

*WARREN COUNTY
BOARD OF COMMISSIONERS*

*Tuesday
September 4, 2012*

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*

Special Recognition

Warren County
Parks & Recreation
Program

Richard “Dickie” Williams

Certificate of Recognition

Presented the 4th Day of September 2012

By the

Warren County Board of Commissioners

To the

2012 Warren County Dixie Angels Softball District 5 Champions

Kyleigh Capps
Skylar Capps
Katelyn Frazier
Kalisha Harrison
Zhnyah Henderson
Shannon Hunter



Stephanie Jones
Kala Morgan
Precious Perry
Sunny Shearin
Abigail Short
Raven Yarborough

Head Coach Tony Henderson
Assistant Coach Shaneca Henderson
Assistant Coach Tim Capps

6:00 pm

Call to Order September 4, 2012

Regular Monthly Meeting

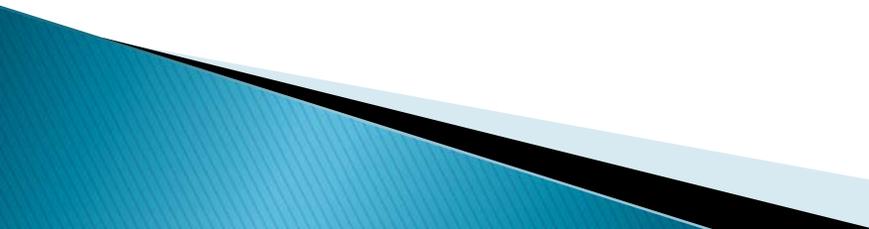
By

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.
- 

Citizen Comments



Rules for Citizen Comments

Please sign up to speak.

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

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

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

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

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

*Warren County
Board of Commissioners*

Meeting Date: September 4, 2012

Agenda Item # 5

SUBJECT: Adopt September 4, 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:

NOTES:



SUGGESTED AGENDA

FOR

*SEPTEMBER 4, 2012 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
WARREN COUNTY ARMORY CIVIC CENTER
WARRENTON, NORTH CAROLINA*

*** REVISED
AGENDA**

Special Recognition

**Warren County Parks & Recreation Program
Richard “Dickie” Williams**

- 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 September 4, 2012 Suggested Agenda**
- 6. Consent Agenda**
 - A. Approve Minutes of August 6, 2012**
Public Hearing - Warren County’s Hazard Mitigation Plan
Regular Monthly Meeting
 - B. Interest Income Report July 2012 – Finance Director Barry Mayo**
 - C. Tax Collector’s Report July 2012 – Interim Tax Administrator Bonnie Andrews**
 - D. Tax Release Requests (Over \$100) – Interim Tax Administrator Bonnie Andrews**
Tax Release Requests (Under \$100) - “ “ “ “
 - E. Proclamation 9-11 Day of Service & Remembrance**
- 7. Finance Office – Barry Mayo**
 - A. Amendment # 11 to the National Guard Armory Renovation Project Ordinance**
 - B. Amendment # 2 to FY 2012-2013 Budget Ordinance**

*** REVISED
AGENDA
Added:
10B & 14A**

8. **Appointments to the Planning Board: T.Echols & B.Watson - Ken Krulik**
9. **Request for Permit Fee Waiver – Warren Early College Modular Unit – Dr. Ray Spain**
10. **Human Resources – Elgin Lane**
 - A. **Approve revised Job Description for Veterinary Technician/Program Coordinator Position**
 - * B. **Approve revised Job Descriptions in Restructured Buildings & Grounds Department**
11. **Change Order # 1 – Warren County Water & Sewer District 3, Phase III Project– Macon Robertson**
12. **Approve Lease Purchase of County Vehicles:**
 - A. **Sheriff’s Office: One 2013 Ford Explorer 4x4 and 6 2013 Dodge Chargers**
 - B. **EMS: One 2013 Chevrolet Suburban & Animal Control: One 2013 Ford F-150 Truck**
13. **Surplus Property**
 - A. **Consider Awarding Bid for Sale of Tax Foreclosed Property**
 - B. **Declare Surplus Property and Authorize Auction – Clerk to the Board**
 - C. **Report on Public Works Sealed Bid Auction**
14. **Planning / Zoning – Ken Krulik**
 - * A. **Request to Extend Temporary Suspension on Zoning Permits for New Commercial Signs through October 1, 2012 Board Meeting**
 - B. **Schedule Public Hearing – Monday, October 1, 2012 at 5:45 pm – Ken Krulik**
15. **Request to Appoint Interim Veterans Administrator – County Manager Worth**
16. **County Manager’s Reports**
 - A. **Contracts Executed**
 - B. **Manager’s August 2012 Monthly Report**
17. **Closed Session – in accordance with GS § 143-318.11(a)(3) to discuss Attorney- Client Privileged Information**
18. **Adjourn Meeting**

Meeting Date: September 4, 2012

CONSENT AGENDA Item # 6A

**SUBJECT: Approve Minutes of August 6, 2012:
Public Hearing - Warren County's Hazard Mitigation Plan
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:

NOTES:

Minutes of August 6, 2012:

**Public Hearing
Warren County's Hazard Mitigation Plan
&
Regular Monthly Meeting
*have been provided by e-mail prior to the meeting.***

Meeting Date: September 4, 2012

CONSENT AGENDA Item # 6B

SUBJECT: Approve Interest Income Report for July 2012

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: None

FUNDING SOURCE: All Funds

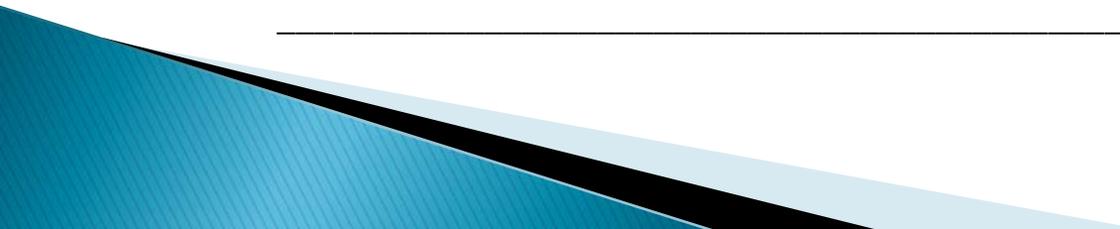
APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: Interest Income Report
supplied for Board's information

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:



INTEREST INCOME REPORT
Month of July 2012

FUND	JULY INCOME	FISCAL YEAR TO - DATE
General	410.29	410.29
Revaluation	10.84	10.84
E 911 Telephone System	10.90	10.90
Buck Spring Project	13.92	13.92
Ambulance Storage Facility	11.03	11.03
National Guard Armory	0.94	0.94
Simulcast System Upgrade	4.48	4.48
Regional Water Enterprise Fund	25.39	25.39
District 1 Enterprise Fund	42.29	42.29
Solid Waste	6.83	6.83
District II Enterprise Fund	32.83	32.83
District III Capital Project Fund	11.62	11.62
District III Phase II BANS	0.18	0.18
District III Enterprise Fund	6.34	6.34
Soul City Pump Station Improvements	0.18	0.18
District III Phase III	13.36	13.36
	601.42	601.42

Meeting Date: September 4, 2012

CONSENT AGENDA Item # 6C

SUBJECT: Approve Tax Collector's Report for July 2012

REQUESTED BY: Bonnie Andrews, Interim Tax Administrator

SUMMARY: None

FUNDING SOURCE: General Fund

**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:

Recommend approval.

NOTES:

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

Current Year Collections

Tax Year	Charge	Collected in JULY	Collected to Date	Balance Outstanding	Percentage Collected
JULY 2012 FY13	\$15,837,565	\$147,178	\$147,178	\$15,690,387	0.93
JULY 2011 FY 12	14,779,832	\$64,980	\$64,980	\$14,714,852	0.44

Delinquent Collections

2011	\$750,198	\$53,006	\$53,006	\$697,192	7.07
2010	266,343	14,266	14,266	252,077	5.36
2009	161,091	4,304	4,304	156,787	2.67
2008	134,322	888	888	133,434	0.66
2007	133,903	573	573	133,330	0.43
2006	123,539	899	899	122,640	0.73
2005	104,284	450	450	103,834	0.43
2004	93,807	142	142	93,665	0.15
2003	80,491	520	520	79,971	0.65
2002	103,132	509	509	102,623	0.49
Total Delinquent Years	\$ 1,951,110	\$75,557	\$ 75,557	\$ 1,875,553	

Other JULY Receipts

County Penalties	\$ 9,384	\$ 9,384
Landfill User Fees	\$ 25,907	\$ 25,907
Municipalities	\$ 14,975	\$ 14,975
Fire District Taxes	\$ 13,294	\$ 13,294
Advance Taxes	0.00	0.00

JULY GRAND TOTAL

\$ 286,295	\$ 286,295
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Bonnie Andrews

Bonnie Andrews Interim Tax Assessor

8/20/2012

DATE

Meeting Date: September 4, 2012

CONSENT AGENDA Item # 6D

SUBJECT: Request for Tax Releases

REQUESTED BY: Bonnie Andrews, Interim Tax Administrator

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

FUNDING SOURCE: General Fund

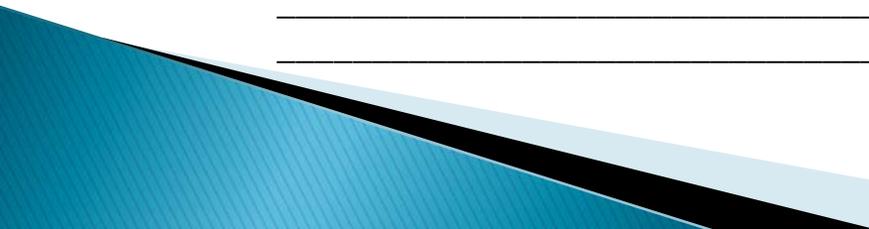
APPLICABLE STATUTE: NCGS 105-381. TAXPAYER'S REMEDIES

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Tax Releases over \$100.

NOTES:



Releases Over \$100

Over \$100

9/4/2012

Date: _____

ERROR CORRECTION RELEASES:

ALSTON DONALD C	2010 5293 110		52502	\$141.37	MH TORN DOWN IN 2009
ALSTON DONALD C	2011 5293 111		59611	\$131.43	MH TORN DOWN IN 2009
ALSTON DONALD C	2012 5293 200		27499	\$123.13	MH TORN DOWN IN 2009
BAKER BARBARA D	2012 39103 300	F5 36	12643	\$220.41	BOAT LISTED TWICE
CARTER HILBERT & MARY	2012 21288 301	I3D 299	7860	\$133.15	AGEX PUT ON WRONG ACC
JEFFERIES CHRISTIANA	2012 16296 200		31345	\$135.32	MH SOLD IN 2010
JEFFERIES CHRISTIANA	2011 16296 111		59832	\$145.97	MH SOLD IN 2010
JONES ANNIE E	2002 22415 102	F2 30	32773	\$665.05	PROPERTY COMBINED WITH F2/35
JONES ANNIE E	2003 22415 103	F2 30	33875	\$642.47	PROPERTY COMBINED WITH F2/35
JONES ANNIE E	2004 22415 104	F2 30	35059	\$619.74	PROPERTY COMBINED WITH F2/35
JONES ANNIE E	2005 22415 105	F2 30	37616	\$586.98	PROPERTY COMBINED WITH F2/35
JONES ANNIE E	2006 22415 106	F2 30	40485	\$654.22	PROPERTY COMBINED WITH F2/35
JONES ANNIE E	2007 22415 107	F2 30	43316	\$529.57	PROPERTY COMBINED WITH F2/35
JONES ANNIE E	2008 22415 108	F2 30	46113	\$386.56	PROPERTY COMBINED WITH F2/35
JONES ANNIE E	2009 22415 109	F2 30	49230	\$333.61	PROPERTY COMBINED WITH F2/35
JONES ANNIE E	2010 22415 110	F2 30	53033	\$309.61	PROPERTY COMBINED WITH F2/35
JONES ANNIE E	2011 22415 111	F2 30	60442	\$294.15	PROPERTY COMBINED WITH F2/35
JONES ANNIE E	2012 22415 315	F2 30	6321	\$288.22	PROPERTY COMBINED WITH F2/35
KINGSBERRY AMY HEIRS	2012 24614 302	C9 19D	22173	\$409.68	DW ALSO CHARGED ON 8320 200
KINGSBERRY AMY HEIRS	2011 24614 302	C9 19D	22173	\$389.50	DW ALSO CHARGED ON 8320 200
PEARCE DWIGHT	2012 30503 301	F5 36	11785	\$220.41	MH SOLD FOR 2012
POLK HOWELL D	2012 28255 200		26369	\$161.09	BOAT LISTED IN HALIFAX CO
SMITH MELVIN & NAOMI	2012 36346 200		26501	\$221.10	MH ASSESSED TWICE
TEXTRON FINANCIAL GROUP	2012 33217 200		29127	\$140.94	OUT OF BUSINESS FOR 2012
WILKINS ULYSSES C SR	2012 43736 200		29707	\$121.80	ONLY 1 MH
WRIGHT HAYWOOD	2012 45726 302		19560	\$195.85	DO NOT OWN MH

SUB-TOTAL ERROR CORRECTIONS:

\$8,101.33

MOTOR VEHICLE RELEASES:

WALKER STEVEN N	2012 37056 2263	AHJ2838	63238	\$120.68	RELEASED TO HALIFAX CO
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SUB-TOTAL MOTOR VEHICLE RELEASES:

\$120.68

SUB-TOTAL CORRECTION RELEASES:

\$8,101.33

Total Releases

\$ 8,222.01

LANDFILL USER FEE RELEASES:

CONNELL W A JR HEIRS	2012 7948 300	E5 195B	17986	\$57.50	CLERICAL ERROR/ NO LFUF
HARMON ROBBY L & TAMMIE C	2012 17509 300	D4 75B	17392	\$115.00	NO LONGER HAS MH
OVERBY WILBERT A	2012 29625 327	B9 50	8585	\$460.00	NO MH'S ON PROP
PALMER BARBARA H & JOHN C	2012 23696 301	C2 38	6177	\$115.00	HSE BURNED DOWN

TOTAL LFUF RELEASES:

\$747.50

Total Releases

\$ 8,969.51

Releases Under \$100

Under \$100		9/4/2012		Date: <u>8/27/12</u>	
<u>ERROR CORRECTION RELEASES:</u>					
NAME	Year	ACCT#	MAP #	RECORD #	AMOUNT REASON
BARDEN RICHARD & EVELYN	2012	21288 300	K2C 59	8275	\$ 65.94 BOAT OVER ASSESSED
BIDDLE LARY A	2012	30345 200		26615	\$ 19.04 BOAT OVER ASSESSED
BRANTON FRED A & NELLIE H	2012	1399 300	JA3 66	18421	\$ 18.53 BOAT OVER ASSESSED
BROWNE CHARLES S & LINDA	2012	5398 300	H1D148	9165	\$ 38.71 BOATS OVER ASSESSED
BROWN DONALD R	2012	28096 200		26020	\$ 54.27 BOAT OVER ASSESSED
CLEMENTS PHILLIP T & NANCY	2012	5932 300	H1C242	21588	\$ 44.78 BOAT OVER ASSESSED
CORKRAN RICHARD L III & KATH	2012	14612 303	L2A 53	5355	\$ 14.35 BOAT OVER ASSESSED
DEARINGER MAX H	2012	33400 200		28172	\$ 62.06 BOAT SOLD JULY 2011
DRAKE DONALD E & ALICE J	2012	20071 303	13D443	16381	\$ 19.26 BOATS OVER ASSESSED
FRECH DONALD & CATHERINE	2012	15223 324	L2D272	4628	\$ 2.11 BOAT OVER ASSESSED
GLOBAL TEL LINK CORP	2012	39701 200		26842	\$ 13.12 BUSINESS ASSESSED TWICE
HOFFMAN LARRY J & ELAINE	2012	31747 300	I2C 15	2493	\$ 21.12 BOAT OVER ASSESSED
HONEYCUTT ANTHONY O & THE	2012	3525 300	I2A 81	1463	\$ 4.39 BOAT OVER ASSESSED
HUCKS TERRY & HEIDIE	2012	8188 300	K3D114	5455	\$ 68.64 BOAT OVER ASSESSED
KATZENELSON JONATHAN	2012	25855 300	H2 19D	21899	\$ 47.07 BOAT OVER ASSESSED
KRUEGER G D	2012	18982 300	L4C 33	12749	\$ 34.80 BOAT MOVED TO KY
LAKE GASTON FITNESS CENTER	2012	18746 200		30584	\$ 38.19 OUT OF BUSINESS SINCE 2011
LANDEN DIANE E	2012	9379 300	L3B 11	1427	\$ 20.49 LISTING FORM WAS IN ON TIME
LEWIS MICHAEL ALAN	2012	22358 300	J2B 43	8019	\$ 47.76 BOATS OVER ASSESSED
LYNCH BLONDELL RICHARDSON	2012	19319 300	J11 161	22920	\$ 2.00 NO DOG
MAIL FINANCE	2012	33182 200		29089	\$ 5.73 CHARGED TWICE/ALSO RECN 29098
MOSELEY WILLIAM WARD TRUST	2012	28115 300	J2A 47	10212	\$ 11.45 BOATS OVER ASSESSED
NC STRUCTURAL DETAILERS	2012	34330 200		29667	\$ 14.93 OUT OF BUSINESS 12/2011
PHILLIPS JAMES E & DIANE L	2012	23272 300	L3B100	9779	\$ 23.52 BOAT OVER ASSESSED
POFFENBERGER DAVID	2012	32345 200		28466	\$ 70.89 BOAT OVER ASSESSED
ROGERSON MELINDA	2012	18746 200		30584	\$ 38.19 BUSINESS SOLD IN 2011
ROSS BECKY A	2012	35274 300	L2B 105	15523	\$ 2.00 NO DOG
STARBUCK GROVER T	2012	28016 300	K2A 86	15179	\$ 2.00 NO DOG
STOLZE MARTIN & ANNETTE	2012	28167 200		29246	\$ 22.03 BOAT OVER ASSESSED
TAUNTON, HAROLD & KATHERINE	2012	19653 200		27166	\$ 98.80 BOATS OVER ASSESSED
URBANYI ARTHUR & SANDRA H	2012	1396 300	K2A 28	4490	\$ 16.17 BOAT OVER ASSESSED
VALERIO BEVERLY & VINCE	2012	7614 300	I2A 91	20112	\$ 60.51 BOAT OVER ASSESSED
WARREN CO HABITAT FOR HUM	2012	29866 300	D4 17	5246	\$ 75.68 HOUSE TORN DOWN 2011
WEAVER WILLIAM E & LOIS A	2012	3895 300	K3D130	2580	\$ 47.25 DOES NOT OWN A BOAT/NONE LISTED
WELLS HARVEY	2012	38449 200		26617	\$ 16.06 DIDNT RECEIVE LISTING FORM
WESSEL EDWARD & DEBBIE	2011	18122 300	K2D 89	15225	\$ 53.12 WRONG VALUE
WESSEL EDWARD & DEBBIE	2012	16122 300	K2D 89	15225	\$ 55.51 WRONG VALUE
WILLIAMS MARY TAYLOR	2012	24397 300	H2 40D	21142	\$ 2.00 NO DOG
WOLFGANG RICHARD	2012	12905 200		30621	\$ 73.28 BOAT OVER ASSESSED
SUB-TOTAL ERROR CORRECTIONS:					\$1,321.72
<u>MOTOR VEHICLE RELEASES:</u>					
BURTCHELL ALAN W JR	2011	7864 1945	MWX5474	81827	\$4.56 GAVE AWAY
CHRISTMAS AZZIE S	2011	17630 1366	SWP5184	95847	\$31.20 SOLD
CLARK MARION M	2011	8510 1947	AAH1564	80474	\$6.24 SOLD
COOPER LOTTIE C	2011	10082 2550	YVT2345	57031	\$76.68 SOLD
COOPER MILTON G	2011	2187 2850	AAH4413	63625	\$77.36 SOLD
GARDNER RICK L	2011	21703 2084	PTR8370	83039	\$49.83 SOLD
GIBSON MICHAEL DALE	2012	35681 1205	Z85577	65887	\$2.24 RELEASED TO HALIFAX CO
HARRIS HEAVY HAULING LLC	2011	9198 1642	CA1789	82817	\$22.22 SOLD
JOHNSON DANIEL M	2011	22006 2354	CA18487	60881	\$45.67 MOVED TO FL
JOHNSON DANIEL M	2011	22006 2181	VWX3383	77744	\$30.52 MOVED TO FL
MILLER SAMIRA N	2011	31454 110	XTJ4730	52304	\$25.97 TRADED
PEARCE DWIGHT	2012	30503 2649	AMH4462	67130	\$ 2.76 LIVE IN CITY LIMITS/NOT TOWN
ROBINSON METRICIA	2011	34814 1754	TSM8108	86235	\$17.32 SOLD
SERAPHIN WILLIAM F	2011	9413 1182	VRJ6311	65843	\$2.43 SOLD
SPIES KIM LEE	2011	5489 1527	SRK9951	86008	\$9.27 SOLD
TAYLOR QIANA O	2011	39801 2439	AAH4787	66920	\$57.24 SURRENDERED
VITALE VITO A	2011	38442 2812	478578	07093	\$21.15 SOLD
WALKER STEVEN N	2012	37056 1429	PSR9239	62404	\$19.41 RELEASED TO HALIFAX CO
WALKER STEVEN N	2012	37056 1834	PSR9239	62809	\$36.65 RELEASED TO HALIFAX CO
WALKER STEVEN N	2012	37056 1995	PSR9238	62970	\$62.90 RELEASED TO HALIFAX CO
WILLIAMS SHIRLEY A	2011	16056 111	NWH7894	57188	\$10.53 TRADED
YANCEY LAURICA R	2011	19748 1380	SWP6501	65841	\$32.40 GAVE AWAY
YOUNG JASON A	2011	34971 111	WNK2887	59006	\$12.58 SALVAGEABLE TITLE
SUB-TOTAL MOTOR VEHICLE RELEASES:					\$657.13
SUB-TOTAL CORRECTION RELEASES:					\$ 1,321.72
Total Releases					\$1,978.95

Meeting Date: September 4, 2012

CONSENT AGENDA Item # 6E

SUBJECT: Proclamation – 9/11 National Day of Service & Remembrance

REQUESTED BY: Clerk to the Board

SUMMARY: Declare September 11, 2012 National Day of Service & Remembrance

FUNDING SOURCE: N/A

APPLICABLE STATUTE: N/A

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Resolution.

NOTES:





WARREN COUNTY BOARD OF COMMISSIONERS

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

County of Warren Proclamation

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, in an unprovoked and senseless act of terrorism, four civilian aircraft were hijacked on September 11, 2001, and crashed in New York City, Pennsylvania and the Pentagon, resulting in a momentous loss of innocent U.S. lives of all heritages; and

WHEREAS, while we still continue to recover from the loss of innocent lives, the spirit of the U.S. has been revitalized, giving way to expressions of patriotism; and

WHEREAS, inspired by the heroism of our nation's public service personnel, military service members and countless volunteers, our nation found unity and strength; and

WHEREAS, from the tragedy of September 11 emerged a stronger nation, renewed by the spirit of national pride, and a true love of country; and

WHEREAS, Americans also have fought back against terror by choosing to overcome evil with good by loving their neighbors as they would like to be loved, contributing to relief efforts, and volunteering their time to aid those in need;

NOW, THEREFORE, BE IT RESOLVED by the Warren County Board of Commissioners September 11, 2012, is hereby proclaimed:

9/11 NATIONAL DAY OF SERVICE AND REMEMBRANCE

in the County of Warren and all citizens are urged to recognize the heroism of firefighters, rescue and law enforcement personnel, military service members and the many volunteers who respond to tragic events with courage, selfless compassion, determination and skill; and to remember the victims and innocent lives lost as a result of the tragic events on September 11, 2001.

This the 4th day of September 2012.

ATTEST:

Ulysses S. Ross, Chairman
Warren County Board of Commissioners

Angelena Kearney-Dunlap, Clerk

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

Meeting Date: September 4, 2012

Item # 7-A

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Amendment # 11 to the National Guard Armory Renovation Project Ordinance

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment #11 to the National Guard Armory Renovation Project Ordinance.

NOTES:

**CAPITAL PROJECT ORDINANCE
WARREN COUNTY
NATIONAL GUARD ARMORY RENOVATION PROJECT
(Amendment No. 11)**

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

Increase/Decrease Revenues:

Sales Tax Refund	\$ 17,145
Investment Income	<u>266</u>
Total	\$ 17,410

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

Increase/Decrease Appropriations:

Administration	(117)
Additional Services	752
Contingency	(2,864)
Transfer to Other Funds - General Fund	<u>19,640</u>
Total	\$ 17,410

This amendment adjust the budget to the actual cost of the project, closes the project and transfers remaining funds to the general fund to pay debt.

Respectfully Submitted 09/04/2012

Barry J. Mayo
Barry J. Mayo, Finance Director

Meeting Date: September 4, 2012

Item # 7-B

SUBJECT: Finance Office

REQUESTED BY: Barry Mayo, Finance Director

**SUMMARY: Amendment # 2 to the FY 2012-13 Warren County
Budget Ordinance**

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment #2 to the FY 13 Warren County Budget Ordinance.

NOTES:

AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE

2012/2013

Amendment No. 2

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:

Board of Elections	15,160
Buildings, Grounds & Maintenance	(33,720)
Cooperative Extension Service	4,195
DSS Administration	29,525
Rural Operating Assistance Program	(7,140)
Parks and Recreation	1,334
Transfer to the General Fund	17,410
Total	\$ 26,764

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

Increase/(Decrease) Revenues:

Restricted Intergovernmental - DSS	(7,140)
Miscellaneous Contributions	1,334
Transfer from Other Funds	17,410
Fund Balance Appropriated	15,160
Total	\$ 26,764

This amendment:

- appropriates funds to Cooperative Extension for installation of heating system.
Funding Source: Buildings, Grounds and Maintenance - Contingency
- appropriates funds to Department of Social Services for carpet replacement and carpet repairs.
Funding Source: Buildings Grounds and Maintenance - Contingency
- appropriates funds to Department of Social Services for cooling tower replacement.
Funding Source: Buildings, Grounds and Maintenance - Major Building Repair
- amends Rural Operating Assistance Program budget to reflect the actual amount appropriated by NC DOT and realigns funds based on the State allocation.
- appropriates funds to the Parks and Recreation Department for program supplies.
Fund Source: Private Contributions
- appropriates funds to the General Fund for debt service payments as the National Guard Armory Renovation Project is closed.
Fund Source: National Guard Armory Renovation Project
- appropriates funds to the Board of Elections for election equipment hardware/software maintenance and licensing 5 year agreement as approved at the August 6, 2012 Commissioners meeting.
Fund Source: Fund Balance Appropriated

Respectfully Submitted 09/04/2012

Barry J. Mayo

Barry J. Mayo, Finance Director

Meeting Date: September 4, 2012

Item # 8

SUBJECT: Board/Commission Member Appointment

REQUESTED BY: Ken Krulik, Planning/Zoning Administrator

SUMMARY: It is submitted on recommendation of the Planning Board and Ken Krulik, Planner/Zoning Administrator to reappoint Ted Echols and appoint Barney Watson to the Planning Board. Terms expire March 2015.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Name	Term	Expires
Ted Echols	2nd	March 2015
Barney Watson	1st	March 2015

Planning Board

Member	Position	Term
Anthony B. Moran	Appointed (1st term)	May11–March2014
Barney Watson	Fill expired term of David Duxbury	March 2012–March 2015
Doris Ross	Appointed (4th term)	Mar01–Mar2011, Mar11–Mar2014
John David Williams	Appointed (3rd term)	Jun05–Mar2011, Mar11–Mar2014
Ken Krulik	Planner	No Term
Lewis Al Thompson, III	Appointed (5th term)	Jun98–Mar2011, Mar11–Mar2014
Ted Echols	Appointed (2nd term)	Sept 09–2012 March 2012–Mar2015
Willie Seth Pearce, Jr.	Appointed (2nd term)	Mar08–Mar11, Mar11–2014

Meeting Date: September 4, 2012

Item # 9

SUBJECT: Request for Building Permit Fee Waiver

**REQUESTED BY: Dr. Ray V. Spain, Superintendent
Warren County Public Schools**

SUMMARY: Request to waive \$3,405.60 permit fee for installation of a modular unit at Warren Early College High School on VGCC Campus is submitted for board's action.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Warren County School's request for building permit fee waiver for installation of a modular unit at Warren Early College High School.

NOTES:



WARREN COUNTY SCHOOLS

109 Cousin Lucy's Lane
Post Office Box 110
Warrenton, North Carolina 27589

Phone: (252) 257-3184
Fax: (252) 257-5357
www.warrenk12nc.org

August 22, 2012

Mrs. Linda Worth
County Manager
County of Warren
Post Office Box 619
Warrenton, NC 27589

Dear Mrs. Worth:

I am writing to respectfully request that a waiver be granted for the permit fee in the amount of \$3,405.60 for the installation of the modular unit at Warren Early College High School on the Vance-Granville Community College campus.

Your consideration for this request is greatly appreciated. I would also like to say once again how much I appreciate your support and that of the Warren County Commissioners as the school district moves forward with high school reform and efforts to increase student academic achievement.

Sincerely,

Ray W. Spain, Ed.D.
Superintendent

RVS/dc

c: Joe Mustian, Maintenance Director

Meeting Date: September 4, 2012

Item # 10-A

**SUBJECT: Revised Job Description for Veterinary Technician/
Program Coordinator**

REQUESTED BY: Elgin Lane, Human Resources Manager

**SUMMARY: Revised job description for above-referenced position is provided
for the Board's review and adoption.**

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

**Recommend approval of job description for Animal Shelter Technician position, formerly
Veterinary Technician/Program Coordinator position in the Animal Control Department.**

NOTES:

MEMORANDUM

TO: Warren County Board of Commissioners

FROM: Elgin J. Lane, Human Resources Manager

DATE: August 27, 2012

RE: Revised Job Description for Vacant Veterinary Technician/
Program Coordinator

The Veterinary Technician/Program Coordinator position in the Animal Control Department is currently vacant. Prior to the recruitment process, Elma Rae Greene, Animal Control Director has assessed the duties and responsibilities of the vacant position as well as the needs of the department and based on her assessment, she has decided to make some changes.

In the past, the Veterinary Technician/Program Coordinator was primarily responsible for veterinary technician duties which required a certified Veterinary Technician with prior veterinary experience. Currently, Ms. Greene and the consulting Veterinarian are providing oversight in the area of animal health; therefore, the veterinary technician duties assumed by the position will be very minimal. Ms. Green has determined that the position would better serve the needs of the department if it expanded its focus on community relations which includes marketing adoptable animals, soliciting donations and engaging private organizations in pursuing mutual goals. However, the position will continue to assist with euthanasia and would be required to obtain a NC Rabies Vaccinator certification and Injectable Euthanasia Technician certification.

I respectfully ask that the Board consider and approve the attached revised job description which includes a new title of Animal Shelter Technician with no change in salary grade. Once the job description is approved, the recruitment process will begin.

Thanks in advance for your consideration and approval.

ANIMAL SHELTER TECHNICIAN

GENERAL DEFINITION OF WORK

Performs specialized, intermediate, supportive services in animal husbandry and animal shelter management and related work as required. Work is performed under the regular supervision of the Animal Control Director.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

- Report, monitor and record animal health, behavioral and disease control issues.
- Administer and keep accurate records of medications, vaccinations and other health related substances as instructed.
- Provide animal husbandry and sanitation services as instructed.
- Perform and record basic temperament testing for potential adoptable animals.
- Answer telephones, receive, record and file service requests and reports manually and using electronic technology, dispatching information to the appropriate agency, organization or personnel.
- Assist in and perform animal euthanasia as instructed.
- Assist in the solicitation and recruitment of donations, volunteers and rescue organizations.
- Report animal shelter supply and equipment needs.
- Receive animals and assist visitors with animal control and welfare requests, claiming and adopting animals.
- Collect fees and other monies, provide receipts.
- Prepare and advertise selected animals using digital cameras, assist in writing marketing text and designing display ads.
- Write, upload and receive information and literature using the internet, email and other electronic media.
- Respond to emergencies as required.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of dog and cat breeds, behavior, basic veterinary needs, common ailments and zoonosis. Working knowledge of the County Policies and Procedures, the NC Animal Welfare Act and regulations pertaining to rabies control/prevention and euthanasia. Working knowledge of common and industry specific office equipment and software. Ability to legibly and accurately record information and deal tactfully with the general public.

PHYSICAL REQUIREMENTS

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling and lifting. Vocal communication is required for expressing and exchanging ideas by means of the spoken word; hearing is required for depth perception, color perception, night vision, peripheral vision, operation of motor vehicles or equipment and observation of general surroundings and activities; the worker is subject to outside environmental conditions, noise and hazards. The worker may be exposed to blood-borne pathogens and animal inflicted injuries and may be required to wear protective personal equipment.

SPECIAL REQUIREMENTS

High School Diploma/GED.

Possession of a NC Drivers License, ability to obtain NC Rabies Vaccinator Certification and Injectable Euthanasia Technician Certification within 1 year.

Meeting Date: September 4, 2012

Item # 10-B

SUBJECT: Revised Job Descriptions in Restructured Buildings & Grounds Maintenance Department

REQUESTED BY: Elgin Lane, Human Resources Manager

SUMMARY: Revised job descriptions for four positions in the B&G Maintenance Department (see attached Memo) to become effective December 1, 2012 are presented for the Boards review and approval.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of the revised job descriptions to facilitate moving forward with the Buildings & Grounds Department restructuring.

NOTES:

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LJW*
DATE: August 30, 2012
RE: Revised Job Descriptions for Positions in
Buildings & Grounds Maintenance Department

10 page
document
has been
provided
by e-mail.

At the Board's request, the Buildings & Grounds Maintenance Department will be restructured as of December 1, 2012. The budget approved by the Board for the Department (copy enclosed) funds the following five positions as of December 1st:

1. Buildings & Grounds Manager
2. Buildings & Grounds Supervisor
3. Buildings & Grounds Maintenance Worker II
4. Buildings & Grounds Maintenance Worker I
5. Administrative Assistant II

In conjunction with the Human Resources Manager, I have revised the current position descriptions to incorporate revised job duties and responsibilities that will not include building construction duties. The Administrative Assistant II position description will not change. The four revised descriptions are presented for the Board's review and approval. We plan to begin advertising all five positions initially internally beginning in October.

Should you have any questions or concerns regarding this matter, please do not hesitate to contact me. Thank you in advance for your consideration and approval of this matter.

cc: Elgin Lane, HR Manager
Charles Ayscue, Buildings & Grounds Manager
Enclosures

SALARY PROJECTION 12-13 1.5% Salary Inc

FY	2012-2013							APPROVED		REQ.		APPROVED	FICA	RETIRE	HOSP	401K			
					HIRE		CUR	SALARY	REQ	PERC:CL	INC	SALARY	MED	MENT	INSUR	SUP	TOTAL		
DEPT	LAST NAME	1ST NAME	I	POS #	%	DATE	Grade	+ INCR	Grade	INCR	MT	AMT	+ INCR	7.65	6.74	EXP	5.00		
	Budget for 5 Months											Budget for 5 Months							
4260	AYSCUE	CHARLES	C	44		06/18/07	BLDGS/MGR	30		59,836		1.50%	898	25,306	1,936	1,706	2,700	31,647	
4260	DICKERSON	JAMES		706		11/01/07	MAINT WK II	18		10,365		1.50%	155	4,384	335	295	2,700	7,714	
4260	HUDGINS	EVIETA		22	####	11/04/02	ADMIN ASSIST I	15		29,635		1.50%	445	12,533	959	845	2,700	17,037	
4260	RIGGLEMAN	ANDREW		45		11/01/07	BUILD GRNDS ASSIST	23		45,000		1.50%	675	19,031	1,456	1,283	2,700	24,470	
4260	TALLEY	WALTER	R	704		10/02/00	B&G MAINT	14		22,739		1.50%	341	9,617	736	648	2,700	13,700	
4260	WALTHALL	JEFFREY		46		11/17/08	MAINT WK II	18		27,639		1.50%	415	11,689	894	788	2,700	16,071	
4260	WILLIAMS JR	CHARLES		700		07/03/06	BLDGS/SUPV	19		32,134		1.50%	482	13,590	1,040	916	2,700	18,246	
4260	Budget for 7 Months						BLDGS/GRNDS MGR	24		45,000		1.50%	675	26,644	2,038	1,796	3,780	34,258	
4260	Budget for 7 Months						B&G MAINT SUPV	19		32,134		1.50%	482	19,026	1,455	1,282	3,780	25,544	
4260	Budget for 7 Months						B&G MAINT WKR II	18		27,639		1.50%	415	16,365	1,252	1,103	3,780	22,499	
4260	Budget for 7 Months						B&G MAINT WKR I	14		24,739		1.50%	371	14,648	1,121	987	3,780	20,535	
4260	Budget for 7 Months						ADMIN ASST II	15		23,876		1.50%	358	14,137	1,081	953	3,780	19,951	
	TOTAL FOR 512000									186,968									
GRAND TOTALS FOR 4260 BLDGS, GROUNDS & MAINT										380,736		0	5,711	186,968	14,303	12,602	37,800	0	251,672
												0		0	0			0	

Meeting Date: September 4, 2012

Item # 11

**SUBJECT: Public Utilities – Change Order # 1 for District 3, Phase III
Water System Improvements Project**

REQUESTED BY: Macon Robertson, Director Public Utilities

**SUMMARY: Change Order # 1 Intermediate Adjusting for Original Contract
Quantities and Estimated Construction Cost of Additional Water Main Section
in District 3, Phase III water system improvements project is submitted for Board’s
review and action; contract increased by \$338,529.13 for increase in unit price.**

FUNDING SOURCE: Funds remaining in the Project Budget.

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

**Recommend approval of Change Order #1 to Water & Sewer District 3, Phase III Water
System Improvements Project. Funding source: Funds remaining in the Project Budget.**

NOTES:

**WARREN COUNTY
WATER AND SEWER DISTRICT NO. 3 PHASE III
WATER SYSTEM IMPROVEMENTS**

**CURRENT PROJECT BUDGET
APRIL 2012
REVISED JULY 11, 2012
REVISED AUGUST 24, 2012**

PROJECT REVENUES	CURRENT BUDGET	VARIANCE	REVISED BUDGET
USDA Loan	\$ 1,561,000.00	\$ -	\$ 1,561,000.00
USDA Grant	920,000.00	-	920,000.00
Owner Contribution	54,000.00	-	54,000.00
Total	\$ 2,535,000.00	\$ -	\$ 2,535,000.00

PROJECT EXPENSES			
Construction	\$ 1,344,205.05	\$ 338,529.13	\$ 1,682,734.18
Engineering (Study & Report Phase)	30,000.00	1,500.00	31,500.00
Engineering (Basic Services) :			
Preliminary & Final Design Phase	86,637.00	40,000.00	126,637.00
Bidding & Negotiating Phase	12,377.00	-	12,377.00
Construction Phase	24,753.00	17,500.00	42,253.00
Engineering (Additional Services - PER Amendment)	1,500.00	-	1,500.00
Engineering (Additional Services - Hydraulic Analysis Update)	-	4,000.00	4,000.00
Engineering (Additional Services - Easements)	-	3,000.00	3,000.00
Resident Project Representative	110,768.00	23,000.00	133,768.00
Subsurface Investigation	8,620.00	-	8,620.00
Legal	22,000.00	-	22,000.00
Debt Service Interest	58,537.00	-	58,537.00
Contingency	835,602.95	(427,529.13)	408,073.82
Total	\$ 2,535,000.00	\$ -	\$ 2,535,000.00

Change Order No. 1

Date of Issuance: August 24, 2012 Effective Date: August 24, 2012

Project: Water & Sewer District No. 3, Phase III	Owner: Warren County	Owner's Contract No.: N/A
Contract: Water System Improvements		Date of Contract: October 3, 2011
Contractor: Herring & Rivenbark, Inc.		Engineer's Project No.: 2009090

The Contract Documents are modified as follows upon execution of this Change Order:

Description:
Adjust the original Contract quantities to agree with the actual quantities completed as detailed in Attachment 1.
Add water main sections per quantities detailed in Attachment 1 and shown in Attachment 2.
Contract Time for this Change Order will be 90 days to Substantial Completion and 105 days to Ready for Final Payment beginning on the date of delivery of the fully executed Change Order to the Contractor.

Attachments (list documents supporting change):
Attachment 1 – Intermediate Adjusting Change Order for Original Contract Quantities and Estimated Construction Cost of Additional Water Main Sections.
Attachment 2 – Letter from Contractor requesting increase in unit price for line items 2, 6 and 13 with justification.
Attachment 3 – Revised Drawing W-3338 – Sheets 1, 18, 20A, 20B, 20C, 20D, 20E, 20F, 22 and 23.

<u>CHANGE IN CONTRACT PRICE:</u>	<u>CHANGE IN CONTRACT TIMES:</u>
Original Contract Price: \$ <u>1,344,205.05</u>	Original Contract Times: <input type="checkbox"/> Working days <input checked="" type="checkbox"/> Calendar days Substantial completion (days or date): <u>June 8, 2012</u> Ready for final payment (days or date): <u>July 8, 2012</u>
[Increase] [Decrease] from previously approved Change Orders No. <u> </u> to No. <u> </u> : \$ <u>0.00</u>	[Increase] [Decrease] from previously approved Change Orders No. <u> </u> to No. <u> </u> : Substantial completion (days): <u>0</u> Ready for final payment (days): <u>0</u>
Contract Price prior to this Change Order: \$ <u>1,344,205.05</u>	Contract Times prior to this Change Order: Substantial completion (days or date): <u>June 8, 2012</u> Ready for final payment (days or date): <u>July 8, 2012</u>
[Increase] [Decrease] of this Change Order: \$ <u>338,529.13</u>	[Increase] [Decrease] of this Change Order: Substantial completion (days or date): <u>90 days</u> Ready for final payment (days or date): <u>105 days</u>
Contract Price incorporating this Change Order: \$ <u>1,682,734.18</u>	Contract Times with all approved Change Orders: Substantial completion (days or date): <u>90 days from delivery</u> Date of fully executed C.O. Ready for final payment (days or date): <u>105 days from</u> Delivery date of fully executed C.O.

RECOMMENDED: By: <u><i>Paul S. Hanna</i></u> Engineer (Authorized Signature) Date: <u>8/24/12</u>	ACCEPTED: By: _____ Owner (Authorized Signature) Date: _____	ACCEPTED: By: _____ Contractor (Authorized Signature) Date: _____
Approved by Funding Agency (if applicable): _____		

Meeting Date: September 4, 2012

Item # 12-A

SUBJECT: Approve Lease Purchase of Sheriff's Vehicles

REQUESTED BY: Clerk to the Board

SUMMARY: Request for bids were sent out to approx. 24 dealerships by e-mail and fax for Sheriff's vehicles: six (6) Dodge Chargers and one (1) Ford Explorer 4x4 all with police packet. Bids were received per attached.

FUNDING SOURCE: FY 13 Sheriff's Department Budget

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

1) Recommend lease purchase of 6 2013 Dodge Chargers at State Contract price from Ilderton Chrysler of High Point, NC at a cost of \$22,024 per vehicle – total cost of \$132,144; and 2) Recommend lease purchase of one 2013 Ford Explorer 4x4 from Capital Ford of Raleigh, NC at a cost of \$25, 134. Funding Source: Sheriff's Department FY 13 departmental budget.

NOTES:

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
Vehicle Bids

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:

8115 ²⁰ 12

Mary Lou Cheek
Editor or Office Manager

Sworn to and subscribed before me this

22 day of August, 20 12.

Lucille Lee Weldon
Notary Public

My commission expires: 12-6-14.

NOTICE

The County of Warren is hereby soliciting **sealed bids** for the following vehicles to be used by Warren County Departments as indicated:

- Sheriff's Office: 1 - 2013 Ford Explorer 4x4 Vehicle (or equivalent)
- 6 - 2013 Dodge Charger (or equivalent)
- Emergency Services: 1 - 2013 Ford Explorer 4x4 Vehicle (or equivalent)
- Animal Control: 1 - 2013 Ford F-150 Regular Cab 4x2 Long Bed (or equivalent)

Bids will be received until 5:00 pm August 17, 2012 and publicly opened and read Monday, August 20, 2012, at 10:00 am.

All bids shall be mailed or delivered to:

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

Instructions for submitting bids and complete specifications for the aforesaid vehicles may be obtained at the County Manager's Office during regular business hours, 8:30 a.m. - 5:00 p.m. The Warren County Board of Commissioners reserves the right to waive any and all formalities and to reject any and all bids. If any additional information is required, contact Linda T. Worth, Warren County Manager at (252) 257-3115.

Ulysses S. Ross, Chairman
Warren County Board of Commissioners



Sheriff's Vehicles

Dealership & Bid

Total Price

Six (6) (No bid received)
2013 Dodge Chargers
w/police packet

* State contract is with
Ilderton Chrysler
High Point, NC
\$22,024 per vehicle

(6 x) \$22,024
State contract
\$132,144

Bid for One (1) 2013 Ford Explorer 4x4 w/police packet	* Capital Ford, Raleigh \$25,134	\$25,134
Bid for One (1) 2013 Ford Explorer 4x4 w/police packet	Capital Ford, Rocky Mount \$27,382	\$27,382

•Award recommended:

Dodge Chargers to Ilderton Chrysler \$132,144
Ford Explorer to Capital Ford of Raleigh \$ 25,134

PROJECT NAME: Vehicles 2013

DATE: 8-20-12

BID TABULATION

VENDOR/CONTRACTOR	BASE BID	REMARKS
Capital Ford Raleigh - Ford Explorer - Law	PP 25134. ⁰⁰	✓
Capital Ford Rocky Mount - Ford Explorer - Law	PP 27382. ⁰⁰	
Capital Ford Raleigh Dodge Charger - Law	PP No Bid	
Capital Ford Rocky Mount Dodge Charger - Law	PP No Bid	
Capital Ford Raleigh Ford Explorer EMS	PP 25134.	✓
Capital Ford Rocky Mount Ford Explorer EMS	PP 27382. ⁰⁰	
Capital Ford Raleigh Ford F150 - Animal	14947. ⁰⁰	✓
Capital Ford Rocky Mount Ford F150 Animal	17478. ⁰⁰	

This is to certify that the bids tabulated herein were publicly opened and read aloud at 10 Am on the 20th day of August, of 2012 at the Office of the County Manager, Warren County, Warrenton, NC.

A Keaney Oenlof

Julie J. Wint

County Manager

8/21/12

Meeting Date: September 4, 2012

Item # 12-B

SUBJECT: Approve Lease Purchase of EMS & Animal Control Vehicles

REQUESTED BY: Clerk to the Board

SUMMARY: Request for bids were sent out to approx. 24 dealerships for county vehicles: one (1) 2013 Ford F-150 Truck for Animal Control and one (1) 2013 Ford Explorer 4x4 for EMS.

(EMS expressed preference to lease/purchase a Suburban under state contract from Bobby Murray Chevrolet of Raleigh at \$37,122.10).

FUNDING SOURCE: EMS & Animal Control Department FY 13 Budgets

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

1) Recommend lease purchase of one 2013 Ford F-150 Truck at a cost of \$14,947 for Animal Control Department – Funding Source: Animal Control FY 13 departmental budget; 2) Recommend lease purchase of one 2013 Chevrolet Suburban at State Contract price of \$37,122.10 from Bobby Murray Chevrolet of Raleigh – Funding Source: EMS FY 13 departmental budget.

NOTES:

EMS Vehicle

Dealership & Bid

Total Price

Bid for
One (1) 2013
Ford Explorer 4x4

Capital Ford, Rocky Mount
\$27,382

\$27,382

Bid for
One (1) 2013
Ford Explorer 4x4

Capital Ford, Raleigh
\$25,134

\$25,134

One (1) 2013
Chevrolet Suburban

* EMS Prefers to purchase from
Bobby Murray Chevrolet, Raleigh
\$37,122.10

State Contract

\$37,122.10

Animal Control

Dealership & Bid

Total Price

Bid for
One (1) 2013
Ford F150 Truck

* Capital Ford, Raleigh
\$14,947

Bid price
\$14,947

Bid for
One (1) 2013
Ford F150 Truck Regular
Cab 4x2 Long Bed

Capital Ford, Rocky Mount
\$17,478

Bid Price
\$17,478

•Award recommended:

Suburban to Bobby Murray (State Contract)	\$37,122.10
Ford F-150 Truck to Capital Ford Raleigh	\$14,947.00

Meeting Date: September 4, 2012

Item #13-A

SUBJECT: Surplus Property – Sale by Private Bid

REQUESTED BY: Linda Worth, County Manager

SUMMARY: Ms. Carnetta Cheek has placed a bid on tax foreclosed property at tax parcel C9 18D. This property has been offered at auction on at least 2 separate occasions but received no bid. Ms. Cheek has offered \$1,439.31 (current fees outstanding on property amount to \$1,939.31). Therefore, this item is presented for Board’s consideration and action.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend bid be accepted to place property back on the tax roles.

NOTES:

1 acre at 121 Royster Lane
Warrenton, NC
Outstanding - \$1,939.31
Bid amount - \$1,439.31

To: Angelina

Bid on C918D 121 Royster L, warr
Bid of: 1439.31

Bidder: Carretta D. Cheek
2214 Hyannis Drive.



Meeting Date: September 4, 2012

Item #13-B

SUBJECT: Resolution Declaring Surplus Property & Authorize Online Auction

REQUESTED BY: Clerk to the Board

SUMMARY: Cooperative Extension Service has property that is no longer used or needed by its programs. Therefore it is submitted to declare: 73 odd glass punch bowl cups, 21 small assorted clear wine glasses and 98 butter knives as surplus and offer at auction.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Resolution – Authorizing the Sale of the stated surplus property.

NOTES:

*STATE OF NORTH CAROLINA
COUNTY OF WARREN*

*RESOLUTION
SALE OF SURPLUS
WARREN COUNTY PROPERTY*

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

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

*73 Odd Glass Punch Bowl Cups,
21 Small Assorted Wine Glasses, and
98 Butter Knives.*

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

ADOPTED this the 4th day of September 2012.

*WARREN COUNTY BOARD OF COMMISSIONERS
Ulysses S. Ross, Chairman*

Meeting Date: September 4, 2012

Item #13-C

SUBJECT: Report on Sale of Surplus Property – Public Works

REQUESTED BY: Marshall Brothers, Public Works Director

SUMMARY: Authorized for sealed bid auction during July 2012 board meeting, surplus Trash Compactor received a bid of \$7 per 100 lbs (total \$1,524.60) from C&J Auto Used Parts of Eaton Ferry Road, which was awarded and proceeds from the sale have been received. This information is submitted for the Board's information.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: September 4, 2012

Agenda Item # 14-A

SUBJECT: Planning / Zoning Administration

REQUESTED BY: Ken Krulik, Planner/Zoning Administrator

SUMMARY: Request is made to extend temporary suspension on Zoning Permits for new commercial signs to October 1, 2012 at close of monthly Board of Commissioners' meeting.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:





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

To: Warren County Board of Commissioners, County Manager
From: Ken Krulik, AICP CZO - Planning and Zoning Administrator *Ken*
Date: August 30, 2012
Re: Request to extend temporary suspension on zoning permits for signs.

This memo is to request an extension to the current temporary suspension on new zoning permits for commercial signs in the zoned areas of the County at Kerr Lake and Lake Gaston (set to end September 4, 2012).

Given the need to follow the public hearing process to amend our zoning ordinance, (hearing is requested for October 1, 2012) the extension will allow for action to be taken by the Board to amend the ordinance based on the proposed revisions.

As such I am requesting an extension to the end of business by the Board of Commissioners on October 1, 2012.

Thank you for your consideration.

Respectfully,

Handwritten signature of Ken Krulik in black ink.

Ken Krulik, AICP CZO
Planning and Zoning Administrator
Warren County Planning/Zoning and Code Enforcement

Meeting Date: September 4, 2012

Agenda Item # 14-B

SUBJECT: Schedule Public Hearing – Amendment to Zoning Ordinance

REQUESTED BY: Ken Krulik, Planner/Zoning Administrator

SUMMARY: It is submitted to schedule a public hearing to hear citizen comments regarding above referenced for Monday, October 1, 2012 at 5:45 pm.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Meeting Date: September 4, 2012

Agenda Item # 15

SUBJECT: Veterans Service Office

REQUESTED BY: Linda T. Worth, County Manager

SUMMARY: Request is submitted to appoint Mr. Maurice Halstead, Veterans Service Administrative Assistant, as the Interim Veterans Administrator until such time as the vacant Veterans Administrator position is filled. Recommendation is made to increase Mr. Halstead's base salary by \$5,000 to compensate him for the extra duties and responsibilities he will be required to perform.

FUNDING SOURCE: Lapsed Salaries/Fringes in the Veterans Service departmental budget

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval.

NOTES:

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LW*
DATE: August 29, 2012
RE: Personnel Action Request

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

Veterans Service

As you are aware, Ms. Zaida White, Veterans Administrator, has tendered her resignation from her position effective August 31, 2012. I am respectfully requesting the Board's consideration to appoint Mr. Maurice Halstead, Administrative Assistant, to serve as Interim Veterans Administrator effective September 1, 2012, until the vacant Veterans Administrator position is filled. I am recommending that Mr. Halstead's base salary of \$13,189 be increased by \$5,000 to \$18,189 to compensate him for the extra duties and responsibilities he will be required to perform while in this interim position. Lapsed salaries and fringes in the Veterans Service departmental budget will be used to fund the additional salary and fringes to facilitate this request.

Thank you in advance for your consideration and approval of this matter.

cc: Elgin Lane, HR Manager
Barry Mayo, Finance Director
Zaida White, Veterans Administrator
Maurice Halstead, Administrative Assistant
Cecile Renn, Accounting Specialist

Meeting Date: September 4, 2012

Item # 16-A

SUBJECT: County Manager's Reports

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: Various

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

M E M O R A N D U M

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LW*
DATE: August 28, 2012
RE: Notice of Contracts/Agreements Approved by the County Manager

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

Board of Elections

Election Systems & Software, LLC
3713 Trent Rd.
New Bern, NC 28562

I have approved the five-year agreement with Election Systems & Software, LLC for hardware maintenance and software maintenance and support services for the Board of Elections Office. Funds were appropriated by the Board of Commissioners at the Board's 8/6/12 meeting to pay for these contracted services.

Simulcast Radio System Project

State of NC
Department of Administration
State Property Office
1321 Mail Service Center
Raleigh, NC 27699-1321

I have signed off on the Memorandum of Lease, Ground Lease Agreement, and Sublease Agreement to lease .51 acre of land together with an.28 acre easement for ingress and egress to the State of NC for construction of a radio tower that will be used to house equipment to upgrade Warren County's emergency radio communication system. The lease is for an initial period of 25 years with two additional 25-year renewal periods.

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

Attachments

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



Meeting Date: September 4, 2012

Item # 16-B

SUBJECT: County Manager's Reports

REQUESTED BY: Linda T. Worth, Warren County Manager

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

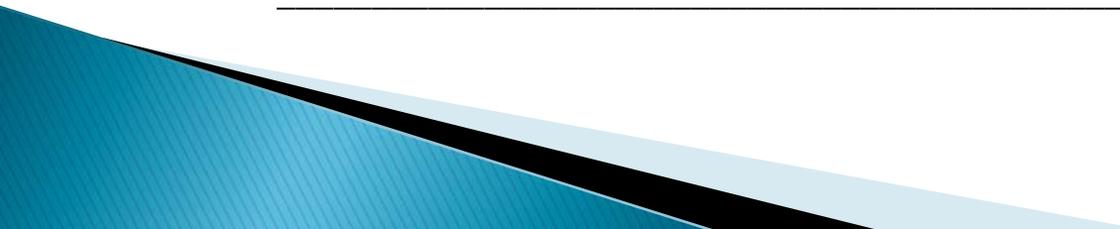
FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



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

Administration

- Attended Public Works' surplus property bid opening (8/1/12)
- Prepared for and attended Board of Commissioners Public Hearing and Regular Meeting (8/6/12)
- Triangle North Advisory Board Conference Call (8/8/12)
- Mtg. with EDC and Cooperative Extension Directors to discuss various issues (8/7/12)
- Mtg. with Sheriff, Detention Administrator, Interim DSS Director, and CSE Supervisor to discuss GPS monitoring of child support offenders (8/7/12)
- Telephone interview re: Soul City Project (8/8/12)
- Mtg. with EDC Director to discuss Peck Property (8/10/12)
- Participated in HR Technician interviews (8/13/12)
- Viewed NADO webinar re: Sequestration (8/13/12)
- Attended CDBG Compliance Work Shop in Raleigh (8/15/12)
- Made Presentation to Warren County School System Personnel (8/20/12)
- Mtg. with Public Utilities Director and Rivers & Associates to discuss public utilities projects (8/21/12)
- Attended Environmental Justice Planning Committee Mtg. (8/21/12)
- Attended Kerr-Tar COG Advisory Board meeting (8/23/12)
- Interview re: Soul City Project (8/24/12)
- Participated in Senior Center Director interviews (8/27/12)
- Participated in Emergency Management Table Top Exercise at Glen Raven (8/29/12)
- Attended DSS NC Fast Readiness Assessment Meeting (8/30/12)
- Attended Environmental Justice Planning Committee Mtg. (8/30/12)

Activities

- Attended Soul City VFD Annual Family Day (8/4/12)
- Attended NCACC Annual Conference in Raleigh, NC (8/16-19/12)
- Attended Retirement Reception for Stella Rideout longtime DSS employee (8/29/12)

Project Updates

Construction Projects

EMS Satellite Facility #2

EMS satellite facility #2 is approximately 90% complete. The interior is complete with ceiling tiles and carpet remaining to be completed; scheduling technology and telephone wiring and grading and paving/stoning of driveways/parking lot. 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

We have submitted a construction contract to Community Investment & Assistance (CI) for the construction of the first home in Ephraim Place Subdivision. The prospective homeowners have received preliminary loan approval from a mortgage home lender. We have not yet received confirmation from CI if this will be sufficient to waive the requirement for repayment of the CDBG grant received for this project.

September 4, 2012

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Enter Into Closed Session
in accordance with
GS § 143-18.11(a)(3)
to discuss Attorney-Client Privileged
Information

Adjourn

September 4, 2012
Regular Meeting

