. C. G. S. 105-375.

Witness my hand and official seal this the 6<sup>TH</sup> day of August, 2012.

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Chairman of the Board of Commissioners of  
Warren County

ATTEST:

Angelena K. Dunlap  
Clerk of the Board of Commissioners  
Warren County

**Meeting Date: August 6, 2012**

**Item # 9**

**SUBJECT: Follow-Up to Public Hearing**

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

**SUMMARY: After holding a required public hearing on Monday, August 6, 2012 at 5:45 pm, *Warren County’s Hazard Mitigation Plan* is presented for Board’s review and action.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend adoption of the Warren County Hazard Mitigation Plan with any necessary additions or corrections.**

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**NOTES:**

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# Warren County Hazard Mitigation Plan Multi-jurisdictional

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(The entire document has been made available to the  
Board of Commissioners, local media,  
Memorial Library and the public on CD.)

**Meeting Date: August 6, 2012**

**Item # 10-A**

**SUBJECT: Board/Commission Member Appointment**

**REQUESTED BY: Lavern Gardner, Interim Director  
Warren County Senior Center**

**SUMMARY: It is submitted to appoint the following individuals to serve the Senior Center Board of Directors for terms as indicated:**

<b>Cyrstal Smith, Coop Ext Director</b>	<b>Expires December 2015</b>
<b>Dianna Talley, Social Services</b>	<b>Expires December 2014</b>
<b>Theressa Alston, Citizen-At-large</b>	<b>Expires December 2013</b>

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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## **Appointments**

## **Terms Expire**

**Crystal Smith, Coop Ext Director  
replaces Rachel Monteverdi**

**December 2015**

**Dianna Talley, Social Services  
replaces Diane Tant**

**December 2014**

**Theressa Alston, Citizen-At-large**

**December 2013**

## Senior Center Advisory Council

Term of Office: Three (3) years expiring on December 31st

Authority: NC Division of Aging, Section V C (1).

Membership: Appointed

Responsibilities: Advisory to Senior Center and report directly to Senior Center Director. Assists in monitoring, reviewing, and evaluating all policies, programs, and actions that affect the Warren County Senior Center. Appointees must be legal residents of Warren County

Meeting Schedule: Quarterly – January, April, July & October. The 4th Tuesday at the beginning of the quarter.

Staff Liaison: Arnetta Yancey, Director – Warren County Senior Center

Member	Position	Term
Charles Jefferson	Senior Tar Heel Legislature (2nd term)	Jan10–Dec11, Jan12–Dec2013
Charles Walton	Department of Social Services	Jan2010–Dec2012
Commissioner Ruby Downey	Designated	Mar2011–Dec2012
County Manager Linda T. Worth	Appointed	No Expiration
<b>Dianna Talley</b>	Department of Social Services	Dec. 2011 – Dec. 2014
Florine Davis	2nd Term (participant)	Jan10–Dec10, Dec10–2014
Hilda Baskerville	Health Department	Jan2010–Dec2012
Judith I. Forrest	Center Participant (2nd term)	Mar10–Dec11, Jan12–Dec2012
Kathy D. Harris	1st Term (participant)	Sept11–2014
Olivia Y. Richardson	Appointed	March10–Dec2012
<b>Crystal Smith</b>	Cooperative Extension Rep	July 2012 – Dec. 2015
Richard "Dickie" Williams	Parks & Recreation	Jan2010–Dec2012
Roberta Scott	Appointed	March10–Dec2012
Vonciel Perry	2nd Term (participant)	Jan10–Dec10, Dec10–2014
<b>Theresa A. Alston</b>	Citizen At large	Aug 2012 – Dec. 2013

To: Warren County Board of Commissioners , Warren County  
Manager, and Clerk to the Board of Commissioners  
From: Arnetta M. Yancey, Director   
Date: 7/25/2012  
Re: Appointment to Warren County Senior Center Advisory Council

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Based on the adopted by-laws of the Warren County Senior Center Advisory Council I recommend the following appointment:

Crystal Smith – Cooperative Extension Representative – 3-year term  
Dianna Talley – Department of Social Services Representative – 3-year term

Theresa A. Alston – Citizen At Large – 1-year term

Wellness, Active Retirement, Resources, Events, Nutrition Programs

**STATEMENT OF INTEREST TO SERVE**

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

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

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

- 1. Warren County Senior Center Advisory Council 3. \_\_\_\_\_
- 2. \_\_\_\_\_ 4. \_\_\_\_\_

Your full name Dianna Hendricks Talley

Date of Birth 11/1/1956 Sex F Race B

Mailing Address 834 Cole Farm Rd.

City and Zip Code Warrenton, N.C. 27589

Street Address \_\_\_\_\_

City and Zip Code \_\_\_\_\_

Home Phone 252-456-4365 Work Phone 252-257-5024

Job Title Adult Service Supervisor

Company or Agency Warren County Dept. of Social Services

Email Address dtalley@co.warren.nc.us

Do you live in the county? Yes  No

Please list your County Commissioner District District 3  
(This information can be obtained from the Board of Elections at (252) 257-2114).

**Educational Background**

Name and Address of High School Attended Norfina High, Norfina, NC

Name and Address of College Attended Elizabeth City State Univ., Elizabeth City, N.C.

Degree Received Bachelor of Science in Business Management

Please list any military experience n/a

**This "Statement of Interest to Serve" will remain active for six (6) months from date received in the County Manager's office.**  
If you are presently serving as an elected or appointed official, please explain: \_\_\_\_\_

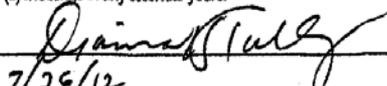
Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications.

**Work Experience** I have been employed with the Warren County Dept. of Social Service as a case manager, investigator, rep. payee and guardian for four and a half years. October, 2011, I was promoted to Supervisor of Adult Services. + I was employed at Warren Hills Nursing Center as the first Social Service Director for 5 years.

I was employed with Maria Parham Hospital as Discharge Planner for 3 years.  
I was employed with Hospice of Louisburg as Volunteer Coordinator for 2 years.  
(not necessarily in that order).

**Volunteer Experience** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Signature   
Date 7/26/12

*Please feel free to attach a resume if so desired.*

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

Newspaper      Current Warren County Volunteer      Other  x

If other, please explain: Our former agency representative, Diane Tant retired June 29. I was asked to be her replacement.

## 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. Ag. Advisory Council
2. Juvenile Crime Prevention
3. Home and Community Care Block Grant Advisory
4. Work First planning committee

Your full name Theresa A Alston

Date of Birth 1-24-61

Sex F

Race B

Mailing Address 101 Horsecreek Road

City and Zip Code Warrenton NC 27589

Street Address 101 Horsecreek Road

City and Zip Code Warrenton NC 27589

Home Phone 252-257-1306

Work Phone 252-586-57-27

Job Title Warren School Foodservice Ass.

Company or Agency Warren County Schools

Email Address \_\_\_\_\_

Do you live in the county? Yes

No

Please list your County Commissioner District \_\_\_\_\_

(This information can be obtained from the Board of Elections at (252) 257-2114).

### Educational Background

Name and Address of High School Attended

Sohn Garham Sr High School (1980)

Name and Address of College Attended

none

Degree Received

None

Please list any military experience

None

If you are presently serving as an elected or appointed official, please explain: Ground one youth  
Service volunteer

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

**Work Experience** I have worked for Warren County School  
for 17 years in the School System Cafeteria. I served  
10 years as substitute teacher before I got hired.

**Volunteer Experience** I was Warren County PTA parent until all  
went through school. I served Warren Family Institute  
Board for 12 yrs and I am one youth mentor this my  
fourth year in that.

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

Newspaper

Current Warren County Volunteer

Other

If other, please explain: \_\_\_\_\_

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

Signature

Theressa Walden

Date

7-20-12

*Please feel free to attach a resume if so desired.*

**Meeting Date: August 6, 2012**

**Item # 10-B**

**SUBJECT: Board/Commission Member Appointment**

**REQUESTED BY: Karl Hehl, Jr., ABC Commission**

**SUMMARY: It is submitted to appoint Victor Hunt to replace W.E. Exum on the ABC Commission. Term expires June 2015.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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# ABC Commission

Term of Office: Appointed June every  
three years

Authority: Chapter 18B, Article 7,  
Section 18B

Membership: Appointed

Responsibilities:

Meeting Schedule: 4th Monday of each  
month

Staff Liaison: Chairman Karl Hehl,  
(252) 257-2419

Member	Position	Term
Clarence E. Jones	1st Term	Apr08-Jun10, June10-June2013
Karl Hehl	Appointed 5th term	Oct96-Jun08/Jun08-jun11, Jun11-June2014
Victor Hunt	Appointed	Aug. 2012 - June 2015

P. O. Box 128  
Warrenton, N. C. 27589  
July 26, 2012

Warren County Board of Commissioners  
Ridgeway Street  
Warrenton, N. C. 27589

Dear Commissioners,

The Warren County ABC Board heartily and unanimously endorse Mr. Victor Hunt for appointment to our Board to replace Mr. W. E. Exum. Your support would be greatly appreciated.

Yours,

Karl Hehl, Jr.  
Chairman

Angelena:

I will be unable to attend the commissioners meeting for appointments to the various boards. Could you convey the ABC board endorses Mr. Hunt?

Thanks,

Karl Hehl

## 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. ABC Commission
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name Victor McKinley Hunt  
Date of Birth 1-16-57 Sex M Race B  
Mailing Address PO Box 74  
City and Zip Code Middleburg, 27556  
Street Address 108 Paine Circle  
City and Zip Code Manson, 27536  
Home Phone 252-456-4218 Work Phone 919-575-4541  
Job Title Education Specialist  
Company or Agency Federal Bureau of Prisons  
Email Address V

Do you live in the county? Yes  No

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

### Educational Background

Name and Address of High School Attended Norlina High School Norlina, NC  
Name and Address of College Attended NCA&T State University Greensboro, NC  
Degree Received BS in Agriculture Education

Please list any military experience N/A

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

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

Work Experience Teacher @ Vance County Schools; Teacher and  
coach @ Warren County Schools; FFA Advisor in Warren and  
Vance Counties; Member of Warren County Rec. Commission;  
Instructor for Alcohol + Drug Education Traffic School -

Volunteer Experience Member of Soul City PRA; currently serving on  
Economic Development Commission

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

Newspaper

Current Warren County Volunteer

Other

If other, please explain: Notified by two current members of the ABC Commission

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

Diana Hunt

Date

7-24-12

*Please feel free to attach a resume if so desired.*

**Meeting Date: August 6, 2012**

**Item # 10-C**

**SUBJECT: Board/Commission Member Appointment**

**REQUESTED BY: Ken Krulik, Planner / Zoning Administrator**

**SUMMARY: It is submitted to re-appoint the following individuals to serve an additional term on the Historic Preservation Commission.**

	<u>Term expires</u>
<b>Richard Hunter</b>	<b>January 2013</b>
<b>Virginia Broach</b>	<b>January 2015</b>

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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# Historic Preservation Commission

Term of Office: Initial terms (3yrs – 3 members; 2yrs – 2 members; 1 yr–2 members) Thereafter three year terms for all members

Authority:

Membership: Appointed

Responsibilities:

Meeting Schedule: To be established

Staff Liaison: Ken Krulik, Planner/Zoning Administrator

Member	Position	Term
Bruce Coan	Appointed (1st term)	May12–Jan2015
Commissioner Bertadean Baker	Designated	Jan2011–Dec2012
Ernest Fortson Fleming, III	Appointed	Feb2011–Jan2014
J. Noel Robertson	Appointed	Aug10 – Jan2013
Jane Ball–Groom	Appointed	
Richard Bruce Rogers	Appointed (1st term)	Sept11–Jan2014
Richard Hunter	Appointed 2 <sup>nd</sup> term	Feb08 – Jan10, Jan10–2013
Virginia Karama Broach	Appointed (2 <sup>nd</sup> term)	Sept09 – Jan2012, Jan2012–2015

**Minutes of the January 26, 2012 (HPC) meeting**

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**Board Members:** Richard Hunter (Chair), Ernie Fleming, Virginia Broach, Bruce Rogers, Jane Ball-Groom, Noel Robertson, one vacancy (resignation of Dorothy Bennett)

**County Staff:** Ken Krulik

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- ◆ **Chair Richard Hunter** called the January 26, 2012 meeting to order. He verified a quorum then requested review of the September 22, 2011 minutes. There were no corrections, he entertained a motion to approve:
  - A. **Motion** was made by **Ernie Fleming** to approve the September 22, 2011 minutes as submitted.
  - B. **Second** was made by **Virginia Broach**, on call for a vote by **Chair Richard Hunter** all members voted to approve.
- ◆ **Chair Richard Hunter** then moved to set the agenda for the January 26, 2012 meeting, there were no other additions. **Chair Richard Hunter** entertained a motion to approve:
  - A. **Motion** was made by **Ernie Fleming** to approve the January 26, 2012 agenda as submitted.
  - B. **Second** was made by **Bruce Rogers**, on call for a vote by **Chair Richard Hunter** all members voted to approve January 26, 2012 agenda.
- ◆ **Chair Richard Hunter** moved to the first business item, board re-appointments.
- ◆ Ken Krulik stated that Dorothy Bennett resigned from the Commission and that two current members (**Chair Richard Hunter and Virginia Broach**) were up for re-appointment.
- ◆ **Chair Richard Hunter** asked if there were any questions, there were none, he then entertained a motion:
  - A. **Motion** was made by **Ernie Fleming** to accept the resignation of Dorothy Bennett and recommend reappointment of **Chair Richard Hunter and Member Virginia Broach**.
  - B. **Second** was made by **Jane Ball-Groom**, on call for a vote by **Chair Richard Hunter** all members voted to approve.

Please advise, thanks!

Ken

Ken Krulik, AICP CZO  
Planning and Zoning Administrator

**Meeting Date: August 6, 2012**

**Item # 10-D**

**SUBJECT: Board/Commission Member Appointment**

**REQUESTED BY: Doris Williams, 5 County Community Operations Center**

**SUMMARY: It is submitted to appoint Commissioner Bertadean Baker to the newly formed Five County Community Operations Center Oversight Board. This request has been presented because of it's timeliness, Board By-laws and terms have not been established yet.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**From:** Doris Williams [<mailto:Doris.Williams@pbhsolutions.org>]

**Sent:** Tuesday, July 31, 2012 10:22

**To:** Angelena Kearney-Dunlap

**Subject:** Warren Co. Commissioners Meeting

Angelena,

We are moving forward with establishing the **Five County Community Operations Center Oversight Board** in the next few months. Therefore, we would like to have the County Commissioner from Warren County appointed at your August meeting. Is it too late to have it on the agenda for August for Ms. Baker to be appointed to our new board? Meeting dates and terms have not been determined but there will be a training/orientation possibly in late September that we would like Ms. Baker to be able to attend. If/When Mrs. Baker is appointed, please send me an email or letter stating same.

Thanks so much for your help!

*Doris Williams*

Five County Community Operations Center

134 S. Garnett Street

Henderson, NC 27536

Phone: (252)430-3050

Fax: (252)431-3463

[doris.williams@pbhsolutions.org](mailto:doris.williams@pbhsolutions.org)

**Meeting Date: August 6, 2012**

**Item # 11**

**SUBJECT: Local Salary Plan Reporting Package**

**REQUESTED BY: Elgin Lane, Human Resources Director**

**SUMMARY: Warren County's FY 13 Local Salary Plan Reporting Form, Salary Plan, and Job Classification Schedule effective 7/1/12 are presented for the Board's review and approval. Authorize Chairman to sign documentation.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Warren County's FY 13 Local Salary Plan Reporting Form, Salary Plan, and Job Classification Schedule effective 7/1/12, and authorize Chairman to sign the documents.**

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**NOTES:**

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**WARREN COUNTY  
HUMAN RESOURCES DEPARTMENT**

P.O. Box 619  
Warrenton, NC 27589  
Elgin J. Lane  
Human Resources Manager  
elane@co.warren.nc.us

Telephone:  
252-257-7132

Fax:  
252-257-5971

www.warrencountync.com

**MEMORANDUM**

**TO:** Warren County Board of Commissioners  
**FROM:** *Elgin J. Lane*  
Elgin J. Lane, Human Resources Manager  
**DATE:** July 30, 2012  
**RE:** Local Salary Plan Reporting Package

I am requesting that the Board consider and approve the 2012-13 local salary plan reporting package which includes the following:

- 2012-13 Salary Plan Reporting Form.
- 2012-13 Salary Plan with Warren County's class titles, minimum, maximum, and average salaries.
- Job Classification Schedule Effective July 1, 2012.

Positions in Health and Social Services Departments are subject to the State Personnel Act. Although the County can establish the salary ranges for jobs that are subject to the State Personnel Act, the North Carolina Office of State Personnel must review the County's pay plan to ensure that the County maintains specified grade differences between levels that are within the same class (i.e. Social Worker I, Social Worker II, and Social Worker III). The specified grade difference between the County classes must correlate to the grade differences in the State classes for comparable class titles.

Thanks in advance for your consideration and approval.

I am requesting that the Board consider and approve the 2012-13 local salary plan reporting package which includes the following:

- 2012-13 Salary Plan Reporting Form.
- 2012-13 Salary Plan with Warren County's class titles, minimum, maximum, and average salaries.
- Job Classification Schedule Effective July 1, 2012.

**Office of State Personnel  
2012-2013 Salary Plan Reporting Form**

Name of Jurisdiction Warren County  
 Individual Completing Form Ms. Elgin J. Lane  
 Title Human Resources Manager  
 Phone Number (252) 257-7132  
 E-Mail Address of Pay Plan Contact Person elane@co.warren.nc.us  
 Effective Date of Pay Plan 1. July 1, 2012  
 Amount of Increase in Schedule 2. 1.5%  
 Amount of Increase given to Employees 3. 1.5%

4. Agencies covered by this salary plan: Social Services  Total # DSS Positions 70  
 Public Health  Total # PH Positions 48  
 Mental Health  Total # MH Positions N/A

5. With the exception of employees in trainee status, the salaries of all SPA employees must be between the minimum and the maximum of the assigned range.  
 Does your jurisdiction meet this requirement? (X) Yes ( ) No  
 If "No", please explain. \_\_\_\_\_
6. Are the salaries of all employees in trainee status below the minimum rate for the full class? (X) Yes ( ) No
7. Has your Area, District Board, or Board of Commissioners approved the plan? (X) Yes ( ) No
8. Do all pay rates reflected on your salary schedule meet the State minimum wage of \$7.25? (X) Yes ( ) No
9. Have you attached a copy of your approved salary schedule? (X) Yes ( ) No

**You must answer "Yes" to questions 6, 7, 8 and 9, before submitting your form.**

**2012-2013 LOCAL SALARY PLAN**

Please enter the salary grade you have assigned your jurisdiction's SPA classes in the block labeled "County Grade." Only those classes in use, or which you anticipate needing this fiscal year should be included.

Please verify that the required pay grade relationships have been maintained within Occupational Groupings. This can be done by subtracting the number in the State SG column from the number in the County SG column. If you have entered your salary schedule information in the Local Government Salary Plan spreadsheet these numbers will populate automatically. **The numbers in the "Rel Dif" column must be identical for each class you are reporting within the same occupational grouping.** The separate occupational groups are differentiated by bold lines to assist you in identifying classes having required relationships.

Salary Plan Reporting Form

The following sections should be completed, listing salary grades (or minimum salary rates) assigned to your **County Social Services, Local Health and Area Mental Health Directors, and Human Services Deputy Director** positions:

**Social Services Jurisdictions**

10. Title of the highest level class supervised by County Social Services Director, excluding Human Services Deputy Director and the Attorney series:  
Social Work Supervisor III

11. Grade of highest level supervised 29 12. Minimum Rate \$47,982  
13. Grade of County Social Services Director (if app) 34 14. Minimum Rate \$61,238  
15. Subtract line 12 from line 14. \$13,256 16. Divide by line 12. 28%  
17. Is the resulting answer between 20% and 60% (X) Yes ( ) No  
**You must answer "Yes" to question 17 before submitting your form.**

**Single and Multi-County District Health Jurisdictions**

18. Title of the highest level class supervised by Local Health Director, excluding Physicians, Physician Extenders, Pharmacists, Dentists and Human Services Deputy Director:  
Public Health Nurse Director I

19. Grade of highest level supervised 30 20. Minimum Rate \$50,381  
21. Grade of Local Health Director (if app) 34 22. Minimum Rate \$61,238  
23. Subtract line 20 from line 22. \$10,857 24. Divide by line 20. 22%  
25. Is the resulting answer between 20% and 60% (X) Yes ( ) No  
**You must answer "Yes" to question 25 before submitting your form.**

**Single and Multi-County Area Mental Health Jurisdictions** N/A

26. Title of the highest level class supervised by Dir. of MH, excluding Physicians, Physician Extenders, Pharmacists and Human Services Deputy Director. (Jurisdictions have the option of also excluding Psychology classes for which a Ph.D. in Psychology is required):

27. Grade of highest level supervised \_\_\_\_\_ 28. Minimum Rate \_\_\_\_\_  
29. Grade of Mental Health Director (if app) \_\_\_\_\_ 30. Minimum Rate \_\_\_\_\_  
31. Subtract line 28 from line 30. \_\_\_\_\_ 32. Divide by line 28. \_\_\_\_\_%  
33. Is the resulting answer between 20% and 60% ( ) Yes ( ) No

**Social Services, Public Health and Area Mental Health Jurisdictions:** N/A

34. Title of the Director class under which Human Services Deputy Director serves:

35. Grade of highest level supervised by Director \_\_\_\_\_ 36. Minimum Rate \_\_\_\_\_  
37. Grade of HSDD \_\_\_\_\_ 38. Minimum Rate \_\_\_\_\_  
39. Subtract line 36 from line 38. \_\_\_\_\_ 40. Divide by line 36. \_\_\_\_\_%  
41. Is the resulting answer between 10% and 40% ( ) Yes ( ) No  
**You must answer "Yes" to question 41 before submitting your form.**

**CERTIFICATION OF SALARY PLAN**

**Single Reporting Jurisdictions**

I hereby certify that the attached salary plan submitted for Warren County, is complete and compliant with all the relevant provisions in NCGS 126, the State Personnel Act. Furthermore, the salary plan was completed in accordance with the instructions that have been provided and is deemed accurate at the time of submission. I further certify that I am the authorized official. (Electronic signatures are acceptable.)

Signature of Authorized Official \_\_\_\_\_  
 Title \_\_\_\_\_ Date \_\_\_\_\_

**Multi-County Area Mental Health AND District Health Jurisdictions**

42. Does your pay plan exceed the highest paying member county in your Area? ( ) Yes ( ) No
43. If "yes", have you received authorization from all counties in the area to exceed? ( ) Yes ( ) No

**You must answer "Yes" to question 43 before submitting your form.**

If you answered "No" to question 42, please complete as follows: I hereby certify that the attached salary plan submitted for \_\_\_\_\_ Area Mental Health or District Health, is complete and compliant with all the relevant provisions in NCGS 126, the State Personnel Act. Furthermore, the salary plan was completed in accordance with the instructions that have been provided and is deemed accurate at the time of submission. (Electronic signatures are acceptable.)

Signature \_\_\_\_\_  
 Title \_\_\_\_\_ Date \_\_\_\_\_

If you answered "Yes" to questions 42 and 43, please complete as follows: We, the Area Mental Health or District Health Board Chairperson, and the Chairperson of the Board of County Commissioners of each member county; or the County Commissioner Representative on the Area Mental Health or District Health Board (acting on behalf of their respective Boards of County Commissioners in authorizing that the Area or District Health pay plan may exceed that of the highest paying county); hereby certify that the attached salary plan submitted for \_\_\_\_\_ Area Mental Health or District Health is complete and compliant with all the relevant provisions in NCGS 126, the State Personnel Act. Furthermore, the salary plan was completed in accordance with the instructions that have been provided and is deemed accurate at the time of submission. (Electronic signatures are acceptable.)

Jurisdiction _____	County _____
Signature _____	Signature _____
Title <u>Area Board Chairperson</u>	Title _____
Date _____	Date _____
County _____	County _____
Signature _____	Signature _____
Title _____	Title _____
Date _____	Date _____

2011-2012 Salary Plan Reporting Form

County \_\_\_\_\_

County \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

County \_\_\_\_\_

County \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

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If you need assistance, please contact your assigned HR Consultant (see LG Contacts Listing on OSP website).

**PLEASE E-MAIL THIS COMPLETED REPORTING FORM WITH THE ELECTRONIC SIGNATURES BY JULY 2, 2012 TO:**

e-mail: [localsalary.plans@osp.nc.gov](mailto:localsalary.plans@osp.nc.gov)

Early submission of salary plan reports will be appreciated.

**Warren County  
Job Classification Schedule  
Effective July 1, 2012**

NOTE: Positions with \* are subject to the State Personnel Act

Grade	Salary Range			Job Title	OSP Code
	Minimum	Midpoint	Maximum		
1	12,239	15,940	19,640		
2	12,851	16,737	20,623		
3	13,495	17,575	21,654		
4	14,169	18,455	22,739		
5	14,878	19,375	23,873		
6	15,622	20,344	25,066		
7	16,402	21,361	26,319		
8	17,223	22,429	27,635		
9	18,084	23,552	29,020		
10	18,989	24,728	30,469	Human Resources Aide*	5345
11				Animal Shelter Attendant	
				General Utility Worker*	6514
				Office Assistant (General County)	
				Office Assistant III (OSSOG Level 57)*	403
12	20,933	27,263	33,593	Processing Assistant III (OSSOG Level 57)*	440
				Community Health Assistant*	5346
13	21,982	28,627	35,273	Accounting Clerk	
				Accounting Clerk IV (OSSOG Level 59)*	470
				Administrative Assistant I	
				Deputy Register of Deeds	
				Office Assistant IV (OSSOG Level 59)*	404
14	23,080	30,057	37,034	Medicare Specialist	
				Processing Assistant IV (OSSOG Level 59)*	441
				Program Assistant IV	
15	24,234	31,561	38,889	Building and Grounds Maintenance Worker I	
				Community Health Technician*	5347
				Deputy Elections Director	
				Deputy Tax Assessor	
				Deputy Tax Collector	
				Foreign Language Interpreter	
				Library Aide	
				Revaluation Clerk	
Weighmaster					
15	24,234	31,561	38,889	Accounting Technician (General County)	
				Administrative Assistant II	
				Animal Control Officer I	
				Assistant Register of Deeds	
				Library Clerk	
				Nutrition Site Manager	
				Recreation Maintenance Specialist	
				Telecommunicator	
				Utility Service Technician	
				Teen Court Coordinator	
				Youth Services Program Assistant	

**Warren County  
Job Classification Schedule  
Effective July 1, 2012**

NOTE: Positions with \* are subject to the State Personnel Act

16	25,446	33,139	40,832	Computing Support Technician I* Detention Officer Detention Transportation Officer Emergency Medical Technician - Basic Human Resources Placement Specialist Human Resources Technician Income Maintenance Caseworker I* Recreation Assistant Recreation Coordinator Senior Center Activity Coordinator Solid Waste Operator	2296      9910
17	26,719	34,796	42,875	Accounting Specialist Administrative Assistant I* Chief Telecommunicator Child Support Officer Practical Nurse II* Senior Administrative Assistant Veterinary Technician/Program Coordinator	1601      5328
18	28,054	36,536	45,019	Accounting Technician IV* Animal Control Officer II Building & Grounds Maintenance Worker II Chore Service Supervisor II* Delinquent Tax Specialist Emergency Medical Technician - Intermediate Income Maintenance Caseworker II* Income Maintenance Investigator I* Library Computer Lab Technician Library Technical Assistant Nutritionist I* Public Health Educator I* Tax Mapper/Exemption Specialist Utilities Customer Service Coordinator Utility Crew Leader	129       9952   9911 9996    5241 2961
19	29,457	38,364	47,271	Administrative Assistant II* Building & Grounds Maintenance Supervisor I Deputy Sheriff Detention Sergeant Medical Laboratory Technician II* SEMAA Parent Coordinator Social Worker I* Solid Waste Supervisor Utility Office Coordinator	         4612  4011
20	30,931	40,283	49,636	Accounting Manager Code Enforcement Officer Code Enforcement Officer/Planning Technician Emergency Medical Technician - Paramedic Income Maintenance Caseworker III* Soil and Water District Technician Veterans Administrator	      9995

**Warren County  
Job Classification Schedule  
Effective July 1, 2012**

NOTE: Positions with \* are subject to the State Personnel Act

21	32,477	42,296	52,116	Administrative Officer I* Assistant Detention Center Administrator Deputy Sheriff Investigator Deputy Sheriff Sergeant Executive Assistant Nutritionist II* Tax Collection Supervisor	1605     5242
22	34,101	44,411	54,722	Deputy Sheriff Sergeant/Detective Elections Director Emergency Medical Technician Supervisor Human Services Coordinator II* Income Maintenance Supervisor II* Public Health Educator II* Senior Center Director	   4054 9999 2962
23	35,806	46,632	57,459	Assistant Building & Grounds Maintenance Manager Child Support Agent II Clerk to the Board Computer Systems Administrator I* Daycare Services Coordinator I* Deputy Sheriff Lieutenant Detention Center Administrator Public Health Nurse I* Social Work Supervisor I Social Worker II* Utilities Superintendent/ORC	   2268 9856   5007 4012
24	37,597	48,965	60,334	Administrative Officer II* Animal Control Director E-911 Coordinator Environmental Health Specialist* Planner/Zoning Officer SEMAA AEL Coordinator Soil and Water Conservation Director	1606   5356
25	39,476	51,412	63,348	Child Support Supervisor I Code Enforcement Administrator Deputy Sheriff Captain Emergency Medical Services Coordinator Parks and Recreation Director Public Health Nurse II* SEMAA Director Social Worker III* Youth Services Program Director	     5014 4033
26	41,451	53,983	66,515	Information Technology Administrator Public Health Educator III* Public Health Nurse III* Social Work Supervisor II* Social Worker Investigative/Assessment & Treatment*	  5016 4016 35074
27	43,521	56,681	69,840	Environmental Health Supervisor I* Public Health Nurse Supervisor I* Register of Deeds	5676 5038
28	45,699	59,515	73,332		

**Warren County**  
**Job Classification Schedule**  
**Effective July 1, 2012**

NOTE: Positions with \* are subject to the State Personnel Act

29	47,982	62,489	76,997	Economic Development Director Emergency Services Director/Fire Marshal Human Resources Manager Library Director Planning/Zoning Administrator Public Health Nurse Supervisor II* Social Work Supervisor III*	5039 4085
30	50,381	65,614	80,847	Building & Grounds Maintenance Manager Public Health Nurse Director I* Public Utilities Director Public Works Director	5087
31	52,900	68,894	84,889	Tax Administrator	
32	55,545	72,339	89,133	Finance Director Sheriff	
33	58,323	75,958	93,591		
34	61,238	79,753	98,268	Director of Social Services* Local Health Director*	9929 9928
35	64,300	83,742	103,182		
36	67,516	87,928	108,342	County Manager	
37	70,891	92,325	113,759		

**2012-2013  
Salary Schedule Tables  
have been supplied in a separate e-mail.**



**Meeting Date: August 6, 2012**

**Agenda Item # 12-A**

**SUBJECT: CDBG Housing Project 11-C-2328 Scattered Sites Housing Project**

**REQUESTED BY: Julie Reid, Grants Administrator  
Kerr Tar Regional COG**

**SUMMARY: Resolution authorizing the acceptance and execution of a grant agreement and funding approval of a \$400,000 grant for the CDBG Housing Project 11-C-2328 Scattered Sites Housing Project.**

**FUNDING SOURCE: CDBG Grant 11-C-2328**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of the Resolution and authoriz the Chairman to sign same.**

**NOTES:**



# WARREN COUNTY BOARD OF COMMISSIONERS

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

## RESOLUTION OF THE WARREN COUNTY BOARD OF COMMISSIONERS ACCEPTANCE AND EXECUTION OF GRANT AGREEMENT AND FUNDING APPROVAL FOR SCATTERED SITE REHABILITATION COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

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**, the County of Warren applied to the North Carolina Department of Commerce, Division of Community Investment and Assistance for a Community Development Block Grant for Scattered Site Housing Rehabilitation ;

**WHEREAS**, upon approval by the North Carolina Department of Commerce of said application for Community Development Block Grant Funds in the amount of \$400,000; and,

**WHEREAS**, the North Carolina Department of Commerce will submit a Funding Approval and Grant Agreement outlining the conditions imposed upon said Community Development Block Grant Funds.

**NOW, THEREFORE, BE IT RESOLVED**, by the Warren County Board of Commissioners that the Funding Approval and Grant Agreement with the County of Warren and the North Carolina Department of Commerce in the amount of \$400,000 for CDBG Project 11-C-2328 is hereby accepted and that the Chairman of the Warren County Board of Commissioners, and successors so titled were authorized to execute said Funding Approval and Grant Agreement and related documents upon receipt.

**ADOPTED** this the 6<sup>th</sup> day of August, 2012

\_\_\_\_\_  
Ulysses Ross, Chairman  
Warren County Board of Commissioners

**Meeting Date: August 6, 2012**

**Agenda Item # 12-B**

**SUBJECT: CDBG Housing Project 11-C-2328 Scattered Sites Housing Project**

**REQUESTED BY: Julie Reid, Grants Administrator  
Kerr Tar Regional COG**

**SUMMARY: Resolution authorizing Warren County representatives to execute requisitions for funds forms for the CDBG 11-C-2328 Scattered Sites Housing Project.**

Ulysses Ross, Chairman Board of Commissioners Linda T. Worth, County Manager Barry Mayo, Finance Director Gloria Edmonds, Accounting Manager
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**FUNDING SOURCE: CDBG Grant 11-C-2328**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of the Resolution Authorizing Persons to Execute Requisitions for Funds Forms for the CDBG 11-C-2328 Scattered Sites Housing Project, and authorize the Chairman to sign same.**

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**NOTES:**

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## WARREN COUNTY BOARD OF COMMISSIONERS

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

State of North Carolina  
County of Warren

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

Linda T. Worth  
County Manager

Angelena Kearney-Dunlap  
Clerk to the Board

### RESOLUTION OF THE WARREN COUNTY BOARD OF COMMISSIONERS AUTHORIZATION OF PERSONS TO SIGN REQUISITIONS FOR FUNDS FORMS

**WHEREAS**, the County of Warren applied to the North Carolina Department of Commerce, Division of Community Investment and Assistance for a Community Development Block Grant Scattered Site Grant;

**WHEREAS**, upon approval by the North Carolina Department of Commerce of said application for Community Development Block Grant Funds in the amount of \$400,000; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Warren County Board of Commissioners that the individuals listed on the Signatory Form and Certification are authorized to act as signatories for the CDBG SSR Grant No. 11-C-2328. The names that are listed on the Signatory Form and Certification:

Linda T. Worth, County Manager  
Barry Mayo, Finance Director  
Gloria Edmonds, Accounting Manager  
Ulysses S. Ross, Chairman

In addition, the Clerk to the governing body who knows all of the persons authorized to sign requisitions will sign the Signatory Form and Certification as the certifying official.

**ADOPTED this 6th day of August 2012.**

ATTEST: Ulysses S. Ross  
Chairman of Warren County Commissioners

Angelena Kearney-Dunlap, Clerk

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

2012 CDBG SSR

Grant #11-C-2328

**Meeting Date: August 6, 2012**

**Agenda Item # 12-C**

**SUBJECT: CDBG Housing Project 11-C-2328 Scattered Sites Housing Project**

**REQUESTED BY: Julie Reid, Grants Administrator  
Kerr Tar Regional COG**

**SUMMARY: Revised Project Ordinance for CDBG 11-C-2328 Scattered Sites  
Housing Rehab Program. Authorize Chairman Ross to sign  
documentation.**

**FUNDING SOURCE: CDBG Grant 11-C-2328**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of the revised Project Ordinance for CDBG 11-C-2328 Scattered Sites  
Housing Project, and authorize the Chairman to sign same.**

**NOTES:**

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**COUNTY OF WARREN  
PROJECT ORDINANCE**

BE IT ORDAINED by the County Commissioners of the County of Warren, that pursuant to Section 12.3 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted.

**Section 1.** The project authorized is a Community Development – Scattered Site Rehabilitation. The project consists of housing rehabilitation, and general administration. Said project shall be in accordance with the County’s Community Development Block Grant Application as approved by the North Carolina Department of Commerce, Division of Community Investment and Assistance.

**Section 2.** The project director is hereby directed to proceed with the project within the terms of the Grant Agreement executed with the North Carolina Department of Commerce and within the funds appropriated herein including any Amendments as approved and executed by N.C. Department of Commerce, Division of Community Investment and Assistance.

**Section 3.** The following revenues are anticipated to be available to complete the project:

State of North Carolina, Department of Commerce	
Community Development Block Grant	\$400,000
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$400,000</b>

**Section 4.** The following revised amounts are appropriated for the project:

<b>Rehabilitation of privately owned structures – C-1</b>	<b>\$ 29,750</b>
<b>Reconstruction</b>	<b>\$288,250</b>
<b>Demolition</b>	<b>\$ 27,000</b>
<b>Temporary Relocation Expense</b>	<b>\$ 15,000</b>
<b>Planning</b>	<b>\$ 7,000</b>
<b>Administration:</b>	<b>\$ 33,000</b>
<b>TOTAL PROJECT COSTS.....</b>	<b>\$400,000</b>

**Section 5.** The Finance Officer is directed to report quarterly on the financial status of this project. The Finance Officer shall also keep the governing body informed at each regular meeting of any unusual occurrences.

**Section 6.** The Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient detailed accounting records to provide the accounting to the grantor agency required by the Grant Agreement and Federal and State Regulations.

**Section 7.** Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement request should be made to the grantor agency in an orderly and timely manner. Reimbursements to the General Fund should be made in a timely manner.

**Section 8.** Copies of this project ordinance shall be made available to the Budget Officer, the Finance Officer, the Grants Administrator and the Clerk to the Board, for direction in carrying out this project.

Adopted this the 6<sup>th</sup> day of August, 2012.

<hr style="width: 100%;"/> Ulysses Ross, Chairman	<hr style="width: 100%;"/> Angelena Kearney-Dunlap, Clerk to the Board
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**Meeting Date: August 6, 2012**

**Agenda Item # 12-D**

**SUBJECT: CDBG Housing Project 11-C-2328 Scattered Sites Housing Project**

**REQUESTED BY: Julie Reid, Grants Administrator  
Kerr Tar Regional COG**

**SUMMARY: Use of Experienced Grant Administrator Statement and Contract for CDBG Community Development Grants Administrative Services between Warren County and Kerr-Tar Regional COG for the subject grant is presented for Board's review and adoption. Authorize Chairman and County Manager Worth to sign documentation.**

**FUNDING SOURCE: CDBG Grant 11-C-2328**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of the Use of Experienced Grant Administrator Statement and Contract for CDBG Community Development Administrative Services for CDBG Scattered Sites Housing Project 11-C-2328, and authorize the Chairman and County Manager to sign the documents.**

**NOTES:**

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## Use of Experienced Grant Administrator

Warren County will use the services of Kerr-Tar Regional Council of Governments to administer the CDBG Scattered Site Grant (No. 11-C-2328). Kerr-Tar Regional Council of Governments has over 20 years of experience in administering CDBG Grants.

Ms. Julie Reid, Grants Administrator with Kerr-Tar Regional Council of Governments will be in overall charge of the Grant. The following staff persons will be assisting Ms. Reid with the administration of this Grant: Ms. Gwen Wright, formerly with the City of Henderson as Grants Administrator; Mr. Mike Insoe, also formerly with the City of Henderson Grants Department will serve as the Rehabilitation Specialist and Ms. Karen Foster, Community Development Planner. All these persons will work under the direction of Interim Director Patricia S. Cox, Kerr-Tar Regional Council of Governments' and Warren County Manager, Linda T. Worth.

Dated this 6<sup>th</sup> day of August, 2012.

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Ulysses S. Ross, Chairman  
Warren County Board of Commissioners

**CONTRACT FOR CDBG COMMUNITY DEVELOPMENT  
ADMINISTRATIVE SERVICES**

**By and Between  
THE COUNTY OF WARREN, NORTH CAROLINA  
AND  
KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS**

THIS AGREEMENT entered into as of the 6<sup>th</sup> day of August, 2012 by and between the County of Warren, North Carolina (herein called the "County") and the Kerr-Tar Regional Council of Governments (herein called the "COG").

WITNESSETH THAT:

WHEREAS, the County is to receive Community Development Block Grant (CDBG) Scattered Site Housing Rehabilitation (CDBG-SSR) funds from the North Carolina Department of Commerce, Community Investment and Assistance, and

WHEREAS, the County desires to engage the COG to provide program administrative services in administering the Community Development Block Grant Scattered Site Housing Rehabilitation Project;

NOW THEREFORE, the parties hereto do mutually agree as follows:

I. SCOPE OF SERVICES

Services to be provided the County by the COG include, but are not necessarily limited to, the following:

A. General Administration:

1. Preparation of required certifications, Environmental Review, and CI correspondence pursuant to Release of Funds from CI;
2. Prepare a Citizen Participation Plan and facilitate meetings of the Citizen Advisory Committee;
3. Develop and maintain project files;
4. Provide general oversight of procurement procedures;
5. Provide second person review of all invoices and requests for payment and prepare requisitions for grant reimbursements;

6. Assist the County in the development of Request for Proposals and documentation of the selection process for professional services;
7. Provide the Board of Commissioners with quarterly status report on expenditures and accomplishments;
8. Assist in resolving citizen and contractor disputes;
9. Assist the County in complying with requirements of Fair Housing and Equal Opportunity Programs;
10. Prepare necessary program amendments, in accordance with applicable CDBG requirements;
11. Assist in monitoring visits conducted by Department of Commerce;
12. Prepare Annual Performance Reports and submit to CI;
13. Assist in close-out procedures for the CDBG Program; and
14. Other general administrative functions necessary to complete the tasks outlined in the Community Development Block grant application and guidelines.

B. Rehabilitation of Privately Owned Dwellings:

1. Prepare rehabilitation policies and guidelines for the County including eligibility requirements for grants and/or loans, Property Rehabilitation Standards, application procedures, and Basic Specifications for housing rehabilitation;
2. Verify applications for rehabilitation assistance in concurrence with Citizen Advisory Selection Committee;
3. Prepare work write-ups, floor plans and cost estimates;
4. Prepare and distribute bid packages including publication of invitation to bid;
5. Review bids, prepare bid tabulation and recommendation for award;
6. Prepare contract documents between property owner and contractor;
7. Conduct preconstruction conference and record minutes;
8. Inspection of active rehabilitation work at a minimum of two (2) times per week;
9. Process partial and final payment requests;

10. Conduct final inspection of each rehabilitated structure;
11. Process contractor call-back request from homeowners;
12. Assist the County in the proper notification and treatment procedures for lead-based paint hazards for houses that have a child under six (6) years of age; and
13. Assist the County in having wells and septic tanks installed in CDBG project houses where no wells or septic systems currently exist.

C. The County will be responsible for the following financial management activities:

1. Adoption of and amendments to budget ordinance;
2. Maintaining accounting records;
3. Check-writing;
4. Internal and external auditing;
5. Advertising costs for public notices; and
6. Provide the Division of Community Investment and Assistance a copy of the annual audit report each year that the grant is active.

II. TIME OF PERFORMANCE

The services of the COG are to commence upon the date of this Contract and shall be undertaken and completed in such sequence as to assure their expeditious completion, but in any event, all of the services shall be completed within thirty (30) months from the date of this Contract, unless events occur in project implementation that prevents the compliance with the above designated time of performance.

III. METHOD OF PAYMENT

Fees for services performed under this Contract shall be paid to the COG by the COUNTY on an hourly basis for persons that perform work under this contract per the salary approved by the COG Executive Committee. Hourly rates shall include salary, overhead and fringe benefits. In addition, travel cost including mileage, meals and lodging shall be paid the COG by the County. The maximum amount to be paid to the COG shall not exceed \$62,000, without the approval by the County. The actual work completed shall be at all times subject to inspection by the County. Statements for payment shall not be submitted more than once a month.

IV. CHANGES

The County may, from time to time, request changes in the scope of services of the COG to be performed hereunder. Such changes, including any increase or decrease in the amount of the COG's compensation, which are mutually agreed upon by and between the County and the COG, shall be incorporated in written amendments to this Contract.

- A. Key Personnel: The Contractor shall not substitute key personnel assigned to the performance of this contract without prior written approval by the Agency's Contract Administrator (City or County) and the grantor agency, the North Carolina Department of Commerce, Division of Community Investment and Assistance (CI). Individuals designated as key personnel for purposes of this contract are those specified in the Contractor's proposal.
- B. Subcontracting: Work proposed to be performed under this contract by the Contractor or its employees shall not be subcontracted without prior written approval by the Agency's Contract Administrator and the grantor agency, the North Carolina Department of Commerce, Division of Community Investment and Assistance (CI). Acceptance of an offeror's proposal shall include any subcontractor(s) specified herein.

V. CONFLICT OF INTEREST

Interest of Members, Officers, or Employees of the County, Members of Local Governing Body, or Other Public Officials. No members, officer, or employee of the County or its agents, no member of the governing body of the County in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his tenure or for one year thereafter, shall have any financial interest, either direct or indirect, in any contract or subcontract, or the process thereof, for work to be performed in connection with the program assisted under this agreement. Immediate family members of said members, officers, employees, and officials are similarly barred from having any financial interest in the program. The County shall incorporate, or cause to be incorporated, in all such contracts or subcontracts, a provision prohibiting such interest pursuant to the purpose of this section.

VI. TERMINATION OF CONTRACT FOR CAUSE

If through any cause, the COG shall fail to fulfill in timely and proper manner their obligations under this Contract, or if the COG shall violate any of the covenants, agreements, or stipulations of this Contract, the County shall thereupon have the right to terminate this Contract by giving written notice to the COG of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the COG under this Contract shall, at the option of the

County become its property and the COG shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the COG shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the Contract by the COG, and the County may withhold any payments to the COG for the purpose of set-off until such time as the exact amount of the damages due the County from the COG is determined.

VII. TERMINATION OF CONTRACT FOR CONVENIENCE

The County or COG may terminate this Contract at any time by giving at least thirty (30) days notice in writing to the other party. If the Contract is terminated by either party as provided herein, the COG will be paid for the time provided and expenses incurred up to the termination date. If this Contract is terminated due to the fault of the COG, Paragraph VI hereof relative to termination shall apply.

VIII. NONDISCRIMINATION CLAUSE – Section 109, Housing and Community Development Act of 1974

In performing its duties under this Contract, the COG will comply with the requirements of the Nondiscrimination Clause of Section 109, Housing and Community Development Act of 1974, which requires ...“That no person in the United States shall on the ground of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds available under this title”.

IX. AGE DISCRIMINATION ACT OF 1975, AS AMENDED – Nondiscrimination on the Basis of Age

In performing its duties under this Contract, the COG will comply with the requirements of the Age Discrimination Act of 1975, as amended, Nondiscrimination on the Basis of Age, which requires that... “No qualified person shall on the basis of age be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal Financial assistance”.

X. SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED - Nondiscrimination on the Basis of Handicap

In performing its duties under this Contract, the COG will comply with the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, Nondiscrimination on the Basis of Handicap, which requires that... “No qualified handicapped person shall, on the basis of handicap be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal Financial assistance”.

## SECTION 3 CLAUSE

### “Section 3” Compliance in the Provision of Training, Employment and Business Opportunities

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD’s regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers’ representative of the contractor’s commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- E. The contractor will certify that any vacant employment position including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor’s obligations under 24 CFR Part 135.
- F. Noncompliance with HUD’s regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

- G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

XI. ACCESS TO RECORDS AND RECORD RETAINAGE CLAUSE

In general, all official project records and documents must be maintained during the operation of this project and for a period of five years following close out in compliance with 15 NCAC 13L Rule .0911, Recordkeeping.

The North Carolina Department of Commerce, the North Carolina Department of the Treasurer, U.S. Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the COG which are pertinent to the execution of this Agreement, for the purpose of making audits, examinations, excerpts and transcriptions in compliance with the above Rule.

XII. LOBBYING CLAUSES

Required by Section 1352, Title 31, U.S. Code

- A. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with awarding of any Federal Contract, the making of any Federal Grant, the making of any Federal Loan, or entering into of any cooperative, agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- B. If any funds other than Federal appropriated funds have been paid or will be paid any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-L.L., "Disclosure Form to Report Lobbying," in accordance with its instructions.

This is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who

fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

XIII. Executive Order 11246 Clause

During the performance of this Contract, the COG agrees as follows:

- A. The COG will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The COG will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The COG agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- B. The COG will, in all solicitations or advertisements for employees placed by or on behalf of the COG, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- C. The COG will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the COG's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. The COG will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- E. The COG will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to their books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- F. In the event of the COG's noncompliance with the Nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the COG may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies involved as provided in Executive Order No. 11246 of

September 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- G. The COG will include the provisions of paragraphs A through F in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon such subcontractor or vendor. The COG will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event the contract becomes involved in, or threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the COG may request the United States to enter into such litigation to protect the interests of the United States.

IN WITNESS THEREOF, the County and the COG mutually agree to abide by the terms and conditions enumerated herein and hereby execute this Contract.

COUNTY OF WARREN

\_\_\_\_\_  
Linda T. Worth  
County Manager

ATTEST:

\_\_\_\_\_  
Angelena Kearney-Dunlap, Clerk to the Board

KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS

\_\_\_\_\_  
Patricia S. Cox, Interim Executive Director

ATTEST:

\_\_\_\_\_  
Gina A. Parham, Senior Administrative Support Specialist

This instrument has been preaudited as required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Barry Mayo, Warren County Finance Officer

**Meeting Date: August 6, 2012**

**Agenda Item # 12-E**

**SUBJECT: CDBG Housing Project 11-C-2328 Scattered Sites Housing Project**

**REQUESTED BY: Julie Reid, Grants Administrator  
Kerr Tar Regional COG**

**SUMMARY: Performance Based Contract for CDBG Community Development Block  
Grant Scattered Sites Housing Project is presented for Board's review and adoption.  
Authorize County Manager Worth to sign documentation.**

**FUNDING SOURCE: CDBG Grant 11-C-2328**

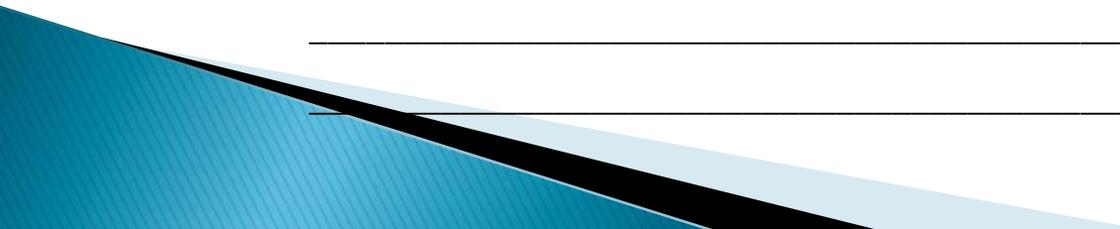
**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of the Performance Based Contract for CDBG Scattered Sites Housing  
Project 11-C-2328 and authorize the County Manager to sign same.**

**NOTES:**





**First Quarter begins on the date of CI Director's signature on the Grant Agreement and Funding Approval.**

List goals to be accomplished each CalendarQuarter. Activities should correspond to those on the Budget and Benefit: Low and Moderate Income forms in the application approved for funding.

Above each quarter, reflect the Calendar Quarter and Year in which that quarter represents. For example; Jan-Mar 2012, Apr-Jun 2012, etc.	4/1/2012											
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	5th Quarter	6th Quarter	7th Quarter	8th Quarter	9th Quarter	10th Quarter	11th Quarter	12th Quarter
	% Units											
<b>2. Housing Activities</b>												
a. Acquisition NA												
b. Disposition NA												
c. Clearance (Relocation)												
d. Relocation												
e. Rehabilitation of Privately Owned Dwellings ( Includes any on-site Installations: e.g., septic tanks, wells)				20%	20%	20%	20	20				
f. Reconstruction				10	10	20	20	20	20			
g. Clearance (For Reconstruction and Relocation)				25	25	25	25					
h. Units Constructed												
i. Units Occupied												

Performance Based Contract:

Name of Grantee: Warren County

Grant Number: 11-C-2823

First Quarter begins on the date of CI Director's signature on the Grant Agreement and Funding Approval.

List goals to be accomplished each Calendar Quarter. Activities should correspond to those on the Budget and Benefit: Low and Moderate Income forms in the application approved for funding.

Above each quarter, reflect the Calendar Quarter and Year in which that quarter represents. For example; Jan-Mar 2012, Apr-Jun 2012, etc.												
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	5th Quarter	6th Quarter	7th Quarter	8th Quarter	9th Quarter	10th Quarter	11th Quarter	12th Quarter
	% Process Completed Description											
<b>3. Water Improvements</b> Engineering Bidding Process Contract Awarding Construction/Installation Work Completed												
<b>4. Sewer Improvements</b> Engineering Bidding Process Contract Awarding Work Consturction Work Completed												
<b>5. Street Improvements</b> Engineering Bidding Process Contract Awarding Construction/Installation Work Completed												
<b>6. Drainage Improvements</b> Engineering Bidding Process Contract Awarding Construction/Installation Work Completed												
<b>6A. Other Activities</b> Work Completed Removal of Architectural Barriers  Project Closeout												

Performance Based Contract:

Name of Grantee: Warren County

Grant Number: 11-C-2823

Above each quarter, reflect the Calendar Quarter and Year in which that quarter represents. For example; Jan-Mar 2012, Apr-Jun 2012, etc.	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	5th Quarter	6th Quarter	7th Quarter	8th Quarter	9th Quarter	10th Quarter	11th Quarter	12th Quarter
	% Process Completed Description											
<b>6B. Other Activities</b> Work Completed Playground Facilities Public Services CDC												
<b>6C. Other Activities</b> Work Completed MicroEnterprise Program Job Training Program Neighborhood Clean up (public services)												
<b>6D. Other Activities</b> Work Completed												
<b>6E. Other Activities</b> Work Completed												
<b>6F. Other Activities</b> Work Completed												

Performance Based Contract:

Name of Grantee:

8. Signature of Authorized Local Official

Linda T. Worth \_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

Warren County Manager \_\_\_\_\_  
Title

\_\_\_\_\_  
Date

9. Signature of Authorized CI Official

Vickie L. Miller \_\_\_\_\_  
Name

Director, Community Investment and Assistance \_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Meeting Date: August 6, 2012**

**Agenda Item # 12-F**

**SUBJECT: CDBG Housing Project 11-C-2328 Scattered Sites Housing Project**

**REQUESTED BY: Julie Reid, Grants Administrator  
Kerr Tar Regional COG**

**SUMMARY: Equal Employment & Procurement Plan for CDBG Grant is presented for Board's review and adoption. Authorize Chairman Ross to sign documentation.**

**FUNDING SOURCE: CDBG Grant 11-C-2328**

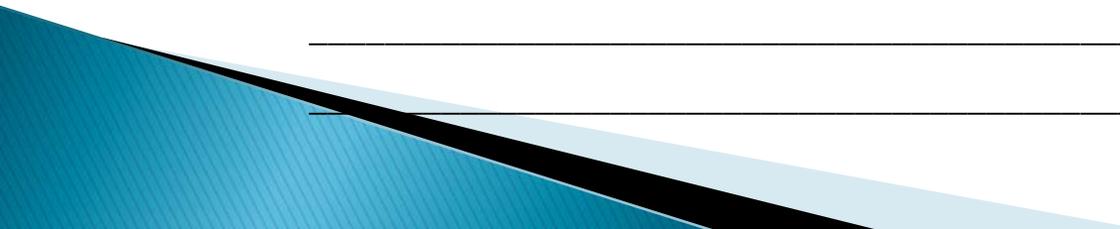
**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of the Equal Employment & Procurement Plan for CDBG Scattered Sites Housing Project 11-C-2328 and authorize the Chairman to sign same.**

**NOTES:**



**Equal Employment and Procurement Plan**

The County of Warren maintains the policy of providing equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment.

In furtherance of this policy, Warren County prohibits any retaliatory action of any kind taken by any employee of the locality against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

The County shall strive for greater utilization of all persons by identifying previously underutilized groups in the workforce, such as minorities, women, and the handicapped, and making special efforts toward their recruitment, selection, development and upward mobility and any other term, condition, or privilege of employment.

Responsibility for implementing equal opportunities and affirmative action measures is hereby assigned to the County Manager to assist in the implementation of this policy statement.

The County shall develop a self-evaluation mechanism to provide for periodic examination and evaluation. Periodic reports as requested on the progress of Equal Employment Opportunity and Affirmative Action will be presented to the Board of Commissioners.

The County is committed to this policy and is aware that with its implementation, the County will receive positive benefits through the greater utilization and development of all its human resources.

**Adopted this 6<sup>th</sup> day of August, 2012.**

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Ulysses S. Ross, Chairman  
Warren County Board of Commissioners

**Meeting Date: August 6, 2012**

**Agenda Item # 12-G**

**SUBJECT: CDBG Housing Project 11-C-2328 Scattered Sites Housing Project**

**REQUESTED BY: Julie Reid, Grants Administrator  
Kerr Tar Regional COG**

**SUMMARY: Adopt Project Budget Revision. Authorize Chairman and/or County  
Manager to sign related document.**

**FUNDING SOURCE: CDBG Grant 11-C-2328**

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

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

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of budget revision as presented.**

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**NOTES:**

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While I was preparing the compliance documents, I noted in error in the budget. The total allowed expense for administration is \$40,000. This amount includes any funds for planning (a subset of administration) maximum \$7000. This leaves \$33,000 for administration expense. The project ordinance reflects this correction. Both Barry and Gloria have been advised of this necessary correction.

This will require a minor budget amendment. Amendments which total less than ten percent of the total grant amount do not require a public hearing or action by the Board.

Service delivery is a separate issue and is not included in either amount. Service delivery includes any activity that is for a single household such as contract preparation, title and attorney fees, testing and inspections.

If you would please print and sign the attached budget revision, I will pick it up Monday evening. Thank you.

Julie A. Reid  
Community Development Administrator  
Kerr Tar Regional Council of Governments  
1724 Graham Avenue  
P.O. Box 709  
Henderson, North Carolina 27536  
1-252-436-2053  
Fax 1-252-436-2055  
[jreid@kerrtarco.org](mailto:jreid@kerrtarco.org)

## PROJECT BUDGET REVISION FORM

Per Bulletins 11-5

NAME OF GRANTEE	Warren County
GRANT NUMBER	11-C-2328
CDBG GRANT AMOUNT	\$ 400,000.00
DATE	08/02/2012

ACTIVITY	PRESENT BUDGET	PROPOSE CHANGE IN BUDGET	REVISED BUDGET REVISION #
a. Acquisition			\$ 0.00
b. Disposition			\$ 0.00
c. Public facilities and improvements			\$ 0.00
(1) Senior and handicapped centers			\$ 0.00
(2) Parks, playgrounds and recreation facilities			\$ 0.00
(3) Neighborhood facilities			\$ 0.00
(4) Solid waste disposal facilities			\$ 0.00
(5) Fire protection facilities and equipment			\$ 0.00
(6) Parking facilities			\$ 0.00
(7) Public utilities, other than water and sewer			\$ 0.00
(8) [Reserved]			
(9) Street improvements			\$ 0.00
(10) Flood and drainage improvements			\$ 0.00
(11) Pedestrian improvements			\$ 0.00
(12) Other public facilities			\$ 0.00
(13) Public sewer improvements			\$ 0.00
(14) Public water improvements			\$ 0.00
d. Clearance activities			\$ 0.00
e. Public Services			\$ 0.00
f. Relocation assistance			\$ 0.00
g. Construction, rehabilitation and preservation			\$ 0.00
(1) Construction or rehabilitation of commercial and			\$ 0.00
(2) Rehabilitation of privately owned dwellings			\$ 0.00
a. Rehabilitation	\$ 22,750.00	\$ 7,000.00	\$ 29,750.00
b. Reconstruction	\$ 288,250.00	\$ 0.00	\$ 288,250.00
c. Clearance	\$ 27,000.00	\$ 0.00	\$ 27,000.00
d. Temporary relocation expenses	\$ 15,000.00	\$ 0.00	\$ 15,000.00
(3) Rehabilitation of publicly owned dwellings			\$ 0.00
(4) Code enforcement			\$ 0.00
(5) Historic preservation			\$ 0.00
h. Development financing			\$ 0.00
(1) Working capital			\$ 0.00
(2) Machinery and equipment			\$ 0.00
i. Removal of architectural barriers			\$ 0.00
j. Other Activities			\$ 0.00
k. SUBTOTAL	\$ 353,000.00	\$ 7,000.00	\$ 360,000.00
l. Planning	\$ 7,000.00	\$ 0.00	\$ 7,000.00
m. Administration	\$ 40,000.00	-\$ 7,000.00	\$ 33,000.00
n. TOTAL	\$ 400,000.00	\$ 0.00	\$ 400,000.00

\_\_\_\_\_  
Authorized Signature

**Meeting Date: August 6, 2012**

**Item # 13**

**SUBJECT: Haliwa-Saponi Tribal School Surplus Property**

**REQUESTED BY: Majorie J. Barber, Superintendant/Principal**

**SUMMARY: The Haliwa-Saponi Tribal School submits to the Board of Commissioners certain school properties to be declared as surplus. Further requests Board exercises right to claim said property or exercise its “Right of First Refusal” and authorize Haliwa-Saponi School to dispose of this property per statutory requirements. Items include: Outdated textbooks, outdated library books, broken shelving, etc.**

**FUNDING SOURCE: N/A**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: 160A-268**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend adoption of Resolution declaring the described property surplus and exercising the County’s right of first refusal to decline the property, and authorize the Chairman to sign same.**

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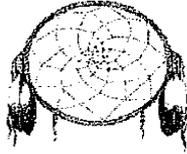
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**NOTES:**

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“The Better Choice”  
Marjorie Barber, Principal

## Haliwa-Saponi Tribal School

130 Haliwa-Saponi Trail, Hollister, NC 27844-Phone(252)257-5853- Fax(252)-257-1093  
mbarber@hstsedu.org

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July 6, 2012

Warren County Bd of Commissioners  
109 S. Main Street  
Warrenton, NC 27589

Dear Commissioners;

Haliwa Saponi Tribal School has non usable books and materials that are ready for disposal. Some of these items were purchased with state and local funds. According to state statute, we must first offer them to you for purchase.

If you would like to see the items, you are welcome to come by the school. If you do not wish to view these items and decline an offer to purchase them, please let us know.

Items include: outdated textbooks, outdated library books, broken shelving, etc.

Sincerely,

Marjorie J. Barber  
Supt. / Principal



## 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

### Resolution

#### Declare Surplus Property & Exercise Right of First Refusal Haliwa-Saponi Tribal School Authorized to Dispose of Property

**Whereas**, the County of Warren declares certain property used by the Haliwa-Saponi Tribal School as surplus property (the property), and

**Whereas**, the property is no longer used or needed by Haliwa-Saponi Tribal School, and

**Whereas**, it is understood that counties have the authority to declare surplus property and the "Right of First Refusal" of schools property, *pursuant to Article 12, North Carolina General Statute 160A-268.*

**NOW, THEREFORE, BE IT RESOLVED THAT**, the Warren County Board of Commissioners declare the following items as surplus and exercises its right of first refusal: *outdated textbooks, outdated library books, broken shelving, etc.*

**Therefore, Be It Known that the County of Warren and its governing body, The Warren County Board of Commissioners**, exercises its Right of First Refusal to decline said properties and authorizes the Haliwa-Saponi Tribal School to sell at public auction those properties declared surplus individually or collectively.

**Be It Further Known** that all costs associated with the sale and/or transfer of said properties shall be the responsibility of the Haliwa-Saponi Tribal School or those persons and/or entities taking ownership of said properties.

**Adopted this the 6<sup>th</sup> day of August, 2012.**

Warren County Board of Commissioners

\_\_\_\_\_  
Ulysses S. Ross, Chairman  
Warren County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Angelena Kearney-Dunlap, Clerk

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

**Meeting Date: August 6, 2012**

**Item # 14**

**SUBJECT: John Graham Building Cooling Tower Replacement**

**REQUESTED BY: Charles Ayscue, Manager – Building & Grounds**

**SUMMARY: The above referenced project received bids as follows:**

<b>Byrd industrial Services</b>	<b>\$27,920</b>
<b>Gupton Services</b>	<b>\$34,350</b>

**It is recommended to award contract to the lowest bidder: Byrd Industrial Services, Inc at \$27,920.**

**FUNDING SOURCE: General Fund**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend bid award to Byrd Industrial Services in the amount of \$27,920 to be paid from the Buildings & Grounds Maintenance departmental budget. Funds are budgeted in the FY 13 Buildings & Grounds departmental budget to pay for this project.**

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**NOTES:**

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PROJECT NAME: DSS Cooling Tower DATE: 6-12-12

### BID TABULATION

VENDOR/CONTRACTOR	BASE BID	REMARKS
<i>Byrd Industrial Service</i>	<i>27,920<sup>00</sup></i>	
<i>Gupton's Service</i>	<i>34,350<sup>00</sup></i>	

This is to certify that the bids tabulated herein were publicly opened and read aloud at 9:00 am on the 12<sup>th</sup> day of June, of 2012, at the Warren Co. Building #10014, Warren County, Warrenton, NC.

\_\_\_\_\_  
Witness

Chalmer O'Leary  
Signature

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  
Linda Worth, County Manager

**From:** Charles Ayscue, Manager

**Date:** July 13, 2012

**Re:** Social Services Cooling Tower Replacement

---

Attached you shall find the bid tabulation sheet for the DSS cooling tower replacement. It is the recommendation of this department to award the bid to the lowest bidder which is Byrd Industrial Services, Inc. at \$27,920. As you can see, this bid is lower than Gupton Services by \$6,430.

CA/eh

Attachment



**Byrd Industrial Services, Inc.**  
600 Peddycord Road  
Kernersville, North Carolina 27284  
Phone: (336) 723-3760 Fax: (336) 723-3762  
Website: [www.byrdindustrial.com](http://www.byrdindustrial.com)  
Email: [bruce@byrdindustrial.com](mailto:bruce@byrdindustrial.com)

April 6, 2012

Charlie Williams [FAX 252-257-5197]  
Warren County Maintenance  
201 East Macon Street  
Warrenton, NC 27589

Dear Mr. Williams:

Per our inspection of your B.A.C. V-Line cooling tower located at the Social Services Building, Byrd Industrial Services, Inc. is pleased to submit the following proposal. With the work required to make necessary repairs to the cooling tower being fairly extensive it would be more prudent to replace the unit. A copy of our Standard Conditions and Warranties is attached and made a part of this quote as applicable.

**Reymsa HRF 606105** - It is a new 90 ton all fiberglass unit designed to cool 270 G.P.M. from 95° Fahrenheit to 85° Fahrenheit at 78° Fahrenheit wet bulb. It has new PVC fill media, new PVC drift eliminators, direct drive, 5 H.P. motor and a fiberglass fan. Your cost for the unit is **\$11,920.00** plus freight and applicable tax.

A budget cost to remove the existing unit and install the Reymsa is \$13,000.00 - \$16,000.00.

We appreciate the opportunity provide this proposal and look forward to being able to work with you further on this project. If you have any immediate questions, please do not hesitate to contact me at the office or directly on my cell at 336-528-2139.

Best Regards,

Bruce Brannon  
Byrd Industrial Services, Inc.  
BB/ged

# BYRD INDUSTRIAL SERVICES, INC.

## STANDARD CONDITIONS AND WARRANTIES

*Unless otherwise specifically stated in the proposal*, the following conditions and warranties will apply to and be a part of any contract between Byrd Industrial Services, Inc. and the customer. The terms and conditions specifically stated in the proposal will control any differences.

- This proposal and pricing is firm if the customer accepts within thirty (30) days from the proposal date.
- The prices quoted anticipate labor at regular, weekday rates. If the customer requests that the work be performed on weekends or holidays, additional labor costs will be added to the invoice for the project.
- The prices quoted do not include freight charges or applicable taxes. Upon acceptance of the proposal or issuance of a purchase order, the customer is responsible for providing Byrd Industrial Services, Inc. with the applicable tax rate or a tax exempt certificate.
- Payment terms are net thirty (30) days.
- All components and materials used are approved by the Cooling Technology Institute.
- All lumber to be C.C.A. treated Redwood or West Coast Douglas Fir.
- All metal to be twelve (12) gauge galvanized steel.
- All nails to be stainless steel screw shank type.
- All hardware to be cadmium plated, galvanized or stainless steel.
- Customer is responsible for unloading any materials shipped to the job site prior to the start date.
- Customer is responsible for waste disposition, including procuring necessary waste containers.
- Asbestos and other hazardous materials removed by Byrd Industrial Services, Inc. will be removed and disposed of in accordance with all applicable local, state and federal laws and regulations. Customer will be furnished with a copy of the landfill manifest on asbestos materials.
- The cost of any additional premiums for which Byrd Industrial Services, Inc. is charged as a result of insurance endorsements required by the customer will be added to the final invoice for the work completed.
- All materials and workmanship are warranted for one (1) year. The warranty does not supersede or add to any manufacturer's warranty beyond one (1) year.

**QUOTATION # 7907**

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

05/10/12  
 252-257-1948  
 Fax 252-257-5971

CUSTOMER# 1780  
 Nell Moseley  
 Warren County - Social Svc John G  
 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

Nell Moseley/

Quote by W. IRV GUPTON

QUANTITY	UNITS	DESCRIPTION	PRICE	EXTENSION
1.00		Building Cooling Tower Replacment ----- > Disconnect Water, Power & Controls to Existing Tower. Drain Water from System. > Dismantel & Haul Existing Unit to Scrap > Remove & Discard Existing I-Beam Spts > Form a New 6" High Concrete Pad for for New Unit & Pour with Concrete > Set New Unit on Concrete Pad > Connect New Tower to Existing Water Power & Controls > Install new Insulation at New Piping to Match Existing > Add Water to System & Flush. Clean Strainer & Check New Float Valve Oper- ation	31000.00	31000.00
1.00		> Furnish & Install Motor Vibration Cut- Off Control	600.00	600.00
1.00		> Furnish & Install New 6KW Sump Heater > Perform Manufacturer Star-Up Check List. Start Unit & Check Proper Operation. > Perform Owner Training to Provide for Proper Maintenance	2750.00	2750.00
		New Unit: REMSA HRFG-606105 Counter Flow Cooling Tower 270 GP+M, 850 RPM 460V 3Ph Motor Fiberglass (FRP) Construction Casing & Structure 15 Year Warranty Motor & Parts 5 Year Warranty Labor (1) Year Normal Delivery 6-8 Weeks	2.00	
QUOTE TOTAL				34350.00

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. Irv Gupton*

Authorized Signature

ACCEPTED BY THE OWNERS:

Date

**Meeting Date: August 6, 2012**

**Item # 15**

**SUBJECT: Elections Voting Equipment**

**REQUESTED BY: D. Formyduval, Elections Director**

**SUMMARY: Request for funding in the amount of \$15,160.24 to cover the cost of Elections Voting Equipment hardware/software maintenance and licensing 5-year agreement. Cost was paid from federal HAVA funds in prior years; however, the NC Legislature did not appropriate funding to drawdown federal funds so counties must now assume this expense.**

**FUNDING SOURCE: Fund Balance**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of appropriating \$15,160.24 to the Bd. of Elections departmental budget to pay for the elections equipment hardware/software maintenance and licensing 5-year agreement with funds to come from Fund Balance.**

**NOTES:**

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# Memo

**To:** Linda T. Worth-County Manager

**From:** Debbie Formyduval-Election Director

**CC:** file

**Date:** 7/31/2012

**Re:** Request for Budget Appropriations to cover Hardware/Software License Agreement

---

This memo comes as a formal request for budget appropriations to cover hardware and software licensing for the voter equipment that is owned by Warren County and was purchased using HAVA funds in 2006.

The license agreement is mandated by General Statutes and must now be paid by all North Carolina counties. Hardware and software licensing for Warren County Board of Elections for the budget year 2012-2013 is just under \$15,160.24 if the governing body elects to go with the 5 year plan providing significant savings. I am requesting on behalf of the Board of Elections that our governing appropriate sufficient funding to cover this expense.

If you have questions or concerns, please feel free to contact our office.



**Election Systems & Software**  
 6055 Paysphere Circle  
 Chicago, IL 60674  
 (877) 377-8683

INVOICE NO.	PAGE
804357	1
INVOICE DATE	
04/03/12	

**BILL TO:**

Warren County, North Carolina  
 Board of Elections  
 116 Adams St

**SHIP TO:**

Warren County, North Carolina  
 Board of Elections  
 116 Adams St

Warrenton, NC 27589-0803

Warrenton, NC 27589-0803

ACCOUNT NO.	CUSTOMER P.O. NUMBER	TERMS	ORDER NO.	SALES REP.	SHIP VIA
115227	HMA/FMA/SMA 2012-2013	NET 90 DA	880390	2861	ES&S DEL
QTY. ORDERED	DESCRIPTION	UNIT PRICE	UOM	DISC. %	EXTENDED PRICE

Coverage Date 07/01/12-06/30/13					
Election Ref: NA					
2	Firmware Usage Agrmt-100	33.070000	EA		66.14
54	Firmware Usage Agrmt-ivotronic	32.680000	EA		1,764.72
2	Firmware Usage Agrmt-ivotronic	33.070000	EA		66.14
2	GOLD-HDW MAINT/SUPPORT-M100	213.330000	EA		426.66
54	GOLD-HDW MAINT/SUPPORT-IVOTR	119.810000	EA		6,469.74
2	GOLD-HDW MAINT/SUPPORT-IVOTR	120.340000	EA		240.68
1	Sftwr Maint Agrmt-Unity BRM Election Reporting Manager	1750.330000	EA		1,750.33
1	Sftwr Maint Agrmt-Unity HPM Hardware Programming Manager	4375.830000	EA		4,375.83

*In 2012-2013 Budget year*

*Debrah Jamgrewel*

*4170-5191-05 - \$ 15,498.24*

NC USD	541.56
	.00
	.00
FREIGHT DISCOUNT	.00
SHIPPING & HANDLING	.00
TOTAL	15,701.60
	USD

INVOICE NO.	ACCOUNT NO.	AMOUNT
804357	115227	15,701.80 USD

Election Systems & Software  
 (877) 377-8683

*15,166.24*

PLEASE DETACH AND RETURN THIS STUB WITH YOUR PAYMENT.  
 THANK YOU!



**Election Systems & Software**  
 6055 Paysphere Circle  
 Chicago, IL 60674  
 (877) 377-8683

**\*\*Credit Memo\*\***

INVOICE NO.	PAGE
808232	1
INVOICE DATE	
04/28/12	

**BILL TO:**

Warren County, North Carolina  
 Board of Elections  
 116 Adams St

**SHIP TO:**

Warren County, North Carolina  
 Board of Elections  
 116 Adams St

Warrenton, NC 27589-0803

Warrenton, NC 27589-0803

ACCOUNT NO.	CUSTOMER P.O. NUMBER	TERMS	ORDER NO.	SALES REP.	SHIP VIA
115227	CR804357 HMA 2012-2013	NET 90 DA	885741	2861	BS&S DEL
QTY. ORDERED	DESCRIPTION	UNIT PRICE	UOM	DISC. %	EXTENDED PRICE

1	Coverage Date 07/01/12-06/30/13 Election Ref: NA Sales Tax Adjustment Credit Applied to Invoice 804357	541.560000 EA	541.56-
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MAY 07 2012

NC USD	.00
	.00
	.00
FREIGHT DISCOUNT	.00
SHIPPING & HANDLING	.00
TOTAL	541.56CR
	USD

INVOICE NO.	ACCOUNT NO.	AMOUNT
808232	115227	541.56CR USD

PLEASE DETACH AND RETURN THIS STUB WITH YOUR PAYMENT.  
 THANK YOU!

Election Systems & Software  
 (877) 377-8683

**Election Systems & Software, LLC ("ES&S") Purchase Order**

Term as selected below and beginning on July 1, 2012

Please select Term of Agreement: 1-Year Term \_\_\_\_\_ 3-Year Term \_\_\_\_\_ 5-Year Term \_\_\_\_\_

**ES&S HARDWARE MAINTENANCE DESCRIPTION AND FEES**

Qty	Description	Annual Maintenance Fee Per Unit: 1-Year Term	Annual Maintenance Fee In Total: 1-Year Term
54	iVotronic ADA	\$139.78	\$7,548.15
2	iVotronic Supervisor	\$140.40	\$280.80
N/A	iVotronic Voter	N/A	N/A
N/A	Model 650	N/A	N/A
2	Model 100	\$248.88	\$497.76
N/A	AutoMARK	N/A	N/A
<b>Total Annual Hardware Maintenance Fees: 1-Year Term</b>			<b>\$8,326.71</b>

Qty	Description	Annual Maintenance Fee Per Unit: 3-Year Term	Annual Maintenance Fee In Total: 3-Year Term
54	iVotronic ADA	\$133.12	\$7,188.49
2	iVotronic Supervisor	\$133.71	\$267.42
N/A	iVotronic Voter	N/A	N/A
N/A	Model 650	N/A	N/A
2	Model 100	\$237.03	\$474.06
N/A	AutoMARK	N/A	N/A
<b>Total Annual Hardware Maintenance Fees: 3-Year Term</b>			<b>\$7,929.97</b>

Qty	Description	Annual Maintenance Fee Per Unit: 5-Year Term	Annual Maintenance Fee In Total: 5-Year Term
54	iVotronic ADA	\$119.81	\$6,469.64
2	iVotronic Supervisor	\$120.34	\$240.68
N/A	iVotronic Voter	N/A	N/A
N/A	Model 650	N/A	N/A
2	Model 100	\$213.33	\$426.65
N/A	AutoMARK	N/A	N/A
<b>Total Annual Hardware Maintenance Fees: 5-Year Term</b>			<b>\$7,136.97</b>

**Note 1:** The Per-Unit Fees if Customer requests more than one Routine Maintenance visit in a 12-month period shall be 55% of the then current maintenance fee per unit.

**Note 2:** Surcharge for Emergency Repair Services shall be 150% of the then current maintenance fee per unit.

**Note 3:** The Per Unit Surcharge for performance of Routine Maintenance visit at more than one Customer Designated Location shall be \$25.00 per unit for all units located at second or more locations.

**Note 4:** Upon expiration of the Initial Term, this Agreement shall automatically renew for an unlimited number of successive one-year periods (each a "Renewal Period") until this Agreement is terminated according to Article I, Section 1.

**ES&S SOFTWARE MAINTENANCE AND SUPPORT DESCRIPTION AND FEES**

Listed below are the Unity Software Modules for which Software License, Maintenance and Support will be provided:

Description	Support Provided and Number of Licenses
Software - BIM	N/A
Software - BOD	N/A
Software - DAM	N/A
Software - EDM	N/A
Software - ERM	1
Software - HPM	1
Software - iVIM	N/A

ES&S Annual Software Maintenance and Support Fees for the Initial Term shall be as follows:

Annual Firmware Maintenance and Support Fees 1-Year Term	Annual Firmware Maintenance and Support Fees 3-Year Term	Annual Firmware Maintenance and Support Fees 5-Year Term
\$2,212.88	\$2,107.64	\$1,896.88

Annual Software Maintenance and Support Fees 1-Year Term	Annual Software Maintenance and Support Fees 3-Year Term	Annual Software Maintenance and Support Fees 5-Year Term
\$7,147.18	\$6,806.84	\$6,126.16

**Payment Terms:** Hardware, Firmware, and Software Maintenance and Support Fees are due and payable no later than thirty (30) days prior to the beginning of each maintenance and support period.

The parties hereby agree that this Purchase Order and the Hardware Maintenance and Software Maintenance and Support Services General Terms, attached hereto and fully incorporated herein by this reference, (collectively, the "Agreement") represents a binding agreement between ES&S and Customer for the purchase of Hardware Maintenance and Software Maintenance and Support Services. Further, the undersigned Customer hereby agrees to purchase such Hardware Maintenance and Software Maintenance and Support Services from ES&S as set forth herein. The undersigned Customer hereby agrees to the Hardware Maintenance and Software Maintenance and Support Services General Terms and acknowledges that he or she has read the entire Agreement, understands it and fully intends to be bound by it. The undersigned Customer hereby certifies that: 1) sufficient funds are available for any of this purchase that exceeds my allocation of state and/or federal funding; and 2) any amount not funded by state and/or federal funds has been authorized and appropriated for this purchase. As of the date of the signature below, the undersigned Customer has full power and authority to enter into and perform this Agreement, and has been properly authorized to execute and deliver this Agreement on behalf of the County/State as set forth above.

ES&S Signature \_\_\_\_\_ Date \_\_\_\_\_

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Customer Contact Person	Warren County Deborah Formyduval
Address	PO Box 1007
City	Warrenton
State/Province	North Carolina
Zip	27589-0803
Phone number	252-257-2114

**Meeting Date: August 6, 2012**

**Item # 16**

**SUBJECT: Adopt 2013 Holiday Schedule**

**REQUESTED BY: Clerk to the Board**

**SUMMARY: Attached 2013 Holiday Schedule is submitted for Board's review and adoption. Note this schedule is identical to NC State's schedule.**

**FUNDING SOURCE: N/A**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval.**

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**NOTES:**

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# Warren County

## 2013 Holiday Schedule

Holiday	Observance	Day of Week
New Year's Day	January 1 <sup>st</sup> 	Tuesday
Martin Luther King Jr's Birthday	January 21 <sup>st</sup>	Monday
Good Friday	March 29 <sup>th</sup>	Friday
Memorial Day	May 27 <sup>th</sup>	Monday
Independence Day	July 4 <sup>th</sup> 	Thursday
Labor Day	September 2 <sup>nd</sup>	Monday
Veteran's Day	November 11 <sup>th</sup>	Monday
Thanksgiving	November 28 <sup>th</sup> & 29 <sup>th</sup>	Thursday & Friday
Christmas 	December 24 <sup>th</sup> , 25 <sup>th</sup> & 26 <sup>th</sup>	Tuesday, Wednesday & Thursday

*Note: County Holiday schedule is identical to the State's schedule.*

**Meeting Date: August 6, 2012**

**Item # 17-A**

**SUBJECT: County Manager's Report**

**REQUESTED BY: Linda T. Worth, Warren County Manager**

**SUMMARY: County Manager has been granted authorization to approve contracts up to but not to exceed \$50,000. Contracts approved are submitted for the Board's information:**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**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:

Warren County Detention

Reliant Monitoring Services  
114 New Edition Court  
Cary, NC 27511

I have approved an agreement with Reliant Monitoring Services for the Detention Center for the provision of GPS monitoring units to be used in conjunction with the Warren County Pretrial Release Monitoring Program for inmates serving time in the Detention Center. Funds are budgeted in the Detention Center's departmental budget to accommodate the costs associated with this agreement.

Information Technology

Intercomp Systems  
3901 Barrett Dr., Suite 305  
Raleigh, NC 27609

I have approved an extension of the IT Support Contract due to the IT Administrator position not being filled at this time. This contract will be extended on a month-to-month basis until the vacant IT Administrator position is filled. I may look at continuing the contract on a limited as-needed basis when the position is filled. Lapsed salaried and fringes in the IT budget are being used to pay for these contracted services.

MEMORANDUM

PAGE 2

July 31, 2012

Solid Waste Landfill

Resolve Environmental Services, PLLC  
410 East Franklin St.  
Monroe, NC 28112

I have accepted a proposal from Resolve Environmental Services, PLLC to provide semi-annual ground water and surface water sampling at the County's closed Sanitary Landfill. Funds are budgeted in the FY 13 Solid Waste Landfill Enterprise Fund to cover the cost of these services.

Economic Development

Time Warner Cable  
2206 Wrightsville Ave.  
Wilmington, NC 28403

I have approved a Right-of-Way Entry Agreement and Service Agreement with Time Warner Cable for the Economic Development Commission offices for the installation of cable and annual service. Funds are budgeted in the EDC departmental budget to cover the installation and monthly cost for this service.

Tax Administration

Time Warner Cable  
2206 Wrightsville Ave.  
Wilmington, NC 28403

I have approved agreements with Time Warner Cable to make changes in the high speed internet service and Internet Addresses in the Tax Office. Funds are budgeted in the FY 13 Tax Assessor and Tax Collector's departmental budgets to accommodate the installation and recurring fees for this service.

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

Attachments

*28 page document has  
been provided to the Board by e-mail  
prior to the meeting.*

**Meeting Date: August 6, 2012**

**Item # 17-B**

**SUBJECT: 2010 CDBG Water Hook-Up Program**

**REQUESTED BY: Linda T. Worth, Warren County Manager**

**SUMMARY: Pursuant to the County's Procurement Policy, the County Manager has accepted and awarded the bids in the attached Bid Tabulations that were opened on 6/15/12 for the subject CDBG Project. This information is presented for the Board's information.**

**FUNDING SOURCE: 2010 Scattered Site/Water Hook-Up Grant**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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July 9, 2012

Memorandum to: Linda T. Worth, Warren County Manager  
 From: Julie A. Reid, CD Administrator  
 Regarding: 07-09-2015 Bid Opening 2010 Warren County Water Hook-up Program

A call for bids for the 2010 Warren County Water Hook-up program was distributed and the following bids were received and opened. The tabulations are as follows:

County: Warren		BID TABULATION				
Project Name: 2010 Water Hook-up						
DATE	06-15-2012	283 Axtel Ridgeway - UR	803 Axtel Ridgeway - UR	781 Dr. MLK-UR	607 Ernest Turner - UR	
STAFF ESTIMATE		\$	\$0	\$		
Contractor/Company Name		Bid Amount	Bid Amount	Bid Amount	Bid Amount	Bid Amount
Mustian Electric/Plumbing		6880.				
Carter Plumbing		4700.				
Clement Construction			5000.	4800.	4700.	
Carl Victor Tucker			4045.	3995.	3090.	
Humphries Construction			5850.	3300	3687.50	

Present:  
 Joe Mustain  
 Angelena Kearney Dunlap  
 Julie Reid

Pending verification of licensing and insurance, it is recommended that the bid(s) be awarded in the following manner. If for some reason the contractors recommended fail to enter into a binding contract or we find that the bid is not a responsible bid for the project, it is hereby authorized to use the 2<sup>nd</sup> lowest bidder. Should the above fail, the properties in question will be re-bid.

283 Axtel Ridgeway – UR	Recommended		2 <sup>nd</sup> Lowest Bid	
803 Axtel Ridgeway – UR	Carter Plumbing	4700.	Rebid	
781 Dr. MLK-UR	Carl Victor Tucker	4045.	Clement Constr	5000.
607 Ernest Turner – UR	Humphries Constr.	3300.	Carl Victor Tucker	3995.
	Carl Victor Tucker	3090.	Humphries Constr	3687.50

BID AWARD APPROVAL: Recommended: Julie A. Reid Date 7/30/12  
 Linda T. Worth, Warren County Manager

June 15, 2012

Memorandum to: Linda T. Worth, Warren County Manager  
 From: Nick Scheuer, CD Planner, Kerr-Tar Regional COG  
 Regarding: 06/15/2012 Bid Opening 2010 Warren County Water Hook-up Program

A call for bids for the 2010 Warren County Water Hook-up program was distributed and the following bids were received and opened. The tabulations are as follows:

County: Warren		<b>BID TABULATION</b>				
Project Name: 2010 Water Hook-up						
DATE	06-15-2012	Packet #4	Packet #5	Packet #6	Packet #7	Packet #8
STAFF ESTIMATE		\$5700.00	\$9050.00	\$8550.00	\$10590.00	\$9525.00
Contractor/Company Name		Bid Amount	Bid Amount	Bid Amount	Bid Amount	Bid Amount
T/J Plumbing		3822.50	5600.	5005.	14856.50	5750.
Watkins Plumbing		2670.00	3450.	3660.	6150.	4320.
Mustian Electric/Plumbing		-	1895.	1745.	5040.	2095.

Present:  
 Angelena Dunlap  
 Tom Epling  
 Juanita Epling  
 Joe Mustian  
 Julie Reid

Pending verification of licensing and insurance, it is recommended that the bid(s) be awarded in the following manner. If for some reason the contractors recommended fail to enter into a binding contract or we find that the bid is not a responsible bid for the project, it is hereby authorized to use the 2<sup>nd</sup> lowest bidder. Should the above fail, the properties in question will be re-bid.

Packet 4	Recommended		2 <sup>nd</sup> lowest	
Packet 5	Watkins Plumbing	2670.00	TJ Plumbing	3822.50
Packet 6	Mustian Electric/Plumbing	1895.00	Watkins Plumbing	3450.
Packet 7	Mustian Electric/Plumbing	1745.00	Watkins Plumbing	3660.
Packet 8	Mustian Electric/Plumbing	5040.00	Watkins Plumbing	6150.
	Mustian Electric/Plumbing	2095.00	Watkins Plumbing	4320.

BID AWARD APPROVAL: Recommended: Linda T. Worth  
 Linda T. Worth, Warren County Manager  
 Date: 7/25/12

July 9, 2012

Memorandum to: Linda T. Worth, Warren County Manager  
 From: Julie A. Reid, CD Administrator  
 Regarding: 07-09-2015 Bid Opening 2010 Warren County Water Hook-up Program

A call for bids for the 2010 Warren County Water Hook-up program was distributed and the following bids were received and opened. The tabulations are as follows:

County: Warren		<b>BID TABULATION</b>			
Project Name: 2010 Water Hook-up					
DATE	06-15-2012	Packet #1	Packet #2	Packet #3	
STAFF ESTIMATE		\$	\$0	\$	
Contractor/Company Name	Bid Amount	Bid Amount	Bid Amount	Bid Amount	Bid Amount
Mustian Electric/Plumbing	3540.	4172.	5438.		
Mosley Plumbing	4305.	4352.	7915.		
Watkins Plumbing	5180.	8150.	8274.		

Present:  
 Mr. Watkins  
 Angelena Kearney Dunlap  
 Julie Reid

Pending verification of licensing and insurance, it is recommended that the bid(s) be awarded in the following manner. If for some reason the contractors recommended fail to enter into a binding contract or we find that the bid is not a responsible bid for the project, it is hereby authorized to use the 2<sup>nd</sup> lowest bidder. Should the above fail, the properties in question will be re-bid.

	Recommended		2nd Lowest Bidder	
Packet 1	Mustian Electric/Plumbing	3540	Mosley Plumbing	4305.
Packet 2	Mustian Electric/Plumbing	4172.	Mosley Plumbing	4352.
Packet 3	Mustian Electric/Plumbing	5438.	Mosley Plumbing	7915.50

BID AWARD APPROVAL: Recommended: Julie A. Reid 7/25/12  
 Linda T. Worth, Warren County Manager Date

**Meeting Date: August 6, 2012**

**Item # 17-C**

**SUBJECT: County Manager's Report**

**REQUESTED BY: Linda T. Worth, Warren County Manager**

**SUMMARY: County Manager's Report of activities for July, 2012 is presented for the Board's review and approval.**

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**RE:** July Status Report

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

**Administration**

- Annual Leave (7/2,3,5,6/12)
- Agenda Preparation (7/3/12)
- Holiday (7/4/12)
- Prepared for and attended Board of Commissioners Regular Meeting (7/9/12)
- Mtg. with E-911 Center Staff and Others to discuss 911 concerns (7/10/12)
- Attended Golden LEAF meet and greet with County Librarian for Mentor Program participants (7/12/12)
- Attended Environmental Justice Planning Committee Mtg. (7/12/12)
- Mtg. with County Attorney to discuss legal matters (7/13/12)
- Mtg. with CDBG Administrator to discuss Ephraim Place Project (7/16/12)
- Mtg. with representatives of Heritage Quilters to discuss Hendricks House proposal (7/16/12)
- Attended CDBG Workshop in Raleigh with Clerk to the Board (7/17/12)
- Participated in County Beef Tour Luncheon (7/18/12)
- Mtg. with Triangle North Attorney and others to discuss Triangle North Warren matters (7/18/12)
- Mtg. with Finance Director, Public Utilities Director and staff to discuss Water Agreement with City of Henderson (7/18/12)
- Mtg. with Triangle North Attorney, EDC Director and others to discuss Triangle North Warren Matters (7/18/12)
- Mtg. with Community Investment & Assistance Director and CDBG Project Administrator to discuss Ephraim Place Project (7/19/12)
- Birthday Off (7/20/12)
- Conducted Noise Control Permit Board Meeting (7/23/12)
- Participated in Information Technology Administrator Interviews (7/23/12)

- Attended Senior Center Advisory Board Meeting (7/24/12)
- Conducted Monthly Department Head Meeting (7/26/12)
- Mtg. with County Attorney to discuss legal matters (7/27/12)
- Attended DSS Board Meeting (7/30/12)
- Mtg. with Elections Director to discuss Elections department matters (7/31/12)

### **Activities**

- Attended Farewell Reception for Arnetta Yancey, Senior Center Director (7/24/12)
- Attended and participated in the Library's Summer Reading Program Closing Ceremony 9/27/12)
- Attended and participated in JCPC Youth & Family Forum (7/31/12)

### **Project Updates**

#### **Construction Projects**

##### **EMS Satellite Facility #2**

EMS satellite facility #2 is approximately 85 - 88% complete. The sheetrock has been painted; cabinetry 75-80% complete; exterior building completed; preparing floor for floor coverings; preparing to pave concrete porch; scheduling final electrical work. Completion date estimated to be 9/15/12.

#### **CDBG Projects**

##### **2012 Scattered Site Housing Project**

Bids have been awarded for several water hook-ups and urgent housing repairs that are part of this project.

##### **Ephraim Place Subdivision**

Community Investment & Assistance (CI) has given the County until 8/6/12 to have one construction contract executed for Ephraim Place CDBG Project to have the repayment requirement lifted for this project. The CDBG Project Administrator is working diligently to meet this mandate. If we are unable to present CI with an executed construction contract by 8/6/12, the County will need to make plans to pay back the \$190,000 grant to the State.

**Meeting Date: August 6, 2012**

**Item # 18-A**

**SUBJECT: Additional Agenda Items**

**REQUESTED BY: Crystal Smith, Director - Warren County  
Cooperative Extension Service**

**SUMMARY: The State has awarded 40 hours of paid leave in FY 2012-2013 budget for state employees including Cooperative Extension. There are special provisions regarding this leave (per attached). A form has been provided for County consideration and execution to indicate if it agrees/disagrees to grant said leave with pay. There is no direct financial cost unless employees retire with a special leave balance. However, there is an indirect cost when an employee takes a special leave day off with pay which also increases the county's liability associated with employee leave balances.**

**FUNDING SOURCE: General Fund**

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of Warren County match on 40 hours of special leave granted by the State of North Carolina for State employees which includes Cooperative Extension Service employees.**

**NOTES:**

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NC STATE UNIVERSITY

Warren County Center  
158 Rafters Lane  
Warrenton, NC 27589  
(252) 257-3640 - Telephone  
(252) 257-5616 - FAX

August 1, 2012

Dear Mrs. Worth,

The State of North Carolina will be awarding 40 additional hours of paid leave to be awarded as part of the budget for FY 2012-2013. There are special provisions for this leave that are much different than past "bonus leave" awards. Please read the attached document for more specific information, but, in short.....

- a. **The 40-hours are granted for use from July 1, 2012, through June 30, 2013 only. This Special Leave MUST be used before any other non-sick time leave. If an employee does not use this leave in that time period, it is forfeited.**
- b. **If an employee separates for any reason other than retirement, any balance of Special Leave will NOT be paid out---it is "forfeited." If an employee retires before June 30, 2013, and has a balance, it will be paid out—but again, this Special Leave must be used before any other type of leave, so it is unlikely employees will have a balance that late in the fiscal year.**

North Carolina Cooperative Extension Administration and the employees of Warren County is requesting confirmation from Warren County Government match on 40 hours of Special Leave. We are grateful and most appreciative of the most recent county salary increase of 1.5%. Because of the partnership between County and State, we are asking consideration of county match on the 40 hours of Special Leave. The only direct financial obligation is payouts for **retirees**; and it is highly likely that these will only be a handful with payouts because the policy requires everyone to use this Special Leave first. While there is an indirect financial cost to the County when an employee uses a day off from work, this is **no** additional cost to them.

Enclosed is the County/Tribal Decision on the fiscal year 2012-2013 Special Leave Award (State Deadline August 9, 2012). If you have questions or wish to talk more in details, please don't hesitate in contacting me at 252-257-3640. Thank you in advance for your continuous support of North Carolina Cooperative Extension.

Sincerely,



Crystal M. Smith  
Warren County Extension Director



COUNTY/TRIBAL PARTNER DECISION ON  
FISCAL YEAR 2012-2013 SPECIAL LEAVE AWARD  
BY THE STATE OF NORTH CAROLINA  
FOR NC COOPERATIVE EXTENSION EMPLOYEES  
AT NC STATE UNIVERSITY AND NC A&T STATE UNIVERSITY

Submitting County/ECBI: Warren County

The State of North Carolina awarded a "special leave" provision to employees as part of the 2012-2013 State Budget. Specifically, 40 hours of leave is to be allocated for full-time, leave-earning employees (prorated for less than 1.0 FTE).

The full details of the provision can be provided to you by your County Extension Director, or on the Office of State Personnel website at:  
<http://www.osp.state.nc.us/hbr/benefits/leave.html>

In general, this Special Leave provision has the following characteristics:

1. It is awarded only to those leave-earning employees employed on July 1, 2012.
2. It must be used before any other non-sick-leave balance (may be used for absences due to illness, but is not required).
3. It is paid out only to employees who separate due to retirement; the special leave balance is "forfeited" for all other types of separations.
4. The entire balance must be utilized on or before June 30, 2013, or it is "forfeited."

Each County/ECBI that has NC Cooperative Extension employees must notify NCCE in writing of their decision to award their portion of the State's Special Leave award.

Please indicate your decision, and then return the form to your County Extension Director.

We agree to award the proportional match of the "Special Leave" provision.

We do not agree to award the proportional match of the "Special Leave" provision.

Signature of County/Tribal Official: \_\_\_\_\_

Printed Name and  
Title of County/Tribal Official: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

County Extension Directors must submit this form to Cheryl Howard via fax or email **no later than August 9, 2012**. Please retain copies as needed by the County/Tribal office.

## FY 2012-2013 Special Leave

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<b>Provisions</b>	The 2012 General Assembly awarded a one-time five days (40 hours) of special vacation leave on July 1, 2012 to eligible State employees to be used during the Fiscal Year 2012-2013. If the special leave is not used between July 1, 2012, and June 30, 2013, it shall expire.
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<b>Eligibility</b>	Employees must meet all of the following criteria: <ul style="list-style-type: none"><li>• Full-time employee</li><li>• Employed (in pay status) with the State of North Carolina on July 1, 2012</li><li>• Eligible to earn vacation leave on July 1, 2012</li><li>• Have a permanent, probationary, trainee, or time-limited appointment type</li></ul> Note: Full-time employees who work less than 12 months (9, 10, or 11 month employees) shall receive a pro-rata amount of leave.
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<b>Provisions for Part-Time Employee</b>	Permanent part-time employees (half-time or more) shall receive a pro-rata amount of the 5 days (40 hours).
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<b>Employees on Leave Without Pay (LWOP)</b>	<p>Employees on LWOP, other than workers' compensation and military leave for reserve active duty, shall be credited with the special leave upon their return to employment based on their type of appointment at the time of LWOP. The effective date of the return to work must occur between July 1, 2012 and June 30, 2013; otherwise, the leave is lost.</p> <p>Employees on workers' compensation leave or military leave for reserve active duty shall be credited with the special leave as of July 1, 2012 and the leave will be available for use as allowed by policy during the FY 2012-2013.</p>
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## FY 2012-2013 Special Leave

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### **Scheduling and Use of Leave**

- Leave shall be taken only upon appropriate authorization
- Leave may be used for any purpose for which regular vacation leave is used except leave cannot be donated as Voluntary Shared Leave.
- Leave shall be used prior to earned compensatory time (holiday comp, overtime comp, gap-hours comp, on-call comp, and travel comp), regular vacation leave, and bonus leave.
- Leave may be used in lieu of sick leave. The use of special leave in lieu of sick leave shall be decided upon initial request of leave. Retroactive leave adjustments will not be allowed after initial implementation.
- Leave shall be charged in units of time consistent with regular vacation leave.
- Leave shall be offset in accordance with the leave offsetting rules.
- Leave cannot be used to resolve negative leave balance liabilities that were the result of leave that occurred prior to July 1, 2012.

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### **Accounting for Special Leave**

- Leave shall be accounted for separately from all other accrued leave including regular vacation leave and bonus leave.
- Any balance of special leave on December 31, 2012, will be retained by the employee and transferred in to the next calendar year. It will not be considered as part of the 240 hours of vacation leave that can be retained.
- Special leave shall not be combined with vacation leave to determine the 240 hour maximum vacation leave payout upon separation.
- Special leave shall not be subject to conversion to sick leave.

## FY 2012-2013 Special Leave

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**Transfers** Any balance of special leave shall be transferred with the employee who transfers to another State agency into a position appointment that meets the eligibility requirements for the special leave. The effective date of the transfer must occur between July 1, 2012 and June 30, 2013. The balance of the special leave is lost, if the employee transfers to another State agency in a position appointment that is not eligible for the special leave.

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**Separation** Special leave balances shall not be paid out upon termination of employment except in the case of separation due to immediate retirement from a State-supported retirement system. The retirement separation effective date must occur between July 1, 2012 and June 30, 2013 and the retirement effective date must occur immediately upon termination of employment. Immediate is defined as the first day of the month following the effective date of the separation. For example, if an employee separates due to retirement on August 10, 2012, the effective date of the retirement shall be September 1, 2012.

Other than separations due to reduction-in-force, unused leave that is lost upon termination of employment shall not be reinstated if the employee is re-employed prior to June 30, 2013 leave expiration date.

Agencies shall reinstate lost leave to employees who were Reduced-in-Force during the FY 2012-2013 and rehired into a position appointment that meets the eligibility requirements for special leave prior to the June 30, 2013 leave expiration date.

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**Implementation and Administration** Upon initial implementation (month of July), employees may choose to go retroactive and adjust leave accordingly in compliance with these guidelines for absences that occurred since July 1, 2012. Retroactive leave adjustments shall not be

## FY 2012-2013 Special Leave

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allowed after initial implementation.

It is the employee's responsibility to request the use of the special leave and supervisors must make reasonable effort to arrange schedules whereby employees will be given an opportunity to use the leave prior to the June 30, 2013 expiration date.

Meeting Date: August 6, 2012

Item # 18-B

**SUBJECT:** Additional Agenda Items

**REQUESTED BY:** Ranger Byrant Pitchford

**SUMMARY:** Annual contract for provision of Forest Services is presented for Board's review and approval. FY 2012-13 allocations are as follows.  
Authorize Chairman to sign documents.

\$	<u>281,021</u>	
Total Cooperative Appropriation		
\$	<u>168,613</u>	<u>60%</u>
	State	
\$	<u>112,408</u>	<u>40%</u>
	County	

**FUNDING SOURCE:** General Fund

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

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

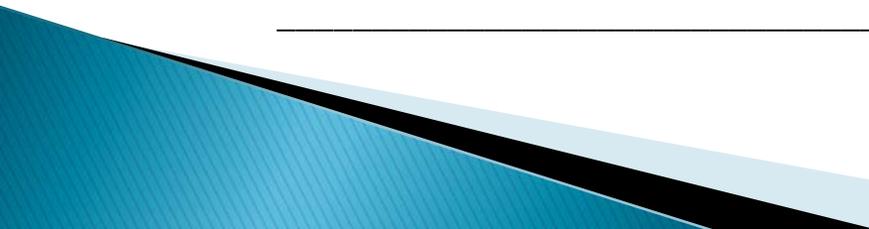
Recommend approval. Funds are budgeted in the Forestry Service departmental budget to pay the County share of \$112,408.

**NOTES:**

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Steven W. Troxler  
Commissioner

**North Carolina Department of Agriculture  
and Consumer Services**

*N.C. Forest Service  
737 Smokey Road  
Rocky Mount, NC 27804*



Wib L. Owen  
Assistant Commissioner  
State Forester

July 30, 2012

Ms. Linda Worth  
Warren County Manager  
P.O. Box 619  
Warrenton, NC 27589

Dear Ms. Worth:

Enclosed you will find three original contracts between the North Carolina, Department of Agriculture and Consumer Services, NC Forest Services and Warren County. I ask that your county board chairman and county finance officer sign each contract and return it in the self addressed envelope provided.

Once all signatures are obtained, the contract will be fully executed. You will receive an original and the Department of Agriculture and Consumer Services will keep an original on file as well as my office.

Should you have any questions or concerns, please do not hesitate to contact me at (252) 442-1626.

Respectfully,

Reid Hildreth  
District Forester

WRH:dwn

CC: Bryant Pitchford, Warren County Ranger

Enclosures (3)

STATE OF NORTH CAROLINA

Department of

Agriculture and Consumer Services

\$ 281,021  
Total Cooperative Appropriation

\$ 168,613 60%  
State

\$ 112,408 40%  
County

AGREEMENT FOR THE PROTECTION, DEVELOPMENT AND IMPROVEMENT  
OF FOREST LAND IN WARREN COUNTY, NORTH CAROLINA

THIS AGREEMENT, made under authority of "An act to authorize Counties to cooperate with State in Forest Protection, Reforestation and promotion of Forest Management," (Section 106-906 of the general Statutes of North Carolina), and also under authority of another Section of the General Statutes, namely Section 106-898, by the North Carolina Department of Agriculture and Consumer Services (hereinafter Called the Department), party of the first part, and the Board of Commissioners of WARREN County, in the State of North Carolina (hereinafter called the Board), party of the second part, witnesseth:

That WHEREAS the said Board, recognizing the need for active forest protection, development, reforestation, management and improvement in WARREN County, has accepted the offer of the Department for cooperation in accomplishing this object:

Now THEREFORE, in consideration of the mutual covenants hereinafter set forth, the said parties contract and agree to maintain a legally appointed and equipped Forest Ranger organization in said county at the joint cost of the State and County, insofar as the joint funds will permit as follows:

Part I. THE DEPARTMENT AGREES:

1. To select, employ and appoint, after consultation with the Board, a County Forester or County Forest Ranger for the purposes of controlling forest fires in said County; for detecting and extinguishing fires that break out; for investigating the origin of forest, woodland and field fires; for enforcing State forest fire laws; for taking such preventative measures, educational and otherwise, as shall seem necessary to prevent forest fires; for developing and improving the forests through reforestation promotion and practice of Forest Management practices; and for protection from insects and diseases.

2. To furnish to each Forester or Forest Ranger so employed a badge of office, stationery and report forms, instructional posters for use in the County, leaflets for distributing to landowners and others; to purchase necessary equipment, communication systems, and other Forestry improvements deemed necessary insofar as the joint funds will permit.

3. To pay the Forester or Forest Ranger for all official services rendered, at a fair rate of pay. Rates of pay are to be established by the Department in accord with existing State salary schedules.

4. To direct supervise, instruct, and inspect, through its agents, the work and conduct of the Forester or Forest Ranger, to discipline and, when necessary, discharge such Forester or Forest Ranger.

5. To submit to the Board of Commissioners monthly (or at other mutually satisfactory intervals) an itemized statement of all monies to be paid by the County and those paid by the Department for proper conduct of the work within said County.

6. To make available annually from State, Federal, and other funds allotted to it, the sum of One hundred sixty-eight thousand, six hundred thirteen dollars (\$168,613) as its share of an annual budget of Two hundred eighty-one thousand and twenty-one dollars (\$281,021) for carrying the work in said County.

Part II. THE BOARD AGREES:

1. To pay to the Department **40%** of the total cost of the Forester or Forest Ranger salaries and expenses and of other proper expenditures made in connection with the over-all Forestry program in said County, upon receipt and consequent approval of the periodic statements submitted by the Department.

2. To appropriate annually the sum of One hundred twelve thousand and four hundred eight dollars (\$112,408) which sum shall be available for expenditure under the terms of this Agreement, and shall represent the County's share of the annual budget.

Part III. IT IS EXPRESSLY AGREED AND UNDERSTOOD BY BOTH PARTIES:

1. That this Agreement becomes effective **July 1, 2012.**

2. That the annual appropriations as set forth above may be revised by mutual agreement between the Department and the Board, based on the amount of annual appropriation desirable for the proper conduct of the Forestry work, such revision to become effective at the beginning of a given Fiscal Year. Any unused balance of County funds remaining at the end of a Fiscal Year shall revert to said County unless otherwise mutually agreed upon by both parties.

3. That the Board reimburses the Department as provided in Part II, Item 1, by forwarding a county voucher drawn in favor of the Department for the amount of the County's share of expenditures as set forth in the Department's periodic statement to the Board. That such payments be made by the Board within thirty days following receipt of the Department's billing.

4. That title to all improvements and equipment purchased and/or constructed in connection with this agreement will rest with the Department; such materials or their equivalent will remain in the County as long as this agreement is in effect, or as long as they are needed by the Department for the proper conduct of the work therein.

5. That the Forester or Forest Ranger periodically or at the request of the Board, shall present to the Board statements of the work being done within the County, so that said Board may be fully informed at the times regarding the Forestry finances and activities within the County.

IN WITNESS WHEREOF, the said parties do hereunto affix their names and seals upon the date herein below specified.

For the Board of County Commissioners of WARREN County.

Date \_\_\_\_\_ Chairman

Provisions for the payment of the monies to fall due under this Agreement have been made by appropriation duly made or by bonds or notes duly authorized, as required by the "County Fiscal Control Act."

Date \_\_\_\_\_ County Finance Officer

For the North Carolina Department of Agriculture and Consumer Services

Date \_\_\_\_\_ Signature

N. David Smith, Chief Deputy Commissioner

*Adjourn*

*August 6, 2012*  
*Meeting*

